HIGHER LEARNING COMMISSION

FORM

Federal Compliance Filing by Institutions

Effective September 1, 2016 – August 31, 2018

This document outlines the information institutions should provide in a separate federal compliance section of their Assurance Argument or Comprehensive Quality Review. Institutions should answer the questions below and provide supporting documentation where necessary. A list of required and optional appendixes is provided at the end of the document.

The information requested in this document should be uploaded in the Assurance System in a separate federal compliance document **before** the visit unless otherwise noted. The institution should refer to the *Federal Compliance Overview: Information for Institutions and Peer Reviewers* in completing this template. This guide identifies applicable HLC policies and provides an explanation of each requirement.

Note that some federal requirements are related to the Criteria for Accreditation or Assumed Practices. This document identifies those related Criteria and Assumed Practices so that the institution may cross-reference any material it prepares to address them. The document also provides cross-references to the Code of Federal Regulations; while these cross-references will provide context for HLC's requirements, it is important that institutions write to HLC's requirements and not to the federal regulations cited.

Institution name: Highland Community College (KS)

Main contact in the financial aid office: Joshua North, Director of Financial Aid

Number of staff members in the financial aid office: 3

Identify when the last U.S. Department of Education training for the staff of the financial aid office occurred: 3/22/2017

Assignment of Credits, Program Length and Tuition

1. Complete the *Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours*. Submit the worksheet and the attachments listed in it as **Appendix A**.
2. What is the length in semester or quarter hours or other applicable units of each of the institution's degree programs? Institutions offering programs at a single degree level may be able to identify a specific number of semester or quarter hours to which all their programs conform; institutions with programs at different degree levels may need to expand their answer, and if so should include a list in Part A, Section 1 of the *Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours* (Appendix A).

The Associate in Arts, Associate in Science, Associate in General Studies, Associate in General Studies - Human Services, and the Associate in Applied Science degrees in Accounting; Agribusiness; Business Administration; Commercial Photography; Criminal Justice; Early Childhood; Graphic Design; Nursing; Personal Fitness Trainer; Risk Management; and Technical Programs are all 63 credit hours each. The Associate in Applied Science for Medical Coding is 64 credit hours and the Associate in Applied Science for Precision Agriculture is 65 credit hours total.

3. Are there any differences in tuition for specific programs?

   ☒ Yes

   ☐ No

   If so, please identify the programs and explain the rationale for the difference in tuition.

   For the 2017-2018 Academic Year:

   Campus/Regional Tuition - $56 per credit hr for Doniphan County, $70 per credit hour for all others

   Technical Tuition - $98 per credit hour

   Nursing - $117 per credit hour

   Online - $79 per credit hour

   Nursing and Technical Program tuition costs are higher because the programs cost more to deliver. We offset that extra cost by charging more tuition.

   Online course tuition is higher to offset the cost of delivering online courses. Online program costs include a per credit hour charge paid to The Learning House for LMS hosting, technical support, training, marketing, and other online program services.

For more information see Federal Requirements 34 CFR §602.16(a)(1)(viii), 34 CFR §602.24(f), 34 CFR §600.2, and 34 CFR §668.8(k) and (l).

Related HLC Requirements: Core Component 3.A and Assumed Practice B.1.

Institutional Records of Student Complaints

4. What is the institution's process for handling student complaints?

   The staff at Highland Community College strives to provide a positive college experience for all students and has established policies and procedures to respond appropriately should that not be the case. Students and stakeholders of the college are encouraged to let staff members know when things are going well or when they are in need of improvement.

   HCC has a process to review and respond to student complaints. The college seeks to resolve any and all student complaints in an appropriate and timely manner and adheres to procedures for resolving academic and non-academic concerns. Steps, timelines, and resolution processes are addressed through procedures described in the academic catalog and the student handbook.

5. Provide the institution's complaint policy and procedure and the web address where the public can find this information:

   https://highlandcc.edu/pages/hcc-compliment-and-complaint-process or attach as **Appendix B**.

6. Provide an aggregated report of the number and type of complaints received since the last comprehensive evaluation by HLC and explain their resolutions. Attach as **Appendix C**.

7. How does the institution integrate what it has learned from the complaint process into improvements in services or in teaching and learning?

HCC President's Staff review student complaints to ensure that they are addressed in a timely manner. The information learned during the complaint process is used to make informed decisions on policy and procedure changes within the institution. The Student Services department meets to address concerns and follow-up with submitted complaints.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(ix).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.

Publication of Transfer Policies

8. Where are the institution's transfer policies published?

   Transfer policies are published in the college catalog.

   Provide copies of the published transfer policies (such as those included in the institution's catalog, on the website or in other appropriate publications) as **Appendix D**.

9. How does the institution disclose articulation agreements, at both the institutional level and the program level, to current and prospective students? (Ensure that the disclosures clearly identify whether the institution 1) accepts credits from the other institution(s) through the articulation agreement; 2) sends credits to the other institution(s) through the articulation agreement; 3) both offers and accepts credits with the institution(s) in the articulation agreement; and 4) what specific credits articulate through the agreement [e.g., general education only; pre-professional nursing courses only; etc.].)

   HCC primarily shares articulation agreement and transfer equivalency information on our Transfer Guides web page (https://highlandcc.edu/pages/transfer-guides_3). Credit for Military Alignment is linked from our Veteran Affairs webpage (https://highlandcc.edu/pages/veteran-affairs).

   Academic advisors are also given updated information about new agreements or equivalencies at monthly academic advisor meetings. Any newly signed agreements are announced in weekly campus news emails.

   Provide a list of articulation agreements as **Appendix E** and the web address where the public can access this list. Note that you do not need to provide the full articulation agreements, only the list of agreements that you make public.

10. What is the process implemented by the institution to align the disclosed transfer policies with the criteria and procedures used by the institution in making transfer decisions?

    All transfer credit is officially reviewed by the HCC Registrar. For credit from Kansas's public colleges and universities, the Registrar first references the Kansas Guaranteed Transfer Matrix for courses that have been agreed upon statewide. All other credits are evaluated through a review of applicable articulation agreements and course equivalencies. Any credit from a regionally accredited institution not previously evaluated, will be determined by a comparison of institutional catalogs and course information.

    Provide evidence (e.g., charts, data, etc.) that institutional decisions regarding transfer of academic credit align with the policy:

    See the Kansas Guaranteed Transfer Matrix as Appendix F. or attach as **Appendix F**.

For more information see Federal Requirement 34 CFR §668.43(a)(11).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.

Practices for Verification of Student Identity

11. Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

    ☒ Yes

    ☐ No

12. How does the institution verify the identity of students enrolled in these courses?

    Highland Community College has a process in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit, primarily through the use of a secure login and password.

    Secure Login and Password

    Highland Community College assigns each student a secure network account with a unique username and password. All students registering for a course at Highland Community College are assigned unique identification numbers and corresponding usernames. Before a student can access any information resource on the College's network (including the Learning Management System), the student must be authenticated by the College's directory service using his/her username and password. Students are assigned a randomly generated, suitable complex password that meets identified password criteria guidelines when their account is first established. The Highland Community College Office of Information Technology is responsible for maintaining the credential verification procedures.

    All users of the College's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is assigned to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited.

    Additional Verifications

    Faculty teaching courses through distance learning delivery methods have a role in identity verification by being alert and recognizing changes in student behavior, including, but not limited to: sudden shifts in academic performance, changes in style and language used in written work or discussion posts, student time on task, and quiz/exam completion data; which may indicate academic integrity issues. It is recommended that faculty routinely use a variety of assessment instruments and select assignments types that are more difficult to plagiarize.

    Highland Community College systems also monitor user LMS logs based on dates, times, and IP addresses for all users. The HCC system also closes course sections on the LMS within one week of the course end date, blocking students from reentering and retrieving any content from a course once it has ended.

    Highland Community College will continue to review and evaluate the effectiveness and feasibility of new verification technologies as it becomes available.

13. Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

    ☐ Yes

    ☒ No

14. What are these additional costs?

    N/A

15. How are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

    N/A

    Provide copies of the disclosures and the web address where the public can access such information as **Appendix G**.

16. How does the method of verification make reasonable efforts to protect student privacy?

    24/7 web-based password resets can only be made by providing the date of birth, the email address from the student's application, and the student's first and last name. Student ID information or passwords are never given out over the phone. We only discuss login issues directly with the student and will not trigger a password reset at the request of anyone other than the student. After verifying the student's identity, then a password reset may be sent to the personal e-mail account that is on file from that student's application process.

For more information see Federal Requirement 34 CFR §602.17(g).

Related HLC Requirement: Core Component 2.A.

Title IV Program Responsibilities

This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller. For more information see Federal Requirement 34 CFR §602.16(a)(1)(x).

17. General Program Responsibilities

    a. What is the current status of the institution's Title IV program (e.g., recertified on date x, provisionally certified on date x, etc.)?

       Provisional Approval until 6/30/2020, as of 8/22/2017

    b. When was the institution's most recent Title IV program review?

       January, 2017

    c. Has the institution been audited or inspected by the Office of the Inspector General of the U.S. Department of Education since the last comprehensive evaluation by HLC?

       ☐ Yes

       ☒ No

    d. Attach the most recent Title IV program review, or other inspection or audit reports since the last comprehensive evaluation by HLC, as **Appendix H**.

    e. List any limitation, suspension or termination actions imposed on the institution by the U.S. Department of Education (hereafter referred to as "the Department") since the last comprehensive evaluation by HLC and the reason for such actions.

       N/A

    f. List any fines, letters of credit or heightened monitoring imposed on the institution by the Department since the last comprehensive evaluation by HLC and the reason for such actions.

       Heightened Cash Monitoring 1 due to Late Audits

    g. What response and corrective actions has the institution taken in regard to these Department actions?

Since the Program Review, we have started monitoring R2T4s much closer, including developing a report that we can run at any point that includes the Begin Date, End Date and Last Date of Attendance. We are also using PowerFAIDs, our Financial Aid Student Information System, to process all R2T4s. In regards to unreturned checks, the business office has developed and implemented a check monitoring proceduce to make sure we return all checks to the Department once the check is older than 240 days old.

h. What are the consequences of these challenges for the institution's short- and long-term financial health?

In the short-term, we were required to pay the Department of Education $51,494 due to errors found during our Program Review. This amount consists of $27,977 for checks that were unreturned after 240 days outstanding, $22,807 from incorrect Return of Title IV Calculations and $710 in Interest from these errors. This was an unexpected expenditure that we were not anticipating, but were able to pay immediately.
In the long-term, the consequences from the Program Review are all positive. We have been able to find weaknesses in our Title IV awarding process, implemented new policies and procedures to make sure we are following all rules to the best of our ability and are more confident in our ability to correctly administer Title IV programs.

i. What are the findings from the OMB Circular A-133 portion of the institution's three most recent audited financial statements, which identifies material weaknesses in the processing of financial aid?
2016-2017: No Findings
2015-2016: No Material Weakness
2014-2015: R2T4 Processing, Reconciliations not performed monthly, Allowable Costs/Cost Principles

j. In which of the following Title IV federal financial aid programs does the institution participate? Select all that apply:

☒ Pell Grant
☐ Federal Family Education Loan
☒ Federal Direct Stafford Loan
☒ Direct PLUS Loan
☒ Federal Supplemental Educational Opportunity Grant
☒ Federal Work Study
☐ Perkins Loans
☐ Academic Competitiveness Grant

Provide all correspondence with the Department and other documents that explain the above responses as **Appendix I.**

For more information see Federal Requirement 34 CFR §668.16.

18. Financial Responsibility Requirements

a. What were the outcomes of the three most recent Department reviews of the institution's composite ratios and financial audits?
The institution is a public school and is not required to calculate a composite ratio. For the year ended June 30, 2017, HCC ended with a positive net position of $13,261,722.

b. Have there been any fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews?

No

Note: HLC also annually analyzes each institution's financial ratios to determine whether there might be financial concerns. The peer review team checks with the institution and the HLC staff to determine whether HLC or the Department has previously raised concerns about the institution's finances based on these ratios.

c. What actions has the institution taken or does it plan to take in response to any concerns raised by HLC or the Department? (*Related HLC Requirements: Core Components 5.A, 2.B; Assumed Practice D.1.)*
N/A

Provide all correspondence with the Department and other documents that explain the above actions as **Appendix J**.

For more information see Federal Requirements 34 CFR 668.15, 34 CFR 668.23, 34 CFR 668.171, 34 CFR 668.173, and 34 CFR 668.174.

Related HLC Requirements: Criterion 5, Core Components A (resources) and B (administrative capacity).

19. Default Rates. The institution should take steps to avoid excessive loan default rates.

Institutions and teams should use the three-year default rate to complete this section.

a. What are the student loan default rates as provided by the Department for the three years leading up to the visit? (Institutions with evaluations after September must include the most recent cohort default rate in the Federal Compliance Filing or ensure that the most recent rate is provided to the team on-site if the rate was not available when the Federal Compliance Filing was submitted.)

Year 1: 19.4

Year 2: 18.0

Year 3: 16.2

b. If the institution's default rates are higher than those of its peer institutions, if the institution's rates are rising, or if the rates have exceeded Departmental thresholds or triggered a Department review, what actions has the institution taken in response?

N/A

Provide any correspondence with the Department related to default rates and any default rate management plan required by the Department as **Appendix K**.

c. Does the institution participate in private loan programs or any loan services that it provides to students directly or that a related corporation provides to its students?
☐ Yes

☒ No

If yes, provide a list of companies that provide loan services to the institution's students and explain the relationship of these companies to the institution.
N/A

Provide samples of the loan agreements and disclosure information as **Appendix L**.

For more information see Federal Requirements 34 CFR §668.201, §668.204, and §668.217.

Related HLC Requirements: HLC Criterion 2, Core Component A (integrity); Criterion 5, Core Components A (resources) and B (administrative capacity); Assumed Practices D.1–5.

20. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures. Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and financial aid.

    a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?
    Vice President for Student Services and the Student Life Office

    b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 20?
    ☐ Yes

    ☒ No

    c. Does the institution have any findings from the Department regarding these disclosures?
    ☐ Yes

    ☒ No

    Explain any findings related to any of the required disclosures listed in question 20 and corrective action plans the institution may have put together to remedy the findings.
    N/A

    d. Provide copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix M**.

For more information see Federal Requirements 34 CFR §668.40, 668.41, 668.42, 668.43, 668.44, 668.46, and 668.49.

21. Student Right to Know/Equity in Athletics. Title IV responsibilities require that institutions provide to students and the public graduation/completion rates for the student body by gender, ethnicity, receipt of Pell grants and other data as well as information about the process for withdrawing as a student, cost of attendance, policies on refund and return of Title IV financial aid, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate. Also, institutions with athletic programs are required to disclose athletic participation rates and financial support data.

    a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?
    The Director of Institutional Research is responsible for ensuring the data for these reports are regularly compiled, published, and accurate. He works with any departments on campus necessary to compile the data. The Vice President for Academic Affairs and the Chief Graphic Designer assist with posting reports to the website.

    b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 21?
    ☐ Yes

☒ No

c. Does the institution have any findings from the Department regarding these disclosures?
☐ Yes
☒ No

d. Explain any findings related to any of the required disclosures listed in question 21 and corrective action plans the institution may have put together to remedy the findings.
N/A

e. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix N**.

For more information see Federal Requirements 34 CFR §668.41, 668.45, 668.48, and 668.8.

Related HLC Requirement: Assumed Practice A.6.

22. Satisfactory Academic Progress and Attendance Policies. The institution is required to have a Satisfactory Academic Progress policy and an attendance policy as part of the Title IV program.

a. Are these policies readily available to students?
☒ Yes
☐ No

b. Do they satisfy state or federal requirements?
☒ Yes
☐ No

c. Does the institution have any findings from the Department regarding these disclosures?
☐ Yes
☒ No

Explain any findings related to any of the required disclosures listed in question 22 and corrective actions that may have been required by the Department related to these findings.
N/A

d. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix O**.

e. Are the policies being appropriately applied by the institution in individual student situations?

Note: HLC does not necessarily require that the institution take attendance unless required to do so by state or federal regulations but does anticipate that institutional attendance policies provide information to students about attendance at the institution.

☒ Yes
☐ No

For more information see Federal Requirement 34 CFR §668.34.

Related HLC Requirements: Criterion 3, Core Component A; Assumed Practice A.5.

23. Contractual Relationships. List any contracts related to academic programs with third-party entities not accredited by a federally recognized accrediting agency. Attach as **Appendix P**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.

    (The institution should have previously disclosed to HLC all existing contracts and received approval for those contracts as required by HLC policy. Institutions can see the list of HLC-approved contractual arrangements on its *Institutional Status and Requirements (ISR) Report*. HLC's substantive change policy requires that the institution notify HLC of any new contracts for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any contract for 25 to 50 percent of a program, and that HLC approve contracts for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirements 34 CFR §668.5 and 602.22(a)(2)(vii).

Related HLC Requirements: Assumed Practices A.10–11.

24. Consortial Relationships. List any consortial relationships with other entities accredited by a federally recognized accrediting agency. Attach as **Appendix Q.** Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.

    (The institution should have previously disclosed to HLC all existing consortiums and received approval for those consortial arrangements as required by HLC policy. Institutions can see the list of HLC-approved consortial arrangements on its *Institutional Status and Requirements (ISR) Report*. HLC's substantive change policy requires that the institution notify HLC of any new consortiums for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any consortiums for 25 to 50 percent of a program, and that HLC approve consortiums for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirement 34 CFR §668.5.

Related HLC Requirements: Assumed Practices A.10–11.

Required Information for Students and the Public

25. Provide course catalogs and student handbooks. Attach as **Appendix R.**

26. Which sections of the institution's website include required disclosure information? Provide the webpage name and link for each.
    Course Catalog https://highlandcc.edu/pages/catalog_1
Student Handbook & Policies https://highlandcc.edu/pages/handbook
Student Outcome Data https://highlandcc.edu/pages/student-outcome-data
Students "Right to Know" Information https://highlandcc.edu/pages/student-right-to-know

27. What policies and processes does the institution have in place to ensure required information for current and prospective students about institutional programs, fees, policies and related required information is accurate, timely and appropriate? Attach copies of these policies and procedures as

Appendix S.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(vii).

Related HLC Requirements: Core Component 2.A, 2.B; Assumed Practice A.5.

Advertising and Recruitment Materials and Other Public Information

28. Do the institution's advertisements and recruiting materials provide accurate, timely and appropriately detailed information to current and prospective students, and is information about the institution's accreditation status with HLC and other accrediting agencies clear and accurate? If the institution has been placed on a sanction or its programmatic accreditation has been withdrawn, do the disclosures accurately explain this information?

    ☒ Yes

    ☐ No

    Provide copies of these advertising and recruiting materials as **Appendix T**.

29. Which sections of the institution's website include advertising and recruiting information? Provide the webpage name and link for each.

    The HCC Homepage, Admissions, Campus Visit, and Course Guide web pages provide the majority of recruiting information. These would be where inquiries would be directed to start. For Regional Locations, students would be directed to the HCC hompage or the webpage for that specific location.

30. What policies and processes does the institution have in place to ensure advertising and recruiting information to current and prospective students about its programs, locations and policies is accurate, timely and appropriate? Provide copies of these policies and procedures as **Appendix U.**

31. What webpage displays the Mark of Affiliation on the institution's website? Provide a link.

    https://highlandcc.edu/

For more information see Federal Requirements 34 CFR §602.16(a)(1)(vii) and 602.23(d).

Related HLC Requirements: Core Component 2.B; Assumed Practices A.5, A.7.

Review of Student Outcome Data

Institutions in their program review and institutional improvement processes are required to consider student outcome or performance data on the full range of their offerings where such data are available. Data can be at the institutional or the program level. Student achievement data typically include retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study or other similar information.

32. How does the institution gather or receive information about student outcomes from academic programs across the institution?

    The Director of Institutional Research primarily gathers student outcome data from institutional, state, and national sources. Some technical program data is collected by the Technical Center staff. The faculty's Assessment Committee, Academic Standards Committee, and Instructional Council help the

Director of IR with course level and program level assessments as part of our Comprehensive Assessment Plan.

Several public universities in Kansas also share reports on a semester or annual basis of our transfer students' performance once at the university. The President typically receives these reports and shares the information with the faculty and the Board of Trustees.

33. List the types of student outcome data available to the institution:

    See Appendix V or attach as **Appendix V**.

34. Explain how information about student outcomes informs planning, academic program review, assessment of student learning, consideration of institutional effectiveness, and other topics.

    Although several parts of our Comprehensive Assessment Plan are still in early stages, we do have a number of examples where we currently use data to inform planning, academic program review, and consideration of institutional effectiveness.

    All programs going up for Academic Program review receive a "box of data" by December 1, prior to their April review. This data includes the following information for each program up for review: total credit hours and enrollments; total credit hours generated by course; total credit hours by modality each year since the last review; total number of sections offered by year and enrollments; total number of sections by location; overall HCC grades, all courses combined; overall program grades, all courses combined; program GPAs by academic year; program GPAs by location as well as modality; and overall grades, C or better, and pass rate in the program's key courses. The academic program faculty use all of this information to complete the program's Academic Program Review paperwork. The program's up for review each year then submit their paperwork and give a presentation to Instructional Council in April. Members of Instructional Council then complete individual review comments which are compiled and shared with the reviewed program.

    The Schedule Committee meets each semester to determine the Highland course schedule. The committee gets a report of enrollment numbers for the past three years to inform the next semester's class schedule. For all regional locations and online, each Regional Director reviews the previous year's schedules and enrollment trends, consults with an full-time faculty, and then makes decisions about what to offer and when. Regional Directors also advise the students at their locations so they often have a good sense of which classes are in demand.

    Our Shared Performance Expectations (SPEs) Evaluations of Students have been collected in on-ground classes for over a year and our Director of Institutional Research presents this data out to all faculty once or twice per year. Plan-Do-Check-Act (PDCA) Projects, which have been in place for 5 years, contributes to faculty improvement by giving faculty members an opportunity to pilot an innovative teaching idea at least one semester per year. Our General Education Outcomes Assessment shows the success in Gen Ed classes.

    Other parts of our Comprehensive Assessment Plan are in earlier stages of collection, analysis, and reporting.

35. The federal government is increasingly concerned that institutions and accreditors are taking into account federal metrics in the review of student outcome data. These metrics are best found in the College Scorecard.

    Explain how information from the Scorecard is incorporated in the institution's review of its student outcome data. Please note the loan repayment rate identified on the Scorecard and explain how the institution uses this metric in its review of its own data.

The College Scorecard including our financial aid loan repayment history are reviewed in President's Staff meetings and rates are compared over time. This information is also shared with the Board.

For more information see Federal Requirement 34 CFR 602.16(a)(1)(i).

Related HLC Requirements: Core Components 4.A–C; Assumed Practice C.6, C.7.

Publication of Student Outcome Data

Student outcome data should be made available to the public through the institution's website—for instance, linked to from the institution's home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs.

36. Are student outcome data published on the institution's website following the specifications above?

☒ Yes

☐ No

37. How does the institution ensure that the publication of these data accurately reflects the range of programs at the institution?

Highland collects and reports data in several ways. Student outcome data is posted online at https://highlandcc.edu/pages/student-outcome-data. This includes student enrollment, types of financial aid, retention rates, graduation rates, transfer out rates, number of degrees/certificates awarded, funds per FTE student, gainful employment information, student to faculty ratios, and various technical center reports.

We are continously building our list of public reports online at https://highlandcc.edu/pages/hlc-public-reports such as results from IPEDS, the College Employee Satisfaction Survey, National Community College Benchmark Project, and various Kansas state assessments.

38. Provide a link to the webpage(s) that contains the student outcome data.

https://highlandcc.edu/pages/student-outcome-data

https://highlandcc.edu/pages/hlc-public-reports

Related HLC Requirement: Assumed Practice A.6.

Standing With State and Other Accrediting Agencies

39. List any relationships the institution has with a specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

Kansas Board of Nursing: Accreditor for HCC's Practical Nursing and Registered Nursing Programs

ASE Education Foundation (formerly National Automotive Technicians Education Foundation): Accreditor for Automotive Technology Program

The Kansas Board of Regents: The coordinating body for two-year colleges in Kansas

Higher Learning Commission: Highland Community College's Regional Accreditation Agency

U.S. Department of Education: Agency for Approval of Federal Programs

Provide the most recent comprehensive evaluation report and action letter from each institutional or specialized accrediting agency as well as any interim monitoring prepared for that agency. Attach as **Appendix W**.

40. Explain how the institution makes its standing with state agencies and accrediting bodies available to students. Provide samples of those disclosures as **Appendix X** and indicate the web address where students and the public can find these disclosures.

Highland Community College informs its students of the College's standing with state agencies and accrediting bodies through its website. This information (shown here) is available on the Student Right to Know page (https://highlandcc.edu/pages/student-right-to-know) under Accreditation and Licensure:

"Highland Community College is authorized to operate by the Kansas Board of Regents and is regionally accredited by the Higher Learning Commission (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621-7440/(312) 263-0456. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS. HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN). The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN. HCC's Auto Technology Program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified. We are authorized by the U.S. Department of Education to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035."

We also have the Higher Learning Commission status verification badge at the base of our home page (http://highlandcc.edu). Students may click on that badge to learn more about our regional accreditation status.

For the Kansas Board of Nursing, we also include the following on the front cover of the "Student Guidelines" document used in each of our Nursing programs. The cover states, "Highland Community College is authorized to operate by the Kansas Board of Regents and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). The LPN to RN Completion Program is approved by the Kansas State Board of Nursing." and the addresses of both accrediting bodies are included. The sentences about Nursing approval listed on the Student Right to Know page are also included on the individual program pages for LPN (https://highlandcc.edu/pages/lpn) and for LPN to RN (https://highlandcc.edu/pages/lpn-to-rn).

Our ASE Education Foundation (formerly NATEF) certification for Auto Technology is mentioned on that program's web page (https://highlandcc.edu/pages/automotive-technology2-yr).

For more information see Federal Requirements 34 CFR §602.28, 34 CFR 668.41, and 668.43.

Related HLC Requirements: Core Component 2.B; Assumed Practices A.7, C.4.

Public Notification of Opportunity to Comment

Local newspapers, institutional websites and alumni magazines are appropriate choices of media in which to solicit public comments. Notices of the opportunity to comment should reach all constituencies but should not unduly burden the institution. Notices of the visit should be published following the format prescribed in the *Procedure on Third-Party Comments*.

Notices should include:

- The purpose and dates of the visit.
- The institution's accreditation status with HLC.
- An invitation to send written, signed comments directly to HLC.
- Contact information for HLC.

Notices should specify that comments must be sent to HLC no later than four weeks before the start of the visit.

In cases where comments are of a sensitive nature, HLC ensures that the commenter is aware that comments are typically forwarded to the institution and the evaluation team with identifying information intact. In some cases, HLC may redact the identifying information of the commenter or summarize the comment.

41. Submit a list of constituencies that have received the notice of opportunity to comment. (These groups may include students, parents, alumni, taxpayers, donors, community groups and local businesses.)

    General public
    Students
    Parents of students
    Doniphan county taxpayers
    Doniphan County Chamber of Commerce
    HCC Foundation Board of Directors
    HCC Foundation donors

42. What media did the institution use to solicit comments?

    Area newspapers:
        Kansas Chief
        Hiawatha Daily World
        Atchison Globe
        Horton Headlight
    Social media:
        Facebook
        Twitter

43. Copies of the institution's notices must be sent in PDF format to HLC (legalaffairs@hlcommission.org) at least one month before the comprehensive evaluation visit. The comments and notices are compiled by HLC staff members and sent to the evaluation team and the institution three weeks prior to the visit. As third-party comments are an important part of the comprehensive evaluation, HLC also reviews and forwards comments received after the deadline lapses and even during the visit. Attach a copy of the notices as **Appendix Y**.

Competency-Based Programs Including Direct Assessment Programs / Faculty-Student Engagement

44. Does the institution offer any direct assessment programs, as defined in 34 CFR §668.10?

☐ Yes

☒ No

Note: HLC policy and federal regulations require that direct assessment programs be reviewed and approved by the accrediting agency before they are initiated. Contact your HLC liaison if the institution offers direct assessment programs that have not been approved by HLC.

45. Does the institution offer any competency-based programs?

☐ Yes

☒ No

Note: The definition of competency-based and direct assessment programs (as taken from 34 CFR §668.10) can be found on the substantive change application for new competency-based or direct assessment programs.

46. Provide a list of direct assessment or competency-based programs offered by the institution.

N/A

47. How does the institution ensure that faculty in these programs regularly engage with students? Please respond to the following questions:

a. Do the faculty members initiate communication on some regular basis with the students in the course(s)? If yes, provide examples of how and when this occurs in each program.

N/A

b. Do the students have a responsibility to initiate communication with the faculty members on some regular basis that is at least equivalent to contact in a traditional classroom? If yes, provide examples of how and when this occurs.

N/A

c. Describe the manner in which faculty respond to questions from students about the academic content of the program. Describe the interaction between faculty and students about demonstrating competencies in the program material.

N/A

d. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about critical thinking, analytical skills, written and oral communication abilities, etc., in the context of the course(s) in question with appropriate guidance by faculty.

N/A

e. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about core ideas, important theories, current knowledge, etc., in the context of the course(s) in question with appropriate guidance by faculty.

N/A

List of Appendixes

Please read each section of this document carefully for instructions on the information and material to be included in these appendixes. Appendixes displayed in italics are optional; the institution may provide the required information either by entering it into this form or by attaching it as an appendix.

Assignment of Credits, Program Length and Tuition

Appendix A..... Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours

Institutional Records of Student Complaints

Appendix B..... Institutional complaint policy and procedure, and web address
Appendix C..... Complaints received since last comprehensive evaluation and their resolutions

Publication of Transfer Policies

Appendix D..... Published transfer policies
Appendix E..... List of articulation agreements, and web address
Appendix F..... Evidence that decisions regarding transfer align with disclosed policy

Practices for Verification of Student Identity

Appendix G ..... Disclosures of additional costs related to verification, and web address

Title IV Program Responsibilities

Appendix H..... Most recent program review or other inspection or audit reports since last comprehensive evaluation
Appendix I ..... Correspondence with the Department and other documents explaining the institution's general program responsibilities
Appendix J ..... Correspondence with the Department and other documents explaining the institution's actions in response to concerns regarding its financial responsibility requirements
Appendix K..... Correspondence with the Department related to default rates and any required default rate management plan
Appendix L ..... Samples of loan agreements and disclosure information
Appendix M ..... Disclosures to students about campus crime information, athletic participation and financial aid, and web address
Appendix N..... Disclosures to students required by student right to know/equity in athletics responsibilities, and web address
Appendix O ..... Disclosures to students about satisfactory academic progress and attendance policies, and web address
Appendix P..... List of contractual relationships
Appendix Q ..... List of consortial relationships

Required Information for Students and the Public

Appendix R..... Course catalogs and student handbooks
Appendix S..... Policies and procedures to ensure required information is accurate, timely and appropriate

Advertising and Recruitment Materials and Other Public Information

Appendix T ..... Advertising and recruiting materials
Appendix U..... Policies and procedures to ensure advertising and recruiting information is accurate, timely and appropriate

Review of Student Outcome Data

Appendix V..... Types of student outcome data available to the institution

Standing With State and Other Accrediting Agencies

Appendix W..... Comprehensive evaluation reports and action letters from and interim monitoring prepared for institutional and specialized accrediting agencies

Appendix X..... Sample disclosures of institution's standing with state agencies and accrediting bodies, and web address

Public Notification of Opportunity to Comment

Appendix Y..... Notices of opportunity to comment

HIGHER LEARNING COMMISSION

FORM

Appendix A: Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours

Instructions

This worksheet should be completed by the person(s) at the institution who knows the most about the institution's calendar and credit hour assignments; at many institutions the registrar may be the appropriate person to complete this worksheet. The person(s) completing the worksheet should work closely with the institution's financial aid officer to ensure consistency between what is reported to HLC on this form and what is reported to the U.S. Department of Education (hereafter referred to as "the Department").

Purpose of this form. This form provides the peer review team with a single source of information about the institution's calendar, credit hour policies and total credit hour generation related to the courses for which it provides instruction, and an overview of the institution's pattern of distribution of credit hour assignments. **It is not an inventory of every course the institution offers.** The institution should:

- Report on academic terms and credit for courses that support the institution's certificate and degree programs.
- When appropriate, include in the form brief explanations of the allocation of credit hours.
- Estimate or round off where appropriate.
- **Not** include prior learning, transfer, etc., wherein the institution awards credit but does not provide instruction associated with that credit.

Part A. Assignment of Credits and Program Length. All institutions must complete Part A. Institutions that use multiple calendars may need to complete more than one area of Section 1.

Part A includes:

Section 1. Institutional Calendar, Term Length and Type of Credit
Section 2. Format of Courses and Number of Credits Awarded
Section 3. Policy on Credit Hours
Section 4. Total Credit Hour Generation
Section 5. Clock Hours

Clock Hour Worksheet. Institutions should complete this worksheet only if they offer clock hour courses/programs or are required by the Department to report certain courses/programs to the Department in clock hours for Title IV purposes.

Part B. Supplemental Materials

Section 1: Institutional Calendar, Term Length and Type of Credit

Institutions using multiple calendars across the institution may need to complete more than one area of the chart below. For more information about the terminology and calendaring units referenced in this form, see the 2011–2012 "Federal Student Aid Handbook," Volume 3, Chapter 1, "Academic Calendar, Payment Periods and Disbursements." Definitions in this section are taken from that handbook.

Institution name: Highland Community College (KS)

Calendar	Term	Column 1 Term Length: Number of Weeks	Column 2 Number of Starts
Semester / Trimester Calendar	Standard Format: 14 to 17 week term	15 weeks	1 per semester
	Compressed Formats: 4, 8 or other week terms within the semester calendar[1]	Fall/Spring: 1st 8-week, 2nd 8-week, Off-Block Summer: 15-day, 4-week, 8-week	3
	Summer Term		
Quarter Calendar	Standard Format: 10 to 12 week term		
	Compressed Formats: 2, 5 or other week terms within the quarter calendar[1]		
	Summer Term		

[1]*If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.*

Non-standard Terms (terms that are not semesters, trimesters or quarters. A non-standard term may have the following characteristics: courses do not begin and end within a set period of time; courses overlap terms, including self-paced and independent study courses or sequential courses that do not begin and end within a term; terms may be of equal or unequal length.)

Calendar	Term	Column 1 Term Length: Number of Weeks	Column 2 Number of Starts	Column 3 Type of Credit
Non-standard Term Calendar	Term One			
	Term Two			

	Term Three			
	Summer Term			

Degree Programs (Optional)

What is the length in semester or quarter hours or other applicable units of each of the institution's degree programs? Institutions with programs at different degree levels may include a list here if an expanded answer is required (see question 2 in the *Federal Compliance Filing by Institutions.*)

The Associate in Arts, Associate in Science, Associate in General Studies, Associate in General Studies - Human Services, and the Associate in Applied Science degrees in Accounting; Agribusiness; Business Administration; Commercial Photography; Criminal Justice; Early Childhood; Graphic Design; Nursing; Personal Fitness Trainer; Risk Management; and Technical Programs are all 63 credit hours each. The Associate in Applied Science for Medical Coding is 64 credit hours and the Associate in Applied Science for Precision Agriculture is 65 credit hours total.

Section 2. Format of Courses and Number of Credits Awarded

Guide to Completing This Section

Purpose

In this section, the institution provides an overview of the pattern of instructional hours required for the credit hours it awards. The sample form provides a suggested approach for conveying that information to the peer review team. The institution may make modifications to the chart's format or add brief notes as appropriate to explain credit hour awards, particularly in non-standard or compressed-format classes.

If the institution offers multiple types of terms, such as a compressed-format term and a regular semester term, it should **complete a separate form for each type of term identified in Section 1**. Separate forms will help the peer review team understand how instructional time is related to credit hour awards in each term. The information in this section need not be extensive as long as it explains how credit hours are awarded across various formats at the institution.

This section should not be used to demonstrate that the institution assigns credit hours appropriately in regard to non-contact-hour requirements such as out-of-class group meetings or homework assignments. That issue may be addressed in the institution's credit hour policy, and may be evaluated by the peer review team in the sample of institutional programs it examines during the visit.

Period Reported

An institution may use any recent term that appropriately depicts its credit hour allocations as the basis for completing the *Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses* below.

Key to Rows

- Number of Courses—Count each course offered by the institution in the row corresponding to the number of credits awarded and the column or columns representing the format of delivery through

which the course or a section of the course is offered. Do not count sections of the same course if the sections are offered in the same delivery format.

- Number of Meetings—Enter the total number of class meetings (or equivalent) provided in each course with each credit award during the term reported; if the number of class meetings varies, enter a range. For distance, correspondence or other formats, report on instructional time. Do not include study or other time during which students work independently or with other students even though such time may be provided to replace time with a faculty member. Instructional time need not be limited to time spent with all students in the class in a single format.

- Include labs or discussions in the number of meetings if they are a required element of the course, if they do not have a separate course number or credit hour allocation, and if the presence of a lab or discussion is considered significant when the institution assigns credit hours to the course. If a lab or discussion does not meet these considerations, it need not be reflected in this chart.

- Meeting Length—Enter the range (shortest to longest) of meeting times in each category. (*Note:* One hour may be 50 minutes of actual instructional time.)

Key to Columns

- **FTF (face-to-face):** Courses in which instructors interact with students in the same physical space for approximately 75 percent or more of the instructional time.

- **Mixed FTF:** Courses in which instructors interact with students in the same physical space for less than 75 percent of the instructional time, with the remainder of the instructional time provided through distance or correspondence education.

Note: The above explanations arise from HLC's distance education protocol. Institutions may use other thresholds for FTF and Mixed FTF provided that they define them clearly and include the definition on this worksheet.

- **Distance:** Courses in which instructors interact with students through one or more forms of distance delivery.

- **Correspondence:** Courses in which instructors interact with students through mail or electronic interface, typically according to a self-paced schedule.

    Federal Definitions of Distance/Correspondence Education:

    Distance education/course means education that uses one or more of the {following} technologies (i) to deliver instruction to students who are separated from the instructor: and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the technologies listed in clauses (i) through (iii).

    Correspondence education/course means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive,

and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

- **Independent/Directed Study:** Courses in which instructors interact with students through a flexible format.
- **Weekend College:** Some institutions may have an evening or weekend college that, while on the same calendar, may structure its courses and credit assignments differently than the same courses offered during the regular day. If courses are offered in the evening or on the weekend as another scheduling option for students, but the courses provide similar class meetings or instructional time as those courses offered by the institution during the regular day, the institution need not report evening or weekend courses in this category.
- **Internships or Practica:** Some institutions may provide internship or practica experiences for which credits are awarded. Institutions that have professional schools in medicine, law, nursing, physical therapy, etc., which often require internships or practica with high credit allocations, should provide brief summative information about the internships but need not include them in the report form.

Examples

- If the institution offers Calculus 210, a three credit-hour course, in FTF and distance formats as well as through the Weekend College, the course should be reported in the row for 3 credits and once in each column corresponding to each course format offered.
- If the institution offers that course in a full 14–17-week standard format as well as in a compressed format, the course should be reported on one form for the standard format and on a separate form for the compressed format.
- If in the FTF format instructors meet with students two times per week for 1.5 hours per meeting for the 14 weeks of the term, the number of meetings should be reported as 28 meetings, and the length of each meeting as 1.5 hours.

NEW: Direct Assessment or Competency-Based Credit Hour Equivalencies

Complete the questions following the chart with regard to direct assessment or competency-based programs.

Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses

Using the above instructions and the following sample as a guide, create a form that provides an overview of the pattern of instructional hours required for the credit hours the institution awards. Complete a separate form for each term length specified in Section 1, Columns 1 and 2, above. Attach the form(s) as **Supplement A1**.

Note: Institutions offering courses with **six or more credits awarded** should include those courses in this form. Identify the number of credits awarded in the first column. In addition, identify the course(s) and explain the reasoning behind the credit allocated to those courses in a narrative attached to the form.

SAMPLE—NOT FOR COMPLETION

Term and Length (e.g., Spring 2011, 16 weeks OR Spring 2011, 5 weeks)**:**

Number of Credits Awarded	Instructional Time	Course Formats						
		FTF	Mixed FTF	Distance	Corresp.	Independent / Directed Study	Weekend College	Internship or Practica
1 Credit	Number of courses							
	Number of meetings							
	Meeting length							
2 Credits	Number of courses							
	Number of meetings							
	Meeting length							
3 Credits (Example)	Number of courses	119	24	57	14	2	20	4
	Number of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
4 Credits	Number of courses							
	Number of meetings							
	Meeting length							
5 Credits	Number of courses							
	Number of meetings							
	Meeting length							

Other Courses Not Reported

List below any other courses that were not included in the *Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses*. Identify the course names, the number of credits allocated, a brief description of how instruction takes place in these courses and how many hours of

instruction are provided. (Such courses might include travel, summer term or other courses that do not fit in the columns above because they have a different delivery format.)

Direct Assessment or Competency-Based Programs

An institution must demonstrate that any direct assessment or competency-based programs that it offers have appropriate credit hour equivalencies.

1. Provide a list of the academic programs available in direct assessment or competency-based format and the required credit hours for each program. Identify the learning objectives for each such program.
   We do not have direct assessment or competency-based programs.

2. Explain how the institution sets credit hour equivalencies for these courses and programs and otherwise ensures that students have sufficient instructional time and out-of-class work to justify the credit allocations for the courses and programs.

3. How does the institution's credit hour policy explain credit hour allocations or equivalencies established by the institution for these types of offerings?

4. Identify aggregate learning outcomes information the institution has collected for direct assessment and competency-based programs and explain how the institution reviewed this information and considered it in academic program review and its improvement processes.

Section 3: Policy on Credit Hours

Does the institution have a policy specific to the assignment of credit?

- ☒ Yes
- ☐ No

The institution has policies specific to the assignment of credit at the following levels (check all that apply):

- ☒ Institution-wide
- ☐ Delivery-format-specific
- ☐ Department-specific
- ☐ Program-specific

Attach copies of all applicable policies related to the assignment of credit as **Supplement A2**.

Section 4: Total Credit Hour Generation

How many credits does a typical full-time or part-time undergraduate student take during a regular term?
12 full-time, 6 part-time

How many credits does a typical full-time or part-time graduate student take during a regular term? N/A

Provide the head count of students earning more than the typical credits taken during a regular term in the most recent fall and spring semesters/trimesters (or the equivalent, for institutions with quarters or non-standard terms).

465 Most Recent Fall Term	2016 Year
421 Most Recent Spring Term	2017 Year

Section 5: Clock Hours

This worksheet does not apply to all institutions.

This worksheet is not intended for institutions to demonstrate that they have assigned credit hours relative to contact hours in accordance with the Carnegie definition of the credit hour. This worksheet solely addresses those programs reported to the Department in clock hours for Title IV purposes. Institutions that do not have such programs should not complete this worksheet.

Answer "Yes" to the statement below **only if the institution offers any programs in clock hours or programs that must be reported to the Department in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs**. For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

Check with the institution's financial aid officer to determine if the institution has programs of this nature. Such programs typically include those that must be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing or other programs in licensed fields.

Does the institution report clock hours to the U.S. Department of Education with regard to some programs for Title IV purposes?

☐ Yes

☒ No

If the answer is Yes, complete the Clock Hour Worksheet.

Clock Hour Worksheet

Only certain institutions must complete this worksheet.

Please review the following instructions.

Complete this worksheet **only if** the institution answered "Yes" in Section 5, indicating that the institution offers programs in clock hours OR programs that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs.

Federal Formula for Minimum Number of Clock Hours of Instruction (34 CFR §668.8):

1 semester or trimester hour must include at least 37.5 clock hours of instruction
1 quarter hour must include at least 25 clock hours of instruction

Institution name:

Attach as **Supplement A3** a list of the academic programs that are reportable in clock hours based on the information above.

Does the list in Supplement A3 match the list submitted to the U.S. Department of Education?

☐ Yes

☐ No

What is the institution's credit-to-clock-hour conversion policy?

If the credit-to-clock-hour conversion numbers are less than the federal formula, what are the specific requirements, if any, for student work outside of class?

Attach the institution's last E-App as **Supplement A4.**

Attach the institution's ECAR as **Supplement A5.**

Attach the institution's most recent program review as **Supplement A6.**

Part B: Supplemental Materials

The institution must include with this document the following supplements as PDF documents.

- Attach a copy of the catalog or other document that contains course descriptions and applicable credit hour assignments as **Supplement B1**.
- Attach the catalog or other document in which the institution has marked or highlighted any course provided by the institution in non-standard terms or compressed format for the term reported. This information can also be provided on a separate list that identifies those courses and how to find them in the course catalog. Attach this document as **Supplement B2**.
- Attach as **Supplement B3** the course schedule for the most recently completed fall and spring terms, including times and meeting dates for all classes at all locations and in all delivery formats. If the course schedule is not available as a separate document, include a URL to access this information online. If a password is required to access this information, include that password.

Note: The peer review team may ask for additional data to examine credit hour production by educational program and by course. These data may include separate breakdowns for general education as well as by delivery format, by course academic unit (semester, quarter, etc.), by level, or by location.

Term and Length: Fall 2017, Full semester term (15 weeks)

Number of Credits Awarded	Instructional Time	FTF	Mixed FTF	Distance	Independent/Directed Study	Internship or Practica
1 credit	**Number of courses**	**75 courses (including 30 Tech courses)**		**1 course**	**1 course**	**2 courses**
	Number of meetings	15-44 meetings (excluding Tech courses)*		15 weeks (Online)	15 weeks	15 weeks
	Meeting Length	1 hr - 2 hrs (excluding Tech courses)* Varsity Sports and Conditioning classes are Arranged**		NA	Arranged Individual Photography Project	Arranged Theatre Practicum I and Theatre Practicum III
2 credits	**Number of courses**	**64 courses (including 59 Tech courses)**		**2 courses**		**1 course**
	Number of meetings	15-30 meetings (excluding Tech courses)*		15 weeks (Online)		15 weeks
	Meeting Length	1 hr - 2 hrs (excluding Tech courses)*		NA		Arranged Clinical Exp in Athletic Training
3 credits	**Number of courses**	**158 courses (including 68 Tech courses)**	**5 courses**	**76 courses**		**1 course**
	Number of meetings	15-48 meetings (excluding Tech courses)*	14-29 meetings	15-30 meetings (IDL) 15 weeks (Online)		15 weeks
	Meeting Length	1 hr - 3 hrs (excluding Tech courses)*	1 - 3 hrs FTF plus online	1.5 - 3 hrs (IDL) NA (Online)		Arranged Practicum in Admin of Justice
4 credits	**Number of courses**	**33 courses (including 28 Tech courses)**	**1 course**	**6 courses**		
	Number of meetings	15 - 59 meetings (excluding Tech courses)*	44 meetings	15 weeks (Online)		
	Meeting Length	1.5 hrs - 2.5 hrs (excluding Tech courses)*	1 hr FTF plus online	NA		
5 credits	**Number of courses**	**30 courses (including 13 Tech courses)**	**2 courses**	**7 courses**		
	Number of meetings	30 - 74 meetings (excluding Tech courses)*	15 meetings	30 meetings (IDL) 15 weeks (Online)		
	Meeting Length	1 hr - 3.5 hrs (excluding Tech courses)*	3 hrs FTF plus online	2.5 hrs (IDL) NA (Online)		
6 credits	**Number of courses**	**2 courses (both Tech courses)**				
	Number of meetings	see Tech note below*				
	Meeting Length	see Tech note below*				
7 credits	**Number of courses**	**1 course (a Tech class)**				
	Number of meetings	see Tech note below*				
	Meeting Length	see Tech note below*				

*Technical Classes are all scheduled along a daily high school class calendar. In our Student Information System, that appears as Arranged for either 3 hours and 7 minutes (a.m. or p.m. class) or 6 hours and 14 minutes (full day with a lunch break).

Credit hour seat time is calculated by the Technical Center staff for each program based on a conversion of clock hours spent in lecture, shop/lab, and work-based activities.

Term and Length: Fall 2017, 8 weeks (includes first 8-weeks and second 8-weeks classes)

Number of Credits Awarded	Instructional Time	FTF	Mixed FTF	Distance	Independent/Directed Study	Internship or Practica
1 credit	**Number of courses**	**75 courses (including 30 Tech courses)**	**1 course**	**1 course**		
	Number of meetings	8 - 23 meetings	8 meetings	7.5 weeks		
	Meeting Length	1 hr - 2 hrs (excluding Tech courses)* Varsity Sports and Conditioning classes are Arranged**	1 hr FTF plus online	NA		
2 credits	**Number of courses**			**2 courses**		
	Number of meetings			7.5 weeks		
	Meeting Length			NA		
3 credits	**Number of courses**	**4 courses**	**7 courses**	**28 courses**		
	Number of meetings	16 - 30 meetings	7 - 15 meetings	7.5 weeks		
	Meeting Length	1.5 - 3 hrs	1.5 - 4 hrs plus online	NA		
4 credits	**Number of courses**			**2 courses**		
	Number of meetings			7.5 weeks		
	Meeting Length			NA		
5 credits	**Number of courses**			**3 courses**		
	Number of meetings			7.5 weeks		
	Meeting Length			NA		
6 credits	**Number of courses**		**1 course**			
	Number of meetings		10 meetings			
	Meeting Length		5 hrs plus online			

^Running Awareness is a 1-credit FTF class with class time scheduled as Arranged.

Term and Length: Fall 2017, Off-Block Classes (start and stop dates vary, seat time calculations and delivery methods are the same)

Number of Credits Awarded	Instructional Time	FTF	Mixed FTF	Distance	Independent/Directed Study	Internship or Practica
1 credit	Number of courses	**75 courses (including 30 Tech courses)**		**1 course**		
	Number of meetings	2 - 14 meetings		17 days		
	Meeting Length	1 hr - 2 hrs (excluding Tech courses)* Varsity Sports and Conditioning classes are Arranged**		NA		
2 credits	Number of courses	**6 courses**		**2 courses**		
	Number of meetings	4 - 32 meetings		15 weeks		
	Meeting Length	1 - 9 hrs		NA		
3 credits	Number of courses	**6 courses**		**2 courses**		
	Number of meetings	5 - 15 meetings		15 weeks		
	Meeting Length	3 - 9 hrs		NA		
4 credits	Number of courses					
	Number of meetings					
	Meeting Length					
5 credits	Number of courses	**1 course** (Certified Medication Aide)				
	Number of meetings	15 meetings				
	Meeting Length	5 hrs				
6 credits	Number of courses	**1 course** (Certified Nurse Aide)	**1 course** (Certified Nurse Aide)			
	Number of meetings	18 meetings	9 meetings			
	Meeting Length	5 hrs	8 hrs FTF plus online			
12 credits	Number of courses	**2 (EMT Beginning & Advanced)**				
	Number of meetings	30 meetings				
	Meeting Length	4 hrs				

CURRICULUM AND INSTRUCTION COMMITTEE
Ground Rules/By-Laws
Established 1992-1993
14th Revision March 2017

1. **Meeting Days and Times**
   a. Meetings will be held once a month or as scheduled.
   b. Special meetings may be scheduled as needed.

2. **Member Absences**
   a. Members (s) will notify the Chair of absence prior to meeting.
   b. Member(s) absent for a meeting may submit a vote by e-mail to the chair prior to the scheduled meeting.
   c. In the event that the Chair is unable to attend a meeting the previous Chair (or in cases where that is not possible, a designated individual from the committee) shall conduct the meeting.

3. **Voting on Material**
   a. Material for the agenda must be submitted to the Academic Affairs office ten (10) days prior to the next scheduled meeting
   b. Notifications require no vote
   c. Agenda items requiring one (1) presentation – presentation and vote
   d. Agenda items requiring two (2) presentations;
      - First meeting; the Initiator (or designated representative) of the submission must be present for the presentation
      - Second meeting; Discussion on submitted materials will continue. A vote may be taken at this time if no further discussion is required or submission may be continued to a third meeting before a vote is taken.
   a. In order to take a vote, a quorum (defined as one over ½ of the membership) must be present.
   b. Voting may take place during a meeting or under some circumstances via e-mail.

4. **Membership**
   a. Voting members should be appointed from each of the following disciplines and positions:
      - Fine Arts (music, visual arts, theatre, photography)
      - Oral and Written Communications
      - Business, Early Childhood, or Agriculture
      - Mathematics
      - Social and Behavioral Sciences (Psychology, Sociology, Anthropology, Criminal Justice, Political Science and Physical Education)
      - Humanities (History, Philosophy, Language)
      - Biological and Physical Sciences
      - Health Sciences
      - Regional Center Director or Designee
      - Director of eLearning
      - Director of the Library
      - Director of Academic Advising or Designee
      - Director of Technical Education
      - Registrar
      - Administrative Assistance to the Vice President of Academic Affairs

   b. Ex Officio (Non-voting) members:
      - Vice President for Academic Affairs
      - Student Advisory Member

   c. The Chair is elected from the membership annually in May and is a voting member.

5. **Functions**

   a. To review departmental program curriculum and instructional needs,

b. To make recommendations to the Vice President for Academic Affairs concerning additions, deletions or modifications to the college curriculum reviewed/modified/new by the committee,
c. To make recommendations to pertinent departments regarding course offerings.
d. To make recommendations for catalog review and updates,
e. To work with the articulation coordinator to insure that instruction and curriculum needs are being met in transfer programs,
f. To make recommendations to the Vice President for Academic Affairs regarding instructional facilities, additional faculty, and textbooks necessary to fulfill instruction and curriculum needs.

6. Vice President for Academic Affairs

The Vice President for Academic Affairs is a non-voting member, however he or she retains the privilege to approve or disapprove the proposed course(s), modifications, and/or program based upon the action of the C & I Committee and any additional information deemed applicable.

Disclaimer

The H.C.C. catalog is not a contract between Highland Community College (HCC) and any prospective student. HCC retains the right to cancel programs or course offerings when enrollments are insufficient to continue programs/courses on an educationally sound and/or economically efficient basis. Published tuition, fees, and regulations are also subject to change. The listing of courses included in any college catalog or class schedule is by way of announcement only and shall not be regarded as any offer of contract. Highland Community College expressly reserves the right to (1) add or delete courses from its offerings, (2) change times or locations of courses or programs, (3) substitute instructors, (4) change academic calendars without notice, (5) cancel any course for insufficient registration, or (6) revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interest to the College.

Credit Hour Definition

Credit is the basic unit of collegiate level instruction assigned to a course or course equivalent learning. Credit may be awarded according to the following standards.
Time-based Standard

- A regular college semester is defined as fifteen (15) weeks of instruction plus one (1) week allocated for final exams.
- Lecture courses must meet for a minimum of 750 minutes per credit hour (50-minute hour for 15 weeks), plus time allocated for a final exam.
- Laboratory courses including those in vocational-technical programs, must meet for a minimum of 1,125 minutes per credit hour (1.5 X 750 minutes). Laboratory courses are ones in which students predominantly are involved in experimentation or application learning activities.
- Internships, practicum, and on-the-job training courses must meet for a minimum of 45 hours (60 minute hour) per credit hour.
- Physical education activity courses must meet for a minimum of 1,500 minutes per credit hour.
- Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not be less than the minimum required for laboratory courses as defined above.

New Course, Course Modification and/or New Program, Program Modification Process

- Initiator discusses their idea with the Vice President for Academic Affairs

- Initiator gets the appropriate paperwork from the office of Academic Affairs.
- Initiator completes the paperwork, which includes departmental approval as well as justification and sends an electronic syllabus to the Academic Affairs office. If there is a question concerning department approval, the Vice President of Academic Affairs will provide direction.
- The completed paperwork is taken to the Academic Affairs office. The Academic Affairs office notifies the C&I Chair to add a new/modified course or a new/modified program to be placed on the next C&I agenda. All electronic documentation must be provided ten (10) days prior to the next scheduled meeting.
- The C&I chair and/or a designee from the Vice President of Academic Affairs Office notifies the Initiator with the time, date and location for the meeting for presentation.
- The new/modified program or new/modified course is introduced to the C&I committee.
- After the 1st or 2nd presentation the C&I committee will vote for approval or disapproval. A final syllabus & documentation is to be electronically submitted to the Academic Affairs office.

New/Modified Course Process

The Vice President for Academic Affairs office will submit the new/modified course(s) to the Kansas Board of Regents on the KSPSD Course Inventory website with the required mailed documentation, after the approval of the C&I committee. The Director at the HCC Technical Center will submit the new/modified course(s) to the Kansas Board of Regents on the KSPSD Course Inventory/Program Inventory website with the required mailed documentation, after the approval of the C&I committee for HCC vocational and technical areas. A minimum of four (4) months is required for the complete process prior to implementation.

New/Modified Program Process

The Vice President for Academic Affairs office will submit the new/modified course(s) to the Kansas Board of Regents on the KSPSD Course Inventory website with the required mailed documentation, after the approval of the C&I committee. The Director at the HCC Technical Center will submit the new/modified course(s) to the Kansas Board of Regents on the KSPSD Course Inventory/Program Inventory website with the required mailed documentation, after the approval of the C&I committee for HCC vocational and technical areas. A minimum four (4) months is required for the complete process prior to implementation.

When the final syllabus is received in the Academic Affairs office from the Syllabi Coordinator, it will be sent to the Director of eLearning/HCC Online and the Transfer and Articulation Coordinator. The Syllabi Coordinator posts updated documents to the website and the Administrative Assistant to Vice President of Academic Affairs updates the changes in PowerCampus.

14th revision ratified by C&I membership on March 31, 2017.

A 101 Art Appreciation **3**
This course is an introduction to the fundamentals of the visual arts. The course focuses on the importance of art in the contemporary world as well as the historical aspects of art and its influence on Western culture today.

A 103 2-D Design **3**
This course provides an introductory study of the elements and principles of two-dimensional design. Emphasis will be placed on two-dimensional spatial organization. A variety of materials and approaches will be explored and applied.

A 104 3-D Design **3**
This studio design course covers the elements and principles of three-dimensional design. Course projects will deal with the linear and planar aspects of 3-D design as well as the structural concepts of volume, mass, and form.

A 105 Prints I **3**
This course provides an introduction to the tools, methods, and techniques used in intaglio and relief printing processes. Emphasis will be placed on the variety of ways to create an intaglio plate, such as etching, soft mezzotint, engraving, aquatint, and drypoint. Relief processes such as linocut and woodcut will also be included.

A 107 Drawing I **3**
This course will cover the fundamentals of drawing as applied to the realistic and expressive representation of objects through the use of various media, approaches, and techniques. Emphasis will be placed on composition, line, value, texture, and spatial relationships.

A 108 Drawing II **3**
This class continues the investigation of various drawing media with an emphasis on creative expression. The course will cover techniques as well as compositional problems. Subject matter will include still life, landscape, the figure, and invented compositions. *PreReq: A 107*

A 110 Painting I **3**
This course will provide a brief history of painting and an introduction to the color wheel and various painting techniques. The course will emphasize the use of oil and acrylic paint, and projects will deal with line, color, form, texture, and space in both representational and non-objective subject matter.

A 111 Painting II **3**
This course will provide a continuation of Painting I concepts and will also emphasize individual expression and exploration. *PreReq: A 110*

A 112 Ceramics I **3**
This course will provide an introduction to the use of clay as an art medium. The course will cover traditional techniques used in hand-building and wheel thrown forming methods and will also introduce ceramic glazes, slips, stains, and firing methods.

A 113 Typography **3**
This course will provide a study of the principles of contemporary typographic design. The course will focus on size, form, contrast, color, spacing, and design of the printed word and printed page. Typography production from traditional letterpress through photomechanical processes will also be discussed. The course will provide an introduction to the Macintosh computer and the latest graphic design software.

A 117 Ceramics II **3**
This course continues the instruction and skill building begun in Ceramics I. The course will emphasize the development of sound clay design and form and will cover contemporary hand-building and throwing techniques, as well as kiln firing and glaze formulation. *PreReq: A 112*

A 121 Design Software Applications **3**
This course provides an introduction to computer hardware, software, and peripherals commonly used by graphic designers and professional artists. Students will complete projects using graphic design software.

A 123 Design Software Applications **3**
This course introduces students to the use of digital technology using state-of-the-art computer illustration software. Projects will incorporate use of the Macintosh computer for digital imaging and manipulation, as well as image editing, scanning, and printing.

A 139 Computer Graphics -Web Design **3**
This course provides an introduction to basic web page and site design. The course will focus on applying strong design principles to create effective page and site projects using Macintosh computers and web design software. *PreReq: A121*

A 201 Art History I **3**
This course provides an introductory survey of the art and architecture of the Western world from Prehistoric times through the Early Renaissance. Because of the extensive time period and the number of civilizations being examined, the course will focus on art objects and monuments that are most representative and significant for each historical period. A broad range of art forms will be examined, including monumental architecture, sculpture, ceramics, paintings (including frescoes, mosaics, and manuscripts), textiles, and metalwork.

A 202 Art History II **3**
This course provides an introductory survey of the art and architecture of the Western world from the Renaissance through Modern periods, ending with a survey of trends in contemporary American and European art. The course will explore the relationships between the art periods and styles as well as the achievements of individual artists. Because of the extensive time period and the number of cultures and styles being examined, the course will focus on art objects and monuments that are most representative and significant for each historical period. A broad range of art forms will be examined, including monumental architecture, sculpture,

ceramics, paintings (including frescoes, mosaics, and manuscripts), textiles, and metalwork.

A 205 Art Methods **3**
This course will focus on the principles and practices of teaching art to children from preschool through middle school.

A 215 Graphic Design **3**
This course covers the resources, materials, and procedures of graphic design. The course will provide an introduction to problem solving, basic layout skills, and graphic design terminology. An introduction to the Macintosh computer with the latest graphic software will be included. Projects will emphasize color, form, and typography.

A 223 Computer Graphics - Illustration **3**
This course provides an introduction to contemporary illustration practice, including the use of traditional drawing, painting, and print-making techniques supplemented with digital manipulation using the most recent version of Adobe Illustrator and Adobe Photoshop. The course also covers hand rendering, computer rendering, scanning, digital tablet use, image manipulation, and printing. The course will also focus on a client based approach to image creation, emphasizing the development of concepts and ideas concluded by finished images. *PreReq: None, A 103 or A 121 recommended*

A 224 Computer Graphics - Enhanced Photography **3**
This course provides experience in the use of high-tech enhanced photography software. Course projects will incorporate use of Macintosh computers and Adobe Photoshop software for digital imaging and manipulation as well as image editing, scanning, and printing.

A 240 Art Seminar **1**
This course is designed for students interested in research, discussion, and studio experience in various media within academic or vocational areas such as art education, art therapy, computer graphics, graphic design, interior design, and studio art. *PreReq: Sophomore standing*

A 250 Advanced Studio I **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: Any previous studio course*

A 251 Advanced Studio II **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: A 250*

A 252 Advanced Studio III **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: A 251*

A 253 Advanced Studio IV **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: A 252*

A 260 Portfolio Preparation **1**
This course is intended to provide students with the skills and knowledge to design and prepare a portfolio that can be used for college admissions or scholarship applications as well as for pursuing employment opportunities. *Pre Req: Sophomore standing*

AB 101 Small Scale Local Food Production **3**
This course will cover garden practices as they relate to food production. Fruit and vegetables will be raised in a College garden site. The course will specifically cover the principles of plant growth, garden planning, soil preparation, planting and tending crops, marketing, and processing garden produce.

AB 108 Principles of Animal Science **3**
This course will provide an introduction to the field of animal science. The course will focus on fundamental concepts of genetics, animal breeding, physiology, anatomy, nutrition, digestion, and the scope of the livestock industry. *PreReq: AB 114 or permission*

AB 114 Orientation **2**
This course will provide an introduction to the various careers in agriculture. The course will also cover career and job trends, setting academic goals, note taking, designing a term study plan, preparing for tests, and test taking strategies and skills.

AB 120 Introduction to Beekeeping **3**
This course will provide an introduction to the basics of beekeeping. The course will cover equipment and supplies necessary for setting up an apiary, appropriate apiary locations, installing a colony of bees, and checking the progress of a colony.

AB 121 Honey Products Development & Marketing **3**
This course is designed to provide an introduction to the legal requirements of honey product packaging and quality control of the product. The course will also cover packaging and marketing strategies to maximize profits. Other value-added products will be introduced for diversification of sales possibilities.

AB 122 Colony Health & Treatment of Disease **1**
This course is designed to provide an introduction to the recognition, diagnosis, and treatment of honeybee diseases and pests. The course will also cover preventative maintenance methods for general colony health.

AB 123 Spring Apiary Management **2**
This course is designed to provide an introduction to the basics of spring apiary management. The course will cover preparing colonies for spring honey production, promoting colony health, and increasing the number of colonies.

**indicates a technical course*

AB 124 Beekeeping Equipment Construction 1
This course will provide a hands-on learning experience in making a complete beehive from wood. The course will also cover assembling pre-made beehive components. *PreReq: Permission*

AB 126 Principles of Agronomy 3
This course will provide instruction in crop plant classification, use, and identification. The course also covers cropping systems, tillage methods, planting methods, harvesting methods, and crop growth patterns. Course emphasis will be balanced between theoretical and practical crop science.

AB 128* Agriculture Electronic Devices/System 3
This course is designed for students with basic electrical knowledge and will provide information on how agribusiness and industrial machines are controlled. The course will cover basic concepts, such as 2 and 3 wire control systems, as well as more complex systems, including the applications and limitations of Programmable Logic Controllers (PLCs). Applications of this technology and the language of how to read and understand ladder diagrams and wiring diagrams will also be emphasized.

AB 130* Precision Farming Systems 3
This course presents an overview of precision farming concepts and the tools of precision farming (Global Positioning System, Geographic Information System, and Intelligent Devices and Implements). The course will provide experience using these tools within the processes of a precision farming system, and hands-on activities with local data will be included. Economic and environmental benefits are also covered.

AB 132* Advanced Precision Farming Systems 3
This course will cover the use of precision farming software, including initial setup, creating management and production lists, saving and unloading data cards, and processing field data. The course will also cover using the software to create reports and prescription/application maps. Deere Apex, Ag Leader Spatial Management System, and FarmWorks SiteMate will be the packages used. This is a project driven course in which the instructor will provide guidance, with students required to read software documentation to complete most of the tasks.

AB 134* Advanced Precision Farming Hardware 3
This course will cover the use of various precision farming hardware components. The course will include basic concepts of electricity, electronics, hydraulics, and pneumatics and will provide hands-on experience in the installation of display modules, Global Positioning System (GPS) units, and control components. This is a project driven course which requires students to use technical manuals for installations. Systems used for the course will include Deere Greenstar, Deere StarFire Real Time Kinematics (RTK), Ag Leader guidance, Case IH yield monitoring, and Rawson variable rate hydraulic unit.

AB 136* Geographic Information Systems 3
This course covers fundamental concepts and theories from the geospatial, cartographic, and computing sciences relevant to the emergence, use, and development of Geographic Information Systems (GIS). The course will focus on GIS, Global Positioning Systems (GPS), and remote sensing as well as spatial data production, analysis, and management. The course will combine a review of theoretical foundations with hands-on practical exercises in collecting, analyzing, and producing geospatial and attribute information.

AB 138* Remote Sensing 3
This course will cover the concepts of radiometric and photometric measurements: propagation, irradiance, radiance, radiant intensity, luminance, and radiant existence. Calibration and characteristics of remote sensing data and data analysis techniques will be included. The course will also focus on the interaction between electromagnetic radiation and matter and the effects of the atmosphere on light propagation and remote sensing experiments. Class work will include laboratory and teamwork exercises and will also provide practical experience in the technical workplace.

AB 142* Mapping for Decision Making 3
This intermediate course focuses on the concepts and procedures used in discovering and applying the spatial relationships within and among maps. The course applies the mapping and geo-query capabilities of Geographic Information System (GIS) technology to map analysis and construction of spatial models. The course also provides a comprehensive framework that addresses a wide range of applications from natural resources to geo-business.

AB 144* Intermediate GIS 3
This course will cover advanced topics and current techniques in Geographic Information Science (GISci). The course will emphasize both theory and practice and will go beyond the development of geographic mapping technology to focus on integrated systems. The course will cover data models, spatial data quality and uncertainty modeling, network analysis and modeling, digital terrain modeling, spatial interpolation, 3-D mapping and visualization, mobile Geographic Information System (GIS) mapping, and Internet GIS.

AB 146* Aerial Systems Management 2
This course introduces Unmanned Aerial Systems (UAS) platforms, their history, and commercial applications, with special emphasis in Precision Agriculture, Federal Aviation Administration (FAA) regulatory framework, data collection, privacy issues, and navigation concepts. Although instruction will cover content that is needed to pass the certification test for flying drones, no certification will be awarded as part of this class in the actual flight of unmanned aerial vehicles. Further training and instruction will be required for students wishing to acquire and/or pilot aerial vehicles, and students will be responsible for pursuing that certification through testing.

AB 148* Positioning Systems Management 3
The Global Navigation Satellite System (GNSS) is a worldwide, satellite-based navigation system used for aviation, remote sensing, shipping, vehicle tracking, surveying, time transfer, search and rescue operations, and personal communications via satellite. This course provides an introduction to this rapidly growing field,

covering both applications and the technology that makes satellite navigation possible. It is by nature an interdisciplinary course, covering subject material in orbit prediction, satellite systems, signal processing, error modeling, computer programming, digital and microwave electronics.

AB 202 Agriculture Economics I **3**
This course provides an introduction to the field of agricultural economics as well as some of the basic tools and concepts of decision making. Concepts are illustrated in terms of selected contemporary social and economic issues, including the role of agriculture in both the national and international dimensions. Topics will include the structure of U.S. agriculture, consumer food issues, world food problems, agribusiness, and rural development.

AB 203 Soils and Soils Lab **4**
This course will provide a study of the physical, chemical, and biological properties of soils and how these properties determine the nature of each soil and its crop productivity. The course will also cover soil management practices. *PreReq: AB 210, PS 111 or 2 years high school chemistry or permission*

AB 207 Fundamentals of Animal Nutrition **3**
This course covers the role of carbohydrates, proteins, lipids, minerals. vitamins, and water in animal nutrition. The course will emphasize digestion, absorption, metabolism, and excretion of nutrients and their metabolites. *PreReq: AB 108 or permission*

AB 208 Applied Animal Nutrition **3**
This advanced course will cover various techniques involved in the formulation, preparation, and construction of animal nutrient rations. *PreReq: AB 207 or permission*

AB 210 Crop Science **4**
This course will examine plant morphology and anatomy and will also provide a history of plant agriculture. The course will emphasize plant structures and systems related to the five major field crops found in the local region: corn, sorghum, wheat, soybeans, and alfalfa. Growth stages, critical periods of development, plant nutrition, mineral elements involved in physiology, and grain grading and marketing will also be covered. *PreReq: PS 107, PS 111 or permission*

AB 212 Livestock Production **3**
This advanced animal science course is designed so students can expand their expertise working with livestock. The course will cover lactation, genetic applications, physiology of reproduction, animal ecology, and the impact of livestock production on the quality of life. *PreReq: AB 108 or permission*

AB 216 Marketing Farm Products **3**
This introductory course will cover operations involved in the movement of agricultural commodities from the farmer to the consumer. The course will focus on the essential marketing functions of buying, selling, transportation, storage, financing, standardization, pricing, and risk bearing. *PreReq: AB 202 or permission*

AB 220 Beef Production **3**
This course will cover the basic husbandry practices used in modern beef production. The course will focus on the latest advancements in technology as they apply to cattle production. Special emphasis will be placed on genetics, physiology of reproduction, beef nutrition, health programs, management methods, use of electronic ID systems, ID databases, and marketing methods. *PreReq: AB 108 or permission*

AB 222 Sheep Production **3**
This course is designed to introduce the technology required for modern sheep production. The course will focus on genetics, reproduction, health, nutrition, management concepts, marketing, budgets, and the proper care and handling of wool. *PreReq: AB 108 or permission*

AB 224 Range Management **3**
This course is designed to give students knowledge about forage and range management. The course will cover principles of plant species selection, establishment, fertilization, and weed control. Utilization and grazing of natural grasses will also be covered, as well as improved cultivators. The course will include discussion of intensive grazing design and temporary forage systems, silage, and haying methods. *PreReq: AB 210 or permission*

AB 225 Animal Diseases and Health **3**
This course will cover general concepts and applications for designing and developing an effective flock or herd health program. The course will emphasize effective sanitation, disease prevention, control of ectoparasites and endoparasites, disease identification, and methods of effective chemotherapy. *PreReq: AB 108 or permission*

AB 227 Ag Microcomputer **3**
This course is designed for students who have had some experience with computers. The course will cover the start-up dialogue, care and maintenance of software and hardware, and what to look for when purchasing a farm computer system. The course will also emphasize the use of integrated software packages and their agricultural applications. *PreReq: 2 years high school math or permission*

AB 244 Applications Global Positioning Systems **3**
The Global Positioning System (GPS) is a worldwide, satellite-based navigation system used for aviation, remote sensing, shipping, vehicle tracking, surveying, time transfer, search and rescue operations, and personal communications via satellite. This course provides an introduction to this rapidly growing field, covering both applications and the technology that makes satellite navigation possible. The focus of the course is interdisciplinary in nature, including orbit prediction, satellite systems, signal processing, error modeling, computer programming, and digital and microwave electronics.

ACR 105* Painting and Refinishing I **3**
This course is the first in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. The course will cover safety and health issues, surface preparation, metal treatments, equipment, and paint specifics.

**indicates a technical course*

ACR 115* Non-Structural Analysis & Damage Repair I 4
This course is the first in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. The course will cover safety issues, vehicle construction, industry opportunities, and auto body repair techniques and materials.

ACR 125* Structural Analysis & Damage Repair I 2
This course is the first in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will cover measuring, damage analysis, safety, frame repair, unibody analysis, and welding.

ACR 135* Airbrush, Fiberglass, and Pin Striping 3
This course is designed to enhance skills in auto collision repair through creating detail and unique products using airbrush and pin striping techniques and fiberglass fabrication.

ACR 155* Painting and Refinishing II 3
This course is the second in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. The course will cover protective equipment, shop operations, and specific painting principles and procedures. *PreReq: ACR 105*

ACR 165* Non-Structural Analysis and Damage Repair II 4
This course is the second in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. The course will cover trim and hardware protection, glass, outer body, metal work, welding, safety, cutting, plastics, and adhesives. *PreReq: ACR 115*

ACR 175* Structural Analysis and Damage Repair II 2
This course is the second in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will cover safety, frame inspection and repair, structural damage, unibody repair, welding techniques, and cutting procedures. *PreReq: ACR 125*

ACR 185* Panel Fabrication 3
This course is designed to give students the skills needed to fabricate panels using sheet metal in order to create a finished product by replacing or repairing existing parts. *PreReq: ACR 125*

ACR 205* Painting and Refinishing III 3
This course is the third in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. This more advanced course will focus on application procedures and techniques for auto body painting. *PreReq: ACR 155*

ACR 215* Non-Structural Analysis and Damage Repair III 4
This course is the third in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. This advanced course will cover trim and hardware, glass repair, outer body, mechanical and electrical components, safety protocol, intermediate welding skills, and plastic and adhesive repairs.. *PreReq: ACR 165*

ACR 225* Structural Analysis and Damage Repair III 3
This course is the third in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. This advanced course will cover safety, welding and cutting techniques, unibody damage and repair, frame procedures, and fixed glass. *PreReq: ACR 175*

ACR 235* Fleet and Commercial Vehicles 3
This course is designed to allow students to use knowledge gained in sheet metal repair, welding, plastic repair, and painting to obtain skills in working on fleet and commercial vehicles, using tools and paint specific to the industrial field of collision repair. *PreReq: ACR 175*

ACR 255* Painting and Refinishing IV 4
This course is the final one in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. This course will focus on advanced aspects, techniques, and procedures for a variety of auto body painting and refinishing applications. *PreReq: ACR 205*

ACR 265* Non-Structural Analysis and Damage Repair IV 5
This course is the final one in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. This course will focus on advanced aspects, techniques, and procedures for non-structural damage repair. *PreReq: ACR 215*

ACR 275* Structural Analysis and Damage Repair IV 3
This course is the final one in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will focus on advanced welding and cutting techniques, unibody repair, frame repair, and fixed glass removal and installation. *PreReq: ACR 225*

ACR 285* Mechanical and Electrical 3
This course will focus specifically on auto mechanical and electrical systems and will cover inspection, diagnosis, service, and repair of system problems or damage. *PreReq: ACR 225*

ACR 295* Occupational Work Experience 0
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

ADM 101* Document Processing I 3
This course develops the student's basic typing skills and emphasizes the production of various kinds of business correspondence, tabulations, reports, and forms from unarranged and rough-draft sources.

ADM 115* Administrative Procedures I 3
This course is designed to give students knowledge about the concepts, terminology, skills, and procedures used in a business office. The course will focus on topics such as basic filing, office design, computer and office technology, business writing, and presentations.

ADM 121* Proofreading and Editing 3
This course is designed to assist students in identifying and correcting errors in abbreviations, formats, grammar, punctuation,

word division, capitalization, and number expression. The course also covers reviewing and applying the rules of written language to business documents, such as letters, memos, reports, resumes, agendas, and itineraries.

ADM 131* Microcomputer Applications I **3**
This course is designed to examine and apply the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover Microsoft Word, Outlook, Power Point, and Desktop Publisher.

ADM 135* Business Math with 10-Key **3**
This course will cover fundamental business mathematical operations and will emphasize development of speed and accuracy. The course will also include topics necessary for understanding business and consumer application and accounting techniques. Students will become familiar with using both mechanical and computerized 10-key calculators to complete basic math operations.

ADM 140A* Professional Profile I **1**
This course will focus on the knowledge, professionalism, and skills necessary to succeed in business environments and grow personally and professionally. A variety of topics will be presented through campus seminars, faculty and guest speakers, student presentations, and group projects.

ADM 140B* Professional Profile II **1**
This course continues ADM 140A and will focus on the knowledge, professionalism, and skills necessary to succeed in business environments and grow personally and professionally. A variety of topics will be presented through campus seminars, faculty and guest speakers, student presentations, and group projects. *PreReq: ADM 140A*

ADM 141* Applied Media Technology **3**
This course offers an overview of the role that media play in modern society, with emphasis on the ethics, technology, social obligations, and technical skills needed by modern communicators. Course work will include digital photography, electronic publishing, and current office technology. As new technology emerges, it will be incorporated into this course.

ADM 151* Document Processing II **3**
This course is a continuation of ADM 101. Students are placed in a variety of office settings with each situation emphasizing office skills such as editing, decision making, abstracting information, setting priorities, maintaining a smooth work flow, following directions, and working under pressure with interruptions.

ADM 161* Administrative Procedures II **3**
This course builds on material covered in Administrative Procedures I and provides additional information on mail and shipping services, career development, effective leadership skills, stress and time management, telephone and teleconference techniques, and travel arrangements. *PreReq: ADM 115*

ADM 171* Microcomputer Applications II **3**
This course provides advanced instruction on how to use database and spreadsheet software programs. The course is designed to give students in-depth knowledge for using Microsoft Excel and Access. Students will create and manage databases and spreadsheets along with exploring the Internet as a valuable tool in today's business. *PreReq: ADM 131*

ADM 180* Accounting I **3**
This course is designed to give students a broad overview of business operations and the basic skills needed to keep financial records. Simulations provide students the opportunity to combine individual tasks in hands-on activities.

ADM 280* Occupational Work Experience and/or Special Topics **3**
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

ANT 100 Introduction to Archaeology **3**
This course will provide a general survey of archaeology and the history of archaeology. The course will emphasize the impact and importance of major discoveries and the relevance of archaeology as it relates to history. The course will include a general survey of world prehistory revealing major cultural changes from the development of early foraging societies through the rise of agricultural and complex communities. The course will also examine prehistoric cultures and their evolution in adaptive responses to changing natural and social environments from the early Paleolithic to the emergence of urban civilizations.

ANT 112 General Anthropology **3**
This survey course will cover the biological and cultural evolution of humans and will emphasize culture as an adaptive and learned behavior necessary for survival. The four fields of anthropology will be introduced as well as perspectives on anthropological culture, cultural diversity, and the value of multiculturalism. The course will also focus on race, emergence of civilizations, survival needs and skills, agriculture, horticulture, contraception, economic development, language, marriage and family, kinship and descent, sex and gender, political organization, civilization, social control, social stratification, supernatural beliefs, art, globalization, and cultural change.

AUT 101* Electrical and Electronic Systems **3**
This course is designed for the study of automotive electrical and electronic systems. The course takes a practical look at electricity and electronics. Topics include completing work orders, describing basic electrical relationships, identifying electrical system faults, and describing basic circuit characteristics. These topics will be covered using a variety of classroom and shop learning and assessment activities.

**indicates a technical course*

AUT 121* Auto Electricity and Electronics 2
This course deals with the operation, diagnosis, and service of electrical and computer systems found on modern automobiles and light trucks. The course will focus on the latest developments in the field.

AUT 122* Brakes I 3
This course is designed to provide students with an understanding of how various basic and antilock brake systems work.

AUT 132* Engine Performance I 3
This course provides current information to develop the skills needed to diagnose and fix drivability problems. The course will cover OBD I and OBD II diagnosis as well as computerized power-train systems.

AUT 142* Automotive Technology Lab I 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management.

AUT 151* Heating and Air Conditioning 2
This course is designed to provide knowledge of basic heating and air conditioning systems. The course will cover theory and operation as well as proper maintenance and service procedures. Emphasis will also be on safety and correct use of air conditioning tools. *PreReq: AUT 142*

AUT 161* Steering and Suspension I 2
This course is designed to provide knowledge about various parts of chassis work, such as wheel alignment, wheel balancing, and suspension system operation and repair.

AUT 192* Automotive Technology Lab II 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management. *PreReq: AUT 142*

AUT 193* Hybrid and Fuel Cell Vehicles 1
This course is designed to give students an introduction to the various types of hybrid electric vehicles (HEV). Topic areas include improvement of fuel economy, hybrid designs, HEV components, and the operation of the typical HEV.

AUT 201* Manual Drive Train and Axles 2
This course is designed to provide an in-depth study of torque delivery. The course will cover clutches, drive-lines, drive axles, transfer case, and manual transmissions and transaxles. *PreReq: AUT 192*

AUT 211* Auto Transmission/Transaxles I 2
This course provides an in-depth study of torque delivery and planetary gear sets. Instruction areas include operation, service, diagnosis, and repair of automatic transmission and transaxle functions, including electronic controls. *PreReq: AUT 192*

AUT 221 Engine Performance Drivability II 2
This course provides current information to develop more advanced skills needed to diagnose and fix more complex drivability problems. The course will cover analyzing, servicing, and diagnosing a variety of fuel, exhaust, and induction systems. *PreReq: AUT 192*

AUT 242* Automotive Technology Lab III 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management.

AUT 251* Engine Repair I 2
This course begins with basic engine diagnostics and progresses through engine removal, tear down, short block repair, and cylinder head repair. The course will also emphasize correct engine repair techniques. *PreReq: AUT 242*

AUT 255* Automatic Transmission & Transaxle II 1
This course continues the study of automatic transmissions and transaxles and their electronic control circuits, including trouble diagnosis and service procedures. *PreReq: AUT 242*

AUT 261* Auto Service Management 2
This interactive course covers the essentials and rationale for service management. The course covers shop safety, safety planning, personal planning, supervising, and customer and staff relations. *PreReq: AUT 242*

AUT 281* Automotive Technology Lab IV 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management. *PreReq: AUT 242*

AUT 291* Service Management Practicum 2
This course is a continuation of AUT261 Auto Service Management and is designed to develop professional and personal skills. Emphasis will be placed on attendance, professional attitude, and laboratory behavior for the fourth semester of the program. *PreReq: AUT 242*

AUT 295* Occupational Work Experience 0
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

BS 101 College Biology 5
This general education course will examine the plant and animal kingdoms, their fundamental principles and processes of life, and their relationship to everyday life. The course consists of three hours of lecture plus three hours of laboratory work per week. *PreReq: MAT 090 , ENG 096, or Assessment*

BS 104 Human Anatomy **4**
This course is an anatomical study of the systems forming the human body. Emphasis is placed on the organs forming each system, the embryonic development of the system, and the functions of the tissues and organs of each system. The course includes a brief physiological review with each system and will consist of three hours lecture and one and one half hours of laboratory work per week.

BS 105 Human Physiology **4**
This course provides a physio-chemical study of the systems forming the human body. The course will focus on the relationships between the systems and the maintenance of a homeostatic condition within the body. Diseases, defects, and abnormalities are covered with each system. The course will consist of three hours of lecture and one and one-half hours of laboratory per week.

BS 107 Introduction to Environmental Science **4**
This interdisciplinary science course is designed to stimulate interest in environmental science, increase awareness of environmental problems, and improve understanding of environmental issues. The focus is on contemporary issues relating to biodiversity and sustainability. Topics include air and water quality, global climate change, environmental toxicants, energy resources, deforestation, overfishing, and endangered species. The course will also examine political and ethical concerns, sociological consequences, and economic impacts. A weekly lab session will offer a variety of experiences that demonstrate the principles, processes, techniques, and technologies of natural environmental systems and solutions.

BS 109 Medical Terminology **3**
This course is designed to teach basic competency in the vocabulary and comprehension of medical terms. The course will focus on word attack skills for medical terms. The course can serve as preparation for academic success in Human Anatomy.

BS 110 Nutrition **3**
This course is a study of the fundamentals of human nutrition and the relationship of nutrition to health, well-being, and personal food choices. The course will examine human growth and development, scientific research in nutrition, and how nutrition affects human disease. The course will also include the application of basic nutritional science to the requirements of life cycle stages, activity and exercise, and various states of health. This course is appropriate for Biology, Nursing, and Pre-Med students.

BS 111 Nutrition for Health, Fitness, Sports **3**
This course will provide a study of food and the effect nutrition has on health, growth and development, and physical performance. The course topics include: calorie expenditures and the nutritional value of foods, including related calculations; human metabolism and metabolic pathways for carbohydrates, fat, and protein; methods for determining body composition, general fitness levels, and exercise intensity; nutritional health research data and statistics; and scientific data concerning the effects of nutrition on health, fitness, and sports activity.

**indicates a technical course*

BS 112 Nutrition for Health, Fitness, Sport w/ Lab **5**
This course will provide a study of food and the effect nutrition has on health, growth and development, and physical performance. The course topics include: calorie expenditures and the nutritional value of foods, including related calculations; human metabolism and metabolic pathways for carbohydrates, fat, and protein; methods for determining body composition, general fitness levels, and exercise intensity; nutritional health research data and statistics; and scientific data concerning the effects of nutrition on health, fitness, and sports activity.

BS 201 General Zoology **5**
This course covers the anatomy and physiology of representative species of each phylum of the animal kingdom. The evolutionary connection between the phyla of the phylogenetic tree is covered with each phylum. *PreReq: BS 101*

BS 202 General Botany **5**
This course provides a study of the structure of plants and how they live, grow, and reproduce. The course will emphasize function as a basis of life and how it is related to human problems such as population, food supply, and conservation. *PreReq: BS 101 or BS 105*

BS 203 Microbiology **5**
This course will provide a study of the morphology, physiology, and classification of microorganisms associated with disease. The course will also focus on methods of disease prevention through sanitation, disinfection and sterilization, sources and means of infection, and body defenses. *PreReq: BS 101 or BS 105*

BS 220 Pathophysiology **4**
An introduction to the basic concepts of pathophysiology as it relates to nursing and pre-professional students. This course is organized in a manner that brings the principles of pathophysiology to the forefront with a focus on the relatively few patterns of disease, rather than asking students to memorize extensive catalogs of specific diseases and this conceptual approach is more suited to these types of students. Laboratories will be used to support and supplement the information presented in lecture. *PreReq: BS 104, BS 105*

BS 240 Emergency Medical Technician **12**
This course is designed to provide training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Emergency Medical Technician-Basic (EMT-B) in Kansas.

BS 241 CPR Basic **1**
This course is designed to give students the knowledge and skills needed to provide emergency care using cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).

BS 244 Emergency Medical Training - Intermediate **6**
This course is designed to provide advanced training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Emergency Medical Technician-Intermediate (EMT-I) in Kansas.

BTT 105* General Safety for the Building Trades 1
This course provides an introduction to the tools and materials required in the building trades. The course will cover wood and lumber, engineered panels, engineered lumber products, fasteners, hand tools, portable power tools, and stationary power tools. Emphasis will be placed on the safe operation of hand and power tools as well as job hazards and safety in the building trades industry.

BTT 106* Introductory Craft Skills 4
This course provides both a general and specific introduction to the construction business. The course will include a study of the Occupational Outlook and the various types of jobs available in the building trades industry. Emphasis will be placed on the safe operation of hand and power tools and other equipment. The course also covers the application of basic mathematics in the construction industry.

BTT 109* Carpentry Basics 4
This course provides step by step instruction on how to use equipment, tools, and fasteners, as well as how to measure, cut, drill, join, fasten, and finish various types of hardwoods and softwoods. The course will also cover reading and interpreting plans, elevations, schedules, sections, and details contained in basic construction drawings. Students will apply construction skills through participation in a student designed and built house project.

BTT 111* Roof Framing 3
This course provides a practical study of roof styles, including gambrel, gable, shed, hips, and trusses. The course covers rafter and truss design, lay-out, and framing, as well as cornice, soffits, and gable end construction.

BTT 119* Floors, Walls, and Ceiling Framing 4
This course provides experience in construction of the sub-floor system in a residential house according to the Uniform Building Code. The course also offers experience in constructing and installing exterior and interior walls, as well as a practical study of sheet rock materials and finishing techniques. *PreReq: BTT 111*

BTT 121* Residential Concrete Construction 3
This course is a study of the reinforcing materials, concrete, and basic formwork used in construction. The course will cover how to perform several masonry and concrete finishing tasks, such as mixing concrete, building footings, edges and wall forms, and using concrete reinforcing materials.

BTT 155* Residential Interior Finish Carpentry 3
This course focuses on the materials, techniques, and skills needed to finish the interior of a home. The course will cover insulation and moisture protection, finishing walls, ceilings, and floors, and cabinetry. *PreReq: BTT 121*

BTT 159* Windows, Doors, and Stairs 3
This course provides a study of exterior sheathings, windows, doors, sidings, eaves, and fasciae. The course will include instruction and experience in installation, finish, and maintenance. In addition, the course will provide experience in installing thresholds, weather stripping, locksets, and overhead garage doors.

BTT 170* Painting, Finishing, and Decorating 5
This course focuses on the various materials used for coatings that cover all types of finishes, including wood and other materials such as metals and drywall. The course will provide instruction and experience in paints, stains, varnishes, and various synthetic materials, both clear and colored. *PreReq: BTT 159*

BUS 101 Introduction to Business 3
This course provides an introduction to business, including business organization and management, the financing of a business operation, the marketing of the product or service, the accounting of business transactions, and career information.

BUS 102 Personal Finance 3
This course is for non-business as well as business majors. The course is primarily concerned with the management of money from the viewpoint of the individual. Topics covered include the consumer's credit buying, borrowing, saving, and investments; purchase of insurance, real-estate, and other major items; the problem of taxation and wills; and controlling expenditures through the use of a budget.

BUS 103 Accounting I 3
This course will focus on the recording, classification, and analysis of economic transactions of the sole proprietorship form of business ownership. The student will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period.

BUS102 Personal Finance 3
This course is for non-business as well as business majors. The course is primarily concerned with the management of money from the viewpoint of the individual. Topics covered include the consumer's credit buying, borrowing, saving, and investments; purchase of insurance, real-estate, and other major items; the problem of taxation and wills; and controlling expenditures through the use of a budget.

BUS 105 Accounting II 3
This course is a continuation of Accounting I. The focus of the course will be on recording, classification, and analysis of economic transactions of the corporation. Students will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period. Students will be introduced to decision-making and financial analysis. *PreReq: A C or higher in BUS103*

BUS 108 Business Visitations 1
This course provides the opportunity to tour businesses. Owners or managers will host students and explain their business operations.

BUS 109 Applied Office Practice I 1
This course provides paid on-the-job training in an office setting.

BUS 110 Records Management 3
This course provides instruction on how to manage records in an office setting. The course will cover methods of filing, including alphabetic, numeric, geographic, subject, and chronological, as well as cross-referencing and procedures for using requisitions, retrievals, charge-outs, and follow-ups. The course will also examine special equipment and supplies, micro-graphics, cycle creation, retention, transfer, and records safety, security, and disposal.

BUS 111 Applied Office Practice II 1
This course provides paid on-the-job training in an office setting. *PreReq: BUS 109*

BUS 112 The Business of Personal Training 3
This course will provide a study of the entrepreneurial process specifically focused on the business of personal training. The course will cover topics such as opportunity recognition, entry strategies, market opportunities and marketing, business plan, financial projections, venture capital, financing, external assistance for startups and small businesses, legal and tax issues, intellectual property, franchising, and entrepreneurship economics.

BUS 113 Business English and Vocabulary 3
This course will cover the essentials of business writing and will focus on terminology, word choice, spelling, capitalization, punctuation, and effective sentence structure.

BUS 115 Business Math with Calculators 3
This course covers basic business math operations and focuses on the development of speed and accuracy on the calculator. The course will emphasize business and consumer applications using both mechanical and computerized 10-key calculators.

BUS 116 Introduction to Accounting 3
This course provides an introduction to the fundamental principles of accounting as applied to business enterprises. The entire accounting cycle is covered.

BUS 117 Computerized Accounting 3
This course provides an introduction to computerized accounting. The course will offer practical experience in establishing and maintaining accounting systems and records for single proprietorships and corporations. *PreReq: BUS 116 or permission*

BUS 120 Professional Development I 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 120A Professional Development II 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 120B Professional Development II 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 120C Professional Development IV 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 123 Advanced Document Production 3
This course focuses on increasing straight copy speed and production rate for letters, business forms, tables, reports, and rough-draft copy that would be encountered in a business office setting.

BUS 125 Human Resources 3
This course will examine the development and role of human resources management in an organization. The course will focus on legal and ethical contexts, administration of wages and benefits, job design and analysis, performance management systems, and recruitment, hiring, and training.

BUS 126 Keyboarding 1
This course covers basic touch keyboarding skills for computer use.

BUS 127 Principles of Entrepreneurship I 3
This courses emphasizes the major issues confronting entrepreneurs and those in small business. It provides guidance regarding the legal considerations of which entrepreneurs should be aware when launching a new enterprise. It serves as a source and reference to those who either aspire or are currently active in the entrepreneurial world.

BUS 130 Microcomputer Applications I: Word Processing, Spreadsheet, Database, Presentation 3
This course is designed to provide practical knowledge and skill in using basic computer applications. The course will focus on problem solving with the use of word processing, spreadsheet, database management, and presentation software.

BUS 132 Microcomputer Applications I: Outlook 1
This course is designed to develop the desktop information management program skills needed in business, which include sending and receiving e-mail and managing messages, appointments, contacts, and tasks. Calendars will be shared with other users, and data stored within Outlook will be integrated to and from the other applications within the Microsoft Office suite.

BUS 133 Microcomputer Applications I: Spreadsheet 3
This course focuses on the mastery of spreadsheet concepts and applications utilizing the spreadsheet as a tool in the processing of information.

**indicates a technical course*

BUS 136 Microcomputer Applications I: Desktop Publishing 3
This course will focus on the production of publication-quality documents. Appropriate software will be used to combine text and graphics. The course will provide practice in creating, editing, formatting, laying out, and designing brochures, programs, flyers, advertisements, resumes, agendas, invitations, menus, letterheads, forms, booklets, and newsletters.

BUS 136A Microcomputer Applications I: Desktop Publishing 2
This course will focus on the production of publication-quality documents. Appropriate software will be used to combine text and graphics. The course will provide practice in creating, editing, formatting, laying out, and designing brochures, programs, flyers, advertisements, resumes, agendas, invitations, menus, letterheads, forms, booklets, and newsletters.

BUS 137 Microcomputer Applications I: Integrated Software 3
This course will focus on problem solving with the use of integrated software.

BUS 139 Microcomputer Applications I: Word Processing 3
This course is designed to provide students instruction on word processing concepts, systems, equipment, and career opportunities.

BUS 140 Microcomputer Applications II: Word Processing, Spreadsheet, Database 3
This course provides advanced instruction in the use of word processing, spreadsheet, and database software. *PreReq: BUS 130*

BUS 151 Electronic Business Presentation 3
This course will focus on using presentation software to create organizational charts, business graphs, and other visual information materials. The course will also cover how to enhance presentations by using features such as animation, slides, templates, note pages, and transition effects.

BUS 181 Microcomputer Applications I: Word Processing 1
This course is designed to provide instruction in using word processing software. This course is not available for students who have already taken BUS 139.

BUS 182 Microcomputer Applications I: Database Management 1
This is an introductory course that will cover the basic functions to set up a database, enter and add data, edit entries, delete entries, find data, index and sort data, save a database, and print files. The main focus is on the combination of practical database design principles with hands-on experience in the computer laboratory.

BUS 183 Microcomputer Applications I: Spreadsheet 1
This course is designed to provide instruction in using spreadsheet software. This course is not available for students who have already taken BUS 133.

BUS 185 Microcomputer Applications I: Desktop Publishing 1
This course is designed to provide instruction in using desktop publishing software. This course is not available for students who have already taken BUS 136.

BUS 186 Microcomputer Applications I: Integrated Software 1
This course will focus on problem solving with the use of integrated software. This course is not available for students who have already taken BUS 137.

BUS 188 Microcomputer Applications I: Windows 1
This course is designed to introduce Microsoft Windows operating environment software.

BUS 189 Microcomputer Applications I: Electronic Business Presentation 1
This course is designed to provide instruction in using business presentation software. This course is not available for students who have already taken BUS 151.

BUS 191 Microcomputer Applications II: Word Processing 1
This course provides advanced instruction in the use of word processing software. This course is not available for students who have already taken BUS139. *PreReq: A C or higher in BUS 130 or BUS 181*

BUS 200 Financial Accounting 4
This course focuses on the basic accounting model, measurement processes, and data classifications essential to the interpretation and effective use of financial statements by shareholders, creditors, government auditors, and managers. The course will also emphasize the effective communication of financial information. *PreReq: BUS 116 or permission*

BUS 201 Principles of Management 3
This course is designed to provide a basic understanding of the field and techniques of management. The course will cover management and managers, scientific management, human relations in management, bureaucracy in management, contingency findings, the management of foreign operation, product management, and ethics and social concerns of managers.

BUS 203 Macroeconomics 3
This course provides a study of basic macroeconomic concepts, principles, and terminology. Attention is given to supply and demand, national income, unemployment, money and banking, international trade, and finance. *PreReq: MAT 100 or Assessment*

BUS 204 Microeconomics 3
This course provides a study of basic microeconomic theory applied to the analysis of prices, markets, production, profits, rents, interest, and wages. *PreReq: MAT 100*

BUS 205 Business Law 3
This course provides a basic study of law related to business. Emphasis will be on contracts, law of sales, negotiable instruments, consumer protection, and the Uniform Commercial Code (UCC).

BUS 209 Medical Procedures 3
This course covers duties and responsibilities of office employees in the medical office. The course will focus on oral and written

communications, medical vocabulary, medical forms, travel arrangements, filing, mail handling, business meetings, financial records, reprographics, public relations, establishing priorities, and organization work. *PreReq: BS 109*

BUS 210 Marketing **3**
This course provides a study of the importance of marketing techniques to the success of modern organizations. The course will focus on the four basic elements of marketing: product, price, promotion, and place. Topics include the marketing concept, marketing research, consumer behavior, the product life cycle, channels of distribution, physical distribution, advertising, personal selling, pricing objectives and strategies, and social responsibilities of marketers.

BUS 213 Business Communications **3**
This course covers both traditional and innovative communication skills. The primary focus will be on writing employment documents and business letters for specific situations. *PreReq: ENG 101*

BUS 216 Managerial Accounting **3**
This course provides a study of materials, labor, overhead, budget administration, cost accounting systems, break-even analysis, accounting statement analysis, and return on investment as factors in management decisions. *PreReq: A C or higher in BUS 105 or BUS 200*

BUS 230 Principles of Entrepreneurship II **3**
This course will provide a study of the basic entrepreneurial process. The course will cover opportunity recognition, entry strategies, market opportunities and marketing, creation of a successful business plan, financial projections, venture capital, debt and other forms of financing, external assistance for startups and small businesses, legal and tax issues, intellectual property, franchising, and entrepreneurship economics. *PreReq: BUS127, BUS103, BUS210, and BUS101 or BUS201, BUS 130*

BUS 245C Electronic Communication: Internet **1**
This course introduces Internet use and applications, such as e-mail, file transfer protocol, and the web.

BUS 245D Electronic Communications: Web Design **2**
This course is designed to provide a basic understanding of the Internet and various software applications used with the Internet. The course will also cover basic web page design.

BUS 246A Microcomputer Applications I: Dreamweaver **3**
This course is designed to provide an introduction to web site creation and design through the use of Adobe Dreamweaver software. Also covered will be how to use the Spry framework to create enhanced web site activities. The course will include adding media objects to web pages as well.

BUS 246B Microcomputer Applications I: FrontPage **3**
This course focuses on the practical use of computer communication through web page design using Microsoft FrontPage software.

CAD 101* Technical Drawing I **4**
This course teaches the basic concepts of drafting communication. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale.

CAD 111* Operating Systems **4**
This course provides the student with a basic understanding of computer terminology, operations, hardware, and software. An overview of word processing, spreadsheet, and database software related to the student's primary area will be explored.

CAD 122* Measurements **3**
This course covers the basic principles of operations and scale, with emphasis on the order of operations. The course reviews the use of decimal and fractional operations and also covers the use of scales and how they are read and applied.

CAD 131* Computer Graphics I **5**
This course is designed to provide students with a basic understanding of the uses and applications of computer drafting hardware and software. The course will also explore and develop drawing, editing, and coordinate input skills.

CAD 151* Technical Drawing II **4**
This course is a continuation of Technical Drawing I and teaches the basic concepts of drafting communication. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale. *PreReq: CAD 101*

CAD 162* Word Processing **2**
This course is designed to give the student a working knowledge and skill in the use of Microsoft Word software and how it can be applied to computer assisted drafting.

CAD 172* Algebra **2**
This course covers the basic principles of algebra, including symbols, signs, equations, basic operations, proportions, and formulas. The course will focus on how these principles apply to graphic communications.

CAD 182* Computer Graphics II **5**
This course is designed to provide students with an advanced understanding of the uses and applications of computer drafting hardware and software. The course will also explore and develop drawing, editing, and coordinate input skills. *PreReq: CAD 131*

CAD 201* Technical Drawing III **4**
This course covers advanced concepts of drafting communication pertaining to mechanical engineering. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale. *PreReq: CAD 131*

CAD 211* Spreadsheets **3**
This spreadsheet application course is designed to show students how to organize data, complete calculations, make decisions, graph data, and develop professional-looking worksheets. The course will also cover Microsoft Windows concepts and terminology.

**indicates a technical course*

CAD 221* Geometry **2**
This course covers the principles of basic geometric construction: lines, arcs, circles, angles, and the relationships between geometric forms. The course will focus how these principles apply to graphic construction.

CAD 232* Computer Graphics III **5**
This advanced course will cover hardware, networking, and Internet concepts. The course will cover how to install hardware devices, interrupts, jumpers, and switches, as well as troubleshooting. Network protocol, operations, and concepts will also be covered. The course will also focus on accessing information on the Internet and using e-mail and news groups. *PreReq: CAD 182*

CAD 251* Technical Drawing IV **4**
This course covers advanced concepts of drafting communication pertaining to mechanical engineering. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale. *PreReq: CAD 201*

CAD 261* Database **4**
This database application course is designed to show students how to create, store, sort, and retrieve data. The course will also cover Microsoft Windows concepts and terminology.

CAD 271* Trigonometry **2**
This course covers trigonometric functions, solution of triangles, vectors, and complex numbers. Application of trigonometric functions in the solution of triangles will be stressed.

CAD 282* Computer Graphics IV **5**
This advanced course will cover hardware, networking, and Internet concepts. The course will cover how to install hardware devices, interrupts, jumpers, and switches, as well as troubleshooting. Network protocol, operations, and concepts will also be covered. The course will also focus on accessing information on the Internet and using e-mail and news groups. *PreReq: CAD 232*

CAD 295* Occupational Work Experience **0**
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

CJ 100 Introduction To Criminal Justice **3**
This is an introductory course in the field of criminal justice. The course will provide a short historical background of law enforcement, constitutional limits of law enforcement, 4th, 5th, 6th and 14th amendment safeguards, court room processes, and court processes from pre-arrest through verdict. This course will give students a general knowledge about the scope of crime, measurement of crime, and causes of crime.

CJ 105 Introduction to Corrections **3**
This course is an introductory study of the entire field of corrections, beginning with conviction. The course will cover the sentencing grid from the state of Kansas, including mitigating and aggravating factors, post-conviction remedies, and appeal processes. Students will explore alternatives to confinement as well as probation and parole practices. There will be an emphasis on current trends in incarceration.

CJ 110 Fundamentals of Investigation **3**
This course is designed to explore the fundamentals of criminal investigative techniques. While many investigative techniques remain relatively static, most are evolving due to technology, national databases, and applicability of basic medical practices. This course focuses specifically on major felony investigations with an emphasis on adherence to rigid crime scene protocols. *PreReq: CJ 100*

CJ 111 Forensic Investigation **2**
This course focuses on laboratory investigations of forensic science, with an emphasis on the lab operations of criminal science. Topics will include detection of blood stains, blood typing and testing, hair analysis, drug detection, gunshot residue analysis, fingerprint analysis, virus spread within a population, and DNA fingerprinting. The course will use laboratory and computer simulations.

CJ 120 Juvenile Delinquency **3**
This course is a contemporary approach to understanding the nature of juvenile delinquency. Students will examine the evolution of juvenile rights in America and juvenile court processes. The course will provide a balanced view of high risk factors for delinquency and prevention methods.

CJ 140 Police Patrol Procedures **3**
This course is designed for students who want to have a career in law enforcement. Students will gain a fundamental understanding of the organization, management, and administration of law enforcement agencies. Basic police patrol procedures, including officer safety protocol, pursuit policies, arrest procedures, search and seizure processes, and a basic understanding of police report writings will be covered.

CJ 201 Criminal Law I **3**
This course is designed to provide the student with a general understanding of American criminal law. Topics include principles of criminal law, principles of criminal liability, complicity, inchoate offenses, defenses, justifications, crimes against persons, crimes against property, and crimes against public order. Additionally, this course will cover basic rules of criminal procedure, including, but not limited to, constitutional aspects of criminal justice processes, pretrial processes, trials, sentencing, and appeals. *PreReq: CJ100 or permission*

CJ 205 Critical Issues In Law Enforcement **3**
This course is designed to focus on several issues facing law enforcement today in terms of police response, mandatory arrest, and policy formation. These issues recognize the core of violence including domestic violence, child abuse/neglect, and elderly abuse. An overview of each system is provided as well as careful examination of the infrastructure and interrelationship between them. *PreReq: CJ100 or permission*

CJ 211 Penology and Corrections 3
This course provides a survey of correctional services and treatment. The course Includes philosophy, history, correctional models by type and function, institutional treatment, parole operations, community-based treatment, and special treatment programs.

CJ 220 Practicum in Administration of Justice 3
Students will participate in community administration of justice agencies to provide experience in the practical application of classroom instruction.

COL 103 College Success and Orientation 1
This course is an orientation to the world of college. The course will include preparation of an academic plan to obtain an associate degree in a selected major. The course will also cover curriculum structure, program design, college success skills, transferring to a four-year institution, decision making, and career planning. This course must be taken before registering for the 25th credit hour at HCC. Students who have already taken a similar course elsewhere or who are transferring more than 30 hours to HCC are not required to take this course.

COL 103A College Success and Orientation 1
This course is an orientation to the world of college. The course will include preparation of an academic plan to obtain an associate degree in a selected major. The course will also cover curriculum structure, program design, college success skills, transferring to a four-year institution, decision making, and career planning.

COL 162 Careers in Sports and Fitness 2
The purpose of this course is to make students aware of the variety of careers related to sports and fitness. The course will provide students a realistic look at personal abilities, level of commitment, and work ethic. The course will examine various sports and fitness careers as well as preparation, expectations, and employment opportunities. Guest speakers currently engaged in sports or fitness careers will also provide information and insight. The focus of the course is to help students make an informed choice and develop a plan to achieve personal goals in a sports or fitness career.

COL 170 Leadership Organization and Goals 0.5
This course will provide practical instruction and experience in student government and leadership. The course will cover leadership qualities, parliamentary procedures, time management, conflict resolution, budgeting, and team building. Students will be actively involved in student government, as well as fundraising, community projects, student activities, entertainment, and programs. This course is designed for individuals with little or no background in student government. *PreReq: Permission*

COL 180 Self Awareness for Young Adults 2
This course will emphasize personal and career growth and development by exploring the family of origin, developing insight and self-confidence, and making assertive life choices. We will focus on the individual's ability to find answers from within him/her self, as well as the development of the class as a group.

CRT 191* Certification Training Lab 3
This class is designed to give the second semester student supervised practice with computerized testing. Students will apply previously learned skills and concepts in preparation for the CompTIA A+ Examinations. Practice test banks will be used to simulate the exams. Students will take practice tests, review answers, research any incorrect answers, and research and obtain correct answers. The actual exams are scheduled when the student feels prepared for them.

CST 103* Operating Systems 2
This course provides instruction on the most commonly used major operating systems. Components covered will be installation, configuration, maintenance, file management, and batch files.

CST 105* Industrial Computer Applications 2
This is an introductory course appropriate for all technical and skilled trade students. This course is designed to provide computer familiarity, not proficiency. Industrial applications of computers will be stressed. Computer software, storage/input/output devices, and controls as they apply to industry will be explored. The course is competency based and will provide the student with experiences and demonstrations in keyboarding, Windows programs, word processing, spreadsheets, computer graphics, and e-mail. The student will learn the basic features and functions of the Internet, Outlook, Word, and Excel. The student will also learn about basic computer concepts and Internet skills.

CST 106* Networking Fundamentals: CCNA1 4
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the Open System Interconnection (OSI) and Transmission Control Protocol (TCP) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of Internet Protocol (IP) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. This is the first class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: Concurrent enroll in CST or CompTIA+ Certification*

CST 111* PC Fundamentals 3
This course is designed as an introduction to personal computer technology. The course will examine basic computer concepts, history of computers, terminology associated with computer technology, and basic hardware troubleshooting.

CST 122* Technical Writing 2
This course is designed to give students instruction on the organization and writing of technical documents, including proposals, business letters and memos, and technical reports.

**indicates a technical course*

CST 124* PC Troubleshooting Essentials 3
This course is intended to introduce the student to various computer components, business systems, and the basics of troubleshooting the Personal Computer (PC). Safety and proper tool usage will also be covered. The course will focus on the techniques used to isolate and resolve computer problems, multimedia technology, and input-output devices, including monitors and video cards. Instruction will also be given on basic electrical principles and PC power supplies.

CST 154* CompTIA A+ Essentials 3
This course is designed to give instruction on complex hardware installation as well as prevention and recovery of data loss. The course will also provide an introduction to telephone communications, printers, notebook PCs, virus infection, and data recovery.

CST 156* Integrated Applications 2
This course is designed to give instruction on the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover software applications for word processing, spreadsheet, database, presentation, and Web page development.

CST 158* CompTIA A+ Practical Applications 3
This course is designed to give instruction on how to troubleshoot and resolve operating system issues. The student will use tools within the operating systems as well as third-party software to resolve problems. This course will examine common operating system problems and problems specific to individual operating systems. The differences, advantages, and disadvantages of several Windows operating systems will be considered.

CST 159* CCNA2 : Routers and Routing 4
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students will analyze, configure, verify, and troubleshoot the primary routing protocols: Routing Information Protocol Version 1 (RIPv1), Routing Information Protocol Version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), and Open Shortest Path First (OSPF). The course will cover the recognition and correction of common routing issues and problems. The course includes a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs. Packet Tracer activities will reinforce concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand. This is the second class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: CST 106*

CST 201* Advanced Operating Systems 3
This course is designed to provide advanced instruction on the most commonly used operating systems. The course will cover installation and configuration of dual boot operating systems, system file configuration and editing, system files, and system conflict resolution.

CST 205* Advanced Integrated Applications 3
This course is designed to provide advanced instruction on how to use Microsoft Office for Windows 2007. The course covers Microsoft Word, Excel, Access, and PowerPoint, and will include desktop publishing, databases, spreadsheets, and integrated presentations. Simulated business problems will be used and students will create and maintain records, inquire, sort, search, and prepare reports.

CST 206* Programming 2
This course is designed to provide an introduction to computer programming. The course will cover basic programming skills such as form and menu creation, decision making, looping arrays and subroutines, and database interfacing. The course will introduce students to programming in a Windows environment using Visual Basic.

CST 207* Technical Support Lab I 2
This course is designed for second-year students who are enrolled in the Computer Support Technology and/or the A.A.S. Degree Program. The course will provide advanced classroom instruction as well as practical experience with service calls and help desk situations. Students will be repairing PCs and resolving networking problems during class time, working directly with instructors and students from other departments on campus. The course will also cover advanced techniques to develop and improve workplace skills.

CST 208* Network Operating Systems 2
This course provides an introduction to computer networking administration and maintenance. The course will examine typical network hardware, network architectures, data transmission, and popular network technologies as well as how communication layers and their protocols are used on a network. The course will also cover installing Novell NetWare, troubleshooting network problems, and ensuring the integrity and stability of a network.

CST 212* CCNA3: LAN Switching and Wireless 4
This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select services for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual Local Area Networks (VLANs), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented as well as how to implement a Wireless Local Area Network (WLAN) in a small-to-medium network. This is the third class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: CST 106, CST 159*

CST 213* Network Operating Systems Lab 3
This course is an introduction to computer networking administration and maintenance. The course will examine typical network hardware, network architectures, data transmission, and popular network technologies as well as how communication layers and their protocols are used on a network. The course will also cover installing Windows Server and Linux Server, troubleshooting of network problems, and ensuring integrity and stability of a network.

CST 214* CCNA4: WAN Technologies 4
This course is designed to provide a comprehensive understanding of how to design and implement Local Area Networks (LANs) and Wide Area Networks (WANs). The focus will be on the equipment and technologies used in LANs and WANs. This course covers the features and functions of these devices as well as the circumstances under which each device can be implemented. Cabling standards and appropriate design parameters for various types of media and topologies are included. This course introduces wireless technologies and a variety of high-speed Internet access options. The challenges involved in creating a network design that meets the needs of the users of today's LANs and WANs will be discussed. The course will feature hands-on projects and case projects that provide experience in using tools involved in network design and implementation. This is the fourth class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: CST106, CST159, CST212*

CST 295* Occupational Work Experience 0
This course is designed to finish students' preparation for employment in the Information Technology industry. Students will complete a resume to present to potential employers and may also participate in on-the-job-training opportunities.

DSL 101* Shop Safety I 1
This course is designed to identify safety hazards associated with working around heavy equipment and to establish procedures that will prevent accidents.

DSL 111* Fundamentals of Operating Principles 4
This course covers the history of the diesel engine from invention to the present. The course will also focus on the differences and advantages of the diesel over other types of engines.

DSL 121* Engine Maintenance 2
This course provides instruction for standard DB, DB@ and DM pump disassemble inspection and overhaul. The course covers removal, installation, and timing procedures on the injection pumps, as well as test stand operation, pump installation on the test stand, and proper calibration of the injection pump.

DSL 132* Engine Overhaul 5
This course teaches the three major engine companies products. Training engines are provided for all classes to ensure the student's knowledge of troubleshooting maintenance, disassembly, overhaul, and reassembly techniques. Training is further enhanced by class discussion and visual media.

DSL 141* Welding & Fabrication Lab 2
This course includes basic principles and fundamentals of arc welding and acetylene cutting as applied to heavy equipment and diesel repairs. It also covers basic welding and acetylene safety.

DSL 152* Fuel Systems Diagnosis/Repair 4
This course teaches the operating of fuel systems used on most modern diesel engines, how they differ from one another, and service and adjustment of each system.

DSL 161* Introduction Electrical Diagnosis/Repair 4
This course of basic electrical systems on the diesel engine teaches troubleshooting and component testing using volt ohm meter and volt 33 tester.

DSL 171* Introduction to Clutch/Power Train 3
This course teaches disassembly, inspection, and troubleshooting of the three major types of clutch systems used by present engine manufacturers. The course also teaches installation techniques and adjustments.

DSL 182* Introduction to Hydraulics 3
This course gives a student a short introduction to hydraulic systems. It covers major component identifications, their functions and how each component operates in the system.

DSL 201* Shop Safety II 1
This course is continuation of Shop Safety I and is designed to identify safety hazards associated with working around heavy equipment and to establish procedures that will prevent accidents. Avoidance to actions that may result in damage to personal or equipment is stressed. *PreReq: DSL 101*

DSL 212* Advanced Engine Overhaul 3
This is an advanced training course in engine overhaul. Advanced training is provided to ensure the student's knowledge of troubleshooting maintenance, disassembly, overhaul, and reassembly techniques. *PreReq: DSL 132*

DSL 222* Advanced Electrical Diagnosis/Repair 5
Students will become proficient in the diagnosis and repair of electrical circuits including testing, repairing, and /or replacing of components. *PreReq: DSL 161*

DSL 232* Hydraulic Components Diagnosis/Repair 3
This course teaches the theory of both open and closed center hydraulic systems. It covers pump overhaul and testing procedures. It also covers the use of hydraulic flow meter and testing procedures.

DSL 251* Electronic Computer Diagnosis Repair 3
This course covers the study of the electrical and electronic control system used on diesel powered equipment. This course also teaches the student how to use service tools, system operations, monitoring attachments, fault codes, and injection timing sensor and actuator principles to diagnose computer related problems.

DSL 261* Air Conditioning Diagnosis/ Repair 3
This course covers refrigeration theory, operation, testing, and repair of air conditioning systems. Students will also discuss the use of refrigerant recovery methods.

**indicates a technical course*

DSL 271* Brakes/Suspension Diagnosis/Repair 3
This course teaches troubleshooting disassembly, inspection and adjustment of both hydraulic and air brake systems with the advantages and disadvantages of both systems. The course also covers the two air systems, their components, and function in the brake system.

DSL 275* Diesel Management 3
This course introduces the concepts and principles of effective business management as they apply to diesel technology and includes forms of business ownership, typical business organizational structures, relationship of business to the community and the effect of government regulations on businesses.

DSL 281* Transmission Overhaul/ Diagnosis 3
This course covers standard DB, DB2 and DM pump disassemble inspection and overhaul. It teaches removal, installation, and timing procedures on the above injection pumps. This course also teaches test stand operation, pump installation on the test stand, and proper calibration of the injection pump.

DSL 291* Advanced Clutch/Power Train 3
Students will become proficient in the diagnosis and repair of power trains, clutches, transmissions, and differentials. *PreReq: DSL 171*

DSL 295* Occupational Work Experience 0
Occupational Work Experiences are available to student who have completed 85% of their required course hours. This is an optional course for diesel technology students who wish to gain further "real life" experiences at local businesses and/or approved sites.

ECH 100 Early Childhood Fundamentals 3
Students will develop baseline knowledge and skills needed to work with young children in an Early Care and Education Program in Northeast Kansas. Students will complete a Kansas Bureau of Investigation (KBI) background check and provide a copy of a current physical and TB test. Information covered will serve as the foundation for decisions and practices carried out by professionals in all settings and programs. Students set up their Child Development Associate (CDA) Professional Portfolio. In addition, students will identify the steps involved in preparing for National Child Development Association (CDA) credentialing. *PreReq: Students unable to pass the KBI inspection, the physical, and the TB test are unable to work with young children.*

ECH 101 Recognizing Child Abuse and Neglect 1
This course focuses on the categories of child abuse and neglect as well as the signs and symptoms of the various types of abuse and neglect. The course will cover appropriate responses to suspected abuse or neglect and what to do in the event of child disclosure. Kansas-mandated reporter laws are also discussed. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 102 Understanding Multiple Intelligences and Children's Learning Styles 1
This course will focus on Howard Gardner's theory of multiple intelligences and how different learning styles are affected by the environment, physiology, processing, emotions, and social choices. Practical information will be given on how to create educational environments by applying activities that use different learning styles. Students will also examine their own personal teaching style as applied to teaching multiple intelligences to a variety of students. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 103 Infant Toddler Creative Curriculum 3
This course will provide basic information about what professionals need to know and be able to do to provide quality care for infants and toddlers. The course will use the research-based Creative Curriculum model and will explore the integrated roles of the caregiver/teacher, the children, the families, and the community, using a strength-based model that defines developmentally appropriate practices for infants and toddlers and the role of the curriculum.

ECH 104 Preschool Creative Curriculum 3
This course will provide basic information about what professionals need to know and be able to do to provide quality care for preschool children. The course will use the research-based Creative Curriculum model and will explore the integrated roles of the caregiver/teacher, the children, the families, and the community, using a strength-based model that defines developmentally appropriate practices for preschoolers and the role of the curriculum.

ECH 105 Early Childhood Cultural Competency 1
This course will present general concepts about cultural competency when working with children and families. The course will examine cultural norms, values, codes of conduct, traditions, and child rearing practices of ethnic, cultural, and other groups served by programs. The course will also focus on assessment of individual or family behavior and how racism, sexism, ageism, homophobia, and other forms of discrimination can affect individual and family development and functioning. This course is instructor-led and interactive through discussions and assignments.

ECH 106 Understanding Children's Temperament 1
This course provides an overview of the nine temperament traits and the variety of influences on temperament styles. The course will discuss challenging temperaments, including flexible, fearful, and feisty styles. Students will assess a child's temperament as well as their own. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 107 Supporting Children's Learning Through Play 1
This course will examine the nature and characteristics of play and why play is important in a child's development. The course will cover the development domains and milestones that affect children's learning through play, as well as the social and cognitive stages of play and the behavior children exhibit in those stages. The course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 108 Childhood Obesity and Good Nutrition 1
This course will examine the common reasons for childhood obesity and the complications of being overweight or obese. The course will focus on the new food pyramid, MyPlate, and will look at ways to encourage healthy eating habits and ways to integrate learning activities about healthy eating into daily routines. The course will also cover movement activities that encourage and support development and learning in children, as well as ways to share information on healthy eating and active living with parents and families. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 109 Bullying Prevention and Response 1
This course will examine types of bullying and consequences for bullying behaviors. The course will cover the dynamics of bullying behaviors and the roles of targets, bullies, and witnesses. Emphasis will be placed on intervention strategies for dealing with bullying behaviors, as well as strategies to prevent bullying behaviors. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 110 Early Childhood Functions I 3
This course is designed to provide the skills and knowledge for creating safe, healthy learning environments for infants, toddlers, and preschool age children. Individuals will also acquire the skills and knowledge associated with advancing physical and intellectual competence for those age groups. Creativity and communication are also explored. Students will learn how to ensure well-run programs. Students will achieve first aid/CPR certification. Student will conduct observation in an approved Early Care and Education Program in Northeast Kansas. Students will complete additional steps involved in preparing their Child Development Associate (CDA) professional Portfolio*: PreReq: ECH100*

ECH 111 Caring for Children with Special Needs 1
This course will examine child development milestones and how to recognize signs of early childhood delays. The course will cover guiding terms, as well as laws and principles regarding special needs, including common questions and answers for childcare providers. The course will focus on observation, assessment, documentation, communication with families, and resources available to families and caregivers. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 115 Early Childhood Function II 3
Students will learn ways to establish positive relationships with parents and families with young children. Students will identify areas of strength and areas for future professional growth as an Early Childhood Professional. Students will complete the final steps necessary for requesting national Child Development Associate (CDA) Credentialing. Students will conduct classroom observations and complete the Direst Assessment Application. They will compile data from a family questionnaire and write their Professional Philosophy Statement. *PreReq: ECH100, ECH110*

ECH 120 Family Child Care Administration 2
This course covers the management aspects of operating a family child care business. The course will focus on contracts, policies, legal issues, fee structure, collection, budgeting, cash flow, keeping records, taxes, and developing sound fiscal and management skills.

ECH 150 Creative Experiences 3
This course is designed for early childhood classroom practitioners. The course will focus on how to develop interesting and secure environments and activities that encourage play, exploration, learning, and creative expression.

ECH 160 Observing and Interacting with Young Children 3
This course is designed for practitioners who work with children and families. Students will develop skills for quality observation and documentation associated with young children. Ethical considerations and confidentiality are discussed. Students will conduct an in-depth child study. Students must identify a child and set up and conduct observations. Students will also conduct structured observations targeting specific developmental areas. Students will create a professional report illustrating the developmental level of the child. The child portfolio will include completed checklists, work samples, pictures, and interviews. *PreReq: ECH 100, ECH 110, ECH 115*

ECH 180 Early Childhood Literacy and Language Development 3
This course will prepare current or future early childhood teachers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development. Students will develop an in-depth understanding of language development and acquisition. Students will acquire skills and knowledge in facilitating early literacy to young children, and how to involve parents and families in the process. *PreReq: 9 CR of Early Childhood*

ECH 182 Early Childhood CDA Renewal 3
This course is for students who have a current preschool or Infant/Toddler Child Development Associate (CDA) Credential and are interested in renewing their credential. Students will learn to act with specific goals in mind for all domains and children's development. This course provides specific ideas and strategies for interacting with children in key subject areas during both child-guided and adult-guided experiences. Students will complete all of the documentation and requirements for CDA renewal. *PreReq: A Valid Preschool or Infant/Toddler Child Development Association Credential @ CPR*

ECH 200 Program Planning and Development 3
This course will examine the administrative and curriculum demands in different types of early childhood education centers. Funding, budgeting, evaluating, hiring, planning, collecting fees, and writing reports are some of the topics that will be covered. The course will emphasize developing sound fiscal and program management skills with a focus on interpersonal relationships. *PreReq: ECH 100, ECH 110, ECH 115*

**indicates a technical course*

ECH 202 Early Childhood Mentoring 3
This course is for the committed Early Childhood Professional. Early Childhood Professional Ethics and Standards will be infused throughout the course. Students ill reflect on their personal and professional growth and leadership skills. Understanding the role of the mentor, effective mentoring practices, and the mentor as a change agent will be explored. This course will provide individuals working in the Early Childhood field the basic foundation needed for developing mentoring relationships, especially those with apprentices. *PreReq: 12 hours of Early Childhood*

ECH 210 Family Involvement in Education 3
This course will provide a study of family involvement in education from an interdisciplinary approach. The course will cover history, current research, and diversity in families and will also present information, activities, and programs to enrich family-school partnerships and collaborations. *PreReq: ECH 100, ECH 110, ECH 115*

ECH 220 Principles of Inclusion 3
This course explorers the barriers to and influences on inclusive education settings for young children. Topics covered will include instructional strategies, individualized instruction, and family perceptions of inclusion, collaborative relationships among adults, classroom ecology, social policy, and cultural and linguistic diversity. *PreReq: ECH 100, ECH 160, or permission*

ECH 250 Early Childhood Practicum 3
This course is designed for students who are assuming teaching responsibility under guided supervision. Students must meet all state and national requirements for working in an Early Childhood facility. The purpose of the practicum is to put theory into practice. Students will spend 15 hours in classroom activities and 225 hours teaching in the Early Childhood classroom. The course will cover working with parents, classroom management, observation and assessment, values identification, trends and issues in Early Childhood, personal reflections, and educational philosophy. *PreReq: Permission*

ED 101 Pre-professional Lab I 1
This course is designed to provide an introductory hands-on experience for students majoring in education. The course will consist of direct experience observing a professional educator in the classroom as well as tutoring and participation in classroom activities. *PreReq: ED 110*

ED 102 Pre-professional Lab II 1
This course is a continuation of ED 101 and is designed to provide additional hands-on experience for students majoring in education. The course will consist of direct experience observing a professional educator in the classroom as well as tutoring and participation in classroom activities. *PreReq: Permission*

ED 110 Introduction to Education 3
This course will cover the historical and sociological development of American education, the role of public schools in American society, and the diverse nature of the American student population. The course will also look at professional opportunities in the field of education.

ELE 101* Electrical and General Safety 1
This course will present basic safety information for establishing a safe electrical working environment. The course will cover electrical and general safety practices needed during coursework and at construction sites. The course will provide hands-on instruction in the use and care of power tools, hand tools, special electrical trade tools, ladders, and other equipment.

ELE 110* Direct Current Fundamentals 1
This course will focus on basic direct current theory. The course will cover electron theory and Ohm's law and how they apply to direct current circuits. The course will also introduce series circuits and their equations, parallel circuits and their equations, and combination circuits and their equations.

ELE 111* Alternating Current Fundamentals 2
This course will examine the effects an alternating current has on circuits. The course will also cover the functions and properties of capacitors, inductors, resistors, and other circuit components.

ELE 121* Residential Construction Wiring and Maintenance 6
This course is an introduction to the field of residential wiring. The course will cover basic blueprint reading and construction of cable layouts as well applying code standards. The course will provide hands-on experience in the lab and on site.

ELE 122* Residential Wiring I 4
An introductory course on residential wiring methods that includes practical application hand-on experience in implementing National Electrical Code (NEC) requirements.

ELE 131* Commercial Construction Wiring and Design 6
This course provides an introduction to the high intensity lighting systems used in commercial and industrial locations. The course will examine types of structures, location, types of equipment, and requirements of the National Electrical Code. Emphasis will be on how to install, maintain, and troubleshoot each system. The course will cover the application of lighting systems appropriate to the construction site, as well as wiring methods such as conduit, cable trays, surface metal raceways, rigid non-metallic conduits, and others, depending on the commercial application.

ELE 132* Commercial Wiring I 4
An introductory course on commercial wiring methods that includes practical applications and hands-on experience in implementing code requirements. This course of instruction will introduce the student to an environment much different than that of residential construction. In commercial applications, students have to look at types of structures, location, types of equipment, and requirements of the National Electrical Code (NEC). The course introduces student to the high intensity lighting systems used in commercial and industrial locations. Students learn how to install, maintain, and troubleshoot each system. Students will also receive instruction on application of different lighting systems to suit the application

**indicates a technical course*

encountered. The course also provides instruction about wiring methods such as conduit, cable trays, surface metal raceways, rigid non-metallic conduits, and those of other wiring methods used to meet certain locations in commercial applications.

ELE 141* Journeyman Exam Preparation NEC I 1
The purpose of this course is to introduce the Block and Associates exam. The course focuses on the makeup of the tests, the best use of time, highlighting text in the code book, and many other helpful testing ideas. The course will also provide sample exams and explain how to identify weaknesses and areas needing improvement.

ELE 151* Industrial Construction Wiring and Design 6
This course will examine requirements and designs used for the industrial wiring environment. The course will focus on the study of transformers — single and three phases are begun — as well as connection of these systems and voltages found. The course will also provide an introduction to the requirements for plant automation.

ELE 161* Electric Motor Operation and Control 6
This course will begin a study of electrical motors and systems used to control their operation. The course will cover the fundamentals of single and three phase motors along with their operational characteristics. The course will also focus on the language of control, ladder diagram, logical operational sequences, connection control sequences, diagramming, and troubleshooting. Voltages and systems presented are those found in most industrial locations. The code ruling is used during this course.

ELE 172* Fundamentals of Programmable Logic Controllers 2
This course provides an introduction to programmable logic controllers (PLCs) and their industrial and commercial applications. The course will cover the fundamentals of operation, installation, and programming. *PreReq: This course is for students who have completed all the motor control requirements.*

ELE 181* Journeyman Exam Preparation NEC II 1
This course continues preparation for the Block and Associates exam. The course focuses on the makeup of the tests, the best use of time, highlighting text in the code book, and many other helpful testing ideas. The course will also provide sample exams and explain how to identify weaknesses and areas needing improvement. *PreReq: ELE 141*

ELE 195* Occupational Work Experience 0
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

ENG 095 Fundamentals of Reading & Writing 5
This course is designed to develop student proficiency in college reading and writing. In this course students will apply analytical and critical reading skills to a variety of texts and will develop skills in the writing process. In addition, students will gain skills in document design, researching, and documentation. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs and short essays. Students should also improve critical thinking, enlarge working vocabulary, improve reading skills, and increase reading speed. *PreReq: Assessment*

ENG 096 Fundamentals of Reading & Writing 3
This course is designed to develop student proficiency in college reading and writing. In this course students will apply critical thinking skills, critical reading skills, and writing skills to narrative and expository texts. In addition, students will develop skills in document design, researching, and documentation. Upon completion, students will be able to demonstrate effective skills in reading comprehension, analysis, and evaluation of college texts, as well as effective writing skills necessary to succeed in ENG 101 College English I and in the workforce. *PreReq: Assessment*

ENG 101 Composition I 3
This course provides instruction and practice in the principles of written composition. The major emphasis is on improving the ability to organize and express thoughts clearly and effectively. Students will be expected to write coherent essays that declare and support a thesis, as well as use and document research material. A reading text is used for criticism and discussion. This course is required for all degree programs. *PreReq: ENG 096 or assessment*

ENG 102 Composition II: Literature and Research 3
This is the second of a two-course sequence in college English composition. The course will continue to emphasize improving the ability to organize and express thoughts in clear, effective writing. The course will use literature study as a basis for improving and extending research, critical analysis, and writing skills. The forms, elements, and techniques of literature will be examined in terms of how literature affects readers. *PreReq: ENG 101*

ENG 103 Composition II: Rhetoric and Research 3
This is the second of a two-course sequence in college English composition. The course will continue to emphasize improving the ability to organize and express thoughts in clear, effective writing. The course will also place emphasis on writing practices/processes (pre-writing, drafting, revision) as well as reinforcement of rhetoric as the art of persuasion. Critical thinking skills are developed in many areas (identifying and understanding scholarly or credible sources, integrating others' perspectives into one's own argument, analyzing audience). *PreReq: ENG 101*

ENG 104 Intro to Literature 3
This course will enable the student to discuss and interpret representative English-language literary works in a variety of genres. The student will identify the use of literary elements; recognize relationships between writers, works, and socio-cultural contexts; and arrive at informed personal and critical interpretations. Various thematic approaches may be offered.

**indicates a technical course*

ENG 110 Technical Composition **3**
This course focuses on using rhetorical writing methods applied to technical fields. Students will practice organizing technical subject matter and arranging and supporting writing with facts. Analysis and explanation, advocacy and argument, and academic and professional discourse will be explored. The course will also cover audience analysis. *PreReq: ENG 096 or assessment*

ENG 201 Advanced Composition **3**
This course provides additional training in writing for individuals who have completed College English I and II. The course will focus on advanced rhetorical techniques, sentence structure, idea development, and writing style. *PreReq: ENG 101, ENG 102*

ENG 202 American Literature I **3**
This course provides a survey of significant writers, works, and developments in American literature from around 1620 to 1885.

ENG 203 English Grammar **3**
This course is designed to provide a comprehensive examination of English grammar and to serve as a foundation for further linguistic study. The course will provide an intensive study of grammar and the application of grammatical principles to composition, emphasizing a functional approach to both sentence structure and punctuation. This course is especially recommended for students majoring in the areas of language instruction or public communication, including English, ESL, foreign language, journalism, speech, theatre, radio, television, education, business, and pre-law. *PreReq: ENG 101*

ENG 205 Old Testament Literature **3**
This course provides a survey of the Old Testament as a literary work. The course will emphasize literary characteristics and the cultural and historical contexts of various books of the Old Testament and Apocrypha.

ENG 207 Narrative Film **3**
This course is designed to provide an introduction to the history and conventions of narrative film. The focus of the course will be on narrative form and film's story-telling techniques and capabilities. *PreReq: ENG 102*

ENG 208 Introduction to the Short Story **3**
The purpose of this course is to provide a study of the literary genre of the short story, with emphasis on critical analysis and appreciation. The basic elements of short fiction, such as point of view, plot, character, and theme will be discussed and analyzed in terms of how they are applied in individual stories by major writers from various periods and countries. The purpose of such analysis will be to help students understand, appreciate, and enjoy more fully the reading of short fiction.

ENG 209 American Literature II **3**
This course provides a survey of the significant writers, works, and developments in American literature from roughly 1865 to the present.

ENG 210 World Literature I **3**
This course focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is wide, roughly from 2000 BCE to 1650 CE.

ENG 211 World Literature II **3**
This course focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is wide, roughly from 1650 CE to the present.

ENG 212 English Literature I **3**
This course provides a survey of the significant writers, works, and developments in English literature from the Middle Ages through the Eighteenth Century.

ENG 213 English Literature II **3**
This course provides a survey of the significant writers, works, and developments in English literature from the Nineteenth Century Romantic writers through the Twentieth Century.

ENG 223 Creative Writing **3**
This course is designed to give students an opportunity to write and develop skills in various genres of creative writing, such as fiction, poetry, and drama. Students may do some work in each area but will be able to focus on the genre of their choice. Basic elements of creative writing will be discussed, and students will work on several creative projects in a workshop format. In addition to the instructor providing evaluation and guidance, students themselves will be an audience for the writing done in the class and will give feedback, interaction, and critiques of other students' work.

ENO 116 Introduction to Enology **3**
This introductory course is designed to provide students with an understanding of winemaking principles, including history, grape growing, chemistry, wine microorganisms, fermentation, and winery operations. It is intended for entrepreneurs to explore business opportunities and winery employees to gain career development. Coursework is expected to integrate lecture, discussion, guest presenters, and field trips to operating vineyards and wineries. Students will make wine at home from a kit, track fermentation, make various chemical measurements, and provide one bottle of finished wine at the conclusion of the course.

ENO 130 Intermediate Enology **3**
This intermediate course is built on the fundamentals of science and technology in wine making practices taught in Introduction to Enology. During this course, students will understand how the whole wine making practice works and learn the scientific background for any decisions made during the process of wine making. At the completion of the course, students will understand wine making calculations necessary for accurate, precise, and safe additions to the wine. This class emphasizes the practical aspects to growing grapes and making wine. *PreReq: ENO 116*

ENO 148 Winery Sanitation **3**
This is a course in the basic science and technology of winery sanitation. The course serves as an introduction to wine microbiology and covers all methods used for winery sanitation, including but not limited to premises, tanks, pumps, filters, oak barrels and sampling equipment, chemical agents, reagents, and thermal

treatments leading to sterile bottling. Environmental issues and compliance are also addressed. *PreReq: ENO 116 or permission*

ENO 160 Winery Equipment Operations 2
This course covers process technologies and process systems that are used in modern commercial wineries. The course will include lectures, demonstrations, and two-day workshops and will provide an overview of wine-making systems, including wine making operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and work place safety. *PreReq: ENO 116 or permission*

ENO 210 Introduction to Wine Microorganisms 2
This course is an introduction to the variety of both beneficial and harmful microorganisms frequently encountered in the wine making process. Topics include identification, physiology, morphology, and biochemistry of various wine microorganisms. *PreReq: ENO 116 or permission*

ENO 257 Fall Winery Production Technology 3
This course is designed for the individual anticipating a career in the wine industry. This course (practicum) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences sufficient to equip him or her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season practicum at a supporting winery and are expected to use the time and opportunities to further their understanding of the wine making process and common winery operations. A minimum of 120 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: ENO 130, ENO 148, ENO 160, or permission*

ENO 259 Cellar Operation Technology 2
This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as it is performed during the passive vineyard periods associated with winter. The student is expected to improve his/her understanding of the methods and science involved by on-site participation in each of the various activities associated with finished wine production. The course may qualify as experience for those seeking employment in commercial enology. A minimum of 80 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: ENO 257*

ENO 266 Sensory Evaluation 3
This course is intended for students who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who, by the nature of their profession, need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. Students must be at least 21 years old to enroll in this class. *PreReq: ENO 116 or permission*

ENO 268 Wine and Must Analysis 3
This course is designed to provide students with an understanding of the principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries. *PreReq: ENO 116 and PS 107 or permission*

GEO 212 World Regional Geography 3
This course provides a general survey of the distinguishing geographic characteristics of the major regions of the world. Emphasis is placed on the physical, cultural, historic, and economic aspects of each region. The course is designed to meet the needs of students majoring in education, social science, or geography, as well as students interested in attaining a global perspective

HIS 101 United States History I 3
This course provides a survey of United States history from European beginnings through the Reconstruction period after the Civil War. The course considers the changing configurations of American culture and its modes of expression, religion, politics, and literature. Also covered arethe rise of the Federalists, the War of 1812, the emergence of the Jacksonian Movement, westward expansion, war with Mexico, and the Civil War. Special emphasis will be placed on economic, political, and social forces from colonial times to the Civil War.

HIS 102 United States History II 3
This course provides a survey of United States history from post-Civil War Reconstruction to the present. The course considers the changing configurations of American culture and its modes of expression, religion, politics, and literature. Emphasis will be placed on the changing role of the government in the lives of people and on the changing position of the United States in world affairs. The course will also cover the impact of industrialism, imperialism, two world wars, and the Cold War on the policies of the United States.

HIS 103 History of Western Civilization I 3
This course provides a survey of the development of western culture and institutions from the ancient world to the time of the European Renaissance and Reformation. The course will cover the civilizations of the Ancient Near East, Greece, and Rome, as well as the development of European nations from the early Middle Ages to the High Middle Ages. Emphasis will be on political, social, religious, and cultural life. The course will also cover the rise of Christianity and its importance from the end of the Roman Empire through the rise of European civilization in the Middle Ages.

**indicates a technical course*

HIS 104 History of Western Civilization II 3
This course provides a survey of the history of Europe from the Reformation and Renaissance to the present. The spiritual, intellectual, social, political, and economic foundations will be covered, with emphasis on the religious wars of the 16th century, the Age of Absolutism of the 17th and 18th centuries, and the American and French Revolutions of the 18th century and the many European revolutions of the first half of the 19th century. The course will also cover the breakdown of order in the early 20th century which led to World War I and World War II, the aftermath of World War II, the Cold War, and the fall of the Soviet Union.

HIS 202 Introduction to Ancient History 3
This course provides a survey of the political, social, and economic development of Mesopotamia, Asia Minor, Greece, and Rome from the Paleolithic times to A.D. 500. The course will review the history of the ancient world from 5000 B.C. to the collapse of the Roman Empire. Emphasis will be placed on reviewing the similarities and differences between various cultures and civilizations. The course will also examine the influence the past has had on the modern world and the impact the ancient world has had on the way the modern world views the arts, government, education, religion and ethics.

HIS 204 Readings in Western Civilization I 3
This interdisciplinary course critically examines the ideas and values of Western culture from ancient beginnings in Mesopotamia, the Near East, Greece, and Rome through the Middle Ages, Renaissance, Reformation, and the beginning of the modern period.

HS 101 Introduction to Health Information 4
This course provides an introduction to health information management and healthcare delivery systems in the United States. The course will focus on the roles of health professionals, types of healthcare organizations, types and levels of healthcare delivery systems, healthcare governing bodies, content and structure of the health record, documentation requirements for health records in various healthcare settings to ensure clinical coders are familiar with basic health data structure, content and standards; healthcare delivery systems; and information technology and systems.

HS 103 Legal and Ethical Issues in Healthcare 3
This course introduces the U.S. legal system, laws, and ethical issues and how they relate to health care. Emphasis is placed on legal and compliance issues faced by clinical coders in the workplace setting.

HS 105 Insurance and Health Information Compliance 3
This course introduces the study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Topics will include contemporary prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

HS 109 Pharmacology for Allied Health Professionals 3
This course introduces the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. The course will cover drug classifications, use of generic name drugs, trade drugs, and drugs to treat various body systems. Emphasis is placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common conditions and laboratory findings. This course does not meet the current requirements for nursing.

HS 110 Pathopharmacology for Health Science 4
This course is designed for the Health Science student to study diseases and disorders that affect the various body systems and the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. This course will focus on diseases of each body system including cause, diagnosis, and treatment. Emphasis is also placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common conditions and laboratory findings. This course does not meet the current requirements for nursing.

HS 112 Pathophysiology for Allied Health Professionals 3
This course is designed for the Allied Health student to study diseases and disorders that affect the various body systems. This course will focus on diseases of each body system including cause, diagnosis, and treatment. This course does not meet the current requirements for nursing. *PreReq: A C or higher in BS 104, BS 105 and BS 109*

HS 115 International Classification of Disease (ICD) Coding I 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on basic diagnosis coding skill and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM). *PreReq: A C or higher in BS 104, BS 105, and BS 109*

HS 118 Current Procedural Terminology (CPT) Coding I 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on basic diagnosis coding skills and guidelines associated with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). *PreReq: A C or higher in BS 104, BS 105, and BS 109*

HS 120 Healthcare Computer Applications and Electronic Encoder 3
This course is designed for the Health Science student to study diseases and disorders that affect the various body systems and the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. This course will focus on diseases of each body system including cause, diagnosis, and treatment. Emphasis is also placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common

conditions and laboratory findings. This course does not meet the current requirements for nursing. *PreReq: BUS 130*

HS 125 International Classification of Disease (ICD) 3
International Classification of Disease (ICD) Procedural Coding Systems This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on diagnosis coding skill and guidelines associated with International Classification of Diseases Procedural Coding System (ICD/PCS). *PreReq: A C higher in HS 115 or permission (ICD/PCS).*

HS 130 Reimbursement Methodologies (Physician) 3
Study the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Includes contemporary prospective payment systems and key health plans, charge-master maintenance, and evaluation of fraudulent billing practices.

HS 210 International Classification of Disease ICD) Coding II 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. The course will focus on more advanced diagnosis coding skills and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM). *PreReq: A C or higher in HS 115*

HS 218 Current Procedural Terminology (CPT) Coding II 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. The course will focus on more advanced diagnosis coding skills and guidelines associated with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). *PreReq: A C or higher in HS 118*

HS 225 Healthcare Coding Practicum 3
To provide the student with coding practices in a hospital, physician's office, clinical, or other healthcare setting, with directed projects common to a clinical coding specialist on the job. This course will reinforce skills developed in the medical coding program and provide an opportunity to perform these skills in the workplace. *PreReq: Permission*

HVA 101* Occupational Safety 1
This course is designed to provide students with an appreciation and basic understanding of the safety rules and regulations that govern the construction industry. Students will also learn and apply safe work habits and the use of hand and power tools as well as the handling use and application of hazardous materials.

HVA 102* Blueprint Reading/Sketching 2
This course will introduce students to a basic set of house plans, including the plan views, elevations, framing, wall section, and details. Students will be able to read these prints and sketch details and layouts of specific items that relate to their occupational area.

HVA 103* Hand/Power Tools 1
This course will introduce students to the various hand and power tools used in the construction industry, specifically related to those in the HVAC occupational area. The correct and safe use of hand and power tools will be emphasized. Students will be required to pass a written and performance safety test on all power equipment used in their program area.

HVA 106* Technical Math 2
This course is designed to provide students a review of the basic principles of math, which include whole numbers, common and decimal fractions, ratio proportions and percent algebra, the metric system, and basic geometric shapes and graphs.

HVA 110* Theory of Refrigeration 3
This course in refrigeration is designed to include how mechanical refrigeration operates. This includes the following: heat and heat flow, temperature measurement, pressure and state of matter, as well as the laws of refrigeration.

HVA 115* Electrical Magnetic Fundamentals 3
"This course covers generating electricity, types of electricity, direct and alternating current circuit fundamentals, magnetism, and electrical components.

HVA 121* Domestic Refrigeration 3
This course includes terminology associated with domestic refrigeration, identification of types of domestic refrigeration, location of data plates, and their purpose. Also covered will be sealed system components, what their functions are and how they operate, as well as locating and solving programs in a domestic refrigeration system in a safe manner.

HVA 126* Plumbing I 3
This course is designed to provide an understanding of the plumbing system of a structure including water supply distribution pipes; fixtures and fixture traps; soil, waste and vent pipes; building drains and building sewers; storm water drainage and their devices; appurtenances and connections within the building and outside the building within the property lines. All plumbing is taught to specifications of the Uniform Plumbing Code.

HVA 136* Electric Circuits & Controls 3
This course includes electric control circuits in ladder diagram and pictorial form. Also covered will be icemaker diagrams, comfort cooling controls, central air-conditioning controls, pressure motor controls, motor safety controls, defrost controls, and humidity controls. *PreReq: HVA 115*

HVA 145* Sheet Metal **3**
This course introduces the student to pattern development and fabrication of fittings used in the heating/air conditioning industry. Installation in a sage and proper manner is covered.

HVA 156* AC Heating & Cooling **3**
This course covers terminology associated with heating and humidification. Heating equipment covered will include; gas heating systems, hydraulic heating, electric heating, and oil heating. In addition, humidification will be covered. Also covered. *PreReq: HVA 136*

HVA 170* AC Control Systems **3**
This course is designed to help students to understand the operation of the control systems in heating and cooling equipment as well as heat pump control systems. Sequence of operation of the controls will be covered. *PreReq: HVA 156*

HVA 175* Commercial Refrigeration **3**
This course includes the study of condensing units, condensers, refrigerant controls, evaporators, and other components used in commercial refrigeration systems, as well as diagnosing, testing, servicing and repair of commercial equipment. Safety for the technician, customer, and equipment is also covered.

HVA 181* Plumbing II **3**
This course is a continuation of Plumbing I dealing with the development of technical skills and knowledge of the trade. *PreReq: HVA 126*

HVA 195* Occupational Work Experience **0**
Occupational Work Experiences are available to students who have completed 85% of their required course hours. This is an optional course for HVAC technology students who wish to gain further "real life" experiences.

IDS 110 Contemporary Issues in Sustainability **3**
This interdisciplinary course is designed to introduce students to diverse global perspectives and practical personal solutions related to long-term sustainability. The course focuses on the impact personal and professional decisions have on the global condition and how those decisions can support the objectives of sustainability: economic viability, environmental integrity, and social equity. Topics covered will include energy, food, land use, water, air, waste, housing, personal health, and community. Instruction will be provided by a team of faculty, staff, and practitioners of sustainable living.

IDS 120 Introduction to Leadership Concepts **3**
This interdisciplinary course is designed to introduce students to the academic discipline of leadership. The course focuses on the study of leadership development through the examination of leadership theory and research, identity development, self-awareness, awareness of others and the application of leadership theories, concepts, and skills.

IDS 130 Culture and Context **3**
This interdisciplinary leadership course is designed to discover and examine personal cultural identity from a values based perspective. The course will focus on strategies and skills needed to analyze intercultural experiences, events, and dilemmas. The concepts of power and privilege will be discussed as psychological constructs operating across all cultures and contexts. *PreReq: IDS 120 and sophomore standing.*

IWT 105* Welding Safety **1**
This course will provide information on safety issues, equipment, and procedures in the field of industrial welding. The course will cover job and site hazards, safety precautions, personal protective equipment, procedures, and practices. Fire prevention techniques will also be covered.

IWT 115* Cutting Processes **3**
This course will cover the cutting equipment and processes used in the welding trade. The course will include set up, operation, and shut down of various cutting equipment. Safety and inspection for quality will be emphasized.

IWT 125* Shielded Metal Arc Welding **3**
This course will provide instruction and experience in the Shielded Metal Arc Welding (SMAW) process. The course will cover setting up the SMAW workstation, electrode classification, selection, and use, welding, and inspection.

IWT 135* Gas Metal Arc Welding **3**
This course will provide instruction and experience in the Gas Metal Arc Welding (GMAW) process. The course will cover setting up the GMAW workstation, electrode classification, selection, and use, welding, and inspection.

IWT 145* Gas Tungsten Arc Welding **3**
This course will provide instruction and experience in the Gas Tungsten Arc Welding (GTAW) process. The course will cover setting up the GTAW workstation, electrode classification, selection, and use, welding, and inspection.

IWT 162* Blueprint Reading **4**
This course will provide an introduction to reading blueprints related to industrial welding. The course will cover basic lines, views, and abbreviations, as well as interpretation of basic 3-D sketches. The course will also include applicable mathematical operations, measuring, scale ratios, identification of welding joints and symbols, and interpreting a bill of materials.

IWT 175* Shielded Metal Arc Welding II **5**
This course will continue instruction and experience in Shielded Metal Arc Welding (SMAW). The course will cover safety issues, equipment repairs, setting up a complete SMAW system, operation of equipment, surface repairs, groove welds, and thickness qualification tests. *PreReq: IWT 125*

IWT 180* Gas Metal Arc Welding II **5**
This course will continue instruction and experience in Gas Metal Arc Welding (GMAW). The course will cover safety issues, equipment repairs, setting up a complete GMAW system, operation of equipment, surface repairs, groove welds, and thickness qualification tests. *PreReq: IWT 135*

IWT 185* Gas Tungsten Arc Welding II **5**
This course will continue instruction and experience in the Gas Tungsten Arc Welding (GTAW) process. The course will cover safety issues, equipment repairs, setting up a complete GTAW system, operation of equipment, surface repairs, 5G welds, and qualification tests. *PreReq: IWT 145*

IWT 190* Blueprint Reading II **3**
This course will continue instruction and experience in blueprint reading related to industrial welding. *PreReq: IWT 162*

IWT 195* Occupational Work Experience **0**
Occupational work experiences are available to students who have completed 85% of their required course hours. This is an optional course for welding students who wish to gain practical experience at local businesses and industries or other approved sites.

LG 100 Conversational Spanish **2**
This course emphasizes the development of basic Spanish communications skills through practice in listening, speaking, reading, and writing. It is designed to introduce students to skills necessary for casual conversation and career specific situations.

LG 101 Spanish I **5**
This course covers the fundamentals of Spanish pronunciation, vocabulary building, conjugation of the present tense, and introduction of two past tenses. The course will provide practice in understanding and speaking simple phrases, elementary reading and writing, and some study of the culture of people in countries where Spanish is spoken.

LG 102 Spanish II **5**
This course builds on Spanish I and provides continued emphasis on pronunciation, vocabulary building, speaking, and understanding modern Spanish. Focus will be on elementary reading and basic writing skills as well as the study of the culture of Latin America and Spain. Review of the present tense is continued. The course will introduce the preterite tense and irregulars, the future, conditional, and perfect tenses, and subjunctive-introduction to present. Direct and indirect object pronouns, reflexive pronouns, command forms, sequencing, and storytelling will also be covered. *PreReq: LG 101*

LG 105 American Sign Language **3**
This course offers a basic study of American Sign Language (ASL), the language used by the deaf community in the United States. The course covers the fundamentals of ASL grammar, vocabulary, finger spelling, numbers, visual-gestural communication, and information related to deaf culture.

LG 106 American Sign Language II **3**
This course continues study begun in LG 105 and will focus on continued development of American Sign Language (ASL) skills, concentrating on comprehension and production. The course will also provide information about the linguistic and cultural features relevant to language learning.

LG 201 Spanish III **3**
This course builds on Spanish II and provides continued emphasis on pronunciation, vocabulary building, speaking, and understanding modern Spanish. Focus will be on intermediate listening, speaking, reading, and writing skills, using a variety of tenses and moods, as well as the continued study of the culture of Latin America and Spain. Expanded review and practice using the present, preterite, imperfect, future, and conditional tenses and the imperative, indicative, and subjunctive moods will be continued. Sequencing and storytelling will also be continued. Por and para, comparatives and superlatives, prepositions, and the subjunctive in noun, adjective, and adverbial clauses will be covered and incorporated in the demonstration of appropriate interpretation and response to Spanish language input. *PreReq: LG 102 or permission*

LS 102 Children`s Literature **3**
This course is designed to introduce students to the field of children's literature. The course will cover the theories, history, and types of children's literature. Emphasis will be on giving students the ability to evaluate and select appropriate literature for various ages of children. The course is recommended for elementary education and library science majors, and at some institutions, is a requirement for those majors. Course material, however, will be broad enough to accommodate anyone with an interest in the field of children's literature.

M 101 Music Fundamentals **3**
This course covers the basics of music, including symbols, rhythm, and scale construction. The course also introduces reading and dictation in two or three parts, the minor modes and chromatics, eye and ear study through the simple modulations, and transpositions.

M 103 Music History and Appreciation **3**
This course provides an introduction to music as an art form. The course will cover the basic elements of music and historically significant style periods and composers. The course will also emphasize the concept of music as self-expression.

M 105 Applied Keyboard I **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: Permission*

M 106 Applied Keyboard II **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: M 105 or permission*

**indicates a technical course*

M 107 Applied Music I (Vocal) 1
This course offers private lessons for students interested in developing vocal performance skills.

M 108 Applied Music II (Vocal) 1
This course offers private lessons for students interested in developing vocal performance skills. *PreReq: M 107*

M 111 Applied Music I (Instrumental) 1
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: Permission*

M 112 Applied Music II (Instrumental) 1
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: M 111 or permission*

M 113 Vocal Ensemble - Lads and Lassies I 1
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. *PreReq: Permission*

M 114 Vocal Ensemble - Lads and Lassies II 1
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. *PreReq: Permission*

M 115 Chorus I 1
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills.

M 116 Chorus II 1
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. *PreReq: M 115*

M 119 Wind Ensemble I 1
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills.

M 120 Wind Ensemble II 1
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills. *PreReq: M 119*

M 130 Pep Band I 1
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers opportunities for musical self-expression while providing a service for the College's athletic community.

M 131 Pep Band II 1
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers additional opportunities for musical self-expression while providing a service for the College's athletic community. *PreReq: M 130*

M 135 Aural Skills I 2
This course provides an aural study of melodies, intervals, harmonies, rhythms, and meters. *CoReq: M 200*

M 145 Aural Skills II 2
This course provides additional aural study of melodies, intervals, harmonies, rhythms, and meters. *CoReq: M 201, M 135*

M 152 Opera Production I 1
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: Permission*

M 153 Opera Production II 1
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: M 152 and permission*

M 154 Group Piano I 1
This course is designed to develop functional keyboard skills needed in the music classroom or for personal enjoyment.

M 155 Group Piano II 1
This course is designed to develop intermediate keyboard skills needed in the music classroom or for personal improvement and enjoyment. *PreReq: M 154*

M 162 Introduction to World Music 3
This course will provide an introduction to music across the world. The basic elements of music and musical style from specific

regions will be studied. The course will also emphasize music as self-expression.

M 200 Music Theory I **3**
This course will provide a study of the harmonic systems used in musical composition from approximately 1650 to 1900, including mastery of scales, keys, intervals, rhythms, and basic triads. The course will cover simple four-part writing, triad inversions, non-chord tones, secondary chords, and dominant seventh chords. Students will also analyze chorales, hymns, and representative literature from recognized style periods. *CoReq: M 135 PreReq: A C or higher in M 101 or permission*

M 201 Music Theory II **3**
This course will provide more advanced study of the harmonic systems used in musical composition from approximately 1650 to 1900, including mastery of scales, keys, intervals, rhythms, and basic triads. The course will cover simple four-part writing, triad inversions, non-chord tones, secondary chords, and dominant seventh chords. Students will also analyze chorales, hymns, and representative literature from recognized style periods.
PreReq: A C or higher in M 200 CoReq: M 145

M 205 Pep Band III **1**
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers additional opportunities for musical self-expression while providing a service for the College's athletic community. *PreReq: M 131*

M 206 Pep Band IV **1**
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers additional opportunities for musical self-expression while providing a service for the College's athletic community. *PreReq: M 205*

M 207 Applied Music III (Vocal) **1**
This course offers private lessons for students interested in developing vocal performance skills. *PreReq: M 108*

M 208 Applied Music IV (Vocal) **1**
This course offers private lessons for students interested in developing vocal performance skills. *PreReq: M 207*

M 211 Applied Music III (Instrumental) **1**
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: M 112 or permission*

M 212 Applied Music IV (Instrumental) **1**
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: M 211 or permission*

M 213 Vocal Ensemble - Lads and Lassies III **1**
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills.
PreReq: Permission

M 214 Vocal Ensemble - Lads and Lassies IV **1**
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills.
PreReq: Permission

M 215 Chorus III **1**
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. *PreReq: M 116*

M 216 Chorus IV **1**
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. *PreReq: M 215*

M 219 Wind Ensemble III **1**
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills.
PreReq: M 120

M 220 Wind Ensemble IV **1**
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills.
PreReq: M 219

M 223 History of Jazz **3**
This course provides a listening-based approach to the evolutionary development of America's unique jazz art form. The course will cover the American roots of jazz and its early figures, the development of various jazz styles, significant jazz musicians, and the place of jazz in modern music.

**indicates a technical course*

M 225 Applied Keyboard III **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: M 106 and permission*

M 226 Applied Keyboard IV **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: M 225 and permission*

M 229 Aural Skills III **2**
This course provides aural study of melodies, intervals, harmonies, rhythms, and meters. *PreReq: A C or higher in M 145, CoReq: M 233*

M 230 Aural Skills IV **2**
This course provides aural study of melodies, intervals, harmonies, rhythms, and meters. *PreReq: A C or higher in M 229, CoReq: M 234*

M 233 Music Theory III **3**
This course continues work with harmony and composition. The course will also introduce the use of 20th century techniques with melody, rhythm, form, and harmony. *PreReq: A C or higher in M 201, CoReq: M 229*

M 234 Music Theory IV **3**
This course continues work with harmony and composition. The course will also introduce the use of 20th century techniques with melody, rhythm, form, and harmony. *PreReq: A C or higher in M 233, CoReq: M 230*

M 252 Opera Production III **1**
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: M 153 and permission*

M 253 Opera Production IV **1**
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: M 252 and permission*

MAT 090 Fundamentals of Math **3**
Fundamentals of Math precedes the algebra sequence of courses. This course is designed to develop skills in the four fundamental mathematical operations using whole numbers, fractions, decimal fractions, ratio, proportion, and percent. Business and consumer applications are also included. If time permits, applied geometry and an introduction to algebra will be included.

MAT 100 Beginning Algebra **3**
This course focuses on basic algebra fundamentals and is designed to prepare students for the Intermediate Algebra course. *PreReq: MAT 090 or assessment*

MAT 102 Technical Math **3**
Technical math focuses on measurement, algebraic operations, formulas, geometry, and basic statistics, scientific notation, number systems, algebra (equations and formulas, factoring, and systems), geometry, and trigonometry. These concepts are supported by practical applications to a variety of career and technical vocations, including manufacturing, automotive, allied health, welding, building trades, and heating, ventilation, air conditioning, and plumbing*: MAT 090 or assessment*

MAT 103 Intermediate Algebra **3**
Intermediate Algebra is a thorough study of the fundamental laws of algebra, including adding, subtracting, multiplying, dividing, factoring, and simplifying polynomial, rational, and radical expressions. The course also will cover solving linear, quadratic, rational, and radical equations, including non-real complex solutions, as well as solving linear, compound, and absolute value inequalities. In addition, graphing linear equations, inequalities, and quadratic functions, solving systems of two equations in two variables, and using function notation will be covered, as well as applications of many of these algebraic concepts. Other topics will be included as time permits. A scientific calculator is required for this course. *PreReq: MAT 100 or assessment*

MAT 104 College Algebra **3**
College Algebra is a comprehensive study of the fundamental laws of algebra, including exponents, linear and quadratic equations, polynomial and rational inequalities, system of equations, radicals and radical equations, functions and graphing, polynomials and polynomial equations, modeling, logarithms, complex numbers, augmented matrices, determinants, and regression. The course will provide analysis of graphs and linear systems in two or three variables, as well as applications of most of the topics listed above and others as time permits. A graphing calculator is required for this course. *PreReq: MAT 103 or assessment*

MAT 105 Trigonometry **3**
College Trigonometry includes the study of circular functions and their graphs, working with the right triangle, unit circle, inverse circular functions, identities, conditional equations, the Law of Sines, the Law of Cosines, and other topics as time permits. *PreReq: MAT 104 or assessment*

MAT 106 Calculus I **5**
Calculus I is the first in a three-semester sequence of calculus courses. This course consists of the study of algebraic functions of one variable, the use of modern technology to enhance calculus knowledge, limits including the study of L'Hopital's Rule, differentiation and its various techniques, definite and indefinite integrals, including integration by substitution and logarithmic functions, and applications of the derivative and definite integral in geometry, science, engineer-

ing, business, medicine, and other fields. Other topics will be covered as time permits. *PreReq: MAT 105 or assessment*

MAT 107 General Calculus and Linear Algebra 3
General Calculus is an introduction to calculus and linear algebra concepts that are particularly useful in the study of economic and business administration. This course consists of the study of algebraic functions of both one and several variables, the use of modern technology to enhance calculus knowledge, differentiation and partial differentiation and their various techniques and applications to business such as marginal analysis and optimization including Lagrange Multipliers. Other topics may be covered as time permits. *PreReq: MAT 104*

MAT 108 Topics in Contemporary Mathematics 3
This course is designed to develop problem-solving skills by studying a wide range of contemporary applications of mathematics and to develop an appreciation of what mathematics is and how it is used today. The main goal of the course is to give an introduction to the power and variety of mathematical techniques that are available to an educated member of society. Some of the great ideas of mathematics and how they can be used in everyday life will be explored, including but not limited to: set theory, logic and syllogisms, graph theory, number theory, algebraic models, modeling systems for both linear equations and inequalities, voting methodology, consumer mathematics, and descriptive statistics. *This course does not satisfy the graduation requirements for an Associate in Science degree. PreReq: MAT 103 or assessment*

MAT 110 Calculus II 5
Calculus II is the second in a three-semester sequence of calculus courses. This course consists of working with logarithms and other exponential functions, hyperbolic functions, inverse and hyperbolic trigonometric functions, numerous integration techniques including using tables, integration by parts, substitutions, partial fractions, improper integrals, continued work with L'Hopital's rule, sequences and series, convergence and comparison tests, using formulas to estimate integrals, and differential equations. The course also covers calculus involving three-dimensional space, vector operations including the dot product, projections, the cross product, parametric equations of lines, and three-dimensional plane operations with quadric surfaces, as well as selected topics in analytic geometry as time permits. *PreReq: MAT 106*

MAT 201 Calculus III 5
Calculus III is the final course in the three-semester sequence of calculus courses. This course is designed to prepare students to be successful in Differential Equations, Vector Analysis, Statics, Dynamics, and other upper-level mathematics, science, and engineering courses. The course consists of a thorough study of polar coordinates and parametric equations, vector analysis in calculus problems, vector-valued functions, partial derivatives, centroids, directional derivatives, gradients, and multiple integrals including double integrals, triple integrals, changing variables involving polar coordinates, center of mass and moments of inertia, and many applications. In addition, there will be a thorough study of multiple integrals and their applications, including in cylindrical and spherical coordinates and change of variables using Jacobians. Topics from the field of vector analysis, such as vector fields, line integrals, Green's Theorem applications, surface integrals including applications and flux, and the use of matrices in various operations will also be covered. *PreReq: MAT 110*

MAT 202 Differential Equations 3
This course covers standard types of ordinary differential equations of first and second order, linear equations, solutions by series, and application to geometry and physical science. *PreReq: MAT 201*

MAT 203 Basic Statistics 3
This course is an introductory study of the fundamentals of modern statistics and probability. The main topics covered include descriptive methods, inductive statistics, probability, estimation, and tests of hypotheses, along with other topics as time allows. *PreReq: MAT 104*

MOA 109* Emergency Preparedness 1
This course is designed to provide health care professionals with an orientation for their possible future roles in disaster response. Focus will be on the importance of staying within the scope of practice of the profession. The course will also cover being prepared to meet the expectations of their employers, volunteering effectively, and being confident and safe responders.

MOA 110* Administrative Aspects I 3
This course covers the administrative skills needed as a health care team member, including effective telephone techniques, scheduling patients for appointments, management of facilities, records management, and use of office equipment.

MOA 113* Clinical Internship I 2
This course provides practical experience in the Medical Office Assistant field by working in various medical arenas.

MOA 114* Patient Care I 4
This course focuses on the application of skills learned in the classroom and lab in the internship. The course also introduces the basics of patient care, including Medical Asepsis and Infection Control, preparing a patient for examination, acquiring vital signs, and assisting the physician with patient exams.

MOA 121* Principles of Pharmacology 3
This course presents topics essential for a thorough understanding of drug sources, legislation relating to drugs, drug references and forms of drugs, drug classifications and actions, the medication order, and basic principles.

**indicates a technical course*

MOA 123* Insurance Billing and Coding **3**
This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

MOA 125* Medical Terminology **3**
This course defines prefixes, suffixes, and roots used to compose medical terms. The course will cover spelling, pronunciation, definitions, and interpretation of terminology related to body structure, disease, diagnosis, and treatment.

MOA 128* Body Structure and Functions **3**
This course examines the complexities of human structure and function. The course emphasizes how tissues, organs, and body systems work together to carry out complex activities such as eating, learning and responding to stress, and interaction with other structures of the body.

MOA 133* Administrative Aspects II **3**
This course covers the administrative skills needed as a health care team member managing specialized patient appointment scheduling, electronic medical records, and referrals. The course also examines the financial responsibilities of medical office assistants relating to posting of charges and payments and balancing of day sheets. *PreReq: MOA 110*

MOA 134* Patient Care II **3**
This course introduces cast application and removal, performing EKG's, and patient teaching. The course also covers how to prepare and administer various forms of medication. *PreReq: MOA 114*

MOA 135* Clinical Internship II **2**
This course provides practical experience in the Medical Office Assistant field by working in various medical arenas. *PreReq: MOA 113*

MOA 136* Clinical Laboratory Procedures **4**
This course addresses the role and function of the professional in the clinical laboratory setting. Topics include safety, Clinical Laboratory Improvement Act of 1988 (CLIA), government regulations, and quality assurance in the laboratory. The course examines concepts and procedures in different departments of the laboratory, including specimen collection and performance of CLIA 88 low and/or moderate complexity testing.

MOA 137* Professional Issues **2**
This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. The course examines personal and professional characteristics and legal and ethical standards for medical assistants, explores professional and personal therapeutic communication, and addresses time management and goal setting.

MOA 295* Occupational Work Experience **0**
This experience is designed to provide the student with purposeful occupational experience in the Medical Office Assistant field. Each experience is individualized. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. Students must have completed 85% of their required course hours, be in good standing, and have instructor and administration approval.

MT 111 Introduction to Media Technology **3**
This course concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook.

MT 112 Media Technology I **3**
This course is a continuation of MT 111. It concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook.

MT 113 Media Technology II **3**
This course is a continuation of MT 111 and MT 112. This course is a continuation of MT 112. It concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook. *PreReq: MT 113 and permission*

MT 114 Media Technology III **3**
This course is a continuation of MT 113. It concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook. *PreReq: MT 113 and permission*

NET 125* Introduction to Net+ **3**
This course will introduce the various networking concepts and technologies for students interested in becoming network administrators. Safety and proper tool usage will be reinforced. Key topics include protocols, topologies, hardware, client and server configuration, network services, and network security. In addition, the course will provide hands-on experience in configuration, troubleshooting, and maintenance of networks.

NET 195* Certification Training Lab NET+ **3**
This course is designed to give the second semester student supervised practice with computerized testing. Students will apply previously learned skills and concepts in preparation for the CompTIA Network+ Examination. Practice test banks will be used to simulate the exams. Students will take practice tests, review answers, research incorrect answers, and obtain correct answers. The actual exam is scheduled when the student feels prepared for it.

NUR 103* PN Success **3**
This course provides an orientation to the Practical Nursing program. The course includes math for medication administration, basic computer use, and strategies to learn and test well.

NUR 106* Foundations of Nursing KSPN **4**
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

NUR 117* Pharmacology KSPN **4**
This course introduces the principles of pharmacology and drug classifications. The course also covers the effects of selected medication on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan. *PreReq: NUR 103*

NUR 122* Medical Surgical Nursing I KSPN **4**
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation, and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. *PreReq: NUR 106, NUR 126*

NUR 126* Foundations of Nursing Clinical I KSPN **2**
This clinical course explores the art and science of nursing. The course will focus on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. The course will also introduce the principles of safe medication administration.

NUR 127* Medical-Surgical Nursing I Clinical KSPN **3**
This course provides practical experience in simulated and actual care situations dealing with selected systems throughout the lifespan. The course will use acute and long-term care settings and will focus on critical thinking and clinical decision-making skills, principles of leadership for the practical nurse, and multi-task management skills for transition as a practical nurse. Note: Medication administration competency evaluations in NUR 126 must be passed in order to dispense and administer medications in this clinical experience. *PreReq: NUR 106, NUR 126*

NUR 130* IV Therapy for LPN **3**
This course is designed to prepare the LPN to start, maintain, troubleshoot, and discontinue intravenous infusions safely and in accordance with Kansas statute and regulations. The course consists of online learning, 10 hours on-site clinical experience, and two hours on site for the final written exam. The course is also appropriate for RNs wanting to learn basic IV therapy or to refresh their skills. HCC Technical Center is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 32 contact hours applicable for LPN relicensure or 20 contact hours for RNs. Kansas State Board of Nursing Provider: available upon request.

NUR 150* Gerontology KSPN **2**
This course explores issues related to the aging adult using the nursing process as the organizing framework. The course also examines the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

NUR 156* Mental Health Nursing KSPN **2**
This course explores basic concepts and trends in mental health nursing as well as therapeutic modalities and client behavior management. The course will emphasize the nursing process and meeting the basic human needs of the mental health client.

NUR 157* Maternal Child Nursing KSPN **2**
This course focuses on pre-natal and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. The course emphasizes normal reproduction and frequently occurring biological, cultural, spiritual, and psychosocial needs of the child-bearing and child-rearing family.

NUR 159* Medical-Surgical Nursing II KSPN **4**
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Prevention, rehabilitation, and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

NUR 162* Critical Thinking in Nursing **2**
This course focuses on developing a deeper understanding of the nursing process and critical thinking in the work environment. The course will present scenarios, case studies, practice tests, and ATI test performance.

NUR 163* Nursing Leadership & Management **2**
This course focuses on the skills needed to set and meet goals within a nursing workplace setting, including management, delegation, evaluation, and time and resource management within the scope of practice of the LPN in Kansas. Legal and ethical standards are also presented as guides to behaviors of the nurse.

NUR 168* Maternal Child Nursing Clinical KSPN **1**
This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

NUR 170* Medical-Surgical Nursing II Clinical KSPN **3**
This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute ADN long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

NUR 172* Clinical Simulations **1**
This clinical course uses both moderate and high fidelity manikins in a variety of clinical situations designed to give students a safe environment to test clinical understanding and competence.

NUR 201 Certified Nurse Aide **6**
This course is based on the Kansas Department of Health and Environment (KDHE) Certified Nurse Aide Curriculum Guidelines (90 Hours) and prepares individuals to take the state certification exam. The course focuses on the responsibilities of the nurse aide working as a member of the health team in caring for residents of long term care facilities. The course includes basic anatomy and physiology, communication skills, measurement of vital signs, and procedures to help meet the hygiene, nutrition, and rehabilitation needs of older individuals. Students who successfully complete this course and pass the state exam will be qualified to become a practicing Kansas Certified Nurse Aide (CNA). *PreReq: Permission*

**indicates a technical course*

NUR 202 Certified Medication Aide 5
This course is based on the Kansas Department of Health and Environment (KDHE) Medication Aide Curriculum and prepares individuals to take the state certification exam. The course focuses on the responsibilities associated with medication administration, including drug dosage calculations. Students who successfully complete this course and pass the state exam will be qualified to become a practicing Kansas Certified Medication Aide (CMA). *PreReq: Kansas Certified Nurse Aide*

NUR 203 Certified Medication Aide Certification Update I 1
Provides continued certification for the Certified Medication Aide. *PreReq: Permission*

NUR 206 Social Service Designee 3
This course prepares the individual for the role of Social Services Designee in an adult care facility. The course examines the impact of aging changes on the psychosocial and physical needs of long-term care residents. The course also covers the specific responsibilities and functions of the Social Services Designee with residents and as a member of the healthcare team. *PreReq: Permission*

NUR 220* LPN to RN Transition 1
This course prepares the licensed practical nurse to perform as a registered nurse by expanding the LPN knowledge base and exploring the scope of practice of the RN. The course begins with a review of nursing process, communication, client teaching, and critical thinking. Also covered are the philosophy of associate degree nursing as well as the philosophy and objectives of the LPN to RN completion program. The scope and the standards of practice for the professional RN are stressed. In addition, the results of entrance testing provide a blueprint for the LPN student to use for content review and remediation. *PreReq: Admission to LPN to RN*

NUR 225* Health Assessment & Advanced Nursing Skills 4
The course provides the framework for preparing students to perform comprehensive health assessments. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments. Laboratory experiences provide an opportunity to practice assessment and perform a head to toe assessment at a prescribed competency level. This course will also develop student skills in relation to advanced nursing skills needed to provide patient-centered care to patients with complex and multisystem disorders. *PreReq: Admission to LPN to RN*

NUR 230* Advanced Medical-Surgical Nursing 6
This course focuses on the care of adult and older patients with complex medical/surgical health alterations. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts pf pharmacology and parenteral therapy, health promotion and education, evidence-based practice, and inter-professional collaboration will be integrated throughout the course. Intermediate and complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice are integrated throughout the course. Emphasis is placed on enhancing time management, organizational, and priority-setting skills when providing care to patients with multiple needs. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe, quality care to patients. *PreReq: Admission to LPN to RN*

NUR 235* Advanced Mental Health Nursing 3
This course focuses on the care of patients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis interventions, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings. *PreReq: Admission to LPN to RN*

NUR 235* Advanced Mental Health Nursing 3
This combined lecture/discussion and clinical course focuses on the client need for care and support in times of stress, crisis, and acute or chronic mental illness. The course will explore selected mental illnesses and their treatment modalities, care for clients with dependencies (substance and non-substance), care for clients in crisis and care for clients and families experiencing end of life. Critical thinking, nursing process, caring, therapeutic communication and documentation, and teaching/learning are integrated throughout the course.

NUR 240* Nurse as Manager of Care 2
This online course focuses on the principles of management used in professional nursing. The course covers client and staff safety as well as legal and ethical issues pertaining to management. Also covered are topics in delegation, client, time, and resource management, evaluation, patient teaching, and communication skills with a multidisciplinary health care team. This course addresses program outcomes 4, 5, and 6. *PreReq: NUR 220, NUR 225, NUR 230, NUR 235, NUR 245*

NUR 245* High Risk Maternal-Child Nursing 2
This lecture/discussion course provides content needed for the registered nurse to care for the high-risk maternal, newborn, and pediatric client not covered in the basic LPN curriculum. The nursing process, developmental age, communication, and pharmacology are integrated into this course. *PreReq: NUR 220, NUR 225, NUR 230, NUR 235*

NUR 250* Professional Nursing Practicum 4
This clinical course is the capstone course for the LPN to RN Completion program. Students will demonstrate novice competency as a professional nurse by managing and providing care for a culturally, economically, medically, developmentally, and socially diverse clientele in a variety of clinical settings. Students will develop and implement plans of care using critical thinking and the nursing process, employ therapeutic communication, support physiologic and psychosocial integrity, and promote a safe environment for clients. *PreReq: NUR 220, NUR 235, NUR 230, NUR 225, NUR 240, NUR 245*

**indicates a technical course*

PE 103 Volleyball (WVA) **1**
This course is for women participating in volleyball at the collegiate level. The course is designed to improve skill and knowledge in all areas of volleyball.

PE 104 Basketball (WVA) **1**
This course is for women participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball.

PE 105 Football (MVA) **1**
This course is for men participating in football at the collegiate level. The course is designed to improve skill and knowledge in all areas of football.

PE 106 Basketball (MVA) **1**
This course is for men participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball.

PE 107 Dance Team I **1**
This performance class is specifically for members of the Classy Lassies dance group, which represents the College at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance.

PE 108 Dance Team II **1**
This performance class is specifically for members of the Classy Lassies dance group, which represents the college at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance. *PreReq: PE 107*

PE 109 PE for Elementary Teachers **3**
This course for prospective elementary teachers examines the practice of organized play activity. The course includes a study of the meaning of play, values of supervised play, and selection of games and activities. The course will also cover writing objectives and making lesson plans, unit plans, and a yearly plan. Different styles of teaching and how to evaluate programs and students will also be covered.

PE 110 Rules and Officiating I **2**
This course covers how to officiate the sports of football and volleyball. The course will examine rules and the development of officiating philosophies as a basis for judgment and decision making.

PE 111 History and Principals of PE **3**
This course focuses on the historical development and foundation areas of physical education in America.

PE 112 Personal and Community Health **3**
This course provides an overview of the physical, mental, emotional, social, and spiritual components of health that affect the whole human being. The course will include an introduction to the interdependency and relationships between such topics as mental/emotional health, drug use, drug misuse, drug abuse, physical fitness, nutrition, consumer health, human sexuality, death and dying, community health, environmental health, and diseases.

PE 113 First Aid and Safety **3**
This course focuses on identifying and eliminating potentially hazardous conditions in various situations, recognizing emergencies, and making appropriate decisions for first aid care. The course covers the knowledge and skills that people in the workplace need to give immediate care to an ill or injured person until more advanced medical care arrives.

PE 114 Track (WVA) **1**
This course is for women participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field.

PE 115 Softball (WVA) **1**
This course is for women participating in softball at the collegiate level. The course is designed to improve skill and knowledge in all areas of softball.

PE 116 Track (MVA) **1**
This course is for men participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field.

PE 117 Baseball (MVA) **1**
This course is for men participating in baseball at the collegiate level. The course is designed to improve skill and knowledge in all areas of baseball.

PE 118 Cross Country I (MVA) **1**
This course is for men participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country.

PE 119 Tennis **1**
This course covers the basic skills, fundamentals, knowledge of the rules, and strategies of the game of tennis.

PE 121 Volleyball I **1**
This course is designed to provide instruction in the basic skills of volleyball, including the forearm pass, overhead set, spike, and overhand serve. Elementary offenses and defenses will also be covered in the course.

PE 122 Archery **1**
This course provides the basic skills, fundamentals, and general information about the leisure sport of archery. The course will introduce the skills, general rules, safety, and techniques related to the sport of archery, with emphasis on acquisition of skills.

**indicates a technical course*

PE 123 Introduction to Physical Education 3
This course provides a study of the historical background, philosophy, and principles of the field of physical education. The course will also offer some practical experience in this area.

PE 124 Weightlifting I 1
This course offers an individualized weightlifting program designed to improve physical health, well-being, and strength.

PE 125 Introduction to Recreation 3
This course is designed for the student interested in a career in recreation. Various recreational activities are included in this class along with opportunities for practical experience. The student is also given the opportunity to work in a recreational setting in the community.

PE 126 Physical Fitness Management 1
This course is designed to provide each student the opportunity to develop the knowledge and skills essential for maintaining a fitness lifestyle.

PE 127 Cheerleading I 1
This performance course is for members of the College spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities.

PE 128 Cheerleading II 1
This performance course is for members of the College spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities. *PreReq: PE 127*

PE 129 Basketball I 1
This course is designed to develop skills fundamental to playing basketball. The course will focus on strategies that are necessary for team play.

PE 134 Golf 1
This course will cover the history, rules, fundamental techniques, proper use of the clubs, and courtesies of the game of golf.

PE 135 Running Awareness 1
This course covers the proper mechanics of running and training, exercise benefits, fitness programs, warm-ups, and cool downs. The course will also emphasize cardiovascular fitness.

PE 136 Baseball Conditioning I 1
This course is designed to improve individual physical strength and endurance through a strength program and conditioning drills. Enrollment is limited to those enrolled in activities courses such as baseball and softball.

PE 137 Basketball Conditioning I - Men 1
This course provides weight training and conditioning for the men's basketball program. Enrollment is limited to those enrolled in basketball activity courses.

PE 138 Basketball Conditioning I - Women 1
This course provides weight training and conditioning for the women's basketball program. Enrollment is limited to those enrolled in basketball activity courses.

PE 139 Lifetime Fitness 2
This course is designed to provide an individual exercise and fitness evaluation and program. The course will focus on how to develop and maintain a fitness lifestyle.

PE 139A Lifetime Fitness 3
This course is designed to provide each student pursuing the field of personal fitness training with the knowledge to build an individual exercise program, including cardiovascular, strength, and flexibility, essential for maintaining a fitness lifestyle. The course will also cover nutrition, weight management, and body composition. This course is part of an Applied Science Degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: Permission*

PE 140 Advanced Weightlifting and Conditioning 1
This course provides an individualized program to improve health, well-being, and strength through weightlifting, conditioning drills, and agility drills.

PE 141 PE for Men 1
This course focuses on improving strength and overall fitness through exercise. The course will demonstrate how to apply exercises to improve fitness.

PE 143 Introduction to Athletic Training I 3
This course provides an overview of the athletic training profession and the field of sports medicine. The course will cover the different aspects of an athletic trainer's job and provide an opportunities for practical experience and observation in this field.

PE 147 Cross Country I (WVA) 1
This course is for women participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country.

PE 149 Softball Conditioning I 1
This course is designed to improve athleticism, both mental and physical. The course will focus on techniques used in the following aspects of softball: hitting, pitching, fielding, and base running.

PE 150 Personal Trainer Field Experience I 1
This course provides a beginning hands-on experience for students pursuing a personal fitness trainer degree. The course will provide instruction and experience in how to interact with people participating in a personal training program. The course will include application

of exercise theory to fitness machine workouts. This course is part of an Applied Science degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam.

PE 150A Personal Trainer Field Experience II 1
This second semester course provides additional hands-on experience for students pursuing a personal fitness trainer degree. This course focuses on a more comprehensive approach to wellness. Students will work with staff members of the Walters Wellness center and will follow a program provided by the trainer to help individuals obtain their fitness goals. Students may also work with various athletic groups or clubs with pre-written programs. This course is part of an Applied Science degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: PE 150*

PE 150B Personal Trainer Field Experience III 1
This third semester course provides additional hands-on experience for students pursuing a personal fitness trainer degree. This course provides experience in writing and executing comprehensive wellness programs with the input of the trainer. This course is part of an Applied Science degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: PE 150A*

PE 150C Personal Trainer Field Experience IV 1
This fourth semester course is designed to provide each student pursuing the field of personal fitness training more experience outside of the college wellness center and campus. The student will be able to job shadow or interact with area fitness facilities. This course is part of an Applied Science Degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: PE 150B*

PE 151 Clinical Experience Athletic Training I 2
This course will provide students with an introduction to clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of introductory skills through laboratory practice and clinical experiences in practical settings. *PreReq: Permission*

PE 151B Clinical Experience Athletic Training II 2
This course will provide an intermediate level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of intermediate skills through laboratory practice and clinical experiences in practical settings. *PreReq: PE 151*

PE 151C Clinical Experience Athletic Train III 2
This course will provide an advanced level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of advanced skill modules through laboratory practice and clinical experiences in practical settings. *PreReq: PE 151B*

PE 151D Clinical Experience Athletic Training IV 2
This course will provide a professional level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of professional skills through laboratory practice and clinical experiences in practical settings. *PreReq: PE 151C*

PE 203 Volleyball II (WVA) 1
This course is for women participating in volleyball at the collegiate level. The course is designed to improve skill and knowledge in all areas of volleyball. *PreReq: PE 103*

PE 204 Basketball II (WVA) 1
This course is for women participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball. *PreReq: PE 104*

PE 205 Football II (MVA) 1
This course is for men participating in football at the collegiate level. The course is designed to improve skill and knowledge in all areas of football. *PreReq: PE 105*

PE 206 Basketball II (MVA) 1
This course is for men participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball. *PreReq: PE 106*

PE 207 Dance Team III 1
This performance class is specifically for members of the Classy Lassies dance group, which represents the College at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance. *PreReq: PE 108*

PE 208 Dance Team IV 1
This performance class is specifically for members of the Classy Lassies dance group, which represents the College at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance. *PreReq: PE 207*

PE 210 Advanced Concepts of Personal Training 5
Released by the National Council on Strength & Fitness (NCSF), this is an intensive cumulative core course designed to prepare students for the NCSF National Certified Personal Trainer Exam. The course covers all the areas required for the exam and will include lessons with textbook reviews, presentations, and study guide sessions, as well as lab activities for each lesson or chapter of the textbook. There will be three hours lecture and two hours lab per week. *PreReq: Permission*

PE 214 Track II (WVA) 1
This course is for women participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field. *PreReq: PE 114*

PE 215 Softball II (WVA) **1**
This course is for women participating in softball at the collegiate level. The course is designed to improve skill and knowledge in all areas of softball. *PreReq: PE 115*

PE 216 Track II (MVA) **1**
This course is for men participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field. *PreReq: PE 116*

PE 218 Cross Country II (MVA) **1**
This course is for men participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country. *PreReq: PE 118*

PE 220 Theory of Coaching Basketball **2**
This course covers all phases of the game of basketball and is designed to provide a foundation for those interested in coaching basketball. The course will include developing a coaching philosophy, motivational techniques, offensive and defensive strategies, and developing a basketball program.

PE 222 Theory of Coaching Football **2**
This course covers the history of the sport of football, theories of coaching, and fundamental coaching techniques.

PE 223 Theory of Coaching Baseball **2**
This course covers the basic fundamentals of coaching the sport of baseball. The course will focus specifically on pitching, catching, infield and outfield positions, and hitting. The course will also cover how to deal with individual players and the correction of common faults.

PE 224 Care and Prevention of Athletic Injuries **3**
This course provides a practical study of injury recognition, preventative measures, evaluation techniques, supportive taping methods, and basic modalities and rehabilitation used in the management of athletic injuries.

PE 225 Theory of Coaching Volleyball **2**
This course is designed to provide an understanding of the game of volleyball from a coaching perspective. The course will cover developing a personal coaching philosophy, organization of practices, teaching fundamentals, game strategies, working with individual athletes, team dynamics, team and program management, and professional development. The course will consider all levels of volleyball competition.

PE 227 Cheerleading III **1**
This performance course is for members of the College spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities. *PreReq: PE 128*

PE 228 Cheerleading IV **1**
This performance course is for members of the college spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities. *PreReq: PE 227*

PE 236 Baseball Conditioning II **1**
The course will focus on techniques for improving hitting, pitching, fielding, and base running. The course is designed to make the student a better athlete both mentally and physically. *PreReq: PE 136*

PE 237 Advanced Basketball Conditioning- Men **1**
This course covers preseason conditioning for men's varsity basketball. The course will focus on proper weight training techniques and running principles. *PreReq: PE 137*

PE 238 Advanced Basketball Conditioning - Women **1**
This course covers preseason conditioning for women's varsity basketball. The course will focus on proper weight training techniques and running principles. *PreReq: PE 138*

PE 240 Advanced Weightlifting & Conditioning II **1**
This course provides an individualized program to improve health, well-being, and strength through weightlifting, conditioning drills, and agility drills. *PreReq: PE 140*

PE 241 Weightlifting II **1**
This course offers an individualized weightlifting program designed to improve physical health, well-being, and strength. *PreReq: PE 124*

PE 243 Introduction to Athletic Training II **3**
This course covers documentation of athletic injuries, principles of therapeutic modalities, and methods of therapeutic exercise. *PreReq: PE 143 and permission*

PE 245 Baseball II (MVA) **1**
The course will focus on techniques for improving hitting, pitching, fielding, and base running. The course is designed to make the student a better athlete both mentally and physically. *PreReq: PE 117*

PE 247 Cross Country II (WVA) **1**
This course is for women participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country. *PreReq: PE 118*

PE 249 Softball Conditioning II **1**
The course will focus on techniques for improving hitting, pitching, fielding, and base running. The course is designed to make the student a better athlete both mentally and physically. *PreReq: PE 149*

PE 250 Exercise Physiology **3**
This course examines the fundamental physiological processes that operate during exercise. The course will emphasize integrating systems and organs into a functional whole. Laboratory work will provide experience in evaluating exercise stress by motion methods and equipment. *PreReq: BS 105*

PHI 101 Introduction to Philosophy 3
This course provides a study of major philosophical ideas of the Western world from the time of Plato to the present. The course will present a broad overview of the history of philosophy and the thoughts of major philosophers. Emphasis will be placed on showing relationships between current societies and significant philosophical ideas.

PHI 102 Introduction to Ethics 3
This course provides a survey of ethical theories as they apply to the quest for human happiness and "the good life." The principles of moral reasoning and good reasoning will be considered and emphasis will be placed on the views of leading moral philosophers of the western tradition, such as Aristotle, Kant, Mill, Nietzsche, and others. The course will also focus on the applications of moral theory to practice.

PHI 103 Logic and Critical Thinking 3
The study of critical thinking and logic allows the student to practice skills in clear and logical thinking, analysis of information, and effective argumentation. The student will formulate and deliver arguments in written and oral form, supported by evidence and valid underlying assumptions.

PHI 105 Religions of the World 3
This course provides an objective and impartial survey of the major religious systems of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHO 104 Introduction to Digital Photography 3
This is a basic course that provides familiarization with digital cameras and their technical controls. The course covers the use of camera functions: lens, exposure, f-stops, shutter speeds, and digital formats. Adobe Lightroom will be used as an image editing tool as well as digital printing output. The course will emphasize technical and compositional skills along with the aesthetic importance of the image. Students must have access to a digital single lens reflex (SLR) camera or equivalent with the ability for manual control and RAW image capture.

PHO 105 Introduction to Film Photography 3
This course provides an introduction to film photography using a 35 mm single lens reflex (SLR) camera. The course will cover the use of gelatin silver black and white materials and achieving technical control of film, paper, and chemistries in the development and print processes, including techniques for refining the print image and using previsualization and darkroom manipulations.
PreReq: PHO 104

PHO 107 History of Photography 3
This course provides an introduction to the history of still photography as an art medium. The course will cover developments of the photographic image from 1839 to the present. Emphasis will be placed on individual artists, artistic movements, and photography as a communication tool.

PHO 108 Applied Photography I 1
This course is designed for the student with an interest in commercial photography. The student will have supervised assignments in a field relating to their professional interests. Such areas may include, but are not limited to, portraiture, fashion, industrial, or illustration photography. The class will meet one hour per week, with additional hours arranged as necessary. *PreReq: PHO 101*

PHO 109 Studio Photography I 1
This course is designed for the student with an interest in fine arts photography. The course will provide an opportunity to explore the possibilities of self-expression with the photographic image. Students may elect to explore non-silver (alternative) photographic processes as well, including, but not limited to, palladium printing, salted paper prints, carbon, or kallitype prints. The course will meet one hour per week, with additional hours arranged as necessary. *PreReq: PHO 101*

PHO 110 Photography Fundamentals 2
This is a beginning course covering the basics of digital cameras and their technical controls. Camera functions: lens, exposure, f-stops, shutter speeds and digital formats will be explored. Emphasis will be geared toward understanding the creative potential and use of digital imaging technology. Compositional skills and the aesthetic importance of image making will be discussed.

PHO 203 Color Photography 3
This is an advanced course using digital technologies to examine, explore, and apply color theory in photographic works. The course will focus on the advanced use of Photoshop, color balancing, and management systems in digital printing. The emphasis of the course is on self-expression using color as a tool for mood and emotional value. Students must have access to a high quality digital SLR camera with the ability for manual control and RAW image capture. *PreReq: PHO 104*

PHO 205 Lighting Techniques 3
This course provides an introduction to the physical laws of light and photographic lighting techniques. The course will cover terminology and lighting techniques for form, texture, and separation, using both portraiture and still life. Assignments will include controls and exposure of lighting systems such as working with natural, tungsten or strobe lighting. Students must have access to a high quality digital (single lens reflex) camera with the ability for manual control and RAW image capture. *PreReq: PHO 104*

PHO 207 Advanced Digital Photography 3
This course is designed in exploring and using advance functions on the digital (single lens reflex) camera. Functions and topics include: color corrections, working in HDR, using live view, perspective controls, tweaking saturation, lens control and programing presets. Computer editing will include using both Adobe Lightroom and Photoshop. Assignments will be given in architecture, product and advertising, and fine art photography. Studio lighting techniques with tungsten, flood, or strobe systems will be utilized. *PreReq: PHO 203, PHO 205*

**indicates a technical course*

PHO 208 Applied Photography II **1**
This is an advanced course designed for the student with professional goals in commercial photography. The student will continue to concentrate on a series of photographs that will relate to their professional interests in a specific field. The class will meet one hour per week, with additional hours arranged as necessary. *PreReq: PHO 108*

PHO 209 Studio Photography II **1**
This advanced course is designed for the student with professional goals in the photographic fine arts. Students will continue to explore the photographic image as a tool for self-expression. Students may elect to work with traditional or non-traditional processes. The course will meet one hour per week, with additional hours arranged as necessary.

PHO 210 Landscape Photography **3**
This course allows students to work in the natural environments of the landscape. The goal of the course is to expand technical and aesthetic photographic skills by working in practical and unique field locations. Daily field sessions and lectures will be scheduled as well as individual assistance. The student will select a field project of their choice. Topics could include, but are not limited to, fine art landscape, wildlife, macro, and portrait location photography. *PreReq: PHO 101*

PHO 210A Landscape Photography **3**
This course allows students to work in the natural environments of the landscape. The goal of the course is to expand technical and aesthetic photographic skills by working in practical and unique field locations. Daily field sessions and lectures will be scheduled as well as individual assistance. The student will select a field project of their choice. Topics could include, but are not limited to, fine art landscape, wildlife, macro, and portrait location photography. *PreReq: PHO 101*

PHO 260 Portfolio Preparation **1**
Provides individuals with the necessary skills and knowledge to design and prepare a portfolio. A finished portfolio can be helpful in seeking educational goals such as scholarships or entrance requirements, or utilized in seeking employment. *PreReq: Permission*

POL 100 United States Government **3**
This course focuses on the political arena and public affairs of the national government of the United States. The course will examine the development of constitutional principles and issues, such as civil liberties, the role of political parties, and the structure and function of the legislative, executive, and judicial branches of the United States government.

POL 101 Introduction to Political Science **3**
This course provides a survey of the field of political science. The course will cover the nature of politics and political power, the institutions of government and how they make decisions, enforce rules, and decide conflicts about policies, the nature of public opinion and political participation, major political ideologies and philosophers of politics, and politics in the international realm. The course will focus on American politics but will also provide some comparison with other nations.

POL 115 State and Local Government **3**
This course examines the interrelationships between the federal, state, and local branches of the United States government. Current events will be discussed as they relate to state and local governmental entities. The course will also emphasize the impact of government on daily life.

PS 101 College Physical Science **5**
This course provides a study of major concepts in modern science. The course will focus on physics, chemistry, geology, meteorology, and astronomy. Some consideration will be given to the problems of energy and the environment. This course is designed for those with no previous background in physical science and will include laboratory experience. *PreReq: MAT 100*

PS 102 Concepts of Physics **4**
This course provides a qualitative introduction to the science of physics and examines principles from classic, relativity, and quantum theories. The course will cover motion, forces, energy, thermodynamics, waves, electromagnetism, atomic physics, special and general relativity. This course is intended as a broad-based introduction to physics for students who are not majoring in science. Three hours of lecture and 1.5 hours of lab per week. *PreReq: MAT100 or assessment*

PS 104 Physical Geology **4**
The course offers an introduction to the basic principles of geology. The course covers geological measuring techniques, minerals and rocks, internal processes such as plate tectonics, earthquakes and volcano, and surface processes such as streams, coasts, mass movement, and glaciers. This course is intended as a broad-based introduction to geology for students who are not majoring in science. Three hours of lecture and 1.5 hours of lab per week.

PS 107 General Chemistry **5**
This course includes a survey of chemistry with special emphasis on solutions and biochemistry. This course is for students who have not had the equivalent of one year of high school chemistry. The course is designed for students majoring in scientific and technological fields such as allied health and agriculture. Three hours of lecture and three hours of lab.

PS 108 Astronomy **4**
This course provides a qualitative introduction to the nature of the solar system and beyond. The course will cover the celestial sphere, astronomical observation techniques, the planets and moons, asteroids and comets, the Sun, the lives and evolution of stars, pulsars, black holes, galaxies and dark matter. This course is intended as a broad-based introduction to astronomy for students who are not majoring in science. Three hours of lecture and 1.5 hours of lab per week. *PreReq: MAT 100 or assessment*

PS 111 College Chemistry I **5**
This course provides a college-level introduction to chemistry. The course is intended for those students majoring in technological and scientific fields such as engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dentistry. This is also the PreRequisite course for further chemistry studies in organic chemistry, biochemistry. The course will focus on the study of chemical compounds, their properties and reactions, and the scientific laws which determine their behavior. Topics include basic chemical concepts, calculations with chemical formulas and equations, chemical reactions, thermochemistry, modern theories of the atom and electronic structure, chemical periodicity, and chemical bonds. This is the first semester of a two-semester sequence. *PreReq: High school chemistry, MAT 103, or permission*

PS 112 College Chemistry II **5**
This course is a continuation of PS 111 and is designed for students whose studies will continue in science or engineering. This is also a part of the required pre-professional course load. Topics include crystals and solids, reaction kinetics, chemical equilibrium, solution chemistry including acid-base and complex-ion equilibria, thermodynamics, and electrochemistry. There is also a brief discussion of organic chemistry, biochemistry, and nuclear chemistry. *PreReq: PS 111*

PS 203 General Physics I **5**
This course provides a study of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is the introductory course for those who require algebra-based physics. *PreReq: MAT 104*

PS 204 General Physics II **5**
This course includes the study of electricity, magnetism, electromagnetic induction, electromagnetic waves, optics, and atomic and nuclear physics. This is a second semester course for students who require algebra-based physics. *PreReq: PS 203*

PS 210 Organic Chemistry I **5**
This course is the first of a two-semester sequence. Fundamental topics studied will include hybridization, bond and molecular orbitals, stereochemistry, acids and bases, chemical radicals, kinetics, thermodynamics, conformational analysis, and molecular structure. These topics will be applied to alkanes, haloalkanes, alkenes, and alcohols. Spectroscopic techniques including NMR, IR, and mass spec will be applied to structure determination of organic molecules. *PreReq: PS 111, PS 112, and permission*

PS 212 Organic Chemistry II **5**
This course is the second of a two-semester sequence. Fundamental topics studied will include a continuation of all topics from the first semester and their application to chemical synthesis and structure determination. These topics will be applied to aldehydes and ketones, carboxylic acids and their derivatives, amines, aromaticity, benzene and its derivatives, organometallic compounds, conjugated and unconjugated unsaturated systems, and pericyclic reactions. Selected applications to biochemistry, medicinal and pharmaceutical chemistry, and industrial chemistry will also be discussed. *PreReq: PS 210 and permission*

PS 215 College Physics I **5**
This course covers in detail the analysis of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is a first semester course for students who require calculus-based physics such as engineering, chemistry, physics, and pre-med majors. Three hours of lecture, one hour of recitation and two hours of lab per week. *PreReq: MAT 110 may be taken concurrently*

PS 216 College Physics II **5**
This course continues PS 215 and includes the study of electricity, magnetism, electromagnetic induction, electromagnetic waves, optics, and atomic and nuclear physics. This is a second semester course for students who require calculus-based physics such as engineering, chemistry, physics, and pre-med majors. Three hours of lecture and one hour of recitation and two hours of lab per week. *PreReq: PS 215*

PSY 101 General Psychology **3**
This general survey course provides a broad background in the principles and applications of scientific psychology. The course will focus on the principles and proponents of psychological theories and methods of scientific inquiry, as well as the biological basis of behavior, including physiology of the brain and nervous system and the accompanying sensory systems and perceptual processes. The course also covers learning theories and cognitive processes, theories and applications of motivation and emotion, the major phases of human life span development, and the major theories of personality, including disorders, treatments, therapies, and how human interaction is influenced by the individual, group, and environment.

PSY 202 Child Psychology **3**
This course is a study of child development from conception to adolescence. The course will cover the physical, intellectual, emotional, and social aspects of personality. Genetic predisposition and environmental influences will also be reviewed. *PreReq: PSY 101*

PSY 205 Human Growth and Development **3**
This course focuses on human development using normative scales for physical, intellectual, emotional, language, social, and personality development. The process of human growth and development across biological beginnings, infancy, childhood, adolescence, adulthood, and end of life will be presented. Environmental and biological influences that affect development are also reviewed.

PSY 206 Social Psychology **3**
This course provides a psychological perspective on social behavior and the processes involved in being a member of a social group. Social psychology is the scientific study of how people think about, influence, and relate to one another. Topics include self-concept, perception, attitude, social influence, conformity, persuasion, prejudice, group influence, and pro-social behavior. The individual as a member of a group and society is a central component of this course. *PreReq: PSY 101*

**indicates a technical course*

PSY 280 Health Psychology 3
This course examines the psychosocial factors relevant to general health. The course will cover the contributions of psychological theory to the encouragement of health and wellness and prevention of physical illness. Course topics include stress management, theories of pain and pain management, and evaluation of health related research. *PreReq: PSY 101*

PSY 290 Abnormal Psychology 3
This course is a study of emotional and behavioral disorders. Abnormal Psychology focuses on the description, causes, and treatment of abnormal behavior patterns. Classifications of disorders according to the DSM-IV, such as mood disorders, anxiety disorders, psychotic disorders, and personality disorders will be presented. Methods of treatment, specifically psychotherapies and biomedical therapies, will be discussed. *PreReq: PSY 101*

RM 100 Security & Loss Prevention 3
This course is designed to provide a comprehensive overview of security and loss prevention. The course will focus on loss problems and those countermeasures that protect against crimes, fires, and accidents.

RM 110 Risk Assessment 3
This course is designed to provide a comprehensive overview of the risk management process. The course will focus on loss exposures that organizations face and will cover the quantitative foundations needed for assessing the importance of loss exposures and forecasting their effect.

RM 111 Investigations in the Workplace 3
This course is designed to provide a comprehensive overview of the investigative process. The course explores the methodology, rationale, and practices involved in effective workplace investigations.

RM 112 Security & Loss Prevention II 3
This course examines security and loss prevention challenges associated with specific areas and industries. The course will focus on loss problems and those countermeasures that protect against crimes, fires, and accidents. *PreReq: RM 110*

RM 114 Risk Control 3
The course is designed to provide a comprehensive overview of the risk control process, including the techniques and measures available to control the risks from property, personnel, liability, and net income loss exposures. *PreReq: RM 110*

RM 115 Prevention and Assessment Workplace Violence 3
This course is designed to provide a comprehensive overview of the prevention, assessment, and intervention of workplace violence.

RM 116 Safety I 3
This course is designed to provide a comprehensive overview of the safety responsibilities associated with a risk management professional. The course will focus on general industry: officers, retailers, manufacturers, and industrial facilities that do not have special technical safety concerns.

RM 117 Foundations of Information Systems Security and Loss Prevention 3
This course is designed to provide a comprehensive overview of information systems security. The course will focus on establishing and managing an information system protection program.

RM 200 Risk Finance 3
The course is designed to provide a comprehensive overview of the risk financing process, including the techniques and measures available to finance the risks from property, personnel, liability, and net income loss exposures. *PreReq: RM 114*

RM 201 Safety II 3
This advanced course is designed to provide a comprehensive overview of the safety responsibilities associated with a risk management professional. The course will focus on general industry: officers, retailers, manufacturers, and industrial facilities that do not have special technical safety concerns.

RM 202 Risk Communications 3
This course is designed to provide a comprehensive overview of the risk communication process. The course will cover care, consensus, and crisis communication as it relates to environmental, safety, and health issues.

RM 204 Risk Quality 3
This course is designed to introduce the risk management professional to quality management concepts and tools. The course will cover continuous improvement tools, satisfying internal customers, meeting and team development and management, problem solving, survey development, cost/benefit analysis, and audit techniques.

SOC 100 Creating Positive Settings for Children & Families 1
This course will consider how children's mental health is affected by life events, culture, environment, biology and relationships and how these aspects affect understanding and wellness. The course will include how to create safe and nurturing learning environments and strategies for working with families to create a healthy atmosphere for children. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

SOC 101 General Sociology 3
This course provides an introduction to sociology and the basic principles of sociological perspectives, theories, and research methods. The course will focus on the way culture patterns societies and social interaction and how these patterns are transmitted through socialization and social interaction. The course will also cover social stratification systems, social institutions, collective behaviors, social change, and perspectives on how social forces influence human activity and how human activity creates social forces.

SOC 102 Marriage and the Family 3
This course examines the nature, development, functions, and norms of the family in American society as well as in other cultures. The course will focus on courtship, marriage, sexual relations, birth control, male and female roles, kinship, child rearing, divorce, and death in the family.

SOC 104 Introduction to Social Work **3**
This course provides an introduction to the field of social work. The course will cover the history, mission, values, and activities of social work practice. The course will focus on how social workers interact with a diverse client population and contribute to solving social problems. The knowledge and value base of the profession will also be examined.

SOC 150 Community Leadership **3**
This course will focus on leadership skills and community leadership procedures and techniques. The course will emphasize the principles of project management, including design, planning, follow-up, and closure, as well as problem solving, community diversity, and long-range planning.

SOC 150A Community Leadership **1**
This course will focus on leadership skills and community leadership procedures and techniques. The course will emphasize the principles of project management, including design, planning, follow-up, and closure, as well as problem solving, community diversity, and long-range planning.

SOC 200 Sociology through Film **3**
This course is designed to teach key sociological concepts and topics through the use of cinematic film. The course will examine how social life is presented, distorted, magnified, or politicized in the films. The course will also consider how films not only reflect society but also actually shape social trends and values. *PreReq: SOC 101 and ENG 101 with grade B or higher in both courses, SOC 102 or ANT 112*

SOC 204 Introduction to Nonviolence Studies **3**
This course will examine the theory and practice of nonviolence as a method of social change and as a way of life. The course will consider the dynamics of violence and nonviolence within individuals and in terms of global issues that affect the future of the Earth and its life forms. The course will focus on the history of nonviolence movements around the world and on people who have thought about and practiced nonviolence in their lives and work.

SOC 210 Social Problems **3**
This course examines a wide variety of social problems in society, including crime, racial discrimination, poverty, drug abuse, disorganization of social institutions, and rapid social change. The course will apply sociological theories to explain social problems and will look at various approaches used to solve these problems. *PreReq: SOC 101*

SP 101 Oral Communications **3**
The purpose of this course is to develop the understanding and skill necessary for meaning-oriented oral communication. This course focuses on becoming a more effective critical listener and communicator and includes both interpersonal and public communication.

SP 105 Interpersonal Communication **3**
This course is designed to improve student effectiveness in small-group and one-to-one communication.

SP 106 Public Speaking **3**
The purpose of this course is to increase student understanding of the principles and applications of public speaking through analysis and practice in communication theory, topic selection, audience analysis, research, use of support materials, content organization, presentation, and evaluation.

TH 103 Theatre Practicum I **1**
This course is designed to provide practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity.

TH 104 Theatre Practicum II **1**
This course continues TH 103 and is designed to provide additional practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. *PreReq: TH 103*

TH 105 Introduction to Dramatics **3**
This course will provide a thorough survey of the basic elements of theatre and the dramatic arts.

TH 106 Play Production **3**
This course provides an introduction to the elements of play production. The course will cover planning, management, and technical aspects of play production and will include practical experience working with College productions.

TH 108 History and Appreciation of Theatre Art **3**
This course is designed to provide an introduction to the development of theatrical presentation from antiquity to the modern stage. The course will examine direction, management, design, and performance. Representative dramatic productions will be viewed to provide insight into the historical development and artistic values of theatre.

TH 109 Fundamental Style and Principles of Acting **3**
This course provides an introduction to the basics of acting and is geared towards students with little or no performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance.

TH 110 Acting I **3**
This course continues TH 109 and provides additional experience in the basics of acting. The course is geared towards students with limited performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. *PreReq: TH 109*

**indicates a technical course*

TH 151 Introduction to Stage Lighting 3
This course provides hands-on experience with the tools and theory of stage lighting and basic electricity, including types of lighting instruments, lamps, and plugs, types of lighting control equipment, special lighting effects, mounting productions, use of cue sheets, hanging plots, running orders, and dimmer schedules.

TH 152 Stagecraft I 3
This course provides an introduction to the basic tools and principles of stagecraft. The course will focus on basic tools and their uses, shop organization and maintenance, construction, rigging, and painting. Course participants will be responsible for building, maintaining, and striking sets used in performances.

TH 203 Theatre Practicum III 1
This course continues TH 104 and is designed to provide additional practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. *PreReq: TH 104*

TH 204 Theatre Practicum IV 1
This course continues TH 203 and is designed to provide additional practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. *PreReq: TH 203*

TH 206 Acting II 3
This course continues TH 110 and provides additional experience in the basics of acting. The course is geared toward students with some performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. *PreReq: TH 110*

TH 207 Acting III 3
This course continues TH 206 and provides additional experience in acting. The course is geared toward students with some performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. *PreReq: TH 206*

TH 211 Stagecraft II 3
This course continues TH 152 and provides additional experience in the use of basic tools and principles of stagecraft. The course will focus on basic tools and their uses, shop organization and maintenance, construction, rigging, and painting. Course participants will be responsible for building, maintaining, and striking sets used in performances. *PreReq: TH 152*

VIN 111 Intro to Viticulture and Vineyard Establishment 3
This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity. Topics include varietal selection, site selection, site preparation, equipment, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control, and vine disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards.

VIN 211 Integrated Pest Management 2
This course focuses on how effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. The course will also examine the decisions that need to be made for managing all the normal cultural practices, such as planting, fertility, harvesting, and pruning, as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

VIN 212 Winter Viticulture Technology 2
This course is a study of commercial grape growing in the Midwest United States. Topics include cultivators, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping, and cold injury. *PreReq: VIN 111 or permission*

VIN 213 Midwest Vineyard Management 2
This course is a study of commercial grape growing in the Midwest United States. Topics include cultivators, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping, and cold injury.

VIN 214 Spring Viticulture Technology 2
This course is designed to provide practical experience in spring viticultural operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course, which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: VIN 111 or permission*

VIN 215 Summer-Fall Viticulture Technology 2
This course is designed to provide practical experience in summer/fall vineyard operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course, which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: VIN 111 or permission*

VIN 293 Soils for Viticulture 3
This course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but also on the long-term effects of viticulture on soil quality and the wider environment.

**indicates a technical course*

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
A 101	Art Appreciation	Course	0H	MAIN	3.00crd	6	20	Jan 17, 2017 May 12, 2017	W	6:00 pm	9:00 pm	OFF	HOL		Swisher, Judith A
			OL1	MAIN	3.00crd	17	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Valerie T
			OL3	MAIN	3.00crd	18	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Valerie T
			OLW	MAIN	3.00crd	16	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Valerie T
			P0	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	T	6:00 pm	9:00 pm	OFF	PER		Daniels, Alcinda M.
A 108	Drawing II	Course	01	MAIN	3.00crd	10	15	Jan 10, 2017 May 12, 2017	MWF	11:00 am	12:40 pm	HCC	CT	130	Leahy, Matthew
A 112	Ceramics I	Course	01	MAIN	3.00crd	3	8	Jan 10, 2017 May 12, 2017	TR	12:30 pm	3:00 pm	HCC	CT	134	Perkins, Samuel Dean
A 117	Ceramics II	Course	01	MAIN	3.00crd	2	8	Jan 10, 2017 May 12, 2017	TR	12:30 pm	3:00 pm	HCC	CT	134	Perkins, Samuel Dean
A 202	Art History II	Course	01	MAIN	3.00crd	31	40	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	MS	1	Leahy, Matthew
			W0	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	W	6:30 pm	9:30 pm	OFF	WAM		Wollenberg, Neal E.
A 215	Graphic Design	Course	01	MAIN	3.00crd	9	15	Jan 10, 2017 May 12, 2017	MWF	9:00 am	10:50 am	HCC	CT	116	Perkins, Samuel Dean
A 223	Comp Graphics:Illust	Course	01	MAIN	3.00crd	5	12	Jan 10, 2017 May 12, 2017	TR	12:30 pm	3:00 pm	HCC	CT	130	Leahy, Matthew
									TR	12:30 pm	3:00 pm	HCC	CT	116	
A 224	Comp Graphics:Enhanc	Course	01	MAIN	3.00crd	6	12	Jan 10, 2017 May 12, 2017	MWF	11:00 am	12:50 pm	HCC	CT	116	Perkins, Samuel Dean
A 251	Advanced Studio II	Course	01	MAIN	1.00crd	1	8	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	CT	130	Leahy, Matthew
A 252	Advanced Studio III	Course	01	MAIN	1.00crd	1	1	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	CT	130	Leahy, Matthew
AB 108	Principles of An. Sc	Course	OL1	MAIN	3.00crd	10	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Matthew Arthur
AB 132	Ag Data Management	Course	B5	MAIN	3.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Hinton, Theodore B
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
			W5	MAIN	3.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCWAM			Vacha, Keith L.
AB 134	Precision Farm Hard	Course	B5	MAIN	3.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Hinton, Theodore B
									Arr	11:47 am	2:54 pm	HCCWC	101	101	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
AB 134	Precision Farm Hard	Course	W5	MAIN	3.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCWAM			Vacha, Keith L.
AB 142	Field Mapping Dec Mk	Course	B5	MAIN	3.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Hinton,
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Theodore B
			W5	MAIN	3.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWAM			Vacha, Keith L.
AB 144	Inter Ag GIS	Course	B5	MAIN	3.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Hinton,
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Theodore B
			W5	MAIN	3.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWAM			Vacha, Keith L.
AB 146	Aerial Sys.Mngmt	Course	B5	MAIN	2.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Hinton,
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Theodore B
			W5	MAIN	2.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWAM			VanNahmen, Alan G.
AB 202	Agriculture Economic	Course	01	MAIN	3.00crd	9	20	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	YH	203	Hawk, Clifford
AB 203	Soils & Soils Lab	Course	01	MAIN	4.00crd	7	25	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	YH	203	Hawk, Clifford
									R	1:00 pm	2:20 pm	HCC	MS	2	
			W0	MAIN	4.00crd	4	10	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Gehl, Kathy
									W	4:00 pm	8:00 pm	OFF	WAM	DL	Anne
AB 207	Fund of Animal Nutr	Course	01	MAIN	3.00crd	12	20	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	YH	203	Hawk, Clifford
			OL1	MAIN	3.00crd	6	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Melinda Ann
AB 224	Range Management	Course	01	MAIN	3.00crd	12	20	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	YH	203	Hawk, Clifford
AB 244	Prec Ag Capstone	Course	B5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Hinton,
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Theodore B
			W5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCWAM			VanNahmen, Alan G.
ACR105	Paint-Refinish I	Course	T5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR105A	Paint Refinish I A	Course	T5	MAIN	2.00crd	2	0	Jan 5, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR105B	Paint Refinish I B	Course	T7	MAIN	1.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR115	Non Structrual A&D I	Course	T5	MAIN	4.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:04 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR115A	Non Struct A & D I A	Course	T5	MAIN	2.00crd	2	0	Jan 5, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
ACR115B	Non Struct A&D I B	Course	T7	MAIN	2.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR125	Structural A&D Rep I	Course	T5	MAIN	2.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:40 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR125A	Struct A&D Rpr I A	Course	T5	MAIN	1.00crd	2	0	Jan 5, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR125B	Struct A&D Rpr I B	Course	T7	MAIN	1.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR135	Air, Fiber, Pin Strp	Course	T5	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR135A	Air,Fiber,Pin A	Course	T5	MAIN	1.00crd	2	0	Jan 5, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR135B	Air,Fiber,Pin B	Course	T7	MAIN	2.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR155	Paint-Refinish II	Course	T5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:07 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR155A	Paint.Refinish II A	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR155B	Paint/Refinish II B	Course	T7	MAIN	1.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR165	Non Struct A&D II	Course	T5	MAIN	4.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR165A	Non Struct A/D II A	Course	T7	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C		Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C		Randy Stephen
ACR165B	Non Struct A/D II B	Course	T7	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR175	Struct A&D II	Course	T5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR175A	Struct A/D Rpr II A	Course	T7	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C		Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C		Randy Stephen
ACR175B	Struct A/D Rpr II B	Course	T7	MAIN	1.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR185	Panel Fabrication	Course	T5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ACR185A	Panel Fabrication A	Course	T7	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C		Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C		
ACR185B	Panel Fabrication B	Course	T7	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR205	Paint-Refinish III	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR205B	Paint/Refinish III B	Course	T5	MAIN	1.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR215	Non Struct. A&D III	Course	T5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR225	Struct A&D III	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR235	Fleet/Com Vehicles	Course	T5	MAIN	3.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
ACR255	Paint-Refinish IV	Course	T5	MAIN	4.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR265	Non Struct A&D IV	Course	T5	MAIN	5.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	12:08 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR275	Struct A&D Rpr IV	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ACR285	Mechanical-Electric	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson, Randy Stephen
									Arr	11:47 am	2:54 pm	HCCTC	C	ACP	
ADM101	Doc Processing I	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ADM103	Computer Application	Course	B5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey, Amanda Jo
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
ADM140A	Professional Profile	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
			T6	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A		Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A		

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ADM140B	Prof. Profile II	Course	T5	MAIN	1.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ADM141	Applied Media Tech	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ADM151	Doc. Process II	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ADM161	Admin. Proc. II	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									A	11:47 am	2:54 pm	HCCTC	A	3	
ADM171	Micro Appl. II	Course	T5	MAIN	3.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ADM180	Accounting I	Course	T5	MAIN	3.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ANT112	General Anthropology	Course	01	MAIN	3.00crd	29	30	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	CT	113	Brainerd, Robert Lee
			0H	MAIN	3.00crd	7	10	Jan 17, 2017 May 12, 2017	T	9:30 am	12:29 pm	OFF	HOL	DL	Asher, Brendon P
			OL1	MAIN	3.00crd	20	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Michaels, Danette L.
			OL5	MAIN	3.00crd	21	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Williams, Hillary J.
			W0	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Egitto, Antoinette Catherine
									M	4:00 pm	6:29 pm	OFF	WAM		
AUT101	Elec/Electronic Sys	Course	T9	MAIN	3.00crd	10	0	Jan 10, 2017 May 12, 2017							Bergen, Christopher Joel
AUT121	Auto Elec/Electronic	Course	T9	MAIN	2.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	OFF			Bergen, Christopher Joel
AUT122	Brakes I	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
			T9	MAIN	3.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	OFF			Bergen, Christopher Joel

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
AUT132	Engine Perf I	Course	T5	MAIN	3.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
			T9	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	OFF			Bergen, Christopher Joel
AUT142	Auto Tech Lab I	Course	T9	MAIN	7.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	OFF			Bergen, Christopher Joel
AUT142B	Auto Tech Lab I B	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
AUT151	Heat & Air Cond.	Course	T5	MAIN	2.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
			T9	MAIN	2.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	OFF			Bergen, Christopher Joel
AUT161	Steering & Suspensio	Course	T5	MAIN	3.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
			T9	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	OFF			Bergen, Christopher Joel
AUT192	Auto Tech Lab II	Course	T5	MAIN	5.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
			T9	MAIN	5.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	OFF			Bergen, Christopher Joel

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
AUT192A	Auto Tech Lab II A	Course	T5	MAIN	2.00crd	4	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
AUT192B	Auto Tech Lab II B	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017							Lindstrom, Michael Lee
															Swendson, Michael Dean
AUT193	Hybrid/Fuel Cell Veh	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
AUT242	Aut. Tech Lab III	Course	T5	MAIN	5.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
AUT251	Engine Repair	Course	T5	MAIN	2.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
AUT255	Auto Tran/TransAx II	Course	T5	MAIN	1.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
AUT261	Auto Service Mgmt.	Course	T5	MAIN	2.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
AUT281	Auto Tech Lab IV	Course	T5	MAIN	7.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
AUT291	Service Mgmt Prac.	Course	T5	MAIN	2.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
BS 101	College Biology	Course	01	MAIN	5.00crd	30	30	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	MS	1	Moeller, Harry
									TR	11:00 am	12:20 pm	HCC	MS	5	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 101	College Biology	Course	02	MAIN	5.00crd	28	30	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	MS	1	Moeller, Harry
									TR	12:30 pm	1:50 pm	HCC	MS	5	
			0H	MAIN	5.00crd	5	20	Jan 17, 2017 May 12, 2017	MW	9:30 am	12:29 pm	OFF	HOL		Kuhn, Frank C.
			A7	MAIN	5.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	ATCAHS		Tschauder, Sarah Ann
			H6	MAIN	5.00crd	28	20	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	HIA		Bauman, Gabrielle Nichole
			HP	MAIN	5.00crd	5	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	HYT		Katzer, Corey James
			M6	MAIN	5.00crd	7	60	Jan 17, 2017 May 12, 2017	M-F	3:00 pm	3:59 pm	OFF	MAR		Houtz, Kimberly Ann
			MG	MAIN	5.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	MER		Buss, Steven Eric
			O5	MAIN	5.00crd	6	20	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	OSK		Hissong, Daniel Josiah
			OL1	MAIN	5.00crd	14	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Imafidon, Gilbert I
			OL2	MAIN	5.00crd	17	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Schlosser, Ann M.
			OL3	MAIN	5.00crd	15	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Schlosser, Ann M.
			OL5	MAIN	5.00crd	19	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thill, Rebecca
			P0	MAIN	5.00crd	9	20	Jan 17, 2017 May 12, 2017	TR	9:30 am	12:29 pm	OFF	PER		Kuhn, Frank C.
			RA	MAIN	5.00crd	12	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	ROS		Kocher, Amanda
			S1	MAIN	5.00crd	17	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	SAB		Keehn, Kertis Wayne
			SF	MAIN	5.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	STM		Henderson, Maria D.
			W2	MAIN	5.00crd	10	20	Jan 17, 2017 May 12, 2017	MW	1:00 pm	4:00 pm	OFF	WAM	14	Ewing, Robert Dean
			W4	MAIN	5.00crd	7	20	Jan 17, 2017 May 12, 2017	MW	6:30 pm	9:30 pm	OFF	WAM	14	Ewing, Robert Dean
			W5	MAIN	5.00crd	11	20	Jan 17, 2017 May 12, 2017	TR	9:00 am	11:59 am	OFF	WAM	16	Larkins, Kenneth

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 104	Human Anatomy	Course	01	MAIN	4.00crd	21	24	Jan 10, 2017 May 12, 2017	M	1:00 pm	2:20 pm	HCC	MS	5	McElroy,
									MWF	12:00 pm	12:50 pm	HCC	MS	1	Matthew R.
			02	MAIN	4.00crd	10	24	Jan 10, 2017 May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	MS	1	McElroy,
									F	1:00 pm	2:20 pm	HCC	MS	5	Matthew R.
			1H	MAIN	4.00crd	9	15	Jan 17, 2017 May 12, 2017	TR	9:00 am	11:30 am	OFF	HOL		McElroy, Matthew R.
			OL0	MAIN	4.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hildebrand, Justin M.
			OL1	MAIN	4.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Houtz, Kimberly Ann
			OL2	MAIN	4.00crd	17	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Klann, Jody Kay
			OL3	MAIN	4.00crd	15	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Tamara D.
			OL5	MAIN	4.00crd	17	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Tamara D.
			OL6	MAIN	4.00crd	8	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Bauman, Jordan Lee
			P1	MAIN	4.00crd	11	20	Jan 17, 2017 May 12, 2017	TR	1:30 pm	3:59 pm	OFF	PER		Kuhn, Frank C.
			R0	MAIN	4.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	RCK		Brummett, Jeri A.
			S1	MAIN	4.00crd	1	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	SAB		Keehn, Kertis Wayne
			W1	MAIN	4.00crd	7	20	Jan 17, 2017 May 12, 2017	TR	1:00 pm	3:30 pm	OFF	WAM	14	Foley, Cynthia Ann
			W2	MAIN	4.00crd	6	20	Jan 17, 2017 May 12, 2017	MW	9:00 am	11:30 am	OFF	WAM	16	Larkins, Kenneth
BS 105	Human Physiology	Course	01	MAIN	4.00crd	20	30	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	MS	5	McElroy,
									MWF	9:00 am	9:50 am	HCC	MS	5	Matthew R.
			02	MAIN	4.00crd	13	30	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	MS	5	McElroy,
									MWF	10:00 am	10:50 am	HCC	MS	5	Matthew R.
			1H	MAIN	4.00crd	16	20	Jan 17, 2017 May 12, 2017	TR	1:00 pm	3:29 pm	OFF	HOL		McElroy, Matthew R.
			A5	MAIN	4.00crd	6	20	Jan 17, 2017 May 12, 2017	W	5:30 pm	10:00 pm	OFF	ATC		Fowler, Anna Marie
			M6	MAIN	4.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	MAR		Houtz, Kimberly Ann

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 105	Human Physiology	Course	OL0	MAIN	4.00crd	22	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Langat, Daudi R.
			OL1	MAIN	4.00crd	21	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Langat, Daudi R.
			OL2	MAIN	4.00crd	24	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Davis, Michelle Marie
			OL3	MAIN	4.00crd	19	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fox, Katrina Diann
			OL5	MAIN	4.00crd	20	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fox, Katrina Diann
			P1	MAIN	4.00crd	9	20	Jan 17, 2017 May 12, 2017	M	9:00 am	1:29 pm	OFF	PER		Huffman, Daniel E.
			P2	MAIN	4.00crd	11	20	Jan 17, 2017 May 12, 2017	W	5:30 pm	10:00 pm	OFF	PER		Menager, A.Henri
			V6	MAIN	4.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	VHT		Laughlin, Mildred A.
			W1	MAIN	4.00crd	13	20	Jan 17, 2017 May 12, 2017	MW	1:00 pm	3:29 pm	OFF	WAM	16	Larkins, Kenneth
BS 107	Intro Environ. Scien	Course	01	MAIN	4.00crd	14	20	Jan 10, 2017 May 12, 2017	MWF	1:00 pm	2:20 pm	HCC	MS	4	Collins, Linda M.
BS 109	Medical Terminology	Course	OL1	MAIN	3.00crd	22	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kuhn, Frank C.
			OL2	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Bauman, Jordan Lee
			OL3	MAIN	3.00crd	6	22	Jan 17, 2017 Mar 11, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Bontrager, Kristel Lauri
			OL5	MAIN	3.00crd	9	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Bontrager, Kristel Lauri
			OLW	MAIN	3.00crd	9	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Davis, Michelle Marie
			P0	MAIN	3.00crd	10	10	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Toumi, Melinda L.
									R	1:30 pm	2:59 pm	OFF	PER	DL	
BS 110	Nutrition	Course	01	MAIN	3.00crd	18	20	Jan 10, 2017 May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	MS	4	Moeller, Harry
			OL1	MAIN	3.00crd	22	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jump, David M.
			OL3	MAIN	3.00crd	17	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leavitt, Alissa G.
			OL5	MAIN	3.00crd	20	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leavitt, Alissa G.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 110	Nutrition	Course	OL6	MAIN	3.00crd	10	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jump, David M.
			OLW	MAIN	3.00crd	13	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leavitt, Alissa G.
			P1	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	W	6:00 pm	9:00 pm	OFF	PER		Hendrickson, Staci Diane
			W0	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Busenitz, Mary Isabelle
									W	6:30 pm	9:30 pm	OFF	WAM		
BS 112	Nutrition Hlth w/Lab	Course	01	MAIN	5.00crd	20	20	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	MS	4	Collins, Linda M.
									TR	11:00 am	12:20 pm	HCC	WC	1	
									TR	8:00 am	9:20 am	HCC	MS	4	Eberly, Angela
									TR	11:00 am	12:20 pm	HCC	WC	1	
BS 202	General Botany	Course	W0	MAIN	5.00crd	10	20	Jan 17, 2017 May 12, 2017	TR	1:00 pm	3:59 pm	OFF	WAM		Larkins, Kenneth
BS 203	Microbiology	Course	01	MAIN	5.00crd	15	25	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	MS	5	Moeller, Harry
									TR	8:00 am	9:20 am	HCC	MS	5	
			0H	MAIN	5.00crd	6	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Dedonder, Sarah E.
									F	1:00 pm	3:59 pm	OFF	HOL		
			A5	MAIN	5.00crd	12	20	Jan 17, 2017 May 12, 2017	TR	5:00 pm	8:00 pm	OFF	ATC	ATCAH	Ogle, Paul L.
			OL0	MAIN	5.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Oien, Derek B.
			OL1	MAIN	5.00crd	19	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Oien, Derek B.
			OL2	MAIN	5.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fields, Amanda Beth
			OL5	MAIN	5.00crd	19	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fields, Amanda Beth
			OL6	MAIN	5.00crd	11	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Chavez, Diane Renee
			P0	MAIN	5.00crd	14	20	Jan 17, 2017 May 12, 2017	MW	2:00 pm	4:59 pm	OFF	PER		Kuhn, Frank C.
			W0	MAIN	5.00crd	18	20	Jan 17, 2017 May 12, 2017	TR	9:00 am	11:59 am	OFF	WAM	16	Foley, Cynthia Ann
BS 240	Emerg Med Technician	Course	A5	MAIN	12.00crd	9	0	Jan 13, 2017 May 14, 2017	MW	6:00 pm	10:00 pm	HCCTC	E		Lee, Darlene Ann
									MW	6:00 pm	10:00 pm	HCCTC	E		Beckley, Chad T.
			B0	MAIN	12.00crd	6	0	Jan 10, 2017 May 14, 2017	TF	6:30 pm	10:30 pm	HCCWC	101		Lee, Darlene Ann

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 240	Emerg Med Technician	Course	B0	MAIN	12.00crd	6	0	Jan 10, 2017 May 14, 2017	TF	6:30 pm	10:30 pm	HCCWC	101		Rogers, Douglas Scott
			W0	MAIN	12.00crd	10	0	Jan 13, 2017 May 14, 2017	MW	6:30 pm	10:30 pm	HCCWAM			Lee, Darlene Ann
									MW	6:30 pm	10:30 pm	HCCWAM			Rogers, Douglas Scott
BS 241	CPR-Basic	Course	01	MAIN	1.00crd	5	9	Jan 10, 2017 Mar 27, 2017	TR	9:30 am	10:50 am	HCC	WC	1	Collins, Tia Marie
			02	MAIN	1.00crd	9	9	Jan 10, 2017 Jan 22, 2017	Arr	12:00 am	12:01 am	HCC	WC	1	Collins, Tia Marie
			03	MAIN	1.00crd	4	9	May 6, 2017 May 7, 2017	AS	8:00 am	5:00 pm	HCC	WC	1	Collins, Tia Marie
BS 244	Emerg. Med.Training	Course	A5	MAIN	6.00crd	0	0	Jan 13, 2017 May 17, 2017	MW	12:00 pm	4:00 pm	HCCTC	E	1	Lee, Darlene Ann
									MW	12:00 pm	4:00 pm	HCCTC	E	1	Beckley, Chad T.
BS 246	Advance EMT	Course	A5	MAIN	13.00crd	4	0	Jan 10, 2017 May 12, 2017	MW	12:00 pm	4:00 pm	HCCTC	E	2	Lee, Darlene Ann
									MW	12:00 pm	4:00 pm	HCCTC	E	2	Beckley, Chad T.
			W0	MAIN	13.00crd	5	0	Jan 10, 2017 May 14, 2017	MW	12:00 pm	4:00 pm	HCCWAM			Lee, Darlene Ann
									MW	12:00 pm	4:00 pm	HCCWAM			Rogers, Douglas Scott
BTT105	Safety Build. Trades	Course	B5	MAIN	1.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC	101	101	
			S7	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	3:00 pm	OFF	SEN		Wertenberger, Paul P
			T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Victor Alan
BTT106	Intro Craft Skills	Course	S7	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	3:00 pm	OFF	SEN		Wertenberger, Paul P
			T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC			Cummins,
									Arr	11:47 am	2:54 pm	HCCTC			Victor Alan
BTT106A	Intro Craft Skills A	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Cummins, Victor Alan

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BTT109	Carpentry Basics	Course	S7	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017							Wertenberger, Paul P
BTT155	Res Interior Finish	Course	B7	MAIN	5.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	5.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Victor Alan
BTT155A	Res Inter.Carpntry A	Course	B7	MAIN	3.00crd	4	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Victor Alan
			T7	MAIN	3.00crd	0	25	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Dame, James
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	E
BTT155B	Res Interior Carpen	Course	B5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC		Victor Alan
			T7	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Dame, James
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	E
BTT159	Windows Doors Stairs	Course	B7	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	3.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Victor Alan
BTT159A	Windows Drs Strs A	Course	B7	MAIN	1.00crd	4	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	1.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Victor Alan
			T7	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Dame, James
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	E
BTT159B	Windows Drs Strs B	Course	B5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Cummins,
									Arr	11:47 am	2:54 pm	HCCTC	CTC		Victor Alan
			T7	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Dame, James
									Arr	11:47 am	2:54 pm	HCC	KB	KB	E

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BTT170	Painting/Finish/Dec.	Course	B7	MAIN	4.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:47 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	4.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Cummins,
									Arr	11:47 am	2:54 pm	HCC	KB	KB	Victor Alan
BTT170A	Paint/Fin/Decor A	Course	B7	MAIN	2.00crd	4	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Cummins,
									Arr	11:47 am	2:54 pm	HCC	KB	KB	Victor Alan
			T7	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Dame, James
									Arr	11:47 am	2:54 pm	HCC	KB	KB	E
BTT170B	Decor Res. Const B	Course	B5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Cummins,
									Arr	11:47 am	2:54 pm	HCC	KB	KB	Victor Alan
			T7	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Dame, James
									Arr	11:47 am	2:54 pm	HCC	KB	KB	E
BUS101	Introduction to Busi	Course	01	MAIN	3.00crd	4	18	Jan 10, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Young, Laura
									W	1:00 pm	2:20 pm	HCC	CT	104	L.
			OL1	MAIN	3.00crd	19	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lord, Eden Michele
			OL5	MAIN	3.00crd	12	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Clark, Jared R.
BUS102	Personal Finance	Course	01	MAIN	3.00crd	10	25	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Scott, Akilah M.
			OL5	MAIN	3.00crd	6	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Scott, Akilah M.
			W1	MAIN	3.00crd	13	25	Jan 17, 2017 May 12, 2017	T	9:00 am	11:59 am	OFF	WAM	9	Pinick, Sandra L.
BUS103	Accounting I	Course	01	MAIN	3.00crd	13	17	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	CT	109	Douglas, Ryan Michael
			M6	MAIN	3.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	MAR		Hynek, Karen Elaine
			OL1	MAIN	3.00crd	20	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kern, Mark A
BUS105	Accounting II	Course	01	MAIN	3.00crd	8	16	Jan 10, 2017 May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Day, Kimberly

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BUS116	Intro to Accounting	Course	01	MAIN	3.00crd	5	17	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	8	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Tanking, Anthony E.
BUS117	Computerized Account	Course	01	MAIN	3.00crd	4	17	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Vollmer, Mary Catherine
BUS120A	Professional Dev II	Course	01	MAIN	1.00crd	11	20	Jan 10, 2017 May 12, 2017	R	8:30 am	9:20 am	HCC	CT	107	Young, Laura L.
									R	8:30 am	9:20 am	HCC	CT	107	James, Linda
BUS120C	Professional Dev IV	Course	01	MAIN	1.00crd	1	25	Jan 10, 2017 May 12, 2017	R	8:30 am	9:20 am	HCC	CT	107	Young, Laura L.
									R	8:30 am	9:20 am	HCC	CT	107	James, Linda
BUS125	Human Resources	Course	OL1	MAIN	3.00crd	15	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gronniger, Eileen C.
BUS127	Prin Entrep. I	Course	OL1	MAIN	3.00crd	10	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Feuerbacher, Rebecca D.
BUS130	Micro Appl I	Course	01	MAIN	3.00crd	16	16	Jan 10, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Smith, Shelley R.
									R	9:30 am	10:50 am	HCC	CT	107	
			OL1	MAIN	3.00crd	19	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Browning, Kelly Christine
			OL2	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Pitts, Valerie A.
			OL5	MAIN	3.00crd	11	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Peters, Denise Herbers
			OLW	MAIN	3.00crd	6	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Peters, Denise Herbers
			W0	MAIN	3.00crd	9	15	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Pinick, Sandra L.
									R	6:30 pm	9:30 pm	OFF	WAM	9	
			W2	MAIN	3.00crd	10	15	Jan 17, 2017 May 12, 2017	W	9:00 am	11:59 am	OFF	WAM	9	Pinick, Sandra L.
BUS133	Micro Appl I: SS	Course	OL1	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
BUS181	Micro Appl I:Wd Proc	Course	01	MAIN	1.00crd	17	17	Jan 10, 2017 Mar 6, 2017	MW	10:00 am	10:50 am	HCC	CT	107	Young, Laura L.
			02	MAIN	1.00crd	11	17	Mar 8, 2017 May 12, 2017	MW	10:00 am	10:50 am	HCC	CT	107	Young, Laura L.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
BUS181	Micro Appl I:Wd Proc	Course	03	MAIN	1.00crd	14	17	Jan 10, 2017	Mar 6, 2017	MW	9:00 am	9:50 am	HCC	CT	107	Young, Laura L.
			04	MAIN	1.00crd	16	17	Mar 8, 2017	May 12, 2017	MW	9:00 am	9:50 am	HCC	CT	107	Young, Laura L.
			1H	MAIN	1.00crd	10	16	Feb 18, 2017	Feb 19, 2017	AS	8:00 am	5:00 pm	OFF	HOL		Peters, Denise Herbers
			OL3	MAIN	1.00crd	6	22	Jan 17, 2017	Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.
			OL5	MAIN	1.00crd	8	22	Mar 14, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.
BUS183	Micro Appl I:SS	Course	01	MAIN	1.00crd	15	17	Jan 10, 2017	Mar 6, 2017	MW	12:00 pm	12:50 pm	HCC	CT	107	Smith, Shelley R.
			OL3	MAIN	1.00crd	5	22	Jan 17, 2017	Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
			P0	MAIN	1.00crd	7	15	Mar 4, 2017	Mar 5, 2017	AS	9:00 am	5:00 pm	OFF	PER		Mryyan, Mahmud (Sam) A.
BUS189	MicroAppl I:Elec Bs	Course	A5	MAIN	1.00crd	9	15	Mar 20, 2017	Mar 21, 2017	MT	8:30 am	5:00 pm	OFF	ATC		Miller, Carrie Ann
			OL5	MAIN	1.00crd	6	22	Mar 14, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
BUS203	Macroeconomics	Course	01	MAIN	3.00crd	17	25	Jan 10, 2017	May 12, 2017	TR	12:30 pm	1:50 pm	HCC	CT	104	Young, Laura L.
			OL1	MAIN	3.00crd	20	22	Jan 17, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.
			OL3	MAIN	3.00crd	11	22	Jan 17, 2017	Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Welser, Cathy
			W0	MAIN	3.00crd	13	25	Jan 17, 2017	May 12, 2017	M	6:30 pm	9:30 pm	OFF	WAM	41	Sellak, Manaf
			W1	MAIN	3.00crd	8	25	Jan 17, 2017	May 12, 2017	W	6:30 pm	9:30 pm	OFF	WAM		Sellak, Manaf
BUS204	Microeconomics	Course	01	MAIN	3.00crd	15	25	Jan 10, 2017	May 12, 2017	TR	11:00 am	12:20 pm	HCC	CT	104	Young, Laura L.
			0H	MAIN	3.00crd	5	10	Jan 17, 2017	May 12, 2017	F	1:00 pm	3:59 pm	OFF	HOL	DL	Will, Mark A.
			OL1	MAIN	3.00crd	19	22	Jan 17, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Welser, Cathy
			OL5	MAIN	3.00crd	11	22	Mar 14, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Welser, Cathy
			W0	MAIN	3.00crd	13	22	Jan 17, 2017	May 12, 2017	T	6:30 pm	9:30 pm	OFF	WAM	41	Sellak, Manaf
BUS210	Marketing	Course	OL1	MAIN	3.00crd	14	20	Jan 17, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Shaffer, Angela Marie

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BUS216	Managerial Accountin	Course	01	MAIN	3.00crd	5	16	Jan 10, 2017 May 12, 2017	TR	12:30 pm	1:50 pm	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	26	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
BUS230	Prin Entrep. II	Course	OL1	MAIN	3.00crd	5	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Feuerbacher, Rebecca D.
CAD101	Tech Drawing I	Course	T5	MAIN	4.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD101B	Technical Drawing I	Course	T7	MAIN	2.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD111	Operating Systems	Course	T5	MAIN	4.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD111B	Operating Systems	Course	T7	MAIN	2.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD122	Measurements	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD131	Computer Graphics I	Course	T5	MAIN	5.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD131A	Computer Graphics I	Course	A5	MAIN	3.00crd	0	25	Jan 17, 2017 May 12, 2017	T	6:00 pm	9:00 pm	OFF	ATC		Lauts, Timothy J.
			T9	MAIN	3.00crd	1	20	Jan 10, 2017 May 12, 2017	Arr	8:00 am	2:54 pm	HCCTC	A	5	Lauts, Timothy J.
CAD131B	Computer Graphics I	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
			T7	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD151	Technical Drawing II	Course	T5	MAIN	4.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD151A	Technical Drawing II	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD151B	Technical Drawing II	Course	T5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
			T7	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD162	Word Processing	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	10:00 am	2:54 pm	HCCTC	A	5	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
CAD162A	Word Processing	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD162B	Word Processing	Course	T7	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD172	Algebra	Course	T5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD172A	Algebra	Course	T5	MAIN	1.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD172B	Algebra	Course	T5	MAIN	1.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD182	Computer Graphics II	Course	T5	MAIN	5.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD182A	Computer Graphics II	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
			T9	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	T	6:00 pm	9:00 pm	HCCTC	A	5	Lauts, Timothy J.
CAD182B	Computer Graphics II	Course	T5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
			T7	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD201	Tech. Drawing III	Course	T5	MAIN	4.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD211	Spreadsheets	Course	T5	MAIN	3.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
									Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
			T7	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	A	5	Staff, A
CAD221	Geometry	Course	T5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD232	Computer Graphic III	Course	T5	MAIN	5.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD232A	Comp. Graphics III	Course	T9	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	T	6:00 pm	9:00 pm	HCCTC	A	5	Lauts, Timothy J.
CAD232B	Comp. Graphics III	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
CAD251	Tech.Drawing IV	Course	T5	MAIN	4.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD261	Database	Course	T5	MAIN	4.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
									Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD271	Trigonometry	Course	T5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD282	Computer Graphics IV	Course	T5	MAIN	5.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
CJ 100	Intro To Criminal J	Course	W0	MAIN	3.00crd	5	20	Jan 17, 2017 May 12, 2017	R	6:30 pm	9:30 pm	OFF	WAM	42	Kampsen, Timothy R.
CJ 105	Intro to Correction	Course	01	MAIN	3.00crd	23	25	Jan 10, 2017 May 12, 2017	TR	11:00 am	12:20 pm	HCC	LSU	C	Ketchum, Eric D
CJ 110	Fund of Investigati	Course	01	MAIN	3.00crd	6	25	Jan 10, 2017 May 12, 2017	TR	2:00 pm	3:20 pm	HCC	LSU	C	Ketchum, Eric D
			OL1	MAIN	3.00crd	15	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
CJ 120	Juvenile Delinquency	Course	02	MAIN	3.00crd	25	25	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	LSU	C	Ketchum, Eric D
			OL1	MAIN	3.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jesseph, Jenny L.
CJ 140	Police Patrol Proced	Course	OL1	MAIN	3.00crd	9	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jesseph, Jenny L.
CJ 205	Critical Issues In L	Course	OL1	MAIN	3.00crd	7	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
CJ 220	Prac in Admin of Jus	Course	OL1	MAIN	3.00crd	1	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
CJ 220A	Administration of Ju	Course	OL5	MAIN	1.00crd	1	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
COL103	Coll Succ & Orient	Course	01	MAIN	1.00crd	13	16	Jan 10, 2017 Mar 3, 2017	Web	12:00 am	12:01 am	WEB	OL		Denton, Audrey Diane
									T	8:30 am	9:20 am	HCC	CT	109	
			02	MAIN	1.00crd	19	25	Jan 10, 2017 Mar 3, 2017	Web	12:00 am	12:01 am	WEB	OL		Leahy, Shayna Elizabeth
									F	1:00 pm	1:50 pm	HCC	ADM	Music	
col103	Coll Succ & Orient	Course	03	MAIN	1.00crd	11	25	Jan 10, 2017 Mar 3, 2017	F	1:00 pm	1:50 pm	HCC	CT	104	Woodruff, Kristin Renee

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
COL103	Coll Succ & Orient	Course	OL3	MAIN	1.00crd	14	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
			OL5	MAIN	1.00crd	14	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
			OLW	MAIN	1.00crd	5	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
COL103A	College Success & Or	Course	1H	MAIN	1.00crd	0	10	Mar 27, 2017 May 12, 2017	MW	11:30 am	12:59 pm	OFF	HOL	DL	Shaw, Erin E
			A5	MAIN	1.00crd	0	10	Mar 27, 2017 May 12, 2017	MW	11:30 am	12:59 pm	OFF	ATC	DL	Shaw, Erin E
			P0	MAIN	1.00crd	7	10	Mar 27, 2017 May 12, 2017	MW	11:30 am	12:59 pm	HCCPER	PERRY	1	Shaw, Erin E
			P1	MAIN	1.00crd	4	25	Mar 4, 2017 Mar 5, 2017	AS	9:00 am	5:00 pm	OFF	PER		Shaw, Erin E
			W1	MAIN	1.00crd	12	25	Jan 28, 2017 Jan 29, 2017	AS	8:00 am	5:00 pm	OFF	WAM		Hinrichs, Diane Elaine
			W2	MAIN	1.00crd	10	25	Apr 22, 2017 Apr 23, 2017	AS	8:00 am	5:00 pm	OFF	WAM		Hinrichs, Diane Elaine
COL182	Student Success Sem	Course	01	MAIN	1.00crd	17	0	Jan 26, 2017 Mar 16, 2017	Web	12:00 am	12:01 am	WEB	OL		Parsons, Lisa M.
									W	1:00 pm	1:50 pm	HCC	CT	107	
CRT190	Cert Trn Lab	Course	T5	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
									Arr	11:47 am	2:54 pm	HCCTC	F	6	
CRT191	Cert. Train Lab	Course	T5	MAIN	3.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
			T7	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Vollmer, Mary Catherine
CS 100	Yoga	Course	01	MAIN	0.00crd	19	20	Mar 2, 2017 May 4, 2017	R	6:30 pm	7:30 pm	HCC	FRM	Farm	TBD, TBD
CS 194	Beginning Excel	Course	P0	MAIN	0.00crd	0	0	Jan 12, 2017 Jan 12, 2017	R	8:00 am	11:59 am	OFF	PER		Schmidt, Daniel Joseph
			P1	MAIN	0.00crd	0	20	Feb 9, 2017 Feb 9, 2017	R	1:00 pm	4:00 pm	OFF	PER		Schmidt, Daniel Joseph
CS 198	Adv Excel	Course	P0	MAIN	0.00crd	0	0	Jan 12, 2017 Jan 12, 2017	R	1:00 pm	3:59 pm	OFF	PER		Schmidt, Daniel Joseph
			P1	MAIN	0.00crd	0	20	Feb 14, 2017 Feb 14, 2017	T	1:00 pm	4:00 pm	OFF	PER		Schmidt, Daniel Joseph
CS 284	MHFA Certification	Course	A5	MAIN	0.00crd	12	25	Jan 27, 2017 Jan 27, 2017	F	8:00 am	4:30 pm	OFF	ATC		Gormley, Casey Marie
			B0	MAIN	0.00crd	11	25	Apr 21, 2017 Apr 21, 2017	F	8:00 am	4:30 pm	OFF	BAL		Gormley, Casey Marie
			P0	MAIN	0.00crd	11	25	Mar 3, 2017 Mar 3, 2017	F	8:00 am	4:30 pm	OFF	PER		Gormley, Casey Marie

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
CS 286	CPR Refresher	Course	B0	MAIN	0.00crd	4	25	Apr 2, 2017 Apr 2, 2017	S	1:00 pm	5:00 pm	OFF	BAL		Ronnebaum, Connie L.
CST105	Industrial Comp Appl	Course	B7	MAIN	2.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC			Baker, Cara Marie
									Arr	11:47 am	2:54 pm	HCCWC			
									Arr	8:00 am	11:07 am	HCCWC			Nider, Kurtis A
									Arr	11:47 am	2:54 pm	HCCWC			
			T5	MAIN	2.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC			Miller, Carrie Ann
									Arr	8:00 am	11:07 am	HCCTC			Sowers, Daniel F
			T9	MAIN	2.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCC			Miller, Carrie Ann
CST106	Network Fund CCNA1	Course	T5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST152	Intro Networking	Course	T5	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST154	CompTIA A+ Essen	Course	T5	MAIN	3.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
CST156	Integrated Appl	Course	T5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	F	6	Wurzbacher, Theresa Ann
CST158	CompTIA A+ Prac	Course	T5	MAIN	3.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
CST159	Routers/Rtg CCNA2	Course	T5	MAIN	4.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	F	6	Wurzbacher, Theresa Ann
CST207	Tech Support Lab I	Course	T5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	F	6	Wurzbacher, Theresa Ann
CST208	Network Op Systems	Course	T5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
CST212	LAN Swth/WL CCNA3	Course	T5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
			T9	MAIN	4.00crd	9	0	Jan 10, 2017 May 12, 2017	TR	6:00 pm	9:00 pm	HCCTC	F	6	Wurzbacher, Theresa Ann
CST213	Network Op Sys Lab	Course	T5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
CST214	WAN Tech CCNA4	Course	T5	MAIN	4.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	F	6	Wurzbacher, Theresa Ann

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
CST214	WAN Tech CCNA4	Course	T9	MAIN	4.00crd	8	0	Jan 10, 2017 May 12, 2017	TR	6:00 pm	9:00 pm	HCCTC	F	6	Wurzbacher, Theresa Ann
DSL102	OSHA 10	Course	T5	MAIN	1.00crd	1	0	Jan 5, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL111	Fund. Operating Prin	Course	B5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101		Ryan
			T5	MAIN	4.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL121	Engine Maintenance	Course	B5	MAIN	2.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101		Ryan
			T5	MAIN	2.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL133	Diesel Engines I	Course	B5	MAIN	5.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Ryan
			T5	MAIN	5.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL141	Weld/Fabric Lab	Course	B5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101		Ryan
			T5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL152	Fuel Sys Diag/Repair	Course	B5	MAIN	4.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Ryan
			T5	MAIN	4.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL162	Elec/Electronic Sys	Course	B5	MAIN	5.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Ryan
			T5	MAIN	5.00crd	7	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL172	Brakes	Course	B5	MAIN	3.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101		Ryan
			T5	MAIN	3.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL182	Intro to Hydraulics	Course	B5	MAIN	3.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	101	101	Ryan

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
DSL182	Intro to Hydraulics	Course	T5	MAIN	3.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Dale Wayne
DSL201	Shop Safety II	Course	T5	MAIN	1.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL212	Adv Engine Ovrhaul	Course	T5	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL222	Adv Elec Diag/Rpr	Course	T5	MAIN	5.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL232	Hydraulic Comp Diag	Course	T5	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL251	Elec/Comp Diag/Rpr	Course	T5	MAIN	3.00crd	19	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL261	AC Diag/Repair	Course	T5	MAIN	3.00crd	19	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL272	Suspension/Steering	Course	T5	MAIN	3.00crd	12	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL275	Diesel Management	Course	T5	MAIN	3.00crd	17	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL281	Transmission Ovr/Dia	Course	T5	MAIN	3.00crd	17	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	10:00 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL291	Adv Clutch/Pwr Train	Course	T5	MAIN	3.00crd	17	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz, Frederick A.
ECH100	ECH Fundamentals	Course	01	MAIN	3.00crd	9	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley,
									M	4:00 pm	6:59 pm	HCC	LSU	A	Eleanor
			B0	MAIN	3.00crd	1	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley,
									M	4:00 pm	6:59 pm	OFF	BAL	DL	Eleanor
ECH101	Child Abuse & Neglec	Course	OL3	MAIN	1.00crd	10	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Courter, Cecelia Marie
			OL5	MAIN	1.00crd	7	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Courter, Cecelia Marie
ECH110	ECH Functions I	Course	01	MAIN	3.00crd	7	10	Mar 13, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley,
									M	4:00 pm	6:59 pm	HCC	LSU	A	Eleanor
ECH115	ECH Functions II	Course	P0	MAIN	3.00crd	5	20	Jan 17, 2017 Mar 10, 2017	Arr	12:00 am	12:01 am	OFF	PER		Hensley,
									Web	12:00 am	12:01 am	WEB	OL		Eleanor

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
ECH150	Creative Experiences	Course	01	MAIN	3.00crd	4	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL		Hensley,
									T	12:30 pm 3:29 pm	HCC	LSU	A	Eleanor
			0H	MAIN	3.00crd	1	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL		Hensley,
									T	12:30 pm 3:29 pm	OFF	HOL	DL	Eleanor
			OL5	MAIN	3.00crd	8	22	Mar 14, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Smith, Kay M.
			P0	MAIN	3.00crd	2	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL		Hensley,
									T	12:30 pm 3:29 pm	OFF	PER	DL	Eleanor
ECH180	ECH Literacy/Lg/Dev	Course	01	MAIN	3.00crd	1	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL		Hensley,
									W	2:30 pm 5:29 pm	HCC	LSU	A	Eleanor
			P0	MAIN	3.00crd	1	10	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL		Hensley,
									W	2:30 pm 5:29 pm	OFF	PER	DL	Eleanor
ED 101	Pre-professional Lab	Course	01	MAIN	1.00crd	6	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:01 am	HCC			Parsons, Lisa M.
			W0	MAIN	1.00crd	1	25	Jan 17, 2017 May 12, 2017	Arr	12:00 am 12:01 am	OFF	WAM		Motley, Angie C.
ED 102	Pre-prof. Lab II	Course	01	MAIN	1.00crd	1	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:01 am	HCC			Parsons, Lisa M.
ED 110	Introduction to Educ	Course	01	MAIN	3.00crd	10	25	Jan 10, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL		Rasmussen,
									R	11:00 am 12:20 pm	HCC	MS	1	Cheryl A.
			OL1	MAIN	3.00crd	8	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL		Lyle, Miranda S.
			OL5	MAIN	3.00crd	5	22	Mar 14, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Stegman, Jessica Anne
ELE100A	Elec Cont Ed	Course	T5	MAIN	0.50crd	0	0	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:00 pm	HCCTC	ETC		Perkins, Joseph F
ELE142	National Elec Code I	Course	T5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	ETC	ETC-1	Coder, Duane
									Arr	11:47 am 2:54 pm	HCCTC	ETC	ETC-1	L.
ELE151	Indust Wire/Design	Course	T5	MAIN	6.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am 2:54 pm	HCCTC	ETC		Coder, Duane L.
ELE161	Elec Motor Op/Cntrl	Course	T5	MAIN	6.00crd	20	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	ETC		Coder, Duane L.
ELE172	Fund Prog Logic Cnt	Course	T5	MAIN	2.00crd	20	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	ETC		Coder, Duane L.
ELE182	National El Code II	Course	T5	MAIN	4.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	ETC		Coder, Duane
									Arr	11:47 am 2:54 pm	HCCTC	ETC		L.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ENG095	Fund Read/Writng Beg	Course	01	MAIN	5.00crd	4	16	Jan 10, 2017 May 12, 2017	M-F	8:00 am	8:50 am	HCC	YH	101	Fulbright, Pamela J.
			02	MAIN	5.00crd	4	16	Jan 10, 2017 May 12, 2017	M-F	10:00 am	10:50 am	HCC	YH	102	Freeman, Stacy May
ENG096	Fund Read/Write Adv	Course	01	MAIN	3.00crd	12	16	Jan 10, 2017 May 12, 2017	TR	12:30 pm	1:50 pm	HCC	YH	102	Freeman, Stacy May
			02	MAIN	3.00crd	13	16	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	YH	101	Fulbright, Pamela J.
			03	MAIN	3.00crd	9	16	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	YH	101	Fulbright, Pamela J.
			OL1	MAIN	3.00crd	3	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Stegman, Jessica Anne
			W0	MAIN	3.00crd	10	10	Jan 17, 2017 May 12, 2017	T	7:00 pm	10:00 pm	OFF	WAM	DL	Donoho, Ronald
ENG101	Composition I	Course	01	MAIN	3.00crd	24	25	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	CT	117	Bryant, Gregory Wade
			03	MAIN	3.00crd	23	25	Jan 10, 2017 Mar 3, 2017	MWF	8:00 am	8:50 am	HCC	YH	102	Freeman,
									TR	8:00 am	9:20 am	HCC	YH	102	Stacy May
			04	MAIN	3.00crd	21	25	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	CT	104	Bryant, Gregory Wade
			0W	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	W	7:00 pm	10:00 pm	OFF	WET		Boyd, Linda Rose
			1H	MAIN	3.00crd	4	25	Jan 17, 2017 May 12, 2017	W	6:00 pm	9:00 pm	OFF	HOL		Harshaw, Deborah Lynne
			A5	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	M	3:00 pm	5:59 pm	OFF	ATC		Bryant, Mary L.
			OL1	MAIN	3.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Ford, Karen Warner
			OL2	MAIN	3.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Cummins, Brandon F.
			OL3	MAIN	3.00crd	9	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Taylor, Lillian C.
			OL5	MAIN	3.00crd	15	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Taylor, Lillian C.
			OLW	MAIN	3.00crd	6	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Ford, Karen Warner
			P0	MAIN	3.00crd	7	20	Jan 17, 2017 May 12, 2017	M	6:00 pm	9:00 pm	OFF	PER		Hanson, Robert Allen

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ENG101	Composition I	Course	P3	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	WF	10:00 am	11:29 am	OFF	PER		Dover, Barbara L. Higgins
			W0	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	W	9:00 am	11:59 am	OFF	WAM		Allen, Rebekah Jane
			W1	MAIN	3.00crd	11	20	Jan 17, 2017 May 12, 2017	W	6:30 pm	9:30 pm	OFF	WAM	48	Allen, Rebekah Jane
			W2	MAIN	3.00crd	9	20	Jan 17, 2017 May 12, 2017	T	1:00 pm	3:59 pm	OFF	WAM	48	Wika, Penelope
ENG102	Comp II: Lit/Resrch	Course	01	MAIN	3.00crd	17	25	Mar 6, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	YH	102	Freeman,
									TR	8:00 am	9:20 am	HCC	YH	102	Stacy May
			03	MAIN	3.00crd	24	25	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	CT	104	Bryant, Gregory Wade
			04	MAIN	3.00crd	22	25	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	MS	3	Bryant, Gregory Wade
			05	MAIN	3.00crd	14	25	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	CT	117	Jury, Karen
			06	MAIN	3.00crd	23	25	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	CT	117	Jury, Karen
			3H	MAIN	3.00crd	12	25	Jan 10, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	HOL	HOLHS	Harshaw, Deborah Lynne
			4H	MAIN	3.00crd	25	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	HOL	HOLHS	Harshaw, Deborah Lynne
			5H	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	HOR		Bush, Angela Renee
			6W	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	WIN		Kinzie Wisenbaker, Paige E.
			A0	MAIN	3.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	ALM		Wertzberger, Eileen J.
			A7	MAIN	3.00crd	12	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	ATC	ATCAH	Kaveler, LuAnn
			AB	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	AXT		Broxterman, Lisa
			C1	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	CEN		Gleason, Julie Ann
			F1	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	M-F	3:00 pm	3:59 pm	OFF	FFT		Gleason, Julie Ann
			H6	MAIN	3.00crd	22	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	HIA		Davis, Patty R
			HP	MAIN	3.00crd	1	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:50 am	OFF	HYT		Jennings, Emily L.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ENG102	Comp II: Lit/Resrch	Course	J0	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	JHT		Folger, Jeffrey Lamar
			M6	MAIN	3.00crd	23	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	MAR		Cook, Brian E.
			M7	MAIN	3.00crd	6	25	Jan 10, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	MAR		Cook, Brian E.
			MA	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	MCL		Hart, Josh B.
			MF	MAIN	3.00crd	17	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	MER		Sage, Lisa Ann
			MG	MAIN	3.00crd	17	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	MER		Sage, Lisa Ann
			O1	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	ONA		Marten, Catherine Renee
			O6	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	OSK		Avery, Samantha Kristen
			OL0	MAIN	3.00crd	17	0	Jan 9, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Cummins, Brandon F.
			OL1	MAIN	3.00crd	22	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kirby, Jaimie Michelle
			OL2	MAIN	3.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Harshaw, Deborah Lynne
			OL3	MAIN	3.00crd	13	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hesed, Joel
			OL5	MAIN	3.00crd	21	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hesed, Joel
			P0	MAIN	3.00crd	21	25	Jan 17, 2017 May 12, 2017	M	7:00 pm	10:00 pm	OFF	PER	DL	Allen, Rebekah Jane
			P1	MAIN	3.00crd	16	20	Jan 17, 2017 May 12, 2017	WF	1:00 pm	2:29 pm	OFF	PER		Dover, Barbara L. Higgins
			RA	MAIN	3.00crd	25	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	ROS		Hill, Deanna M.
			RB	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	ROS		Hill, Deanna M.
			S1	MAIN	3.00crd	22	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	SAB		Spangler, Carol Jean
			S2	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	SAB		Spangler, Carol Jean
			S6	MAIN	3.00crd	30	38	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	SEN		Hecht, Betty Joann
			SF	MAIN	3.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	STM		Brown, Katy J

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ENG102	Comp II: Lit/Resrch	Course	T1	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	TRY		Kinyon, Michaela Diane
			V1	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	VFL		Wedemeier, Suzanne Gail
			V6	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	VHT		Yungeberg, Jennifer Jo
			W0	MAIN	3.00crd	10	20	Jan 17, 2017 May 12, 2017	R	9:00 am	11:59 am	OFF	WAM	21	Allen, Rebekah Jane
			W1	MAIN	3.00crd	21	20	Jan 17, 2017 May 12, 2017	W	1:00 pm	3:59 pm	OFF	WAM	21	Allen, Rebekah Jane
			WB	MAIN	3.00crd	19	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	WAT		Clarkson, Neil D.
ENG103	Comp II: Rhet/Resrch	Course	01	MAIN	3.00crd	14	25	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	CT	117	Kelley, Michael Alan
			02	MAIN	3.00crd	24	25	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	CT	117	Kelley, Michael Alan
			03	MAIN	3.00crd	10	15	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	CT	113	Kelley, Michael Alan
ENG110	Technical Compositio	Course	A5	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	MWF	11:00 am	11:50 am	OFF	ATC		Wurzbacher, Theresa Ann
ENG202	American Literature	Course	W0	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	T	1:00 pm	3:59 pm	OFF	WAM		Allen, Rebekah Jane
ENG208	Intro to the Short	Course	01	MAIN	3.00crd	14	25	Jan 10, 2017 May 12, 2017	TR	11:00 am	12:20 pm	HCC	CT	117	Jury, Karen
ENG210	World Literature I	Course	01	MAIN	3.00crd	9	10	Jan 17, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	LSU	A	Bryant, Gregory Wade
ENG223	Creative Writing	Course	OL1	MAIN	3.00crd	7	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Harshaw, Deborah Lynne
			W1	MAIN	3.00crd	9	20	Jan 17, 2017 May 12, 2017	M	9:00 am	11:59 am	OFF	WAM	21	Allen, Rebekah Jane
ENO116	Intro to Enology	Course	W0	MAIN	3.00crd	3	12	Jan 17, 2017 May 12, 2017	A	9:00 am	6:00 pm	OFF	WAM		Trivedi, Maulik V.
ENO148	Winery Sanitation	Course	OL0	MAIN	3.00crd	15	0	Feb 1, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leonardelli, Michael John
ENO266	Sensory Evaluation	Course	W0	MAIN	3.00crd	2	25	Jan 17, 2017 May 12, 2017	A	9:00 am	6:00 pm	OFF	WAM		Trivedi, Maulik V.
ENO268	Wine/Must Analysis	Course	OL0	MAIN	3.00crd	9	0	Feb 1, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gump, Barry H
GEO212	World Regional Geogr	Course	01	MAIN	3.00crd	16	45	Jan 10, 2017 May 12, 2017	TR	12:30 pm	1:50 pm	HCC	LSU	D	Noll, William N.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
GEO212	World Regional Geogr	Course	OL1	MAIN	3.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paull, Darci A
			OL5	MAIN	3.00crd	10	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paull, Darci A
			W1	MAIN	3.00crd	7	20	Jan 17, 2017 May 12, 2017	M	6:30 pm	9:30 pm	OFF	WAM	7	Haddock, Brandon H.
HIS101	U S History I	Course	01	MAIN	3.00crd	28	45	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	LSU	D	Noll, William N.
			OL1	MAIN	3.00crd	19	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paton, John Robbins
			OL3	MAIN	3.00crd	7	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paton, John Robbins
			P0	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M	6:00 pm	9:00 pm	OFF	PER		Carter, Sean Patrick
			W0	MAIN	3.00crd	12	25	Jan 17, 2017 May 12, 2017	W	1:00 pm	3:59 pm	OFF	WAM		Sifdol, Raymond Lee
			W1	MAIN	3.00crd	11	20	Mar 14, 2017 May 12, 2017	TR	9:00 am	11:59 am	OFF	WAM	48	Seamans, Corwin
HIS102	U S History II	Course	01	MAIN	3.00crd	23	25	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	LSU	D	Noll, William N.
			6W	MAIN	3.00crd	13	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	WIN		Halling, Rebecca Jane
			A7	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	ATCAHS	ATCHS	Crouse, D. Edward
			E5	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	EFF		English, Paul F.
			F1	MAIN	3.00crd	8	25	Jan 10, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	FFT		Gunter, Bruce Michael
			O5	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	OSK		Miller, Robert David
			OL1	MAIN	3.00crd	10	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gwaltney, Herb
			OL5	MAIN	3.00crd	8	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gwaltney, Herb
			R0	MAIN	3.00crd	23	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	RCK		Zabel, Michael Joe
			WB	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	WAT		Orth, Tim S
HIS103	History of Western C	Course	W0	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	T	1:00 pm	3:59 pm	OFF	WAM		Sifdol, Raymond Lee
HIS104	His. of Wst. Civ. II	Course	01	MAIN	3.00crd	15	45	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	LSU	D	Noll, William N.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
HIS104	His. of Wst. Civ. II	Course	MG	MAIN	3.00crd	3	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	MER		Dolezilek, Shawn
			P0	MAIN	3.00crd	4	25	Jan 21, 2017 Feb 5, 2017	AS	9:00 am	5:00 pm	OFF	PER		Cates, John M.
HS 103	Legal Issues Health	Course	OL1	MAIN	3.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HS 105	Insurance Compliance	Course	OL1	MAIN	3.00crd	8	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HS 110	Pathopharmacology	Course	OL1	MAIN	4.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
									Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Lisa Beth
HS 118	CPT Coding I	Course	OL1	MAIN	3.00crd	4	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
									Web	12:00 am	12:01 am	WEB	OL	Online	Hammar, Patricia Ann
HS 125	ICD Coding Systems	Course	OL1	MAIN	3.00crd	5	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HS 210	ICD Coding II	Course	OL1	MAIN	3.00crd	2	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
									Web	12:00 am	12:01 am	WEB	OL	Online	Schottel, Roxanne Ranai
HS 225	Healthcare Code Prac	Course	OL1	MAIN	3.00crd	3	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HVA106	Technical Math	Course	T5	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA118	Elec Funamentals	Course	T5	MAIN	4.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA121	Domestic Refridg	Course	T5	MAIN	3.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA136	Elec Cir/Controls	Course	T5	MAIN	3.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:07 am	2:54 pm	HCCTC	CTC		
HVA140	Workplace Skills	Course	T5	MAIN	1.00crd	13	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA145	Sheet Metal	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
HVA158	Heat System Fund	Course	T5	MAIN	3.00crd	13	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA170	A C Control Systems	Course	T5	MAIN	3.00crd	13	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA175	Comm Refridgeration	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA181	Plumbing II	Course	T5	MAIN	2.00crd	13	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
			T7	MAIN	2.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:47 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IDS110	Cont Issues Sustain.	Course	01	MAIN	3.00crd	4	25	Jan 10, 2017 May 12, 2017	TR	2:00 pm	3:20 pm	HCC	MS	3	Collins, Linda M.
									TR	2:00 pm	3:20 pm	HCC	MS	3	Bryant, Gregory Wade
									TR	2:00 pm	3:20 pm	HCC	MS	3	Grossman, Theresa
									TR	2:00 pm	3:20 pm	HCC	MS	3	Eberly, Angela
									TR	2:00 pm	3:20 pm	HCC	MS	3	Kelley, Michael Alan
IDS130	Culture Context	Course	W0	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	R	9:00 am	11:59 am	OFF	WAM		Hinrichs, Diane Elaine
IWT105	Welding Safety	Course	B5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			B7	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey, Amanda Jo
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IWT115	Cutting Processes	Course	B5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			B7	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	10:00 am	2:54 pm	HCCWC	101		
			T5	MAIN	3.00crd	14	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am	12:25 pm	HCCTC	CTC	CTC	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
IWT115	Cutting Processes	Course	T5	MAIN	3.00crd	14	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey,
									Arr	11:47 am	12:25 pm	HCCTC	CTC	CTC	Amanda Jo
IWT125	Shld Mtl Arc Weldng	Course	B5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David
									Arr	11:47 am	2:54 pm	HCCWC	101		J.
			B7	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David
									Arr	11:47 am	2:54 pm	HCCWC	101		J.
			B9	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	M	6:00 pm	9:00 pm	HCCWC	101		Schwarz, David J.
			T5	MAIN	3.00crd	15	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Robert A.
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Amanda Jo
IWT135	Gas Mtl Arc Weld	Course	B5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David
									Arr	11:47 am	2:54 pm	HCCWC	101		J.
			B7	MAIN	3.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David
									Arr	11:47 am	2:54 pm	HCCWC	101		J.
			T5	MAIN	3.00crd	11	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Robert A.
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Amanda Jo
IWT135A	Gas Metal Arc Wld A	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	2:54 pm	HCCTC	CTC		Atkinson, Robert A.
									Arr	8:00 am	2:54 pm	HCCTC	CTC		Ramsey, Amanda Jo
IWT145	Gas Tung Arc Weld	Course	B5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David
									Arr	11:47 am	2:54 pm	HCCWC	101		J.
			B7	MAIN	3.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David
									Arr	11:47 am	2:54 pm	HCCWC	101		J.
			T5	MAIN	3.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Atkinson,
									Arr	11:47 am	2:54 pm	HCCTC	CTC		Robert A.
									Arr	8:00 am	11:07 am	HCCTC	CTC		Ramsey,
									Arr	11:47 am	2:54 pm	HCCTC	CTC		Amanda Jo
IWT145A	Gas Tungston Arc A	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	2:54 pm	HCCTC	CTC		Atkinson, Robert A.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
IWT145A	Gas Tungston Arc A	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	2:54 pm	HCCTC	CTC		Ramsey, Amanda Jo
IWT162	Blueprint Reading	Course	B5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			B7	MAIN	4.00crd	8	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	4.00crd	10	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey, Amanda Jo
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
IWT175	Shld Mtl Arc Weld II	Course	B5	MAIN	5.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	5.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Ramsey, Amanda Jo
IWT180	Gas Mtl Arc Weld II	Course	B5	MAIN	5.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			T5	MAIN	5.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Atkinson, Robert A.
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
									Arr	8:00 am	11:07 am	HCCTC	CTC		Ramsey, Amanda Jo
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
IWT185	Gas Tung Arc Weld II	Course	B5	MAIN	5.00crd	4	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		
			B7	MAIN	5.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101	101	
			T5	MAIN	5.00crd	6	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Atkinson, Robert A.
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
									Arr	8:00 am	11:07 am	HCCTC	CTC		Ramsey, Amanda Jo
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
			T7	MAIN	5.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
IWT190	Blueprint Read II	Course	B5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101		

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
IWT190	Blueprint Read II	Course	B7	MAIN	3.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	101	101	
			T5	MAIN	3.00crd	13	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	10:07 am	HCCTC	CTC		Atkinson, Robert A.
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
									Arr	8:00 am	10:07 am	HCCTC	CTC		Ramsey, Amanda Jo
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
LG 100	Conv. Spanish	Course	01	MAIN	2.00crd	1	25	Jan 10, 2017 May 12, 2017	TR	2:00 pm	3:00 pm	HCC	CT	121	Andersen, Carol Mable
LG 101	Spanish I	Course	01	MAIN	5.00crd	11	25	Jan 10, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Andersen, Carol Mable
									MWF	8:00 am	8:50 am	HCC	CT	121	
			OL1	MAIN	5.00crd	19	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mathews, Alan T.
			P4	MAIN	5.00crd	13	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:50 am	OFF	PER	PERHS	Ferguson, Racheal A.
			W0	MAIN	5.00crd	13	30	Jan 17, 2017 May 12, 2017	MR	4:00 pm	6:29 pm	OFF	WAM		Berumen, Graciela
			W9	MAIN	5.00crd	21	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	WAM		Sprenkle, Suzanne K.
LG 102	Spanish II	Course	01	MAIN	5.00crd	3	25	Jan 10, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Andersen, Carol Mable
									MWF	9:00 am	9:50 am	HCC	CT	104	
			OL1	MAIN	5.00crd	11	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mathews, Alan T.
			P4	MAIN	5.00crd	7	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	PER	PERHS	Ferguson, Racheal A.
			W9	MAIN	5.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	WAM HS		Sprenkle, Suzanne K.
LS 102	Children`s Literatur	Course	OL5	MAIN	3.00crd	21	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Karns, Jessica D.
M 101	Music Fundamentals	Course	01	MAIN	3.00crd	2	10	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 103	Music History and Ap	Course	01	MAIN	3.00crd	24	25	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
			0H	MAIN	3.00crd	2	10	Jan 17, 2017 May 12, 2017	M	1:00 pm	3:59 pm	OFF	HOL	DL	Sigmon, Gwyneth B.
			OL1	MAIN	3.00crd	5	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leahy, Shayna Elizabeth

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
M 103	Music History and Ap	Course	OL5	MAIN	3.00crd	17	22	Mar 14, 2017	May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Sigmon, Gwyneth B.
			OLW	MAIN	3.00crd	6	0	Dec 14, 2016	Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Meyer, Jeffrey Jacob
			P0	MAIN	3.00crd	5	10	Jan 17, 2017	May 12, 2017	M	1:00 pm	3:59 pm	OFF	PER	DL	Sigmon, Gwyneth B.
			W0	MAIN	3.00crd	16	25	Jan 17, 2017	May 12, 2017	T	6:30 pm	9:30 pm	OFF	WAM	21	Gbur, Bruce E.
M 105	Applied Keyboard I	Course	01	MAIN	1.00crd	1	5	Jan 10, 2017	May 12, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Scholz, Lisa Renee
M 106	Applied Keyboard II	Course	01	MAIN	1.00crd	1	4	Jan 10, 2017	May 12, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Scholz, Lisa Renee
M 107	Applied Music I Voc	Course	01	MAIN	1.00crd	0	4	Mar 17, 2017	May 12, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 112	Appl Music II (Ins)	Course	01	MAIN	1.00crd	2	5	Jan 10, 2017	May 12, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Scholz, Lisa Renee
M 113	Vocal Ens-Lads/Lass	Course	01	MAIN	1.00crd	4	25	Jan 10, 2017	May 12, 2017	MW	1:00 pm	2:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 114	Voc Ens-Lads/Lass II	Course	01	MAIN	1.00crd	2	25	Jan 10, 2017	May 12, 2017	MW	1:00 pm	2:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 115	Chorus I	Course	01	MAIN	1.00crd	5	25	Jan 10, 2017	May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 116	Chorus II	Course	01	MAIN	1.00crd	6	25	Jan 10, 2017	May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 145	Aural Skills II	Course	01	MAIN	2.00crd	2	10	Jan 10, 2017	May 12, 2017	TR	10:00 am	10:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 146	Music Theatre Hist	Course	01	MAIN	3.00crd	4	25	Jan 10, 2017	May 12, 2017	TR	12:30 pm	1:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 162	Intro to World Music	Course	01	MAIN	3.00crd	13	25	Jan 10, 2017	May 12, 2017	TR	11:00 am	12:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 201	Music Theory II	Course	01	MAIN	3.00crd	2	10	Jan 10, 2017	May 12, 2017	MWF	10:00 am	10:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 215	Chorus III	Course	01	MAIN	1.00crd	2	25	Jan 10, 2017	May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 216	Chorus IV	Course	01	MAIN	1.00crd	1	25	Jan 10, 2017	May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 225	Applied Keyboard III	Course	01	MAIN	1.00crd	3	4	Jan 10, 2017	May 12, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Scholz, Lisa Renee

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
MAT090	Fundamentals of Math	Course	01	MAIN	3.00crd	15	16	Jan 10, 2017 May 12, 2017	TR	11:00 am 12:20 pm	HCC	CT	109	Smith, Shelley R.
			02	MAIN	3.00crd	11	16	Jan 10, 2017 May 12, 2017	MWF	11:00 am 11:50 am	HCC	CT	107	Smith, Shelley R.
			03	MAIN	3.00crd	15	16	Jan 10, 2017 May 12, 2017	MWF	9:00 am 9:50 am	HCC	CT	109	Smith, Shelley R.
			OL1	MAIN	3.00crd	9	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Hurn, Michelle
			OL3	MAIN	3.00crd	6	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Stallbaumer, Jessica Jean
			P0	MAIN	3.00crd	4	10	Jan 17, 2017 May 12, 2017	R	6:00 pm 9:00 pm	OFF	PER		McCulley, David E.
MAT100	Beginning Algebra	Course	01	MAIN	3.00crd	18	20	Jan 10, 2017 May 12, 2017	MWF	12:00 pm 12:50 pm	HCC	CT	113	Hurn, Michelle
			02	MAIN	3.00crd	18	20	Jan 10, 2017 May 12, 2017	MWF	10:00 am 10:50 am	HCC	CT	117	Smith, Shelley R.
			04	MAIN	3.00crd	21	20	Jan 10, 2017 May 12, 2017	TR	12:30 pm 1:50 pm	HCC	CT	117	Will, Mark A.
			05	MAIN	3.00crd	20	20	Jan 10, 2017 May 12, 2017	MWF	9:00 am 9:50 am	HCC	CT	113	Hurn, Michelle
			1H	MAIN	3.00crd	3	30	Jan 17, 2017 May 12, 2017	W	2:00 pm 4:59 pm	OFF	HOL		Nagy, David James
			OL1	MAIN	3.00crd	20	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Heddens, Margaret
			OL3	MAIN	3.00crd	9	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Smith, Shelley R.
			OL5	MAIN	3.00crd	15	22	Mar 14, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Smith, Shelley R.
			OLW	MAIN	3.00crd	11	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Smith, Shelley R.
			P1	MAIN	3.00crd	9	20	Jan 17, 2017 May 12, 2017	T	6:00 pm 9:00 pm	OFF	PER		Anderson, Carla P.
			W1	MAIN	3.00crd	6	30	Jan 17, 2017 Mar 10, 2017	TR	1:00 pm 3:59 pm	OFF	WAM		Skochdopole, Janet K.
MAT103	Intermediate Algebra	Course	01	MAIN	3.00crd	8	17	Jan 10, 2017 Mar 3, 2017	MWF	11:00 am 11:50 am	HCC	MS	6	Heddens, Margaret
									TR	11:00 am 12:20 pm	HCC	MS	6	
			02	MAIN	3.00crd	23	25	Jan 10, 2017 May 12, 2017	MWF	10:00 am 10:50 am	HCC	CT	113	Hurn, Michelle
			03	MAIN	3.00crd	18	25	Jan 10, 2017 May 12, 2017	TR	12:30 pm 1:50 pm	HCC	CT	113	Hurn, Michelle
			04	MAIN	3.00crd	22	25	Jan 10, 2017 May 6, 2017	TR	9:30 am 10:50 am	HCC	CT	113	Hurn, Michelle

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
MAT103	Intermediate Algebra	Course	0H	MAIN	3.00crd	4	25	Jan 17, 2017 May 12, 2017	M	1:00 pm	3:59 pm	OFF	HOL		Schmidt, Daniel Joseph
			OL1	MAIN	3.00crd	16	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hurn, Jeffrey
			OL3	MAIN	3.00crd	19	18	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Andrews, Vern
			OL5	MAIN	3.00crd	10	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Andrews, Vern
			OLW	MAIN	3.00crd	5	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hurn, Jeffrey
			P0	MAIN	3.00crd	5	20	Jan 17, 2017 May 12, 2017	M	3:00 pm	5:59 pm	OFF	PER		Langland, Lisa Anne
			P1	MAIN	3.00crd	8	20	Jan 17, 2017 May 12, 2017	R	6:00 pm	9:00 pm	OFF	PER		Saadi, Hakim
			W0	MAIN	3.00crd	14	20	Jan 17, 2017 May 12, 2017	R	6:30 pm	9:30 pm	OFF	WAM		Nagy, David James
			W1	MAIN	3.00crd	11	20	Jan 17, 2017 May 12, 2017	MW	9:00 am	10:29 am	OFF	WAM	20	White, Carol L.
			W2	MAIN	3.00crd	7	25	Mar 14, 2017 May 12, 2017	TR	1:00 pm	3:59 pm	OFF	WAM		Skochdopole, Janet K.
MAT104	College Algebra	Course	01	MAIN	3.00crd	21	25	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	MS	6	Heddens, Margaret
			02	MAIN	3.00crd	15	25	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	MS	6	Heddens, Margaret
			03	MAIN	3.00crd	14	25	Jan 10, 2017 May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	MS	6	Heddens, Margaret
			04	MAIN	3.00crd	8	8	Mar 6, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	MS	6	Heddens,
									TR	11:00 am	12:20 pm	HCC	MS	6	Margaret
			0M	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	MID		Swendson, Carl Alan
			0W	MAIN	3.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	WET		Strathman, Thelma
			1H	MAIN	3.00crd	14	20	Jan 17, 2017 May 12, 2017	M	6:00 pm	9:00 pm	OFF	HOL		Schmidt, Daniel Joseph
			4H	MAIN	3.00crd	30	32	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	HOL	HOLHS	Barta, Brooks Alan
			6H	MAIN	3.00crd	12	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	HOR		Rebant, David Patrick
			B1	MAIN	3.00crd	13	25	Jan 17, 2017 May 12, 2017	R	6:30 pm	9:30 pm	OFF	BAL	DL	Kilhoffer, Jonathon R.
			E5	MAIN	3.00crd	4	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	EFF		Kimmi, Angela Marie

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
MAT104	College Algebra	Course	H6	MAIN	3.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am 11:59 am	OFF	HIA		Kliewer, Karl H.
			HP	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am 8:59 am	OFF	HYT		Adams, William R.
			M6	MAIN	3.00crd	3	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am 10:59 am	OFF	MAR		Crowther, Mickie Anne
			MG	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am 10:59 am	OFF	MER		Grose, Leslie Lee
			OL1	MAIN	3.00crd	16	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Jacobs, Lauren
			OL2	MAIN	3.00crd	10	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Lang, Luke T.
			OL3	MAIN	3.00crd	5	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Hobbs, Donna Marie
			OL5	MAIN	3.00crd	12	22	Mar 14, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Hobbs, Donna Marie
			OLW	MAIN	3.00crd	12	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Jacobs, Lauren
			P0	MAIN	3.00crd	20	23	Jan 17, 2017 May 12, 2017	MWF	9:00 am 9:50 am	OFF	PER	DL	Schmidt, Daniel Joseph
			P1	MAIN	3.00crd	10	20	Jan 17, 2017 May 12, 2017	W	6:00 pm 9:00 pm	OFF	PER		McCulley, David E.
			P2	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	WF	2:30 pm 3:59 pm	OFF	PER		Langland, Lisa Anne
			P4	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am 8:59 am	OFF	PER	PERHS	Packard, Kasi H.
			S6	MAIN	3.00crd	20	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm 2:59 pm	OFF	SEN		Thomas, Jon Kurtis
			T1	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am 10:59 am	OFF	TRY		Shaginaw, Richard Adam
			V1	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm 2:59 pm	OFF	VFL		Cooper, Seth A
			W1	MAIN	3.00crd	14	20	Jan 17, 2017 May 12, 2017	TR	10:30 am 11:59 am	OFF	WAM		Lange, Ben W.
			W2	MAIN	3.00crd	13	25	Jan 17, 2017 May 12, 2017	MW	1:00 pm 2:29 pm	OFF	WAM		White, Carol L.
			W3	MAIN	3.00crd	6	25	Mar 13, 2017 May 11, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Hobbs, Donna Marie
									M	6:30 pm 9:30 pm	OFF	WAM		
			W9	MAIN	3.00crd	18	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am 10:59 am	OFF	WAM HS		Scoggins, John Paul
			WB	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am 9:59 am	OFF	WAT		Snider, Steven Joseph

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
MAT105	Trigonometry	Course	01	MAIN	3.00crd	5	25	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	MS	6	Heddens, Margaret
			A7	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	ATCAHS	ATCHS	Deware, Kaylene R
			AB	MAIN	3.00crd	1	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	AXT		Kuckelman, Rosalie
			C1	MAIN	3.00crd	4	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	CEN		Stallbaumer, Jessica Jean
			E5	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	EFF		Kimmi, Angela Marie
			F1	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	FFT		Roeder, Linda
			M6	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	MAR		Crowther, Mickie Anne
			MA	MAIN	3.00crd	3	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	MCL		Hoffman, Troy
			MG	MAIN	3.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	MER		Grose, Leslie Lee
			OL1	MAIN	3.00crd	3	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Heddens, Margaret
			RA	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	ROS		Copeland, Cathy J.
			SF	MAIN	3.00crd	12	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	STM		O Halloran, Shawna E.
			W0	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	T	6:30 pm	9:30 pm	OFF	WAM	44	Lange, Ben W.
MAT106	Calculus I	Course	C1	MAIN	5.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	CEN		Roeder, Linda
			E5	MAIN	5.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	EFF		Kimmi, Angela Marie
			H6	MAIN	5.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	HIA		Kliewer, Karl H.
			M6	MAIN	5.00crd	1	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	MAR		Crowther, Mickie Anne
			O1	MAIN	5.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	3:00 pm	3:59 pm	OFF	ONA		Kocher, Ann
			OL1	MAIN	5.00crd	5	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lang, Luke T.
			RA	MAIN	5.00crd	7	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	ROS		Copeland, Cathy J.
			S6	MAIN	5.00crd	9	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	SEN		Meyer, Sharon

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
MAT106	Calculus I	Course	SF	MAIN	5.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	10:00 am	10:59 am	OFF	STM		O Halloran, Shawna E.
			W0	MAIN	5.00crd	6	25	Jan 17, 2017 May 12, 2017	MW	4:00 pm	6:29 pm	OFF	WAM		Wege, Ashley A.
MAT107	Gen. Calc & Lin. Alg	Course	W1	MAIN	3.00crd	17	25	Jan 17, 2017 May 12, 2017	T	6:30 pm	9:30 pm	OFF	WAM	47	Webb, Gregory W
MAT110	Calculus II	Course	W0	MAIN	5.00crd	8	25	Jan 17, 2017 May 12, 2017	MW	4:00 pm	6:29 pm	OFF	WAM	44	White, Carol L.
			W1	MAIN	5.00crd	5	10	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:50 am	OFF	WAM	DL	White, Carol L.
MAT201	Calculus III	Course	W0	MAIN	5.00crd	6	25	Jan 17, 2017 May 12, 2017	MW	4:00 pm	6:29 pm	OFF	WAM	44	Draper, Dean
MAT202	Differential Equatio	Course	W0	MAIN	5.00crd	8	20	Jan 17, 2017 May 12, 2017	MW	6:30 pm	9:00 pm	OFF	WAM		Draper, Dean
MAT203	Basic Statistics	Course	01	MAIN	3.00crd	18	23	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	MS	6	Will, Mark A.
			0H	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	M	6:00 pm	9:00 pm	OFF	HOL		Will, Mark A.
			O1	MAIN	3.00crd	2	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	ONA		Kocher, Ann
			OL1	MAIN	3.00crd	16	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jacobs, Lauren
			OL2	MAIN	3.00crd	11	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Coffee, Susan B.
			OL5	MAIN	3.00crd	19	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Coffee, Susan B.
			P1	MAIN	3.00crd	7	20	Jan 17, 2017 May 12, 2017	R	6:00 pm	9:00 pm	OFF	PER		Langland, Lisa Anne
			R0	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	RCK		Koelzer, Donna M.
			RA	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	ROS		Copeland, Cathy J.
			S1	MAIN	3.00crd	14	25	Jan 10, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	SAB		Stallbaumer, Jacque Lynn
			SF	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	STM		O Halloran, Shawna E.
			W1	MAIN	3.00crd	10	15	Jan 17, 2017 May 12, 2017	W	6:30 pm	9:30 pm	OFF	WAM	47	Schumm, Walter R.
			W2	MAIN	3.00crd	15	20	Jan 17, 2017 May 12, 2017	TR	2:30 pm	3:59 pm	OFF	WAM	47	White, Carol L.
MFT110	Bluprnt Read/Geo Dim	Course	T5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
MFT120	Precision Measure	Course	T5	MAIN	2.00crd	4	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
MOA113	Clinical Intern I	Course	B5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Dominguez, Melanie Lane
									Arr	11:47 am	2:54 pm	HCCWC	101	101	
			T5	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am	2:54 pm	HCCTC	A	4	
			T7	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Prudden, Christina Lynn
									Arr	11:47 am	2:54 pm	HCCTC	F		
MOA114	Patient Care I	Course	OL0	MAIN	4.00crd	7	0	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Prudden, Christina Lynn
MOA121	Prin.of Pharmacology	Course	B5	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Dominguez, Melanie Lane
									Arr	11:40 am	2:54 pm	HCCWC	101	101	
			OL0	MAIN	3.00crd	7	0	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Woolever, Sharon Marie
			T5	MAIN	3.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	A	4	Prudden, Christina Lynn
MOA123	Ins. Billing/Coding	Course	OL0	MAIN	3.00crd	7	0	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Adkins, Jared Wayne
MOA125	Medical Terminology	Course	B5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:08 am	HCCWC	101	101	Dominguez, Melanie Lane
MOA128	Body Struc/Functions	Course	B5	MAIN	3.00crd	2	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Dominguez, Melanie Lane
MOA133	Administ. Aspects II	Course	B5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Moeller, Jessie Lynn
									Arr	11:47 am	2:54 pm	HCCWC	101	101	
			OL0	MAIN	3.00crd	7	0	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Woolever, Sharon Marie
			T5	MAIN	3.00crd	9	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	A	4	Prudden, Christina Lynn
MOA134	Patient Care II	Course	B5	MAIN	3.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCWC			Dominguez, Melanie Lane
			T5	MAIN	3.00crd	18	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am	2:54 pm	HCCTC	A	4	
MOA135	Clinical Intern II	Course	B5	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Dominguez, Melanie Lane
									Arr	11:47 am	2:54 pm	HCCWC	101	101	
			T5	MAIN	2.00crd	5	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am	2:54 pm	HCCTC	A	4	
			T7	MAIN	2.00crd	1	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Prudden, Christina Lynn
									Arr	11:47 am	2:54 pm	HCCTC	F		

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
MOA136	Clinical Lab Proced	Course	B5	MAIN	4.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCWC			Dominguez, Melanie Lane
			T5	MAIN	4.00crd	18	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Prudden,
									Arr	11:47 am	2:54 pm	HCCTC	A	3	Christina Lynn
MOA137	Med Prof Issues	Course	B5	MAIN	2.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCWC	101	101	Moeller, Jessie Lynn
									Arr	8:00 am	11:07 am	HCCWC	101	101	Dominguez, Melanie Lane
MT 110	Intro Mass Communica	Course	OL1	MAIN	3.00crd	6	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
MT 112	Media Techonology I	Course	01	MAIN	3.00crd	3	8	Jan 10, 2017 May 12, 2017	T	2:00 pm	5:00 pm	HCC	CT	108	Gross, Glen
									T	2:00 pm	5:00 pm	HCC	CT	108	Albers, Jaime Lynn
MT 114	Media Tech III	Course	02	MAIN	1.00crd	1	10	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	CT	108	Gross, Glen
									Arr	12:00 am	12:01 am	HCC	CT	108	Albers, Jaime Lynn
NET195	Cert. Trn Lab NET+	Course	T5	MAIN	3.00crd	3	0	Jan 10, 2017 May 12, 2017	Arr	11:47 am	2:54 pm	HCCTC	F	6	Wurzbacher, Theresa Ann
NUR130	IV Therapy for LPN	Course	T5	MAIN	3.00crd	9	0	Jan 17, 2017 Mar 10, 2017	Arr	8:30 am	8:00 pm	HCCTC	F		Vanwey, Cheryl Lynn
									Arr	8:30 am	8:00 pm	HCCTC	F		Morton, Mabel Ann
NUR150	KSPN Gerontology	Course	T5	MAIN	2.00crd	29	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Folsom, Amy
									Arr	8:00 am	11:07 am	HCCTC	F		Noel
									Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	8:00 am	11:07 am	HCCTC	F		
NUR156	KSPN Mental Hlth Nur	Course	T5	MAIN	2.00crd	31	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Carolus, Robin
									Arr	11:47 am	2:54 pm	HCCTC	F		R.
									Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F		
NUR157	KSPN Mat Chld Nurs	Course	T5	MAIN	2.00crd	31	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Vanwey,
									Arr	11:47 am	2:54 pm	HCCTC	F		Cheryl Lynn
									Arr	8:00 am	11:07 am	HCCTC	F		Folsom, Amy
									Arr	11:47 am	2:54 pm	HCCTC	F		Noel
									Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F		

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building Room	Instructors
NUR159	KSPN Med-Sur Nurs II	Course	T5	MAIN	4.00crd	31	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	F	Folsom, Amy Noel
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Carolus, Robin R.
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Zaccardi, Jane
									Arr	11:47 am 2:54 pm	HCCTC	F	
NUR162	Critical Thk in Nurs	Course	T5	MAIN	2.00crd	29	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	F	Carolus, Robin R.
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Zaccardi, Jane
									Arr	11:47 am 2:54 pm	HCCTC	F	
NUR163	Nursing Ldshp & Mgmt	Course	T5	MAIN	2.00crd	29	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	F	Carolus, Robin R.
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Zaccardi, Jane
									Arr	11:47 am 2:54 pm	HCCTC	F	
NUR168	KSPN Mat Ch. Nur Cli	Course	T5	MAIN	1.00crd	31	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	F	Vanwey, Cheryl Lynn
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Folsom, Amy Noel
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Zaccardi, Jane
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Henning, Angela Marie
									Arr	11:47 am 2:54 pm	HCCTC	F	
NUR170	KSPN Med.Sur. Nur II	Course	T5	MAIN	3.00crd	29	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	F	Kettler, Katie Lynn
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Folsom, Amy Noel
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Roloff, Camron Leigh
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Carolus, Robin R.
									Arr	11:47 am 2:54 pm	HCCTC	F	
									Arr	8:00 am 11:07 am	HCCTC	F	Zaccardi, Jane
									Arr	11:47 am 2:54 pm	HCCTC	F	
NUR172	Clinical Simulations	Course	T5	MAIN	1.00crd	31	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am 11:07 am	HCCTC	F	Mady, Jill Renee
									Arr	11:47 am 2:54 pm	HCCTC	F	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
NUR172	Clinical Simulations	Course	T5	MAIN	1.00crd	31	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F		
NUR201	Cert Nurse Aide	Course	A5	MAIN	6.00crd	8	0	Jan 11, 2017 Feb 24, 2017	MWF	4:00 pm	8:30 pm	HCCTC	E	2	Lee, Darlene Ann
									MWF	4:00 pm	8:30 pm	HCCTC	E	2	Whitfield, Billie Kay
			A6	MAIN	6.00crd	19	0	Mar 1, 2017 May 10, 2017	MW	4:00 pm	8:30 pm	HCCTC	E	2	Lee, Darlene Ann
									MW	4:00 pm	8:30 pm	HCCTC	E	2	Smith, Corby Marie
			A7	MAIN	6.00crd	7	0	Jan 10, 2017 Mar 9, 2017	TR	4:00 pm	9:00 pm	HCCTC	E	2	Lee, Darlene Ann
									TR	4:00 pm	9:00 pm	HCCTC	E	2	Lutz, Barbara Ann
			A8	MAIN	6.00crd	6	0	Mar 16, 2017 May 11, 2017	Web	12:00 am	12:01 am	WEB	OL		Fultz, Elaine P.
									R	4:00 pm	9:00 pm	HCCTC	E		
									Web	12:00 am	12:01 am	WEB	OL		Lee, Darlene Ann
									R	4:00 pm	9:00 pm	HCCTC	E		
			B0	MAIN	6.00crd	9	0	Apr 4, 2017 May 16, 2017	Web	12:00 am	12:01 am	WEB			Lee, Darlene Ann
									T	4:00 pm	9:00 pm	HCCWC	101	101	
									Web	12:00 am	12:01 am	WEB			Harbolt, Ashley Breann
									T	4:00 pm	9:00 pm	HCCWC	101	101	
			B1	MAIN	6.00crd	11	0	Jan 17, 2017 Feb 28, 2017	Web	12:00 am	12:01 am	WEB			Lee, Darlene Ann
									T	4:00 pm	9:00 pm	HCCWC	101	101	
									Web	12:00 am	12:01 am	WEB			Harbolt, Ashley Breann
									T	4:00 pm	9:00 pm	HCCWC	101	101	
			B2	MAIN	6.00crd	12	0	Jan 10, 2017 Mar 15, 2017	Web	12:00 am	12:01 am	WEB			Lee, Darlene Ann
									MWR	4:00 pm	9:00 pm	HCCWC	101	101	
									Web	12:00 am	12:01 am	WEB			Hoffman, Larissa Lea
									MWR	4:00 pm	9:00 pm	HCCWC	101	101	
			P1	MAIN	6.00crd	6	0	Mar 4, 2017 May 13, 2017	Web	12:00 am	12:01 am	WEB	OL		Lee, Darlene Ann
									AS	7:00 am	12:00 pm	HCCPER			
									Web	12:00 am	12:01 am	WEB	OL		Kalous, Kara Lorraine
									AS	7:00 am	12:00 pm	HCCPER			
			V1	MAIN	6.00crd	13	0	Jan 18, 2017 Mar 15, 2017	Web	12:00 am	12:01 am	WEB			Lee, Darlene Ann
									W	5:00 pm	10:00 pm	OFF	VFL	DL	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
NUR201	Cert Nurse Aide	Course	V1	MAIN	6.00crd	13	0	Jan 18, 2017 Mar 15, 2017	Web	12:00 am	12:01 am	WEB			Correll, Susan Ann
									W	5:00 pm	10:00 pm	OFF	VFL	DL	
			V2	MAIN	6.00crd	6	0	Mar 27, 2017 May 15, 2017	MW	5:00 pm	10:00 pm	OFF	VFL	DL	Lee, Darlene Ann
									MW	5:00 pm	10:00 pm	OFF	VFL	DL	Correll, Susan Ann
			W0	MAIN	6.00crd	12	0	Jan 7, 2017 Feb 19, 2017	Web	12:00 am	12:01 am	WEB			Lee, Darlene Ann
									AS	1:00 pm	9:00 pm	HCCWAM			
									Web	12:00 am	12:01 am	WEB			Kalous, Kara Lorraine
									AS	1:00 pm	9:00 pm	HCCWAM			
NUR202	Cert Medication Aide	Course	A5	MAIN	5.00crd	7	0	Mar 14, 2017 May 11, 2017	TR	4:00 pm	9:00 pm	HCCTC	E		Lee, Darlene Ann
									TR	4:00 pm	9:00 pm	HCCTC	E		Lutz, Barbara Ann
			B1	MAIN	5.00crd	5	0	Mar 2, 2017 Apr 17, 2017	RF	4:00 pm	9:00 pm	HCCWC	101	101	Rosine, Brenda Kay
									RF	4:00 pm	9:00 pm	HCCWC	101	101	Lee, Darlene Ann
			P0	MAIN	5.00crd	7	0	Mar 4, 2017 Apr 28, 2017	A	7:00 am	4:00 pm	HCCPER			Lee, Darlene Ann
									A	7:00 am	4:00 pm	HCCPER			Hart, Sara Kay
NUR203	Med Aide Certif Up	Course	A5	MAIN	1.00crd	7	0	Mar 1, 2017 Mar 3, 2017	WF	4:00 pm	9:00 pm	HCCTC	E	2	Lee, Darlene Ann
									WF	4:00 pm	9:00 pm	HCCTC	E	2	Harbolt, Ashley Breann
			B1	MAIN	1.00crd	7	0	Apr 1, 2017 Apr 2, 2017	AS	10:00 am	3:00 pm	HCCWC	101	101	Lee, Darlene Ann
									AS	10:00 am	3:00 pm	HCCWC	101	101	Harbolt, Ashley Breann
NUR220	LPN-RN Transition	Course	OL0	MAIN	1.00crd	20	0	Dec 14, 2016 Feb 1, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Martinez, Julie S
									Web	12:00 am	12:01 am	WEB	OL	Online	Morton, Mabel Ann
									Web	12:00 am	12:01 am	WEB	OL	Online	Zaccardi, Jane
NUR225	Hlth Assess Adv Nurs	Course	T5	MAIN	4.00crd	20	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Crittendon, Kerri E
									Arr	11:47 am	2:54 pm	HCCTC	F		

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
NUR225	Hlth Assess Adv Nurs	Course	T5	MAIN	4.00crd	20	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Martinez, Julie S
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F		
NUR230	Adv Med-Surg Nursing	Course	T5	MAIN	6.00crd	20	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Crittendon, Kerri E
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Davis, Kassie Nichole
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Martinez, Julie S
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Schletzbaum, Tracy Ann
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Morton, Mabel Ann
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F		
NUR235	Adv Mntal Health Nur	Course	T5	MAIN	3.00crd	20	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	F		Martinez, Julie S
									Arr	11:47 am	2:54 pm	HCCTC	F		
									Arr	8:00 am	11:07 am	HCCTC	F		Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F		
PE 104	Basketball (WVA)	Course	01	MAIN	1.00crd	4	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Smith, William J
PE 106	Basketball (MVA)	Course	01	MAIN	1.00crd	10	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Cole, Jerre S.
PE 108	Dance Team II	Course	01	MAIN	1.00crd	4	25	Jan 10, 2017 May 12, 2017	MWF	6:30 am	7:50 am	HCC	FH		Twombly, Kelly M
PE 110	Rules & Offic. I	Course	01	MAIN	2.00crd	12	25	Jan 10, 2017 Mar 17, 2017	MWF	11:00 am	11:50 am	HCC	SDC	Barber	Remmers, Judd Randal
PE 111	Hist/Prin of PE	Course	01	MAIN	3.00crd	9	25	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	LSU	C	Castel, Michael Louis
PE 112	Personal/Comm Hlth	Course	01	MAIN	3.00crd	25	25	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	WC	1	Palan, Jillian Laura
			OL1	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Saunders, Robyn May
PE 113	First Aid and Safety	Course	01	MAIN	3.00crd	25	25	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	WC	1	Hergert, Nicole Alane

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
PE 113	First Aid and Safety	Course	OL1	MAIN	3.00crd	6	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Duncan, Suzanne L.
PE 114	Track (WVA)	Course	01	MAIN	1.00crd	19	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:01 am	HCC	FH	Wt Rm	Bond, Charles Thomas
PE 115	Softball (WVA)	Course	01	MAIN	1.00crd	10	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:01 am	HCC	FIELD	SBFLD	Jordan, Heidi Michelle
PE 116	Track (MVA)	Course	01	MAIN	1.00crd	13	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:01 am	HCC	TRACK	Track	Clevenger, Chad Allen
PE 117	Baseball (MVA)	Course	01	MAIN	1.00crd	18	30	Jan 10, 2017 May 12, 2017	Arr	12:00 am 12:01 am	HCC	FIELD	BBFLD	Dulin, Daniel Tyrone
PE 119	Tennis	Course	01	MAIN	1.00crd	17	25	Mar 6, 2017 May 12, 2017	MWF	12:00 pm 12:50 pm	HCC	WC		Reed, Kyler Eugene
PE 121	Volleyball I	Course	01	MAIN	1.00crd	10	25	Mar 6, 2017 May 12, 2017	MWF	11:00 am 11:50 am	HCC	WC		Bingesser, Jon Carlos
PE 122	Archery	Course	01	MAIN	1.00crd	13	15	Jan 11, 2017 Mar 6, 2017	MW	1:00 pm 2:20 pm	HCC	WC		Stanton, Jarrett P.
			02	MAIN	1.00crd	13	15	Mar 7, 2017 May 12, 2017	TR	12:30 pm 1:50 pm	HCC	WC		Stanton, Jarrett P.
PE 124	Weightlifting I	Course	01	MAIN	1.00crd	6	25	Mar 7, 2017 May 12, 2017	TR	9:30 am 10:50 am	HCC	FH		Reed, Kyler Eugene
PE 125	Intro to Recreation	Course	01	MAIN	3.00crd	7	25	Jan 23, 2017 May 12, 2017	M	6:00 pm 9:00 pm	HCC	WC	1	Castel, Michael Louis
PE 128	Cheerleading II	Course	01	MAIN	1.00crd	8	25	Jan 10, 2017 May 12, 2017	TR	6:30 am 7:50 am	HCC	FH		Twombly, Kelly M
PE 134	Golf	Course	01	MAIN	1.00crd	12	15	Mar 6, 2017 May 12, 2017	MW	1:00 pm 2:20 pm	HCC	WC		Kirk, Payton Atwood
PE 139	Lifetime Fitness	Course	01	MAIN	2.00crd	23	25	Feb 21, 2017 May 12, 2017	TR	9:30 am 10:50 am	HCC	SDC	Barber	Hill, Emma Louise
			02	MAIN	2.00crd	12	25	Jan 23, 2017 Mar 18, 2017	MWF	8:00 am 8:50 am	HCC	WC	1	Kirk, Payton Atwood
			OL1	MAIN	2.00crd	21	22	Jan 17, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Goetz, Matthew C.
			OL3	MAIN	2.00crd	16	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Ediger, Thayne
			OL5	MAIN	2.00crd	14	22	Mar 14, 2017 May 12, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	Ediger, Thayne
			OLW	MAIN	2.00crd	11	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am 12:01 am	WEB	OL	Online	McElroy, Matthew R.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
PE 139	Lifetime Fitness	Course	P0	MAIN	2.00crd	8	10	Jan 17, 2017 May 12, 2017	W	7:00 pm	9:00 pm	OFF	PER	DL	Wright, Kimberly Anne
			W0	MAIN	2.00crd	16	25	Jan 17, 2017 May 12, 2017	T	6:30 pm	8:30 pm	OFF	WAM	6	Wendling, Margaret Anne
PE 140	Adv Weightlift/cond	Course	01	MAIN	1.00crd	5	30	Jan 10, 2017 May 12, 2017	TR	1:00 pm	1:50 pm	HCC	WC		Martin, Thomas P
			02	MAIN	1.00crd	5	30	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH		Bingesser, Jon Carlos
			03	MAIN	1.00crd	70	70	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH		Arnold, Aaron James
	Adv Weights - Gen.	Course	04	MAIN	1.00crd	4	50	Mar 7, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	FH		Reed, Kyler Eugene
	Adv Weightlift/cond	Course	05	MAIN	1.00crd	8	25	Jan 10, 2017 May 12, 2017	MW	1:00 pm	1:50 pm	HCC	WC		Martin, Thomas P
PE 150	Prsnl Tr Fld Exp I	Course	OL3	MAIN	1.00crd	2	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Martin, Thomas P
PE 150A	Prsnl Tnr Fld Exp II	Course	01	MAIN	1.00crd	9	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	WC		Martin, Thomas P
			OL5	MAIN	1.00crd	1	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Martin, Thomas P
PE 150B	Prsnl Tr Fld Exp III	Course	OL3	MAIN	1.00crd	1	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Martin, Thomas P
PE 150C	Prsnl Tr Fld Exp IV	Course	01	MAIN	1.00crd	3	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	WC		Martin, Thomas P
			OL5	MAIN	1.00crd	1	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Martin, Thomas P
PE 151B	Cln Exp Ath Trn II	Course	01	MAIN	2.00crd	13	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FIELD		Collins, Tia Marie
PE 151D	Cln Exp Ath Trn IV	Course	01	MAIN	2.00crd	2	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FIELD		Collins, Tia Marie
PE 204	Basketball II (WVA)	Course	01	MAIN	1.00crd	9	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Smith, William J
PE 206	Basketball II (MVA)	Course	01	MAIN	1.00crd	1	50	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Cole, Jerre S.
PE 208	Dance Team IV	Course	01	MAIN	1.00crd	7	25	Jan 10, 2017 May 12, 2017	MWF	6:30 am	7:50 am	HCC	FH	Gym	Twombly, Kelly M
PE 210	Adv Cpts Prsnl Train	Course	01	MAIN	5.00crd	3	15	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 pm	HCC	WC	1	Eberly, Angela
									TR	7:30 am	9:20 am	HCC	WC	1	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
PE 210	Adv Cpts Prsnl Train	Course	OL1	MAIN	5.00crd	2	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Eberly, Angela
PE 214	Track II (WVA)	Course	01	MAIN	1.00crd	5	50	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH	Wt Rm	Bond, Charles Thomas
PE 215	Softball II (WVA)	Course	01	MAIN	1.00crd	5	50	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	SBFLD	Jordan, Heidi Michelle
PE 216	Track II (MVA)	Course	01	MAIN	1.00crd	7	50	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	TRACK	Track	Clevenger, Chad Allen
PE 220	Theory Coach.Bskbl	Course	01	MAIN	2.00crd	7	20	Feb 20, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	WC	1	Palan, Jillian Laura
PE 224	Care/Prevent.Ath Inj	Course	01	MAIN	3.00crd	23	25	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	WC	1	Collins, Tia Marie
PE 228	Cheerleading IV	Course	01	MAIN	1.00crd	6	25	Jan 10, 2017 May 12, 2017	TR	6:30 am	7:50 am	HCC	WC		Twombly, Kelly M
PE 240	Adv Wtlfting/Con II	Course	01	MAIN	1.00crd	2	50	Jan 10, 2017 May 12, 2017	TR	1:00 pm	1:50 pm	HCC	WC		Martin, Thomas P
			02	MAIN	1.00crd	2	50	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH		Bingesser, Jon Carlos
			03	MAIN	1.00crd	13	50	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FH		Arnold, Aaron James
			05	MAIN	1.00crd	5	50	Jan 10, 2017 May 12, 2017	MW	1:00 pm	1:50 pm	HCC	WC		Martin, Thomas P
PE 245	Baseball II (MVA)	Course	01	MAIN	1.00crd	15	25	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	BBFLD	Dulin, Daniel Tyrone
PE 250	Exercise Physiology	Course	01	MAIN	3.00crd	9	22	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	MS	3	McElroy, Matthew R.
PHI101	Introduction to Phil	Course	OL1	MAIN	3.00crd	14	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kerschen, Charles T.
			W0	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	R	6:30 pm	9:30 pm	OFF	WAM	41	Doolittle, Arthur Wesley
PHI102	Introduction to Ethi	Course	01	MAIN	3.00crd	20	25	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	CT	113	Kelley, Michael Alan
			02	MAIN	3.00crd	23	25	Jan 10, 2017 May 12, 2017	TR	12:30 pm	1:50 pm	HCC	LSU	C	Kelley, Michael Alan
			OL1	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mack, John N.
			OL5	MAIN	3.00crd	19	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mack, John N.
			OLW	MAIN	3.00crd	21	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mack, John N.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
PHI102	Introduction to Ethi	Course	P1	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	W	2:30 pm	5:30 pm	OFF	PER		McGonigle, Amy A.
			W0	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	M	9:00 am	11:59 am	OFF	WAM		Doolittle, Arthur Wesley
PHO104	Intro Digital Photo	Course	OL1	MAIN	3.00crd	7	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gross, Glen
PHO105	Intro Film Photo	Course	01	MAIN	3.00crd	9	14	Jan 10, 2017 May 12, 2017	MWF	9:00 am	10:50 am	HCC	CT	122	Gross, Glen
PHO107	Hist of Photography	Course	OL1	MAIN	3.00crd	9	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gross, Glen
PHO109	Studio Photography I	Course	01	MAIN	1.00crd	2	10	Jan 10, 2017 May 12, 2017	T	6:00 pm	6:50 pm	HCC	CT	122	Gross, Glen
PHO110	Photo Fundamentals	Course	OL3	MAIN	2.00crd	9	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gross, Glen
PHO205	Lighting Techniques	Course	01	MAIN	3.00crd	3	16	Jan 10, 2017 May 12, 2017	TR	8:00 am	10:50 am	HCC	CT	116	Gross, Glen
PHO207	Adv Digitial Photo	Course	01	MAIN	3.00crd	3	12	Jan 10, 2017 May 12, 2017	MW	1:00 pm	3:30 pm	HCC	CT	122	Gross, Glen
PHO209	Studio Photograpy II	Course	01	MAIN	1.00crd	3	10	Jan 10, 2017 May 12, 2017	T	7:00 pm	7:50 pm	HCC	CT	122	Gross, Glen
PHO210	Landscape Photograph	Course	01	MAIN	3.00crd	3	4	May 15, 2017 May 26, 2017	M-F	8:00 am	5:00 pm	HCC	CT	122	Gross, Glen
PHO210A	Landscape Photo A	Course	01	MAIN	3.00crd	4	4	May 15, 2017 May 26, 2017	M-F	8:00 am	5:00 pm	HCC	CT	122	Gross, Glen
POL100	U S Government	Course	01	MAIN	3.00crd	14	45	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	LSU	D	Noll, William N.
			4H	MAIN	3.00crd	18	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	HOL		Middlemist, Mark
			5H	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	HOR		Torkelson, Travis Tate
			6W	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	3:00 pm	3:59 pm	OFF	WIN		Halling, Rebecca Jane
			OL1	MAIN	3.00crd	11	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Breen, Michael A.
			P0	MAIN	3.00crd	9	10	Jan 17, 2017 May 12, 2017	MW	10:00 am	11:29 am	OFF	PER	DL	Breen, Michael A.
POL101	Intro.to Political S	Course	W0	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	W	9:00 am	11:59 am	OFF	WAM		Sifdol, Raymond Lee
POL115	State & Local Govern	Course	F1	MAIN	3.00crd	3	25	Jan 10, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	FFT		Gunter, Bruce Michael
			R0	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	RCK		Schmitz, Christopher L.
PS 101	College Physical Sci	Course	01	MAIN	5.00crd	6	22	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	MS	4	Collins, Linda M.
									TR	11:00 am	12:20 pm	HCC	MS	3	

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
PS 101	College Physical Sci	Course	02	MAIN	5.00crd	5	22	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	MS	4	Collins, Linda M.
									TR	12:30 pm	1:50 pm	HCC	MS	3	
			OL1	MAIN	5.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Sylvester, Allen Dale
			P0	MAIN	5.00crd	5	25	Jan 17, 2017 May 12, 2017	TR	6:00 pm	9:00 pm	OFF	PER		Lutes, Loren D
PS 104	Physical Geology	Course	OL1	MAIN	4.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Johnson, Preston W.
PS 107	General Chemistry	Course	01	MAIN	5.00crd	20	20	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	MS	1	Szeto, Alan K
									TR	11:00 am	12:20 pm	HCC	MS	2	
			OL1	MAIN	5.00crd	17	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Scheuerman, Teresa R.
			OL5	MAIN	5.00crd	19	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Tarus, Jepkoech Janet
			P0	MAIN	5.00crd	10	20	Jan 17, 2017 May 12, 2017	MW	9:00 am	11:59 am	OFF	PER		Toumi, Melinda L.
			W0	MAIN	5.00crd	6	16	Jan 17, 2017 May 12, 2017	MW	1:00 pm	3:59 pm	OFF	WAM		Gehl, Kathy Anne
			W1	MAIN	5.00crd	7	20	Jan 17, 2017 May 12, 2017	TR	1:00 pm	3:59 pm	OFF	WAM		Weese, Chelsea N.
PS 108	Astronomy	Course	01	MAIN	4.00crd	13	20	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	MS	3	Adams, Ronald
									TR	9:30 am	10:50 am	HCC	MS	4	
			02	MAIN	4.00crd	11	20	Jan 10, 2017 May 12, 2017	Arr	12:00 am	12:01 am	HCC	MS	4	Adams, Ronald
									TR	11:00 am	12:20 pm	HCC	MS	4	
			OL1	MAIN	4.00crd	12	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Miller, John Scott
			W0	MAIN	4.00crd	6	25	Jan 17, 2017 May 12, 2017	TR	6:30 pm	9:00 pm	OFF	WAM	14	Wahl, Sandra K.
PS 111	College Chemistry I	Course	01	MAIN	5.00crd	15	20	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	MS	2	Szeto, Alan K
									MWF	8:00 am	8:50 am	HCC	MS	1	
			A7	MAIN	5.00crd	3	30	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	ATCAHS	ATCHS	Lindsey, Jenna Marie
			O1	MAIN	5.00crd	7	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	ONA		Labbe, Marcia A.
			W0	MAIN	5.00crd	7	16	Jan 17, 2017 May 12, 2017	MW	9:00 am	11:59 am	OFF	WAM		Gehl, Kathy Anne

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
PS 111	College Chemistry I	Course	W1	MAIN	5.00crd	6	16	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Andresen, Douglas W.
									T	6:30 pm	9:30 pm	OFF	WAM	7	
			W9	MAIN	5.00crd	16	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	WAM HS		Behrens, Carl Joseph
PS 112	College Chemistry II	Course	01	MAIN	5.00crd	6	20	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	MS	1	Szeto, Alan K
									TR	9:30 am	10:50 am	HCC	MS	2	
			02	MAIN	5.00crd	2	20	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	MS	1	Szeto, Alan K
									TR	8:00 am	9:20 am	HCC	MS	2	
			H10	MAIN	5.00crd	21	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	Hay		Cucciniello, Judith A
			W0	MAIN	5.00crd	15	16	Jan 17, 2017 May 12, 2017	TR	6:30 pm	9:30 pm	OFF	WAM		Weese, Chelsea N.
PS 203	General Physics I	Course	W0	MAIN	5.00crd	16	25	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Lutes, Loren D
									W	6:30 pm	9:30 pm	OFF	WAM	42	
PS 204	General Physics II	Course	01	MAIN	5.00crd	3	16	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	MS	3	Adams, Ronald
									TR	12:30 pm	1:20 pm	HCC	MS	4	
PS 215	College Physics I	Course	01	MAIN	5.00crd	4	16	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	MS	3	Adams, Ronald
									MWF	10:00 am	10:50 am	HCC	MS	3	
PSY101	General Psychology	Course	01	MAIN	3.00crd	35	35	Jan 10, 2017 May 12, 2017	MWF	12:00 pm	12:50 pm	HCC	LSU	C	Ketchum, Eric D
			02	MAIN	3.00crd	32	35	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	LSU	C	Ketchum, Eric D
			03	MAIN	3.00crd	7	10	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Huerter, Serena A.
									R	12:00 pm	1:29 pm	HCC	LSU	A	
			1H	MAIN	3.00crd	19	23	Jan 17, 2017 May 12, 2017	MW	9:40 am	11:10 am	OFF	HOL		Grantham, V. Lawrence
			B0	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M	7:00 pm	10:00 pm	OFF	BAL		Huerter, Serena A.
			OL1	MAIN	3.00crd	17	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Nichols, Scott A.
			OL2	MAIN	3.00crd	16	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Nichols, Scott A.
			OL3	MAIN	3.00crd	19	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Beckham, Crystal Marie
			OL5	MAIN	3.00crd	18	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Beckham, Crystal Marie

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
PSY101	General Psychology	Course	OLW	MAIN	3.00crd	6	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Beckham, Crystal Marie
			P1	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	R	6:00 pm	9:00 pm	OFF	PER		Lundquist, Barbara Mae
			S1	MAIN	3.00crd	15	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	SAB		Garber, Debra K.
			W0	MAIN	3.00crd	19	25	Jan 17, 2017 May 12, 2017	W	9:00 am	11:59 am	OFF	WAM		Todd, Mary Katherine
			W2	MAIN	3.00crd	16	25	Jan 17, 2017 May 12, 2017	M	6:30 pm	9:30 pm	OFF	WAM	13	Hood, Joe Anna
PSY202	Child Psychology	Course	01	MAIN	3.00crd	8	25	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	LSU	C	Meade, Kaitlin Nicole
PSY205	Human Growth & Devel	Course	01	MAIN	3.00crd	33	35	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	LSU	C	Ketchum, Eric D
			A6	MAIN	3.00crd	8	10	Jan 17, 2017 May 12, 2017	F	9:00 am	11:59 am	OFF	ATC	DL	Grantham, V. Lawrence
			OL1	MAIN	3.00crd	18	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Henderson, Brandon Michael Lee
			OL2	MAIN	3.00crd	13	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Becker, Jill Appelhanz
			OL3	MAIN	3.00crd	17	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Becker, Jill Appelhanz
			OL5	MAIN	3.00crd	17	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Henderson, Brandon Michael Lee
			P0	MAIN	3.00crd	6	25	Jan 17, 2017 May 12, 2017	T	6:00 pm	9:00 pm	OFF	PER		Herschell, Erin Lynn
			W0	MAIN	3.00crd	7	20	Jan 17, 2017 May 12, 2017	T	6:30 pm	9:30 pm	OFF	WAM	13	Hood, Joe Anna
			W1	MAIN	3.00crd	5	25	Jan 17, 2017 May 12, 2017	T	1:00 pm	3:59 pm	OFF	WAM	41	Carlson, Nolan Kay
PSY206	Social Psychology	Course	OL1	MAIN	3.00crd	5	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Huerter, Serena A.
PSY280	Health Psychology	Course	OL1	MAIN	3.00crd	4	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mellies, Erin Nichole
PSY290	Abnormal Psychology	Course	01	MAIN	3.00crd	10	25	Jan 10, 2017 May 12, 2017	MW	1:00 pm	2:20 pm	HCC	LSU	C	Ketchum, Eric D

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
RM 110	Risk Assessment	Course	OL1	MAIN	3.00crd	6	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Musick, Jacqueline Sue
RM 201	Safety II	Course	OL1	MAIN	3.00crd	4	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Musick, Jacqueline Sue
RM 204	Risk Quality	Course	OL1	MAIN	3.00crd	6	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Musick, Jacqueline Sue
SOC101	General Sociology	Course	02	MAIN	3.00crd	30	30	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	LSU	D	Brainerd, Robert Lee
			03	MAIN	3.00crd	27	30	Jan 10, 2017 May 12, 2017	TR	2:00 pm	3:20 pm	HCC	CT	117	Brainerd, Robert Lee
			OL1	MAIN	3.00crd	20	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Haefke, Mark
			OL3	MAIN	3.00crd	17	22	Jan 17, 2017 Mar 10, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lapo, Kimberly V.
			OL5	MAIN	3.00crd	13	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lapo, Kimberly V.
			OLW	MAIN	3.00crd	11	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Haefke, Mark
			P1	MAIN	3.00crd	11	25	Jan 17, 2017 May 12, 2017	WF	1:00 pm	2:29 pm	OFF	PER		Lee, Theodore
			P2	MAIN	3.00crd	12	25	Jan 17, 2017 May 12, 2017	W	6:00 pm	9:00 pm	OFF	PER		McGonigle, Amy A.
			W0	MAIN	3.00crd	9	25	Jan 17, 2017 May 12, 2017	M	1:00 pm	3:59 pm	OFF	WAM	6	Doolittle, Arthur Wesley
			W2	MAIN	3.00crd	16	25	Jan 17, 2017 May 12, 2017	W	6:30 pm	9:30 pm	OFF	WAM	7	Stuke, Kendra M.
			W9	MAIN	3.00crd	4	25	Jan 17, 2017 May 12, 2017	M-F	8:00 am	8:59 am	OFF	WAM HS		Hornung, Shawn
SOC102	Marriage and the Fam	Course	01	MAIN	3.00crd	31	30	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	LSU	D	Brainerd, Robert Lee
			02	MAIN	3.00crd	19	25	Jan 10, 2017 May 12, 2017	TR	8:00 am	9:20 am	HCC	CT	104	Patton, Kailey Dawn
			OL1	MAIN	3.00crd	7	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Gerald H.
			OLW	MAIN	3.00crd	7	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Woodruff, Kristin Renee
SOC104	Intro to Social Work	Course	01	MAIN	3.00crd	11	10	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL		Woodruff,
									R	9:30 am	10:50 am	HCC	LSU	A	Kristin Renee
			OL1	MAIN	3.00crd	8	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Gerald H.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
SOC200	Sociology thru Film	Course	01	MAIN	3.00crd	12	12	Jan 10, 2017 May 12, 2017	TR	12:30 pm	1:50 pm	HCC	CT	121	Brainerd, Robert Lee
SP 101	Oral Communications	Course	OL1	MAIN	3.00crd	20	22	Jan 17, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hime, Maurice E.
			OL5	MAIN	3.00crd	21	22	Mar 14, 2017 May 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hime, Maurice E.
			OLW	MAIN	3.00crd	9	0	Dec 14, 2016 Jan 6, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hime, Maurice E.
SP 106	Public Speaking	Course	01	MAIN	3.00crd	18	20	Jan 10, 2017 May 12, 2017	MWF	9:00 am	9:50 am	HCC	CT	121	Grossman, Theresa
			02	MAIN	3.00crd	17	20	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	CT	121	Grossman, Theresa
			03	MAIN	3.00crd	18	20	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	CT	121	Grossman, Theresa
			04	MAIN	3.00crd	20	20	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	CT	121	Grossman, Theresa
			05	MAIN	3.00crd	17	20	Jan 10, 2017 May 12, 2017	TR	11:00 am	12:20 pm	HCC	CT	121	Grossman, Theresa
			1H	MAIN	3.00crd	21	21	Jan 17, 2017 May 12, 2017	TR	9:40 am	11:10 am	OFF	HOL		Cobb, Ronald Lee
			B0	MAIN	3.00crd	19	20	Jan 17, 2017 May 12, 2017	M	7:00 pm	10:00 pm	OFF	BAL		Steiner, Angelia J.
			C0	MAIN	3.00crd	13	25	Jan 17, 2017 May 12, 2017	M	6:00 pm	9:00 pm	OFF	CEN		Marten, Catherine Renee
			H6	MAIN	3.00crd	12	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	HIA		Davis, Patty R
			HP	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	HYT		Allen, Stephanie Lynn
			M6	MAIN	3.00crd	13	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	MAR		Wolfe, Carla A.
			MG	MAIN	3.00crd	20	25	Jan 17, 2017 May 12, 2017	M-F	12:00 pm	12:59 pm	OFF	MER		Wendling, Marijo Anne
			O5	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	W	6:30 pm	9:30 pm	OFF	OSK		Wendling, Marijo Anne
			P1	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	TR	10:00 am	11:30 am	OFF	PER		Wendling, Marijo Anne
			P2	MAIN	3.00crd	8	20	Jan 17, 2017 May 12, 2017	T	6:30 pm	9:30 pm	OFF	PER		Beuchat, Jennifer Morgan

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
SP 106	Public Speaking	Course	R0	MAIN	3.00crd	4	25	Jan 17, 2017 May 12, 2017	M-F	11:00 am	11:59 am	OFF	RCK		Miller, Keith J
			RA	MAIN	3.00crd	10	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	ROS		Woodcock, Timothy
			S1	MAIN	3.00crd	21	25	Jan 17, 2017 May 12, 2017	M-F	1:00 pm	1:59 pm	OFF	SAB		Garber, Debra K.
			SF	MAIN	3.00crd	8	25	Jan 17, 2017 May 12, 2017	M-F	2:00 pm	2:59 pm	OFF	STM		May, Mary Lou
			W0	MAIN	3.00crd	7	25	Jan 17, 2017 May 12, 2017	M	6:30 pm	9:30 pm	OFF	WAM	46	Chapman, Ariane M.
			W1	MAIN	3.00crd	5	20	Jan 17, 2017 May 12, 2017	T	6:30 pm	9:30 pm	OFF	WAM	46	Chapman, Ariane M.
			W2	MAIN	3.00crd	7	20	Jan 17, 2017 May 12, 2017	W	6:30 pm	9:30 pm	OFF	WAM	46	Chapman, Ariane M.
			W3	MAIN	3.00crd	14	25	Jan 17, 2017 May 12, 2017	R	1:00 pm	3:59 pm	OFF	WAM		Allen, Rebekah Jane
			W9	MAIN	3.00crd	21	25	Jan 17, 2017 May 12, 2017	M-F	9:00 am	9:59 am	OFF	WAM HS		Topliff, Jennifer R.
TCH100	OSHA 10	Course	T5	MAIN	1.00crd	0	0	Jan 10, 2017 May 12, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am	2:54 pm	HCCTC	A	5	
TH 103	Theatre Pract. I	Course	01	MAIN	1.00crd	1	25	Jan 10, 2017 May 12, 2017	MWF	1:00 pm	1:50 pm	HCC	AUD		Smith, Samuel Merritt
TH 104	Theatre Pract. II	Course	01	MAIN	1.00crd	4	25	Jan 10, 2017 May 12, 2017	MWF	1:00 pm	1:50 pm	HCC	AUD		Smith, Samuel Merritt
TH 108	Hist/Aprec of Theat	Course	01	MAIN	3.00crd	28	30	Jan 10, 2017 May 12, 2017	MWF	10:00 am	10:50 am	HCC	AUD		Smith, Samuel Merritt
									MWF	10:00 am	10:50 am	HCC	YH	101	
TH 109	Fund Style/Princ Act	Course	01	MAIN	3.00crd	3	8	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	AUD		Smith, Samuel Merritt
TH 110	Acting I	Course	01	MAIN	3.00crd	1	8	Jan 10, 2017 May 12, 2017	MWF	11:00 am	11:50 am	HCC	AUD		Smith, Samuel Merritt
TH 146	Musical Theatre Hist	Course	01	MAIN	3.00crd	4	25	Jan 10, 2017 May 12, 2017	TR	12:30 pm	1:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
TH 208	Film Appreciation	Course	01	MAIN	3.00crd	24	25	Jan 10, 2017 May 12, 2017	TR	11:00 am	12:20 pm	HCC	CT	113	Smith, Samuel Merritt
TH 211	Stagecraft II	Course	01	MAIN	3.00crd	1	25	Jan 10, 2017 May 12, 2017	TR	2:30 pm	5:00 pm	HCC	AUD		Smith, Samuel Merritt
TST008	Lab Set Up	Course	01	MAIN	0.00crd	0	20	Jan 10, 2017 May 12, 2017	MW	12:00 pm	12:50 pm	HCC	MS	3	Adams, Ronald
			02	MAIN	0.00crd	0	20	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	MS	3	Collins, Linda M.

2017/Spring

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
TST008	Lab Set Up	Course	03	MAIN	0.00crd	0	20	Jan 10, 2017 May 12, 2017	MWF	8:00 am	8:50 am	HCC	MS	4	Moeller, Harry
									MWF	11:00 am	11:50 am	HCC	MS	4	
			04	MAIN	0.00crd	0	20	Jan 10, 2017 May 12, 2017	TR	9:30 am	10:50 am	HCC	MS	5	Moeller, Harry
									TR	2:00 pm	3:20 pm	HCC	MS	5	
TST009	Lab Clean Up	Course	01	MAIN	0.00crd	0	25	Jan 10, 2017 May 12, 2017	TR	2:00 pm	3:00 pm	HCC	MS	3	Collins, Linda M.
VIN111	Intro to Viticulture	Course	W0	MAIN	3.00crd	3	25	Jan 17, 2017 May 12, 2017	A	9:00 am	6:00 pm	OFF	WAM		Miller, Randall
VIN215	Sum-Fall Vit Tech	Course	OL0	MAIN	2.00crd	5	0	May 6, 2017 Oct 13, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Rolfes, Dylan P

Total sections for 2017/Spring: 969

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
A 101	Art Appreciation	Course	01	MAIN	3.00crd	38	40	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	MS	1	Leahy, Matthew
			OL1	MAIN	3.00crd	22	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Valerie T
			OL3	MAIN	3.00crd	20	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Valerie T
			P0	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	T	6:00 pm	9:00 pm	HCCPER	PERRY		Daniels, Alcinda M.
			W0	MAIN	3.00crd	6	20	Aug 28, 2017	Dec 14, 2017	M	6:30 pm	9:30 pm	HCCWAM			Oertling, Owen B.
A 103	2-D Design	Course	01	MAIN	3.00crd	17	20	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	12:40 pm	HCC	CT	130	Leahy, Matthew
A 107	Drawing I	Course	01	MAIN	3.00crd	18	20	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	10:40 am	HCC	CT	130	Leahy, Matthew
A 112	Ceramics I	Course	01	MAIN	3.00crd	8	9	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	11:59 am	HCC	CT	134	Perkins, Samuel Dean
A 113	Typography	Course	01	MAIN	3.00crd	9	16	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	3:00 pm	HCC	CT	116	Perkins, Samuel Dean
A 117	Ceramics II	Course	01	MAIN	3.00crd	2	4	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	11:59 am	HCC	CT	134	Perkins, Samuel Dean
A 121	Design Software Appl	Course	01	MAIN	3.00crd	15	15	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	10:50 am	HCC	CT	116	Perkins, Samuel Dean
A 201	Art History I	Course	01	MAIN	3.00crd	9	25	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	CT	117	Leahy, Matthew
			W0	MAIN	3.00crd	8	25	Aug 28, 2017	Dec 14, 2017	W	9:00 am	11:59 am	HCCWAM			Jones, Tressa A
A 250	Advanced Studio I	Course	01	MAIN	1.00crd	2	15	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	CT	130	Leahy, Matthew
AB 108	Principles of An. Sc	Course	01	MAIN	3.00crd	13	20	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	YH	203	Hawk, Clifford
			OL1	MAIN	3.00crd	13	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Melinda Ann
AB 114	Ag Orientation	Course	01	MAIN	2.00crd	15	20	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	YH	203	Hawk, Clifford
			B5	MAIN	2.00crd	8	0	Aug 28, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Baker, Cara Marie
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
										Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			OL1	MAIN	2.00crd	5	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
AB 126	Prin of Agronomy	Course	OL1	MAIN	3.00crd	6	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Matthew Arthur
AB 128	Ag Elec Devices/Sys	Course	B5	MAIN	3.00crd	8	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
AB 130	Precision Farm Sys	Course	B5	MAIN	3.00crd	8	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
AB 136	Intro Agri. GIS	Course	B5	MAIN	3.00crd	9	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
AB 138	Remote Sensing	Course	B5	MAIN	3.00crd	9	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
AB 148	Position Sys Mgmt	Course	B5	MAIN	3.00crd	8	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
AB 210	Crop Science	Course	01	MAIN	4.00crd	8	10	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	YH	203	Hawk, Clifford
										R	1:00 pm	2:20 pm	HCC	MS	2	
AB 225	Animal Diseases & He	Course	01	MAIN	3.00crd	4	10	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	YH	203	Hawk, Clifford
AB 227	Ag Microcomputer I	Course	01	MAIN	3.00crd	12	14	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	CT	109	Hawk, Clifford
AB 244	Prec Ag Capstone	Course	B5	MAIN	3.00crd	1	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Wright, Eric M
										Arr	11:07 am	11:47 pm	HCCWC	WCB		
ACR101	Pwr Tools&Equipment	Course	T7	MAIN	1.00crd	0	0	Aug 21, 2017	Dec 14, 2017	Arr	11:47 am	2:54 pm	HCCTC	D	ATP	
ACR105	Paint-Refinish I	Course	T5	MAIN	3.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR105A	Paint Refinish I A	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR105B	Paint Refinish I B	Course	T5	MAIN	1.00crd	1	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR115	Non Structrual A&D I	Course	T5	MAIN	4.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR115A	Non Struct A & D I A	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR115B	Non Struct A&D I B	Course	T5	MAIN	2.00crd	1	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR125	Structural A&D Rep I	Course	T5	MAIN	2.00crd	1	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	C	ACP	Culbertson,
										Arr	11:47 am	2:54 pm	HCCTC	C	ACP	Randy Stephen

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
ACR125A	Struct A&D Rpr I A	Course	T5	MAIN	1.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR125B	Struct A&D Rpr I B	Course	T5	MAIN	1.00crd	1	0	Aug 21, 2017 Dec 15, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR135	Air, Fiber, Pin Strp	Course	T5	MAIN	3.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR135A	Air,Fiber,Pin A	Course	T5	MAIN	1.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR135B	Air,Fiber,Pin B	Course	T5	MAIN	2.00crd	1	0	Aug 21, 2017 Dec 15, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR155	Paint-Refinish II	Course	T5	MAIN	3.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR155A	Paint.Refinish II A	Course	T5	MAIN	2.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR155B	Paint/Refinish II B	Course	T7	MAIN	1.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR165	Non Struct A&D II	Course	T5	MAIN	4.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR165A	Non Struct A/D II A	Course	T5	MAIN	2.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR165B	Non Struct A/D II B	Course	T7	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR175	Struct A&D II	Course	T5	MAIN	2.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR175A	Struct A/D Rpr II A	Course	T5	MAIN	1.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR175B	Struct A/D Rpr II B	Course	T7	MAIN	1.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR185	Panel Fabrication	Course	T5	MAIN	3.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR185A	Panel Fabrication A	Course	T5	MAIN	1.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR185B	Panel Fabrication B	Course	T7	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	9:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
ACR205	Paint-Refinish III	Course	T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									A	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR205A	Paint/Refinish III A	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR215	Non Struct. A&D III	Course	T5	MAIN	4.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR225	Struct A&D III	Course	T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:00 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR235	Fleet/Com Vehicles	Course	T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR255	Paint-Refinish IV	Course	T5	MAIN	4.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR265	Non Struct A&D IV	Course	T5	MAIN	5.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR275	Struct A&D Rpr IV	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ACR285	Mechanical-Electric	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Culbertson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Randy Stephen
ADM101	Doc Processing I	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am 2:54 pm	HCCTC	A	3	Miller, Carrie Ann
ADM103	Computer Application	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC			Dame, James
									Arr	11:47 am 2:54 pm	HCCTC			E
									Arr	8:00 am 11:07 am	HCCTC			Ramsey,
									Arr	11:47 am 2:54 pm	HCCTC			Amanda Jo
ADM115	Administ. Procedures	Course	T5	MAIN	3.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	11:07 am 11:47 am	HCCTC	A	3	Miller, Carrie Ann
ADM116	Office Simulations I	Course	T5	MAIN	3.00crd	6	0	Aug 21, 2017 Dec 15, 2017	Arr	8:00 am 11:07 am	HCCTC	A	3	Miller, Carrie Ann
ADM121	Proofreading & Edit	Course	T5	MAIN	3.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	3	Miller, Carrie Ann
ADM131	Micro Apps I	Course	T5	MAIN	3.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am 2:54 pm	HCCTC	A	3	Miller, Carrie Ann
ADM135	Bus. Math w/10key	Course	T5	MAIN	3.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	3	Miller, Carrie Ann
ADM140A	Professional Profile	Course	T5	MAIN	1.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am 2:54 pm	HCCTC	A	3	Miller, Carrie Ann

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ADM140B	Prof. Profile II	Course	T5	MAIN	1.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A		Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A		
ADM141	Applied Media Tech	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017							Miller, Carrie Ann
ADM151	Doc. Process II	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
ADM152	Office Simulations I	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 15, 2017	Arr	8:00 am	11:07 am	HCCTC	A	3	Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A	3	
ADM161	Admin. Proc. II	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A		Miller, Carrie Ann
									Arr	11:47 am	2:54 pm	HCCTC	A		
ANT112	General Anthropology	Course	01	MAIN	3.00crd	18	30	Aug 21, 2017 Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	CT	113	Woodruff, Kristin Renee
			OL1	MAIN	3.00crd	20	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Michaels, Danette L.
			OL5	MAIN	3.00crd	22	25	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Williams, Hillary J.
AUT101	Elec/Electronic Sys	Course	T5	MAIN	3.00crd	15	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	2:54 pm	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	8:00 am	2:54 pm	HCCTC	D	ATP	Swendson, Michael Dean
AUT121	Auto Elec/Electronic	Course	T5	MAIN	2.00crd	15	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Swendson, Michael Dean
AUT122	Brakes I	Course	T5	MAIN	3.00crd	8	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
AUT132	Engine Perf I	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Swendson, Michael Dean
AUT142	Auto Tech Lab I	Course	T5	MAIN	5.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
AUT142A	Auto Tech Lab I A	Course	T5	MAIN	2.00crd	11	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D		Lindstrom, Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	D		Swendson, Michael Dean
AUT142B	Auto Tech Lab I B	Course	T5	MAIN	3.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
AUT151	Heat & Air Cond.	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Lindstrom,
									A	11:47 am 2:54 pm	HCCTC	C	ACP	Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	C	ACP	Swendson,
									A	11:47 am 2:54 pm	HCCTC	C	ACP	Michael Dean
AUT161	Steering & Suspensio	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am 2:54 pm	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am 2:54 pm	HCCTC	D	ATP	Swendson, Michael Dean
AUT192	Auto Tech Lab II	Course	T5	MAIN	5.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	ATP	Lindstrom,
									Arr	11:47 am 2:54 pm	HCCTC	D	ATP	Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	D	ATP	Swendson,
									Arr	11:47 am 2:54 pm	HCCTC	D	ATP	Michael Dean
AUT192A	Auto Tech Lab II A	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Lindstrom,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	C	ACP	Swendson,
									Arr	11:47 am 2:54 pm	HCCTC	C	ACP	Michael Dean
AUT192B	Auto Tech Lab II B	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	11:47 am 2:54 pm	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	11:47 am 2:54 pm	HCCTC	D	ATP	Swendson, Michael Dean
AUT193	Hybrid/Fuel Cell Veh	Course	T5	MAIN	1.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
AUT201	Manual Drive Train	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
									Arr	8:00 am 11:07 am	HCCTC	D	ATP	Swendson, Michael Dean

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
AUT211	Auto Trans/Axles I	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom, Michael Lee
										Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson, Michael Dean
AUT221	Eng Perf Drive II	Course	T5	MAIN	2.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Lindstrom, Michael Lee
										Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Swendson, Michael Dean
AUT242	Aut. Tech Lab III	Course	T5	MAIN	7.00crd	3	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	ATP	Lindstrom,
										Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Lee
										Arr	8:00 am	11:07 am	HCCTC	D	ATP	Swendson,
										Arr	11:47 am	2:54 pm	HCCTC	D	ATP	Michael Dean
BS 101	College Biology	Course	01	MAIN	5.00crd	28	30	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	1	Moeller, Harry
										TR	8:00 am	9:20 am	HCC	MS	5	
			02	MAIN	5.00crd	27	30	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	1	Moeller, Harry
										TR	9:30 am	10:50 am	HCC	MS	5	
			03	MAIN	5.00crd	27	30	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	1	Moeller, Harry
										TR	12:30 pm	1:50 pm	HCC	MS	5	
			M6	MAIN	5.00crd	13	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	MAR		Houtz, Kimberly Ann
			OL1	MAIN	5.00crd	19	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Imafidon, Gilbert I
			OL2	MAIN	5.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Schlosser, Ann M.
			OL3	MAIN	5.00crd	9	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Schlosser, Ann M.
			OL5	MAIN	5.00crd	17	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thill, Rebecca
			P0	MAIN	5.00crd	13	20	Aug 28, 2017	Dec 14, 2017	TR	9:30 am	12:29 pm	HCCPER	PERRY		Kuhn, Frank C.
			W2	MAIN	5.00crd	20	20	Aug 28, 2017	Dec 14, 2017	TR	9:00 am	11:59 am	HCCWAM			Larkins, Kenneth
			W3	MAIN	5.00crd	19	20	Aug 28, 2017	Dec 14, 2017	MW	1:00 pm	3:59 pm	HCCWAM			Ewing, Robert Dean
			W8	MAIN	5.00crd	6	20	Aug 28, 2017	Dec 14, 2017	MW	6:30 pm	9:30 pm	HCCWAM			Hanson, Brian Robert
BS 104	Human Anatomy	Course	01	MAIN	4.00crd	20	20	Aug 21, 2017	Dec 14, 2017	M	1:00 pm	2:20 pm	HCC	MS	5	McElroy,
										MWF	12:00 pm	12:50 pm	HCC	MS	1	Matthew R.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
BS 104	Human Anatomy	Course	02	MAIN	4.00crd	10	20	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	MS	1	McElroy,
										F	1:00 pm	2:20 pm	HCC	MS	5	Matthew R.
			03	MAIN	4.00crd	13	25	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	5	McElroy,
										W	1:00 pm	2:20 pm	HCC	MS	5	Matthew R.
			A5	MAIN	4.00crd	7	25	Aug 28, 2017	Dec 14, 2017	M	5:30 pm	10:00 pm	HCCTC			Bauman, Jordan Lee
			A7	MAIN	4.00crd	5	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	ATCAHS		Tschauder, Sarah Ann
			M6	MAIN	4.00crd	5	25	Aug 28, 2017	Dec 14, 2017	M-F	11:00 am	11:59 am	OFF	MAR		Houtz, Kimberly Ann
			OL0	MAIN	4.00crd	12	22	Aug 28, 2017	Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Klann, Jody Kay
			OL1	MAIN	4.00crd	15	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Houtz, Kimberly Ann
			OL2	MAIN	4.00crd	15	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hildebrand, Justin M.
			OL3	MAIN	4.00crd	19	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Tamara D.
			OL5	MAIN	4.00crd	17	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Tamara D.
			OL6	MAIN	4.00crd	22	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Klann, Jody Kay
			P1	MAIN	4.00crd	17	20	Aug 28, 2017	Dec 14, 2017	W	5:30 pm	10:00 pm	HCCPER	PERRY		Kuhn, Frank C.
			P3	MAIN	4.00crd	17	20	Aug 28, 2017	Dec 14, 2017	TR	1:30 pm	3:59 pm	HCCPER	PERRY		Kuhn, Frank C.
			P5	MAIN	4.00crd	11	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	PER		Haggard, Kelly Jay
			V6	MAIN	4.00crd	2	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	VHT		Laughlin, Mildred A.
			W1	MAIN	4.00crd	6	20	Aug 28, 2017	Dec 14, 2017	MW	9:00 am	11:29 am	HCCWAM			Larkins, Kenneth
BS 105	Human Physiology	Course	01	MAIN	4.00crd	14	30	Aug 21, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	McElroy,
										MWF	10:00 am	10:50 am	HCC	MS	5	Matthew R.
			OL0	MAIN	4.00crd	13	22	Aug 28, 2017	Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Langat, Daudi R.
			OL1	MAIN	4.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Langat, Daudi R.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 105	Human Physiology	Course	OL2	MAIN	4.00crd	16	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Davis, Michelle Marie
			OL3	MAIN	4.00crd	14	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fox, Katrina Diann
			OL5	MAIN	4.00crd	20	25	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fox, Katrina Diann
			OL6	MAIN	4.00crd	24	25	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	McElroy, Matthew R.
			P0	MAIN	4.00crd	10	20	Aug 28, 2017 Dec 14, 2017	M	9:00 am	1:29 pm	HCCPER	PERRY		Huffman, Daniel E.
			P1	MAIN	4.00crd	13	25	Aug 28, 2017 Dec 14, 2017	R	5:30 pm	10:00 pm	HCCPER	PERRY		Baranski, Joseph E
			P4	MAIN	4.00crd	5	20	Aug 28, 2017 Dec 14, 2017	M	5:30 pm	10:00 pm	HCCPER	PERRY		Menager, A.Henri
			W0	MAIN	4.00crd	4	20	Aug 28, 2017 Dec 14, 2017	MW	1:00 pm	3:29 pm	HCCWAM			Larkins, Kenneth
BS 107	Intro Environ. Scien	Course	01	MAIN	4.00crd	10	20	Aug 21, 2017 Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	MS	4	Moeller, Harry
									W	1:00 pm	2:20 pm	HCC	MS	4	
BS 109	Medical Terminology	Course	01	MAIN	3.00crd	7	25	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Bauman,
									T	7:00 pm	8:30 pm	HCC	LSU	A	Jordan Lee
			OL1	MAIN	3.00crd	21	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kuhn, Frank C.
			OL2	MAIN	3.00crd	22	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Prudden, Christina Lynn
			OL3	MAIN	3.00crd	15	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Bontrager, Kristel Lauri
			OL5	MAIN	3.00crd	14	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Davis, Michelle Marie
			W0	MAIN	3.00crd	5	25	Aug 28, 2017 Dec 14, 2017	R	1:00 pm	3:59 pm	HCCWAM			Chavez, Diane Renee
BS 110	Nutrition	Course	01	MAIN	3.00crd	17	20	Aug 21, 2017 Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	MS	4	Foley, Amy Colleen
			OL1	MAIN	3.00crd	18	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jump, David M.
			OL3	MAIN	3.00crd	19	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leavitt, Alissa G.
			OL5	MAIN	3.00crd	11	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leavitt, Alissa G.
			OL6	MAIN	3.00crd	15	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jump, David M.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BS 110	Nutrition	Course	P1	MAIN	3.00crd	9	10	Aug 28, 2017 Dec 14, 2017	W	7:00 pm	10:00 pm	HCCPER		DL	Hendrickson, Staci Diane
BS 111	Nutrition Hlth-Fit-S	Course	W0	MAIN	3.00crd	4	25	Aug 28, 2017 Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Wendling, Margaret Anne
BS 112	Nutrition Hlth w/Lab	Course	01	MAIN	5.00crd	19	20	Aug 21, 2017 Dec 14, 2017	TR	8:00 am	9:20 am	HCC	MS	4	Foley, Amy
									TR	11:00 am	12:20 pm	HCC	MS	1	Colleen
			02	MAIN	5.00crd	10	20	Aug 21, 2017 Dec 15, 2017	TR	11:00 am	12:20 pm	HCC	MS	1	Foley, Amy
									TR	12:30 pm	1:50 pm	HCC	MS	4	Colleen
BS 201	General Zoology	Course	W0	MAIN	5.00crd	6	25	Aug 28, 2017 Dec 14, 2017	TR	1:00 pm	3:59 pm	HCCWAM			Larkins, Kenneth
BS 203	Microbiology	Course	OL1	MAIN	5.00crd	18	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Oien, Derek B.
			OL2	MAIN	5.00crd	15	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fields, Amanda Beth
			OL5	MAIN	5.00crd	17	25	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Fields, Amanda Beth
			P0	MAIN	5.00crd	9	20	Aug 28, 2017 Dec 14, 2017	MW	2:00 pm	4:59 pm	HCCPER	PERRY		Kuhn, Frank C.
			W0	MAIN	5.00crd	5	20	Aug 28, 2017 Dec 14, 2017	TR	9:00 am	11:59 am	HCCWAM			Foley, Cynthia Ann
BS 240	Emerg Med Technician	Course	01	MAIN	12.00crd	11	0	Aug 23, 2017 Dec 14, 2017	MW	6:00 pm	10:00 pm	HCC	LSU	C	Lee, Darlene Ann
									MW	6:00 pm	10:00 pm	HCC	LSU	C	Beckley, Chad T.
			W0	MAIN	12.00crd	10	0	Aug 23, 2017 Dec 13, 2017	MW	6:30 pm	10:30 pm	HCCWAM		6	Lee, Darlene Ann
									MW	6:30 pm	10:30 pm	HCCWAM		6	Rogers, Douglas Scott
BS 241	CPR-Basic	Course	01	MAIN	1.00crd	14	15	Oct 24, 2017 Dec 14, 2017	TR	9:30 am	10:50 am	HCC	WC	1	Collins, Tia Marie
BS 246	Advance EMT	Course	W0	MAIN	13.00crd	2	0	Aug 23, 2017 Dec 13, 2017	MW	12:00 pm	4:00 pm	HCCWAM	W-C	44	Lee, Darlene Ann
									MW	12:00 pm	4:00 pm	HCCWAM	W-C	44	Rogers, Douglas Scott
BTT105	Safety Build. Trades	Course	B5	MAIN	1.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Volker, Evan
									Arr	11:47 am	2:54 pm	HCCWC	WCB		M.
			T5	MAIN	1.00crd	17	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Cummins,
									Arr	11:47 am	2:54 pm	HCC	KB	KB	Victor Alan

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
BTT106	Intro Craft Skills	Course	B5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT106A	Intro Craft Skills A	Course	B7	MAIN	2.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT106B	Intro Craft Skills B	Course	B7	MAIN	1.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	1.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT109	Carpentry Basics	Course	B5	MAIN	4.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	4.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT109A	Carpentry Basics A	Course	B7	MAIN	2.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT109B	Carpentry Basics B	Course	B7	MAIN	2.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT111	Roof Framing	Course	B5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT111A	Roof Framing A	Course	B7	MAIN	1.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	1.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT111B	Roof Framing B	Course	B7	MAIN	2.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
BTT111B	Roof Framing B	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT119	Flrs Wlls Ceil Fram	Course	B5	MAIN	4.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	4.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT119A	Flrs Wls Ceil Frm A	Course	B7	MAIN	2.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT119B	Flrs Wls Ceil Fram B	Course	B7	MAIN	2.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT121	Res. Concrete Const.	Course	B5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT121A	Res Concrete Const A	Course	B7	MAIN	1.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	1.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT121B	Res Concrete Const B	Course	B7	MAIN	1.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Volker, Evan M.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	1.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT155B	Res Interior Carpen	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
BTT159	Windows Doors Stairs	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am 2:54 pm	HCC	KB	KB	
BTT159B	Windows Drs Strs B	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Cummins, Victor Alan
BTT170	Painting/Finish/Dec.	Course	T5	MAIN	4.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCC	KB	KB	Staff, A
									Arr	11:47 am 2:54 pm	HCC	KB	KB	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
BTT170B	Decor Res. Const B	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCC	KB	KB	Cummins, Victor Alan
									Arr	11:47 am	2:54 pm	HCC	KB	KB	
BUS101	Introduction to Busi	Course	01	MAIN	3.00crd	21	25	Aug 21, 2017 Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	CT	104	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	16	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lord, Eden Michele
			OL2	MAIN	3.00crd	9	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lord, Eden Michele
			OL5	MAIN	3.00crd	10	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lord, Eden Michele
			W0	MAIN	3.00crd	13	25	Aug 28, 2017 Dec 15, 2017	M	6:30 pm	9:30 pm	HCCWAM			Dennison, Maria E.
BUS102	Personal Finance	Course	01	MAIN	3.00crd	10	16	Aug 21, 2017 Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	10	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Scott, Akilah M.
			W0	MAIN	3.00crd	8	20	Aug 28, 2017 Dec 14, 2017	M	9:00 am	11:59 am	HCCWAM			Pinick, Sandra L.
BUS103	Accounting I	Course	01	MAIN	3.00crd	9	16	Aug 21, 2017 Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	104	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	19	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kern, Mark A
			W0	MAIN	3.00crd	10	17	Aug 28, 2017 Oct 19, 2017	TR	6:30 pm	9:30 pm	HCCWAM			Keller, Brian A.
BUS105	Accounting II	Course	01	MAIN	3.00crd	4	15	Aug 21, 2017 Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	11	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Day, Kimberly
			W1	MAIN	3.00crd	8	20	Oct 23, 2017 Dec 14, 2017	TR	6:30 pm	9:30 pm	HCCWAM			Keller, Brian A.
BUS112	Business Prsnl Train	Course	01	MAIN	3.00crd	8	15	Aug 21, 2017 Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	WC	1	Eberly, Angela
BUS115	Bsn Math Using Calc	Course	OL1	MAIN	3.00crd	5	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
BUS116	Intro to Accounting	Course	01	MAIN	3.00crd	11	16	Aug 21, 2017 Dec 14, 2017	MWF	8:00 am	8:50 am	HCC	CT	109	Douglas, Ryan Michael
			OL1	MAIN	3.00crd	6	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Tanking, Anthony E.
BUS117	Computerized Account	Course	OL1	MAIN	3.00crd	5	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Vollmer, Mary Catherine
BUS120	Professional Dev I	Course	01	MAIN	1.00crd	20	27	Aug 21, 2017 Dec 14, 2017	R	8:30 am	9:20 am	HCC	CT	107	Young, Laura L.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
BUS120	Professional Dev I	Course	01	MAIN	1.00crd	20	27	Aug 21, 2017	Dec 14, 2017	R	8:30 am	9:20 am	HCC	CT	107	Douglas, Ryan Michael
BUS120B	Prof. Dev III	Course	01	MAIN	1.00crd	2	27	Aug 21, 2017	Dec 14, 2017	R	8:30 am	9:20 am	HCC	CT	107	Young, Laura L.
										R	8:30 am	9:20 am	HCC	CT	107	Douglas, Ryan Michael
BUS127	Prin Entrep. I	Course	OL1	MAIN	3.00crd	8	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Feuerbacher, Rebecca D.
BUS130	Micro Appl I	Course	01	MAIN	3.00crd	16	16	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	109	Smith, Shelley R.
			02	MAIN	3.00crd	14	17	Aug 21, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Smith, Shelley R.
										R	9:30 am	10:50 am	HCC	CT	107	
			OL1	MAIN	3.00crd	20	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Browning, Kelly Christine
			OL3	MAIN	3.00crd	7	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Pitts, Valerie A.
			OL5	MAIN	3.00crd	8	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Pitts, Valerie A.
			W0	MAIN	3.00crd	13	15	Aug 28, 2017	Dec 14, 2017	W	9:00 am	11:59 am	HCCWAM			Pinick, Sandra L.
			W1	MAIN	3.00crd	7	15	Aug 28, 2017	Dec 14, 2017	R	1:00 pm	3:59 pm	HCCWAM			Pinick, Sandra L.
			W2	MAIN	3.00crd	4	15	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Motley, Angie C.
										T	6:30 pm	9:30 pm	HCCWAM			
BUS133	Micro Appl I: SS	Course	OL1	MAIN	3.00crd	14	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
BUS181	Micro Appl I:Wd Proc	Course	01	MAIN	1.00crd	12	16	Aug 21, 2017	Oct 16, 2017	MW	10:00 am	10:50 am	HCC	CT	107	Young, Laura L.
			02	MAIN	1.00crd	16	16	Oct 18, 2017	Dec 15, 2017	MW	10:00 am	10:50 am	HCC	CT	107	Young, Laura L.
			03	MAIN	1.00crd	15	16	Aug 21, 2017	Oct 16, 2017	MW	11:00 am	11:50 am	HCC	CT	107	Young, Laura L.
			04	MAIN	1.00crd	7	16	Oct 18, 2017	Dec 15, 2017	MW	11:00 am	11:50 am	HCC	CT	107	Young, Laura L.
			A5	MAIN	1.00crd	10	19	Nov 20, 2017	Nov 21, 2017	MT	8:30 am	5:00 pm	HCCTC			Miller, Carrie Ann
			OL0	MAIN	1.00crd	1	0	Aug 14, 2017	Aug 31, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
BUS181	Micro Appl I:Wd Proc	Course	OL3	MAIN	1.00crd	18	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.
			OL5	MAIN	1.00crd	15	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.
			P0	MAIN	1.00crd	11	12	Sep 16, 2017	Sep 17, 2017	AS	9:00 am	5:00 pm	HCCPER	PERRY		Mryyan, Mahmud (Sam) A.
BUS183	Micro Appl I:SS	Course	01	MAIN	1.00crd	11	16	Aug 21, 2017	Oct 16, 2017	MW	9:00 am	9:50 am	HCC	CT	107	Smith, Shelley R.
			02	MAIN	1.00crd	12	16	Oct 18, 2017	Dec 15, 2017	MW	9:00 am	9:50 am	HCC	CT	107	Smith, Shelley R.
			OL5	MAIN	1.00crd	13	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Peters, Denise Herbers
BUS189	MicroAppl I:Elec Bs	Course	01	MAIN	1.00crd	10	16	Aug 21, 2017	Oct 11, 2017	T	8:00 am	9:20 am	HCC	CT	107	Young, Laura L.
			02	MAIN	1.00crd	6	16	Oct 18, 2017	Dec 15, 2017	T	8:00 am	9:20 am	HCC	CT	107	Young, Laura L.
										F	10:00 am	11:59 am	HCC	CT	107	
BUS201	Principles of Manage	Course	OL1	MAIN	3.00crd	6	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Shaffer, Angela Marie
BUS203	Macroeconomics	Course	01	MAIN	3.00crd	12	25	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	CT	104	Young, Laura L.
			02	MAIN	3.00crd	9	25	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	CT	104	Young, Laura L.
			OL1	MAIN	3.00crd	20	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Young, Laura L.
			W1	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	W	6:30 pm	9:30 pm	HCCWAM			Sellak, Manaf
			W2	MAIN	3.00crd	6	20	Aug 28, 2017	Dec 14, 2017	M	6:30 pm	9:30 pm	HCCWAM			Sellak, Manaf
BUS204	Microeconomics	Course	01	MAIN	3.00crd	8	25	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	CT	104	Young, Laura L.
			OL1	MAIN	3.00crd	17	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Zamzow, Benjamin F.
			OL5	MAIN	3.00crd	8	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Zamzow, Benjamin F.
			W2	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	T	6:30 pm	9:30 pm	HCCWAM			Sellak, Manaf
BUS205	Business Law	Course	OL1	MAIN	3.00crd	8	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Feuerbacher, Rebecca D.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
BUS213	Business Communicati	Course	OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Shaffer, Angela Marie
BUS216	Managerial Accountin	Course	OL1	MAIN	3.00crd	7	22	Aug 28, 2017	Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Garber, Kimberly D
CAD100A	Photoshop Prin CAD	Course	T9	MAIN	2.00crd	0	0	Aug 21, 2017	Dec 14, 2017	T	6:00 pm	8:00 pm	HCCTC			Lauts, Timothy J.
CAD101	Tech Drawing I	Course	B5	MAIN	4.00crd	0	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Swearingen, Jeffrey Lee
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	4.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	DuLac, Amy Christine
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
										Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD101A	Technical Drawing I	Course	B5	MAIN	2.00crd	2	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Swearingen, Jeffrey Lee
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	7	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
			T9	MAIN	2.00crd	0	0	Aug 21, 2017	Dec 14, 2017	M	6:30 pm	8:30 pm	HCCTC	A	5	Lauts, Timothy J.
CAD101B	Technical Drawing I	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD111	Operating Systems	Course	B5	MAIN	4.00crd	2	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Swearingen, Jeffrey Lee
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	4.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD111A	Operating Systems	Course	T5	MAIN	2.00crd	6	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD122	Measurements	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD122A	Measurements	Course	T5	MAIN	1.00crd	0	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD131	Computer Graphics I	Course	T5	MAIN	5.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD131A	Computer Graphics I	Course	B5	MAIN	3.00crd	2	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Swearingen, Jeffrey Lee
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	1	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
CAD131A	Computer Graphics I	Course	T9	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	6:00 pm 9:00 pm	HCCTC			Lauts, Timothy J.
CAD151	Technical Drawing II	Course	T5	MAIN	4.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD151A	Technical Drawing II	Course	T5	MAIN	2.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD162	Word Processing	Course	T5	MAIN	2.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Miller, Carrie Ann
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD162A	Word Processing	Course	T5	MAIN	1.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Miller, Carrie Ann
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
									Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD172	Algebra	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD172A	Algebra	Course	T5	MAIN	1.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD182	Computer Graphics II	Course	T5	MAIN	5.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD182A	Computer Graphics II	Course	T5	MAIN	3.00crd	7	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
			T9	MAIN	3.00crd	0	25	Aug 21, 2017 Dec 14, 2017	T	6:00 pm 9:00 pm	HCCTC	A	5	Lauts, Timothy J.
CAD182B	Computer Graphics II	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD201	Tech. Drawing III	Course	T5	MAIN	4.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
CAD201A	Technical DrawingIII	Course	T5	MAIN	2.00crd	1	0	Aug 21, 2017 Dec 15, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD211	Spreadsheets	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD221	Geometry	Course	T5	MAIN	2.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
CAD232	Computer Graphic III	Course	T5	MAIN	5.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
CAD232A	Comp. Graphics III	Course	T5	MAIN	3.00crd	1	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD251	Tech.Drawing IV	Course	T5	MAIN	4.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD261	Database	Course	T5	MAIN	4.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Miller, Carrie Ann
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
										Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD271	Trigonometry	Course	T5	MAIN	2.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CAD282	Computer Graphics IV	Course	T5	MAIN	5.00crd	2	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
										Arr	11:47 am	2:54 pm	HCCTC	A	5	
CJ 100	Intro To Criminal J	Course	01	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	LSU	C	Ketchum, Eric D
			02	MAIN	3.00crd	17	20	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	LSU	C	Ketchum, Eric D
			OL1	MAIN	3.00crd	8	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Bryant, Kevin M
CJ 110	Fund of Investigati	Course	OL1	MAIN	3.00crd	9	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
CJ 120	Juvenile Delinquency	Course	OL1	MAIN	3.00crd	15	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jesseph, Jenny L.
CJ 201	Criminal Law I	Course	01	MAIN	3.00crd	8	25	Aug 21, 2017	Dec 14, 2017	TR	2:00 pm	3:20 pm	HCC	LSU	C	Ketchum, Eric D
			OL1	MAIN	3.00crd	7	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
CJ 205	Critical Issues In L	Course	OL1	MAIN	3.00crd	5	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
CJ 220	Prac in Admin of Jus	Course	OL1	MAIN	3.00crd	1	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Burkholder, Patricia L.
COL103	Coll Succ & Orient	Course	02	MAIN	1.00crd	20	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	MS	3	Freeman, Stacy May
			03	MAIN	1.00crd	20	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	CT	107	Denton, Audrey Diane
			04	MAIN	1.00crd	17	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	CT	113	Leahy, Matthew

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
COL103	Coll Succ & Orient	Course	05	MAIN	1.00crd	22	0	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	CT	117	Bechtold, Kimberly Nicole
			06	MAIN	1.00crd	15	0	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	CT	121	Parsons, Lisa M.
			07	MAIN	1.00crd	17	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	MS	6	Fulbright, Pamela J.
			08	MAIN	1.00crd	20	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	LSU	D	Nordman, Stephanie Lynn
			09	MAIN	1.00crd	17	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	MS	4	Moeller, Harry
			10	MAIN	1.00crd	7	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	CT	104	Crary, Therese
			12	MAIN	1.00crd	19	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	MS	1	Allen, Taylor Nicole
			13	MAIN	1.00crd	15	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	LSU	C	Ingmire, Eric Dean
			15	MAIN	1.00crd	23	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
			16	MAIN	1.00crd	21	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	WC	1	Eberly, Angela
			17	MAIN	1.00crd	18	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	YH	101	Peterson, Stephanie Gayle
			18	MAIN	1.00crd	15	22	Aug 21, 2017	Oct 13, 2017	F	1:00 pm	1:50 pm	HCC	CT	109	Clark, Alexy Christine
			19	MAIN	1.00crd	22	25	Aug 21, 2017	Oct 23, 2017	M	8:00 am	8:50 am	HCC	MS	4	Neary, Christopher Allen
			20	MAIN	1.00crd	7	22	Oct 16, 2017	Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL		Clark, Alexy Christine
										F	1:00 pm	1:50 pm	HCC	LSU	C	
			OL1	MAIN	1.00crd	21	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
			OL3	MAIN	1.00crd	20	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
			OL5	MAIN	1.00crd	20	25	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Sara M
COL103A	College Success & Or	Course	0H	MAIN	1.00crd	5	10	Aug 28, 2017	Dec 14, 2017	R	9:00 am	10:59 am	HCCHOL	HOLTON		Crary, Therese
			W0	MAIN	1.00crd	17	25	Sep 16, 2017	Sep 17, 2017	AS	8:00 am	5:00 pm	HCCWAM			Hinrichs, Diane Elaine
			W1	MAIN	1.00crd	20	25	Oct 27, 2017	Oct 28, 2017	FA	8:00 am	5:00 pm	HCCWAM			Hinrichs, Diane Elaine

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
CS 284	MHFA Certification	Course	01	MAIN	0.00crd	15	25	Oct 19, 2017 Oct 19, 2017	R	8:00 am	4:30 pm	HCC	FRM	Farm	Gormley, Casey Marie
			PF	MAIN	0.00crd	0	25	Oct 20, 2017 Oct 20, 2017	F	8:00 am	4:30 pm	OFF	POW		Gormley, Casey Marie
			W0	MAIN	0.00crd	0	25	Oct 28, 2017 Oct 28, 2017	F	8:00 am	4:30 pm	HCCWAM			Gormley, Casey Marie
CST103	Operating Systems	Course	T5	MAIN	2.00crd	8	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST105	Industrial Comp Appl	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	Theresa Ann
CST106	Network Fund CCNA1	Course	T5	MAIN	4.00crd	8	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST107	Intro Comp & Appls	Course	T5	MAIN	3.00crd	11	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST115	PC Troubleshoot Lab	Course	T5	MAIN	2.00crd	12	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST124	PC Troubleshoot Essn	Course	T5	MAIN	2.00crd	12	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST201	Adv Operating System	Course	T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST205	Adv Integrated Appl	Course	T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST206	Programming	Course	T5	MAIN	2.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST207	Tech Support Lab I	Course	T5	MAIN	2.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST212	LAN Swth/WL CCNA3	Course	T5	MAIN	4.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Edie, Jerod
									Arr	11:47 am	2:54 pm	HCCTC	F	6	
									Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST218	Linux	Course	T5	MAIN	2.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann
CST219	Server Op Sys Virtul	Course	T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher,
									Arr	11:47 am	2:54 pm	HCCTC	F	6	Theresa Ann

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
DSL102	OSHA 10	Course	B5	MAIN	1.00crd	16	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Russell, Derrik
									Arr	11:40 am 2:54 pm	HCCWC	WCB		Ryan
			T5	MAIN	1.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL111	Fund. Operating Prin	Course	B5	MAIN	4.00crd	16	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Russell, Derrik
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Ryan
			T5	MAIN	4.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL121	Engine Maintenance	Course	B5	MAIN	2.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Russell, Derrik
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Ryan
			T5	MAIN	2.00crd	11	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL133	Diesel Engines I	Course	B5	MAIN	5.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Swendson,
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Dale Wayne
			T5	MAIN	5.00crd	11	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:07 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL141	Weld/Fabric Lab	Course	B5	MAIN	2.00crd	16	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Russell, Derrik
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Ryan
			T5	MAIN	2.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg, Ethan Andrew
DSL152	Fuel Sys Diag/Repair	Course	B5	MAIN	4.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Russell, Derrik
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Ryan
			T5	MAIN	4.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL162	Elec/Electronic Sys	Course	B5	MAIN	5.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Russell, Derrik
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Ryan
			T5	MAIN	5.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL172	Brakes	Course	B5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Swendson,
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Dale Wayne
			T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am 2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL182	Intro to Hydraulics	Course	B5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Swendson,
									Arr	11:47 am 2:54 pm	HCCWC	WCB		Dale Wayne

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
DSL182	Intro to Hydraulics	Course	T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Forsberg,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Ethan Andrew
DSL201	Shop Safety II	Course	B5	MAIN	1.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB	DSHO	Swendson,
									Arr	11:47 am	2:54 pm	HCCWC	WCB	DSHO	Dale Wayne
			T5	MAIN	1.00crd	10	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL212	Adv Engine Ovrhaul	Course	B5	MAIN	3.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB	DSHO	Swendson,
									Arr	11:47 am	2:54 pm	HCCWC	WCB	DSHO	Dale Wayne
			T5	MAIN	3.00crd	10	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL222	Adv Elec Diag/Rpr	Course	B5	MAIN	5.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB	DSHO	Russell, Derrik
									Arr	11:47 am	2:54 pm	HCCWC	WCB	DSHO	Ryan
			T5	MAIN	5.00crd	10	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz, Frederick A.
DSL232	Hydraulic Comp Diag	Course	B5	MAIN	3.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB	DSHO	Swendson,
									Arr	11:47 am	2:54 pm	HCCWC	WCB	DSHO	Dale Wayne
			T5	MAIN	3.00crd	10	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL251	Elec/Comp Diag/Rpr	Course	T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL261	AC Diag/Repair	Course	B5	MAIN	3.00crd	8	0	Aug 21, 2017 Dec 15, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Swendson,
									Arr	11:47 am	2:54 pm	HCCWC	WCB		Dale Wayne
			T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL272	Suspension/Steering	Course	T5	MAIN	3.00crd	2	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL275	Diesel Management	Course	T5	MAIN	3.00crd	3	25	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL281	Transmission Ovr/Dia	Course	T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
DSL291	Adv Clutch/Pwr Train	Course	T5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	D	DTP	Moranz,
									Arr	11:47 am	2:54 pm	HCCTC	D	DTP	Frederick A.
ECH100	ECH Fundamentals	Course	01	MAIN	3.00crd	6	10	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley,
									M	12:30 pm	3:29 pm	HCC	LSU	A	Eleanor

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ECH100	ECH Fundamentals	Course	02	MAIN	3.00crd	11	10	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									W	4:00 pm	6:59 pm	HCC	LSU	A	
ECH101	Child Abuse & Neglec	Course	OL3	MAIN	1.00crd	10	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Courter, Cecelia Marie
ECH105	ECH Cultural Comp.	Course	OL3	MAIN	1.00crd	6	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Courter, Cecelia Marie
ECH109	Bullying Prevention	Course	OL5	MAIN	1.00crd	8	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Courter, Cecelia Marie
ECH110	ECH Functions I	Course	01	MAIN	3.00crd	5	10	Oct 18, 2017 Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									M	12:30 pm	3:29 pm	HCC	LSU	A	
			02	MAIN	3.00crd	2	10	Oct 18, 2017 Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									W	4:00 pm	6:59 pm	HCC	LSU	A	
			0H	MAIN	3.00crd	3	10	Oct 18, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									W	4:00 pm	6:59 pm	HCCHOL		DL	
			A5	MAIN	3.00crd	1	12	Oct 18, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									M	12:30 pm	3:29 pm	HCCTC		DL	
			P0	MAIN	3.00crd	0	10	Oct 18, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									W	4:00 pm	6:59 pm	HCCPER		DL	
			W0	MAIN	3.00crd	3	10	Oct 18, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									M	12:30 pm	3:29 pm	HCCWAM		DL	
ECH150	Creative Experiences	Course	01	MAIN	3.00crd	7	10	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL		Hensley, Eleanor
									TR	12:30 pm	1:50 pm	HCC	LSU	A	
			OL1	MAIN	3.00crd	7	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Kay M.
ECH180	ECH Literacy/Lg/Dev	Course	OL5	MAIN	3.00crd	6	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hensley, Eleanor
ECH210	Fmly Involvement Edu	Course	OL3	MAIN	3.00crd	5	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hensley, Eleanor
ED 101	Pre-professional Lab	Course	01	MAIN	1.00crd	14	25	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC			Parsons, Lisa M.
			W0	MAIN	1.00crd	2	25	Aug 28, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCCWAM			Olberding, Holly Dawn
ED 102	Pre-prof. Lab II	Course	01	MAIN	1.00crd	1	25	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC			Parsons, Lisa M.
ED 110	Introduction to Educ	Course	01	MAIN	3.00crd	23	25	Aug 21, 2017 Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	MS	1	Remmers, Judd Randal

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ED 110	Introduction to Educ	Course	OL1	MAIN	3.00crd	8	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lyle, Miranda S.
			OL5	MAIN	3.00crd	7	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Augustine, Jessica Anne
EGT186	Eng Graphics App	Course	T9	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	T	6:00 pm	9:00 pm	HCCTC	A	5	Lauts, Timothy J.
ELE100A	Elec Cont Ed	Course	T5	MAIN	0.50crd	21	0	Aug 21, 2017 Dec 14, 2017	A	8:00 am	2:00 pm	HCCTC	ETC		Coder, Duane L.
ELE102	Safety (OSHA 10)	Course	T5	MAIN	1.00crd	20	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	ETC		Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC		
ELE112	AC/DC Circuits I	Course	T5	MAIN	4.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	ETC		Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC		
ELE115	Print Reading	Course	T5	MAIN	2.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	ETC		Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC		
ELE122	Residential Wiring I	Course	T5	MAIN	4.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	10:07 am	HCCTC	ETC		Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC		
ELE132	Commercial Wiring I	Course	T5	MAIN	4.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	ETC		Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC		
ELE142	National Elec Code I	Course	T5	MAIN	4.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	ETC	ETC-1	Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC	ETC-1	
ELE182	National El Code II	Course	T5	MAIN	4.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	ETC	ETC-1	Coder, Duane L.
									Arr	11:47 am	2:54 pm	HCCTC	ETC	ETC-1	
ENG095	Fund Read/Writng Beg	Course	01	MAIN	5.00crd	9	25	Aug 21, 2017 Dec 14, 2017	M-F	9:00 am	9:50 am	HCC	YH	101	Fulbright, Pamela J.
			02	MAIN	5.00crd	12	25	Aug 21, 2017 Dec 14, 2017	M-F	10:00 am	10:50 am	HCC	YH	101	Fulbright, Pamela J.
			03	MAIN	5.00crd	3	25	Aug 21, 2017 Dec 14, 2017	M-F	11:00 am	11:50 am	HCC	YH	101	Fulbright, Pamela J.
ENG096	Fund Read/Write Adv	Course	01	MAIN	3.00crd	21	25	Aug 21, 2017 Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	YH	102	Freeman, Stacy May
			02	MAIN	3.00crd	21	27	Aug 21, 2017 Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	YH	102	Freeman, Stacy May
			03	MAIN	3.00crd	23	27	Aug 21, 2017 Dec 14, 2017	TR	9:30 am	10:50 am	HCC	YH	102	Freeman, Stacy May
			04	MAIN	3.00crd	11	25	Aug 21, 2017 Dec 15, 2017	MWF	10:00 am	10:50 am	HCC	YH	102	Freeman, Stacy May

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
ENG096	Fund Read/Write Adv	Course	OL1	MAIN	3.00crd	19	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Augustine, Jessica Anne
			W0	MAIN	3.00crd	9	10	Aug 28, 2017	Dec 14, 2017	T	7:00 pm	10:00 pm	HCCWAM		DL	Haney, Adrienne A.
ENG101	Composition I	Course	01	MAIN	3.00crd	24	25	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	113	Bryant, Gregory Wade
			02	MAIN	3.00crd	20	25	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	CT	121	Bryant, Gregory Wade
			03	MAIN	3.00crd	25	25	Aug 21, 2017	Dec 14, 2017	MWF	8:00 am	8:50 am	HCC	CT	117	Bryant, Gregory Wade
			04	MAIN	3.00crd	13	0	Aug 21, 2017	Dec 15, 2017	MWF	8:00 am	8:50 am	HCC	CT	113	Fulbright, Pamela J.
			06	MAIN	3.00crd	22	25	Aug 21, 2017	Dec 14, 2017	TR	8:00 am	9:20 am	HCC	CT	117	Jury, Karen
			07	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	CT	117	Jury, Karen
			09	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	CT	104	Kelley, Michael Alan
			0H	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	R	1:00 pm	3:59 pm	HCCHOL	HOLTON		Bryant, Mary L.
			10	MAIN	3.00crd	8	25	Aug 21, 2017	Oct 16, 2017	MWF	8:00 am	8:50 am	HCC	YH	102	Freeman, Stacy May
										TR	8:00 am	9:20 am	HCC	YH	102	
			12	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	CT	117	Kelley, Michael Alan
			3H	MAIN	3.00crd	21	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	HOL		Harshaw, Deborah Lynne
			4H	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	HOL		Harshaw, Deborah Lynne
			5H	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	HOR		Bush, Angela Renee
			6W	MAIN	3.00crd	19	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	WIN		Kinzie Wisenbaker, Paige E.
			A0	MAIN	3.00crd	22	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	ALM		Delfelder, Laura J.
			A5	MAIN	3.00crd	14	10	Aug 28, 2017	Dec 14, 2017	M	6:30 pm	9:30 pm	HCCTC		DL	Bryant, Mary L.
			A7	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 am	2:59 am	OFF	ATCAHS		Kaveler, LuAnn
			AB	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	AXT		Broxterman, Lisa

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
ENG101	Composition I	Course	C1	MAIN	3.00crd	13	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	CEN		Cummins, Brandon F.
			E5	MAIN	3.00crd	15	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	EFF		Fleetwood, Amanda Rose
			F1	MAIN	3.00crd	11	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	FFT		Cummins, Brandon F.
			H5	MAIN	3.00crd	18	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	HIA		Davis, Patty R
			HP	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	HYT		Jennings, Emily L.
			J0	MAIN	3.00crd	14	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	JHT		Folger, Jeffrey Lamar
			M6	MAIN	3.00crd	25	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	MAR		Cook, Brian E.
			M7	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 am	2:59 am	OFF	MAR		Cook, Brian E.
			MA	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	MCL		Hart, Josh B.
			MF	MAIN	3.00crd	15	25	Aug 28, 2017	Dec 14, 2017	M-F	12:00 pm	12:59 pm	OFF	MER		Sage, Lisa Ann
			MG	MAIN	3.00crd	14	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	MER		Sage, Lisa Ann
			O1	MAIN	3.00crd	8	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	ONA		Cummins, Brandon F.
			O6	MAIN	3.00crd	16	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	OSK		Avery, Samantha Kristen
			OL0	MAIN	3.00crd	12	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Ford, Karen Warner
			OL1	MAIN	3.00crd	15	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Ford, Karen Warner
			OL2	MAIN	3.00crd	17	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Cummins, Brandon F.
			OL3	MAIN	3.00crd	13	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Taylor, Lillian C.
			OL5	MAIN	3.00crd	17	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Taylor, Lillian C.
			P1	MAIN	3.00crd	21	21	Aug 28, 2017	Dec 14, 2017	WF	1:00 pm	2:29 pm	HCCPER	PERRY		Dover, Barbara L. Higgins
			RA	MAIN	3.00crd	22	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	ROS		Hill, Deanna M.
			RB	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	M-F	11:00 am	11:59 am	OFF	ROS		Hill, Deanna M.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
ENG101	Composition I	Course	S1	MAIN	3.00crd	21	25	Aug 28, 2017 Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	SAB		Glynn, David J
			S6	MAIN	3.00crd	14	25	Aug 28, 2017 Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	SEN		Hecht, Betty Joann
			S7	MAIN	3.00crd	25	25	Aug 28, 2017 Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	SEN		Hecht, Betty Joann
			SF	MAIN	3.00crd	18	25	Aug 28, 2017 Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	STM		Brown, Katy J
			T1	MAIN	3.00crd	9	25	Aug 28, 2017 Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	TRY		Kinyon, Michaela Diane
			V1	MAIN	3.00crd	9	25	Aug 28, 2017 Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	VFL		Ostmeyer, Annette Inez
			V6	MAIN	3.00crd	6	25	Aug 28, 2017 Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	VHT		Yungeberg, Jennifer Jo
			W0	MAIN	3.00crd	12	25	Aug 28, 2017 Dec 14, 2017	T	1:00 pm	3:59 pm	HCCWAM			Allen, Rebekah Jane
			W1	MAIN	3.00crd	15	14	Aug 28, 2017 Dec 14, 2017	M	9:30 am	12:29 pm	HCCWAM	W-A	DL	Bryant, Mary L.
			W2	MAIN	3.00crd	14	25	Aug 28, 2017 Dec 14, 2017	W	1:00 pm	3:59 pm	HCCWAM			Allen, Rebekah Jane
			W3	MAIN	3.00crd	6	25	Aug 28, 2017 Dec 14, 2017	W	6:30 pm	9:30 pm	HCCWAM			Allen, Rebekah Jane
ENG102	Comp II: Lit/Resrch	Course	01	MAIN	3.00crd	23	25	Aug 21, 2017 Dec 14, 2017	TR	9:30 am	10:50 am	HCC	LSU	C	Bryant, Gregory Wade
			02	MAIN	3.00crd	14	25	Oct 18, 2017 Dec 15, 2017	MWF	8:00 am	8:50 am	HCC	YH	102	Freeman, Stacy May
									TR	8:00 am	9:20 am	HCC	YH	102	
			1H	MAIN	3.00crd	6	25	Aug 28, 2017 Dec 14, 2017	W	1:00 pm	3:59 pm	HCCHOL	HOLTON		Culbertson, Brenda Joyce
			OL1	MAIN	3.00crd	20	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kirby, Jaimie Michelle
			OL2	MAIN	3.00crd	18	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Harshaw, Deborah Lynne
			OL3	MAIN	3.00crd	16	22	Aug 28, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gentry, Crystal L.
			OL5	MAIN	3.00crd	13	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gentry, Crystal L.
			P0	MAIN	3.00crd	6	25	Aug 28, 2017 Dec 14, 2017	M	6:00 pm	9:00 pm	HCCPER	PERRY		Dover, Barbara L. Higgins
			W0	MAIN	3.00crd	17	20	Aug 28, 2017 Dec 14, 2017	W	9:00 am	11:59 am	HCCWAM			Allen, Rebekah Jane

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
ENG102	Comp II: Lit/Resrch	Course	W6	MAIN	3.00crd	8	20	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Allen, Rebekah Jane
ENG103	Comp II: Rhet/Resrch	Course	01	MAIN	3.00crd	24	25	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	CT	117	Kelley, Michael Alan
ENG104	Intro to Literature	Course	01	MAIN	3.00crd	11	25	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	CT	117	Jury, Karen
ENG202	American Literature	Course	J0	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 15, 2017	M-F	10:00 am	10:59 am	OFF	JHT		Folger, Jeffrey Lamar
ENG211	World Literature II	Course	01	MAIN	3.00crd	6	25	Aug 21, 2017	Dec 15, 2017	TR	8:00 am	9:20 am	HCC	CT	121	Bryant, Gregory Wade
ENG223	Creative Writing	Course	OL5	MAIN	3.00crd	11	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Harshaw, Deborah Lynne
ENO116	Intro to Enology	Course	W0	MAIN	3.00crd	2	25	Aug 19, 2017	Oct 7, 2017	A	9:00 am	6:00 pm	HCCWAM			Kahl, Matthew E
ENO130	Inter Enology	Course	W0	MAIN	3.00crd	7	20	Oct 28, 2017	Dec 9, 2017	A	9:00 am	6:00 pm	HCCWAM			Kahl, Matthew E
ENO148	Winery Sanitation	Course	OL0	MAIN	3.00crd	9	0	Sep 1, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leonardelli, Michael John
ENO268	Wine/Must Analysis	Course	OL0	MAIN	3.00crd	10	0	Sep 1, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gump, Barry H
ENO280	Winery Est/Design	Course	OL0	MAIN	2.00crd	5	0	Sep 1, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	DeBeers, Aaron M.
GEO212	World Regional Geogr	Course	01	MAIN	3.00crd	29	45	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	LSU	D	Noll, William N.
			OL1	MAIN	3.00crd	14	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paull, Darci A
			OL5	MAIN	3.00crd	7	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paull, Darci A
HIS101	U S History I	Course	01	MAIN	3.00crd	18	45	Aug 21, 2017	Dec 14, 2017	MWF	8:00 am	8:50 am	HCC	LSU	D	Noll, William N.
			02	MAIN	3.00crd	36	45	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	LSU	D	Noll, William N.
			A7	MAIN	3.00crd	19	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	ATCAHS		Crouse, D. Edward
			E5	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	EFF		English, Paul F.
			OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paton, John Robbins
			OL3	MAIN	3.00crd	18	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Paton, John Robbins
			P2	MAIN	3.00crd	7	10	Aug 28, 2017	Dec 14, 2017	TR	10:00 am	11:29 am	HCCPER		DL	Breen, Michael A.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
HIS101	U S History I	Course	W1	MAIN	3.00crd	18	25	Aug 28, 2017	Dec 14, 2017	W	1:00 pm	3:59 pm	HCCWAM			Sifdol, Raymond Lee
			W2	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	W	6:30 pm	9:30 pm	HCCWAM			Zabel, Michael Joe
HIS102	U S History II	Course	OL1	MAIN	3.00crd	8	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gwaltney, Herb
			OL5	MAIN	3.00crd	11	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gwaltney, Herb
			P2	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	M	6:00 pm	9:00 pm	HCCPER	PERRY		Carter, Sean Patrick
			W0	MAIN	3.00crd	5	25	Oct 16, 2017	Dec 14, 2017	TR	9:00 am	11:59 am	HCCWAM			Seamans, Corwin
HIS103	History of Western C	Course	01	MAIN	3.00crd	5	45	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	LSU	D	Noll, William N.
			MF	MAIN	3.00crd	11	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	MER		Dolezilek, Shawn
			OL1	MAIN	3.00crd	9	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Breen, Michael A.
			W0	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 15, 2017	R	9:00 am	11:59 am	HCCWAM			Sifdol, Raymond Lee
HS 101	Intro Health Inform	Course	OL1	MAIN	4.00crd	13	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HS 110	Pathopharmacology	Course	OL1	MAIN	4.00crd	9	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Thompson, Lisa Beth
HS 115	ICD Coding I	Course	OL1	MAIN	3.00crd	4	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
										Web	12:00 am	12:01 am	WEB	OL	Online	Schottel, Roxanne Ranai
HS 120	HC Apps/Elec Encoder	Course	OL1	MAIN	3.00crd	6	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HS 130	Reimb. Meth Phy	Course	OL1	MAIN	3.00crd	4	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
HS 218	CPT Coding II	Course	OL1	MAIN	3.00crd	2	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Brey, Elizabeth L.
										Web	12:00 am	12:01 am	WEB	OL	Online	Hammar, Patricia Ann
HVA102	Blueprint Rd/Sketch	Course	T5	MAIN	2.00crd	17	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA103	Hand/Pwr Tools	Course	T5	MAIN	1.00crd	18	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
HVA104	Safety OHSA 10	Course	T5	MAIN	1.00crd	18	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC		Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC		
HVA106	Technical Math	Course	T5	MAIN	2.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA112	EPA 608	Course	T5	MAIN	1.00crd	17	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA122	HVAC Fundamentals	Course	T5	MAIN	4.00crd	17	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA126	Plumbing I	Course	T5	MAIN	2.00crd	17	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA145	Sheet Metal	Course	T5	MAIN	3.00crd	15	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA175	Comm Refridgeration	Course	T5	MAIN	3.00crd	15	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
HVA181	Plumbing II	Course	T5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Sowers, Daniel F
									Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IDS120	Leadership Concepts	Course	W0	MAIN	3.00crd	4	25	Oct 16, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hinrichs, Diane Elaine
									R	9:00 am	11:59 am	HCCWAM			
IDS140	Creativity Acrs Disp	Course	01	MAIN	3.00crd	0	20	Aug 21, 2017 Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	CT	121	Bryant, Gregory Wade
									TR	12:30 pm	1:50 pm	HCC	CT	121	Kelley, Michael Alan
IWT105	Welding Safety	Course	B5	MAIN	1.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
			B7	MAIN	1.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	1.00crd	19	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	DuLac, Amy Christine
									Arr	11:07 am	2:54 pm	HCCTC	CTC	CTC	
									Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:07 am	2:54 pm	HCCTC	CTC	CTC	
IWT115	Cutting Processes	Course	B5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
			B7	MAIN	3.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am	2:54 pm	HCCWC	WCB		

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
IWT115	Cutting Processes	Course	T5	MAIN	3.00crd	14	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	DuLac, Amy Christine
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
									Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
IWT125	Shld Mtl Arc Weldng	Course	B5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			B7	MAIN	3.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	15	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	DuLac, Amy Christine
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
									Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
IWT135	Gas Mtl Arc Weld	Course	B5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
IWT135A	Gas Metal Arc Wld A	Course	T5	MAIN	1.00crd	19	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	C	ACP	Atkinson, Robert A.
IWT145	Gas Tung Arc Weld	Course	B5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
IWT145A	Gas Tungston Arc A	Course	T5	MAIN	1.00crd	19	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
IWT162	Blueprint Reading	Course	B5	MAIN	4.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			B7	MAIN	4.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	4.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
									Arr	11:47 am 2:54 pm	HCCTC	CTC	CTC	
IWT175	Shld Mtl Arc Weld II	Course	B5	MAIN	5.00crd	6	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			B7	MAIN	5.00crd	4	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Schwarz, David J.
									Arr	11:47 am 2:54 pm	HCCWC	WCB		

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
IWT175	Shld Mtl Arc Weld II	Course	T5	MAIN	5.00crd	9	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
										Arr	11:07 am	2:54 pm	HCCTC	CTC	CTC	
IWT180	Gas Mtl Arc Weld II	Course	B5	MAIN	5.00crd	6	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			B7	MAIN	5.00crd	4	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	5.00crd	7	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IWT185	Gas Tung Arc Weld II	Course	B5	MAIN	5.00crd	5	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	5.00crd	4	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:10 am	HCCTC	CTC	CTC	Atkinson, Robert A.
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IWT190	Blueprint Read II	Course	B5	MAIN	3.00crd	5	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Schwarz, David J.
										Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	4	0	Aug 21, 2017	Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IWT202	Gas Tng Arc Wld Pipe	Course	T5	MAIN	6.00crd	2	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
IWT212	Comb Pipe Welding	Course	T5	MAIN	6.00crd	2	0	Aug 21, 2017	Dec 15, 2017	Arr	8:00 am	11:07 am	HCCTC	CTC	CTC	Atkinson, Robert A.
										Arr	11:47 am	2:54 pm	HCCTC	CTC	CTC	
LG 101	Spanish I	Course	OL1	MAIN	5.00crd	19	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mathews, Alan T.
			W0	MAIN	5.00crd	12	20	Aug 28, 2017	Dec 14, 2017	MW	5:00 pm	7:30 pm	HCCWAM		44	Berumen, Graciela
LG 102	Spanish II	Course	OL1	MAIN	5.00crd	10	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mathews, Alan T.
LG 105	American Sign Lg I	Course	W0	MAIN	3.00crd	11	25	Aug 28, 2017	Dec 14, 2017	T	6:30 pm	9:30 pm	HCCWAM			Ramsey, Brittany B.
LS 102	Children`s Literatur	Course	OL1	MAIN	3.00crd	16	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Karns, Jessica D.
			W0	MAIN	3.00crd	10	10	Aug 28, 2017	Dec 14, 2017	TR	8:30 am	9:59 am	HCCWAM		DL	Allen, Rebekah Jane
M 103	Music History and Ap	Course	01	MAIN	3.00crd	11	25	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
			OL1	MAIN	3.00crd	14	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Leahy, Shayna Elizabeth

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
M 103	Music History and Ap	Course	OL5	MAIN	3.00crd	10	22	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Sigmon, Gwyneth B.
			P0	MAIN	3.00crd	8	10	Aug 28, 2017 Dec 14, 2017	W	12:00 pm	2:59 pm	HCCPER		DL	Sigmon, Gwyneth B.
			W0	MAIN	3.00crd	10	25	Aug 28, 2017 Dec 14, 2017	T	1:00 pm	3:59 pm	HCCWAM			TBD, TBD
			W1	MAIN	3.00crd	8	25	Aug 28, 2017 Dec 14, 2017	T	6:30 pm	9:30 pm	HCCWAM			Johnson, Kiirsi Lynn
M 105	Applied Keyboard I	Course	01	MAIN	1.00crd	1	1	Aug 21, 2017 Dec 14, 2017	Arr	1:01 am	1:51 am	HCC	ADM	Music	Scholz, Lisa Renee
M 107	Applied Music I Voc	Course	01	MAIN	1.00crd	5	5	Aug 21, 2017 Dec 14, 2017	Arr	1:51 am	1:52 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 113	Vocal Ens-Lads/Lass	Course	01	MAIN	1.00crd	8	15	Aug 21, 2017 Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 114	Voc Ens-Lads/Lass II	Course	01	MAIN	1.00crd	1	25	Aug 21, 2017 Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 115	Chorus I	Course	01	MAIN	1.00crd	18	30	Aug 21, 2017 Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 116	Chorus II	Course	01	MAIN	1.00crd	1	30	Aug 21, 2017 Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 135	Aural Skills I	Course	01	MAIN	2.00crd	1	10	Aug 21, 2017 Dec 14, 2017	TR	10:00 am	10:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 152	Opera Production I	Course	01	MAIN	1.00crd	4	15	Aug 21, 2017 Dec 15, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 162	Intro to World Music	Course	01	MAIN	3.00crd	23	25	Aug 21, 2017 Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 200	Music Theory I	Course	01	MAIN	3.00crd	1	10	Aug 21, 2017 Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 213	Voc Ens-Lad/Lass III	Course	01	MAIN	1.00crd	1	25	Aug 21, 2017 Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 215	Chorus III	Course	01	MAIN	1.00crd	3	25	Aug 21, 2017 Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 216	Chorus IV	Course	01	MAIN	1.00crd	1	25	Aug 21, 2017 Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 223	History of Jazz	Course	01	MAIN	3.00crd	10	25	Aug 21, 2017 Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 225	Applied Keyboard III	Course	01	MAIN	1.00crd	2	10	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	ADM	Music	Scholz, Lisa Renee

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
M 229	Aural Skills III	Course	01	MAIN	2.00crd	2	25	Aug 21, 2017	Dec 14, 2017	TR	9:00 am	9:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
M 233	Music Theory III	Course	01	MAIN	3.00crd	2	25	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	ADM	Music	Leahy, Shayna Elizabeth
MAT090	Fundamentals of Math	Course	01	MAIN	3.00crd	12	16	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	CT	109	Hurn, Michelle
			02	MAIN	3.00crd	14	16	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	CT	107	Hurn, Michelle
			03	MAIN	3.00crd	14	16	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	CT	107	Smith, Shelley R.
			04	MAIN	3.00crd	15	16	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	CT	109	Smith, Shelley R.
			05	MAIN	3.00crd	9	16	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	CT	107	Smith, Shelley R.
			06	MAIN	3.00crd	15	16	Aug 21, 2017	Dec 14, 2017	TR	8:00 am	9:20 am	HCC	CT	109	Hurn, Michelle
			A5	MAIN	3.00crd	1	10	Aug 28, 2017	Dec 14, 2017	R	6:00 pm	9:00 pm	HCCTC		DL	McCulley, David E.
			OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hurn, Michelle
			OL3	MAIN	3.00crd	12	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Stallbaumer, Jessica Jean
			OL5	MAIN	3.00crd	6	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Stallbaumer, Jessica Jean
			P0	MAIN	3.00crd	5	10	Aug 28, 2017	Dec 14, 2017	R	6:00 pm	9:00 pm	HCCPER		DL	McCulley, David E.
			W1	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			White, Carol L.
MAT100	Beginning Algebra	Course	02	MAIN	3.00crd	25	25	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	CT	113	Hurn, Michelle
			04	MAIN	3.00crd	20	25	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	CT	117	Arnold, William F
			05	MAIN	3.00crd	21	25	Aug 21, 2017	Dec 14, 2017	TR	8:00 am	9:20 am	HCC	CT	113	Arnold, William F
			06	MAIN	3.00crd	25	25	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	CT	113	Smith, Shelley R.
			OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Heddens, Margaret
			OL3	MAIN	3.00crd	9	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Shelley R.
			OL5	MAIN	3.00crd	4	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Shelley R.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
MAT100	Beginning Algebra	Course	P0	MAIN	3.00crd	9	30	Aug 28, 2017	Dec 14, 2017	M	10:00 am	12:59 pm	HCCPER	PERRY		Schmidt, Daniel Joseph
			P1	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	T	6:00 pm	9:00 pm	HCCPER	PERRY		Anderson, Carla P.
			W0	MAIN	3.00crd	8	20	Aug 28, 2017	Dec 14, 2017	MW	9:00 am	10:29 am	HCCWAM			Haney, Adrienne A.
			W1	MAIN	3.00crd	6	30	Aug 28, 2017	Oct 13, 2017	TR	1:00 pm	3:59 pm	HCCWAM			Skochdopole, Janet K.
			W2	MAIN	3.00crd	6	20	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Schumm, Walter R.
MAT102	Technical Math	Course	A5	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCCTC			Forsberg, Peggy
MAT103	Intermediate Algebra	Course	01	MAIN	3.00crd	22	25	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	MS	6	Heddens, Margaret
			02	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	CT	113	Hurn, Michelle
			03	MAIN	3.00crd	26	25	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	CT	113	Hurn, Michelle
			04	MAIN	3.00crd	24	25	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	MS	6	Heddens, Margaret
			1H	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	T	6:00 pm	9:00 pm	HCCHOL	HOLTON		Will, Mark A.
			OL1	MAIN	3.00crd	20	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hurn, Jeffrey
			OL3	MAIN	3.00crd	12	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Andrews, Vern
			OL5	MAIN	3.00crd	13	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Andrews, Vern
			W0	MAIN	3.00crd	12	20	Aug 28, 2017	Dec 14, 2017	MW	10:30 am	11:59 am	HCCWAM			Lange, Ben W.
			W1	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Nagy, David James
			W2	MAIN	3.00crd	9	25	Oct 16, 2017	Dec 14, 2017	TR	1:00 pm	3:59 pm	HCCWAM			Skochdopole, Janet K.
MAT104	College Algebra	Course	01	MAIN	3.00crd	20	25	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	MS	6	Heddens, Margaret
			02	MAIN	3.00crd	12	25	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	MS	6	Heddens, Margaret
			03	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	6	Heddens, Margaret
			04	MAIN	3.00crd	14	25	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	MS	6	Heddens, Margaret

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
MAT104	College Algebra	Course	1H	MAIN	3.00crd	5	25	Aug 28, 2017	Dec 14, 2017	M	6:00 pm	9:00 pm	HCCHOL	HOLTON		McVey, Timothy
			3H	MAIN	3.00crd	11	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	HOL		Barta, Brooks Alan
			A0	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	ALM		Alderman, Roger W.
			A7	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	M-F	11:00 am	11:59 am	OFF	ATCAHS		Deware, Kaylene R
			AB	MAIN	3.00crd	4	25	Aug 28, 2017	Dec 14, 2017	M-F	12:00 pm	12:59 pm	OFF	AXT		Kuckelman, Rosalie
			C1	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	M-F	11:00 am	11:59 am	OFF	CEN		Stallbaumer, Jessica Jean
			E5	MAIN	3.00crd	8	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	EFF		Kimmi, Angela Marie
			F1	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	FFT		Roeder, Linda
			J0	MAIN	3.00crd	11	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	JHT		Sides, Robin Marie
			M6	MAIN	3.00crd	3	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	MAR		Crowther, Mickie Anne
			MA	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	MCL		Hoffman, Troy
			MF	MAIN	3.00crd	11	25	Aug 21, 2017	Dec 15, 2017	M-F	1:00 pm	1:59 pm	OFF	MER		Grose, Leslie Lee
			MG	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	MER		Grose, Leslie Lee
			O1	MAIN	3.00crd	13	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	ONA		Kocher, Ann
			O5	MAIN	3.00crd	13	25	Aug 28, 2017	Dec 15, 2017	M-F	8:00 am	8:59 am	OFF	OSK		Braun, Lisa Marie
			OL1	MAIN	3.00crd	15	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jacobs, Lauren
			OL2	MAIN	3.00crd	16	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lang, Luke T.
			OL3	MAIN	3.00crd	9	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hobbs, Donna Marie
			OL5	MAIN	3.00crd	14	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hobbs, Donna Marie
			P0	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	TR	1:30 pm	2:59 pm	HCCPER	PERRY		Langland, Lisa Anne

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
MAT104	College Algebra	Course	P3	MAIN	3.00crd	15	25	Aug 28, 2017	Dec 14, 2017	W	6:00 pm	9:00 pm	HCCPER	PERRY		Langland, Lisa Anne
			R0	MAIN	3.00crd	16	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	RCK		Koelzer, Donna M.
			RA	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	ROS		Copeland, Cathy J.
			S1	MAIN	3.00crd	16	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	SAB		Stallbaumer, Jacque Lynn
			SF	MAIN	3.00crd	21	25	Aug 28, 2017	Dec 14, 2017	M-F	11:00 am	11:59 am	OFF	STM		O Halloran, Shawna E.
			W0	MAIN	3.00crd	16	20	Aug 28, 2017	Dec 14, 2017	MW	1:00 pm	2:29 pm	HCCWAM			White, Carol L.
			W5	MAIN	3.00crd	8	20	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Lange, Ben W.
MAT105	Trigonometry	Course	OL1	MAIN	3.00crd	11	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Heddens, Margaret
			W0	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	T	1:00 pm	3:59 pm	HCCWAM			Lange, Ben W.
MAT106	Calculus I	Course	01	MAIN	5.00crd	6	25	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	LSU	A	Arnold, William F
										TR	11:00 am	11:50 am	HCC	LSU	A	
			W1	MAIN	5.00crd	8	25	Aug 28, 2017	Dec 14, 2017	MW	4:00 pm	6:29 pm	HCCWAM			White, Carol L.
MAT107	Gen. Calc & Lin. Alg	Course	W0	MAIN	3.00crd	13	25	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Webb, Gregory W
MAT110	Calculus II	Course	W0	MAIN	5.00crd	6	25	Aug 28, 2017	Dec 14, 2017	MW	4:00 pm	6:29 pm	HCCWAM			Wege, Ashley A.
MAT201	Calculus III	Course	01	MAIN	5.00crd	1	25	Aug 28, 2017	Dec 15, 2017	MW	7:00 pm	9:30 pm	HCC	LSU	A	White, Carol L.
			W0	MAIN	5.00crd	7	15	Aug 28, 2017	Dec 14, 2017	MW	7:00 pm	9:30 pm	HCCWAM	W-A	DL	White, Carol L.
MAT202	Differential Equatio	Course	W0	MAIN	5.00crd	4	25	Aug 28, 2017	Dec 14, 2017	MWF	2:00 pm	3:29 pm	HCCWAM			Manly, Ian G.
MAT203	Basic Statistics	Course	MG	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	MER		Grose, Leslie Lee
			OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jacobs, Lauren
			OL5	MAIN	3.00crd	21	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Coffee, Susan B.
			P2	MAIN	3.00crd	10	10	Aug 28, 2017	Dec 14, 2017	R	6:00 pm	9:00 pm	HCCPER	PERRY		Langland, Lisa Anne
			W0	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	W	6:30 pm	9:30 pm	HCCWAM			Schumm, Walter R.
			W1	MAIN	3.00crd	14	25	Aug 28, 2017	Dec 14, 2017	TR	2:30 pm	4:00 pm	HCCWAM			White, Carol L.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time	Campus	Building	Room	Instructors
MFT110	Bluprnt Read/Geo Dim	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:47 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
MFT120	Precision Measure	Course	T5	MAIN	2.00crd	8	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:47 am 2:54 pm	HCCTC	A	5	
MOA109	Emerg Preparedness	Course	B5	MAIN	1.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	1.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am 2:54 pm	HCCTC	A	4	
MOA110	Admin Aspects I	Course	B5	MAIN	3.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Moeller, Jessie Lynn
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am 2:54 pm	HCCTC	A	4	
MOA113	Clinical Intern I	Course	B5	MAIN	2.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
MOA114	Patient Care I	Course	B5	MAIN	4.00crd	3	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	4.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am 2:54 pm	HCCTC	A	4	
MOA123	Ins. Billing/Coding	Course	B5	MAIN	3.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Moeller, Jessie Lynn
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am 2:54 pm	HCCTC	A	4	
MOA125	Medical Terminology	Course	B5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			T5	MAIN	3.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am 2:54 pm	HCCTC	A	4	
MOA128	Body Struc/Functions	Course	B5	MAIN	3.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am 2:54 pm	HCCWC	WCB		
			M7	MAIN	3.00crd	0	0	Aug 28, 2017 Dec 14, 2017	Arr	11:47 am 2:54 pm	OFF			
			T5	MAIN	3.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am 2:54 pm	HCCTC	A	4	
MOA134	Patient Care II	Course	B5	MAIN	3.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am 11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am 2:54 pm	HCCWC	WCB		

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
MOA135	Clinical Intern II	Course	B5	MAIN	2.00crd	1	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
MOA136	Clinical Lab Proced	Course	B5	MAIN	4.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
MOA137	Med Prof Issues	Course	B5	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
			B7	MAIN	2.00crd	0	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCWC	WCB		Dominguez, Melanie Lane
									Arr	11:47 am	2:54 pm	HCCWC	WCB		
			T5	MAIN	2.00crd	26	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	4	Prudden, Christina Lynn
									Arr	11:47 am	2:54 pm	HCCTC	A	4	
MT 111	Intro. to Media Tech	Course	01	MAIN	3.00crd	4	8	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	CT	108	Albers, Jaime Lynn
									W	2:30 pm	3:59 pm	HCC	CT	108	
NET125	Intro to Net+	Course	T5	MAIN	3.00crd	5	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	6	Wurzbacher, Theresa Ann
NUR103	PN Success	Course	T5	MAIN	3.00crd	29	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	2	Carolus, Robin R.
									Arr	11:47 am	2:54 pm	HCCTC	F	2	
									Arr	8:00 am	11:07 am	HCCTC	F	2	Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F	2	
NUR106	KSPN Found. Nursing	Course	T5	MAIN	4.00crd	29	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	1	Martinez, Julie S
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Morton, Mabel Ann
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Carolus, Robin R.
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
NUR117	KSPN Pharmacology	Course	T5	MAIN	3.00crd	29	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	1	Carolus, Robin R.
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
NUR122	KSPN Med-Sur Nur I A	Course	T5	MAIN	4.00crd	28	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	1	Morton, Mabel Ann
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Carolus, Robin R.
									Arr	11:47 am	2:54 pm	HCCTC	F	1	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
NUR122	KSPN Med-Sur Nur I A	Course	T5	MAIN	4.00crd	28	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	1	Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
NUR126	KSPN Fd Nurse Clinic	Course	T5	MAIN	2.00crd	29	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	10:07 am	HCCTC	F	1	Mady, Jill Renee
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	10:07 am	HCCTC	F	1	Kearney, Jaymi Aponi
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	10:07 am	HCCTC	F	1	Roloff, Camron Leigh
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	10:07 am	HCCTC	F	1	Morton, Mabel Ann
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	10:07 am	HCCTC	F	1	Carolus, Robin R.
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	10:07 am	HCCTC	F	1	Cain, Janet Marie
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
									Arr	8:00 am	10:07 am	HCCTC	F	1	Zaccardi, Jane
									Arr	11:47 am	2:54 pm	HCCTC	F	1	
NUR127	KSPN Med Surg Nrs I	Course	T5	MAIN	3.00crd	29	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	F	1	Kearney, Jaymi Aponi
									Arr	11:47 am	12:25 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Roloff, Camron Leigh
									Arr	11:47 am	12:25 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Morton, Mabel Ann
									Arr	11:47 am	12:25 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Carolus, Robin R.
									Arr	11:47 am	12:25 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Cain, Janet Marie
									Arr	11:47 am	12:25 pm	HCCTC	F	1	
									Arr	8:00 am	11:07 am	HCCTC	F	1	Zaccardi, Jane
									Arr	11:47 am	12:25 pm	HCCTC	F	1	
NUR130	IV Therapy for LPN	Course	T5	MAIN	3.00crd	13	0	Aug 25, 2017 Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Vanwey, Cheryl Lynn
									Arr	6:30 am	10:30 am	HCCTC			
									Arr	8:00 am	3:00 pm	HCCTC	F		
									Web	12:00 am	12:01 am	WEB	OL	Online	Morton, Mabel Ann
									Arr	6:30 am	10:30 am	HCCTC			
									Arr	8:00 am	3:00 pm	HCCTC	F		

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
NUR130	IV Therapy for LPN	Course	T5	MAIN	3.00crd	13	0	Aug 25, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Zaccardi, Jane
										Arr	6:30 am	10:30 am	HCCTC			
										Arr	8:00 am	3:00 pm	HCCTC	F		
NUR201	Cert Nurse Aide	Course	A10	MAIN	6.00crd	6	0	Aug 24, 2017	Oct 24, 2017	TR	4:00 pm	9:00 pm	HCCTC	E	1	Lee, Darlene Ann
										TR	4:00 pm	9:00 pm	HCCTC	E	1	Lutz, Barbara Ann
			A5	MAIN	6.00crd	9	0	Oct 4, 2017	Nov 2, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lee, Darlene Ann
										WR	4:00 pm	9:00 pm	HCCTC	E	2	
										Web	12:00 am	12:01 am	WEB	OL	Online	Piche, Rachael Lynn
										WR	4:00 pm	9:00 pm	HCCTC	E	2	
			A6	MAIN	6.00crd	5	0	Aug 21, 2017	Oct 16, 2017	Web	12:00 am	12:01 am	WEB	OL		Lee, Darlene Ann
										M	4:00 pm	9:00 pm	HCCTC	E	2	
										Web	12:00 am	12:01 am	WEB	OL		Crittendon, Kerri E
										M	4:00 pm	9:00 pm	HCCTC	E	2	
			B0	MAIN	6.00crd	8	0	Oct 9, 2017	Nov 22, 2017	Web	12:00 am	12:01 am	WEB	OL		Lee, Darlene Ann
										MW	4:00 pm	9:00 pm	HCCWC	WCB		
										Web	12:00 am	12:01 am	WEB	OL		Harbolt, Ashley Breann
										MW	4:00 pm	9:00 pm	HCCWC	WCB		
			B1	MAIN	6.00crd	7	0	Oct 9, 2017	Nov 15, 2017	Web	12:00 am	12:01 am	WEB	OL		Lee, Darlene Ann
										MW	4:00 pm	9:00 pm	HCCWC	WCB		
										Web	12:00 am	12:01 am	WEB	OL		Lock, Sheila M.
										MW	4:00 pm	9:00 pm	HCCWC	WCB		
			P0	MAIN	6.00crd	7	0	Oct 7, 2017	Oct 22, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lee, Darlene Ann
										AS	7:00 am	3:00 pm	HCCPER	PERRY	16	
										Web	12:00 am	12:01 am	WEB	OL	Online	Kalous, Kara Lorraine
										AS	7:00 am	3:00 pm	HCCPER	PERRY	16	
			W0	MAIN	6.00crd	5	0	Aug 5, 2017	Sep 9, 2017	Web	12:00 am	12:01 am	WEB	OL		Lee, Darlene Ann
										A	8:00 am	4:00 pm	HCCWAM	W-A		
										S	1:00 pm	9:00 pm	HCCWAM	W-A		
										Web	12:00 am	12:01 am	WEB	OL		Kalous, Kara Lorraine
										A	8:00 am	4:00 pm	HCCWAM	W-A		
										S	1:00 pm	9:00 pm	HCCWAM	W-A		
			W1	MAIN	6.00crd	8	0	Oct 5, 2017	Dec 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lee, Darlene Ann
										TR	5:30 pm	8:30 pm	HCCWAM			

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
NUR201	Cert Nurse Aide	Course	W1	MAIN	6.00crd	8	0	Oct 5, 2017	Dec 12, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Zukowske, Dianna Lynn
										TR	5:30 pm	8:30 pm	HCCWAM			
			W2	MAIN	6.00crd	11	0	Aug 29, 2017	Oct 3, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lee, Darlene Ann
										TR	5:45 pm	9:30 pm	HCCWAM			
										Web	12:00 am	12:01 am	WEB	OL	Online	Zukowske, Dianna Lynn
										TR	5:45 pm	9:30 pm	HCCWAM			
NUR202	Cert Medication Aide	Course	A5	MAIN	5.00crd	6	0	Aug 21, 2017	Sep 24, 2017	TWR	4:00 pm	9:00 pm	HCCTC	E	2	Lee, Darlene Ann
										TWR	4:00 pm	9:00 pm	HCCTC	E	2	Smith, Corby Marie
			B0	MAIN	5.00crd	7	0	Sep 11, 2017	Oct 30, 2017	MW	4:00 pm	9:00 pm	HCCWC	WCB		Noland, Laura Mary
										MW	4:00 pm	9:00 pm	HCCWC	WCB		Lee, Darlene Ann
NUR203	Med Aide Certif Up	Course	A7	MAIN	1.00crd	6	0	Oct 25, 2017	Oct 27, 2017	WF	4:00 pm	9:00 pm	HCCTC	E	2	Lee, Darlene Ann
										WF	4:00 pm	9:00 pm	HCCTC	E	2	Lutz, Barbara Ann
			B0	MAIN	1.00crd	1	0	Dec 19, 2017	Dec 20, 2017	TW	4:00 pm	9:00 pm	HCCWC	WCB		Lee, Darlene Ann
										TW	4:00 pm	9:00 pm	HCCWC	WCB		Harbolt, Ashley Breann
PC 198A	Engineering Graphics	Course	T5	MAIN	3.00crd	0	0	Aug 21, 2017	Dec 14, 2017							Lauts, Timothy J.
PE 103	Volleyball (WVA)	Course	01	MAIN	1.00crd	12	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Bingesser, Jon Carlos
PE 105	Football (MVA)	Course	01	MAIN	1.00crd	56	130	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	FBFLD	Arnold, Aaron James
PE 107	Dance Team I	Course	01	MAIN	1.00crd	6	25	Aug 21, 2017	Dec 14, 2017	MWF	3:00 pm	5:00 pm	HCC	WC		Clark, Cheyenne Marie
PE 108	Dance Team II	Course	01	MAIN	1.00crd	1	25	Aug 21, 2017	Dec 14, 2017	MWF	3:00 pm	5:00 pm	HCC	WC		Clark, Cheyenne Marie
PE 110	Rules & Offic. I	Course	01	MAIN	2.00crd	9	25	Sep 25, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	SDC	Barber	Remmers, Judd Randal
PE 112	Personal/Comm Hlth	Course	01	MAIN	3.00crd	20	25	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	WC		Foley, Amy Colleen

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
PE 113	First Aid and Safety	Course	01	MAIN	3.00crd	22	25	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	WC		Hergert, Nicole Alane
PE 118	Cross Country I (MVA	Course	01	MAIN	1.00crd	5	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	TRACK		Clevenger, Chad Allen
PE 119	Tennis	Course	01	MAIN	1.00crd	6	25	Aug 21, 2017	Oct 16, 2017	MWF	12:00 pm	12:50 pm	HCC	WC		Reed, Kyler Eugene
PE 121	Volleyball I	Course	01	MAIN	1.00crd	9	24	Oct 18, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	WC		Bingesser, Jon Carlos
PE 122	Archery	Course	01	MAIN	1.00crd	15	15	Oct 18, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	WC		Bingesser, Jon Carlos
			02	MAIN	1.00crd	14	15	Aug 21, 2017	Oct 17, 2017	TR	12:30 pm	1:50 pm	HCC	WC		Bingesser, Jon Carlos
PE 123	Intro Physical Educa	Course	01	MAIN	3.00crd	16	25	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	SDC	Barber	Castel, Michael Louis
PE 124	Weightlifting I Gen	Course	02	MAIN	1.00crd	13	50	Aug 21, 2017	Oct 17, 2017	TR	9:30 am	10:50 am	HCC	FH	Wt Rm	Reed, Kyler Eugene
	Weights I Dance	Course	03	MAIN	1.00crd	6	25	Aug 21, 2017	Dec 14, 2017	TR	3:00 pm	3:50 pm	HCC	WC		Martin, Thomas P
	Weights I Cheer	Course	04	MAIN	1.00crd	13	25	Aug 21, 2017	Dec 14, 2017	MW	3:00 pm	3:50 pm	HCC	WC		Martin, Thomas P
	Weights I Track	Course	05	MAIN	1.00crd	13	25	Aug 21, 2017	Oct 16, 2017	Arr	12:00 am	12:01 am	HCC	FH	Wt Rm	Bond, Charles Thomas
	Weightlifting I CC	Course	06	MAIN	1.00crd	2	25	Aug 21, 2017	Oct 16, 2017	Arr	12:00 am	12:01 am	HCC	FH	Wt Rm	Clevenger, Chad Allen
	Weightlifting I FB	Course	07	MAIN	1.00crd	54	80	Aug 21, 2017	Oct 16, 2017	Arr	12:00 am	12:01 am	HCC	FH	Wt Rm	Arnold, Aaron James
PE 125	Intro to Recreation	Course	01	MAIN	3.00crd	9	25	Oct 9, 2017	Dec 14, 2017	M	6:00 pm	9:00 pm	HCC	YH	102	Castel, Michael Louis
			OL1	MAIN	3.00crd	2	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Jump, David M.
PE 127	Cheerleading I	Course	01	MAIN	1.00crd	16	25	Aug 21, 2017	Dec 14, 2017	TR	3:00 pm	5:00 pm	HCC	WC		Clark, Cheyenne Marie
PE 135	Running Awareness	Course	01	MAIN	1.00crd	12	50	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	TRACK		Bond, Charles Thomas
			02	MAIN	1.00crd	7	50	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	TRACK		Bond, Charles Thomas
			03	MAIN	1.00crd	3	25	Aug 21, 2017	Oct 13, 2017	Arr	12:00 am	12:01 am	HCC	WC		Castel, Michael Louis

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
PE 136	Baseball Conditionin	Course	01	MAIN	1.00crd	32	50	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	BBFLD	Dulin, Daniel Tyrone
PE 137	Basketball Cond I-M	Course	01	MAIN	1.00crd	8	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Cole, Jerre S.
PE 138	Basketball Cond I-W	Course	01	MAIN	1.00crd	8	25	Aug 21, 2017	Dec 14, 2017	Arr	3:01 pm	3:51 pm	HCC	FH	Wt Rm	Smith, William J
PE 139	Lifetime Fitness	Course	01	MAIN	2.00crd	16	30	Aug 21, 2017	Oct 31, 2017	TR	11:00 am	12:20 pm	HCC	SDC	Barber	Castel, Michael Louis
			02	MAIN	2.00crd	18	30	Sep 25, 2017	Dec 15, 2017	MWF	9:00 am	9:50 am	HCC	SDC	Barber	Woods, Donnie L
			03	MAIN	2.00crd	14	30	Sep 25, 2017	Dec 15, 2017	MWF	8:00 am	8:50 am	HCC	WC	1	Foley, Amy Colleen
			OL1	MAIN	2.00crd	19	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Goetz, Matthew C.
			OL3	MAIN	2.00crd	21	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Ediger, Thayne
			OL5	MAIN	2.00crd	17	25	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Ediger, Thayne
			W4	MAIN	2.00crd	14	20	Aug 28, 2017	Dec 14, 2017	T	6:30 pm	8:30 pm	HCCWAM			Wendling, Margaret Anne
PE 139A	Lifetime Fitness	Course	01	MAIN	3.00crd	12	25	Aug 21, 2017	Dec 14, 2017	TR	8:00 am	9:20 am	HCC	WC	1	Eberly, Angela
			OL1	MAIN	3.00crd	6	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Eberly, Angela
PE 143	Intro to Athletic Tr	Course	01	MAIN	3.00crd	23	25	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	117	Collins, Tia Marie
PE 147	Cross Country I (WVA	Course	01	MAIN	1.00crd	5	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	TRACK		Clevenger, Chad Allen
PE 149	Softball Conditionin	Course	01	MAIN	1.00crd	15	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	SBFLD	Jordan, Heidi Michelle
PE 150	Prsnl Tr Fld Exp I	Course	01	MAIN	1.00crd	7	25	Aug 21, 2017	Dec 14, 2017	MW	11:00 am	11:50 am	HCC	WC		Martin, Thomas P
PE 150B	Prsnl Tr Fld Exp III	Course	01	MAIN	1.00crd	7	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	WC		Martin, Thomas P
PE 151	Clin Exp Ath Trn I	Course	01	MAIN	2.00crd	14	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH		Collins, Tia Marie
PE 203	Volleyball II (WVA)	Course	01	MAIN	1.00crd	4	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Bingesser, Jon Carlos
PE 205	Football II (MVA)	Course	01	MAIN	1.00crd	32	50	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	FBFLD	Arnold, Aaron James

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
PE 207	Dance Team III	Course	01	MAIN	1.00crd	3	25	Aug 21, 2017	Dec 14, 2017	MWF	3:00 pm	5:00 pm	HCC	WC		Clark, Cheyenne Marie
PE 210	Adv Cpts Prsnl Train	Course	01	MAIN	5.00crd	1	3	Aug 21, 2017	Dec 14, 2017	M-F	7:30 am	8:50 am	HCC	WC		Eberly, Angela
PE 218	Cross Country II (MV	Course	01	MAIN	1.00crd	4	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	TRACK		Clevenger, Chad Allen
PE 221	Theory Coach.Tr/Fld	Course	01	MAIN	2.00crd	13	25	Sep 25, 2017	Dec 15, 2017	MWF	8:00 am	8:50 am	HCC	SDC	Barber	Clevenger, Chad Allen
PE 222	Theory Coach. Ftball	Course	01	MAIN	2.00crd	14	25	Sep 27, 2017	Dec 15, 2017	W	6:00 pm	9:00 pm	HCC	SDC	Barber	Remmers, Judd Randal
PE 223	Theory Coach. Basebl	Course	01	MAIN	2.00crd	16	25	Oct 9, 2017	Dec 15, 2017	MW	6:30 pm	8:30 pm	HCC	WC	1	Dulin, Daniel Tyrone
PE 227	Cheerleading III	Course	01	MAIN	1.00crd	2	25	Aug 21, 2017	Dec 14, 2017	TR	3:00 pm	5:00 pm	HCC	WC		Clark, Cheyenne Marie
PE 236	Baseball Condit.II	Course	01	MAIN	1.00crd	5	50	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	BBFLD	Dulin, Daniel Tyrone
PE 237	Adv Basketball Cond	Course	01	MAIN	1.00crd	7	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Cole, Jerre S.
PE 238	Adv Bsktbl Cond-Wm	Course	01	MAIN	1.00crd	5	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH	Wt Rm	Smith, William J
PE 241	Weightls II Dance	Course	02	MAIN	1.00crd	3	25	Aug 21, 2017	Dec 14, 2017	TR	3:01 pm	3:50 pm	HCC	WC		Martin, Thomas P
	Weights II Cheer	Course	03	MAIN	1.00crd	3	25	Aug 21, 2017	Dec 14, 2017	MW	3:01 pm	3:50 pm	HCC	WC		Martin, Thomas P
	Weightlifting II FB	Course	04	MAIN	1.00crd	31	55	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FH	Gym	Arnold, Aaron James
PE 247	Cross Country II (WV	Course	01	MAIN	1.00crd	3	50	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	TRACK		Clevenger, Chad Allen
PE 249	Softball Cond II	Course	01	MAIN	1.00crd	7	25	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	FIELD	SBFLD	Jordan, Heidi Michelle
PE 250	Exercise Physiology	Course	OL1	MAIN	3.00crd	3	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	McElroy, Matthew R.
PHI101	Introduction to Phil	Course	OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Kerschen, Charles T.
			W1	MAIN	3.00crd	2	20	Aug 28, 2017	Dec 14, 2017	R	6:30 pm	9:30 pm	HCCWAM			Haney, Jonathan

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
PHI102	Introduction to Ethi	Course	01	MAIN	3.00crd	22	25	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	LSU	D	Kelley, Michael Alan
			0H	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	M	1:00 pm	3:59 pm	HCCHOL	HOLTON		Cobb, Ronald Lee
			OL1	MAIN	3.00crd	21	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mack, John N.
			OL5	MAIN	3.00crd	21	25	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mack, John N.
			P1	MAIN	3.00crd	13	25	Aug 28, 2017	Dec 14, 2017	W	2:30 pm	5:29 pm	HCCPER	PERRY		McGonigle, Amy A.
			W0	MAIN	3.00crd	7	20	Aug 28, 2017	Dec 14, 2017	R	9:00 am	11:59 am	HCCWAM			Haney, Jonathan
PHI103	Logic/Critical Think	Course	01	MAIN	3.00crd	22	25	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	CT	104	Kelley, Michael Alan
			OL1	MAIN	3.00crd	5	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mack, John N.
PHO104	Intro Digital Photo	Course	01	MAIN	3.00crd	11	15	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	11:59 am	HCC	CT	116	Gross, Glen
PHO107	Hist of Photography	Course	01	MAIN	3.00crd	17	25	Aug 21, 2017	Dec 14, 2017	TR	8:00 am	9:20 am	HCC	LSU	D	Gross, Glen
PHO108	Applied Photography	Course	01	MAIN	1.00crd	7	12	Aug 21, 2017	Dec 14, 2017	W	6:00 pm	6:59 pm	HCC	CT	116	Gross, Glen
PHO110	Photo Fundamentals	Course	OL5	MAIN	2.00crd	7	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gross, Glen
PHO199	Individual Study Pro	Course	01	MAIN	1.00crd	2	2	Aug 21, 2017	Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	CT	122	Gross, Glen
PHO203	Color Photography	Course	01	MAIN	3.00crd	6	15	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	1:40 pm	HCC	CT	116	Gross, Glen
PHO208	Applied Photo. II	Course	01	MAIN	1.00crd	4	12	Aug 21, 2017	Dec 14, 2017	W	7:00 pm	8:00 pm	HCC	CT	116	Gross, Glen
PHO260	Portfolio Preparatio	Course	01	MAIN	1.00crd	3	16	Aug 21, 2017	Dec 14, 2017	M	2:00 pm	2:50 pm	HCC	CT	116	Perkins, Samuel Dean
POL100	U S Government	Course	01	MAIN	3.00crd	12	45	Aug 21, 2017	Dec 14, 2017	TR	12:30 pm	1:50 pm	HCC	LSU	D	Noll, William N.
			0H	MAIN	3.00crd	18	25	Aug 28, 2017	Dec 14, 2017	M-F	12:00 pm	12:59 pm	OFF	HOL		Bilbo, Andrew W.
			E5	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	EFF		English, Paul F.
			HP	MAIN	3.00crd	3	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	HYT		Bilbo, Andrew W.
			O6	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	OSK		Miller, Robert David
			OL1	MAIN	3.00crd	11	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Breen, Michael A.
POL101	Intro.to Political S	Course	W0	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	W	9:00 am	11:59 am	HCCWAM			Sifdol, Raymond Lee

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
POL115	State & Local Govern	Course	P0	MAIN	3.00crd	7	10	Aug 28, 2017 Dec 14, 2017	R	3:00 pm	5:59 pm	HCCPER		DL	Bilbo, Andrew W.
PS 101	College Physical Sci	Course	01	MAIN	5.00crd	12	22	Aug 21, 2017 Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	4	Lutes, Loren D
									TR	11:00 am	12:20 pm	HCC	MS	3	
			02	MAIN	5.00crd	5	22	Aug 21, 2017 Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	MS	4	Lutes, Loren D
									TR	12:30 pm	1:50 pm	HCC	MS	3	
			OL1	MAIN	5.00crd	15	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Johnson, Preston W.
			W0	MAIN	5.00crd	5	25	Aug 28, 2017 Dec 14, 2017	TR	1:00 pm	3:59 pm	HCCWAM			Wahl, Sandra K.
PS 102	Concepts of Physics	Course	01	MAIN	4.00crd	5	20	Aug 21, 2017 Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	MS	3	Adams, Ronald
									T	8:00 am	9:20 am	HCC	MS	3	
PS 104	Physical Geology	Course	OL1	MAIN	4.00crd	10	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Johnson, Preston W.
PS 107	General Chemistry	Course	01	MAIN	5.00crd	14	20	Aug 21, 2017 Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	MS	1	Graham, Adam Stewart
									TR	11:00 am	12:20 pm	HCC	MS	2	
			02	MAIN	5.00crd	8	20	Aug 21, 2017 Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	MS	2	Graham, Adam Stewart
									MWF	11:00 am	11:50 am	HCC	MS	1	
			1H	MAIN	5.00crd	7	20	Aug 28, 2017 Dec 14, 2017	MW	6:00 pm	10:00 pm	HCCHOL	HOLTON		Walker, Joann L.
			OL1	MAIN	5.00crd	16	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Scheuerman, Teresa R.
			OL5	MAIN	5.00crd	10	25	Oct 19, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Tarus, Jepkoech Janet
			P1	MAIN	5.00crd	9	20	Aug 28, 2017 Dec 14, 2017	MW	9:00 am	11:59 am	HCCPER	PERRY		Toumi, Melinda L.
			W1	MAIN	5.00crd	10	16	Aug 28, 2017 Dec 14, 2017	MW	1:00 pm	3:59 pm	HCCWAM			Karunaweera, Sadish
PS 108	Astronomy	Course	01	MAIN	4.00crd	11	20	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	MS	4	Adams, Ronald
									TR	8:00 am	9:20 am	HCC	MS	4	
			02	MAIN	4.00crd	13	20	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	MS	4	Adams, Ronald
									TR	9:30 am	10:50 am	HCC	MS	4	
			OL1	MAIN	4.00crd	13	22	Aug 28, 2017 Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Miller, John Scott
PS 111	College Chemistry I	Course	01	MAIN	5.00crd	7	20	Aug 21, 2017 Dec 14, 2017	MWF	8:00 am	8:50 am	HCC	MS	1	Graham, Adam Stewart
									TR	8:00 am	9:20 am	HCC	MS	2	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
PS 111	College Chemistry I	Course	02	MAIN	5.00crd	2	20	Aug 21, 2017	Dec 14, 2017	MWF	8:00 am	8:50 am	HCC	MS	1	Graham, Adam
										TR	9:30 am	10:50 am	HCC	MS	2	Stewart
			H10	MAIN	5.00crd	20	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	Hay		Cucciniello, Judith A
			H11	MAIN	5.00crd	18	25	Aug 28, 2017	Dec 15, 2017	M-F	9:00 am	9:59 am	OFF	Hay		Cucciniello, Judith A
			W0	MAIN	5.00crd	10	16	Aug 28, 2017	Dec 14, 2017	MW	9:00 am	11:59 am	HCCWAM			Karunaweera, Sadish
			W1	MAIN	5.00crd	7	16	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Andresen,
										T	6:30 pm	9:30 pm	HCCWAM			Douglas W.
PS 112	College Chemistry II	Course	01	MAIN	5.00crd	5	10	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	MS	1	Graham, Adam
										R	5:30 pm	8:20 pm	HCC	MS	3	Stewart
			W0	MAIN	5.00crd	7	16	Aug 28, 2017	Dec 14, 2017	TR	6:30 pm	9:30 pm	HCCWAM			Weese, Chelsea N.
PS 203	General Physics I	Course	01	MAIN	5.00crd	6	16	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	MS	3	Adams, Ronald
										MWF	9:00 am	9:50 am	HCC	MS	3	
			W0	MAIN	5.00crd	17	25	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Wahl, Sandra
										W	6:30 pm	9:30 pm	HCCWAM			K.
PSY101	General Psychology	Course	01	MAIN	3.00crd	37	40	Aug 21, 2017	Dec 14, 2017	MWF	12:00 pm	12:50 pm	HCC	LSU	C	Ketchum, Eric D
			02	MAIN	3.00crd	39	40	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	LSU	C	Ketchum, Eric D
			03	MAIN	3.00crd	16	15	Aug 28, 2017	Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL		Ketchum, Eric
										MW	8:00 am	8:50 am	HCC	LSU	A	D
			OL0	MAIN	3.00crd	21	22	Aug 28, 2017	Dec 15, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Nichols, Scott A.
			OL1	MAIN	3.00crd	23	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Nichols, Scott A.
			OL2	MAIN	3.00crd	19	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Beckham, Crystal Marie
			OL3	MAIN	3.00crd	21	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Beckham, Crystal Marie
			OL5	MAIN	3.00crd	12	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Beckham, Crystal Marie
			OL6	MAIN	3.00crd	13	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mellies, Erin Nichole

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
PSY101	General Psychology	Course	P1	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	WF	10:00 am	11:29 am	HCCPER	PERRY		Lee, Theodore
										WF	10:00 am	11:29 am	HCCPER	PERRY		Forsberg, Peggy
			S1	MAIN	3.00crd	14	25	Aug 28, 2017	Dec 14, 2017	M-F	11:00 am	11:59 am	OFF	SAB		Garber, Debra K.
			W1	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	M	6:30 pm	9:30 pm	HCCWAM			Hood, Joe Anna
			W2	MAIN	3.00crd	17	22	Aug 28, 2017	Dec 14, 2017	R	12:00 pm	2:59 pm	HCCWAM	W-A	DL	Forsberg, Peggy
PSY205	Human Growth & Devel	Course	01	MAIN	3.00crd	36	40	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	LSU	C	Ketchum, Eric D
			OL1	MAIN	3.00crd	17	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Henderson, Brandon Michael Lee
			OL2	MAIN	3.00crd	14	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Becker, Jill Appelhanz
			OL3	MAIN	3.00crd	15	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Henderson, Brandon Michael Lee
			OL5	MAIN	3.00crd	21	25	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Becker, Jill Appelhanz
			P1	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	T	6:00 pm	9:00 pm	HCCPER	PERRY		Herschell, Erin Lynn
			W0	MAIN	3.00crd	9	25	Aug 28, 2017	Dec 14, 2017	T	1:00 pm	3:59 pm	HCCWAM			Carlson, Nolan Kay
PSY206	Social Psychology	Course	01	MAIN	3.00crd	8	40	Aug 21, 2017	Dec 14, 2017	MW	1:00 pm	2:20 pm	HCC	LSU	C	Ketchum, Eric D
PSY280	Health Psychology	Course	OL1	MAIN	3.00crd	8	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Mellies, Erin Nichole
PSY290	Abnormal Psychology	Course	OL1	MAIN	3.00crd	13	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Huerter, Serena A.
RM 100	Security/Loss Preven	Course	OL1	MAIN	3.00crd	1	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Musick, Jacqueline Sue
RM 111	Invest. in Workplace	Course	OL1	MAIN	3.00crd	3	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Gronniger, Eileen C.
RM 116	Safety I	Course	OL1	MAIN	3.00crd	2	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Musick, Jacqueline Sue

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
RM 202	Risk Communications	Course	OL1	MAIN	3.00crd	2	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Musick, Jacqueline Sue
SOC101	General Sociology	Course	02	MAIN	3.00crd	28	30	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	LSU	C	Woodruff, Kristin Renee
			03	MAIN	3.00crd	19	30	Aug 21, 2017	Dec 14, 2017	TR	2:00 pm	3:20 pm	HCC	CT	113	Woodruff, Kristin Renee
			5H	MAIN	3.00crd	3	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	HOR		Ottman, Terry
			OL1	MAIN	3.00crd	20	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Haefke, Mark
			OL3	MAIN	3.00crd	19	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lapo, Kimberly V.
			OL5	MAIN	3.00crd	15	25	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Lapo, Kimberly V.
			P0	MAIN	3.00crd	7	25	Aug 28, 2017	Dec 14, 2017	W	6:00 pm	9:00 pm	HCCPER	PERRY		McGonigle, Amy A.
			W0	MAIN	3.00crd	4	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Stuke, Kendra M.
										M	6:30 pm	9:30 pm	HCCWAM			
			W1	MAIN	3.00crd	19	25	Aug 28, 2017	Dec 14, 2017	M	9:00 am	11:59 am	HCCWAM			Veitch, Stanley A.
			W9	MAIN	3.00crd	16	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	WAM HS		Hornung, Shawn
SOC102	Marriage and the Fam	Course	01	MAIN	3.00crd	30	30	Aug 21, 2017	Dec 14, 2017	TR	8:00 am	9:20 am	HCC	LSU	A	Patton, Kailey Dawn
			02	MAIN	3.00crd	27	30	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	LSU	D	Woodruff, Kristin Renee
			OL1	MAIN	3.00crd	11	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Gerald H.
			OL5	MAIN	3.00crd	6	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Smith, Gerald H.
			W2	MAIN	3.00crd	4	20	Aug 28, 2017	Dec 14, 2017	W	1:00 pm	3:59 pm	HCCWAM			Cahoj, Joan C.
SOC104	Intro to Social Work	Course	01	MAIN	3.00crd	21	25	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL		Woodruff, Kristin Renee
										R	9:30 am	10:50 am	HCC	LSU	A	
SP 101	Oral Communications	Course	OL1	MAIN	3.00crd	18	22	Aug 28, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hime, Maurice E.
			OL3	MAIN	3.00crd	13	22	Aug 28, 2017	Oct 17, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hime, Maurice E.
			OL5	MAIN	3.00crd	12	22	Oct 19, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Hime, Maurice E.

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
SP 106	Public Speaking	Course	01	MAIN	3.00crd	19	20	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	CT	121	Grossman, Theresa
			02	MAIN	3.00crd	19	20	Aug 21, 2017	Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	CT	121	Grossman, Theresa
			03	MAIN	3.00crd	20	20	Aug 21, 2017	Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	121	Grossman, Theresa
			05	MAIN	3.00crd	19	20	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	CT	121	Grossman, Theresa
			06	MAIN	3.00crd	19	20	Aug 21, 2017	Dec 14, 2017	TR	11:00 am	12:20 pm	HCC	CT	121	Grossman, Theresa
			07	MAIN	3.00crd	18	20	Aug 21, 2017	Dec 14, 2017	M	6:00 pm	9:00 pm	HCC	CT	121	Grossman, Theresa
			0H	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	T	6:00 pm	9:00 pm	HCCHOL	HOLTON		Cobb, Ronald Lee
			AB	MAIN	3.00crd	5	25	Aug 28, 2017	Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	AXT		Broxterman, Lisa
			B0	MAIN	3.00crd	12	25	Aug 28, 2017	Dec 14, 2017	M	7:00 pm	10:00 pm	HCCWC	WCB		Broxterman, Lisa
			HP	MAIN	3.00crd	8	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	HYT		Allen, Stephanie Lynn
			J0	MAIN	3.00crd	16	25	Aug 28, 2017	Dec 14, 2017	M-F	1:00 pm	1:59 pm	OFF	JHT		Folger, Jeffrey Lamar
			M5	MAIN	3.00crd	8	25	Aug 28, 2017	Dec 14, 2017	M	6:00 pm	9:00 pm	OFF	MAR		Wolfe, Carla A.
			M6	MAIN	3.00crd	20	25	Aug 28, 2017	Dec 14, 2017	M-F	3:00 pm	3:59 pm	OFF	MAR		Wolfe, Carla A.
			MF	MAIN	3.00crd	22	25	Aug 28, 2017	Dec 14, 2017	M-F	2:00 pm	2:59 pm	OFF	MER		TBD, TBD
			P0	MAIN	3.00crd	8	25	Aug 28, 2017	Dec 14, 2017	T	6:30 pm	9:30 pm	HCCPER	PERRY		Beuchat, Jennifer Morgan
			P1	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	TR	10:00 am	11:29 am	HCCPER	PERRY		Wendling, Marijo Anne
			R0	MAIN	3.00crd	6	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	RCK		Miller, Keith J
			RA	MAIN	3.00crd	3	25	Aug 28, 2017	Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	ROS		Torrence, Patricia E.
			S1	MAIN	3.00crd	10	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	SAB		Garber, Debra K.
			SF	MAIN	3.00crd	17	25	Aug 28, 2017	Dec 14, 2017	M-F	8:00 am	8:59 am	OFF	STM		May, Mary Lou

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration	Days	Time		Campus	Building	Room	Instructors
SP 106	Public Speaking	Course	V6	MAIN	3.00crd	10	25	Aug 28, 2017 Dec 14, 2017	M-F	10:00 am	10:59 am	OFF	VHT		Coon, Lynette K. Steele
			W0	MAIN	3.00crd	24	25	Aug 28, 2017 Dec 14, 2017	M	1:00 pm	3:59 pm	HCCWAM			Allen, Rebekah Jane
			W1	MAIN	3.00crd	11	17	Aug 28, 2017 Dec 14, 2017	W	6:30 pm	9:30 pm	HCCWAM			Chapman, Ariane M.
			W10	MAIN	3.00crd	7	25	Aug 21, 2017 Dec 15, 2017	M-F	9:00 am	9:50 am	OFF	WAM HS		Topliff, Jennifer R.
			W2	MAIN	3.00crd	13	17	Aug 28, 2017 Dec 14, 2017	T	6:30 pm	9:30 pm	HCCWAM			Chapman, Ariane M.
			W9	MAIN	3.00crd	19	25	Aug 28, 2017 Dec 14, 2017	M-F	9:00 am	9:59 am	OFF	WAM HS		Topliff, Jennifer R.
TCH100	OSHA 10	Course	B0	MAIN	1.00crd	2	0	Aug 21, 2017 Dec 14, 2017	MT	9:00 am	4:00 pm	HCCWC	WCB		Baker, Cara Marie
									MT	9:00 am	4:00 pm	HCCWC	WCB		Gage, Fredrick Eugene
			T5	MAIN	1.00crd	9	0	Aug 21, 2017 Dec 14, 2017	Arr	8:00 am	11:07 am	HCCTC	A	5	Lauts, Timothy J.
									Arr	11:40 am	2:54 pm	HCCTC	A	5	
TH 103	Theatre Pract. I	Course	01	MAIN	1.00crd	10	10	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	CT	AUD	Smith, Samuel Merritt
TH 108	Hist/Aprec of Theat	Course	01	MAIN	3.00crd	21	25	Aug 21, 2017 Dec 14, 2017	MWF	10:00 am	10:50 am	HCC	MS	1	Smith, Samuel
									MWF	10:00 am	10:50 am	HCC	SDC	Barber	Merritt
TH 109	Fund Style/Princ Act	Course	01	MAIN	3.00crd	5	25	Aug 21, 2017 Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	AUD	Smith, Samuel Merritt
TH 110	Acting I	Course	01	MAIN	3.00crd	2	25	Aug 21, 2017 Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	CT	AUD	Smith, Samuel Merritt
TH 152	Stagecraft I	Course	01	MAIN	3.00crd	4	25	Aug 21, 2017 Dec 14, 2017	TR	2:30 pm	5:00 pm	HCC	CT	AUD	Smith, Samuel Merritt
TH 203	Theatre Pract. III	Course	01	MAIN	1.00crd	1	25	Aug 21, 2017 Dec 14, 2017	Arr	12:00 am	12:01 am	HCC	CT	AUD	Smith, Samuel Merritt
TH 208	Film Appreciation	Course	01	MAIN	3.00crd	22	25	Aug 21, 2017 Dec 14, 2017	TR	9:30 am	10:50 am	HCC	CT	113	Smith, Samuel
									TR	9:30 am	10:50 am	HCC	CT	AUD	Merritt
TST008	Lab Set Up	Course	01	MAIN	0.00crd	0	0	Aug 21, 2017 Dec 14, 2017	MW	12:00 pm	12:50 pm	HCC	MS	3	Adams, Ronald
									T	8:00 am	9:20 am	HCC	MS	3	
			02	MAIN	0.00crd	0	0	Aug 21, 2017 Dec 14, 2017	MWF	11:00 am	11:50 am	HCC	MS	5	McElroy, Matthew R.
									MWF	2:30 pm	3:30 pm	HCC	MS	5	

2017/Fall

Id	Name	Sub Type	Sec	Session	Credits CEU	Add	Max	Duration		Days	Time		Campus	Building	Room	Instructors
TST008	Lab Set Up	Course	03	MAIN	0.00crd	0	0	Aug 21, 2017	Dec 14, 2017	TR	9:30 am	10:50 am	HCC	MS	3	Foley, Amy Colleen
			04	MAIN	0.00crd	0	0	Aug 21, 2017	Dec 14, 2017	MWF	9:00 am	9:50 am	HCC	MS	5	Moeller, Harry
										MWF	11:00 am	12:50 pm	HCC	MS	5	
										MWF	2:00 pm	3:50 pm	HCC	MS	5	
TX 104	Taxidermy - Game Hea	Course	00	MAIN	1.00crd	0	10	Aug 21, 2017	Dec 15, 2017	A	1:00 am	2:00 am	HCC	ARR	ARR	Stegman, Jason Lee
										A	1:00 am	2:00 am	HCC	ARR	ARR	Berry, Joshua D.
VIN213	Midwest Vineyard Mgt	Course	OL0	MAIN	2.00crd	4	0	Sep 1, 2017	Dec 14, 2017	Web	12:00 am	12:01 am	WEB	OL	Online	Rolfes, Dylan P
			W0	MAIN	2.00crd	2	25	Aug 19, 2017	Sep 23, 2017	A	9:00 am	6:00 pm	HCCWAM		16	Miller, Randall
VIN293	Soils Viticulture	Course	W0	MAIN	3.00crd	1	25	Oct 7, 2017	Dec 2, 2017	A	9:00 am	6:00 pm	HCCWAM		14	Miller, Randall

Total sections for 2017/Fall: 909

Find a Class
Handbook & Policies
Student Right to Know
Resources +
Social Media Request Form
HCC Compliment and Complaint Process
Drop Dates
Transcript request
Student Resources
Finals Schedule
+ Surveys
SAP Appeal Form
Technology Support +
Counseling +
Dining
FAQs
Graduation +
Housing +
Student Life +
Safety and Security +
Student Support Services +
Veteran Affairs
Title IX Resources

Home » *Student Services* » *Resources* » *HCC Compliment and Complaint Process*

HCC Compliment and Complaint Process

The staff at Highland Community College strives to provide a positive college experience for all students and has established policies and procedures to respond appropriately should that not be the case. The college has established the following Shared Performance Expectations for all staff and students.

- Be Competent at your Work
- Communicate Effectively
- Respect Others
- Make Good Decisions
- Act Responsibly
- Work Effectively in Teams

HCC provides various opportunities on a routine basis for assessment of these expectations. Students and stakeholders of the college are encouraged to let staff members know when things are going well or when they are in need of improvement.

In accordance with the U. S. Department of Education Program Integrity Rule, 34, C.F.R. Part 600.9, HCC has a process to review and respond to student complaints. The college seeks to resolve any and all student complaints in an appropriate and timely manner and adheres to procedures for resolving academic and non-academic concerns. Steps, timelines, and resolution processes are addressed through procedures described in the **academic catalog** and the **student handbook**.

Informal Complaint Process

Online Options

HCC students are encouraged to offer feedback-compliments or complaints- to staff at any time by completing the online **feedback form**.

In addition, students wishing to report violations anonymously may complete the online **Silent Witness Report**.

Face-to-Face Options

Students who wish to issue a complaint regarding a matter associated with Highland Community College are encouraged to begin with an informal process by discussing the matter with the faculty or staff of the department where the issue originated and only escalating it to their supervisor or vice president if not resolved. In most cases, complaints may be resolved through this informal process. The general divisions of the College are as follows:

Athletics-Overseen by the **Director of Athletics** and deals with issues surrounding all athletic teams and NJCAA eligibility issues.

Academic-Overseen by the **Vice President for Academic Affairs** and deals with issues arising in the classroom, online, and with faculty members.

Student Services-Overseen by the **Vice President for Student Services** and deals with issues arising in housing, financial aid, registrar, advising, Student Support Services, security, admissions, student conduct, and information technology.

Finance and Operations- Overseen by the **Vice President for Finance and Operations** and deals with issues of billing statements, third party payments, payment plans, and maintenance.

Formal Complaint Process

Complaints that remain unresolved after following the informal complaint process may be addressed by filing a formal complaint. Students or others needing assistance with the filing of any form should contact the Vice President for Student Services office at 785.442.6020 or **vpstudentservices@highlandcc.edu**.

Discrimination, Harassment, or Gender-Based Misconduct Form (Title IX)

Incident Reporting Form (academic misconduct, concerning or threatening behavior, or someone violating the rights of another person on campus)

Grade Appeals Process-Please refer to the **HCC Student Handbook**.

Unresolved Complaints

Complaints that have not been resolved through the informal or formal process may be addressed to the Highland Community College Board of Trustees. These should be addressed to the HCC Board of Trustees Chairperson, 606 West Main, Highland, KS 66035 or emailed to **hccboardchair@highlandcc.edu**.

The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant
2. Email address
3. Dates of your enrollment
4. Details of your complaint
5. Expected outcome

The Board will reply to you within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send you a written response, usually within 45 days of receipt of your complaint, explaining the investigation and the resolution.

Additional Resources

Consumer protection and/or fraud complaints may be filed with the **Kansas Attorney General's office**.

Discrimination complaints may be filed with the **Kansas Human Rights Commission**.

Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the **Kansas Board of Regents office**.

Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at the **Higher Learning Commission**.

From here, you can see anywhere!

Contact Numbers

Highland Campus
(785) 442-6000
highland@highlandcc.edu

HCC Technical Center
(913) 367-6204
hcctc@highlandcc.edu

Atchison Center
(913) 367-6204
atchison@highlandcc.edu

Holton Center
(785) 362-6000
holton@highlandcc.edu

Perry Center
(785) 597-0127
perry@highlandcc.edu

Wamego Center
(785) 456-6006
wamego@highlandcc.edu

Western Center
(785) 442-6114
western@highlandcc.edu

HCC Online
(785) 442-6129
hcconline@highlandcc.edu

606 West Main

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REVERSE TRANSFER

Highland, KS 66035
(785)442-6000

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26 JAN 2018

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Highland Community College does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment or employment in its programs and activities. For assistance or additional clarification please contact the Title IV Coordinator at 785-442-6000.

Feedback Submission

Date	Student/ Parent/ Employee/Other	Reason for this for form	Department Feedback	Briefly describe the situation	What steps have you taken to resolve this concern	What do you consider a satisfactory resolution to your concern	Name	Phone	Email	Notes
1/14/2015	Other	Suggestion	The website has a link for online degree programs listing an Associates in Medical Coding and a certificate in Medical Coding but the links go to the same document. There is no document available for the certificate in Medical Coding.				**All names and contact information have been removed for public posting of this document.**			
1/16/2015	Student	Complaint		As a past student and potential current student of Highland who is pursuing a BFA from Emporia currently requesting to take a calss in my hometown to avoid commuting 3 days a week to Emporia to take the same class I am already accepted to at I am not pleased with your school. I am a 3.76 GPA nontraditional student in my final semester who requested to take the Alegbra class in Holton. I am already enrolled to take it in Emporia but it is a 100 mile each way commute and I try to limit my travel. I was willing to pay for the class up front out of pocket. Had made arrangements for tutoring on weekends to ensure my success and was denied an exception because of my score on the entrance test. This exception was already made at my current school because I have proven myself. I provided a copy of my transcripts, received an allowance from the instructor and was denied by the interim director under the reasoning that they dont want me to fail. My husband and I planned to take this course together in Holton and share the tutoring time as he is a student at Washburn and would also be requiring the class. As an adult who is offering to pay for the class and who has made arrangements for extra instruction as well as taking the time to receive an exception from the instructor I see no reason why you would turn us away. Please explain.	Student can't move to college algebra based upon that score. If she wants to take the placement test again, we will offer that option for free as a remedial step and good faith effort.	Simply take our money and enroll us in the class				

Feedback Submission

11/3/2015	Parent	Complaint	Housing	If you tell me on your form that I can pay online if I go to highlandcc.edu to pay for my childs class……..then I expect you to make it easy for me. Where do I go to pay for my childs class?						
11/3/2015	Employee	Suggestion	Athletics	A friend asked when the basketball season started. I went to our website and we're still posting the 2013 calendar.						
11/3/2015	Student	Suggestion		I called the main office today to ask why I haven't received a bill yet for my fall semester. Your recorded message gave me the summer office hours, so I know why my 1:30pm call was greeted by a recorded message, which I appreciate. However, it would be a nice added feature if your answering service also gave the caller the option of leaving a recorded message						
11/3/2015	Other	Suggestion		This is about your commercial. The music on it is so slow and mournful--all it does is make me sad! I know that my mom feels the same. I don't know if others do or not. Just a suggestion-- maybe a happier or at least peppier tone??	We have had good feedback on that commercial, especially the music.					
11/3/2015	Other	Suggestion	Academics	There is no place for listing of job vacancies or application for employment. I suggest that you correct this deficiency.						
11/10/2015	Student	Complaint		Food at the tech center in Atchison ks is not appetizing. It's provided by Mr. G's but a lot of it I would not eat. Along with some other students we eat out because it's not good. One day we had a loaded baked potato for lunch… That's all..	Forwarded to [Technical Center Director]: acknowledged some days are not as good. Tried a loaded baked potato-some like that, others did not.	Better more appetizing food and no just a potato to eat				

Feedback Submission

2/4/2016	Student	Complaint		We have been finding a lot of hair in our food. This makes me never want to eat at the café and is a waste of money on my meal card. Please get this problem fixed as I'm not the only one who has had issues with this. Lots of complaints about it recently.	The Food Service Manager will make her employees more aware. She had a meeting with both her day crew and night crew. She asks that any future occurrences be brought to her attention immediately. If unable to do so, we recommend taking that food immediately to [the VP for Student Services's] office in Student Services. If hair is found at night, simply wrap it in napkins/ small bowl and bring it to the office in the morning.					
2/28/2016	Student	Complaint		I went to get tutoring from the SSS Math Specialist, and she didn't know what she was doing. I sat there for 2 hours and we tried the problem 5 different ways. Eventually, I ended up figuring the problem out by myself because she left to help someone else.	The supervisors will visit with the Mathematics Specialist about her thoughts on helping multiple students at the same tie, and if she is encountering any situations where she is not able to help a student. She will not know your identity. Once they have her perceptions, they will point out ways for her to get better without citing your experience.					

Feedback Submission

3/29/2016	Parent	Complaint	Admissions	This complaint is for both [individuals] in the registration office. They told me everything they "could not do for me". Not one time did they offer any help. I asked and pleaded with them several times to help me. By electronically sending my son transcript to Hutch Comm College. Both of them was short with tone on why they could not electronically send my son transcript. [The Registrar] even quoted Federal Law on why she could not. I make nine dollars and hour and have been making monthly payments and I don't understand why not one of them could say, "let me help you". All I received was negativity and tone. Thanks, [a student's mother]. My son is [name and ID removed]. Please send transcript ASAP.	The transcript has been sent. [Registrar's Office staff] are aware of the effects of perceived negative voice tones.					
9/19/2017	Student	Complaint	Advising	This is my last semester at Highland. I've attended since 2015. Every single time I email [the Director] I either never get a response or have to resend my email several times before she responds. She is no help whatsoever. And from my understanding is the only advisor at the [regional] center now since [another advisor] left. Which is unfortunate.	[This Director] was contacted by Craig Mosher about the importance of responding in a timely fashion to students. She is going to email her staff to remind them of the importance of meeting our student's needs. [The Director] will be sending an email and distributing flyers across campus about the advising options available to students at the [Regional] Center.					

HIGHLAND
COMMUNITY COLLEGE

CATALOG
2017-2019

Highland Campus	(785) 442-6000
Atchison Center	(913) 367-6204
Holton Center	(785) 362-6000
Perry Center	(785) 597-0127
Wamego Center	(785) 456-6006
Technical Center	(913) 367-6204
Western Center	(785) 336-2326
Academic Affairs	(785) 442-6015
Concurrent	(785) 292-9043
Online	(785) 362-6000
Adult Basic Education	(913) 367-6204
Allied Health	(913) 367-6204
Alumni	(785) 442-6018
Athletics	(785) 442-6040
Athletic Training Room	(785) 442-6049
Bookstore	(785) 442-6009
Business Office/Student Billing	(785) 442-6001
Cafeteria/Scottie Pause	(785) 442-6036
Financial Aid	(785) 442-6135
Foundation	(785) 442-6019
Human Resources	(785) 442-6010
IT Help Desk	(785) 442-6060
Library	(785) 442-6054
Public Relations/Marketing	(785) 442-6019
President's Office	(785) 442-6010
Registrar	(785) 442-6025
Student Resource Center	(785) 442-6058
Student Services/Admissions	(785) 442-6020
Wellness Center	(785) 442-6140

Accreditation

Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA offices are located at 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456.

The Highland Community College Technical Center is fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770) 396-3898 or (800) 917-2018. Program specific accreditation by the Kansas State Board of Nursing, 900 SW Jackson St., Suite 1051, Topeka, KS 66612 (785) 296-4929 and the National Automotive Technicians Education Foundation, 101 Blue Seal Drive, Suite 10, Leesburg, VA 20175 (703) 669-6650.

TABLE OF CONTENTS

HIGHLAND COMMUNITY COLLEGE

Overview....3
Admissions....5
Testing....9
General Information....10
Tuition and Fees....11
Financial Aid....12
College Regulations....13
Programs of Study....18
Associate in Arts Programs....19
Associate in Science Programs....27
Technical Programs....39
Catalog Course Listings with Prerequisites....69
Glossary....112
College Administration and Faculty....113

Degree Planning Sheets

Associate in Arts....19
Associate in Science....25
Associate in General Studies....35
- Human Services....31

Associate Degree in Nursing....37
Technical Program Requirements....41
Associate in Applied Science....45
- Accounting....47
- Agribusiness....49
- Business Administration....51
- Commercial Photography....53
- Criminal Justice....55
- Early Childhood....57
- Graphic Design....59
- Medical Coding....61
- Personal Fitness Trainer....63
- Precision Agriculture....65
- Risk Management....67

Highland Campus
606 West Main, Highland, KS 66035
785.442.6000
admissions@highlandcc.edu

Atchison Center
1501 West Riley St., Atchison, KS 66002
913.367.6204
atchison@highlandcc.edu

Holton Center
430 South Arizona, Holton, KS 66436
785.362.6000
holton@highlandcc.edu

Perry Center
203 West Bridge St., Perry, KS 66073
785.597.0127
perry@highlandcc.edu

Technical Center
1501 West Riley St., Atchison, KS 66002
913.367.6204
hcctc@highlandcc.edu

Wamego Center
500 Miller Dr., Wamego, KS 66547
785.456.6006
wamego@highlandcc.edu

Western Center
313 Nemaha, Baileyville, KS 66404
785.442.6114
western@highlandcc.edu

Affirmative Action/Equal Opportunity Statement
Highland Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military status, or military veteran status as defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, The Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the College may be directed to the College's affirmative action officer, or the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Content and Disclaimer
Currently the HCC website represents the curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel or change programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis.

Highland Community College expressly reserves the right to:
1. Add or delete courses from its offerings
2. Change times or locations of courses or programs
3. Reassign or substitute instructors
4. Change academic calendars without notice
5. Cancel any course for insufficient registration or other reasons
6. Revise or change tuition, rules, charges, fees, schedules, courses, requirements for degrees
7. Revise or change policies or regulations affecting students
8. Revise or change evaluation standards

The electronic catalog is updated periodically and represents the current legal document, available at **highlandcc.edu/pages/catalog_1.**

Revision of Regulations
Any regulation adopted by the Board of Trustees or the administration of Highland Community College subsequent to the printing of this catalog shall have the same force as a printed regulation within the website. The new regulation shall supersede any ruling on the same subject, which may either appear in the printed website or in official bulletins of the College.

Photo and Videotape Policy
The HCC Office of Institutional Advancement takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending athletic events, etc. HCC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at HCC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Academic Calendar
The academic calendar is located at **highlandcc.edu/pages/calendar** . This may be altered or changed to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel or change events listed without notice.

Mission Statement
HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

Vision Statement
Highland Community College is recognized as the college of choice in Northeast Kansas.

History of Highland Community College
Highland Community College was chartered as Highland University by the Kansas Territorial Legislature on February 9, 1858, making it the first college in Kansas and two years older than the state itself. Begun as part of the Presbyterian mission to area Indian tribes, the College evolved through eight name changes and a variety of support structures to today's public regional community college serving a nine county service area in Northeast Kansas.

The history and mission of the College can best be described as providing opportunities for higher education that citizens in the region would not have had otherwise. Whether as a conduit to a four-year degree, for professional enhancement, a variety of technical career opportunities or personal development, the College provides affordable access to higher education in Northeast Kansas.

Today, the College is financially sound and serving more students than any time in its history. The College is governed by a six-member Board of Trustees elected from Doniphan County and is coordinated by the Kansas Board of Regents.

Degrees and Certificates
Highland Community College offers associate degrees and certificates of achievement in specialized areas. The associate degrees are: Associate in Arts, Associate in Science, Associate in Applied Science, Associate Degree in Nursing, and Associate in General Studies. Students have a choice of over eighty programs, including technical certificates and degrees. Degree and certificate planning forms begin on page 20 of this catalog.

Concurrent
Highland's Concurrent Program provides high school students in the HCC service area the opportunity to expand their curriculum by enrolling in concurrent courses. Highland courses taught at the high school have the identical course content of courses offered on campus, online, and in regional centers. Classes are evaluated by the Director of Concurrent Enrollment and the Vice President of Academic Affairs before being implemented at the high school. The course instructor must meet the Kansas Board of Regents (KBOR) criteria prior to teaching a concurrent course.

The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary educational opportunities by enrolling in college courses while still in high school. The statute is known as Concurrent Enrollment of High School Students in Eligible Postsecondary Institutions. Taking college classes in the high school setting is a great opportunity for high school junior and seniors in good standing to experience college while they are still in high school. Students who choose the Concurrent Program learn first-hand the demands of going to college. They experience the process of enrolling in college classes and get a feel for the costs associated with college: tuition, fees, and textbooks. The Concurrent Program experience eases a student's transition from high school to college and provides academic enrichment to students who are ready for the challenge of college course work. Highland classes are offered at affordable rates when compared to state universities, and students enjoy accessibility to instructors within small classroom settings.

Interactive Distance Learning (IDL)
The IDL system allows students to complete courses being taught at other HCC sites without having to travel to that location. Through a TV, camera setup, and microphone, students are able to physically attend class at one location and fully participate and interact with the instructor and classmates located at other sites. Instructors utilize lecture, board work, videos, and computer sharing to provide a high-quality learning environment.

Hybrid
Hybrid classes combine face-to-face classroom learning with computer-assisted online learning. Time in a hybrid course is divided between classroom learning activities and online classroom participation in the HCC Online platform. Students benefit from the quality instruction delivered through different modes and the flexibility of both the online and classroom learning environments through independent and collaborative work.

Online
The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom, yet fit the student's schedule.

Regional
The College serves nine counties in Northeast Kansas. The five regional centers are: Atchison, Holton, Perry, Wamego, and Western Center in Baileyville. All administrative services for students -- advising, placement testing, and enrollment are available at each regional center and online. The College continues to offer college courses during the day, evening, and weekend at over thirty existing community sites, including high schools and community education centers.

Adult Basic Education/General Educational Development (ABE/GED)
The Highland Community College Adult Education Program offers free services to students 18 years of age and over and 16 and 17 year olds not currently enrolled in school (with a "Compulsory School Attendance Disclaimer" form) in Northeast Kansas.

New students may enter the program at appointed times throughout the year. Pre-tests are given to help determine the level at which students begin study. Further testing is used to determine when a student is ready to take the General Educational Development (GED) test.
More information available at **highlandcc.edu/pages/adult-education-programs.**

Placement Testing
Highland Community College provides placement testing for incoming students who have no ACT or SAT scores to determine placement in English, reading and mathematics. HCC currently administers the Work Keys and Accuplacer. Students may contact any location to set up an appointment for assessment. Multiple attempts on assessments cost $25.00 each. Work Keys Assessments are available at the Technical Centers for students applying for technical programs. The Work Keys assessments cost $10.00 each for reading and mathematics.

Outcome Assessment
Assessment of student learning is a critical component of the College's mission. Students who graduate with the Associate in Arts (A.A.) or Associate in Sciences (A.S.) degree complete an assessment of general education competencies. Students who earn an Associate in Applied Science or Technical Certificate complete an exit exam specific to their program or discipline.

Student Handbook
Highland Community College annually publishes a Student Handbook with information about Student Conduct, Notification of Non-Discrimination, Campus Policies, Security, Sexual Harassment, Student Grievance, Directory Information and several other student related categories. Please consult the Student Handbook at **highlandcc.edu/pages/handbook.**

Student Accidents and Losses
Although the College exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur incidental to attendance at, or participation in classroom, laboratory work, intramural or intercollegiate activities. The College does not accept responsibility for any personal property lost, stolen, or misplaced.

Student Identification Cards
At registration, new students receive an identification card that is good for their period of enrollment at Highland Community College. The identification card is important because it is the student's permit to enter the College buildings, one of the requirements for checking out books and accessing electronic information in the Library, an admittance card to many student activities and College events, meal plan access, and it allows benefits such as reduced rates at plays, concerts and other public events. A fee of $5.00 will be assessed for replacing a lost identification card.

Admissions
Students who meet the requirements listed below may be admitted to Highland Community College. Admission to the College does not ensure entrance into a particular course or program of study. An application for admission can be found at **highlandcc.edu/pages/online-application** on the HCC website or by contacting the Admissions Office at (785) 442-6020.

Rights of the College
The College reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the college community or if the College is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

Regular Student Admission
Any applicant who has graduated from an accredited high school or has successfully passed the General Educational Development (GED) examination is eligible to enroll at Highland Community College. If the applicant meets neither of these requirements, admission as a special student should be sought.

All students applying for regular admission must:

- Complete an application for admissions at **highlandcc.edu/pages/apply**
- Submit a current high school or GED transcript and a complete official transcript upon graduation.
- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores OR arrange to take appropriate placement test.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Regular students are eligible to receive federal financial aid and may earn a certificate and or degree, and may be eligible to compete in intercollegiate athletics. International students are not eligible to receive federal financial aid.

Note: *Students not submitting all official transcripts from all previously attended institutions prior to completion of entering term will be changed to "Special Student" for the next term and not be eligible to receive federal financial aid.*

Special Student Admission*
A person may be admitted to Highland Community College as a special student if the student meets one of the following criteria:

- Is not seeking an approved certificate or degree from Highland.
- Is taking classes for personal enrichment.
- Is a high school/home school sophomore, junior or senior with permission from the high school/home school administrator.
- Is a high school/home school student enrolled in approved gifted program with permission from the high school/home school administrator.
- Is taking classes to transfer to another school.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings."

**Special students are not required to submit transcripts, are not eligible for federal financial aid and most institutional aid, are not eligible to earn a certificate or degree from Highland, and are not eligible to complete in intercollegiate athletics. Student services will be available upon the student's request. For purposes of placement, special students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."*

Changing Status from Special Student to Regular Student
Concurrent Students and other Special Students who wish to change their status from special student to regular student must contact the Highland Campus Admissions Office at admissions@highlandcc.edu.

Transfer Students
A transfer student must meet all of the regular student admissions requirements. HCC reserves the right to determine which transfer courses will fulfill graduation or departmental program requirements. A maximum of forty-seven (47) credit hours may be transferred to HCC and applied toward a degree, including hours transferred from other institutions as well as qualifying CLEP test credits.

Prior to registration, students transferring to HCC are required to submit official transcripts of all credits earned at other institutions. The Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Repeating a Course
Highland Community College will transcript both the original and any repeated course. The highest will be used in computing the cumulative grade point average.

International Applicants
For purposes of admission, international applicants are defined as all persons who are not citizens nor permanent residents of the United States. An international applicant must meet ALL of the following requirements.

1. Submission of an HCC application for admissions **highlandcc.edu/pages/apply (at least two months prior to the beginning of the semester for which application is being made).**
2. Submission of official transcripts from all secondary schools and universities attended. Student must have a 3.0 minimum GPA on a 4.0 scale in secondary school.
   a. If English translation is needed: Students must have their foreign credits evaluated by an accredited, independent agency such as: World Education Services (wes.org), Educational Perspectives (educational-perspectives.org), or Educational Credential Evaluators, Inc. (ece.org).
   b. If English translation is not needed: Transcripts must be mailed, faxed, or emailed directly from the institution to HCC Student Services, 606 W. Main, Highland, KS 66035 Fax: 785-442-6106 or Email: admissions@highlandcc.edu

3. Submission of evidence of the ability to communicate in English, which will permit reasonable academic progress, through the following methods:
a. Completion of a minimum of 15 weeks in an approved Intensive Language Center OR
b. A score on the Test of English as a Foreign Language (TOEFL) of one of the following:
   ·500 (paper-based)
   ·173 (computer-based)
   ·61 (internet-based)
c. A score on the International English Language Testing System (IELTS) of 6.0
4. Submission of the affidavit of support form and a bank statement dated within 6 months of the start of the semester.
5. Payment of $150 housing deposit and signed housing contract for HCC campus housing or provide written verification from a sponsor living within 30 mile radius of Highland campus or other HCC regional site the student is planning to attend.
6. Payment of $100 I-20 processing fee, which is credited toward fees in the semester for which the I-20 is issued.
7. Provide a copy of current passport (photo identification).

Before receiving F-1 visa, student must pay the $200 SEVIS fee for the I-901 document online at ice.gov/sevis/i901.

After Arriving at Campus

8. Provide proof of adequate health insurance, which includes coverage for medical evacuation, repatriation, and medical coverage while in US.
9. Provide copy of F-1 Visa to Student Services Office.
10. Students, who are not citizens of the United States and come from TB endemic countries as defined by WHO Global TB database, are required to have a TB skin test (known also as a PPD) upon arrival on campus.

International Student Admission-Special Student

International students whose I-20 is held by another college or university may take up to 9 hours per semester at Highland Community College and may be admitted as a Special Student after the following are provided:

1. Submission of an HCC application for admissions **highlandcc.edu/pages/apply**
2. Letter (on official letterhead) from the PDSO or DSO of the SEVP university or college holding the I-20, stating that the student is maintaining their immigration status.
3. Copy of the I-20 form.
4. TB test (if applicable). Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Selective Admissions Policy

Admission to Highland Community College does not guarantee acceptance and/or enrollment in the following programs. Additional admissions requirements are required:

Practical Nursing (PN)

Students are required to be a CNA (certified nursing aide) and take the following hours prior to entering the PN Program:

- Human Growth and Development-3 credit hours
- Human Anatomy & Human Physiology with lab - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
    - o BS104 Human Anatomy with lab- 4 credit hours
    - o BS105 Human Physiology with lab- 4 credit hours

PN students begin classes each August and finish in May. Application materials (Nursing Program Application; Test Results; Transcripts; etc.) are due by April 1 each year. Forty students are accepted into the PN program each year. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements by emailing Nursing@highlandcc.edu

Applicant's file must contain the following in order to interview:

1. Application with correct major/program and semester (select practical nursing and fall.)
2. Teas V Test: Minimum average score of 58.7%. Bring photo ID, arrive 15 minutes prior to start time, plan on two plus hours, fee is $65. Call (913) 367-6204, ext. 138 for open test dates
3. Work Keys Scores: Level 5 for Math and level 6 for Reading. Plan on two plus hours for these tests. Fee is $12 for each test for a total of $24.
4. CNA certification in Kansas or its equivalent if from another state. This must be current.
5. Proof of graduation from high school or completion of GED.
6. Letter of reference (form provided in information packet) from most recent employer that recommends applicant.
7. Transcripts verifying C or better grades for these college courses: Anatomy & Physiology (minimum of 5 credit hours with lab) and Human Growth and Development (3 credit hours).

The Selection Process is Point Driven:

An applicant's file is complete when items 1-7 are in his/her file. Applicants whose files are complete are scheduled for the group interview around April 1st. As part of the interview, applicants will be given points for punctuality, attire, and the writing sample. A point system is used to determine the best qualified applicants who are then sent letters of acceptance. These individuals must respond to their acceptance letter by the date indicated in the letter. Failure to return the acceptance by the date provided will result in the loss of a position in the class.

Additional Points Award for the following: CNA (<6 month), CMA, College English, College or Intermediate Algebra. All application materials must be in the nursing office by April 1. Applicants will be directed as to how to obtain a criminal background check and a drug screen in the acceptance letter. Nursing applicants must be 18 years old by graduation from the Practical Nursing Program and able to perform the physical and mental activities required of nurses.

LPN to RN Completion Program (Associate Degree in Nursing)

Must have an active LPN license. In addition, the following prerequisites are required:

- Human Growth and Development - 3 credit hours
- Human Anatomy and Human Physiology with labs - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
    - o BS104 Human Anatomy with lab - 4 credit hrs
    - o BS105 Human Physiology with lab - 4 credit hrs
- General Psychology - 3 credit hours
- Microbiology with lab - minimum of 4 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
    - o BS 203 Microbiology with lab - 5 credit hours (BS 101 prerequisite)
- College English I - 3 credit hours
- College English II or Public Speaking or Oral Communications - 3 credit hours
- Computer Literacy Elective - 1 credit hour
- Humanities and Fine Arts Elective - 3 credit hours
- IV Therapy Certification
- CPR Certification - American Heart Association BLS for Healthcare Providers

Students must make application to the program by September 1 meeting all application requirements. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements. The program begins in the spring semester and finishes after the summer semester. Twenty students are accepted to the program each year.

Kansas Army National Guard and Reservists
Members of the Kansas Army National Guard can attend Highland Community College under an agreement between the Kansas Army National Guard and Kansas community colleges. The agreement allows Guard members to transfer military training and experiences under the recommendations of the American Council of Education (ACE) to Highland Community College and to gain credit through the College Level Examination Program (CLEP).

Generally, the Guard member must earn a minimum of sixty-three credit hours of which sixteen (16) hours must be in residency (on campus, regional site, or online) at Highland Community College. Guard members must earn the sixteen hours within two years of their graduation date.

Additional Admissions Requirement for Face-to-Face Classroom Settings
In compliance with Kansas Statute KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Highland with classes in a classroom setting at Highland Community College or at one of its regional sites will be required to complete a Tuberculosis Screening Questionnaire. Very Important: A yes response to ANY of the five questions on the questionnaire will classify the student in a "high risk" tuberculosis category as defined by the Kansas Department of Health and Enrollment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department or medical clinic prior to attendance in a college classroom. Students who do not comply with this requirement will not be able to enroll in face-to-face classes.

Credit by Assessment
Highland Community College accepts College Level Examination Program (CLEP) credits by examination. The CLEP permits students of any age or education level to gain college credit, following satisfactory completion of CLEP examinations. Highland Community College serves as a testing center along with other community colleges, colleges, and universities around the United States.

College-Level Examination Program (CLEP)
CLEP exams offered are sufficiently challenging to an individual who has a significant background in the subject area. Study guides with sample test questions are available online at **collegeboard.com.**

Highland Community College is a CLEP Open Test Center. This means that the CLEP Coordinator will administer the CLEP examinations upon receipt of the completed "Request for College Credit" form and fees from the individual requesting the service. However, students seeking a degree program from HCC are reminded to review institutional policies concerning CLEP credit and confer with the Registrar for permission to test. More information at **highlandcc.edu/pages/clep-testing.**

Registering for CLEP Exams
1. Obtain a "Request for College Credit" form, from the Testing Coordinator.
2. Discuss taking a CLEP examination with the Registrar. If approved, then the Testing Coordinator and the Registrar must sign the "Request for College Credit".
3. Schedule a date and time with the Testing Coordinator to take the test.
4. On test date, take the completed "Request for College Credit " form and two checks: One payable to CLEP for the amount of the exam(s) and one payable to Highland Community College for the amount of the administrative fee. Credit cards are accepted. (English Literature and American Literature ONLY require additional fees.)

HCC "CLEP" Policy Subject Examinations
1. The Registrar must grant approval for a student (those seeking a degree from HCC) to take a subject level exam on the basis of an interview.
2. A passing score on the examination shall be the mean score achieved by "C" students in the national norm sample.
3. Sixteen (16) semester hours of credit is the maximum allowed toward a degree program through CLEP. Credit can be used to meet course requirements in a major field of study, general studies program or other appropriate areas.
4. CLEP credit earned does not count toward course load in any term.
5. Students who fail a course offered by Highland Community College cannot be approved for a CLEP subject examination covering similar content.
6. Subject examinations may be repeated with written authorization obtained in advance from the College Entrance Examination Board (CEEB), once within a 12-month period but no sooner than six months after the student was last tested.

Highland Community College will accept CLEP credit for the following courses (following page) if the scores meet the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. No more than sixteen (16) credit hours of CLEP credit will be accepted at HCC. A student's transcript will designate all credits earned through CLEP.

See the following page for College-Level Examination Program (CLEP) Guidelines for Awarding College Credit for CLEP Subject Examinations

College-Level Examination Program (CLEP) Guidelines for Awarding College Credit for CLEP Subject Examinations

Subject Examinations	HCC Course Equivalent	Minimum Acceptable	Amount of Credit Awarded
American Government	POL100	50	3
History of the United Stated I	HIS101	50	3
History of the United Stated II	HIS102	50	3
American Literature	ENG202/ENG209	50	6
Biology*	BS101	50	5
Calculus	MAT106	50	3
Chemistry*	PS111/PS112	50	10
College Algebra	MAT104	50	3
College Composition	ENG101	50	3
English Literature	ENG212/ENG213	50	6
Introduction to Educational Psychology	PSY201	50	3
Introductory Psychology	PSY101	50	3
Human Growth & Development	PSY205	50	3
Principles of Management	BUS201	50	3
Financial Accounting	BUS200	50	3
Introductory Business Law	BUS205	50	3
Principles of Macroeconomics	BUS203	50	3
Principles of Microeconomics	BUS204	50	3
Principles of Marketing	BUS210	50	3
Introductory Sociology	SOC101	50	3
Spanish Language	Varies	Varies	Varies
Western Civilization I	HIS103	50	3
Western Civilization II	HIS104	50	3

** This CLEP test does not give credit for having taken a science with a laboratory class.*

HCC READING PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
ENG095	0-12	0-209	0-53	23-34	0-34
ENG096	13-15	210-304	54-72	35-38	36-68
Adequate Reading Skills	16-36	305+	73-100	39-54	69-120

HCC WRITING PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
ENG095/ENG096	0-14	200-309	0-3	23-38	0-68
Composition I ENG101	15-36	310+	4-8	39-54	69-120

HCC MATH PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
Fundamentals of Math MAT090	0-15	200-420	0-25	23-29	0-39
Beginning Algebra MAT100	16-18	421-499	26-40	30-35	40-59
Intermediate Algebra MAT103	19-21	500-599	41-60	36-45	60-80
College Algebra or Higher MAT104	22-26	600+	61-100	46-55	81+

General Information
A normal full-time class load consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) are considered part-time students. Students may register for up to eighteen (18) credit hours per semester (or 12 credit hours over an 8 week summer session or 6 hours over a 4 week summer session). Students wishing to enroll in more than eighteen (18) credit hours must obtain approval. Visit the website at **highlandcc.edu/pages/request-for-overload** for the overload approval form. All tuition and fees are due at the time of registration.

Registration Procedure
Class schedules are located on our website at **myhcc.highlandcc.edu/SelfService/Search/SectionSearch.aspx** Dates and hours published are set by the College. Questions concerning enrollment should be directed to the Student Services, regional or online offices.

Enrollment is available when the class schedule is open and posted, to current students, in good academic standing: Available for new students that have submitted all required admissions documents; official transcripts, and have been accepted. Enrollment is available for all students on a first-come, first-serve basis.

Placement Testing
Entering freshmen are encouraged to take either the ACT or SAT assessment prior to registration. Students who have not taken the ACT or SAT assessments will be required to take the Work Keys and Accuplacer assessment in mathematics, English, and reading. All campus students will be assigned an advisor who will use these scores to place students in the appropriate level course(s). Regional and online students will be advised and assessed based on their assessment scores.

College Success and Orientation Classes
College Success and Orientation classes are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admissions, registration, enrollment, and program planning. All new Highland Community College students are required to complete AB114 Agriculture Orientation (2 credit hours) or COL 103 College Success and Orientation (1 credit hour). Orientation is a graduation requirement.

More facts about orientation:
1. Students must take the course before enrolling in the twenty-fifth (25) credit hour.
2. Students transferring more than thirty (30) hours into Highland Community College are not required to take orientation.
3. Students who have already taken a similar course are not required to take orientation.

Current Tuition and Fees
The HCC tuition and fees are in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees. These are subject to change at any time by the Board of Trustees. To determine the amount due from semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester's balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard, Visa, Discover). For the most current tuition and fees, please refer to the College website at **highlandcc.edu/pages/tuition-costs**.

Payment Plans
Highland Community College offers payment plans as yet another way to make college more affordable. This payment plan is administered by Nelnet Business Solutions. Students taking an HCC course may finance a portion of their tuition, fees and main campus Room/Board via one of the payment plans. There is a $25 non-refundable fee due immediately to establish a payment plan for each semester.

Students may set up a payment plan in their name, or they may authorize a parent, guardian or another individual to set up a payment plan on their behalf. To set up a payment plan or for more information visit the website at **highlandcc.edu/pages/payment-plans.**

Third Party Payments
Payments made by a third party vendor will have the option of deferred billing. A student must submit a letter from the vendor on a letterhead indicating the total cost it will cover and attach a letter from the vendor indicating it will cover the cost of the amount due. The College will bill the vendor. Should the vendor not pay the account in full, the student is responsible for any balance remaining.

Billing
Students with outstanding balances will receive monthly statements indicating amount due.

Collections
Accounts with outstanding balances beyond ninety (90) days will be sent to a collection agency.

Refunds and Withdrawals
1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as

three hours of class time in a 3 hour class; five hours of class time in a 5 hour class; and one hour of class time in a 1 credit hour class.)

3. 50% refunds are given on student-initiated withdrawals within two weeks of the class beginning. (Two weeks is defined as six hours of class time in a 3 credit hour class; 10 hours of class time in a 5 credit hour class; and two hours of class time in a 1 credit hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (Three weeks is defined as attending seven hours in a 3 credit hour class; 11 hours in a 5 credit hour class; and three hours in a 1 credit hour class.)

Campus students should contact their Advisor, regional students must contact the Regional Center Director, and online students must send an email to **hcconline@highlandcc.edu** to process withdrawals. For students who receive financial aid, refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the 'Return of Title IV Funds' formula issued by the U.S. Department of Education.

Housing and Food Service
On-campus apartment-style housing is available at Highland Community College on a first come basis. A completed contract and deposit will hold a housing space as received. Summer on-campus housing is also available at an affordable rate. Contact the Student Services office for details at (785) 442-6020.

The deposit is a refundable damage deposit. Students must complete a required check out procedure with the College staff to confirm status of the room and contents. Pending the results of the check out procedure and other debts to the College, a refund will be sent within forty-five (45) days of the end of the academic year.

The contract also includes paid utilities, cable television service, and Internet access.

Things to Remember
Each year, financial aid from various sources is available to eligible students. The College administers a variety of federal, state, and local programs, as well as providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The Highland Community College Financial Aid Office staff is eager to answer students' questions and provide assistance to students in determining their eligibility for available funds. A major source of funding for educational programs is obtained through federal and state governmental agencies. There are many regulations, forms to complete, and deadlines to meet. The Financial Aid staff will only ask for documents necessary to determine eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Educational Rights and Privacy Act of 1974. We try to prevent any duplication of effort and work as quickly as possible.

The Financial Aid Application Process
Follow these guidelines to make the application process easier:

1. Apply early! Gather the requested documents and submit an application well before the published deadlines so there is time to resolve any problems.
2. Students and their parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application. Ask for help if necessary.
4. Make certain the student's mailing address is reported accurately, and report any change of address.
5. Don't leave items blank. If the answer is zero, enter zero (0).
6. When mail is received from the College, the Department of Education, the State Scholarship Commission, or other similar agencies, open immediately, read carefully, and respond promptly.
7. Even if the student receives financial assistance, that aid will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

Getting Access to Financial Assistance
The Financial Aid office assists students in gaining access to available sources of financial assistance to complete their college program. Federal, state, and local governmental agencies fund an assortment of financial assistance programs. Funds may also be obtained from various private businesses, foundations, or other philanthropic organizations. However, students are rarely able to find enough resources to fully fund the complete cost of college attendance and should be aware that the primary responsibility for financing educational expenses belongs to the student and his/her family.

Eligibility Requirements for Federal Financial Aid
As of July 1, 2011, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

Successful applicants for federal and state financial aid programs must also:

1. Establish a "complete" financial aid file.
2. Meet current federal and state guidelines for financial need.
3. Be a U.S. citizen or eligible nonresident.
4. Enroll as a student in an eligible program with the objective of earning a degree or certificate in a program leading to a recognized field or occupation.
5. Maintain satisfactory academic progress as defined by the College.
6. Be neither in default on, nor owe a refund or repayment on a federal grant or education loan.
7. Have lawfully complied with Selective Service Registration procedure.

How Financial "Need" for Federal and State Programs is Determined
Financial need is the difference between the cost of attendance (COA) at Highland Community College and the amount the student and/or the student's family can reasonably be expected to contribute to the cost. This "family contribution" is computed on the basis of documented income and other related information (family size, number of family members in college, family assets, etc.) that must be furnished by every applicant completing the Free Application for Federal Student Aid (FAFSA). The data are used in a Congressionally approved needs analysis formula which determines Effective Family Contribution (EFC). This figure can be found on the Student Aid Report (SAR) and is used by the College to determine the total amount of financial aid one can receive.

After an application for financial aid is processed, depending on the availability of funds, the Financial Aid Office will put together an individualized package, based on the applicant's computed EFC, and the institution's scheduled cost of attendance, or student budget.

How to Apply for Federal and State Financial Aid
Complete the Free Application for Federal Student Aid (FAFSA) electronically at **fafsa.gov**. When completing the FAFSA, it is important to indicate Highland Community College as the first school choice; the **HCC school code is 001921**. Depending on the method of application, the applicant should receive a response from the processor within two to six weeks.

The FAFSA is used for all federal, most state, and some independently funded financial aid programs. Provide the Financial Aid Office with:
1. All requested documents to verify income, citizenship status, household size, and other essential data elements.
2. Verification of compliance with Selective Service Registration procedures, upon request.
3. Documentation of a valid social security number, upon request.
4. All other requested documents related to verification of your eligibility for financial aid funds.

Financial Aid Programs

Federal Work Study Program
The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Federal Pell Grant
Pell grants are federal funds intended to provide the basis for a student's financial aid package. An eligible student may currently qualify for a maximum award of $5,645.00 (2013 rate) a year, for full-time enrollment, to help cover the cost of tuition, fees, books, living expenses, and transportation. The actual amount of the grant will depend on hours enrolled and demonstrated need.

Supplemental Educational Opportunity Grant (SEOG)
Federal funds that supplement Pell grant awards for students with exceptional financial need. Students are offered these awards on a "first-come, first-served basis," depending on certified eligibility, demonstrated need, and availability of funds.

Awards
Highland Community College offers a variety of awards. The sources of these funds include the state, the College, and private donors. Awards are available in the academic, performance, and athletic areas. For information containing a complete list of awards and requirements, please see the website at **highlandcc.edu/pages/scholarships-awards.**

Loans
Federal Direct Loan Program, Highland Community College participates in the federally-sponsored Direct Loan Program commonly known as Stafford Loans. Students demonstrating need may be eligible to receive a subsidized Stafford Loan with interest paid by the federal government while the student is in school. Students who do not demonstrate need based upon their Free Application for Federal Student Aid (FAFSA) may qualify for an Unsubsidized Stafford Loan. Although the student may defer payment of interest on the loan until after leaving school, he or she remains responsible for all interest that accrues from the disbursement date of the loan. Students apply for these programs by completing the FAFSA and meeting all other institutional, federal, state, academic, and financial aid eligibility requirements. The student borrower must repay loan funds.

Independent Funding Sources
Students who do not qualify for federal and state need-based programs are encouraged to inquire about possible referrals for other independently administered award, grant, and loan programs.

Veterans Educational Benefits

The Registrars office provides administrative assistance to obtain benefits for veterans enrolled at Highland Community College. Some of the programs eligible veterans may participate in at Highland Community College include:
Benefits Sponsored by the Department of Veterans' Affairs:
1. G.I. Bill, provides monthly stipend
2. Veterans' Dependents Allowance Educational benefits are for dependents of deceased or disabled veterans
3. Vocational Rehabilitation Benefits for occupational retraining
4. Tutorial Assistance

Eligibility requirements vary. The application is available on the GI Bill website at **gibill.va.gov.**

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require that students receiving federal financial aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, VA Benefits, and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive federal aid. Progress will be measured at the end of each semester according to three factors: 1) a semester and cumulative grade point average (GPA); 2) completion of credit hours; 3) and the time frame allowed for completing a certificate or degree.

Students in Good Standing

Students maintaining the following minimum criteria will be in good standing for Federal Aid purposes.

1. GPA - A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.
2. Minimum Completion Rate-Students must complete 66.67% or two thirds of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows: hours completed/(divided by) hours attempted x (multiplied by) 100 = completion percentage.
3. Maximum Time Frame 150% - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive federal aid for more than 95 hours. Calculation: HCC degrees require students to complete 63 credit hours. 150% x 63=94.5 (rounded to 95).

Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to receive Federal Financial Aid. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 66.67% or two thirds cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. These students will go directly into suspension status.

Suspension Status

Suspension means that a student's eligibility for federal grants, direct loans, VA Benefits, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated.

Reinstatement

Students who are suspended from financial aid will receive a suspension notification letter at the end of the semester. There are two ways that a student may be reinstated.

1. **Appeal** - Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is final. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to re-enroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.
2. **Self-Reinstatement** - If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student is placed on self-reinstatement. Any student with this status is eligible to re-enroll at Highland Community College but is not eligible for financial aid or VA Benefits. After a Self-Reinstatement semester, a student must reach Good Standing requirements to regain eligibility to financial aid. If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before the student can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated. Students on suspension for Maximum Time Frame cannot appeal or self-reinstate, but must submit a separate reason for Attending 150% of Degree Program Form

Probation

Probation occurs when a suspended student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. After the probationary semester, students now meeting the required SAP standards will be placed back in Good Standing and will have their financial aid reinstated upon review. Students not meeting the required standards will no longer have the option to receive financial aid at HCC and will again be placed on Suspension..

Maximum Time Frame
Students who have exceeded the 150% Maximum Time Frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have a 2.0 GPA or 66.67%, or two thirds, completion rate will not be considered for a Reason for Attending 150% of Degree Program. It will not be reviewed until all previous college transcripts have been received. Students must report all other colleges they have attended to the Financial Aid office. The Pace Appeal form will be reviewed in conjunction with the Registrar's office to determine hours needed for degree completion or transfer. Students may be funded for the number of hours needed at HCC to finish their degree or hours needed for the degree completion institution. If students take classes not needed for their degree or transfer degree, then they will not have enough financial aid to complete. If a student runs out of fundable hours OR it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours. Students will not be allowed fundable hours for repeated, failed, or withdrawn classes.

Repeated Coursework

Passed Courses
Students needing to retake a previously passed course can receive financial aid for one additional attempt. A, B, C, or D is considered passed, regardless of the program of study.

Transfer Credits
Transfer credits that count toward the student's current program will be counted as both attempted and completed hours when determining a student's GPA, minimum completion rate, and maximum time frame. Per federal regulations these hours must be counted regardless of whether the student received financial aid for those hours or not.

HCC Student Status Definitions for Continued Attendance & Financial Aid Eligibility

Good Standing: Students who have a 2.0 semester and a cumulative GPA; have completed 66.67%, or two thirds of all attempted hours; and have not attempted more than 95 cumulative hours, will be eligible to receive financial aid.

Warning: Students who fail to meet the minimum good standing requirements listed above, but may enroll and may receive financial aid for one semester to be given the opportunity to get back in good standing.

Suspension: Students will not receive financial aid because they did not make satisfactory academic progress, even after the warning status period or have attempted more than 95 total credit hours. Students on suspension cannot enroll at HCC until they have requested reinstatement either by being granted an appeal or by self-reinstating.

Probation: Students who have been suspended for not meeting SAP, but applied for reinstatement and have been granted an appeal by the SAP committee. These students are eligible to enroll at HCC and are eligible for financial aid for one additional semester with the goal of earning the student good standing status.

Self-Reinstatement: Students who have been suspended for not meeting SAP, but
a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.)
b) have applied to be self-reinstated and agreed to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.) Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid or VA Benefits.

Obligations to the College

Students may be prohibited from registering and/or receiving grade reports and transcripts for reasons falling within the following general categories.

Financial/Materials A properly authorized agent of the College may restrict a student who has failed to meet financial obligations or to return library or other materials to the College.

Judicial The Student Conduct Officer may suspend or place on disciplinary probation following due process a student who has failed to honor the Highland Community College Standards of Conduct on the College website at: **highlandcc.edu/pages/handbook.**

Condition of Registration The Admissions Office may restrict a student who has not fulfilled a duly established condition of registration.

The Student's Program
Twelve semester hours are considered to be a minimum full-time load during fall and spring terms. Fifteen semester hours are the normal full-time program, and eighteen is the maximum. Twelve hours is considered to be full-time for the summer term. Students wishing to exceed the eighteen or twelve hour limits must apply for approval. The overload request form is at **highlandcc.edu/pages/request-for-overload.**

Students are expected to spend at least two hours in preparation for each hour of class session. For twelve semester hours, at least twenty-four hours per week should be budgeted for class preparation. Laboratory hours meet one and a half-hours of instruction per week for one hour of credit. Other instruction may vary with each program.

Highland Community College reserves both the rights to restrict a student's program to less than full-time and even to

assign a course. Such decisions may be based on a review of the student's previous academic record, on results of placement tests given at the time of registration, or on commitments outside of the College. The purpose of this restriction is to meet better the needs of each student.
Students who are employed and attending college should consider carefully the number of hours they undertake in order to ensure that they have sufficient study time.

The College reserves the right to select from the courses listed in this catalog those that can be offered during any session. Further, the College reserves the right to change any of its offerings or regulations without previous notice.

Responsibility of the Student
It is the student's responsibility to meet course prerequisites and graduation requirements. Students who plan to complete the admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution and the transfer guidelines. In addition, students are encouraged to contact the Transfer Coordinator for assistance.

The curricula of Highland Community College are described in this catalog. The College offers a number of resources to assist students in planning their educational programs. Academic Advisors are available, ***but it is the student alone who makes final choices and assumes responsibility for decisions and actions.***

Academic Standards

Academic Integrity Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which includes but is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator's record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.
Every instructor will:
• State clearly in the first-day handout his/her personal policy about academic dishonesty and the consequences for such actions.
• List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
• Send his/her policy (first-day handout) to the Vice President for Academic Affairs or appropriate regional director for review and acceptance.

First violations of academic integrity will generate sanctioning from the classroom instructor. Subsequent violations will generate an institutional response via the Student Conduct Process. Once the instructor confirms there have been no prior academic dishonesty violations in any course, the instructor will sanction first offenses according to his/her individual classroom policy. Instructors will send a notification of all offenses and resulting consequence to the Vice President for Academic Affairs, along with any relevant documentation. Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the conduct officer and ordinarily result in a medium-level sanction, which may include removal from the course. However, repeated or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the College.

A student may appeal decisions of academic dishonesty for the following reasons:
a. There were procedural errors made which significantly impacted the sanction or the findings.
b. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
c. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

First offense academic integrity appeals will be assigned to the VPAA. Subsequent offense appeals will go through the Student Conduct Process.

Classroom Disruptions
Acts of disruption in the classroom will not be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College and/or being insubordinate to College authorities. Please refer to the HCC Student Handbook and First Day Handouts for specific policy information. Please refer to the Student Handbook and First Day Handouts for specific policy.

Course Load and Credit Hours
The credit hour is the unit by which the College measures course work and calculates tuition charges. Most Highland Community College courses meet for three instructional hours a week and carry three semester hours' credit.
Students enrolled for 12 or more credit hours are considered full-time (an average of 16 hours per semester is needed to complete a degree program in two years); a course load of 11 hours or less is part-time enrollment. Highland Community College reserves the right to restrict students to less than full-time or to assign students to specific courses on the basis of placement test results, on the basis of a review of students' previous academic records, or on the basis of such other criteria as the College deems appropriate.

Course Load and Credit Hours
Students may not normally register for more than eighteen (18) credit hours per semester (or twelve credit hours over an eight week summer session or six hours over a four week summer session). Those wishing permission to exceed these

credit-hour limits must apply and obtain permission. The request for overload form may be found under resources on our website at, **highlandcc.edu/pages/request-for-overload**. Students uncertain about the course load appropriate to their particular circumstances are urged to speak with an Academic Advisor/ Regional Center Director.

Scholastic Honors

President's Honor List
Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 4.0 are placed on the President's Honor List.

Dean's Honor List
Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 3.5 or higher (with no grade lower than a "C") are placed on the Dean's Honor List. The scholastic honors lists are issued at the end of each semester.

Standard Course Syllabus
The Standard Course syllabi's containing a description of a class, noting prerequisites, course content, number of hours, etc. are available on the website at **highlandcc.edu/pages/course-descriptions_0** . During the first week of class, the instructor will provide a first day handout which includes an outline of course goals, competencies, methods of instruction, course content, reading materials, grading practices, class policies and their attendance policy.

All letter grades earned will be included in a student's permanent academic record or transcript.

Grade Designations

Letter Grade	Description	Points per credit hour
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0 – not counted
CR	Credit	0 – not counted
NC	No Credit	0 – not counted
I	Incomplete	0 – not counted
AU	Audit	0 – not counted
W	Withdrawal	0 – not counted

Credit/No Credit
Credit/No Credit grading can be employed only on the recommendation of the instructor and approval of the Vice President for Academic Affairs prior to the time that the course begins. The courses are added to a student's credit hour total, but are not included in the grade point average. A "no credit" grade results in no credit earned for the course attempted.

Incomplete
Students who have actively pursued a course, have earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments because of illness or some other sufficient reason, may be issued a grade of "I" by the instructor.
To remove an "I" grade, a student must make arrangements with the instructor to complete the coursework and/or take the final examination within the first four weeks following the termination of the semester, except when an extension of time is granted by the Vice President for Academic Affairs and the instructor of the course. If the course work is not completed and given to the instructor by this deadline, the "I" grade will convert to an "F" grade. A student who has an "I" grade may not re-register in that course. However, if the "I" is changed to an "F", the student may then re-register for the course.

Withdrawal
W—Administrative Withdrawal
The College reserves the right to withdraw students from classes at any time during the semester.

W—Student Initiated Withdrawal
A student may withdraw from a course through the eighth week of the semester (or as posted for the Summer term). A student-initiated withdrawal must be requested on the College's official add/drop form, which may be obtained from the student's Academic Advisor/ Regional Center Director. The "W" appears on the student's permanent academic record, but is not used to calculate cumulative grade point average.

Academic Status
Cumulative grade point average (GPA) is calculated on the basis of all grades, "A" through "F", earned in college credit courses at Highland Community College. If a student repeats a course, the highest grade earned will be counted in the grade point average, although both grades will appear on the permanent academic record.

A student who has earned
1 credit hour to 29.5 credit hours = Freshman Status
30+ credit hours = Sophomore status

Final Examinations
Final examinations are scheduled during the last week of the semester. A required two-hour time period is scheduled for each class period during this week. The only courses which are exempt from a final examination are activity courses. Only in the case of extreme emergency and with the approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. An administrative fee will be assessed for each deviation.

Grade Change Policy
In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the course syllabus and the grading designations listed above. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, incompetence, or caprice. The instructor of record may correct a grade given in error within one semester of the initial award of the grade. More information available **highlandcc.edu/pages/handbook.**

Privacy of Records
Highland Community College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission from the student. The College complies fully with the provisions of the Family Educational Rights and Privacy Act.

Transcripts of Academic Records
The Registrar's office will provide a transcript of a student's academic record upon request. All requests for transcripts must be in writing; either by letter or by completing the Transcript Request Form supplied by the Registrar's office. Students also may fax their written and signed requests for transcripts to (785) 442-6106. No transcripts will be released without the written permission of the student. Therefore, transcript requests by telephone or e-mail will not be honored at Highland Community College. The College reserves the right to withhold transcripts of persons who have past-due monetary obligations to the College, such as tuition, fees, or materials. Transcripts issued directly to the student will be marked 'Issued to Student.' Current students can log in to their MyHCC account to access an unofficial transcript. Official transcripts from other institutions cannot be released to any individual or institution.

Transfer Students
Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Grade Appeals
Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

STEP 1 - The student should first discuss the course grade fully with the instructor of the course. This must be done within thirty calendar days after grades have been posted by the College at the close of each semester. If the student cannot arrange such a meeting, he/she should contact the Vice President for Academic Affairs to arrange for such a meeting.

STEP 2 - If the matter cannot be resolved by consultation with the instructor, the student may request that the instructor set up a hearing with the Vice President for Academic Affairs within ten calendar days. The student, the instructor, and the Vice President for Academic Affairs should attempt to resolve the matter at this level.

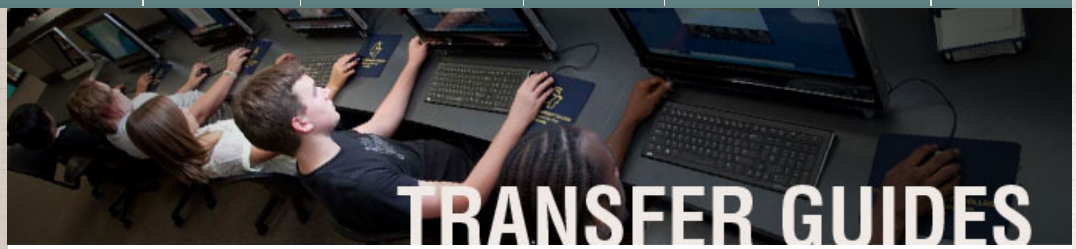
STEP 3 - If the matter is not resolved, the student may appeal to the Vice President for Student Services. The student's appeal to the Vice President for Student Services should be made within fifteen calendar days after receiving notification of the Vice President for Academic Affairs' decision. The Vice President for Student Services will establish an ad hoc academic appeals committee and appoint a committee chairperson to review the written records presented by the student, instructor, and recommendation of the Vice President for Academic Affairs. After the committee has had the opportunity to review all verbal or written data, the committee will make its decision regarding the appeal. The decision of the committee will be communicated to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services by the committee chairperson.

STEP 4 - The student may appeal the committee's decision to the College President within fifteen calendar days after receiving notification by the committee's chairman. The President will review all written data collected regarding the student's appeal. The President's decision will be communicated in writing to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services.

STEP 5 - The student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the President or primary administrative officer as appropriate to be placed on the Board of Trustees' agenda. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the President.

Upon the filing of a Notice of Appeal to the Board, the President shall cause the records of the case, including any written memorandum received during the consideration, to be promptly filed with the secretary of the Board through the Office of the President. The decision of the Board of Trustees will be final and binding upon all parties of the appeal. Students must begin the grievance procedure within thirty days of the publication of grades (and for grievances relating to spring semester grades, within thirty days from the beginning of the fall semester) by requesting a conference with the instructor. Please consult the Student Handbook. available at **highlandcc.edu/pages/handbook.**

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Degree Programs +
AAS Degree and Certificate Programs +
Course Descriptions and Syllabi
Concurrent Program +
Degree Planning Sheets
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Transfer Guides
Assessment
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HCC Online
Kansas High School Juniors and Seniors
Adult Education +
KBOR Articulation Agreement List
Course Transfer



Home » *Academics* » *Transfer Guides*

Transfer Guides

Transfer Information

These transfer guides have been developed to assist HCC students in making the smoothest possible transition to other institutions of higher learning. In transferring, nothing will substitute for sound planning. Students should consult closely with their advisor and the college they are transferring to ensure they enroll in courses that transfer. If you have questions about the information in these guides, or transferring credit in general, please contact **Dr. Erin Shaw**, Vice President for Academic Affairs at 785-442-6012.

Kansas Board of Regents Seamless Transfer

A seamless educational system offers the best resources to provide a high quality education by providing a smooth transition from one level of learning to the next level, including graduate and professional education. The Kansas Board of Regents has adopted a seamless transfer policy for Kansas public postsecondary educational institutions. Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.

KBOR Transfer and Articulation Web Site

Kansas Systemwide Transfer Course Matrix

REVERSE TRANSFER

Articulation Agreements

Disclaimer: Articulation Agreements are between two schools where each institution agrees to articulate the credit as described, as long as the transfer student follows the agreement. For any of the following Articulation Agreements, it is incredibly important that you work closely with your academic advisor to ensure you are adhering to all requirements.

- **Baker University**
- **Baker University--School of Nursing**
- **Donnelly College**
- Emporia State University **BS in Business- Business Administration**
- Fort Hays State University **Teacher Education Memorandum**
- **Friends University**
- **Hillyard Technical Center**
- **Kansas Wesleyan University**
- Palmer College of Chiropractic **Articulation Agreement**
- **Peru State College**

Transfer Guides, Memorandums of Understanding, and Transfer Course Equivalency Information

Some colleges and universities prefer to provide course-to-course transfer information, transfer guides to advise you, or form Memorandums of Understanding (MOU) between two schools instead of an articulation agreement. These are additional tools that can help you confirm you are taking the correct classes at HCC before you transfer to the schools listed below. If you have any questions, please be sure to meet with your advisor.

- **Benedictine College** (Transfer Advising Guides)
- **Brescia University** (Course Equivalencies)
- **Emporia State University-All Majors** (Transfer Advising Guides)
  - **Biology-Secondary Education-Nursing**
  - **Business-Business Education**
  - **Elementary and Secondary Education**
  - **Psychology**
- **Fort Hays State University** (Course Equivalencies)
- Friends University - Transfer 78 credits (Transfer Advising Guides)
  - **AA Business to Bachelor of Business Administration in Management**
  - **AA Accounting to Bachelor of Business Administration in Accounting**
  - **AA Business to Bachelor of Science in CIS**
  - **AA Business to Bachelor of Business Adminisration in Human Resource Management**
- **Kansas State University** (Course Equivalencies - Search by course or Search by curriculum)
  - **DirectLink**
- **Northwest Missouri State University** (Course Equivalencies)
- **Missouri Western State University** (Memorandum of Understanding)
- Palmer College of Chiropractic **Curriculum Guide** (Transfer Advising Guide)
- **Pittsburg State University** (Course Equivalencies)
- **Sterling College** (Guaranteed Admissions Agreement)
- **University of Kansas** (Course Equivalencies)
- **Washburn University** (Course Equivalencies)
- **Transfer Courses** (Transfer Advising Guide)
- **Wichita State University** (Transfer Advising Guides and Course Equivalencies)
  - **General Education Courses**
  - **College of Education**
  - **College of Engineering**
  - **Fairmount College of Liberal Arts and Sciences**
  - **College of Fine Arts**
  - **College of Health Professions**
  - **W. Frank Barton College of Business**

Note: All courses are subject to final acceptance. While each of these institutions and Highland Community College work to keep this information updated you should always consult with both your HCC advisor and your transfer institution to confirm you are relying on the most updated information.

From here, you can see anywhere!

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hcconline@highlandcc.edu

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Reporting Forms Payment Plans Website Accessibility

Highland Community College does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to or treatment of employment in its programs and activities. For assistance or additional clarification please contact the Title IV Coordinator at 785-442-6000.

Kansas SystemWide Transfer Course Matrix

Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	Allen CC	Barton CC	Butler CC	Cloud County CC	Coffeyville CC	Colby CC	Cowley CC	Dodge City CC	Fort Scott CC	Garden City CC	Highland CC
ANT 1010	Introduction to Cultural Anthropology	ANT 111	ANTH 1816	BS 106	SS 125	Not Offered	AN 177	ANT 6911	ANTH 111	Not Offered	SOCI 105	ANT 112
ANT2010	Introduction to Linguistic Anthropology	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	ANT 6912	Not Offered	Not Offered	Not Offered	Not Offered
ART1010	Art Appreciation	ART 101	ARTS 1200	AR 100	AR 100	Not Offered	AR 175	ART 2111	ART 101	ART 1053	ARTS 120	A 101
ART1020	Art History I	Not Offered	ARTS 1201	Not Offered	Not Offered	ARTS 140	AR 176	ART 2141	ART 150	ART 1743	ARTS 121	A 201
ART1030	Art History II	Not Offered	ARTS 1203	Not Offered	Not Offered	ARTS 141	AR 177	ART 2142	ART 151	ART 1753	Not Offered	A 202
ART1040	Introduction to Drawing	ART 126	ARTS 1214	AR 141	AR 130	ARTS 147	AR 103	ART 2126	ART 110	ART 1013	ARTS 101	A 107
BIO1010/1011/1012	General Biology and Lab for Non-majors	BIO 102	LIFE 1402	BI 110	SC 101	BIOL 101	BI 100	BIO 4111	BIO 101 BIO 102	BIO 1215	BIOL 105	BS 101
BIO1020/1021/1022	Biology I and Lab for Majors	BIO 150	LIFE 1402	BI 120 BI 215	SC 110	BIOL 206	BI 177	BIO 4125	BIO 111	BIO 1225	BIOL 105	BS 101
BIO1030/1031/1032	Biology II and Lab for Majors	BIO 210	Not Offered	BI130 BI 220	SC 151	BIO 208	BI 179	BIO 4135	BIO 211	BIO 1235	Not Offered	Not Offered
BIO2020/2021/2022	Anatomy and Physiology 5 credit hour	BIO 257	LIFE 1408	BI 240	SC 126	BIOL 203	BI 278	BIO 4150	ZOO 205	BIO 1255	BIOL 210	Not Offered
BIO2030/2031/2032	Anatomy and Physiology 8 credit hour	BIO 260 & BIO 265	LIFE 1407 & LIFE 1409	BI 226 & BI 227	SC 120 & SC 121	Not Offered	BI 276 & BI 277	BIO 4148 & BIO 4149	ZOO 201 & ZOO 202 or ZOO 203 & ZOO 204	Not Offered	BIOL 211 & BIOL 212	BS 104 & BS 105
BUS1010	Personal Finance	BUS 125	ECON 1615	BA 112	BE 153	BUSN 119	BU 176	BUS 1315	BUS 247	ECO 2702	BSAD 130	BUS 102
BUS1020	Introduction to Business	BUS 120	BUSI 1600	BA 110	BE 100	BUSN 116	BU 178	BUS 1311	BUS 143	BUS 1273	BSAD 101	BUS 101
CHM1010/1011/1012	Chemistry I and Lab for Majors	CHE 125	CHEM 1806	CH 110	SC 131	CHEM 103	CH 177	CHM 4220	CHEM 111 CHEM 113	CHE 1015	CHEM 109	PS 111
CHM1020/1021/1022	Chemistry II and Lab for Majors	CHE 136	CHEM 1808	CH 115	SC 132	CHEM 104	CH 178	CHM 4230	CHEM 112	CHE 1025	CHEM 110	PS 112
CHM1030/1031/1032	General Chemistry and Lab for Non Majors	CHE 105	CHEM 1802	CH 106	SC 130 & SC 130L	CHEM 101	CH 176	CHM 4211	CHEM 100 CHEM 103	CHE 1095	CHEM 105	PS 107
COM1010	Public Speaking	COM 101	COMM 1230	SP 100	CM 115	SPCH 111	SP 176	COM 2711	SP 106	SPE 1093	SPCH 111	SP 106
COM1020	Interpersonal Communication	COM 211	COMM 1200	SP 102	CM 240	SPCH 211	SP 106	COM 2725	SP 206	SPE 2013	SPCH 113	SP 105
COM1030	Introduction to Mass Communications	COM 201	JOUR 1700	MC 161	JN 100	COMM 101	Not Offered	MCM 2411	Not Offered	Not Offered	JRNL 110	MT 110
CRJ1010	Introduction to Criminal Justice	CJS 100	CRIM 1600	CJ 102	AJ 100	SOCI 124	CJ 110	CRJ 5411	CJC 101	CRJ 1013	CRIM 101	CJ 100
CSC1010	Introduction to Computers and Applications	CIS 100	BSTC 1036	BA 104 or BE 160	CS 108	COMP 162	CO 176	CAP 1516	CS 101	COM 1053	CSCI 110	BUS 130
ECO1010	Microeconomics	ECO 207	ECON 1612	EC 200	EC 102	ECON 206	EC 277	ECO 6114	ECON 102	ECO 1013	ECON 112	BUS 204
ECO1020	Macroeconomics	ECO 208	ECON 1610	EC 201	EC 101	ECON 205	EC 276	ECO 6113	ECON 101	ECO 2023	ECON 111	BUS 203
EDU1010	Introduction to Education	EDU 201	EDUC 1128	ED 206	ED 100	EDUC 195	ED 177	EDU 6211	ED 201	EDU 1013	EDUC 105	ED 110

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Kansas SystemWide Transfer Course Matrix

Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	Allen CC	Barton CC	Butler CC	Cloud County CC	Coffeyville CC	Colby CC	Cowley CC	Dodge City CC	Fort Scott CC	Garden City CC	Highland CC
ENG1010	English Composition I	COL 101	ENGL 1204 ENGL 1209	EG 101	CM 101	ENGL 101	EN 176	ENG 2211	ENG 102	ENG 1013 ENG 1015	ENGL 101	ENG 101
ENG1020	English Composition II	COL 102	ENGL 1206	EG 102	CM 102	ENGL 102	EN 177	ENG 2212	ENG 103	ENG 1023	ENGL 102	ENG 102
ENG1030	Introduction to Literature	COL 130	LITR 1210	LT 201	CM 121	ENGL 190	EN 219	LIT 2511	ENG 202	ENG 2293	LITR 210	ENG 104
FRN1010	French I	Not Offered	LANG 1914	FL 118	Not Offered	FLNG 101	Not Offered	Not Offered	LANG 101	Not Offered	Not Offered	Not Offered
FRN1020	French II	Not Offered	LANG 1916	FL 119	Not Offered	FLNG 102	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
GEO1010	World Regional Geography	GEO 104	GEOG 1819 ANTH 1819	SC 120	GE 101	GEOG 120	GE 176	GEG 6120	GEO 101	GEO 1023	GEOG 101	GEO 212
GCS1010	Introduction to Women's Studies	WGS 200	Not Offered	BS 107	SS 108	Not Offered	SO 135	MIN 6440	Not Offered	Not Offered	Not Offered	Not Offered
HIS1010	US History to 1877	HIS 108	HIST 1400	HS 131	SS 122	HIST 102	HI 176	HIS 6411	HIST 101	HIS 1013	HIST 103	HIS 101
HIS1020	US History since 1877	HIS 109	HIST 1402	HS 132	SS 123	HIST 103	HI 177	HIS 6412	HIST 102	HIS 1023	HIST 104	HIS 102
HIS1030	World History To 1500	HIS 121	HIST 1450	HS 201	SS 120	Not Offered	HI 104	HIS 6420	HIST 120	HIS 2013	HIST 101	HIS 103
HIS1040	World History 1500 to Present	HIS 122	HIST 1452	HS 202	SS 121	Not Offered	HI 204	HIS 6421	HIST 121	HIS 2023	HIST 102	HIS 104
HSC1010	Nutrition	BIO 115 HPE 115	HOME 1501	FW 278	HE 124	FACS 210	AL 101	HER 5220	AH 140	NUT 1213	HMEC 115	BS 110
HSC1020	Personal and Community Health	HPE 105	HLTH 1248	FW 220	PE 141	HPER 102	PE 177	ALH 6312	HLTH 100	PHE 1373	HPER 106	PE 112
HSC1030	Medical Terminology	MED 120	MDAS 1672	AH 201 & AH 202	BE 122	MEDA 160	AL 102	ALH 1655	AH 130	ALH 2733 SEC 2733	EMIC 104	BS 109
HSC1040	First Aid and CPR	HPE 121	PHED 1241	FW 221	PE 131	HPER 101	Not Offered	ALH 6323	HLTH 101	ALH 1011 & ALH 1020	HPER 109	PE 113
MAT1010	College Algebra	MAT 105	MATH 1826 MATH 1828	MA 131 MA 135 MA132 & MA 133 & MA 134	MA 111	MATH 104 MATH 105	MA 178	MTH 4420 MTH 4421	MATH 106	MAT 1083 MAT 1084	MATH 108	MAT 104
MAT1020	Elementary Statistics	MAT 115	STAT 1829	MA 210	MA 114	MATH 250	MA 205	MTH 4423	MATH 230	MAT 2253	MATH 110	MAT 203
MAT1030	Trigonometry	MAT 106	MATH 1830	MA 140	MA 112	MATH 106	MA 185	MTH 4425	MATH 110	MAT 1093	MATH 109	MAT 105
MAT1040	Contemporary/Essential Math	MAT 130	Not Offered	MA 123	Not Offered	Not Offered	Not Offered	MTH 4419	Not Offered	Not Offered	Not Offered	MAT 108
MAT1050	General/Business/ Applied Calculus	Not Offered	MATH 1831	MA 148	MA 115	Not Offered	MA 210	MTH 4432	MATH 130	Not Offered	MATH 121	MAT 107
MAT2010	Calculus I	MAT 123	MATH 1832	MA 151	MA 120	MATH 115	MA 220	MTH 4435	MATH 120	MAT 1015	MATH 122	MAT 106
MUS1010	Music Appreciation	MUS 111	MUSI 1002	MU 100	MU 100	MUSC 122	MU 176	MUS 2611	MUSC 105	MUS 1213	MUSC 108	M 103
MUS1020	Music Theory I	MUS 102	MUSI 1018	MU 111	MU 110	MUSC 123	MU 102	MUS 2620	MUSC 111	MUS 1013	MUSC 150	M 200
PHL1010	Introduction to Philosophy	HUM 125	PHIL 1602	PL 290	PH 100	HUMN 104	PI 101	PHO 6447	PHIL 201	PHI 1113	PHIL 101	PHI 101
PHL1020	Ethics	HUM 105	PHIL 1604	PL 291	PH 105	HUMN 180	PI 276	PHO 6460	PHIL 202	Not Offered	PHIL 102	PHI 102
PHL1030	Logic & Critical Thinking	Not Offered	PHIL 1605	PL 101	PH 101	HUMN 218	PI 200	Not Offered	Not Offered	Not Offered	PHIL 103	PHI 103
PHY 1010/1011/1012		PSC 114	PHYS 1600	PH 143	SC 140	PHYS 203	PH 207	PHS 4550	PHYS 201	PHS 2065	PHYS 205	PS 203
PHY1020	Descriptive Astronomy & Lab	PSC 181	Not Offered	PH 103	SC 105	Not Offered	PH 180	PHS 4530	PHYS 110 & PHYS 112	Not Offered	Not Offered	PS 108
PHY1021	Descriptive Astronomy	PSC 180	PHSC 1408	Not Offered	Not Offered	PHYS 111	Not Offered	Not Offered	PHYS 110	Not Offered	PHSC 106	Not Offered
PHY1022	Descriptive Astronomy Lab	PSC 181	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	PHYS 112	Not Offered	Not Offered	Not Offered
PHY 1030/1031/1032	Engineering Physics I with Lab	PSC 204	PHYS 1604	PH 251	SC 142	ENGR 210	PH 208	PHS 4560	PHYS 231	PHS 2015	PHYS 207	PS 215
PHY 2020/2021/2022	Physics II and Lab	PSC 115	PHYS 1602	PH 146	SC 141	PHYS 204	PH 227 PH 227L	PHS 4551	PHYS 203	PHS 2075 PHS 207L	PHYS 206	PS 204
PHY 2030/2031/2032	Engineering Physics II with Lab	PSC 205	PHYS 1606	PH 252	SC 143	ENGR 211	PH 228	PHS 4561	PHYS 233 & PHYY 233	PHS 2025	PHYS 208	PS 216

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Kansas SystemWide Transfer Course Matrix

Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	Allen CC	Barton CC	Butler CC	Cloud County CC	Coffeyville CC	Colby CC	Cowley CC	Dodge City CC	Fort Scott CC	Garden City CC	Highland CC
POL1010	**Introduction to Political Science**	POL 225	POLS 1801	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	POLS 104	POL 101
POL 1020	**American Government**	POL 111	POLS 1800	PO 141	SS 140	GOVN 104	PO 176	POL 6611	GOV 101	POL 1013	POLS 105	POL 100
POL1030	**International Relations**	POL 250	POLS 1804	PO 201	Not Offered	GOVN 107	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PSI 1010/1011/1012	**Physical Science I and Lab**	PSC 151 PSC 152	PHSC 1400	PS 100	SC 103	PHYS 205	PH 176	PHS 4511	PHYS 104 & PHYY 104 *or* PHYS 105	PHS 1215	PHSC 105	PS 101
PSI1030	**Physical Geology with Lab**	PSC 154	PHSC 1402	PS 102	SC 104	PHYS 120	Not Offered	GEO 4311	GEL 103	Not Offered	PHSC 205	PS 104
PSI1031	**Physical Geology**	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	GEL 101	Not Offered	PHSC 205	Not Offered
PSI1032	**Physical Geology Lab**	Not Offered	Not Offered	Not Offered	SC 115	Not Offered	Not Offered	Not Offered	GELL 102	Not Offered	Not Offered	Not Offered
PSY1010	**Introduction to Psychology**	PSY 101	PSYC 1000	BS 160	SS 101	PSYC 101	PS 176	PSY 6711	PSY 101	PSY 1013	PSYC 101	PSY 101
PSY2020	**Human Lifespan/ Devel. Psych.**	PSY 263	PSYC 1014	BS 260	SS 105	PSYC 102	PS 276	PSY 6712	PSY 102 PSY 202	PSY 1023	EDUC 110	PSY 205
PSY2030	**Childhood Growth and Development**	ECE 101	CHLD 1505	BS 270	SS 127	FACS 117	PS 280	CHC 5711	ECE 105	Not Offered	Not Offered	PSY 202
REL1010	**World Religions**	HUM 135	RELI 1311	RG 210	RE 104	HUMN 208	RE 104	REL 6430	Not Offered	REL 1093	Not Offered	PHI 105
SOC1010	**Introduction to Sociology**	SOC 102	SOCI 1100	BS 105	SS 130	SOCI 101	SO 176	SOC 6811	SOC 101	SOC 1013	SOCI 102	SOC 101
SOC1020	**Introduction to Social Work**	SOC 140	SOCI 1106	SW 102	SS 129	Not Offered	Not Offered	SOC 6821	SW 201	Not Offered	SOCI 210	SOC 104
SOC2010	**Social Problems**	SOC 205	SOCI 1104	BS 110	SS 201	SOCI 201	SO 186	SOC 6816	SOC 201	SOC 1023	SOCI 204	SOC 210
SPA1010	**Spanish I**	SPA 101	LANG 1908	FL 107	FL 111	FLNG 103	FL 176	FOL 2330	LANG 103	Not Offered	LANG 1322	LG 101
SPA1020	**Spanish II**	SPA 102	LANG 1910	FL 108	FL 112	FLNG 104	FL 177	FOL 2331	LANG 104	Not Offered	LANG 1331	LG 102
SPA2010	**Spanish III**	Not Offered	Not Offered	FL 201	Not Offered	FLNG 203	Not Offered	FOL 2332	LANG 203	Not Offered	Not Offered	LG 201
THT1010	**Theatre Appreciation**	THE 101	THEA 1300	TA 206	CM 140	THTR 160	DR 120	THE 2730	Not Offered	DRA 1313	Not Offered	TH 108
THT1020	**Acting I**	THE 131	THEA 1302	TA 110	CM 141	THTR 164	Not Offered	THE 2735	Not Offered	DRA 1013	DRAM 111	TH 110
THT1030	**Stagecraft**	THE 141	THEA 1310	TA 125	Not Offered	THTR 161	Not Offered	THE 2742	Not Offered	DRA 1053 DRA 1063	DRAM 141	TH 152
THT1040	**Theatre Practicum**	THE 251 THE 252 THE 253 THE 254	THEA 1308	TA 151 & TA 152	CM 143 CM 146	THTR 170	Not Offered	THE 2743 THE 2744 THE 2745 THE 2746	Not Offered	DRA 2031 DRA 2032	Not Offered	TH 103
THT2010	**Acting II**	THE 235	THEA 1304	TA 112	Not Offered	THTR 264	Not Offered	Not Offered	Not Offered	DRA 1023	DRAM 112	TH 206

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Kansas SystemWide Transfer Course Matrix

Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	Hutchinson CC	Independence CC	JCCC	KCKCC	Labette CC	Neosho County CC	Pratt CC	Seward County CC	FHTC	Manhattan Tech	NCK Tech
ANT 1010	**Introduction to Cultural Anthropology**	SO 111	Not Offered	ANTH 125	ANTH 0101	SOCI 207	SOSC 200	SSC 177	BH 1613	Not Offered	Not Offered	Not Offered
ANT2010	**Introduction to Linguistic Anthropology**	Not Offered	Not Offered	ANTH 165	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
ART1010	**Art Appreciation**	AR 101	AED 1043	Not Offered	ARTS 0101	ART 130	ART 102	ART 139	AR 1323	Not Offered	Not Offered	Not Offered
ART1020	**Art History I**	AR 104	Not Offered	ARTH 180	ARTS 0102	Not Offered	ART 288	ART 176	AR 1703	Not Offered	Not Offered	Not Offered
ART1030	**Art History II**	AR 105	Not Offered	ARTH 182	ARTS 0103	Not Offered	ART 289	ART 177	AR 1713	Not Offered	Not Offered	Not Offered
ART1040	**Introduction to Drawing**	AR 110	AED 1023	ART 130	ARTS 0111	ART 103	ART 113	ART 131	AR 1453	Not Offered	Not Offered	Not Offered
BIO1010/1011/1012	**General Biology and Lab for Non-majors**	BI 101	BIO 1005	BIOL 121	BIOL 0121	BIOL 120	BIOL 111 BIOL 112	BIO 125	BI 1305	BI 100 BI 101	BSC 110	BIOL 121
BIO1020/1021/1022	**Biology I and Lab for Majors**	BI 104	BIO 1115	BIOL 135	BIOL 0135	BIOL 120	BIOL 251 & BIOL 252	BIO 125	BI 1505	Not Offered	Not Offered	Not Offered
BIO1030/1031/1032	**Biology II and Lab for Majors**	BI 105	BIO 2115	BIOL 150	BIOL 0225	Not Offered	BIOL 255 & BIOL 256	BIO 160	BI 1515	Not Offered	Not Offered	Not Offered
BIO2020/2021/2022	**Anatomy and Physiology 5 credit hour**	BI 103	BIO 2045	BIOL 144	BIOL 0143	BIOL 130	BIOL 257 & BIOL 258	BIO 278	BI 2115	BI 202 & BI 203	BSC 125	BIOL 230
BIO2030/2031/2032	**Anatomy and Physiology 8 credit hour**	Not Offered	Not Offered	BIOL 140 & BIOL 225	BIOL 0141 & BIOL 0271 & BIOL 0272	Not Offered	Not Offered	BIO 276 & BIO 277	BI 2304 & BI 2314	Not Offered	Not Offered	Not Offered
BUS1010	**Personal Finance**	BU 107	BUS 1003	BUS 123	BUSN 0105	BUAD 205	BUSI 130	BUS 176	BA 1183	Not Offered	BUS 111	BMGT 111
BUS1020	**Introduction to Business**	BU 105	BUS 1093	BUS 121	BUSN 0210	BUAD 101	MGMK 101	BUS 178	BA 1013	Not Offered	BUS 126	BT 100
CHM1010/1011/1012	**Chemistry I and Lab for Majors**	CH 105	PHS 1025	CHEM 124 CHEM 125	CHEM 0111	CHEM 124	CHEM 215 CHEM 216	CHM 186	CH 1505	CH 125 CH 126	CHM 110	Not Offered
CHM1020/1021/1022	**Chemistry II and Lab for Majors**	CH 106	PHS 1035	CHEM 131 CHEM 132	CHEM 0112	CHEM 126	CHEM 225 CHEM 226	CHM 187	CH 1515	Not Offered	Not Offered	Not Offered
CHM1030/1031/1032	**General Chemistry and Lab for Non Majors**	CH 101 CH 101L	PHS 1015	CHEM 120	CHEM 0109	CHEM 120	CHEM 105 CHEM 106	CHM 176	CH 1205	Not Offered	Not Offered	CHEM 100
COM1010	**Public Speaking**	SH 101	COM 1203	SPD 121	SPCH 0151	COMM 101	COMM 207	COM 276	SP 1203	SP 100	COM 115	COM 105
COM1020	**Interpersonal Communication**	SH 210	COM 1233	SPD 120	SPCH 0201	Not Offered	COMM 213	COM 106 COM 131	SP 1103	SP 200	COM 116	Not Offered
COM1030	**Introduction to Mass Communications**	JL 101	COM 1033	JOUR 120	JOUR 0175	COMM 106	Not Offered	Not Offered	JN 1603	Not Offered	Not Offered	Not Offered
CRJ1010	**Introduction to Criminal Justice**	LE 101	SOC 1113	ADMJ 121	CRJS 0101	CRIM 101	CRIM 121	SOC 123	CJ 1203	Not Offered	Not Offered	Not Offered
CSC1010	**Introduction to Computers and Applications**	IS 104	CIT 1003	CIS 124	CIST 0101	COMP 110	CSIS 100	CSC 176 BUS 235	CS 1203	Not Offered	CIS 100	CIS 100 CIS 108
ECO1010	**Microeconomics**	EC 101	BUS 2023	ECON 231	ECON 0202	ECON 204	ECON 200	BUS 277	EC 2223	EC 101	Not Offered	Not Offered
ECO1020	**Macroeconomics**	EC 100	BUS 2033	ECON 230	ECON 0201	ECON 203	ECON 201	BUS 276	EC 2213	Not Offered	Not Offered	Not Offered
EDU1010	**Introduction to Education**	ED 201 & ED 201L	EDU 1003	EDUC 121	EDUC 0160	EDUC 140 & EDUC 134	EDUC 104 & EDUC 105	EDU 177	ED 1103	Not Offered	Not Offered	Not Offered

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Kansas SystemWide Transfer Course Matrix

Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	Hutchinson CC	Independence CC	JCCC	KCKCC	Labette CC	Neosho County CC	Pratt CC	Seward County CC	FHTC	Manhattan Tech	NCK Tech
ENG1010	English Composition I	EN 101	ENG 1003	ENGL 121	ENGL 0101	ENGL 101	ENGL 101	ENG 176	EG 1103	EG 103	COM 105	COM 103
ENG1020	English Composition II	EN 102	ENG 1013	ENGL 122	ENGL 0102	ENGL 102	ENGL 289	ENG 177	EG 1113	EG 104	COM 106	COM 110
ENG1030	Introduction to Literature	EN 201	ENG 1073	ENGL 130	ENGL 0104	ENGL 206	ENGL 113	LIT 237	EG 1303	Not Offered	Not Offered	Not Offered
FRN1010	French I	FR 101	FRL 1005	FL 140	LANG 0101	LANG 104	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
FRN1020	French II	FR 102	FRL 1015	FL 141	LANG 0102	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
GEO1010	World Regional Geography	GE 101	GEO 2013	GEOS 145	GEOG 0101	GEOG 101	HIST 207	SSC 176	GE 1103	Not Offered	Not Offered	Not Offered
GCS1010	Introduction to Women's Studies	Not Offered	Not Offered	WGS 201	HUMN 0150	SOCI 202	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
HIS1010	US History to 1877	HI 101	HIS 1023	HIST 140	HIST 0104	HIST 101	HIST 201	HST 176	HS 1303	Not Offered	Not Offered	Not Offered
HIS1020	US History since 1877	HI 102	HIS 1063	HIST 141	HIST 0105	HIST 102	HIST 202	HST 177	HS 1313	HI 102	Not Offered	Not Offered
HIS1030	World History To 1500	HI 103	HIS 1003	HIST 151	HIST 0115	HIST 103	HIST 101	HST 131	HS 1603	Not Offered	Not Offered	Not Offered
HIS1040	World History 1500 to Present	HI 104	HIS 1013	HIST 152	HIST 0205	HIST 104	HIST 102	HST 132	HS 1613	Not Offered	Not Offered	Not Offered
HSC1010	Nutrition	HE 202	BIO 2053	DIET 151 BIOL 235	BIOL 0145	PED 114	BIOL 203	BIO 101 BIO 137	BI 1403	HHS 119	NTR 105	HE 230
HSC1020	Personal and Community Health	PE 105	HPR 1053	HPER 202	EXSC 0205	PED 105	HPER 116	HPR 177	PE 2213	Not Offered	Not Offered	Not Offered
HSC1030	Medical Terminology	HR 105	HEA 1143	HC 130	ALHT 0120 & ALHT 0126	OTEC 124	ALHE 105	BUS 249	HI 1023	HHS 115	BUS 141	COM 210
HSC1040	First Aid and CPR	PE 106	Not Offered	HPER 200	EXSC 0115	PED 118	ALHE 140	HPR 231	PE 2112	HHS 267 HHS 268	Not Offered	Not Offered
MAT1010	College Algebra	MA 106	MAT 1023	MATH 171	MATH 0105 MATH 0106	MATH 115	MATH 111 MATH 113	MTH 178	MA 1173	MA 110	MAT 135	MA 111
MAT1020	Elementary Statistics	MA 108	MAT 1103	MATH 181	MATH 0115	MATH 120	MATH 143	MTH 181	MA 2103	Not Offered	MAT 145	MA 200
MAT1030	Trigonometry	MA 107	MAT 1093	MATH 172	MATH 0112	MATH 125	MATH 122	MTH 183	MA 1183	Not Offered	Not Offered	Not Offered
MAT1040	Contemporary/Essential Math	Not Offered	MAT 1123	MATH 165	Not Offered	Not Offered	MATH 133	MTH 176	Not Offered	Not Offered	Not Offered	Not Offered
MAT1050	General/Business/ Applied Calculus	MA 110	MAT 1153	MATH 231	MATH 0120 & MATH 0121	Not Offered	Not Offered	MTH 187	MA 2304	Not Offered	Not Offered	Not Offered
MAT2010	Calculus I	MA 111	MAT 1055	MATH 241	MATH 0122	MATH 130	MATH 150	MTH 191	MA 2605	Not Offered	Not Offered	Not Offered
MUS1010	Music Appreciation	MU 101	MUE 1303	Not Offered	MUSC 0101	MUSI 101	MUSI 120	MUS 176	MU 1203	Not Offered	Not Offered	Not Offered
MUS1020	Music Theory I	MU 106	MUE 1093	MUS 141	MUSC 0111	Not Offered	MUSI 104	Not Offered	MU 1303	Not Offered	Not Offered	Not Offered
PHL1010	Introduction to Philosophy	PL 101	PHI 2003	PHIL 121	PHIL 0103	PHIL 101	HUM 103	PHL 130	PH 2203	Not Offered	Not Offered	Not Offered
PHL1020	Ethics	PL 104	PHI 1073	PHIL 143	PHIL 0206	PHIL 106	HUM 104	PHL 276	PH 2103	Not Offered	Not Offered	Not Offered
PHL1030	Logic & Critical Thinking	Not Offered	PHI 2073	PHIL124	PHIL 0105	PHIL 104	HUM 102	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PHY 1010/1011/1012		PY 112	PHS 1055	PHYS 130	NASC 0231	PHYS 201	PHYS 100 PHYS 130	PHS 251	PS 2205	Not Offered	Not Offered	Not Offered
PHY1020	Descriptive Astronomy & Lab	Not Offered	PHS 1085	ASTR 122	NASC 0107 & NASC 0108	PHSC 103	PHYS 102 & PHYS 103	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PHY1021	Descriptive Astronomy	PY 101	Not Offered	ASTR 120	NASC 0107	Not Offered	PHYS 102	PSC 178	PS 1313	Not Offered	Not Offered	Not Offered
PHY1022	Descriptive Astronomy Lab	Not Offered	Not Offered	Not Offered	NASC 0108	Not Offered	PHYS 103	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PHY 1030/1031/1032	Engineering Physics I with Lab	PY 201	PHS 2055	PHYS 220	NASC 0245	PHYS 203	PHYS 104 PHYS 140	Not Offered	PS 2505	Not Offered	Not Offered	Not Offered
PHY 2020/2021/2022	Physics II and Lab	PY 113	PHS 1065	PHYS 131	NASC 0232	PHYS 205	PHYS 101 PHYS 135	PHS 252	Not Offered	Not Offered	Not Offered	Not Offered
PHY 2030/2031/2032	Engineering Physics II with Lab	PY 202	PHS 2065	PHYS 221	NASC 0246	PHYS 208	PHYS 105 & PHYS 145	Not Offered	PS 2515	Not Offered	Not Offered	Not Offered

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Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	Hutchinson CC	Independence CC	JCCC	KCKCC	Labette CC	Neosho County CC	Pratt CC	Seward County CC	FHTC	Manhattan Tech	NCK Tech
POL1010	**Introduction to Political Science**	Not Offered	POL 1013	POLS 122	POSC 0101	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
POL 1020	**American Government**	GO 100	POL 1023	POLS 124	POSC 0111	POLS 105	SOSC 101	POS 176	SS 1403	Not Offered	Not Offered	Not Offered
POL1030	**International Relations**	GO 102	Not Offered	POLS 135	POSC 0102	Not Offered	SOSC 230	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PSI 1010/1011/1012	**Physical Science I and Lab**	PY 110	PHS 1005	PSCI 120	NASC 0103	PHSC 105	PHYS 171 & PHYS 172	PSC 176	PS 1115	PS 101	CHM 100	Not Offered
PSI1030	**Physical Geology with Lab**	PY 103 & PY 104L	Not Offered	GEOS 130	NASC 0186	PHSC 101	Not Offered	PSC 175 PSC 177	PS 1775	Not Offered	Not Offered	Not Offered
PSI1031	**Physical Geology**	PY 103	Not Offered	Not Offered	NASC 0185	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PSI1032	**Physical Geology Lab**	PY 104L	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
PSY1010	**Introduction to Psychology**	PS 100	BEH 1003	PSYC 130	PSYC 0101	PSYC 101	PSYC 155	PSY 176	BH 1303	PY 100	PSY 100	SS 100
PSY2020	**Human Lifespan/ Devel. Psych.**	PS 102	BEH 2003	PSYC 218	PSYC 0203	PSYC 201	PSYC 263	PSY 132	BH 2303	HHS 101	PSY 125	SS 105
PSY2030	**Childhood Growth and Development**	CC 105	BEH 1013	PSYC 215	PSYC 0202	EDUC 110	PSYC 219	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
REL1010	**World Religions**	RE 106	REL 1053	REL 120	HUMN 0207	RELI 101	HUM 133	PHL 123	PH 1323	Not Offered	Not Offered	Not Offered
SOC1010	**Introduction to Sociology**	SO 100	SOC 1003	SOC 122	SOSC 0107	SOCI 101	SOSC 100	SOC 176	BH 1403	SO 100	SOC 100	SOC 135
SOC1020	**Introduction to Social Work**	SO 122	SOC 1213	SOC 146	SOSC 0210	SOCI 112	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
SOC2010	**Social Problems**	SO 201	SOC 2023	SOC 125	SOSC 0209	SOCI 203	SOSC 220	SOC 233	Not Offered	Not Offered	Not Offered	Not Offered
SPA1010	**Spanish I**	SP 101 SP 103	FRL 1025	FL 130	LANG 0141	LANG 127	Not Offered	MLN 176	ML 1205	Not Offered	Not Offered	Not Offered
SPA1020	**Spanish II**	SP 102	FRL 1035	FL 131	LANG 0142	LANG 128	Not Offered	MLN 177	ML 1215	Not Offered	Not Offered	Not Offered
SPA2010	**Spanish III**	SP 105	FRL 2035	FL 230	LANG 0243	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
THT1010	**Theatre Appreciation**	TH 115	THR 1013	THEA 120	THTR 0101	Not Offered	COMM 105	DRM 131	DR 2203	Not Offered	Not Offered	Not Offered
THT1020	**Acting I**	TH 116	THR 1023	THEA 130	THTR 0115	Not Offered	COMM 120	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
THT1030	**Stagecraft**	TH 118	THR 1033	THEA 140	THTR 0150	Not Offered	COMM 107	DRM 125	DR 1103	Not Offered	Not Offered	Not Offered
THT1040	**Theatre Practicum**	TH 123 TH 132 TH 133 TH 134	Not Offered	THEA 133 THEA 233	THTR 0151	Not Offered	Not Offered	DRM 122	DR 1611 DR 1621 DR 1631 DR 1641	Not Offered	Not Offered	Not Offered
THT2010	**Acting II**	TH 121	THR 1123	THEA 230	THTR 0215	Not Offered	COMM 216	Not Offered	DR 1213	Not Offered	Not Offered	Not Offered

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Kansas SystemWide Transfer Course Matrix

Revised 01/12/2018

KRSN Course Number	KRSN Common Course Title	NWKTC	SATC	WATC	ESU	FHSU	KSU	PSU	KU	WSU	Washburn
ANT 1010	Introduction to Cultural Anthropology	Not Offered	Not Offered	Not Offered	AN 210	SOC 145	ANTH 200 ANTH 204	ANTH 101	ANTH 108	ANTH 102	AN112
ANT2010	Introduction to Linguistic Anthropology	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered	ANTH 220	Not Offered	ANTH 320 LING 320	ANTH 352	Not Offered
ART1010	Art Appreciation	ART 101	HUM105	ART 100	AR 105	ART 180	Art 106	ART 178	Not Offered	ARTH 103	AR103
ART1020	Art History I	Not Offered	Not Offered	Not Offered	AR 225	ART 380	ART 195	ART 288	HA 150	Not Offered	AR101
ART1030	Art History II	ART 120	Not Offered	Not Offered	AR 235	ART 380	ART 196	ART 289	HA 151	Not Offered	AR102
ART1040	Introduction to Drawing	CG 107	Not Offered	Not Offered	AR 101	ART 210	ART 190	ART 233	ART 101	ARTF 145	AR 140
BIO1010/1011/1012	General Biology and Lab for Non-majors	BIO 155	BIO 105	BIO 110	GB 100 GB 101	BIOL 100 BIOL 102	BIOL 198	BIOL 111 BIOL 112	BIOL 100 BIOL 102	BIOL 106 BIOL 107	BI 100 BI 101
BIO1020/1021/1022	Biology I and Lab for Majors	Not Offered	Not Offered	BIO 130	GB 140 GB 141	BIOL 180 & BIOL 180L	BIOL 198	BIOL 211	BIOL 150	BIOL 210 & BIOL 210L	BI 102
BIO1030/1031/1032	Biology II and Lab for Majors	Not Offered	Not Offered	BIO 135	Not Offered	BIOL 250 & BIOL 250L or BIOL 260 & BIOL 260L or BIOL 490 & BIOL490L	BIOL 201	BIOL 212	BIOL 152	BIOL 211 BIOL 211L	BI 103
BIO2020/2021/2022	Anatomy and Physiology 5 credit hour	BIO 290	BIO 150	BIO 150	ZO 362 & ZO 363	Not Offered	Not Offered	BIOL 257	Not Offered	BIOL 223	Not Offered
BIO2030/2031/2032	Anatomy and Physiology 8 credit hour	Not Offered	Not Offered	Not Offered	Not Offered	BIOL 230/230L & BIOL 231/231L	BIOL 340	BIOL 257 & BIOL258 & BIOL xxx	Not Offered	Not Offered	BI255 & BI 275
BUS1010	Personal Finance	Not Offered	BUS 120	BUS 130	BU 241	FIN 205	PFP 105	FCS 230	FIN 101	FIN 140	BUS 180
BUS1020	Introduction to Business	BA 100	BUS 100	BUS 104	BU 140	MGT 101	GENBA 110	MGT 101	BUS 101	MGMT 101	BU 101
CHM1010/1011/1012	Chemistry I and Lab for Majors	Not Offered	Not Offered	CHM 125	CH 123 CH 124	CHEM 120 CHEM 120L	CHM 210	CHEM 215 CHEM 216	CHEM 130	CHEM 211 & CHEM 211L	CH 151
CHM1020/1021/1022	Chemistry II and Lab for Majors	Not Offered	Not Offered	CHM 135	CH 126 CH 127	CHEM 122 CHEM 122L	CHM 230	CHEM 225 CHEM 226	CHEM 135	CHEM 212 & CHEM 212L	CH 152
CHM1030/1031/1032	General Chemistry and Lab for Non Majors	SCI 176	CHM 105 CHM 110	CHM 110	CH 120 CH 121	CHEM 100 CHEM 105	CHM 110 CHM 111	CHEM 105 CHEM 106	CHEM 110	CHEM 103 & CHEM 103L	CH 121
COM1010	Public Speaking	COMM 120	COM 105	SPH 101	SP 101	COMM 100	COMM 106	COMM 207	COMS 130 COMS 150	COMM 111	CN 150
COM1020	Interpersonal Communication	Not Offered	COM 102	SPH 111	SP 100	COMM 304	COMM 322	COMM 530	COMS 244	COMM 302	CN 351
COM1030	Introduction to Mass Communications	Not Offered	Not Offered	Not Offered	JO 200	COMM 128	MC 110	COMM 200	JOUR 101	COMM 130	MM 100
CRJ1010	Introduction to Criminal Justice	Not Offered	Not Offered	CRJ 101	SO 125	JUS 101	SOCIO 361	JUST 104	Not Offered	CJ 191	CJ 100
CSC1010	Introduction to Computers and Applications	CF 101	CSA 105	CED 101 CED 115	IS 113 IS 110	MIS 101	CIS 101 CIS 102 CIS 103 CIS 104	CIS 130	EECS 128	PC 105	CM101
ECO1010	Microeconomics	ECON 200	ECO 105	ECO 110	BC 104	ECON 201	ECON 120	ECON 200	ECON 142	ECON 202	EC 200
ECO1020	Macroeconomics	ECON 210	ECO 110	ECO 105	BC 103	ECON 202	ECON 110	ECON 201	ECON 144	ECON 201	EC 201
EDU1010	Introduction to Education	Not Offered	Not Offered	EDU 120 & EDU 121	EL 220 OR ED 220	TEEL 202	EDEL 310 EDSEC 310	EDUC 261	C&T 100	CI 270	ED 225

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KRSN Course Number	KRSN Common Course Title	NWKTC	SATC	WATC	ESU	FHSU	KSU	PSU	KU	WSU	Washburn
ENG1010	English Composition I	ENGL 110	ENG 101	ENG 101	EG 101	ENG 101	ENGL 100	ENGL 101	ENGL 101	ENGL 101	EN 101
ENG1020	English Composition II	ENGL 115	ENG 102	ENG 120	EG 102	ENG 102	ENGL 200	ENGL 299	ENGL 102	ENGL 102	Not Offered
ENG1030	Introduction to Literature	Not Offered	ENG 110	ENG 110	EG 207	ENG 126	ENGL 251	ENGL 113	ENG 100	ENGL 230	EN 135
FRN1010	French I	Not Offered	Not Offered	Not Offered	FR 110	MLNG 201	FREN 101	MLL 124	FREN 110	FREN 111	FR 101
FRN1020	French II	Not Offered	Not Offered	Not Offered	FR 210	MLNG 202	FREN 102	MLL 128	FREN 120	FREN 112	FR 102
GEO1010	World Regional Geography	Not Offered	Not Offered	GEO 101	GE 101	GSCI 110	GEOG 100	GEOG 106	GEOG 100	GEOG 210	GG 102
GCS1010	Introduction to Women's Studies	Not Offered	Not Offered	Not Offered	ID 400	SOC 310	GWSS 105	WGS 200	WGSS 101	WOMS 287	WG 175
HIS1010	US History to 1877	HIST 107	HIS 105	HIS 110	HI 111	HIST 130	HIST 251	HIST 201	HIST 128	HIST 131	HI 111
HIS1020	US History since 1877	HIST 110	HIS 110	HIS 120	HI 112	HIST 131	HIST 252	HIST 202	HIST 129	HIST 132	HI 112
HIS1030	World History To 1500	HIST 115	HIS 115	HIS 130	HI 101	HIST 110	HIST 111	HIST 101	Not Offered	HIST 101	HI 100
HIS1040	World History 1500 to Present	Not Offered	HIS 120	Not Offered	HI 102	HIST 111	HIST 112	HIST 102	Not Offered	HIST 100	HI 102
HSC1010	Nutrition	AL 140	HEA 200	ALH 110	GB 385	HHP 230	FNDH 132	FCS 203	HSES 330	HS 331	NU 220
HSC1020	Personal and Community Health	Not Offered	HEA 100	Not Offered	HL 150	HHP 200	FNDH 352	Not Offered	HSES 260	Not Offered	HL 152
HSC1030	Medical Terminology	AL 190	MED 103	ALH 101	Not Offered	BIOL 245	CLSCS 105	Not Offered	HSES 371	HP 203	AL 141
HSC1040	First Aid and CPR	Not Offered	ALH 140 ALH 141	ALH 105	HL 155	HHP 220	Not Offered	HHP 260	HSES 248	HPS 117	KN 271
MAT1010	College Algebra	MATH 115	MAT 150	MTH 112	MA 110	MATH 110	MATH 100	MATH 111 MATH 113	MATH 101	MATH 111	MA 116
MAT1020	Elementary Statistics	MATH 180	Not Offered	MTH 120	MA 120	MATH 250	STAT 325	MATH 143	MATH 365 MATHS 365	STAT 370	MA 140
MAT1030	Trigonometry	MATH 140	MAT 155	MTH 113	MA 112	MATH 122	MATH 150	MATH 122	MATH 103	MATH 123	MA 117
MAT1040	Contemporary/Essential Math	Not Offered	Not Offered	Not Offered	MA 156	MATH 101	Not Offered	MATH 133	Not Offered	MATH 131	MA 112
MAT1050	General/Business/ Applied Calculus	Not Offered	Not Offered	Not Offered	MA 165	MATH 331	Not Offered	Not Offered	MATH 115	MATH 144	MA 141
MAT2010	Calculus I	MATH 240	MAT 160	MTH 125	MA 161	MATH 234	MATH 220	MATH 150	MATH 125	MATH 242	MA 151
MUS1010	Music Appreciation	MUS 115	MUS 100	Not Offered	MU 226	MUS 161	MUSIC 250	MUSIC 120	MUSC 136	MUSC 160	MU 100
MUS1020	Music Theory I	Not Offered	Not Offered	Not Offered	MU 118	MUS 181	MUSIC 210	MUSIC 111	MTHC 105	MUSC 127	MU 215
PHL1010	Introduction to Philosophy	Not Offered	HUM 115	Not Offered	PI 225	PHIL 120	PHILO 100	PHIL 103	PHIL 140	PHIL 100	PH 100
PHL1020	Ethics	HUM 105	HUM 101	PHL 110	PI 301	PHIL 340	PHILO 130	PHIL 105	PHIL 160	PHIL 144	PH 102
PHL1030	Logic & Critical Thinking	Not Offered	Not Offered	PHL 115	PI 302	PHIL 100	PHILO 105	PHIL 208	PHIL 148	PHIL 105	PH 104
PHY 1010/1011/1012		PH 143	Not Offered	PHS 120	PH 140	PHYS 111 PHYS 111L	PHYS 113	PHYS 100 PHYS 130	PHSX 114	PHYS 213 & PHYS 213L	PS 261
PHY1020	Descriptive Astronomy & Lab	Not Offered	Not Offered	PHS 115	PH 110 & PH 111	PHYS 309 & PHYS 103	Not Offered	PHYS 175 & PHYS 176	Not Offered	PHYS 195 & PHYS 196	Not Offered
PHY1021	Descriptive Astronomy	Not Offered	Not Offered	Not Offered	PS 218 PH 110	PHYS 309	PHYS 191	PHYS 175	ASTR 191	PHYS 195	AS 101
PHY1022	Descriptive Astronomy Lab	Not Offered	Not Offered	Not Offered	PH 111	PHYS 103	Not Offered	PHYS 176	Not Offered	PHYS196	Not Offered
PHY 1030/1031/1032	Engineering Physics I with Lab	Not Offered	Not Offered	Not Offered	PH 190 PH 191 PH 192	PHYS 211 PHYS 211L	PHYS 213	PHYS 104 PHYS 130	PHSX 211 PHSX 216	PHYS 313 PHYS 315	PS 281
PHY 2020/2021/2022	Physics II and Lab	Not Offered	Not Offered	PHS 125	PH 343 PH 344	PHYS 112 PHYS 112L	PHYS 114	PHYS 101 PHYS 131	PHSX 115	PHYS 214 PHYS 214L	PS 262
PHY 2030/2031/2032	Engineering Physics II with Lab	Not Offered	Not Offered	Not Offered	PH 393 & PH 394 & PH 395	PHYS 212 & PHYS 212L	PHYS 214	PHYS 105 & PHYS 131	PHSX 212 & PHSX 236	PHYS 314 & PHYS 316	PS 282 & PS 282L

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KRSN Course Number	KRSN Common Course Title	NWKTC	SATC	WATC	ESU	FHSU	KSU	PSU	KU	WSU	Washburn
POL1010	**Introduction to Political Science**	Not Offered	Not Offered	Not Offered	PO 100	POLS 100	POLSC 110	POLS 320	Not Offered	Not Offered	Not Offered
POL 1020	**American Government**	GOV 105	POL 105	POL 101	PO121	POLS 101	POLSC 115	POLS 101	POLS 110	POLS 121	PO 106
POL1030	**International Relations**	Not Offered	Not Offered	Not Offered	PO 330	POLS 230	POLSC 333	Not Offered	POLS 170	POLS 220	PO 225
PSI 1010/1011/1012	**Physical Science I and Lab**	Not Offered	PHS 110 & PHS 115	PHS 110	PS 214 & PS 215	PHYS 102 PHYS 103	Not Offered	PHYS 171 PHYS 172	Not Offered	Not Offered	PS 126
PSI1030	**Physical Geology with Lab**	Not Offered	Not Offered	Not Offered	ES 110 & ES 111	GSCI 100 & GSCI 102	GEOL 100 & GEOL 103	PHYS 160 & PHYS 165	GEOL 101 & GEOL 103	GEOL 111 GEOL 111L	Not Offered
PSI1031	**Physical Geology**	Not Offered	Not Offered	Not Offered	ES 110	GSCI 100	GEOL 100	PHYS 160	GEOL 101	Not Offered	GEOL 111
PSI1032	**Physical Geology Lab**	Not Offered	Not Offered	Not Offered	ES 111	GSCI 102	GEOL 103	PHYS 165	GEOL 103	Not Offered	Not Offered
PSY1010	**Introduction to Psychology**	PSY 176	PSY 101	PSY 101	PY 100	PSY 100	PSYCH 110	PSYCH 155	PSYC 104	PSY 111	PY 100
PSY2020	**Human Lifespan/ Devel. Psych.**	PSY 177	PSY 105	PSY 120	PY 211	TEEL 231	PSYCH 280	PSYCH 263	Not Offered	PSY 325	PY 209
PSY2030	**Childhood Growth and Development**	Not Offered	Not Offered	PSY 110	Not Offered	Not Offered	PSYCH280	Not Offered	EPSY 305	PSY 414	PY 210
REL1010	**World Religions**	Not Offered	HUM 120	Not Offered	PI 369	PHIL 170	Not Offered	PHIL 231	REL 104	Not Offered	RG 102
SOC1010	**Introduction to Sociology**	SOC 105	SOC 101	SOC 101	SO 101	SOC 140	SOCIO 211	SOC 100	SOC 104	SOC 111	SO 100
SOC1020	**Introduction to Social Work**	Not Offered	Not Offered	Not Offered	SO 345	SOCW 260	SOCWK 100	SWK 201	SW 220	SCWK 201	SW 100
SOC2010	**Social Problems**	Not Offered	Not Offered	SOC 115	SO 202	SOC 384	SOCIO 360	SOC 220	SOC 160	SOC 320	SO 101
SPA1010	**Spanish I**	FL 150	LAN 101	FOL 101	SA 110	MLNG 225	SPAN 101	MLL 154	SPAN 104	SPAN 111	SP 101
SPA1020	**Spanish II**	FL 250	Not Offered	FOL 110	SA 210	MLNG 226	SPAN 102	MLL 158	SPAN 108	SPAN 112	SP 102 SP 105
SPA2010	**Spanish III**	Not Offered	Not Offered	Not Offered	SA 313	MLNG 325	SPAN 201	MLL 254	SPAN 212	SPAN 210	SP 201
THT1010	**Theatre Appreciation**	Not Offered	Not Offered	THR 100	TH 105	THTR 120	Not Offered	COMM 105	THR 100	THEA 143	TH 102
THT1020	**Acting I**	Not Offered	Not Offered	Not Offered	TH 121	THTR 122	THTRE 261	COMM 254	THR 106	THEA 243	TH 202
THT1030	**Stagecraft**	Not Offered	Not Offered	Not Offered	TH 131	THTR 224	THTRE 368	COMM 363	THR 216	THEA 244	TH 211 TH 311
THT1040	**Theatre Practicum**	Not Offered	Not Offered	Not Offered	TH 331 TH 334	THTR 226	THTRE 211	Not Offered	THR 101 THR 201	THEA 180A THEA 180B THEA 180C THEA 180D	Not Offered
THT2010	**Acting II**	Not Offered	Not Offered	Not Offered	TH 221	THTR 661	THTRE 361	Not Offered	THR 206	THEA 342	TH 212

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Appendix G

There are no additional costs charged directly to the student associated with proctoring or other identity verification methods.

December 20, 2016

David Reist, President
Highland Community College
602 West Main
Highland, KS 66035-4062

Certified Mail
Return Receipt Requested
70151520000285689089

Re: Announced on-site Program Review
OPE ID Number: 00192100

Dear Mr. Reist:

This letter confirms that an on-site Program Review has been scheduled to begin on January 23, 2017 at Highland Community College (HCC). You were notified via telephone of this review by Jenny Hendrickson on December 19, 2016. This review will be performed by Jenny Hendrickson, Matthew Monsees, and John Nading.

This review will assess HCC's administration of the Title IV, HEA programs in which it participates. The review initially will cover the 2015-2016 and 2016-2017 award years, but may be expanded if appropriate. The Department of Education (Department) considers the administration of the Title IV, HEA programs to be an institution-wide effort. Consequently, the review will include all offices involved in the financial aid administration:

- Financial Aid office
- Registrar office
- Academic office
- Admissions office
- Fiscal/Business office

At the start of the review, we will conduct an entrance conference with you and your staff to discuss the review process. Please inform the personnel responsible for the above areas, and any others you deem appropriate, so they or their designees can attend the entrance conference and remain available during the review.

In preparation for the review, please provide the following information to me prior to the review and no later than January 6, 2017.

- Catalog/brochure of institution
- Policy and procedures concerning:
  - Admissions, institution and academic programs
  - Satisfactory academic progress

  - Attendance
  - Recruiter compensation/incentive programs
  - Withdrawals, official and unofficial
  - Return of Title IV, HEA funds
  - Verification
  - Awarding of Title IV, HEA program aid
  - Statements regarding the institution's educational programs, its financial charges, or the employability of its graduates
- List of Third Party Servicers involved in marketing, recruitment, admissions and the services they provide (if applicable)
- Institutional and financial aid student consumer publications
- Examples of institutional forms, applications and worksheets that are used in administering the Title IV, HEA programs
- Total current enrollment and percentage receiving Title IV, HEA program aid
- A list of all programs that are offered at physical campus locations
- If the institution offers correspondence courses, include the following:
- The percentage of correspondence courses offered in the latest complete award year
- A list of all courses offered in the latest complete award year, identifying those courses that are correspondence

The institution must also provide a photocopy, or electronic copy, of the original complete student file for at least one student on the Recipient Data Spreadsheet (see below).

Please do not send original materials, except for catalogs, brochures, pamphlets, handbooks, etc. The requested documents listed above should be copies.

Please direct this information to:

ATTN: Jenny Hendrickson
Federal Student Aid
U.S. Department of Education
1010 Walnut Street, Suite 336
Kansas City, MO 64106-2147

In addition, the institution must provide the data elements indicated in the attached Recipient Data Spreadsheet. The institution may choose to complete the provided file, or generate its own electronic file in the same format as the file provided. Return the file to Jenny Hendrickson by e-mail at jenny.hendrickson@ed.gov no later than January 6, 2017. Please see the enclosure, Protection of Personally Identifiable Information (PII) for instructions regarding submission of required data / documents containing PII.

Regulatory authority to examine program and fiscal records and conduct reviews may be found at 34 C.F.R. § 668.24.

In addition to the information we have requested prior to the review, we also request that other specific records and documents be assembled in advance of the visit for examination by the

review team at the start of the review on January 23, 2017. These records and documents are outlined on the enclosure. Please be certain that all records, hard copy and electronic, are available on site at the start, and for the duration, of the review. If the institution has contracted with one or more third-party servicers, such as consultants and data processors, to perform any functions related to the Title IV, HEA programs, HCC must notify each servicer of the program review so that all of the records are available for examination at the institution no later than the start of the program review. The reviewers may request additional documents and records while on-site as necessary.

Please make arrangements for the review team to have access (view only and print capability) to any computer databases containing information related to Title IV, HEA program eligibility or disbursements (e.g., computerized student account records).

HCC must provide access to its administrative staff and students. We also request that the institution provide a secure working space for the review team to ensure the confidentiality of the institutional records being reviewed. We will also need access to a photocopy machine.

At the conclusion of the review, the review team may conduct an exit conference with you and/or your designee(s). The institution will receive an official written report at a later date.

If you have any questions, please call Jenny Hendrickson at 816-268-0411. Thank you for your cooperation.

Sincerely,

Ralph A. LoBosco
Division Director

cc: Joshua North, Financial Aid Administrator
Karen Solinski, Higher Learning Commission
Jacqueline Johnson, Kansas Board of Regents
Dawn Bilodeau, Department of Defense
Bill Spruce, Department of Veterans Affairs
Richard Cordray, Consumer Financial Protection Bureau

Enclosures:
Records and Documents to be available at the start of the Program Review
Recipient Data Spreadsheet File
Protection of Personally Identifiable Information

Re: Records and Documents for Program Review

We request that the following records or documents be assembled in advance of the visit so that they are available for examination by the review team at the start of the review on January 23, 2017.

1. Organizational chart of the institution that includes at a minimum, all administrators currently employed by the institution

2. A complete set of fiscal records for financial aid, including a chart of accounts, general ledgers and subsidiary ledgers, including lists of disbursements to students

3. Original canceled checks, bank statements, deposit slips, checkbook or check register and any back-up documentation for cash transactions (including cash requests and refunds/returns of federal cash) with the Department's G5 System

4. Copy of all Satisfactory Academic Progress Reports for the 2015-2016 and 2016-2017 award years indicating student SAP status

5. List of students, by term, who earned a 0.00 GPA for a given term (eg: grades of F, Incompletes, Withdraws) for all complete terms in the 2015-2016 and 2016-2017 award years

6. Fiscal Operations Report and Application to Participate, with supporting documentation (two most recently filed reports)

7. Gainful Employment reporting disclosures for all non-degree programs

8. List of internal/external recruiters

9. Accreditation Statement of Affiliation (or equivalent) and any additional accreditation documents that demonstrate the accreditation of the institution and describe the extent of the accreditor's recognition of the institution (locations, academic programs, restrictions, etc.)

10. State agency documents that reflect the institution's legal authority to provide educational services and describe the extent of the State's recognition of the institution (locations, academic programs, restrictions, etc.)

11. For each award year, list of all incarcerated students enrolled, with addresses, and the total student population

12. Contracts with third parties concerning the administration of Title IV, HEA program funds or the delivery of educational services for which the institution received Title IV, HEA program funds

Note: Refer to the Instructions worksheet for information regarding completion of report.

Recipient Data			Actual disbursements to students for the award year.												Withdrawn Student Information			
						FDIRECT												
SSN	LAST NAME	FIRST NAME	$FPELL	$FSEOG	$FWS	$SUB	$UNSUB	$FDPLUS	CURRENT ENROLLMENT STATUS	PROGRAM OF STUDY	CREDENTIAL	START DATE	SELECTED FOR VERIFICATION	TOTAL NUMBER of HOURS ENROLLED for AY	WITHDRAWAL DATE	LAST DATE OF ATTENDANCE	R2T4 RETURN AMOUNT	DATE OF RETURN
12345	Sample 1	Sample	$2,775	$500					F				Y	15				
7890	Sample 7	Sample			$1,000	$3,500			F				N	30				
8901	Sample 8	Sample	$1,000				$2,000		H				N	10				

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information (PII) being submitted to the Department must be protected. PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth).

PII being submitted electronically must be encrypted. The data must be submitted in a .zip file encrypted with Advanced Encryption Standard (AES) encryption (256-bit is preferred). The Department uses WinZip, however, files created with other encryption software are also acceptable, provided that they are compatible with WinZip (Version 9.0) and are encrypted with AES encryption. Zipped files using Win Zip must be saved as Legacy compression (Zip 2.0 compatible).

The Department must receive an access password to view the encrypted information. The password must be e-mailed separately from the encrypted data. The password must be 12 characters in length and use three of the following: upper case letter, lower case letter, number, special character. A manifest must be included with the e-mail that lists the types of files being sent (a copy of the manifest must be retained by the sender).

Hard copy and electronic files containing PII must be:

- sent via a shipping method that can be tracked with signature required upon delivery
- double packaged in packaging that is approved by the shipping agent (FedEx, DHL, UPS, USPS)
- labeled with both the "To" and "From" addresses on both the inner and outer packages
- identified by a manifest included in the inner package that lists the types of files in the shipment (a copy of the manifest must be retained by the sender).

PII data cannot be sent via fax.

April 13, 2017

David Reist, President
Highland Community College
602 West Main
Highland, KS 66035

UPS Tracking#1ZA879640293325244

RE: **Program Review Report**
OPE ID: 00192100
PRCN: 201720729523

Dear President Reist:

From January 23, 2017 to January 27, 2017, John Nading, Jenny Hendrickson, Matthew Monsees and Carol Hayes as representatives of the U.S. Department of Education conducted a review of Highland Community College's (Highland) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The findings of that review are presented in the enclosed report.

Findings of noncompliance are referenced to the applicable statutes and regulations and specify the action required to comply with the statute and regulations. Please review the report and respond to each finding, indicating the corrective actions taken by Highland. The response should include a brief, written narrative for each finding that clearly states Highland's position regarding the finding and the corrective action taken to resolve the finding. Separate from the written narrative, Highland must provide supporting documentation as required in each finding.

Please note that pursuant to HEA section 498A(b), the Department is required to:

(1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report[1] and relevant materials related to the report before any final program review report is issued;
(2) review and take into consideration an institution's response in any final program review report or audit determination, and include in the report or determination –
    a. A written statement addressing the institution's response;
    b. A written statement of the basis for such report or determination; and
    c. A copy of the institution's response.

[1] A "preliminary" program review report is the program review report. The Department's final program review report is the Final Program Review Determination (FPRD).

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the FPRD. However, it will be retained and available for inspection by Highland upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

The institution's response should be sent directly to Matthew Monsees of this office within 60 calendar days of receipt of this letter.

Protection of Personally Identifiable Information (PII):
PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the findings in the attached report do not contain any student PII. Instead, each finding references students only by a student number created by Federal Student Aid. The student numbers were assigned in Appendix A, Student Sample. In addition, Appendix B Return to Title IV Sample also contains PII. These appendices were encrypted and sent separately to the institution via e-mail. Please see the enclosure Protection of Personally Identifiable Information for instructions regarding submission to the Department of required data / documents containing PII.

Record Retention:
Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report. If you have any questions concerning this report, please contact Matthew Monsees at matthew.monsees@ed.gov.

Sincerely,

Dvak Corwin
Compliance Manager

cc: Joshua North, Financial Aid Administrator

Enclosure:
Program Review Report (and appendices)
Protection of Personally Identifiable Information

Prepared for

Highland Community College

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of the AMERICAN MIND™

OPE ID: 00192100
PRCN: 201720729523

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Division- Kansas City

Program Review Report

April 13, 2017

Kansas City School Participation Division
1010 Walnut Street Suite 336 Kansas City, MO 64106-2147
www.FederalStudentAid.ed.gov

Table of Contents

	Page
A. Institutional Information	3
B. Scope of Review	4
C. Findings	5
Finding 1: Late/Incorrect Return to Title IV Funds Calculation	5
Finding 2: Inadequate Monitoring of Undeliverable Title IV, HEA Credit Balances	11
Finding 3: Improper Holding Title IV Credit Balances	14
Finding 4: Failure to Reconcile Title IV Accounts on a Monthly Basis	15
Finding 5: Failure to Resolve Conflicting Information	16
Finding 6: National Student Loan Data System (NSLDS) Reporting Incorrect/Untimely	18
Finding 7: Failure to Perform Direct Loan Exit Counseling	19
Finding 8: Inadequate Federal Work Study Job Descriptions	20
Finding 9: Improper Federal Work Study Payments	22
Finding 10: Failure to Employ Federal Work Study as Reading Tutor or for Family Literacy Activities	23
Finding 11: Incorrect Direct Loan Awarding	24
Finding 12: Inaccurate Title IV, HEA Award Notifications	25
Finding 13: Failure to Update Eligibility and Certification Approval Report (ECAR)	26
Finding 14: Incorrect Gainful Employment Disclosures	27
D. Appendices	
Appendix A: Student Sample	

A. Institutional Information

Highland Community College
602 West Main
Highland, KS 66035

Type: Public

Highest Level of Offering: Associate's Degree

Accrediting Agency: North Central Association of Colleges and Schools - CIHE (Higher Learning Commission)

Current Student Enrollment per institution: 3355 (Fall 2015)

% of Students Receiving Title IV per institution: 32.52% (Fall 2015)

Title IV Participation (G5):

	2014-2015
Federal Pell Grant (Pell)	$ 3,670,509
Federal Supplemental Educational Opportunity Grant (FSEOG)	$ 44,561
Federal Work-Study (FWS)	$ 82,685
Federal Direct Loans (DL)	$ 4,569,127

Default Rate FFEL/DL:	2013	18%
	2012	16.2%
	2011	25.3%

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Highland Community College (Highland) from January 23, 2017 to January 27, 2017. The review was conducted by John Nading, Jenny Hendrickson, Matthew Monsees and Carol Hayes.

The review was focused on distance education and student eligibility. The review consisted of an examination of Highland's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 40 files was identified for review from the 2015-2016 and 2016-2017 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

Disclaimer:

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning Highland's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve Highland of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

C. Findings

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by Highland to bring operations of the financial aid programs into compliance with the statutes and regulations.

Finding 1: Late/Incorrect Return to Title IV Funds Calculation

Citation: Federal regulations state that when a recipient of Title IV, HEA funds withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must perform a Return of Title IV Funds calculation to determine the amount of Title IV, HEA grant or loan assistance the student earned as of the student's withdrawal date. A student is considered to have withdrawn from a payment period or period of enrollment if in the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete. The calculation should incorporate all of the elements of a Return of Title IV Funds calculation identified in pertinent Federal regulations. *34 C.F.R. § 668.22(a)*

For a student who ceases attendance at an institution that is required to take attendance, the student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. An institution must document a student's withdrawal date and maintain the documentation as of the date of the institution's determination that the student withdrew. An institution is required to take attendance if the institution itself has a requirement that its instructors take attendance. *34 C.F.R. § 668.22(b)*

Institutions are required to take attendance are expected to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's withdrawal date. *2015-2016 Federal Student Aid Handbook, Volume 5, Chapter 2*

The amount of Title IV grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV grant or loan assistance that has been earned by the student and applying this percentage to the total amount of Title IV grant or loan assistance that was disbursed for the payment period or period of enrollment as of the student's withdrawal date.

The percentage of Title IV grant or loan assistance that has been earned by the student is equal to the percentage of the payment period or period of enrollment that the student completed as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period or period of enrollment for a program that is measured in credit hours. The percentage of Title IV grant or loan assistance that has been earned by the student is 100 percent,

if the student's withdrawal date occurs after completion of 60 percent of the payment period or period of enrollment for a program that is measured in credit hours. *34 C.F.R. § 668.22(e)*

The percentage of the payment period or period of enrollment completed is determined by dividing the total number of calendar days in the payment period or period of enrollment into the number of calendar days completed in that period as of the student's withdrawal date in the case of a program that is measured in credit hours. The schedule must have been established in accordance with requirements of the accrediting agency and the State licensing agency, if such standards exist.

The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. *34 C.F.R. § 668.22(f)*

For a credit-hour program, the percentage of the period completed is determined by dividing the number of calendar days completed in the payment period or period of enrollment, as of the day the student withdrew, by the total number of calendar days in the same period. The number of calendar days in the numerator or denominator includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. *2015-2016 Federal Student Aid Handbook, Volume 5, Chapter 1*

An institution must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. *34 C.F.R. § 668.22(j)*

The regulatory time line for most Return of Title IV Funds calculations is 45 days. Any action taken after a deadline, even a correction, is a violation of that deadline requirement. When an institution corrects a Return of Title IV Funds calculation and, as a result, returns funds after the 45- day deadline, it is a late return. *2015-2016 Federal Student Aid Handbook, Volume 5, Chapter 1*

Noncompliance: On a systemic basis, Highland failed to properly perform Return to Title IV Funds calculations in two aspects.

Failure to Adhere to Published Attendance Policy: Highland failed to maintain attendance records for all enrolled students. According to institution officials, Highland is not considered an institution that takes attendance, and does not consistently collect or maintain attendance records for all students for a payment period or period of enrollment.

However, per the Highland Community College Handbook:

> Students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class by November 1 of the fall semester and April 1 of the

> spring semester…Instructors will define in their first day handout the equivalent number of absences equaling 20% for their course. Instructors will maintain course attendance for each student on MyHCC.

Based on discussion with institution officials and the above policy, it appears Highland requires attendance be taken by instructors and is therefore an attendance taking institution for Return purposes.

Late Return to Title IV Fund Calculations: For a student who ceases attendance at an institution that is required to take attendance, the student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. In discussions with Highland staff during the on-site portion of the program review, it was established that Highland did not consider itself as an attendance taking institution or consistently track attendance, and that Return calculations for students who unofficially withdrew were performed at the conclusion of the payment period, therefore making them late.

Additionally, on a student-level basis, eight of ten 2015-2016 and 2016-2017 Return to Title IV Funds calculations revealed Highland failed to make the necessary Return within the required time frame, failed to properly perform the Return calculation, or both.

Student # 16: Highland did not return Title IV, HEA funds within the regulatory timeframe. The Return worksheet completed by Highland determined a refund of $668 in Unsubsidized loan funds was due back to the Department. The worksheet also indicated the student withdrew on October 7, 2015. Highland should have returned the funds by December 5, 2015. As of the date of this report, Highland has not returned the necessary funds back to the Department.

Student #17: Highland did not complete the Return calculation within the regulatory timeframe. The Return worksheet indicates that Highland determined the student withdrew on October 28, 2015. Highland should have determined the amount earned by the student by December 26, 2015. Student earned 100% of the eligible funds and therefore no fund returns were required.

Student #18: Highland failed to properly perform the Return calculation. The Return worksheet indicates that Highland determined the student withdrew on October 22, 2015. However, attendance records indicate the student's last day of attendance was September 14, 2015. Consequently, a Department performed Return recalculation indicates Highland failed to return $3,763 in Title IV, HEA funds due to the adjustment in withdrawal date within the required time frame.

Student #19: Highland failed to properly perform the Return calculation. The Return worksheet indicates that Highland determined the student withdrew on November 20, 2015. However, attendance records indicate the student's last day of attendance as November 21, 2015. Consequently, the adjustment in withdrawal date did not affect the student's eligibility since the student still completed sixty percent of the payment period, and earned one-hundred percent of the disbursed aid.

Student #20: Highland failed to properly perform the Return calculation. The Return worksheet indicates that Highland determined the student withdrew on October 4, 2015. Attendance records included in the student file indicate the student's last day of attendance as October 5, 2015. Also, Highland incorrectly used August 17, 2015 as the beginning of the payment period. Highland's academic calendar indicates the payment period began on August 24, 2015.

Highland returned $559 in Unsubsidized loans on February 22, 2016. However, due to the adjustment in withdrawal date and payment period start date, the return of funds was short by $29. As of the date of this report, Highland has not returned the necessary funds back to the Department.

Student #38: Highland failed to properly perform the Return calculation. The Return worksheet indicates the payment period began on August 15, 2016. Highland's academic calendar indicates the payment period began on August 22, 2016.

Highland returned $457 in Unsubsidized loans on January 6, 2017. However, due to the adjustment in payment period start date, the return of funds was short by $32. As of the date of this report, Highland has not returned the necessary funds back to the Department.

Student #39: Highland failed to properly perform the Return calculation. The Return worksheet indicates payment period began on August 15, 2016. Highland's academic calendar indicates the payment period began on August 22, 2016.

Consequently, the adjustment in payment period did not affect the student's eligibility since the student still completed sixty percent of the payment period, and earned one-hundred percent of the disbursed aid.

Student #40: Highland failed to properly perform the Return calculation. The Return worksheet indicates that Highland determined the student withdrew on November 14, 2016. Attendance records included in the student file indicate the student's last day of attendance as November 13, 2016. Also, Highland incorrectly used August 15, 2016 as the beginning of the payment period. Highland's academic calendar indicates the payment period began on August 22, 2016.

Consequently, the adjustment in payment period did not affect the student's eligibility since the student still completed sixty percent of the payment period, and earned one-hundred percent of the disbursed aid.

Required Action: In response to this finding, Highland must provide comprehensive information for all Title IV, HEA program fund recipients who officially and unofficially withdrew during the 2015-2016 and 2016-2017 (year-to-date) award years. The institution must identify, review, and report on the files of all Title IV, HEA program fund recipients for whom a Return calculation should have been performed in any of the two award years. For Return

calculations that are found to be improperly calculated Highland must perform a correct recalculation.

Highland must submit five recalculated Return calculations to Matthew Monsees within thirty calendar days of receipt of this letter with the required supplemental documentation prior to completing the full comprehensive report for 2015-2016 and 2016-2017 (year-to-date) award years.

The materials the institution must submit include:

(1) A spreadsheet that contains, for each Title IV, HEA funds recipient who officially or unofficially withdrew in the 2015-2016 and 2016-2017 award years, the following information:

(a) Award Year;
(b) Student's last name, first name;
(c) Student's SSN number;
(d) Award Year EFC;
(e) Total original hours enrolled in for semester;
(f) Final hours student attended for semester;
(g) Payment period start date;
(h) Corrected payment period start date, if applicable;
(i) Payment period end date;
(j) Corrected payment period end date, if applicable;
(k) Total days in payment period;
(l) Corrected total days in payment period, if applicable;
(m) Student's last date of attendance;
(n) Student's withdrawal date, if applicable:
(o) Institution's date of determination;
(p) Original Pell award for term;
(q) Recalculated Pell award;
(r) The date that the Return was calculated, if applicable;
(s) The amount of the original Title IV, HEA funds returned, if applicable
    1. organized by each Title IV program
    2. and amount;
(t) The date(s) the Return(s) were made, if applicable (organized by Title IV program);
(u) Amount of Post-withdrawal Disbursement (PWD), if applicable;
(v) Title IV program from which PWD was made;
(w) Date PWD was paid;

The spreadsheet must be organized by **award year**, and then by **individual student**. The spreadsheets must be compiled in an Excel spreadsheet program and submitted either via e-mail or in CD-ROM format;

(2) A copy of all pertinent student account cards for the Returns identified above. The account card should reflect the disbursements included in the Return calculation as well as the return of the Title IV funds, HEA funds, if applicable;

(3) Legible copies of all audit trail documentation (i.e. wire transfer records on bank statements, institutional drawdown and refund reports, screen prints of Common Origination and Disbursement [COD] screens with pertinent detail information) to support the return of the funds to the Title IV, HEA program accounts. The documentation must clearly identify the amount of the Return for the individual in question. If a Return was repaid to the Title IV, HEA programs by check, then a legible copy of the cancelled check, front and back, must be submitted;

(4) Pertinent attendance records supporting Highland's determination of the student's last date of attendance. This may include a copy of the student's official withdrawal form (or another official withdrawal document) with the official date of withdrawal annotated, if applicable and/or class attendance records;

(5) In cases where a Post-withdrawal Disbursement was calculated, copies of all supporting documentation establishing that the Post-withdrawal Disbursement of Title IV, HEA Direct loan funds were offered to the student or parent, and the student or parent's response to that offer. In cases where no such documentation is available, Highland must provide documentation indicating that the student, or parent in the case of a PLUS loan, was notified that a Post-withdrawal Disbursement was made on their behalf, the amount of the disbursement, and the date that it occurred;

(6) In the case of unearned Title IV, HEA program funds that are required to be returned by a student, copies of all supporting documentation establishing that Highland contacted the student and made appropriate repayment arrangements, as outlined in federal regulations.

The Return of Title IV Funds spreadsheet discussed above should be compiled in an Excel spreadsheet program, and submitted either via e-mail or in CD-ROM format in the following manner:

Award year	Student	SSN	Award Year EFC	Total original hours enrolled in for semester	Final hours student attended for semester	Payment period start date	Corrected Payment period start date, if applicable	Payment period end date	Corrected payment period end date, if applicable	Total days in payment period	Corrected total days in payment period, if applicable
2015-16	Doe, John	1234	412	12	4	08/22/15	08/15/15	12/11/15	12/9/15	101	103
2016-17	Doe, Jane	0987	2251	12	12	08/22/15	08/17/15	12/11/15	12/7/15	101	103

Last date of attendance	Withdrawal date, if applicable	Institution's date of determination	Original Pell award for term	Recalculated Pell award	The date that the Return was calculated, if applicable	Total Original Amount of return, if applicable	Title IV program	Amount of aid returned after recalculation, if applicable	Date of Return
06/20/13	n/a	08/20/13	$2,550	$1,275	08/23/14	$2,000	DL Unsub	$1000	06/30/14
11/14/14	n/a	03/02/15	$1,650	$1,238	03/05/15	$1,356	DL Sub	$900	04/12/15

Amount of PWD, if applicable	PWD program	Date PWD was paid
N/A	N/A	N/A
N/A	N/A	N/A

Second, Highland must review and revise its internal policies and procedures to ensure that Returns of Title IV Funds are performed properly and in a timely manner in the future. A detailed discussion of these revised policies and procedures must accompany Highlands's response to this report.

Hard copy and electronic files containing PII must be safeguarded as described in the enclosure to the cover letter of this report.

Instructions for repayment of any liabilities will be provided in the FPRD letter. Highland must not repay any funds owed to the Department until the FPRD is issued.

Finding 2: Inadequate Monitoring of Undeliverable Title IV, HEA Credit Balances

Citation: A Title IV credit balance occurs whenever an institution credits Title IV program funds to a student's account and the total amount of those Title IV funds exceeds the student's allowable charges.

If Title IV disbursements to the student's account at the institution create a Title IV credit balance, the institution must pay the credit balance directly to the student or parent as soon as possible but no later than 14 days after:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period. *34 C.F.R. § 668.164(h)(1)*

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent. However, the parent may authorize the institution (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name). The Department does not specify how an institution must determine which FSA funds create an FSA credit balance. An institution may not require a student to take any actions to obtain his or her credit balance. It is the sole responsibility of the institution to pay, or make available, any FSA credit balance within the 14-day regulatory time frames. *2015-2016 Federal Student Aid Handbook, Volume 4, Chapter 2*

Notwithstanding any State law (such as a law that allows funds to escheat to the State), an institution must return to the Secretary, lender, or guaranty agency, any Title IV, HEA program funds, except FWS program funds, that it attempts to disburse directly to a student or parent but the student or parent does not receive or negotiate those funds. For FWS program funds, the institution is required to return only the federal portion of the payroll disbursement.

If an institution attempts to disburse the funds by check and the check is not cashed, the institution must return the funds no later than 240 days after the date it issued that check. If a check is returned to the institution, or an EFT is rejected, the institution may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. In cases where the institution does not make another attempt, the funds must be returned before the end of this 45-day period. In cases where the institution makes further attempts, the institution must cease any additional disbursement attempts and return the funds no later than 240 days after the date it issued the check. *34 C.F.R. §668.164(l)*; *2015-2016 Federal Student Aid Handbook, Volume 4, Chapter 2*

Noncompliance: Highland failed to return Title IV, HEA credit balances to the Department in a timely manner after attempts to pay the credit balances to students were unsuccessful.

During interviews with Highland staff, it was disclosed that Highland does not maintain policies and procedures for making further attempts to pay Title IV, HEA fund credit balances to students when initial attempts fail. It was also established that Highland has not returned Title IV, HEA credit balances to the Department when it was unable to deliver them to the student or, as applicable, the parent within the allotted time frame.

A report compiled by Highland identified 44 credit balance checks containing Title IV, HEA funds issued between 04/25/2014 and 06/22/2016 that the institution had been unable to deliver to the student or parent, as applicable, and which remained in the institution's operating account. The total amount of the undelivered credit balance checks was $28,541.32. An unknown number of the undeliverable credit balance checks represented Title IV, HEA funds, either in part or wholly due to Highland's inability to differentiate Title IV, HEA funds from other funds.

Required Action: Highland must review the institution's account for undeliverable credit balance checks and identify all Title IV, HEA credit balances that Highland was unable to pay to

the student (or parent, in the case of PLUS Loan funds) within 240 days, and that the institution failed to pay to the Department within the prescribed time frame, including any Title IV, HEA funds that were allowed to escheat to the state. Highland must compile a report based on this file review, and submit the report with its response. The report must include the following elements:

1) Award year in which Title IV, HEA credit balance was created;
2) Student's first name, last name;
3) Student's Social Security number;
4) Title IV program(s), date(s), and disbursement amount(s) causing the credit balance;
5) Amount of Title IV, HEA credit balance;
6) Date and check number of Title IV, HEA credit balance check was issued (or electronic transfer was attempted);
7) Complete and legible copy of student's original account card;
8) Date funds escheated to the state, as applicable;
9) Date Title IV, HEA credit balance was paid to student, as applicable.

The file review spreadsheet must also clearly indicate the particular Title IV, HEA program or programs that created a particular Title IV, HEA credit balance. The following abbreviations should be used in the spreadsheet to indicate the various programs: Pell, FSEOG, FWS, DL Sub, DL Unsub, and DL PLUS. If a particular Title IV, HEA credit balance was composed of more than one type of Title IV, HEA funding, Highland must identify the amounts attributable to each program.

For each student identified in the spreadsheet, Highland must also provide legible copies of the following documents:

- Comprehensive student account card;
- Legible copy of all checks included in the Title IV, HEA credit balance report.

The Title IV, HEA credit balance file review spreadsheet discussed above should be compiled in an Excel spreadsheet program and submitted in the following manner:

Award year	Student's last name, first name	SSN	Title IV program	Date of disbursement	Amount of disbursement
2015/16	Doe, Jane	*** ** ****	Pell	1/1/16	$1,000.25
2015/16	Doe, Jill	*** ** ****	DL Sub	6/28/16	$2,000.00
2015/16	" " "	" " "	DL Unsub	6/28/16	$3,000.00

(continued)

Amount of Title IV credit balance	Date credit balance paid to Department, if applicable	Check Number of credit balance outstanding	Amount of credit balance outstanding	Date funds escheated to state
$500.25	3/1/16	12234	$0	n/a
$125.00	n/a	12235	$125.00	n/a
$3,000.00	n/a	12236	$3,000.00	n/a

Additionally, Highland must develop and implement procedures for monitoring Title IV, HEA credit balances to ensure that all unpayable Title IV, HEA credit balances are returned to the Department within the require time frames. A detailed discussion of these revised procedures must accompany Highland's response.

Hard copy and electronic files containing PII must be safeguarded as described in the enclosure to the cover letter of this report. Instructions for repayment of any liabilities will be provided in the FPRD letter. *Highland should not attempt to repay any liabilities until the FPRD letter is issued.*

Finding 3: Improper Holding Title IV Credit Balances

Citation: Federal regulations state that an institution is permitted to hold Title IV credit balances if it obtains a voluntary authorization from the student (or parent, in the case of PLUS). In obtaining the student's or parent's authorization, an institution—

1) May not require or coerce the student or parent to provide that authorization;
2) Must allow the student or parent to cancel or modify that authorization at any time; and
3) Must clearly explain how it will carry out that activity.

If a student or parent cancels an authorization to hold Title IV funds, the institution must pay those funds directly to the student or parent as soon as possible but no later than 14 days after the institution receives that notice. *34 C.F.R. §668.165(b)*

All elements of an authorization to hold a Title IV credit balance must be conspicuous. An authorization must include the following elements:

1) An authorization must explain what FSA funds are covered by the document, and it must specify the time period covered;
2) An authorization must clearly provide the student or parent with the information he or she needs to make an informed decision;
3) The student or parent must be informed that he or she may refuse to authorize any individual item, that he or she may cancel such authorization at any time, and that a cancellation is not retroactive;

4) A credit-balance authorization must provide detail that is sufficient to give the student or parent an idea of how the credit balance will be used.

If the Department has placed a school on reimbursement or determines that the school has failed to meet financial responsibility standards, it may choose to prohibit the school from holding a credit balance for any student. *2015-2016 Federal Student Aid Handbook, Volume 4, Chapter 2*

The Secretary has sole discretion to determine the method under which the Secretary provides Title IV, HEA program funds to an institution. In accordance with procedures established by the Secretary, the Secretary may provide funds to an institution under the advance payment method, reimbursement payment method, or heightened cash monitoring payment method. Under the heightened cash monitoring payment method, an institution must credit a student's ledger account for the amount of Title IV, HEA program funds that the student or parent is eligible to receive, and pay the amount of any credit balance due. *34 C.F.R. § 668.162(a),(d)*

Noncompliance: Student credit balances were held without proper written authorization from students and parents. During interviews with Highland staff, it was disclosed Highland did not have a formal authorization process to hold Title IV, HEA credit balances but indicated student credit balances, of which may or may not be Title IV, HEA credit balances, were being held by Highland. This practice was applied an unknown number of times and may or may not have contained Title IV, HEA funds, either in part or wholly.

Further, Highland is on Heightened Cash Monitoring 1 (HCM1) as of June 26, 2015. Due to being on HCM1, Highland was not permitted to hold credit balances effective July 1, 2016 when revisions to 34 C.F.R. §668.162 went into effect.

Required Action: Highland must cease its practice of holding Title IV, HEA credit balances on student accounts beyond 14 days after the credit balances occurred while on HCM1. If Highland chooses to hold Title IV, HEA credit balances once off HCM1 Highland is reminded that the authorization form must conform to the Department's requirements.

Finding 4: Failure to Reconcile Title IV Accounts on a Monthly Basis

Citation: Participation of a school in the Direct Loan Program means that eligible students at the school may receive Direct Loans. To participate in the Direct Loan Program, a school must, on a monthly basis, reconcile institutional records with Direct Loan funds received from the Secretary and Direct Loan disbursement records submitted to and accepted by the Secretary. *34 C.F.R. § 685.300 (a)(5)*

A school that participates in the Direct Loan Program is required to reconcile cash (the funds it has received (from the G5 system) to pay its students) with disbursements (the actual disbursement records) it has submitted to the Common Origination and Disbursement (COD) system. Schools are required to reconcile monthly.

Internal reconciliation is the process where the business and financial aid offices compare their Direct Loan records to ensure that they match, both in disbursement date and disbursement amount. The frequency and methods used for internal reconciliation are based on school decision and need but should occur at least monthly and before the required monthly reconciliation to the Direct Loan Student Account Summary (SAS).

The business office should review its Direct Loan account bank statement to ensure that funds drawn and returned are in the appropriate year. In addition the business office will need to regularly monitor the account to comply with cash management regulations, i.e., making sure those funds are drawn for immediate need and any funds that cannot be used within cash management guidelines are returned promptly.

A school has completed its monthly reconciliation when all differences between the SAS and the school's internal records (Direct Loan System, financial aid office, and business office system) have been resolved or documented. Schools should clearly outline their method of documentation in both business office and financial aid office procedures.

The Department does not mandate or prescribe any particular method of documentation, which allows your school to determine the type and method that best suits your internal processes. Your school must maintain documented results of its monthly reconciliation to provide to auditors and reviewers at their request but does not need to send any proof of this reconciliation to the Department. *2015-2016 Federal Student Aid Handbook, Volume 4*

Noncompliance: Highland failed to reconcile Title IV program receipts and expenditures on a monthly basis. During the on-site portion of the program review it was established, in interviews with business office staff, that Highland reconciles its expenditures of Pell Grants, Direct Loans, and FSEOG on a bi-monthly basis rather than on the required monthly basis.

Required Action: Highland must develop and implement procedures to ensure that all Title IV program activity is reconciled on a monthly basis, and that such reconciliations take into account financial aid office and business office activity, as well as the Department's G5 and COD systems. A detailed discussion of these revised procedures must accompany Highland's response to this report.

Finding 5: Failure to Resolve Conflicting Information

Citation: To begin and to continue to participate in any Title IV, HEA program, an institution shall demonstrate to the Secretary that the institution is capable of adequately administering that program under each of the standards established in this section. The Secretary considers an institution to have that administrative capability if the institution –

- Administers the Title IV, HEA programs in accordance with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under

that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA; and

- Designates a capable individual to be responsible for administering all the Title IV, HEA programs in which it participates and for coordinating those programs with the institution's other Federal and non-Federal programs of student financial assistance.
  34 C.F.R. §668.16(a),(b)(1)

A school must have a system of identifying and resolving discrepancies in all FSA-related information received by any school office. A school must resolve discrepancies for all students, not just those selected for verification. Resolution includes determining what information is correct and documenting the school's findings in the student's file.

Such a system must include a review of :

- All student aid applications, need analysis documents, multiple reporting records, potential overawards from COD, statements of educational purpose, statements of registration status, and eligibility notification documents presented by or on behalf of each applicant.
- The Student Aid Report/ISIR for a student. Even if a school has already verified the information on a student's SAR/ISIR, it must review all information on subsequent SARs/ISIRs.
- Any documents, including copies of federal tax return and tax account transcripts, that are normally collected by the school to verify information received from the student or other sources.
- Any other information submitted or normally available to the school regarding a student's citizenship, previous educational experience, or Social Security number or other factors relating to the student's eligibility for FSA funds.
  2015-2016 Federal Student Aid Handbook, Volume 2, Chapter 3

Noncompliance: Highland failed to resolve conflicting information reported on the ISIR for two students as it relates to student status question 55, "Are/Were you in the Legal Guardianship as determined by a court in your state of legal residence?"

Student #4: The 2015-2016 ISIR indicates the student answered 'Yes' to the question "Are/Were you in the Legal Guardianship as determined by a court in your state of legal residence?". However, documentation included in the student's financial aid file indicates the student was only placed into temporary custody of the student's grandmother.

Student #15: The 2015-2016 ISIR indicates the student answered 'Yes' to the question "Are/Were you in the Legal Guardianship as determined by a court in your state of legal residence?". However, documentation included in the student's financial aid file indicates the student was only placed into temporary custody of family friends.

Required Action: In response to this finding, Highland must ensure the information reported on the ISIR is accurate and it resolves conflicting information when applicable. Highland must revise its procedures to ensure that conflicting information is reported to the capable individual responsible for administering all the Title IV, HEA programs at the institution. A detailed discussion of these revised procedures must accompany Highland's response.

Finding 6: National Student Loan Data System (NSLDS) Reporting Incorrect/Untimely

Citation: Federal regulations state that a school shall—

(1) Upon receipt of a student status confirmation report form from the Secretary, complete and return that report within 30 days of receipt; and
(2) Unless it expects to submit its next student status confirmation report to the Secretary within the next 60 days, notify the Secretary within 30 days if it discovers that a Direct Subsidized, Direct Unsubsidized, or Direct PLUS Loan has been made to or on behalf of a student who –
(i) Enrolled at that school but has ceased to be enrolled on at least a half-time basis;
(ii) Has been accepted for enrollment at that school but failed to enroll on at least a half-time basis for the period for which the loan was intended; or
(iii) Has changed his or her permanent address. *34 C.F.R. § 685.309*

Student enrollment information is extremely important. It is used to determine if the student is still considered in school, must be moved into repayment, or is eligible for an in-school deferment. For students moving into repayment, the out-of-school status effective date determines when the grace period begins and how soon a student must begin repaying loan funds.

The institution is required to report changes in the student's enrollment status, the effective date of the status, and an anticipated completion date. Changes in enrollment to less than half-time, graduated, or withdrawn must be reported within 30 days. *2015-2016 Federal Student Aid Handbook, Volume 2, Chapter 3*

Schools should report enrollment information for students who have received or benefited from any Title IV grant or loan, at your school or at a previously attended school. *NSLDS Enrollment Reporting Guide, Chapter 2, November 2016*

Noncompliance: On a systemic basis, Highland failed to report student enrollment data to NSLDS properly or in a timely manner. Highland reported student enrollment status to NSLDS incorrectly or late in 7 of the 30 student files reviewed. The following list is a sample of students who were reported incorrectly:

Student #2: Highland failed to report the updated enrollment status to NSLDS upon the student's withdrawal from the institution. Student completed the Spring 2016 semester as a full time student per the student's academic transcript. No further enrollment history was listed on

the student's academic transcript or in NSLDS indicating the student had withdrawn. Failure to report changes in enrollment status affects the start of the student's grace period, and therefore the interest accrued by the student.

Student #4: Highland failed to report the updated enrollment status to NSLDS upon the student's withdrawal from the institution. Student completed the Spring 2016 semester as a full time student per the student's academic transcript. No further enrollment history was listed on the student's academic transcript or in NSLDS indicating the student had withdrawn. Failure to report changes in enrollment status affects the start of the student's grace period, and therefore the interest accrued by the student.

Student #8: Highland failed to report the updated enrollment status to NSLDS upon the student's withdrawal from the institution. Student completed the Spring 2016 semester as a full time student and was listed as graduated on May 13, 2016 per the student's academic transcript. No further enrollment history was listed on NSLDS indicating the student had graduated. Failure to report changes in enrollment status affects the start of the student's grace period, and therefore the interest accrued by the student.

Student #30: Highland failed to report the student to NSLDS within the required timeframe. The student's academic transcript shows the student began attendance at Highland during the Summer 2016 semester. Highland did not report to NSLDS until 02/21/2017, past the required 30 days deadline.

Required Action: Highland is required to review the enrollment status of all students at the institution in the 2014-15 and 2015-16 award years, and update enrollment statuses for all students to correctly reflect each student's enrollment. The institution must provide a discussion of the results of this review of enrollment status reporting in its response to this report, and must provide documentation to show that all updates have been made. Additionally, Highland must review and, as necessary, revise its policies and procedures in relation to NSLDS reporting processes. A copy of these documents must be submitted with Highland's response to the PRR.

Finding 7: Failure to Perform Direct Loan Exit Counseling

Citation: An institution must ensure that exit counseling is conducted with each Direct Loan borrower either in person, by audiovisual presentation, or by interactive electronic means. In each case, the institution must ensure that this counseling is conducted shortly before the student borrower ceases at least half-time study at the institution, and that an individual with expertise in the Title IV, HEA programs is reasonably available shortly after the counseling to answer the student borrower's questions.

As an alternative, in the case of a student borrower enrolled in a correspondence program or a study-abroad program that the home institution approves for credit, written counseling materials may be provided by mail within 30 days after the student borrower completes the program. If a

student borrower withdraws from the institution without the institution's prior knowledge, or fails to complete an exit counseling session as required, the institution must ensure that exit counseling is provided through either interactive electronic means or by mailing written counseling materials to the student borrower at the student borrower's last known address within 30 days after learning that the student borrower has withdrawn from the institution or failed to complete the exit counseling as required.

Institutions may rely on Web counseling services, if these services provide all information required by regulation. Regulations also require that knowledgeable financial aid staff be reasonably available to answer questions from student borrowers. Institutions must document student files to illustrate that the counseling was performed. If exit counseling is conducted by electronic interactive means, the institution must take reasonable steps to ensure that each student borrower receives the counseling materials, and participates in and completes the counseling. The institution must maintain documentation substantiating the institution's compliance with this section for each student borrower. *34 C.F.R. §685.304(b)*

Noncompliance: On a systematic basis, Highland failed to properly document that it provided Direct Loan exit counseling, either in-person, by audiovisual presentation, or by interactive electronic means. Program Reviewers were provided a letter template used by Highland for exit counseling purposes but were unable to determine when the required students received exit counseling because no date or names were listed on the provided letter templates.

Required Action: In Highland's response to this report, Highland must provide exit counseling materials to each student borrower who was determined to have graduated or student borrowers who ceased at least half-time study at the institution during the 2015-2016 and 2016-2017(year-to-date) award years. Highland may exclude students who have completed exit counseling via studentloans.gov. A receipt of certified mailing is considered adequate documentation.

Additionally, Highland must review and, as necessary, revise its policies and procedures for performing Direct Loan exit counseling in accordance with federal regulations. A detailed discussion of these reviewed and revised procedures should accompany Highland's response.

As a reminder, hard copy and electronic files containing PII must be safeguarded as described in the enclosure to the cover letter of this report.

Finding 8: Inadequate Federal Work Study Job Descriptions

Citation: Federal regulations state that a student's work must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of type of work, geographical region, employee proficiency, and any applicable federal, state or local law. *34 C.F.R. §675.20(c)*

Job descriptions for all FWS positions should be a part of the control procedures included in an institution's policies and procedures manual. A written job description will ensure that the position is one that qualifies under the FWS program regulations. In addition, a written job description provides students with the information they need to determine whether they qualify for the job, whether the job is related to their educational or career objectives, and whether the job is of interest to them.

Finally, a written job description establishes a record to which all parties can refer. In addition, it can help avoid disagreements and adjudication and provide a reference in such cases.

If a student is employed with an agency or organization that provides community services, the institution should, as with any other FWS position, have a job description that includes the duties and the responsibilities. Institutions should use the job description to verify that the job meets the definition of community services in the FWS regulations. In addition, for students performing reading tutoring or family literacy activities, the job description should support those jobs.

Every FWS position should have a job description that includes the following:

(1) Name of the position;
(2) Classification of the position (e.g., reading tutor 1, laboratory assistant);
(3) Name and address of the student's employer (the school, public agency, etc.);
(4) Department or office in which the student will be employed;
(5) Location where the student will perform his/her duties;
(6) Name of the student's supervisor;
(7) Purpose/role of the position within the organization;
(8) Duties and responsibilities associated with the position and how they relate to the purpose/role;
(9) Rates of pay for the position (cross-referenced to the wage rates appearing in the school's policies and procedures manual);
(10) General qualification for the position and the specific qualification for the levels/rates of pay associated with the position;
(11) The length of student's employment (beginning and end dates);
(12) Procedures for determining a student's rate of pay when a position has multiple rates; and
(13) Evaluation procedures and schedules.
2015-2016 Federal Student Aid Handbook, Volume 6, Chapter 2

Noncompliance: Highland failed to fully develop FWS job descriptions in the 2015-2016 and 2016-2017 (year to date) award years.

A review of Highland's 2015-2016 and 2016-2017 FWS job descriptions disclosed that none of the descriptions appear to include all of the elements required by federal regulations and

guidance. For example, the 2016-2017 FWS job description for the "Theatre – Fine Arts" position is missing the following required elements:

1) Classification of the position;
2) Name and address of the student's employer;
3) Location where the student will perform his/her duties;
4) Name of the student's supervisor;
5) Purpose/role of the position within the organization;
6) General qualification for the position and the specific qualification for the levels/rates of pay associated with the position;
7) The length of student's employment (beginning and end dates).

Required Action: Highland must review and revise all of its current FWS job descriptions for each on and off-campus FWS position, so that the descriptions include all the required elements identified in federal regulations and guidelines. Copies of these revised job descriptions must be included with Highland's response to this report.

Also, Highland must review and revise its internal policies and procedures to ensure that FWS job descriptions are properly developed and maintained in the future. A detailed discussion of these revised policies and procedures must accompany Highland's response to this report.

Finding 9: Improper Federal Work Study Payments

Citation: As a participant in the FWS program, an institution must establish and maintain fiscal records for each student employed under the FWS program, which includes a certification that each student has worked and earned the wage amount being paid. The student's supervisor, or an official of the institution or off-campus agency, must sign the certification, which must include, for students being paid on an hourly basis, a timesheet showing the hours each student worked and the rate of pay. *34 C.F.R. §675.19(b)(2)(i)*

When deciding on an appropriate FWS award for a student, an institution should consider the student's academic workload and any other factors that might affect the hours that a student could work each week. *2015-2016 Federal Student Aid Handbook, Volume 3, Chapter 6*

In general, students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented. *2015-2016 Federal Student Aid Handbook, Volume 6, Chapter 2*

Noncompliance: Highland does not have a system in place to ensure students are not working during scheduled class times. Highland paid FWS funds to one student who worked during class time:

Student	Date	FWS time in	FWS time out	Course	Class start time	Class end time
14	09/01/2015	1:00PM	4:00PM	SOC101	2:30PM	3:20PM

Required Action: Highland must review and, as necessary, revise its policies and procedures in relation to FWS awarding, disbursement, and recordkeeping to ensure that in the future the institution will monitor the work and academic schedules of FWS recipients more effectively to ensure that students work only during appropriate hours or that exceptions are documented and retained. A detailed discussion of these FWS policies and procedures must accompany Highland's response to this report.

Finding 10: Failure to Employ Federal Work Study as Reading Tutor or for Family Literacy Activities

Citation: An institution must use at least seven percent of the sum of its initial and supplemental FWS allocations for an award year to compensate students employed in community service activities. In meeting this community service requirement, an institution must include at least a reading tutoring project that employs one or more FWS students as reading tutors for children who are preschool age or are in elementary school or Family literacy project that employs one or more FWS students in family literacy activities.

The Secretary may waive the FWS community service requirements if the Secretary determines that an institution has demonstrated that enforcing the requirements would cause a hardship for students at the institution. To the extent practical, in providing reading tutors for children, an institution must—

1) Give priority to the employment of students to tutor in reading in schools that are participating in a reading reform project that is designed to train teachers how to teach reading on the basis of scientifically-based research on reading, and is funded under the Elementary and Secondary Education Act of 1965; and
2) Ensure that any student who is employed at a school participating in a reading reform project receives training from the employing school in the instructional practices used by the school. *34 C.F.R. §675.18(g)*

There are two community service expenditure requirements that a school must meet.
A school must use at least 7% of its FWS federal allocation for an award year to pay the federal share of wages to students employed in community service jobs for that year.

1) In meeting the 7% community service requirement, one or more of the school's FWS students must be employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project.

2) A school that fails to meet one or both of these FWS community service requirements will be required to return FWS federal funds in an amount that represents the difference between the amount a school should have spent for community service and the amount it actually spent.

A school may request a waiver of the community service and tutor requirements; the request must be in writing. The fact that it may be difficult for the school to comply with these requirements is not, in and of itself, a basis for granting a waiver. To request a waiver for an award year, a school must send a waiver request and any supporting information or documentation to the Department by the established deadline date of that award year. *2015-2016 Federal Student Aid Handbook, Volume 6, Chapter 2*

Noncompliance: Highland failed to employ any FWS students as reading tutors or in Family Literacy activities during the 2015-2016 and 2016-2017 (year-to-date) award years. Highland also stated to Program Reviewers during the on-site interviews that Highland had not requested a waiver from the community service requirement as listed above.

Required Action: Highland must take steps to come into compliance with the FWS community service requirements. Highland can either employ a reading tutor as required, or apply to be approved for a waiver of this requirement. A detailed discussion of the steps taken to come into compliance, including a copy of the application and response letter, if applicable, should accompany Highland's response to this report.

Finding 11: Incorrect Direct Loan Awarding

Citation: In the case of an undergraduate student who has not successfully completed the first year of a program of undergraduate education, the total amount the student may borrow for any academic year of study under the Federal Direct Subsidized Program may not exceed $3,500 for a program of study of at least a full academic year in length.

In the case of an undergraduate student who has successfully completed the first year of an undergraduate program but has not successfully completed the second year of an undergraduate program, the total amount the student may borrow for any academic year of study under the Federal Direct Subsidized Loan Program may not exceed $4,500, for a program of study of at least a full academic year in length. *34 C.F.R. § 685.203(a)(1)*

Noncompliance: Highland failed to properly award Direct Loans in two instances.

Student #12: Highland awarded and disbursed the improper amount of Subsidized Loan. Student was enrolled in the Associate of Arts – Business Administration degree, which required 63 credit hours to complete per Highland's academic catalog. Student earned 0 credit hours prior to the start of the Fall 2015 semester per the student academic transcript. Highland awarded and disbursed a $4,500 Subsidized Loan instead of $3,500 to the student for the Fall 2015-Spring

2016 award year prior to the student earning the 24 hours required to qualify for grade level 2 loan limits.

Student #13: Highland awarded and disbursed the improper amount of Subsidized Loan. Student was enrolled in the Associate of Arts degree, which required 63 credit hours to complete per Highland's academic catalog. Student earned 0 credit hours prior to the start of the Spring 2016 semester per the student academic transcript. Highland awarded and disbursed a $2,250 Subsidized Loan instead of $1,750 to the student for the Spring 2016 term prior to the student earning the 24 hours required to qualify for grade level 2 loan limits.

Required Action: Highland must submit updated policies and procedures to ensure Highland will correctly award students using the published academic year definition and correct grade level. A copy of the update of the updated policies and procedures should be included in Highland's response.

Finding 12: Inaccurate Title IV, HEA Award Notifications

Citation: Before an institution disburses title IV, HEA program funds for any award year, the institution must notify a student of the amount of funds that the student or his or her parent can expect to receive under each title IV, HEA program, and how and when those funds will be disbursed. If those funds include Direct Loan program funds, the notice must indicate which funds are from subsidized loans, which are from unsubsidized loans, and which are from PLUS loans. If an institution credits a student ledger account with Direct Loan, the institution must notify the student or parent of the anticipated date and amount of the disbursement the student's or parent's right to cancel all or a portion of that loan, loan disbursement.

The institution must provide the notice no earlier than 30 days before, and no later than 30 days after, crediting the student's ledger account at the institution, if the institution obtains affirmative confirmation from the student. A student or parent must inform the institution if he or she wishes to cancel all or a portion of a loan, or loan disbursement. *34 C.F.R. § 668.165(a)*

A school must notify a student of the amount of funds the student and his or her parent can expect to receive from each FSA program, and how and when those funds will be disbursed. This notification must be sent before the disbursement is made.

If the funds include a Direct Loan, the notice must indicate which funds are from subsidized loans and which are from unsubsidized loans. A school must provide the best information that it has regarding the amount of FSA program funds a student can expect to receive. Because the actual loan disbursements received by a student may differ slightly from the amount expected by the school (due to loan fees and rounding differences), you may include the gross amount of the loan disbursement or a close approximation of the net disbursement amount.

When Direct Loan funds are being credited to a student's account, the school must also notify the borrower in writing (paper or electronically) of the:

1) anticipated date and amount of the disbursement;
2) borrower's right to cancel all or part of the loan or disbursement; and
3) procedures for canceling a Direct Loan and the time by which the borrower must notify the school that he or she wishes to cancel to loan disbursement.

2015-2016 Federal Student Aid Handbook, Volume 4

Noncompliance: Highland improperly disbursed an Unsubsidized Direct Loan to a student after the student declined the loan on the award letter notification. Student #25 declined the $4,271 Unsubsidized Direct Loan award on May 20, 2016. Per COD records, Highland disbursed $1,936 Unsubsidized Direct Loan on September 2, 2016 on the student's behalf.

Additionally, Highland failed to list award all Title IV, HEA funds earned by two students:

Student #2: Student ledger card shows $500 in FSEOG was received by the student on during the 2015-2016 award year but was not listed on the award letter notification.

Student #34: FWS payroll records provided to program reviewers indicate $941 was received by the student during the 2016-2017 award period (year-to-date) but a FWS award was not listed on the award letter notification.

Required Action: Highland must review and, as necessary, revise its policies and procedures for performing Title IV, HEA awarding to ensure all awarded funds are listed on the award letter notification in accordance with federal regulations. A detailed discussion of these reviewed and revised procedures should accompany Highland's response.

Finding 13: Failure to Update Eligibility and Certification Approval Report (ECAR)

Citation: An institution may enter into a written contract with a third-party servicer for the administration of any aspect of an institution's participation in any Title IV, HEA program only to the extent that the servicer's eligibility to contract with the institution has not been limited, suspended, or terminated. However, an institution that participates in a Tile IV, HEA programs shall notify the Secretary within 10 days of that date of:

- When the institution enters into a new contract or significantly modifies an existing contract with a third-party servicer to administer any aspect of a Title IV, HEA program;
- The institution or a third-party servicer terminates a contract for the servicer to administer any aspect of a Title IV, HEA program; or
- A third-party servicer that administers any aspect of the institution's participation in a Title IV, HEA program stops providing services for the administration of that program, does out of business, or files a petition under the Bankruptcy Code; and

- The name and the address of the servicer. *34 C.F.R. §668.25*

Noncompliance: Highland contracts with Third Party Servicers Inceptia and National Student Clearinghouse to assist with Title IV, HEA operations, specifically with ISIR verification and student status reporting to the NSLDS system. However, Highland failed to notify the Department within 10 days of the institution's contract with these servicers.

Required Action: Highland submitted an electronic application to the Department on January 31, 2017 requesting acknowledgement of the Third Party Servicers mentioned in the above finding. The Department acknowledged the contracts between Highland and its Third Party Servicers on February 14, 2017. Consequently, no additional action is required in response to these updates. Highland is reminded to report to all substantive changes to the Department no later than 10 days after the change occurs.

Finding 14: Incorrect Gainful Employment Disclosures

Citation: A school must disclose certain information about each of its gainful employment programs to prospective students:

- the occupations that the program prepares students to enter (by occupation name and SOC code), with links to occupational profiles on the O*NET website (see sidebar);
- the program length (the normal time to complete the program);
- the on-time graduation rate for students completing the program;
- the tuition and fees the school charges a student for completing the program within normal time, the cost of room and board if applicable, and the typical costs for books and supplies (unless those costs are included as part of tuition and fees);
- the job placement rate for students completing the program;
- the median loan debt incurred by students who completed the program (separately by FSA loans, private education loans, and institutional financing plans, as described later); and
- other information the Department provided to the school about the program.

2015-2016 Federal Student Aid Handbook, Volume 2, Chapter 6

An institution must use the disclosure template provided by the Secretary to disclose information about each of its GE programs to enrolled and prospective students. The Secretary identifies the information that must be included in the template in a notice published in the FEDERAL REGISTER. *34 C.F.R. § 668.412(a)*

In accordance with procedures and timelines established by the Secretary, the institution must update at least annually the information contained in the disclosure template with the most recent data available for each of its GE programs. On any Web page containing academic, cost, financial aid, or admissions information about a GE program maintained by or on behalf of an institution, the institution must provide the disclosure template for that program or a prominent,

readily accessible, clear, conspicuous, and direct link to the disclosure template for that program. The Secretary may require the institution to modify a Web page if it provides a link to the disclosure template and the link is not prominent, readily accessible, clear, conspicuous, and direct. *34 C.F.R. § 668.412(b)*

It is important that the institution provide the disclosure data to its prospective students in a simple and meaningful way. It must be easy to understand for the student population and must be in an open document format that can be retrieved, downloaded, indexed, and searchable using commonly used Web search applications. This means that the format of the data must be readable with different operating systems (Windows, Mac, etc.) that are likely to be used by prospective students to view the information. It should be relatively easy for a prospective student to access this information in a few clicks of the mouse, and institutions should take care not to bury the disclosure information within their websites. *Gainful Employment Operations Manual ifap.ed.gov/GainfulEmploymentOperationsManual/attachments/GainfulEmploymentOperationsManualMasterFile.pdf*

Noncompliance: Highland failed to properly disclose gainful employment information to its website in three aspects:

- Information was not published in the Department mandated format;
- Information published was not the most current year information;
- Information was not reasonably accessible within the school's website.

Required Action: Highland was notified during the on-site portion of the program review that gainful employment disclosures published were incorrect. The current format of the posted disclosures is not in compliance. Highland must correct the disclosures by using the Department's most recent published template.

E. Appendices

Appendix A (Student Sample) contains personally identifiable information and will be emailed to Highland as an encrypted WinZip file using Advanced Encryption Standard, 256-bit. The password needed to open the encrypted WinZip file(s) will be sent in a separate email.

Appendix A
Highland Community College
Student Samples

2015-2016 Award Year

No.	SSN	2015-2016 Name		
1	512086532	COLEMAN	GINA	
2	643548527	CISNEROZ	YASMEEN	
3	256995856	GRAY	ISAIAH	
4	511139449	MOTTO	ANNA	
5	511230835	SINCLAIR	ESTACIA	
6	510137948	DOOLIN	ISAAC	
7	503213233	HOVEY	MICHAEL	
8	512134148	DAHLMAN	AMBER	
9	513136007	KELLY	NEVAN	
10	509966759	GRIFFEE	JOSEPH	
11	513063442	BRUNS	SARAH	
12	512987446	ROTH	LISA	
13	512022294	REYNOLDS	RHETT	
14	595894663	GONZALEZ	CARLOS	
15	444040594	HARTICO	AHNAWAKE	
16	512841201	RAMDORSINGH	CINDY	
17	552456142	HUSTON	CARMELA	
18	507376482	CREAMER	MICKIE	
19	549192633	ANDERSON	WALTER	
20	511988965	VICKERY	MASON	

2016-2017 Award Year

No.	SSN	2016-2017 Name		
21	514156773	BOTT	ALEXANDER	
22	375196147	BOES	JAZMINE	
23	505375697	FRITZ	CEDRIC	
24	514152780	FOSTER	ANTHONY	
25	511686757	LUNSFORD	RODNEY	
26	509156818	LINCK	KANDACE	
27	257976880	COLE	DEQUAVIS	
28	509132199	KEIMIG	MORGAN	
29	514137873	SPEER	TRISTAN	
30	203763528	WOODS	BRETT	
31	497138992	REYNOLDS	ASHLEY	
32	611541879	GOMEZ	GABRIEL	
33	513150354	HARDEN	DAIYON	
34	509153620	POOLE	JANESSA	
35	535358744	SKELTON	DESIREE	
36	391062620	COLLINS	CHARLES	
37	489068695	THOMAS	BRITNEY	
38	512151444	MCCURDY	JESSICA	
39	364085357	GLOTZBACH	ANDREA	
40	514155397	HAZELTON	XAVIER	

September 12, 2017

David Reist, President
Highland Community College
602 West Main
Highland, KS 66035

UPS Tracking#: 1ZA879640295944394

RE: **Final Program Review Determination**
OPE ID: 00192100
PRCN: 201720729523

Dear President Reist:

The U.S. Department of Education's (Department's) School Participation Team – Kansas City issued a program review report on April 13, 2017 covering Highland Community College's (Highland) administration of programs authorized by Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs), for the 2015-2016 and 2016-2017 award years. Highland's final response was received on June 13, 2017. A copy of the program review report (and related attachments) and Highland's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by Highland upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

Purpose:

Final determinations have been made concerning all of the outstanding findings of the program review report. The purpose of this letter is to: (1) identify liabilities resulting from the findings of this program review report, (2) provide instructions for payment of liabilities to the Department, (3) notify the institution of its right to appeal.

The total liabilities due from the institution from this program review are $51,494.00. The repayment requirements are addressed in the FPRD.

This final program review determination contains detailed information about the liability determination for all findings.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth).

The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the findings in the attached report do not contain any student PII. Appendices A-D contain PII and were encrypted and sent separately to the institution via e-mail.

Appeal Procedures:

This constitutes the Department's FPRD with respect to the liabilities identified from the April 13, 2017 program review report. If Highland wishes to appeal to the Secretary for a review of financial liabilities established by the FPRD, the institution must file a written request for an administrative hearing. Please note that institutions may appeal financial liabilities only. The Department must receive the request no later than 45 days from the date Highland receives this FPRD. An original and four copies of the information Highland submits must be attached to the request. The request for an appeal must be sent to:

Director
Administrative Actions and Appeals Service Group
U.S. Department of Education
Federal Student Aid/PC
830 First Street, NE - UCP3, Room 84F2
Washington, DC 20002-8019

Highland's appeal request must:

(1) indicate the findings, issues and facts being disputed;
(2) state the institution's position, together with pertinent facts and reasons supporting its position;
(3) include all documentation it believes the Department should consider in support of the appeal. An institution may provide detailed liability information from a complete file review to appeal a projected liability amount. Any documents relative to the appeal that include PII data must be redacted except the student's name and last four digits of his / her social security number (please see the attached document, "Protection of Personally Identifiable Information," for instructions on how to mail "hard copy" records containing PII); and
(4) include a copy of the FPRD. The program review control number (PRCN) must also accompany the request for review.

If the appeal request is complete and timely, the Department will schedule an administrative hearing in accordance with § 487(b)(2) of the HEA, 20 U.S.C. § 1094(b)(2). The procedures followed with respect to Highland 's appeal will be those provided in 34 C.F.R. Part 668, Subpart H. **Interest on the appealed liabilities shall continue to accrue at the applicable value of funds rate, as established by the United States Department of Treasury, or if the liabilities are for refunds, at the interest rate set forth in the loan promissory note(s).**

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. §§ 668.24(e)(1), (e)(2), and (e)(3).

The Department expresses its appreciation for the courtesy and cooperation extended during the review. If the institution has any questions regarding this letter, please contact Matthew Monsees at (816)268-0429. Questions relating to any appeal of the FPRD should be directed to the address noted in the Appeal Procedures section of this letter.

Sincerely,

Ralph LoBosco
Division Director

Enclosure:
Protection of Personally Identifiable Information
Program Review Report (and appendices)
Final Program Review Determination Report (and appendices)

cc: Joshua North, Financial Aid Administrator
Director, Higher Learning Commission
Matt Casey, Kansas Board of Regents
Department of Defense
Department of Veterans Affairs
Consumer Financial Protection Bureau

Prepared for

Highland Community College

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of the AMERICAN MIND™

OPE ID: 00192100
PRCN: 201720729523

Prepared by
U.S. Department of Education
Federal Student Aid
School Participation Division – Kansas City

Final Program Review Determination

September 12, 2017

Kansas City School Participation Division
1010 Walnut Street Suite 336 Kansas City, MO 64106-2147

Table of Contents

		Page
A.	Institutional Information	2
B.	Scope of Review	3
C.	Findings and Final Determinations	4
	Resolved Findings	
	Findings with Final Determinations	
	Finding #1: Late/Incorrect Return to Title IV Funds Calculation	
	Finding #2: Inadequate Monitoring of Undeliverable Title IV, HEA Credit Balances	
D.	Summary of Liabilities	10
E.	Payment Instructions	14
F.	Appendices	16
	Appendix A: Student Level Detail	
	Appendix B: Student Level Detail for students with liabilities identified from a file review (Findings #1 and #2)	
	Appendix C: Institution's Written Response	
	Appendix D: Program Review Report	

A. Institutional Information

Highland Community College
602 West Main
Highland, KS 66035

Type: Public

Highest Level of Offering: Associate's Degree

Accrediting Agency: North Central Association of Colleges and Schools - CIHE (Higher Learning Commission)

Current Student Enrollment per institution: 3355 (Fall 2015)

% of Students Receiving Title IV per institution: 32.52% (Fall 2015)

Title IV Participation (G5):

	2014-2015
Federal Pell Grant (Pell)	$ 3,670,509
Federal Supplemental Educational Opportunity Grant (FSEOG)	$ 44,561
Federal Work-Study (FWS)	$ 82,685
Federal Direct Loans (DL)	$ 4,569,127

Default Rate FFEL/DL: 2013 18%
2012 16.2%
2011 25.3%

B. Scope of Review

The U.S. Department of Education (the Department) conducted a program review at Highland Community College (Highland) from January 23, 2017 to January 27, 2017. The review was conducted by John Nading, Jenny Hendrickson, Matthew Monsees and Carol Hayes.

The review was focused on distance education and student eligibility. The review consisted of an examination of Highland's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 40 files was identified for review from the 2015-2016 and 2016-2017 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review. A program review report was issued on April 13, 2017.

Disclaimer:

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning Highland's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve Highland of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

C. Findings and Final Determinations

Resolved Findings

Findings #3-11

Highland has taken the corrective actions necessary to resolve Findings #3-11 of the program review report. Therefore, these findings may be considered closed. Findings requiring further action by Highland are discussed below.

Findings with Final Determinations

The program review report findings requiring further action are summarized below. At the conclusion of each finding is a summary of Highland's response to the finding, and the Department's final determination for that finding. A copy of the program review report issued on April 13, 2017 is attached as Appendix D.

Note: Any additional costs to the Department, including interest, special allowances, cost of funds, unearned administrative cost allowance, etc., are not included in individual findings, but instead are included in the summary of liabilities table in Section D - Summary of Liabilities on page 10 of the report.

Finding #1: *Late/Incorrect Return to Title IV Funds Calculation*

Citation Summary: *Federal regulations state that when a recipient of Title IV, HEA funds withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must perform a Return of Title IV Funds calculation to determine the amount of Title IV, HEA grant or loan assistance the student earned as of the student's withdrawal date. A student is considered to have withdrawn from a payment period or period of enrollment if in the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete. The calculation should incorporate all of the elements of a Return of Title IV Funds calculation identified in pertinent Federal regulations. 34 C.F.R. § 668.22(a)*

For a student who ceases attendance at an institution that is required to take attendance, the student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. An institution must document a student's withdrawal date and maintain the documentation as of the date of the institution's determination that the student withdrew. An institution is required to take attendance if the institution itself has a requirement that its instructors take attendance. 34 C.F.R. § 668.22(b)

Institutions are required to take attendance are expected to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's withdrawal date. 2015-2016 Federal Student Aid Handbook, Volume 5, Chapter 2

The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. 34 C.F.R. § 668.22(f)

For a credit-hour program, the percentage of the period completed is determined by dividing the number of calendar days completed in the payment period or period of enrollment, as of the day the student withdrew, by the total number of calendar days in the same period. The number of calendar days in the numerator or denominator includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. 2015-2016 Federal Student Aid Handbook, Volume 5, Chapter 1

An institution must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. 34 C.F.R. § 668.22(j)

The regulatory time line for most Return of Title IV Funds calculations is 45 days. Any action taken after a deadline, even a correction, is a violation of that deadline requirement. When an institution corrects a Return of Title IV Funds calculation and, as a result, returns funds after the 45- day deadline, it is a late return. 2015-2016 Federal Student Aid Handbook, Volume 5, Chapter 1

Noncompliance Summary: *On a systemic basis, Highland failed to properly perform Return to Title IV Funds calculations in two aspects.*

Failure to Adhere to Published Attendance Policy: Highland failed to maintain attendance records for all enrolled students. According to institution officials, Highland is not considered an institution that takes attendance, and does not consistently collect or maintain attendance records for all students for a payment period or period of enrollment.

Late Return to Title IV Fund Calculations: For a student who ceases attendance at an institution that is required to take attendance, the student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. In discussions with Highland staff during the on-site portion of the program review, it was established that Highland did not consider itself as an attendance taking institution

or consistently track attendance, and that Return calculations for students who unofficially withdrew were performed at the conclusion of the payment period, therefore making them late.

Required Action Summary: *In response to this finding, Highland must provide comprehensive information for all Title IV, HEA program fund recipients who officially and unofficially withdrew during the 2015-2016 and 2016-2017 (year-to-date) award years. The institution must identify, review, and report on the files of all Title IV, HEA program fund recipients for whom a Return calculation should have been performed in any of the two award years. For Return calculations that are found to be improperly calculated Highland must perform a correct recalculation.*

Second, Highland must review and revise its internal policies and procedures to ensure that Returns of Title IV Funds are performed properly and in a timely manner in the future. A detailed discussion of these revised policies and procedures must accompany Highlands's response to this report.

Highland's Response: The attendance policy for Highland has been revised. Highland has removed the statement from the school catalog that stated that instructors will maintain course attendance for each student and left it up to the individual faculty members to determine individual attendance policies.

In regards to reviewing students for official and unofficial withdrawals, Highland has further refined reports to include the start and end dates for every class in order to better monitor and determine the student's payment period start and end dates.

Final Determination: The Department has reviewed Highland's updated policies and procedures as well as the records submitted for the file review provided by Highland which detailed all Return to Title IV calculations during the 2015-2016 award year and the 2016-2017 award year (year-to-date).

The Department has applied its Cost of Funds Calculation to Title IV, HEA funds that were incorrectly disbursed and/or retained in order to calculate the amounts owed, including interest, to the Department. The interest charges were computed using the cost of funds for the Federal Pell Grant Program published in the Federal Register by the Department of the Treasury. Detailed information about the liability determination may be found in Appendix B.

Highland's liability for this finding is **$23,120.07** which includes:

$3,578 Federal Pell Grant principal (2015-2016 award year);
$5,025 Federal Pell Grant principal (2016-2017 award year);
$5,656 Federal Direct Subsidized Loan principal (2015-2016 award year);
$462 Federal Direct Subsidized Loan principal (2016-2017 award year);

22807

$7,560 Federal Direct Unsubsidized Loan principal (2015-2016 award year);
$526 Federal Direct Unsubsidized Loan principal (2016-2017 award year);
$56.88 Federal Pell Grant interest (2015-2016 award year);
$38.19 Federal Pell Grant interest (2016-2017 award year);
$211 Federal Direct Loan interest (2015-2016 award year); and
$7 Federal Direct Loan interest (2016-2017 award year).

3/3/07

Student specific liabilities are outlined in Appendix B.

Highland must notify all students and/or borrowers in writing regarding payments made on their behalf. This notification must include the amount and date of the payments. A copy of this notification must accompany Highland's response to this report.

Instructions for repayment of the above liabilities are provided at the conclusion of this FPRD letter.

Finding #2: Inadequate Monitoring of Undeliverable Title IV, HEA Credit Balances

Citation Summary: A Title IV credit balance occurs whenever an institution credits Title IV program funds to a student's account and the total amount of those Title IV funds exceeds the student's allowable charges.

If Title IV disbursements to the student's account at the institution create a Title IV credit balance, the institution must pay the credit balance directly to the student or parent as soon as possible but no later than 14 days after:

The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period. 34 C.F.R. § 668.164(h)(1)

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent. However, the parent may authorize the institution (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name). The Department does not specify how an institution must determine which FSA funds create an FSA credit balance. An institution may not require a student to take any actions to obtain his or her credit balance. It is the sole responsibility of the institution to pay, or make available, any FSA credit balance within the 14-day regulatory time frames. 2015-2016 Federal Student Aid Handbook, Volume 4, Chapter 2

Notwithstanding any State law (such as a law that allows funds to escheat to the State), an institution must return to the Secretary, lender, or guaranty agency, any Title IV, HEA

program funds, except FWS program funds, that it attempts to disburse directly to a student or parent but the student or parent does not receive or negotiate those funds. For FWS program funds, the institution is required to return only the federal portion of the payroll disbursement.

If an institution attempts to disburse the funds by check and the check is not cashed, the institution must return the funds no later than 240 days after the date it issued that check. If a check is returned to the institution, or an EFT is rejected, the institution may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. In cases where the institution does not make another attempt, the funds must be returned before the end of this 45-day period. In cases where the institution makes further attempts, the institution must cease any additional disbursement attempts and return the funds no later than 240 days after the date it issued the check. 34 C.F.R. §668.164(l); 2015-2016 Federal Student Aid Handbook, Volume 4, Chapter 2

Noncompliance Summary: *Highland failed to return Title IV, HEA credit balances to the Department in a timely manner after attempts to pay the credit balances to students were unsuccessful.*

During interviews with Highland staff, it was disclosed that Highland does not maintain policies and procedures for making further attempts to pay Title IV, HEA fund credit balances to students when initial attempts fail. It was also established that Highland has not returned Title IV, HEA credit balances to the Department when it was unable to deliver them to the student or, as applicable, the parent within the allotted time frame.

Required Action Summary: *Highland must review the institution's account for undeliverable credit balance checks and identify all Title IV, HEA credit balances that Highland was unable to pay to the student (or parent, in the case of PLUS Loan funds) within 240 days, and that the institution failed to pay to the Department within the prescribed time frame, including any Title IV, HEA funds that were allowed to escheat to the state. Highland must compile a report based on this file review, and submit the report with its response.*

Highland's Response: Highland has reviewed the institution's account for undeliverable credit balance checks and identified all Title IV, HEA credit balance that the College was unable to pay to the student or parent within 240 days. Information regarding those checks was included in Highland's response to the report.

Also included in the response, Highland has developed and implemented a policy and procedures for the monitoring of Title IV, HEA credit balances to ensure that all unpayable Title IV, HEA credit balances are returned to the U.S. Department of Education within the required timeframes.

Final Determination: The Department has reviewed Highland's updated policies and procedures as well as the records submitted for the file review provided by Highland which detailed all undeliverable Title IV, HEA credit balances.

The Department has applied its Cost of Funds Calculation to Title IV, HEA funds that were incorrectly disbursed and/or retained in order to calculate the amounts owed, including interest, to the Department. The interest charges were computed using the cost of funds for the Federal Pell Grant Program published in the Federal Register by the Department of the Treasury. Detailed information about the liability determination may be found in Appendix B.

Highland's liability for this finding is **$28,374.08** which includes:

27 977.01

379.07

$11,544.99 Federal Pell Grant principal;
$750.00 Federal FSEOG Grant principal;
$8,107.33 Federal Direct Subsidized Loan principal;
$7,574.69 Federal Direct Unsubsidized Loan principal;
$151.28 Federal Pell Grant interest;
$5.79 Federal FSEOG Grant interest; and
$240.00 Federal Direct Loan interest.

Student specific liabilities are outlined in Appendix B.

Highland must notify all students and/or borrowers in writing regarding payments made on their behalf. This notification must include the amount and date of the payments. A copy of this notification must accompany Highland's response to this report.

Instructions for repayment of the above liabilities are provided at the conclusion of this FPRD letter.

D. Summary of Liabilities

The total amount calculated as liabilities from the findings in the program review determination is as follows.

Liabilities	Federal Pell Grant	FSEOG (Federal Share)	Direct Loan	
Finding 1	$8,603.00		$14,204.00	
Finding 2	$11,544.99	$750.00	$15,682.02	
Findings Subtotal	**$20,147.99**	**$750.00**	**$29,886.02**	
	Federal Pell Grant	FSEOG (Federal Share)	Direct Loan	
Interest/SA – Finding #1	$95.07		$218.00	
Interest/SA – Finding #2	$151.28	$5.79	$240.00	
Interest Subtotal	**$246.35**	**$5.79**	**$458.00**	
Finding and Interest TOTAL DUE	***$20,394.34***	***$755.79***	***$30,344.02***	
Payable To:				**Totals**
Department of Education	*$20,394.34*	*$755.79*	*$30,344.02*	***$51,494.15*** **$51,494 (rounded)**

William D. Ford Federal Direct Loan (Direct Loan) Liabilities:

Direct Loan Closed Award Years (Request Extended Processing)

Findings: 1 and 2
Appendix: B

Highland must repay the following Direct Loan liabilities:

DL Closed Award Year		
Amount (Principal)	Amount (Interest)	Award Year
$9,670	$208	2014-2015
$15,093.57	$230	2015-2016
$5,122.45	$20	2016-2017
Total Principal	Total Interest	
$29,886.02	$458	

The disbursement record for each student identified in the appendix to the applicable finding must be adjusted in the Common Origination and Disbursement (COD) system based on the recalculated amount identified in the/these appendix/appendices.

A copy of the adjustment to each student's COD record must be sent to Matthew Monsees **within 45 days of the date of this letter.**

Request Extended Processing

COD adjustments are necessary for the closed award year(s) listed above. Before any student level adjustments can be processed, Highland must immediately request extended processing through the COD Website (http://cod.ed.gov).

- Click on the Request Post Deadline/Extended Processing link under the School menu.
- On the request screen, the institution should indicate in their explanation that the request is based on a program review, and provide the program review control number.
- The institution will be notified of the status of the request at the time of submission, and will also be notified by email to the FAA and President when extended processing has been authorized. At that time, the school must transmit student/borrower level adjustments to COD for the closed award year(s).

Federal Pell Grant Liabilities

Pell – Closed Award Year Liabilities

Findings: 1-2
Appendix: B

Highland must repay the following Pell Grant liabilities:

Pell Closed Award Year			
Amount (Principal)	Amount (Interest)	Title IV Grant	Award Year
$1,171	$28.89	Pell Grant	2013-2014
$3,591	$63.56	Pell Grant	2014-2015
$9,798.99	$113.99	Pell Grant	2015-2016
$5,587	$39.91	Pell Grant	2016-2017
Total Principal	Total Interest		
$20,147.99	$246.35		

The disbursement record for each student identified in the appendix to the applicable finding must be adjusted in the Common Origination and Disbursement (COD) system based on the recalculated amount identified in the appendix.

Adjustments in COD must be completed prior to remitting payment to the Department. Payment cannot be accepted via G5. Once the Department receives payment via check, the Department will apply the principal payment to the applicable G5 award. The interest will be applied to the general program account.

A copy of the adjustment to each student's COD record must be sent to Matthew Monsees **within 45 days of the date of this letter.**

Campus Based Program Liabilities

FISAP Corrections

Finding: 2
Appendix: B

FSEOG		
Amount(Highland's Share)	Amount(Interest)	Award Year
$187.50	$4.20	2014-2015
$562.50	$1.59	2015-2016
Total Principal	Total Interest	
$750.00	$5.79	

Highland must make corrections to its FISAP for award years 2014-2015 and 2015-2016 as follows:

- Log into eCB and make changes to the Working Copy, click on Submit and choose "Change Request". Provide the justification for the changes in the comments box, including that the changes are a result of a program review and include the Program Review Control Number (PRCN) 201720729523.
- Once the request is approved, submit the changes within 5 days
- Changes to the FISAP may result in changes to the FISAP in subsequent years. Contact the eCB Call Center at (877)801-7168 for assistance in making this determination.

E. Payment Instructions

Liabilities Owed to the Department $1,000 or More but Less Than $100,000

Highland owes to the Department **$51,494**. Payment must be made by forwarding a check made payable to the "U.S. Department of Education" to the following address within 45 days of the date of this letter:

U.S. Department of Education
P.O. Box 979026
St. Louis, MO 63197-9000

Remit checks only. Do not send correspondence to this address.

If the check is sent special delivery (signature/receipt required), the check must be sent to the following address:

U.S. Bank
1005 Convention Plaza
St. Louis, MO 63101
Attn: Govt. Lockbox Tram MO-SL-C2GL
Re: For Dept. of Ed. 979026
Payment must be made via check

Payment must be made via check and sent to the above Post Office Box. Payment and/or adjustments made via G5 will not be accepted as payment of this liability. Instead, the school must first make any required adjustments in COD as required by the applicable finding(s) and Section II – Instructions by Title IV, HEA Program (below), remit payment, and upon receipt of payment the Department will apply the funds to the appropriate G5 award (if necessary).

The following identification data must be provided with the payment:

Amount: $51,494
DUNS: 084098136
TIN: 480760016
Program Review Control Number: 201720729523

Terms of Payment

As a result of this final determination, the Department has created a receivable for this liability and payment must be received by the Department within **45 days of the date of this letter**. If payment is not received within the 45-day period, interest will accrue in monthly increments from the date of this determination, on the amounts owed to the Department, at the current value of funds rate in effect as established by the Treasury Department, until the date of receipt of the payment. Highland is also responsible for repaying any interest that accrues. If you have any questions regarding interest accruals or payment credits, contact the Department's Accounts Receivable & Bank Management Group at (202) 245-8080 and ask to speak to Highland's account representative.

If full payment cannot be made within **45 days** of the date of this letter, contact the Department's Accounts Receivable & Bank Management Group to apply for a payment plan. Interest charges and other conditions apply. Written request may be sent to:

U.S. Department of Education
OCFO Financial Management Operations
Accounts Receivable & Bank Management Group
550 12th Street, S.W., Room 6114
Washington, DC 20202-4461

If within 45 days of the date of this letter, Highland has neither made payment in accordance with these instructions nor entered into an arrangement to repay the liability under terms satisfactory to the Department, the Department intends to collect the amount due and payable by administrative offset against payments due Highland from the Federal Government. **Highland may object to the collection by offset only by challenging the existence or amount of the debt.** To challenge the debt, Highland must **timely appeal** this determination under the procedures described in the "Appeal Procedures" section of the cover letter. The Department will use those procedures to consider any objection to offset. **No separate appeal opportunity will be provided.** If a timely appeal is filed, the Department will defer offset until completion of the appeal, unless the Department determines that offset is necessary as provided at 34 C.F.R. § 30.28. This debt may also be referred to the Department of the Treasury for further action as authorized by the Debt Collection Improvement Act of 1996.

F. Appendices

Appendices A through D are attached to this report.

Appendix A: Student Sample

2015-2016 Award Year

Student No.	Last Name	First Name	SSN (last four digits)
1	COLEMAN	GINA	6532
2	CISNEROZ	YASMEEN	8527
3	GRAY	ISAIAH	5856
4	MOTTO	ANNA	9449
5	SINCLAIR	ESTACIA	0835
6	DOOLIN	ISAAC	7948
7	HOVEY	MICHAEL	3233
8	DAHLMAN	AMBER	4148
9	KELLY	NEVAN	6007
10	GRIFFEE	JOSEPH	6759
11	BRUNS	SARAH	3442
12	ROTH	LISA	7446
13	REYNOLDS	RHETT	2294
14	GONZALEZ	CARLOS	4663
15	HARTICO	AHNAWAKE	0594
16	RAMDORSINGH	CINDY	1201
17	HUSTON	CARMELA	6142
18	CREAMER	MICKIE	6482
19	ANDERSON	WALTER	2633
20	VICKERY	MASON	8965

2016-2017 Award Year

Student No.	Last Name	First Name	SSN (last four digits)
21	BOTT	ALEXANDER	6773
22	BOES	JAZMINE	6147
23	FRITZ	CEDRIC	697
24	FOSTER	ANTHONY	2780
25	LUNSFORD	RODNEY	6757
26	LINCK	KANDACE	6818
27	COLE	DEQUAVIS	6880
28	KEIMIG	MORGAN	2199
29	SPEER	TRISTAN	7873
30	WOODS	BRETT	3528
31	REYNOLDS	ASHLEY	8992
32	GOMEZ	GABRIEL	1879
33	HARDEN	DAIYON	0354
34	POOLE	JANESSA	3620
35	SKELTON	DESIREE	8744
36	COLLINS	CHARLES	2620
37	THOMAS	BRITNEY	8695
38	MCCURDY	JESSICA	1444
39	GLOTZBACH	ANDREA	5357
40	HAZELTON	XAVIER	5397

Appendix B: Student Level Detail for Students with Liabilities Identified from File Review

Finding #1: Late/Incorrect Return to Title IV Funds Calculation

Late or Unmade Returns (Loans) - Cost of Funds

Name of Institution: Highland Community College

Note: The withdrawal date is necessary to determine if an institution has 30 (default) or 45 days to return funds

No.	Description/Name	Return Amount	Program	W/D Date	Institution Det Date	Return Paid Date	Return Due Date	Days Late	Days ED	Days Stud	Imputed CVFR	FFEL Interest	Special Allow	To ED	To Student
15-16	BOMHOFF, RYAN	$25.00	DL Sub	10/9/2015	10/9/2015	09/01/17	11/23/2015	648			1.00%			$ -	
15-16	BOTT, TANNER	$463.00	DL Sub	3/31/2016	3/31/2016	09/01/17	5/15/2016	474			1.00%			$ 6.00	
15-16	Creamer, Mickie	$1,732.00	DL Sub	9/14/2015	9/14/2015	09/01/17	10/29/2015	673			1.00%			$ 32.00	
15-16	FLEGEL, XANARE	$20.00	DL Sub	9/24/2015	9/24/2015	09/01/17	11/8/2015	663			1.00%			$ -	
15-16	HAENNI, ELISE	$34.00	DL Sub	10/16/2015	10/16/2015	09/01/17	11/30/2015	641			1.00%			$ 1.00	
15-16	HUNDLEY, COURTLYNN	$266.00	DL Sub	7/19/2016	7/19/2016	09/01/17	9/2/2016	364			1.00%			$ 3.00	
15-16	JOHNSON, DESIREE	$294.00	DL Sub	3/11/2016	3/11/2016	09/01/17	4/25/2016	494			1.00%			$ 4.00	
15-16	MEKONNEN, EYASU	$344.00	DL Sub	3/1/2016	3/1/2016	09/01/17	4/15/2016	504			1.00%			$ 5.00	
15-16	MEYERS, LEANNA	$136.00	DL Sub	11/9/2015	11/9/2015	09/01/17	12/24/2015	617			1.00%			$ 2.00	
15-16	MORRISON, ANDREW	$101.00	DL Sub	10/8/2015	10/8/2015	09/01/17	11/22/2015	649			1.00%			$ 2.00	
15-16	PADILLA, SARAH	$1,732.00	DL Sub	11/3/2015	11/3/2015	09/01/17	12/18/2015	623			1.00%			$ 30.00	
15-16	STRADER, ALLYSON	$158.00	DL Sub	10/6/2015	10/6/2015	09/01/17	11/20/2015	651			1.00%			$ 3.00	
15-16	TAYLOR, KATILYN	$351.00	DL Sub	9/13/2015	9/13/2015	09/01/17	10/28/2015	674			1.00%			$ 6.00	
15-16	ASHLEY, AUSTIN	$13.00	DL Unsub	10/19/2015	10/19/2015	09/01/17	12/3/2015	638			1.00%			$ -	
15-16	BLOSSER, MELANIE	$20.00	DL Unsub	3/28/2016	3/28/2016	09/01/17	5/12/2016	477			1.00%			$ -	
15-16	COELHO, LESLIE	$638.00	DL Unsub	10/8/2015	10/8/2015	09/01/17	11/22/2015	649			1.00%			$ 11.00	
15-16	Creamer, Mickie	$990.00	DL Unsub	9/14/2015	9/14/2015	09/01/17	10/29/2015	673			1.00%			$ 18.00	
15-16	CULLINANE, STEPHANIE	$11.00	DL Unsub	10/5/2015	10/5/2015	09/01/17	11/19/2015	652			1.00%			$ -	
15-16	GORRELL, LACEY	$401.00	DL Unsub	10/8/2015	10/8/2015	09/01/17	11/22/2015	649			1.00%			$ 7.00	
15-16	HUNDLEY, COURTLYNN	$990.00	DL Unsub	7/19/2016	7/19/2016	09/01/17	9/2/2016	364			1.00%			$ 10.00	
15-16	LONGSTAFF, CAYLEE	$13.00	DL Unsub	10/5/2015	10/5/2015	09/01/17	11/19/2015	652			1.00%			$ -	
15-16	MCGINTY, CRYSTAL	$100.00	DL Unsub	2/21/2016	2/21/2016	09/01/17	4/6/2016	513			1.00%			$ 1.00	
15-16	MEDICINE HORSE, FRANKIE	$328.000	DL Unsub	9/15/2015	9/15/2015	09/01/17	10/30/2015	672			1.00%			$ 6.00	
15-16	MEKONNEN, EYASU	$991.00	DL Unsub	3/1/2016	3/1/2016	09/01/17	4/15/2016	504			1.00%			$ 14.00	
15-16	MEYERS, LEANNA	$990.00	DL Unsub	11/9/2015	11/9/2015	09/01/17	12/24/2015	617			1.00%			$ 17.00	
15-16	PLUMMER, DEBRA	$237.00	DL Unsub	9/8/2015	9/8/2015	09/01/17	10/23/2015	679			1.00%			$ 4.00	
15-16	POLK, DUSTYN	$47.00	DL Unsub	3/23/2016	3/23/2016	09/01/17	5/7/2016	482			1.00%			$ 1.00	
15-16	POST, AMY	$653.00	DL Unsub	3/31/2016	3/31/2016	09/01/17	5/15/2016	474			1.00%			$ 8.00	
15-16	RAMDORSINGH, CINDY	$730.00	DL Unsub	10/7/2015	10/7/2015	09/01/17	11/21/2015	650			1.00%			$ 13.00	
15-16	RITCHIE, YVONNE	$36.00	DL Unsub	9/26/2015	9/26/2015	09/01/17	11/10/2015	661			1.00%			$ 1.00	
15-16	SACKRIDER, FAWN	$96.00	DL Unsub	3/8/2016	3/8/2016	09/01/17	4/22/2016	497			1.00%			$ 1.00	
15-16	SAVAGE, SHELBY	$59.00	DL Unsub	10/6/2015	10/6/2015	09/01/17	11/20/2015	651			1.00%			$ 1.00	
15-16	SMITH, BRIANNE	$56.00	DL Unsub	3/2/2016	3/2/2016	09/01/17	4/16/2016	503			1.00%			$ 1.00	
15-16	STERNS, JORDAN	$29.00	DL Unsub	2/28/2016	2/28/2016	09/01/17	4/13/2016	506			1.00%			$ -	
15-16	THORNTON, ELNATHAN	$56.00	DL Unsub	3/12/2016	3/12/2016	09/01/17	4/26/2016	493			1.00%			$ 1.00	
15-16	Vickery, Mason	$39.00	DL Unsub	10/4/2015	10/4/2015	09/01/17	11/18/2015	653			1.00%			$ 1.00	
15-16	WEST, MICHAEL	$37.00	DL Unsub	3/11/2016	3/11/2016	09/01/17	4/25/2016	494			1.00%			$ 1.00	
16-17	BILLINGS, CAMRYN	$462.00	DL Sub	12/09/16	12/09/16	09/01/17	1/23/2017	221			1.00%			$ 3.00	
16-17	ADKINS, KELSEY	$54.00	DL Unsub	10/14/2016	10/14/2016	09/01/17	11/28/2016	277			1.00%			$ -	
16-17	JEAN, ERNEST	$71.00	DL Unsub	10/2/2016	10/2/2016	09/01/17	11/16/2016	289			1.00%			$ 1.00	
16-17	MCCURDY, JESSICA	$31.00	DL Unsub	10/13/2016	10/13/2016	09/01/17	11/27/2016	278			1.00%			$ -	
16-17	NUNLEY, MARISSA	$68.00	DL Unsub	10/2/2016	10/2/2016	09/01/17	11/16/2016	289			1.00%			$ 1.00	
16-17	POLLARD, JESSICA	$63.00	DL Unsub	10/4/2016	10/4/2016	09/01/17	11/18/2016	287			1.00%			$ -	
16-17	ROJAS, CHANDA	$25.00	DL Unsub	10/14/2016	10/14/2016	09/01/17	11/28/2016	277			1.00%			$ -	
16-17	SPILMAN, BRETT	81.00	DL Unsub	10/17/2016	10/17/2016	09/01/17	12/1/2016	274			1.00%			$ 1.00	
16-17	WOODS, TINA	72.00	DL Unsub	2/6/2017	2/6/2017	09/01/17	3/23/2017	162			1.00%			$ -	
16-17	YOUK, BRANDON	61.00	DL Unsub	9/21/2016	9/21/2016	09/01/17	11/5/2016	300			1.00%			$ 1.00	

Total Principal	$ 14,204.00		$ 218.00	$ -
				$ 218.00
Total DL Sub	$ 6,118.00			
Total DL Unsub	$ 8,086.00			
Total FFEL Sub	$ -			
Total FFEL Unsub	$ -			
Total DL PLUS	$ -			
Total FFEL PLUS	$ -			

Late or Unmade Returns (Non-Loan) - Cost of Funds

complete

Name of Institution: Highland Community College

Note: the withdrawal date is necessary to determine if an institution has 30 (default) or 45 days to return funds

No.	Description/Name	Return Amount	Program	W/D Date	Instituton Det Date	Return Paid Date	Return Due Date	Days Late	Imputed CVFR	Federal Share	To ED	To Inst Accounts
15-16	Creamer, Mickie	$932.00	Pell Grant	9/14/2015	9/14/2015	9/1/2017	10/29/15	673	1.00%	$ 932.00	$ 17.19	$ -
15-16	EARP, ZACHARY	$479.00	Pell Grant	10/6/2015	10/6/2015	9/1/2017	11/20/15	651	1.00%	$ 479.00	$ 8.54	$ -
15-16	FOSTER, JOSH	$34.00	Pell Grant	1/26/2016	1/26/2016	9/1/2017	03/11/16	539	1.00%	$ 34.00	$ 0.50	$ -
15-16	KLOBNAK, TAYLOR	$29.00	Pell Grant	3/4/2016	3/4/2016	9/1/2017	04/18/16	501	1.00%	$ 29.00	$ 0.40	$ -
15-16	PADILLA, SARAH	$91.00	Pell Grant	11/3/2015	11/3/2015	9/1/2017	12/18/15	623	1.00%	$ 91.00	$ 1.55	$ -
15-16	PIXLER, REILEEN	$40.00	Pell Grant	10/15/2015	10/15/2015	9/1/2017	11/29/15	642	1.00%	$ 40.00	$ 0.70	$ -
15-16	POULTER, JEANA	$225.00	Pell Grant	10/5/2015	10/5/2015	9/1/2017	11/19/15	652	1.00%	$ 225.00	$ 4.02	$ -
15-16	RIPERT, MARKINSON	$465.00	Pell Grant	3/3/2016	3/3/2016	9/1/2017	04/17/16	502	1.00%	$ 465.00	$ 6.40	$ -
15-16	STOBAUGH, TAYLER	$1,090.00	Pell Grant	4/3/2016	4/3/2016	9/1/2017	05/18/16	471	1.00%	$ 1,090.00	$ 14.07	$ -
15-16	URISTA, LAURA	$193.00	Pell Grant	9/23/2015	9/23/2015	9/1/2017	11/07/15	664	1.00%	$ 193.00	$ 3.51	$ -
16-17	MCCLELLAN, JULIANA	$200.00	Pell Grant	12/20/2016	12/20/2016	9/1/2017	02/03/17	210	1.00%	$ 200.00	$ 1.15	$ -
16-17	ROSS, GARIELLE	$56.00	Pell Grant	9/26/2016	9/26/2016	9/1/2017	11/10/16	295	1.00%	$ 56.00	$ 0.45	$ -
16-17	TAYLOR, ANDREW	$4,769.00	Pell Grant	10/11/2016	10/11/2016	9/1/2017	11/25/16	280	1.00%	$ 4,769.00	$ 36.59	$ -

Total Returns	$ 8,603.00
Total Campus-Based	$ -

Totals By Program

Pell Grant	$ 8,603.00
FSEOG	$ -
Perkins	$ -
ACG	$ -
SMART	$ -
TEACH	$ -
FSEOG-No Match	$ -
Perkins-No Match	$ -

Totals	$ 95.07	$ -

Interest Breakdown

Pell Grant	$ 95.07	$ -
FSEOG	$ -	$ -
Perkins	$ -	$ -
ACG	$ -	$ -
SMART	$ -	$ -
TEACH	$ -	$ -
FSEOG-No Match	$ -	$ -
Perkins-No Match	$ -	$ -

Finding# 2: Inadequate Monitoring of Undeliverable Title IV, HEA Credit Balances

Escheatment of Title IV Loan Funds

Name of Institution: Highland Community College

No.	Student Name	Amount of Check/EFT	Title IV Loan Program	Date Check Issued*	Date Funds Due Back to Loan Program	Date Funds Returned to Loan Program	No. of Days	Imputed CVFR	FFEL Interest	Special Allow	Interest Owed to Loan Program
2014/15	Coots, Melissa Rae	$ 2,226.00	DL Sub	10/9/2014	06/06/15	09/01/17	818	1.00%			$50.00
2014/15	Seele, Aaron Joseph	$ 582.00	DL Sub	2/12/2015	10/10/15	09/01/17	692	1.00%			$11.00
2014/15	Stotts, Cassidy Christine	$ 1,081.00	DL Sub	10/8/2014	06/05/15	09/01/17	819	1.00%			$24.00
2015/16	Holman, Derek Clayton Dale	$ 102.00	DL Sub	6/16/2016	02/11/17	09/01/17	202	1.00%			$1.00
2015/16	Padilla, Sarah Diane	$ 946.33	DL Sub	11/19/2015	07/16/16	09/01/17	412	1.00%			$11.00
2015/16	Stafford, James Parker	$ 544.00	DL Sub	2/12/2016	10/09/16	09/01/17	327	1.00%			$5.00
2016/17	Billups, Clarissa Blair	$ 400.00	DL Sub	9/14/2016	05/12/17	09/01/17	112	1.00%			$1.00
2016/17	Teske, Tierra Dawn	$ 2,226.00	DL Sub	9/14/2016	05/12/17	09/01/17	112	1.00%			$7.00
2014/15	Coots, Melissa Rae	$ 1,610.00	DL Unsub	10/9/2014	06/06/15	09/01/17	818	1.00%			$36.00
2014/15	Howe, Maycee Rawn	$ 20.00	DL Unsub	10/8/2015	06/04/16	09/01/17	454	1.00%			$0.00
2014/15	Rhodes, Gene Earl	$ 3.00	DL Unsub	10/8/2014	06/05/15	09/01/17	819	1.00%			$0.00
2014/15	Roy, Stacy Ann	$ 2,543.00	DL Unsub	11/19/2014	07/17/15	09/01/17	777	1.00%			$54.00
2014/15	Stotts, Cassidy Christine	$ 990.00	DL Unsub	10/8/2014	06/05/15	09/01/17	819	1.00%			$22.00
2014/15	Thomas, Nicole Nanette	$ 615.00	DL Unsub	4/2/2015	11/28/15	09/01/17	643	1.00%			$11.00
2015/16	Delaine, Steven Jamal	$ 4.50	DL Unsub	10/8/2015	06/04/16	09/01/17	454	1.00%			$0.00
2015/16	Eagle, Andrea Erin	$ 3.00	DL Unsub	10/8/2015	06/04/16	09/01/17	454	1.00%			$0.00
2015/16	Hogan, Deion De'Quan	$ 5.00	DL Unsub	4/29/2016	12/25/16	09/01/17	250	1.00%			$0.00
2015/16	Kaiser, Kiara Chantay	$ 2.00	DL Unsub	7/25/2016	03/22/17	09/01/17	163	1.00%			$0.00
2015/16	Pitt, Dorain Stephon	$ 0.50	DL Unsub	10/16/2015	06/12/16	09/01/17	446	1.00%			$0.00
2015/16	Schiller, Danielle Renae	$ 24.00	DL Unsub	9/11/2015	05/08/16	09/01/17	481	1.00%			$0.00
2015/16	Starks, Dante Ecil Lee	$ 246.24	DL Unsub	3/30/2016	11/25/16	09/01/17	280	1.00%			$2.00
2016/17	Banks, Kyle V	$ 1.00	DL Unsub	9/20/2016	05/18/17	09/01/17	106	1.00%			$0.00
2016/17	Bitterman, Logan Kyle	$ 279.00	DL Unsub	9/14/2016	05/12/17	09/01/17	112	1.00%			$1.00
2016/17	Fangman, Madison Rachelle	$ 356.45	DL Unsub	9/14/2016	05/12/17	09/01/17	112	1.00%			$1.00
2016/17	Rucker, Jordan Patrick	$ 376.00	DL Unsub	9/14/2016	05/12/17	09/01/17	112	1.00%			$1.00
2016/17	Sanderson, Amy Marie	$ 1.00	DL Unsub	9/20/2016	05/18/17	09/01/17	106	1.00%			$0.00
2016/17	Teske, Tierra Dawn	$ 495.00	DL Unsub	9/14/2016	05/12/17	09/01/17	112	1.00%			$2.00

Total Principal	$ 15,682.02	Total	$240.00
Total DL Sub	$ 5,881.33		
Total DL Unsub	$ 7,574.69		
Total FFEL Sub	$ -		
Total FFEL Unsub	$ -		
Total DL PLUS	$ -		
Total FFEL PLUS	$ -		

Escheatment of Non-Loan Title IV Funds

Name of Institution: Highland Community College

Award Year	Student Name	Amount of Check/EFT	Title IV Program	Date Check Issued	Date Funds Due Back to Title IV Program	Date Returned to Title IV Program	No. of Days	Imputed CVFR	Federal Share	Interest Owed to Title IV Program	To Inst Accounts
2013/14	Ailsworth, Jessie Taigan	$ 540.00	Pell Grant	7/29/2014	3/26/2015	9/1/2017	890	1.00%	$ 540.00	$ 13.17	$ -
2013/14	Beck, Taylor Marie	$ 2.00	Pell Grant	4/25/2014	12/21/2014	9/1/2017	985	1.00%	$ 2.00	$ 0.05	$ -
2013/14	Humbard, Adam Daniel	$ 629.00	Pell Grant	7/10/2014	3/7/2015	9/1/2017	909	1.00%	$ 629.00	$ 15.67	$ -
2014/15	Connors, Baeleigh Morgan	$ 2.00	Pell Grant	9/10/2014	5/8/2015	9/1/2017	847	1.00%	$ 2.00	$ 0.05	$ -
2014/15	Conrad, Sierra Anne Brooke	$ 695.00	Pell Grant	11/19/2014	7/17/2015	9/1/2017	777	1.00%	$ 695.00	$ 14.80	$ -
2014/15	Coots, Melissa Rae	$ 1,020.00	Pell Grant	10/9/2014	6/6/2015	9/1/2017	818	1.00%	$ 1,020.00	$ 22.86	$ -
2014/15	Dixon, Terell Deshawn	$ 326.00	Pell Grant	7/31/2015	3/27/2016	9/1/2017	523	1.00%	$ 326.00	$ 4.67	$ -
2014/15	Hawkins, Emily Lynn	$ 522.00	Pell Grant	6/18/2015	2/13/2016	9/1/2017	566	1.00%	$ 522.00	$ 8.10	$ -
2014/15	Miller, Toni Michelle	$ 23.00	Pell Grant	7/13/2015	3/9/2016	9/1/2017	541	1.00%	$ 23.00	$ 0.34	$ -
2014/15	Nehl, Jacob James	$ 620.00	Pell Grant	4/8/2016	12/4/2016	9/1/2017	271	1.00%	$ 620.00	$ 4.60	$ -
2014/15	Seele, Aaron Joseph	$ 378.00	Pell Grant	11/19/2014	7/17/2015	9/1/2017	777	1.00%	$ 378.00	$ 8.05	$ -
2014/15	Strouts, Darin Matthew	$ 5.00	Pell Grant	2/12/2015	10/10/2015	9/1/2017	692	1.00%	$ 5.00	$ 0.09	$ -
2015/16	Campbell, Bryce Mitchell	$ 1.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 1.00	$ -	$ -
2015/16	Coots, Melissa Rae	$ 1,081.00	Pell Grant	4/13/2016	12/9/2016	9/1/2017	266	1.00%	$ 1,081.00	$ 7.88	$ -
2015/16	Crouse, Taylor Lee	$ 141.62	Pell Grant	9/11/2015	5/8/2016	9/1/2017	481	1.00%	$ 141.62	$ 1.87	$ -
2015/16	Davis, Elijah Lee	$ 64.00	Pell Grant	12/18/2015	8/14/2016	9/1/2017	383	1.00%	$ 64.00	$ 0.67	$ -
2015/16	Eickhoff, Shannon Marie	$ 27.37	Pell Grant	6/22/2016	2/17/2017	9/1/2017	196	1.00%	$ 27.37	$ 0.15	$ -
2015/16	Eickhoff, Shannon Marie	$ 1.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 1.00	$ -	$ -
2015/16	Gaumer, Barbara Mary Anne	$ 1.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 1.00	$ -	$ -
2015/16	Gonzalez-Tabares, Carlos Werne	$ 6.00	Pell Grant	2/12/2016	10/9/2016	9/1/2017	327	1.00%	$ 6.00	$ 0.05	$ -
2015/16	Harris, Colby Dean	$ 58.00	Pell Grant	11/20/2015	7/17/2016	9/1/2017	411	1.00%	$ 58.00	$ 0.65	$ -
2015/16	James, Jessica LaShea	$ 18.00	Pell Grant	12/11/2015	8/7/2016	9/1/2017	390	1.00%	$ 18.00	$ 0.19	$ -
2015/16	Lewis, Brandon James	$ 1,797.00	Pell Grant	10/8/2015	6/4/2016	9/1/2017	454	1.00%	$ 1,797.00	$ 22.35	$ -
2015/16	Lewis, Brandon James	$ 369.00	Pell Grant	10/16/2015	6/12/2016	9/1/2017	446	1.00%	$ 369.00	$ 4.51	$ -
2015/16	Lewis, Skyler Patrick	$ 5.00	Pell Grant	10/12/2015	6/8/2016	9/1/2017	450	1.00%	$ 5.00	$ 0.06	$ -
2015/16	Mena, Jose M	$ 1.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 1.00	$ -	$ -
2015/16	Miller, Steven James	$ 629.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 629.00	$ 1.83	$ -
2015/16	Parsons, Amanda Kay	$ 840.00	Pell Grant	12/18/2015	8/14/2016	9/1/2017	383	1.00%	$ 840.00	$ 8.82	$ -
2015/16	Quinn, Kelsey Joe	$ 427.00	Pell Grant	9/11/2015	5/8/2016	9/1/2017	481	1.00%	$ 427.00	$ 5.63	$ -
2015/16	Ranieri, Dylan Sebastian	$ 722.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 722.00	$ 2.10	$ -
2015/16	Sherraden, Donovan Douglas	$ 31.00	Pell Grant	11/20/2015	7/17/2016	9/1/2017	411	1.00%	$ 31.00	$ 0.35	$ -
2015/16	Stein, Amber Dawn	$ 1.00	Pell Grant	9/20/2016	5/18/2017	9/1/2017	106	1.00%	$ 1.00	$ -	$ -
2016/17	Teske, Tierra Dawn	$ 562.00	Pell Grant	9/14/2016	5/12/2017	9/1/2017	112	1.00%	$ 562.00	$ 1.72	$ -
2014/15	Coots, Melissa Rae	$ 250.00	FSEOG	10/9/2014	6/6/2015	9/1/2017	818	1.00%	$ 187.50	$ 4.20	$ -
2015/16	Charay, Erika Nicole	$ 250.00	FSEOG	9/23/2016	5/21/2017	9/1/2017	103	1.00%	$ 187.50	$ 0.53	$ -
2015/16	King, Kristopher James	$ 500.00	FSEOG	9/23/2016	5/21/2017	9/1/2017	103	1.00%	$ 375.00	$ 1.06	$ -

Total Ineligible $12,544.99

Totals $ 157.07 $ -
ACA Liability

Campus-Based Amounts Spent (from FISAP, Part VI, Section B)

Federal FWS	
Federal SEOG	
Federal Perkins	
Total C-B Spent	$ -
ACA Percentage	

	Total	Federal Share
Pell	$ 11,544.99	$ 11,544.99
ACG	$ -	$ -
SMART	$ -	$ -
TEACH	$ -	$ -
FWS	$ -	$ -
FSEOG	$ 1,000.00	$ 750.00
Perkins	$ -	$ -
FWS-50% Match	$ -	$ -
FWS-No Match	$ -	$ -
FSEOG-No Match	$ -	$ -
Perkins-No Match	$ -	$ -
Total Campus-Based	$ 1,000.00	$ 750.00

Interest Breakdown

Pell Grants	$ 151.28	$ -
ACG	$ -	$ -
SMART	$ -	$ -
TEACH	$ -	$ -
FWS	$ -	$ -
FSEOG	$ 5.79	$ -
Perkins	$ -	$ -
FWS-50% Match	$ -	$ -
FWS-No Match	$ -	$ -
FSEOG-No Match	$ -	$ -
Perkins-No Match	$ -	$ -

ACA Breakdown

FWS	
FSEOG	
Perkins	
FWS-50% Match	
FWS-No Match	
FSEOG-No Match	
Perkins-No Match	

December 5, 2017

David Reist, President
Highland Community College
602 West Main
Highland, KS 66035

RE: **Final Program Review Determination Closeout Letter**
OPE ID: 00192100
PRCN: 201720729523

Dear President Reist:

This letter is in reference to the documentation received in response to the instructions provided in the Final Program Review Determination. All requirements have been addressed. The institution may now consider the program review closed, with no further action required.

Program records relating to the period covered by this program review are now subject to the record retention requirements in 34 C.F.R. § 668.24(e)(1), (2), which generally require that records be retained until the close of the third award year following the award year in which the student last attended the institution or the aid was awarded.

The courtesy and cooperation extended during the program review process is appreciated. If you have any questions, please do not hesitate to contact Matthew Monsees at (816)268-0429.

Sincerely,

Ralph LoBosco
Division Director

cc: Joshua North, Financial Aid Administrator

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June 9, 2017

RE: Program Review Report
OPE ID: 00192100
PRCN: 201720729523
To whom it concerns:
As part of our program review, Highland Community College has been asked to provide supporting documentation and evidence to the review and correction to the findings discovered during Department of Education's visit. The experience of working with the Program Review team was very enlightening and it has certainly helped us review our policies and procedures to make sure we are following the Title IV Financial Aid regulations as best as possible.

I would like to also thank our Program Review team that visited us on-site, Jenny Hendrickson, John Nading, Matthew Monsees and Carol Hayes. All four reviewers were very helpful during this experience and helped make this process go as smoothly as possible. One thing that is always spoken around the financial aid community is how stressful a program review is. While that statement is still true, the program review team made sure that we were supplying the correct information and helping us understand the nature of some of our problem areas as well.

With that said, per the Program Review Report, please see Highland's responses to each finding as requested.

I have organized each finding in its own folder for simplicity of organization. The password to access the attached file is the same as we have used for the duration of our program review.

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Finding 1: Late/Incorrect Return to Title IV Funds Calculations

Since the program review, we have revised our attendance policies. The main conflict we found was the fact that the program review team viewed us as an attendance taking school while we considered ourselves as non-attendance taking. We have remove the statement from our school catalog that stated that instructors will maintain course attendance for each student and we have left it up to the individual faculty members to determine their individual attendance policies. As required by federal regulations, professors are required to indicate a student's last date of attendance any time a student has received a failing grade. This will allow Highland to determine if a student who has received a non-passing grade if the student met the course objectives or not. If a professor leaves this information blank, we shall assume the date is the mid-point of the semester, or exactly 50%, but we will primarily use the latest available last date of attendance.

In regards to reviewing our students for official and unofficial withdrawals, we have further refined our reports to include the start and end dates for every class, that way we can better monitor and determine the student's payment period start and end dates. This report will generate a list of all students who received no passing grades, so we can determine if we should consider them as a withdrawn student or not. Per the FSA Handbook, we will use the Last Date of Attendance entered by the instructor as the way to determine and differentiate between students who completed the course but failed to achieve the course objectives and those students who failed to complete the course. If a student has a last date of attendance within two weeks of the last day of the payment period, Highland will consider the student as completing the course and will not process a Return of Title IV calculation for that student. All other students will have a Return of Title IV calculation processed.

Policy and Procedures Updates:

Return of Title IV

If a student withdraws or drops from all courses during the middle of a payment period or receives all failing grades or withdraws, or any combination of those grades and received Title IV Financial Aid, this triggers what is called Return of Title IV (R2T4) Calculations. This is a calculation to determine what portion of a student's financial aid was earned by the student and what must be returned to the Department of Education. To make this determination, the school determines what the student's first day of class began on, what was scheduled last day of class as well as the student's last date of attendance.

Attendance is defined by the Department of Education as the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution

- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

If a student does not begin attendance in a class, then the financial aid amounts will be recalculated to reflect the student's actual enrollment. For example, if a student was enrolled in twelve credit hours, but failed to begin attendance in nine credit hours, financial aid would be recalculated to a less-than half-time basis instead of full-time basis.

Every two weeks, the financial aid office will run a report to determine if any students have failed to continue in their courses and will make a determination if an R2T4 calculation is required. If it is, the R2T4 calculation will be processed and any disbursed financial aid will be removed from the student's account. If a student's financial aid has not been disbursed at the time of calculation, a post withdrawal disbursement notification will be sent to the student to offer any undisbursed aid based on the calculated values.

To determine the amount of earned financial aid, the school will determine the percentage of the payment period completed by the following formula:

Completed Days / Total Days = Percentage Earned

Completed Days are determined by counting the days between the Start Date and Last Date of Attendance. Total Days are determined by counting the days between the Start Date and Scheduled End Date. If there is a break of five calendar days or greater, then that break is removed from the calculation.

Once a percentage earned is determined, HCC uses that percentage to determine if any financial aid is due to the student or if any funds must be returned. If funds are returned, a notification letter will be sent to the student letting them know how much has been returned from the school. If a student must return a portion of their received pell grant, then a letter will be sent to the student via certified mail and the student has fourty-five (45) days to respond to the letter. The student has the option to repay the overpayment in full, sign a repayment agreement with HCC that is no longer than two years long or sign a repayment agreement with the Department of Education. If no response is received within the fourty-five days, then the overpayment is reported to the Department of Education and the debt is referred to the Department for further action.

Policy and Procedures for Outstanding Refunds

The purpose of this policy and procedures is to provide written guidance in the management of credit balances refunded to students resulting from Federal Student Aid (FSA) Title IV programs and/or other non-federal funds.

An FSA credit balance occurs when the total FSA funds credited to a student's account exceed tuition and other eligible charges. Types of FSA include:

- Federal Pell Grant
- Federal SEOG
- Federal Subsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Unsubsidized Loan

Examples of non-federal funds that may create a credit balance:

- Scholarships
- State or Local Grants
- Third party payments

Refunds will be monitored by for accuracy, reliability, and timeliness. The Business Office will identify refunds that are more than 90 days outstanding and will reach out to the payee to determine the status of the refund via telephone, e-mail, or letter to the last known address. Refund checks must be cashed within 180 days from their issue date. After 180 days, refund checks become stale-dated and non-negotiable.

Any Title IV, HEA funds that have been disbursed to a student or parent that are not received or negotiated must be returned to the appropriate Title IV program no later than 240 days after the refund issue date. Students risk losing funds from any such non-negotiated refund after the 240-day period has passed.

Any non-federal funds that have been disbursed to a student that are not received or negotiated within 3 years will be considered abandoned property and turned over to the State of Kansas Unclaimed Property.

Timeline for Refund Monitoring

Days After Refund Issued	Action
0 - 90 days:	Refunds reviewed. No action.
90 - 120 days:	Initial contact to payee via telephone, e-mail, or letter regarding outstanding refund and options for reissue.
120 - 180 days:	Letter to payee regarding outstanding refund and options for reissue.
180 - 210 days:	Final letter to payee regarding outstanding refund and notice regarding failure to respond to notice.
210 – 240 days:	Title IV, HEA funds returned to appropriate Title IV program.
3 years:	Outstanding refunds become abandoned property and are turned over to the State as Unclaimed Property.

When a refund is returned as undeliverable, additional attempts to disburse funds or return them to the appropriate party will be made within 45 days. However, the 240-day limit for Title IV, HEA funds will remain applicable to the initial refund date.

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Print Student Name _____ Student ID # _____

Authorization to Hold Excess Funds

The purpose of this authorization is for you to provide written guidance to Highland Community College (HCC) in the management of a credit balance created on your student account by Federal Student Aid (FSA) and/or other non-federal funds.

An FSA credit balance occurs when the total FSA funds credited to a student's account exceed tuition and other eligible charges. Types of FSA include:

- Federal Pell Grant
- Federal SEOG
- Federal Subsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Unsubsidized Loan

Examples of non-federal funds that may create a credit balance:

- Scholarships
- State or Local Grants
- Third party payments

Unless a student authorizes HCC to hold a credit balance, a credit resulting from FSA must be paid to the student no later than 14 calendar days after the FSA is officially disbursed to the student account. Signing this form authorizes HCC to retain an FSA and/or non-federal credit balance on your student account to be applied towards future eligible educational expenses.

This authorization will remain in effect for each subsequent semester unless you withdraw it. However, in no case will HCC hold an FSA credit balance beyond the end of the last semester in the award year for which the funds were awarded.

Authorization:

❑ I voluntarily authorize HCC to hold and manage my credit balance as described within this authorization.

Student Signature _____ Date _____

This authorization may be withdrawn at any time. If you withdraw your authorization, HCC will issue any remaining credit balance to you within 14 days. Cancellation is not retroactive.

Withdrawal:

❑ I voluntarily authorize HCC to release my credit balance. If I want HCC to hold my credit balance in the future, I understand that I will need to complete a new authorization form.

Student Signature _____ Date _____

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Finding 3: Improper Holding Title IV Credit Balances

Highland Community College has ceased its practice of holding Title IV, HEA credit balances on student accounts beyond 14 days after the credit balances occurred. The College has developed an authorization to hold form, included, which will be used when the College is no longer on Heightened Cash Monitoring (HMC1) and students wish to have their credit balances held.

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Finding 4: Failure to Reconcile Title IV Accounts on a Monthly Basis

We have developed a policy that has incorporated the Direct Loan Quality Assurance standards. During the 2016-2017 award year, we have been reconciling all federal funds on a monthly basis. The tool that we use is PowerFaids, which compares automatically what has been sent to COD as well as what was sent to the business office and will indicate if there is a discrepancy between the amount disbursed or the disbursement date. At the end of each semester, we will also review all records to determine if any student was incorrectly reported to COD as being disbursed, thus keeping our G5 balance as close to zero at all times. We run this report on the 15th of every month and will continue this process going forward.

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Finding 5: Failure to Resolve Conflicting Information

In response to this finding, we have further expanded the definition of documents that we require for confirming financial aid eligibility and reviewed our forms to make sure they meet federal guidelines. In regards to the two specific findings, we have trained ourselves to be more aware of the differences between temporary guardianship and legal guardianship. Going forward, part of our policy and procedures is to make notation on a student's account based on the type of documentation that we have received as well as more frequent training on what is considered as acceptable documentation.

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Finding 7: Failure to Perform Direct Loan Exit Counseling

We have worked with IT to develop a query that we can run at the end of every payment period that will review if a student has attended a semester and now has dropped below half-time status the following payment period and if the student has ever received a student loan with Highland Community College at any point during their educational career. This query will allow us to determine if a student should complete the exit counseling or not easier and allow us to notify all students as early as possible.

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Finding 8: Inadequate Federal Work Study Job Descriptions

As discussed in our program review findings, we have reviewed all positions and made all supervisors complete the required template for any work study positions we have at Highland and have included them in this report. Going forward, if any department is looking for a work study position, it is now part of our policy and procedures to request a completed work study description before we will allow any students to work in that position. Also, we will review every award year for any positions who do not meet the base requirements for the work study description.

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Finding 9: Improper Federal Work Study Payments

As part of our ongoing improvement of our work-study procedures, we have implemented multiple checks to improve our accuracy of FWS Payments. First, we now require students to turn in a copy of their school schedule every month. This will assist in making sure we have the most current copy of their class schedule in case something changes, such as a withdrawal or added class. Second, we now review every time card at the beginning of the semester. If a student is determined to be working during class time, we notify their supervisor and the Vice President of Student Services. If a student is found working during their class time three times, they are dismissed from their position. Finally, if a student is working during class time, it is now our policy that we will not pay them with federal funds. As a student did technically work and it is illegal to not pay them for time worked, we will now pay that time out of institutional funds.

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Finding 10: Failure to Employ Federal Work Study as Reading Tutor or for Family Literacy Activities

As noted in our finding, we did not have any reading tutors per the requirements of Federal Work Study program. We do not have a school in our immediate area that we could employ as a reading tutor. Upon finding out that there is a waiver request, we submitted the waiver on 2/14/17 and as of today, we are still waiting for the response from that waiver request. Please see the below screenshot with proof of waiver submission.

If we are not approved for this waiver, then we will develop a committee to explore what options are available to us so we can meet the requirements of the FWS program.

eCampus-Based Submission Activity Log - Award Year July 1, 2017 through June 30, 2018

Name of School: Highland Community College
OPEID Number: 00192100
Date: 05/12/2017

Submittal Type	Submittal Date	Submittal Time	User ID
Community Service Waiver	02/14/2017	10:08:12	north.fsajoshua
FISAP Signature Received	09/30/2016	15:10:14	mensahsean0805
FISAP Submitted On-line	09/29/2016	11:36:55	north.fsaioshua

As of 6/1/17, the Campus Based Awards Department has informed HCC via telephone communication that letters will be sent out on 6/30/17 to all schools per their normal deadlines, but HCC was approved for the waiver. HCC will apply for the waiver each year going forward to make sure we stay in compliance.

Once HCC receives the waiver approval, we shall forward the letter to the program review team.

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Finding 11: Incorrect Direct Loan Awarding

We have reviewed our policies and procedures for this issue and determined that the problem was based on how the student self-reported their information on the FAFSA as a second year or greater student. Due to these errors, we are working with IT to develop and refine a synchronizing option between PowerCampus and PowerFAIDS. We will be importing the number of earned credit hours as reported by the registrar office for the student's current degree program into PowerFAIDS and will run a script to correctly identify what year a student should be considered as, this way we can identify more accurately the true status of the student instead of relying on the information reported on the FAFSA.

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Finding 12: Inaccurate Title IV, HEA Award Notification

Per the listed findings, we have reviewed our policies and procedures to require that anytime a change occurs to the students' awards, we will send an updated copy of the student's award letter to the student and will require the award letter to be signed and returned to our offices before any modifications can occur. We will process this new award letter for both federal and institutional aid, which includes, but not limited to, FSEOG, Pell, FWS, Direct Loans, Institutional Scholarships, etc.

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Finding 13: Failure to Update Eligibility and Certification Approval Report

No response required as updated ECAR was received on 2/14/17. HCC has revised the ECAR as of 5/26/17 and sent the signature page to Jenny Hendrickson in preparation for our recertification.

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Finding 14: Incorrect Gainful Employment Disclosures

We have reviewed all regulations in regards to where and how Gainful Employment disclosures should be listed and have made the required changes. As noted in the Program Review, we originally had the Gainful Employment discloses published as PDFs on one centralized page. Per the regulations, we have now published the official web template provided by the Department of Education both on the one centralized page as well as on every GE Program page. I have spoken to the director of the technical center and all future publications will also have the required disclosures printed on their fliers, adverts and other publications.

Centralized Page: https://highlandcc.edu/pages/gainful-employment

List of all technical programs: https://highlandcc.edu/pages/technical-center_0

Administrative Assistant page: https://highlandcc.edu/pages/administrative-assistant1-yr
Administrative Assistant GE page: https://highlandcc.edu/gainful-employment-information/ADM%2052.0401-Gedt.html

Automotive Technology page: https://highlandcc.edu/pages/automotive-technology2-yr
Automotive Technology GE page: https://highlandcc.edu/gainful-employment-information/AUT%2047.0604-Gedt.html

Auto Collision Repair page: https://highlandcc.edu/pages/auto-collision-repair2-yr
Auto Collision Repair GE page: https://highlandcc.edu/gainful-employment-information/ACR%2047.0603-Gedt.html

Computer Support Technology page: https://highlandcc.edu/pages/computer-technology2-yr
Computer Support Technology GE page: https://highlandcc.edu/gainful-employment-information/CST%2011.0901-Gedt.html

Construction Technology page: https://highlandcc.edu/pages/construction-technology1-yr
Construction Technology GE page: https://highlandcc.edu/gainful-employment-information/BTT%2046.0201-Gedt.html

Diesel Technology page: https://highlandcc.edu/pages/diesel-technology2-yr
Diesel Technology GE page: https://highlandcc.edu/gainful-employment-information/DSL%2047.0613-Gedt.html

Electrical Technology page: https://highlandcc.edu/pages/electrical-technology1-yr
Electrical Technology GE page: https://highlandcc.edu/gainful-employment-information/ELE%2046.0302-Gedt.html

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Heating, Ventilation, Air Conditioning, & Plumbing page: https://highlandcc.edu/pages/hvac-and-plumbing1-yr
Heating, Ventilation, Air Conditioning, & Plumbing GE page: https://highlandcc.edu/gainful-employment-information/HVA%2047.0201-Gedt.html

Medical Office Assistant page: https://highlandcc.edu/pages/medical-office-assistant_0
Medical Office Assistant GE page: https://highlandcc.edu/gainful-employment-information/MOA%2051.0801-Gedt.html

Practical Nursing page: https://highlandcc.edu/pages/practical-nursing1-yr
Practical Nursing GE page: https://highlandcc.edu/gainful-employment-information/NUR%2051.3901-Gedt.html

Welding Technology page: https://highlandcc.edu/pages/industrial-welding1-yr
Welding Technology GE page: https://highlandcc.edu/gainful-employment-information/IWT%2048.0508-Gedt.html



Handbook & Policies



Download the **2017-18 Student Handbook**.

Downloading it is easy.

1. Click on the "Get Adobe Reader" link below if you don't have Adobe Reader installed on your computer.
2. After Adobe Reader is installed, click on the "Student Handbook" link above.

Get ADOBE READER

Links to Related HCC Policies

Annual Fire Safety Report

Annual Security Report

Bullying Policy

Catalog

Emergency Procedures

Equity Grievance Policy (Title IX

HCC Drug Free School Policy

HCC Housing Reasonable Accommodation Policy

HCC Missing Student Notification

HCC Weapons Policy

Housing Handbook

Parking Policy

Practices for Supporting Transgender Students

Satisfactory Academic Progress (SAP) Policy

Smoking Policy

Forms

Incident Reporting Form-NEW!

Discrimination, Harassment, or Gender-Based Misconduct-NEW!

Reinstatement Request (SAP)

Silent Witness

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Contact Numbers

Highland Campus
(785) 442-6000
highland@highlandcc.edu

HCC Technical Center
(913) 367-6204
hcctc@highlandcc.edu

Atchison Center
(913) 367-6204
atchison@highlandcc.edu

Holton Center
(785) 362-6000
holton@highlandcc.edu

Perry Center
(785) 597-0127
perry@highlandcc.edu

Wamego Center
(785) 456-6006
wamego@highlandcc.edu

Western Center
(785) 442-6114
western@highlandcc.edu

HCC Online
(785) 442-6129
hcconline@highlandcc.edu

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Reporting Forms **Payment Plans** **Website Accessibility**

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Technology Support
Student Network Info

Find a Class
Handbook & Policies
Student Right to Know
Resources +
SAP Appeal Form
Technology Support +
Counseling +
Dining
FAQs
Graduation +
Housing +
Student Life +
Safety and Security +
Student Support Services +
Veteran Affairs
Title IX Resources

Home » *Student Services* » *Student Right to Know*

Student Right to Know

In accordance with federal regulations, you have the right to know certain information about Highland Community College, including a variety of academic information, financial assistance information, institutional information, information on graduation rates, security and crime statistics, athletic program participation rates, and financial support data.

As part of our compliance with this regulation, we present the below information. Should you wish to comment on the content of the information provided, please contact **Eric Ingmire, Vice President for Student Services**. Most of the information can also be located in HCC's current **Academic Catalog** and **Student Handbook**.

Campus Resources

- **List of Campus and Community Resources**

Financial Aid

- **Cost of Attendance**
- **Disbursement Policy**
- **Refund Policy**
- **Financial Aid Programs**
- **Title IV Repayment Program**
- **Satisfactory Academic Progress Standards**
- **Student Loan Deferral/Loan Cancellation – Terms and Conditions**
- **Net Price Calculator**
- **Gainful Employment**
- **Withdrawal – Return of Financial Aid (R2T4)**
- **Withdrawing from Classes Policy**

For questions, contact: HCC Financial Aid Office at 785-442-6135 or **financialaid@highlandcc.edu**

Student Services

- **Student Rights and Responsibilities**
- **Disability Services and Facilities**
- **FERPA Directory Information**
- **FERPA Release Form**
- **Transfer Students (Transferring In)**
  A transfer student must meet all the regular student admissions requirements. HCC reserves the right to determine which transfer courses will fulfill graduation or departmental program requirements. A maximum of forty-seven (47) credit hours may be transferred to HCC and applied toward a degree, including hours transferred from other institutions as well as qualifying CLEP test credits. Prior to registration, students transferring to HCC are required to submit official transcripts of all credits earned at other institutions. The Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted toward graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation. Additional information on Credit for Prior Learning, CLEP or AP credit, repeated transfer coursework, and all other policies can be found in our **Academic Catalog Introduction and Policies**.
- **Transfer Information for Students Transferring Out**

Location and Contact Information for HCC Locations

- **Highland Campus**
  606 W. Main, Highland, KS 66035

785-442-6000
highland@highlandcc.edu

- **Atchison Center/Technical Center**
  1501 West Riley St., Atchison, KS 66002
  913-367-6204
  atchison@highlandcc.edu

- **Holton Center**
  785-362-6000
  430 South Arizona (Hwy 75), Holton, KS 66436
  holton@highlandcc.edu

- **Perry Center**
  785-597-0127
  203 West Bridge St., Perry, KS 66073
  perry@highlandcc.edu

- **Wamego Center**
  500 Miller Dr., Wamego, KS 66547
  785-456-6006
  wamego@highlandcc.edu

- **Western Center (Baileyville)**
  313 Nemaha, Baileyville, KS 66404
  785-336-2326
  western@highlandcc.edu

Academic Information & Statistics

- **Academic Programs of Study**
- **Degree Sheets**
- **Course Descriptions**
- **Graduation Rates (2016 IPEDS Report)**
- **Student Outcome Data**
- **Network Policies including Copyright Infringement**

Accreditation and Licensure

- Highland Community College is authorized to operate by the **Kansas Board of Regents** and is regionally accredited by the **Higher Learning Commission** (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621-7440/(312) 263-0456. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS.
- HCC Nursing Programs are approved by the **Kansas State Board of Nursing (KSBN)**. The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN.
- HCC's Auto Technology Program is **ASE Education Foundation** (formerly NATEF - National Automotive Technician Education Foundation) certified.
- We are authorized by the **U.S. Department of Education** to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035.

Athletics

- **Intercollegiate Athletic Programs**
- **Athletic Institution Data**
- **Equity in Athletics**

Campus Security

- **Campus Security Reports**
- **Complaint Procedures**
- **Obtaining Sex Offender and Criminal Information**
- **Sexual Misconduct Policy**

Drug and Alcohol Abuse Prevention Information

- Drug-Free Workplace
- **Understanding Drug Abuse and Addiction**
- **HCC Drug and Alcohol Policy**

1

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Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require that students receiving Federal Financial Aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, VA Benefits and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive Federal aid.

Progress will be measured at the end of each semester according to three factors:
1) a semester and cumulative grade point average (GPA);
2) completion of credit hours; and
3) the time frame allowed for completing a certificate or degree.

SAP Requirements:

1. **GPA** - A minimum 2.0 GPA measured **by semester and cumulative credit hours**. All TRANSFERRED hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are not considered for financial aid. Incomplete present on student's records at time of review will be calculated as an F until the grade is complete.

2. **Minimum Completion Rate** - Students must complete 66.67% or 2/3$_{rd}$ of all hours attempted. This will be measured **by semester and cumulative credit hours**. Completion rate is calculated as follows: Hours Completed / (divided by) Hours Attempted x (multiplied by) 100 = Completion Percentage. This number is rounded two decimal points out. IE. 70.155% = 70.16%. 70.154% = 70.15%

3. **Maximum Time Frame 150%** - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. The chart below gives a breakdown of the maximum number of credit hours a student can take before losing eligibility for financial aid.

Type of Degree	Credit Hours required for Graduation	Pace Warning Credit Hours	Pace Ineligibility Credit Hours
Certificate A	30	33	45
Certificate B	45	55	68
Certificate C	55	70	83
Associates	63	80	95

Good Standing Status
Good Standing status is defined as meeting all of the above requirements for both Term and Cumulative calculations.

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Warning Status
Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to be eligible for Federal Financial Aid. At the end of the warning semester, students must have a minimum semester and cumulative 2.0 GPA and must have a minimum 66.67% cumulative completion rate. There is no warning status for students who have exceeded the Maximum Time Frame of 150%.

Suspension/Financial Aid Ineligible Status
Suspension means that a student's eligibility for Federal grants, direct loans, VA Benefits, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated.

Returning Students: A student's SAP status and prior history with Highland Community College will remain on a student's account and be counted towards the student's Satisfactory Academic Progress calculations.

SAP Appeals: Any student placed on SAP Suspension can request for an appeal to the decision. The student will need to complete the form online at https://highlandcc.edu/pages/sap-appeal-form. Students requesting an appeal will need to provide the reason for not meeting SAP requirements and what has changed in their life to be able to now meet SAP requirements and supply documentation to support their statement.

Examples of reasonable requests would be, but not limited to, death of a relative, injury or illness of student, family difficulties, such as divorce or illness, or other situations beyond a student's control. Once the SAP Appeal is received, it is initially reviewed by the Director of Financial Aid. Any appeals that are denied by the Director automatically go to the Financial Aid Appeal Committee for a secondary review.

Students with approved appeals will be notified in writing to their student issued e-mail account and will be placed on "Probation" for the term in which the appeal was approved. Students with denied appeals will be notified in writing to their student issued e-mail account of the committees' decision and the reinstatement process.

SAP Probation: As part of the SAP Appeal process, a student who was granted a successful appeal are placed into the SAP Probation status. There are two different levels of SAP Probation that a student could be put into, SAP Probation without Academic Plan or SAP Probation with Academic Plan.

SAP Probation without Academic Plan: If a student is placed on SAP Probation without Academic Plan, a student is eligible to enroll in classes that go towards his or her degree program and receive financial aid for one additional semester. At the end of the semester, the students' academic progress will be re-reviewed. If the student meets all SAP Requirements, then the student will be placed back into SAP Good Standing and can continue to receive financial aid as normal. If a student does not meet SAP Requirements by the end of one semester, the student will be placed back into SAP Suspension and cannot receive financial aid. The student may re-appeal the new SAP Suspension status.

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SAP Probation with Academic Plan: If the SAP Committee determines that the student cannot meet SAP requirements after one semester OR feels that the student would benefit from an Academic Plan, the SAP Committee will develop an academic plan for the student. The academic plan will be unique per student and may include, but not limited to the following items: Requirements to register for fewer credit hours per semester, stipulating enrollment in only certain classes, required GPA/Completion Rate per semester, required number of hours in tutoring, etc.

A student is required to follow the academic plan completely to remain in SAP Probation status and receive Financial Aid. If a student deviates from the academic plan in any way, the student's academic plan is voided and is no longer eligible for financial aid until back in SAP Good Standing. Examples of reasons for the academic plan to be voided would be changing majors, not enrolling in the semester the academic plan was designed for or not meeting the requirements of the academic plan. All requirements of academic plans will be communicated with student and must be agreed to by student.

If a student cannot achieve SAP Good Standing within one semester, the student will be placed on SAP Probation with Academic Plan if the appeal is approved. The progress of the Academic Plan will be reviewed periodically through each semester. If a student does not complete the academic plan or does not fulfil any portion of the required actions, the student will be placed in Financial Aid Suspension effective immediately and will not be eligible for any disbursements from that point going forward.

Student Rights and Responsibilities

Highland Community College Code of Conduct

Students at Highland Community College are dedicated to growing both academically and personally. The HCC Community has defined six "Shared Performance Expectations" that are essential for all members of the community to exhibit in order to grow personally and academically.

HCC Shared Performance Expectations

1. **Be Competent at your Work**-Know your area of work or study; consistently perform to expectations; use constructive feedback to improve.
2. **Communicate Effectively**-Demonstrate the ability to create and understand messages-in written, oral, or visual form.
3. **Respect Others**-Show respect for other people and the environment; be open to perspectives different from your own; treat people and the environment with courtesy.
4. **Make Good Decisions**-Apply critical thinking processes-examine assumptions, gather relevant and reliable data and information; make decisions based on evidence.
5. **Act Responsibly**-Within your role or roles at HCC, meet your commitments and be accountable for your own behavior and performance.
6. **Work Effectively in Teams**-Contribute productively-as a leader or member of a team.

The College reserves the right to sanction students for conduct that violates the Shared Performance Expectations. The following types of acts are examples of such violations and could result in serious disciplinary sanctions to include suspension or expulsion from Highland Community College.

1. Threatening the life or physical safety of others.
2. Conduct that violates the right of others to an educational atmosphere or interferes with the operations of the College.
3. Vandalism, theft, or willful destruction of property.
4. Violation of College policies or regulations.
5. Violation of federal, state, or local laws.
6. Insubordination to College authorities.

Equal Opportunity, Harassment and Nondiscrimination

HCC's full Equity Grievance Policy and processes associated with Equal Opportunity, Harassment, and Nondiscrimination may be found online at https://highlandcc.edu/pages/handbook. All students are required to review this policy. For your immediate information, the Student Discipline Adjudication Procedure is printed below.

Student Discipline Adjudication

The purpose of this Student Discipline Adjudication Procedure is to document the College's due process for responding to Student Code of Conduct violations including gender discrimination and sexual misconduct under Title IX.

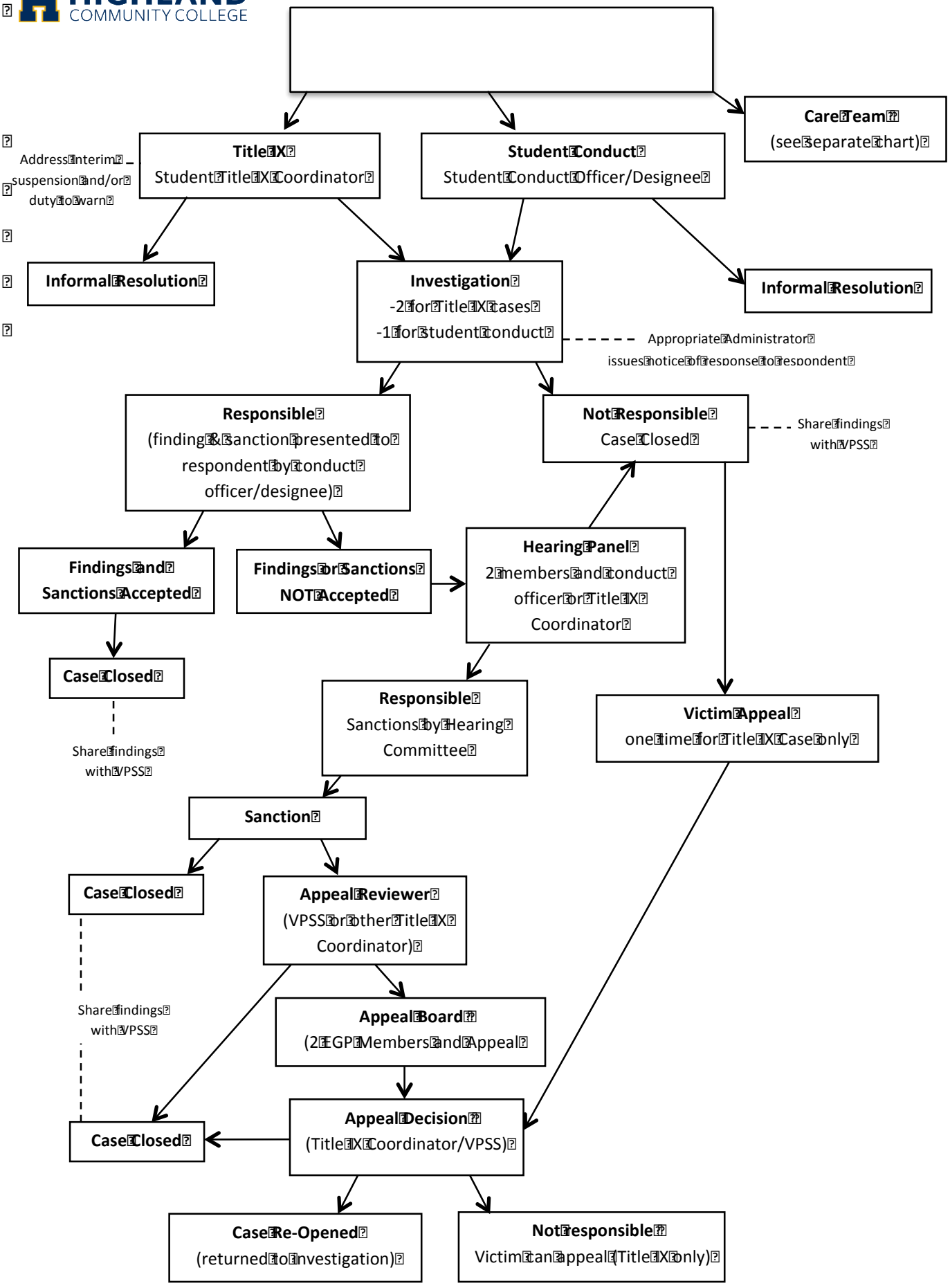
Official Communication & Policies

Email received at a student's Highland CC email address is the official mode of communication at HCC for all matters.

Complete copies of HCC Policies referred to in this handbook, including the HCC Housing Handbook, may be found online at: https://highlandcc.edu/pages/handbook.

HIGHLAND COMMUNITY COLLEGE

Student Conduct / Title IX Adjudication



Definitions under Student Discipline Procedure

A. *Academic Integrity* -The moral code or ethical policy of academia. Students are expected to submit original work and give credit to other peoples' ideas. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams.
B. *Advisor* – Any person (other than an individual who may be called to provide witness testimony) who attends a discipline hearing to provide support or guidance to the student participant. The advisor is not allowed to participate in questioning or present information.
C. *Appeal Board*– A team of two College officials designated to hear the appeal and make recommendations to uphold the Conduct Hearing Board decision or return the case for further review.
D. *Campus* – All land, buildings, facilities and property in the possession of or owned, used or controlled by the College or the HCC Foundation.
E. *College* – Highland Community College
F. *College Official* – Any person employed by the college
G. *Complainant* – The person filing a complaint
H. *Disciplinary Probation* – Disciplinary probation is a written reprimand for a violation of the Student Conduct Code. Probation is a period of observation and review of conduct during which the student must demonstrate compliance with HCC policies and procedures. Students placed on Disciplinary Probation are not considered to be in good judicial standing with HCC for the duration of the probationary period. Progressive disciplinary action will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period. Terms of the probationary period will be determined at the time probation is imposed and will be confirmed in writing to the student.
I. *Disciplinary Suspension* – Disciplinary suspension temporarily terminates the student's enrollment and/or housing contract. The suspension may be for a specified period of time or for an indefinite period of time until stated conditions are met. If a student desires to be reinstated, the Vice President for Student Services must be notified in writing with evidence that any specified conditions for reinstatement have been satisfied.
J. *Educational Activities* – For educational purposes, mandatory participation in educational activities such as workshops, service learning, writing assignments, etc. may be imposed.
K. *Expulsion* – Expulsion terminates a student's academic program and housing contact and right to future enrollment. The student may also be prevented from returning to HCC premises. Students who are expelled are responsible for all financial obligations at the College.
L. *Formal Resolution* – A meeting between a hearing panel and a student(s) or organization that has been accused of violating the Code of Conduct. This process allows the student(s) or organization the opportunity to respond to the concern, to contest the information within the reports if applicable, and to appeal the outcome of the hearing under certain criteria.
M. *Hearing*-A meeting taking place between the Student Conduct Officer/Title IX Coordinator within the Student Conduct/Title IX Adjudication Process.
N. *Hearing Panel* – A team of two EGP (Equity Grievance Panel) members designated to hear conduct cases and make recommendations of responsible or not responsible.
O. *Informal Resolution* – A meeting between a conduct officer and a student(s) or organization who has/have violated the Code of Conduct. The informal process is for students who have taken responsibility for their actions and are not disputing the facts of what occurred or the sanctions. Informal resolutions are mutually agreed upon decisions and as such are not appealable. If a mutual decision cannot be reached by the conclusion of the informal resolution, the case will transfer to the formal resolution process.
P. *Interim suspension*-The immediate termination of a student's privilege to attend the College and all of its related functions.

Q. *Investigator* – A College EGP member designated by the Title IX Coordinator or Student Conduct Officer to investigate cases of misconduct.
R. *Respondent* – Student responding to allegations of student misconduct.
S. *Restitution* – The student may be billed for loss or damages or requested to make payment to HCC or to other persons, groups, or organizations for loss or damages incurred. Payment may take the form of appropriate service and/or monetary or material replacement.
T. *Sanction* – A consequence issued as a result of being found responsible for violating the Student Code of Conduct.
U. *Student* – Any person enrolled in credit bearing courses offered by Highland Community College, either full time or part time. This definition includes persons attending College orientation and enrollment events, signed athletes, and others on a direct path to becoming students.
V. *Student Code of Conduct* – Behavioral expectations listed as HCC Shared Performance Expectations, Statements of Student Rights and Responsibilities, Academic Code of Conduct, General Code of Conduct, and behavioral expectations as communicated in Student Handbook, Housing Handbooks, Program Handbooks, Team Handbooks and on the college website.
W. *Title IX*- a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.
X. *Warning* – A warning is an official written or verbal notice to a student that such conduct is in violation of HCC policies and procedures. The continuation of such conduct or action may result in further disciplinary action.
Y. *Working Day* – Any day the College's administrative offices are open.

Procedures

A. Students Rights and Responsibilities in the Student Conduct Process
    1) When student misconduct is reported, and it is determined that disciplinary proceedings will be initiated, the student will be notified of the specific allegation(s) in writing via official College e-mail, U.S. Mail, and/or hand-delivered letter, and of the requirements to attend a conduct hearing. Once mailed, emailed and/or received in person, notice will be presumptively delivered. The responsibility for all decisions relative to the hearing, including the determination of responsibility and the imposition of disciplinary sanctions, if any, are the responsibility of the Conduct Hearing Panel and/or the Student Conduct Officer and/or the Title IX Coordinator. Should the student fail to appear at a hearing, the Conduct Hearing Officer and/or Panel may consider the evidence in the absence of the student and come to a decision. Being under the influence of alcohol and/or other drugs does not in any way excuse responsibility for a student's actions.
    2) Student disciplinary actions initiated by the College will adhere to the following due process considerations.
        a. All HCC Students receive written notice of behavioral expectations via the Student Handbook – available online and in alternative formats by request. Additionally, students who are living in campus housing, members of teams, or enrolled in academic programs with additional standards receive housing/program/team handbooks with behavioral expectations included.
        b. Students receive notification of the conduct proceeding and the nature of the alleged misconduct via official College e-mail, U.S. Mail, and/or hand-delivered letter.
        c. Students are given the opportunity to participate in the investigation.
        d. Students may have a personal advisor present during the investigation. Advisors may be anyone other than individuals who may be called to provide witness testimony. The advisor is not allowed to participate in questioning or presenting information and is there purely in a support role.

e. Students may speak on their own behalf and to suggest witnesses to speak on their behalf during the investigation process.
f. Students have the right to review summary reports concerning the alleged incident, in accordance with FERPA.
g. Students are notified of the results of the hearing in writing.
h. Students have the right to appeal the Conduct Hearing Panel's decision according to the Conduct Procedures below.
i. Students are responsible for reading and understanding the information provided in the Student Handbook, Housing Handbook, College Catalog, First Day Handouts, and Program/Team Handbook.
j. Students are responsible for reading the information provided in the letter scheduling conduct hearing and responding as indicated.
k. Students are responsible for responding to all reports and information presented.
l. Students are responsible for telling the truth with the intent of clarifying the incident for the investigators so that an informed decision can be made.
m. Students are responsible for reading and following the guidelines set forth in the "Notice of Sanction" letter.
n. Students are responsible for following the procedures for filing appeals as set forth in the "Notice of Sanction" letter.

B. Conduct Procedures

1) Student conduct cases will be reviewed by the Student Conduct Officer and/or the Title IX Coordinator or their designee. All student conduct cases will be triaged in one of the following four areas:
   a. First offense academic integrity cases will be handled in the classroom and by the Vice President for Academic Affairs (VPAA). The VPAA will enter integrity issues into the database system for tracking of multiple academic integrity issues.
   b. Conduct issues involving possible permanent dismissal from a class or program are automatically referred to the Student Conduct Officer for adjudication.
   c. All student conduct cases including multiple offenses of academic integrity will be referred to the Student Conduct Officer.
   d. All students violating three or more HCC policies will be referred to the Student Conduct Officer for adjudication.
   e. All gender discrimination and sexual misconduct under Title IX cases will be referred to the Title IX Coordinator.
   f. All CARE reports will be referred to the CARE Team.
2) In all cases other than gender discrimination and sexual misconduct, a student may choose between an informal resolution and the formal adjudication process. Some gender discrimination and sexual misconduct cases may be resolved informally at the purview of the Title IX Coordinator.
3) In all academic integrity issues, the VPAA will be notified.
4) Informal Resolution
   a. Students may choose to resolve conduct issues through informal resolution with the following provisions:
      i. The student admits to the misconduct
      ii. The student agrees to the sanctions
      iii. All parties understand that informal resolution is not appealable.
   b. At any point in the informal resolution process, a student may choose to move to the formal resolution process.
5) With the exception of gender discrimination and sexual misconduct violations, student code of conduct complaints must be initiated within 10 working days of the alleged violation/offense.

a. The conduct complaint must be filed through the online report form, Campus Housing, Campus Security, Student Conduct Officer or with the Vice President of Student Services.
b. The written complaint shall contain a concise statement of the alleged violation/offense including dates, places, witnesses and others involved.
c. Gender discrimination and sexual misconduct cases under Title IX do not have a statute of limitations.
d. All gender discrimination and sexual misconduct violations should be reported to the appropriate HCC Title IX Coordinator.

6) The appropriate Title IX Coordinator or Student Conduct Officer or designee will perform an initial assessment of the alleged violation(s) and make a determination of how to proceed.
7) At the conclusion of the initial assessment, the Title IX Coordinator or Student Conduct Officer/designee will determine if the allegations(s) have merit.
   a. If the allegation(s) are found not to have merit, the complainant will be notified that the allegation(s) have been dismissed.
   b. If the allegation(s) are found to have merit, the Title IX Coordinator or Student Conduct Officer/designee will refer the matter to a set of assigned investigators.
      i. The Respondent will be notified of the following information:
         a) Initiation of the investigations, including the date of the incident being investigated.
         b) The nature of the alleged misconduct.
         c) Information regarding the student's rights and responsibilities in the conduct process.
         d) Possible outcomes/sanctions of the process, should the student be found responsible.
      ii. In cases of gender discrimination and sexual misconduct, the complainant and respondent will both receive the same, regular communication regarding the process of the investigation.
   c. Upon completion of the investigation, the results will be shared with the respondent. The respondent will be given the opportunity to accept or reject the findings. In cases of gender discrimination and sexual misconduct, both the respondent and complainant will be given the results of the investigation.
8) If the findings are accepted, the case moves to the sanction phase. If the findings are rejected, a hearing panel will convene to hear the case. The investigators will prepare a written statement to the hearing panel.
9) The Hearing Panel will make a decision based on a preponderance of the evidence (more likely than not standard).
10) The Hearing Panel will prepare a written report concluding the conduct process. This report will be submitted to the Student Conduct Officer/Title IX Coordinator and contain the following information.
    a. The report initiating the investigation, including the date of the incident.
    b. A copy of the investigative reports
    c. The nature of the alleged misconduct and the Code of Conduct violation
    d. The date, time and location of the hearing
    e. A concise summary of the hearing, including a review of the evidence used in making a decision
    f. Rationale for the decision regarding the student's responsibility
11) If the student is found responsible for violations of the Conduct Code, the Student Conduct Officer/Title IX Coordinator will determine appropriate sanctions(s) based on the relevant College procedures and the case precedents, noting any institutional standards, as well as considering the student's prior relevant conduct (if any). The Student Conduct Officer/Title IX Coordinator will follow up as necessary to ensure sanctions are completed in a timely manner.
12) The Student Conduct Officer/Title IX Coordinator will communicate the outcome of the hearing to the student via written notification ("Notice of Sanction" Letter) through official College e-mail within five working days of the hearing. This notification will:
    a. Explain the rationale for the decision regarding the student's responsibility.
    b. Review the required sanctions (if any) being imposed.

c. State expectations for future success within the College community.
d. Explain the appeal procedures.

13) The investigators, Hearing Panel, and Student Conduct Officer or Title IX Coordinator will document all steps of a case within a secure conduct tracking program.

C. Sanctions for Misconduct. When a student is found responsible for violating the HCC Student Code of Conduct, one or more of the sanctions listed in the sanctioning chart in the HCC Campus Fine, Consequence, and Sanctioning Information section of this handbook may be imposed.

D. Appeals Process

1) Conduct decisions may be appealed for the following reasons:
   a. There were procedural errors made which significantly impacted the sanction or the findings.
   b. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
   c. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.
2) First offense academic integrity decisions may be appealed through the student conduct process. These decisions may be appealed for the same reasons as noted above in section D 1.
   a. Refer to the Grade Appeal procedure for grade appeals.
3) Respondents have the right to appeal the decision to the appeal reviewer (VPSS or either Title IX Coordinator) by filing a written appeal within five working days after receiving notification of the decision. In cases of gender discrimination or sexual misconduct, both the Respondent and Complainant have the right to appeal.
   a. The following should be addressed in the appeal letter:
      i. Were the procedures, as stated in the code of conduct/adjudication followed? If not how did the process error affect the outcome of the case?
      ii. Why was the severity of the sanction imposed not appropriate for the circumstance?
      iii. What new information has been discovered, why was it not available at the time of the investigation, and how would it potentially affect the outcome of the case?
   b. The assigned appeal reviewer will review the appeal and determine whether it should go to the appeal board.
   c. If the case is appealable, it will be referred to an appeal board to review the case and the appeal documents. The appeal board will then meet with the student(s) and may affirm, reverse, or remand the case for further proceedings. The appeal board will make a recommendation to the VPSS or either Title IX coordinator. A written decision shall be provided to each party via official College email. The decision of the Vice President or Title IX Coordinator will be final.

E. Extenuating Circumstances – Interim Suspension

1) In certain circumstances, students may be placed on interim suspension from the College while the investigation and adjudication process is taking place. The Vice President for Student Services or designee will have the authority to place a student on interim suspension when it is determined such suspension is necessary to:
   a. Maintain order on the campus.
   b. Preserve the orderly functioning of the College.
   c. Stop interference in any manner with the public or private rights of citizens on College- owned and controlled property or at College-sponsored activities.
   d. Stop assault or battery.
   e. Stop actions that are destroying or damaging property of the College, its students, employees, guests, or the general public.

f. Deal with any violation of the Student Code of Conduct deemed to be serious or repetitive enough to warrant interim suspension.

2) A student who has been placed on interim suspension may not attend classes, may not participate in any College activities, and is excluded from all College property, including housing. The student's faculty will be notified of the suspension. Should the student ignore the conditions of this suspension, the College will take further action deemed appropriate. If a student is granted the opportunity to return to classes, the VPSS and the VPAA will work with faculty to reintegrate students to class and create alternative opportunities to complete course objectives.
3) The student shall be granted a hearing in accordance with these policies within five College working days of the interim suspension.

F. Release of Disciplinary Information

1) Access to any student's disciplinary file shall be governed by provisions of the Family Educational Rights and Privacy Act (FERPA).
2) Only the student charged and those College officials who have a legitimate educational interest in disciplinary information may have access to the files.
3) All other inquiries, including but not limited to employers, governmental agencies, news media, relatives, friends, or local police agencies must have a written release from the student to gain access to College disciplinary files.
4) When cases involve any crime of violence, the results of the disciplinary proceedings will be released upon request to the victim(s).
5) In cases of Title IX sexual misconduct, the results of the disciplinary proceedings will be released to the victim(s).

Every effort will be made by the College to respect the privacy of the student. However, if the identity of the student(s) has been publicly disclosed in the news media, the College reserves the right to respond as it deems appropriate to describe fairly and accurately the disposition of disciplinary matters.

HCC Campus Fine, Consequence, and Sanctioning Information

The fine system is in force to promote campus safety and help protect your rights as an HCC student. This system affects all students at Highland Community College. All crimes committed on college property are subject to regulatory procedures of local, state, and federal laws.

HCC Fines and Habitual Violator (3 Strike) Policy

The following list of violations will be subject to fines. This is not an all-inclusive list of fineable offenses or general offenses. Student Code of Conduct violations at HCC are cumulative. Students accumulating three offenses will be considered a habitual offender and will be sent into the student conduct process. Please see the definitions of Category 1, 2, and 3 violations in the HCC Violation Chart for additional information. Example: First offense noise violation and first offense alcohol violation and first offense plagiarism violation constitutes a habitual offender and will be sent into the student conduct process. Some offenses, which are not fined, are subject to the habitual offender clause.

Alcohol and Drugs on College Owned Property

Alcohol and drugs are not allowed on campus! (See HCC Drug and Alcohol Prevention Policy at https://highlandcc.edu/caffeine/uploads/files/HCC%20Drug%20free%20schools%20policy%20for%20web.pdf for more information.) All students in college-controlled housing and other property where alcohol and/or drugs are present will be held individually accountable and are subject to appropriate disciplinary action, which includes being fined in accord with the schedule hereinafter set forth.

If there is a violation in a campus-housing unit, all students will be held individually accountable and in most cases, fines will be assessed to <u>all</u> the parties present. Failure to report violation(s) that occur within one's own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities is in and of itself a violation of the student conduct code. Students who are present and report campus violations for which they are not responsible or an active participant will not be fined or held accountable. Student reports will be kept as confidential as possible.

Alcohol Violation Definition-Students present in or on college owned property in the presence of alcohol, empty alcohol containers, or any evidence of alcohol are in violation of the HCC Drug and Alcohol policy and will be charged with an alcohol violation.

Marijuana Violation Definition-Students in or on college owned property in the presence of marijuana, persons using marijuana, pipes with residue, bongs, marijuana stems or seeds, or any evidence of marijuana or marijuana use are in violation of the HCC Drug and Alcohol Policy and will be charged with a marijuana violation.

Weapons on Campus

The HCC weapons policy is posted in its entirety online at https://highlandcc.edu/pages/handbook. Please read the entire policy for definitions related to the legal possession of weapons on campus. Posted below are excerpts from the policy.

In order to promote a safe and secure community college and learning environment, HCC prohibits the possession or use of Weapons* on Campus and at Off-Campus Activities, except as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the "Act") and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

i) Carrying of a concealed Handgun** on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
ii) Lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
iii) Lawful possession of a Handgun within a personal/non-College vehicle,
iv) Lawful possession of Weapons as necessary for the conduct of College approved programs.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier,) the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area. The holster should also secure an external hammer in an un-cocked position through the use of a strap or by other means. Handguns with an external safety are to be carried with the safety in the "on" position.

Storage: Handgun storage is not provided by HCC. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle.

Individuals who legally reside in HCC Campus Housing may store a Handgun in an opaque (non-transparent), locked storage box inside a campus apartment when the apartment is locked and the Handgun is not visible from inside or outside the apartment. Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an unattended backpack/carrier, iii) in any type of locker, iv) in a campus apartment that is not contractually assigned to the owner of the Handgun v) in a transparent, locked or unlocked storage container, vi) in an unlocked campus apartment, vii) in an unlocked storage container inside a

campus apartment, or viii) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on an HCC Campus will be addressed by local law enforcement in coordination with HCC officials. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Enforcement: Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal from the premises and/or arrest. Enforcement of this Policy will be administered by HCC Officials.

HCC Violation Chart

Violation	**Fine/Sanction**	**Category-Housing or Campus Wide (including housing and all regional centers)**
Category 1 Violations-Students receiving the third violation in this category will be subject to a disciplinary hearing.		
Empty Alcohol containers used for room decoration	$50	Housing
Pets in rooms	$50	Housing
Large amperage appliances	$50	Housing
Solicitation	$50	Campus wide
Using personal BBQ grills or open flame (candles, incense,) in room.	$50	Housing-exceptions are North Apartments and Brown/Blue House
Water guns, water balloons, and water balloon launchers	$50	Campus wide
Violating educational environment	$25	Campus Wide
Visitation Violations	$25	Housing
Improper trash disposal	$25	Campus Wide
Failure to pass a housing health and welfare check (after given the opportunity to clean apartment)	$25	Housing
College owned furniture found outside of apartments	$50 plus replacement costs if damaged	Housing
Unauthorized room change or entry into a room for which you do not have appropriate access. This includes giving someone your apartment key.	$25	Housing
Improper checkout of housing	$50	Housing
Failure to return furniture to original arrangement	$25	Housing
Trash Left from End of Semester check-out-small	$25	Housing
Trash Left from End of Semester check-out-medium	$50	Housing
Trash Left from End of Semester check-out-large	$75	Housing
Trash Left from End of Semester check-out-	$100	Housing

X Large		
First Offense Classroom Disruption	Student enters the classroom disruption process	
Category 2 Violations-These violations, depending on the severity, may go to disciplinary hearing on the first or second offense.		
Dangerous items or items used to inflict harm as determined by staff. Examples include but are not limited to sling shots, fireworks, archery equipment, paint ball guns, water guns, potato gun, air soft guns, knives less than 4 inches. (Kitchen knives not used as a dangerous weapon are excluded.)	$50	Campus Wide
Destruction of College property	$50 plus replacement and labor costs	Campus Wide
Disorderly Conduct including but not limited to public drunkenness, fighting, physical altercation, use of extremely obscene or offensive language, inciting a riot, etc.	$100	Campus Wide
Insubordination to College Authorities	$50	Campus Wide
Discharging a fire extinguisher, dismantling a fire alarm or tampering with an AED unit	$100 plus restitution	Campus Wide
Damaging, tampering with or removing a wireless router	$100 plus restitution	Campus Wide
First offense smoking or using any tobacco product on campus (including inside campus apartment, buildings, etc., and excluding inside personal cars legally parked on campus)	$200 or mandatory enrollment and completion of College approved smoking cessation course at the student's expense.	Campus Wide
Second offense smoking or using any tobacco product on campus (including inside campus apartment, buildings, etc., and excluding inside personal cars legally parked on campus)	$250	Campus Wide
First Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	$200 and completion of an alcohol/drug education program	Campus Wide
Failure to complete assigned alcohol/drug education program from first offense alcohol within 4 weeks	$100	Campus Wide
Second Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	$250 and attend an 8 hour alcohol education program through the HCC campus counselor. Parents and/or guardians may be notified.	Campus Wide
First Offense Academic Dishonesty	Instructor sanctions as per first day handout	Campus Wide
Category 3 Violations-These violations will go to disciplinary hearing.		

The sale of alcoholic beverages or any illegal drugs	$250	Campus Wide
Use or possession of illicit drugs other than marijuana or alcohol.	$250	Campus Wide
Unlawful possession of Firearms	$200	Campus Wide
Unlawful possession of weapons and/or significantly dangerous items as determined by staff. Examples include but are not limited to pellet guns, explosives, martial arts weapons, knives longer than four inches (excluding kitchen knives), etc.	$200	Campus Wide
Inappropriate storage of weapon.	$200	Campus Wide
Failure to attend alcohol/drug education program through campus counselor from second offense alcohol/marijuana within time allotted.	$200	Campus Wide
Third Offense Alcohol Violation and/or Marijuana Violation (see definition of violations above).	$250	Campus Wide
Multiple Academic Dishonesty violations	Enters student conduct process	Campus Wide
Multiple Classroom Disruption violations	Enters student conduct process	Campus Wide
Habitual Violator (3 strike policy-When a student has three violations of any type, they will be sent into the conduct process. Example, 2 academic violations and one housing violation, 3 alcohol violations, etc.)	Fines assessed in accordance with violations committed	Campus Wide

HCC Sanctioning Rubric

The following rubric lists examples (not all inclusive) of sanctions that may be assigned for various violations of the student code of conduct. They are listed as low, medium and high consequence sanctions. Refer to the HCC Sanctioning Chart for examples of various violations and the level of consequence assigned.

Low Consequence	Medium Consequence	High Consequence
Warning-conduct unacceptable, don't do it again.	Disciplinary Suspension from class	Expulsion from college
Community Service	Mandatory counseling	Disciplinary suspension from housing
Letter of Suspicion issued indicates we are watching	Lose partial or all points on test, quiz, or assignments	Loss of Scholarship
Writing Assignment-i.e. letter of apology, research on topic of offense, instructor/coach/sponsor-assigned assignment, etc.	Restitution-student may be billed for loss or damages or requested to make payment to HCC or to other persons, groups, or organizations for loss or	No Trespass on College property

	damages incurred. Payment may take the form of appropriate service and/or monetary or material replacement.	
Assigned to attend educational workshops on campus	Referred to Social Services and/or support group i.e. Alcoholics Anonymous, Narcotics Anonymous etc. This may require transportation out of town.	Fine
Required Tutoring Hours assigned	Parents/guardian will be notified if appropriate for FERPA. (Can be done with health and safety issues including alcohol and drug use.)	
Suspension from Scottie Pause, Library, Wellness Center, Field house, sporting events, intramurals, campus activities	Disciplinary Probation	
Fine	Police Notification	
	Confiscation of banned items, temporarily or permanently	
	No Trespass Order from housing	
	Dropped from class	
	Fine	

HCC Sanctioning Chart

The examples below are not inclusive of all offenses or sanctions. The student conduct officer/Title IX coordinator/hearing panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or intentional offensive behavior. Neither the conduct officer or Title IX coordinator or hearing panel/appeals board will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Examples	**Recommended Sanction(s) on first offense unless otherwise stated.**
Threatening the life or physical safety of others	
Non-Consensual or forced sexual contact (where no intercourse has occurred)	Medium to High
Non-Consensual or Forced Sexual Intercourse	High
Sexual exploitation or Sexual harassment	Low to High
Stalking	Medium to High
Behavior that endangers self or others	Medium to High

Fighting on campus	Medium to High
Striking another individual-physical altercation	Medium to High
Name calling and/or bullying including cyber bullying.	Low to High
Verbal & Written Threats	Low to High
Dating Violence	Medium to High
Domestic Violence	Medium to High
Bomb Threat	High
Retaliation	Medium to High
Conduct that violates the rights of others to an educational atmosphere or interferes with the operation of the college.	
Classroom disruption-1st violation	Low
Classroom disruption-2nd violation	Medium to High
Excessive noise	Low
Interrupting a classroom from outside the room in the hallway	Low
Conduct that denies others of human Constitutional rights, including that which is motivated by racism, sexism, or other forms of discrimination	Medium to High
Making false reports concerning another individual	Low to High
Inappropriate use of Network including Learning Management System, disruption of network (i.e. viruses), illegal downloads of copyrighted material, gaining access to or using resources for which one does not have authorization, disrupting the work and/or use of the network by others, accessing inappropriate content such as sexually explicit material, etc.	Low to High
First Offense Academic Dishonesty	(As per instructor policy)
Second Offense Academic Dishonesty	Medium to High
Vandalism, theft, or willful destruction of property	
Slashing tires	High
Breaking windows	Medium to High
Damaging vehicles	High
Tampering with smoke detectors, other people's property	Medium to High
Discharging a fire extinguisher	Medium to High
Damaging or tampering with the wireless router	Medium to High
Intentionally breaking College furniture/appliances	Medium
Removing furniture/appliances from your apartment	Low to Medium

Theft	Medium to High
Theft of College Property	Medium to High-Police notified
Vandalism	Low to High
Violations of College Policies or regulations	
Possession of firearm on person or in campus housing or at any college activity (Firearm=handgun, rifle, shotgun) OR Second offense firearm in vehicle	High
Firearm in vehicle-1st offense	Low to Medium
Unlawful possession of weapons and/or significantly dangerous items, as determined by housing staff, on person, in vehicle, or in campus housing or any part of campus or at any college activity. Examples include but are not limited to: • Pellet guns • Bows and Arrows • Potato guns • Explosives • Martial arts weapons Knives longer than 4 inches (not including cutlery when no intent to harm)	Low to Medium
2nd Offense Unlawful possession of weapons and/or significantly dangerous items	Medium to High
3rd Offense Unlawful possession of weapons and/or significantly dangerous items	High
Habitual Violator (3 strike policy-When a student has three violations of any type, they will be sent into the conduct process. Example, 2 academic violations and one housing violation, 3 alcohol violations, etc.)	Medium to High
Academic Violation (integrity, classroom disruption, etc.)-2nd Offense	Medium
Failure to report violations	Low to Medium
Failure to identify oneself to College officials	Low to Medium
Possession of a College key without authority	Medium to High
Failure to comply with hearing sanctions	Medium to High
Violation of Federal, State, or local laws	
Marijuana odor in car or room or on person	Low
Indication of drug use by individual (including positive drug test) or group, but no significant amount of marijuana (stems, seeds, residue, pipe, bong, wrappers, other	Medium

drug paraphernalia)-1st offense only	
Significant Possession of marijuana or any amount of other illicit drug.	High
Indication of drug use including significant amount of marijuana or any illicit drugs on person or positively identified as belonging to respondent or 2nd offense indication of drug use (see above).	High
Indication of drug sales (combination of scales, grinder, wrappers, residue, baggies, cash, odor and/or any amount of marijuana or any illicit drugs)	High
Possession and improper use of prescriptions	Medium to High
Insubordination to college authorities	
Failure to follow instruction from college staff	Low to Medium
Repeating behavior you have previously been sanctioned for	Medium to High
Failure to follow through on previous sanctions	Medium to High

Academic Information

Attendance Requirements

Highland Community College has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual classes must be communicated through the First Day Handout.

Technical Center Students Leaving Campus

High school students attending classes at the Technical Center who must leave campus during class time, must report to the main office to obtain and sign an off campus pass. Upon returning to campus, students must return the pass to the main office before returning to class. High school students are not allowed to leave campus without permission from their parent or guardian.

Academic Integrity

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which includes but is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator's record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.

Every instructor will:

- State clearly in the first-day handout his/her personal policy about academic dishonesty and the consequences for such actions.
- List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the Vice President for Academic Affairs or appropriate regional director for review and acceptance.

First violations of academic integrity will generate sanctioning from the classroom instructor. Subsequent violations will generate an institutional response via the student conduct process.

Once the instructor confirms there have been no prior academic dishonesty violations in any course, the instructor will sanction first offenses according to his/her individual classroom policy. Instructors will send a notification of all offenses and resulting consequence to the Vice President for Academic Affairs, along with any relevant documentation.

Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the conduct officer and ordinarily result in a medium-level sanction, which may include removal from the course. However, repeated or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the college.

A student may appeal decisions of academic dishonesty for the following reasons:

a. There were procedural errors made which significantly impacted the sanction or the findings.
b. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
c. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

First offense academic integrity appeals will be assigned to the VPAA. Subsequent offense appeals will go through the Student Conduct Process.

Classroom Disruptions

No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College, and/or being insubordinate to College authorities.

Every instructor will:

- State clearly in the first-day handout their personal policy about disruptive acts in accordance with their expectations of their students.
- List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the Vice President for Academic Affairs or appropriate regional director for review and acceptance.

First Offense

For disruptive acts that do not require immediate removal, instructors will warn the student on the first offense to discontinue the offending behavior in any and all future class sessions. After the instructor has given warning and the behavior continues, the student may be removed from that class session and directed to the classroom readmission process.

In order to be readmitted to class, the student must complete the online "classroom readmission form" and meet with the Vice President for Academic Affairs (or designee). The instructor is not obligated to allow the student to make up any work that is missed after removal from a class session and before readmission.

Second Offense

When an instructor observes a second incident of classroom disruption, the instructor will send a notification of the offense and relevant documentation to the conduct officer and the student will enter the Student Conduct Process.

Incidents of classroom disruption recorded in the student conduct system are cumulative; multiple or repeated incidents of classroom disruption will ordinarily result in a medium-level sanction which may include removal from the course. However, repeated or severe violations may result in high-level sanctions, such as a loss of scholarship or expulsion from the college.

Immediate Removal

Situations that demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated. If this happens in the classroom, the instructor will immediately ask the student to leave the classroom and the instructor will forward an incident form to the student conduct office for entry into the Student Conduct Process. The student will not be allowed to return to the classroom until the process has been completed. This offense will result in a medium to high consequence.

A student may appeal all decisions of classroom disruption through the Student Conduct Process.

A grade of "W" will appear on the academic transcript if the student is removed from the class before or on the last withdrawal date for the semester. A grade of "WF" will appear on the academic transcript if the student is removed from the class after the last withdrawal date for the semester.

Technical Center Classroom Disruption and Program Removal

For disruptive acts that do not require immediate removal, instructors will send notification of the offense and relevant documentation to the conduct officer and the student will enter the Student Conduct Process on the first offense. A student may appeal all decisions of classroom disruption through the Student Conduct Process.

Technical Center Immediate Removal

Situations that demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated. If this happens in the classroom, the instructor will immediately ask the student to leave the classroom and forward an incident form to the student conduct office for entry into the Student Conduct Process. The student will not be allowed to return to the classroom until the process has been completed. This offense will result in a medium to high consequence.

Academic Problems

Feel free to talk with your instructor about any problems you may have with a course. It is usually best to make an appointment to see him/her in an office rather than trying to get an answer to a question or to take care of a problem between classes.

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Faculty members are very conscientious about determining student grades, but if you feel an error has been made, talk with the instructor.

If you feel your concerns have not been addressed, you may speak with the Vice President for Academic Affairs on campus. Although, the practice is rare, a grade can be appealed. See the Grade Appeal Policy for more information.

Highland Campus Final Examination Schedule

All final exams will be given in the regularly scheduled classrooms. The time each exam begins is available from each instructor or from the academic office on the Highland Campus. All exams are scheduled for two hours

except activity-based courses. Final exams for all other scheduled instruction will be given during the last regular class period. Requests for exceptions to the final examination schedule should be directed to the Vice President for Academic Affairs. Independent study, arranged courses, and evening class finals will be scheduled by the course instructor.

Changes and Class Cancellations

Highland Community College reserves the right to cancel, combine, or change the time, day, or location of any classes, and to change the instructor and/or instructional method. Tuition and fees may also be changed by the Board of Trustees without notice or obligation.

Institutional Awards/Scholarships

Students receiving institutional awards from Highland Community College are expected to maintain a minimum grade point average and pass at least 12 hours per semester or, in the case of athletics, the students must meet NJCAA eligibility guidelines.

Each award has different guidelines which students will receive when he or she signs the award agreement. At the conclusion of each semester, students not meeting the guidelines will not have their awards renewed for the succeeding semester. There is not an appeal procedure or probationary period for HCC institutional awards. Please consult the website (www.highlandcc.edu) for specific institutional award guidelines.

Satisfactory Academic Progress Policy

At the conclusion of each semester, all students will be evaluated to determine whether or not they are attaining satisfactory academic progress according to the Satisfactory Academic Progress (SAP) Policy. This policy may be found in the HCC Catalog and online at https://highlandcc.edu/caffeine/uploads/files/SAP%20Policy%20Changes%20effective%20Fall%202016(1).pdf.

Grade Appeals

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the consistent evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than documented performance in the course;
2. The assignment of a grade to a particular student by applying more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Step 1: A student who wishes to appeal a course grade must notify the Vice President for Academic Affairs' (VPAA) office within 30 working days of the date on which the grade was posted. The VPAA's office outlines the allowable criteria for appealing a grade (see above) and, if appropriate, provides the student with the grade appeal form and assists in contacting the instructor to begin the process.

Step 2: The student meets with the instructor to review assignment grades, attendance, and any other factors that affected the final grade. The instructor should check all calculations and ensure that any assignments accepted for credit have been posted and included. This meeting must take place within 30 working days of the end of the term for which the grade was posted. The result of the meeting will be to leave the grade as posted or raise the

grade. The instructor will notify the VPAA's office of the result of the meeting. If a grade change is necessary, the instructor submits a grade change request to the Registrar with a copy to the VPAA's office. The VPAA's office will notify the student of the decision via email.

Step 3: If the student is unsatisfied with the decision from step 2 and wishes to file a formal grade appeal, the student must notify the Vice President for Academic Affairs within 10 working days of the decision. The student and the instructor will receive an email from the VPAA requesting all documentation pertinent to the grade appeal. This will include copies of assignments, documentation of absences due to college events, tests, and any other material that is relevant. These materials must be received by the VPAA's office within 10 working days of the date of the request.

Step 4: The VPAA (or designee) reviews all materials from the student and instructor. Within 10 working days, emailed notification is sent to student and instructor of the decision to uphold the grade as posted or change the grade. If a grade change is necessary, the VPAA submits a request to the registrar.

Step 5: If the student chooses to appeal the Step 4 decision, he or she must notify the VPAA within 10 working days of the notification. A 3-panel review committee, composed of two instructors and an academic advisor, is convened to review the appeal. This committee may decide to uphold the grade as posted or raise the grade; the committee must send its decision to the VPAA within 15 working days of being convened. The decision is emailed by the VPAA's office to the student, instructor, and registrar (if a grade change is required). The decision of the committee is final and may not be appealed.

General Information

Resource Guide

MyHCC-All HCC students are required to log in to their MyHCC account to view schedules, billing statements, transcripts, class assignments, and a variety of supplementary information. In addition, students are required to log into their Highland student email account to receive official HCC messages and communications. All students can easily access both of these accounts by going to the Highland website (www.highlandcc.edu) and entering their username and password in the box titled "MyHCC Login." **Student usernames will always be lastname.firstname@highlandcc.edu (for example: smith.john@highlandcc.edu). New students who do not have their password** will automatically receive this information by means of email correspondence sent from the Highland IT department directly to the student's personal email account given during the application process and/or during enrollment.

Highland Campus Resource Guide	**Phone Number**	**Location**
Campus Main Line	785-442-6000	Highland, KS
To dial an extension, dial 785-442- (add 4 digit extension number listed below)		
Academic Advisor Information	6159	Irvin Hall, 2nd floor
Academic Assistance	6058	Irvin Hall, Student Resource Center
Activities & Clubs	6188	Wellness Center
Alumni Activities	6018	Administration Building, 2nd floor
Athletics (Intercollegiate)	6039	Allen Field House, Room 207
Athletic Trainer	6049	Allen Field House, Training Room
Billing	6001	Administration Building, Business Office
Bookstore	6009	Bookstore/Mailroom

Cafeteria (Great Western)	6095	Cafeteria
CARE Team		care@highlandcc.edu
Counseling Services	6016	Irvin Hall, 2nd floor
Disabilities Services	6159	
Doctor- see Medical Services		
EMERGENCY - AMBULANCE - FIRE	911	
Highland Police/City Hall	785-442-3212	220 W. Main, Highland, KS
Employment (Student)	6023	Administration Building, Student Services Office
Financial Aid	6023	Administration Building, Student Services Office
Foundation	6019	Administration Building, 2nd floor
Grades - see Student Records		
Housing	6188 or 6028	Wellness Center
ID Cards	6020	Administration Building, Student Services Office
Information Technology Help Desk	6060	
Library	6054	Library
Lost and Found	6009	Bookstore/Mailroom
Mail Services	6009	Bookstore/Mailroom
Medical Services		
Highland Community Clinic	785-442-3213	415 W. Main, Highland, KS 66035
Troy Family Medical Center	785-985-3504	311 W. Locust, Troy, KS 66087
Parking Permits	6140	Wellness Center Front Desk 8 am-5 pm
Paychecks (student)	6009	Bookstore/Mailroom
Resident Assistant	785-850-1377	Wellness Center
Security	785-741-2206	Lower Floor, Heritage Hall
Student Records	6025	Administration Building, Student Services Office
Textbooks - see Bookstore		
Title IX Coordinator-Student concerns	6021	VP Student Services-Administration Building, 1st floor Student Services Office-vpstudentservices@highlandcc.edu
Title IX Coordinator-Employee concerns	6010	Human Resources Manager-Administration Building, 2nd floor
Transcripts - see Student Records		
Tutoring - see Academic Difficulties		
Withdrawal from College	6020	Administration Building, Student Services Office
Work Study - see Employment (student)		
Tech Center Resource Guide	**Phone Number**	**Email Address**
Technical Center Main Line	913-367-6204	hcctc@highlandcc.edu
To reach individual extensions, dial the main number, wait for the prompt, enter extension number listed below		
Academic Services	Ext. 152	hcctc@highlandcc.edu
Care Team		care@highlandcc.edu
Student Services	Ext. 123	hcctc@highlandcc.edu

Regional Site Resource Guide	Phone Number	Email Address
Atchison Center	913-367-6204	atchison@highlandcc.edu
Holton Center	785-362-6000	holton@highlandcc.edu
Perry Center	785-597-0127	perry@highlandcc.edu
Concurrent Classes	785-292-6022	concurrent@highlandcc.edu
Wamego Center	785-456-6006	wamego@highlandcc.edu
Regional Disabilities Coordinator	785-456-6006	disabilities@highlandcc.edu
Care Team	785-442-6016	care@highlandcc.edu
Online Classes Resource Guide	**Phone Number**	**Email Address**
Director	785-362-6000	hcconline@highlandcc.edu
Enrollment	785-442-6129	hcconline@highlandcc.edu
Concurrent (High School) Enrollment	785-292-6022	concurrent@highlandcc.edu
Online Disabilities Coordinator	785-456-6006	disabilities@highlandcc.edu

Accreditation

Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA offices are located at 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456. The technical college is also fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770)-396-3898 or 800-917-2018. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS.

Bookstore

The HCC Bookstore is located in the lower level of the Library Student Union Building (LSU) on the Highland campus and is open weekdays from 8:00 a.m. - 4:00 p.m. Rental books and school supplies can be obtained through the Bookstore. College apparel, college souvenirs, and miscellaneous merchandise are also available.

Book Rental for non-technical school students - The mandatory book rental program saves money for HCC students. Book rental fees are published at www.highlandcc.edu. **The fee does not include workbooks or supplements required by instructors.** Books are distributed by the HCC Bookstore and must be returned at the end of the semester or upon dropping a course. Students who fail to return books by posted deadlines, will be assessed the current replacement cost of the book. Academic transcripts will be held until payment is received.

Technical Students - Students are responsible for purchasing necessary textbooks, tools, and/or other items required for each program.

Online Students - Online students are responsible for purchasing textbooks.

Mail Room - The mailroom is located in the Bookstore on the Highland campus. Students living on the Highland campus have mailboxes located in the hallway outside the Bookstore. Students are required to present student ID when picking up packages. UPS service is available to students and employees for a $1.00 fee for handling plus the shipping charge. Other individuals will be charged a $2.00 fee for handling plus shipping. Packages should be secured with tape and properly labeled using a street address.

Lost and Found - Lost and Found is located in the HCC Bookstore on the Highland campus. Students attending other campuses should check in the main office of the attendance center.

Calendar

Please consult the online calendar at www.highlandcc.edu for all pertinent dates for the 2017-18 Academic Year.

Care Team

The Care Team is a team of student services personnel and other support staff trained to identify and assist high-risk students who are having difficulty being successful at HCC. Students may contact the Care Team to refer oneself or other students by emailing care@highlandcc.edu or completing the "Concerned About an HCC Student" form online at https://highlandcc.edu/pages/concerned-about-an-HCC-student.

Directory Information

Highland Community College designates the following student information as public or "Directory Information."

- Name
- Address (local & permanent)
- Telephone number (local & permanent)
- Date and place of birth
- Major field of study
- Full or part-time enrollment status
- E-mail address
- Photographs
- Classification (freshman, sophomore)
- Dates of attendance
- Degrees
- Awards received
- Previous institutions attended
- Sports - height, weight, and picture
- Participation in recognized activities

Currently enrolled students may withhold disclosure of this information to institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the first week of each semester. This also will keep you out of the Campus Directory which is published each semester and which is available to anyone on request.

Emergency Procedures

HCC emergency procedures may be found online at www.highlandcc.edu.

Equal Opportunity Statement

Highland Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military veteran status as defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the College may be directed to either of the College's Title IX Coordinators or the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Inclement Weather Closing Alerts

It is sometimes necessary for various campuses to close due to inclement weather. All students may sign up to receive RAVE Alerts, a free messaging service that alerts students in various campus locations to announcements about campus closings, emergencies, or other announcements.

Notifications of campus closings may also be sent to the following radio, television, and social media outlets for broadcast:

- KAIR, 1470 AM/93.7 FM (Atchison)
- KNZA, 104 FM (Hiawatha)
- 94 Country Radio
- WIBW Channel 13 (Topeka)
- KQ-2, Channel 2 (St. Joseph)
- @highlandcc Twitter Account
- Highland Scotties Facebook Account

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for the reporting, investigating and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Reporting a Possible Missing Student:

Any member of the college community, including both employees and students, who is concerned that a currently-enrolled student may be missing should immediately contact the Vice President for Student Services at 785-442-6020. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Services. The Vice President for Student Services shall investigate all reports and determine whether a student is missing. If the Vice President for Student Services determines that a student is missing, he/she shall notify the President and the Doniphan County Sheriff's Department, and/or other appropriate law enforcement agencies, as necessary.

Missing Person Emergency Contact:

Students are able to designate a "Missing Person Emergency Contact" on the application for student housing. If a student is determined to be missing, the Vice President for Student Services shall notify the designated Missing Person Emergency Contact not later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel.

Parent/Guardian Notification for Students under 18 years of age:

If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Services shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

Law Enforcement Notification:

If a student is determined to be missing, the Vice President for Student Services shall notify the Doniphan County Sheriff's Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

Parking

Students, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Students living in campus housing will be assigned parking according to their housing assignment as per the following chart and **may not park in any other area on campus**. Parking policy may be found on the website at www.highlandcc.edu.

Payment Information

Student housing at Highland Community College is owned and operated by the College on a self-supporting basis. The College reserves the right to increase rates before or during the school year due to increased cost of services.

Payments of all HCC tuition and fees are made on a semester basis and must be paid in full by registration day. Payment plans are offered for room and board charges on the Highland campus. The amount due for room and board minus any verified financial aid may be paid by one of the following options: (1) pay all of amount due on or before day of registration; or (2) pay 1/2 on day of registration and the remainder no later than November 1 (Fall semester) or April 1 (Spring semester). Those choosing option (2) will be assessed a service charge. No room and board payment plans are allowed for the summer terms. Highland Community College accepts MasterCard, Visa, and Discover.

Silent Witness

If you are concerned about students committing campus violations or criminal actions on campus and would like to report it to campus security, please fill out the Silent Witness form at https://highlandcc.edu/pages/silent-witness. Your identity cannot be found by submitting this form. If you need an immediate response please call 911.

Smoking

Smoking and use of all tobacco and tobacco products including e-cigarettes is prohibited across campus. Use of tobacco inside of vehicles legally parked in campus parking lots is allowed. See the HCC Tobacco Use Policy on the website at https://highlandcc.edu/pages/handbook for details.

Student Insurance

HCC provides secondary insurance for injury for students enrolled in and attending industrial classes, health classes, and/or for student athletes. This insurance serves as a secondary policy.

Vehicle Entry

The College reserves the right to search students' vehicles parked on College property if there is a suspected health and safety violation or violation of College policy, housing policy, or law. HCC Security, Campus Housing Staff or the Vice President for Student Services may conduct vehicle inspections. Law enforcement officials and/or canines, used for the detection of illegal substances or unlawful possession of weapons, may accompany HCC officials during inspections.

Campus Owned Housing Information

Residents of campus housing are required to read and understand the campus-housing handbook that may be found online and is available from the Director of Student Life. The guidelines below are included in the Student Handbook to provide a general overview.

Housing on the Highland Campus

On-campus apartment-style housing is a unique part of the educational experience on the Highland campus. Like any student housing option, whether it is school or privately owned, there are terms and conditions to the lease students sign. The lease outlines those guidelines for HCC housing. Students are responsible for knowing this information and following it. The housing handbook is available online at www.highlandcc.edu and is reviewed at the required housing orientation held at the beginning of each semester. Students are responsible for all information contained therein and for sharing that information with all off-campus guests that may visit campus housing.

Check Out Procedure

In order to be eligible for a refund of the $150.00 deposit, students are required to complete the following steps by 6:00 p.m. on the last day of the contract, which is the last day of the semester or on the day of a student's withdrawal from College.

1. Clean room completely: remove all trash, sweep and mop the floors, dust, vacuum carpeted areas, clean bathroom and kitchen areas thoroughly, including the oven and refrigerator. Be sure beds are bunked in all rooms (if applicable).
2. Remove all personal belongings.
3. Contact the Resident Assistant or other housing personnel for a room inspection during designated check out times.
4. Turn in keys. Resident Assistants or other housing personnel will direct you to the designated key-drop site.
5. Complete and sign a forwarding address and checkout form.

At 6:00 p.m. on the final day of the contract, the College reserves the right to dispose of personal property remaining in housing units without liability to itself or its personnel.

Disciplinary Process

Students in violation of their agreement with the College will be placed in the student housing disciplinary process and/or fined. Please consult the Student Rights and Responsibilities portion of this handbook for more information on the College policies and procedures for discipline.

Facilities and Furnishings

Storage space in the rooms is limited and the College is unable to provide additional storage.

Each resident will be held responsible for breakage, damage, and cleaning that is beyond the normal wear of the facility and its furnishings. Damage to student rooms and its furnishings will be assessed to the occupants at the time the damage is discovered.

The College is not liable for the loss or damage of any kind to personal property of a student--the protection of personal property is the individual's responsibility. Students are encouraged to obtain insurance on property and possessions.

Report lost housing keys to the Director of Student Life immediately. A replacement fee will be charged for lost campus apartment keys. Replacement fees must be paid BEFORE receiving the new key(s).

Failure to Report

Failure to report violation(s) which occur within one's own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities is in and of itself a violation of the student code of conduct.

Housing/Meal Costs per Semester

A refundable $150 damage deposit is required with the contract. The deposit will be refunded at the end of the academic year if there are no damages to the room or its contents, and if you have no outstanding debts to the College. The deposit may be transferred to the following academic year if you plan to return to housing. Single rooms are an option only if space is available. Current housing and meal prices are available on the College website.

Students living in campus housing must purchase a meal plan. HCC offers 17 meals per week plans and includes a flex dollar plan. Meals will not carry over to a following week. Flex dollars will carry over from fall semester to spring semester. All unused flex dollars will expire on the last day of the meal plan in the spring semester.

The cafeteria serves breakfast, lunch, and dinner Monday through Friday, plus Saturday and Sunday brunch. Hours are posted in the cafeteria.

Housing and Room Assignments

The Director of Student Life will make all housing assignments. Campus housing opens on registration day. The Director of Student Life must authorize all room changes in advance of a move. There is a two week room freeze after students check into their room. Room changes will not be accepted until September 1. Students will be compensated and/or charged for differences in room rates. Students making unauthorized room changes will be fined.

The College reserves the right to change room assignments in the interest of health, discipline, or the general welfare of a student and/or students. The College reserves the right on a case-by-case basis to deny housing rights to those who have criminal records.

Length of the Contract

The contract expires at 6:00 p.m. on the day you withdraw from the College or the date of your last examination.

Housing units are closed during Winter break. Only those students required to remain on campus during the break (i.e. for an athletic event or a performance) will be allowed to occupy student housing during break periods. Students with special circumstances may contact the Director of Student Life to make any necessary arrangements. A daily rate will be charged to those receiving permission to stay.

Mail

Each student has his or her own mailbox located in the basement of the Student Union. Students will be assigned a key for his or her box. Students may have their mail addressed to: Student Name, Apartment, 606 West Main, Highland, KS 66035. **Replacement cost for lost mailbox key is $15.00.**

Maintenance

For routine maintenance, contact your Resident Assistant to fill out a maintenance request. **When you make the request, you authorize maintenance personnel to enter your room to perform any necessary work.**

For maintenance emergencies, contact your resident assistant. If he or she is unavailable, contact Security or the Director of Student Life.

Quiet Hours

Quiet hours are from 9:00 p.m. - 8:00 a.m. daily. During quiet hours, no noise (voices, television, radio/stereo) may leave your room. At all other times, keep in mind that you are living with and near others. City of Highland quiet hours begin at 9:00 p.m. daily, and will be enforced by local officials.

Resident Assistants

Students serving as Resident Assistants live in campus housing. Resident Assistants serve several purposes:

- Answer questions about housing policies or procedures
- Direct students to the campus or community resources that may be needed to address or solve a problem
- Conduct regular room inspections and inform student of activities, intramural events or anything which may be of concern to dorm residents.
- Help address personal problems
- Assist with conflict resolution

- Help the College maintain an educational environment
- Respond in emergency situations
- Resident Assistants are considered to be College officials. Any insubordination directed at them will be treated in the same way as that directed at other College staff members.

Room Entry

The College reserves the right to enter students' rooms in the interest of health and safety, or when a violation of College policy, housing policy, or law is apparent or probable cause is given. Your assigned Resident Assistant, Campus Housing Staff, or the Vice President for Student Services may conduct room inspections. HCC campus security, law enforcement officials and/or canines, used for the detection of illegal substances or unlawful possession of weapons, may accompany HCC officials during inspections.

Visitation

Room visitation hours for all campus housing are from:

9:00 a.m. - 1:00 a.m. Sunday through Thursday, and

9:00 a.m. - 2:00 a.m. Friday and Saturday.

The Director of Student Life must approve all overnight guests of students living in campus housing prior to the stay. Residents who have unapproved guests will be subject to disciplinary action.

HIGHLAND
COMMUNITY COLLEGE

CATALOG
2017-2019

Highland Campus	(785) 442-6000
Atchison Center	(913) 367-6204
Holton Center	(785) 362-6000
Perry Center	(785) 597-0127
Wamego Center	(785) 456-6006
Technical Center	(913) 367-6204
Western Center	(785) 336-2326
Academic Affairs	(785) 442-6015
Concurrent	(785) 292-9043
Online	(785) 362-6000
Adult Basic Education	(913) 367-6204
Allied Health	(913) 367-6204
Alumni	(785) 442-6018
Athletics	(785) 442-6040
Athletic Training Room	(785) 442-6049
Bookstore	(785) 442-6009
Business Office/Student Billing	(785) 442-6001
Cafeteria/Scottie Pause	(785) 442-6036
Financial Aid	(785) 442-6135
Foundation	(785) 442-6019
Human Resources	(785) 442-6010
IT Help Desk	(785) 442-6060
Library	(785) 442-6054
Public Relations/Marketing	(785) 442-6019
President's Office	(785) 442-6010
Registrar	(785) 442-6025
Student Resource Center	(785) 442-6058
Student Services/Admissions	(785) 442-6020
Wellness Center	(785) 442-6140

Accreditation

Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA offices are located at 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456.

The Highland Community College Technical Center is fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770) 396-3898 or (800) 917-2018. Program specific accreditation by the Kansas State Board of Nursing, 900 SW Jackson St., Suite 1051, Topeka, KS 66612 (785) 296-4929 and the National Automotive Technicians Education Foundation, 101 Blue Seal Drive, Suite 10, Leesburg, VA 20175 (703) 669-6650.

TABLE OF CONTENTS

HIGHLAND COMMUNITY COLLEGE

Overview....3
Admissions....5
Testing....9
General Information....10
Tuition and Fees....11
Financial Aid....12
College Regulations....13
Programs of Study....18
Associate in Arts Programs....19
Associate in Science Programs....27
Technical Programs....39
Catalog Course Listings with Prerequisites....69
Glossary....112
College Administration and Faculty....113

Degree Planning Sheets

Associate in Arts....19
Associate in Science....25
Associate in General Studies....35
- Human Services....31

Associate Degree in Nursing....37
Technical Program Requirements....41
Associate in Applied Science....45
- Accounting....47
- Agribusiness....49
- Business Administration....51
- Commercial Photography....53
- Criminal Justice....55
- Early Childhood....57
- Graphic Design....59
- Medical Coding....61
- Personal Fitness Trainer....63
- Precision Agriculture....65
- Risk Management....67

Highland Campus
606 West Main, Highland, KS 66035
785.442.6000
admissions@highlandcc.edu

Atchison Center
1501 West Riley St., Atchison, KS 66002
913.367.6204
atchison@highlandcc.edu

Holton Center
430 South Arizona, Holton, KS 66436
785.362.6000
holton@highlandcc.edu

Perry Center
203 West Bridge St., Perry, KS 66073
785.597.0127
perry@highlandcc.edu

Technical Center
1501 West Riley St., Atchison, KS 66002
913.367.6204
hcctc@highlandcc.edu

Wamego Center
500 Miller Dr., Wamego, KS 66547
785.456.6006
wamego@highlandcc.edu

Western Center
313 Nemaha, Baileyville, KS 66404
785.442.6114
western@highlandcc.edu

Affirmative Action/Equal Opportunity Statement
Highland Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military status, or military veteran status as defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, The Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the College may be directed to the College's affirmative action officer, or the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Content and Disclaimer
Currently the HCC website represents the curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel or change programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis.

Highland Community College expressly reserves the right to:
1. Add or delete courses from its offerings
2. Change times or locations of courses or programs
3. Reassign or substitute instructors
4. Change academic calendars without notice
5. Cancel any course for insufficient registration or other reasons
6. Revise or change tuition, rules, charges, fees, schedules, courses, requirements for degrees
7. Revise or change policies or regulations affecting students
8. Revise or change evaluation standards

The electronic catalog is updated periodically and represents the current legal document, available at **highlandcc.edu/pages/catalog_1.**

Revision of Regulations
Any regulation adopted by the Board of Trustees or the administration of Highland Community College subsequent to the printing of this catalog shall have the same force as a printed regulation within the website. The new regulation shall supersede any ruling on the same subject, which may either appear in the printed website or in official bulletins of the College.

Photo and Videotape Policy
The HCC Office of Institutional Advancement takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending athletic events, etc. HCC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at HCC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Academic Calendar
The academic calendar is located at **highlandcc.edu/pages/calendar** . This may be altered or changed to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel or change events listed without notice.

Mission Statement
HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

Vision Statement
Highland Community College is recognized as the college of choice in Northeast Kansas.

History of Highland Community College
Highland Community College was chartered as Highland University by the Kansas Territorial Legislature on February 9, 1858, making it the first college in Kansas and two years older than the state itself. Begun as part of the Presbyterian mission to area Indian tribes, the College evolved through eight name changes and a variety of support structures to today's public regional community college serving a nine county service area in Northeast Kansas.

The history and mission of the College can best be described as providing opportunities for higher education that citizens in the region would not have had otherwise. Whether as a conduit to a four-year degree, for professional enhancement, a variety of technical career opportunities or personal development, the College provides affordable access to higher education in Northeast Kansas.

Today, the College is financially sound and serving more students than any time in its history. The College is governed by a six-member Board of Trustees elected from Doniphan County and is coordinated by the Kansas Board of Regents.

Degrees and Certificates
Highland Community College offers associate degrees and certificates of achievement in specialized areas. The associate degrees are: Associate in Arts, Associate in Science, Associate in Applied Science, Associate Degree in Nursing, and Associate in General Studies. Students have a choice of over eighty programs, including technical certificates and degrees. Degree and certificate planning forms begin on page 20 of this catalog.

Concurrent
Highland's Concurrent Program provides high school students in the HCC service area the opportunity to expand their curriculum by enrolling in concurrent courses. Highland courses taught at the high school have the identical course content of courses offered on campus, online, and in regional centers. Classes are evaluated by the Director of Concurrent Enrollment and the Vice President of Academic Affairs before being implemented at the high school. The course instructor must meet the Kansas Board of Regents (KBOR) criteria prior to teaching a concurrent course.

The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary educational opportunities by enrolling in college courses while still in high school. The statute is known as Concurrent Enrollment of High School Students in Eligible Postsecondary Institutions. Taking college classes in the high school setting is a great opportunity for high school junior and seniors in good standing to experience college while they are still in high school. Students who choose the Concurrent Program learn first-hand the demands of going to college. They experience the process of enrolling in college classes and get a feel for the costs associated with college: tuition, fees, and textbooks. The Concurrent Program experience eases a student's transition from high school to college and provides academic enrichment to students who are ready for the challenge of college course work. Highland classes are offered at affordable rates when compared to state universities, and students enjoy accessibility to instructors within small classroom settings.

Interactive Distance Learning (IDL)
The IDL system allows students to complete courses being taught at other HCC sites without having to travel to that location. Through a TV, camera setup, and microphone, students are able to physically attend class at one location and fully participate and interact with the instructor and classmates located at other sites. Instructors utilize lecture, board work, videos, and computer sharing to provide a high-quality learning environment.

Hybrid
Hybrid classes combine face-to-face classroom learning with computer-assisted online learning. Time in a hybrid course is divided between classroom learning activities and online classroom participation in the HCC Online platform. Students benefit from the quality instruction delivered through different modes and the flexibility of both the online and classroom learning environments through independent and collaborative work.

Online
The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom, yet fit the student's schedule.

Regional
The College serves nine counties in Northeast Kansas. The five regional centers are: Atchison, Holton, Perry, Wamego, and Western Center in Baileyville. All administrative services for students -- advising, placement testing, and enrollment are available at each regional center and online. The College continues to offer college courses during the day, evening, and weekend at over thirty existing community sites, including high schools and community education centers.

Adult Basic Education/General Educational Development (ABE/GED)
The Highland Community College Adult Education Program offers free services to students 18 years of age and over and 16 and 17 year olds not currently enrolled in school (with a "Compulsory School Attendance Disclaimer" form) in Northeast Kansas.

New students may enter the program at appointed times throughout the year. Pre-tests are given to help determine the level at which students begin study. Further testing is used to determine when a student is ready to take the General Educational Development (GED) test.
More information available at **highlandcc.edu/pages/adult-education-programs.**

Placement Testing
Highland Community College provides placement testing for incoming students who have no ACT or SAT scores to determine placement in English, reading and mathematics. HCC currently administers the Work Keys and Accuplacer. Students may contact any location to set up an appointment for assessment. Multiple attempts on assessments cost $25.00 each. Work Keys Assessments are available at the Technical Centers for students applying for technical programs. The Work Keys assessments cost $10.00 each for reading and mathematics.

Outcome Assessment
Assessment of student learning is a critical component of the College's mission. Students who graduate with the Associate in Arts (A.A.) or Associate in Sciences (A.S.) degree complete an assessment of general education competencies. Students who earn an Associate in Applied Science or Technical Certificate complete an exit exam specific to their program or discipline.

Student Handbook
Highland Community College annually publishes a Student Handbook with information about Student Conduct, Notification of Non-Discrimination, Campus Policies, Security, Sexual Harassment, Student Grievance, Directory Information and several other student related categories. Please consult the Student Handbook at **highlandcc.edu/pages/handbook.**

Student Accidents and Losses
Although the College exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur incidental to attendance at, or participation in classroom, laboratory work, intramural or intercollegiate activities. The College does not accept responsibility for any personal property lost, stolen, or misplaced.

Student Identification Cards
At registration, new students receive an identification card that is good for their period of enrollment at Highland Community College. The identification card is important because it is the student's permit to enter the College buildings, one of the requirements for checking out books and accessing electronic information in the Library, an admittance card to many student activities and College events, meal plan access, and it allows benefits such as reduced rates at plays, concerts and other public events. A fee of $5.00 will be assessed for replacing a lost identification card.

Admissions
Students who meet the requirements listed below may be admitted to Highland Community College. Admission to the College does not ensure entrance into a particular course or program of study. An application for admission can be found at **highlandcc.edu/pages/online-application** on the HCC website or by contacting the Admissions Office at (785) 442-6020.

Rights of the College
The College reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the college community or if the College is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

Regular Student Admission
Any applicant who has graduated from an accredited high school or has successfully passed the General Educational Development (GED) examination is eligible to enroll at Highland Community College. If the applicant meets neither of these requirements, admission as a special student should be sought.

All students applying for regular admission must:

- Complete an application for admissions at **highlandcc.edu/pages/apply**
- Submit a current high school or GED transcript and a complete official transcript upon graduation.
- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores OR arrange to take appropriate placement test.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Regular students are eligible to receive federal financial aid and may earn a certificate and or degree, and may be eligible to compete in intercollegiate athletics. International students are not eligible to receive federal financial aid.

Note: *Students not submitting all official transcripts from all previously attended institutions prior to completion of entering term will be changed to "Special Student" for the next term and not be eligible to receive federal financial aid.*

Special Student Admission*
A person may be admitted to Highland Community College as a special student if the student meets one of the following criteria:

- Is not seeking an approved certificate or degree from Highland.
- Is taking classes for personal enrichment.
- Is a high school/home school sophomore, junior or senior with permission from the high school/home school administrator.
- Is a high school/home school student enrolled in approved gifted program with permission from the high school/home school administrator.
- Is taking classes to transfer to another school.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings."

**Special students are not required to submit transcripts, are not eligible for federal financial aid and most institutional aid, are not eligible to earn a certificate or degree from Highland, and are not eligible to complete in intercollegiate athletics. Student services will be available upon the student's request. For purposes of placement, special students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."*

Changing Status from Special Student to Regular Student
Concurrent Students and other Special Students who wish to change their status from special student to regular student must contact the Highland Campus Admissions Office at admissions@highlandcc.edu.

Transfer Students
A transfer student must meet all of the regular student admissions requirements. HCC reserves the right to determine which transfer courses will fulfill graduation or departmental program requirements. A maximum of forty-seven (47) credit hours may be transferred to HCC and applied toward a degree, including hours transferred from other institutions as well as qualifying CLEP test credits.

Prior to registration, students transferring to HCC are required to submit official transcripts of all credits earned at other institutions. The Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Repeating a Course
Highland Community College will transcript both the original and any repeated course. The highest will be used in computing the cumulative grade point average.

International Applicants
For purposes of admission, international applicants are defined as all persons who are not citizens nor permanent residents of the United States. An international applicant must meet ALL of the following requirements.

1. Submission of an HCC application for admissions **highlandcc.edu/pages/apply (at least two months prior to the beginning of the semester for which application is being made).**
2. Submission of official transcripts from all secondary schools and universities attended. Student must have a 3.0 minimum GPA on a 4.0 scale in secondary school.
   a. If English translation is needed: Students must have their foreign credits evaluated by an accredited, independent agency such as: World Education Services (wes.org), Educational Perspectives (educational-perspectives.org), or Educational Credential Evaluators, Inc. (ece.org).
   b. If English translation is not needed: Transcripts must be mailed, faxed, or emailed directly from the institution to HCC Student Services, 606 W. Main, Highland, KS 66035 Fax: 785-442-6106 or Email: admissions@highlandcc.edu

3. Submission of evidence of the ability to communicate in English, which will permit reasonable academic progress, through the following methods:
a. Completion of a minimum of 15 weeks in an approved Intensive Language Center OR
b. A score on the Test of English as a Foreign Language (TOEFL) of one of the following:
   ·500 (paper-based)
   ·173 (computer-based)
   ·61 (internet-based)
c. A score on the International English Language Testing System (IELTS) of 6.0
4. Submission of the affidavit of support form and a bank statement dated within 6 months of the start of the semester.
5. Payment of $150 housing deposit and signed housing contract for HCC campus housing or provide written verification from a sponsor living within 30 mile radius of Highland campus or other HCC regional site the student is planning to attend.
6. Payment of $100 I-20 processing fee, which is credited toward fees in the semester for which the I-20 is issued.
7. Provide a copy of current passport (photo identification).

Before receiving F-1 visa, student must pay the $200 SEVIS fee for the I-901 document online at ice.gov/sevis/i901.

After Arriving at Campus

8. Provide proof of adequate health insurance, which includes coverage for medical evacuation, repatriation, and medical coverage while in US.
9. Provide copy of F-1 Visa to Student Services Office.
10. Students, who are not citizens of the United States and come from TB endemic countries as defined by WHO Global TB database, are required to have a TB skin test (known also as a PPD) upon arrival on campus.

International Student Admission-Special Student

International students whose I-20 is held by another college or university may take up to 9 hours per semester at Highland Community College and may be admitted as a Special Student after the following are provided:

1. Submission of an HCC application for admissions **highlandcc.edu/pages/apply**
2. Letter (on official letterhead) from the PDSO or DSO of the SEVP university or college holding the I-20, stating that the student is maintaining their immigration status.
3. Copy of the I-20 form.
4. TB test (if applicable). Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Selective Admissions Policy

Admission to Highland Community College does not guarantee acceptance and/or enrollment in the following programs. Additional admissions requirements are required:

Practical Nursing (PN)

Students are required to be a CNA (certified nursing aide) and take the following hours prior to entering the PN Program:

- Human Growth and Development-3 credit hours
- Human Anatomy & Human Physiology with lab - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
    - o BS104 Human Anatomy with lab- 4 credit hours
    - o BS105 Human Physiology with lab- 4 credit hours

PN students begin classes each August and finish in May. Application materials (Nursing Program Application; Test Results; Transcripts; etc.) are due by April 1 each year. Forty students are accepted into the PN program each year. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements by emailing Nursing@highlandcc.edu

Applicant's file must contain the following in order to interview:

1. Application with correct major/program and semester (select practical nursing and fall.)
2. Teas V Test: Minimum average score of 58.7%. Bring photo ID, arrive 15 minutes prior to start time, plan on two plus hours, fee is $65. Call (913) 367-6204, ext. 138 for open test dates
3. Work Keys Scores: Level 5 for Math and level 6 for Reading. Plan on two plus hours for these tests. Fee is $12 for each test for a total of $24.
4. CNA certification in Kansas or its equivalent if from another state. This must be current.
5. Proof of graduation from high school or completion of GED.
6. Letter of reference (form provided in information packet) from most recent employer that recommends applicant.
7. Transcripts verifying C or better grades for these college courses: Anatomy & Physiology (minimum of 5 credit hours with lab) and Human Growth and Development (3 credit hours).

The Selection Process is Point Driven:

An applicant's file is complete when items 1-7 are in his/her file. Applicants whose files are complete are scheduled for the group interview around April 1st. As part of the interview, applicants will be given points for punctuality, attire, and the writing sample. A point system is used to determine the best qualified applicants who are then sent letters of acceptance. These individuals must respond to their acceptance letter by the date indicated in the letter. Failure to return the acceptance by the date provided will result in the loss of a position in the class.

Additional Points Award for the following: CNA (<6 month), CMA, College English, College or Intermediate Algebra. All application materials must be in the nursing office by April 1. Applicants will be directed as to how to obtain a criminal background check and a drug screen in the acceptance letter. Nursing applicants must be 18 years old by graduation from the Practical Nursing Program and able to perform the physical and mental activities required of nurses.

LPN to RN Completion Program (Associate Degree in Nursing)

Must have an active LPN license. In addition, the following prerequisites are required:

- Human Growth and Development - 3 credit hours
- Human Anatomy and Human Physiology with labs - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
    - o BS104 Human Anatomy with lab - 4 credit hrs
    - o BS105 Human Physiology with lab - 4 credit hrs
- General Psychology - 3 credit hours
- Microbiology with lab - minimum of 4 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
    - o BS 203 Microbiology with lab - 5 credit hours (BS 101 prerequisite)
- College English I - 3 credit hours
- College English II or Public Speaking or Oral Communications - 3 credit hours
- Computer Literacy Elective - 1 credit hour
- Humanities and Fine Arts Elective - 3 credit hours
- IV Therapy Certification
- CPR Certification - American Heart Association BLS for Healthcare Providers

Students must make application to the program by September 1 meeting all application requirements. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements. The program begins in the spring semester and finishes after the summer semester. Twenty students are accepted to the program each year.

Kansas Army National Guard and Reservists
Members of the Kansas Army National Guard can attend Highland Community College under an agreement between the Kansas Army National Guard and Kansas community colleges. The agreement allows Guard members to transfer military training and experiences under the recommendations of the American Council of Education (ACE) to Highland Community College and to gain credit through the College Level Examination Program (CLEP).

Generally, the Guard member must earn a minimum of sixty-three credit hours of which sixteen (16) hours must be in residency (on campus, regional site, or online) at Highland Community College. Guard members must earn the sixteen hours within two years of their graduation date.

Additional Admissions Requirement for Face-to-Face Classroom Settings
In compliance with Kansas Statute KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Highland with classes in a classroom setting at Highland Community College or at one of its regional sites will be required to complete a Tuberculosis Screening Questionnaire. Very Important: A yes response to ANY of the five questions on the questionnaire will classify the student in a "high risk" tuberculosis category as defined by the Kansas Department of Health and Enrollment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department or medical clinic prior to attendance in a college classroom. Students who do not comply with this requirement will not be able to enroll in face-to-face classes.

Credit by Assessment
Highland Community College accepts College Level Examination Program (CLEP) credits by examination. The CLEP permits students of any age or education level to gain college credit, following satisfactory completion of CLEP examinations. Highland Community College serves as a testing center along with other community colleges, colleges, and universities around the United States.

College-Level Examination Program (CLEP)
CLEP exams offered are sufficiently challenging to an individual who has a significant background in the subject area. Study guides with sample test questions are available online at **collegeboard.com.**

Highland Community College is a CLEP Open Test Center. This means that the CLEP Coordinator will administer the CLEP examinations upon receipt of the completed "Request for College Credit" form and fees from the individual requesting the service. However, students seeking a degree program from HCC are reminded to review institutional policies concerning CLEP credit and confer with the Registrar for permission to test. More information at **highlandcc.edu/pages/clep-testing.**

Registering for CLEP Exams
1. Obtain a "Request for College Credit" form, from the Testing Coordinator.
2. Discuss taking a CLEP examination with the Registrar. If approved, then the Testing Coordinator and the Registrar must sign the "Request for College Credit".
3. Schedule a date and time with the Testing Coordinator to take the test.
4. On test date, take the completed "Request for College Credit " form and two checks: One payable to CLEP for the amount of the exam(s) and one payable to Highland Community College for the amount of the administrative fee. Credit cards are accepted. (English Literature and American Literature ONLY require additional fees.)

HCC "CLEP" Policy Subject Examinations
1. The Registrar must grant approval for a student (those seeking a degree from HCC) to take a subject level exam on the basis of an interview.
2. A passing score on the examination shall be the mean score achieved by "C" students in the national norm sample.
3. Sixteen (16) semester hours of credit is the maximum allowed toward a degree program through CLEP. Credit can be used to meet course requirements in a major field of study, general studies program or other appropriate areas.
4. CLEP credit earned does not count toward course load in any term.
5. Students who fail a course offered by Highland Community College cannot be approved for a CLEP subject examination covering similar content.
6. Subject examinations may be repeated with written authorization obtained in advance from the College Entrance Examination Board (CEEB), once within a 12-month period but no sooner than six months after the student was last tested.

Highland Community College will accept CLEP credit for the following courses (following page) if the scores meet the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. No more than sixteen (16) credit hours of CLEP credit will be accepted at HCC. A student's transcript will designate all credits earned through CLEP.

See the following page for College-Level Examination Program (CLEP) Guidelines for Awarding College Credit for CLEP Subject Examinations

College-Level Examination Program (CLEP) Guidelines for Awarding College Credit for CLEP Subject Examinations

Subject Examinations	HCC Course Equivalent	Minimum Acceptable	Amount of Credit Awarded
American Government	POL100	50	3
History of the United Stated I	HIS101	50	3
History of the United Stated II	HIS102	50	3
American Literature	ENG202/ENG209	50	6
Biology*	BS101	50	5
Calculus	MAT106	50	3
Chemistry*	PS111/PS112	50	10
College Algebra	MAT104	50	3
College Composition	ENG101	50	3
English Literature	ENG212/ENG213	50	6
Introduction to Educational Psychology	PSY201	50	3
Introductory Psychology	PSY101	50	3
Human Growth & Development	PSY205	50	3
Principles of Management	BUS201	50	3
Financial Accounting	BUS200	50	3
Introductory Business Law	BUS205	50	3
Principles of Macroeconomics	BUS203	50	3
Principles of Microeconomics	BUS204	50	3
Principles of Marketing	BUS210	50	3
Introductory Sociology	SOC101	50	3
Spanish Language	Varies	Varies	Varies
Western Civilization I	HIS103	50	3
Western Civilization II	HIS104	50	3

** This CLEP test does not give credit for having taken a science with a laboratory class.*

HCC READING PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
ENG095	0-12	0-209	0-53	23-34	0-34
ENG096	13-15	210-304	54-72	35-38	36-68
Adequate Reading Skills	16-36	305+	73-100	39-54	69-120

HCC WRITING PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
ENG095/ENG096	0-14	200-309	0-3	23-38	0-68
Composition I ENG101	15-36	310+	4-8	39-54	69-120

HCC MATH PLACEMENT SCORES	ACT	SAT	Compass	Asset	Accuplacer
Fundamentals of Math MAT090	0-15	200-420	0-25	23-29	0-39
Beginning Algebra MAT100	16-18	421-499	26-40	30-35	40-59
Intermediate Algebra MAT103	19-21	500-599	41-60	36-45	60-80
College Algebra or Higher MAT104	22-26	600+	61-100	46-55	81+

General Information
A normal full-time class load consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) are considered part-time students. Students may register for up to eighteen (18) credit hours per semester (or 12 credit hours over an 8 week summer session or 6 hours over a 4 week summer session). Students wishing to enroll in more than eighteen (18) credit hours must obtain approval. Visit the website at **highlandcc.edu/pages/request-for-overload** for the overload approval form. All tuition and fees are due at the time of registration.

Registration Procedure
Class schedules are located on our website at **myhcc.highlandcc.edu/SelfService/Search/SectionSearch.aspx** Dates and hours published are set by the College. Questions concerning enrollment should be directed to the Student Services, regional or online offices.

Enrollment is available when the class schedule is open and posted, to current students, in good academic standing: Available for new students that have submitted all required admissions documents; official transcripts, and have been accepted. Enrollment is available for all students on a first-come, first-serve basis.

Placement Testing
Entering freshmen are encouraged to take either the ACT or SAT assessment prior to registration. Students who have not taken the ACT or SAT assessments will be required to take the Work Keys and Accuplacer assessment in mathematics, English, and reading. All campus students will be assigned an advisor who will use these scores to place students in the appropriate level course(s). Regional and online students will be advised and assessed based on their assessment scores.

College Success and Orientation Classes
College Success and Orientation classes are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admissions, registration, enrollment, and program planning. All new Highland Community College students are required to complete AB114 Agriculture Orientation (2 credit hours) or COL 103 College Success and Orientation (1 credit hour). Orientation is a graduation requirement.

More facts about orientation:
1. Students must take the course before enrolling in the twenty-fifth (25) credit hour.
2. Students transferring more than thirty (30) hours into Highland Community College are not required to take orientation.
3. Students who have already taken a similar course are not required to take orientation.

Current Tuition and Fees
The HCC tuition and fees are in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees. These are subject to change at any time by the Board of Trustees. To determine the amount due from semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester's balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard, Visa, Discover). For the most current tuition and fees, please refer to the College website at **highlandcc.edu/pages/tuition-costs**.

Payment Plans
Highland Community College offers payment plans as yet another way to make college more affordable. This payment plan is administered by Nelnet Business Solutions. Students taking an HCC course may finance a portion of their tuition, fees and main campus Room/Board via one of the payment plans. There is a $25 non-refundable fee due immediately to establish a payment plan for each semester.

Students may set up a payment plan in their name, or they may authorize a parent, guardian or another individual to set up a payment plan on their behalf. To set up a payment plan or for more information visit the website at **highlandcc.edu/pages/payment-plans.**

Third Party Payments
Payments made by a third party vendor will have the option of deferred billing. A student must submit a letter from the vendor on a letterhead indicating the total cost it will cover and attach a letter from the vendor indicating it will cover the cost of the amount due. The College will bill the vendor. Should the vendor not pay the account in full, the student is responsible for any balance remaining.

Billing
Students with outstanding balances will receive monthly statements indicating amount due.

Collections
Accounts with outstanding balances beyond ninety (90) days will be sent to a collection agency.

Refunds and Withdrawals
1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as

three hours of class time in a 3 hour class; five hours of class time in a 5 hour class; and one hour of class time in a 1 credit hour class.)

3. 50% refunds are given on student-initiated withdrawals within two weeks of the class beginning. (Two weeks is defined as six hours of class time in a 3 credit hour class; 10 hours of class time in a 5 credit hour class; and two hours of class time in a 1 credit hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (Three weeks is defined as attending seven hours in a 3 credit hour class; 11 hours in a 5 credit hour class; and three hours in a 1 credit hour class.)

Campus students should contact their Advisor, regional students must contact the Regional Center Director, and online students must send an email to **hcconline@highlandcc.edu** to process withdrawals. For students who receive financial aid, refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the 'Return of Title IV Funds' formula issued by the U.S. Department of Education.

Housing and Food Service
On-campus apartment-style housing is available at Highland Community College on a first come basis. A completed contract and deposit will hold a housing space as received. Summer on-campus housing is also available at an affordable rate. Contact the Student Services office for details at (785) 442-6020.

The deposit is a refundable damage deposit. Students must complete a required check out procedure with the College staff to confirm status of the room and contents. Pending the results of the check out procedure and other debts to the College, a refund will be sent within forty-five (45) days of the end of the academic year.

The contract also includes paid utilities, cable television service, and Internet access.

Things to Remember
Each year, financial aid from various sources is available to eligible students. The College administers a variety of federal, state, and local programs, as well as providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The Highland Community College Financial Aid Office staff is eager to answer students' questions and provide assistance to students in determining their eligibility for available funds. A major source of funding for educational programs is obtained through federal and state governmental agencies. There are many regulations, forms to complete, and deadlines to meet. The Financial Aid staff will only ask for documents necessary to determine eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Educational Rights and Privacy Act of 1974. We try to prevent any duplication of effort and work as quickly as possible.

The Financial Aid Application Process
Follow these guidelines to make the application process easier:

1. Apply early! Gather the requested documents and submit an application well before the published deadlines so there is time to resolve any problems.
2. Students and their parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application. Ask for help if necessary.
4. Make certain the student's mailing address is reported accurately, and report any change of address.
5. Don't leave items blank. If the answer is zero, enter zero (0).
6. When mail is received from the College, the Department of Education, the State Scholarship Commission, or other similar agencies, open immediately, read carefully, and respond promptly.
7. Even if the student receives financial assistance, that aid will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

Getting Access to Financial Assistance
The Financial Aid office assists students in gaining access to available sources of financial assistance to complete their college program. Federal, state, and local governmental agencies fund an assortment of financial assistance programs. Funds may also be obtained from various private businesses, foundations, or other philanthropic organizations. However, students are rarely able to find enough resources to fully fund the complete cost of college attendance and should be aware that the primary responsibility for financing educational expenses belongs to the student and his/her family.

Eligibility Requirements for Federal Financial Aid
As of July 1, 2011, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

Successful applicants for federal and state financial aid programs must also:

1. Establish a "complete" financial aid file.
2. Meet current federal and state guidelines for financial need.
3. Be a U.S. citizen or eligible nonresident.
4. Enroll as a student in an eligible program with the objective of earning a degree or certificate in a program leading to a recognized field or occupation.
5. Maintain satisfactory academic progress as defined by the College.
6. Be neither in default on, nor owe a refund or repayment on a federal grant or education loan.
7. Have lawfully complied with Selective Service Registration procedure.

How Financial "Need" for Federal and State Programs is Determined
Financial need is the difference between the cost of attendance (COA) at Highland Community College and the amount the student and/or the student's family can reasonably be expected to contribute to the cost. This "family contribution" is computed on the basis of documented income and other related information (family size, number of family members in college, family assets, etc.) that must be furnished by every applicant completing the Free Application for Federal Student Aid (FAFSA). The data are used in a Congressionally approved needs analysis formula which determines Effective Family Contribution (EFC). This figure can be found on the Student Aid Report (SAR) and is used by the College to determine the total amount of financial aid one can receive.

After an application for financial aid is processed, depending on the availability of funds, the Financial Aid Office will put together an individualized package, based on the applicant's computed EFC, and the institution's scheduled cost of attendance, or student budget.

How to Apply for Federal and State Financial Aid
Complete the Free Application for Federal Student Aid (FAFSA) electronically at **fafsa.gov**. When completing the FAFSA, it is important to indicate Highland Community College as the first school choice; the **HCC school code is 001921**. Depending on the method of application, the applicant should receive a response from the processor within two to six weeks.

The FAFSA is used for all federal, most state, and some independently funded financial aid programs. Provide the Financial Aid Office with:
1. All requested documents to verify income, citizenship status, household size, and other essential data elements.
2. Verification of compliance with Selective Service Registration procedures, upon request.
3. Documentation of a valid social security number, upon request.
4. All other requested documents related to verification of your eligibility for financial aid funds.

Financial Aid Programs

Federal Work Study Program
The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Federal Pell Grant
Pell grants are federal funds intended to provide the basis for a student's financial aid package. An eligible student may currently qualify for a maximum award of $5,645.00 (2013 rate) a year, for full-time enrollment, to help cover the cost of tuition, fees, books, living expenses, and transportation. The actual amount of the grant will depend on hours enrolled and demonstrated need.

Supplemental Educational Opportunity Grant (SEOG)
Federal funds that supplement Pell grant awards for students with exceptional financial need. Students are offered these awards on a "first-come, first-served basis," depending on certified eligibility, demonstrated need, and availability of funds.

Awards
Highland Community College offers a variety of awards. The sources of these funds include the state, the College, and private donors. Awards are available in the academic, performance, and athletic areas. For information containing a complete list of awards and requirements, please see the website at **highlandcc.edu/pages/scholarships-awards.**

Loans
Federal Direct Loan Program, Highland Community College participates in the federally-sponsored Direct Loan Program commonly known as Stafford Loans. Students demonstrating need may be eligible to receive a subsidized Stafford Loan with interest paid by the federal government while the student is in school. Students who do not demonstrate need based upon their Free Application for Federal Student Aid (FAFSA) may qualify for an Unsubsidized Stafford Loan. Although the student may defer payment of interest on the loan until after leaving school, he or she remains responsible for all interest that accrues from the disbursement date of the loan. Students apply for these programs by completing the FAFSA and meeting all other institutional, federal, state, academic, and financial aid eligibility requirements. The student borrower must repay loan funds.

Independent Funding Sources
Students who do not qualify for federal and state need-based programs are encouraged to inquire about possible referrals for other independently administered award, grant, and loan programs.

Veterans Educational Benefits

The Registrars office provides administrative assistance to obtain benefits for veterans enrolled at Highland Community College. Some of the programs eligible veterans may participate in at Highland Community College include:
Benefits Sponsored by the Department of Veterans' Affairs:
1. G.I. Bill, provides monthly stipend
2. Veterans' Dependents Allowance Educational benefits are for dependents of deceased or disabled veterans
3. Vocational Rehabilitation Benefits for occupational retraining
4. Tutorial Assistance

Eligibility requirements vary. The application is available on the GI Bill website at **gibill.va.gov.**

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require that students receiving federal financial aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, VA Benefits, and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive federal aid. Progress will be measured at the end of each semester according to three factors: 1) a semester and cumulative grade point average (GPA); 2) completion of credit hours; 3) and the time frame allowed for completing a certificate or degree.

Students in Good Standing

Students maintaining the following minimum criteria will be in good standing for Federal Aid purposes.

1. GPA - A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.
2. Minimum Completion Rate-Students must complete 66.67% or two thirds of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows: hours completed/(divided by) hours attempted x (multiplied by) 100 = completion percentage.
3. Maximum Time Frame 150% - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive federal aid for more than 95 hours. Calculation: HCC degrees require students to complete 63 credit hours. 150% x 63=94.5 (rounded to 95).

Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to receive Federal Financial Aid. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 66.67% or two thirds cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. These students will go directly into suspension status.

Suspension Status

Suspension means that a student's eligibility for federal grants, direct loans, VA Benefits, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated.

Reinstatement

Students who are suspended from financial aid will receive a suspension notification letter at the end of the semester. There are two ways that a student may be reinstated.

1. **Appeal** - Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is final. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to re-enroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.
2. **Self-Reinstatement** - If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student is placed on self-reinstatement. Any student with this status is eligible to re-enroll at Highland Community College but is not eligible for financial aid or VA Benefits. After a Self-Reinstatement semester, a student must reach Good Standing requirements to regain eligibility to financial aid. If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before the student can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated. Students on suspension for Maximum Time Frame cannot appeal or self-reinstate, but must submit a separate reason for Attending 150% of Degree Program Form

Probation

Probation occurs when a suspended student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. After the probationary semester, students now meeting the required SAP standards will be placed back in Good Standing and will have their financial aid reinstated upon review. Students not meeting the required standards will no longer have the option to receive financial aid at HCC and will again be placed on Suspension..

Maximum Time Frame
Students who have exceeded the 150% Maximum Time Frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have a 2.0 GPA or 66.67%, or two thirds, completion rate will not be considered for a Reason for Attending 150% of Degree Program. It will not be reviewed until all previous college transcripts have been received. Students must report all other colleges they have attended to the Financial Aid office. The Pace Appeal form will be reviewed in conjunction with the Registrar's office to determine hours needed for degree completion or transfer. Students may be funded for the number of hours needed at HCC to finish their degree or hours needed for the degree completion institution. If students take classes not needed for their degree or transfer degree, then they will not have enough financial aid to complete. If a student runs out of fundable hours OR it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours. Students will not be allowed fundable hours for repeated, failed, or withdrawn classes.

Repeated Coursework

Passed Courses
Students needing to retake a previously passed course can receive financial aid for one additional attempt. A, B, C, or D is considered passed, regardless of the program of study.

Transfer Credits
Transfer credits that count toward the student's current program will be counted as both attempted and completed hours when determining a student's GPA, minimum completion rate, and maximum time frame. Per federal regulations these hours must be counted regardless of whether the student received financial aid for those hours or not.

HCC Student Status Definitions for Continued Attendance & Financial Aid Eligibility

Good Standing: Students who have a 2.0 semester and a cumulative GPA; have completed 66.67%, or two thirds of all attempted hours; and have not attempted more than 95 cumulative hours, will be eligible to receive financial aid.

Warning: Students who fail to meet the minimum good standing requirements listed above, but may enroll and may receive financial aid for one semester to be given the opportunity to get back in good standing.

Suspension: Students will not receive financial aid because they did not make satisfactory academic progress, even after the warning status period or have attempted more than 95 total credit hours. Students on suspension cannot enroll at HCC until they have requested reinstatement either by being granted an appeal or by self-reinstating.

Probation: Students who have been suspended for not meeting SAP, but applied for reinstatement and have been granted an appeal by the SAP committee. These students are eligible to enroll at HCC and are eligible for financial aid for one additional semester with the goal of earning the student good standing status.

Self-Reinstatement: Students who have been suspended for not meeting SAP, but
a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.)
b) have applied to be self-reinstated and agreed to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.) Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid or VA Benefits.

Obligations to the College

Students may be prohibited from registering and/or receiving grade reports and transcripts for reasons falling within the following general categories.

Financial/Materials A properly authorized agent of the College may restrict a student who has failed to meet financial obligations or to return library or other materials to the College.

Judicial The Student Conduct Officer may suspend or place on disciplinary probation following due process a student who has failed to honor the Highland Community College Standards of Conduct on the College website at: **highlandcc.edu/pages/handbook.**

Condition of Registration The Admissions Office may restrict a student who has not fulfilled a duly established condition of registration.

The Student's Program
Twelve semester hours are considered to be a minimum full-time load during fall and spring terms. Fifteen semester hours are the normal full-time program, and eighteen is the maximum. Twelve hours is considered to be full-time for the summer term. Students wishing to exceed the eighteen or twelve hour limits must apply for approval. The overload request form is at **highlandcc.edu/pages/request-for-overload.**

Students are expected to spend at least two hours in preparation for each hour of class session. For twelve semester hours, at least twenty-four hours per week should be budgeted for class preparation. Laboratory hours meet one and a half-hours of instruction per week for one hour of credit. Other instruction may vary with each program.

Highland Community College reserves both the rights to restrict a student's program to less than full-time and even to

assign a course. Such decisions may be based on a review of the student's previous academic record, on results of placement tests given at the time of registration, or on commitments outside of the College. The purpose of this restriction is to meet better the needs of each student.
Students who are employed and attending college should consider carefully the number of hours they undertake in order to ensure that they have sufficient study time.

The College reserves the right to select from the courses listed in this catalog those that can be offered during any session. Further, the College reserves the right to change any of its offerings or regulations without previous notice.

Responsibility of the Student
It is the student's responsibility to meet course prerequisites and graduation requirements. Students who plan to complete the admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution and the transfer guidelines. In addition, students are encouraged to contact the Transfer Coordinator for assistance.

The curricula of Highland Community College are described in this catalog. The College offers a number of resources to assist students in planning their educational programs. Academic Advisors are available, ***but it is the student alone who makes final choices and assumes responsibility for decisions and actions.***

Academic Standards

Academic Integrity Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which includes but is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator's record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.
Every instructor will:
• State clearly in the first-day handout his/her personal policy about academic dishonesty and the consequences for such actions.
• List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
• Send his/her policy (first-day handout) to the Vice President for Academic Affairs or appropriate regional director for review and acceptance.

First violations of academic integrity will generate sanctioning from the classroom instructor. Subsequent violations will generate an institutional response via the Student Conduct Process. Once the instructor confirms there have been no prior academic dishonesty violations in any course, the instructor will sanction first offenses according to his/her individual classroom policy. Instructors will send a notification of all offenses and resulting consequence to the Vice President for Academic Affairs, along with any relevant documentation. Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the conduct officer and ordinarily result in a medium-level sanction, which may include removal from the course. However, repeated or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the College.

A student may appeal decisions of academic dishonesty for the following reasons:
a. There were procedural errors made which significantly impacted the sanction or the findings.
b. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
c. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

First offense academic integrity appeals will be assigned to the VPAA. Subsequent offense appeals will go through the Student Conduct Process.

Classroom Disruptions
Acts of disruption in the classroom will not be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College and/or being insubordinate to College authorities. Please refer to the HCC Student Handbook and First Day Handouts for specific policy information. Please refer to the Student Handbook and First Day Handouts for specific policy.

Course Load and Credit Hours
The credit hour is the unit by which the College measures course work and calculates tuition charges. Most Highland Community College courses meet for three instructional hours a week and carry three semester hours' credit.
Students enrolled for 12 or more credit hours are considered full-time (an average of 16 hours per semester is needed to complete a degree program in two years); a course load of 11 hours or less is part-time enrollment. Highland Community College reserves the right to restrict students to less than full-time or to assign students to specific courses on the basis of placement test results, on the basis of a review of students' previous academic records, or on the basis of such other criteria as the College deems appropriate.

Course Load and Credit Hours
Students may not normally register for more than eighteen (18) credit hours per semester (or twelve credit hours over an eight week summer session or six hours over a four week summer session). Those wishing permission to exceed these

credit-hour limits must apply and obtain permission. The request for overload form may be found under resources on our website at, **highlandcc.edu/pages/request-for-overload**. Students uncertain about the course load appropriate to their particular circumstances are urged to speak with an Academic Advisor/ Regional Center Director.

Scholastic Honors

President's Honor List
Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 4.0 are placed on the President's Honor List.

Dean's Honor List
Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 3.5 or higher (with no grade lower than a "C") are placed on the Dean's Honor List. The scholastic honors lists are issued at the end of each semester.

Standard Course Syllabus
The Standard Course syllabi's containing a description of a class, noting prerequisites, course content, number of hours, etc. are available on the website at **highlandcc.edu/pages/course-descriptions_0** . During the first week of class, the instructor will provide a first day handout which includes an outline of course goals, competencies, methods of instruction, course content, reading materials, grading practices, class policies and their attendance policy.

All letter grades earned will be included in a student's permanent academic record or transcript.

Grade Designations

Letter Grade	Description	Points per credit hour
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0 – not counted
CR	Credit	0 – not counted
NC	No Credit	0 – not counted
I	Incomplete	0 – not counted
AU	Audit	0 – not counted
W	Withdrawal	0 – not counted

Credit/No Credit
Credit/No Credit grading can be employed only on the recommendation of the instructor and approval of the Vice President for Academic Affairs prior to the time that the course begins. The courses are added to a student's credit hour total, but are not included in the grade point average. A "no credit" grade results in no credit earned for the course attempted.

Incomplete
Students who have actively pursued a course, have earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments because of illness or some other sufficient reason, may be issued a grade of "I" by the instructor.
To remove an "I" grade, a student must make arrangements with the instructor to complete the coursework and/or take the final examination within the first four weeks following the termination of the semester, except when an extension of time is granted by the Vice President for Academic Affairs and the instructor of the course. If the course work is not completed and given to the instructor by this deadline, the "I" grade will convert to an "F" grade. A student who has an "I" grade may not re-register in that course. However, if the "I" is changed to an "F", the student may then re-register for the course.

Withdrawal
W—Administrative Withdrawal
The College reserves the right to withdraw students from classes at any time during the semester.

W—Student Initiated Withdrawal
A student may withdraw from a course through the eighth week of the semester (or as posted for the Summer term). A student-initiated withdrawal must be requested on the College's official add/drop form, which may be obtained from the student's Academic Advisor/ Regional Center Director. The "W" appears on the student's permanent academic record, but is not used to calculate cumulative grade point average.

Academic Status
Cumulative grade point average (GPA) is calculated on the basis of all grades, "A" through "F", earned in college credit courses at Highland Community College. If a student repeats a course, the highest grade earned will be counted in the grade point average, although both grades will appear on the permanent academic record.

A student who has earned
1 credit hour to 29.5 credit hours = Freshman Status
30+ credit hours = Sophomore status

Final Examinations
Final examinations are scheduled during the last week of the semester. A required two-hour time period is scheduled for each class period during this week. The only courses which are exempt from a final examination are activity courses. Only in the case of extreme emergency and with the approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. An administrative fee will be assessed for each deviation.

Grade Change Policy
In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the course syllabus and the grading designations listed above. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, incompetence, or caprice. The instructor of record may correct a grade given in error within one semester of the initial award of the grade. More information available **highlandcc.edu/pages/handbook.**

Privacy of Records
Highland Community College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission from the student. The College complies fully with the provisions of the Family Educational Rights and Privacy Act.

Transcripts of Academic Records
The Registrar's office will provide a transcript of a student's academic record upon request. All requests for transcripts must be in writing; either by letter or by completing the Transcript Request Form supplied by the Registrar's office. Students also may fax their written and signed requests for transcripts to (785) 442-6106. No transcripts will be released without the written permission of the student. Therefore, transcript requests by telephone or e-mail will not be honored at Highland Community College. The College reserves the right to withhold transcripts of persons who have past-due monetary obligations to the College, such as tuition, fees, or materials. Transcripts issued directly to the student will be marked 'Issued to Student.' Current students can log in to their MyHCC account to access an unofficial transcript. Official transcripts from other institutions cannot be released to any individual or institution.

Transfer Students
Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Grade Appeals
Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

STEP 1 - The student should first discuss the course grade fully with the instructor of the course. This must be done within thirty calendar days after grades have been posted by the College at the close of each semester. If the student cannot arrange such a meeting, he/she should contact the Vice President for Academic Affairs to arrange for such a meeting.

STEP 2 - If the matter cannot be resolved by consultation with the instructor, the student may request that the instructor set up a hearing with the Vice President for Academic Affairs within ten calendar days. The student, the instructor, and the Vice President for Academic Affairs should attempt to resolve the matter at this level.

STEP 3 - If the matter is not resolved, the student may appeal to the Vice President for Student Services. The student's appeal to the Vice President for Student Services should be made within fifteen calendar days after receiving notification of the Vice President for Academic Affairs' decision. The Vice President for Student Services will establish an ad hoc academic appeals committee and appoint a committee chairperson to review the written records presented by the student, instructor, and recommendation of the Vice President for Academic Affairs. After the committee has had the opportunity to review all verbal or written data, the committee will make its decision regarding the appeal. The decision of the committee will be communicated to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services by the committee chairperson.

STEP 4 - The student may appeal the committee's decision to the College President within fifteen calendar days after receiving notification by the committee's chairman. The President will review all written data collected regarding the student's appeal. The President's decision will be communicated in writing to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services.

STEP 5 - The student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the President or primary administrative officer as appropriate to be placed on the Board of Trustees' agenda. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the President.

Upon the filing of a Notice of Appeal to the Board, the President shall cause the records of the case, including any written memorandum received during the consideration, to be promptly filed with the secretary of the Board through the Office of the President. The decision of the Board of Trustees will be final and binding upon all parties of the appeal. Students must begin the grievance procedure within thirty days of the publication of grades (and for grievances relating to spring semester grades, within thirty days from the beginning of the fall semester) by requesting a conference with the instructor. Please consult the Student Handbook. available at **highlandcc.edu/pages/handbook.**

Associate in Arts (AA)* 20

Accounting 23
Agriculture Economics 22
Agriculture Education 22
Agronomy 22
Animal Science 22
Art Education 22
Art Therapy 22
Business Administration 23
Criminal Justice 23
Elementary Education 23
English 24
Graphic Design 22
History 24
Management 23
Marketing 23
Mathematics 24
Music-Vocal 24
Psychology 24
Secondary Education 23
Social Work 25
Sociology 25
Spanish Language 25
Speech Communication 25
Studio Art 22
Studio Photography 25
Theatre 25

*Transfer Degree

Associate in Science (AS) * 26

Athletic Training 28
Biology 28
Enology 28
Exercise Science 28
Pre-Chiropractic 28
Pre-Dental Hygiene 29
Pre-Dentistry 29
Pre-Engineering 29
Pre-Forestry 29
Pre-Medicine 29
Pre-Nursing 29
Pre-Optometry 29
Pre-Pharmacy 29
Pre-Physical Science 28
Pre-Physical Therapy 30
Pre-Respiratory Therapy 30
Pre-Veterinarian 30
Viticulture 30

Associate in General Studies (AGS) 34

Human Services 31

Associate Degree in Nursing (ADN) 36

Associate in Applied Science (AAS) 42

Accounting 44
Agribusiness 46
Auto Collision Repair 36
Automotive Technology 36
Business Administration 50
Commercial Photography 54
Computer Support Technology 37
Criminal Justice 56
Diesel Technology 37
Early Childhood 58
Graphic Design 62
Medical Coding 64
Personal Fitness Trainer 68
Precision Agriculture 70
Risk Management 72

TECHNICAL CERTIFICATE PROGRAMS

2 Year Programs

Administrative Assistant 41
Automotive Collision Repair 41
Automotive Technology 41
Computer Support Technology 41
Construction Technology 42
Diesel Technology 42
Electrical Technology 42
Engineering Graphics &Technologies 42
HVAC & Plumbing 42
Industrial Welding Technology 42
Medical Coding 43
Medical Office Assistant 43
Practical Nursing (LPN) 43
Precision Agriculture 43
Risk Management 43

1 Year or Less Programs

Basic IV Therapy
CPR Basic
EMT: Emergency Medical Technician
Medication Aide (CMA)
Medication Aide Update
Nursing Aide (CNA)
Social Service Designee

ASSOCIATE IN ARTS

(63 total credit hours)

BASIC SKILLS (15 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature & Research**

OR ENG 103 Composition II: Rhetoric & Research (3)

- ❑ **SP 106 Public Speaking**

OR SP 101 Oral Communications (3)

- ❑ **MAT 108 Topics in Contemporary Math**

OR MAT 104 College Algebra

OR Higher level mathematics (3)

- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App. I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
__ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)
___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (9 Credits)

Select from 3 DIFFERENT areas

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

ASSOCIATE IN ARTS
(63 total credit hours)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (9 Credits)

Select from 3 DIFFERENT areas

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 120 Juvenile Delinquency (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

NATURAL & PHYSICAL SCIENCES (9 Credits)

Select 1 from EACH area-must have two labs

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness and Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

Revised 9/16

ELECTIVES (Must take 21 credits)

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Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)
___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Programs for the **Associate in Arts** Degree, Curriculum: **Agriculture**

Agriculture Economics -- Recommended Courses:
Orientation: AB 114 Agriculture Orientation
Computer Literacy: AB 227 Agriculture Microcomputers
Social and Behavioral Sciences: BUS 203 Macroeconomics, and PSY 101 General Psychology and SOC 101 General Sociology
Natural and Physical Sciences: BS 101 College Biology and PS 111 College Chemistry I
Electives: AB 108 Principles of Animal Science, AB 202 Agriculture Economics, AB 207 Fundamentals of Animal Nutrition, BUS 103 Accounting I, BUS 105 Accounting II

Agriculture Education -- Recommended Courses:
Orientation: AB 114 Agriculture Orientation
Computer Literacy: AB 227 Agriculture Microcomputers
Humanities and Fine Arts: History and Literature
Social and Behavioral Sciences: PSY 101 General Psychology
Natural and Physical Sciences: BS 101 College Biology and General Chemistry
Electives: AB 108 Principles of Animal Science, AB 202 Agriculture Economics, AB 207 Fundamentals of Animal Nutrition, AB 203 Soils with Lab, AB 210 Crop Science with Lab

Agronomy -- Recommended Courses:
Orientation: AB 114 Agriculture Orientation
Computer Literacy: AB 227 Agriculture Microcomputers
Social and Behavioral Sciences: BUS 203 Macroeconomics, PSY 101 General Psychology, SOC 101 General Sociology
Natural and Physical Sciences: BS 101 College Biology and PS 111 College Chemistry I
Electives: AB 202 Agriculture Economics, AB 203 Soils with Lab, AB 210 Crop Science with Lab

Animal Science -- Recommended Courses:
Orientation: AB 114 Agriculture Orientation
Computer Literacy: AB 227 Agriculture Microcomputers
Social and Behavioral Sciences: BUS 203 Macroeconomics
Natural and Physical Sciences: BS 101 College Biology and PS 111 College Chemistry I
Electives: AB 202 Agriculture Economics, AB 108 Principles of Animal Science, AB 207 Fundamentals of Animal Nutrition, AB 220 Beef Production, AB 210 Crop Science

Programs for the **Associate in Arts** Degree, Curriculum: **Art**

Art Education & Art Therapy -- Recommended Courses:
Computer Literacy: A 121 Design Software Applications, A 113 Typography,
Humanities and Fine Arts: A 201 Art History I or A 202 Art History II
Social and Behavioral Sciences: PSY 101 General Psychology, SOC 101 General Sociology
Electives: A 113 Typography, A 103 Two-Dimensional Design, A 107 Drawing I, A 110 Painting I, A 112 Ceramics, PHO 104 Introduction to Digital Photography

Graphic Design -- Recommended Courses:
Humanities and Fine Arts: A 202 Art History II
Electives: A 113 Typography, A 107 Drawing I, A 103 Two-Dimensional Design, PHO 101 Photography I, A 139 Computer Graphics: Web Design, PHO 104 Introduction to Digital Photography

Studio Art -- Recommended Courses:
Computer Literacy: A 121 Design Software Applications, A 113 Typography,
Humanities and Fine Arts: A 201 Art History I or A 202 Art History II and PHO 107 History of Photography
Electives: A 103 Two-Dimensional Design, A 104 Three-Dimensional Design, A 107 Drawing I, A 108 Drawing II, A 112 Ceramics I, PHO 104 Introduction to Digital Photography

Programs for the **Associate in Arts** Degree, Curriculum: **Business**

All Business -- Recommended Courses to transfer:

Computer Literacy: BUS 130 Microcomputer Applications I
Social and Behavioral Sciences: BUS 203 Macroeconomics
Electives: BUS 103 Accounting I, BUS 105 Accounting II, BUS 204 Microeconomics, BUS 216 Managerial Accounting

All Business Majors: (Business Education, Economics, & Finance)

Electives: BUS 101 Introduction to Business, BUS 133 Micro Applications I: Spreadsheet, BUS 151 Micro Applications I: Electronic Business Presentations, BUS 201 Principles of Management, BUS 205 Business Law, BUS 210 Marketing, BUS 213 Business Communications, BUS 127 Principles of Entrepreneurship I, BUS 230 Entrepreneurship, MAT 203 Basic Statistics

Accounting:

Electives: BUS 102 Personal Finance, BUS 115 Business Math using a Calculator, BUS 117 Computerized Accounting

Business Administration:

Electives: BUS 201 Principles of Management

Management:

Electives: BUS 201 Principles of Management

Marketing:

Electives: BUS 210 Marketing

Programs for the **Associate in Arts** Degree, Curriculum: **Criminal Justice**

Criminal Justice -- Recommended Courses:

Computer Literacy: BUS 130 Microcomputer Applications I
Humanities and Fine Arts: LG 101 Spanish I
Social and Behavioral Sciences: POL 100 United States Government, PSY 101 General Psychology, and SOC 101 General Sociology
Electives: CJ 100 Introduction to Criminal Justice, CJ 105 Introduction to Corrections, CJ 110 Fundamentals of Investigation, CJ 111 Forensic Investigation, CJ 120 Juvenile Delinquency, CJ 201 Criminal Law, CJ 205 Critical Issues Enforcement, LG 102 Spanish II

Programs for the **Associate in Arts** Degree, Curriculum: **Education**

Elementary Education -- Recommended Courses:

Computer Literacy: BUS 130 Microcomputer Applications I
Humanities and Fine Arts: Art/Music/Theatre Appreciation
Social and Behavioral Sciences: GEO 212 World Regional Geography, PSY 101 General Psychology, and SOC 101 General Sociology
Natural and Physical Sciences: BS 101 College Biology
Electives: ED10 Pre-Professional Lab I, ED 102 Pre-Professional Lab II, ED 110 Introduction to Education, PSY 202 Child Psychology, PSY 205 Human Growth and Development, LS 101 Children's Literature

Secondary Education -- Recommended Courses:

Humanities and Fine Arts: Art/Music/Theatre Appreciation
Social and Behavioral Sciences: PSY 101 General Psychology, and SOC 101 General Sociology
Natural and Physical Sciences: BS 101 College Biology
Electives: ED10 Pre-Professional Lab I, ED 102 Pre-Professional Lab II, ED 110 Introduction to Education, PSY 202 Child Psychology, PSY 205 Human Growth and Development, LS 101 Children's Literature

Programs for the **Associate in Arts** Degree, Curriculum: **English**

English -- Recommended Courses:

Humanities and Fine Arts-**Literature:** ENG104 Introduction to Literature, ENG 202 American Literature I, ENG 207 Narrative Film, ENG 208 Introduction to the Short Story, ENG 209 American Literature II, ENG 210 World Literature I, ENG 211 World Literature II, ENG 212 English Literature I , ENG 213 English Literature II , ENG 223 Creative Writing, LS 102 Children's Literature

Humanities and Fine Art-**Foreign Language:** LG 101 Spanish I, LG 102 Spanish II

Electives: COL105 Research Methods, ENG 110 Technical Composition, ENG 203 English Grammar, (and additional Humanities and Fine Arts courses)

Programs for the **Associate in Arts** Degree, Curriculum: **History**

History -- Recommended Courses:

Humanities and Fine Arts: ENG 202 American Literature I, HIS 101 United States History I, LG 101 Spanish I

Social and Behavioral Sciences: ANT 112 General Anthropology, BUS 203 Macroeconomics, POL 100 United States Government

Electives: BUS 204 Microeconomics, GEO 212 World Regional Geography, HIS 102 United States History II, HIS 103 History of Western Civilization I, HIS 104 History of Western Civilization II, LG 102 Spanish II, SOC 101 General Sociology

Programs for the **Associate in Arts** Degree, Curriculum: **Mathematics**

Mathematics -- Recommended Courses:

Natural and Physical Sciences: MAT 106 Calculus I, MAT 110 Calculus II, MAT 201 Calculus III, PS 203 General Physics I, PS 204 General Physics II

Electives: BS 101 College Biology, MAT 203 Basic Statistics, PS 107 General Chemistry, PS 111 College Chemistry I

Programs for the **Associate in Arts** Degree, Curriculum: **Music**

Music-Instrumental -- Recommended Courses:

Humanities and Fine Arts: M 164 Introduction to World Music

Electives: M 101 Music Fundamentals, M 119 Band I, M120 Band II, M 135 Aural Skills I, M 145 Aural Skills II, M 154 Group Piano I, M 155 Group Piano II, M 200 Music Theory I, M 201 Music Theory II, M 219 Band III, M 220 Band IV

Music-Vocal -- Recommended Courses:

Humanities and Fine Arts: M 164 Introduction to World Music

Electives: M 101 Music Fundamentals, M 107 Applied Music I-Vocal, M 108 Applied Music II-Vocal, M 115 Chorus I, or M 113 Lads and Lassies I, M 116 Chorus II or M 114 Lads and Lassies II, M 135 Aural Skills I, M 145 Aural Skills II, M 154 Group Piano I, M 155 Group Piano II, M 200 Music Theory I, M 201 Music Theory II, M 219 Chorus III or M 213 Lads and Lassies III, M 220 Chorus IV, or M 214 Lads and Lassies IV

Programs for the **Associate in Arts** Degree, Curriculum: **Psychology**

Psychology -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics

Social and Behavioral Sciences: PSY 101 General Psychology, and SOC 101 General Sociology

Electives: PSY 202 Child Psychology, PSY 206 Social Psychology, PSY 280 Health Psychology, PSY 290 Abnormal Psychology

Programs for the **Associate in Arts** Degree, Curriculum: **Social Work**

Social Work -- Recommended Courses:

Humanities and Fine Arts: LG 101 Spanish I
Social and Behavioral Sciences: ANT 112 General Anthropology and PSY 101 General Psychology, and SOC 101 General Sociology
Electives: LG 102 Spanish II, LG 103 Spanish III, LG 104 Spanish IV, SOC 102 Marriage and the Family, SOC 200 Sociology Through Film, SOC 210 Social Problems

Programs for the **Associate in Arts** Degree, Curriculum: **Sociology**

Sociology -- Recommended Courses:

Humanities and Fine Arts: LG 101 Spanish I
Social and Behavioral Sciences: BUS 203 Macroeconomics and PSY 101 General Psychology, and SOC 101 General Sociology
Electives: ANT 112 General Anthropology, LG 102 Spanish II, LG 103 Spanish III, PSY 206 Social Psychology, SOC 200 Sociology Through Film, SOC 210 Social Problems

Programs for the **Associate in Arts** Degree, Curriculum: **Spanish Language**

Spanish Language -- Recommended Courses:

Humanities and Fine Arts: LG 101 Spanish I, Literature or Philosophy Courses
Natural and Physical Science: BS 101 College Biology
Electives: LG 102 Spanish II, LG 103 Spanish III

Programs for the **Associate in Arts** Degree, Curriculum: **Speech Communication**

Speech Communication -- Recommended Courses:

Humanities and Fine Arts: LG 101 Spanish I, TH 108 History and Appreciation of Theatre Arts, Literature Elective
Social and Behavioral Sciences: PSY 101 General Psychology, SOC 101 General Sociology
Electives: SP 101 Oral Communications, SP 103 Oral interpretation, SP 105 Interpersonal Communication, BUS 213 Business Communications

Programs for the **Associate in Arts** Degree, Curriculum: **Studio Photography**

Studio Photography -- Recommended Courses:

Humanities and Fine Arts: A 201 Art History I or A 202 Art History II and PHO 107 History of Photography
Electives: PHO 109 Studio Photography I, PHO 205 Lighting Techniques PHO 208 Applied Photography II, PHO 209 Studio Photography II, PHO 260 Portfolio Preparation

Programs for the **Associate in Arts** Degree, Curriculum: **Theatre**

Theatre -- Recommended Courses:

Humanities and Fine Arts: TH 108 History and Appreciation of Theatre Arts or TH 105 Introduction to Dramatics
Social and Behavioral Sciences: SOC 101 General Sociology or PSY 101 General Psychology
Electives: TH 103 Theatre Practicum I, TH 104 Theatre Practicum II, TH 106 Play Production, TH 151 Introduction to Stage Lighting, TH 152 Stagecraft I, TH 203 Theatre Practicum III, TH 204 Theatre Practicum IV, TH 211 Stagecraft II

ASSOCIATE IN SCIENCE

(63 total credit hours)

BASIC SKILLS (15 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research (3)

- ❑ **SP 106 Public Speaking**

OR SP 101 Oral Communications (3)

- ❑ **MAT 104 College Algebra (3)**

OR higher level mathematics

- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)
___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (6 Credits)

Select from 2 DIFFERENT areas.

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

ASSOCIATE IN SCIENCE

(63 total credit hours)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (6 Credits)

Select from 2 DIFFERENT areas.

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 120 Juvenile Delinquency (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

ELECTIVES (Must take 16 credits)

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MATHEMATICS OR SCIENCES (20 Credits)

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 109 Medical Terminology (3)
___ BS 110 Nutrition (3)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)
___ PE 250 Exercise Physiology (3)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 105 World Physical Geography (3)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

❑ **Mathematics**
___ MAT 105 Trigonometry (3)
___ MAT 106 Calculus I (5)
___ MAT 107 General Calculus and Linear Algebra (3)
___ MAT 110 Calculus II (5)
___ MAT 201 Calculus III (5)
___ MAT 202 Differential Equations (5)
___ MAT 203 Basic Statistics (3)

Revised 11/16

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)
___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Programs for the **Associate in Science** Degree, Curriculum: **Athletic Training**

Athletic Training -- Recommended Courses:

Social and Behavioral Sciences: PSY 101 General Psychology
Sciences and Mathematics: BS 101 College Biology, BS 104 Human Anatomy, BS 105 Human Physiology
Electives: PE 112 Personal and Community Health, PE 113 First Aid and Safety, PE 151 Athletic Training Clinical Experience, PE 143 Introduction to Athletic Training I, PE 224 Care and Prevention of Athletic Injuries

Programs for the **Associate in Science** Degree, Curriculum: **Biology**

Biology -- Recommended Courses:

Physical Education: PE 139 Lifetime Fitness
Humanities and Fine Arts: PHI 101 Introduction to Philosophy or PHI 102 Philosophy of Ethics
Social and Behavioral Sciences: PSY 101 General Psychology, SOC 101 General Sociology
Sciences and Mathematics: BS 101 College Biology, MAT 106 Calculus I, PS 111 College Chemistry I, PS 203 General Physics I
Electives: BS 203 Microbiology, PS 112 College Chemistry II, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Enology**

Enology -- Recommended Courses:

Science and Mathematics: BS 101 College Biology, BS 203 Microbiology, PS 107 General Chemistry
Electives: ENO 116 Introduction to Enology, ENO 130 Intermediate Enology, ENO 148 Winery Sanitation, ENO 160 Winery Equipment Operation, ENO 210 Introduction to Wine Microorganisms, ENO 257 Fall Wine Production Technology, ENO 259 Cellar Operation Technology, ENO 266 Sensory Evaluation, ENO 268 Wine and Must Analysis

Programs for the **Associate in Science** Degree, Curriculum: **Exercise Science**

Exercise Science -- Recommended Courses:

Physical Education: PE 139 Lifetime Fitness
Sciences and Mathematics: BS 101 College Biology, BS 104 Human Anatomy, BS 105 Human Physiology
Electives: BS 110 Nutrition, PE 112 Personal and Community Health, PE 113 First Aid and Safety, PE 151 Athletic Training Clinical Experience, PE 224 Care and Prevention of Athletic Injuries, PE 250 Exercise Physiology

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Physical Science**

(Physics, Chemistry, Geology, and Meteorology)

Pre-Physical Science -- Recommended Courses:

Sciences and Mathematics: MAT 106 Calculus I, MAT 110 Calculus II, MAT 201 Calculus III, PS 111 College Chemistry I, PS 112 College Chemistry II, PS 215 College Physics I, PS 216 College Physics II
Electives: BS 101 College Biology, PS 104 Physical Geology, PS 210 Organic Chemistry I, PS 212 Organic Chemistry II, MAT 203 Basic Statistics, MAT 202 Differential Equations

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Chiropractic**

Pre-Chiropractic -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: PSY 101 General Psychology
Sciences and Mathematics: BS 101 College Biology, BS 203 Microbiology, PS 111 College Chemistry I, PS 203 General Physics I
Electives: BS 104 Human Anatomy, BS 105 Human Physiology, PS 112 College Chemistry II, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Dental Hygiene**

Pre-Dental Hygiene -- Recommended Courses:

Humanities and Fine Arts: HIS 101 United States History I
Social and Behavioral Sciences: PSY 101 General Psychology and SOC 101 General Sociology
Sciences and Mathematics: BS 101 College Biology, BS 104 Human Anatomy, BS 105 Human Physiology, BS 203 Microbiology, PS 107 General Chemistry I
Electives: BS 109 Medical Terminology, BS 110 Nutrition, PE 112 Personal and Community Health

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Dentistry**

Pre-Dentistry -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: PSY 101 General Psychology, SOC 101 General Sociology
Sciences and Mathematics: BS 101 College Biology, BS 203 Microbiology, PS 111 College Chemistry I, PS 112 College Chemistry II
Electives: BS 104 Human Anatomy, BS 105 Human Physiology, PS 203 General Physics I, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Engineering**

Pre-Engineering -- Recommended Courses:

Social and Behavioral Sciences: BUS 203 Macroeconomics
Sciences and Mathematics: MAT 106 Calculus I and MAT 110 Calculus II and MAT 201 Calculus III and PS 111 College Chemistry I and PS 112 College Chemistry II and PS 215 College Physics I and PS 216 College Physics II
Electives: MAT 202 Differential Equations

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Forestry**

Pre-Forestry -- Recommended Courses:

Humanities and Fine Arts: HIS 101 United States History
Social and Behavioral Sciences: BUS 203 Macroeconomics or POL100 United States Government
Sciences and Mathematics: MAT 106 Calculus I, PS 111 College Chemistry I, BS 202 General Botany
Electives: AB 202 Agriculture Economics, AB 203 Soils and Soils Lab, MAT 203 Basic Statistics, PS 203 General Physics I

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Medicine**

Pre-Medicine -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: PSY 101 General Psychology
Sciences and Mathematics: BS 101 College Biology, MAT 106 Calculus I, PS 111 College Chemistry I, PS 203 General Physics I
Electives: BS 104 Human Anatomy, BS 105 Human Physiology, PS 112 College Chemistry II, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Nursing**

Pre-Nursing -- Recommended Courses:

Computer Literacy: BUS 130 Microcomputer Applications I
Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: ANT 112 General Anthropology or SOC General Sociology and PSY 101 General Psychology
Sciences and Mathematics: BS 101 College Biology, BS 104 Human Anatomy, BS 105 Human Physiology, BS 203 Microbiology, PS 107 General Chemistry
Electives: BS 110 Nutrition, MAT 203 Basic Statistics, NUR 201 Certified Nurse Aide, PSY 205 Human Growth and Development, BS 220 Pathophysiology

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Optometry**

Pre-Optometry -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: PSY 101 General Psychology and SOC 101 General Sociology
Sciences and Mathematics: BS 101 College Biology, PS 111 College Chemistry I, PS 112 College Chemistry II, PS 203 General Physics I
Electives: BS 203 Microbiology, MAT 106 Calculus I, MAT 203 Basic Statistics, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Pharmacy**

Pre-Pharmacy -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Sciences and Mathematics: BS 101 College Biology, MAT 106 Calculus I, PS 111 College Chemistry I, PS 112 College Chemistry II
Electives: BS 104 Human Anatomy, BS 105 Human Physiology, BS 203 Microbiology, PS 210 Organic Chemistry I, PS 212 Organic Chemistry II

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Physical Therapy**

Pre-Physical Therapy -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: PSY 101 General Psychology and SOC 101 General Sociology
Sciences and Mathematics: BS 101 College Biology, PS 111 College Chemistry I, PS 112 College Chemistry II, PS 203 General Physics I
Electives: BS 104 Human Anatomy, BS 105 Human Physiology, BS 203 Microbiology, PE 112 Personal and Community Health, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Respiratory Therapy**

Pre-Respiratory Therapy -- Recommended Courses:

Humanities and Fine Arts: PHI 102 Introduction to Ethics
Social and Behavioral Sciences: PSY 101 General Psychology
Sciences and Mathematics: BS 101 College Biology, BS 104 Human Anatomy, BS 105 Human Physiology, BS 203 Microbiology, PS 107 General Chemistry
Electives: MAT 203 Basic Statistics, PE 113 First Aid and Safety, PS 102 Concepts of Physics

Programs for the **Associate in Science** Degree, Curriculum: **Pre-Veterinarian**

Pre-Veterinarian -- Recommended Courses:

Basic Skills: AB 114 Agriculture Orientation
Sciences and Mathematics: BS 101 College Biology, PS 111 College Chemistry I, PS 112 College Chemistry II, PS 203 General Physics I, PS 204 General Physics II
Electives: AB 108 Principles of Animal Science, AB 207 Fundamentals of Animal Nutrition, BS 203 Microbiology or PS 210 Organic Chemistry I, PS 204 General Physics II

Programs for the **Associate in Science** Degree, Curriculum: **Viticulture**

Viticulture -- Recommended Courses:

Science and Mathematics: BS 101 College Biology, BS 202 General Botany, PS 101 College Physical Science, PS 107 General Chemistry
Electives: VIN 111 Introduction to Viticulture, VIN 113 Winter Viticulture, VIN 114 Spring Viticulture, VIN 115 Summer/Fall Viticulture Technology, VIN 211 Integrated Pest Management, VIN 213 Midwest Vineyard Management, VIN 293 Soils for Viticulture

ASSOCIATE IN GENERAL STUDIES HUMAN SERVICES

(63 total credit hours)

The AGS degree in Human Services has four areas of concentration to choose from. The concentrations are:

- ►Allied Health
- ►Early Childhood
- ►Family, Child and Juvenile
- ►Gerontology

Page 1 and 2 are requirements for all for concentrations

BASIC SKILLS (15 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research (3)

- ❑ **SP 106 Public Speaking**

OR SP 101 Oral Communications (3)

- ❑ **MAT 108 Topics in Contemporary Math**

OR MAT 100 Beginning Algebra

OR higher level mathematics (3)

- ❑ **COL 103 College Success & Orientation (1)**
- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE121 Volleyball (1)
___ PE 122 Archery (1)
___ PE124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ **BUS 181 Micro App I: Word Processing (1)***

Required class for Allied Health & Gerontology

___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App. I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ *BUS 181 Micro App I: Word Processing (1)**
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

HUMANITIES and FINE ARTS (6 Credits)

Select from 2 DIFFERENT areas.

- ❑ **Art****

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language****

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

****NOTE:** Suggested Humanities and Fine Arts for the **Family, Child and Juvenile** concentrations are: *Art, Foreign Language and Music or Theatre*

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music****

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic and Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre****

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

ASSOCIATE IN GENERAL STUDIES
HUMAN SERVICES

(63 total credit hours)

HIGHLAND COMMUNITY COLLEGE

NATURAL & PHYSICAL SCIENCES (5 Credits)

❑ **Natural Sciences**

___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness and Sports with Lab (5)
___ BS 201 General Zoology (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**

___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

ALL CONCENTRATIONS

Note: Prior to enrolling in HMS 250 Human Services Practicum, students must be American Heart Association, First Aid/CPR certified.

Associate in General Studies – Human Services

(Minimum 63 total credit hours)

Concentration Requirements

►ALLIED HEALTH◄

DEGREE REQUIREMENTS (12 Credits)
- ❑ HS 109 Pharmacology for Allied Health (3)
- ❑ HS 112 Pathophysiology for Allied Health (3)
- ❑ HMS 250 Human Services Practicum (3)
- ❑ PSY101 General Psychology (3)

DEGREE ELECTIVES (22 Credits)
___ BS 104 Human Anatomy (4)
___ BS 105 Human Physiology (4)
___ BS 109 Medical Terminology (3)
___ BS 110 Nutrition (3)
___ HMS100 Fundamentals of Human Service (3)
___ HMS 118 Ethics in Helping Professions (3)
___ HS 103 Legal and Ethical Issues in Healthcare (3)
___ LG 100 Conversational Spanish (2)
___ LG 105 American Sign Language (3)
___ NUR 201 Certified Nurse Aide (6)
___ PSY 205 Human Growth and Development (3)
___ PSY 209 Abnormal Psychology (3)
___ SOC101 General Sociology (3)
___ SOC 104 Introduction to Social Work (3)

►EARLY CHILDHOOD◄

DEGREE REQUIREMENTS (18 credits)
___ HMS100 Fundamentals of Human Service (3)
___ HMS 112 Home Visiting ECH I (3)
___ HMS 115 Home Visiting ECH II (3)
___ HMS 250 Human Services Practicum (3)
___ PSY 101 General Psychology (3)
___ SOC 102 Marriage and the Family (3)

DEGREE ELECTIVES (16 Credits)
___ LG 105 American Sign Language (3)
___ ECH 100 Fundamentals of Early Childhood (3)
___ ECH 160 Observing & Interacting w/Young Children (3)
___ ECH 220 Principles of Inclusion (3)
___ HMS 118 Ethics in Helping Professionals (3)
___ PSY 205 Human Growth and Development (3)
___ SOC 106 Diversities and Inclusiveness (3)

►FAMILY, CHILD, and JUVENILE◄

DEGREE REQUIREMENTS (15 Credits)
- ❑ HMS 105 Case Management in Human Services (3)
- ❑ HMS 118 Ethics in Helping Professionals (3)
- ❑ HMS 250 Human Services Practicum (3)
- ❑ PSY 101 General Psychology (3)
- ❑ SOC 104 Introduction to Social Work (3)

DEGREE ELECTIVES (22 Credits)
___ CJ 120 Juvenile Delinquency (3)
___ CJ 205 Critical Issues in Law Enforcement (3)
___ ECH 101 Recognizing Child Abuse and Neglect (3)
___ PSY 202 Child Psychology (3)
___ PSY 205 Human Growth and Development (3)
___ PSY 290 Abnormal Psychology (3)
___ SOC 102 Marriage and the Family (3)
___ SOC 105 Death, Loss, and Grief (3)
___ SOC 106 Diversity and Inclusiveness (3)
___ SOC 110 Crisis Intervention (3)
___ SOC 114 Alcohol and Substance Disorders (3)

OPEN ELECTIVES (7 credits)
___ _____
___ _____
___ _____
___ _____

►GERONTOLOGY◄

DEGREE REQUIREMENTS (12 Credits)
- ❑ HMS 250 Human Services Practicum (3)
- ❑ PSY 101 General Psychology (3)
- ❑ NUR 201 Certified Nurse Aide (6)

DEGREE ELECTIVES (25 Credits)
___ BS 104 Human Anatomy (4)
___ BS 105 Human Physiology (4)
___ BS 109 Medical Terminology (3)
___ BS 110 Nutrition (3)
___ HMS 100 Fundamentals of Human Service (3)
___ HMS 110 Health and Physical Aspects of Aging (3)
___ HMS 118 Ethics in Helping Professions (3)
___ HS 103 Legal and Ethical Issues in Healthcare (3)
___ HS 109 Pharmacology for Allied Health (3)
___ HS 112 Pathophysiology for Allied Health (3)
___ LG 100 Conversational Spanish (2)
___ LG 105 American Sign Language (3)
___ NUR 202 Certified Medication Aide (5)
___ PSY 205 Human Growth and Development (3)
___ PSY 209 Abnormal Psychology (3)
___ SOC101 General Sociology (3)
___ SOC 104 Introduction to Social Work (3)
___ SOC 105 Death, Loss and Grief (3)
___ SOC 108 Social Gerontology (3)

ASSOCIATE IN GENERAL STUDIES

(63 total credit hours)

BASIC SKILLS (15 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research (3)

- ❑ **SP 106 Public Speaking OR**
  SP 101 Oral Communications (3)
- ❑ **MAT 100 Beginning Algebra OR**
  higher level mathematics (3)
- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)
___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (6 Credits)

Select from 2 DIFFERENT areas.

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

ASSOCIATE IN GENERAL STUDIES

(63 total credit hours)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (6 Credits)

Select from 2 DIFFERENT areas.

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 120 Juvenile Delinquency (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

ELECTIVES (Must take 31 credits)

___ _____
___ _____
___ _____
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___ _____
___ _____
___ _____
___ _____
___ _____
___ _____

NATURAL & PHYSICAL SCIENCES (5 Credits)

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness and Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

Revised 9/16

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)
___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

ASSOCIATE DEGREE IN NURSING

ADN (63 TOTAL CREDIT HOURS)

ADMISSION REQUIREMENTS

- ❑ LPN License (active)
- ❑ CPR Certification-American Heart Association BLS for Healthcare Providers
- ❑ IV Therapy Certification
- ❑ Test of Essential Academic Skills (TEAS) (passing standard no more than 2 years old)

PREREQUISITES (41 – 49)

- ❑ Human Anatomy and Human Physiology with lab (5)
  (Must have been completed no more than 7 years prior to the beginning of this degree program)
  ___ BS 104 Human Anatomy with lab (4)
  ___ BS 105 Human Physiology with lab (4)
- ❑ Microbiology with lab (4)
  (Must have been completed no more than 7 years prior to the beginning of this degree program)
  ___ BS 203 Microbiology with lab (5)
  Note: BS 101 College Biology with lab (5) or BS 105 Human Physiology with lab is a prerequisite for BS 203.
- ❑ PSY 101 General Psychology (3)
- ❑ PSY 205 Human Growth and Development (3)
- ❑ ENG 101 Composition I (3)
- ❑ ENG 102 Composition II: Literature and Research **OR** ENG 103 Composition II: Rhetoric and Research **OR** SP 101 Oral Communications **OR** SP 106 Public Speaking (3)
- ❑ Computer Literacy course (1) (See list*)
- ❑ Humanities and Fine Arts course (3) (See list**)
- ❑ Practical Nursing Program (16-20)

REQUIRED NURSING COURSES (22)

- ❑ NUR 220 LPN to RN Transition (1)
- ❑ NUR 225 Health Assessment and Advanced Nursing Skills (4)
- ❑ NUR 230 Advanced Medical-Surgical Nursing (6)
- ❑ NUR 235 Advanced Mental Health Nursing (3)
- ❑ NUR 240 Nurse as Manager of Care (2)
- ❑ NUR 245 High-Risk Maternal-Child Nursing (2)
- ❑ NUR 250 Professional Nursing Practicum (4)

❑ ***Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

****Humanities and Fine Arts (3)**

❑ **Art**
___ A 101 Art Appreciation (3) (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

❑ **History**
___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

❑ **Foreign Language**
___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

❑ **Literature**
___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

❑ **Music**
___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz

❑ **Philosophy**
___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logical & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

❑ **Photography**
___ PHO 107 History of Photography (3)

❑ **Speech**
___ SP 103 Oral Interpretation (3)

❑ **Theatre**
___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

Application Deadline September 1st

For additional information please contact the HCC Nursing Department
913-367-6204 x146 or nursing@highlandcc.edu.

Revised 9/2016

Administrative Assistant

The Administrative Assistant program is designed for the individual who is seeking a career as an administrative assistant. Students will become proficient in word processing, database, presentation, desktop publishing and spreadsheets. Use of photo editing software, basic accounting applications compose and format correspondence. This program will provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and professionalism necessary to succeed in an entry-level clerical position.

Automotive Collision Repair

Auto Collision Repair technicians repair and replace automotive body and frame components. The job involves many skills including frame repair, welding, cutting, metal straightening, and application of up-to-date body materials, metal finishing, painting, and alignment of body components. Technicians also estimate damage, compute labor and material costs. This program will provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of auto collision repair.

The certificate program is intended to produce graduates who are prepared for employment as an entry level auto collision repair technician. The first year of the program is designed to teach the basics of auto collision repair. The complete program is designed to provide practice of the basics and teach major body repair, estimating, shop management, and customer relations.

The Associate in Applied Science degree program is for those individuals who seek auto collision repair training and additional academic preparation for advancement into management, engineering, sales, or other related areas.

Automotive Technology

Automotive Repair technicians are skilled in the use of automotive testing equipment, special tools, and the latest information on specifications to service many types of automobiles. Technicians diagnose trouble in any one of thousands of automobile components. They work with many new systems each year that require new service techniques and training. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of automotive technology.

The certificate program is intended to produce graduates who are prepared for entry-level employment as technicians in the field of modern automotive electronics and mechanics. This program prepares students for Automotive Service Excellence (ASE) certifications. Hands-on laboratory/live work experiences and technical instruction necessary for ASE certification are the main components of the program.

The Associate in Applied Science degree program is for those individuals who seek automotive technology training and additional academic preparation for advancement into management, engineering, sales, or other related areas.

Computer Support Technology

As businesses rely more and more on computer applications, the importance of quality computer support grows. Computer Support Technicians must enjoy working with people to offer technical assistance with knowledge of computer networking, repair, and programming. Emphasis is put on training for A+ (at the completion of your first year) and Net+ (at the completion of your second year) certification.

Construction Technology

The Construction Technology program is designed to prepare interested students for a productive job in the building industry by teaching students how to use both tools and materials effectively in actual construction. Students will be challenged to complete the building of a project each year in conjunction with plumbers, electricians, and sheet metal workers. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of construction.

Diesel Technology

Diesel Technicians diagnose trouble accurately with the use of modern testing equipment for diesel equipment engines. Students will learn to repair and service trucks, agriculture equipment, and trailers. Students will learn diesel engine overhaul, air and hydraulics, electrical, fuel systems, and many more components of today's modern truck. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of diesel truck service and repair.

The certificate program is intended to produce graduates who are prepared for entry-level employment as diesel technicians. The program emphasizes a combination of truck repair theory and practical application necessary for successful employment.

The Associate in Applied Science Degree program is for those individuals who seek diesel technology training and additional academic preparation for advancement into management, sales, or other related areas.

Electrical Technology

The Electrical Technology program includes training in AC and DC fundamentals, residential and construction wiring, blueprint reading, commercial and industrial wiring, National Electrical Code (NEC), motor controls, and programmable logic controllers (PLC's). The combination of theory and hands-on training prepares graduates for a successful career in the electrical field. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of electricity.

Engineering Graphics and Technologies

The Engineering Graphics and Technologies program exposes students to architecture drawing, 3-D modeling, mechanical/CNC drafting, digital drafting and design, 3-D animations, and much more. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of drafting.

The certificate program is intended to produce graduates who are prepared for employment in architectural, mechanical or digital drafting. Program graduates are to be competent in computer use, advanced mathematics, and basic CAD applications to translate the ideas of engineers, architects, and designers into working plans and models, which can be used to make the desired product such as buildings, maps, or machine parts.

The Associate in Applied Science Degree program is for those individuals who seek additional academic preparation for advancement into management, engineering, or other related areas.

Heating, Ventilation, Air Conditioning (HVAC) & Plumbing

Students completing study in the Heating, Ventilation, and Air Conditioning program will develop competency and basic work skills pertaining to heating and cooling, modern refrigeration, air conditioning, and plumbing industries. Students will acquire the knowledge necessary for employment by learning the skills and develop the work ethics that will be used in the HVAC program. Graduates from the HVAC program will be prepared to seek career opportunities in a variety of diverse industries, such as operating engineers, sheet metal assistants, repair specialists, maintenance technicians, installers, testers, and application engineers. This program is designed to prepare interested students for a productive job in the air conditioning, heating, refrigeration, and plumbing industry. The student will be shown how to use both tools and materials correctly and effectively in the actual construction of a house. Students will perform the above in conjunction with builders, electricians, and sheet metal workers so they also will have a basic understanding of these associated crafts.

Industrial Welding Technology

Welding, brazing, and cutting operations require skilled workers who are well-trained in the use of shielded metal arc welding (stick), gas shielded arc welding (wire), gas tungsten arc welding (tig), oxy-acetylene welding (gas), pipe welding, plasma arc cutting, carbon arc cutting, and robotics. Skilled welding fabricators are thoroughly familiar with breakdown and setup procedures, test standards, and all types of metals. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of welding.

The certificate program is intended to produce graduates who are prepared for employment as welders. In the Industrial Welding Technology program, all areas of welding listed above and blueprint reading are taught. Graduates will be able to find employment in construction, fabrication plants, railroads, manufacturing foundries, farm equipment repair, and in sales of welding equipment and supplies.

Medical Coding

Medical Coding degree is designed to prepare students to work in the medical field as coders in a variety of healthcare settings. Recipients of this degree will have the skills and knowledge necessary to use, analyze, and assign the proper codes to medical procedures and diagnoses for the purposes of billing and insurance. Medical coders are essential members of the healthcare field who monitor costs and ensure patient care satisfaction.

This Associate in Applied Science degree requires 64 semester credit hours and is designed to prepare students to take the national Certified Coding Associate (CCA) exam administered by AHIMA. The entire program is available online and can be completed in two years with full-time enrollment.

Medical Office Assistant

Medical Office Assistants are critical to the health care industry. Physicians rely on well-trained medical office professionals to assist them in the documentation of patient care. The Medical Office Assistant's job, using the latest technology, may include transcribing reports, composing and processing correspondence, coding of diagnosis and procedures, completing insurance forms, maintaining financial records, making calls for physicians, making patient appointments, and other related duties. Medical Assistants also check vital signs, perform phlebotomy and EKG's, administer injections, and apply bandages. This program is designed to provide educational opportunities to individuals to obtain the knowledge, skills, and attitudes necessary to succeed in the areas of medical assisting.

The Medical Office Assistant program provides instruction for the development of basic manipulative skills, including some of the latest computer equipment. It also provides for the development of communicative skills for gaining proficiency in the skill areas such as document production, machine transcription, microcomputer applications, gaining patient history, and clinical occupational information.

Practical Nursing

Health service is a growing industry that focuses on providing medical care to many. Demand for professionals who work to prevent illness and restore health is well known. Within the health care arena, men and women with special knowledge and abilities are needed to assist other professionals such as registered nurses and doctors. Licensed Practical Nurses fill that role. In the Practical Nursing program, students will learn the skills necessary in today's health care system. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to function in the role of an entry level Licensed Practical Nurse. Upon completion of the program, students are qualified to take the national licensure examination for practical nursing (NCLEX).

The certificate program prepares graduates for employment as licensed practical nurses under the supervision of registered nurses and physicians. LPNs use technical skills acquired from this program to assist clients in meeting their physical and psychosocial needs. Licensed practical nurses administer medications, perform treatments, assist in preparing a care plan, document care, and monitor client progress.

Precision Agriculture

Precision Agriculture is the practice of using remote sensing, soil sampling, and information management tools to improve production. Precision agriculture is about whole farm management with the goal of optimizing returns on inputs while preserving resources. It relies on growing technologies like satellite imagery, information technology, and geospatial tools.

Precision Ag is used more and more in local farming operations. With the increasing availability of such mapping technologies as GPS (Global Positioning Systems) and GIS (Geographical Information Systems), Precision Ag technicians will install, operate, troubleshoot, and repair precision ag systems. Technicians will also use the advanced processing software to collect, visualize, and analyze data.

Risk Management

The Certificate in Risk Management is designed for the degreed professional interested in increasing their knowledge of risk management. Each of the following six classes must be successfully completed with a C or higher for participants to be eligible to receive the certificate. RM 110 Risk Assessment, RM 111 Investigations in theWorkplace, RM 114 Risk Control, RM 200 Risk Finance, RM 202 Risk Communication, and RM 204 Risk Quality

Administrative Assistant 32 hour Certificate

ADM101	Document Processing I	3
or BUS187	Application of Word Processing	3
ADM115	Administrative Procedures I	3
ADM121	Proofreading and Editing	3
ADM131	Microcomputer Applications I	3
or BUS181	Micro App I: Word Processing	1
or BUS185	Micro App I: Desktop Publishing	1
or BUS189	Micro App I: Electronic Bus Pres	1
ADM135	Business Math w/ 10 Key	3
ADM140A	Professional Profile I	1
ADM140B	Professional Profile II	1
ADM141	Applied Media Technology	3
ADM151	Document Processing II	3
or BUS123	Advanced Document Production	3
ADM161	Administrative Procedures II	3
ADM171	Microcomputer Applications II	3
or BUS182	Micro App I: Database Management	1
or BUS183	Micro App I: Spreadsheets	1
or BUS132	Micro App I: Outlook	1
ADM180	Accounting I	3
ADM280	Occupational Work Experience	0

Automotive Collision Repair 52 hour Certificate

ACR105	Paint & Refinishing	3
ACR115	Non-Structural A & D Repair I	4
ACR125	Structural A & D Repair I	2
ACR135	Airbrush, Fiberglass and Pinstripping	3
ACR155	Paint & Refinishing II	3
ACR165	Non-Structural A & D Repair II	4
ACR175	Structural A & D Repair II	2
ACR185	Panel Fabrication	3
ACR205	Paint & Refinishing III	3
ACR215	Non-Structural A & D Repair III	4
ACR225	Structural A & D Repair III	3
ACR235	Fleet and Commercial Vehicles	3
ACR255	Paint & Refinishing IV	4
ACR265	Non-Structural A & D Repair IV	5
ACR275	Structural A &D Repair IV	3
ACR285	Mechanical Electrical	3

Automotive Technology 58 hour Certificate

AUT101	Electrical I	3
AUT121	Auto Electricity and Electronics	2
AUT122	Brakes	3
AUT142	Automotive Technology Lab I	7
AUT132	Engine Performance I	3
AUT151	Heating and Air Conditioning	2
AUT161	Steering and Suspension	2
AUT192	Automotive Technology Lab II	7
AUT193	Hybrid & Fuel Cell Vehicles	1
AUT201	Manual Drive Trains and Axles	2
AUT211	Auto Transmission/Transaxles I	2
AUT221	Engine Performance/Drivability II	2
AUT242	Automotive Technology Lab III	7
AUT251	Engine Repair	2
AUT255	Auto Transmissions/Transaxles II	1
AUT261	Auto Service Management	2
AUT281	Automotive Technology Lab IV	7
AUT291	Service Management Practicum	2

Computer Support Technology 59 hour Certificate

CRT190	Certification Training Lab	2
CST103	Operating Systems	2
CST106	Networking Fundamentals CCNA1	4
CST107	Intro to Computers and Applications	3
CST115	PC Troubleshooting Lab	2
CST124	PC Troubleshooting Essentials	2
CST152	Introduction to Networking	3
CST154	CompTIA A+ Essentials	3
CST158	CompTIA A+ Practical Applications	3
CST159	Routers & Routing: CCNA2	4
CST206	Programing	2
CST207	Technical Support Lab I	2
CST212	LAN Switching &Wireless: CCNA3	4
CST214	WAN Technologies: CCNA4	4
CST218	Linux	2
CST219	Server Operating Systems and Virtualization	3
CST223	Server Administration	3
CST224	Computer and Network Security	3
CST225	Web Development	3
CST295	Occupational Work Experience	0
NET125	Introduction to Net+	3
NET196	Certification Training Lab - Net +	2

Construction Technology 31 hour Certificate

BTT105	Safety for the Building Trades	1
BTT106	Introduction to Craft Skills	3
BTT109	Carpentry Basics	4
BTT111	Roof Framing	3
BTT119	Floors, Walls, & Ceiling Framing	4
BTT121	Residential Concrete Construction	2
BTT155	Res. Interior Finish Carpentry	5
BTT159	Windows, Doors, & Stairs	3
BTT170	Painting, Finishing and Decorating	4
CST105	Industrial Computer Applications	2

Diesel Technology 59 hour Certificate

DSL102	OSHA 10	1
DSL111	Fund./Operating Principles	4
DSL121	Engine Maintenance	2
DSL133	Diesel Engines I	5
DSL141	Welding and Fabrication Lab	2
DSL152	Fuel System Diagnosis/Repair	4
DSL162	Electrical/Electronics Systems	5
DSL172	Brakes	3
DSL182	Introduction to Hydraulics	3
DSL201	Shop Safety II	1
DSL212	Advanced Engine Overhaul	3
DSL222	Adv. Electronic Diagnosis/Repair	5
DSL232	Hydraulic Diagnosis/Repair	3
DSL251	Electronic-Computer Diag./Repair	3
DSL261	Air Conditioning Diag./Repair	3
DSL272	Suspension & Steering	3
DSL275	Diesel Management	3
DSL281	Transmission Overhaul/Diagnosis	3
DSL291	Advanced Clutch & Power Train	3
DSL295	Occupational Work Experience	0

Electrical Technology 37 hour Certificate

ELE102	Safety OSHA 10	1
ELE112	AC/DC Circuits I	4
ELE115	Print Reading	2
ELE122	Residential Wiring I	4
ELE132	Commercial Wiring I	4
ELE142	National Electrical Code I	4
ELE151	Industrial Wiring & Design	6
ELE161	Elec. Motor Operation & Control	6
ELE172	Fundamentals of PLC's	2
ELE182	National Electrical Code II	4
ELE195	Occupational Work Experience	0

Engineering Graphics & Technologies 58 hour Certificate

CAD101	Technical Drawing I	4
CAD111	Operating Systems	4
MFT120	Precision Measurements	3
CAD131	Computer Graphics I	5
CAD151	Technical Drawing II	4
CAD162	Word Processing	2
CAD172	Algebra	2
CAD182	Computer Graphics II	5
CAD201	Technical Drawing III	4
CAD211	Spreadsheets	3
CAD221	Geometry	2
CAD232	Computer Graphics III	5
CAD251	Technical Drawing IV	4
CAD261	Database	4
CAD271	Trigonometry	2
CAD282	Computer Graphics IV	5
CAD295	Occupational Work Experience	0

HVAC & Plumbing 40 hour Certificate

HVA104	Safety Orientation/OSHA 10	1
HVA102	Blueprint Reading and Sketching	2
HVA103	Hand and Power Tools	1
HVA106	Technical Math	2
HVA118	Electrical Fundamentals	4
HVA121	Domestic Refrigeration	3
HVA122	HVAC Fundamentals	4
HVA112	EPA 608	1
HVA126	Plumbing I	2
HVA136	Electric Circuits and Controls	3
HVA145	Sheet Metal	3
HVA158	Heating Systems Fundamentals	3
HVA170	Air Conditioning Control Systems	3
HVA175	Commercial Refrigeration	3
HVA181	Plumbing II	2
HVA195	Occupational Work Experience	0
CST105	Computer Applications	2
HVA140	Workplace Skills	1

Industrial Welding Technology 38 hour Certificate

IWT 105	Welding Safety	1
IWT 115	Cutting Processes	3
IWT 125	Shielded Metal Arc Welding	3
IWT 135	Gas Metal Arc Welding	3
IWT 145	Gas Tungsten Arc Welding	3
IWT 162	Blueprint Reading	4
IWT 175	Shielded Metal Arc Welding II	5
IWT 180	Gas Metal Arc Welding II	5
IWT 185	Gas Tungsten Arc Welding II	5
IWT 190	Blueprint Reading II	5

Industrial Welding Technology *cont.*

Optional Semester

IWT 202	Gas Tungsten Arc Welding	6
IWT 212	Combination Pipe Welding	6
IWT 195	Occupational Work Experience	0

Medical Coding 52 hour Certificate

BS 104	Human Anatomy*	4
BS 105	Human Physiology*	4
BUS130	Microcomputer Applications I*	3
BS 109	Medical Terminology	3
HS 101	Introduction to Health Information	4
HS 103	Legal & Ethical Issues in Health Care	3
HS 105	Insurance & Health Compliance	3
HS 110	Pathopharmacology for Health Science	4
HS 115	International Classification of Disease (ICD) Coding I	3
HS 118	Current Procedural Terminology (CPT) Coding I	3
HS 120	Healthcare Computer Applications & Electronic Encoder	3
HS 125	International Classification of Disease (ICD) Procedural Coding	3
HS 130	Reimbursement Methodologies (Physician)	3
HS 210	International Classification of Disease (ICD) Coding II	3
HS 218	Current Procedural Terminology (CPT) Coding II	3
HS 225	Health Coding Practicum	3

** (Prerequisite)*

Medical Office Assistant 36 hour Certificate

MOA109	Emergency Preparedness	1
MOA110	Administrative Aspects I	3
MOA113	Clinical Externship I	2
MOA114	Patient Care I	4
MOA121	Principles of Pharmacology	3
MOA123	Insurance Billing and Coding	3
MOA125	Medical Terminology	3
MOA128	Body Structures and Function	3
MOA133	Administrative Aspects II	3
MOA134	Patient Care II	3
MOA135	Clinical Externship II	2
MOA136	Clinical Laboratory Procedures	4
MOA137	Medical Professional Issues	2
MOA295	Occupational Work Experience	0

Practical Nursing 38 hour Certificate

NUR103	PN Success	3
NUR106	Foundation of Nursing	4
NUR117	Pharmacology	3
NUR122	Medical-Surgical Nursing I	4
NUR126	Foundation of Nursing Clinical	2
NUR127	Medical-Surgical Nursing Clinical I	3
NUR150	Gerontology Nursing	2
NUR156	Mental Health Nursing	2
NUR157	Maternal Child Nursing	2
NUR159	Medical-Surgical Nursing II	4
NUR162	Critical Thinking in Nursing	2
NUR163	Leadership and Management	2
NUR168	Maternal Child Nursing Clinical	1
NUR170	Medical-Surgical Nursing Clinical II	3
NUR172	Clinical Simulations	1

Precision Agriculture

19 hour Certificate

ELE102	Safety OSHA 10	1
AB 130	Precision Farming Systems	3
AB 132	Agricultural Data Management Systems	3
AB 134	Precision Farming Hardware	3
AB 136	Introduction to Agricultural GIS	3
AB 142	Field Mapping for Decision Making	3
AB 148	Positioning Systems Management	3
AB 244	Precision Agriculture Capstone	3
or AB 199	Individual Study Projects in Ag	1

34 hour Certificate

AB 114	Agriculture Orientation	2
AB 128	Agricultural Electronic Devices & Systems	3
AB 130	Precision Farming Systems	3
AB 132	Agricultural Data Management Systems	3
AB 134	Precision Farming Hardware	3
AB 136	Introduction to Agricultural GIS	3
AB 138	Remote Sensing	3
AB 142	Field Mapping for Decision Making	3
AB 144	Intermediate Agricultural GIS	3
AB 146	Ariel Systems Management	2
AB 148	Positioning Systems Management	3
AB 244	Precision Agriculture Capstone	3

Risk Management 19 hour Certificate

NUR220	LPN to RN Transition	1
NUR225	Adv. Nursing Skills	3
NUR230	Adv. Medical Surgical Nursing	5
NUR235	Adv. Mental Health Nursing	3
NUR240	Nurse as Manager of Care	2
NUR245	High Risk Maternal-Child Nursing	2
NUR250	Professional Nursing Practicum	4

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

To be used ***ONLY*** in conjunction with programs completed at HCC Technical Centers.

BASIC SKILLS (9 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research (3)
OR SP 106 Public Speaking
OR SP 101 Oral Communications (3)

- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 135 Running Awareness (1)
___ PE 134 Golf (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Application (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 219 Computer Graphics: Mac Basics
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

Requirement waived for students in Business, Computer or Medical Office Assistance Programs.

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)
___ AB 114 Agriculture Orientation (2)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

To be used ***ONLY*** in conjunction with programs completed at HCC Technical Centers.

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

- ❑ **Anthropology**
  - ___ ANT 112 General Anthropology (3)
- ❑ **Criminal Justice**
  - ___ CJ 120 Juvenile Delinquency (3)
- ❑ **Economics**
  - ___ BUS 203 Macroeconomics (3)
  - ___ BUS 204 Microeconomics (3)
- ❑ **Geography**
  - ___ GEO 212 World Regional Geography (3)
- ❑ **Psychology**
  - ___ PSY 101 General Psychology (3)
  - ___ PSY 205 Human Growth & Development (3)
- ❑ **Political Science**
  - ___ POL 100 United States Government (3)
  - ___ POL 101 Introduction to Political Science (3)
  - ___ POL 115 State & Local Government (3)
- ❑ **Sociology**
  - ___ SOC 101 General Sociology (3)
  - ___ SOC 102 Marriage & the Family (3)
  - ___ SOC 104 Introduction to Social Work (3)

Programs at the Technical Centers
(circle one)

Construction Trades

Credit hours		
33	Construction Technology	1 year
35	Electrical Technology	1 year
38	HVAC and Plumbing	1 year
35	Industrial Welding Technology	1 year
	12 Option Additional Semester in IWT	

Transportation

52	Auto Collision Repair	2 years
58	Automotive Technology	2 years
58	Diesel Technology	2 years

Business and Computers

32	Accounting Specialist	1 year
32	Administrative Assistant	1 year
58	Engineering Graphics & Tech	2 years
59	Computer Technology	2 years

Health Services

35	Medical Office Assistance	1 year
39	Practical Nursing	1 year

Prerequisites:
- Human Anatomy*
- Human Physiology*
- Certified Nurse Aide
- Human Growth and Development*

* Satisfies Social/Behavioral Sciences and Mathematics/Sciences requirements.

MATHEMATICS OR SCIENCES (3 Credits)

- ❑ **Mathematics course (100 level or above)**
- ❑ **Natural Sciences**
  - ___ BS 101 College Biology with lab (5)
  - ___ BS 104 Human Anatomy with lab (4)
  - ___ BS 105 Human Physiology with lab (4)
  - ___ BS 107 Intro to Environmental Sci. with lab (4)
  - ___ BS 110 Nutrition (3)
  - ___ BS 111 Nutrition for Health, Fitness and Sports (3)
  - ___ BS 112 Nutrition for Health, Fitness and Sports w/Lab (5)
  - ___ BS 201 General Zoology (5)
  - ___ BS 202 General Botany with lab (5)
  - ___ BS 203 Microbiology with lab (5)
- ❑ **Physical Science**
  - ___ PS 101 College Physical Science with lab (5)
  - ___ PS 102 Concepts of Physics with lab (4)
  - ___ PS 104 Physical Geology with lab (4)
  - ___ PS 107 General Chemistry with lab (5)
  - ___ PS 108 Astronomy with lab (4)
  - ___ PS 111 College Chemistry I with lab (5)
  - ___ PS 112 College Chemistry II with lab (5)
  - ___ PS 203 General Physics I with lab (5)
  - ___ PS 204 General Physics II with lab (5)
  - ___ PS 210 Organic Chemistry I with lab (5)
  - ___ PS 215 College Physics I with lab (5)
  - ___ PS 216 College Physics II with lab (5)

Revised 9/2016

Electives:

___ _____

___ _____

___ _____

Basketball, Softball, Baseball Athletes:
(These courses count for PE requirement.)

- ___ PE 136 Baseball Conditioning I (1)
- ___ PE 137 Basketball Conditioning-Men (1)
- ___ PE 138 Basketball Conditioning-Women (1)
- ___ PE 149 Softball Conditioning I (1)
- ___ PE 236 Baseball Conditioning II (1)
- ___ PE 237 Adv Basketball Condition-Men (1)
- ___ PE 238 Adv Basketball Condition-Women (1)
- ___ PE 249 Softball Conditioning II (1)

Note: A student must complete either 2 – 1 year programs or 1 -- 2 year program, plus take these general studies classes in order to be awarded an Associate in Applied Science degree. Technical courses can be no more than 5 years old.

ACCOUNTING

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (11 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research
OR SP 106 Public Speaking
OR SP 101 Oral Communications (3)

❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

❑ **Computer Literacy (3)**

___ BUS 130 Microcomputer Applications I (3)

❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

___ BUS 203 Macroeconomics (3)

HUMANITIES and FINE ARTS (3 Credits)

❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

❑ **Photography**

___ PHO 107 History of Photography (3)

❑ **Speech**

___ SP 103 Oral Interpretation (3)

❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

ACCOUNTING

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

MATHEMATICS OR SCIENCE (3 Credits)

- ❑ **Mathematics (100 level or above)**
- ❑ **Natural Sciences**

___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology w/lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

- ❑ **Physical Science**

___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

Note:
MAT 103 Intermediate Algebra is the preferred mathematics/science course for this degree

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)

___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 09/16

DEGREE REQUIREMENTS (21 Credits)

- ❑ BUS 103 Accounting I (3)
- ❑ BUS 105 Accounting II (3)
- ❑ BUS 117 Computerized Accounting (3)
- ❑ BUS 133 Micro Applications I: Spreadsheet (3)
- ❑ BUS 204 Microeconomics (3)
- ❑ BUS 213 Business Communications (3)
- ❑ BUS 216 Managerial Accounting (3)

ACCOUNTING ELECTIVES (Must take 8 credits)

- ❑ BUS 101 Introduction to Business (3)
- ❑ BUS 102 Personal Finance (3)
- ❑ BUS 108 Business Visitations (1)
- ❑ BUS 110 Records Management (3)
- ❑ BUS 115 Business Math using Calculator (3)
- ❑ BUS 127 Principles of Entrepreneurship I (3)

OPEN ELECTIVES (14 credits)

___ _____
___ _____
___ _____
___ _____
___ _____
___ _____
___ _____
___ _____
___ _____
___ _____

AGRIBUSINESS

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (12 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research
OR SP 106 Public Speaking
OR SP 101 Oral Communications (3)

- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (3)**

___ AB 227 Ag Microcomputer I (3)

- ❑ **Orientation (2)**

___ AB 114 Agricultural Orientation (2)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

- ❑ **Anthropology**

___ ANT 112 General Anthropology (3)

- ❑ **Criminal Justice**

___ CJ 120 Juvenile Delinquency (3)

- ❑ **Economics**

___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

- ❑ **Geography**

___ GEO 212 World Regional Geography (3)

- ❑ **Psychology**

___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

- ❑ **Political Science**

___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

- ❑ **Sociology**

___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

AGRIBUSINESS

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

MATHEMATICS or SCIENCE (3 Credits)

- ❑ **Mathematics (100 level or above)**
- ❑ **Natural Sciences**

___ BS 101 College Biology w/ lab (5)
___ BS 104 Human Anatomy w/ lab (4)
___ BS 105 Human Physiology w/ lab (4)
___ BS 107 Intro to Environmental Sci. w/ lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology (5)
___ BS 202 General Botany w/ lab (5)
___ BS 203 Microbiology w/ lab (5)

- ❑ **Physical Science**

___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics w/ lab (4)
___ PS 104 Physical Geology w/ lab (4)
___ PS 107 General Chemistry w/ lab (5)
___ PS 108 Astronomy w/ lab (4)
___ PS 111 College Chemistry I w/ lab (5)
___ PS 112 College Chemistry II w/ lab (5)
___ PS 203 General Physics I w/ lab (5)
___ PS 204 General Physics II w/ lab (5)
___ PS 210 Organic Chemistry I w/ lab (5)
___ PS 215 College Physics I w/ lab (5)
___ PS 216 College Physics II w/ lab (5)

DEGREE REQUIREMENTS (26 Credits)

- ❑ AB 108 Principles of Animal Science (3)
- ❑ AB 202 Agriculture Economics I (3)
- ❑ AB 203 Soils w/ lab (4)
- ❑ AB 207 Fundamentals of Animal Nutrition (3)
- ❑ AB 208 Applied Animal Nutrition (3)
- ❑ AB 210 Crop Science w/ lab (4)
- ❑ AB 216 Marketing Farm Products (3)
- ❑ BUS116 Introduction to Account (3)

AGRIBUSINESS ELECTIVES (Must take 4 credits)

- ❑ AB 220 Beef Production (3)
- ❑ AB 224 Range Management (3)
- ❑ AB 225 Animal Diseases & Health (3)

OPEN ELECTIVES (12 credits)

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Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)

___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 9/16

BUSINESS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (11 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research
OR SP 106 Public Speaking
OR SP 101 Oral Communications (3)

❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

❑ **Computer Literacy (3)**

___ BUS 130 Microcomputer Applications I (3)

❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

___ BUS 203 Macroeconomics (3)

HUMANITIES and FINE ARTS (3 Credits)

❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

❑ **Photography**

___ PHO 107 History of Photography (3)

❑ **Speech**

___ SP 103 Oral Interpretation (3)

❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

BUSINESS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

MATHEMATICS OR SCIENCE (3 Credits)

- ❑ **Mathematics (100 level or above)**
- ❑ **Natural Sciences**

___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology w/lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

- ❑ **Physical Science**

___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)

Note:
MAT 103 Intermediate Algebra is the preferred mathematics/science course for this degree

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)

___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

DEGREE REQUIREMENTS (21 Credits)

- ❑ BUS 103 Accounting I (3)
- ❑ BUS 105 Accounting II (3)
- ❑ BUS 117 Computerized Accounting (3)
- ❑ BUS 133 Micro Applications I: Spreadsheet (3)
- ❑ BUS 204 Microeconomics (3)
- ❑ BUS 213 Business Communications (3)
- ❑ BUS 216 Managerial Accounting (3)

BUSINESS ELECTIVES (Must take 6 credits)

- ❑ BUS 101 Introduction to Business (3)
- ❑ BUS 110 Records Management (3)
- ❑ BUS 115 Bus. Math using Calculators (3)
- ❑ BUS 127 Principles of Entrepreneurship I (3)
- ❑ BUS 205 Business Law (3)
- ❑ BUS 210 Marketing (3)

OPEN ELECTIVES (16 credits)

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Revised 9/16

COMMERCIAL PHOTOGRAPHY

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (11 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**
  OR ENG 103 Composition II: Rhetoric and Research
  OR SP 106 Public Speaking
  OR SP 101 Oral Communications (3)
- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (3)**

___ A 224 Computer Graphics: Enhanced Photo (3)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

- ❑ **Anthropology**

___ ANT 112 General Anthropology (3)

- ❑ **Criminal Justice**

___ CJ 120 Juvenile Delinquency (3)

- ❑ **Economics**

___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

- ❑ **Geography**

___ GEO 212 World Regional Geography (3)

- ❑ **Psychology**

___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

- ❑ **Political Science**

___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

- ❑ **Sociology**

___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

MATHEMATICS OR SCIENCE (3 Credits)

- ❑ **Mathematics (100 level or above)**
- ❑ **Natural Sciences**

___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

- ❑ **Physical Science**

___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

HUMANITIES and FINE ARTS (3 Credits)

___ PHO 107 History of Photography (3)

COMMERCIAL PHOTOGRAPHY

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

DEGREE REQUIREMENTS (23 Credits)

- ❑ PHO 104 Intro. to Digital Photography (3)
- ❑ PHO 105 Intro. to Film Photography (3)
- ❑ PHO 108 Applied Photography I (1)
- ❑ PHO 109 Studio Photography I (1)
- ❑ PHO 203 Color Photography (3)
- ❑ PHO 205 Lighting Techniques (3)
- ❑ PHO 207 Advanced Digital Photography (3)
- ❑ PHO 208 Applied Photography II (1)
- ❑ PHO 209 Studio Photography II (1)
- ❑ PHO 260 Portfolio Preparation (1)
- ❑ A 121 Design Software Applications (3)

PHOTOGRAPHY ELECTIVES (Must take 9 credits)

- ❑ PHO 210 Landscape Photography (3)
- ❑ A 103 Two Dimensional Design (3)
- ❑ A 104 Three Dimensional Design (3)
- ❑ A 105 Prints I (3)
- ❑ A 107 Drawing I (3)
- ❑ A 108 Drawing II (3)
- ❑ A 112 Ceramics I (3)
- ❑ A 113 Typography (3)
- ❑ A 117 Ceramics II (3)
- ❑ A 139 Web Design I (3)

OPEN ELECTIVES (11 credits)

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Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)

___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 9/16

CRIMINAL JUSTICE

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (11 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research
OR SP 106 Public Speaking
OR SP 101 Oral Communications (3)

❑ Physical Education (1)

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

❑ Computer Literacy (3)

___ BUS 130 Microcomputer Applications I (3)

❑ Orientation (1)

___ COL 103 College Success & Orientation (1)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

___ CJ 120 Juvenile Delinquency (3)

HUMANITIES and FINE ARTS (3 Credits)

❑ Art

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

❑ Foreign Language

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

❑ History

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

❑ Literature

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

❑ Music

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

❑ Philosophy

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

❑ Photography

___ PHO 107 History of Photography (3)

❑ Speech

___ SP 103 Oral Interpretation (3)

❑ Theatre

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

Note: LG 101 Spanish I is the preferred Arts and Humanities course for this degree.

CRIMINAL JUSTICE

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

MATHEMATICS OR SCIENCE (3 Credits)

- ❑ **Mathematics (100 level or above)**
- ❑ **Natural Sciences**

___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

- ❑ **Physical Science**

___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

DEGREE REQUIREMENTS (25 Credits)

- ❑ CJ 100 Introduction to Criminal Justice (3)
- ❑ CJ 105 Introduction to Corrections (3)
- ❑ CJ 110 Fundamentals of Investigations (3)
- ❑ CJ 140 Police Patrol Procedures (3)
- ❑ CJ 201 Criminal Law (3)
- ❑ CJ 205 Critical Issues in Law Enforcement (3)
- ❑ CJ 220 Practicum in Criminal Justice (3)
- ❑ CJ 220A Practicum in Criminal Justice (1)
- ❑ PE 113 First Aid & Safety (3)

CRIMINAL JUSTICE ELECTIVES (Must take 3 credits)

- ❑ CJ 111 Forensic Investigation (2)
- ❑ PSY 101 General Psychology (3)
- ❑ POL 100 U S Government (3)
- ❑ SOC 101 General Sociology (3)

OPEN ELECTIVES (15 credits)

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Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)

___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 12/16

EARLY CHILDHOOD

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (12 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature & Research OR ENG 103 Composition II: Rhetoric & Research (3)**
- ❑ **SP 106 Public Speaking OR SP 101 Oral Communication (3)**
- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App. I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

EARLY CHILDHOOD

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 120 Juvenile Delinquency (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

MATHEMATICS OR SCIENCE (3 Credits)

❑ **Mathematics (100 level or above)**

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics w/ lab (4)
___ PS 104 Physical Geology w/ lab (4)
___ PS 107 General Chemistry w/ lab (5)
___ PS 108 Astronomy w/ lab (4)
___ PS 111 College Chemistry I w/ lab (5)
___ PS 112 College Chemistry II w/ lab (5)
___ PS 203 General Physics I w/ lab (5)
___ PS 204 General Physics II w/ lab (5)
___ PS 210 Organic Chemistry I w/ lab (5)
___ PS 215 College Physics I w/ lab (5)
___ PS 216 College Physics II w/ lab (5)

DEGREE REQUIREMENTS (33 CREDITS)

___ ECH 100 Fundamentals of Early Childhood (3)
___ ECH 110 Functions of Child Development I (3)
___ ECH 115 Functions of Child Development II (3)
___ ECH 150 Creative Experiences (3)
___ ECH 160 Observe & Interact w/ Young Child. (3)
___ ECH 180 ECH Literacy and Language Development (3)
___ ECH 200 Program Planning & Development (3)
___ ECH 210 Family Involvement in Education (3)
___ ECH 220 Principles of Inclusion (3)
___ ECH 202 Early Childhood Mentoring & Leadership (3)
___ ECH 250 Early Childhood Practicum (3)

APPROVED ELECTIVES (9 credits)

___ ECH 101 Recognizing Child Abuse, Neglect, & Head Trama (1)
___ ECH 105 Early Childhood Cultural Competence (1)
___ ECH 109 Bullying Prevention and Response (1)
___ HMS 100 Fundamentals of Human Services (3)
___ HMS 112 Home Visitor I, Early Childhood (3)
___ HMS 115 Home Visitor II, Early Childhood (3)
___ LG 105 American Sign Language I (3)
___ LG 106 American Sign Language II (3)

Revised 9/16

GRAPHIC DESIGN

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (9 Credits)

- ☐ ENG 101 Composition I (3)
- ☐ ENG 102 Composition II: Literature & Research
  OR ENG 103 Composition II: Rhetoric & Research
  OR SP 106 Public Speaking
  OR SP 101 Oral Communications (3)
- ☐ Physical Education (1)
  - ___ PE 119 Tennis (1)
  - ___ PE 121 Volleyball (1)
  - ___ PE 122 Archery (1)
  - ___ PE 124 Weightlifting I (1)
  - ___ PE 129 Basketball (1)
  - ___ PE 134 Golf (1)
  - ___ PE 135 Running Awareness (1)
  - ___ PE 139 Lifetime Fitness (2)
  - ___ PE 140 Advanced Weightlifting/Condition I (1)
  - ___ PE 141 PE for Men (1)
  - ___ PE 240 Advanced Weightlifting/Condition II (1)
  - ___ PE 241 Weightlifting II (1)
- ☐ Computer Literacy (3)
  - ___ A 224 Computer Graphics: Enhanced Photography (3)
- ☐ Orientation (1)
  - ___ COL 103 College Success & Orientation (1)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

- ☐ Anthropology
  - ___ ANT 112 General Anthropology (3)
- ☐ Criminal Justice
  - ___ CJ 120 Juvenile Delinquency (3)
- ☐ Economics
  - ___ BUS 203 Macroeconomics (3)
  - ___ BUS 204 Microeconomics (3)
- ☐ Geography
  - ___ GEO 212 World Regional Geography (3)
- ☐ Psychology
  - ___ PSY 101 General Psychology (3)
  - ___ PSY 205 Human Growth & Development (3)
- ☐ Political Science
  - ___ POL 100 United States Government (3)
  - ___ POL 101 Introduction to Political Science (3)
  - ___ POL 115 State & Local Government (3)
- ☐ Sociology
  - ___ SOC 101 General Sociology (3)
  - ___ SOC 102 Marriage & the Family (3)
  - ___ SOC 104 Introduction to Social Work (3)

MATHEMATICS OR SCIENCE (9 Credits)

- ☐ Mathematics (100 level or above)
- ☐ Natural Sciences
  - ___ BS 101 College Biology with lab (5)
  - ___ BS 104 Human Anatomy with lab (4)
  - ___ BS 105 Human Physiology with lab (4)
  - ___ BS 107 Intro to Environmental Sci. with lab (4)
  - ___ BS 110 Nutrition (3)
  - ___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
  - ___ BS 201 General Zoology with lab (5)
  - ___ BS 202 General Botany with lab (5)
  - ___ BS 203 Microbiology with lab (5)
- ☐ Physical Science
  - ___ PS 101 College Physical Science with lab (5)
  - ___ PS 102 Concepts of Physics with lab (4)
  - ___ PS 104 Physical Geology with lab (4)
  - ___ PS 107 General Chemistry with lab (5)
  - ___ PS 108 Astronomy with lab (4)
  - ___ PS 111 College Chemistry I with lab (5)
  - ___ PS 112 College Chemistry II with lab (5)
  - ___ PS 203 General Physics I with lab (5)
  - ___ PS 204 General Physics II with lab (5)
  - ___ PS 210 Organic Chemistry I with lab (5)
  - ___ PS 215 College Physics I with lab (5)
  - ___ PS 216 College Physics II with lab (5)

HUMANITIES and FINE ARTS (3 Credits)

- ___ A 202 Art History II (3)

GRAPHIC DESIGN

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

DEGREE REQUIREMENTS (19 Credits)

- ❑ A 103 2-Dimensional Design (3)
- ❑ A 107 Drawing I (3)
- ❑ A 108 Drawing II (3)
- ❑ A 113 Typography (3)
- ❑ A 215 Graphic Design (3)
- ❑ A 260 Portfolio Preparation (1)
- ❑ PHO 104 Intro, to Digital Photography (3)

OPEN ELECTIVES (12 credits)

___ _____
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GRAPHIC DESIGN ELECTIVES (Must take 12 credits)

- ❑ A 104 Three Dimensional Design (3)
- ❑ A 105 Prints I (3)
- ❑ A 110 Painting I (3)
- ❑ A 112 Ceramics I (3)
- ❑ A 117 Ceramics II (3)
- ❑ A 121 Design Software Application (3)
- ❑ A 139 Computer Graphics: Web Design (3)
- ❑ A 223 Computer Graphics: Illustration (3)
- ❑ A 250 Advanced Studio I (1)
- ❑ A 251 Advanced Studio II (1)
- ❑ PHO 203 Color Photography (3)
- ❑ PHO 107 History of Photography (3)
- ❑ BUS 101 Introduction to Business (3)
- ❑ BUS 210 Marketing (3)
- ❑ BUS 246D Micro Appl. I: Web Design (2)

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)

___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 09/16

MEDICAL CODING

ASSOCIATE IN APPLIED SCIENCE
(64 TOTAL CREDIT HOURS)

BASIC SKILLS (10 Credits)

- ❑ **ENG 101 Composition I (3)**

- ❑ **ENG 102 Composition II: Literature & Research**
  OR ENG 103 Composition II: Rhetoric & Research (3)
  OR SP 106 Public Speaking (3)
  OR SP 101 Oral Communication (3)

- ❑ **Computer Literacy (1)**
  ___ BUS 130 Microcomputer Applications I (3)

- ❑ **Orientation (1)**
  ___ COL 103 College Success & Orientation (1)

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

- ❑ **Anthropology**
  ___ ANT 112 General Anthropology (3)
- ❑ **Criminal Justice**
  ___ CJ 100 Intro to Criminal Justice (3)
  ___ CJ 120 Juvenile Delinquency (3)
- ❑ **Economics**
  ___ BUS 203 Macroeconomics (3)
  ___ BUS 204 Microeconomics (3)
- ❑ **Geography**
  ___ GEO 212 World Regional Geography (3)
- ❑ **Psychology**
  ___ PSY 101 General Psychology (3)
  ___ PSY 205 Human Growth & Development (3)
- ❑ **Political Science**
  ___ POL 100 United States Government (3)
  ___ POL 101 Introduction to Political Science (3)
  ___ POL 115 State & Local Government (3)
- ❑ **Sociology**
  ___ SOC 101 General Sociology (3)
  ___ SOC 102 Marriage & the Family (3)
  ___ SOC 104 Introduction to Social Work (3)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**
  ___ A 101 Art Appreciation (3)
  ___ A 201 Art History I (3)
  ___ A 202 Art History II (3)
- ❑ **Foreign Language**
  ___ LG 101 Spanish I (5)
  ___ LG 102 Spanish II (5)
  ___ LG 201 Spanish III (3)
- ❑ **History**
  ___ HIS 101 United States History I (3)
  ___ HIS 102 United States History II (3)
  ___ HIS 103 History of Western Civilization I (3)
  ___ HIS 104 History of Western Civilization II (3)
  ___ HIS 202 Introduction to Ancient History (3)
  ___ HIS 204 Readings in Western Civilization I (3)
- ❑ **Literature**
  ___ ENG 104 Introduction to Literature (3)
  ___ ENG 202 American Literature I (3)
  ___ ENG 208 Introduction to Short Story (3)
  ___ ENG 209 American Literature II (3)
  ___ ENG 210 World Literature I (3)
  ___ ENG 211 World Literature II (3)
  ___ ENG 212 English Literature I (3)
  ___ ENG 213 English Literature II (3)
  ___ LS 102 Children's Literature (3)
- ❑ **Music**
  ___ M 103 Music History/Appreciation (3)
  ___ M 146 Musical Theatre History (3) (=TH 146)
  ___ M 162 Introduction to World Music (3)
  ___ M 223 History of Jazz (3)
- ❑ **Philosophy**
  ___ PHI 101 Introduction to Philosophy (3)
  ___ PHI 102 Introduction to Ethics (3)
  ___ PHI 103 Logic & Critical Thinking (3)
  ___ PHI 105 Religions of the World (3)
- ❑ **Photography**
  ___ PHO 107 History of Photography (3)
- ❑ **Speech**
  ___ SP 103 Oral Interpretation (3)
- ❑ **Theatre**
  ___ TH 105 Introduction to Drama (3)
  ___ TH 108 History/Appreciation of Theatre Arts (3)
  ___ TH 146 Musical Theatre History (3) (=M 146)
  ___ TH 208 Film Appreciation (3)

MEDICAL CODING

ASSOCIATE IN APPLIED SCIENCE
(64 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

SCIENCE REQUIREMENTS (8 Credits)

___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)

DEGREE REQUIREMENTS (41 Credits)

- ❑ BS 109 Medical Terminology (3)
- ❑ HS 101 Introduction to Health Information (4)
- ❑ HS 103 Legal and Ethical Issues in Health Care (3)
- ❑ HS 105 Insurance and Health Information Compliance (3)
- ❑ HS 110 Pathopharmacology for Health Science (4)
- ❑ HS 115 International Classification of Disease (ICD) Coding I (3)
- ❑ HS 118 Current Procedural Terminology (CPT) Coding I (3)
- ❑ HS 120 Healthcare Computer Applications and Electronic Encoder (3)
- ❑ HS 125 International Classification of Disease (ICD) Procedural Coding (3)
- ❑ HS 130 Reimbursement Methodologies (Physician) (3)
- ❑ HS 210 International Classification of Disease (ICD) Coding II (3)
- ❑ HS 218 Current Procedural Terminology (CPT) Coding II (3)
- ❑ HS 225 Healthcare Coding Practicum (3)

Revised 10/17

PERSONAL FITNESS TRAINER

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (18 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature & Research**

OR ENG 103 Composition II: Rhetoric & Research (3)

- ❑ **SP 106 Public Speaking**

OR SP 101 Oral Communications (3)

- ❑ **Physical Education (5)**

___ PE 110 Rules and Officiating I (2)
___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting (1)
___ PE 125 Introduction to Recreation (3)
___ PE 129 Basketball I (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 139A Lifetime Fitness (3)
___ PE 140 Advanced Weightlifting/Conditioning (1)
___ PE 141 PE for Men (1)
___ PE 143 Introduction to Athletic Training I (3)
___ PE 149 Softball Conditioning I (1)
___ PE 220 Theory of Coaching Basketball (2)
___ PE 221 Theory of Coaching Track and Field (2)
___ PE 222 Theory of Coaching Football (2)
___ PE 223 Theory of Coaching Baseball (2)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Advanced Basketball Conditioning-M (1)
___ PE 238 Advanced Basketball Conditioning-W (1)
___ PE 240 Advanced Weightlifting/Conditioning II (1)
___ PE 241 Weightlifting II (1)
___ PE 249 Softball Conditioning II (1)

- ❑ **Computer Literacy (3)**

___ BUS 130 Microcomputer Applications I (3)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

PERSONAL FITNESS TRAINER

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)
- ❑ PSY 101 General Psychology (3)

SCIENCE (11 Credits)
- ❑ BS 104 Human Anatomy with lab (4)
- ❑ BS 105 Human Physiology with lab (4)
- ❑ BS 110 Nutrition (3)

DEGREE REQUIREMENTS (28 Credits)
- ❑ BS 241 CPR Basic (1)
- ❑ BUS 112 Business of Personal Training (3)
- ❑ PE 112 Personal & Community Health (3)
- ❑ PE 113 First Aid and Safety (3)
- ❑ PE 150 Personal Trainer Field Experience (1)
- ❑ PE 150A Personal Trainer Field Experience (1)
- ❑ PE 150B Personal Trainer Field Experience (1)
- ❑ PE 150C Personal Trainer Field Experience (1)
- ❑ PE 210 Advanced Concepts in Personal Training (5)
- ❑ PE 224 Care and Prevention of Injuries (3)
- ❑ PE 250 Exercise Physiology (3)
- ❑ PSY 280 Health Psychology (3)

Revised Nov/2016

PRECISION AGRICULTURE

ASSOCIATE IN APPLIED SCIENCE
(65 TOTAL CREDIT HOURS)

BASIC SKILLS (12 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**

OR ENG 103 Composition II: Rhetoric and Research
OR SP 106 Public Speaking
OR SP 101 Oral Communications (3)

- ❑ **Physical Education (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (3)**

___ AB 227 Agriculture Microcomputer I (3)
___ BUS 130 Microcomputer Applications I (3)

- ❑ **Orientation (2)**

___ AB 114 Agriculture Orientation (2)

DEGREE REQUIREMENTS (42 Credits)

- ❑ AB 126 Principles of Agronomy (3)
- ❑ AB 128 Agricultural Electronic Devices & Systems (3)
- ❑ AB 130 Precision Farming Systems (3)
- ❑ AB 132 Agricultural Data Management System (3)
- ❑ AB 134 Precision Farming Hardware (3)
- ❑ AB 136 Introduction to Geographic Information Systems (3)
- ❑ AB 138 Remote Sensing (3)
- ❑ AB 142 Field Mapping for Decision Making (3)
- ❑ AB 144 Advanced Geographic Information Systems (3)
- ❑ AB 146 Aerial Systems Management (2)
- ❑ AB 148 Positioning Systems Management (3)
- ❑ AB 203 Soil Science with lab (4)
- ❑ AB 224 Range Management (3)

OR AB 202 Agriculture Economics (3)

- ❑ AB 244 Precision Agriculture Capstone (3)
- ❑ AB 295 Occupational Work Experience (0)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic and Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

PRECISION AGRICULTURE

ASSOCIATE IN APPLIED SCIENCE
(65 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

❑ **Anthropology**
___ ANT 112 General Anthropology (3)
❑ **Criminal Justice**
___ CJ 100 Intro to Criminal Justice (3)
___ CJ 120 Juvenile Delinquency (3)
❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)
❑ **Geography**
___ GEO 212 World Regional Geography (3)
❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)
❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)
❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

PHYSICAL SCIENCES (5 Credits)

❑ **Physical Science**
___ PS 107 General Chemistry I with lab (5)
___ PS 111 College Chemistry I with lab (5)

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)
___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 11/17

RISK MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

BASIC SKILLS (9 Credits)

- ❑ **ENG 101 Composition I (3)**
- ❑ **ENG 102 Composition II: Literature and Research**
  OR ENG 103 Composition II: Rhetoric and Research
  OR SP 106 Public Speaking
  OR SP 101 Oral Communications (3)
- ❑ **Physical Education Elective (1)**

___ PE 119 Tennis (1)
___ PE 121 Volleyball (1)
___ PE 122 Archery (1)
___ PE 124 Weightlifting I (1)
___ PE 129 Basketball (1)
___ PE 134 Golf (1)
___ PE 135 Running Awareness (1)
___ PE 139 Lifetime Fitness (2)
___ PE 140 Advanced Weightlifting/Condition I (1)
___ PE 141 PE for Men (1)
___ PE 240 Advanced Weightlifting/Condition II (1)
___ PE 241 Weightlifting II (1)

- ❑ **Computer Literacy (1)**

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)
___ BUS 130 Microcomputer Applications I (3)
___ BUS 132 Micro App. I: Outlook (1)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 136 Micro App I: Desktop Publishing (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 151 Micro App I: Electronic Bus Pres (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 182 Micro App I: Database Manage (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 185 Micro App I: Desktop Publishing (1)
___ BUS 186 Micro App I: Integrated Software (1)
___ BUS 188 Computer Applications I: Windows (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)
___ BUS 246D Micro App I: Web Design (2)

- ❑ **Orientation (1)**

___ COL 103 College Success & Orientation (1)

HUMANITIES and FINE ARTS (3 Credits)

- ❑ **Art**

___ A 101 Art Appreciation (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

- ❑ **Foreign Language**

___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

- ❑ **History**

___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

- ❑ **Literature**

___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

- ❑ **Music**

___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (=TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz (3)

- ❑ **Philosophy**

___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logic & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

- ❑ **Photography**

___ PHO 107 History of Photography (3)

- ❑ **Speech**

___ SP 103 Oral Interpretation (3)

- ❑ **Theatre**

___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (=M 146)
___ TH 208 Film Appreciation (3)

RISK MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE
(63 TOTAL CREDIT HOURS)

HIGHLAND COMMUNITY COLLEGE

SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

❑ **Anthropology**
___ ANT 112 General Anthropology (3)

❑ **Criminal Justice**
___ CJ 120 Juvenile Delinquency (3)

❑ **Economics**
___ BUS 203 Macroeconomics (3)
___ BUS 204 Microeconomics (3)

❑ **Geography**
___ GEO 212 World Regional Geography (3)

❑ **Psychology**
___ PSY 101 General Psychology (3)
___ PSY 205 Human Growth & Development (3)

❑ **Political Science**
___ POL 100 United States Government (3)
___ POL 101 Introduction to Political Science (3)
___ POL 115 State & Local Government (3)

❑ **Sociology**
___ SOC 101 General Sociology (3)
___ SOC 102 Marriage & the Family (3)
___ SOC 104 Introduction to Social Work (3)

MATHEMATICS OR SCIENCE (3 Credits)

❑ **Mathematics (100 level or above)**

❑ **Natural Sciences**
___ BS 101 College Biology with lab (5)
___ BS 104 Human Anatomy with lab (4)
___ BS 105 Human Physiology with lab (4)
___ BS 107 Intro to Environmental Sci. with lab (4)
___ BS 110 Nutrition (3)
___ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
___ BS 201 General Zoology with lab (5)
___ BS 202 General Botany with lab (5)
___ BS 203 Microbiology with lab (5)

❑ **Physical Science**
___ PS 101 College Physical Science with lab (5)
___ PS 102 Concepts of Physics with lab (4)
___ PS 104 Physical Geology with lab (4)
___ PS 107 General Chemistry with lab (5)
___ PS 108 Astronomy with lab (4)
___ PS 111 College Chemistry I with lab (5)
___ PS 112 College Chemistry II with lab (5)
___ PS 203 General Physics I with lab (5)
___ PS 204 General Physics II with lab (5)
___ PS 210 Organic Chemistry I with lab (5)
___ PS 215 College Physics I with lab (5)
___ PS 216 College Physics II with lab (5)

DEGREE REQUIREMENTS (36 Credits)

❑ RM 100 Security and Loss Prevention I (3)
❑ RM 110 Risk Assessment I (3)
❑ RM 111 Investigations in the Workplace (3)
❑ RM 112 Security and Loss Prevention II (3)
❑ RM 114 Risk Control I (3)
❑ RM 115 Assess & Prevention of Workplace Violence (3)
❑ RM 116 Safety I (3)
❑ RM 117 Foundations of Information Systems Security and Loss Prevention (3)
❑ RM 200 Risk Finance I (3)
❑ RM 201 Safety II (3)
❑ RM 202 Risk Communication I (3)
❑ RM 204 Risk Quality (3)

OPEN ELECTIVES (9 credits)

___ _____
___ _____
___ _____

Basketball, Softball, Baseball Athletes:
(Qualifying courses for PE requirement)
___ PE 136 Baseball Conditioning I (1)
___ PE 137 Basketball Conditioning-Men (1)
___ PE 138 Basketball Conditioning-Women (1)
___ PE 149 Softball Conditioning I (1)
___ PE 236 Baseball Conditioning II (1)
___ PE 237 Adv Basketball Condition-Men (1)
___ PE 238 Adv Basketball Condition-Women (1)
___ PE 249 Softball Conditioning II (1)

Revised 10/16

A 101 Art Appreciation **3**
This course is an introduction to the fundamentals of the visual arts. The course focuses on the importance of art in the contemporary world as well as the historical aspects of art and its influence on Western culture today.

A 103 2-D Design **3**
This course provides an introductory study of the elements and principles of two-dimensional design. Emphasis will be placed on two-dimensional spatial organization. A variety of materials and approaches will be explored and applied.

A 104 3-D Design **3**
This studio design course covers the elements and principles of three-dimensional design. Course projects will deal with the linear and planar aspects of 3-D design as well as the structural concepts of volume, mass, and form.

A 105 Prints I **3**
This course provides an introduction to the tools, methods, and techniques used in intaglio and relief printing processes. Emphasis will be placed on the variety of ways to create an intaglio plate, such as etching, soft mezzotint, engraving, aquatint, and drypoint. Relief processes such as linocut and woodcut will also be included.

A 107 Drawing I **3**
This course will cover the fundamentals of drawing as applied to the realistic and expressive representation of objects through the use of various media, approaches, and techniques. Emphasis will be placed on composition, line, value, texture, and spatial relationships.

A 108 Drawing II **3**
This class continues the investigation of various drawing media with an emphasis on creative expression. The course will cover techniques as well as compositional problems. Subject matter will include still life, landscape, the figure, and invented compositions. *PreReq: A 107*

A 110 Painting I **3**
This course will provide a brief history of painting and an introduction to the color wheel and various painting techniques. The course will emphasize the use of oil and acrylic paint, and projects will deal with line, color, form, texture, and space in both representational and non-objective subject matter.

A 111 Painting II **3**
This course will provide a continuation of Painting I concepts and will also emphasize individual expression and exploration. *PreReq: A 110*

A 112 Ceramics I **3**
This course will provide an introduction to the use of clay as an art medium. The course will cover traditional techniques used in hand-building and wheel thrown forming methods and will also introduce ceramic glazes, slips, stains, and firing methods.

A 113 Typography **3**
This course will provide a study of the principles of contemporary typographic design. The course will focus on size, form, contrast, color, spacing, and design of the printed word and printed page. Typography production from traditional letterpress through photomechanical processes will also be discussed. The course will provide an introduction to the Macintosh computer and the latest graphic design software.

A 117 Ceramics II **3**
This course continues the instruction and skill building begun in Ceramics I. The course will emphasize the development of sound clay design and form and will cover contemporary hand-building and throwing techniques, as well as kiln firing and glaze formulation. *PreReq: A 112*

A 121 Design Software Applications **3**
This course provides an introduction to computer hardware, software, and peripherals commonly used by graphic designers and professional artists. Students will complete projects using graphic design software.

A 123 Design Software Applications **3**
This course introduces students to the use of digital technology using state-of-the-art computer illustration software. Projects will incorporate use of the Macintosh computer for digital imaging and manipulation, as well as image editing, scanning, and printing.

A 139 Computer Graphics -Web Design **3**
This course provides an introduction to basic web page and site design. The course will focus on applying strong design principles to create effective page and site projects using Macintosh computers and web design software. *PreReq: A121*

A 201 Art History I **3**
This course provides an introductory survey of the art and architecture of the Western world from Prehistoric times through the Early Renaissance. Because of the extensive time period and the number of civilizations being examined, the course will focus on art objects and monuments that are most representative and significant for each historical period. A broad range of art forms will be examined, including monumental architecture, sculpture, ceramics, paintings (including frescoes, mosaics, and manuscripts), textiles, and metalwork.

A 202 Art History II **3**
This course provides an introductory survey of the art and architecture of the Western world from the Renaissance through Modern periods, ending with a survey of trends in contemporary American and European art. The course will explore the relationships between the art periods and styles as well as the achievements of individual artists. Because of the extensive time period and the number of cultures and styles being examined, the course will focus on art objects and monuments that are most representative and significant for each historical period. A broad range of art forms will be examined, including monumental architecture, sculpture,

ceramics, paintings (including frescoes, mosaics, and manuscripts), textiles, and metalwork.

A 205 Art Methods **3**
This course will focus on the principles and practices of teaching art to children from preschool through middle school.

A 215 Graphic Design **3**
This course covers the resources, materials, and procedures of graphic design. The course will provide an introduction to problem solving, basic layout skills, and graphic design terminology. An introduction to the Macintosh computer with the latest graphic software will be included. Projects will emphasize color, form, and typography.

A 223 Computer Graphics - Illustration **3**
This course provides an introduction to contemporary illustration practice, including the use of traditional drawing, painting, and print-making techniques supplemented with digital manipulation using the most recent version of Adobe Illustrator and Adobe Photoshop. The course also covers hand rendering, computer rendering, scanning, digital tablet use, image manipulation, and printing. The course will also focus on a client based approach to image creation, emphasizing the development of concepts and ideas concluded by finished images. *PreReq: None, A 103 or A 121 recommended*

A 224 Computer Graphics - Enhanced Photography **3**
This course provides experience in the use of high-tech enhanced photography software. Course projects will incorporate use of Macintosh computers and Adobe Photoshop software for digital imaging and manipulation as well as image editing, scanning, and printing.

A 240 Art Seminar **1**
This course is designed for students interested in research, discussion, and studio experience in various media within academic or vocational areas such as art education, art therapy, computer graphics, graphic design, interior design, and studio art. *PreReq: Sophomore standing*

A 250 Advanced Studio I **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: Any previous studio course*

A 251 Advanced Studio II **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: A 250*

A 252 Advanced Studio III **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: A 251*

A 253 Advanced Studio IV **1**
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. *PreReq: A 252*

A 260 Portfolio Preparation **1**
This course is intended to provide students with the skills and knowledge to design and prepare a portfolio that can be used for college admissions or scholarship applications as well as for pursuing employment opportunities. *Pre Req: Sophomore standing*

AB 101 Small Scale Local Food Production **3**
This course will cover garden practices as they relate to food production. Fruit and vegetables will be raised in a College garden site. The course will specifically cover the principles of plant growth, garden planning, soil preparation, planting and tending crops, marketing, and processing garden produce.

AB 108 Principles of Animal Science **3**
This course will provide an introduction to the field of animal science. The course will focus on fundamental concepts of genetics, animal breeding, physiology, anatomy, nutrition, digestion, and the scope of the livestock industry. *PreReq: AB 114 or permission*

AB 114 Orientation **2**
This course will provide an introduction to the various careers in agriculture. The course will also cover career and job trends, setting academic goals, note taking, designing a term study plan, preparing for tests, and test taking strategies and skills.

AB 120 Introduction to Beekeeping **3**
This course will provide an introduction to the basics of beekeeping. The course will cover equipment and supplies necessary for setting up an apiary, appropriate apiary locations, installing a colony of bees, and checking the progress of a colony.

AB 121 Honey Products Development & Marketing **3**
This course is designed to provide an introduction to the legal requirements of honey product packaging and quality control of the product. The course will also cover packaging and marketing strategies to maximize profits. Other value-added products will be introduced for diversification of sales possibilities.

AB 122 Colony Health & Treatment of Disease **1**
This course is designed to provide an introduction to the recognition, diagnosis, and treatment of honeybee diseases and pests. The course will also cover preventative maintenance methods for general colony health.

AB 123 Spring Apiary Management **2**
This course is designed to provide an introduction to the basics of spring apiary management. The course will cover preparing colonies for spring honey production, promoting colony health, and increasing the number of colonies.

**indicates a technical course*

AB 124 Beekeeping Equipment Construction 1
This course will provide a hands-on learning experience in making a complete beehive from wood. The course will also cover assembling pre-made beehive components. *PreReq: Permission*

AB 126 Principles of Agronomy 3
This course will provide instruction in crop plant classification, use, and identification. The course also covers cropping systems, tillage methods, planting methods, harvesting methods, and crop growth patterns. Course emphasis will be balanced between theoretical and practical crop science.

AB 128* Agriculture Electronic Devices/System 3
This course is designed for students with basic electrical knowledge and will provide information on how agribusiness and industrial machines are controlled. The course will cover basic concepts, such as 2 and 3 wire control systems, as well as more complex systems, including the applications and limitations of Programmable Logic Controllers (PLCs). Applications of this technology and the language of how to read and understand ladder diagrams and wiring diagrams will also be emphasized.

AB 130* Precision Farming Systems 3
This course presents an overview of precision farming concepts and the tools of precision farming (Global Positioning System, Geographic Information System, and Intelligent Devices and Implements). The course will provide experience using these tools within the processes of a precision farming system, and hands-on activities with local data will be included. Economic and environmental benefits are also covered.

AB 132* Advanced Precision Farming Systems 3
This course will cover the use of precision farming software, including initial setup, creating management and production lists, saving and unloading data cards, and processing field data. The course will also cover using the software to create reports and prescription/application maps. Deere Apex, Ag Leader Spatial Management System, and FarmWorks SiteMate will be the packages used. This is a project driven course in which the instructor will provide guidance, with students required to read software documentation to complete most of the tasks.

AB 134* Advanced Precision Farming Hardware 3
This course will cover the use of various precision farming hardware components. The course will include basic concepts of electricity, electronics, hydraulics, and pneumatics and will provide hands-on experience in the installation of display modules, Global Positioning System (GPS) units, and control components. This is a project driven course which requires students to use technical manuals for installations. Systems used for the course will include Deere Greenstar, Deere StarFire Real Time Kinematics (RTK), Ag Leader guidance, Case IH yield monitoring, and Rawson variable rate hydraulic unit.

AB 136* Geographic Information Systems 3
This course covers fundamental concepts and theories from the geospatial, cartographic, and computing sciences relevant to the emergence, use, and development of Geographic Information Systems (GIS). The course will focus on GIS, Global Positioning Systems (GPS), and remote sensing as well as spatial data production, analysis, and management. The course will combine a review of theoretical foundations with hands-on practical exercises in collecting, analyzing, and producing geospatial and attribute information.

AB 138* Remote Sensing 3
This course will cover the concepts of radiometric and photometric measurements: propagation, irradiance, radiance, radiant intensity, luminance, and radiant existence. Calibration and characteristics of remote sensing data and data analysis techniques will be included. The course will also focus on the interaction between electromagnetic radiation and matter and the effects of the atmosphere on light propagation and remote sensing experiments. Class work will include laboratory and teamwork exercises and will also provide practical experience in the technical workplace.

AB 142* Mapping for Decision Making 3
This intermediate course focuses on the concepts and procedures used in discovering and applying the spatial relationships within and among maps. The course applies the mapping and geo-query capabilities of Geographic Information System (GIS) technology to map analysis and construction of spatial models. The course also provides a comprehensive framework that addresses a wide range of applications from natural resources to geo-business.

AB 144* Intermediate GIS 3
This course will cover advanced topics and current techniques in Geographic Information Science (GISci). The course will emphasize both theory and practice and will go beyond the development of geographic mapping technology to focus on integrated systems. The course will cover data models, spatial data quality and uncertainty modeling, network analysis and modeling, digital terrain modeling, spatial interpolation, 3-D mapping and visualization, mobile Geographic Information System (GIS) mapping, and Internet GIS.

AB 146* Aerial Systems Management 2
This course introduces Unmanned Aerial Systems (UAS) platforms, their history, and commercial applications, with special emphasis in Precision Agriculture, Federal Aviation Administration (FAA) regulatory framework, data collection, privacy issues, and navigation concepts. Although instruction will cover content that is needed to pass the certification test for flying drones, no certification will be awarded as part of this class in the actual flight of unmanned aerial vehicles. Further training and instruction will be required for students wishing to acquire and/or pilot aerial vehicles, and students will be responsible for pursuing that certification through testing.

AB 148* Positioning Systems Management 3
The Global Navigation Satellite System (GNSS) is a worldwide, satellite-based navigation system used for aviation, remote sensing, shipping, vehicle tracking, surveying, time transfer, search and rescue operations, and personal communications via satellite. This course provides an introduction to this rapidly growing field,

**indicates a technical course*

covering both applications and the technology that makes satellite navigation possible. It is by nature an interdisciplinary course, covering subject material in orbit prediction, satellite systems, signal processing, error modeling, computer programming, digital and microwave electronics.

AB 202 Agriculture Economics I **3**
This course provides an introduction to the field of agricultural economics as well as some of the basic tools and concepts of decision making. Concepts are illustrated in terms of selected contemporary social and economic issues, including the role of agriculture in both the national and international dimensions. Topics will include the structure of U.S. agriculture, consumer food issues, world food problems, agribusiness, and rural development.

AB 203 Soils and Soils Lab **4**
This course will provide a study of the physical, chemical, and biological properties of soils and how these properties determine the nature of each soil and its crop productivity. The course will also cover soil management practices. *PreReq: AB 210, PS 111 or 2 years high school chemistry or permission*

AB 207 Fundamentals of Animal Nutrition **3**
This course covers the role of carbohydrates, proteins, lipids, minerals. vitamins, and water in animal nutrition. The course will emphasize digestion, absorption, metabolism, and excretion of nutrients and their metabolites. *PreReq: AB 108 or permission*

AB 208 Applied Animal Nutrition **3**
This advanced course will cover various techniques involved in the formulation, preparation, and construction of animal nutrient rations. *PreReq: AB 207 or permission*

AB 210 Crop Science **4**
This course will examine plant morphology and anatomy and will also provide a history of plant agriculture. The course will emphasize plant structures and systems related to the five major field crops found in the local region: corn, sorghum, wheat, soybeans, and alfalfa. Growth stages, critical periods of development, plant nutrition, mineral elements involved in physiology, and grain grading and marketing will also be covered. *PreReq: PS 107, PS 111 or permission*

AB 212 Livestock Production **3**
This advanced animal science course is designed so students can expand their expertise working with livestock. The course will cover lactation, genetic applications, physiology of reproduction, animal ecology, and the impact of livestock production on the quality of life. *PreReq: AB 108 or permission*

AB 216 Marketing Farm Products **3**
This introductory course will cover operations involved in the movement of agricultural commodities from the farmer to the consumer. The course will focus on the essential marketing functions of buying, selling, transportation, storage, financing, standardization, pricing, and risk bearing. *PreReq: AB 202 or permission*

AB 220 Beef Production **3**
This course will cover the basic husbandry practices used in modern beef production. The course will focus on the latest advancements in technology as they apply to cattle production. Special emphasis will be placed on genetics, physiology of reproduction, beef nutrition, health programs, management methods, use of electronic ID systems, ID databases, and marketing methods. *PreReq: AB 108 or permission*

AB 222 Sheep Production **3**
This course is designed to introduce the technology required for modern sheep production. The course will focus on genetics, reproduction, health, nutrition, management concepts, marketing, budgets, and the proper care and handling of wool. *PreReq: AB 108 or permission*

AB 224 Range Management **3**
This course is designed to give students knowledge about forage and range management. The course will cover principles of plant species selection, establishment, fertilization, and weed control. Utilization and grazing of natural grasses will also be covered, as well as improved cultivators. The course will include discussion of intensive grazing design and temporary forage systems, silage, and haying methods. *PreReq: AB 210 or permission*

AB 225 Animal Diseases and Health **3**
This course will cover general concepts and applications for designing and developing an effective flock or herd health program. The course will emphasize effective sanitation, disease prevention, control of ectoparasites and endoparasites, disease identification, and methods of effective chemotherapy. *PreReq: AB 108 or permission*

AB 227 Ag Microcomputer **3**
This course is designed for students who have had some experience with computers. The course will cover the start-up dialogue, care and maintenance of software and hardware, and what to look for when purchasing a farm computer system. The course will also emphasize the use of integrated software packages and their agricultural applications. *PreReq: 2 years high school math or permission*

AB 244 Applications Global Positioning Systems **3**
The Global Positioning System (GPS) is a worldwide, satellite-based navigation system used for aviation, remote sensing, shipping, vehicle tracking, surveying, time transfer, search and rescue operations, and personal communications via satellite. This course provides an introduction to this rapidly growing field, covering both applications and the technology that makes satellite navigation possible. The focus of the course is interdisciplinary in nature, including orbit prediction, satellite systems, signal processing, error modeling, computer programming, and digital and microwave electronics.

ACR 105* Painting and Refinishing I **3**
This course is the first in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. The course will cover safety and health issues, surface preparation, metal treatments, equipment, and paint specifics.

**indicates a technical course*

ACR 115* Non-Structural Analysis & Damage Repair I 4
This course is the first in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. The course will cover safety issues, vehicle construction, industry opportunities, and auto body repair techniques and materials.

ACR 125* Structural Analysis & Damage Repair I 2
This course is the first in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will cover measuring, damage analysis, safety, frame repair, unibody analysis, and welding.

ACR 135* Airbrush, Fiberglass, and Pin Striping 3
This course is designed to enhance skills in auto collision repair through creating detail and unique products using airbrush and pin striping techniques and fiberglass fabrication.

ACR 155* Painting and Refinishing II 3
This course is the second in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. The course will cover protective equipment, shop operations, and specific painting principles and procedures. *PreReq: ACR 105*

ACR 165* Non-Structural Analysis and Damage Repair II 4
This course is the second in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. The course will cover trim and hardware protection, glass, outer body, metal work, welding, safety, cutting, plastics, and adhesives. *PreReq: ACR 115*

ACR 175* Structural Analysis and Damage Repair II 2
This course is the second in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will cover safety, frame inspection and repair, structural damage, unibody repair, welding techniques, and cutting procedures. *PreReq: ACR 125*

ACR 185* Panel Fabrication 3
This course is designed to give students the skills needed to fabricate panels using sheet metal in order to create a finished product by replacing or repairing existing parts. *PreReq: ACR 125*

ACR 205* Painting and Refinishing III 3
This course is the third in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. This more advanced course will focus on application procedures and techniques for auto body painting. *PreReq: ACR 155*

ACR 215* Non-Structural Analysis and Damage Repair III 4
This course is the third in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. This advanced course will cover trim and hardware, glass repair, outer body, mechanical and electrical components, safety protocol, intermediate welding skills, and plastic and adhesive repairs.. *PreReq: ACR 165*

ACR 225* Structural Analysis and Damage Repair III 3
This course is the third in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. This advanced course will cover safety, welding and cutting techniques, unibody damage and repair, frame procedures, and fixed glass. *PreReq: ACR 175*

ACR 235* Fleet and Commercial Vehicles 3
This course is designed to allow students to use knowledge gained in sheet metal repair, welding, plastic repair, and painting to obtain skills in working on fleet and commercial vehicles, using tools and paint specific to the industrial field of collision repair. *PreReq: ACR 175*

ACR 255* Painting and Refinishing IV 4
This course is the final one in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. This course will focus on advanced aspects, techniques, and procedures for a variety of auto body painting and refinishing applications. *PreReq: ACR 205*

ACR 265* Non-Structural Analysis and Damage Repair IV 5
This course is the final one in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. This course will focus on advanced aspects, techniques, and procedures for non-structural damage repair. *PreReq: ACR 215*

ACR 275* Structural Analysis and Damage Repair IV 3
This course is the final one in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will focus on advanced welding and cutting techniques, unibody repair, frame repair, and fixed glass removal and installation. *PreReq: ACR 225*

ACR 285* Mechanical and Electrical 3
This course will focus specifically on auto mechanical and electrical systems and will cover inspection, diagnosis, service, and repair of system problems or damage. *PreReq: ACR 225*

ACR 295* Occupational Work Experience 0
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

ADM 101* Document Processing I 3
This course develops the student's basic typing skills and emphasizes the production of various kinds of business correspondence, tabulations, reports, and forms from unarranged and rough-draft sources.

ADM 115* Administrative Procedures I 3
This course is designed to give students knowledge about the concepts, terminology, skills, and procedures used in a business office. The course will focus on topics such as basic filing, office design, computer and office technology, business writing, and presentations.

ADM 121* Proofreading and Editing 3
This course is designed to assist students in identifying and correcting errors in abbreviations, formats, grammar, punctuation,

word division, capitalization, and number expression. The course also covers reviewing and applying the rules of written language to business documents, such as letters, memos, reports, resumes, agendas, and itineraries.

ADM 131* Microcomputer Applications I 3
This course is designed to examine and apply the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover Microsoft Word, Outlook, Power Point, and Desktop Publisher.

ADM 135* Business Math with 10-Key 3
This course will cover fundamental business mathematical operations and will emphasize development of speed and accuracy. The course will also include topics necessary for understanding business and consumer application and accounting techniques. Students will become familiar with using both mechanical and computerized 10-key calculators to complete basic math operations.

ADM 140A* Professional Profile I 1
This course will focus on the knowledge, professionalism, and skills necessary to succeed in business environments and grow personally and professionally. A variety of topics will be presented through campus seminars, faculty and guest speakers, student presentations, and group projects.

ADM 140B* Professional Profile II 1
This course continues ADM 140A and will focus on the knowledge, professionalism, and skills necessary to succeed in business environments and grow personally and professionally. A variety of topics will be presented through campus seminars, faculty and guest speakers, student presentations, and group projects. *PreReq: ADM 140A*

ADM 141* Applied Media Technology 3
This course offers an overview of the role that media play in modern society, with emphasis on the ethics, technology, social obligations, and technical skills needed by modern communicators. Course work will include digital photography, electronic publishing, and current office technology. As new technology emerges, it will be incorporated into this course.

ADM 151* Document Processing II 3
This course is a continuation of ADM 101. Students are placed in a variety of office settings with each situation emphasizing office skills such as editing, decision making, abstracting information, setting priorities, maintaining a smooth work flow, following directions, and working under pressure with interruptions.

ADM 161* Administrative Procedures II 3
This course builds on material covered in Administrative Procedures I and provides additional information on mail and shipping services, career development, effective leadership skills, stress and time management, telephone and teleconference techniques, and travel arrangements. *PreReq: ADM 115*

ADM 171* Microcomputer Applications II 3
This course provides advanced instruction on how to use database and spreadsheet software programs. The course is designed to give students in-depth knowledge for using Microsoft Excel and Access. Students will create and manage databases and spreadsheets along with exploring the Internet as a valuable tool in today's business. *PreReq: ADM 131*

ADM 180* Accounting I 3
This course is designed to give students a broad overview of business operations and the basic skills needed to keep financial records. Simulations provide students the opportunity to combine individual tasks in hands-on activities.

ADM 280* Occupational Work Experience and/or Special Topics 3
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

ANT 100 Introduction to Archaeology 3
This course will provide a general survey of archaeology and the history of archaeology. The course will emphasize the impact and importance of major discoveries and the relevance of archaeology as it relates to history. The course will include a general survey of world prehistory revealing major cultural changes from the development of early foraging societies through the rise of agricultural and complex communities. The course will also examine prehistoric cultures and their evolution in adaptive responses to changing natural and social environments from the early Paleolithic to the emergence of urban civilizations.

ANT 112 General Anthropology 3
This survey course will cover the biological and cultural evolution of humans and will emphasize culture as an adaptive and learned behavior necessary for survival. The four fields of anthropology will be introduced as well as perspectives on anthropological culture, cultural diversity, and the value of multiculturalism. The course will also focus on race, emergence of civilizations, survival needs and skills, agriculture, horticulture, contraception, economic development, language, marriage and family, kinship and descent, sex and gender, political organization, civilization, social control, social stratification, supernatural beliefs, art, globalization, and cultural change.

AUT 101* Electrical and Electronic Systems 3
This course is designed for the study of automotive electrical and electronic systems. The course takes a practical look at electricity and electronics. Topics include completing work orders, describing basic electrical relationships, identifying electrical system faults, and describing basic circuit characteristics. These topics will be covered using a variety of classroom and shop learning and assessment activities.

**indicates a technical course*

AUT 121* Auto Electricity and Electronics 2
This course deals with the operation, diagnosis, and service of electrical and computer systems found on modern automobiles and light trucks. The course will focus on the latest developments in the field.

AUT 122* Brakes I 3
This course is designed to provide students with an understanding of how various basic and antilock brake systems work.

AUT 132* Engine Performance I 3
This course provides current information to develop the skills needed to diagnose and fix drivability problems. The course will cover OBD I and OBD II diagnosis as well as computerized power-train systems.

AUT 142* Automotive Technology Lab I 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management.

AUT 151* Heating and Air Conditioning 2
This course is designed to provide knowledge of basic heating and air conditioning systems. The course will cover theory and operation as well as proper maintenance and service procedures. Emphasis will also be on safety and correct use of air conditioning tools. *PreReq: AUT 142*

AUT 161* Steering and Suspension I 2
This course is designed to provide knowledge about various parts of chassis work, such as wheel alignment, wheel balancing, and suspension system operation and repair.

AUT 192* Automotive Technology Lab II 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management. *PreReq: AUT 142*

AUT 193* Hybrid and Fuel Cell Vehicles 1
This course is designed to give students an introduction to the various types of hybrid electric vehicles (HEV). Topic areas include improvement of fuel economy, hybrid designs, HEV components, and the operation of the typical HEV.

AUT 201* Manual Drive Train and Axles 2
This course is designed to provide an in-depth study of torque delivery. The course will cover clutches, drive-lines, drive axles, transfer case, and manual transmissions and transaxles. *PreReq: AUT 192*

AUT 211* Auto Transmission/Transaxles I 2
This course provides an in-depth study of torque delivery and planetary gear sets. Instruction areas include operation, service, diagnosis, and repair of automatic transmission and transaxle functions, including electronic controls. *PreReq: AUT 192*

AUT 221 Engine Performance Drivability II 2
This course provides current information to develop more advanced skills needed to diagnose and fix more complex drivability problems. The course will cover analyzing, servicing, and diagnosing a variety of fuel, exhaust, and induction systems. *PreReq: AUT 192*

AUT 242* Automotive Technology Lab III 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management.

AUT 251* Engine Repair I 2
This course begins with basic engine diagnostics and progresses through engine removal, tear down, short block repair, and cylinder head repair. The course will also emphasize correct engine repair techniques. *PreReq: AUT 242*

AUT 255* Automatic Transmission & Transaxle II 1
This course continues the study of automatic transmissions and transaxles and their electronic control circuits, including trouble diagnosis and service procedures. *PreReq: AUT 242*

AUT 261* Auto Service Management 2
This interactive course covers the essentials and rationale for service management. The course covers shop safety, safety planning, personal planning, supervising, and customer and staff relations. *PreReq: AUT 242*

AUT 281* Automotive Technology Lab IV 7
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management. *PreReq: AUT 242*

AUT 291* Service Management Practicum 2
This course is a continuation of AUT261 Auto Service Management and is designed to develop professional and personal skills. Emphasis will be placed on attendance, professional attitude, and laboratory behavior for the fourth semester of the program. *PreReq: AUT 242*

AUT 295* Occupational Work Experience 0
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

BS 101 College Biology 5
This general education course will examine the plant and animal kingdoms, their fundamental principles and processes of life, and their relationship to everyday life. The course consists of three hours of lecture plus three hours of laboratory work per week. *PreReq: MAT 090 , ENG 096, or Assessment*

BS 104 Human Anatomy **4**
This course is an anatomical study of the systems forming the human body. Emphasis is placed on the organs forming each system, the embryonic development of the system, and the functions of the tissues and organs of each system. The course includes a brief physiological review with each system and will consist of three hours lecture and one and one half hours of laboratory work per week.

BS 105 Human Physiology **4**
This course provides a physio-chemical study of the systems forming the human body. The course will focus on the relationships between the systems and the maintenance of a homeostatic condition within the body. Diseases, defects, and abnormalities are covered with each system. The course will consist of three hours of lecture and one and one-half hours of laboratory per week.

BS 107 Introduction to Environmental Science **4**
This interdisciplinary science course is designed to stimulate interest in environmental science, increase awareness of environmental problems, and improve understanding of environmental issues. The focus is on contemporary issues relating to biodiversity and sustainability. Topics include air and water quality, global climate change, environmental toxicants, energy resources, deforestation, overfishing, and endangered species. The course will also examine political and ethical concerns, sociological consequences, and economic impacts. A weekly lab session will offer a variety of experiences that demonstrate the principles, processes, techniques, and technologies of natural environmental systems and solutions.

BS 109 Medical Terminology **3**
This course is designed to teach basic competency in the vocabulary and comprehension of medical terms. The course will focus on word attack skills for medical terms. The course can serve as preparation for academic success in Human Anatomy.

BS 110 Nutrition **3**
This course is a study of the fundamentals of human nutrition and the relationship of nutrition to health, well-being, and personal food choices. The course will examine human growth and development, scientific research in nutrition, and how nutrition affects human disease. The course will also include the application of basic nutritional science to the requirements of life cycle stages, activity and exercise, and various states of health. This course is appropriate for Biology, Nursing, and Pre-Med students.

BS 111 Nutrition for Health, Fitness, Sports **3**
This course will provide a study of food and the effect nutrition has on health, growth and development, and physical performance. The course topics include: calorie expenditures and the nutritional value of foods, including related calculations; human metabolism and metabolic pathways for carbohydrates, fat, and protein; methods for determining body composition, general fitness levels, and exercise intensity; nutritional health research data and statistics; and scientific data concerning the effects of nutrition on health, fitness, and sports activity.

**indicates a technical course*

BS 112 Nutrition for Health, Fitness, Sport w/ Lab **5**
This course will provide a study of food and the effect nutrition has on health, growth and development, and physical performance. The course topics include: calorie expenditures and the nutritional value of foods, including related calculations; human metabolism and metabolic pathways for carbohydrates, fat, and protein; methods for determining body composition, general fitness levels, and exercise intensity; nutritional health research data and statistics; and scientific data concerning the effects of nutrition on health, fitness, and sports activity.

BS 201 General Zoology **5**
This course covers the anatomy and physiology of representative species of each phylum of the animal kingdom. The evolutionary connection between the phyla of the phylogenetic tree is covered with each phylum. *PreReq: BS 101*

BS 202 General Botany **5**
This course provides a study of the structure of plants and how they live, grow, and reproduce. The course will emphasize function as a basis of life and how it is related to human problems such as population, food supply, and conservation. *PreReq: BS 101 or BS 105*

BS 203 Microbiology **5**
This course will provide a study of the morphology, physiology, and classification of microorganisms associated with disease. The course will also focus on methods of disease prevention through sanitation, disinfection and sterilization, sources and means of infection, and body defenses. *PreReq: BS 101 or BS 105*

BS 220 Pathophysiology **4**
An introduction to the basic concepts of pathophysiology as it relates to nursing and pre-professional students. This course is organized in a manner that brings the principles of pathophysiology to the forefront with a focus on the relatively few patterns of disease, rather than asking students to memorize extensive catalogs of specific diseases and this conceptual approach is more suited to these types of students. Laboratories will be used to support and supplement the information presented in lecture. *PreReq: BS 104, BS 105*

BS 240 Emergency Medical Technician **12**
This course is designed to provide training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Emergency Medical Technician-Basic (EMT-B) in Kansas.

BS 241 CPR Basic **1**
This course is designed to give students the knowledge and skills needed to provide emergency care using cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).

BS 244 Emergency Medical Training - Intermediate **6**
This course is designed to provide advanced training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Emergency Medical Technician-Intermediate (EMT-I) in Kansas.

BTT 105* General Safety for the Building Trades 1
This course provides an introduction to the tools and materials required in the building trades. The course will cover wood and lumber, engineered panels, engineered lumber products, fasteners, hand tools, portable power tools, and stationary power tools. Emphasis will be placed on the safe operation of hand and power tools as well as job hazards and safety in the building trades industry.

BTT 106* Introductory Craft Skills 4
This course provides both a general and specific introduction to the construction business. The course will include a study of the Occupational Outlook and the various types of jobs available in the building trades industry. Emphasis will be placed on the safe operation of hand and power tools and other equipment. The course also covers the application of basic mathematics in the construction industry.

BTT 109* Carpentry Basics 4
This course provides step by step instruction on how to use equipment, tools, and fasteners, as well as how to measure, cut, drill, join, fasten, and finish various types of hardwoods and softwoods. The course will also cover reading and interpreting plans, elevations, schedules, sections, and details contained in basic construction drawings. Students will apply construction skills through participation in a student designed and built house project.

BTT 111* Roof Framing 3
This course provides a practical study of roof styles, including gambrel, gable, shed, hips, and trusses. The course covers rafter and truss design, lay-out, and framing, as well as cornice, soffits, and gable end construction.

BTT 119* Floors, Walls, and Ceiling Framing 4
This course provides experience in construction of the sub-floor system in a residential house according to the Uniform Building Code. The course also offers experience in constructing and installing exterior and interior walls, as well as a practical study of sheet rock materials and finishing techniques. *PreReq: BTT 111*

BTT 121* Residential Concrete Construction 3
This course is a study of the reinforcing materials, concrete, and basic formwork used in construction. The course will cover how to perform several masonry and concrete finishing tasks, such as mixing concrete, building footings, edges and wall forms, and using concrete reinforcing materials.

BTT 155* Residential Interior Finish Carpentry 3
This course focuses on the materials, techniques, and skills needed to finish the interior of a home. The course will cover insulation and moisture protection, finishing walls, ceilings, and floors, and cabinetry. *PreReq: BTT 121*

BTT 159* Windows, Doors, and Stairs 3
This course provides a study of exterior sheathings, windows, doors, sidings, eaves, and fasciae. The course will include instruction and experience in installation, finish, and maintenance. In addition, the course will provide experience in installing thresholds, weather stripping, locksets, and overhead garage doors.

BTT 170* Painting, Finishing, and Decorating 5
This course focuses on the various materials used for coatings that cover all types of finishes, including wood and other materials such as metals and drywall. The course will provide instruction and experience in paints, stains, varnishes, and various synthetic materials, both clear and colored. *PreReq: BTT 159*

BUS 101 Introduction to Business 3
This course provides an introduction to business, including business organization and management, the financing of a business operation, the marketing of the product or service, the accounting of business transactions, and career information.

BUS 102 Personal Finance 3
This course is for non-business as well as business majors. The course is primarily concerned with the management of money from the viewpoint of the individual. Topics covered include the consumer's credit buying, borrowing, saving, and investments; purchase of insurance, real-estate, and other major items; the problem of taxation and wills; and controlling expenditures through the use of a budget.

BUS 103 Accounting I 3
This course will focus on the recording, classification, and analysis of economic transactions of the sole proprietorship form of business ownership. The student will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period.

BUS102 Personal Finance 3
This course is for non-business as well as business majors. The course is primarily concerned with the management of money from the viewpoint of the individual. Topics covered include the consumer's credit buying, borrowing, saving, and investments; purchase of insurance, real-estate, and other major items; the problem of taxation and wills; and controlling expenditures through the use of a budget.

BUS 105 Accounting II 3
This course is a continuation of Accounting I. The focus of the course will be on recording, classification, and analysis of economic transactions of the corporation. Students will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period. Students will be introduced to decision-making and financial analysis. *PreReq: A C or higher in BUS103*

BUS 108 Business Visitations 1
This course provides the opportunity to tour businesses. Owners or managers will host students and explain their business operations.

BUS 109 Applied Office Practice I 1
This course provides paid on-the-job training in an office setting.

BUS 110 Records Management 3
This course provides instruction on how to manage records in an office setting. The course will cover methods of filing, including alphabetic, numeric, geographic, subject, and chronological, as well as cross-referencing and procedures for using requisitions, retrievals, charge-outs, and follow-ups. The course will also examine special equipment and supplies, micro-graphics, cycle creation, retention, transfer, and records safety, security, and disposal.

BUS 111 Applied Office Practice II 1
This course provides paid on-the-job training in an office setting. *PreReq: BUS 109*

BUS 112 The Business of Personal Training 3
This course will provide a study of the entrepreneurial process specifically focused on the business of personal training. The course will cover topics such as opportunity recognition, entry strategies, market opportunities and marketing, business plan, financial projections, venture capital, financing, external assistance for startups and small businesses, legal and tax issues, intellectual property, franchising, and entrepreneurship economics.

BUS 113 Business English and Vocabulary 3
This course will cover the essentials of business writing and will focus on terminology, word choice, spelling, capitalization, punctuation, and effective sentence structure.

BUS 115 Business Math with Calculators 3
This course covers basic business math operations and focuses on the development of speed and accuracy on the calculator. The course will emphasize business and consumer applications using both mechanical and computerized 10-key calculators.

BUS 116 Introduction to Accounting 3
This course provides an introduction to the fundamental principles of accounting as applied to business enterprises. The entire accounting cycle is covered.

BUS 117 Computerized Accounting 3
This course provides an introduction to computerized accounting. The course will offer practical experience in establishing and maintaining accounting systems and records for single proprietorships and corporations. *PreReq: BUS 116 or permission*

BUS 120 Professional Development I 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 120A Professional Development II 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 120B Professional Development II 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 120C Professional Development IV 1
This course provides an introduction to the concepts of professional activities and behavior in business. The course will focus on attitude, work ethic, leadership, and communication. *PreReq: Permission*

BUS 123 Advanced Document Production 3
This course focuses on increasing straight copy speed and production rate for letters, business forms, tables, reports, and rough-draft copy that would be encountered in a business office setting.

BUS 125 Human Resources 3
This course will examine the development and role of human resources management in an organization. The course will focus on legal and ethical contexts, administration of wages and benefits, job design and analysis, performance management systems, and recruitment, hiring, and training.

BUS 126 Keyboarding 1
This course covers basic touch keyboarding skills for computer use.

BUS 127 Principles of Entrepreneurship I 3
This courses emphasizes the major issues confronting entrepreneurs and those in small business. It provides guidance regarding the legal considerations of which entrepreneurs should be aware when launching a new enterprise. It serves as a source and reference to those who either aspire or are currently active in the entrepreneurial world.

BUS 130 Microcomputer Applications I: Word Processing, Spreadsheet, Database, Presentation 3
This course is designed to provide practical knowledge and skill in using basic computer applications. The course will focus on problem solving with the use of word processing, spreadsheet, database management, and presentation software.

BUS 132 Microcomputer Applications I: Outlook 1
This course is designed to develop the desktop information management program skills needed in business, which include sending and receiving e-mail and managing messages, appointments, contacts, and tasks. Calendars will be shared with other users, and data stored within Outlook will be integrated to and from the other applications within the Microsoft Office suite.

BUS 133 Microcomputer Applications I: Spreadsheet 3
This course focuses on the mastery of spreadsheet concepts and applications utilizing the spreadsheet as a tool in the processing of information.

**indicates a technical course*

BUS 136 Microcomputer Applications I: Desktop Publishing 3
This course will focus on the production of publication-quality documents. Appropriate software will be used to combine text and graphics. The course will provide practice in creating, editing, formatting, laying out, and designing brochures, programs, flyers, advertisements, resumes, agendas, invitations, menus, letterheads, forms, booklets, and newsletters.

BUS 136A Microcomputer Applications I: Desktop Publishing 2
This course will focus on the production of publication-quality documents. Appropriate software will be used to combine text and graphics. The course will provide practice in creating, editing, formatting, laying out, and designing brochures, programs, flyers, advertisements, resumes, agendas, invitations, menus, letterheads, forms, booklets, and newsletters.

BUS 137 Microcomputer Applications I: Integrated Software 3
This course will focus on problem solving with the use of integrated software.

BUS 139 Microcomputer Applications I: Word Processing 3
This course is designed to provide students instruction on word processing concepts, systems, equipment, and career opportunities.

BUS 140 Microcomputer Applications II: Word Processing, Spreadsheet, Database 3
This course provides advanced instruction in the use of word processing, spreadsheet, and database software. *PreReq: BUS 130*

BUS 151 Electronic Business Presentation 3
This course will focus on using presentation software to create organizational charts, business graphs, and other visual information materials. The course will also cover how to enhance presentations by using features such as animation, slides, templates, note pages, and transition effects.

BUS 181 Microcomputer Applications I: Word Processing 1
This course is designed to provide instruction in using word processing software. This course is not available for students who have already taken BUS 139.

BUS 182 Microcomputer Applications I: Database Management 1
This is an introductory course that will cover the basic functions to set up a database, enter and add data, edit entries, delete entries, find data, index and sort data, save a database, and print files. The main focus is on the combination of practical database design principles with hands-on experience in the computer laboratory.

BUS 183 Microcomputer Applications I: Spreadsheet 1
This course is designed to provide instruction in using spreadsheet software. This course is not available for students who have already taken BUS 133.

BUS 185 Microcomputer Applications I: Desktop Publishing 1
This course is designed to provide instruction in using desktop publishing software. This course is not available for students who have already taken BUS 136.

BUS 186 Microcomputer Applications I: Integrated Software 1
This course will focus on problem solving with the use of integrated software. This course is not available for students who have already taken BUS 137.

BUS 188 Microcomputer Applications I: Windows 1
This course is designed to introduce Microsoft Windows operating environment software.

BUS 189 Microcomputer Applications I: Electronic Business Presentation 1
This course is designed to provide instruction in using business presentation software. This course is not available for students who have already taken BUS 151.

BUS 191 Microcomputer Applications II: Word Processing 1
This course provides advanced instruction in the use of word processing software. This course is not available for students who have already taken BUS139. *PreReq: A C or higher in BUS 130 or BUS 181*

BUS 200 Financial Accounting 4
This course focuses on the basic accounting model, measurement processes, and data classifications essential to the interpretation and effective use of financial statements by shareholders, creditors, government auditors, and managers. The course will also emphasize the effective communication of financial information. *PreReq: BUS 116 or permission*

BUS 201 Principles of Management 3
This course is designed to provide a basic understanding of the field and techniques of management. The course will cover management and managers, scientific management, human relations in management, bureaucracy in management, contingency findings, the management of foreign operation, product management, and ethics and social concerns of managers.

BUS 203 Macroeconomics 3
This course provides a study of basic macroeconomic concepts, principles, and terminology. Attention is given to supply and demand, national income, unemployment, money and banking, international trade, and finance. *PreReq: MAT 100 or Assessment*

BUS 204 Microeconomics 3
This course provides a study of basic microeconomic theory applied to the analysis of prices, markets, production, profits, rents, interest, and wages. *PreReq: MAT 100*

BUS 205 Business Law 3
This course provides a basic study of law related to business. Emphasis will be on contracts, law of sales, negotiable instruments, consumer protection, and the Uniform Commercial Code (UCC).

BUS 209 Medical Procedures 3
This course covers duties and responsibilities of office employees in the medical office. The course will focus on oral and written

communications, medical vocabulary, medical forms, travel arrangements, filing, mail handling, business meetings, financial records, reprographics, public relations, establishing priorities, and organization work. *PreReq: BS 109*

BUS 210 Marketing **3**
This course provides a study of the importance of marketing techniques to the success of modern organizations. The course will focus on the four basic elements of marketing: product, price, promotion, and place. Topics include the marketing concept, marketing research, consumer behavior, the product life cycle, channels of distribution, physical distribution, advertising, personal selling, pricing objectives and strategies, and social responsibilities of marketers.

BUS 213 Business Communications **3**
This course covers both traditional and innovative communication skills. The primary focus will be on writing employment documents and business letters for specific situations. *PreReq: ENG 101*

BUS 216 Managerial Accounting **3**
This course provides a study of materials, labor, overhead, budget administration, cost accounting systems, break-even analysis, accounting statement analysis, and return on investment as factors in management decisions. *PreReq: A C or higher in BUS 105 or BUS 200*

BUS 230 Principles of Entrepreneurship II **3**
This course will provide a study of the basic entrepreneurial process. The course will cover opportunity recognition, entry strategies, market opportunities and marketing, creation of a successful business plan, financial projections, venture capital, debt and other forms of financing, external assistance for startups and small businesses, legal and tax issues, intellectual property, franchising, and entrepreneurship economics. *PreReq: BUS127, BUS103, BUS210, and BUS101 or BUS201, BUS 130*

BUS 245C Electronic Communication: Internet **1**
This course introduces Internet use and applications, such as e-mail, file transfer protocol, and the web.

BUS 245D Electronic Communications: Web Design **2**
This course is designed to provide a basic understanding of the Internet and various software applications used with the Internet. The course will also cover basic web page design.

BUS 246A Microcomputer Applications I: Dreamweaver **3**
This course is designed to provide an introduction to web site creation and design through the use of Adobe Dreamweaver software. Also covered will be how to use the Spry framework to create enhanced web site activities. The course will include adding media objects to web pages as well.

BUS 246B Microcomputer Applications I: FrontPage **3**
This course focuses on the practical use of computer communication through web page design using Microsoft FrontPage software.

CAD 101* Technical Drawing I **4**
This course teaches the basic concepts of drafting communication. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale.

CAD 111* Operating Systems **4**
This course provides the student with a basic understanding of computer terminology, operations, hardware, and software. An overview of word processing, spreadsheet, and database software related to the student's primary area will be explored.

CAD 122* Measurements **3**
This course covers the basic principles of operations and scale, with emphasis on the order of operations. The course reviews the use of decimal and fractional operations and also covers the use of scales and how they are read and applied.

CAD 131* Computer Graphics I **5**
This course is designed to provide students with a basic understanding of the uses and applications of computer drafting hardware and software. The course will also explore and develop drawing, editing, and coordinate input skills.

CAD 151* Technical Drawing II **4**
This course is a continuation of Technical Drawing I and teaches the basic concepts of drafting communication. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale. *PreReq: CAD 101*

CAD 162* Word Processing **2**
This course is designed to give the student a working knowledge and skill in the use of Microsoft Word software and how it can be applied to computer assisted drafting.

CAD 172* Algebra **2**
This course covers the basic principles of algebra, including symbols, signs, equations, basic operations, proportions, and formulas. The course will focus on how these principles apply to graphic communications.

CAD 182* Computer Graphics II **5**
This course is designed to provide students with an advanced understanding of the uses and applications of computer drafting hardware and software. The course will also explore and develop drawing, editing, and coordinate input skills. *PreReq: CAD 131*

CAD 201* Technical Drawing III **4**
This course covers advanced concepts of drafting communication pertaining to mechanical engineering. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale. *PreReq: CAD 131*

CAD 211* Spreadsheets **3**
This spreadsheet application course is designed to show students how to organize data, complete calculations, make decisions, graph data, and develop professional-looking worksheets. The course will also cover Microsoft Windows concepts and terminology.

**indicates a technical course*

CAD 221* Geometry **2**
This course covers the principles of basic geometric construction: lines, arcs, circles, angles, and the relationships between geometric forms. The course will focus how these principles apply to graphic construction.

CAD 232* Computer Graphics III **5**
This advanced course will cover hardware, networking, and Internet concepts. The course will cover how to install hardware devices, interrupts, jumpers, and switches, as well as troubleshooting. Network protocol, operations, and concepts will also be covered. The course will also focus on accessing information on the Internet and using e-mail and news groups. *PreReq: CAD 182*

CAD 251* Technical Drawing IV **4**
This course covers advanced concepts of drafting communication pertaining to mechanical engineering. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale. *PreReq: CAD 201*

CAD 261* Database **4**
This database application course is designed to show students how to create, store, sort, and retrieve data. The course will also cover Microsoft Windows concepts and terminology.

CAD 271* Trigonometry **2**
This course covers trigonometric functions, solution of triangles, vectors, and complex numbers. Application of trigonometric functions in the solution of triangles will be stressed.

CAD 282* Computer Graphics IV **5**
This advanced course will cover hardware, networking, and Internet concepts. The course will cover how to install hardware devices, interrupts, jumpers, and switches, as well as troubleshooting. Network protocol, operations, and concepts will also be covered. The course will also focus on accessing information on the Internet and using e-mail and news groups. *PreReq: CAD 232*

CAD 295* Occupational Work Experience **0**
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

CJ 100 Introduction To Criminal Justice **3**
This is an introductory course in the field of criminal justice. The course will provide a short historical background of law enforcement, constitutional limits of law enforcement, 4th, 5th, 6th and 14th amendment safeguards, court room processes, and court processes from pre-arrest through verdict. This course will give students a general knowledge about the scope of crime, measurement of crime, and causes of crime.

CJ 105 Introduction to Corrections **3**
This course is an introductory study of the entire field of corrections, beginning with conviction. The course will cover the sentencing grid from the state of Kansas, including mitigating and aggravating factors, post-conviction remedies, and appeal processes. Students will explore alternatives to confinement as well as probation and parole practices. There will be an emphasis on current trends in incarceration.

CJ 110 Fundamentals of Investigation **3**
This course is designed to explore the fundamentals of criminal investigative techniques. While many investigative techniques remain relatively static, most are evolving due to technology, national databases, and applicability of basic medical practices. This course focuses specifically on major felony investigations with an emphasis on adherence to rigid crime scene protocols. *PreReq: CJ 100*

CJ 111 Forensic Investigation **2**
This course focuses on laboratory investigations of forensic science, with an emphasis on the lab operations of criminal science. Topics will include detection of blood stains, blood typing and testing, hair analysis, drug detection, gunshot residue analysis, fingerprint analysis, virus spread within a population, and DNA fingerprinting. The course will use laboratory and computer simulations.

CJ 120 Juvenile Delinquency **3**
This course is a contemporary approach to understanding the nature of juvenile delinquency. Students will examine the evolution of juvenile rights in America and juvenile court processes. The course will provide a balanced view of high risk factors for delinquency and prevention methods.

CJ 140 Police Patrol Procedures **3**
This course is designed for students who want to have a career in law enforcement. Students will gain a fundamental understanding of the organization, management, and administration of law enforcement agencies. Basic police patrol procedures, including officer safety protocol, pursuit policies, arrest procedures, search and seizure processes, and a basic understanding of police report writings will be covered.

CJ 201 Criminal Law I **3**
This course is designed to provide the student with a general understanding of American criminal law. Topics include principles of criminal law, principles of criminal liability, complicity, inchoate offenses, defenses, justifications, crimes against persons, crimes against property, and crimes against public order. Additionally, this course will cover basic rules of criminal procedure, including, but not limited to, constitutional aspects of criminal justice processes, pretrial processes, trials, sentencing, and appeals. *PreReq: CJ100 or permission*

CJ 205 Critical Issues In Law Enforcement **3**
This course is designed to focus on several issues facing law enforcement today in terms of police response, mandatory arrest, and policy formation. These issues recognize the core of violence including domestic violence, child abuse/neglect, and elderly abuse. An overview of each system is provided as well as careful examination of the infrastructure and interrelationship between them. *PreReq: CJ100 or permission*

CJ 211 Penology and Corrections **3**
This course provides a survey of correctional services and treatment. The course Includes philosophy, history, correctional models by type and function, institutional treatment, parole operations, community-based treatment, and special treatment programs.

CJ 220 Practicum in Administration of Justice **3**
Students will participate in community administration of justice agencies to provide experience in the practical application of classroom instruction.

COL 103 College Success and Orientation **1**
This course is an orientation to the world of college. The course will include preparation of an academic plan to obtain an associate degree in a selected major. The course will also cover curriculum structure, program design, college success skills, transferring to a four-year institution, decision making, and career planning. This course must be taken before registering for the 25th credit hour at HCC. Students who have already taken a similar course elsewhere or who are transferring more than 30 hours to HCC are not required to take this course.

COL 103A College Success and Orientation **1**
This course is an orientation to the world of college. The course will include preparation of an academic plan to obtain an associate degree in a selected major. The course will also cover curriculum structure, program design, college success skills, transferring to a four-year institution, decision making, and career planning.

COL 162 Careers in Sports and Fitness **2**
The purpose of this course is to make students aware of the variety of careers related to sports and fitness. The course will provide students a realistic look at personal abilities, level of commitment, and work ethic. The course will examine various sports and fitness careers as well as preparation, expectations, and employment opportunities. Guest speakers currently engaged in sports or fitness careers will also provide information and insight. The focus of the course is to help students make an informed choice and develop a plan to achieve personal goals in a sports or fitness career.

COL 170 Leadership Organization and Goals **0.5**
This course will provide practical instruction and experience in student government and leadership. The course will cover leadership qualities, parliamentary procedures, time management, conflict resolution, budgeting, and team building. Students will be actively involved in student government, as well as fundraising, community projects, student activities, entertainment, and programs. This course is designed for individuals with little or no background in student government. *PreReq: Permission*

COL 180 Self Awareness for Young Adults **2**
This course will emphasize personal and career growth and development by exploring the family of origin, developing insight and self-confidence, and making assertive life choices. We will focus on the individual's ability to find answers from within him/her self, as well as the development of the class as a group.

CRT 191* Certification Training Lab **3**
This class is designed to give the second semester student supervised practice with computerized testing. Students will apply previously learned skills and concepts in preparation for the CompTIA A+ Examinations. Practice test banks will be used to simulate the exams. Students will take practice tests, review answers, research any incorrect answers, and research and obtain correct answers. The actual exams are scheduled when the student feels prepared for them.

CST 103* Operating Systems **2**
This course provides instruction on the most commonly used major operating systems. Components covered will be installation, configuration, maintenance, file management, and batch files.

CST 105* Industrial Computer Applications **2**
This is an introductory course appropriate for all technical and skilled trade students. This course is designed to provide computer familiarity, not proficiency. Industrial applications of computers will be stressed. Computer software, storage/input/output devices, and controls as they apply to industry will be explored. The course is competency based and will provide the student with experiences and demonstrations in keyboarding, Windows programs, word processing, spreadsheets, computer graphics, and e-mail. The student will learn the basic features and functions of the Internet, Outlook, Word, and Excel. The student will also learn about basic computer concepts and Internet skills.

CST 106* Networking Fundamentals: CCNA1 **4**
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the Open System Interconnection (OSI) and Transmission Control Protocol (TCP) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of Internet Protocol (IP) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. This is the first class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: Concurrent enroll in CST or CompTIA+ Certification*

CST 111* PC Fundamentals **3**
This course is designed as an introduction to personal computer technology. The course will examine basic computer concepts, history of computers, terminology associated with computer technology, and basic hardware troubleshooting.

CST 122* Technical Writing **2**
This course is designed to give students instruction on the organization and writing of technical documents, including proposals, business letters and memos, and technical reports.

**indicates a technical course*

CST 124* PC Troubleshooting Essentials 3
This course is intended to introduce the student to various computer components, business systems, and the basics of troubleshooting the Personal Computer (PC). Safety and proper tool usage will also be covered. The course will focus on the techniques used to isolate and resolve computer problems, multimedia technology, and input-output devices, including monitors and video cards. Instruction will also be given on basic electrical principles and PC power supplies.

CST 154* CompTIA A+ Essentials 3
This course is designed to give instruction on complex hardware installation as well as prevention and recovery of data loss. The course will also provide an introduction to telephone communications, printers, notebook PCs, virus infection, and data recovery.

CST 156* Integrated Applications 2
This course is designed to give instruction on the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover software applications for word processing, spreadsheet, database, presentation, and Web page development.

CST 158* CompTIA A+ Practical Applications 3
This course is designed to give instruction on how to troubleshoot and resolve operating system issues. The student will use tools within the operating systems as well as third-party software to resolve problems. This course will examine common operating system problems and problems specific to individual operating systems. The differences, advantages, and disadvantages of several Windows operating systems will be considered.

CST 159* CCNA2 : Routers and Routing 4
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students will analyze, configure, verify, and troubleshoot the primary routing protocols: Routing Information Protocol Version 1 (RIPv1), Routing Information Protocol Version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), and Open Shortest Path First (OSPF). The course will cover the recognition and correction of common routing issues and problems. The course includes a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs. Packet Tracer activities will reinforce concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand. This is the second class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: CST 106*

CST 201* Advanced Operating Systems 3
This course is designed to provide advanced instruction on the most commonly used operating systems. The course will cover installation and configuration of dual boot operating systems, system file configuration and editing, system files, and system conflict resolution.

CST 205* Advanced Integrated Applications 3
This course is designed to provide advanced instruction on how to use Microsoft Office for Windows 2007. The course covers Microsoft Word, Excel, Access, and PowerPoint, and will include desktop publishing, databases, spreadsheets, and integrated presentations. Simulated business problems will be used and students will create and maintain records, inquire, sort, search, and prepare reports.

CST 206* Programming 2
This course is designed to provide an introduction to computer programming. The course will cover basic programming skills such as form and menu creation, decision making, looping arrays and subroutines, and database interfacing. The course will introduce students to programming in a Windows environment using Visual Basic.

CST 207* Technical Support Lab I 2
This course is designed for second-year students who are enrolled in the Computer Support Technology and/or the A.A.S. Degree Program. The course will provide advanced classroom instruction as well as practical experience with service calls and help desk situations. Students will be repairing PCs and resolving networking problems during class time, working directly with instructors and students from other departments on campus. The course will also cover advanced techniques to develop and improve workplace skills.

CST 208* Network Operating Systems 2
This course provides an introduction to computer networking administration and maintenance. The course will examine typical network hardware, network architectures, data transmission, and popular network technologies as well as how communication layers and their protocols are used on a network. The course will also cover installing Novell NetWare, troubleshooting network problems, and ensuring the integrity and stability of a network.

CST 212* CCNA3: LAN Switching and Wireless 4
This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select services for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual Local Area Networks (VLANs), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented as well as how to implement a Wireless Local Area Network (WLAN) in a small-to-medium network. This is the third class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: CST 106, CST 159*

CST 213* Network Operating Systems Lab 3
This course is an introduction to computer networking administration and maintenance. The course will examine typical network hardware, network architectures, data transmission, and popular network technologies as well as how communication layers and their protocols are used on a network. The course will also cover installing Windows Server and Linux Server, troubleshooting of network problems, and ensuring integrity and stability of a network.

CST 214* CCNA4: WAN Technologies **4**
This course is designed to provide a comprehensive understanding of how to design and implement Local Area Networks (LANs) and Wide Area Networks (WANs). The focus will be on the equipment and technologies used in LANs and WANs. This course covers the features and functions of these devices as well as the circumstances under which each device can be implemented. Cabling standards and appropriate design parameters for various types of media and topologies are included. This course introduces wireless technologies and a variety of high-speed Internet access options. The challenges involved in creating a network design that meets the needs of the users of today's LANs and WANs will be discussed. The course will feature hands-on projects and case projects that provide experience in using tools involved in network design and implementation. This is the fourth class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. *PreReq: CST106, CST159, CST212*

CST 295* Occupational Work Experience **0**
This course is designed to finish students' preparation for employment in the Information Technology industry. Students will complete a resume to present to potential employers and may also participate in on-the-job-training opportunities.

DSL 101* Shop Safety I **1**
This course is designed to identify safety hazards associated with working around heavy equipment and to establish procedures that will prevent accidents.

DSL 111* Fundamentals of Operating Principles **4**
This course covers the history of the diesel engine from invention to the present. The course will also focus on the differences and advantages of the diesel over other types of engines.

DSL 121* Engine Maintenance **2**
This course provides instruction for standard DB, DB@ and DM pump disassemble inspection and overhaul. The course covers removal, installation, and timing procedures on the injection pumps, as well as test stand operation, pump installation on the test stand, and proper calibration of the injection pump.

DSL 132* Engine Overhaul **5**
This course teaches the three major engine companies products. Training engines are provided for all classes to ensure the student's knowledge of troubleshooting maintenance, disassembly, overhaul, and reassembly techniques. Training is further enhanced by class discussion and visual media.

DSL 141* Welding & Fabrication Lab **2**
This course includes basic principles and fundamentals of arc welding and acetylene cutting as applied to heavy equipment and diesel repairs. It also covers basic welding and acetylene safety.

DSL 152* Fuel Systems Diagnosis/Repair **4**
This course teaches the operating of fuel systems used on most modern diesel engines, how they differ from one another, and service and adjustment of each system.

DSL 161* Introduction Electrical Diagnosis/Repair **4**
This course of basic electrical systems on the diesel engine teaches troubleshooting and component testing using volt ohm meter and volt 33 tester.

DSL 171* Introduction to Clutch/Power Train **3**
This course teaches disassembly, inspection, and troubleshooting of the three major types of clutch systems used by present engine manufacturers. The course also teaches installation techniques and adjustments.

DSL 182* Introduction to Hydraulics **3**
This course gives a student a short introduction to hydraulic systems. It covers major component identifications, their functions and how each component operates in the system.

DSL 201* Shop Safety II **1**
This course is continuation of Shop Safety I and is designed to identify safety hazards associated with working around heavy equipment and to establish procedures that will prevent accidents. Avoidance to actions that may result in damage to personal or equipment is stressed. *PreReq: DSL 101*

DSL 212* Advanced Engine Overhaul **3**
This is an advanced training course in engine overhaul. Advanced training is provided to ensure the student's knowledge of troubleshooting maintenance, disassembly, overhaul, and reassembly techniques. *PreReq: DSL 132*

DSL 222* Advanced Electrical Diagnosis/Repair **5**
Students will become proficient in the diagnosis and repair of electrical circuits including testing, repairing, and /or replacing of components. *PreReq: DSL 161*

DSL 232* Hydraulic Components Diagnosis/Repair **3**
This course teaches the theory of both open and closed center hydraulic systems. It covers pump overhaul and testing procedures. It also covers the use of hydraulic flow meter and testing procedures.

DSL 251* Electronic Computer Diagnosis Repair **3**
This course covers the study of the electrical and electronic control system used on diesel powered equipment. This course also teaches the student how to use service tools, system operations, monitoring attachments, fault codes, and injection timing sensor and actuator principles to diagnose computer related problems.

DSL 261* Air Conditioning Diagnosis/ Repair **3**
This course covers refrigeration theory, operation, testing, and repair of air conditioning systems. Students will also discuss the use of refrigerant recovery methods.

**indicates a technical course*

DSL 271* Brakes/Suspension Diagnosis/Repair 3
This course teaches troubleshooting disassembly, inspection and adjustment of both hydraulic and air brake systems with the advantages and disadvantages of both systems. The course also covers the two air systems, their components, and function in the brake system.

DSL 275* Diesel Management 3
This course introduces the concepts and principles of effective business management as they apply to diesel technology and includes forms of business ownership, typical business organizational structures, relationship of business to the community and the effect of government regulations on businesses.

DSL 281* Transmission Overhaul/ Diagnosis 3
This course covers standard DB, DB2 and DM pump disassemble inspection and overhaul. It teaches removal, installation, and timing procedures on the above injection pumps. This course also teaches test stand operation, pump installation on the test stand, and proper calibration of the injection pump.

DSL 291* Advanced Clutch/Power Train 3
Students will become proficient in the diagnosis and repair of power trains, clutches, transmissions, and differentials. *PreReq: DSL 171*

DSL 295* Occupational Work Experience 0
Occupational Work Experiences are available to student who have completed 85% of their required course hours. This is an optional course for diesel technology students who wish to gain further "real life" experiences at local businesses and/or approved sites.

ECH 100 Early Childhood Fundamentals 3
Students will develop baseline knowledge and skills needed to work with young children in an Early Care and Education Program in Northeast Kansas. Students will complete a Kansas Bureau of Investigation (KBI) background check and provide a copy of a current physical and TB test. Information covered will serve as the foundation for decisions and practices carried out by professionals in all settings and programs. Students set up their Child Development Associate (CDA) Professional Portfolio. In addition, students will identify the steps involved in preparing for National Child Development Association (CDA) credentialing. *PreReq: Students unable to pass the KBI inspection, the physical, and the TB test are unable to work with young children.*

ECH 101 Recognizing Child Abuse and Neglect 1
This course focuses on the categories of child abuse and neglect as well as the signs and symptoms of the various types of abuse and neglect. The course will cover appropriate responses to suspected abuse or neglect and what to do in the event of child disclosure. Kansas-mandated reporter laws are also discussed. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 102 Understanding Multiple Intelligences and Children's Learning Styles 1
This course will focus on Howard Gardner's theory of multiple intelligences and how different learning styles are affected by the environment, physiology, processing, emotions, and social choices. Practical information will be given on how to create educational environments by applying activities that use different learning styles. Students will also examine their own personal teaching style as applied to teaching multiple intelligences to a variety of students. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 103 Infant Toddler Creative Curriculum 3
This course will provide basic information about what professionals need to know and be able to do to provide quality care for infants and toddlers. The course will use the research-based Creative Curriculum model and will explore the integrated roles of the caregiver/teacher, the children, the families, and the community, using a strength-based model that defines developmentally appropriate practices for infants and toddlers and the role of the curriculum.

ECH 104 Preschool Creative Curriculum 3
This course will provide basic information about what professionals need to know and be able to do to provide quality care for preschool children. The course will use the research-based Creative Curriculum model and will explore the integrated roles of the caregiver/teacher, the children, the families, and the community, using a strength-based model that defines developmentally appropriate practices for preschoolers and the role of the curriculum.

ECH 105 Early Childhood Cultural Competency 1
This course will present general concepts about cultural competency when working with children and families. The course will examine cultural norms, values, codes of conduct, traditions, and child rearing practices of ethnic, cultural, and other groups served by programs. The course will also focus on assessment of individual or family behavior and how racism, sexism, ageism, homophobia, and other forms of discrimination can affect individual and family development and functioning. This course is instructor-led and interactive through discussions and assignments.

ECH 106 Understanding Children's Temperament 1
This course provides an overview of the nine temperament traits and the variety of influences on temperament styles. The course will discuss challenging temperaments, including flexible, fearful, and feisty styles. Students will assess a child's temperament as well as their own. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 107 Supporting Children's Learning Through Play 1
This course will examine the nature and characteristics of play and why play is important in a child's development. The course will cover the development domains and milestones that affect children's learning through play, as well as the social and cognitive stages of play and the behavior children exhibit in those stages. The course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 108 Childhood Obesity and Good Nutrition 1
This course will examine the common reasons for childhood obesity and the complications of being overweight or obese. The course will focus on the new food pyramid, MyPlate, and will look at ways to encourage healthy eating habits and ways to integrate learning activities about healthy eating into daily routines. The course will also cover movement activities that encourage and support development and learning in children, as well as ways to share information on healthy eating and active living with parents and families. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 109 Bullying Prevention and Response 1
This course will examine types of bullying and consequences for bullying behaviors. The course will cover the dynamics of bullying behaviors and the roles of targets, bullies, and witnesses. Emphasis will be placed on intervention strategies for dealing with bullying behaviors, as well as strategies to prevent bullying behaviors. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 110 Early Childhood Functions I 3
This course is designed to provide the skills and knowledge for creating safe, healthy learning environments for infants, toddlers, and preschool age children. Individuals will also acquire the skills and knowledge associated with advancing physical and intellectual competence for those age groups. Creativity and communication are also explored. Students will learn how to ensure well-run programs. Students will achieve first aid/CPR certification. Student will conduct observation in an approved Early Care and Education Program in Northeast Kansas. Students will complete additional steps involved in preparing their Child Development Associate (CDA) professional Portfolio*: PreReq: ECH100*

ECH 111 Caring for Children with Special Needs 1
This course will examine child development milestones and how to recognize signs of early childhood delays. The course will cover guiding terms, as well as laws and principles regarding special needs, including common questions and answers for childcare providers. The course will focus on observation, assessment, documentation, communication with families, and resources available to families and caregivers. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

ECH 115 Early Childhood Function II 3
Students will learn ways to establish positive relationships with parents and families with young children. Students will identify areas of strength and areas for future professional growth as an Early Childhood Professional. Students will complete the final steps necessary for requesting national Child Development Associate (CDA) Credentialing. Students will conduct classroom observations and complete the Direst Assessment Application. They will compile data from a family questionnaire and write their Professional Philosophy Statement. *PreReq: ECH100, ECH110*

ECH 120 Family Child Care Administration 2
This course covers the management aspects of operating a family child care business. The course will focus on contracts, policies, legal issues, fee structure, collection, budgeting, cash flow, keeping records, taxes, and developing sound fiscal and management skills.

ECH 150 Creative Experiences 3
This course is designed for early childhood classroom practitioners. The course will focus on how to develop interesting and secure environments and activities that encourage play, exploration, learning, and creative expression.

ECH 160 Observing and Interacting with Young Children 3
This course is designed for practitioners who work with children and families. Students will develop skills for quality observation and documentation associated with young children. Ethical considerations and confidentiality are discussed. Students will conduct an in-depth child study. Students must identify a child and set up and conduct observations. Students will also conduct structured observations targeting specific developmental areas. Students will create a professional report illustrating the developmental level of the child. The child portfolio will include completed checklists, work samples, pictures, and interviews. *PreReq: ECH 100, ECH 110, ECH 115*

ECH 180 Early Childhood Literacy and Language Development 3
This course will prepare current or future early childhood teachers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development. Students will develop an in-depth understanding of language development and acquisition. Students will acquire skills and knowledge in facilitating early literacy to young children, and how to involve parents and families in the process. *PreReq: 9 CR of Early Childhood*

ECH 182 Early Childhood CDA Renewal 3
This course is for students who have a current preschool or Infant/Toddler Child Development Associate (CDA) Credential and are interested in renewing their credential. Students will learn to act with specific goals in mind for all domains and children's development. This course provides specific ideas and strategies for interacting with children in key subject areas during both child-guided and adult-guided experiences. Students will complete all of the documentation and requirements for CDA renewal. *PreReq: A Valid Preschool or Infant/Toddler Child Development Association Credential @ CPR*

ECH 200 Program Planning and Development 3
This course will examine the administrative and curriculum demands in different types of early childhood education centers. Funding, budgeting, evaluating, hiring, planning, collecting fees, and writing reports are some of the topics that will be covered. The course will emphasize developing sound fiscal and program management skills with a focus on interpersonal relationships. *PreReq: ECH 100, ECH 110, ECH 115*

**indicates a technical course*

ECH 202 Early Childhood Mentoring 3
This course is for the committed Early Childhood Professional. Early Childhood Professional Ethics and Standards will be infused throughout the course. Students ill reflect on their personal and professional growth and leadership skills. Understanding the role of the mentor, effective mentoring practices, and the mentor as a change agent will be explored. This course will provide individuals working in the Early Childhood field the basic foundation needed for developing mentoring relationships, especially those with apprentices. *PreReq: 12 hours of Early Childhood*

ECH 210 Family Involvement in Education 3
This course will provide a study of family involvement in education from an interdisciplinary approach. The course will cover history, current research, and diversity in families and will also present information, activities, and programs to enrich family-school partnerships and collaborations. *PreReq: ECH 100, ECH 110, ECH 115*

ECH 220 Principles of Inclusion 3
This course explorers the barriers to and influences on inclusive education settings for young children. Topics covered will include instructional strategies, individualized instruction, and family perceptions of inclusion, collaborative relationships among adults, classroom ecology, social policy, and cultural and linguistic diversity. *PreReq: ECH 100, ECH 160, or permission*

ECH 250 Early Childhood Practicum 3
This course is designed for students who are assuming teaching responsibility under guided supervision. Students must meet all state and national requirements for working in an Early Childhood facility. The purpose of the practicum is to put theory into practice. Students will spend 15 hours in classroom activities and 225 hours teaching in the Early Childhood classroom. The course will cover working with parents, classroom management, observation and assessment, values identification, trends and issues in Early Childhood, personal reflections, and educational philosophy. *PreReq: Permission*

ED 101 Pre-professional Lab I 1
This course is designed to provide an introductory hands-on experience for students majoring in education. The course will consist of direct experience observing a professional educator in the classroom as well as tutoring and participation in classroom activities. *PreReq: ED 110*

ED 102 Pre-professional Lab II 1
This course is a continuation of ED 101 and is designed to provide additional hands-on experience for students majoring in education. The course will consist of direct experience observing a professional educator in the classroom as well as tutoring and participation in classroom activities. *PreReq: Permission*

ED 110 Introduction to Education 3
This course will cover the historical and sociological development of American education, the role of public schools in American society, and the diverse nature of the American student population. The course will also look at professional opportunities in the field of education.

ELE 101* Electrical and General Safety 1
This course will present basic safety information for establishing a safe electrical working environment. The course will cover electrical and general safety practices needed during coursework and at construction sites. The course will provide hands-on instruction in the use and care of power tools, hand tools, special electrical trade tools, ladders, and other equipment.

ELE 110* Direct Current Fundamentals 1
This course will focus on basic direct current theory. The course will cover electron theory and Ohm's law and how they apply to direct current circuits. The course will also introduce series circuits and their equations, parallel circuits and their equations, and combination circuits and their equations.

ELE 111* Alternating Current Fundamentals 2
This course will examine the effects an alternating current has on circuits. The course will also cover the functions and properties of capacitors, inductors, resistors, and other circuit components.

ELE 121* Residential Construction Wiring and Maintenance 6
This course is an introduction to the field of residential wiring. The course will cover basic blueprint reading and construction of cable layouts as well applying code standards. The course will provide hands-on experience in the lab and on site.

ELE 122* Residential Wiring I 4
An introductory course on residential wiring methods that includes practical application hand-on experience in implementing National Electrical Code (NEC) requirements.

ELE 131* Commercial Construction Wiring and Design 6
This course provides an introduction to the high intensity lighting systems used in commercial and industrial locations. The course will examine types of structures, location, types of equipment, and requirements of the National Electrical Code. Emphasis will be on how to install, maintain, and troubleshoot each system. The course will cover the application of lighting systems appropriate to the construction site, as well as wiring methods such as conduit, cable trays, surface metal raceways, rigid non-metallic conduits, and others, depending on the commercial application.

ELE 132* Commercial Wiring I 4
An introductory course on commercial wiring methods that includes practical applications and hands-on experience in implementing code requirements. This course of instruction will introduce the student to an environment much different than that of residential construction. In commercial applications, students have to look at types of structures, location, types of equipment, and requirements of the National Electrical Code (NEC). The course introduces student to the high intensity lighting systems used in commercial and industrial locations. Students learn how to install, maintain, and troubleshoot each system. Students will also receive instruction on application of different lighting systems to suit the application

**indicates a technical course*

encountered. The course also provides instruction about wiring methods such as conduit, cable trays, surface metal raceways, rigid non-metallic conduits, and those of other wiring methods used to meet certain locations in commercial applications.

ELE 141* Journeyman Exam Preparation NEC I 1
The purpose of this course is to introduce the Block and Associates exam. The course focuses on the makeup of the tests, the best use of time, highlighting text in the code book, and many other helpful testing ideas. The course will also provide sample exams and explain how to identify weaknesses and areas needing improvement.

ELE 151* Industrial Construction Wiring and Design 6
This course will examine requirements and designs used for the industrial wiring environment. The course will focus on the study of transformers — single and three phases are begun — as well as connection of these systems and voltages found. The course will also provide an introduction to the requirements for plant automation.

ELE 161* Electric Motor Operation and Control 6
This course will begin a study of electrical motors and systems used to control their operation. The course will cover the fundamentals of single and three phase motors along with their operational characteristics. The course will also focus on the language of control, ladder diagram, logical operational sequences, connection control sequences, diagramming, and troubleshooting. Voltages and systems presented are those found in most industrial locations. The code ruling is used during this course.

ELE 172* Fundamentals of Programmable Logic Controllers 2
This course provides an introduction to programmable logic controllers (PLCs) and their industrial and commercial applications. The course will cover the fundamentals of operation, installation, and programming. *PreReq: This course is for students who have completed all the motor control requirements.*

ELE 181* Journeyman Exam Preparation NEC II 1
This course continues preparation for the Block and Associates exam. The course focuses on the makeup of the tests, the best use of time, highlighting text in the code book, and many other helpful testing ideas. The course will also provide sample exams and explain how to identify weaknesses and areas needing improvement. *PreReq: ELE 141*

ELE 195* Occupational Work Experience 0
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.

ENG 095 Fundamentals of Reading & Writing 5
This course is designed to develop student proficiency in college reading and writing. In this course students will apply analytical and critical reading skills to a variety of texts and will develop skills in the writing process. In addition, students will gain skills in document design, researching, and documentation. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs and short essays. Students should also improve critical thinking, enlarge working vocabulary, improve reading skills, and increase reading speed. *PreReq: Assessment*

ENG 096 Fundamentals of Reading & Writing 3
This course is designed to develop student proficiency in college reading and writing. In this course students will apply critical thinking skills, critical reading skills, and writing skills to narrative and expository texts. In addition, students will develop skills in document design, researching, and documentation. Upon completion, students will be able to demonstrate effective skills in reading comprehension, analysis, and evaluation of college texts, as well as effective writing skills necessary to succeed in ENG 101 College English I and in the workforce. *PreReq: Assessment*

ENG 101 Composition I 3
This course provides instruction and practice in the principles of written composition. The major emphasis is on improving the ability to organize and express thoughts clearly and effectively. Students will be expected to write coherent essays that declare and support a thesis, as well as use and document research material. A reading text is used for criticism and discussion. This course is required for all degree programs. *PreReq: ENG 096 or assessment*

ENG 102 Composition II: Literature and Research 3
This is the second of a two-course sequence in college English composition. The course will continue to emphasize improving the ability to organize and express thoughts in clear, effective writing. The course will use literature study as a basis for improving and extending research, critical analysis, and writing skills. The forms, elements, and techniques of literature will be examined in terms of how literature affects readers. *PreReq: ENG 101*

ENG 103 Composition II: Rhetoric and Research 3
This is the second of a two-course sequence in college English composition. The course will continue to emphasize improving the ability to organize and express thoughts in clear, effective writing. The course will also place emphasis on writing practices/processes (pre-writing, drafting, revision) as well as reinforcement of rhetoric as the art of persuasion. Critical thinking skills are developed in many areas (identifying and understanding scholarly or credible sources, integrating others' perspectives into one's own argument, analyzing audience). *PreReq: ENG 101*

ENG 104 Intro to Literature 3
This course will enable the student to discuss and interpret representative English-language literary works in a variety of genres. The student will identify the use of literary elements; recognize relationships between writers, works, and socio-cultural contexts; and arrive at informed personal and critical interpretations. Various thematic approaches may be offered.

**indicates a technical course*

ENG 110 Technical Composition 3
This course focuses on using rhetorical writing methods applied to technical fields. Students will practice organizing technical subject matter and arranging and supporting writing with facts. Analysis and explanation, advocacy and argument, and academic and professional discourse will be explored. The course will also cover audience analysis. *PreReq: ENG 096 or assessment*

ENG 201 Advanced Composition 3
This course provides additional training in writing for individuals who have completed College English I and II. The course will focus on advanced rhetorical techniques, sentence structure, idea development, and writing style. *PreReq: ENG 101, ENG 102*

ENG 202 American Literature I 3
This course provides a survey of significant writers, works, and developments in American literature from around 1620 to 1885.

ENG 203 English Grammar 3
This course is designed to provide a comprehensive examination of English grammar and to serve as a foundation for further linguistic study. The course will provide an intensive study of grammar and the application of grammatical principles to composition, emphasizing a functional approach to both sentence structure and punctuation. This course is especially recommended for students majoring in the areas of language instruction or public communication, including English, ESL, foreign language, journalism, speech, theatre, radio, television, education, business, and pre-law. *PreReq: ENG 101*

ENG 205 Old Testament Literature 3
This course provides a survey of the Old Testament as a literary work. The course will emphasize literary characteristics and the cultural and historical contexts of various books of the Old Testament and Apocrypha.

ENG 207 Narrative Film 3
This course is designed to provide an introduction to the history and conventions of narrative film. The focus of the course will be on narrative form and film's story-telling techniques and capabilities. *PreReq: ENG 102*

ENG 208 Introduction to the Short Story 3
The purpose of this course is to provide a study of the literary genre of the short story, with emphasis on critical analysis and appreciation. The basic elements of short fiction, such as point of view, plot, character, and theme will be discussed and analyzed in terms of how they are applied in individual stories by major writers from various periods and countries. The purpose of such analysis will be to help students understand, appreciate, and enjoy more fully the reading of short fiction.

ENG 209 American Literature II 3
This course provides a survey of the significant writers, works, and developments in American literature from roughly 1865 to the present.

ENG 210 World Literature I 3
This course focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is wide, roughly from 2000 BCE to 1650 CE.

ENG 211 World Literature II 3
This course focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is wide, roughly from 1650 CE to the present.

ENG 212 English Literature I 3
This course provides a survey of the significant writers, works, and developments in English literature from the Middle Ages through the Eighteenth Century.

ENG 213 English Literature II 3
This course provides a survey of the significant writers, works, and developments in English literature from the Nineteenth Century Romantic writers through the Twentieth Century.

ENG 223 Creative Writing 3
This course is designed to give students an opportunity to write and develop skills in various genres of creative writing, such as fiction, poetry, and drama. Students may do some work in each area but will be able to focus on the genre of their choice. Basic elements of creative writing will be discussed, and students will work on several creative projects in a workshop format. In addition to the instructor providing evaluation and guidance, students themselves will be an audience for the writing done in the class and will give feedback, interaction, and critiques of other students' work.

ENO 116 Introduction to Enology 3
This introductory course is designed to provide students with an understanding of winemaking principles, including history, grape growing, chemistry, wine microorganisms, fermentation, and winery operations. It is intended for entrepreneurs to explore business opportunities and winery employees to gain career development. Coursework is expected to integrate lecture, discussion, guest presenters, and field trips to operating vineyards and wineries. Students will make wine at home from a kit, track fermentation, make various chemical measurements, and provide one bottle of finished wine at the conclusion of the course.

ENO 130 Intermediate Enology 3
This intermediate course is built on the fundamentals of science and technology in wine making practices taught in Introduction to Enology. During this course, students will understand how the whole wine making practice works and learn the scientific background for any decisions made during the process of wine making. At the completion of the course, students will understand wine making calculations necessary for accurate, precise, and safe additions to the wine. This class emphasizes the practical aspects to growing grapes and making wine. *PreReq: ENO 116*

ENO 148 Winery Sanitation 3
This is a course in the basic science and technology of winery sanitation. The course serves as an introduction to wine microbiology and covers all methods used for winery sanitation, including but not limited to premises, tanks, pumps, filters, oak barrels and sampling equipment, chemical agents, reagents, and thermal

treatments leading to sterile bottling. Environmental issues and compliance are also addressed. *PreReq: ENO 116 or permission*

ENO 160 Winery Equipment Operations 2
This course covers process technologies and process systems that are used in modern commercial wineries. The course will include lectures, demonstrations, and two-day workshops and will provide an overview of wine-making systems, including wine making operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and work place safety. *PreReq: ENO 116 or permission*

ENO 210 Introduction to Wine Microorganisms 2
This course is an introduction to the variety of both beneficial and harmful microorganisms frequently encountered in the wine making process. Topics include identification, physiology, morphology, and biochemistry of various wine microorganisms. *PreReq: ENO 116 or permission*

ENO 257 Fall Winery Production Technology 3
This course is designed for the individual anticipating a career in the wine industry. This course (practicum) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences sufficient to equip him or her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season practicum at a supporting winery and are expected to use the time and opportunities to further their understanding of the wine making process and common winery operations. A minimum of 120 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: ENO 130, ENO 148, ENO 160, or permission*

ENO 259 Cellar Operation Technology 2
This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as it is performed during the passive vineyard periods associated with winter. The student is expected to improve his/her understanding of the methods and science involved by on-site participation in each of the various activities associated with finished wine production. The course may qualify as experience for those seeking employment in commercial enology. A minimum of 80 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: ENO 257*

ENO 266 Sensory Evaluation 3
This course is intended for students who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who, by the nature of their profession, need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. Students must be at least 21 years old to enroll in this class. *PreReq: ENO 116 or permission*

ENO 268 Wine and Must Analysis 3
This course is designed to provide students with an understanding of the principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries. *PreReq: ENO 116 and PS 107 or permission*

GEO 212 World Regional Geography 3
This course provides a general survey of the distinguishing geographic characteristics of the major regions of the world. Emphasis is placed on the physical, cultural, historic, and economic aspects of each region. The course is designed to meet the needs of students majoring in education, social science, or geography, as well as students interested in attaining a global perspective

HIS 101 United States History I 3
This course provides a survey of United States history from European beginnings through the Reconstruction period after the Civil War. The course considers the changing configurations of American culture and its modes of expression, religion, politics, and literature. Also covered arethe rise of the Federalists, the War of 1812, the emergence of the Jacksonian Movement, westward expansion, war with Mexico, and the Civil War. Special emphasis will be placed on economic, political, and social forces from colonial times to the Civil War.

HIS 102 United States History II 3
This course provides a survey of United States history from post-Civil War Reconstruction to the present. The course considers the changing configurations of American culture and its modes of expression, religion, politics, and literature. Emphasis will be placed on the changing role of the government in the lives of people and on the changing position of the United States in world affairs. The course will also cover the impact of industrialism, imperialism, two world wars, and the Cold War on the policies of the United States.

HIS 103 History of Western Civilization I 3
This course provides a survey of the development of western culture and institutions from the ancient world to the time of the European Renaissance and Reformation. The course will cover the civilizations of the Ancient Near East, Greece, and Rome, as well as the development of European nations from the early Middle Ages to the High Middle Ages. Emphasis will be on political, social, religious, and cultural life. The course will also cover the rise of Christianity and its importance from the end of the Roman Empire through the rise of European civilization in the Middle Ages.

**indicates a technical course*

HIS 104 History of Western Civilization II 3
This course provides a survey of the history of Europe from the Reformation and Renaissance to the present. The spiritual, intellectual, social, political, and economic foundations will be covered, with emphasis on the religious wars of the 16th century, the Age of Absolutism of the 17th and 18th centuries, and the American and French Revolutions of the 18th century and the many European revolutions of the first half of the 19th century. The course will also cover the breakdown of order in the early 20th century which led to World War I and World War II, the aftermath of World War II, the Cold War, and the fall of the Soviet Union.

HIS 202 Introduction to Ancient History 3
This course provides a survey of the political, social, and economic development of Mesopotamia, Asia Minor, Greece, and Rome from the Paleolithic times to A.D. 500. The course will review the history of the ancient world from 5000 B.C. to the collapse of the Roman Empire. Emphasis will be placed on reviewing the similarities and differences between various cultures and civilizations. The course will also examine the influence the past has had on the modern world and the impact the ancient world has had on the way the modern world views the arts, government, education, religion and ethics.

HIS 204 Readings in Western Civilization I 3
This interdisciplinary course critically examines the ideas and values of Western culture from ancient beginnings in Mesopotamia, the Near East, Greece, and Rome through the Middle Ages, Renaissance, Reformation, and the beginning of the modern period.

HS 101 Introduction to Health Information 4
This course provides an introduction to health information management and healthcare delivery systems in the United States. The course will focus on the roles of health professionals, types of healthcare organizations, types and levels of healthcare delivery systems, healthcare governing bodies, content and structure of the health record, documentation requirements for health records in various healthcare settings to ensure clinical coders are familiar with basic health data structure, content and standards; healthcare delivery systems; and information technology and systems.

HS 103 Legal and Ethical Issues in Healthcare 3
This course introduces the U.S. legal system, laws, and ethical issues and how they relate to health care. Emphasis is placed on legal and compliance issues faced by clinical coders in the workplace setting.

HS 105 Insurance and Health Information Compliance 3
This course introduces the study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Topics will include contemporary prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

HS 109 Pharmacology for Allied Health Professionals 3
This course introduces the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. The course will cover drug classifications, use of generic name drugs, trade drugs, and drugs to treat various body systems. Emphasis is placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common conditions and laboratory findings. This course does not meet the current requirements for nursing.

HS 110 Pathopharmacology for Health Science 4
This course is designed for the Health Science student to study diseases and disorders that affect the various body systems and the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. This course will focus on diseases of each body system including cause, diagnosis, and treatment. Emphasis is also placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common conditions and laboratory findings. This course does not meet the current requirements for nursing.

HS 112 Pathophysiology for Allied Health Professionals 3
This course is designed for the Allied Health student to study diseases and disorders that affect the various body systems. This course will focus on diseases of each body system including cause, diagnosis, and treatment. This course does not meet the current requirements for nursing. *PreReq: A C or higher in BS 104, BS 105 and BS 109*

HS 115 International Classification of Disease (ICD) Coding I 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on basic diagnosis coding skill and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM). *PreReq: A C or higher in BS 104, BS 105, and BS 109*

HS 118 Current Procedural Terminology (CPT) Coding I 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on basic diagnosis coding skills and guidelines associated with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). *PreReq: A C or higher in BS 104, BS 105, and BS 109*

HS 120 Healthcare Computer Applications and Electronic Encoder 3
This course is designed for the Health Science student to study diseases and disorders that affect the various body systems and the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. This course will focus on diseases of each body system including cause, diagnosis, and treatment. Emphasis is also placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common

conditions and laboratory findings. This course does not meet the current requirements for nursing. *PreReq: BUS 130*

HS 125 International Classification of Disease (ICD) 3
International Classification of Disease (ICD) Procedural Coding Systems This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on diagnosis coding skill and guidelines associated with International Classification of Diseases Procedural Coding System (ICD/PCS). *PreReq: A C higher in HS 115 or permission (ICD/PCS).*

HS 130 Reimbursement Methodologies (Physician) 3
Study the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Includes contemporary prospective payment systems and key health plans, charge-master maintenance, and evaluation of fraudulent billing practices.

HS 210 International Classification of Disease ICD) Coding II 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. The course will focus on more advanced diagnosis coding skills and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM). *PreReq: A C or higher in HS 115*

HS 218 Current Procedural Terminology (CPT) Coding II 3
This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. The course will focus on more advanced diagnosis coding skills and guidelines associated with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). *PreReq: A C or higher in HS 118*

HS 225 Healthcare Coding Practicum 3
To provide the student with coding practices in a hospital, physician's office, clinical, or other healthcare setting, with directed projects common to a clinical coding specialist on the job. This course will reinforce skills developed in the medical coding program and provide an opportunity to perform these skills in the workplace. *PreReq: Permission*

HVA 101* Occupational Safety 1
This course is designed to provide students with an appreciation and basic understanding of the safety rules and regulations that govern the construction industry. Students will also learn and apply safe work habits and the use of hand and power tools as well as the handling use and application of hazardous materials.

HVA 102* Blueprint Reading/Sketching 2
This course will introduce students to a basic set of house plans, including the plan views, elevations, framing, wall section, and details. Students will be able to read these prints and sketch details and layouts of specific items that relate to their occupational area.

HVA 103* Hand/Power Tools 1
This course will introduce students to the various hand and power tools used in the construction industry, specifically related to those in the HVAC occupational area. The correct and safe use of hand and power tools will be emphasized. Students will be required to pass a written and performance safety test on all power equipment used in their program area.

HVA 106* Technical Math 2
This course is designed to provide students a review of the basic principles of math, which include whole numbers, common and decimal fractions, ratio proportions and percent algebra, the metric system, and basic geometric shapes and graphs.

HVA 110* Theory of Refrigeration 3
This course in refrigeration is designed to include how mechanical refrigeration operates. This includes the following: heat and heat flow, temperature measurement, pressure and state of matter, as well as the laws of refrigeration.

HVA 115* Electrical Magnetic Fundamentals 3
"This course covers generating electricity, types of electricity, direct and alternating current circuit fundamentals, magnetism, and electrical components.

HVA 121* Domestic Refrigeration 3
This course includes terminology associated with domestic refrigeration, identification of types of domestic refrigeration, location of data plates, and their purpose. Also covered will be sealed system components, what their functions are and how they operate, as well as locating and solving programs in a domestic refrigeration system in a safe manner.

HVA 126* Plumbing I 3
This course is designed to provide an understanding of the plumbing system of a structure including water supply distribution pipes; fixtures and fixture traps; soil, waste and vent pipes; building drains and building sewers; storm water drainage and their devices; appurtenances and connections within the building and outside the building within the property lines. All plumbing is taught to specifications of the Uniform Plumbing Code.

HVA 136* Electric Circuits & Controls 3
This course includes electric control circuits in ladder diagram and pictorial form. Also covered will be icemaker diagrams, comfort cooling controls, central air-conditioning controls, pressure motor controls, motor safety controls, defrost controls, and humidity controls. *PreReq: HVA 115*

HVA 145* Sheet Metal **3**
This course introduces the student to pattern development and fabrication of fittings used in the heating/air conditioning industry. Installation in a sage and proper manner is covered.

HVA 156* AC Heating & Cooling **3**
This course covers terminology associated with heating and humidification. Heating equipment covered will include; gas heating systems, hydraulic heating, electric heating, and oil heating. In addition, humidification will be covered. Also covered. *PreReq: HVA 136*

HVA 170* AC Control Systems **3**
This course is designed to help students to understand the operation of the control systems in heating and cooling equipment as well as heat pump control systems. Sequence of operation of the controls will be covered. *PreReq: HVA 156*

HVA 175* Commercial Refrigeration **3**
This course includes the study of condensing units, condensers, refrigerant controls, evaporators, and other components used in commercial refrigeration systems, as well as diagnosing, testing, servicing and repair of commercial equipment. Safety for the technician, customer, and equipment is also covered.

HVA 181* Plumbing II **3**
This course is a continuation of Plumbing I dealing with the development of technical skills and knowledge of the trade. *PreReq: HVA 126*

HVA 195* Occupational Work Experience **0**
Occupational Work Experiences are available to students who have completed 85% of their required course hours. This is an optional course for HVAC technology students who wish to gain further "real life" experiences.

IDS 110 Contemporary Issues in Sustainability **3**
This interdisciplinary course is designed to introduce students to diverse global perspectives and practical personal solutions related to long-term sustainability. The course focuses on the impact personal and professional decisions have on the global condition and how those decisions can support the objectives of sustainability: economic viability, environmental integrity, and social equity. Topics covered will include energy, food, land use, water, air, waste, housing, personal health, and community. Instruction will be provided by a team of faculty, staff, and practitioners of sustainable living.

IDS 120 Introduction to Leadership Concepts **3**
This interdisciplinary course is designed to introduce students to the academic discipline of leadership. The course focuses on the study of leadership development through the examination of leadership theory and research, identity development, self-awareness, awareness of others and the application of leadership theories, concepts, and skills.

IDS 130 Culture and Context **3**
This interdisciplinary leadership course is designed to discover and examine personal cultural identity from a values based perspective. The course will focus on strategies and skills needed to analyze intercultural experiences, events, and dilemmas. The concepts of power and privilege will be discussed as psychological constructs operating across all cultures and contexts. *PreReq: IDS 120 and sophomore standing.*

IWT 105* Welding Safety **1**
This course will provide information on safety issues, equipment, and procedures in the field of industrial welding. The course will cover job and site hazards, safety precautions, personal protective equipment, procedures, and practices. Fire prevention techniques will also be covered.

IWT 115* Cutting Processes **3**
This course will cover the cutting equipment and processes used in the welding trade. The course will include set up, operation, and shut down of various cutting equipment. Safety and inspection for quality will be emphasized.

IWT 125* Shielded Metal Arc Welding **3**
This course will provide instruction and experience in the Shielded Metal Arc Welding (SMAW) process. The course will cover setting up the SMAW workstation, electrode classification, selection, and use, welding, and inspection.

IWT 135* Gas Metal Arc Welding **3**
This course will provide instruction and experience in the Gas Metal Arc Welding (GMAW) process. The course will cover setting up the GMAW workstation, electrode classification, selection, and use, welding, and inspection.

IWT 145* Gas Tungsten Arc Welding **3**
This course will provide instruction and experience in the Gas Tungsten Arc Welding (GTAW) process. The course will cover setting up the GTAW workstation, electrode classification, selection, and use, welding, and inspection.

IWT 162* Blueprint Reading **4**
This course will provide an introduction to reading blueprints related to industrial welding. The course will cover basic lines, views, and abbreviations, as well as interpretation of basic 3-D sketches. The course will also include applicable mathematical operations, measuring, scale ratios, identification of welding joints and symbols, and interpreting a bill of materials.

IWT 175* Shielded Metal Arc Welding II **5**
This course will continue instruction and experience in Shielded Metal Arc Welding (SMAW). The course will cover safety issues, equipment repairs, setting up a complete SMAW system, operation of equipment, surface repairs, groove welds, and thickness qualification tests. *PreReq: IWT 125*

IWT 180* Gas Metal Arc Welding II **5**
This course will continue instruction and experience in Gas Metal Arc Welding (GMAW). The course will cover safety issues, equipment repairs, setting up a complete GMAW system, operation of equipment, surface repairs, groove welds, and thickness qualification tests. *PreReq: IWT 135*

IWT 185* Gas Tungsten Arc Welding II **5**
This course will continue instruction and experience in the Gas Tungsten Arc Welding (GTAW) process. The course will cover safety issues, equipment repairs, setting up a complete GTAW system, operation of equipment, surface repairs, 5G welds, and qualification tests. *PreReq: IWT 145*

IWT 190* Blueprint Reading II **3**
This course will continue instruction and experience in blueprint reading related to industrial welding. *PreReq: IWT 162*

IWT 195* Occupational Work Experience **0**
Occupational work experiences are available to students who have completed 85% of their required course hours. This is an optional course for welding students who wish to gain practical experience at local businesses and industries or other approved sites.

LG 100 Conversational Spanish **2**
This course emphasizes the development of basic Spanish communications skills through practice in listening, speaking, reading, and writing. It is designed to introduce students to skills necessary for casual conversation and career specific situations.

LG 101 Spanish I **5**
This course covers the fundamentals of Spanish pronunciation, vocabulary building, conjugation of the present tense, and introduction of two past tenses. The course will provide practice in understanding and speaking simple phrases, elementary reading and writing, and some study of the culture of people in countries where Spanish is spoken.

LG 102 Spanish II **5**
This course builds on Spanish I and provides continued emphasis on pronunciation, vocabulary building, speaking, and understanding modern Spanish. Focus will be on elementary reading and basic writing skills as well as the study of the culture of Latin America and Spain. Review of the present tense is continued. The course will introduce the preterite tense and irregulars, the future, conditional, and perfect tenses, and subjunctive-introduction to present. Direct and indirect object pronouns, reflexive pronouns, command forms, sequencing, and storytelling will also be covered. *PreReq: LG 101*

LG 105 American Sign Language **3**
This course offers a basic study of American Sign Language (ASL), the language used by the deaf community in the United States. The course covers the fundamentals of ASL grammar, vocabulary, finger spelling, numbers, visual-gestural communication, and information related to deaf culture.

LG 106 American Sign Language II **3**
This course continues study begun in LG 105 and will focus on continued development of American Sign Language (ASL) skills, concentrating on comprehension and production. The course will also provide information about the linguistic and cultural features relevant to language learning.

LG 201 Spanish III **3**
This course builds on Spanish II and provides continued emphasis on pronunciation, vocabulary building, speaking, and understanding modern Spanish. Focus will be on intermediate listening, speaking, reading, and writing skills, using a variety of tenses and moods, as well as the continued study of the culture of Latin America and Spain. Expanded review and practice using the present, preterite, imperfect, future, and conditional tenses and the imperative, indicative, and subjunctive moods will be continued. Sequencing and storytelling will also be continued. Por and para, comparatives and superlatives, prepositions, and the subjunctive in noun, adjective, and adverbial clauses will be covered and incorporated in the demonstration of appropriate interpretation and response to Spanish language input. *PreReq: LG 102 or permission*

LS 102 Children`s Literature **3**
This course is designed to introduce students to the field of children's literature. The course will cover the theories, history, and types of children's literature. Emphasis will be on giving students the ability to evaluate and select appropriate literature for various ages of children. The course is recommended for elementary education and library science majors, and at some institutions, is a requirement for those majors. Course material, however, will be broad enough to accommodate anyone with an interest in the field of children's literature.

M 101 Music Fundamentals **3**
This course covers the basics of music, including symbols, rhythm, and scale construction. The course also introduces reading and dictation in two or three parts, the minor modes and chromatics, eye and ear study through the simple modulations, and transpositions.

M 103 Music History and Appreciation **3**
This course provides an introduction to music as an art form. The course will cover the basic elements of music and historically significant style periods and composers. The course will also emphasize the concept of music as self-expression.

M 105 Applied Keyboard I **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: Permission*

M 106 Applied Keyboard II **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: M 105 or permission*

**indicates a technical course*

M 107 Applied Music I (Vocal) 1
This course offers private lessons for students interested in developing vocal performance skills.

M 108 Applied Music II (Vocal) 1
This course offers private lessons for students interested in developing vocal performance skills. *PreReq: M 107*

M 111 Applied Music I (Instrumental) 1
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: Permission*

M 112 Applied Music II (Instrumental) 1
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: M 111 or permission*

M 113 Vocal Ensemble - Lads and Lassies I 1
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. *PreReq: Permission*

M 114 Vocal Ensemble - Lads and Lassies II 1
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. *PreReq: Permission*

M 115 Chorus I 1
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills.

M 116 Chorus II 1
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. *PreReq: M 115*

M 119 Wind Ensemble I 1
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills.

M 120 Wind Ensemble II 1
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills. *PreReq: M 119*

M 130 Pep Band I 1
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers opportunities for musical self-expression while providing a service for the College's athletic community.

M 131 Pep Band II 1
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers additional opportunities for musical self-expression while providing a service for the College's athletic community. *PreReq: M 130*

M 135 Aural Skills I 2
This course provides an aural study of melodies, intervals, harmonies, rhythms, and meters. *CoReq: M 200*

M 145 Aural Skills II 2
This course provides additional aural study of melodies, intervals, harmonies, rhythms, and meters. *CoReq: M 201, M 135*

M 152 Opera Production I 1
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: Permission*

M 153 Opera Production II 1
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: M 152 and permission*

M 154 Group Piano I 1
This course is designed to develop functional keyboard skills needed in the music classroom or for personal enjoyment.

M 155 Group Piano II 1
This course is designed to develop intermediate keyboard skills needed in the music classroom or for personal improvement and enjoyment. *PreReq: M 154*

M 162 Introduction to World Music 3
This course will provide an introduction to music across the world. The basic elements of music and musical style from specific

regions will be studied. The course will also emphasize music as self-expression.

M 200 Music Theory I **3**
This course will provide a study of the harmonic systems used in musical composition from approximately 1650 to 1900, including mastery of scales, keys, intervals, rhythms, and basic triads. The course will cover simple four-part writing, triad inversions, non-chord tones, secondary chords, and dominant seventh chords. Students will also analyze chorales, hymns, and representative literature from recognized style periods. *CoReq: M 135 PreReq: A C or higher in M 101 or permission*

M 201 Music Theory II **3**
This course will provide more advanced study of the harmonic systems used in musical composition from approximately 1650 to 1900, including mastery of scales, keys, intervals, rhythms, and basic triads. The course will cover simple four-part writing, triad inversions, non-chord tones, secondary chords, and dominant seventh chords. Students will also analyze chorales, hymns, and representative literature from recognized style periods. *PreReq: A C or higher in M 200 CoReq: M 145*

M 205 Pep Band III **1**
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers additional opportunities for musical self-expression while providing a service for the College's athletic community. *PreReq: M 131*

M 206 Pep Band IV **1**
This course is for both music majors and other students interested in performing with a pep band at home football and basketball games. The course offers additional opportunities for musical self-expression while providing a service for the College's athletic community. *PreReq: M 205*

M 207 Applied Music III (Vocal) **1**
This course offers private lessons for students interested in developing vocal performance skills. *PreReq: M 108*

M 208 Applied Music IV (Vocal) **1**
This course offers private lessons for students interested in developing vocal performance skills. *PreReq: M 207*

M 211 Applied Music III (Instrumental) **1**
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: M 112 or permission*

M 212 Applied Music IV (Instrumental) **1**
This course provides private lessons on primary instruments for music majors or non-music majors interested in developing their skills. *PreReq: M 211 or permission*

M 213 Vocal Ensemble - Lads and Lassies III **1**
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. *PreReq: Permission*

M 214 Vocal Ensemble - Lads and Lassies IV **1**
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. *PreReq: Permission*

M 215 Chorus III **1**
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. *PreReq: M 116*

M 216 Chorus IV **1**
This course is designed for both music majors and other students interested in performing with a stage vocal chorus that features various styles of music along with choreography and props. The chorus also travels within the College service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. *PreReq: M 215*

M 219 Wind Ensemble III **1**
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills. *PreReq: M 120*

M 220 Wind Ensemble IV **1**
This course is designed for both music majors and other students interested in performing with a wind and percussion ensemble. The course provides opportunities for musical self-expression and continued development of individual and ensemble music skills. *PreReq: M 219*

M 223 History of Jazz **3**
This course provides a listening-based approach to the evolutionary development of America's unique jazz art form. The course will cover the American roots of jazz and its early figures, the development of various jazz styles, significant jazz musicians, and the place of jazz in modern music.

**indicates a technical course*

M 225 Applied Keyboard III **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: M 106 and permission*

M 226 Applied Keyboard IV **1**
This course offers private lessons on piano and/or electronic keyboard for music majors or non-music majors interested in developing their skills. *PreReq: M 225 and permission*

M 229 Aural Skills III **2**
This course provides aural study of melodies, intervals, harmonies, rhythms, and meters. *PreReq: A C or higher in M 145, CoReq: M 233*

M 230 Aural Skills IV **2**
This course provides aural study of melodies, intervals, harmonies, rhythms, and meters. *PreReq: A C or higher in M 229, CoReq: M 234*

M 233 Music Theory III **3**
This course continues work with harmony and composition. The course will also introduce the use of 20th century techniques with melody, rhythm, form, and harmony. *PreReq: A C or higher in M 201, CoReq: M 229*

M 234 Music Theory IV **3**
This course continues work with harmony and composition. The course will also introduce the use of 20th century techniques with melody, rhythm, form, and harmony. *PreReq: A C or higher in M 233, CoReq: M 230*

M 252 Opera Production III **1**
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: M 153 and permission*

M 253 Opera Production IV **1**
This course is designed for dance and music students and others interested in participating in a stage vocal and dance ensemble that prepares and performs the role of the chorus with a professional opera company. The course provides opportunities for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the performance arts as a profession. *PreReq: M 252 and permission*

MAT 090 Fundamentals of Math **3**
Fundamentals of Math precedes the algebra sequence of courses. This course is designed to develop skills in the four fundamental mathematical operations using whole numbers, fractions, decimal fractions, ratio, proportion, and percent. Business and consumer applications are also included. If time permits, applied geometry and an introduction to algebra will be included.

MAT 100 Beginning Algebra **3**
This course focuses on basic algebra fundamentals and is designed to prepare students for the Intermediate Algebra course. *PreReq: MAT 090 or assessment*

MAT 102 Technical Math **3**
Technical math focuses on measurement, algebraic operations, formulas, geometry, and basic statistics, scientific notation, number systems, algebra (equations and formulas, factoring, and systems), geometry, and trigonometry. These concepts are supported by practical applications to a variety of career and technical vocations, including manufacturing, automotive, allied health, welding, building trades, and heating, ventilation, air conditioning, and plumbing*: MAT 090 or assessment*

MAT 103 Intermediate Algebra **3**
Intermediate Algebra is a thorough study of the fundamental laws of algebra, including adding, subtracting, multiplying, dividing, factoring, and simplifying polynomial, rational, and radical expressions. The course also will cover solving linear, quadratic, rational, and radical equations, including non-real complex solutions, as well as solving linear, compound, and absolute value inequalities. In addition, graphing linear equations, inequalities, and quadratic functions, solving systems of two equations in two variables, and using function notation will be covered, as well as applications of many of these algebraic concepts. Other topics will be included as time permits. A scientific calculator is required for this course. *PreReq: MAT 100 or assessment*

MAT 104 College Algebra **3**
College Algebra is a comprehensive study of the fundamental laws of algebra, including exponents, linear and quadratic equations, polynomial and rational inequalities, system of equations, radicals and radical equations, functions and graphing, polynomials and polynomial equations, modeling, logarithms, complex numbers, augmented matrices, determinants, and regression. The course will provide analysis of graphs and linear systems in two or three variables, as well as applications of most of the topics listed above and others as time permits. A graphing calculator is required for this course. *PreReq: MAT 103 or assessment*

MAT 105 Trigonometry **3**
College Trigonometry includes the study of circular functions and their graphs, working with the right triangle, unit circle, inverse circular functions, identities, conditional equations, the Law of Sines, the Law of Cosines, and other topics as time permits. *PreReq: MAT 104 or assessment*

MAT 106 Calculus I **5**
Calculus I is the first in a three-semester sequence of calculus courses. This course consists of the study of algebraic functions of one variable, the use of modern technology to enhance calculus knowledge, limits including the study of L'Hopital's Rule, differentiation and its various techniques, definite and indefinite integrals, including integration by substitution and logarithmic functions, and applications of the derivative and definite integral in geometry, science, engineer-

ing, business, medicine, and other fields. Other topics will be covered as time permits. *PreReq: MAT 105 or assessment*

MAT 107 General Calculus and Linear Algebra 3
General Calculus is an introduction to calculus and linear algebra concepts that are particularly useful in the study of economic and business administration. This course consists of the study of algebraic functions of both one and several variables, the use of modern technology to enhance calculus knowledge, differentiation and partial differentiation and their various techniques and applications to business such as marginal analysis and optimization including Lagrange Multipliers. Other topics may be covered as time permits. *PreReq: MAT 104*

MAT 108 Topics in Contemporary Mathematics 3
This course is designed to develop problem-solving skills by studying a wide range of contemporary applications of mathematics and to develop an appreciation of what mathematics is and how it is used today. The main goal of the course is to give an introduction to the power and variety of mathematical techniques that are available to an educated member of society. Some of the great ideas of mathematics and how they can be used in everyday life will be explored, including but not limited to: set theory, logic and syllogisms, graph theory, number theory, algebraic models, modeling systems for both linear equations and inequalities, voting methodology, consumer mathematics, and descriptive statistics. *This course does not satisfy the graduation requirements for an Associate in Science degree. PreReq: MAT 103 or assessment*

MAT 110 Calculus II 5
Calculus II is the second in a three-semester sequence of calculus courses. This course consists of working with logarithms and other exponential functions, hyperbolic functions, inverse and hyperbolic trigonometric functions, numerous integration techniques including using tables, integration by parts, substitutions, partial fractions, improper integrals, continued work with L'Hopital's rule, sequences and series, convergence and comparison tests, using formulas to estimate integrals, and differential equations. The course also covers calculus involving three-dimensional space, vector operations including the dot product, projections, the cross product, parametric equations of lines, and three-dimensional plane operations with quadric surfaces, as well as selected topics in analytic geometry as time permits. *PreReq: MAT 106*

MAT 201 Calculus III 5
Calculus III is the final course in the three-semester sequence of calculus courses. This course is designed to prepare students to be successful in Differential Equations, Vector Analysis, Statics, Dynamics, and other upper-level mathematics, science, and engineering courses. The course consists of a thorough study of polar coordinates and parametric equations, vector analysis in calculus problems, vector-valued functions, partial derivatives, centroids, directional derivatives, gradients, and multiple integrals including double integrals, triple integrals, changing variables involving polar coordinates, center of mass and moments of inertia, and many applications. In addition, there will be a thorough study of multiple integrals and their applications, including in cylindrical and spherical coordinates and change of variables using Jacobians. Topics from the field of vector analysis, such as vector fields, line integrals, Green's Theorem applications, surface integrals including applications and flux, and the use of matrices in various operations will also be covered. *PreReq: MAT 110*

MAT 202 Differential Equations 3
This course covers standard types of ordinary differential equations of first and second order, linear equations, solutions by series, and application to geometry and physical science. *PreReq: MAT 201*

MAT 203 Basic Statistics 3
This course is an introductory study of the fundamentals of modern statistics and probability. The main topics covered include descriptive methods, inductive statistics, probability, estimation, and tests of hypotheses, along with other topics as time allows. *PreReq: MAT 104*

MOA 109* Emergency Preparedness 1
This course is designed to provide health care professionals with an orientation for their possible future roles in disaster response. Focus will be on the importance of staying within the scope of practice of the profession. The course will also cover being prepared to meet the expectations of their employers, volunteering effectively, and being confident and safe responders.

MOA 110* Administrative Aspects I 3
This course covers the administrative skills needed as a health care team member, including effective telephone techniques, scheduling patients for appointments, management of facilities, records management, and use of office equipment.

MOA 113* Clinical Internship I 2
This course provides practical experience in the Medical Office Assistant field by working in various medical arenas.

MOA 114* Patient Care I 4
This course focuses on the application of skills learned in the classroom and lab in the internship. The course also introduces the basics of patient care, including Medical Asepsis and Infection Control, preparing a patient for examination, acquiring vital signs, and assisting the physician with patient exams.

MOA 121* Principles of Pharmacology 3
This course presents topics essential for a thorough understanding of drug sources, legislation relating to drugs, drug references and forms of drugs, drug classifications and actions, the medication order, and basic principles.

**indicates a technical course*

MOA 123* Insurance Billing and Coding **3**
This course covers a wide range of medical insurance topics, including types of health insurance, types of coverage, claims processing, abstracting from medical records, and current issues in medical insurance.

MOA 125* Medical Terminology **3**
This course defines prefixes, suffixes, and roots used to compose medical terms. The course will cover spelling, pronunciation, definitions, and interpretation of terminology related to body structure, disease, diagnosis, and treatment.

MOA 128* Body Structure and Functions **3**
This course examines the complexities of human structure and function. The course emphasizes how tissues, organs, and body systems work together to carry out complex activities such as eating, learning and responding to stress, and interaction with other structures of the body.

MOA 133* Administrative Aspects II **3**
This course covers the administrative skills needed as a health care team member managing specialized patient appointment scheduling, electronic medical records, and referrals. The course also examines the financial responsibilities of medical office assistants relating to posting of charges and payments and balancing of day sheets. *PreReq: MOA 110*

MOA 134* Patient Care II **3**
This course introduces cast application and removal, performing EKG's, and patient teaching. The course also covers how to prepare and administer various forms of medication. *PreReq: MOA 114*

MOA 135* Clinical Internship II **2**
This course provides practical experience in the Medical Office Assistant field by working in various medical arenas. *PreReq: MOA 113*

MOA 136* Clinical Laboratory Procedures **4**
This course addresses the role and function of the professional in the clinical laboratory setting. Topics include safety, Clinical Laboratory Improvement Act of 1988 (CLIA), government regulations, and quality assurance in the laboratory. The course examines concepts and procedures in different departments of the laboratory, including specimen collection and performance of CLIA 88 low and/or moderate complexity testing.

MOA 137* Professional Issues **2**
This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. The course examines personal and professional characteristics and legal and ethical standards for medical assistants, explores professional and personal therapeutic communication, and addresses time management and goal setting.

MOA 295* Occupational Work Experience **0**
This experience is designed to provide the student with purposeful occupational experience in the Medical Office Assistant field. Each experience is individualized. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. Students must have completed 85% of their required course hours, be in good standing, and have instructor and administration approval.

MT 111 Introduction to Media Technology **3**
This course concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook.

MT 112 Media Technology I **3**
This course is a continuation of MT 111. It concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook.

MT 113 Media Technology II **3**
This course is a continuation of MT 111 and MT 112. This course is a continuation of MT 112. It concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook. *PreReq: MT 113 and permission*

MT 114 Media Technology III **3**
This course is a continuation of MT 113. It concentrates on the advanced applications of various media technologies used in a creative way to produce the College yearbook. *PreReq: MT 113 and permission*

NET 125* Introduction to Net+ **3**
This course will introduce the various networking concepts and technologies for students interested in becoming network administrators. Safety and proper tool usage will be reinforced. Key topics include protocols, topologies, hardware, client and server configuration, network services, and network security. In addition, the course will provide hands-on experience in configuration, troubleshooting, and maintenance of networks.

NET 195* Certification Training Lab NET+ **3**
This course is designed to give the second semester student supervised practice with computerized testing. Students will apply previously learned skills and concepts in preparation for the CompTIA Network+ Examination. Practice test banks will be used to simulate the exams. Students will take practice tests, review answers, research incorrect answers, and obtain correct answers. The actual exam is scheduled when the student feels prepared for it.

NUR 103* PN Success **3**
This course provides an orientation to the Practical Nursing program. The course includes math for medication administration, basic computer use, and strategies to learn and test well.

NUR 106* Foundations of Nursing KSPN **4**
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

NUR 117* Pharmacology KSPN **4**
This course introduces the principles of pharmacology and drug classifications. The course also covers the effects of selected medication on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan. *PreReq: NUR 103*

NUR 122* Medical Surgical Nursing I KSPN **4**
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation, and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. *PreReq: NUR 106, NUR 126*

NUR 126* Foundations of Nursing Clinical I KSPN **2**
This clinical course explores the art and science of nursing. The course will focus on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. The course will also introduce the principles of safe medication administration.

NUR 127* Medical-Surgical Nursing I Clinical KSPN **3**
This course provides practical experience in simulated and actual care situations dealing with selected systems throughout the lifespan. The course will use acute and long-term care settings and will focus on critical thinking and clinical decision-making skills, principles of leadership for the practical nurse, and multi-task management skills for transition as a practical nurse. Note: Medication administration competency evaluations in NUR 126 must be passed in order to dispense and administer medications in this clinical experience. *PreReq: NUR 106, NUR 126*

NUR 130* IV Therapy for LPN **3**
This course is designed to prepare the LPN to start, maintain, troubleshoot, and discontinue intravenous infusions safely and in accordance with Kansas statute and regulations. The course consists of online learning, 10 hours on-site clinical experience, and two hours on site for the final written exam. The course is also appropriate for RNs wanting to learn basic IV therapy or to refresh their skills. HCC Technical Center is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 32 contact hours applicable for LPN relicensure or 20 contact hours for RNs. Kansas State Board of Nursing Provider: available upon request.

NUR 150* Gerontology KSPN **2**
This course explores issues related to the aging adult using the nursing process as the organizing framework. The course also examines the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

NUR 156* Mental Health Nursing KSPN **2**
This course explores basic concepts and trends in mental health nursing as well as therapeutic modalities and client behavior management. The course will emphasize the nursing process and meeting the basic human needs of the mental health client.

NUR 157* Maternal Child Nursing KSPN **2**
This course focuses on pre-natal and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. The course emphasizes normal reproduction and frequently occurring biological, cultural, spiritual, and psychosocial needs of the child-bearing and child-rearing family.

NUR 159* Medical-Surgical Nursing II KSPN **4**
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Prevention, rehabilitation, and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

NUR 162* Critical Thinking in Nursing **2**
This course focuses on developing a deeper understanding of the nursing process and critical thinking in the work environment. The course will present scenarios, case studies, practice tests, and ATI test performance.

NUR 163* Nursing Leadership & Management **2**
This course focuses on the skills needed to set and meet goals within a nursing workplace setting, including management, delegation, evaluation, and time and resource management within the scope of practice of the LPN in Kansas. Legal and ethical standards are also presented as guides to behaviors of the nurse.

NUR 168* Maternal Child Nursing Clinical KSPN **1**
This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

NUR 170* Medical-Surgical Nursing II Clinical KSPN **3**
This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute ADN long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

NUR 172* Clinical Simulations **1**
This clinical course uses both moderate and high fidelity manikins in a variety of clinical situations designed to give students a safe environment to test clinical understanding and competence.

NUR 201 Certified Nurse Aide **6**
This course is based on the Kansas Department of Health and Environment (KDHE) Certified Nurse Aide Curriculum Guidelines (90 Hours) and prepares individuals to take the state certification exam. The course focuses on the responsibilities of the nurse aide working as a member of the health team in caring for residents of long term care facilities. The course includes basic anatomy and physiology, communication skills, measurement of vital signs, and procedures to help meet the hygiene, nutrition, and rehabilitation needs of older individuals. Students who successfully complete this course and pass the state exam will be qualified to become a practicing Kansas Certified Nurse Aide (CNA). *PreReq: Permission*

**indicates a technical course*

NUR 202 Certified Medication Aide 5
This course is based on the Kansas Department of Health and Environment (KDHE) Medication Aide Curriculum and prepares individuals to take the state certification exam. The course focuses on the responsibilities associated with medication administration, including drug dosage calculations. Students who successfully complete this course and pass the state exam will be qualified to become a practicing Kansas Certified Medication Aide (CMA). *PreReq: Kansas Certified Nurse Aide*

NUR 203 Certified Medication Aide Certification Update I 1
Provides continued certification for the Certified Medication Aide. *PreReq: Permission*

NUR 206 Social Service Designee 3
This course prepares the individual for the role of Social Services Designee in an adult care facility. The course examines the impact of aging changes on the psychosocial and physical needs of long-term care residents. The course also covers the specific responsibilities and functions of the Social Services Designee with residents and as a member of the healthcare team. *PreReq: Permission*

NUR 220* LPN to RN Transition 1
This course prepares the licensed practical nurse to perform as a registered nurse by expanding the LPN knowledge base and exploring the scope of practice of the RN. The course begins with a review of nursing process, communication, client teaching, and critical thinking. Also covered are the philosophy of associate degree nursing as well as the philosophy and objectives of the LPN to RN completion program. The scope and the standards of practice for the professional RN are stressed. In addition, the results of entrance testing provide a blueprint for the LPN student to use for content review and remediation. *PreReq: Admission to LPN to RN*

NUR 225* Health Assessment & Advanced Nursing Skills 4
The course provides the framework for preparing students to perform comprehensive health assessments. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments. Laboratory experiences provide an opportunity to practice assessment and perform a head to toe assessment at a prescribed competency level. This course will also develop student skills in relation to advanced nursing skills needed to provide patient-centered care to patients with complex and multisystem disorders. *PreReq: Admission to LPN to RN*

NUR 230* Advanced Medical-Surgical Nursing 6
This course focuses on the care of adult and older patients with complex medical/surgical health alterations. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts pf pharmacology and parenteral therapy, health promotion and education, evidence-based practice, and inter-professional collaboration will be integrated throughout the course. Intermediate and complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice are integrated throughout the course. Emphasis is placed on enhancing time management, organizational, and priority-setting skills when providing care to patients with multiple needs. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe, quality care to patients. *PreReq: Admission to LPN to RN*

NUR 235* Advanced Mental Health Nursing 3
This course focuses on the care of patients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis interventions, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in selected mental health settings. *PreReq: Admission to LPN to RN*

NUR 235* Advanced Mental Health Nursing 3
This combined lecture/discussion and clinical course focuses on the client need for care and support in times of stress, crisis, and acute or chronic mental illness. The course will explore selected mental illnesses and their treatment modalities, care for clients with dependencies (substance and non-substance), care for clients in crisis and care for clients and families experiencing end of life. Critical thinking, nursing process, caring, therapeutic communication and documentation, and teaching/learning are integrated throughout the course.

NUR 240* Nurse as Manager of Care 2
This online course focuses on the principles of management used in professional nursing. The course covers client and staff safety as well as legal and ethical issues pertaining to management. Also covered are topics in delegation, client, time, and resource management, evaluation, patient teaching, and communication skills with a multidisciplinary health care team. This course addresses program outcomes 4, 5, and 6. *PreReq: NUR 220, NUR 225, NUR 230, NUR 235, NUR 245*

NUR 245* High Risk Maternal-Child Nursing 2
This lecture/discussion course provides content needed for the registered nurse to care for the high-risk maternal, newborn, and pediatric client not covered in the basic LPN curriculum. The nursing process, developmental age, communication, and pharmacology are integrated into this course. *PreReq: NUR 220, NUR 225, NUR 230, NUR 235*

NUR 250* Professional Nursing Practicum 4
This clinical course is the capstone course for the LPN to RN Completion program. Students will demonstrate novice competency as a professional nurse by managing and providing care for a culturally, economically, medically, developmentally, and socially diverse clientele in a variety of clinical settings. Students will develop and implement plans of care using critical thinking and the nursing process, employ therapeutic communication, support physiologic and psychosocial integrity, and promote a safe environment for clients. *PreReq: NUR 220, NUR 235, NUR 230, NUR 225, NUR 240, NUR 245*

**indicates a technical course*

PE 103 Volleyball (WVA) **1**
This course is for women participating in volleyball at the collegiate level. The course is designed to improve skill and knowledge in all areas of volleyball.

PE 104 Basketball (WVA) **1**
This course is for women participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball.

PE 105 Football (MVA) **1**
This course is for men participating in football at the collegiate level. The course is designed to improve skill and knowledge in all areas of football.

PE 106 Basketball (MVA) **1**
This course is for men participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball.

PE 107 Dance Team I **1**
This performance class is specifically for members of the Classy Lassies dance group, which represents the College at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance.

PE 108 Dance Team II **1**
This performance class is specifically for members of the Classy Lassies dance group, which represents the college at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance. *PreReq: PE 107*

PE 109 PE for Elementary Teachers **3**
This course for prospective elementary teachers examines the practice of organized play activity. The course includes a study of the meaning of play, values of supervised play, and selection of games and activities. The course will also cover writing objectives and making lesson plans, unit plans, and a yearly plan. Different styles of teaching and how to evaluate programs and students will also be covered.

PE 110 Rules and Officiating I **2**
This course covers how to officiate the sports of football and volleyball. The course will examine rules and the development of officiating philosophies as a basis for judgment and decision making.

PE 111 History and Principals of PE **3**
This course focuses on the historical development and foundation areas of physical education in America.

PE 112 Personal and Community Health **3**
This course provides an overview of the physical, mental, emotional, social, and spiritual components of health that affect the whole human being. The course will include an introduction to the interdependency and relationships between such topics as mental/emotional health, drug use, drug misuse, drug abuse, physical fitness, nutrition, consumer health, human sexuality, death and dying, community health, environmental health, and diseases.

PE 113 First Aid and Safety **3**
This course focuses on identifying and eliminating potentially hazardous conditions in various situations, recognizing emergencies, and making appropriate decisions for first aid care. The course covers the knowledge and skills that people in the workplace need to give immediate care to an ill or injured person until more advanced medical care arrives.

PE 114 Track (WVA) **1**
This course is for women participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field.

PE 115 Softball (WVA) **1**
This course is for women participating in softball at the collegiate level. The course is designed to improve skill and knowledge in all areas of softball.

PE 116 Track (MVA) **1**
This course is for men participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field.

PE 117 Baseball (MVA) **1**
This course is for men participating in baseball at the collegiate level. The course is designed to improve skill and knowledge in all areas of baseball.

PE 118 Cross Country I (MVA) **1**
This course is for men participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country.

PE 119 Tennis **1**
This course covers the basic skills, fundamentals, knowledge of the rules, and strategies of the game of tennis.

PE 121 Volleyball I **1**
This course is designed to provide instruction in the basic skills of volleyball, including the forearm pass, overhead set, spike, and overhand serve. Elementary offenses and defenses will also be covered in the course.

PE 122 Archery **1**
This course provides the basic skills, fundamentals, and general information about the leisure sport of archery. The course will introduce the skills, general rules, safety, and techniques related to the sport of archery, with emphasis on acquisition of skills.

**indicates a technical course*

PE 123 Introduction to Physical Education 3
This course provides a study of the historical background, philosophy, and principles of the field of physical education. The course will also offer some practical experience in this area.

PE 124 Weightlifting I 1
This course offers an individualized weightlifting program designed to improve physical health, well-being, and strength.

PE 125 Introduction to Recreation 3
This course is designed for the student interested in a career in recreation. Various recreational activities are included in this class along with opportunities for practical experience. The student is also given the opportunity to work in a recreational setting in the community.

PE 126 Physical Fitness Management 1
This course is designed to provide each student the opportunity to develop the knowledge and skills essential for maintaining a fitness lifestyle.

PE 127 Cheerleading I 1
This performance course is for members of the College spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities.

PE 128 Cheerleading II 1
This performance course is for members of the College spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities. *PreReq: PE 127*

PE 129 Basketball I 1
This course is designed to develop skills fundamental to playing basketball. The course will focus on strategies that are necessary for team play.

PE 134 Golf 1
This course will cover the history, rules, fundamental techniques, proper use of the clubs, and courtesies of the game of golf.

PE 135 Running Awareness 1
This course covers the proper mechanics of running and training, exercise benefits, fitness programs, warm-ups, and cool downs. The course will also emphasize cardiovascular fitness.

PE 136 Baseball Conditioning I 1
This course is designed to improve individual physical strength and endurance through a strength program and conditioning drills. Enrollment is limited to those enrolled in activities courses such as baseball and softball.

PE 137 Basketball Conditioning I - Men 1
This course provides weight training and conditioning for the men's basketball program. Enrollment is limited to those enrolled in basketball activity courses.

PE 138 Basketball Conditioning I - Women 1
This course provides weight training and conditioning for the women's basketball program. Enrollment is limited to those enrolled in basketball activity courses.

PE 139 Lifetime Fitness 2
This course is designed to provide an individual exercise and fitness evaluation and program. The course will focus on how to develop and maintain a fitness lifestyle.

PE 139A Lifetime Fitness 3
This course is designed to provide each student pursuing the field of personal fitness training with the knowledge to build an individual exercise program, including cardiovascular, strength, and flexibility, essential for maintaining a fitness lifestyle. The course will also cover nutrition, weight management, and body composition. This course is part of an Applied Science Degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: Permission*

PE 140 Advanced Weightlifting and Conditioning 1
This course provides an individualized program to improve health, well-being, and strength through weightlifting, conditioning drills, and agility drills.

PE 141 PE for Men 1
This course focuses on improving strength and overall fitness through exercise. The course will demonstrate how to apply exercises to improve fitness.

PE 143 Introduction to Athletic Training I 3
This course provides an overview of the athletic training profession and the field of sports medicine. The course will cover the different aspects of an athletic trainer's job and provide an opportunities for practical experience and observation in this field.

PE 147 Cross Country I (WVA) 1
This course is for women participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country.

PE 149 Softball Conditioning I 1
This course is designed to improve athleticism, both mental and physical. The course will focus on techniques used in the following aspects of softball: hitting, pitching, fielding, and base running.

PE 150 Personal Trainer Field Experience I 1
This course provides a beginning hands-on experience for students pursuing a personal fitness trainer degree. The course will provide instruction and experience in how to interact with people participating in a personal training program. The course will include application

of exercise theory to fitness machine workouts. This course is part of an Applied Science degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam.

PE 150A Personal Trainer Field Experience II 1
This second semester course provides additional hands-on experience for students pursuing a personal fitness trainer degree. This course focuses on a more comprehensive approach to wellness. Students will work with staff members of the Walters Wellness center and will follow a program provided by the trainer to help individuals obtain their fitness goals. Students may also work with various athletic groups or clubs with pre-written programs. This course is part of an Applied Science degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: PE 150*

PE 150B Personal Trainer Field Experience III 1
This third semester course provides additional hands-on experience for students pursuing a personal fitness trainer degree. This course provides experience in writing and executing comprehensive wellness programs with the input of the trainer. This course is part of an Applied Science degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: PE 150A*

PE 150C Personal Trainer Field Experience IV 1
This fourth semester course is designed to provide each student pursuing the field of personal fitness training more experience outside of the college wellness center and campus. The student will be able to job shadow or interact with area fitness facilities. This course is part of an Applied Science Degree program and offers preparation for the National Council of Strength and Fitness personal trainer exam. *PreReq: PE 150B*

PE 151 Clinical Experience Athletic Training I 2
This course will provide students with an introduction to clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of introductory skills through laboratory practice and clinical experiences in practical settings. *PreReq: Permission*

PE 151B Clinical Experience Athletic Training II 2
This course will provide an intermediate level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of intermediate skills through laboratory practice and clinical experiences in practical settings. *PreReq: PE 151*

PE 151C Clinical Experience Athletic Train III 2
This course will provide an advanced level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of advanced skill modules through laboratory practice and clinical experiences in practical settings. *PreReq: PE 151B*

PE 151D Clinical Experience Athletic Training IV 2
This course will provide a professional level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of professional skills through laboratory practice and clinical experiences in practical settings. *PreReq: PE 151C*

PE 203 Volleyball II (WVA) 1
This course is for women participating in volleyball at the collegiate level. The course is designed to improve skill and knowledge in all areas of volleyball. *PreReq: PE 103*

PE 204 Basketball II (WVA) 1
This course is for women participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball. *PreReq: PE 104*

PE 205 Football II (MVA) 1
This course is for men participating in football at the collegiate level. The course is designed to improve skill and knowledge in all areas of football. *PreReq: PE 105*

PE 206 Basketball II (MVA) 1
This course is for men participating in basketball at the collegiate level. The course is designed to improve skill and knowledge in all areas of basketball. *PreReq: PE 106*

PE 207 Dance Team III 1
This performance class is specifically for members of the Classy Lassies dance group, which represents the College at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance. *PreReq: PE 108*

PE 208 Dance Team IV 1
This performance class is specifically for members of the Classy Lassies dance group, which represents the College at athletic events and school activities. Auditions are required for admission. The course emphasizes development of technical and choreographic skills for performance. *PreReq: PE 207*

PE 210 Advanced Concepts of Personal Training 5
Released by the National Council on Strength & Fitness (NCSF), this is an intensive cumulative core course designed to prepare students for the NCSF National Certified Personal Trainer Exam. The course covers all the areas required for the exam and will include lessons with textbook reviews, presentations, and study guide sessions, as well as lab activities for each lesson or chapter of the textbook. There will be three hours lecture and two hours lab per week. *PreReq: Permission*

PE 214 Track II (WVA) 1
This course is for women participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field. *PreReq: PE 114*

PE 215 Softball II (WVA) **1**
This course is for women participating in softball at the collegiate level. The course is designed to improve skill and knowledge in all areas of softball. *PreReq: PE 115*

PE 216 Track II (MVA) **1**
This course is for men participating in track and field at the collegiate level. The course is designed to improve skill and knowledge in all areas of track and field. *PreReq: PE 116*

PE 218 Cross Country II (MVA) **1**
This course is for men participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country. *PreReq: PE 118*

PE 220 Theory of Coaching Basketball **2**
This course covers all phases of the game of basketball and is designed to provide a foundation for those interested in coaching basketball. The course will include developing a coaching philosophy, motivational techniques, offensive and defensive strategies, and developing a basketball program.

PE 222 Theory of Coaching Football **2**
This course covers the history of the sport of football, theories of coaching, and fundamental coaching techniques.

PE 223 Theory of Coaching Baseball **2**
This course covers the basic fundamentals of coaching the sport of baseball. The course will focus specifically on pitching, catching, infield and outfield positions, and hitting. The course will also cover how to deal with individual players and the correction of common faults.

PE 224 Care and Prevention of Athletic Injuries **3**
This course provides a practical study of injury recognition, preventative measures, evaluation techniques, supportive taping methods, and basic modalities and rehabilitation used in the management of athletic injuries.

PE 225 Theory of Coaching Volleyball **2**
This course is designed to provide an understanding of the game of volleyball from a coaching perspective. The course will cover developing a personal coaching philosophy, organization of practices, teaching fundamentals, game strategies, working with individual athletes, team dynamics, team and program management, and professional development. The course will consider all levels of volleyball competition.

PE 227 Cheerleading III **1**
This performance course is for members of the College spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities. *PreReq: PE 128*

PE 228 Cheerleading IV **1**
This performance course is for members of the college spirit group of cheerleaders, yell leaders, and mascots. The course emphasizes the development of physical and technical skills, including jumps, stunts, cheers, chants, conditioning, and safety for performing at athletic events and other school activities. *PreReq: PE 227*

PE 236 Baseball Conditioning II **1**
The course will focus on techniques for improving hitting, pitching, fielding, and base running. The course is designed to make the student a better athlete both mentally and physically. *PreReq: PE 136*

PE 237 Advanced Basketball Conditioning- Men **1**
This course covers preseason conditioning for men's varsity basketball. The course will focus on proper weight training techniques and running principles. *PreReq: PE 137*

PE 238 Advanced Basketball Conditioning - Women **1**
This course covers preseason conditioning for women's varsity basketball. The course will focus on proper weight training techniques and running principles. *PreReq: PE 138*

PE 240 Advanced Weightlifting & Conditioning II **1**
This course provides an individualized program to improve health, well-being, and strength through weightlifting, conditioning drills, and agility drills. *PreReq: PE 140*

PE 241 Weightlifting II **1**
This course offers an individualized weightlifting program designed to improve physical health, well-being, and strength. *PreReq: PE 124*

PE 243 Introduction to Athletic Training II **3**
This course covers documentation of athletic injuries, principles of therapeutic modalities, and methods of therapeutic exercise. *PreReq: PE 143 and permission*

PE 245 Baseball II (MVA) **1**
The course will focus on techniques for improving hitting, pitching, fielding, and base running. The course is designed to make the student a better athlete both mentally and physically. *PreReq: PE 117*

PE 247 Cross Country II (WVA) **1**
This course is for women participating in cross country at the collegiate level. The course is designed to improve skill and knowledge in all areas of cross country. *PreReq: PE 118*

PE 249 Softball Conditioning II **1**
The course will focus on techniques for improving hitting, pitching, fielding, and base running. The course is designed to make the student a better athlete both mentally and physically. *PreReq: PE 149*

PE 250 Exercise Physiology **3**
This course examines the fundamental physiological processes that operate during exercise. The course will emphasize integrating systems and organs into a functional whole. Laboratory work will provide experience in evaluating exercise stress by motion methods and equipment. *PreReq: BS 105*

PHI 101 Introduction to Philosophy 3
This course provides a study of major philosophical ideas of the Western world from the time of Plato to the present. The course will present a broad overview of the history of philosophy and the thoughts of major philosophers. Emphasis will be placed on showing relationships between current societies and significant philosophical ideas.

PHI 102 Introduction to Ethics 3
This course provides a survey of ethical theories as they apply to the quest for human happiness and "the good life." The principles of moral reasoning and good reasoning will be considered and emphasis will be placed on the views of leading moral philosophers of the western tradition, such as Aristotle, Kant, Mill, Nietzsche, and others. The course will also focus on the applications of moral theory to practice.

PHI 103 Logic and Critical Thinking 3
The study of critical thinking and logic allows the student to practice skills in clear and logical thinking, analysis of information, and effective argumentation. The student will formulate and deliver arguments in written and oral form, supported by evidence and valid underlying assumptions.

PHI 105 Religions of the World 3
This course provides an objective and impartial survey of the major religious systems of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

PHO 104 Introduction to Digital Photography 3
This is a basic course that provides familiarization with digital cameras and their technical controls. The course covers the use of camera functions: lens, exposure, f-stops, shutter speeds, and digital formats. Adobe Lightroom will be used as an image editing tool as well as digital printing output. The course will emphasize technical and compositional skills along with the aesthetic importance of the image. Students must have access to a digital single lens reflex (SLR) camera or equivalent with the ability for manual control and RAW image capture.

PHO 105 Introduction to Film Photography 3
This course provides an introduction to film photography using a 35 mm single lens reflex (SLR) camera. The course will cover the use of gelatin silver black and white materials and achieving technical control of film, paper, and chemistries in the development and print processes, including techniques for refining the print image and using previsualization and darkroom manipulations.
PreReq: PHO 104

PHO 107 History of Photography 3
This course provides an introduction to the history of still photography as an art medium. The course will cover developments of the photographic image from 1839 to the present. Emphasis will be placed on individual artists, artistic movements, and photography as a communication tool.

PHO 108 Applied Photography I 1
This course is designed for the student with an interest in commercial photography. The student will have supervised assignments in a field relating to their professional interests. Such areas may include, but are not limited to, portraiture, fashion, industrial, or illustration photography. The class will meet one hour per week, with additional hours arranged as necessary. *PreReq: PHO 101*

PHO 109 Studio Photography I 1
This course is designed for the student with an interest in fine arts photography. The course will provide an opportunity to explore the possibilities of self-expression with the photographic image. Students may elect to explore non-silver (alternative) photographic processes as well, including, but not limited to, palladium printing, salted paper prints, carbon, or kallitype prints. The course will meet one hour per week, with additional hours arranged as necessary. *PreReq: PHO 101*

PHO 110 Photography Fundamentals 2
This is a beginning course covering the basics of digital cameras and their technical controls. Camera functions: lens, exposure, f-stops, shutter speeds and digital formats will be explored. Emphasis will be geared toward understanding the creative potential and use of digital imaging technology. Compositional skills and the aesthetic importance of image making will be discussed.

PHO 203 Color Photography 3
This is an advanced course using digital technologies to examine, explore, and apply color theory in photographic works. The course will focus on the advanced use of Photoshop, color balancing, and management systems in digital printing. The emphasis of the course is on self-expression using color as a tool for mood and emotional value. Students must have access to a high quality digital SLR camera with the ability for manual control and RAW image capture. *PreReq: PHO 104*

PHO 205 Lighting Techniques 3
This course provides an introduction to the physical laws of light and photographic lighting techniques. The course will cover terminology and lighting techniques for form, texture, and separation, using both portraiture and still life. Assignments will include controls and exposure of lighting systems such as working with natural, tungsten or strobe lighting. Students must have access to a high quality digital (single lens reflex) camera with the ability for manual control and RAW image capture. *PreReq: PHO 104*

PHO 207 Advanced Digital Photography 3
This course is designed in exploring and using advance functions on the digital (single lens reflex) camera. Functions and topics include: color corrections, working in HDR, using live view, perspective controls, tweaking saturation, lens control and programing presets. Computer editing will include using both Adobe Lightroom and Photoshop. Assignments will be given in architecture, product and advertising, and fine art photography. Studio lighting techniques with tungsten, flood, or strobe systems will be utilized. *PreReq: PHO 203, PHO 205*

**indicates a technical course*

PHO 208 Applied Photography II **1**
This is an advanced course designed for the student with professional goals in commercial photography. The student will continue to concentrate on a series of photographs that will relate to their professional interests in a specific field. The class will meet one hour per week, with additional hours arranged as necessary. *PreReq: PHO 108*

PHO 209 Studio Photography II **1**
This advanced course is designed for the student with professional goals in the photographic fine arts. Students will continue to explore the photographic image as a tool for self-expression. Students may elect to work with traditional or non-traditional processes. The course will meet one hour per week, with additional hours arranged as necessary.

PHO 210 Landscape Photography **3**
This course allows students to work in the natural environments of the landscape. The goal of the course is to expand technical and aesthetic photographic skills by working in practical and unique field locations. Daily field sessions and lectures will be scheduled as well as individual assistance. The student will select a field project of their choice. Topics could include, but are not limited to, fine art landscape, wildlife, macro, and portrait location photography. *PreReq: PHO 101*

PHO 210A Landscape Photography **3**
This course allows students to work in the natural environments of the landscape. The goal of the course is to expand technical and aesthetic photographic skills by working in practical and unique field locations. Daily field sessions and lectures will be scheduled as well as individual assistance. The student will select a field project of their choice. Topics could include, but are not limited to, fine art landscape, wildlife, macro, and portrait location photography. *PreReq: PHO 101*

PHO 260 Portfolio Preparation **1**
Provides individuals with the necessary skills and knowledge to design and prepare a portfolio. A finished portfolio can be helpful in seeking educational goals such as scholarships or entrance requirements, or utilized in seeking employment. *PreReq: Permission*

POL 100 United States Government **3**
This course focuses on the political arena and public affairs of the national government of the United States. The course will examine the development of constitutional principles and issues, such as civil liberties, the role of political parties, and the structure and function of the legislative, executive, and judicial branches of the United States government.

POL 101 Introduction to Political Science **3**
This course provides a survey of the field of political science. The course will cover the nature of politics and political power, the institutions of government and how they make decisions, enforce rules, and decide conflicts about policies, the nature of public opinion and political participation, major political ideologies and philosophers of politics, and politics in the international realm. The course will focus on American politics but will also provide some comparison with other nations.

POL 115 State and Local Government **3**
This course examines the interrelationships between the federal, state, and local branches of the United States government. Current events will be discussed as they relate to state and local governmental entities. The course will also emphasize the impact of government on daily life.

PS 101 College Physical Science **5**
This course provides a study of major concepts in modern science. The course will focus on physics, chemistry, geology, meteorology, and astronomy. Some consideration will be given to the problems of energy and the environment. This course is designed for those with no previous background in physical science and will include laboratory experience. *PreReq: MAT 100*

PS 102 Concepts of Physics **4**
This course provides a qualitative introduction to the science of physics and examines principles from classic, relativity, and quantum theories. The course will cover motion, forces, energy, thermodynamics, waves, electromagnetism, atomic physics, special and general relativity. This course is intended as a broad-based introduction to physics for students who are not majoring in science. Three hours of lecture and 1.5 hours of lab per week. *PreReq: MAT100 or assessment*

PS 104 Physical Geology **4**
The course offers an introduction to the basic principles of geology. The course covers geological measuring techniques, minerals and rocks, internal processes such as plate tectonics, earthquakes and volcano, and surface processes such as streams, coasts, mass movement, and glaciers. This course is intended as a broad-based introduction to geology for students who are not majoring in science. Three hours of lecture and 1.5 hours of lab per week.

PS 107 General Chemistry **5**
This course includes a survey of chemistry with special emphasis on solutions and biochemistry. This course is for students who have not had the equivalent of one year of high school chemistry. The course is designed for students majoring in scientific and technological fields such as allied health and agriculture. Three hours of lecture and three hours of lab.

PS 108 Astronomy **4**
This course provides a qualitative introduction to the nature of the solar system and beyond. The course will cover the celestial sphere, astronomical observation techniques, the planets and moons, asteroids and comets, the Sun, the lives and evolution of stars, pulsars, black holes, galaxies and dark matter. This course is intended as a broad-based introduction to astronomy for students who are not majoring in science. Three hours of lecture and 1.5 hours of lab per week. *PreReq: MAT 100 or assessment*

PS 111 College Chemistry I **5**
This course provides a college-level introduction to chemistry. The course is intended for those students majoring in technological and scientific fields such as engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dentistry. This is also the PreRequisite course for further chemistry studies in organic chemistry, biochemistry. The course will focus on the study of chemical compounds, their properties and reactions, and the scientific laws which determine their behavior. Topics include basic chemical concepts, calculations with chemical formulas and equations, chemical reactions, thermochemistry, modern theories of the atom and electronic structure, chemical periodicity, and chemical bonds. This is the first semester of a two-semester sequence. *PreReq: High school chemistry, MAT 103, or permission*

PS 112 College Chemistry II **5**
This course is a continuation of PS 111 and is designed for students whose studies will continue in science or engineering. This is also a part of the required pre-professional course load. Topics include crystals and solids, reaction kinetics, chemical equilibrium, solution chemistry including acid-base and complex-ion equilibria, thermodynamics, and electrochemistry. There is also a brief discussion of organic chemistry, biochemistry, and nuclear chemistry. *PreReq: PS 111*

PS 203 General Physics I **5**
This course provides a study of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is the introductory course for those who require algebra-based physics. *PreReq: MAT 104*

PS 204 General Physics II **5**
This course includes the study of electricity, magnetism, electromagnetic induction, electromagnetic waves, optics, and atomic and nuclear physics. This is a second semester course for students who require algebra-based physics. *PreReq: PS 203*

PS 210 Organic Chemistry I **5**
This course is the first of a two-semester sequence. Fundamental topics studied will include hybridization, bond and molecular orbitals, stereochemistry, acids and bases, chemical radicals, kinetics, thermodynamics, conformational analysis, and molecular structure. These topics will be applied to alkanes, haloalkanes, alkenes, and alcohols. Spectroscopic techniques including NMR, IR, and mass spec will be applied to structure determination of organic molecules. *PreReq: PS 111, PS 112, and permission*

PS 212 Organic Chemistry II **5**
This course is the second of a two-semester sequence. Fundamental topics studied will include a continuation of all topics from the first semester and their application to chemical synthesis and structure determination. These topics will be applied to aldehydes and ketones, carboxylic acids and their derivatives, amines, aromaticity, benzene and its derivatives, organometallic compounds, conjugated and unconjugated unsaturated systems, and pericyclic reactions. Selected applications to biochemistry, medicinal and pharmaceutical chemistry, and industrial chemistry will also be discussed. *PreReq: PS 210 and permission*

PS 215 College Physics I **5**
This course covers in detail the analysis of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is a first semester course for students who require calculus-based physics such as engineering, chemistry, physics, and pre-med majors. Three hours of lecture, one hour of recitation and two hours of lab per week. *PreReq: MAT 110 may be taken concurrently*

PS 216 College Physics II **5**
This course continues PS 215 and includes the study of electricity, magnetism, electromagnetic induction, electromagnetic waves, optics, and atomic and nuclear physics. This is a second semester course for students who require calculus-based physics such as engineering, chemistry, physics, and pre-med majors. Three hours of lecture and one hour of recitation and two hours of lab per week. *PreReq: PS 215*

PSY 101 General Psychology **3**
This general survey course provides a broad background in the principles and applications of scientific psychology. The course will focus on the principles and proponents of psychological theories and methods of scientific inquiry, as well as the biological basis of behavior, including physiology of the brain and nervous system and the accompanying sensory systems and perceptual processes. The course also covers learning theories and cognitive processes, theories and applications of motivation and emotion, the major phases of human life span development, and the major theories of personality, including disorders, treatments, therapies, and how human interaction is influenced by the individual, group, and environment.

PSY 202 Child Psychology **3**
This course is a study of child development from conception to adolescence. The course will cover the physical, intellectual, emotional, and social aspects of personality. Genetic predisposition and environmental influences will also be reviewed. *PreReq: PSY 101*

PSY 205 Human Growth and Development **3**
This course focuses on human development using normative scales for physical, intellectual, emotional, language, social, and personality development. The process of human growth and development across biological beginnings, infancy, childhood, adolescence, adulthood, and end of life will be presented. Environmental and biological influences that affect development are also reviewed.

PSY 206 Social Psychology **3**
This course provides a psychological perspective on social behavior and the processes involved in being a member of a social group. Social psychology is the scientific study of how people think about, influence, and relate to one another. Topics include self-concept, perception, attitude, social influence, conformity, persuasion, prejudice, group influence, and pro-social behavior. The individual as a member of a group and society is a central component of this course. *PreReq: PSY 101*

**indicates a technical course*

PSY 280 Health Psychology 3
This course examines the psychosocial factors relevant to general health. The course will cover the contributions of psychological theory to the encouragement of health and wellness and prevention of physical illness. Course topics include stress management, theories of pain and pain management, and evaluation of health related research. *PreReq: PSY 101*

PSY 290 Abnormal Psychology 3
This course is a study of emotional and behavioral disorders. Abnormal Psychology focuses on the description, causes, and treatment of abnormal behavior patterns. Classifications of disorders according to the DSM-IV, such as mood disorders, anxiety disorders, psychotic disorders, and personality disorders will be presented. Methods of treatment, specifically psychotherapies and biomedical therapies, will be discussed. *PreReq: PSY 101*

RM 100 Security & Loss Prevention 3
This course is designed to provide a comprehensive overview of security and loss prevention. The course will focus on loss problems and those countermeasures that protect against crimes, fires, and accidents.

RM 110 Risk Assessment 3
This course is designed to provide a comprehensive overview of the risk management process. The course will focus on loss exposures that organizations face and will cover the quantitative foundations needed for assessing the importance of loss exposures and forecasting their effect.

RM 111 Investigations in the Workplace 3
This course is designed to provide a comprehensive overview of the investigative process. The course explores the methodology, rationale, and practices involved in effective workplace investigations.

RM 112 Security & Loss Prevention II 3
This course examines security and loss prevention challenges associated with specific areas and industries. The course will focus on loss problems and those countermeasures that protect against crimes, fires, and accidents. *PreReq: RM 110*

RM 114 Risk Control 3
The course is designed to provide a comprehensive overview of the risk control process, including the techniques and measures available to control the risks from property, personnel, liability, and net income loss exposures. *PreReq: RM 110*

RM 115 Prevention and Assessment Workplace Violence 3
This course is designed to provide a comprehensive overview of the prevention, assessment, and intervention of workplace violence.

RM 116 Safety I 3
This course is designed to provide a comprehensive overview of the safety responsibilities associated with a risk management professional. The course will focus on general industry: officers, retailers, manufacturers, and industrial facilities that do not have special technical safety concerns.

RM 117 Foundations of Information Systems Security and Loss Prevention 3
This course is designed to provide a comprehensive overview of information systems security. The course will focus on establishing and managing an information system protection program.

RM 200 Risk Finance 3
The course is designed to provide a comprehensive overview of the risk financing process, including the techniques and measures available to finance the risks from property, personnel, liability, and net income loss exposures. *PreReq: RM 114*

RM 201 Safety II 3
This advanced course is designed to provide a comprehensive overview of the safety responsibilities associated with a risk management professional. The course will focus on general industry: officers, retailers, manufacturers, and industrial facilities that do not have special technical safety concerns.

RM 202 Risk Communications 3
This course is designed to provide a comprehensive overview of the risk communication process. The course will cover care, consensus, and crisis communication as it relates to environmental, safety, and health issues.

RM 204 Risk Quality 3
This course is designed to introduce the risk management professional to quality management concepts and tools. The course will cover continuous improvement tools, satisfying internal customers, meeting and team development and management, problem solving, survey development, cost/benefit analysis, and audit techniques.

SOC 100 Creating Positive Settings for Children & Families 1
This course will consider how children's mental health is affected by life events, culture, environment, biology and relationships and how these aspects affect understanding and wellness. The course will include how to create safe and nurturing learning environments and strategies for working with families to create a healthy atmosphere for children. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

SOC 101 General Sociology 3
This course provides an introduction to sociology and the basic principles of sociological perspectives, theories, and research methods. The course will focus on the way culture patterns societies and social interaction and how these patterns are transmitted through socialization and social interaction. The course will also cover social stratification systems, social institutions, collective behaviors, social change, and perspectives on how social forces influence human activity and how human activity creates social forces.

SOC 102 Marriage and the Family 3
This course examines the nature, development, functions, and norms of the family in American society as well as in other cultures. The course will focus on courtship, marriage, sexual relations, birth control, male and female roles, kinship, child rearing, divorce, and death in the family.

SOC 104 Introduction to Social Work **3**
This course provides an introduction to the field of social work. The course will cover the history, mission, values, and activities of social work practice. The course will focus on how social workers interact with a diverse client population and contribute to solving social problems. The knowledge and value base of the profession will also be examined.

SOC 150 Community Leadership **3**
This course will focus on leadership skills and community leadership procedures and techniques. The course will emphasize the principles of project management, including design, planning, follow-up, and closure, as well as problem solving, community diversity, and long-range planning.

SOC 150A Community Leadership **1**
This course will focus on leadership skills and community leadership procedures and techniques. The course will emphasize the principles of project management, including design, planning, follow-up, and closure, as well as problem solving, community diversity, and long-range planning.

SOC 200 Sociology through Film **3**
This course is designed to teach key sociological concepts and topics through the use of cinematic film. The course will examine how social life is presented, distorted, magnified, or politicized in the films. The course will also consider how films not only reflect society but also actually shape social trends and values. *PreReq: SOC 101 and ENG 101 with grade B or higher in both courses, SOC 102 or ANT 112*

SOC 204 Introduction to Nonviolence Studies **3**
This course will examine the theory and practice of nonviolence as a method of social change and as a way of life. The course will consider the dynamics of violence and nonviolence within individuals and in terms of global issues that affect the future of the Earth and its life forms. The course will focus on the history of nonviolence movements around the world and on people who have thought about and practiced nonviolence in their lives and work.

SOC 210 Social Problems **3**
This course examines a wide variety of social problems in society, including crime, racial discrimination, poverty, drug abuse, disorganization of social institutions, and rapid social change. The course will apply sociological theories to explain social problems and will look at various approaches used to solve these problems. *PreReq: SOC 101*

SP 101 Oral Communications **3**
The purpose of this course is to develop the understanding and skill necessary for meaning-oriented oral communication. This course focuses on becoming a more effective critical listener and communicator and includes both interpersonal and public communication.

SP 105 Interpersonal Communication **3**
This course is designed to improve student effectiveness in small-group and one-to-one communication.

SP 106 Public Speaking **3**
The purpose of this course is to increase student understanding of the principles and applications of public speaking through analysis and practice in communication theory, topic selection, audience analysis, research, use of support materials, content organization, presentation, and evaluation.

TH 103 Theatre Practicum I **1**
This course is designed to provide practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity.

TH 104 Theatre Practicum II **1**
This course continues TH 103 and is designed to provide additional practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. *PreReq: TH 103*

TH 105 Introduction to Dramatics **3**
This course will provide a thorough survey of the basic elements of theatre and the dramatic arts.

TH 106 Play Production **3**
This course provides an introduction to the elements of play production. The course will cover planning, management, and technical aspects of play production and will include practical experience working with College productions.

TH 108 History and Appreciation of Theatre Art **3**
This course is designed to provide an introduction to the development of theatrical presentation from antiquity to the modern stage. The course will examine direction, management, design, and performance. Representative dramatic productions will be viewed to provide insight into the historical development and artistic values of theatre.

TH 109 Fundamental Style and Principles of Acting **3**
This course provides an introduction to the basics of acting and is geared towards students with little or no performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance.

TH 110 Acting I **3**
This course continues TH 109 and provides additional experience in the basics of acting. The course is geared towards students with limited performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. *PreReq: TH 109*

**indicates a technical course*

TH 151 Introduction to Stage Lighting 3
This course provides hands-on experience with the tools and theory of stage lighting and basic electricity, including types of lighting instruments, lamps, and plugs, types of lighting control equipment, special lighting effects, mounting productions, use of cue sheets, hanging plots, running orders, and dimmer schedules.

TH 152 Stagecraft I 3
This course provides an introduction to the basic tools and principles of stagecraft. The course will focus on basic tools and their uses, shop organization and maintenance, construction, rigging, and painting. Course participants will be responsible for building, maintaining, and striking sets used in performances.

TH 203 Theatre Practicum III 1
This course continues TH 104 and is designed to provide additional practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. *PreReq: TH 104*

TH 204 Theatre Practicum IV 1
This course continues TH 203 and is designed to provide additional practical experience as a member of a theatre production crew. Crew members may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. *PreReq: TH 203*

TH 206 Acting II 3
This course continues TH 110 and provides additional experience in the basics of acting. The course is geared toward students with some performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. *PreReq: TH 110*

TH 207 Acting III 3
This course continues TH 206 and provides additional experience in acting. The course is geared toward students with some performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. *PreReq: TH 206*

TH 211 Stagecraft II 3
This course continues TH 152 and provides additional experience in the use of basic tools and principles of stagecraft. The course will focus on basic tools and their uses, shop organization and maintenance, construction, rigging, and painting. Course participants will be responsible for building, maintaining, and striking sets used in performances. *PreReq: TH 152*

VIN 111 Intro to Viticulture and Vineyard Establishment 3
This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity. Topics include varietal selection, site selection, site preparation, equipment, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control, and vine disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards.

VIN 211 Integrated Pest Management 2
This course focuses on how effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. The course will also examine the decisions that need to be made for managing all the normal cultural practices, such as planting, fertility, harvesting, and pruning, as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

VIN 212 Winter Viticulture Technology 2
This course is a study of commercial grape growing in the Midwest United States. Topics include cultivators, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping, and cold injury. *PreReq: VIN 111 or permission*

VIN 213 Midwest Vineyard Management 2
This course is a study of commercial grape growing in the Midwest United States. Topics include cultivators, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping, and cold injury.

VIN 214 Spring Viticulture Technology 2
This course is designed to provide practical experience in spring viticultural operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course, which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: VIN 111 or permission*

VIN 215 Summer-Fall Viticulture Technology 2
This course is designed to provide practical experience in summer/fall vineyard operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course, which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practicum experiences. *PreReq: VIN 111 or permission*

VIN 293 Soils for Viticulture 3
This course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but also on the long-term effects of viticulture on soil quality and the wider environment.

**indicates a technical course*

Academic Load: The total number of credit hours enrolled in during one semester.

Advisor: A faculty or staff person who helps students achieve their educational goals by providing guidance on courses, program requirements, prerequisites, programs of recommendations, policies and procedures, and resources.

Associate Degree in Nursing (ADN): A degree program intended for students that have completed the License Practical Nursing (LPN) program and want to continue on to be able to meet the requirements to take the state nursing examination.

Associate in Applied Science degree (AAS): A degree for students who desire to enter into employment after two years of college.

Associate in Arts degree (AA): A degree intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer into a comparable discipline Bachelor of Arts degree program.

Associate in Science degree (AS): A degree program intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer into a comparable discipline Bachelor of Science degree program.

Associate in General Studies degree (AGS): A degree program intended to recognize the attainment of a broad general education at a lower-division level. The degree does not meet all lower-division requirements at Kansas Regent universities.

Co-requisite: A course required to be taken simultaneously with another.

Credit by examination: Credit received when a student takes an oral or written examination in lieu of taking a course.

Credit hour: A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week.

Curriculum: A program of courses that meets the requirements for a degree in a particular field of study also referred to as a major.

Degree program: Courses required for completion of a particular degree.

Department: A unit within a college representing a discipline.

Discipline: A course of study, a science, or an art. A branch of knowledge, typically studied in higher education.

Drop/Add: Changing the student's course schedule by adding and/or dropping courses to increase or decrease the credit hours.

Electives: Courses chosen by a student that are not required for the major or minor. The number of hours of electives required varies according to the student's major.

Enrollment: The process of selecting courses and scheduling courses.

Extracurricular: Activities such as band or athletics for which a student may earn credit toward graduation. Extracurricular activities are counted as electives.

Financial aid: Assistance for students who lack funds to pay for college. Aid is available from grants, loans, scholarships, and work study employment.

Grade Point Average (GPA): A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted. An A=4 points, a B=3 points, a C=2 points, a D=l point, and a F=O points.

Intersession: Courses offered between fall and spring semesters.

Major: The subject or subject areas upon which a student chooses to place principal academic emphasis.

Orientation: Activities designed to help the new student become acquainted with the college.

PreRequisite: A requirement, usually credit in another course, which must be met before a particular course can be taken.

Scholastic honors: An award an undergraduate receives based on excellence of academic work.

Transcript: An official copy of a student's permanent academic record.

**indicates a technical course*

ADMINISTRATION & FACULTY

as of 1-2017

ADMINISTRATION

Name, Title	Degree/Certification	University
David Reist *President*	B.S. M.S.	Kansas State University Northwest Missouri State University
Peggy Forsberg *Vice President for Academic Affairs*	B.A. M.A.	University of Kansas University of Kansas
Dr. Craig Mosher *Vice President for Institutional Advancement*	B.A. M.S. Ph.D.	Emporia State University Emporia State University Southern Illinois University
Dr. Cheryl Rasmussen *Vice President for Student Services*	B.A. M.S. Ed.D.	Bethany College University of Kansas Wichita State University

FACULTY

Name	Teaching Discipline *Location*	Degree/Certification	University
Adams, Ronald	Physics *Highland*	B.S. in Physics M.S. in Physics M.S. in Physics	Purdue University Miami University University of Arkansas
Allen, Rebekah	English/Speech *Wamego and Perry*	B.A. in English B.A. in Social Science M.A. in English	Emporia State University Emporia State University Emporia State University
Andersen, Carol	Spanish *Highland*	B.S. in Spanish M.S. in Spanish, Secondary Education Ph.D. in Education	Central Michigan University Adrian College Walden University
Atkinson, Robert	Industrial Welding Technology *Atchison*	Welding Certificate A.S. in Electronics Technology	Sumter Technical College Washburn University Certified Welding Inspector
Bergen, Christopher	Auto Technology *Leavenworth*	Certificate in Automotive Technology A.A.S. in Automotive Technology	Clinton Area Vo-Tech School Longview Community College
Brainerd, Robert	Sociology *Highland*	A.A. B.S.E. in Instrumental Music M.S.W. Social Work	Highland Community College Missouri Western State College University of Kansas
Bryant, Gregory	English *Highland*	B.A. in Education M.A. in English	Wichita State University Kansas State University
Carolus, Robin	Practical Nursing *Atchison*	A.A.S. B.S. in Psychology B.S.N.	SUNY at Morrisville Missouri Western State University Missouri Western State University Registered Nurse

**indicates a technical course*

Coder, Duane	Electrical Technology *Atchison*	Diploma in Electrical Technology A.S. Block & Associates Journeyman License	North Central KS Tech College Cloud Co. Community College
Collins, Linda	Physical Science/Math *Highland*	B.S.E. in Science M.S. in Secondary Education	University of Kansas Kansas State University
Crittendon, Kerri	Associate Degree Nursing *Atchison*	A.A.S. B.S.N.	Hutchinson Community College University of Saint Mary Registered Nurse
Culbertson, Randy	Auto Collision Repair *Atchison*	Diploma in Auto Collision Repair Certifications: ASE Master; P.P.G. Gold Level in Delfeet, Global and Waterborne Paint; Chief Easylinger Frame Machine & Computerized Measuring Systems; EPA Area Source Rule	NE Kansas Technical College
Dame, James	Construction Technology *Highland*	Journeymen Electrical; Journeymen Plumber Certifications: Master Carpenter; Master Cabinet Maker	
Douglas, Ryan	Business *Highland*	B.S. in Accounting M.B.A.	Northwest Missouri State Univ. Northwest Missouri State Univ.
Folsom, Amy	Practical Nursing *Atchison*	B.A. in Biology B.S. in Nursing	Benedictine College Creighton University
Freeman, Stacy	Reading/Developmental English *Highland*	B.A. in Literature M.A. in Literature/Writing	Bard College Union Institute & University
Fulbright, Pamela	Reading/Developmental English *Highland*	B.A. in Liberal Arts M.A. Teaching w/ Reading Specialization	Simpson University National University
Gross, Glen	Photography *Highland*	B.F.A. M.F.A. in Art	Utah State University Univ. of Missouri - Columbia
Grossman, Theresa	Speech *Highland*	B.A. in Speech/Drama M.A. in Speech	Marymount College Kansas State University
Hawk, Clifford	Agriculture *Highland*	B.S. in Agriculture Education M.S. Curriculum & Instruction-Higher Ed	Missouri Western State College Kansas State University
Heddens, Margaret	Mathematics *Highland*	B.S. in Secondary Education M.S. in Curriculum & Instruction	Emporia State University Kansas State University
Hensley, Eleanor	Early Childhood *Perry*	B.G.S. MS in Early Childhood	Emporia State College Emporia State University
Hinton, Theodore	Precision Agriculture *Baileyville*	B.S. in Agribusiness	Kansas State University

Hurn, Michelle	Mathematics *Highland*	B.S. in Math & Economics	Emporia State University
Kelley, Michael	English *Highland*	A.A. B.S. in History M.A.A. in Technical Communication	Highland Community College Missouri Western State University Missouri Western State University
Ketchum, Eric	Criminal Justice/Psychology *Highland*	B.S. in Sociology (Criminology option) B.S. in Psychology M.S. in School Psychology Ed.S. in School Psychology	Kansas State University Kansas State University Emporia State University Emporia State University
Kuhn, Frank	Biology Holton & *Perry*	B.S. in Microbiology/Biology M.S. in Biology	Kansas State University Emporia State University
Larkins, Kenneth	Biology *Wamego*	B.S. in Wildlife Biology M.A. in Biological Sciences	Kansas State University University of Northern Colorado
Lauts, Timothy	Engineering Graphics *Atchison*	B.A. in Education - Industrial Technology Continuing Ed: Graphic Arts; Digital Electronics; Electronics; Robotics; 3-D Modeling/Sculpture	University of Nebraska - Kearney
Leahy, Matthew	Art *Highland*	B.F.A. in Art M.F.A. in Art	University of Nebraska - Omaha Wichita State University
Leahy, Shayna	Vocal Music *Highland*	B.M. in Music M.M. in Music	University of Nebraska - Omaha Wichita State University
Lindstrom, Michael	Auto Technology *Atchison*	Auto Technology Certificate Certifications: ASE Automotive; ASE Master Automobile Technician	NE Kansas Technical College
Martinez, Julie	Associate Degree Nursing *Atchison*	Associates Degree in Nursing M.S. in Nursing	Howard County Community College University of Mary Registered Nurse
McElroy, Matthew	Biology *Highland and Holton*	B.S. in Kinesiology M.S. in Kinesiology	Kansas State University Kansas State University
Miller, Carrie	Administrative Assistant *Atchison*	Certificate in Medical Office Assistant	NE Kansas Technical College
Moeller, Harry	Biology *Highland*	B.A. in Biological Science M.S. in Zoology	Northern Kentucky University Southern Illinois Univ - Carbondale
Moranz, Fred	Diesel Technology *Atchison*	Diploma in Diesel Technology Certifications: ASE Master Medium/Heavy Tech; CAT, Detroit, & Cummins Engines; Allison Automatic Transmission; Meritor ABS; OSHA 10	NE Kansas Technical College

Noll, William	History/Political Science *Highland*	B.S. in Agriculture B.S. in Education M.A. in History	Kansas State University Kansas State University Kansas State University
Perkins, Samuel	Graphic Design *Highland*	B.F.A. in Graphic Design/Studio Art	Missouri Western State College
Prudden, Christina	Medical Office Assistant *Atchison*	L.P.N.	NE Kansas Technical College
Russell, Derrik	Diesel Technology *Western Center*	Diesel Mechanic Mechanics	Community College of the Air Hennessey Tuner School
Schwarz, David	Welding *Western Center*	Diploma in Welding Certified Welder	Beloit Vo-Tech
Smith, Samuel	Theatre *Highland*	B.A. in Theatre M.F.A. in Theatre Master of Education	Pennsylvania State University Indiana University University of Houston Victoria
Smith, Shelley	Mathematics *Highland*	B.S. in Mathematics/Computer Science	Washburn University
Sowers, Daniel	HVAC Instructor *Atchison*	Certification-Refrigerant Transition Recovery I & II Owner/Operator Sowers Heating & Cooling	 Ferris State University
Swendson, Dale	Diesel Technology *Atchison*	Certifications: CAT Engines; Volvo Electrical Volvo Heavy Truck Chassis Rebuild; Mercedes-Benz Truck Chassis Overhaul; GM Specialized Electronics	
Swendson, Michael	Auto Technology *Atchison*	Diploma in Diesel Mechanics BA in Church Ministries M.A. in Theology Certifications: ASE M/HT Tech; GMEngine Perf.; GM Duramax; GM M/D Truck EFI; GM Specialized Electronics; OSHA 10	North Central Kansas Area Vo-Tech Southwestern Assembly of God Univ Southwestern Assembly of God Univ
Szeto, Alan	Chemistry *Highland*	A.A. B.S. in Chemistry M.S. in Chemistry M.E., Secondary School Science Ed Ed.D in Chemistry Education	Irvine Valley College University of California, LA University of California, LA Teachers College Columbia Univ. Columbia Univ.
White, Carol	Mathematics *Wamego*	B.S. in Nuclear Engineering M.A. in Mathematics	Kansas State University University of Kansas
Wurzbacher, Theresa	Computer Support Technology *Atchison*	A.A.S. A.A. B.S. in Technology Management	Highland Community College Highland Community College Kansas State University
Young, Laura	Economics/Business *Highland*	B.A. in Business Administration Executive Masters in Business Admin.	Benedictine College Benedictine College

Appendix S

Website communicates admissions policies and procedures for the Institution. Institution has access to update and improve website information as needed. Catalog updated bi-annually to reflect course changes and admissions requirements. Academic Updates will occur annually to provide admissions representatives current information for programs of student and scholarship areas. Brochures are updated annually to reflect changes in cost, scholarship areas, programs of study for the Institution. Annually, the Board determines cost of tuition, fees, room and board for the Institution. This is reflected in the board minutes. Visitor information is updated annually to reflect current cost, housing, financial aid information as determined by the Board. Email campaigns are sent to guide prospective students through the process of admissions. Campaigns are updated as often as needed. All locations have access and training in Delivera for communication.

CAMPUS
REGIONAL

TECHNICAL
ONLINE

HIGHLAND
COMMUNITY COLLEGE



HIGHLANDCC.EDU

SCOTTIE NATION

Visit ***Highland Community College***

For a campus visit: http://highlandcc.edu/pages/visit-request

10:00 AM	1:00 PM
Wednesdays	Wednesdays
Thursdays	Thursdays
Fridays	

Upcoming ***Visit Days***

HIGHLAND CAMPUS

NOVEMBER 10, 2017
FEBRUARY 7, 2018

TECHNICAL CENTER

NOVEMBER 15, 2017
MARCH 14, 2018

Regional Center
Open House/Enrollment Days

ATCHISON CENTER

NOVEMBER 15, 2017
MARCH 14, 2018

HOLTON CENTER

NOVEMBER 9, 2017
APRIL 12, 2018

PERRY CENTER

NOVEMBER 7, 2017
MARCH 15, 2018

WAMEGO CENTER

NOVEMBER 8, 2017
APRIL 11, 2018

WESTERN CENTER (Baileyville)

NOVEMBER 14, 2017
APRIL 17, 2018



FOLLOW US

HIGHLAND SCOTTIES

HIGHLANDCC

HOUSING



Living in campus housing allows students to make connections with friends that will last a lifetime. At HCC, we house a community of almost 500 students. Full-time students may choose from two, three, or four-bedroom apartments in our 22 residential facilities. Highland campus housing is conveniently furnished with Wi-Fi at no extra charge.

Many fun activities are available that bring students together. With our variety of clubs, activities and events, you're sure to find something that appeals to you.



ONLINE

Online programs and courses available. Take a look at our online options at **online.highlandcc.edu.**

HCCONLINE@highlandcc.edu
785-442-6129

ATHLETICS

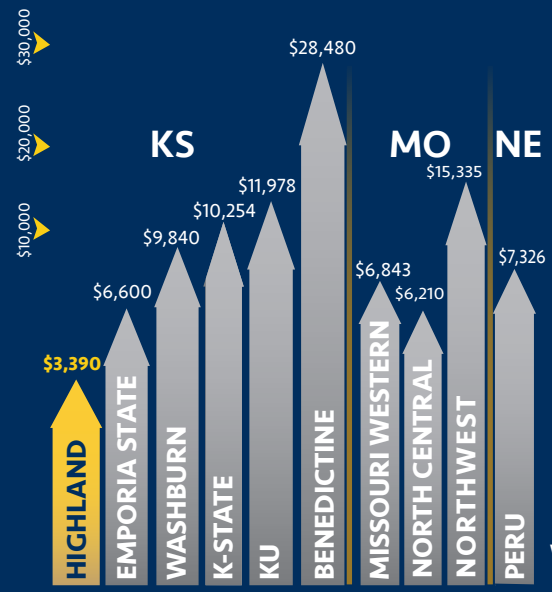
The Scottie athletic program exists to provide a challenging opportunity to play intercollegiate athletics in one of the best conferences in America. As student athletes are pushed to excel on the field, court, and track, they are also supported to excel in the classroom.

For more information
highlandcc.edu/pages/athletics

BASEBALL	**FOOTBALL**
BASKETBALL	**SOFTBALL**
CROSS COUNTRY	**VOLLEYBALL**
DANCE & CHEER	**TRACK & FIELD**



HIGHLAND & Other Colleges
ANNUAL COST COMPARISON



Most Highland campus students take an average of 15 credit hours per semester. Highland tuition and fees were calculated based on 30 credit hours annually.

At Highland, the average annual housing and meals will cost $5,928. Other colleges and universities have a wide variety of choices for housing and meals that typically range annually from $7,900-$10,500.

TUITION

2017-2018 per credit hour

LOCATION	TUITION	FEES	TOTAL
Doniphan County Resident	$56	$43	$99
Highland Campus	$70	$43	$113
Regional Centers	$70	$52*	$122
International Resident	$265	$43	$308
TECHNICAL	$98	$52	$150
NURSING	$117	$52	$169
HCC ONLINE	$79	$52	$131

*At Highland, out-of-state students pay the same amount as in-state students! All textbooks on rental plan $16/Credit Hour excluding technical programs. *Wamego ATA Bus Fee $2*

SCHOLARSHIP

Available to qualifying students. Up to **TUITION+BOOKS**

ACADEMIC

- Activity Event Mgmt.
- Agriculture
- Art
- Athletic Trainer
- Business
- Criminal Justice
- Education/ECH
- Math/Science
- Media Technology
- Music (Vocal)
- Personal Fitness Trainer
- Photography
- Sustainability
- Theatre

TECHNICAL

- Administrative Assistant
- Automotive Collision Repair
- Automotive Technology
- Computer Support
- Construction Technology
- Diesel Technology
- Electrical Technology
- Engineering Graphics & Technologies
- HVAC & Plumbing
- Industrial Welding
- LPN to RN Completion
- Medical Office Assistant
- Practical Nursing

ATHLETIC

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Dance
- Football
- Softball
- Track & Field

FAFSA
Start applying for Financial Aid as early as Oct. 1
School Code - 001921
www.fafsa.gov

WWW.HIGHLANDCC.EDU

CAMPUS
REGIONAL
TECHNICAL
ONLINE

HIGHLAND COMMUNITY COLLEGE

The Highland campus offers a traditional college experience or attend one of our five Regional Centers that are designed to bring college classes to you.



LOCATIONS

HIGHLAND CAMPUS
606 West Main
Highland, KS 66035
ADMISSIONS@highlandcc.edu
785.442.6020

ATCHISON CENTER
TECHNICAL CENTER
1501 West Riley
Atchison, KS 66002
ATCHISON@highlandcc.edu
HCCTC@highlandcc.edu
913.367.6204

HOLTON CENTER
430 South Arizona
Holton, KS 66436
HOLTON@highlandcc.edu
785.362.6000

PERRY CENTER
203 West Bridge
Perry, KS 66073
PERRY@highlandcc.edu
785.597.0127

WAMEGO CENTER
500 Miller Drive
Wamego, KS 66547
WAMEGO@highlandcc.edu
785.456.6006

WESTERN CENTER
313 Nemaha
Baileyville, KS 66404
WESTERN@highlandcc.edu
785.336.2326

TECHNICAL PROGRAMS



ONE-YEAR PROGRAMS

- Administrative Assistant
- Construction Technology
- Electrical Technology
- HVAC & Plumbing
- Industrial Welding
- LPN to RN Completion
- Medical Office Assistant
- Practical Nursing
- Precision Agriculture

TWO-YEAR PROGRAMS

- Automotive Collision Repair
- Automotive Technology
- Computer Support Technology
- Diesel Technology
- Engineering Graphics
- Precision Agriculture

Program length based on full-time enrollment

TECHNICAL CENTER
ATCHISON
HCCTC@highlandcc.edu
913.367.6204

WAMEGO CENTER
WAMEGO
WAMEGO@highlandcc.edu
785.456.6006

WESTERN CENTER
BAILEYVILLE
WESTERN@highlandcc.edu
785.336.2326



Are you a motivated, creative thinker? Do you enjoy working with your hands? Have you taken things apart just to see how they work? Do you have a desire to help individuals?

Take a look at a Technical program. Skilled professionals are in DEMAND!

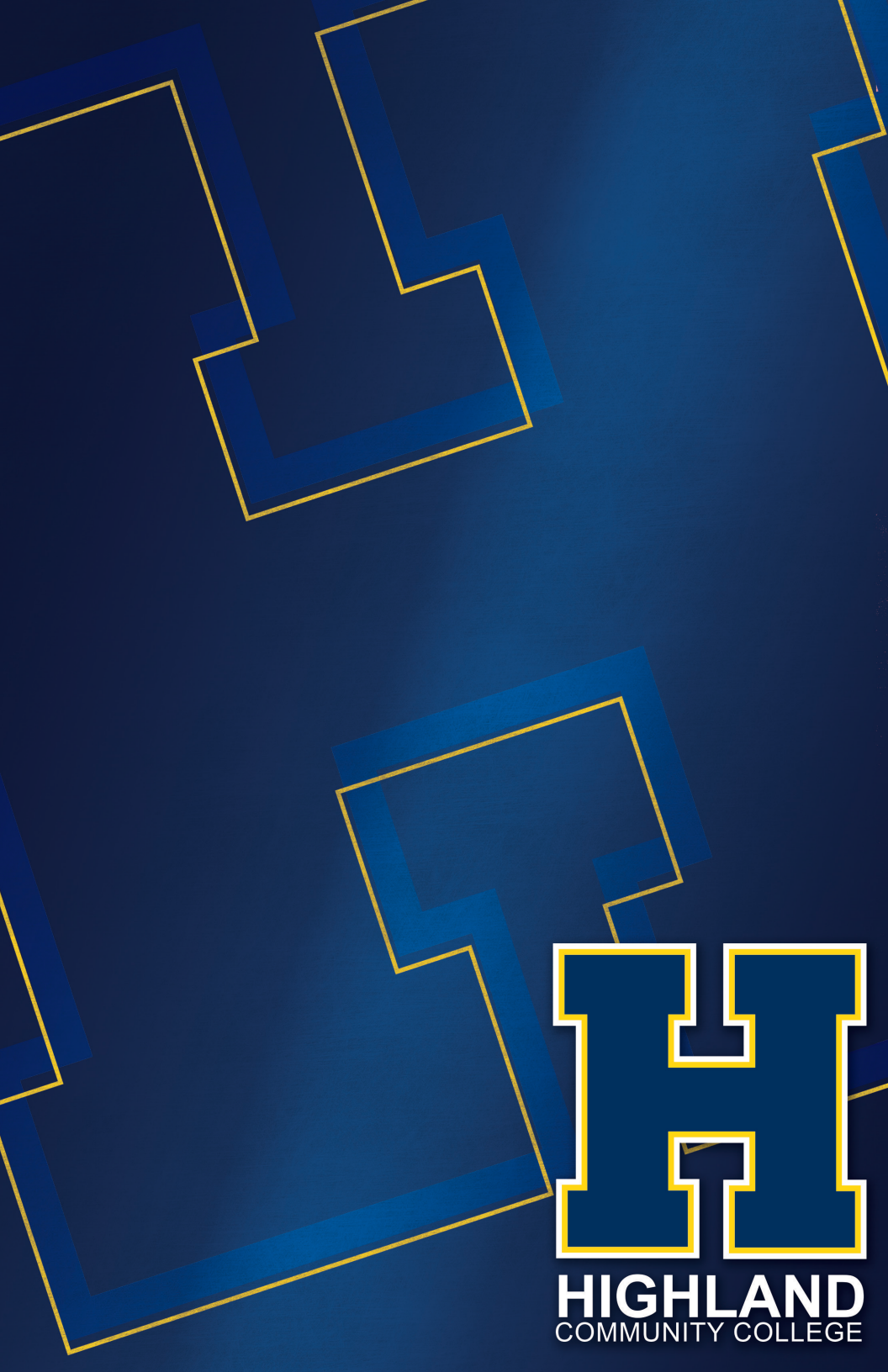
Most programs can be completed in one or two years. Technical students have the option to complete a Technical Certificate or an Associate in Applied Science degree.

TECHNICAL PROGRAMS	Technical Center Atchison, KS	Wamego Center Wamego, KS	Western Center Baileyville, KS
Administrative Assistant	x		
Automotive Collision Repair	x		
Automotive Technology	x		
Computer Support Technology	x		
Construction Technology	x		x
Diesel Technology	x		x
Electrical Technology	x		
Engineering Graphics & Technologies	x		x
Enology		x	
HVAC & Plumbing	x		
Industrial Welding	x		x
LPN to RN Completion	x		
Manufacturing Technology	x		x
Medical Office Assistant	x		x
Practical Nursing	x		
Precision Agriculture		x	x
Viticulture		x	

SET UP YOUR VISIT TODAY!

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit http://highlandcc.edu/pages/gainful-employment. Highland Community College does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to or treatment of employment in its programs and activities. For assistance or additional clarification please contact the Title IV Coordinator at 785-442-6000.

HIGHLAND
COMMUNITY COLLEGE


HIGHLAND
COMMUNITY COLLEGE

SCOTTIE NATION

HIGHLAND COMMUNITY COLLEGE

WELCOME TO THE LEGACY. From the multiple locations of Highland Community College, you can see anywhere and begin pursuing any dream you choose. We've grown beyond our historical status as the first college in Kansas to become the most unique and fulfilling two-year college you know.

At Highland Community College (HCC), you're an integral part of an ever-expanding group that believes anything is possible. It's our goal to help you get there, and it's up to you to begin the journey.

READY TO APPLY? *Getting started is easy. Visit* **HIGHLANDCC.EDU** *and complete the online application for admission. From there, simply review the HCC admission requirements, submit a copy of your official high school transcript, and submit ACT or SAT scores if completed. We'll contact you personally to guide you through the rest of the process.*

Add Highland as a receiving school when you take your ACT. Our school code is 001921.

FOLLOW US

HIGHLAND SCOTTIES

HIGHLANDCC

DOWNLOAD HCC ENGAGE APP



Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Vice President for Student Services or Human Resources Manager, 785-442-6000.

HIGHLAND COMMUNITY COLLEGE

VISIT HCC

Visit our **Highland Campus**

Register for a campus visit at **www.highlandcc.edu/pages/visit-request**

10:00 AM	1:00 PM
Wednesdays	Wednesdays
Thursdays	Thursdays
Fridays	

HIGHLAND CAMPUS
606 West Main, Highland, KS 66035
ADMISSIONS@highlandcc.edu | 785.442.6020

Visit a location near you!

ATCHISON CENTER
TECHNICAL CENTER
1501 West Riley Street
Atchison, KS 66002
ATCHISON@highlandcc.edu
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913.367.6204

HOLTON CENTER
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785.597.0127

HCC ONLINE
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785.442.6129

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WAMEGO@highlandcc.edu
785.456.6006

WESTERN CENTER
313 Nemaha
Baileyville, KS 66404
WESTERN@highlandcc.edu
785.336.2326



STUDENT LIFE



COLLEGE should be one of the best experiences of your life. At Highland, it can be! From people, athletics, social events, clubs and activities- Student Life at Highland adds to your academic work with a variety of events that bring students together in both fun and learning environments.

- Clubs and Organizations
- Intramural Sports
- Events and Social Activities

STUDENT LIFE

HCC_STUDENTLIFE

STUDENT LIFE/HOUSING

HOUSING@highlandcc.edu
785.442.6188





STUDENT SUPPORT SERVICES (SSS)

is a federally funded TRiO program under the Department of Education. The goal of this program is to increase the retention and graduation rates of participants and help students make the transition from one level of education to the next.

Opportunities available to Student Support Services program participants include: *academic tutoring, career planning and exploration, financial planning and FAFSA assistance, counseling, transfer advising, social activities, and more.*



STUDENT SUPPORT SERVICES

785.442.6147
IRVIN HALL - 2ND FLOOR



HOUSING

CAMPUS LIFE can be one of the most memorable aspects of college. Highland houses a community of almost 500 students, both new and returning. Full-time students can choose from two, three, or four-bedroom apartments in one of our 22 residential facilities.

While HCC students are welcome to live off campus, campus housing offers the convenience of being furnished and provides students with several important amenities including Wi-Fi. Plus, you'll be ready to go when Rave Alerts and the HCC Engage App announcements start circulating about on-campus events!

- **Apartment-Style Housing**
- **Students can choose from two, three, or four-bedroom apartments**
- **Wi-Fi and all utilities included in room and board rates**
- **Convenience of being pre-furnished**
- **17 meals/week and $200 flex spending included in room and board**









TECHNICAL



TECHNICAL PROGRAMS at Highland Community College offer the opportunity to expand your horizons and marketability in a field you enjoy, in two years or less. The programs offered are top-notch, the instructors are in tune with the current demands of the marketplace, and courses are hands-on. Technical students have the option to complete a Technical Certificate or an Associate in Applied Science degree.

TECHNICAL PROGRAMS	Program Length *Full-Time*	Technical Center *Atchison, KS*	Wamego Center *Wamego, KS*	Western Center *Baileyville, KS*
Administrative Assistant	1 year	x		
Automotive Collision Repair	2 years	x		
Automotive Technology	2 years	x		
Computer Support Technology	2 years	x		
Construction Technology	1 year	x		x
Diesel Technology	2 years	x		x
Electrical Technology	1 year	x		
Engineering Graphics & Technologies	2 years	x		x
Enology	2 years		x	
HVAC & Plumbing	1 year	x		
Industrial Welding	1 year	x		x
LPN to RN Completion	<1 year	x		
Manufacturing Technology	<1 year	x		x
Medical Office Assistant	1 year	x		x
Practical Nursing	1 year	x		
Precision Agriculture	1 or 2 years		x	x
Viticulture	2 years		x	

program length based on full-time enrollment

TECHNICAL CENTER
ATCHISON
HCCTC@highlandcc.edu
913.367.6204

WAMEGO CENTER
WAMEGO
WAMEGO@highlandcc.edu
785.456.6006

WESTERN CENTER
BAILEYVILLE
WESTERN@highlandcc.edu
785.336.2326



ONLINE PROGRAMS and courses are available at HCC and provide flexible learning opportunities for students. HCC Online offers a variety of options for students, so you can find a course or program to fit your needs. You can even earn your Associate Degree completely online!

HCC Online courses give students the opportunities to plan their study time around the rest of their day. You can study and work when it's convenient for you. Online courses utilize progressional learning activities and assessments with attainable deadlines. Instructor support is a key component of our courses.

ONLINE

HCC ONLINE
HCCONLINE@highlandcc.edu
785.442.6129

Take a look at our online programs at online.highlandcc.edu.

ONLINE ASSOCIATE DEGREES

Associate in Arts (AA)

Associate in Science (AS)

Associate in General Studies (AGS)

Associate in Applied Science (AAS)

- Accounting
- Business Administration
- Criminal Justice
- Medical Coding

8-WEEK and 16-WEEK *COURSE OPTIONS*

Winter Intersession Courses Available

20 course options in an accelerated learning environment

NEW! Online textbooks are now part of our textbook rental plan at $16/credit hour.

LOCATIONS



HIGHLAND CAMPUS
606 West Main
Highland, KS 66035
ADMISSIONS@highlandcc.edu
785.442.6020

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785.362.6000

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Perry, KS 66073
PERRY@highlandcc.edu
785.597.0127

HIGHLAND COMMUNITY COLLEGE	Highland	Technical *Atchison*	Holton	Perry	Wamego	Western *Baileyville*
Atchison	27		37	45	87	74
Falls City, NE	32	56	56	88	102	48
Hiawatha	15	39	39	72	88	36
Highland		27	54	70	103	50
Holton	54	37		45	51	51
Lawrence	78	52	59	14	71	109
Leavenworth	51	25	61	50	106	98
Manhattan	115	108	81	73	15	66
Marysville	75	98	75	110	58	25
Oskaloosa	56	30	40	15	73	91
Pawnee City, NE	65	88	65	109	79	20
Perry	70	45	45		53	95
Seneca	45	68	45	89	65	7
St. Joseph, MO	27	24	60	68	118	75
Topeka	85	56	33	21	44	82
Troy	12	20	63	63	113	60
Washington	97	120	97	139	80	47
Wamego	103	87	51	53		59
Westmoreland	94	82	46	67	15	45
Western-Baileyville	50	74	51	95	59	

Distance is listed in Miles

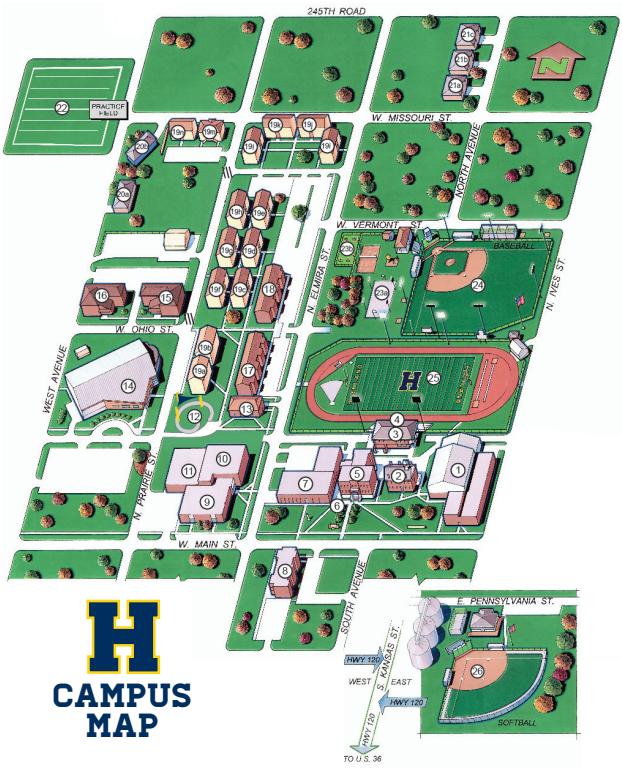
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313 Nemaha
Baileyville, KS 66404
WESTERN@highlandcc.edu
785.336.2326

YOUR WORLD. YOUR NEEDS.

1. Ben Allen Field House - 502 W. Main
2. Irvin Hall - 508 W. Main *SSC/SSS*
3. Stadium Center - 508 W. Illinois
4. Barber Room - 508 W. Illinois
5. Administration Building - 602 W. Main
6. Hamacher Court - between Admin & LSU
7. Library - Student Union - Scottie Pause - Bookstore (**LSU**) 606 W. Main
8. Ellis Hall 102 S. Elmira Street
9. Jack D. Nutt Math-Science Bldg. (**MS**) 101 N. Elmira
10. Culbertson Auditorium - 101 N. Elmira
11. Communication-Technology Building (**CT**) 101 N. Elmira
12. Peuker Plaza - 204 N. Prairie
13. Yost Hall - 702 W. Illinois
14. Walters Wellness Center - 205 N. Prairie
15. Prairie Hall - 804 W. Ohio
16. Piper Hall - 808 W. Ohio
17. Heritage Hall - 205 N. Elmira
18. Rubeti Hall - 301 N. Elmira
19. Campus Apartments
    a. Kansas - 206 N. Prairie
    b. Kiltie - 208 N. Prairie
    c. Claymont Apt. - 304 N. Prairie
    d. Cornerstone Apt. - 306 N. Prairie
    e. Degginger Apt - 312 N. Prairie
    f. Crestview Apt. - 302 N. Prairie
    g. Colony Point Apt. - 308 N. Prairie
    h. Highlander Apt. - 310 N. Prairie
    i. Hearthford Apt. - 407 N. Elmira
    j. Huntington Apt. - 703 W. Missouri
    k. Hollyoak Apt. - 709 W. Missouri
    l. Hampton Apt. - 406 N. Prairie
    m. Scottie Place - 801 W. Missouri
    n. Sunflower Place - 803 W. Missouri
20. Student Housing
    a. 404 West Avenue
    b. 406 West Avenue
21. North Apartments
    a. 501-503 North Avenue
    b. 505-507 North Avenue
    c. 509-511 North Avenue
22. Practice Field
23. Outdoor Recreation
    a. Basketball Court
    b. Horseshoe and Sand Volleyball Court
24. Baseball Field
25. Kessinger Field
26. Softball Field



CAMPUS MAP

ACCESSIBILITY

HIGHLAND COMMUNITY COLLEGE	Highland	Tech/ Atchison	Holton	Perry	Wamego	Western Baileyville	Online
Advising	x	x	x	x	x	x	x
Athletics	x						
Certificates	x	x			x	x	x
Clubs & Organizations	x	x			x		
Degree Programs	x	x	x	x	x	x	x
Dining	x	x					
Distance Learning	x	x	x	x	x	x	
Face-to-Face Courses	x	x	x	x	x	x	
Financial Aid	x	x	x	x	x	x	x
General Education	x	x	x	x	x	x	x
Housing	x	x					
Hybrid/Online Courses	x	x	x	x	x	x	x
Scholarships	x	x					
Student Activities	x	x	x	x	x	x	
Technical Education	x	x			x	x	
Transferable	x	x	x	x	x	x	x

FINANCIAL AID

Highland Community College knows that college is an important foundation for future success. We understand that it's an expensive venture and that most need financial help along the way. That's why we offer a comprehensive financial aid and scholarship program.

In order to be considered for all types of federal financial aid administered by HCC, a student needs to complete the FAFSA. Applicants and parents may have to submit federal income tax return transcripts and other documents if selected for verification.

FINANCIAL AID
FINANCIALAID@highlandcc.edu
785.442.6135

Apply for Financial Aid at FAFSA.GOV
School code - 001921
FAFSA may be completed as early as **October 1**

PAYMENT OPTIONS



STUDENTS MUST BE PAID IN FULL OR SIGNED UP FOR A PAYMENT PLAN BY REGISTRATION DAY EACH SEMESTER.

Highland Community College Tuition Payment Plans: The easiest way to pay for college.
Students who have not paid in full or signed up for a payment plan by close of business on Registration Day will be dropped from all HCC classes.

PAYMENTS
PAYMENTS@highlandcc.edu
785.442.6001

You may finance 90% of your semester bill.
To set up a payment plan, follow these simple steps.

Choose your payment method
- Automatic Bank Payment (ACH)
- Credit or Debit Card Transaction

Note: Payments will be drafted the 5th of the month. If the 5th falls on a weekend or banking holiday, payment will come out the following business day.

Know Your Fees
- $25 payment plan setup fee per semester + 10% down
- $30 returned payment fee if a payment is returned

If the enrollment fee returns for any reason, the agreement may be terminated.

How to Enroll
- Go to **www.mycollegepaymentplan.com/highlandcc**
- Log in to the student portal and select sign up for payment plan

Fall Payment plan schedule

Last day to sign-up online	Required Down Payment	Number of payments	Months of payments
June 23	10%	5	July - Nov
July 27	10%	4	Aug - Nov
August 24	10%	3	Sept - Nov

Spring Payment plan schedule

Last day to sign-up online	Required Down Payment	Number of payments	Months of payments
November 24	10%	5	Dec - Apr
December 26	10%	4	Jan - Apr
January 25	10%	3	Feb - Apr



SCHOLARSHIPS are available in academics, athletics and for Technical programs. Scholarships are a first-come, first-served basis. Scholarships cover up to tuition and books.

TUITION+BOOKS

Available to qualifying students living on campus or Doniphan County residents.
|Fall Scholarship deadline: May 15 | Spring Scholarship Deadline: October 15|

ACADEMIC

- Activity/Event Management
- Agriculture
- Art
- Athletic Trainer
- Business
- Criminal Justice
- Education/Early Childhood
- Interdisciplinary Fine Arts
- Math/Science
- Media Technology
- Personal Fitness Trainer
- Photography
- Sustainability
- Theatre
- Vocal Music

HIGHLAND FOUNDATION scholarships available! Apply online. Application deadline **April 1.**

ATHLETIC

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Dance
- Football
- Softball
- Track & Field
- Volleyball



TECHNICAL

- Administrative Assistant
- Automotive Collision Repair
- Computer Support Technology
- Construction Technology
- Diesel Technology
- Electrical Technology
- Engineering Graphics & Technologies
- HVAC & Plumbing
- Industrial Welding
- LPN to RN Completion
- Medical Office Assistant
- Practical Nursing



HIGHLANDCC.EDU/PAGES/SCHOLARSHIPS-AWARDS

HEALTH SCIENCE



NURSING is one of the most diverse fields of study in healthcare today. As a nurse, you will have an opportunity to touch many lives and have an active role in advancing the health of your community. HCC offers three approaches of study for the student seeking a career in nursing:

PRE-NURSING *Associate in Science*
Associate degree with classes that transfer to a four-year university.

PRACTICAL NURSING *Certificate*
Application deadline April 1.
Program Starts in the Fall Semester.

IV THERAPY *Certificate*
Required for LPN to RN Completion.

LPN TO RN COMPLETION PROGRAM *Associate in Applied Science*
Application deadline August 1 *(effective 2018).*
Program Starts in the Spring Semester. Must have an active LPN license to apply.

ADMISSIONS
ADMISSIONS@highlandcc.edu
785.442.6020

NURSING
NURSING@highlandcc.edu
913.367.6204 x146

ALLIED HEALTH is a growing field with jobs that are in high demand. HCC offers a wide variety of programs that prepare individuals for vital careers in healthcare.

Certified Nurse Aide (CNA)

Certified Medication Aide (CMA)

Medication Aide Update

Emergency Medical Technician (EMT)
- Basic and Advanced

Home Health Aide (HHA)

ALLIED HEALTH
ALLIEDHEALTH@highlandcc.edu
913.367.6204 x106



SCOTTIE ATHLETICS challenge and build every athlete. As we push you to the limit in your pursuit of athletic excellence, we're also encouraging your continued dedication to higher education and academics. It's our goal to prepare you for the next level, and your mission to reach for it.

SCOTTIEATHLETICS.COM **@HCCSCOTTIES**

- Baseball
- Men's Basketball
- Women's Basketball
- Cheerleading
- Men's Cross Country
- Women's Cross Country
- Dance Team
- Football
- Softball
- Men's Track & Field
- Women's Track & Field
- Volleyball



ATHLETICS

PROGRAMS OF STUDY

DEGREES

ASSOCIATE IN ARTS (AA)

- Accounting
- Agriculture Economics
- Agriculture Education
- Agronomy
- Animal Science
- Art Education
- Art Therapy
- Business Administration
- Criminal Justice
- Elementary Education
- English
- Graphic Design
- History
- Management
- Marketing
- Mathematics
- Music-Vocal
- Psychology
- Secondary Education
- Social Work
- Sociology
- Spanish Language
- Speech Communication
- Studio Art
- Studio Photography
- Theatre

ASSOCIATE IN SCIENCE (AS)

- Athletic Training
- Biology
- Enology
- Exercise Science
- Pre-Chiropractic
- Pre-Dental Hygiene
- Pre-Dentistry
- Pre-Engineering
- Pre-Forestry
- Pre-Medicine
- Pre-Nursing
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Science
- Pre-Physical Therapy
- Pre-Respiratory Therapy
- Pre-Veterinarian
- Viticulture

ASSOCIATE IN GENERAL STUDIES (AGS)

- Human Services

ASSOCIATE IN APPLIED SCIENCE (AAS)

- Accounting
- Agribusiness
- Auto Collision Repair
- Automotive Technology
- Business Administration
- Commercial Photography
- Computer Support Technology
- Criminal Justice
- Diesel Technology
- Early Childhood
- Engineering Graphics & Technologies
- Graphic Design
- LPN to RN Completion
- Medical Coding
- Personal Fitness Trainer
- Precision Agriculture
- Risk Management

TECHNICAL CERTIFICATE

1 Year or Less Programs

- Administrative Assistant
- Basic IV Therapy
- Construction Technology
- CPR Basic
- Electrical Technology
- Emergency Medical Technician (EMT)
- Home Health Aide (HHA)
- HVAC & Plumbing
- Industrial Welding Technology
- Manufacturing Technology
- Medical Office Assistant
- Medication Aide (CMA)
- Medication Aide Update
- Nursing Aide (CNA)
- Practical Nursing (LPN)
- Precision Agriculture

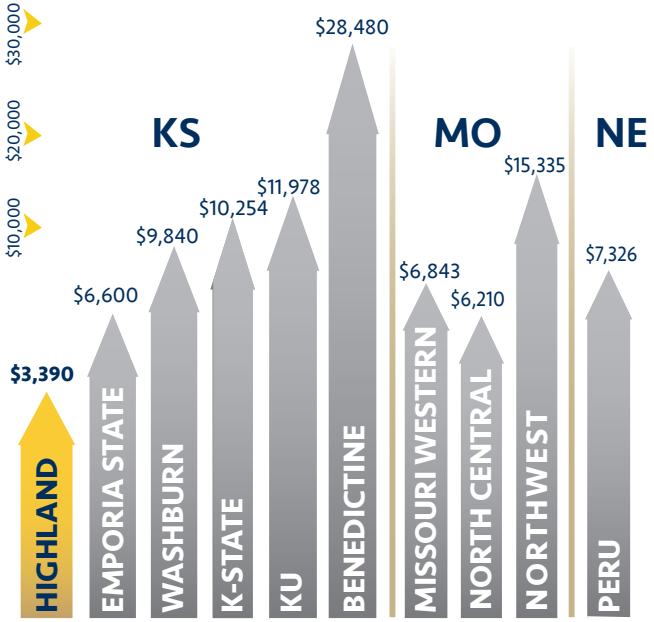
2 Year Programs

- Automotive Collision Repair
- Automotive Technology
- Computer Support Technology
- Diesel Technology
- Engineering Graphics & Technologies
- Enology
- LPN to RN Completion
- Medical Coding
- Precision Agriculture
- Risk Management
- Viticulture

ANNUAL COST COMPARISON

HIGHLAND

vs other colleges



Most Highland campus students take an average of 15 credit hours per semester (30 credits annually). HCC tuition and fees were calculated based on the Highland Campus rates.

At Highland, the average annual housing and meals will cost $5,928. Other colleges and universities have a wide variety of choices for housing and meals that typically range annually from $7,900-$10,500.

TUITION

LOCATION	TUITION	FEES	TOTAL
DONIPHAN COUNTY RESIDENT	$56	$43	$99
HIGHLAND CAMPUS	$70	$43	$113
REGIONAL CENTERS	$70	$52*	$122
INTERNATIONAL RESIDENT	$265	$43	$308
TECHNICAL	$98	$52	$150
NURSING	$117	$52	$169
HCC ONLINE	$79	$52	$131

*At Highland, out-of-state students pay the same amount as in-state students! All textbooks on rental plan $16/Credit Hour excluding Technical programs. *Wamego ATA Bus Fee $2*



606 W. Main
Highland, KS
66035

HIGHLAND COMMUNITY COLLEGE

SPRING 2018

CAMPUS TECHNICAL REGIONAL ONLINE



WWW.HIGHLANDCC.EDU

WWW.HIGHLANDCC.EDU

DIRECTORY

HIGHLAND CAMPUS
606 West Main, Highland, KS 66035
785.442.6020 // ADMISSIONS@highlandcc.edu

ATCHISON CENTER
1501 West Riley St., Atchison, KS 66002
913.367.6204 // ATCHISON@highlandcc.edu

HOLTON CENTER
430 South Arizona (Hwy 75), Holton, KS 66436
785.362.6000 // HOLTON@highlandcc.edu

PERRY CENTER
203 West Bridge St., Perry, KS 66073
785.597.0127 // PERRY@highlandcc.edu

TECHNICAL CENTER
1501 West Riley St., Atchison, KS 66002
913.367.6204 // HCCTC@highlandcc.edu

WAMEGO CENTER
500 Miller Dr., Wamego, KS 66547
785.456.6006 // WAMEGO@highlandcc.edu

WESTERN CENTER
313 Nemaha, Baileyville, KS 66404
785.336.2326 // WESTERN@highlandcc.edu

HCC ONLINE
430 South Arizona (Hwy 75), Holton, KS 66436
785.442.6129 // HCCONLINE@highlandcc.edu

CONCURRENT
785.292.6022 // CONCURRENT@highlandcc.edu

ADULT EDUCATION/GED/AOK
1501 West Riley St., Atchison, KS 66002
913.367.6204 x104 // mjohanning@highlandcc.edu

CALENDAR

INTERSESSION
Online Intersession	12/18/2017-1/6/2018

REGISTRATION DAYS
Technical/Atchison Center	1/9/2018
Western Center	1/9/2018
Highland Campus **Move-In & Registration**	1/9/2018
Holton Center	1/11/2018
Perry Center	1/11/2018
Wamego Center	1/11/2018

FIRST DAY OF CLASSES
Highland Campus + Technical	1/10/2018
Regional Classes + Online	1/16/2018

VISIT DAY
Highland Campus	2/7/2018
Technical/Atchison Center	3/14/2018

OPEN HOUSES // ENROLLMENT DAYS
Technical/Atchison Center	3/14/2018
Perry Center	4/10/2018
Holton Center	4/12/2018
Western Center	4/17/2018
Wamego Center	4/21/2018

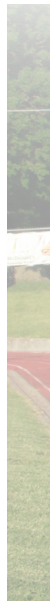
END OF SEMESTER
Campus/Technical/Regional/Online	5/11/2018

AID + PAYMENT OPTIONS

Free Application for Federal Student Aid
FAFSA.ED.GOV
785.442.6135 // FINANCIALAID@highlandcc.edu
HCC School Code: 001921

Payment Plan nelnet
HIGHLANDCC.EDU/PAGES/PAYMENT-PLANS
785.442.6001 or PAYMENTS@highlandcc.edu

Spring 2018 Payment Plans:
5-payments: December, January, February, March, April
4-payments: January, February, March, April
3-payments: February, March, April



Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Vice President for Student Services or Human Resources Manager.

HIGHLAND COMMUNITY COLLEGE

FROM HERE... IT'S YOUR CHOICE!



START HERE... FINISH THERE!

Associate in Arts
Associate in Science
Associate in General Studies

Highland Community College offers associate degrees with courses that transfer to 4-year universities.



START HERE... FINISH HERE!

Associate in Applied Science
LPN to RN Completion

Do you want an education with a goal of entering the workforce in two years?

Highland offers associate degree programs for you.



START HERE... BEGIN YOUR CAREER!

Technical Certification

Earn your certificate to enter the workforce and begin your career.

- PERSONAL ACADEMIC ADVISING
- TRANSFERABLE CLASSES
- AFFORDABLE COST
- ACCESSIBLE LOCATIONS



HIGHLAND CAMPUS

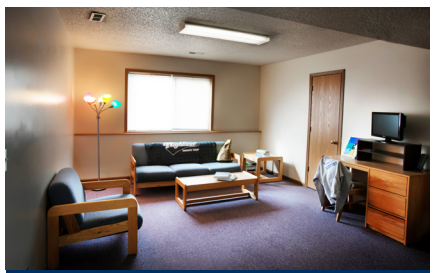
FROM HERE...A TRADITIONAL COLLEGE EXPERIENCE



WOMEN'S + MEN'S ATHLETICS



STUDENT LIFE ACTIVITIES



APARTMENT-STYLE HOUSING

$70 TUITION + $43 FEES*
Per Credit Hour

HIGHLAND CAMPUS
606 W. Main, Highland, KS
ADMISSIONS@highlandcc.edu // 785.442.6020

- **FINANCIAL AID AVAILABLE**

SCHOLARSHIPS AVAILABLE
TUITION + BOOKS

Over 80% of HCC Campus Students Receive Scholarships
For a complete list of available scholarships see page 8.

- **FACE-TO-FACE CLASSES**
- **HYBRID CLASSES**
- **CAMPUS LIVING**
  Campus Living + Technical Program
  Transportation is available for Technical students from the Highland Campus to the Technical Center in Atchison for a small fee.
- **ASSOCIATE DEGREES**
- **TECHNICAL CERTIFICATES**

*Does not include $16 per credit hour textbook rental fee. Miscellaneous materials such as lab manuals, computer supplies, workbooks, and access codes are not included in tuition, fees, or book rental costs.



REGIONAL LOCATIONS

FROM HERE...LOCAL FACE-TO-FACE OPTIONS

$70 TUITION + $52 FEES*
Per Credit Hour

Wamego students pay $2 per credit hour additional fee

- **DAY, EVENING, WEEKEND CLASSES AVAILABLE**
- **ASSOCIATE DEGREE OPTIONS**
- **EXPANDING EDUCATIONAL ACCESS TO RURAL COMMUNITIES**

ATCHISON HWY 59 & 7
ATCHISON@highlandcc.edu // 913.367.6204

HOLTON HWY 75
HOLTON@highlandcc.edu // 785.362.6000

PERRY HWY 24
PERRY@highlandcc.edu // 785.597.0127

WAMEGO HWY 24
WAMEGO@highlandcc.edu // 785.456.6006

WESTERN HWY 36
WESTERN@highlandcc.edu // 785.336.2326

SAVE 3X MORE THAN NEIGHBORING 4-YEAR UNIVERSITIES



SCOTTIE SHUTTLE

The Wamego Center offers a Scottie Shuttle running daily between the Wamego Center and Manhattan locations.

*Does not include $16 per credit hour textbook rental fee. Miscellaneous materials such as lab manuals, computer supplies, workbooks, and access codes are not included in tuition, fees, or book rental costs.



CAREER + TECHNICAL TRAINING

FROM HERE...BEGIN YOUR CAREER

$98 TUITION + $52 FEES*
Per Credit Hour
*Kansas Nursing tuition is $117 per credit hour

- **SMALL CLASS SIZES FOR ONE-ON-ONE OPPORTUNITIES**
- **ONE AND TWO-YEAR PROGRAMS**
  Based on full-time enrollment

TECHNICAL CENTER ATCHISON
HCCTC@highlandcc.edu // 913.367.6204

WAMEGO CENTER WAMEGO
WAMEGO@highlandcc.edu // 785.456.6006

WESTERN CENTER BAILEYVILLE
WESTERN@highlandcc.edu // 785.336.2326

TECHNICAL PROGRAMS	Technical Center Atchison, KS	Wamego Center Wamego, KS	Western Center Baileyville, KS	Full-Time Program Length
Administrative Assistant	X			1 year
Auto Collision Repair	X			2 years
Auto Technology	X			2 years
Computer Support	X			2 years
Construction Technology	X		X	1 year
Diesel Technology	X		X	2 years
Electrical Technology	X			1 year
Engineering Graphics	X		X	2 years
Enology		X		2 years
HVAC & Plumbing	X			1 year
Industrial Welding	X		X	1 year
LPN to RN Completion	X			8 months
Manufacturing Technology	X		X	<1 year
Medical Office Assistant	X		X	1 year
Practical Nursing	X			1 year
Precision Agriculture		X	X	1-2 years
Viticulture		X		2 years

The Highland Community College Technical Center is fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770) 396-3898 or (800) 917-2018. Credits earned at the HCC Technical Center since Fall of 2009 are recorded on a College transcript. Credits earned prior to 2009 have been maintained by and are available from the HCC Technical Center, 1501 W. Riley, Atchison, KS, 66002; 913-367-6204. Program specific accreditation by the Kansas State Board of Nursing, 900 SW Jackson St., Suite 1051, Topeka, KS 66612 (785) 296-4929 and the National Automotive Technicians Education Foundation, 101 Blue Seal Drive, Suite 10, Leesburg, VA 20175 (703) 669-6650.



HCC ONLINE

FROM HERE...ONLINE EDUCATION

ONLINE.HIGHLANDCC.EDU

HCC ONLINE
HCCONLINE@highlandcc.edu // 785.442.6129

$79 TUITION + $52 FEES*
Per Credit Hour

8-WEEK & 16-WEEK CLASSES

➤ *Textbook rental is available for online classes.*

ONLINE ASSOCIATE DEGREES

Associate in Arts

Associate in Science

Associate in General Studies

Associate in Applied Science

WINTER INTERSESSION COURSES AVAILABLE

DEC 18 - JAN 6

Take a course in an accelerated learning environment

GENERAL EDUCATION CLASSES

➤NEW COURSE OPTIONS

- Bullying Prevention and Response
- Diversity and Inclusiveness
- Ethics in Helping Professions
- Introduction to Leadership Concepts
- Introduction to Recreation
- Prevention and Assessment of Workplace Violence
- Recognizing Child Abuse and Neglect and Head Trauma
- Risk Control

*Does not include $16 per credit hour textbook rental fee. Miscellaneous materials such as lab manuals, computer supplies, workbooks, and access codes are not included in tuition, fees, or book rental costs.

FROM HERE-YOUR CHOICE

	Tuition	Fees	Total *per credit hr*
Highland	$70	$43	$113
Atchison	$70	$52	$122
Holton	$70	$52	$122
Perry	$70	$52	$122
Wamego	$70	$54*	$124
Western	$70	$52	$122
Online	$79	$52	$131
Tech	$98^	$52	$150

rates for 2017-2018 academic year

Students completing the Free Application for Federal Student Aid (FAFSA) may be eligible for loans and/or grants. Students attending classes on the Highland campus and/or living on campus, as well as attending classes at the Technical Center in Atchison, may be eligible for a scholarship. Transportation is available from the Highland campus to the Technical Center in Atchison for a small fee.

$16 per credit hour book rental fee is not included with tuition costs above. Miscellaneous materials such as lab manuals, computer supplies, workbooks, and access codes are not included in tuition, fees, or book rental costs.

*Wamego students pay $2 per credit hour additional student fee.
^Nursing tuition is $117 per credit hour.

MICROSOFT OFFICE 365 FREE!
JUST FOR BEING A STUDENT AT HIGHLAND



AN EASY WAY TO PAY!



STUDENTS MUST BE PAID IN FULL OR SIGNED UP FOR A PAYMENT PLAN BY REGISTRATION DAY EACH SEMESTER.

Students who have not paid in full or signed up for a payment plan by close of business on Registration Day will be dropped from all HCC classes.

You may finance 90% of your semester bill.

To set up your payment plan, follow these steps:

Choose Your Payment Method
- Automatic bank payment (ACH)
- Credit or debit card

Know Your Fees
- $25 enrollment fee per semester + 10% down
- $30 returned payment fee if a payment is returned

If the enrollment fee returns for any reason, the agreement may be terminated.

HOW TO ENROLL IN A PAYMENT PLAN
- Go to **highlandcc.edu/pages/payment-plans**
- Click on Nelnet logo at the bottom of page.
- On the Nelnet page, click on Enroll Today button.
- **First time users:**
  Click on "create a username & password" button.
  -You will need your 9-digit HCC ID and your banking information to set up a payment plan.
- **Returning users:**
  -Sign in with your Nelnet username and password.

SPRING 2018 PAYMENT SCHEDULE

Payment Plans	Last Day to Sign-Up	Months of Payments
5-Payment Plan	November 24	December-April
4-Payment Plan	December 26	January-April
3-Payment Plan	January 25	February-April



SCHOLARSHIPS

FROM HERE...PAID TUITION + BOOKS

HIGHLANDCC.EDU/PAGES/SCHOLARSHIPS-AWARDS

ACADEMIC

- ACTIVITY/EVENT MANAGEMENT
- AGRICULTURE
- ART
- ATHLETIC TRAINER
- BUSINESS
- CRIMINAL JUSTICE
- EDUCATION/ EARLY CHILDHOOD
- MATH/SCIENCE
- MEDIA TECHNOLOGY
- MUSIC (VOCAL)
- PERSONAL FITNESS TRAINER
- PHOTOGRAPHY
- SUSTAINABILITY
- THEATRE

TECHNICAL

- ADMINISTRATIVE ASSISTANT
- AUTO COLLISION REPAIR
- AUTOMOTIVE TECHNOLOGY
- COMPUTER SUPPORT
- CONSTRUCTION TECHNOLOGY
- DIESEL TECHNOLOGY
- ELECTRICAL TECHNOLOGY
- ENGINEERING GRAPHICS & TECHNOLOGIES
- HVAC & PLUMBING
- INDUSTRIAL WELDING
- LPN to RN COMPLETION
- MEDICAL OFFICE ASSISTANT
- PRACTICAL NURSING

ATHLETIC

- BASEBALL
- BASKETBALL
- CHEERLEADING
- CROSS COUNTRY
- DANCE
- FOOTBALL
- SOFTBALL
- TRACK & FIELD
- VOLLEYBALL

HCC FOUNDATION SCHOLARSHIPS
APPLY ONLINE: DEADLINE APRIL 1

HCC ADMISSIONS
ADMISSIONS@highlandcc.edu // 785.442.6020



HIGH SCHOOL STUDENTS

FROM HERE... JUMP START YOUR COLLEGE CAREER

WWW.HIGHLANDCC.EDU/PAGES/CONCURRENT-PROGRAM

$70 TUITION + $43 FEES*
Per Credit Hour

- Payment plans now available

CONCURRENT
- College courses taken at your high school

REGIONAL CENTERS
- Day, evening, and weekend classes available at our various locations near you

TECHNICAL PROGRAMS
Tuition FREE to KS Students
- Get into the workforce

ONLINE
$79 TUITION + $52 FEES*
- Flexible scheduling with courses taken online

TRANSFERABLE
- 70+ guaranteed transferable courses

EXCEL IN CAREER TECHNICAL EDUCATION
Approved Courses Tuition FREE

KS HIGH SCHOOL JUNIORS & SENIORS

The Kansas legislature, in EXCEL IN CTE (formally Senate Bill 155), allows Highland Community College to offer FREE tuition in specific courses and programs for Kansas High School students who are Juniors and Seniors. Course delivery formats designed to fit student needs include Face-to-Face, Interactive Distance Learning, Hybrid, and Online.

WWW.HIGHLANDCC.EDU/PAGES/KANSAS-HIGH-SCHOOL-STUDENTS

CONCURRENT
CONCURRENT@highlandcc.edu // 785.292.6022

*Does not include $16 per credit hour textbook rental fee. Miscellaneous materials such as lab manuals, computer supplies, workbooks, and access codes are not included in tuition, fees, or book rental costs.

HCC ONLINE COURSES FOR HIGH SCHOOL STUDENTS

High School students can earn college credits completely online through HCC's online program. High school students who have completed their freshman year can enroll in HCC courses, Excel in CTE funding is only eligible to juniors and seniors. Choose from a General Education block to include standard introductory courses that are easily transferable or choose a career and technical education block. Courses are taught by experienced faculty and provide students the opportunity to get a head start on their college degree or jump start their career.

HCC ONLINE
HCCONLINE@highlandcc.edu // 785.442.6129

ONLINE.HIGHLANDCC.EDU

SOME COURSES ALSO AVAILABLE ON CAMPUS

GENERAL EDUCATION

A 101	Art Appreciation
ENG101	Composition I
ENG102	Composition II
M 103	Music Appreciation
PSY101	General Psychology
POL100	US Government
SOC101	General Sociology

BUSINESS

*BUS101	Intro to Business
BUS203	Macroeconomics
BUS204	Microeconomics
*BUS210	Marketing

ACCOUNTING

*BUS116	Intro to Accounting
*BUS103	Accounting I
*BUS105	Accounting II
*BUS216	Managerial Accounting

ALLIED HEALTH

BS 104	Human Anatomy
BS 105	Human Physiology
*BS 109	Medical Terminology
BS 110	Nutrition
PSY205	Human Growth & Development

AGRICULTURE

*AB 108	Principles of Animal Science
AB 114	Ag Orientation
*AB 207	Fund. of Animal Nutrition
*AB 224	Range Management

EARLY CHILDHOOD

*ECH101	Recognizing Child Abuse and Neglect and Head Trauma
*ECH150	Creative Experiences
ED 110	Intro to Education
ECH220	Principles of Inclusion

RISK MANAGEMENT

*RM 100	Security Loss & Prevention I
*RM 114	Risk Control
*RM 115	Prevention & Assessment of Workplace Violence
*RM 117	Foundations of Info Systems Securities and Loss Prevention

CRIMINAL JUSTICE

CJ 100	Intro to Criminal Justice
*CJ 105	Intro to Corrections
*CJ 110	Fund. of Investigation
*CJ 140	Police Patrol Procedures

MEDICAL CODING

BS 104	Human Anatomy
BS 105	Human Physiology
*BS 109	Medical Terminology
*HS 101	Intro Health Info Mgmt
*HS 105	Insurance and Health Information Compliance
*HS 110	Pathopharmacology

Some courses require consumable items (workbook, access code, software, etc.). These charges are also the responsibility of the student and applied to the student account per course when applicable.

**Excel CTE funded course. Tuition is waived and student is responsible for a $16 per credit hour textbook rental fee. Approval of these courses is subject to change. To find out which Excel in CTE will be offered next semester, including career and technical programs not listed, please contact the Highland Community College location nearest you.*

SPRING COURSES – GUARANTEED TO TRANSFER

Class Name	Course Code	Highland	Atchison	Holton	Perry	Wamego	Western Baileyville	Online
Acting I	TH 110	x						
Art Appreciation	A 101				x	x		x
Art History II	A 202	x	x	x		x	x	
Astronomy*	PS 108	x			x	x		x
Basic Statistics	MAT203	x		x	x	x		x
Calculus I	MAT106					x		x
Child Psychology	PSY202	x						x
College Algebra	MAT104	x		x	x	x	x	x
College Biology*	BS 101	x		x	x	x	x	x
College Chemistry I*	PS 111	x				x		
College Chemistry II*	PS 112	x				x		
College Physical Science*	PS 101							x
College Physics II*	PS 216	x						
Composition I	ENG101	x	x	x	x	x	x	x
Composition II: Literature/Research	ENG102	x	x	x	x	x	x	x
Composition II: Rhetoric/Research	ENG103	x						
General Anthropology	ANT112	x		x				x
General Calculus and Linear Algebra	MAT107					x		
General Chemistry*	PS 107	x		x	x	x		x
General Physics II*	PS 204	x						
General Psychology	PSY101	x		x	x	x	x	x
General Sociology	SOC101	x			x	x		x
History and Appreciation of Theatre Art	TH 108	x						
History of Western Civilization I	HIS103					x		
History of Western Civilization II	HIS104	x						x
Human Anatomy*	BS 104	x		x	x	x		x
Human Growth and Development	PSY205	x	x	x	x	x	x	x
Human Physiology*	BS 105	x	x	x	x	x		x
Interpersonal Communication	SP 105							x
Introduction to Business	BUS101					x		x
Introduction to Criminal Justice	CJ 100	x				x		x
Introduction to Education	ED 110	x						x
Introduction to Ethics	PHI102	x		x	x	x		x
Introduction to Philosophy	PHI101					x		x
Introduction to Political Science	POL101					x		
Introduction to Social Work	SOC104	x		x				x
Macroeconomics	BUS203	x				x		x
Medical Terminology	BS 109				x	x		x
Microcomputer Applications I	BUS130	x				x	x	x
Microeconomics	BUS204	x		x		x		x
Music History and Appreciation	M 103	x	x	x	x	x	x	x
Nutrition	BS 110	x			x	x		x
Personal and Community Health	PE 112	x						x
Personal Finance	BUS102	x				x		x
Physical Geology*	PS 104							x
Public Speaking	SP 106	x		x	x	x	x	
Religions of the World	PHI105							x
Spanish I	LG 101					x		x
Spanish II	LG 102					x		x
Theatre Practicum I	TH 103	x						
Trigonometry	MAT105	x				x		
United States Government	POL100	x			x			
United States History I	HIS101	x			x	x		x
United States History II	HIS102	x				x		x
World Regional Geography	GEO212	x				x		x

The Kansas Board of Regents has now approved over 70 courses for guaranteed transfer among all Kansas public post-secondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that courses will transfer to any other public institution in Kansas. See link below for complete details.

*Course includes lab

Visit http://www.kansasregents.org/transfer_articulation

ADDITIONAL AVAILABLE CLASSES

Class Name	Course Code	Highland	Atchison	Holton	Perry	Wamego	Western Baileyville	Online
Abnormal Psychology	PSY290	x						
Accounting I	BUS103	x						x
Accounting II	BUS105	x						x
Agriculture Economics	AB 202	x						x
American Sign Language I	LG 105					x		
American Sign Language II	LG 106					x		
Beginning Algebra	MAT100	x		x	x	x		x
Business Communications	BUS213	x						
Calculus II	MAT110	x				x		
Calculus III	MAT201					x		
Certified Medication Aide	NUR202	Call 913.367.6204 for information						
Certified Nurse Aide	NUR201	Call 913.367.6204 for information						
Children's Literature	LS 102							x
College Success & Orientation	COL103	x				x		x
CPR-Basic	BS 241	x						
Creative Experiences	ECH150	x	x	x	x	x	x	x
Creative Writing	ENG223	x	x		x	x	x	x
Differential Equations	MAT202					x		
ECH Functions I	ECH110	x	x	x	x	x	x	
ECH Fundamentals	ECH100	x	x	x	x	x	x	
Emergency Medical Technician	BS 240	x	x			x	x	
English Literature I	ENG212	x	x	x		x		
Fundamentals of Investigation	CJ 110							x
Fundamentals of Math	MAT090	x		x	x	x		x
Fundamentals of Reading/Writing Advanced	ENG096	x				x	x	x
History of Photography	PHO107							x
Intermediate Algebra	MAT103	x		x	x	x		x
Introduction to Corrections	CJ 105							x
Introduction to Digital Photography	PHO104	x						x
Introduction to Film Photography	PHO105	x						
Introduction to Leadership Concepts	IDS120							x
Juvenile Delinquency	CJ 120							x
Lifetime Fitness	PE 139	x			x	x		x
Managerial Accounting	BUS216	x						x
Marketing	BUS210							x
Marriage and the Family	SOC102	x			x	x		x
Microbiology*	BS 203	x	x	x	x	x		x
Microcomputer Appl I: Elec Bus Presentation	BUS189	x	x					x
Microcomputer Appl I: Spreadsheet (1 cr)	BUS183	x			x		x	x
Microcomputer Appl I: Wd Process (1 cr)	BUS181	x		x			x	x
Photography Fundamentals	PHO110							x
Police Patrol Procedures	CJ 140	x						x
Principles of Animal Science	AB 108							x
State and Local Government	POL115		x	x	x		x	
Technical Math	MAT102						x	

*Course includes lab

To find these classes and more at Highland, a Regional Center, or Online visit
WWW.HIGHLANDCC.EDU/PAGES/ENROLLMENT-CONTACTS



HEALTH SCIENCE
NURSING
ALLIED HEALTH

FROM HERE...A HEALTHCARE CAREER

NURSING

Join the nursing profession as a Licensed Practical Nurse (LPN) and/or bridge over to Registered Nurse (RN).

Located at the Technical Center in Atchison

NURSING
NURSING@highlandcc.edu // 913.367.6204 x146

PRACTICAL NURSING

HIGHLANDCC.EDU/PAGES/LPN

- Application deadline April 1 *(Pre-requisites may be in progress at time of application)*
- Program starts in the fall semester
- 9-month program

LPN TO RN COMPLETION PROGRAM

HIGHLANDCC.EDU/PAGES/LPN-TO-RN Associate in Applied Science Degree

- Application deadline August 1 *(Pre-requisites may be in progress at time of application)*
- Program starts in the spring semester
- Must have an active LPN license to apply
- 8-month program

ALLIED HEALTH

A growing field with jobs that are in high demand! Courses available throughout the region.

HIGHLANDCC.EDU/PAGES/HEALTH-SCIENCES

- CERTIFIED MEDICATION AIDE (CMA)
- MEDICATION AIDE UPDATE
- CERTIFIED NURSE AIDE (CNA)
- CPR/FIRST AID American Heart Association
- EMERGENCY MEDICAL TECHNICIAN (EMT) BASIC & ADVANCED
- HOME HEALTH AIDE (HHA)

ALLIED HEALTH
ALLIEDHEALTH@highlandcc.edu // 913.367.6204 x106



A study of the basic principles of Geographic Information System (GIS) and Global Positioning System (GPS) and how the systems, along with the currently available and emerging technologies, are applied to the site-specific management of production agricultural resources, as a producer, advisor, or technician in the Precision Agricultural Field.

DEGREE OPTIONS

- CERTIFICATE A
- CERTIFICATE B
- ASSOCIATE IN APPLIED SCIENCE (AAS)

PROGRAM CONTENT

- Agriculture Data Analysis
- Agriculture Economics
- Agronomy
- Aerial Systems Management
- Equipment Hardware
- Farming Software and Mapping

NEW FOR 2017-2018

$500 PRECISION AG SCHOLARSHIP TOWARD BOOKS & TUITION EACH SEMESTER!

Available for Full-Time Precision Ag students at the Wamego and Western Centers.

EXCEL IN CTE

Approved Courses Tuition FREE

KS HIGH SCHOOL JUNIORS & SENIORS

WAMEGO CENTER *WAMEGO*
WAMEGO@highlandcc.edu // 785.456.6006

WESTERN CENTER *BAILEYVILLE*
WESTERN@highlandcc.edu // 785.336.2326



ADULT EDUCATION

FROM HERE...IT'S NEVER TOO LATE

ADULT EDUCATION CLASSES

Designed to assist adult students in improving their skills in Reading, Writing, Math and computers

FAST TRACK TO CAREER PATHWAYS

Accelerating Opportunities-Kansas (AO-K) has made it possible for adult students (who have not completed high school) to take college and technical classes while they prepare to pass the GED test to earn a Kansas State High School Diploma.

Accelerating Opportunity Kansas

GED PREPARATION

Assisting students in test-taking techniques and preparation for the General Education Development Test, which is administered in our Testing Center at our Technical Center in Atchison.

COLLEGE AND WORKFORCE READINESS

WORKREADY CERTIFICATION

ADULT EDUCATION LOCATIONS:

Technical Center - Atchison	913-367-6204
Western Center - Baileyville	785-336-2326
Hiawatha	785-741-3250
Horton/Kickapoo Nation	785-969-4522
Marysville	785-629-8300
Wamego	785-456-6006

ADULT EDUCATION
MJOHANNING@highlandcc.edu // 913-367-6204



SPECIALIZED CAREER TRAINING

FROM HERE...BUSINESS TRAINING

SPECIALIZED TRAINING

Available to businesses, educational institutions, or groups of interested students. Highland offers opportunities to meet your business needs!

- **OSHA 10 Training**
- **Continuing Education Hours**
  for Master & Journeyman Electricians
- **Specialized Training**
  Electrical, CNC machining,
  CAD software (AutoCAD, SolidWorks, Inventor),
  welding, motor control/PLC's,
  and many more
- **Classroom Space Available**
  to host your training needs

TECHNICAL CENTER
HCCTC@highlandcc.edu // 913.367.6204

WESTERN CENTER
WESTERN@highlandcc.edu // 785.336.2326

HCC EMPLOYMENT OPPORTUNITIES

- **Full-time and Part-time Staff**
- **Adjunct Instructors**

Positions are posted for all HCC locations:
Highland, Atchison, Baileyville (Western Center)
Holton, Perry, Wamego, and Online

TRAINING COURSE OPTIONS

COURSE	Online	Hybrid	Face-to-Face
Accounting I	x	x	x
Accounting II	x	x	x
Business Communication	x	x	x
Business Presentation Software	x	x	x
Computerized Accounting	x	x	x
Conversational Spanish			x
Database Basics	x	x	x
Desktop Publishing		x	x
Entrepreneurship	x	x	x
Introduction to Business	x	x	x
Introduction to Human Resources	x	x	x
Investigations in the Workplace	x	x	x
Marketing	x	x	x
Microcomputer Applications	x	x	x
Principles of Management	x	x	x
Risk Assessment	x	x	x
Risk Control	x	x	x
Security & Loss Prevention	x	x	x
Soils w/ Lab			x
Spreadsheets	x	x	x
Technical Composition			x
Word Processing	x	x	x



SUMMER 2018 COURSE OPTIONS

FROM HERE...SUMMER OPTIONS

ENJOY YOUR SUMMER AND CONTINUE YOUR EDUCATION!

SUMMER ENROLLMENT BEGINS MARCH 12, 2018

ONLINE 8-WEEK CLASSES

June 6 – July 31, 2018

Balance your summer activities and school needs with our large selection of online courses.

REGIONAL 8-WEEK CLASSES

June 6 – July 31, 2018

Take classes on the Atchison, Holton, Perry, Wamego, or Western Center campuses.

SUMMER HYBRID OPTIONS

The best of face-to-face and online formats combined! Hybrid classes include work in a classroom and online. Courses offered in this format will be designated on our website.

HIGHLAND CAMPUS INTENSIVE

RESIDENTIAL SUMMER BLITZ

July 11– 31, 2018

Complete a class in a 15-day intensive experience in residence. Live in the residence halls with a meal plan and attend classes 5-6 hours per day.

ONLINE BLITZ

July 11– 31, 2018



SCOTTIE NATION

HIGHLAND COMMUNITY COLLEGE



FROM HERE...SEE FOR YOURSELF

Visit our HIGHLAND CAMPUS

Register for a campus visit at www.highlandcc.edu/pages/visit-request

HIGHLAND CAMPUS
606 West Main, Highland, KS 66035
ADMISSIONS@highlandcc.edu // 785.442.6020

10:00 AM
- Wednesdays
- Thursdays
- Fridays

1:00 PM
- Wednesdays
- Thursdays

FOLLOW US

- HIGHLAND SCOTTIES
- HIGHLANDCC

Visit a location NEAR YOU

ATCHISON CENTER // TECHNICAL CENTER
1501 WEST RILEY STREET, ATCHISON, KS 66002
ATCHISON@highlandcc.edu // HCCTC@highlandcc.edu // 913.367.6204

HCC ONLINE
HCCONLINE@highlandcc.edu // 785.442.6129

HOLTON CENTER
430 SOUTH ARIZONA, HOLTON, KS 66436
HOLTON@highlandcc.edu // 785.362.6000

WAMEGO CENTER
500 MILLER DRIVE, WAMEGO, KS 66547
WAMEGO@highlandcc.edu // 785.456.6006

PERRY CENTER
203 WEST BRIDGE STREET, PERRY, KS 66073
PERRY@highlandcc.edu // 785.597.0127

WESTERN CENTER
313 NEMAHA, BAILEYVILLE, KS 66404
WESTERN@highlandcc.edu // 785.336.2326

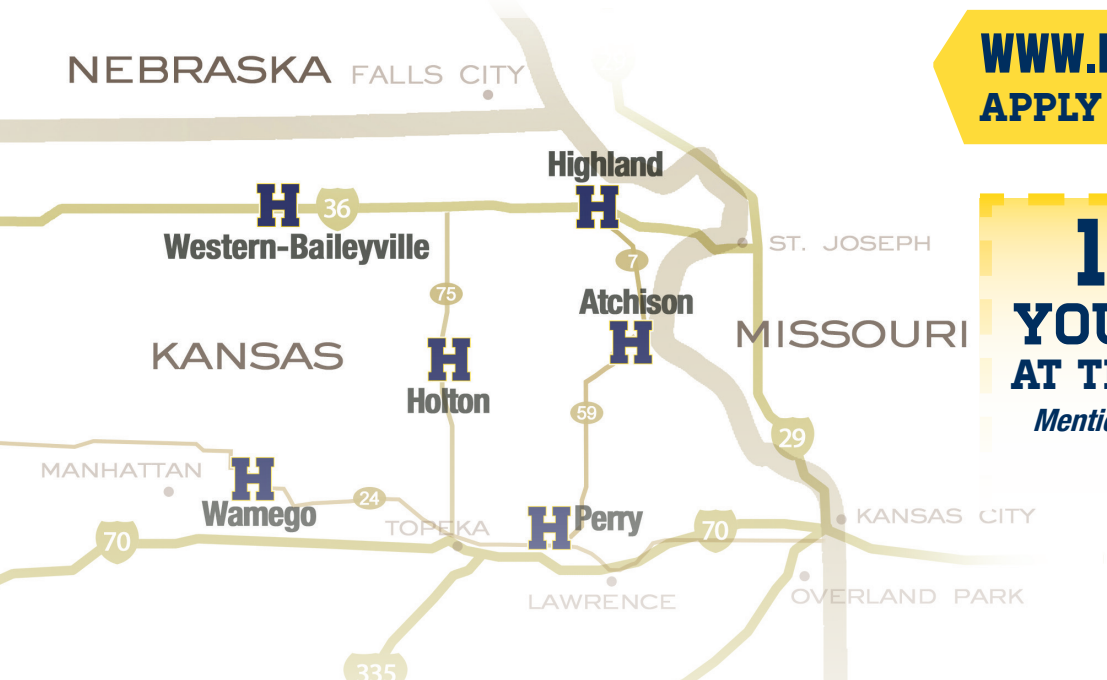
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AT THE HCC BOOKSTORE
Mention this ad to receive discount.

VISIT DAY

HIGHLAND

COMMUNITY COLLEGE

NOVEMBER 10, 2017
FEBRUARY 7, 2018

JOIN US FOR OUR
MAIN EVENT
BECOME A FUTURE SCOTTIE!

HIGHLAND VISIT DAY
PROVIDES STUDENTS AN OPPORTUNITY TO VISIT THE CAMPUS, MEET STUDENTS AND INSTRUCTORS, AND LEARN ABOUT HCC!

8:45 AM | REGISTRATION
Culbertson Auditorium

9:00 AM | WELCOME
Culbertson Auditorium

HCC THEATRE
A scene from ***Almost Maine***

HIGHLAND PRESENTATION
From Here You Can See Anywhere

10:00 AM | CAMPUS TOUR
Led by Student Ambassadors

10:45 AM | CLUB/ACTIVITY FAIR
Walters Wellness Center

11:30 AM | FINANCIAL AID WORKSHOP
Walters Wellness Center Classroom

12:00 PM | FREE LUNCH
HCC Student Union/Cafeteria

REGISTER ONLINE TODAY!

WWW.HIGHLANDCC.EDU/PAGES/HIGHLAND-VISIT-DAY



TECH VISIT DAY

COME SEE WHAT TECHNICAL EDUCATION CAN DO FOR YOU!

- ✓ PROFESSIONAL CERTIFICATION
- ✓ CONSTRUCTION TRADES
- ✓ TRANSPORTATION
- ✓ HEALTH SCIENCE
- ✓ BUSINESS AND COMPUTERS

HIGHLAND
TECHNICAL CENTER

STOP BY **BUILDING B** TO VISIT WITH ADMISSIONS REPRESENTATIVES, PICK UP FINANCIAL AID INFORMATION, AND ENJOY A HOTDOG.

NO APPOINTMENT NECESSARY.
COME AND GO AT YOUR LEISURE.

TECH VISIT DAY
NOVEMBER 15, 2017
MARCH 14, 2018
1:00-7:00 PM

1501 W. RILEY, ATCHISON, KS
WWW.HIGHLANDCC.EDU

HIGHLAND COMMUNITY COLLEGE TECHNICAL & ATCHISON CENTER
HCCTECHCENTER

TECHNICAL CENTER PROGRAM LOCATIONS

Building A
Administrative Assistant
Engineering Graphics & Technologies

Building C
Auto Collision Repair

Building D
Auto Technology
Diesel Technology

Building F
Computer Support
Practical Nursing
LPN to RN Completion (ADN)
Medical Office Assistant

Construction Trades Campus
2603 Industrial Rd., Atchison, KS
Construction Technology
HVAC & Plumbing
Industrial Welding

Electrical Campus
17349 Country Club Rd., Atchison, KS
Electrical Technology


H
VISIT DAY
HIGHLAND
COMMUNITY COLLEGE
NOW SHOWING
CAMPUS
[HIGHLAND]
NOVEMBER 10, 2017
FEBRUARY 7, 2018
WWW.HIGHLANDCC.EDU
TECH CENTER
[ATCHISON]
NOVEMBER 15, 2017
MARCH 14, 2018

HIGHLAND
COMMUNITY COLLEGE

606 W. MAIN, HIGHLAND, KS 66035

UPCOMING VISIT DAYS: CAMPUS

November 10, 2017/ February 7, 2018

TECHNICAL CENTER

November 15, 2017/ March 14, 2018

REGISTER ONLINE TODAY!

www.highlandcc.edu/pages/highland-visit-day

Check in at Culbertson Auditorium: 8:45 am

Admissions: 9:00 am

Campus Tour: 10:00 am

Club Activity Fair: 10:45 am

Financial Aid Workshop: 11:30 am

Free Lunch: 12:00 pm

FOR MORE INFORMATION:

ADMISSIONS@HIGHLANDCC.EDU • (785) 442-6020

Admissions Process Manual Yearly Calendar

July

- Tours Wednesday – Fridays
  - Tours on visit days with admissions staff
  - Prepare folders/admissions information
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website Upkeep
- 1st Admissions Staff meeting
  - Data Review
  - New Staff informed on recruiting process/scholarship offerings
  - Assign CPC schedule
  - Assign High Schools
- Enrollment days
- Contact "Stand Out" students from campus visits about being Scottie Ambassadors for the fall.
- Summer Blitz
- Conference attendance
- Order Brochures, Inquiry Cards, Scanners, Counselor Gifts if budget allows.
- Review calendar of admissions events
  - Campus Dates:
    - Registration Tech/Western Center
    - Registration/move in on campus
    - Registration Regional Centers
    - New Student Orientation
    - Alumni Games
    - Wild Dog Ride
    - HCC CPC
    - HCC Visit Day
    - Tech Center Visit Day
    - HCC Visit Day
    - Tech Center/Atchison Visit Day
    - FFA Contest
    - Musical and Music Concerts
    - Theatre Productions
    - Art Day

August

- Scottie Ambassador Training
- Tours Wednesday - Fridays
  - Prepare folders/admissions information
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website
- Move-in
- Registration Day
- Orientation
- Block Party

Admissions Process Manual Yearly Calendar

- Classes begin
- Alumni Games
- Data review
- Plan who is going to KACRAO Conference
- High school visits
    - Remember to keep track of cards and report # to Director
- Review Scholarship Document & Requirements
- Marketing schedule
- Start Planning for our CPC
- Middle School Flyer – bring to counselors on HS Visit
    - Schedule MS presentation at the same time

September

- Tours Wednesday – Friday
- Admissions Meeting
- Principle/Counselors Day (optional)
- Out of State CPC's (NE, MO)
- KACRAO Meeting
- Leadership Meeting
- Bring a Legacy Saturday
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website
- CPCs and HS visits
- Continue and plan for HCC CPC
- Advertise for HCC CPC

October

- Tours Wednesday – Friday
- Admissions Meeting
- Take Holiday Post Card Picture (optional)
- Continue making HS Visits
- Kansas CPCs
- Host HCC's CPC
- High School Visits
- Spring Enrollment Opens
- Prepare & plan the HCC November Visit Day
- Prepare & plan the HCCTC November Visit Day
- Advertise HCC/HCCTC Visit Days
- Call night to encourage Visit Day attendance
- Athletic Visit Day (optional)
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website

November

Admissions Process Manual Yearly Calendar

- Tours Wednesday – Friday
- Admissions Meeting
- Fall Technical Center Visit Day
- Fall HCC Visit Day
- Order winter greeting cards
- Review data & scholarship numbers
- Counselor email
    - Provide them with a link that has a checklist of what students should be doing as the months progress
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website
- High School Visits

December

- Tours Wednesday – Friday until finals week
- Call night to encourage spring enrollment
- Finish High School Visits
- Admissions Meeting
- Prepare folders/admissions information for spring semester
- Plan Spring HCC/HCCTC visit days
- Advertise for HCC/HCCTC Visit Days
- Send Holiday Post Card
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website

January

- Tours begin second week of school Wednesday – Friday
- Admissions Meeting
- Call night to encourage spring Visit Day attendance
- Facebook/Twitter/Hootsuite/Email Campaign
- Website
- Focus on MS presentations/visits
- What is left to attend?
- Prepare/plan Enrollment Days
- Add New Student Enrollment dates to website

February

- Spring HCC Visit Day
- Tours Wednesday – Friday
- Admissions Meeting
- Update on data & scholarships
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website

Admissions Process Manual Yearly Calendar

March

- Tours Wednesday – Friday
- Admissions Meetings
- Spring Technical Center Visit Day
- St. Joseph Career Fair
- Plan & reprint admissions materials
- Announce upcoming enrollment dates (twitter, Facebook, email)
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website
- Regional Scholarship deadline
- Summer/Fall Enrollment Opens

April

- Tours Wednesday – Friday
- Admissions Meeting
    - Data for fall scholarship numbers
- New Student Enrollments – two Friday afternoons in April
- Admissions present for Art Day (FJ, golf cart and pop)
    - Print Information Cards
    - Gifts for drawing
- Foundation Scholarship Deadline/Selection
- Facebook/Twitter/Hootsuite/Email Campaign
- Enrollment announcements
- Website

May

- Tours Wednesday – Friday until end of month
    - None finals week
- Admissions Meeting
- Interview students for tour guides for the summer/fall
- Enrollment Days
- Facebook/Twitter/Hootsuite/ Email campaign
- Website

June

- Email campaigns
- Enrollment Days
- Tours on designated visit days with admissions staff
- Facebook/Twitter/Hootsuite/Email Campaigns
- Website Updates
- Finalize changes to recruiting materials
- Order Brochures, Inquiry Cards, Scanners, Counselor Gifts if budget allows.
- Job Description Review & Improvement Plan

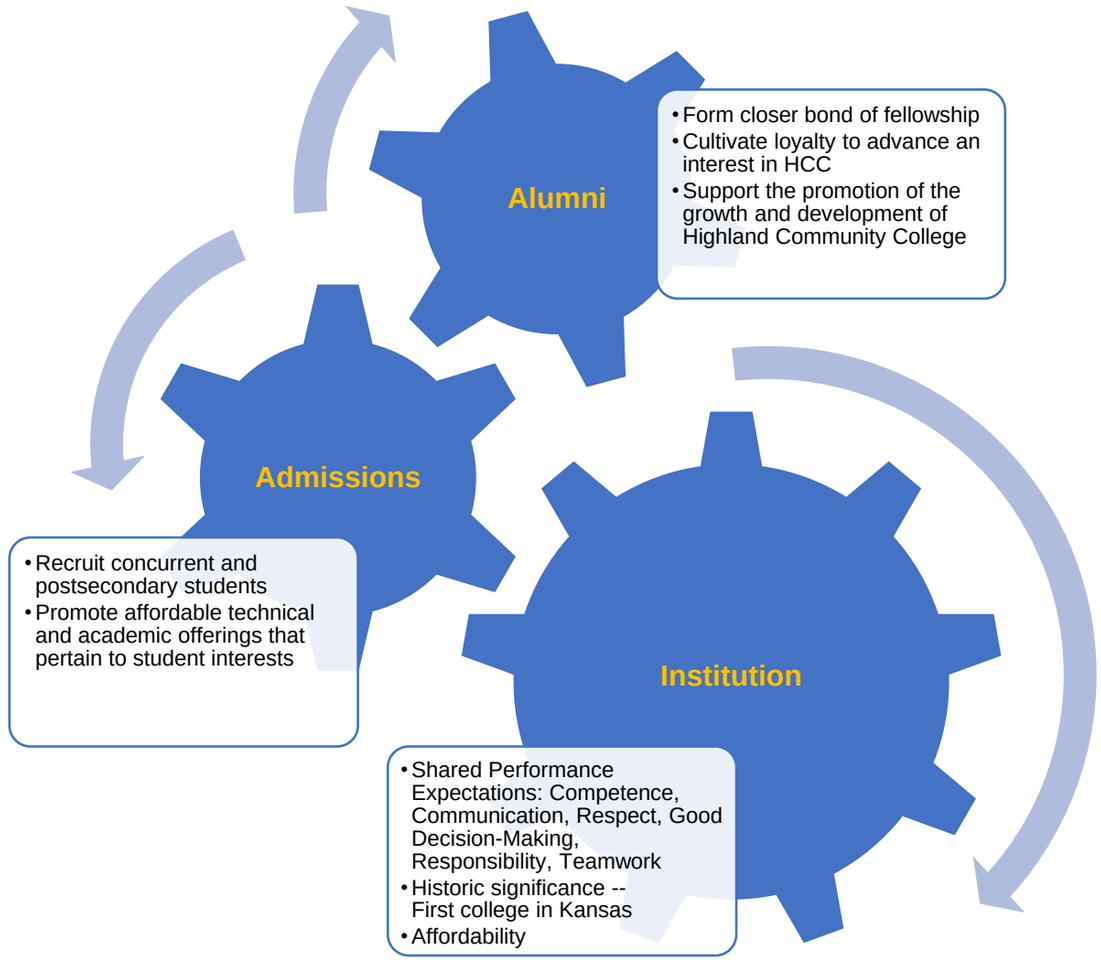


Social Media/Marketing Plan

Phase 1: Understanding Frameworks and Gathering Pertinent Information

Institutional Goals

- Mission: Provide lifelong learning opportunities and contribute to economic development to enhance the quality of life in the communities we serve.
- Vision: College of choice in northeast Kansas.
- Guiding principles, aka Shared Performance Expectations (adopted in 2014):
    - Be competent at your work
    - Communicate effectively
    - Respect others
    - Make good decisions
    - Act responsibly
    - Work effectively on teams
- *Key stakeholders*: President David Reist,



VP for Institutional Advancement Craig Mosher, VP for Academic Affairs Erin Shaw, VP for Business and Finance Randy Willy, VP for Student Services Eric Ingmire.

Admissions Goals

- Recruit high school concurrent and postsecondary students to face-to-face classrooms and online instructional environments.
- Promote affordable academic and technical postsecondary programs that pertain to student preferences. In the absence of preference, promote a general curriculum that prepares students for transfer to 4-year colleges and universities.
- Employ divide-and-conquer mindsets through varied markets. Targeted Regional, Online, and Highland Campus audiences.
- *Key stakeholders*: Director of Admissions Stephanie Peterson, Regional and Online Directors, admissions representatives and student services representatives.

Alumni Association/Foundation Goals

- Form closer bond of fellowship
- Cultivate loyalty to advance an interest in Highland Community College
- Support the promotion of the growth and development of Highland Community College
- *Key stakeholders*: Director of Alumni Association Kelly Twombly, Director of Foundation Keith Jaloma, VP for Institutional Advancement Craig Mosher.

Highlighted statements suggest how social media marketing can reflect our goals

COMPREHENSIVE PLAN

- How can we align Shared Performance Expectations to Institutional, Admissions, and Alumni marketing strategies, goals, and tactics?
- Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis
- Within each area, let's assess Shared Performance Expectations in terms of:
    - What works well?
    - What improvements do you suggest?
- Tactics emerge from feedback
    - Email campaigns (strong use in Delivra)
    - Twitter/Instagram/Snapchat (Twitter OK…still need to explore Instagram and Snapchat)
    - Facebook (strong use in Alumni and Athletics content)
    - YouTube – redirect outdated content to new links (many complete, more in production)
    - Google AdWords (revisit proposal from summer 2016)
    - Text messaging (currently reviewing options)

    - Freshman-Sophomore-Junior postcards
    - Movie theater ads
        - St. Joseph – National CineMedia/Hollywood Regal 10 – Lisa Erdman, 816-649-8663, lisa.erdman@ncm.com
        - Hiawatha – Arrow Twin Theatre – 785-740-2888 – linglingzhang@arrowtwintheatre.com
        - Manhattan – AMC Dine-In Manhattan – National CineMedia (Di Hinrichs or Lisa Erdman can refer a contact)
        - Topeka – 6200 SW 6th Avenue – Regal Hollywood Stadium – Lisa Erdman or Erin Shaw can refer a contact
        - Lawrence
- Measure impact, effectiveness
    - Google Analytics
    - Bitly (short link) metrics
    - Delivra email campaign metrics
    - Text messaging platform metrics

Plan of Action

Fall (August after Registration Day-December) – Highland Campus

Month	**Marketing Piece**	**Type(print ad, flyer, web content, etc.)**	**Purpose**	**Social Media (facebook, twitter, instagram, etc.)**	**Contact person**	**Date needed**
Throughout Fall	Feature Student Life promotion that has broader appeal	Social media platforms	Identify student life with prospective students	Twitter, Snapchat	Chris Neary, Liam Nevin	
August 18-20	Live social media during Orientation events (not during Breakout sessions)	Social media platforms, Snapchat filter – Welcome to HCC!	Promote event live	Facebook, Twitter	Chris Neary	
August	Fall Sports Poster	11 x 17, color, schedules needed from coaches			Jaime Albers	8/18
August	Fall, Spring Visit Day Information Flyer - date, time, location, activities	8X11 flyer, color add to website by 9/1/2015 and by 11/9/15 for spring date	CPC & HS visits	Facebook & Twitter	Stephanie Peterson	9/1
August	Scholarship Posters	8X11 Flyer, color, some 11X17 flyers	CPC & HS visits	Facebook & Twitter	Stephanie Peterson and Chris Neary	9/20
August	Fall Visit Day Post Card	4X6 Postcard, color.	Mailed to perspective students		Jackie Peden	9/1
August	Email Campaign: Fall Bring a Legacy Event RSVP	Email	Encourage children of alumni to attend HCC	Facebook & Twitter	Chris Neary	
September	Spring Course Guide	Paper booklet	Class schedules			10/15
September	Email campaign: Post-football win promotion	Email	Tease athletic success for college appeal	Email, Twitter	Chris Neary, Tyler Nordman	
September	Hospitality Cards	3X4, color	Lunch ticket		Stephanie Peterson	9/15

September	Email Campaign: Schedule A Campus Visit	Email	Encourage inquiries, applicants to see themselves on campus	Email	Chris Neary	
October	Fall Visit day	Web banner		Facebook, Twitter		
October	Meal tickets for students and parents on Visit Day	Business card size tickets	Lunch ticket		Jackie Peden	10/1
October 14	Live social media during Fall Bring A Legacy Event	Social media platforms, Snapchat filter – HCC Bring A Legacy	Promote event live	Facebook, Twitter, Instagram, Snapchat	Chris Neary	
October	Ad in local papers - HCC College Planning Conference	Print Ad - Webpage banner	Advertise HCC CPC to local students	Facebook & Twitter	Stephanie Peterson and Chris Neary	10/1
October	Ad in local papers - Fall Visit Day	Print Ad and webpage banner		Facebook & Twitter	Stephanie Peterson and Chris Neary	10/1
October	T-shirt Post Card - for visit day	4X6 Postcard, color	Used at visit day to college signatures at club & activity fair		Jackie Peden	10/1
October	Visit Day Agenda	8X11	Visit Day Schedule		Jackie Peden	10/1
November	Visit Day Flyers	Reprinted with just spring dates	High School Visits	Facebook & Twitter	Stephanie Peterson and Chris Neary	11/8
November 10	Live social media during Fall Visit Day	Social media platforms, Snapchat filer – Now Showing: HCC! (movie theme)	Promote event live	Facebook, Twitter, Instagram, Snapchat	Chris Neary	

November	Holiday Postcard-with Spring On Campus Visit Day information	4X6 Postcard, color	Send to perspective students with spring visit day		Jackie Peden	11/9
November	Ad in College Newspapers - Highland Intersession Classes	Print Ad - Webpage banner	Increase enrollment for Intersession	Facebook & Twitter	Stephanie Peterson and Chris Neary	11/22

Spring (January-May) – Highland Campus

Month	**Marketing Piece**	**Type(print ad, flyer, web content, etc.)**	**Purpose**	**Social Media (facebook, twitter, instagram, etc.)**	**Contact person**	**Date Needed**
January	Ad in local papers about Spring Visit Day	Print Ad -	Advertise HCC Spring Visit Day to local students & Parents	Facebook & Twitter	Stephanie Peterson and Chris Neary	
February	Enrollment Day Postcards	Half page size postcard, color	Advertise enrollment days	Facebook & Twitter	Jackie Peden	2/15
February 7	Live social media during Fall Visit Day	Social media platforms, Snapchat filer – Now Showing: HCC! (movie theme)	Promote event live	Facebook, Twitter, Instagram, Snapchat	Chris Neary	
February	Fall Course Guide	Paper booklet				3/15

March	Cards for Art Day & Ag Day	3 X 4 stock	Collect names during Art Day and Ag Day		Stephanie Peterson and Chris Neary	3/1
March	Ealry Fall 2016 Enrollment	Print Ad, Webpage banner, Flyer	Enrollment	Facebook & Twitter	Stephanie Peterson and Chris Neary	3/31
April	Refrigerator Cards	4X6 Postcard, color	Important date card for enroll, classes, move-in,		Jackie Peden	4/1
April	General Brochures - H brochure	Color glossy	Used at CPC and high school visits		Stephanie Peterson and Chris Neary	8/1
April	Tabbed Brochures - Mailer	Color glossy	Mailed to perspective students		Jackie Peden, Stephanie Peterson, and Chris Neary	8/1
May	Print Ad for Summer Classes at HCC			Facebook & Twitter		

Summer (May-August Registration Day) – Highland Campus

Institution

Shared Performance Expectation	What has worked well	Suggestions for improvement
Be competent at your work		
Communicate effectively		
Respect others		
Make good decisions		
Act responsibly		
Work effectively on teams		

Admissions/Regional Centers

Shared Performance Expectation	What has worked well	Suggestions for improvement
Be competent at your work		
Communicate effectively		
Respect others		
Make good decisions		
Act responsibly		
Work effectively on teams		

Alumni

Shared Performance Expectation	What has worked well	Suggestions for improvement
Be competent at your work		
Communicate effectively		
Respect others		
Make good decisions		
Act responsibly		
Work effectively on teams		

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Email: Bring a Legacy Save the Date	5
6	7	8	9	10	11	12
13	14	15	16	17 Registration/Move-In Day (MC)	18	19
20	21	22	23 Email/HCC Engage/Text: Check MyHCC	24	25	26
27	28	29 Email: Bring a Legacy RSVP/Save the Date	30	31		

PROJECTS

YouTube Videos
Diesel Tech
Art
Auto Technology
Auto Collision Repair
Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

CPC tweets
Post during event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Email: Post-football win promo (apps/inq)	6	7 Tweet/FB: RSVP to Bring A Legacy (8:00am)	8	9
10	11 Email: Interest area videos (Apps/Inq)	12 Email: Bring a Legacy reminder	13	14	15 Tweet/FB: RSVP to Bring A Legacy (Noon)	16
17	18 Email: Post-football win promo (apps/inq) KC Metro Fair	19	20 Email: Concurrent seniors next step Hayden Catholic HS Fair	21 Goodyear Health Fair (Topeka, KS)	22	23 Boy Scout Jayhawk Council Jamboree (Oskaloosa, KS)
24	25	26	27 KACRAO Conf	28 Email: HCC CPC (current students) KACRAO Conf	29 Emails: Schedule A Visit (MC, Regional) KACRAO Conf	30

PROJECTS

YouTube Videos
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Auto Technology
Auto Collision Repair
Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

CPC tweets
Post during event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Falls City CPC	4	5	6 Bring A Legacy: Notify Dana of final numbers	7
8	9 Event: HCC CPC Email: Affordability (KS, MO, NE)	10 Email/text: Post-football win promo (Non-KS, MO, NE), KCK Public Schools	11	12	13	14 Event: Bring a Legacy Day
15	16 Email/text: Fall Visit Day RSVPs (Apps/Inq) Butler CC CPC	17 Wichita Futures Fair	18 McPherson CPC West Franklin CPC	19 Valley Heights CPC East Buch College Fair	20	21
22	23 Email/text: Interest area videos (Apps/Inq)	24	25 Email/text: HCCTC, HCCWC Open Houses	26	27 Email/text: Spring 2018 Enrollment (past apps/inq)	28
29	30	31				

PROJECTS

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Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

CPC tweets
Post during event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Great Bend CPC Salina CPC	2 Clay Center CPC Beloit CPC	3	4
5	6 Email: Visit Day follow-up Manhattan CPC Junction City CPC	7 Centralia CPC	8	9	10	11
12	13 Email/text: Interest area videos (Apps/Inq)	14 Email: FAFSA Fridays (Current students)	15	16 Fort Riley Education Fair	17 Email: FAFSA Fridays (Current students)	18
19	20 THANKSGIVING BREAK (Nov. 20-24)	21	22	23 THANKSGIVING	24	25
26	27	28	29 Email: FAFSA Fridays (Current students)	30		

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Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

CPC tweets
Post during event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 Email: Inquired, Not Applied	8	9
10	11	12 Email: Spring 2018 Enrollment Push	13 Email: Happy Holidays (current students, staff)	14 Email/text: Spring Visit Day RSVPs	15	16
17	18 Email: Concurrent students' next steps	19	20	21 COLLEGE CLOSED 'TIL 1/2/18	22	23
24 / 31	25 CHRISTMAS	26	27	28	29	30

PROJECTS

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CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NEW YEAR'S DAY	2	3	4	5 Email: Spring Visit Day RSVPs	6
7	8	9 Spring 2018 Registration/Move-In	10	11 Email/text: Check MyHCC/Set up email on mobile	12	13
14	15 MARTIN LUTHER KING, JR. DAY	16	17	18 Email/text: Interest area videos (Apps/Inq)	19	20
21	22	23	24	25 Spring Visit Day?	26	27
28	29 Email/text: Late Spring 2018 start	30 Email/text: Inquired, Not Applied (Summer/Fall 2018)	31			

PROJECTS

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Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Email/text: Applied, No Housing Contract (MC)	2	3
4	5	6 Emails/texts: Schedule a Campus Visit (MC, Regional)	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Email/text: Spring 2018 late start	21	22	23	24
25	26	27	28			

PROJECTS

YouTube Videos
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Auto Technology
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Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Email/text: HCCTC, HCCWC Visit Days	7 Email: Affordability video (Apps/Inq)	8 Email/text: FAFSA Reminder (Apps, HS Counselors)	9	10
11	12	13	14 Emails/texts: Prepare for next semester (MC, Regional)	15 Email/text: Clery Act/Safety Report disclosure (Apps/Inq)	16 Email/text: Enrollment Days (MC)	17
18	19 SPRING BREAK	20	21	22	23	24
25	26	27 Email/text: Need Placement Testing (MC, Regional)	28	29	30 Email/text: Schedule a Campus Visit (MC) OFFICES CLOSED	31

PROJECTS

YouTube Videos
Affordability*
Diesel Tech
Art
Auto Technology
Auto Collision Repair
Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 EASTER	2 OFFICES CLOSED	3	4 Email: Early April Enrollment Day confirmation	5	6 FALL 2018 ENROLLMENT DAY	7
8	9 Email/text: Affordability/ Scholarship Deadline	10	11 Email/text: HCC Engage (April 6 Enrollees)	12 Email/text: Remaining Enrollment Days	13	14
15	16 Email/text: Enroll for Next Semester (MC, Regional)	17	18 Email: Late April Enrollment Day confirmation	19	20 FALL 2018 ENROLLMENT DAY	21
22	23 Email/text: HCC Engage (April 20 Enrollees)	24	25 Email/text: Applied, No Housing Contract (MC)	26 Email/text: Inquired, Not Applied	27	28
29	30 Email/text: Scholarship Deadline - urgent					

May 2018

PROJECTS

YouTube Videos
Affordability*
Diesel Tech
Art
Auto Technology
Auto Collision Repair
Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

High School Visit tweets
Pre-event
Post-event

Other social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Email/text: Remaining Enrollment Days	3	4	5
6	7	8 Email/text: Summer Blitz App Deadline	9	10 Email/text: Interest area videos (Apps/Inq)	11	12
13	14 Email/text: Applied, No Housing Contract (MC)	15	16	17 Email/text: May Enrollment Day RSVPs	18 Email: May Enrollment Day confirmation	19
20	21	22	23 FALL 2018 ENROLLMENT DAY	24 Email/text: FAFSA Reminders (Apps, Students)	25 Email/text: HCC Engage (May 23 Enrollees)	26
27	28 MEMORIAL DAY	29	30	31		

June 2018

PROJECTS

YouTube Videos
Affordability*
Diesel Tech
Art
Auto Technology
Auto Collision Repair
Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

Social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Email/text: Remaining Enrollment Days	2
3	4	5 Email/text: Summer Blitz App Deadline	6	7	8	9
10	11 Email/text: June Enrollment Day confirmation	12	13 Email/text: Interest area videos (Apps/Inq)	14 FALL 2018 ENROLLMENT DAY	15 Email/text: HCC Engage (June 14 Enrollees)	16
17	18 Email/text: Summer Blitz App Due this Friday - urgent	19 Email/text: Housing App, No Deposit (MC)	20	21	22 Email/text: July Enrollment Day	23
24	25	26	27 Email/text: Summer Blitz Enrollee Reminder	28 Email/text: July Enrollment Day confirmation	29	30

July 2018

PROJECTS

YouTube Videos
Affordability*
Diesel Tech
Art
Auto Technology
Auto Collision Repair
Precision Ag
CNA
Agriculture
Criminal Justice
Dance/Cheer
Business

Social media
Google AdWords
Instagram
SnapChat filters

Scholarship sponsor letters

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 INDEPENDENCE DAY	5 SUMMER BLITZ MOVE-IN	6 FALL 2018 ENROLLMENT DAY	7
8	9 Email/text: HCC Engage (July 6 Enrollees)	10	11	12	13	14
15	16 Email/text: Interest area videos (Apps/Inq)	17	18	19	20	21
22	23	24	25	26	27	28

			Email/text: Complete FAFSA paperwork		Email/text: Schedule a Campus Visit (MC)	
29	30	31				

PROJECTS

YouTube Videos
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Scholarship sponsor letters

HCC Admissions
July 2017-June 2018 Email Campaigns

- Best time of day to send: Between 10:00 a.m. and noon – Recipients will either check email at lunch or wait to check it in the evening
- Yellow Highlighted campaigns pertain to Admissions Events

JULY	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
HCC Engage – New Students Fall 2017; New Summer Blitz Students	Summer/ Fall 2017	July 11	Chris	Students who Attended July 6 Enrollment Day	X
Academic and Tech Program Videos	Fall 2017/ Spring 2018/ Summer 2018/ Fall 2018	July 15	Chris	Inquired Not Applied (All)	X
FAFSA Reminders – 3-part campaign– 1) Sign Promissory Note only, 2) Complete Entrance Counseling only, and 3) Promissory Note and Entrance Counseling	Fall 2017	July 28	Chris (Financial Aid also communicates this often throughout the year (per Joshua North))	Currently Enrolled, FAFSA on file, no Pell-only, but have not signed promissory note (Joshua North/Kristi Blevins)	X
Schedule a Visit (Main campus)	Spring 2018/ Summer 2018/ Fall 2018/ Spring 2019	July 30	Chris	Highland Campus lists: Applied Not Enrolled, Inquired Not Applied, and Concurrent (Rilie to produce reliable report for Concurrent). Cross-reference with Campus Visitors List.	
Regional Registration Days	Fall 2017	July 30	Chris	Regional Locations lists: Applied Not Enrolled, Inquired Not Applied, and Concurrent	
AUGUST	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Highland Campus Registration/Move-In Day	Fall 2017	Aug. 1	Chris	Enrolled Highland Campus Students	X
Highland Campus Registration/Move-In Day	Fall 2017	Aug. 1	Chris	Parents of Enrolled Highland Campus Students	Did not send (do not have accurate parent

					contact list)
Bring A Legacy Day – Oct. 14, 2017	Spring 2018/ Summer 2018/ Fall 2018/ Spring 2019/ Fall 2019	Aug. 4	Chris	All HCC Alumni (Email List from Kelly Twombly)	
Bring A Legacy Day – Oct. 14, 2017	Spring 2018/ Summer 2018/ Fall 2018/ Spring 2019/ Fall 2019	Aug. 22	Chris	All alumni (cross-reference with RSVPs; email RSVPs reminding them about event)	X
Remind Students to Check My HCC Account – Set up email on phone	Current students	Aug. 23	Chris	Current Students (Report from Alice Hamilton, send to personal email addresses)	X
SEPTEMBER	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Post-Football Win promo	Spring 2018/ Summer 2018/ Fall 2018	Sept. 5	Chris	Highland Campus applicants, "Inquired Not Applied,"	
Job Placement prospects	Spring 2018/ Summer 2018/ Fall 2018	Sept. 7	Chris	All applicants and inquiries	
Bring A Legacy Day – Oct. 14, 2017	Spring 2018/ Summer 2018/ Fall 2018/ Spring 2019/ Fall 2019	Sept. 8	Chris	All alumni (cross-reference with RSVPs; call RSVPs reminding them about event)	X
Post-Football Win promo	Spring 2018/ Summer 2018/ Fall 2018	Sept. 18	Chris	Highland Campus applicants, "Inquired Not Applied,"	
Concurrent HCC students who are HS Seniors	Summer 2018/ Fall 2018	Sept. 20	Chris	Concurrent students (Report from PowerCampus: Academic Records→SB 155 field (Rilie T. will compile a more reliable report)	X
Attend HCC's College Planning Conference (CPC) – Oct. 9	Spring 2018/ Summer 2018/ Fall 2018	Sept. 26	Chris	Highland Campus students (showcases transfer options)	X
Schedule a Visit (Main Campus)	Summer 2018/ Fall 2018/ Spring 2019/ Fall 2019	Sept. 29	Chris	Highland Campus applicants, "Inquired Not Applied," and concurrent (cross-reference with Visit Day attendees and Campus Visitors List)	
Schedule a Visit (Regional Centers)	Summer 2018/ Fall 2018/ Spring 2019/ Fall 2019	Sept. 29	Chris	Regional Center applicants, Inquired Not Applied, and concurrent (cross-reference with Visit Day attendees and Campus Visitors List)	

OCTOBER	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Post-Football Win promo	Spring 2018/ Summer 2018/ Fall 2018	Oct. 10	Chris	Highland Campus applicants, "Inquired Not Applied" (other than KS, NE, and MO residents)	
HCC Fall Visit Day – Nov. 10 (applicants)	Spring 2018/ Summer 2018/ Fall 2018	Oct. 16	Chris	Applied Not Enrolled (cross-reference with Visit Day signups)	X
HCC Fall Visit Day – Nov. 10 (inquiries)	Spring 2018/ Summer 2018/ Fall 2018	Oct. 16	Chris	Inquired Not Applied (cross-reference with Visit Day signups)	X
Western Center (Nov. 14) and Tech Center (Nov. 15) Open Houses	Spring 2018/ Summer 2018/ Fall 2018	Oct. 25	Chris/Cara Baker/ Amy DuLac	Applied Not Enrolled and Inquired Not Applied – By Program, identify tech interests	
Spring 2018 Enrollment – Unsuccessful Apps/Inquiries	Spring 2018	Oct. 27	Chris	Summer 2017/Fall 2017 apps and inquiries; cross-reference with Current Student list	
NOVEMBER	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Apply for 2018-2019 FAFSA (Current Students)	Current students	Nov. 1	Chris/Joshua North	ISIR List from Joshua North	X
Complete the 2018-2019 FAFSA	Fall 2018, Spring 2019, Summer 2019	Nov. 1	Chris/Josh North	Applicants, Inquiries (ALL)	X
All Program Videos (Tech and On-Campus)	Spring 2018/ Summer 2018/ Fall 2018/ Spring 2019/ Fall 2019	Nov. 7	Chris	Inquiries and apps for Spring 2017, Summer 2017, Fall 2017, Spring 2018	
HCC Fall Visit Day – Student Confirmation	Visit Day signups	Nov. 9	Chris	Visit Day signups (just student emails)	X
HCC Fall Visit Day – Parent Confirmation	Visit Day signups	Nov. 9	Chris	Visit Day signups (just parent emails)	X
HCC Fall Visit Day Follow Up (Visit Day was Nov. 10)	Spring 2018/ Summer 2018/ Fall 2018	Nov. 13	Stephanie	Visit Day attendees	
Affordability (KS, NE & MO residents)	Spring 2018/ Summer 2018/ Fall 2018	Oct. 9	Chris	Applied Not Enrolled (KS, NE, and MO residents) and Inquired Not Applied (KS, NE, and MO residents)	
DECEMBER	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*

Inquiry, But Not Applied – Apply for Admission	Spring 2018/ Summer 2018/ Fall 2018	Dec. 7	Chris	Inquiries, Not Applied	
Spring 2018 Enrollment Push	Spring 2018	Dec. 11	Chris	Inquired Not Applied and Applied Not Enrolled – All Locations	
Sign Up for Spring 2018 Visit Day – Date TBD	Summer 2018/ Fall 2018/Spring 2019/ Fall 2019	Dec. 14	Chris	Inquired Not Applied and Applied Not Enrolled – All Locations (cross-reference with Spring Visit Day signups)	
Happy Holidays postcard	Current students/retention	Dec. 14	Chris	All current students All faculty and staff	
Concurrent Students: What's Next at HCC	Summer 2018/Fall 2018/Spring 2019/Summer 2019/Fall 2019	Dec. 21	Chris	Concurrent students (Rilie to produce reliable report for Concurrent). Reference mailed tabbed brochure/VPSS letter	
JANUARY	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
HCC Spring Visit Day – Date TBD	Summer 2018/ Fall 2018/Spring 2019/ Fall 2019	Jan. 6	Chris	Inquired Not Applied and Applied Not Enrolled – All Locations (cross-reference with Spring Visit Day signups)	
Remind Students to Check My HCC Account (set up HCC email on personal mobile device)	Not recruitment	Jan. 11	Chris	Current Students (report from Registrar)	
FAFSA Fridays (current students applying for next year's FAFSA)	Current students	January Dates?	Chris	Current students (Kristi Blevins confirmed Financial Aid will host these sessions in Spring 2018)	
Work-Study Positions (Highland Campus)	Not recruitment	Jan. 12	Chris	Current Students (report from Registrar)	
Concurrent HCC students who are HS Seniors	Summer 2018/ Fall 2018	Jan. 20	Chris	Concurrent students (Report from PowerCampus: Academic Records→SB 155 field. President or VP to write letter describing HCC credits earned/HCC credits left to earn degree.	
HCC Spring Visit Day Follow Up	Summer 2018/Fall 2018	Jan. 27	Stephanie	Visit Day attendees	
Spring Bring A Legacy RSVP – Date TBD	Summer 2018/Fall 2018/Spring 2019/ Summer 2019/Fall 2019	Jan. 29	Chris	Alumni (from Kelly Twombly); Confirm date with Tyler Nordman	
Spring 2018 Late-Start Push	Current students – all locations and online	Jan. 29	Chris	All current students – all locations and online	

Inquired, Not Applied	Summer 2018/ Fall 2018	Jan. 29	Chris	Inquired Not Applied	
FEBRUARY	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Applied, No Housing Contract	Summer 2018/Fall 2018 at Highland Campus only	Feb. 1	Chris	List from Taylor Allen/Liam Nevin	
Schedule a Visit (Main campus)	Summer 2018/Fall 2018	Feb. 6	Chris	Applied Not Enrolled (Highland Campus), Inquired Not Applied (Highland Campus) and concurrent (cross-reference with Visit Day attendees and Campus Visitors List)	
Schedule a Visit (Regional locations)	Summer 2018/ Fall 2018	Feb. 6	Chris	Applied Not Enrolled (Regional Centers), Inquired Not Applied (Regional Centers) and concurrent (cross-reference with Visit Day attendees and Campus Visitors List)	
Spring 2018 Late-Start Push	Current students – all locations and online	Feb. 25	Chris	All current students – all locations and online	
MARCH	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Tech Visit Day – HCCTC (Date TBD), and HCCWC (Date TBD)	Fall 2018 for HCCTC and HCCWC	March 4	Chris	Applied Not Enrolled (All), Inquired Not Applied (All)	
FAFSA Reminders to Applicants (HS Seniors) and HS Counselors	Summer 2018/ Fall 2018	March 8	Chris	Applied Not Enrolled (All), High School Counselors	
Affordability Campaign (video)	Summer 2018/ Fall 2018	March 10	Chris	Applied Not Enrolled (All), Inquired Not Applied (All)	
Affordability (KS, NE & MO residents)	Summer 2018/ Fall 2018	March 14	Chris	Applicants (KS, NE, and MO residents) and "Inquiries, Not Applied" (KS, NE, and MO residents)	
Prepare for Next Semester – Highland Campus	Current students	March 14 (Right before Spring Break)	Chris	All current students (Highland Campus)	
Prepare for Next Semester – Regional, Tech, and Online	Current students	March 14 (Right before Spring Break)	Chris	All current students (Regional, Tech, Online)	
Clery Act/Safety Report Disclosure	Summer 2018/ Fall 2018/ Spring 2019/	March 15 (tentative)	Chris	Applied Not Enrolled (All), Inquired Not Applied (All)	

	Summer 2019/ Fall 2019				
Enrollment Days (April 7, April 21, May 24, June 13, July 6) – include: enrolling at a Regional Center, "You've made the right choice, affordability…"	Fall 2018	March 15	Chris	Accepted Highland Campus Applicants (cross-reference with Enrollment Days signups list from Jackie)	
Enroll at a Regional Center or Online	Fall 2018	March 15	Chris	Applied Not Enrolled (Regional Centers, Online). Cross-reference with Enrollment Days signups list from Jackie.	
Placement Testing – AccuPlacer, WorkKeys	Summer 2018/ Fall 2018	March 27	Chris – Consult with Lexy Clark, Hannah Stirton, Jolie McDaniel	All Applicants, tailor versions for on-campus, tech, regional	
Schedule a Visit (Main Campus)	Fall 2018/ Spring 2019/ Fall 2019	March 30	Chris	Inquired Not Applied and Applied Not Enrolled (All)	
APRIL	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Tech Visit Day – HCCWC – Date TBD	Fall 2018 at HCCWC	April 3	Chris	Inquired Not Applied and Applied Not Enrolled (All)	
Early April Enrollment Day – Date TBD	Fall 2017	April 4	Jackie Peden (only to group, not in Delivra)	Applicants who signed up for Early April Enrollment Day	
Affordability & Award Deadline	Summer 2018/ Fall 2018	April 9	Chris	Scholarship Sponsors, Applicants (cross-reference with Scholarship List; send to those ***without*** scholarships)	
Do You Know a Future Scottie?	Summer 2018/ Fall 2018	April 11	Chris	Alumni (from Kelly Twombly)	
Enrollment Days	Fall 2018	April 12	Chris	Accepted Applicants, Not Yet Signed Up for Enrollment Dates (cross-reference with Enrollment Day signups)	
HCC Engage – Follow-up to Early April Enrollment Day	Fall 2018	April 12	Chris	People who attended an Enrollment Day	
Enroll for Next Semester	Current students	April 13	Chris	All current students (Main Campus, Regional, Tech, Online)	
Affordability (KS, NE & MO residents)	Summer 2018/ Fall 2018	April 15	Chris	Applicants (KS, NE, and MO residents) and "Inquiries, Not Applied" (KS, NE, and MO residents)	

Late April Enrollment Day – Date TBD	Fall 2018	April 16	Jackie Peden (only to group, not in Delivra)	Students who signed up for Late April Enrollment Day	
Applied, No Housing Contract	Summer 2018/ Fall 2018 at Highland Campus only	April 18	Chris	List from Taylor Allen/Liam Nevin	
HCC Engage – Follow-up to Late April Enrollment Day	Fall 2018	April 24	Chris	People who attended an Enrollment Day	
Inquired, But Not Applied	Summer 2018/ Fall 2018	April 25	Chris	Inquired Not Applied	
Award Deadline Date	Fall 2018 at Highland Campus and Tech Center	April 30	Chris	Scholarship Sponsors, Applicants (cross-reference with Scholarship List (send to those without scholarships)	
MAY	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Enrollment Days	Fall 2018	May 2	Chris	Accepted Applicants, Not Yet Signed Up for Enrollment Day (Cross-reference with Enrollment Day signups)	
July Summer Blitz – App Deadline (Date TBD)	Summer 2018	May 8	Chris	Summer 2018 Highland Campus applicants who need to submit Summer Blitz Form (Cross-reference with Summer Blitz signups)	
Specific Program Promotions (one campaign for each program)	Fall 2018	May 10	Chris	Inquired Not Applied, sorted by interest area	
Applied, No Housing Contract	Summer 2018/ Fall 2018	May 12	Chris	List from Taylor Allen/Liam Nevin	
Enrollment Days	Fall 2018	May 17	Chris	Accepted Applicants, Not Yet Signed Up for Enrollment Day (Cross-reference with Enrollment Day signups)	
May Enrollment Day	Fall 2018	May 18	Jackie Peden (only to group, not in Delivra)	Students who signed up for May Enrollment Day	
FAFSA Reminder to Applicants and Enrolled Students – It's Not Too Late! Include: "If you applied for FAFSA, contact HCC F.A. Office…"	Fall 2018	May 24	Chris	Applied Not Enrolled, Fall 2018 Student List	

HCC Engage – Follow-up to May Enrollment Day	Summer 2018/ Fall 2018	May 26	Chris	People who signed up for an Enrollment Day	
JUNE	*Targeted Enrollment*	*Send*	*Person Responsible*	*Contact Lists*	*Sent*
Enrollment Days	Fall 2018	June 1	Chris	2 Versions: 1) Accepted Fall 2018 Highland Campus Applicants, 2) Inquired Not Applied (cross-reference with Enrollment Day attendees/signups)	
July Summer Blitz – App Deadline (June 23)	Summer 2018	June 6	Chris	Summer 2018 Highland Campus applicants who need to submit Summer Blitz Form (Cross-reference with Summer Blitz signups)	
June Enrollment Day	Fall 2018	June 10	Jackie Peden (only to group, not in Delivra)	Students who signed up for June Enrollment Day (cross-reference with Summer Blitz signups)	
Program Videos	Fall 2018/ Spring 2019/ Fall 2019	June 13	Chris	Inquired Not Applied	
HCC Engage – Follow-up to June Enrollment Day	Fall 2018	June 15	Chris	People who attended an Enrollment Day	
Applied For Housing – No Deposit	Fall 2018	June 19	Remind Liam (Should Chris or Housing send a campaign?)	List from Liam (Summer 2018 and Fall 2018 housing)	
July Summer Blitz –App Deadline (Date TBD)	Summer 2018	June 20	Chris	Summer 2018 on-campus applicants who need to submit Summer Blitz Form (Cross-reference with Summer Blitz signups)	
July Enrollment Day	Fall 2018	June 23	Chris	2 Versions: 1) Accepted Fall 2018 On-Campus Applicants, 2) Inquired Not Applied (cross-reference with Enrollment Day attendees/signups)	
Summer Blitz Enrollment Day	Summer 2018	June 27	Jackie Peden (only to group, not in Delivra)	Students signed up just for Summer Blitz	
July Enrollment Day	Fall 2017	June 28	Jackie Peden (only to group, not in Delivra)	Students signed up for just July 6 Enrollment Day (not Summer Blitz)	

General Information +
Campus Map
Affordability
Employee Directory
Institutional Overview
Reports
Student Outcome Data
Strategic Plan
Shared Performance Expectations
Accreditation
Evidence Room
Title III



Home » *About HCC* » *Reports*

Reports

Highland Community College provides publicly-available reports on its students, its employees, and its finances. These Reports may be accessed through the links below.

Student Reports:

The Reports found here include various student characteristics, graduation rates, success indicators, and more.

- IPEDS Data Feedback Report 2011
- IPEDS Data Feedback Report 2012
- IPEDS Data Feedback Report 2013
- IPEDS Data Feedback Report 2014
- IPEDS Data Feedback Report 2015
- IPEDS Data Feedback Report 2016
- Gainful Employment Data
- Student Outcome Data from Various Sources

Federal Reports:

The Reports found here come from standard federal reports, which includes various on students and staff, transfer rates, retention rates, and more.

- Federal Report Summaries

Financial Reports:

The Reports found here include budget reports, financial reports, and more.

- Financial Reports

National Benchmarking Studies and Targets:

- National Community College Benchmark Project

Other Reports:

The Reports found here include summaries of the College Employee Satisfaction Survey (CESS), HCC Campus Climate Survey, and student satisfaction surveys.

- Coming Soon

General Information +
Campus Map
Affordability
Employee Directory
Institutional Overview
Reports
Student Outcome Data
Strategic Plan
Shared Performance Expectations
Accreditation
Evidence Room
Title III



Student Outcome Data

The Reports found here include various student characteristics, graduation rates, success indicators, and more.

- **IPEDS Data 2014**
- **Gainful Employment Data**
- **Student Outcome Data**

1

The following pages include important Student Outcome Data like graduation rates, retention rates, transfer out rates, demographics, enrollment details and more. Before you dive in, please take a moment to familiarize yourself with the words you'll come across in many of the tables.

Here we go…

Unduplicated Enrollment: An unduplicated student headcount is the actual number of individual students enrolled. Each student is counted only once. Students may be enrolled in one or more courses in a term, but they are counted only once for the term or academic year.

Total FTE Students: Total FTE, or Total 'Full-Time Equivalent' students, are summed and derived from the college's 12-month enrollment survey. Students reported are those enrolled for credit in courses that can be applied toward a postsecondary degree, diploma, certificate, or any other formal award. The calculation takes the total number of unduplicated credits students earn and divides them by 24 credits [two semesters of 12 hours each] to arrive at a full-time equivalency figure ['FTE Student']. Some collections instead use 30 credit hours as full-time.

Full-time versus Part-time Enrollment Status: For most collections, depending on the definition, undergraduate students enrolled for 12 or more credit hours per semester (fall or spring) during the academic year are considered to be full-time students. Those with fewer than 12 credit hours per semester are considered to be part-time students.

IPEDS: The Integrated Postsecondary Education Data System (IPEDS) is a system of interrelated surveys conducted annually by the National Center for Education Statistics (NCES), a part of the Institute for Education Sciences within the United States Department of Education.

KHEER: The Kansas Higher Education Enrollment Report that is collected and managed by the Kansas Board of Regents (KBOR) data collections and institutional research team.

AY: This is the Academic Year, and it is comprised of a Summer term, a subsequent Fall term, and also a subsequent Spring term, and the year identified in the AY statement is the Spring year. Example: AY2016 is comprised of the Summer 2015, Fall 2015, and Spring 2016 semesters, collectively.

Student–to-Faculty Ratio: This is the number of students who attend a college or university divided by the number of teachers in the institution, expressed as a reduced and usually rounded to the nearest whole number ratio to one.

Retention Rate: This is the percentage of a college's selected grouping of students, such as first-time, first-year undergraduate students enrolled in the fall semester, who continue at that school the next term later (usually a year). Highland generally uses first-time, full-time, degree-seeking students in the fall semester who are still enrolled at Highland the following fall term the next year.

Persistence Rate: This is the percentage of a college's selected grouping of students, such as part-time students, enrolled in a given semester, who continue their education at any college or university the next term of interest (such as Fall-to-Fall, Next-term, or even two full years later).

Graduation Rate: This is the percentage of a college's selected grouping of students, such as those who entered that were first-time, first-year undergraduate students, who complete their program within the published time for the program (for a community college, usually two or three years) at the same college.

Transfer Rate: This is the percentage of the college's first-time, first-year undergraduate students who transfer to another college within 150% of the expected time for completion. For example, a student who is in a two-year degree program is counted as a transfer if the student enrolls at another college within three years of when they first entered, without graduating with a degree or certificate yet. For some collections, if a student transfers after graduating, they are still listed as a transfer (with degree/certificate).

Cohort: A group of people, usually with similar traits or something of interest in-common [example: possess a Pell Grant], banded together and treated as a group in the research or collection.

Student Success Index: A total reported percentage supplied by KBOR that includes the following percentages, all added together to form one index - Completed Home Institution, Completed System Institution, Completed Elsewhere, Retained at Current Institution Index, Retained at a Kansas System Institution Index, and Retained Elsewhere Index.

100%, 150%, or 200% Graduation Rates: Each percentage represents the amount of time compared to a traditional two-year period for a student to graduate from the community college with an Associate's degree. Hence, 100% would be the two-year time period, 150% would be a three-year time period, and 200% would be a four-year time period to graduate after entering. For one-year certificates, the amount of time would be different, as 100% would be one year, 150% would be 1.5 years, and 200% would be twice the original amount of time, or 2 years.

And now for the numbers…

Table 1. Unduplicated Total FTE Enrollment

AY2008	AY2009	AY2010	AY2011	AY2012	AY2013	AY2014	AY2015
1681	1801	2301	2346	2150	2148	2078	2195

Source: IPEDS Feedback Reports, 2009 – 2016

Table 2. Unduplicated Full-time Fall Enrollment

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
1007	1399	1426	1294	1160	1178	1128	1201

Source: IPEDS Feedback Reports, 2009 – 2016

Table 3. Unduplicated Part-time Fall Enrollment

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
1839	2299	2224	1999	1877	2048	2089	2142

Source: IPEDS Feedback Reports, 2009 – 2016

Table 4. Enrollment by Age, All Students

AGE	AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016
< 18	10.3%	10.4%	11.4%	13.7%	12.4%	15.3%	16.2%
18 - 19	24.8%	23.0%	23.8%	26.6%	27.6%	27.6%	26.5%
20 – 24	36.2%	36.2%	36.9%	34.0%	34.7%	34.7%	34.0%
25 – 44	23.0%	24.5%	22.6%	20.8%	20.4%	20.4%	18.9%
45 – 64	5.6%	5.7%	5.2%	4.9%	4.7%	4.7%	4.3%
65 +	0.1%	0.2%	0.2%	0.1%	0.1%	0.1%	0.2%

Source: KHEDS AY Collection Data – Institutional Profile Data

Table 5. Percentage Total Enrollment Profile, Most Recent KHEER Report, AY2016

High School Student	Freshmen	Sophomore
39.33%	**46.87%**	**39.33%**

Source: 2016 KHEER Enrollment Report, KBOR

Table 6. Percent of All Students Enrolled, By Race/Ethnicity who are Women

	FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
White	86%	78%	51%	47%	84%	79%	78%	73%
Afr.Amer.	6%	6%	3%	2%	5%	6%	7%	8%
Hispanic	3%	2%	2%	1%	4%	4%	2%	4%
Unknown	2%	11%	43%	48%	2%	7%	6%	5%
Other	3%	3%	1%	2%	5%	4%	7%	10%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 7. Student-to-Faculty Ratio: Fall Semesters, 2008 - 2015

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
13	13	14	13	14	14	15	15

Source: IPEDS Feedback Reports, 2009 – 2016

Table 8. Percent of All Students Receiving Pell Grants: 2008 - 2015

FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
28	24	27	34	30	28	27	27

Source: IPEDS Feedback Reports, 2009 – 2016

Table 9. Type of Grant Aid to Full-time, First-time, Degree-seeking Students [FY2008 – FY2015], Percentages, Total Grants

FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
90%	80%	88%	92%	82%	86%	86%	83%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 10. Type of Grant Aid to Full-time, First-time, Degree-seeking Students [FY2008 – FY2015], Percentages, Federal Grants

FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
68%	43%	52%	67%	60%	56%	57%	57%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 11. Type of Grant Aid to Full-time, First-time, Degree-seeking Students [FY2008 – FY2015], Percentages, Pell Grants

FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
47%	43%	52%	61%	60%	56%	56%	54%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 12. Type of Grant Aid to Full-time, First-time, Degree-seeking Students [FY2008 – FY2015], Percentages, Institutional/State/Local Grants

FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
70%	73%	65%	67%	54%	58%	63%	62%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 13. Retention Rates of First-time, Full-time, Degree-seeking Students [FY2008 – FY2015]

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
48%	49%	50%	53%	50%	56%	38%	37%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 14. Retention Rates of First-time, Part-time, Degree-seeking Students [FY2008 – FY2015]

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
25%	26%	21%	35%	0%	19%	22%	22%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 15. Graduation Rate Cohort as a Percent of All Full-time, First-time Undergraduates

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
15%	20%	20%	24%	25%	24%	27%	28%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 16. Graduation Rate Cohort as a Percent of Total of All Entering Students

FA2008	FA2009	FA2010	FA2011	FA2012	FA2013	FA2014	FA2015
28%	29%	28%	31%	49%	43%	45%	42%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 17. Graduation Rate, Overall

2005Cohort	2006Cohort	2007Cohort	2008Cohort	2009Cohort	2010Cohort	2011Cohort	2012Cohort
25%	29%	28%	24%	34%	32%	27%	28%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 18. Transfer-Out Rate

2005Cohort	2006Cohort	2007Cohort	2008Cohort	2009Cohort	2010Cohort	2011Cohort	2012Cohort
58%	31%	25%	43%	22%	27%	38%	38%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 19. Graduation Rates of Full-time, First-time, Degree-seeking Students, by Ethnicity

	2005 Cohort	2006 Cohort	2007 Cohort	2008 Cohort	2009 Cohort	2010 Cohort	2011 Cohort	2012 Cohort
White	31%	32%	33%	35%	36%	34%	33%	32%
Am. Ind.	43%	40%	35%	30%	26%	26%	25%	25%
Afr. Am.	3%	5%	6%	8%	9%	10%	10%	12%
Unknown	24%	23%	20%	18%	15%	14%	12%	13%
Others	1%	2%	5%	6%	6%	8%	10%	11%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 20. Graduation Rates of Full-time, First-time, Degree-seeking Students, within 100%, 150%, or 200% to Completion

Time	2004 Cohort	2005 Cohort	2006 Cohort	2007 Cohort	2008 Cohort	2009 Cohort	2010 Cohort	2011 Cohort
100%	24%	16%	28%	14%	18%	33%	25%	22%
150%	26%	25%	29%	18%	24%	34%	32%	27%
200%	30%	31%	31%	20%	25%	35%	34%	33%

Source: IPEDS Feedback Reports, 2009 – 2016

Table 21. Number of Degrees/Certificates Awarded

	AY2009	AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016
Assoc. Degree	225	184	237	279	242	277	259	273
2 yrs plus Cert.	0	0	0	24	27	74	82	92
1 to 2 yrs Cert.	0	59	129	99	92	118	122	119
Less than 1 yr Cert.	0	4	253	224	319	255	232	274

Source: IPEDS Feedback Reports 2009 – 2016 and KHEDS AY Collection, 2014 – 2016

Table 22. Credit Hour Enrollment – Overall

AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016	AY2017
69,799	69,333	63,553	59,936	62,072	62,262	64,485	61,091

Source: HCC Reporting Services Summary Reports, 2010 – 2017

Table 23. Credit Hour Enrollment – Distant Education Courses including Online

AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016	AY2017
15,467	19,017	17,541	16,508	16,685	17,632	18,237	17,416

Source: HCC Reporting Services Summary Reports, 2010 – 2017

Table 24. Student Success Index – Completed Home Institution, System Institution, Elsewhere; Retained Home Index, System Institution, Elsewhere, as a Total Reported Percentage, (Placement out of 19 KS CC)

Cohort Yr 2008	Cohort Yr 2009	Cohort Yr 2010	Cohort Yr 2011	Cohort Yr 2012	Cohort Yr 2013	Cohort Yr 2014	Cohort Yr 2015
65.7% (2nd)	65.6% (3rd)	64.5% (3rd)	64.5% (3rd)	65.2% (2nd)	60.3% (3rd)		

Source: KHEDS AY Collection Data – Institutional Profile Data, 2011 – 2016

Table 25. Student Status, Full-time [AY2010 – AY2016]

AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016	AY2017
995	1023	926	852	874	846	887	

Source: KHEDS AY Collection Data – Institutional Profile Data, 2010 – 2016

Table 26. Student Status, Part-time [AY2010 – AY2016]

AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016	AY2017
4748	4764	4474	4084	4212	4338	4396	

Source: KHEDS AY Collection Data – Institutional Profile Data, 2010 – 2016

Table 27. Student Status, Residents [AY2010 – AY2016]

AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016	AY2017
5560	5607	5064	4628	4711	4800	4787	

Source: KHEDS AY Collection Data – Institutional Profile Data, 2010 – 2016

Table 28. Student Status, Female Percentage [AY2010 – AY2016]

AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016	AY2017
60.26%	61.79%	61.81%	60.95%	58.79%	59.90%	58.94%	

Source: KHEDS AY Collection Data – Institutional Profile Data, 2010 – 2016

Table 29. Student Age Distribution – Enrollment by Age

	AY2010	AY2011	AY2012	AY2013	AY2014	AY2015	AY2016
< 18	10.3%	10.4%	11.4%	13.7%	12.4%	15.3%	16.2%
18 – 24	61.0%	59.2%	60.7%	60.6%	62.3%	61.4%	60.5%
25 - 44	23.0%	24.5%	22.5%	20.7%	20.5%	18.8%	18.9%
45 +	5.7%	5.9%	5.4%	5.0%	4.8%	4.5%	4.5%

Source: KHEDS AY Collection, 2010 – 2016

Table 30. Total All Funds Audited Expenses

	FY2011	FY2012	FY2013	FY2014	FY2015
Instruction per FTE Student	$3101	$3583	$3840	$3605	$3463
Academic Support per FTE Student	$569	$606	$708	$989	$1318
Student Services /Activities per FTE Student	$864	$968	$1120	$1041	$1096
Institutional Support per FTE Student	$887	$931	$1099	$1446	$1662

Source: Independent Auditors Report: KHEDS AY Collection

Table 31. Percentage Completed or Transferred in Three Years, Full-time Students

2011	2013	2015	2016
67.84%	77.87%	74.34%	72.94%

Source: Select NCCBP Reports

Table 32. Fall-to-Fall Persistence Rates, Percentage, Full-time Students

2011	2013	2015	2016
67.84%	77.87%	74.34%	72.94%

Source: Select NCCBP Reports

Table 33. Next-term Persistence Rates, Percentage, Full-time Students

2011	2013	2015	2016
59.54%	56.84%	64.15%	65.15%

Source: Select NCCBP Reports

Table 34. Cumulative Percentage Graduation at 4-Year Colleges for HCC Transfers, 2011 Cohort

	In 1 Year	In 2 Years	In 3 Years	In 4 Years	In 5 Years	In 6 Years
Transfers With Between 30 and 60 Hrs	0.0%	8.5%	30%	43.0%	47.9%	46.6%
Transfers With More Than 60 Hrs	0.8%	18.2%	43.4%	53.0%	57.1%	57.5%

Source: NCCBP 2016 Report

Table 35. Completed Degree at HCC or Retained (Continuing) Rate

2008 Cohort	2009 Cohort	2010 Cohort	2011 Cohort	2012 Cohort	2013 Cohort
23.7%	22.5%	29.4%	22.8%	22.7%	34.3%

Source: KHEDS AY Collection

Table 36. Started at HCC and Completed a Degree Anywhere Rate

2008 Cohort	2009 Cohort	2010 Cohort	2011 Cohort	2012 Cohort	2013 Cohort
36.0%	37.3%	40.1%	42.4%	42.1%	39.9%

Source: KHEDS AY Collection

Table 37. 200% [4-Year] Graduation Rate

2008 Cohort	2009 Cohort	2010 Cohort	2011 Cohort	2012 Cohort	2013 Cohort
30.8%	19.9%	25.3%	35.1%	33.7%	32.8%

Source: KHEDS AY Collection

Table 38. Academic Year 2016 Highland Technical Center and Western Technical Center Compiled Report

	Cont. Enrollees From Prev. Year	New Enrollees	Total Active Students	Total to Complete Year	% to Complete Year	Retention Rate Fall-To-Fall	Number Return Following Year
TOTAL	224	96	320	279	88.53%	43.44%	147

Source: Various Technical Center Reports, Academic Year 2016

Note: Data on each Technical program is maintained but not released publicly to preserve student privacy in those programs with low enrollment.

Table 39. Academic Year 2016 Highland Technical Center and Western Technical Center Compiled Report

	Number Graduates In Program	GE Finished On Time	Number Graduates Employed In Field	Number Employed Unrelated Field	Number Graduates Cont Ed	Number Graduates Unemployed/ Unknown	Placement Rate [Employment] excl. Cont Ed
TOTAL	139	133	88	14	25	12	81.29%

Source: Various Technical Center Reports, Academic Year 2016

Note: Data on each Technical program is maintained but not released publicly to preserve student privacy in those programs with low enrollment.

Table 40. Technical Education – Core Performance Indicators [1P1, 2P1]

Highland Community College	Number	Total	Technical Skill Attainment %	Number	Total	Credentials, Certificates Degree %
Actual Institution Performance – AY2016	135	145	93%	121	177	68%

Source: KSPSD Reporting System Perkins Core Indicators of Performance: Academic Year 2016 [1P1, 2P1]

Table 41. Technical Education – Core Performance Indicators [3P1, 4P1]

Highland Community College	Number	Total	Student Retention %	Number	Total	Student Placement %
Actual Institution Performance – AY2016	100	169	59%	143	177	81%

Source: KSPSD Reporting System Perkins Core Indicators of Performance: Academic Year 2016 [3P1, 4P1]



CERTIFICATE OF ACCREDITATION

This is to signify that:

Highland Community College Technical Center

Secondary and Post Secondary

Has been evaluated by the

National Automotive Technicians Education Foundation

in the areas of instruction, course of study, facilities and equipment, and meet the standards of quality for the training of automobile technicians at the following level:

Automobile Service Technology

Expires **06/2019**

Timothy Zilke

Timothy A. Zilke
President, ASE

Patricia Serratore

Patricia Serratore
President, NATEF

From: Wanda Bloomer <wbloomer@natef.org>

Date: December 14, 2016 at 8:53:04 AM CST

To: "lhunziger@highlandcc.edu" <lhunziger@highlandcc.edu>

Subject: NATEF Compliance Review Results

12/14/2016

Program ID: 106091 School Name: Highland Community College Technical Center

Atchison, KS

Dear Mr. Hunziger:

The National Automotive Technicians Education Foundation (NATEF) has completed our evaluation of your midpoint compliance review.

Based on the information you have provided the Automobile training program at Highland Community College Technical Center continues to meet the NATEF standards of quality education.

Remember that your accreditation is due to expire on 5/13/2019. To ensure sufficient time for processing your renewal we recommend submitting your application at least 6 months prior to your expiration date.

The following are a few important requirements to keep in mind before you begin the accreditation renewal process:

1. Advisory Committee meeting minutes must indicate that key issues relating to NATEF accreditation have been discussed.

Click Here for detailed information regarding Advisory Committees, and a suggested format for meeting minutes.

2. Documentation of 20 hours of technical update training has been achieved by all instructors.

Click Here for more information regarding technical update training.

3. Instructors hold ASE certification(s) in accordance with current NATEF Program Standards. Please check the ASE website for available testing dates.

We recommend you visit the NATEF website on a regular basis for important changes that may affect your program.

Thank you for your continued support of NATEF accreditation and program improvement. As always please do not hesitate to contact the NATEF office should you have any questions.

Sincerely,

Wanda Bloomer

Manager, NATEF Operations

cc: Mr. Lucas Hunziger, Director of Technical Education

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson St., Suite 1051
Topeka, KS 66612-1230

phone: 785-296-4929
fax: 785-296-3929
www.ksbn.org

Carol Moreland, MSN, RN,
Executive Administrator

Kansas State Board of Nursing

Sam Brownback, Governor

October 6, 2017

Jane Zaccardi, Ed.D, MA, RN, GCNS-BC
Highland Community College Technical Center
1501 West Riley Street
Atchison, KS 66002

Dear Ms. Zaccardi:

The Education Committee of the Kansas State Board of Nursing met September 12, 2017 and reviewed the annual report of the Associate Degree Nursing Program at Highland Community College Technical Center. The Committee recommended continuing the approval of the program for the year July 1, 2017 through December 31, 2018.

The Board of Nursing agreed with the Education Committee and voted on September 13, 2017 to continue approval of the Associate Degree Nursing Program at Highland Community College Technical Center.

Please contact me if you have questions.

Sincerely,

Carol Moreland MSN, RN

Carol Moreland, MSN, RN
Executive Administrator

Kansas State Board of Nursing
Landon State Office Building
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Kansas State Board of Nursing

Sam Brownback, Governor

October 6, 2017

Jane Zaccardi, Ed.D, MA, RN, GCNS-BC
Highland Community College Technical Center
1501 West Riley Street
Atchison, KS 66002

Dear Ms. Zaccardi:

The Education Committee of the Kansas State Board of Nursing met September 12, 2017 and reviewed the annual report of the Practical Nursing Program at Highland Community College Technical Center. The Committee recommended continuing the approval of the program for the year July 1, 2017 through December 31, 2018.

The Board of Nursing agreed with the Education Committee and voted on September 13, 2017 to continue approval of the Practical Nursing Program at Highland Community College Technical Center.

Please contact me if you have questions.

Sincerely,

Carol Moreland MSN, Ra

Carol Moreland, MSN, RN
Executive Administrator

Kansas State Board of Nursing
Landon State Office Building
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Topeka, KS 66612-1230

Phone: 785-296-4929
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Carol Moreland, MSN, RN
Executive Administrator

Kansas State Board of Nursing

Sam Brownback, Governor

August 4, 2017

Jane Zaccardi, MA, RN, GCNS-BC
Highland Community College Technical Center
1501 West Riley Street
Atchison, KS 66002

Dear Ms. Zaccardi:

The Kansas State Board of Nursing received the Nursing Program Testing Policy, Student and faculty versions, in response to recommendations from the PN and ADN April 2017 site visits. Recommendations 1, 2 and 3 are met with the receipt of this documentation.

Thank you for your assistance in getting this documentation to us. Let me know if you have any questions.

Sincerely,

Carol Moreland MSN, RN

Carol Moreland, MSN, RN
Executive Administrator

Documentation for Re-Approval of Practical Nursing Programs in Kansas
60-2-102 through 60-2-107

Program: Highland Community College PN Program **Date(s):** April 19 & 20, 2017

Last KSBN Visit: April 2012 **Accrediting Agency& Date of Last Visit:** Board Approved Only

Visitors: Bernadette Fetterolf, PhD, APRN, CNS, KSBN Education Committee Member, Susan White, RN, BSN, MS, KSBN Education Committee Member and Carol Moreland, MSN, RN, KSBN Education Specialist

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Home Institution & Nursing Program 60-2-102					
Description of legal body responsible for policy and support of the program and/or home institution	Address of the institution	Self-Study	☒	☐	SSR pg 1
	Names of primary administrative officials	Self-Study	☒	☐	SSR pg 1
	Organizational chart for the institution	Self-Study	☒	☐	SSR pg 5
	Current contact information	Self-Study	☒	☐	SSR pg 1
	An audited fiscal report covering the previous twoyears, including a statement of income and expenditures	On Site	☒	☐	Reviewed
	Copy of school's current catalog	Self-Study	☒	☐	Reviewed
Description of nursing program	Organizational chart for nursing program	Self-Study	☒	☐	SSR pg 7
	Number of faculty	Self-Study	☒	☐	SSR pg 8 (2 FT instructors and 9 adjuncts)
	Number of non-teaching staff	Self-Study	☒	☐	1 secretary
	Number of students admitted per year	Self-Study	☒	☐	SSR pg 14 (approved for 40 each fall semester)

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Nursing Program Administrator, Faculty & Preceptors 60-2-102 & 60-2-103					
Nursing Program Administrator	Name and credentials	Self-Study	☒	☐	SSR pg 9 Jane Zaccardi, MA, RN, GCSN-BC
	Qualifications	Self-Study	☒	☐	SSR pg 9
	Responsibilities	Self-Study	☒	☐	SSR pg 10
Faculty selection and input into program	Faculty organizational by-laws	Self-Study	☒	☐	SSR pg 19
	Faculty job description	Self-Study	☒	☐	SSR pg 13
	Faculty selection process	Self-Study	☒	☐	SSR pg 16
	Faculty orientation plan	Self-Study	☒	☐	SSR pg 18
	Faculty handbook	On-site	☒	☐	Reviewed
	General faculty meeting minutes for last 3 years	On-site	☒	☐	Reviewed
Faculty qualifications (Enclose a table that displays the following information):	Name of faculty	Self-Study	☒	☐	SSR pg 15
	FTor PT(use FTE)	Self-Study	☒	☐	SSR pg 15
	Academic Credentials	Self-Study	☒	☐	SSR pg 15
	Institution granting degree	Self-Study	☒	☐	SSR pg 15
	Area of clinicalexpertise	Self-Study	☒	☐	SSR pg 15
	Area(s) of assignment	Self-Study	☒	☐	SSR pg 15
	Licensure	Self-Study	☒	☐	SSR pg 15
	Indicate degree plan and progress towards degree if applicable	Self-Study	☒	☐	SSR pg 44 (1 degree plan)
	List all faculty hire exceptions including course hired to teach	Self-Study	☒	☐	SSR pg 44 (1 hire exception)
	Faculty file review	On-site	☒	☐	Complete and contains all KSBN required information
Preceptor qualifications and information (for current semester)	Preceptor criteria & selection	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor job description	Self-Study	☐	☐	Does not utilize preceptors
	Identified roles of preceptors, faculty, and students	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor orientation materials	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor signatures showing date orientation completed	Self-Study/On-site	☐	☐	Does not utilize preceptors
	Name of preceptor and coursewith Prefix& number (NURS 1011)	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor State of license &License number	Self-Study	☐	☐	Does not utilize preceptors

	Methods of contact between faculty & preceptor	Self-Study	☐	☐	Does not utilize preceptors
Topic & Regulation	**Supporting Information**	**Location**	**Met**	**Not Met**	**Comments**
Students 60-2-102 & 60-2-107					
Student policies: Provide written evidence of the following	Admission of generic, transfer, and articulation students	Self-Study	☒	☐	SSR, pg 22
	Degree plan for each degree being granted	Self-Study	☒	☐	SSR, pg 22
	Oral and written English proficiency	Self-Study	☒	☐	SSR pg 22
	Readmission	Self-Study	☒	☐	SSR pg 22
	Progression	Self-Study	☒	☐	SSR pg 22
	Counseling &guidance	Self-Study	☒	☐	SSR pg 22
	Student role versus employee role	Self-Study	☒	☐	SSR pg 22
	Representation on faculty governance	Self-Study	☒	☐	SSR pg 22
	Graduation	Self-Study	☒	☐	SSR pg 22
	Refund policiesgoverning all fees and tuition paid bystudents	Self-Study	☒	☐	SSR pg 22
	Ethical practices including recruitment, admission, andadvertising	Self-Study	☒	☐	SSR pg 22
	Information to any student who may be subject to licensure denial under K.S.A. 65-1120. (Must be provided prior to program admission)	Self-Study	☒	☐	SSR pg 22
	Student Handbook	On-site	☒	☐	Reviewed
Student support services	Description of student safety measures	Self-Study	☒	☐	SSR pg 23
	Description of student health services (available on-site or students have knowledge of available health services)	Self-Study	☒	☐	SSR pg 23
Student records	Review student files	On-site	☒	☐	Reviewed random sampling
Student documentation submitted to meet course objectives	Samples of completed student work for both theory and clinical courses (include observational and preceptor experiences)	On-Site	☒	☐	Reviewed examples of theory and clinical student work

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Curriculum 60-2-102, 60-2-104, & 60-2-105					
Curriculum Requirements: Copy of current curriculum with date of last revision. Include:	Required non-nursing courses	Self-Study	☒	☐	SSR pg 29
	Required Nursing courses that includes course description, objectives, content outline and method of evaluation (include list of clinical facilities if applicable)	Self-Study	☒	☐	Course syllabi
	Credit hours for each non-nursing course	Self-Study	☒	☐	SSR pg 29
	Credit and clock hours for each nursing course (must equal or exceed 30 credit hours for RN programs and 15 credit hours for PN Programs)	Self-Study	☒	☐	SSR pg 29
	Identify clinical hours for combined nursing didactic and clinical courses	Self-Study	☐	☐	No combined didactic and clinical courses
	List all clinical observation hours for each relevant course (cannot exceed 15% of total clinical hours/course) and objectives for clinical observation experiences (reflect observation rather than participation in nursing activities)	Self-Study	☒	☐	SSR pg 29
	List all preceptor hours for each relevant course. (cannot exceed 20% excluding capstone of total clinical hours/nursing program – does not apply to capstone course)	Self-Study	☒	☐	Does not utilize preceptors
	Testing process with test analysis and the written test procedure	Self-Study	☐	☒	SSR pg 31, see "Opportunities for Improvement" section
	Number of students per class	Self-Study	☒	☐	
	Clinical rotation schedules with responsible faculty listed – (evidence of 1:10 clinical faculty/student ratio – includes observational sites)	Self-Study	☒	☐	SSR pg 39
Curriculum includes the following:	Content in biological, physical, social, and behavioral sciences that provides a foundation for safe and effective nursing practice	Self-Study	☒	☐	
	Art and science of nursing	Self-Study	☒	☐	
	Didactic content and clinical experiences to meet the objectives in curriculum table that follows	Self-Study	☒	☐	

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Curriculum Table: Identify the nursing and non-nursing courses that contribute to the students' learning for these outcomes: For Practical Nurse Program	Aspects of a safe, effective care environment, including coordination of care, safety, and infection control	Self-Study	☒	☐	SSR pg 28
	Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease	Self-Study	☒	☐	SSR pg 28
	Psychosocial integrity, including coping, adaptation and psychosocial adaptation	Self-Study	☒	☐	SSR pg 28
	Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential, physiological adaptation	Self-Study	☒	☐	SSR pg 28
Curriculum changes	List current changes not requiring board approval that have occurred since last annual report submitted	Self-Study	☒	☐	SSR pg 29
Educational Facilities 60-2-106					
Description of facilities and tour	Classrooms, laboratories and conference rooms adequate in size, number, and type to accomplish student learning.	Self-Study & On-Site	☒	☐	SSR pg 34
	Faculty offices are adequate in size, number, and type to provide the facility with privacy in counseling students	Self-Study & On-Site	☒	☐	SSR pg 34
	Secure space for student records	Self-Study & On-Site	☒	☐	SSR pg 34
	Technological resources are of sufficient quality and quantity to meet student learning needs and there is support available to student when accessing	Self-Study & On-Site	☒	☐	
	Satellite program facilities		☐	☐	Not applicable
	Other points of interest		☐	☐	Not applicable
Library resources and tour	Library materials are of sufficient quality and quantity to meet student learning needs	Self-Study & On-Site	☒	☐	SSR pg 34

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Clinical Resources 60-2-105					
Written contractual agreements between the nursing education program and affiliating agencies	View current contracts with affiliating agencies for signatures. Ensure they are current and kept in nursing education program office	On-site	☒	☐	Reviewed
Clinical learning experiences and site are adequate	The number of affiliation agencies and types of patients are adequate to meeting curriculum objectives	Self-Study & On-site	☒	☐	SSR pg 37 - list of clinical sites
	If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences for all students	Self-Study & On-Site	☒	☐	
	Each affiliating agency used for clinical instruction shall be staffed independently of student assignments	Self-study & On-Site	☒	☐	SSR pg 36
	Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives	On-Site	☒	☐	Atchison Hospital
Administrative Policies & Procedures 60-2-102, 60-2-103, &60-2-104					
Program NCLEX pass rates	NCLEX RN or PN Pass rates for the last 5 years (first time candidates)	Self-Study	☒	☐	2012: 97.06% 2013: 91.67% 2014: 97.44% 2015: 94.29% 2016: 97.3 %
Advisory Committee	Review Advisory Committee minutes	On-site	☐	☒	Advisory Committee minutes need to include information/feedback given to nursing program from the Advisory Committee
Financial support for nursing program	Audited nursing program fiscal report for the previous two (2) years including income and expenditures	Self-Study	☒	☐	
	Budget procedures		☒	☐	SSR pg 41
Meet with the following members of the educational institution to determine	Administration	On-Site	☒	☐	See interview list
	General education and required support	On-Site	☒	☐	See interview list

adequate support for nursing program	course faculty				
	Support services	On-Site	☒	☐	See interview list
	Students	On-Site	☒	☐	See interview list
Meet with the following members of selected affiliating clinical agencies to determine adequacy of facility to meet expected program outcomes	Chief Nursing Officer	On-Site	☐	☐	
	Staff RN's	On-Site	☒	☐	
	Preceptors	On-Site	☐	☐	Does not utilize preceptors
	Individuals conducting observational experiences	On-Site	☐	☐	Did not interview
Program Evaluation	Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken	Self-study/ On-site	☒	☐	SSR pg 42
	Use of program evaluation data for ongoing program improvement	Self-study/ On-site	☒	☐	Evidence in meeting minutes

Interviews conducted during the site visit:

Administration:
David Resits, President
Peggy Forsberg, Vice President of Academic Affairs
Craig Mosher, Vice President of Institutional Advancement
Cheryl Rasmussen, Vice President of Student Services
Jane Zaccardi, MA, RN, GCSN-BC, Director of Nursing

Support Personnel:
Lucas Hunziger, Director of Technical Education
Allison Johnson, Student Resources/Financial Aid Representative
Kristin Woodruff, Counseling
Lynette, REynolds, Purchasing
Irene Covert, Administrative Assistant to VP of Academic Affairs

General Education Faculty:
Matt McElroy, Biology Department
Greg Bryant, English

Librarian:
Penny Donaldson, Director of Library

Meeting with Students:
PN = 29
ADN - 1

Clinical Site:
Atchison Hospital

Advisory Board Meeting:
Lynne Connelly
Karen Kidder
Teresa Mosher
Brenda Potter
Collin, Richards
Janean Bowen
Cynthia Jacobson
Julie Martinez
Mabel Morton
Jane Zaccardi
Marjorie Ceniza
Jesslyn Thies
Susana Wiedefeld
Kyleigh Geisen
Bobbi Jo Grable

Nursing Faculty:
Amy Folsom. BSN, RN - PN Faculty
Robin Carolus, BSN, RN - PN Faculty
Kerri Crittendon, BSN, RN - ADN Faculty

Strengths Identified:
1. Various faculty professional development opportunities
2. Strong Administration support for the nursing program
3. Great college and community support for the nursing program
4. Simulation lab changes and experiences are great and students report very helpful to them
5. Pediatric assessment day is an innovative experience for more pediatric clinical exposure
6. Students report strong student-faculty relationship
7. Good selections of clinical sites for PN program
8. Students report resources available to students are strong
9. Nursing program has a good reputation
10. Stable NCLEX pass rates
11. Good utlization of ATI in the nursing program

Opportunities for improvement:
1. Development of testing program for both faculty and students
2. Develop talking points re: college accreditation vs. national nursing accreditation to assist in communication
3. Examine faculty workloads considering inexperience of faculty and need for curriculum development, faculty development and test development
4. Testing policy in student handbook
5. Develop a process to ensure clinical contracts contain signatures and dates
6. Advisory Committee minutes should include information/feedback given to nursing program from the Advisory Committee

Recommendations:
1. Develop testing policy for student handbook. Submit to KSBN Education Specialist by 3/31/18.
2. Develop testing process for faculty that includes test analysis and test item devleopment. Submit testing process to KSBN Education Specialist by 3/31/18.
3. Develop testing process for students that includes test taking strategies. Submit student testing process to KSBN Education Specialist by

3/31/18.
4. Recommend reapproval of PN program for time period of five years. Recommend KSBN return for site visit at time of national accreditation site visit.

Documentation for Re-Approval of RN Nursing Programs in Kansas
60-2-102 through 60-2-107

Program: Highland Community College LPN to ADN Program **Date(s):** April 19 & 20, 2017

Last KSBN Visit: April 2012 **Accrediting Agency& Date of Last Visit:** Board Approved Only

Visitors: Bernadette Fetterolf, PhD, APRN, CNS, KSBN Education Committee Member, Susan white, RN, BSN, MS, KSBN Education Committee Member and Carol Moreland, MSN, RN, KSBN Education Specialist

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Home Institution & Nursing Program 60-2-102					
Description of legal body responsible for policy and support of the program and/or home institution	Address of the institution	Self-Study	☒	☐	SSR pg 1
	Names of primary administrative officials	Self-Study	☒	☐	SSR pg 1
	Organizational chart for the institution	Self-Study	☒	☐	SSR pg 5
	Current contact information	Self-Study	☒	☐	SSR pg 1
	An audited fiscal report covering the previous twoyears, including a statement of income and expenditures	On Site	☒	☐	Reviewed
	Copy of school's current catalog	Self-Study	☒	☐	Reviewed
Description of nursing program	Organizational chart for nursing program	Self-Study	☒	☐	SSR pg 7
	Number of faculty	Self-Study	☒	☐	SSR pg 7 (2 FT instructors, one lab assistant and 5 adjuncts)
	Number of non-teaching staff	Self-Study	☒	☐	1 administrative assistance
	Number of students admitted per year	Self-Study	☒	☐	SSR pg 7 (approved to admit 20 students each year)

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Nursing Program Administrator, Faculty & Preceptors 60-2-102 & 60-2-103					
Nursing Program Administrator	Name and credentials	Self-Study	☒	☐	SSR pg 9 Jane Zaccardi, MA, RN, GCNS-BC
	Qualifications	Self-Study	☒	☐	SSR pg 9
	Responsibilities	Self-Study	☒	☐	SSR pg 10
Faculty selection and input into program	Faculty organizational by-laws	Self-Study	☒	☐	SSR pg 19
	Faculty job description	Self-Study	☒	☐	SSR pg 12
	Faculty selection process	Self-Study	☒	☐	SSR pg 16
	Faculty orientation plan	Self-Study	☒	☐	SSR pg 18
	Faculty handbook	On-site	☒	☐	Reviewed
	General faculty meeting minutes for last 3 years	On-site	☒	☐	Reviewed
Faculty qualifications (Enclose a table that displays the following information):	Name of faculty	Self-Study	☒	☐	SSR pg 15
	FTor PT(use FTE)	Self-Study	☒	☐	SSR pg 15
	Academic Credentials	Self-Study	☒	☐	SSR pg 15
	Institution granting degree	Self-Study	☒	☐	SSR pg 15
	Area of clinicalexpertise	Self-Study	☒	☐	SSR pg 15
	Area(s) of assignment	Self-Study	☒	☐	SSR pg 15
	Licensure	Self-Study	☒	☐	SSR pg 15
	Indicate degree plan and progress towards degree if applicable	Self-Study	☒	☐	SSR pg 44 (2 degree plans)
	List all faculty hire exceptions including course hired to teach	Self-Study	☒	☐	SSR pg 44 (2 hire exceptions)
	Faculty file review	On-site	☒	☐	Complete and contains all KSBN required information
Preceptor qualifications and information (for current semester)	Preceptor criteria & selection	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor job description	Self-Study	☐	☐	Does not utilize preceptors
	Identified roles of preceptors, faculty, and students	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor orientation materials	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor signatures showing date orientation completed	Self-Study/On-site	☐	☐	Does not utilize preceptors
	Name of preceptor and coursewith Prefix& number (NURS 1011)	Self-Study	☐	☐	Does not utilize preceptors
	Preceptor State of license &License number	Self-Study	☐	☐	Does not utilize preceptors

	Methods of contact between faculty & preceptor	Self-Study	☐	☐	Does not utilize preceptors
Topic & Regulation	**Supporting Information**	**Location**	**Met**	**Not Met**	**Comments**
Students 60-2-102 & 60-2-107					
Student policies: Provide written evidence of the following	Admission of generic, transfer, and articulation students	Self-Study	☒	☐	SSR pg 22
	Degree plan for each degree being granted	Self-Study	☒	☐	SSR pg 22
	Oral and written English proficiency	Self-Study	☒	☐	SSR pg 22
	Readmission	Self-Study	☒	☐	SSR pg 22
	Progression	Self-Study	☒	☐	SSR pg 22
	Counseling &guidance	Self-Study	☒	☐	SSR pg 22
	Student role versus employee role	Self-Study	☒	☐	SSR pg 22
	Representation on faculty governance	Self-Study	☒	☐	SSR pg 22
	Graduation	Self-Study	☒	☐	SSR pg 22
	Refund policiesgoverning all fees and tuition paid bystudents	Self-Study	☒	☐	SSR pg 22
	Ethical practices including recruitment, admission, andadvertising	Self-Study	☒	☐	SSR pg 22
	Information to any student who may be subject to licensure denial under K.S.A. 65-1120. (Must be provided prior to program admission)	Self-Study	☒	☐	SSR pg 22
	Student Handbook	On-site	☒	☐	Reviewed
Student support services	Description of student safety measures	Self-Study	☒	☐	SSR pg 23
	Description of student health services (available on-site or students have knowledge of available health services)	Self-Study	☒	☐	SSR pg 23
Student records	Review student files	On-site	☒	☐	Reviewed random sampling
Student documentation submitted to meet course objectives	Samples of completed student work for both theory and clinical courses (include observational and preceptor experiences)	On-Site	☒	☐	Reviewed examples of theory and clinical student work

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Curriculum 60-2-102, 60-2-104, & 60-2-105					
Curriculum Requirements: Copy of current curriculum with date of last revision. Include:	Required non-nursing courses	Self-Study	☒	☐	SSR pg 27
	Required Nursing courses that includes course description, objectives, content outline and method of evaluation (include list of clinical facilities if applicable)	Self-Study	☒	☐	Course syllabi
	Credit hours for each non-nursing course	Self-Study	☒	☐	SSR pg 27
	Credit and clock hours for each nursing course (must equal or exceed 30 credit hours for RN programs and 15 credit hours for PN Programs)	Self-Study	☒	☐	SSR pg 27
	Identify clinical hours for combined nursing didactic and clinical courses	Self-Study	☒	☐	SSR pg 27
	List all clinical observation hours for each relevant course (cannot exceed 15% of total clinical hours/course) and objectives for clinical observation experiences (reflect observation rather than participation in nursing activities)	Self-Study	☒	☐	SSR pg 25
	List all preceptor hours for each relevant course. (cannot exceed 20% excluding capstone of total clinical hours/nursing program – does not apply to capstone course)	Self-Study	☐	☐	Does not utilize preceptors
	Testing process with test analysis and the written test procedure	Self-Study	☐	☒	SSR pg 31 - see "Opportunities for Improvement" section
	Number of students per class	Self-Study	☒	☐	
	Clinical rotation schedules with responsible faculty listed – (evidence of 1:10 clinical faculty/student ratio – includes observational sites)	Self-Study	☒	☐	SSR pg 39
Curriculum includes the following:	Content in biological, physical, social, and behavioral sciences that provides a foundation for safe and effective nursing practice	Self-Study	☒	☐	
	Art and science of nursing	Self-Study	☒	☐	
	Didactic content and clinical experiences to meet the objectives in curriculum table that follows	Self-Study	☒	☐	

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Curriculum Table: Identify the nursing and non-nursing courses that contribute to the students' learning for these outcomes: For Registered Nurse (professional) Program:	Aspects of a safe, effective care environment, including management of care, safety, and infection control	Self-Study	☒	☐	SSR pg 25
	Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease	Self-Study	☒	☐	SSR pg 25
	Psychosocial integrity, including coping, adaptation and psychosocial adaptation	Self-Study	☒	☐	SSR pg 25
	Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential, physiological adaptation	Self-Study	☒	☐	SSR pg 25
KSBN ADN Alignment	KSBN ADN alignment program outcomes included in curriculum, if applicable	Self-Study	☒	☐	SSR pg 33 - RN Program Outcomes
Curriculum changes	List current changes not requiring board approval that have occurred since last annual report submitted	Self-Study	☒	☐	SSR pg 26
Educational Facilities 60-2-106					
Description of facilities and tour	Classrooms, laboratories and conference rooms adequate in size, number, and type to accomplish student learning.	Self-Study & On-Site	☒	☐	SSR pg 34
	Faculty offices are adequate in size, number, and type to provide the facility with privacy in counseling students	Self-Study & On-Site	☒	☐	SSR pg 34
	Secure space for student records	Self-Study & On-Site	☒	☐	SSR pg 34
	Technological resources are of sufficient quality and quantity to meet student learning needs and there is support available to student when accessing	Self-Study & On-Site	☒	☐	
	Satellite program facilities		☐	☐	Not applicable
	Other points of interest		☐	☐	Not applicable
Library resources and tour	Library materials are of sufficient quality and quantity to meet student learning	Self-Study & On-Site	☒	☐	SSR pg 34

	needs				
Topic & Regulation	**Supporting Information**	**Location**	**Met**	**Not Met**	**Comments**
Clinical Resources 60-2-105					
Written contractual agreements between the nursing education program and affiliating agencies	View current contracts with affiliating agencies for signatures. Ensure they are current and kept in nursing education program office	On-site	☒	☐	Reviewed
Clinical learning experiences and site are adequate	The number of affiliation agencies and types of patients are adequate to meeting curriculum objectives	Self-Study & On-site	☒	☐	SSR pg 36 - list of clinical sites
	If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences for all students	Self-Study & On-Site	☒	☐	
	Each affiliating agency used for clinical instruction shall be staffed independently of student assignments	Self-study & On-Site	☒	☐	SSR pg 36
	Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives	On-Site	☒	☐	Atchison Hospital
Administrative Policies & Procedures 60-2-102, 60-2-103, &60-2-104					
Program NCLEX pass rates	NCLEX RN or PN Pass rates for the last 5 years (first time candidates)	Self-Study	☒	☐	2012: 88.89% 2013: 90% 2014: 100% 2015: 70% 2016: 94.74%
Financial support for nursing program	Audited nursing program fiscal report for the previous two (2) years including income and expenditures	Self-Study	☒	☐	Reviewed
	Budget procedures		☒	☐	SSR pg 41
Advisory Committee	Review Advisory Committee minutes	On-Site	☐	☒	Advisory Committee minutes need to include information/feedback given to nursing program from Advisory Committee.
	Administration	On-Site	☒	☐	See interview list

Meet with the following members of the educational institution to determine adequate support for nursing program	General education and required support course faculty	On-Site	☒	☐	See interview list
	Support services	On-Site	☒	☐	See interview list
	Students	On-Site	☒	☐	See interview list
Topic & Regulation	**Supporting Information**	**Location**	**Met**	**Not Met**	**Comments**
Meet with the following members of selected affiliating clinical agencies to determine adequacy of facility to meet expected program outcomes	Chief Nursing Officer	On-Site	☒	☐	
	Staff RN's	On-Site	☐	☐	
	Preceptors	On-Site	☐	☐	Does not utilize preceptors
	Individuals conducting observational experiences	On-Site	☐	☐	Did not interview
Program Evaluation	Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken	Self-study/ On-site	☒	☐	SSR pg 42
	Use of program evaluation data for ongoing program improvement	Self-study/ On-site	☒	☐	Evidence in meeting minutes

Interviews conducted during the site visit:

Administration:
David Reist, President
Peggy Forsberg, Vice President of Academic Affairs
Craig Mosher, Vice President of Institutional Advancement
Cheryl Rasmussen, Vice President of Student Services
Jane Zaccardi, MA, RN, GCSN-BC. Director of Nursing

Support Personnel:
Lucas Hunziger, Director of Technical Education
Allison Johnson, Student Resources/Financial Aid Representative
Kristin Woodruff, Counseling
Lynette Reynolds, Purchasing
Irene Covert, Administrative Assistant to VP of Academic Affairs

General Education Faculty:
Matt McElroy, Biology Department
Greg Bryant, English

Librarian:
Penny Donaldson, Director of Library

Meeting with Students:
PN = 29
ADN = 1

Clinical Site:
Atchison Hospital

Advisory Board Meeting:
Lynne Connelly
Karen Kidder
Leesa Mosher
Brenda Potter
Collin Richards
Janean Bowen
Cynthia Jacobson
Julie Martinez
Mabel Morton
Jane Zaccardi
Marjorie Ceniza
Jesslyn Thies
Susana Wiedefeld
Kyleigh Geisen
Bobbi Jo Grable

Nursing Faculty:
Amy Folsom, BSN, RN - PN Faculty
Robin Carolus, BSN, RN - PN Faculty
Kerri Crittendon, BSN, RN - ADN Faculty

Strengths identified:
1. Various faculty professional development opportunities
2. Strong Administration support for the nursing program
3. Great college and community support for the nursing program
4. Simulation lab changes and experiences are great and students report very helpful to them
5. Pediatric assessment day is an innovative experience for more pediatric clinical exposure
6. Students report strong student - faculty relationship
7. Good selection of clinical sites for ADN program
8. Students report resources available to students are strong
9. Nursing program has a good reputation
10. Stable average NCLEX pass rate for last five years (88.72%)
11. Good utilization of ATI in nursing program

Opportunities for improvement:
1. Development of testing program for both faculty and students
2. Develop talking points re: college accreditation vs. national nursing accreditation to assist in communication
3. Examine faculty workloads considering inexperience of faculty and need for curriculum development, faculty development and test development
4. Testing policy in student handbook
5. Develop process to ensure clinical contracts contain signatures and dates
6. Advisory Committee minutes should include information/feedback given to nursing program from Advistory Committee

Recommendations:

1. Develop testing policy for student handbook. Submit to KSBN Education Specialist by 3/31/18.
2. Develop testing process for faculty that includes test analysis and test item development. Submit testing process to KSBN Educaiton Specialist by 3/31/18.
3. Develop testing process for students that includes test taking strategies. Submit student testing process to KSBN Education Specialist by 3/31/18.
4. Recommend reapproval of ADN program for time period of five years. Recommend KSBN return for site visit at time of National accreditation visit.

KANSAS BOARD OF REGENTS

1000 SW JACKSON • SUITE 520 • TOPEKA, KS 66612-1368

TELEPHONE – 785-296-3421
FAX – 785-296-0983
www.kansasregents.org

April 29, 2004

David Reist, President
Highland Community College
606 West Main Street
Highland, KS 66035-4165

Dear Mr. Reist:

Community colleges in the state of Kansas are established under K.S.A. 71-201, et seq. and are under the supervision of the Kansas Board of Regents. As such, Highland Community College is a public institution in the state of Kansas.

Sincerely,

Reginald L. Robinson
President and CEO

RLR:ss

HIGHER LEARNING COMMISSION

Statement of Accreditation Status

as of November 29, 2017

Highland Community College

606 West Main Street

Highland, KS 66035-4165

(785) 442-6000

www.highlandcc.edu

**Previous names: Highland Community Junior College to Highland Community College (1982)*

The information on this page describes the accreditation relationship between this institution and the Higher Learning Commission. General information about the Commission and the accreditation process is provided at the end of this document. In addition, links to definitions are provided for many of the terms used.

Accreditation Information

Current status: Accredited

Candidacy date(s):	03/27/1974 - 04/12/1977
Accreditation granted:	04/13/1977

Most recent reaffirmation of accreditation: 2010 - 2011

Next reaffirmation of accreditation: 2017 - 2018

Upcoming or In-Progress Reviews

No current / upcoming events found

Most Recent History with the Commission

Date	Event	Description
04/18/2011:	Reaffirmation of Accreditation (AQIP)	

General Institutional Information

This section provides brief, general information about the institution's organization and scope. The information is self-reported by the institution through the annual Institutional Update to the Commission. Additional information can be found at nces.ed.gov/collegenavigator/ or on the institution's web site noted above.

Control: Public

Degree programs (number in each category): Associates (28)

Certificate programs (number offered): 29

Off-Campus Activities (This listing was last updated: 01/06/2016; the information may not be current.) The institution's accreditation includes courses and programs at:

Location	Campuses	Additional Locations
In-State:	None.	Atchison - Atchison, KS; Highland Community College - Baileyville, KS; Holton - Holton, KS; Perry - Perry, KS; Wamego - Wamego, KS;
Out-of-State:	None.	None.
Out-of-U.S.:	None.	None.

About HLC and Accreditation

Institutions of higher education in the United States seek accreditation through two types of accreditation agencies, institutional and specialized. Institutional accreditation agencies are classified as regional and national.

National accreditation associations focus on certain types of colleges such as trade and technical institutions, or religious colleges such as seminaries and bible colleges.

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree granting colleges and universities. There are six regions of the U.S. in which regional agencies operate. The regional accreditation agencies have similar standards for accrediting colleges and universities.

Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution ranging from its academic offerings, governance and administration, mission, finances, and resources.

The Higher Learning Commission is a regional accreditation agency that accredits degree granting institutions of higher education that are based in the 19-state North Central region of the United States. Institutions that HLC accredits are evaluated against HLC's Criteria for Accreditation, a set of standards that institutions must meet to receive and/or maintain accredited status.

HLC's Criteria for Accreditation reflect a set of guiding values. The accreditation process is based on a system of peer review. Approximately 1,300 educators from institutions of higher education serve as peer reviewers conducting accreditation evaluations for other institutions. Peer reviewers also serve on committees that make up the decision-making bodies of the accreditation process.

Evaluation Process

HLC accreditation assures quality by verifying that an institution (1) meets standards and (2) is engaged in continuous improvement. In addition, all institution's are required to complete an annual filing of the Institutional Update, undergo annual monitoring of financial and non-financial indicators, and adhere to HLC policies and practices on institutional change.

Peer reviewers trained in HLC's standards evaluate institution's demonstration of whether they meet the Criteria for Accreditation and make recommendations to HLC's decision-making bodies.

Institutional Actions Council (Decision-Making Body)

The Board of Trustees appoints and authorizes members of the Institutional Actions Council (IAC) to conduct reviews and take actions on the majority of accreditation recommendations. IAC members consist of representatives of academic institutions accredited by HLC, as well as members of the public. Detailed information on IAC processes is found in HLC's policies on decision-making.

Public Information

In the interest of being transparent, HLC is committed to providing information to the public regarding accreditation decisions made regarding individual institutions.

Actions that are taken by HLC regarding an institution's accreditation status are disclosed to the public. Beginning July 2013, in all cases of issuing continued accreditation, placing an institution on or resolving a sanction, or withdrawing accreditation, the Action Letter issued to the institution is made available for viewing and the institution's status in HLC's online directory is updated. Public Disclosure Notices are also issued in cases of sanction to provide the public more detail of the issues leading to sanction.

Complaints Against HLC Accredited Institutions

Each year, HLC receives a number of complaints about institutions from faculty, students, and other parties. HLC has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, HLC forwards the complaint to the institution and requests a formal response.

Complainants with specific claims related to the Americans with Disabilities Act or employment discrimination should seek prior review of such claims by the appropriate federal agencies. HLC may ask for the report or record of such review in determining whether it can proceed to consider the claim as a complaint related to compliance with the Criteria for Accreditation.

Get in Touch With HLC

230 South LaSalle Street, Suite 7-500, Chicago, IL 60604

info@hlcommission.org

800.621.7440 / 312.263.0456

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UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID
SCHOOL ELIGIBILITY CHANNEL
SCHOOL PARTICIPATION TEAM
KANSAS CITY TEAM

Mr. David Reist
President
Highland Community College
606 West Main Street
Highland, KS 66035-4062

OPE ID 00192100

Dear Mr. Reist:

The Kansas City School Participation Team is pleased to inform you that, based upon the information included in your Application for Approval to Participate in Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that Highland Community College (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA). Highland Community College will be listed in the next edition of the Directory of Postsecondary Institutions published by the U.S. Department of Education (Department).

OPE ID NUMBER

The OPE ID Number 00192100 is a unique identifier for the Institution. The OPE ID Number will also be the Institution's identification number for the Title IV, HEA programs. Please use the OPE ID Number in all communications with the Department.

ELIGIBILITY AND CERTIFICATION APPROVAL REPORT

Please print a copy of the **Eligibility and Certification Approval Report** (ECAR) Together, the **Program Participation Agreement** (PPA) that has been signed on behalf of the Secretary and the ECAR constitute the Kansas City School Participation Team's determination that the Institution has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

The Institution must retain the ECAR and the PPA together.

The ECAR contains the most critical of the data elements that form the basis of the Institution's approval, and also a list of the highest level of offering, any nondegree or short term training programs, and any additional locations that provide 50 percent or more of an educational program that have been approved for the Title IV, HEA programs. The Institution may not award, distribute or disburse any Title IV, HEA program funds for any educational or training program that is beyond the scope of the approval contained in the ECAR, nor for any additional location providing 50 percent or more of an educational program that has not been approved and is not listed on the ECAR.

- In order to comply with the requirements of 34 CFR 668.8(1), some vocational or nondegree programs may have been approved for fewer credit hours than requested in the Institution's application.
- Vocational and nondegree programs that do not meet the requirements of 34 CFR Parts 600 and 668 have not been approved and are marked in the ECAR as not approved.
- The listing of Vocational Programs in the ECAR contains those nondegree programs that the Kansas City School Participation Team has determined are eligible programs for participation in the Title IV, HEA programs.
- The ECAR contains a list of HEA programs other than Title IV, HEA programs, for which the Institution is eligible to apply. This list does not mean that the Institution will automatically be eligible to participate in or receive funds under any HEA competitive grant program. Information concerning applications for, and the individual requirements of, the competitive grant program can be obtained from:

Deputy Assistant Secretary
Office of Higher Education Programs
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5140

PROGRAM PARTICIPATION AGREEMENT

The PPA contains the agreement between the Institution and the Secretary concerning the Institution's participation in the Federal student financial assistance programs (Title IV, HEA programs).

CERTIFICATION FOR TITLE IV, HEA PROGRAMS

As explained in the PPA, Title IV, HEA programs administered by participating educational institutions are subject to applicable laws, regulations, and guidelines. Listed below are the appropriate telephone numbers for further information on the HEA programs:

- Federal Pell Grant Program (800) 474-7268
- Federal Family Education Loan Program (202) 377-4008
- Federal Direct Student Loan Program (800) 848-0978

  If the Institution wishes to begin participating in the Direct Loan Program or to request a change in its funding method, contact COD School Relations at the Federal Direct Student Loan Program number above or send an email to codsupport@acs-inc.com

- Federal Campus-Based Programs (877) 801-7168
  The Federal Campus-Based Programs are (a) the Federal Supplemental Educational Opportunity Grant Program, (b) the Federal Work-Study Program, and (c) the Federal Perkins Loan Program. To obtain funding under any or all of these programs, the Institution must file the Fiscal Operations Report and Application to Participate (FISAP) annually. FISAP packages are typically available at the end of July each year and the due date for electronic submission of this data is generally a postmark or transmission date of October 1. Please keep in mind that the October 1 submission is to obtain funding for the Award Year that begins the following July 1.

If the Institution does not already participate in the Title IV, HEA programs, the Institution must complete Fundamentals of Title IV Administration (Precertification) Training no later than 12 months after the Institution executed the PPA. Completion of this training must be not earlier than one year before beginning to participate in any Title IV, HEA program for which the Institution has not previously participated. If you wish to register for Fundamentals of Title IV Administration (Precertification) Training, please register at http://www.register123.com/event/profile/web/index.cfm?PKwebID=0x112117625&varPage=info. For information concerning the training, contact the Kansas City Team at the telephone number listed later in this letter.

Participating educational institutions will be reviewed at least once every six years to determine whether the institutions remain administratively capable and financially responsible to administer Title IV programs and funds.

REPORTING AND REAPPLICATION REQUIREMENTS

The Institution must report promptly to the Department certain changes and actions that affect the Institution's participation approval, as specified in 34 CFR 600 and 668, including, but not limited to:

- Change of name and/or address;
- New contract or significant modification of existing contract with a third party servicer;
- Change in exercise of a person's substantial control over the Institution, e.g., a change in the chief executive officer or members of the board of trustees or board of directors.
- Change in the way the Institution measures educational program length;
- Change in the level of course offerings;
- Additions and/or closures of non-main campus locations that offer at least 50% of an educational program;
- Change of accrediting agency;
- Change of the State agency that confers legal authority on the Institution to offer programs of postsecondary education; or
- Change in ownership *whether or not* that ownership change results in a change in control of the Institution.

If the Institution fails to report any such changes within ten days after the change occurs, the ability of the Institution to administer the Title IV student financial assistance programs properly will be called into question. As a consequence, we will consider whether it is necessary to monitor the Institution's receipt of Federal funds more closely. Failure to report

changes within the time frame required may also result in an adverse action being taken against the Institution in accordance with 34 CFR 668, Subpart G.

Automatic Termination of Approval

This Approval for Institutional Participation automatically terminates on the happening of any of the following events:

- June 30, 2020
- The date the Institution loses the legal authority to offer programs of postsecondary education in the State in which it is located;
- The date the Institution loses accreditation from its designated primary accrediting agency;
- The date the Institution ceases to offer all approved postsecondary instruction;
- The date the Institution merges with another institution;
- The date the Institution undergoes a change in ownership resulting in a change of control;
- The date the Institution files for bankruptcy; or
- The date the Institution otherwise ceases to meet the definition of an eligible institution of higher education.

Please send all information or documentation required by this letter to:

United States Department of Education
Federal Student Aid, Schools Channel
Attention: Kansas City School Participation Team
1010 Walnut
Suite 336
Kansas City, MO 64106-2147

One of the institutional eligibility requirements is that the institution must admit as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the State in which the institution is physically located (see 34 CFR 600.4, 5 or 6). This means if the student is not yet beyond the age of compulsory school attendance in the State in which the institution is physically located, the institution can only enroll the individual as a regular student if he or she has a high school diploma or its equivalent.

One of the student eligibility requirements is that an eligible student is one who is not enrolled in either an elementary or secondary school (see 34 CFR 668.32). This means that an institution cannot accept as a regular student at this school, an individual who is also enrolled at the same time in elementary or high school.

The telephone number for the Kansas City Team is (816) 268-0410. The fax number is (816) 268-0444.

Sincerely,

Ralph LoBosco
Area Case Director
School Participation Team, SC
Kansas City Team

cc: Mr. Joshua North, Financial Aid Director
North Central Assoc of Colleges and Schools, the Higher Learning Commission
Kansas State Legislature KSA 71-201

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UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID
SCHOOL ELIGIBILITY CHANNEL

PROGRAM PARTICIPATION AGREEMENT
[PROVISIONAL APPROVAL]

Effective Date of Approval:	The date on which this Agreement is signed on behalf of the Secretary of Education
Approval Expiration Date:	**June 30, 2020**
Reapplication Date:	**March 31, 2020**

Name of Institution: **Highland Community College**

Address of Institution: **606 West Main Street**
Highland, KS 66035-4062

RECEIVED
AUG 2 1 2017
FSA, KANSAS CITY

OPE ID Number: **00192100**
DUNS Number: **084098136**
Taxpayer Identification Number (TIN): **480760016**

The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

SCOPE OF COVERAGE

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This

Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM,** 20 U.S.C. §§ 1070a *et seq.*; 34 C.F.R. Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM,** 20 U.S.C. §§ 1071 *et seq.*; 34 C.F.R. Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM,** 20 U.S.C. §§ 1087a *et seq.*; 34 C.F.R. Part 685.
- **FEDERAL PERKINS LOAN PROGRAM,** 20 U.S.C. §§ 1087aa *et seq.*; 34 C.F.R. Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM,** 20 U.S.C. §§ 1070b *et seq.*; 34 C.F.R. Part 676.
- **FEDERAL WORK-STUDY PROGRAM,** 42 U.S.C. §§ 2751 *et seq.*; 34 C.F.R. Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS,** 20 U.S.C. §§ 1070a-1 *et seq.*; 34 C.F.R. Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT,** 20 U.S.C. §§ 1070d *et seq.*

PROVISIONAL CERTIFICATION

This provisional certification is granted for a limited period to permit the Institution to participate in the Title IV, HEA programs referenced in this Agreement. During the period of provisional certification, the participation of the Institution will be subject to revocation for cause. Cause for revocation includes, without limitation, a failure to comply with any provision set forth in this Agreement, a violation of Department regulations deemed material by the Department, or a material misrepresentation in the material submitted to the Department as part of the Institution's application process for this certification. The Department in its sole discretion may provide the Institution with an opportunity to cure any such failure, may place the Institution on reimbursement funding pending a decision regarding revocation of this Agreement by a designated Department official, or may suspend the participation of the Institution pending a decision by the Department regarding revocation of this Agreement. In the event the Department chooses to revoke this Agreement and the Institution's participation in the Title IV, HEA programs, the Institution will have the right to show cause why this Agreement should not be revoked by presenting its objections to the designated Department official in writing. The Institution agrees that this opportunity to show cause, and not the procedures in 34 C.F.R. 668 subpart G, shall be the sole administrative appeal regarding such revocation. The decision by the designated Department official will constitute the final agency action.

Special Requirements for Substantial Changes Made During Term of Provisional Certification

Any institution provisionally certified must apply for and receive approval by the Secretary for expansion or of any substantial change (as hereinafter identified) before it may award, disburse or distribute Title IV, HEA funds based on the substantial change. Substantial changes generally include, but are not limited to: (a) establishment of an additional location; (b) increase in the level of academic offering beyond those listed in the Institution's Eligibility and Certification Approval Report (ECAR); or (c) addition of any educational program (including degree, nondegree, or short-term training programs).

If the Institution applies for the Secretary's approval of a substantial change, the Institution must

demonstrate that it has the financial and administrative resources necessary to assure the Institution's continued compliance with the standards of financial responsibility (34 C.F.R. 668.15) and administrative capability (34 C.F.R. 668.16).

Reasons and Special Conditions of Provisional Certification

Program Review Condition

A program review of the institution's administration of the Title IV, HEA Programs was conducted. The institution is accountable for all program review liabilities and fines and must resolve all deficiencies. The program review liabilities must be paid by the date specified in the Final Program Review Determination Letter establishing the liabilities, and paid in full prior to the expiration of the Program Participation Agreement unless (a) the determinations of the program review are under appeal, or (b) alternative payment arrangements have been made with the Department's Debt Collection Services.

Late Submission of Compliance Audits

The institution has submitted one or more compliance audit(s) of its Title IV, HEA programs after the deadline for submission. The institution has an affirmative duty to meet the standards of conduct required of a fiduciary, as set forth in 34 CFR §668.82. In the capacity of a fiduciary, an institution is subject to the highest standards of care and diligence in administering the Title IV, HEA programs in accounting for the funds received for those programs. The failure of the institution to submit its audit(s) in a timely manner is evidence of a lack of administrative capability under 34 CFR §668.16(a). The institution is accountable for all audit liabilities and fines, if any, and must resolve all audit deficiencies, if any, before the expiration of this provisional certification. Any audit liabilities determined by the Department must be paid by the date specified in the letter establishing the liabilities, and paid in full prior to the expiration of the Program Participation Agreement unless (a) the determinations of the audit are under appeal, or (b) alternative payment arrangements have been made with the Department's Financial Operations Division. Further, the institution is advised that if it fails to submit an acceptable audit by the required date, during the provisional period, its provisional PPA will be recommended for possible administrative action.

New Degree Program at Public or Private Non-Profit

In addition to the expansions and substantial changes identified above under Special Requirements for Substantial Changes Made During Term of Provisional Certification, as a provisionally certified public or private non-profit institution, the institution must also apply for and receive approval by the Secretary for the addition of any degree programs.

Application for Recertification

Upon completion of the period of provisional certification, if the Institution wishes to apply for recertification to participate in the Title IV, HEA programs, the Institution must submit a completed Application for Approval to Participate in Federal Student Financial Aid Programs, together with all required supporting documentation, no later than March 31, 2020.

Grant or Denial of Full Certification

Notwithstanding any paragraph above, the provisional certification ends upon the Department's

notification to the Institution of the Department's decision to grant or deny a six year certification to participate in the Title IV, HEA programs.

GENERAL TERMS AND CONDITIONS

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 C.F.R. Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 C.F.R. Part 668.
   The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.

2. a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
   b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).

3. The Institution agrees to comply with --
   a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 C.F.R. Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
   b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 C.F.R. Part 106 (barring discrimination on the basis of sex);
   c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 C.F.R. Part 99;
   d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 C.F.R. Part 104 (barring discrimination on the basis of physical handicap); and
   e. The Age Discrimination Act of 1975 and the implementing regulations, 34 C.F.R. Part 110.
   f. The Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of student records and information as a demonstration of a potential lack of administrative capability as stated in 34 C.F.R. 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.

4. The Institution acknowledges that 34 C.F.R. Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

SELECTED PROVISIONS FROM

GENERAL PROVISIONS REGULATIONS, 34 C.F.R. PART 668.14

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a program participation agreement, an institution agrees that--

(1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;

(2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;

(3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;

(4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--

(i) The Secretary;

(ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;

(iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;

(iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

(5) It will comply with the provisions of § 668.15 relating to factors of financial responsibility;

(6) It will comply with the provisions of § 668.16 relating to standards of administrative capability;

(7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

(8) It will not provide any statement to any student or certification to any lender in the case of an FFEL Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1)(A) and (B), 428B, 428H and 455(a) of the HEA;

(9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;

(10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that

those students apply for enrollment--

(i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and

(ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;

(11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;

(12) It will provide the certifications described in paragraph (c) of this section;

(13) In the case of an institution whose students receive financial assistance pursuant to section 484(d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;

(14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;

(15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --

(A) Is participating in the FFEL or Direct Loan programs for the first time; or

(B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.

(ii) The institution does not have to use an approved default management plan if --

(A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and

(B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.

(16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28(a) and (b), or be subject to sanctions described in § 668.28(c);

(17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

(i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those programs, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or

(iii) Contract with or employ any individual, agency, or organization that has been, or whose officers

or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of § 668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the award of title IV, HEA program funds.

(A) The restrictions in paragraph (b)(22) of this section do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

(B) For the purpose of paragraph (b)(22) of this section, an employee who receives multiple adjustments to compensation in a calendar year and is engaged in any student enrollment or admission activity or in making decisions regarding the award of title IV, HEA program funds is considered to have received such adjustments based upon success in securing enrollments or the award of financial aid if those adjustments create compensation that is based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid.

(ii) Notwithstanding paragraph (b)(22)(i) of this section, eligible institutions, organizations that are contractors to eligible institutions, and other entities may make--

(A) Merit-based adjustments to employee compensation provided that such adjustments are not based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid; and

(B) Profit-sharing payments so long as such payments are not provided to any person or entity engaged in student recruitment or admission activity or in making decisions regarding the award of title IV, HEA program funds.

(iii) As used in paragraph (b)(22) of this section,

(A) *Commission, bonus, or other incentive payment* means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered.

(B) *Securing enrollments or the award of financial aid* means activities that a person or entity engages in at any point in time through completion of an educational program for the purpose of the admission or matriculation of students for any period of time or the award of financial aid to students.

(1) These activities include contact in any form with a prospective student, such as, but not limited to--contact through preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution, attendance at such an appointment, or involvement in a prospective student's signing of an enrollment agreement or financial aid application.

(2) These activities do not include making a payment to a third party for the provision of student

contact information for prospective students provided that such payment is not based on--

(i) Any additional conduct or action by the third party or the prospective students, such as participation in preadmission or advising activities, scheduling an appointment to visit the enrollment office or any other office of the institution or attendance at such an appointment, or the signing, or being involved in the signing, of a prospective student's enrollment agreement or financial aid application; or

(ii) The number of students (calculated at any point in time of an educational program) who apply for enrollment, are awarded financial aid, or are enrolled for any period of time, including through completion of an educational program.

(C) *Entity or person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid* means--

(1) With respect to an entity engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any institution or organization that undertakes the recruiting or the admitting of students or that makes decisions about and awards title IV, HEA program funds; and

(2) With respect to a person engaged in any student recruitment or admission activity or in making decisions about the award of financial aid, any employee who undertakes recruiting or admitting of students or who makes decisions about and awards title IV, HEA program funds, and any higher level employee with responsibility for recruitment or admission of students, or making decisions about awarding title IV, HEA program funds.

(D) *Enrollment* means the admission or matriculation of a student into an eligible institution.

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of § 668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If an educational program offered by the institution is required to prepare a student for gainful employment in a recognized occupation, the institution must--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the State in which the institution is located, if the State has established such a requirement, or as established by any Federal agency;

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student; and

(iii) Provide for that program the certification required in § 668.414.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

(i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and

(ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the

institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29) (i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in § 668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution--

(A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;

(B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students through a Web site or other means; and

(C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and

(31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:

(i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under § 668.83.

(ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.

(iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.

(iv) The institution intends to close a location that provides 100 percent of at least one program.

(v) The institution otherwise intends to cease operations.

(c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--

(1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and

(2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and

(ii) Has complied with the disclosure requirements of § 668.47 as required by section 485(f) of the HEA.

(d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.

(2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.

(3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.

(e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.

(2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.

(f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.

(2) An institution may terminate a program participation agreement.

(3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.

(g) An institution's program participation agreement automatically expires on the date that--

(l) The institution changes ownership that results in a change in control as determined by the Secretary under 34 CFR part 600; or

(2) The institution's participation ends under the provisions of § 668.26(a)(1), (2), (4), or (7).

(h) An institution's program participation agreement no longer applies to or covers a location of the institution as of the date on which that location ceases to be a part of the participating institution.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.

3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.

4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is complying with program requirements and meeting program objectives.

5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.

6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).

7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).

8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.

9. Accept responsibility and financial liability stemming from its failure to perform its functions

under this Program Participation Agreement.

CERTIFICATIONS REQUIRED FROM INSTITUTIONS

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying," 34 C.F.R Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 34 C.F.R. Part 85, "Governmentwide Debarment and Suspension (Nonprocurement)," and 34 C.F.R. Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

PART 1 CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R. Part 82, for persons entering into a Federal contract, grant or cooperative agreement over $100,000, as defined at 34 C.F.R. Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Institution shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2a. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart B, for grantees, as defined at 34 C.F.R. Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The Institution's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement, and

(2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2b. Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 C.F.R. Part 84, Subpart C, for recipients who are individuals, as defined at 34 C.F.R. Part 84, Section 84.300 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

3. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil

judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

4. Drug and Alcohol Abuse Prevention

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
    - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
    - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
    - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
    - A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
    - A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:
    - Determine its effectiveness and implement changes to the program if they are needed.
    - Ensure that its disciplinary sanctions are consistently enforced.

PART 2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.

CERTIFICATION BY LOWER TIER CONTRACTOR (Before Completing Certification, Read Instructions for This Part 3, below)	
(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency. (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.	
Name of Lower Tier Organization	PR/Award Number or Project Name
Name of Authorized Representative	Title of Authorized Representative
Signature of Authorized Representative	Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and

Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NOTE: A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

PART 3 CERTIFICATION REGARDING GAINFUL EMPLOYMENT PROGRAMS

A list of the reported Title IV eligible educational programs that the institution offers that are required to prepare students for gainful employment in a recognized occupation ("gainful employment programs") is included as part of the Eligibility and Certification Approval Report (ECAR) that is a part of this Program Participation Agreement. By signing this Program Participation Agreement, the institution certifies that:

1. the list of gainful employment programs it offers is accurate and complete;
2. each of the gainful employment programs is approved by a recognized accrediting agency or is otherwise included in the institution's accreditation by its recognized accrediting agency;
3. each of the gainful employment programs it offers is programmatically accredited, if such accreditation is required by a Federal governmental entity or a State where the institution or one of its additional locations is required to obtain State approval pursuant to 34 C.F.R. §600.9;
4. each gainful employment program in a State where the institution or one of its additional locations is located satisfies the licensure or certification requirements that are needed for a student who completes the gainful employment program to qualify to take any licensure or certification exam in that State that is needed for the student to practice or find employment in an occupation that the gainful employment program prepares the student to enter; and
5. for a gainful employment program for which the institution is establishing initial eligibility for Title IV, HEA program funds, the program is not substantially similar to a program offered by the institution that in the prior three years, became ineligible for Title IV, HEA program funds under the debt-to-earnings rates measure or was failing, or in the zone with respect to, the debt-to-earnings rates measure and was voluntarily discontinued by the institution.

IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of Institution's Chief Executive Officer: _____ Date: 8/16/2017

Print Name and Title: David Reist
President

For the Secretary: _____ Date: 8/22/2017
U.S. Department of Education

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HIGHLAND COMMUNITY COLLEGE

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De Caravalho Sets New Highland Women Scoring Mark The Highland Community College women's…



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FUTURE STUDENTS
- Scholarships
- Enrollment
- Apply
- Tuition/Financial Aid
- Housing

CURRENT STUDENTS
- Find A Class
- Resources
- Enrollment
- Make a Payment
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hcctc@highlandcc.edu

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atchison@highlandcc.edu

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Administrative Assistant (1 yr)
Auto Collision Repair (2 yr)
Automotive Technology (2 yr)
Computer Support Technology (2 yr)
Construction Technology (1 yr)
Diesel Technology (2 yr)
Electrical Technology (1 yr)
Engineering Graphics and Technologies (2 yr)
HVAC and Plumbing (1 yr)
Industrial Welding (1 yr)
LPN to RN
Medical Office Assistant (1 yr)
Practical Nursing (1 yr)
+ Wamego Center Certificates
+ Highland Campus AAS Degrees
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Catalog
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Assessment
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Home » *Academics* » *AAS Degree and Certificate Programs* » *Tech Center Certificates and/or AAS Degrees* » *Automotive Technology (2 yr)*

Automotive Technology (2 yr)



Looking to jump start your career? Consider Automotive Technology! As a full-time time student, this program gives graduates the opportunity to enter the workforce in 18-months. Our Auto Technology program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified.

Students in the Auto Technology program learn to use up-to-date equipment and tools. ALLDATA and Mitchell-On-Demand programs are used in diagnosing and repairing vehicles. The program gives students the technical instruction and hands-on/live work experience necessary for ASE certification.

Drive into excellence with a career in Auto Technology from Highland Community College Technical Center!

Here are some helpful resources:

- **Associate in Applied Science (AAS) Requirements**
- **Automotive Technology Gainful Employment Information**
- **2015 Kansas Statewide Wage Report**

We Support

ASE | Education Foundation

First Semester		Credits
AUT101	Electrical/Electronic Systems	3
AUT121	Auto Electricity and Electronics	2
AUT122	Brakes	3
AUT142	Automotive Technology Lab I	7
	Total for First Semester	**15**

KBOR Articulation Agreement List

Course Transfer

Second Semester		
AUT132	Engine Performance I	3
AUT151	Heating and Air Conditioning	2
AUT161	Steering and Suspension	2
AUT192	Automotive Technology Lab II	7
	Total for Second Semester	**14**
	Total for First Year	**29**
Third Semester		
AUT193	Hybrid and Fuel Cell Vehicles	1
AUT201	Manual Drive Trains and Axles	2
AUT211	Auto Transmissions/Transaxles I	2
AUT221	Engine Performance/Drivability II	2
AUT242	Automotive Technology III	7
	Total for Third Semester	**14**
Fourth Semester		
AUT232	Diesel Engine Operations & Diagnosis	1
AUT251	Engine Repair	2
AUT255	Auto Transmissions/Transaxles II	1
AUT261	Auto Service Management	2
AUT281	Automotive Technology Lab IV	7
AUT291	Service Management Practicum	2
	Total for Fourth Semester	**15**
	Total for Second Year	**29**
	Total Program Credits	**58**

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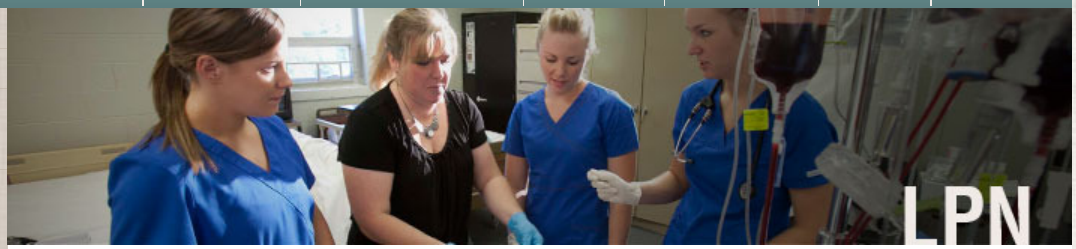
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Computer Support Technology (2 yr)
Construction Technology (1 yr)
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Electrical Technology (1 yr)
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Course Descriptions and Syllabi
Concurrent Program +
Degree Planning Sheets
Catalog
Transfer Guides
Assessment
Finals Schedule
HCC Online
Kansas High School Juniors and Seniors
Adult Education +



Home » *Academics* » *AAS Degree and Certificate Programs* » *Tech Center Certificates and/or AAS Degrees* » *Practical Nursing (1 yr)*

Practical Nursing (1 yr)



The Practical Nursing program at Highland Community College Technical Center prepares students for employment as a Licensed Practical Nurse. Students will obtain the knowledge, skills and attitudes necessary to succeed in passing the National Licensure Examination (NCLEX-PN). Students will complete a nine-month course of study.

Licensed Practical Nurses play an important role in performing tasks in a variety of settings including long-term care facilities, doctor's offices, correctional facilities, hospitals and many more medical venues. Licensed Practical Nurses work under the direction of Registerd Nurses, advanced practice personnel and physicians. Some LPNs choose to continue their education toward Registered Nurse (RN).

Pre-Requisites for PN Program

Students are required to be a CNA (certified nursing aide) and take the following hours prior to entering the PN Program:

- Human Growth and Development-3 credit hours
- Human Anatomy & Human Physiology with lab - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
  - BS104 Human Anatomy with lab- 4 credit hours
  - BS105 Human Physiology with lab- 4 credit hours

Applications

PN students begin classes each August and finish in May. Application materials (Nursing Program Application; Test Results; Transcripts; etc.) are due by April 1 each year. Forty students are accepted into the PN program each year. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements by emailing **Nursing@highlandcc.edu**

Applicant's file must contain the following in order to interview:

1. Application with correct major/program and semester (select practical nursing and fall.)
2. Teas V Test: Minimum average score of 58.7%. Bring photo ID, arrive 15 minutes prior to start time, plan on two plus hours, fee is $65. Call (913) 367-6204, ext. 138 for open test dates
3. Work Keys Scores: Level 5 for Math and level 6 for Reading. Plan on two plus hours for these tests. Fee is $12 for each test for a total of $24.
4. CNA certification in Kansas or its equivalent if from another state. This must be current.
5. Proof of graduation from high school or completion of GED.

KBOR Articulation Agreement List

Course Transfer

6. Letter of reference (form provided in information packet) from most recent employer that recommends applicant.
7. Transcripts verifying C or better grades for these college courses: Anatomy & Physiology (minimum of 5 credit hours with lab) and Human Growth and Development (3 credit hours).

The Selection Process is Point Driven:

An applicant's file is complete when items 1-7 are in his/her file. Applicants whose files are complete are scheduled for the group interview around April 1st. As part of the interview, applicants will be given points for punctuality, attire, and the writing sample. A point system is used to determine the best qualified applicants who are then sent letters of acceptance. These individuals must respond to their acceptance letter by the date indicated in the letter. Failure to return the acceptance by the date provided will result in the loss of a position in the class.

Additional Points Award for the following: CNA (<6 month), CMA, College English, College or Intermediate Algebra.

All application materials must be in the nursing office by April 1. Applicants will be directed as to how to obtain a criminal background check and a drug screen in the acceptance letter. **Nursing applicants must be** 18 years old by graduation from the Practical Nursing Program and able to perform the physical and mental activities required of nurses.

Contact

Come visit our Practical Nursing Program to see if we are the right fit for you! Call us at 913-367-6204 to schedule your visit.

HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN).

The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN.

Here are a few helpful resources:

- **Practical Nursing Gainful Employment Information**
- **2015 Kansas Statewide Wage Report**

First Semester		
NUR103	PN Success	3
NUR106	KSPN Foundation of Nursing	4
NUR117	KSPN Pharmacology	3
NUR122	KSPN Medical-Surgical Nursing I	4
NUR126	KSPN Foundation of Nursing Clinical	2
NUR127	KSPN Medical-Surgical Nursing Clinical I	3
	Total for First Semester	**19**
Second Semester		
NUR150	KSPN Gerontology	2
NUR156	KSPN Mental Health Nursing	2
NUR157	KSPN Maternal Child Nursing	2
NUR159	KSPN Medical-Surgical Nursing II	4
NUR162	Critical Thinking in Nursing	2
NUR163	Leadership and Management	2
NUR168	KSPN Maternal Child Nursing Clinical	1

NUR170	KSPN Medical-Surgical Nursing Clinical II	3
NUR172	Clinical Simulations	1
	Total for Second Semester	**19**
	Total Credits for Certificate	**38**

1

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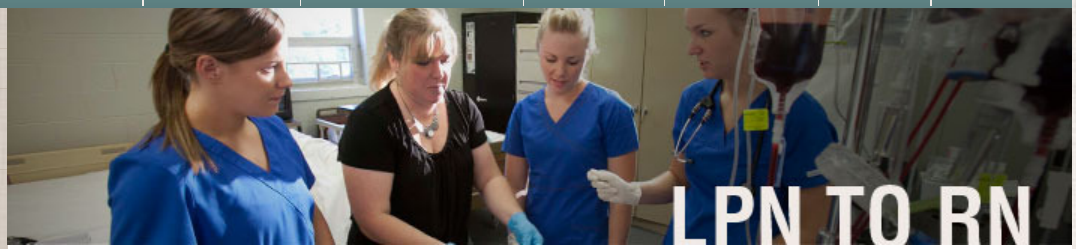
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Scholarships
Financial Aid
Forms

Online
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Course Schedules

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Computer Support Technology (2 yr)
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Concurrent Program +
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Catalog
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Assessment
Finals Schedule
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Home » *Academics* » *AAS Degree and Certificate Programs* » *Tech Center Certificates and/or AAS Degrees* » *LPN to RN*

LPN to RN



Highland Community College Technical Center offers an LPN to RN Completion Program which awards an Associate Degree in Nursing (ADN). This is a two-semester program that allows licensed practical nurses to "bridge" to the next level of nursing.

The ADN: LPN to RN Completion Program enables the qualified LPN to obtain the knowledge, skills, and abilities of the entry level registered nurse. Through a series of courses that build upon the knowledge and experience of the LPN, the program encourages critical thinking skills, ethical principles, and legal practices of professional nursing established in the Kansas Nurse Practice Act. Successful completion of this program enables the graduate to take the national licensure examination (NCLEX-RN ®) to become a registered nurse.

Please refer to this planning sheet link:

- **Associate in Applied Science in Nursing planning sheet**

HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN).

The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN.

Prerequisites

Students making application for the ADN: LPN to RN Completion Program must have an active LPN license. In addition, the following prerequisites are required:

- Human Growth and Development - 3 credit hours
- Human Anatomy and Human Physiology with labs - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
  - BS104 Human Anatomy with lab - 4 credit hours
  - BS105 Human Physiology with lab - 4 credit hours
- General Psychology - 3 credit hours
- Microbiology with lab - minimum of 4 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
  - BS 203 Microbiology with lab - 5 credit hours (BS 101 or BS 105 prerequisite)
- College English I - 3 credit hours
- College English II or Public Speaking or Oral Communications - 3 credit hours
- Computer Literacy Elective - 1 credit hour
- Humanities and Fine Arts Elective - 3 credit hours
- IV Therapy Certification(click on link for class dates) **8/25/2017**
- CPR Certification - American Heart Association BLS for Healthcare Providers

KBOR Articulation Agreement List

Course Transfer

Application

Students must make application to the program by August 1 meeting all application requirements. Students should contact the nursing department to obtain an informational packet with comprehensive application requirements. The program begins in the spring semester and finishes after the summer semester. Twenty students are accepted to the program each year.

Contact

Come visit our Nursing Program to see if we are the right fit for you! Contact us at **nursing@highlandcc.edu** or **913-367-6204 X146** to schedule your visit.

First Semester		**Credits**
NUR220	LPN to RN Transition	1
NUR225	Health Assessment and Advanced Nursing Skills	4
NUR230	Advanced Medical Surgical Nursing	6
NUR235	Advanced Mental Health Nursing	3
	Total for First Semester	**14**
Second Semester		
NUR245	High Risk Maternal-Child Nursing	2
NUR240	Nurse as Manager of Care	2
NUR250	Professional Nursing Practicum	4
	Total for Second Semester	**8**
	Total Credits for Certificate	**22**

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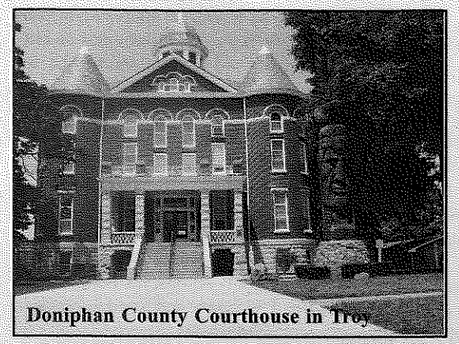
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CONSOLIDATED WITH HIGHLAND VIDETTE AND WATHENA TIMES
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THURSDAY, January 18, 2018

Vol. 159 No. 34

75¢ per copy

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Craig Mosher HCC Att
PO BOX 68
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HIGHLAND UPCOMING EVENTS

November 20-24 ..... HCC Offices Closed/No Classes

December 4 ..... HOME WBB vs OK Wesleyan JV 1:30p

December 7 & 9 ..... Sounds of the Season
Holiday Vocal Concert 7:30 pm

December 15 ..... Last Day of Classes HCC Campus

Provided bi-weekly by Highland Community College, this page is designed to provide you with what is happening at the College, the HCC Technical Center in Atchison, and the five other HCC Regional Centers in Northeast Kansas. For additional details or questions, you can contact Craig Mosher at 785.442.6019, cmosher@highlandcc.edu, Jaime Albers 785.442.6090, jalbers@highlandcc.edu.

season 4-6.

Freshman running backs Deontae Hull and Justin Ruiz led the charge offensively for the Scotties. Hull had 17 carries for 161 yards and Ruiz had six carries for 65 yards and one touchdown. Naricuss Driver rushed 12 times for 59 yards and one touchdown. Tristan Speer went 7-10, passing for 56 yards and one touchdown.

The Scottie defense was once again led by sophomore middle linebacker Jeremiah Hill (SO, Cairo, GA) who finished with eight tackles, two for loss, and a sack. Hill is now second all-time in career tackles at Highland. Freshman corner Damarion Williams had his best game of the season, finishing with seven tackles, a broken-up pass, and the 85 yard punt return. Amadou Fofana (SO, Memphis, TN) chalked up six tackles, two for loss, a sack, and a fumble recovery, while Kendrick Catis (SO, Deerfield Beach, FL) finished with five tackles. Catis finished seventh all time at HCC in career tackles.

Highland finishes the season 4-6 overall and 2-5 in KJCCC play which lands them a 6th place finish in the Conference. This is Highland's first losing season since 2012, and Head Coach Aaron Arnold's first sub .500 record at Highland. Arnold now has a 22-20 overall coaching record during his four seasons at HCC.

HIGHLAND COMMUNITY COLLEGE

PUBLIC COMMENT INVITED

Highland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency, the Higher Learning Commission (HLC). The College will host a visit March 26-28, 2018, with a team representing HLC. Highland Community College has been accredited by HLC since 1977. The team will review the College's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the College to the following address:

Public Comment on Highland Community College (KS)
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at www.hlcommission.org/comment. Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing. All comments must be received by February 26, 2018.

call it (the hearing before Magistrate Roy Roper) a status conference?"

Early last June, Colhour was charged with the felony theft of a vehicle belonging to a St. Joseph man whose body later was found in the

KANZA Mental Health. If the KANZA report requested that there be further investigation, the judge advised Colhour could go to the Larned hospital. County jail records have indicated that Colhour was returned to the local facility on Jan. 2.

after 9 p.m.

Theft from college nets

Chief reporter

The Wathena home of Lester and Marilee Shalz at 706 N. Third was heavily damaged by fire last Friday afternoon, Jan. 12.

The couple was not at home when the fire erupted about 4 p.m.



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HIGHLAND COMMUNITY COLLEGE

PUBLIC COMMENT INVITED

Highland Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency, the Higher Learning Commission (HLC). The College will host a visit March 26-28, 2018, with a team representing HLC. Highland Community College has been accredited by HLC since 1977. The team will review the College's ongoing ability to meet HLC's Criteria for Accreditation.

The public is invited to submit comments regarding the College to the following address:
Public Comment on Highland Community College (KS)
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

The public may also submit comments on HLC's website at www.hlcommission.org/comment. Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.
All comments must be received by February 26, 2018.

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