



# ACADEMIC CATALOG

## 2023-2024

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*"Students First, Community Always!"*

# MESSAGE FROM THE PRESIDENT

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**Dr. C. Jason Kegler**

Welcome to Fort Scott Community College, an institution of higher learning with a long history of culture and diversity that provides affordable academic, technical, and occupational programs. We are dedicated to meeting student needs while fostering a mutually supportive relationship between the college and its communities. If your plan is to transfer to a four-year institution, to enhance individual knowledge or skills for current or future employment, or because you believe in the power of being a life-long learner, FSCC is here to welcome you! As an institution which is student focused and community centered, it is understood we are better if the approach is based on service and a family atmosphere. You will find our knowledgeable employees to be service oriented to both the students and communities. With small class sizes, caring faculty, support from responsive staff, you will find yourself as part of the family that is FSCC! Again, welcome to Fort Scott Community College!



## MISSION STATEMENT

Fort Scott Community College is an institution of higher learning with a long history of culture and diversity that provides affordable academic, technical and occupational programs to meet student needs while fostering a mutually supportive relationship between the college and its communities.

## ABOUT THIS CATALOG

This academic catalog contains official information for the 2023-2024 academic year. Fort Scott Community College, Fort Scott, Kansas, reserves the right to repeal, change or amend rules, regulations, or tuition and fees; and may withdraw, add to or modify the courses listed in this catalog. Additions or other changes to the curriculum for each semester are published in the class schedule. This catalog is for general information purposes only and does not constitute a contract.

# ACADEMIC CALENDAR 2023-2024



## FALL 2023

August 7	1st Day for 169 Day Faculty
7-8	In-Service - Faculty Work Day
9	Fall Semester Begins
15	Last Day to Add a 16-Week Course
21	First Rosters Due
23	Last Day to Drop TR 16-Week Course WITH REFUND
24	Last Day to Drop MWF/ONLINE 16-Week Course WITH REFUND
September 4	Campus Closed - Labor Day
5	Last Day to Drop a 16-Week Course WITHOUT REFUND
3	20th Day - Cert Rosters Due
3	WITHDRAWALS BEGIN - NO REFUND - "W" on TRANSCRIPT
November 10	Last Day for Withdrawals
17-21	Finals Week
22-24	Thanksgiving Break
27	Interession Begins
28	Grades Due by Noon
December 6	Last Day for 169 Day Faculty
15	Campus Closed - Christmas Break
22	End of Interession



## SPRING 2024

January 4	Campus Open
8-9	In-Service
10	Spring Semester Begins
15	Campus Closed - Martin Luther King Jr. Day
16	Last Day to Add a 16-Week Course
22	First Rosters Due
24	Last Day to Drop MWF/Online 16-Week Course WITH REFUND
25	Last Day to Drop TR 16-Week Course WITH REFUND
February 6	Last Day to Drop a 16-Week Course WITHOUT REFUND
7	20th Day - Cert Rosters Due
7	WITHDRAWALS BEGIN - NO REFUND - "W" on TRANSCRIPT
March 11-15	Campus Closed - Spring Break
22	Aggie Days - No Class - Campus Open
29	Campus Closed - Good Friday
April 26	Last Day for Withdrawals
29	Graduate Assessment Exam - 2:00 PM
May 7-10	Finals
11	Graduation
13	Assessment Day - Last Day for 169 Day Faculty
15	Grades in by 5 PM
17	Campus Open (Limited Staff)
24	Campus Open (Limited Staff)
27	Campus Closed - Memorial Day
31	Campus Open (Limited Staff)



## SUMMER 2024

June 3	Summer Semester Begins
7	Campus Open (Limited Staff)
14	Campus Open (Limited Staff)
21	Campus Open (Limited Staff)
28	Campus Open (Limited Staff)

\*\*Dates are subject to change due to Location and extenuating circumstances

# MAIN CAMPUS DIRECTORY

Fort Scott Community College's facilities are located on more than 150 acres of land at the southwest edge of Fort Scott, Kan. The campus includes a restored one-room school from the 19th century; two lakes stocked with fish surrounded by a paved walking trail; a series of environmental studies ponds; a turf practice field; a lighted baseball field and indoor practice area; two lighted softball fields; an indoor rodeo arena; and pasture and stalls for rodeo team livestock.

## Dick Hedges Administration Building

This tri-level building serves a multi-purpose role with administrative offices, the cafeteria, bookstore, MEP, and conference rooms sharing the second level, and classrooms on the first floor. A three-story dormitory — Greyhound Hall — adjoins the building on the north side. The prefix “E” is used for all numbered rooms.

## Boileau Hall

This co-ed dorm opened in 2002 and houses more than 100 students.

## Robert & Sylvia Bailey Hall (Formerly Academic Building)

Most FSCC classrooms and laboratories are located here, along with the library, the Student Success Center, the print shop, and faculty offices. The building also includes the offices of the Vice President of Academic Affairs, Vice President of Student Services, Director of Admissions, Registrar, Advisors, and TRIO. The prefix A is used for rooms in the Academic Building.

## Arnold Arena

This facility contains the offices of the Vice President of Student Affairs and athletic coaches. Also in this building is a gymnasium, indoor rodeo arena, classrooms, weight-lifting and exercise area, lockers, showers, and computer lab. The prefix “F” is used for numbered rooms in this building.

## Burke Street Campus

This building houses the Nursing program, HEP program, and Allied Health programs.

## East Campus

The East Campus houses the John Deere and Welding programs.

## Danny and Willa Ellis Family Fine Arts Center

This center is home to a 600-seat theatre, three community meeting rooms and the Gordon Parks Museum and Center for Culture and Diversity. The Kathy Ellis Academic Hall houses FSCC's fine arts including art, band, choir, speech and theatre. The prefix “H” is used for numbered rooms in this building.

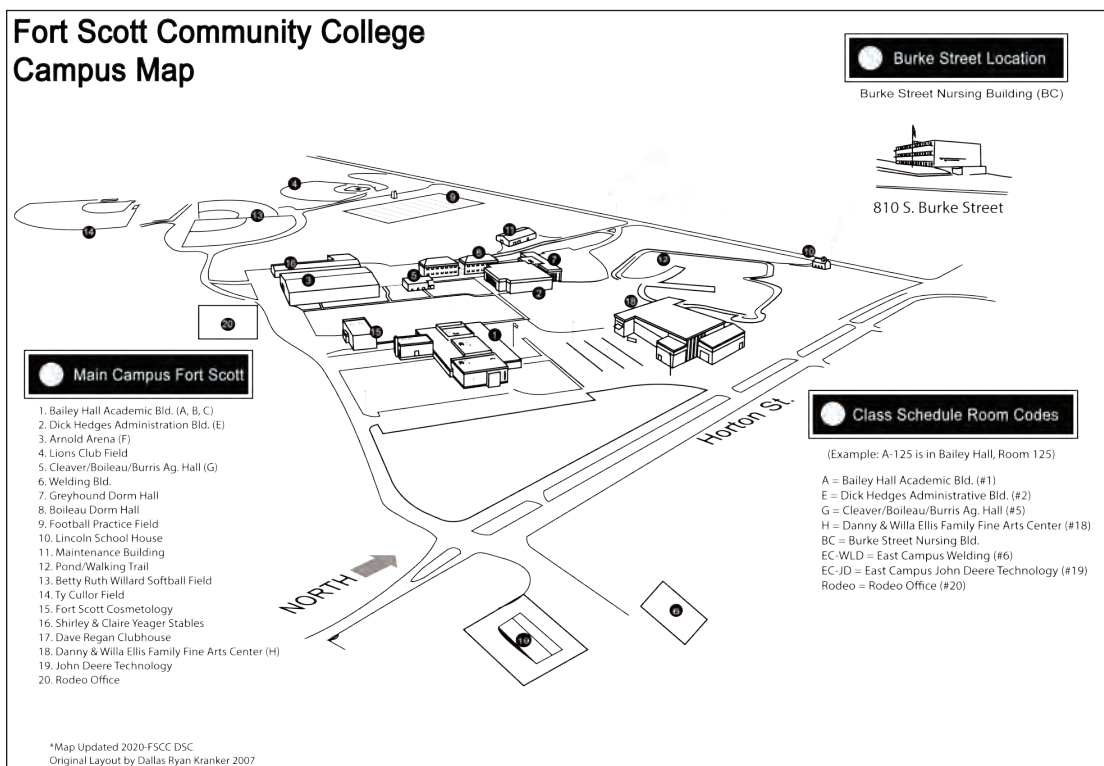
## Cosmetology

This building houses the Cosmetology program which offers full-service to the community.

## Cleaver, Boileau, and Burris Agricultural Hall

This building houses the Agriculture program. Room numbers in this building use the prefix “G.”

## Fort Scott Community College Campus Map



Admissions, Advising, and Instruction are in (#1) Bailey Hall.

The Business Office, Financial Aid, Cafeteria, and Bookstore are in (#2) Hedges Administration Building.

# LOCATIONS

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## **FSCC Main Campus**

The main campus is located at 2108 South Horton in Fort Scott. For more information, call 620-223-2700.

## **Burke Street Campus**

The Burke Street campus is located at 810 S. Burke Street in Fort Scott. For more information, please call 620-768-2908.

## **FSCC East Campus**

FSCC's East Campus is located at 2223 S Horton St. For more information, call 620-223-2700.

## **Pittsburg School of Cosmetology**

In addition to a Cosmetology department in Fort Scott, FSCC also operates a Cosmetology school in Pittsburg at 813 N. Broadway, as part of the Crawford County location. Both centers provide training in cosmetology and manicuring. In addition, both cosmetology schools operate training salons which are open to the public at discounted prices. For more information, call 620-231-4497.

## **Miami County Location**

The Miami County location of FSCC is located at 501 South Hospital Drive in Paola, Kan. In addition to offering all courses required for a two-year associate degree, the Paola location offers technical training in healthcare, nursing, environmental water technology, criminal justice, welding and construction trades. This location offers a wide variety of courses during the day, evenings, and weekends. For more information, call 913-294-4178.

## **Harley-Davidson Training Center**

The FSCC Harley-Davidson® Motorcycle Technician program provides students the opportunity to gain valuable, hands-on training in a shop environment and learn the theory needed to be successful. Students can pursue a one-year certificate or two-year Associate of Applied Science degree. The training facility is located at 274 North Industrial Drive in Frontenac, Kan. Students interested in this program may call 620-231-3818.

## **Southeast Kansas Career and Technical Education Center of Crawford County (CTEC)**

FSCC Pittsburg Construction Trades, Masonry, Welding, and HVAC departments are located at 1301 East 27th Street Terrace in Pittsburg, Kansas. For more information, please call 620-232-5644.

## **On-Campus Housing**

FSCC offers students two on-campus housing options: Greyhound Hall and Boileau Hall. The dormitories are designed to give students the best in residential living. Each provides a living-learning environment, which is an integral part of the total educational program at FSCC. A professional staff oversees the residence halls. Each air conditioned floor has a lounge area which can be used to study, relax, or visit with friends.

All on-campus students have a meal plan. A deposit is required with the contract to reserve a room. For more information visit [www.fortscott.edu/Housing](http://www.fortscott.edu/Housing)

## **Off-Campus Housing**

Greyhound Lodge, located at 701 North National Avenue, has many amenities making it a home-away-from-home feel for the students.

The Greyhound Suites at Sycamore Apartments, located at 401 West 10th Street. This location has on-site amenities including washer and dryer and is within walking distance to main campus.

The FSCC Garrison Apartments, located at 1731 South Horton Street, are a recent addition to off-campus housing and contain a variety of amenities including being within walking distance of campus.

Off-campus housing options have a meal plan available for purchase. Contact the housing department at 620-223-2700 ext. 3526 or visit [www.fortscott.edu/Housing](http://www.fortscott.edu/Housing).

## **Outreach Programs**

FSCC outreach programs give students from surrounding counties access to a college education and a variety of courses closer to their homes. FSCC and other institutions cooperate to provide general education courses over a fully-interactive video network. For more information, call 620-223-2700.

## **S.T.A.R.S Program**

New program located in Pleasanton, KS at 1701 Laurel Street. FSCC STARS program offers Allied Health, Construction Trades, Criminal Justice, Welding, and HVAC departments. For more information, please call 913-352-8534.

# GENERAL INFORMATION

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Fort Scott Community College serves the citizens of Bourbon County and the surrounding eastern Kansas areas with an emphasis on lifelong learning and continued day-to-day use of campus facilities, personal enrichment, marketable technical skills and a sound academic program. The college serves over 2,000 full-time and part-time students on its main campus and outreach centers in Bourbon, Crawford, Linn, and Miami counties.

College athletic teams are the Greyhounds, named after the school mascot. Varsity sports include baseball, softball, men's and women's basketball, men's and women's golf, volleyball, rodeo, Esports, men's and women's track and field, cross country, flag football, cheer and dance. The varsity athletics programs are governed by the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association (NJCAA).

Fort Scott Community College (FSCC) does not discriminate on the basis of race, color, national origin, sex, age, religion, veteran status, sexual orientation, or disability in admission or access to its programs and activities. If you have questions regarding the above, please contact the President's Office at 2108 S. Horton, Fort Scott, KS 66701 or 620-223-2700.

## Accreditation and Transfer

Fort Scott Community College is fully accredited by the Higher Learning Commission (HLC). FSCC is currently involved in the Open Pathway, an accreditation process with the Higher Learning Commission. The HLC can be contacted at 230 S. LaSalle St., Ste. 7-500, Chicago, Illinois 60604, 800-621-7440/312-263-0456, Fax: 312-263-7462, or [info@hlcommission.org](mailto:info@hlcommission.org).

Through accreditation by the Higher Learning Commission, all FSCC college credit hours are fully accepted in the 19 states that make up the association, through reciprocal agreements by the association, and all college credit hours are accepted throughout the 50 states in the United States.

Students or others with questions about accreditation or licensure may contact the President or the Vice President of Academic Affairs. Documents relating to accreditation and licensure are on file and may be reviewed in either of these offices.

## Governance of the College

The FSCC Board of Trustees is the governing body for the college. The board operates the college under the rules and regulations of the Kansas State Board of Regents covering such items as tuition costs, length of school terms, health standards, approved courses of study and class offerings, teacher qualifications, and facilities.

## Alumni & Friends Association

The Fort Scott Community College Alumni & Friends Association was organized in 1983 to promote the welfare of FSCC through the establishment of mutually beneficial relationships among alumni, students, parents of students, faculty, and friends of the college. The association promotes a spirit of loyalty and fellowship; provides a channel for the flow of information, needs and wants of the college and alumni; assists in publicizing programs; helps to interest prospective students in the college; and gives support to the Endowment Association.

The Alumni and Friends Association functions as a part of the development program. The association maintains a computerized database of names and addresses of alumni since 1919. Gifts may be designated for specific purposes and will be expended as directed by the donor or may be left unrestricted.

## Foundation

Established in 1975, the Endowment Association functions as a non-profit, 501(c)(3) educational corporation that encourages, receives, and administers gifts and bequests to Fort Scott Community College in support of the college mission. This private support provides the margin of excellence in college programs.

From modest beginnings, the Endowment Association, under the direction of a board of directors, now provides significant assistance to the college in the form of scholarships. In addition, at the request of a donor, gifts may be used for special projects.

Thanks to the generosity of many donors and the Endowment Association, FSCC will remain a vibrant, responsive, full-service institution, fully capable of fulfilling its mission.

Friends of the college who wish to make a gift, establish a scholarship, or contribute to the college in other ways should contact the FSCC Chief Development Officer at 620-223-2700, ext. 5830 or visit [fortscott.edu](http://fortscott.edu) and click "Donate Now" at the top of the page.

## Greyhound Club

To help support Fort Scott Community College athletic programs, the Greyhound Club raises money to foster the growth and development of athletics. Membership dues, advertising revenues, profits from concession stands, and money raised from special events sponsored by the Club are used to pay scholarships (tuition and books) for student athletes and supplement budgets. Greyhound Club membership is open to those interested in supporting athletics at FSCC.

# HISTORY OF FSCC

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Established in 1919, Fort Scott Community College is the oldest continuous public community college in Kansas. The first graduating class in 1921 had two members. Originally, Fort Scott Junior College shared the Fort Scott High School building and operated as an extension of the high school program for students' 13th and 14th years of public education.

The college became a separate institution with a county-wide district pursuant to a 1965 act of the Kansas Legislature, and was renamed Fort Scott Community Junior College. After Bourbon County voters approved a general-obligation bond issue to purchase the land and construct the first two buildings, about 200 students moved to the present 150 acre campus in October 1967. Some federal funds also paid part of the original \$1.2 million cost. In 1967, FSCC also began offering courses in Paola.

The Administration Building was added in 1973. This building includes administrative offices and meeting rooms, cafeteria, college bookstore, classrooms, and an adjacent dormitory. In 2010, the building was renamed the Dick Hedges Administration Building.

In 1982, the college completed the 38,500 square-foot Arnold Arena, named in honor of Emory Arnold, an FSCC graduate and retired administrator. The arena serves agricultural, business, and sports, as well as community, state, and regional organizations. One side consists of a rodeo arena with earth floor and pipe fencing. The other half contains a basketball gym, weight training area, athletic dressing rooms, classrooms, a computer lab, and athletic offices.

In 1986, FSCC acquired the Pittsburg School of Beauty from Pittsburg State University. A year later, FSCC teamed up with several entities to provide workforce training and other classes at the Pittsburg Education Center.

N. Jack Burris Hall, located between the Administration Building and Arnold Arena, was completed in 1989.

Boileau Hall opened in 2002 and is located to the northwest of Burris Hall. This dormitory houses more than 100 students in a suite-type environment. It offers students a relaxed living atmosphere with a game room, spacious quarters, and a 103-space parking lot.

In 2004, FSCC purchased the Sisters of Mercy Convent upon its closing. FSCC renovated the space for community rooms and the nursing program. Also in 2004, FSCC remodeled a wing of the former Miami County Hospital at 501 S. Hospital Drive in Paola, which then became the Miami County Campus. This expansion nearly doubled FSCC's campus in Paola and created more opportunities for programs in the northern tier.

The Gordon Parks Museum and Center for Culture and Diversity was established in

2004 by FSCC to honor Fort Scott native Gordon Parks and to use his powerful life story to teach and inspire. Parks, who was a long-time photographer for *Life* magazine, also excelled as a writer, poet, musician, and filmmaker.

In 2009, FSCC opened the new Danny and Willa Ellis Family Fine Arts Center. This building includes a 600-seat theatre, community meeting rooms, The Gordon Parks Museum and Center for Culture and Diversity, and the Kathy Ellis Academic Hall, which houses FSCC arts programs including Art, Band, Choir, Speech, Theatre, Esports, and Foundation.

In 2010, FSCC successfully secured the Kansas National Guard Armory building for campus expansion. John Deere is housed in the armory and Welding is the building adjacent.

The original Academic Building was renamed Robert & Sylvia Bailey Hall in 2011.

In 2014, the School of Cosmetology moved into the building at the southwest corner of Bailey Hall. The College also opened the new rodeo building for rodeo student-athletes.

In 2019, the new Cleaver, Boileau, and Burris Agricultural Hall expansion was made possible thanks to generous donations from Chester Boileau and Lonnie Cleaver estates. The expansion consists of an extra 2,533 square feet, making the building 6,680 square feet! The extension has new offices, classrooms, bathrooms, and a trophy area to display our prestigious winnings from the Livestock and Meat Judging teams.

In 2021, FSCC acquired the Garrison Apartments, which are located just down the street from the main campus. The building was renamed the FSCC Garrison Apartments and became the third off-campus housing option in addition to Greyhound Lodge and the Greyhound Suites at Sycamore Apartments.

## ABOUT FORT SCOTT, KS

Fort Scott, the county seat of Bourbon County, is a thriving agricultural-industrial town at the intersections of U.S. Highways 54 and 69 in southeast Kansas. About 8,100 people reside in Fort Scott, and an additional 7,000 live in the surrounding Bourbon County area.

Fort Scott is just an eighty minute drive south of Kansas City, a three-hour drive east of Wichita, a three-hour drive northeast of Tulsa, Okla., an hour and fifteen minute drive to Joplin, Mo., and a short forty minute drive to Pittsburg, Ks. A municipal airport serves the city.

### Rich History of Fort Scott

Fort Scott citizens value their historic background as the second-oldest town in Kansas, dating from the time the town was established as a military outpost in 1842 and named in

honor of General Winfield Scott. The original army post on the Indian frontier has been restored and is operated by the National Parks Service as the Fort Scott National Historic Site. It draws thousands of visitors annually.

National Cemetery No. 1, established in 1863, is also located in Fort Scott. Other historic sites include the Old Congregational Church; the Fort Lincoln School, an 1889 one-room schoolhouse located on the northeast corner of the FSCC campus; and the Old Military Bridge. The town's brick-paved streets, late 19th-century retail businesses, and Victorian housing reflect the town's historic background.

## CAMPUS ACTIVITIES & STUDENT ORGANIZATIONS

### All-school events

Special all-school events enliven the school year for FSCC students. FSCC hosts a variety of events throughout the year, including Welcome Week, workshops, films, outdoor activities, Grocery BINGO, Winning Wednesday, the Business Expo, Homecoming festivities, and the annual Spring Fling.

### Christians on Campus

Membership in the Christians on Campus organization is open to all students who seek the fellowship of other Christian students. This active organization sponsors weekly Bible studies, exploration of Christianity, and a support for uplifting fellowship and activities for the students. The group provides a place where students can meet the needs of fellow students through caring and praying for one another. Sponsored activities include exciting and refreshing retreats, trips to concerts, visits to university campuses, mission trips, cookouts, unique and fun banquets as well as a place to develop deep friendships with fellow students while attending FSCC.

### Collegiate Farm Bureau

FSCC established the first Collegiate Farm Bureau organization formed in the state of Kansas. Now, the State of Kansas has one of the largest memberships of Collegiate Farm Bureau in the nation. Membership is open to all students with an interest in agriculture. Farm Bureau is an organization that supports all aspects of agriculture and provides leadership in protecting our natural resources. Members of the Collegiate Farm Bureau have the opportunity to participate in Kansas Farm Bureau activities throughout the year and compete in contests such as discussion meets and quiz bowls.

### Esports

The FSCC Esports Program enables students to play competitive video games against other colleges on a varsity level. FSCC Esports also gives students the opportunity to

improve their gaming performance, and develop social and leadership skills. In addition to competitive gaming, students will participate in a variety of campus activities and will serve the Fort Scott community. Eligible students must maintain at least a 2.0 GPA, be enrolled in 12 or more credit hours per semester, have a strong focus on academics, and have experience with competitive video gaming. Information about Esports eligibility, recruitment, scholarships, or the program in general, can be provided by the Esports Head Coach.

### Greyhound Digital Media Team

Members of the Greyhound Digital Media Team student organization helps to promote Fort Scott Community College via social media, working closely with the FSCC Digital Content Specialist. As a member of Digital Media Team, students will have the opportunity to gain experience in photography, videography, managing social media accounts, marketing/ advertising, and digital marketing. The goal of this program is to help FSCC build a strong social media presence by sharing interesting and relevant information, while gaining knowledge of the world of publication. Digital Media Team will have the opportunity to engage and interact with FSCC students and the community. Our schedule is full of being active participants in campus life, activities, and events. These students will help give a firsthand look at what it's like to be a Greyhound.

### Livestock Judging Team

Livestock judging involves carefully evaluating a class of animals—such as steers, sheep, and swine—and then rating them against commonly accepted standards. The student then gives oral reasons regarding his or her placement of the animals within the class. Through the program, students learn teamwork, effective communication skills, and leadership skills.

### Meat Judging Team

FSCC is a member of the American Meat Science Association (AMSA) and Intercollegiate Meat Coaches Association (IMCA). Students are recruited by the Meat Judging Coach to fill the spots on the team, just as in varsity athletics. Non-recruited students may participate with the permission of the Meat Judging Coach. The team travels throughout the Midwest and the contestants have one year of eligibility (January through December) at the national competitions. The team is taught all the USDA grading standards for beef, pork and lamb. A competition consists of 15 USDA Beef Yield Grades, 15 USDA Beef Quality Grades, 10 placing classes (beef, pork, and lamb), and questions on five of the placing classes.

### Music Groups

With the permission of the director, any student may participate in FSCC vocal and instrumental music

performance groups. All groups perform for college activities, other schools, and civic and social organizations.

The Greyhound Pep Band performs at all home basketball, and playoff games. Another instrumental ensemble is the concert, band which preforms a concert in the spring. By being a member of the concert band, a student is eligible to audition for the FSCC Jazz Band. The jazz band performs for civic events and performs tour programs at local high schools. FSCC students may also perform with the college/community symphony, which gives students a chance to play standard orchestral repertoire and meet community members who have an interest in instrumental music.

### **Phi Theta Kappa (PTK)**

Both FSCC's Fort Scott and Miami County locations offer Phi Theta Kappa, an international scholastic organization for community college. Eligible students are those who have completed at least 12 hours and have minimum cumulative GPA of 3.5. Students who wish to be a PTK member need to complete an application and be accepted and initiated. There is a lifetime membership fee at the time of application.

### **President's Ambassadors**

The President's Ambassadors are a group of students who serve as official college hosts and hostesses while promoting the college. To qualify for membership, a student must be a full-time student, maintain at least a 3.5 GPA, have an ACT of 23 or SAT of 1140 or higher, possess good communication and leadership skills, and be active in organizations or activities on and off campus. Students who wish to be an Ambassador must complete an application, submit two letters of recommendation, and participate in the interview process. The selection committee makes the final decision regarding membership in the organization. Application forms are available in Admission Office.

### **SkillsUSA**

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure a skilled workforce for America and excellence for each student. FSCC's local SkillsUSA chapter gives students the opportunity to discover and grow their passions, learn to appreciate their self worth, and develop critical thinking and social skills as well as a sense of community through a variety of activities. FSCC's Harley-Davidson, Construction Trades, Masonry, and HVAC students have successfully competed at the state and national levels, and FSCC students have held officer positions at the national and state level.

### **Sports Broadcasting**

Sports broadcasting students learn how to film, commentate, and produce a live-streaming broadcast

at FSCC athletic contests. Students edit film to create highlights for individual students and programs. In addition to working at FSCC events, students receive mentorship and have the opportunity to work with local radio station 103.9-FM.

### **STEAM Club**

The FSCC STEAM (Science, Technology, Engineering, Agriculture, and Math) Club promotes STEAM-related majors to the student body, provides a forum for science-minded students to discuss current trends and topics related to STEAM industries, and encourages critical thinking and professionalism.

### **Student Nursing Organization (SNO)**

Membership in FSCC's student nursing organization is open to current nursing students and those students interested in nursing. Nursing students are highly encouraged to join. The SNO provides student with opportunities to develop professional and leadership skills. Fund raising projects are implemented to support departmental activities such as professionalism awards, pinning ceremony, SNO luncheons, and Battle of the Classes contest. Community service projects are sponsored that contribute to health related needs such as participating in food drives, adopting families at Christmas time, and teddy bear clinics. One goal of this organization is to promote a positive image of the nursing profession.

### **Theatre**

The FSCC Theatre program produces two main stage shows: one in the fall and one in the spring. Any student who wishes to significantly contribute to the main stage productions is encouraged to enroll in Theatre Projects. Students do not have to be scholarship students in Theatre to enroll and participate in the main stage shows. Student may volunteer to work on the productions.

### **Varsity Athletics**

FSCC is a member of the Kansas Jayhawk Community College Conference (KJCCC) and the National Junior College Athletic Association (NJCAA). Greyhound Athletics adheres to the rules and regulations of both the KJCCC and the NJCAA. FSCC provides opportunities for competitive varsity participation and scholarships for the following sports:

#### **Coed Sports**

Basketball  
Cross Country  
Esports  
Golf  
Rodeo  
Spirit Squad  
Track

#### **Women's Sports**

Flag Football  
Softball  
Volleyball

#### **Men's Sports**

Baseball

Eligibility standards, recruitment regulations, scholarship requirements, and additional information about any of FSCC's athletic programs can be obtained by going to [fsgreyhounds.com](http://fsgreyhounds.com)

## COMMUNITY SERVICES AND EVENTS

The community is served by a weekly newspaper, *The Fort Scott Tribune*, and AM/FM radio station KOMB/KMDO. Greyhound Athletics are broadcasted on KOMB 103.9 and games are streamed online as well.

Cultural activities, sporting events, and social activities are sponsored by more than 30 churches, elementary schools, and secondary schools, the Bourbon County Arts Council, the Historic Preservation Association, Buck Run Community Center, Bourbon County Fairgrounds, 180 acres of city parks, Lake Fort Scott, the Municipal Swimming Pool, a country club golf course, and numerous civic and social organizations. Fort Scott also offers a variety of retail businesses.

### Aggie Day

The FSCC Agriculture Department hosts more than 1,500 4-H and FFA members to campus during the annual interscholastic Aggie Day. The FSCC Agriculture Department prepares competitions and judging events from public speaking to livestock. This event also serves as an open house for the college agriculture program.

### Catering

Great Western Dining serves the community by catering banquets and dinners for large or small groups. For more information, call 620-223-2700.

### Community/Continuing Education

The FSCC Continuing Education initiative consists of many short, non-credit courses organized to bring together people with common interests and needs in particular learning areas. These programs are designed to present concentrated learning activities dealing with specific skills or concepts. The individual finds that continuing education becomes an efficient and enjoyable means toward lifelong learning.

Area residents who are interested in sharing their special/interests may work with the college to provide classes that share their talents with the community. Email us for more information at [pr@fortscott.edu](mailto:pr@fortscott.edu).

### Community Children's Fair

Each spring and fall, FSCC hosts a special day for local children on the Fort Scott campus. The event features a variety of activities for children of all ages, including a bounce house, carnival games, minute-to-win-it games, science experiments, and more. Approximately 40 campus-wide volunteers help with the events and activities.

## Cosmetology Services

FSCC Cosmetology students, in both Fort Scott and Pittsburg, provide services to area residents, including haircuts, hair coloring, styling, perms, waxing, manicures, and more. View the full list of services at [fortscott.edu/cosmetology](http://fortscott.edu/cosmetology).

## Math Relays

Each year, FSCC hosts the Math Relays, a mathematics competition for area high school students. Students had the opportunity to compete in up to four of the twelve math contests, which included mental math, equations and inequalities, computational math, algebra, geometry, trigonometry, probability and statistics, potpourri, simplifications, set theory, word problems, and number theory. Every participant receives a math tag, and individual medals are awarded for first, second, and third place in each event for each grade level. First, second, and third place plaques are also awarded to schools.

## Music Festivals

On the first Saturday in May, regional elementary school musicians are invited to participate in FSCC's annual vocal and instrumental music festivals on campus. Hundreds of young musicians take part in the events, intended as an educational opportunity to improve performance and technique. Presentations are judged by well-trained musicians with public school or private studio teaching experience.

## Santa's Workshop

Each December, FSCC hosts a special day with Santa for the children of the community. Each child has the opportunity to have his/her picture taken with Santa, enjoy breakfast, makes craft, and much more. Several local businesses and organizations partner with the College to make this event possible.

## Theatre Productions

FSCC's Fine Arts Department presents three major community theater events each year that may include a musical, drama, comedy, a children's theater play, and other theatrical productions.

## Use of Facilities

FSCC welcomes area civic groups, service clubs, and other non-profit organizations to use college facilities for meetings, dinners and special events or exhibitions as long as the activities do not interfere with college programs or athletic competitions. Businesses or groups may contract with FSCC to use the college facilities and cafeteria for short courses, seminars, and training programs. Usage fees may apply. To reserve a room, visit [fortscott.edu/arearequest](http://fortscott.edu/arearequest). For more information, call 620-223-2700.

## Women's Appreciation Luncheon

FSCC hosts this annual event in April. All women in the

local community are invited to eat a catered lunch, relax with friends, win door prizes donated by many local merchants/business, and browse through merchandise/services made available by the many vendors that participate in the event.

# STUDENT INFORMATION

## Academic Advising

The FSCC Advising Department provides professional, confidential academic advisement. Students may receive help with enrollment, tutoring services and other common needs. The Fort Scott Advising Offices are located in Bailey Hall, and each satellite office also has an advising office.

## Assessment

All first-time, full-time students enrolled in 12 or more credit hours, and all part-time students who have completed six hours or more, are required to take the ACCUPLACER test. ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. ACCUPLACER's computer-adaptive design personalizes the test for each student. Each test question determines the difficulty level of the next. Final scores are based on the number of questions answered correctly and the difficulty level of the questions answered correctly.

## Dining Services

The FSCC Cafeteria, located on the Fort Scott campus, offers a number of exciting additions to traditional cafeteria fare, including festive meals, monthly premium specials, and final exam snacks. All dormitory residents have a meal plan that provides three meals a day, Monday through Friday, and two meals a day on Saturdays and Sundays. Meal plans are available for off-campus students and employees also. Food service is not available on school holidays. Great Western Dining is the Fort Scott Community College food service provider.

## Greyhound Pantry

The FSCC Greyhound Pantry is located on the Fort Scott Campus in Bailey Hall. It is open from 8 a.m. to 5 p.m. Monday through Friday during the Fall and Spring semesters, and all non-perishable food items, clothes, and toiletries are available to FSCC students. If no one is present during regular business hours, please visit the Student Services or TRIO offices for assistance.

## FSCC Bookstore

The FSCC Bookstore is located on the Fort Scott campus in the Administration Building. In addition to the main campus, it also serves students at all satellite and off-campus sites and online students. Items available in the bookstore

include college textbooks, supplementary reading materials, basic school supplies, FSCC sportswear and gift items. Also available are greeting cards, snacks, and cold drinks.

## Campus Crime/Security Policy

Fort Scott Community College follows the guidelines set forth in the Crime Awareness & Campus Security Act of 1990. The college has specific policies covering the following areas: procedures for students to report criminal activities on campus; security at campus facilities; availability and authority of campus law enforcement; programs available to inform students about security and the prevention of crime; recording of crime through local police agencies; and possession, use and sale of alcohol and drugs. The complete policies are available for review in the office of the Vice President of Students.

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits all violent offenses. FSCC's Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of Title IX, the Violence Against Women Reauthorization Act, the SaVE Act and Clery. The displayed data is made available as required under 20 U.S.C. 1092, "The Student Right to Know and Campus Security Act." This data was compiled for the time period January 1, 2015, through December 31, 2020. FSCC Data may be found at [fortscott.edu/campussecurityreport](http://fortscott.edu/campussecurityreport).

TYPE OF CRIME	'16	'17	'18	'19	'20	'21
Criminal Homicide	0	0	0	0	0	0
Sex Offenses	0	1	0	0	0	1
Robbery	0	0	1	0	0	0
Aggravated Assault	0	0	0	0	0	0
Aggravated Battery	0	0	1	0	0	0
Burglary	1	1	1	4	0	0
Motor Vehicle Theft	1	0	0	0	0	0
Arson	0	0	0	0	0	0

## Developmental Reading, Writing, and Math Skills

The Developmental Education Program (DEP) is designed for college students who need tutoring or developmental work in basic reading, writing, and math skills.

Developmental instruction is taught in a comfortable, encouraging, challenging environment. Completion of Developmental Education Courses is vital to a student's success in college-level work. However, Development Education courses (those with a course number beginning in zero) do not count toward graduation.

Students whose test scores indicate a need are required to complete Developmental Education courses prior to enrolling in college English or math courses. Students whose test scores place them into two or more Developmental Education courses are also required to take EDU 1163, Study Skills, to

improve their chances of success in College.

### **General Educational Development (GED)**

Fort Scott Community College offers adult education classes to assist students in the following: GED preparation, basic math and reading skills, employment skills, and college preparation and transition. Individuals who have completed the adult education classes will have the opportunity to earn a GED, Basic Computer Skills certificate, and the Kansas Work Ready certificate.

People who have not earned a high school diploma may take the tests if they are no longer enrolled in high school and have reached the age of 16. The cost of the preparation class is \$30. There are four testing modules: RLA, Math, Science, and Social Studies; the testing fee for each module is \$33.

FSCC offers a scholarship (3 credit hours) to those who earn their GED through the center. GED preparation classes are held every six weeks; class times are Monday through Thursday: 9 am to 12 pm, 1 pm to 4 pm, and 4 pm to 7 pm. Tutoring is offered on Friday from 8:30 to 12:30 am.

### **Library**

FSCC Library, located in Bailey Hall, houses more than 8,000 volumes of books as well as collections of periodicals, audio-visual materials and pamphlets. Resources also available to students and the public include an online periodical index and full-text retrieval services, the library catalog, databases, printing, and a photocopying. The Library is open from 8 am to 5 pm, Monday through Friday. Trained staff members are available to assist with the use of library resources. The primary mission of the FSCC Library is to provide materials and services that effectively enable individuals in the FSCC academic community and in southeast Kansas to attain their learning, teaching, research, and service goals. The Library specifically seeks to educate all present and potential patrons in use of the library, mastery of discipline content, and processes of research.

### **Parking**

Parking facilities are provided near all campus buildings. Reserved areas are available for handicapped and disabled persons. On-campus parking is free. In addition, both dorms have parking lots for their residents.

### **Student Success Center (SSC)**

The FSCC Student Success Center is located in Bailey Hall. The SSC provides free tutoring to all students, as well as specialized instruction to strengthen basic skills such as reading, writing, spelling, and mathematics. The SSC provides instruction via self-study modules or in a traditional classroom setting. Faculty members may refer students to the SSC for specialized instruction, or students may come in voluntarily. The SSC administers aptitude tests and career evaluation testing. In addition, computers are available for public use and include internet access.

### **RAVE/Text Alerts**

RAVE is the emergency texting/emailing alert system FSCC uses to alert students of bad weather, power outages, danger on campus, etc. This is an “opt-out” system, meaning students that enroll into FSCC are automatically added to the texting system along with their emails. Students are alerted of a warning or emergency via text and email to their phones. FSCC also uses Text Magic to alert students of grades, attendance, and/or notes from the business and financial aid offices.

### **TRIO/Student Support Services**

TRIO/Student Support Services (TRIO/SSS) is a federally funded program committed to empowering students to persist. The ultimate goal of Fort Scott Community College’s TRIO/SSS program is to increase retention and assist students in completing degrees and in transferring to four-year institutions. The FSCC TRIO/SSS program provides students with a multitude of support services including advising, cultural trips, campus visits, and career exploration. Each year, TRIO/SSS serves a minimum of 150 students - of those, 67% must meet at least one of the following criteria:

- 1) first-generation college student
- 2) documented disability
- 3) low income, or
- 4) a combination of the first three criteria.

In addition, participants must have some type of academic need and plan on graduating from FSCC and transferring to a four-year college or university. The offices are located in the Student Success Center, which can be found in the southeast part of Bailey Hall.

## **STUDENT CONDUCT**

All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing and abiding by the rules and regulations of the college.

The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interests of FSCC.

Discipline is the responsibility of the Vice President of Student Affairs. Cases involving minor infractions of normal discipline are handled by the Disciplinary Review Board. Disciplinary action will be initiated when a student’s behavior/action is determined to be dangerous to that individual’s health/well-being, infringement on others’ rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities.

The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of

college officials. Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct.

### **Nondiscrimination Policy**

In accordance with the provisions of Title VI, Title VII Title IX, Section 504, the Americans with Disabilities Act (ADA), and the Age Discrimination Act contain requirements for recipients to issue notices of nondiscrimination. 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, 41 C.F.R.

Sections 60-1.42(a), respectively. The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. Section 35.106.) Inquiries concerning FSCC's Title IX Coordinators: Fort Scott Community College's compliance under these laws, should be directed to contact the College's Compliance Officer/Director of Human Resources at 2108 South Horton Street, Fort Scott, Kansas 66701 or 620-223-2700 or the Vice President of Student Affairs at 620-223-2700, ext. 7230.

Federal citations: Discrimination and harassment grievance procedures can be found at [fortscott.edu/vawa](http://fortscott.edu/vawa). This public "NOTICE of NONDISCRIMINATION" is required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the Fort Scott Community College faculty, staff, student body, and guests, that FSCC prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, age, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment. Following are the applicable federal and state civil rights laws that prohibit discrimination:

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S.

Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA. Civil Rights Act (CRA) of 1991 provides monetary damages in cases of intentional employment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA. Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504. Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing the EO 11246 and ensuring that federal contractors are in compliance.

### **Violence Against Women Act**

The Violence Against Women Act (VAWA) is a landmark piece of legislation that seeks to improve criminal

justice and community-based responses to domestic violence, dating violence, sexual assault, and stalking in the United States.

The passage of VAWA in 1994 and its reauthorization in 2000, 2005, and 2013 has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access services; and a new generation of families and justice system professionals has come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that our society will not tolerate.

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits all violent offenses. FSCC's Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of Title IX, the Violence Against Women Reauthorization Act, the SaVE Act, and Clery.

### **Greyhounds Take a Stand Against Violence**

Stalking, Bullying, Retaliation, Sexual Assault, Discrimination, Substance Abuse, Inducing Incapacitation, Prohibited Sexual, Misconduct, Dating and Domestic Violence. For more information, visit [fortscott.edu/campussecurityreport](http://fortscott.edu/campussecurityreport) or file an anonymous report at [fortscott.edu/IncidentReport](http://fortscott.edu/IncidentReport).

If you need immediate help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking, or substance abuse, contact the Vice President of Student Affairs at 620-223-2700 ext. 7230. FSCC employees may contact human resources at 620-223-2700 ext. 5201. In an emergency, contact the Fort Scott Police Department at 620-223-1700 or 911.

### **Sexual Harassment Policy**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Kansas regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. FSCC has adopted the following definition of sexual harassment in order to address the unique environment of an academic community. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as: Conduct on the basis of sex or that is sexual in nature that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of the FSCC,
  - b. conditions the provision of an aid, benefit, or service

of the FSCC,

- c. on an individual's participation in unwelcome sexual conduct.

#### **2) Sexual Harassment:**

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to FSCC's education program or activity.

#### **3) Sexual assault, defined as:**

Any sexual act directed against another person,

- without the consent of the Complainant,
- including instances in which the Complainant is incapable of giving consent.

##### **• Incest:**

- 1) Non-forcible sexual intercourse,
- 2) between persons who are related to each other,
- 3) within the degrees wherein marriage is prohibited by Kansas law.

##### **• Statutory Rape:**

- 4) Non-forcible sexual intercourse,
- 5) with a person who is under the statutory age of consent of 16.

#### **4) Dating Violence, defined as:**

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - iii. Dating violence does not include acts covered under the definition of domestic violence.

#### **5) Domestic Violence\*, defined as:**

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabiting with, or has cohabited with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas or
- g. by any other person against an adult or youth

Complainant who is protected from that person's acts under the domestic or family violence laws of Kansas.

\*To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabiting must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
- i. would cause a reasonable person to fear for the person's safety, or
- ii. the safety of others; or
- iii. Suffer substantial emotional distress. For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

(iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

FSCC is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected category, and retaliation for engaging in a protected activity. To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, FSCC has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.

FSCC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. The core purpose of this policy is the prohibition of all forms of discrimination. When discrimination takes the form of harassment or, in the case of sex-based discrimination, it can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this nondiscrimination policy is reported, the allegations are subject to resolution using FSCC's Title IX

process as detailed below.

When the Respondent is a member of the FSCC community, a formal complaint may be filed and a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the FSCC community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, vendors, and campers. The procedure may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

The Vice President of Student Affairs serves as the Title IX Coordinator and oversees implementation of the FSCC's policy on equal opportunity, harassment, and nondiscrimination. The contact information for the Title IX Coordinator is:

Tom Havron, Vice President of Students  
Title IX Coordinator  
Fort Scott Community College  
2108 South Horton  
Fort Scott, KS 66701  
(620) 644-6176 – office  
(620) 212-9921 - cell  
tomha@fortscott.edu  
Bailey Hall VPS office

The Title IX Coordinator has the primary responsibility for coordinating FSCC's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent discrimination, harassment, and retaliation prohibited under this policy. All parties will be provided with a comprehensive electronic document detailing options and resources, which the Title IX Coordinator may also go over in person with the parties, as appropriate (excluding an Unaffiliated Complainant in the discretion of the Title IX Coordinator).

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputies/Officials with Authority) as listed above. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail, to the office listed for the Title IX Coordinator or any other official listed.
- 2) Report online, using the reporting form posted at fortscott.edu (Title IX Grievance Report). Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. FSCC tries to provide

supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant.

Because reporting carries no obligation to initiate a formal response, and because FSCC respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows the FSCC to discuss and/or provide supportive measures.

FSCC will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation (excluding an Unaffiliated Complainant in the discretion of the Title IX Coordinator).

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered without fee or charge to the parties to restore or preserve access to FSCC's education program or activity, including measures designed to protect the safety of all parties and/or the FSCC's educational environment, and/or to deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, FSCC will inform the Complainant, in writing, that they may file a formal complaint with the FSCC either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Fort Scott Community College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the FSCC's ability to provide those supportive measures. FSCC will act to ensure as minimal an academic/occupational impact on the parties as possible. The FSCC will implement measures in a way that does not unreasonably burden the other party.

For full description of the Title IX policy and procedure, please visit: <https://fortscott.edu/consumerinfo>.

### **FSCC Computer and Network Usage Agreement**

Fort Scott Community College (FSCC), through the Information Technology Office, provides computing resources and worldwide network access for legitimate academic and administrative purposes. Individuals utilizing FSCC computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. This applies not only to College employees and students, but also to 3rd party individuals or entities granted access to FSCC network resources.

At times, FSCC may elect to provide network access to

individuals or entities operating inside our facilities. These arrangements will be made to further the academic vision and mission of FSCC and all use by these outside entities will be subject to the following policies and restrictions. All policies are subject to change as the computing and network environment evolve. All security measures pertaining to technology and user information, including password requirements and acceptable use, are subject to change at any time without notice at the discretion of the FSCC Information Technology Office.

Each person using FSCC computer and network resources should:

1. Abide by common security measures implemented to protect FSCC and user information, data, and systems.
  - a. Examples of adhering to these measures include, but are not limited to:
    - i. Periodic establishment of new passwords for your computer accounts.
    - ii. Protecting the confidentiality of passwords; users should never share usernames or passwords, even with coworkers or family members. This includes, but is not limited to, account passwords, Wi-Fi passwords, and passwords for encrypted data.
    - iii. Limiting use of an account to only the account holder, or certain FSCC Information Technology personnel or authorized contractor/support professional if troubleshooting is required.
    - iv. Using only the computers or machines which an individual is authorized to operate, and securing the computer or machine when usage has concluded.
  - b. Examples of misuse include, but are not limited to:
    - i. Using a computer account and/or obtaining a password that you are not authorized to use.
    - ii. Using the FSCC network to gain unauthorized access to any computer system.
    - iii. Leaving a list of personal passwords in an unsecured location (i.e. sticking on monitor).
    - iv. Sharing usernames or passwords, even unwittingly, will be considered a violation of this agreement.
    - v. Using FSCC resources to digitally store or retrieve other users' sensitive personal information, including but not limited to social security numbers and credit card information, in an unsecure or unauthorized manner.
  - vi. Using any form of email, or communication by mobile device, to share or request sensitive personal information such as social security numbers or personal credit information pertaining to FSCC staff, faculty, or students.
2. Clearly and accurately identify yourself in electronic communications. Using any methods to conceal or mask the identity of electronic communications will constitute

- a violation of this policy.
  - a. Electronic communications shall include, but not be limited to:
    - i. Email
    - ii. Instant messaging
    - iii. Bulletin boards
    - iv. Web postings
- 3. Use computer and network resources appropriately and efficiently. Usage of high-bandwidth applications should only be used as needed and not be allowed to interfere with other legitimate purposes. Inappropriate use of FSCC computing or network resources shall include, but are not limited to:
  - a. Installing and playing network games on FSCC-owned or managed devices is prohibited, unless part of an established curriculum.
  - b. Kazzaa, Limewire, Bearshare, Frostwire, Bittorrent, Gnutella, uTorrent and other peer-to-peer file sharing applications, media downloader or converter applications that would violate Federal Copyright Laws, are prohibited for anything other than legitimate, lawful purposes.
    - i. Legal use may include, but not be limited to:
      - 1. Downloading software patches directly from the software publisher via Bittorrent
      - 2. Downloading legal Linux ISO images via Bittorrent
    - ii. Prohibited uses may include, but are not limited to:
      - 1. Downloading copyright protected music (in violation of federal copyright law)
      - 2. Downloading copyright protected movies (in violation of federal copyright law)
      - 3. Downloading copyright protected software (in violation of federal copyright law)
  - c. Using computing or network resources to view, download, or share derogatory or sexually explicit material.
  - d. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited email, sending chain letters, or engaging in pyramid schemes.
- 4. Ensure that others are free from harassment or intimidation. This includes, but is not limited to, harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc. This will apply to any form of electronic communication utilizing FSCC resources.
- 5. Ensure that the use of computer and network resources is academic or research oriented. Use of FSCC computer or network resources for personal profit or commercial gain is prohibited.
  - a. The exception is in the instance of 3rd party entities that have been granted network access by FSCC administration.
- b. These entities may, by their nature, be viewed as using the network for commercial gain, but use is still restricted to the activities that are approved by FSCC administration. These activities will be in line with FSCC goals and missions and in support of the FSCC community.
- 6. Respect copyright and intellectual-property rights. Users must adhere to all federal and state copyright laws, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
- 7. Respect College property. Misuse of College property includes, but is not limited to:
  - a. Theft or damage of equipment or software.
  - b. Knowingly running or installing computer malware (including viruses), or programs designed to log or retrieve passwords or sensitive user information.
  - c. Attempting to circumvent installed data protection methods.
  - d. In any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.
- 8. Understand the privacy of your account information.
  - a. All data contained within FSCC systems is the property of FSCC.
  - b. Users should have no expectation of privacy of their communications, messages, and files made, transmitted, received, or stored on or through resources provided by FSCC.
  - c. With no notice to the user, network administrators will routinely monitor and make backup copies of FSCC computing and network resources. This is to ensure the smooth operation of all FSCC resources made available to the users.
  - d. If a violation of this agreement is suspected, network administrators will—without warning to the user—investigate the user's digital files or electronic communications stored in or made through any electronic device belonging to FSCC. If a misuse per the details of this agreement is discovered, the offending digital files or electronic communications will be recorded or otherwise used as a basis for disciplinary action, as outlined in Section 11 of this agreement.
  - e. FSCC may be subject to subpoenas or other court orders requiring the recording and/or release of the user's files, messages, or other communications. FSCC will comply with these subpoenas or court orders.
  - f. Network administrators may impose restrictions to ensure maximum performance and fairness to all users. These restrictions may include, but are not limited to, disk quotas, email storage quotas, and adherence to Title IX regulations.
- 9. Personal use.

- a. Personal use of FSCC resources must be at virtually no cost or inconvenience to FSCC, and must adhere to the guidelines of this agreement.
  - b. In relation to Section 8 of this agreement, be aware of the privacy guidelines, as they extend to any use of FSCC computing and networking resources, including personal use.
10. Follow standard procedure for technical issues.
- a. Do not turn off any device unless specifically directed by a network administrator.
  - b. Document the issue thoroughly; what machine is being used, what software, what prompted the issue, are there any error codes, etc.
  - c. Immediately contact a member of the FSCC Information Technology Office via ticket, email, or phone. Submitting a ticket via Employee Pages is the primary way unless there is an emergency.
11. Misuse of computing and network resources or non-compliance with written usage policies may result in one or more of the following consequences:
- a. Temporary deactivation of computer/network access.
  - b. Permanent deactivation of computer/network access.
  - c. Termination of contractual agreements between FSCC and the 3rd party entity.
  - d. Expulsion from school and/or termination of employment.
  - e. Legal prosecution under applicable federal and state laws.
  - f. Possible penalties under the law, including fines and imprisonment.
12. Summary of civil and criminal penalties for violation of federal copyright laws.
- a. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
  - b. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
  - c. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Alcohol and Drug Policy**

Alcoholic beverages and illegal drugs are prohibited on college property. Possession, distribution or use of alcoholic beverages, 3.2 beer, or the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the Fort Scott Community College campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.

### **Assault and Battery**

Includes any action, including hazing, which threatens the physical well being, mental health, or safety of others.

### **Children on Campus**

1. Students/Faculty/Staff who bring children to the FSCC campus assume all associated risks (emotional or physical).
2. Children on campus must always be accompanied by a parent or guardian.
3. Children may not be left in the care of a faculty or staff member.
4. Children are allowed on campus only on an emergency short-term basis. "Short-term basis" is defined as being no more than two days in a row, for an extended portion of the day. This does not include college-sponsored community events.
5. Children must be removed from the campus immediately if they become noisy and/or disruptive.
6. Children may be allowed in classes on an emergency basis, but only at the discretion of the individual instructor. Instructors have the right to ban children from the classroom, even on an emergency basis.

### **Dishonesty**

Includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the college.

### **Disruptive Behavior**

Includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operated facilities or properties on /at college sponsored events.

### **Electronic Communications**

Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, Internet services and electronic mail.

### **Weapons Policy and Procedures**

The possession and use of firearms, explosives, and other weapons are prohibited on the campus of Fort Scott Community College, with the limited exception of concealed handguns as provided in the policy. The purpose of this policy is to describe how handguns may be carried, stored, and

managed on the campus of Fort Scott Community College in as safe a manner as possible. This policy is in accordance with the Kansas Board of Regents policy and state law, KSA 75-7c01, et seq., Fort Scott City Ordinance 9.4.01.0.

*Geographic Applicability* - This policy is applicable only within the geographic limits of the Fort Scott Community College campus. Campus is defined as any building or grounds or grounds owned by Fort Scott Community College or any building or grounds leased by Fort Scott Community College for college use.

### I. Definitions:

#### **Weapons**

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
3. Any BB gun, pellet gun, air/C02 gun, any taser or similar electrical weapon that discharges, a projectile, blow gun, projectile stun gun;
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
5. Any incendiary or explosive material, (liquid solid, or mixture) equipped with a fuse, wick or other detonation device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray and /or direct contact stun guns shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that open automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that open or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation of service of food shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nunchucks or throwing stars;
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person: or
11. Any other dangerous or deadly weapon or instrument of like character.

#### **Handgun**

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing ammunition or
2. Any other weapon which will or is designed to expel

a projectile by the action of an explosive and which is designed to be a fired by the use of a single hand.

### **Firearm**

1. Any handgun, rifle, shotgun, and other weapon which will or is designed to expel a projectile by the action of an explosive.

### II. Prohibitions and Restrictions to the Carrying of a Concealed Firearm Pursuant to Kansas Law:

Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited; it is a violation to openly display any lawfully possessed concealed carry handgun while on campus except when lawfully using the handgun in self-defense or when transferring to safe storage.

Kansas law outlines the following restrictions to the concealed carrying of a handgun. Failure to comply with the following restrictions is a violation of college policy and Kansas Law:

1. Individuals in possession of a concealed handgun must be at least 21 years of age. [K.S.A. 21-6302(a)(4)];
2. A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safe operation the firearm.
3. A firearm cannot be fired in the corporate limits of a city, at a dwelling, structure, or vehicle in which a human is present, except in self-defense [K.S.A. 21-6308, 6308a];
4. A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
5. A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. A firearm cannot be carried by an individual with alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
7. A firearm cannot be carried by an individual who has been convicted of a felony crime. [K.S.A. 21-6304];
8. An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
9. Any cartridge which can be fired by a handgun and which has a plastic-coated bullet that has a core of less than 60% lead by weight, whether the person knows or has reason to know that the plastic-coated bullet has a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
10. Any device or attachment of any kind designed, used or intended for use in suppressing the report of any firearm is illegal [K.S.A. 21-6301(a)(4)].

### III. Carrying Safety Requirements:

Any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun is wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the Kansas law, Kansas Board of Regents policy and college policy.

Concealed means completely hidden from view and does not reveal the weapon in any way, shape or form.

Whether on their person or in a personal carrier, every handgun carried by an individual must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

Handguns with an external safety must be carried with the safety in the “on” position.

The handgun must be in the person’s custody and control at all times with safety mechanism engaged. Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items). The suitable carrier must at all times remain with the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or sitting the carrier next to or within the immediate reach of the individual.

#### IV. Campus Gun-Free Locations with Adequate Security Measures:

There are no college locations designated as gun free with permanent adequate security measures. The college may designate a specific location as temporarily gun free and use temporary adequate security measures as defined and required by law and Kansas Board of Regents policy. Appropriate notice will be given whenever this temporary designation is made.

#### V. Handgun Storage:

Handgun storage is prohibited at Fort Scott Community College except in the following circumstances: (1) in an individual’s privately-owned or leased motor 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; or, (2) in an individual’s on-campus residential unit when the handgun is secured in a holster and in an approved storage device (see below).

#### **Approved Storage Device**

The college does not provide approved handgun storage devices to any person, under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device.

An approved storage device meets the following criteria:

1. Is of sufficient size to fully enclose the handgun while secured in an approved holster (as defined in Section III);
2. Is constructed of sturdy materials that are non-flammable;
3. Has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device. Devices secured exclusively with a key

lock are prohibited;

4. Device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

#### **Prohibited Storage**

1. In any college classroom, lab, office, or facility;
2. In a residence hall, except in the residential unit of the individual who is at least 21 years of age, legally owns the handgun, and has the handgun secured in an approved storage device;
3. In a motor vehicle that is unlocked or when the handgun is visible from the outside of the vehicle;
4. In any other location or under any circumstance except as specifically permitted by this policy or the state of federal law.

#### VI. Violations Process:

All suspected weapons policy violations will be reported to the Fort Scott Police Department.

Initial investigations will be conducted by college officials and the Fort Scott Police Department to determine if college of Kansas Board of Regents policy has been violated. If the investigation determines a crime has been committed, a separate criminal investigation will be conducted, unrelated to policy. If college policy has allegedly been violated, the matter will be reported to the college administrative team. When there is probable cause to believe that a weapons policy violation has occurred, or continued possession and carrying by the alleged policy violator will create imminent danger to self or others, the Fort Scott Police Department have authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation.

The President, or his or her designee, may take any temporary action as determined necessary to ensure the safety of the college and of its students and personnel. Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of the college who violates one or more provisions of the policy shall be subject to discipline in accordance with applicable college codes of conduct. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

#### **Gambling**

By Kansas Statute 21-4303, gambling is illegal and is not permitted.

#### **Smoking/use of tobacco/e-cigarettes**

All Fort Scott Community College campuses are entirely smoke-free. The smoke free policy applies to all

FSCC facilities, properties, and vehicles, owned or leased by the college, regardless of location, including distant campuses, sites, and/or locations. This policy applies to all FSCC employees, students, independent contractors, and visitors. It is the responsibility of all students, faculty, staff, and visitors to observe, adhere to, and respect the College's smoke free policy. Students, faculty, and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the FSCC's goal of becoming smoke-free and improving individual health and well-being.

"Smoking and smoke products" include, but are not limited to, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or similar product containing lighted or heated tobacco and/or other plant material intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form, as well as electronic delivery devices that create an aerosol or vapor of nicotine or any other substance. Smoking and/or tobacco products as defined herein shall not be permitted in any enclosed place, including, but not limited to, all offices, vehicles, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, and private residential space within FSCC housing. Smoke products as defined herein shall also be prohibited outdoors on all FSCC campus properties, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums.

#### **Telephone/Long Distance Dishonesty**

Students are not to make personal long distance calls on the college's phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.

#### **Theft/Vandalism**

Theft or damage to college or other's property will subject students to college disciplinary measures and potential legal action.

#### **Traffic Laws and Regulations**

All local and state regulations are in effect on campus 24 hours a day. City, county, and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety.

## **COLLEGE DISCIPLINARY PROCESS**

The rights of each individual at Fort Scott Community College deserve the respect and protection of administrators, faculty and staff. To assure fair treatment of each individual, rules of disciplinary process have been developed and are in effect. The main objectives of the disciplinary process are to protect members of the campus community from

harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in the Student Catalog. Misconduct is considered a matter of concern to administrators, faculty, staff, and students alike. Reports of misconduct are usually made to the Vice President of Student Services for investigation and determination of appropriate action.

#### **Implementation of Disciplinary Process**

The Vice President of Student Affairs will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Vice President of Students will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

#### **Disciplinary Appeals Procedures**

If the appropriate action taken by the Vice President of Student Affairs calls for the student to be expelled or penalized, the student will be informed in writing. A student may appeal the decision of the Vice President. This appeal must be submitted, in writing, to the Vice President of Student Affairs within three (3) business days after the original decision has been made. The Vice President will inform the College Disciplinary Review Board, in writing, within three (3) business days of receiving written notice of the appeal from the student. An appeal hearing will be conducted within seven (7) business days following notice to the College Disciplinary Review Board.

All appeal hearings are private to best ensure justice and to discourage delay. The appeal is a review of the record from the original decision. If evidence that was unavailable at the time of the original decision is discovered, it will also be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the students right to appeal.

#### **College Disciplinary Review**

The College Disciplinary Review Board shall hear the appeal after being informed in writing by the Vice President of Student Affairs that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the faculty representatives) and three full-time students (appointed by the President's Ambassadors organization).

At this appeal hearing, the Chair of the Board shall give both the student and the Vice President of Student Affairs, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. The number of witnesses will be limited to five (5) unless prior approval is granted by the Vice President of Student Affairs. Each witness will

be afforded a maximum of five (5) minutes of testimony.

After the witnesses have been heard, members of the College Disciplinary Review Board may ask questions of the student who has had disciplinary action taken against him/her, the VP or his/her designee, or the witnesses who have testified. The College Disciplinary Review Board shall decide to uphold the decision of the Vice President of Student Affairs, or his/her designee, or to recommend that the action be modified.

The student or the Vice President, or his/her designee, may appeal the decision of the College Disciplinary Review Board. This request for an appeal must be made in writing to the College President within three (3) business days after the College Disciplinary Review Board has made its decision. The College President shall hear the appeal within seven (7) business days and render a written decision to all parties. The decision of the President is final.

## STUDENT APPEALS OTHER THAN DISCIPLINARY AREAS

### The Student and Academic Decisions

Academic decisions are made by faculty members, division chairs, and Vice President of Academic Affairs. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student's complaint and render a final decision. Determination will be made based on fairness, that is, that the instructor treated all students equally in the class.

### Appeals Process (Other than Disciplinary)

Any FSCC student has the right to appeal what is perceived to be an unfair practice without fear of reprisal, abuse or other form of discouragement by the staff, faculty or administration.

Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing. The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. When a complaint is made directly to the Board of Trustees as a whole or to Board members as individuals, it will be referred to the administration for study and possible resolution.

This appeals procedure is designed for academic and classroom issues rather than disciplinary actions (previously addressed in this catalog). This process provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of college policies, infringement of students' rights and problems dealing with other students, college staff and faculty, or college activities.

The following procedures should be followed in order to ensure an appropriate resolution of a student complaint: Within two years of the incident about which the student is complaining, he/she should contact the Board of Trustees using the FSCC Student Complaint Form. Please follow the steps outlined below to submit a complaint:

**STEP 1:** If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict (<http://www.fortscott.edu/directory>). It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the department program chair. If the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty/ staff member(s) or chair/dean (follow steps A-B, below), the student should proceed to STEP 2.

- a. The student should attempt to rectify the grievance with the instructor if possible. Mistakes are sometimes made, and instructors encourage students to talk to them first.
- b. If the attempt to work with the instructor is unsuccessful, the student should take the grievance to the supervisor of the area in which the alleged violation occurred. The student should then after consulting with the appropriate supervisor/division chair attempt to resolve the grievance through informal discussions. The supervisor will inform the student, in writing, of any decision made and the reason for that decision. Personnel decisions cannot, however, be discussed with students or parents.

**STEP 2:** The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook, or website ([fortscott.edu](http://fortscott.edu)). If the student is unable to resolve the complaint in this manner (follow steps C-D, below), he/she should proceed to STEP 3.

- c. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the appropriate Vice President and request a conference. The Vice President will meet with the student and any other College personnel involved. The Vice President will inform the student, in writing, of any decision made and the reason for making that decision.
- d. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review. The decision of the President is final (the option remains to file a formal complaint with the Board of Trustees, Step 3).

**STEP 3:** The student must complete the Board's Student

Complaint Form. After receiving a complaint through our complaint form, the Board will review the submitted materials and contact the submitter for any required additional information or clarifications. The Board will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college's response, the Board will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Board will inform both parties involved in the complaint. If the student has additional questions about the complaint process, or wants to clarify that the individual complaint is reviewable by the Board, please feel free to contact the Vice President of Student Affairs office at 620.223.2700 ext. 7230. All student complaints should follow the preceding process. The following applies to non-Kansas residents, enrolled in distance education courses relating to the State Authorization Reciprocity Agreement (SARA).

#### **Complaint Resolution Processes (2015 SARA Policies and Procedures, sec. 4, 2, a.-g.)**

- a. Complaints against an institution operating under SARA go first through the institution's own procedures for resolution of grievances.
- b. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.
- c. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA portal agency in the home state of the institution against which the complaint has been lodged. That agency shall notify the SARA portal agency for the state in which the student is located on receipt of that appealed complaint. The resolution of the complaint by the institution's home state SARA portal agency, through its SARA complaint resolution process, will be final, except for complaints that fall under the provisions of (g), below.
- d. While the final resolution of the complaint rests with the SARA portal agency in the home state of the institution against which the complaint has been lodged, nothing precludes the state in which SARA Policies and Standards - July 10, 2015 - Page 11, the complaining person is located from also working to resolve the complaint, preferably through the state's SARA portal agency. Indeed, it is expected that SARA states will facilitate the resolution of any complaints brought to their attention.
- e. While final resolution of complaints (for purposes

of adjudication of the complaint and enforcement of any resultant remedies or redress) resides in certain cases with institutions (complaints about grades or student conduct violations), or more generally with the relevant institution's home state SARA portal agency (all other complaints), the regional compact(s) administering SARA may consider a disputed complaint as a "case file" if concerns are raised against a participating state with regard to whether that state is abiding by SARA policies and Standards. The regional compact may review such complaints in determining whether a state under its purview is abiding by the SARA standards. Similarly, a complaint "case file" may also be reviewed by NC-SARA in considering whether a regional compact is ensuring that its member states are abiding by the SARA standards required for their participation in the agreement.

- f. SARA shall develop policies and procedures for reporting the number and disposition of complaints that are not resolved at the institutional level. Such data will create transparency and can be used in determining whether a regional compact is ensuring that its SARA member states and those states' institutions are abiding by the standards required for participation in the agreement.
- g. Nothing in SARA Policies and Standards precludes a state from using its laws of general application to pursue action against an institution that violates those laws.

#### **Discrimination Grievance**

Any applicant, employee, or student who believes he/she has been subjected to discrimination including harassment on the basis of sex, disability, age, race, color, or national origin may file a grievance under this procedure. It is unlawful for FSCC to retaliate against anyone who files a complaint or assists in an investigation of a complaint of discrimination, including harassment.

Complaints will be promptly and thoroughly investigated in a confidential manner as outlined below. The aggrieved will be allowed to provide evidence to support the grievance. The aggrieved will be notified in writing of the status of the grievance at the end of each stage of the investigation.

If an investigation validates discrimination or harassment based on sex, disability, age, race, color, or national origin including complaints of harassment, FSCC will take appropriate corrective and remedial actions.

#### *Procedure*

- Grievances from applicants, employees, and students must be submitted to FSCC's Section Human Resources Director (or his/her designee) as soon as possible but no later than sixty (60) calendar days after the date the person filing the grievance becomes aware of the

alleged discriminatory action.

- A grievance must be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- FSCC's HR Director (or his/her designee) will conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. FSCC's HR Director will maintain the files and records relating to such grievances.
- FSCC's HR Director will issue a written decision to the individual on the grievance no later than thirty (30) calendar days after its filing.
- The person filing the grievance may appeal the decision of FSCC's HR Director by writing the College President within fifteen (15) calendar days of receiving FSCC's HR Director decision. The appeal should explain why the HR Director's finding should be overturned.
- The College President will review the grievance records including all submitted evidence and issue a written decision on the appeal no later than thirty (30) calendar days after its filing.
- Filing a grievance with FSCC's HR Director (or his/her designee) does not prevent the applicant, employee, or student from filing a complaint with the Office for Civil Rights, US Department of Education.
- FSCC staff, including the Vice President of Student Affairs and Vice President of Academic Affairs, may assist FSCC's HR Director Coordinator with investigations or other appropriate actions in grievances involving students.
- FSCC's HR Director (and/or his/her designee) will make appropriate arrangements to ensure that individuals with disabilities are provided reasonable modifications and appropriate auxiliary aids and services where necessary to participate in this grievance process. Such arrangements may include making the grievance procedure available in alternate formats such as braille, large print, audiotape, providing interpreters for the deaf or hard-of-hearing, or assuring a barrier-free location for proceedings.

## Eligibility for Admissions

FSCC welcomes applications for admission from individuals who have graduated from an accredited high school or satisfactorily completed a high school diploma equivalency (GED) examination. FSCC offers classes and testing procedures necessary for completion of GED requirements. Home-schooled students must provide an official transcript that includes the principal's signature and date of graduation. Only transcripts from a state-approved home school will be accepted. To be eligible for an athletic scholarship and financial aid, a student must possess a high school diploma or GED from an accredited institution. Certain courses of study may require additional criteria. All admissions are subject to limitations of space.

To apply, visit [fortscott.edu/applynow](http://fortscott.edu/applynow). The free application will allow students to generate a student ID, which is necessary for enrollment. Prior to enrolling, students are required to take the ACCUPLACER test and provide official scores from another qualifying placement assessment such as GED or high school transcript. Students who have ACT scores of 21 on both the English and math sections of the ACT or have taken English 101 and college algebra for college credit and have passed with a grade of "C" or above, are exempt from taking the ACCUPLACER test. A copy of the ACT and/or a college transcript must be provided by the student. Students interested in the Certified Medication Aide or Home Health Aide programs will need to take the Nelson/Denny (reading) and WRAT (math) exams and meet the entrance requirements to be accepted into the programs.

Individuals who do not meet the admission requirements, but may benefit from college-level instruction may be admitted for one semester upon advisement from the FSCC Advising Office. Subsequent enrollment is permitted only when the requirements above are completed. Except as noted herein and below, all incoming students must furnish an official copy of their high school transcript or GED. For the high school graduate, home-schooled student, or GED completer, the official high school transcript or GED certificate should be provided prior to the student's initial enrollment at FSCC. A high school transcript that does not contain the student's date of graduation and an authorized school official's signature will not be considered official. All individuals must have an official GED score report or an official high school transcript on file with the Registrar's office to be eligible to graduate from Fort Scott Community College.

In order to receive an athletic scholarship, varsity athletes must have an official high school transcript with graduation year and signature or an official GED score sheet from an accredited institution on file with the FSCC Registrar's Office before the first day of classes.

## High School Students

High school students in good standing who are juniors or seniors, or who are state-approved gifted students, may

# ADMISSIONS PROCEDURE

enroll in classes and earn college credit. Such students must secure written permission from their high school principal or counselor prior to enrollment. These students must follow the same application procedure and student criteria mentioned above.

### **Transfer Students**

Transfer students are defined as those students seeking admission to Fort Scott Community College who have completed three or more credit hours of college-level work at another college or university. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. Colleges previously attended must be identified on the enrollment application, and official transcript(s) must be sent directly to FSCC's Registrar's Office via an electronic transcript service or mail. Transcripts must come directly from the Registrar's Office to be considered official. The student is responsible for arranging for the provision of such transcript(s). Such transcript(s) should be provided prior to initial enrollment at FSCC. Enrollment in subsequent semesters will be denied if official transcript(s) have not been provided.

### **Special Interest Students**

FSCC welcomes applications from students interested in completing courses but not currently seeking an FSCC degree or certificate. These students may enroll in up to five credit hours per semester. Special interest students are not eligible for financial aid.

Special interest students will not be required to provide official high school or college transcripts. However, if the special interest student subsequently decides to pursue a degree or certificate from FSCC, official high school and college transcripts will then be required.

Students who have earned 64 or more credit hours, but are not seeking an associate's degree or already holding a college degree are not subject to the five-credit-hour limitation and may enroll in college classes as special interest students or as certificate-seeking students.

Senior citizens age 65 and older can take classes at FSCC without paying fees or tuition. However, these classes will be considered "non-credit" and are subject to available space.

Former students who are returning to FSCC must furnish the Registrar with official transcripts of all high school and college work and must reapply to the college. This must be completed prior to re-enrollment at FSCC.

### **Advanced Standing & Credit for Prior Learning**

Students will qualify for, and receive, advanced standing and credit at FSCC if they have earned credit at another accredited college or university, or if credit has been obtained by one of the sources listed below. FSCC currently offers credit for prior learning through a variety of methods.

Prior learning credits are credits that you receive from

FSCC for knowledge acquired outside of the traditional classroom setting. Students who have proper documentation for previous learning may be eligible to earn college credit.

If you feel you may be qualified to earn college credit for previous learning experiences, please send the proper documentation to the Registrar's Office before the start of the semester.

- Students may earn a maximum of 30 hours of credit from prior learning credit.
- All credit earned will receive a grade of "P" for passing.
- Credit obtained at FSCC from prior learning may not transfer to another college or university.
- You may not enroll in a class for which you are applying prior learning credit.
- Credit cannot be used to repeat classroom credit in which you have received a grade.
- The decision of whether or not to award prior learning credit is final and cannot be appealed.
- A fee may be required to have your credits evaluated.
- Once credits are evaluated and placed on the official transcript, they are considered part of the student's official academic record and cannot be removed.
- Credit will not be awarded until official enrollment in FSCC courses has been verified.

### **Advanced Placement (AP) Exam Program**

FSCC accepts credit earned by successfully completing the AP Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that the student earned a minimum examination score of 3. No credit will be awarded for scores below a 3. Exceptions to the minimum score requirement are College Physics I, College Physics II, Art History, Physics C: Electricity and Magnetism, and Physics C: Mechanics, which each require a minimum examination score of four. To request a copy of your score report to be sent to FSCC, visit [collegeboard.org](http://collegeboard.org).

### **College Level Examination Program (CLEP)**

FSCC accepts credit earned by successfully completing the CLEP General Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that examination scores are 50 or higher. To request a copy of your score report to be sent to FSCC, visit [collegeboard.org](http://collegeboard.org).

### **International Baccalaureate (IB) Exam**

FSCC accepts credit earned by successfully completing the IB standard level (SL) and higher level (HL) examinations. Subject area score acceptance and minimum score requirements will be at the discretion of the Registrar and Academic Affairs Offices.

To request a copy of your official score report to be sent to FSCC

please visit the following website: [rrs.ibo.org](http://rrs.ibo.org).

### **Cambridge International (CI)**

FSCC accepts credit earned by successfully completing the Cambridge International examinations. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that an examination score of E or above on Advanced Levels (A Levels) and Advanced Subsidiary Levels (AS Levels) is achieved. To request a copy of your grade transcripts to be sent to FSCC please visit the following website: [gradetranscripts.cambridgeinternational.org](http://gradetranscripts.cambridgeinternational.org).

### **College Credit for Military Service**

FSCC follows the recommendations of the Office of Educational Credits listed by the American Council of Education (ACE). Advanced standing credits will be given to veterans for formal service school courses based on the recommendations of ACE. Military experience listed on the Joint Services Transcript (JST) will be awarded credit based on the recommendations of ACE. Credit earned is limited to a maximum of 30 hours to be allowed for graduation. No letter grade is awarded when students receive advanced standing for military educational experience. Credit is counted as transfer work without a grade, but is counted toward graduation and may be used to fulfill curriculum requirements. To understand how your military service can transfer to FSCC, please visit <https://www.kansasregents.org>. To request a copy of your JST to be sent to FSCC, please go to the following website: [jst.doded.mil](http://jst.doded.mil)

### **Certificate Evaluation**

In some cases, students may show a certificate of successful completion of training to earn college credit for a class covering the same material. (Examples: OSHA Department of Labor Card, NCCER Card, American Heart Association CPR Card, etc) Copies of cards/certificates will be required and also may require validation before being officially accepted. Cards will not be accepted as a substitute for failure of an equivalent course.

### **Portfolio Evaluation**

FSCC will evaluate work experience portfolios for college credit. Credit for previous work experience will be evaluated on a case-by-case basis by the Vice President of Academic Affairs, Registrar, and other members of the faculty or Advising Department as necessary.

The portfolio will need to include a narrative with detailed documentation of experience, training, education, work history, and any other documentation requested by the institution. Portfolios should be turned in at least 30 days prior to the start of the semester to allow for adequate evaluation time. Supplying a portfolio to the institution does not guarantee credit will be awarded. Please submit your portfolio to the Registrar's Office or Vice President of

Academic Affairs Office.

### **International Students & Immigrant Students**

Fort Scott Community College is authorized under Federal law to enroll nonimmigrant alien students. Resident aliens must establish status during enrollment by providing a copy of their resident alien (green) card. Also, resident aliens must meet with an advisor for course placement and academic evaluation, including English proficiency.

International students must apply for admission and supply the required documents within these deadlines:

- July 1 for the following Fall semester
- December 1 for the following Spring semester
- May 1 for the following Summer semester

Before admission can be granted, the following documents must be on file:

- An application for admission signed by the prospective student, accompanied by a \$50 nonrefundable application fee.
- A secondary school transcript, translated into English, from the student's home country. The prospective student is responsible for the certified transcript evaluation, translation and attendant costs.
- A transcript from all colleges previously attended; if the college is outside the United States, the student is responsible for transcript evaluation, translation, and attendant costs
- A TOEFL (Test of English as a Foreign Language) score of 68 or higher on the Internet-Based TOEFL, 190 or higher on the Computer test, or 520 or higher on the paper test; specific programs may have higher requirements. Questions about TOEFL administration can be addressed to Educational Testing Service, Princeton, N.J. 08450. •Or an IELTS score as follows: overall score of 6.0 with a minimum score of 5.0 in each band of IELTS is required. If a lower score is earned in any of the five band scores, the overall score cannot be accepted.
- Tuberculosis test results.
- Proof of medical insurance.
- Evidence of financial resources in the amount of at least \$13,000.
- Proof of secured housing.

After these documents are in the prospective international student's file, Immigration & Naturalization Form No. 20 (I-20) can be completed, signed and issued. Without an I-20, an international student cannot attend a college in the United States.

FSCC does not provide financial aid to international students. All international students are expected to provide full funding for all courses prior to the first day of class.

For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or

three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

### **Undocumented Immigrants and Others**

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fee rates, for any enrolled class beginning after that date, under the following conditions:

1. the student has attended an accredited Kansas high school for three or more years; and
2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas; and
3. in the case of a person without lawful immigration status, they must have signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so; or
4. in the case of a person with a legal, nonpermanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so. \*Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law. \*The law has no effect on the eligibility standards or requirements for any type of financial aid. \*Students who are eligible under HB2145 must contact the Registrar's Office to complete the necessary requirements.

### **Kansas Residency**

Individuals enrolling in a community college who have not been domiciliary residents of the State of Kansas if they are adults, or, if they are minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and will be charged out-of-state tuition. Residence of minors shall be determined as provided in K.S.A. 72-1046 and acts amendatory thereof and of adults as provided in subpart Twenty-three of K.S.A. 66-201 and

acts amendatory thereof.

The Kansas Board of Regents may adopt rules and regulations governing the determination of residence of students for student tuition and out-of-state and foreign student tuition purposes. (L. 1972. ch. 271.Sec.1; April 11.)

Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates.

After a student has continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an Affidavit of Residency form from the Registrar prior to the first day of the semester or the summer session. A student can be a resident of only one state. If a student leaves the state and claims residency in another state, he/she forfeits Kansas residency regardless of the time spent out of the state. The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas Board of Regents, the student must raise the question to the Registrar prior to the first day of classes of any given semester. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all terms during which the student was incorrectly registered.

## **ENROLLMENT POLICIES**

### **Enrollment**

FSCC has an open enrollment policy, which allows students to be accepted and begin the enrollment process at any time throughout the year.

### **Steps to Enroll:**

1. Apply to FSCC at [www.fortscott.edu/ApplyNow](http://www.fortscott.edu/ApplyNow)
2. Send official transcripts to FSCC Registrar, 2108 South Horton, Fort Scott, Kansas 66701
  - a. High School transcripts – Email or electronic transcript service (Preferred Methods), Mail, or Fax to 620-223-4927
  - b. College transcripts – Mail or electronic transcript service.
  - c. GED – Mail official score report using or electronic transcript service (preferred method).
3. Complete FAFSA at [studentaid.gov](http://studentaid.gov)
  - a. Questions? Call 800-874-3722
  - b. School code is **001916**
  - c. For more information about college funds, visit [college.gov](http://college.gov)
4. Take a placement test (ACCUPLACER or ACT)
5. Meet with a FSCC Advisor
  - a. Choose classes
  - b. Enroll

## Placement Scores: FSCC 2022-2023

### ACT

#### READING AND WRITING

<i>Score</i>	<i>Class</i>
0-14	Reading & Writing Strategies I
15-20	English Enrichment
21>	English 101

#### MATH

<i>Score</i>	<i>Class</i>
0-14	Math Skills
15-16	Elementary Algebra
17-18	Intermediate Algebra with Review
19	Intermediate Algebra
20	College Algebra with Review
21	College Algebra

ACT of 21 or higher in math and English, no test is required. ACT of 24 or higher in math, student can be placed in Trigonometry, Calculus I (with high school Trigonometry); otherwise Basic Calculus.

### SAT

#### READING AND WRITING

<i>Score</i>	<i>Class</i>
0-360	Reading & Writing Strategies I
370-420	English Enrichment
430	English 101

#### MATH

<i>Score</i>	<i>Class</i>
300-470	Elementary Algebra
480-520	Intermediate Algebra
560	College Algebra

### ACCUPLACER - NEXT GENERATION

#### READING & SENTENCE

<i>Scores</i>		<i>Class</i>
Reading	Sentence	
200-216	200-216	Reading & Writing Strategies I
217-254	217-254	English Enrichment
255+	255+	English 101

#### MATH

<i>Scores</i>	<i>Class</i>
200-236	Elementary Algebra
237-249	Intermediate Algebra with Review
250-262	Intermediate Algebra
263+	College Algebra

## CURRENT/COMPLETED HIGH SCHOOL within three years

#### READING AND WRITING

<i>Score</i>	<i>Class</i>
< 2.0 CUM	Reading & Writing Strategies I
≥ 2.0 CUM	English Enrichment
≥ 3.0 CUM +	English ≥ in Subject

#### MATH

<i>Score</i>	<i>Class</i>
< 2.0 CUM	Elementary Algebra
≥ 2.0 CUM	Intermediate Algebra with Review
≥ 3.0 CUM +	College Algebra
≥ in Subject	

### GED TEST SCORES (Must have completed a GED (Version 2014) Test within three years

#### READING AND WRITING

<i>Score</i>	<i>Class</i>
< 150 Average	Reading & Writing Strategies I
≥ 150 Average	English Enrichment
≥ 160 Average +	English
≥ 160 in Subject	

#### MATH

<i>Score</i>	<i>Class</i>
< 150 Average	Elementary Algebra
≥ 150 Average	Intermediate Algebra with Review
≥ 160 Average +	College Algebra
≥ 160 in Subject	

### 2023-2024 Academic Year Tuition & Fees

(Cost per Credit Hour)

<i>Status</i>	<i>Tuition</i>	<i>Fees</i>	<i>Total</i>
<b>Kansas Residents</b>			
<i>Bourbon County</i>	\$47	\$61	<b>\$108</b>
<i>Other Counties</i>	\$62	\$61	<b>\$123</b>
<b>High School Concurrent Kansas Residents</b>			
<i>Bourbon County</i>	\$47	\$61	<b>\$108</b>
<i>Other Counties</i>	\$50	\$61	<b>\$111</b>
<b>Non-Resident</b>			
<i>All Other States</i>	\$62	\$61	<b>\$123</b>
<b>International</b>	\$128	\$61	<b>\$189</b>

Note: Tuition and fee charges are subject to change without notice.

Traditionally, the FSCC Board of Trustees sets tuition and fee rates every spring for the following academic year. Contact the Cashier for current information.

## Accessibility

FSCC provides support for qualified students with disabilities. Students seeking assistance with academic programs because of disabilities (physical, emotional, mental, or multi-disabilities) should contact the Disabilities Coordinator through the Advising Office. Academic, career counseling assessment and planning services are available to those who qualify. Transition services are also available to these students. Students requesting services should submit a written request and official documentation prior to the start of each semester. Allow a minimum of three weeks for services to be provided.

## Additional Program Fees

In addition to the fees described above, some programs of study and courses charge extra fees to cover the costs of materials and supplies provided by the college. Some programs and courses may require students to purchase additional materials and supplies on their own or pay for certification testing.

<u>Allied Health:</u>	CNA/CMA lab fee - \$35 per course Phlebotomy fee - \$75 per course Insurance fee - \$20 per year KDAC ALH Application fee - \$22 per course Online testing fee - \$18 per course (CNA only)
<u>Cosmetology:</u>	\$1,815; includes all equipment, supplies, and lab fees
<u>EMT:</u>	Beginning lab fee - \$295 per semester Practical skills exam - \$125 per semester Insurance - \$20 per year National Written Fee \$100 Background Check \$50 per year
<u>First Responder:</u>	Course fee - \$50 per semester
<u>Harley-Davidson:</u>	Program fee - \$665 per semester (includes lab fee, manuals, and SkillsUSA dues) Tool kit - \$4,510 optional (first semester)
<u>HVAC:</u>	Program fee - \$175/course Work Ready certificate - \$250 (first semester) EPA 608 testing fee - \$40 Tool kit - \$1,200 optional (first semester)
<u>John Deere:</u>	Program fee - \$300 per semester Computer & software access - \$100 per semester

Manicuring: Uniform/Smock - \$60  
Kit - \$455

Nursing: Program & Lab fee - \$450  
Computer & software access - \$50 per semester

## Special Course Fees:

Agriculture material fee (AGR1204 & 2244) - \$25 per course  
Art fee - \$30 per course  
Anatomy & Physiology dissection kit - \$25  
Chemistry Lab fee - \$25 per course  
Science fee - \$25 per course  
Construction/Masonry/Welding - \$175 per course  
OL Chemistry - \$180  
Physical Science Lab - \$170  
General Biology Lab kit - \$30  
Artificial Insemination course - \$375  
Math courses - Hawkes Software \$90

## Student IDs / Hound Card

Issuing stations are located at the Fort Scott main campus, FSCC Motorcycle Training Building in Frontenac, and Miami County Campus.

## Refunds

A student who officially drops a class may receive a full refund if he or she does so prior to the designated refund date for the course.

Refunds are calculated based on the date the student officially drops in the Registrar's Office or upon receipt of correspondence from the student indicating he or she has dropped. Refunds should be requested from the business office at the time of official drop. If a student withdraws from a class, no refund is issued.

## Electronic Funds Transfer

Electronically deposit financial aid and other student refunds directly into your checking and savings account. Electronic Funds Transfer (EFT) refunds allow students to receive disbursements electronically, eliminating the delay and costs involved with mailing paper checks.

# FINANCIAL AID

FSCC provides its students with a quality education at an affordable cost. Even so, many students require some financial help to achieve their educational and career goals. Students may apply for federal financial aid if they are seeking a degree or certificate at FSCC, if they have a high school diploma or equivalent, and if they are not taking courses at FSCC while still in high school.

The FSCC Financial Aid office is located in the Dick Hedges Administration building. Under regulations of the U.S. Department of Education, the financial aid officer administers

federal grant and loan programs and the college work-study program. Scholarships are administered by the Admissions Office and the Development Office. However, a FAFSA (Free Application for the Federal Student Aid) must be filed to qualify for scholarships at FSCC.

### Apply for Financial Aid

1. Apply for an FSA ID at [studentaid.gov](http://studentaid.gov)
2. Complete the (FAFSA) at [studentaid.gov](http://studentaid.gov). Include FSCC's federal school code (001916) to ensure the FSCC Financial Aid office will receive the application electronically.
3. Ask your high school to send an official transcript that includes your graduation date to the FSCC Registrar's Office.
4. Submit all previous college/vocational schools' official transcripts to the FSCC Registrar's office.
5. Check your Student Portal/GIZMO account for missing or required documents. Return any document requests to the Financial Aid Office in a timely manner. Continue checking GIZMO to accept or decline financial aid awards.

Based on the evaluation of the student's FAFSA application, FSCC determines the amount of aid that he or she may receive. This application is the basis of all Title IV federal financial aid. It must be completed before eligibility can be determined for any type of assistance. FSCC is able to meet the needs of students who qualify for financial aid depending on the availability of federal, state, and local funds. The Financial Aid Office considers each student's financial need assessment individually, and each is awarded according to federal guidelines.

### Records needed for FAFSA

The records a student will need to complete the federal aid form include two years prior federal income tax returns; validated records of money earned; records for non-taxable income, such as student financial aid, child support, or veterans' benefits; current bank statements; business and farm records; value of stocks and bonds records; and other investment records. Students may be selected by the federal government to verify the information reported on the FAFSA. Students who are selected receive a notification in their GIZMO account to submit additional documentation to the Financial Aid Office. The student should ensure that all the paperwork required for the application is correct and readable, including all signatures and dates. Failure to submit the required information will stop the processing of the application or delay the timely receipt of assistance. Students who are unsure of the documentation needed should contact the Financial Aid Office for clarification at [financialaid@fortscott.edu](mailto:financialaid@fortscott.edu).

Students must also provide the Registrar's Office with all academic transcripts from previous colleges and/or vocational technical schools. Transcripts must be provided regardless of whether they received aid or completed hours. Anyone who obtains federal student aid by giving incorrect information must pay it back. Giving false or misleading

information on an application form is a crime subject to a \$20,000 fine and/or prison sentence.

### Student Aid Report

After the student submits the FAFSA, the schools listed by the student will receive an Institutional Student Information Record (ISIR). Students must be sure to list their potential postsecondary schools on their aid application so their financial aid can be processed. The ISIR will show the institution the calculated Estimated Family Contribution (EFC), which is computed from the information on the application and determines the amount of aid the student is eligible to receive. Generally, the lower the number, the more aid the student is eligible to receive. Students will be notified of their financial aid awards via their GIZMO account and FSCC email account.

### Deadline Dates

Students should file their applications by July 1 for the fall semester and by December 1 for the spring semester. After those dates, the Financial Aid Office can not guarantee a financial aid award by the time the student starts classes, and the student would need to make arrangements for payment with the Business Office. Also, any books needed at that time would require payment out of pocket.

When selected for verification, a student must submit all required documents, including an award letter signed by the student, **before the last day of the semester** in order to be considered for financial aid that semester. Failure to meet this deadline will result in no aid awarded for that semester.

### Disbursements

Disbursements of excess financial aid will occur no later than three weeks after the 20th day of class each semester. Any aid awarded that exceeds the amount owed on tuition, fees, or books will be deposited to the student's FSCC Hound ID card or to a bank account designated by the student in his or her GIZMO account.

Students who receive federal grants or loans should be aware that FSCC will deduct any money owed to the college before disbursing excess funds to the student. Students whose total bill from FSCC in any semester exceeds the total of all grants, scholarships, and loans must pay the difference in accordance with the Payment of Obligations section of this Catalog.

### Eligibility Guidelines

To qualify for federal aid, a student must have either a high school diploma or recognized equivalent (GED). The Registrar's office must receive an official high school transcript with graduation date or GED before any aid will be awarded. A student must also be seeking an associate degree or be enrolled in an eligible one-year certificate program. Students must maintain "satisfactory academic progress," defined later in this section.

Generally, students who have previously received an associate degree may not receive federal aid for any additional

classes at FSCC. However, if a student has a change of major or is seeking a different degree or certificate, a Degree Appeal form, with documentation, can be submitted to the Financial Aid Office. The Appeal will then be forwarded to the Appeals Committee. Forms can be found at [fortscott.edu/financialaid](http://fortscott.edu/financialaid)

Students may be eligible to receive financial aid for up to 96 attempted credit hours at the community college level. Hours taken to repeat a course and/or hours from which a student withdraws do not count as hour(s) completed, but will be counted as hours attempted toward their 96 credit hours of eligibility.

Transfer students who are eligible to receive financial aid at FSCC must comply with the same standards for satisfactory academic progress and time-frame limits as all other students.

Official academic transcripts from all prior colleges and vocational schools must be sent to the Registrar's office. These transcripts will be evaluated by the Financial Aid office before any financial aid is awarded. If a student owes money to a previous school, the student will not be eligible to receive aid at FSCC until that school has been paid in full and an official academic transcript has been received in the Registrar's office.

A student must not be in default on a previous educational loan or owe a repayment on a federal grant. The student must inform the financial aid officer if he or she is in default or owes such a repayment. Students must inform the Financial Aid Office if they are concurrently attending any other educational institution while receiving financial aid at FSCC. It is illegal to receive financial aid at two different institutions at the same time.

### **Award Notification**

Eligible students will receive an award notification via the FSCC assigned email account. The award package will list the types of aid available to the student based on full-time enrollment. If the student is enrolled in less than full time but at least six credit hours, the amount of the award will be pro-rated. Awards must be either accepted or declined in the student portal (GIZMO). After awards have been accepted, the student may charge books against the award if the amount of aid offered exceeds actual charges for tuition, fees, or dorm. Students must contact the Business Office to obtain a Book Voucher for the amount available to charge in the book store.

### **Cost of Attendance**

The cost of attendance for a student is an estimate of that student's educational expenses for the academic year. Allowable costs include tuition and fees, books and supplies, transportation, room and board, and personal/miscellaneous. Cost components are determined by dependency status, living at home or away from home, state residency, and program of study. For an estimate of cost of attendance, please see the Net Price Calculator at [fortscott.edu/NetPriceCalculator](http://fortscott.edu/NetPriceCalculator).

### **Return of Federal Financial Assistance (Title IV Funds)**

Effective October 2000, the U.S. Department of Education specifies how Fort Scott Community College must determine the amount of Student Financial Aid program assistance that is earned if a student withdraws from all classes. Either a full withdrawal from all classes or all "F's" before completion of 60% of the semester may result in the student being in a re-payment situation with both FSCC and the Department of Education. Details of this regulation under Section 668.22 in the Federal Register are available in the Financial Aid Office.

Students contemplating withdrawal should consult with the Financial Aid Office to see how the withdrawal would affect their Federal Aid and if they will be responsible for a repayment. Students who decide to withdraw must complete the necessary forms in the Student Services Office.

### **Reinstatement of Aid**

In the event that financial aid eligibility has been suspended due to unsatisfactory academic progress, the student will not receive any financial aid funding until Satisfactory Academic Progress Policy standards are met or eligibility has been reinstated by the Financial Aid Appeals Committee.

All appeals must be submitted in writing. Appeal forms are available on the FSCC web site under Financial Aid Forms. Appeal dates are set by the Financial Aid Office. All Appeals will be reviewed by the Financial Aid Appeals Committee. Students will be notified of the decision in writing by the Financial Aid Department **via their FSCC student email account**.

### **Degree Appeal**

If a student has already completed 96 hours, obtained either an Associate Degree or Certificate, and wishes to continue his/her education at FSCC, a Degree Appeal is required in the Financial Aid Office. Forms can be found at [fortscott.edu/FinAidForms](http://fortscott.edu/FinAidForms)

### **Federal Grants**

Federal grants are awarded to students who demonstrate financial need according to federal formulas. Grants do not have to be repaid. The grants available to students at FSCC are the Pell Grant and the Supplemental Education Opportunity Grant (SEOG) for students with exceptional need.

### **Student Loans**

Federal Direct Stafford loans are available to students in good standing whose grant eligibility or private resources are not sufficient to pay for their education. Students who wish to be considered for federal student loans must apply in time for the loan to be processed and the funds to be disbursed before the last day of the semester. All students who receive loans must complete the FAFSA, an entrance counseling session, and a master promissory note to receive their loan proceeds. An exit counseling session must be completed

before the end of the loan period. More information about these requirements can be found at [studentloans.gov](http://studentloans.gov)

The two types of loans available to FSCC students are the Direct Subsidized Stafford Loan and the Direct Unsubsidized Stafford Loan. Loans can only be disbursed to students who are enrolled in at least six credit hours and are making Satisfactory Academic Progress at the time of disbursement. Students must begin repaying their loans six months after they complete their program, drop below six credit hours, or leave school. Interest rates are determined at the time of origination.

In addition, creditworthy parents of students may be eligible for Parent PLUS loans administered as part of the federal student aid program. Parents can complete PLUS applications at [studentloans.gov](http://studentloans.gov)

Federal regulations require that each loan approved will be disbursed in two payments. If a loan is awarded for both the Fall and Spring semesters, half of the total amount will be disbursed in the Fall and half in the Spring. If a loan is awarded for just one semester (Fall only or Spring only), loan funds will be released in two disbursements, the second disbursement occurring halfway through the semester or loan term.

### College Work-Study

The federally funded work-study program provides campus employment for students in good standing with financial need. Students interested in work study should inquire at the Financial Aid office to see if they meet the federal eligibility requirements. All students applying for work-study employment, regardless of their family financial situation, must have a completed financial aid file. Eligible students will be directed to any known supervisors that need work-study positions filled. Department supervisors will interview applicants and make the final decision to hire.

Before a student may start working, an employment packet must be completed by both the student and his/her supervisor and returned to the financial aid office. An assignment sheet will be given to the supervisor.

### Late Start Classes

Classes that have starting dates after the first week of the semester will only be eligible for aid if the student enrolls in the class before the 20th day of the semester. No disbursements will be made for these classes until the instructor has submitted the final certification roster to the Registrar's office and the eligible date of the course has passed. Intersession classes may be considered for aid if the student is enrolled by the 20th day of the previous semester and was not enrolled in at least 12 credit hours for that previous term. Final certification rosters must be submitted before disbursements will be made.

### Scholarships

Students may apply for scholarships in addition to financial aid. Scholarships are awarded on the basis of academic ability, participation in activities, financial need and athletic skill. Scholarship applications are available

online at [fortscott.edu/scholarships](http://fortscott.edu/scholarships). All students applying for scholarships must first complete a current year Free Application for Federal Student Aid (FAFSA) **AND** follow up with Financial Aid office to complete all necessary paperwork for packaging.

FSCC scholarships generally fall into two categories: institutional and those awarded through private groups such as the FSCC Endowment Association. The U.S. Department of Education also requires that all off-campus scholarships or other resources must be reported to the Financial Aid Office before the student is awarded any federal student assistance. All scholarships will be considered resources against the student's cost of attendance at FSCC. If scholarships are received in the Financial Aid Office **after** federal financial aid is awarded, there may be an adjustment made to any further disbursements.

### Veterans' Benefits

FSCC has been approved to offer training for eligible veterans. All veterans must follow the steps required on the FSCC website. This includes submission of the Request for Enrollment Certification Form for each period of enrollment at FSCC. A student's eligibility is determined by making application with the VA at [www.va.gov](http://www.va.gov). After applying for benefits and enrolling in classes, the financial aid officer, who is the FSCC veterans' certifying official, will send in the Enrollment Certification Form 22-1999 no earlier than one month before the semester begins. Please note: all official academic transcripts from previous colleges or vocational training must be received in the Registrar's office before enrollment will be certified with the VA. All other forms must be handled by the student directly with the Veterans Administration in St. Louis, MO. This process takes approximately six weeks.

The student receiving VA benefits is responsible for informing the VA Certifying Official each semester that they wish to use their benefits by submitting a Request for Enrollment Certification form to the Financial Aid office. The VA Certifying Official acts as an agent to verify enrollment and does not determine eligibility for benefits. In addition, all tuition and fees must be paid or arrangements made for payment at the time of enrollment.

Fort Scott Community College will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries, or other institutional facilities; or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran's Affairs

Any changes in enrollment, either adding, dropping, or withdrawing from classes must be reported to the VA Certifying Official in order to avoid an overpayment. To speak directly with a VA representative, call 800-827-1000.

## Other Assistance

In addition to aid programs administered by the college, some students may also qualify for assistance from state or federal agencies. Students who believe they may qualify for such assistance must make application directly to these agencies.

Bureau of Indian Affairs  
Higher Educational Office,  
Federal Building  
Muskogee, OK 74001

Vocational Rehabilitation  
Department of Social  
& Rehabilitation Services  
Pittsburg, KS 66762

Social Security  
Administration  
4102 S. Arizona Ave.  
Joplin, MO 64804

KANSAS WORKS  
Vocational Training &  
Workforce Development  
105 W. Euclid  
Pittsburg, KS 66762

Because state programs vary, students should contact the state higher education agency that administers the program in their state. It can be found at [www.ed.gov](http://www.ed.gov) with the key "state higher education agencies."

## FINANCIAL AID Satisfactory Academic Progress Policy

Federal regulations require that students must be making “Satisfactory Academic Progress” (SAP) to remain eligible for all federal student financial aid programs. These programs include the Supplemental Educational Opportunity Grant, the College Work-Study Program, the Pell Grant, and federal student loans. In accordance with federal guidelines, the college has established a framework for evaluating a student’s efforts to achieve an educational goal (such as a certificate or degree) within a given period of time.

- Students must be attending all classes and be in good standing at the time grants and loans are disbursed.
- A student must have a minimum grade point average (GPA) of 1.75 for the first semester at any post-secondary institution and a cumulative GPA of 2.0 for all other semesters.
- Students must complete enough hours each semester to maintain the level or status for which they are paid. For example, if a student is paid on full-time he/she must complete 12 or more hours. Three-quarter time, 9-11 hours; half-time, 6-8 hours; and less than half time, 1-5 hours.
- Students must complete 70% of their overall attempted coursework. For example, if a student attempted 12 credit hours and completed 9 hours, their completion rate would be 75%. This is known as PACE.
- Intersession courses will be included in the prior semester’s SAP evaluation. An incomplete grade will be considered the same as a withdrawal. Students will be allowed 96 credit hours to complete their course work and receive aid.

If in the first semester a student does not maintain Satisfactory Academic Progress, that student will be placed on Warning status for the next enrolled semester and may still receive aid. Financial aid Warning status applies to the next enrolled semester following the semester the student was determined as not making Satisfactory Academic Progress. Students may continue to receive financial aid while on Warning status. To remove Warning status, the student must reinstate his/her academic good-standing per the minimum criteria of our Satisfactory Academic Progress Policy as stated below:

- Maintain a minimum of 2.0 (C) cumulative GPA.
- Students must complete enough hours each semester to maintain the level or status for which they are paid.
- If on warning for PACE, student must complete all attempted hours; no withdraws, incompletes or grades of “F”.

Please always contact the Financial Aid Office before withdrawing from any classes! If a student does not complete the above criteria after being placed on Warning status, that student will then be placed on Suspension and will not receive any financial aid funding until Satisfactory Academic Progress Policy standards are met. Students denied aid due to Suspension status must take courses at FSCC at their own expense for two full-time semesters and until minimum academic standards are achieved.

Students may appeal their Satisfactory Academic Progress status of Suspension by submitting a written appeal form to the Financial Aid Office. SAP Appeal Forms are available on the FSCC website and must be submitted with appropriate documentation. Appeals are reviewed by the SAP Committee and their decision or recommendation is final. Students will be notified via their FSCC student email by the Financial Aid Office of the SAP Committee’s decision.

If the appeal is denied, the student will remain on Suspension and must pay for their education costs at their own expense. If the student is denied aid based on his/her academic progress, then that denial takes precedence over any previous award notification the student may have received. A student whose financial aid eligibility has been revoked because of unsatisfactory academic progress must complete, without financial aid, two full-time semesters and maintain a cumulative GPA of 2.0 and all other SAP requirements.

If the appeal is approved, the student’s financial aid eligibility will be reinstated with a Probation status and the student must adhere to an Academic Plan. The committee does have the authority to set specific Academic Plans for students. Failure to maintain SAP while on Probation will result in denial of aid without the opportunity to appeal.

# ACADEMIC REGULATIONS

## Academic Policies

Although FSCC attempts to keep student regulations to a minimum, the college expects students to be responsible in their behavior to reflect well on both the community and the college. Each student is expected to follow all college rules, pay fees, attend classes regularly, and maintain satisfactory academic progress. The college may suspend, expel or deny admission or re-admission to anyone whose conduct is considered detrimental to the college and its educational objectives.

## Catalog Compliance

When students initially enroll, they will follow the guidelines of the catalog in effect (based on continuous enrollment).

Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog in effect when they return.

FSCC offers students the option to upgrade to the most recent catalog to meet new requirements.

FSCC does not, however, allow a student to revert back to a previous catalog or mix prior and newly selected catalogs.

## Educational Equity

FSCC is committed to a policy of educational equity. Accordingly, FSCC admits students; grants financial aid and scholarships; and conducts all educational programs, activities, and employment practices without regard to race, color, sex, national origin, age, or disabilities.

## Definition of a Student

Any person actively pursuing a course of study at FSCC is considered to hold student status. For the purposes of these and other regulations, a student is further defined as one who is currently enrolled at FSCC or has completed the immediately-preceding term and is eligible to enroll for the next term.

### *Student Classification:*

Students are classified according to the following criteria:

**Part-time students** - students enrolled in 1-5 semester hours (fewer than 6 semester hours for the summer session).

**Half-time students** - students enrolled in 6-8 semester hours.

**Three quarter-time students** - students enrolled in 9-11 semester hours.

**Full-time students** - Those enrolled in 12 or more semester hours (6 or more semester hours during summer).

**Freshman** - students who have completed fewer than 30 semester hours.

**Sophomores** - students who have completed at least 30 semester hours, but not more than 59 hours.

**Non-traditional students** - students who have completed more than 59 credit hours.

## Students' Right to Privacy

Fort Scott Community College complies with all federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. Without express written consent, FSCC may not release information regarding grades, educational achievement, financial information or anything other than Directory Information (as noted in the section below) to anyone other than the student. Students who wish others to be able to access such information must fill out and sign a form indicating their wishes. Forms can be obtained from the Registrar's Office, by visiting [fortscott.edu](http://fortscott.edu) and clicking on Academics, Registrar, Forms, and Information Release Form, or by logging in to the student portal and clicking information release. Forms sent electronically will only be accepted from a student email account.

## Financial Aid and Students' Right to Privacy

The Financial Aid Office complies with the federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. FSCC will disclose no information in a student's financial aid file without the student's written consent.

## Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day FSCC receives a request for access. Student should submit to the Registrar, Vice President, or other appropriate official of the college, a written request that identifies the record(s) to be inspected. The FSCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record is not maintained by the FSCC official to whom the request is directed, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student may ask FSCC to amend a record that is believed to be inaccurate or misleading. The student should write the official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If FSCC decides not to amend the record as requested, the student will be so notified and advised of his/her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSCC to comply with the requirements of FERPA. Name and address of the office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20212-5920

### **Privacy Rights of Students (Directory Information)**

FSCC from time to time publishes bulletins, lists, brochures, booklets, directories, press releases, sports information, honor rolls, etc., containing information that specifically identifies students and information about them. FSCC is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student within a reasonable period of time after the start of the semester, notifies the Registrar in writing that all of the categories listed below should not be released without prior written consent.

The following information is considered Directory Information: student name, hometown, year of birth, full or part-time status, classification, dates of attendance, major/field of study, honors or awards received, photograph, degree/certificate granted and date granted, sports weight/height of athletic team members, and/or participation in officially recognized activities/sports.

### **Social Security Number**

When applying for admission, a student is asked to provide the college with a social security number. While students may choose not to provide this information, no student may receive financial aid from any federally funded program or state payroll unless the social security number is on file. The college may be required to provide your social security number to the Kansas Division of Accounts and Reports for use in detection of fraudulent or illegal claims against state monies in accord with the general authority of KSA 75-3728b.

### **Campus Photo Policy**

Throughout each semester, FSCC staff may take photos of students. These photos may be used for future promotions such as press releases, website, social media, etc. If a student does not want his or her photo used, he or she should contact the Digital Content Specialist or tell staff at the time the photo is taken.

### **Updating Student Information**

It is critical that contact information for students remain current; the College uses that information to notify students about financial and academic issues. Contact information should include a valid email address. Students needing to change their recorded information including name, address, or social security number must complete an "Address/Name Change Form" at the Registrar's Office. Changing a name requires a copy of a marriage certificate, court order, or other legal document approved by the Registrar's Office. Changing an erroneously reported social security number requires a copy of the official social security card.

### **Academic Dishonesty Policy**

FSCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Any student dishonesty detected in a course may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course/institution. A violation of academic integrity includes but is not limited to the following:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another's written work, visual images, photographs, or other intellectual property without recognition/citation; the use of another student's work; the purchase and/or use of a paper that has already been prepared; or the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.
3. Giving assistance to or receiving assistance from another person during an examination.

4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of an uncirculated examination or examination questions.
6. Using any electronic device to receive or transmit academic information inappropriately. For example: cell phones, electronic watches, etc.

This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case, including but not confined to the following:

- Discussing the violation with the student.
  - Failing the student for the specific assignment in question
  - Failing the student for the class. If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript. The instructor also has the following options regardless of the actions already taken:
1. The instructor will notify the Vice-President of Academic Affairs that academic dishonesty has occurred. The notification will include the following information:
    - a. Name and ID number of the student or students involved
    - b. Proof that academic dishonesty has occurred
    - c. A description of any action already taken by the instructor
  2. Once the Vice-President has received this information, he/she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Vice-President will also notify the student by email that a second occurrence may result in a recommendation of dismissal from the college to the Vice President of Academic Affairs.
  3. The Vice-President will maintain a file listing students whose names have been turned in for academic dishonesty.
  4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

### **Academic Load**

A normal academic load for the typical college student is 15-16 hours per semester and six hours during the summer session. Some programs require students to carry more hours; students enrolled in programs that do not require enrolling in so many hours must obtain the approval of the Vice President of Academic Affairs to register for 20 or more credit hours. The advisor is the one person working closely enough with the student to make a judgment regarding the advisability of that student carrying more than 19 hours. The advisor will take into consideration the student's past academic record and realistic expectations, as well as extracurricular

demands such as student activities and employment situations. Students must have a 2.5 cumulative GPA and 24 credit hours completed or a prior full time FSCC semester GPA of 3.0.

### **Enrollment Status – Student's Responsibility**

It is the students' responsibility to periodically check their class schedule in their GIZMO account. Students are responsible for adding, dropping, or withdrawing from a class. If students have questions about their class schedules, they should contact the Advising Office.

### **Drop for Not Attending the First Day of Class**

Students who do not attend class on the first day may be dropped from the class and have to re-enroll. For a student to re-enroll in a class, he or she would follow the procedure detailed below in the section "Class Schedule Changes: Adding a Class." If the class is full, the student will be put on a wait list.

### **Withdrawal for Nonpayment**

Students who have not made formal financial arrangements with the College by the 20th day of class may be withdrawn from the class. It is the student's responsibility to find out how much is owed and to pay tuition and fees; this information is available through the student's GIZMO account. The College attempts to contact the student using the FSCC-assigned email, so the student is responsible for regularly checking his/her FSCC-assigned email. Financial arrangements may include full payment, financial aid, or setting up payments with the Business Office.

### **Dropping/Withdrawing from a Class**

Students wanting to drop or withdraw from a class should see the Student Services Office for the appropriate form to fill out; the form must be signed by the student and returned to the Registrar's Office. Students are also responsible for knowing which courses they need and ensuring that they are enrolled in the appropriate courses. Anyone not enrolled in a class by the final day to add a class (usually 5 days after courses begin) may not earn a grade for the class, even if he/she does all work required.

### **Dropping a Class during the Refund Period**

Students with proper authorization may drop classes using the online GIZMO service during the refund period. All other students must submit the request to the Registrar's Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested "drop" will be processed.

### **Refund of Tuition and Fees**

1. Students officially dropping classes are entitled to a 100% refund of tuition and fees according to the following schedule:

- | Class length | Refund Period                            |
|--------------|--|
| 16 weeks     | 14 calendar days from beginning of class |
| 7-15 weeks   | 7 calendar days from beginning of class  |
| 5-6 weeks    | 6 calendar days from beginning of class  |
| 2-4 weeks    | 3 calendar days from beginning of class  |
| <2 weeks     | Before class begins                      |
- Students are entitled to 100% refund of tuition and fees for classes that are canceled by the college regardless of the date.
  - Failure to attend classes does not constitute a schedule change or withdrawal from class and does not entitle the student to a refund of tuition and fees.
  - An administrative withdrawal does not entitle the student to a refund of tuition and fees.
  - To officially withdraw, a student must process an official "Drop/Withdrawal" form and return the form to the Registrar's Office.

Students are strongly encouraged to discuss the contemplated drop with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any drop. It is the student's responsibility to submit the completed drop slip to the Registrar.

### Dropping a Class without a Refund

Students with proper authorization may drop classes using the online GIZMO service. All other students must submit the request to the Registrar's Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested drop will be processed.

16-week courses dropped during the third and fourth weeks of school will result in no record on the student's official transcript; however, the student will still be responsible for all tuition and fees.

Students are strongly encouraged to discuss the contemplated drop with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any drop. It is the student's responsibility to submit the completed drop slip to the Registrar.

### Withdrawal from Class after the Refund Period

A student who desires to withdraw from a 16-week class after the first four weeks of the Fall and Spring semesters must submit the request to the Registrar's Office on the appropriate form. The form is available from the Advising Office. No refund will be given. Students are strongly encouraged to discuss the contemplated withdrawal with their advisor because there may be financial, scholarship, graduation, or other academic implications associated with the withdrawal. It is the student's responsibility to submit the completed withdrawal form to the Registrar.

No withdrawal will be accepted following the last regular class day prior to the last two weeks of the semester

not including the week of finals. A withdrawal results in a grade of "W," which is interpreted as "no hours attempted, no hours completed, and no academic grade points credited" on the FSCC transcript.

The student shall not expect or request that a representative of the college initiate a withdrawal on his or her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty), the student may request permission to be withdrawn from his/her classes. This request requires approval of the faculty member and the Vice President of Academic Affairs and Vice President of Student Services.

### Class Attendance

Regular class attendance and participation in class activities is expected. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. Students should not enroll in a course if they know that they will frequently be absent or be absent for a large stretch of the class (i.e., impending surgery, childbirth, long trip, etc.). If a student is uncertain about whether to enroll, they should speak to someone in the Advising Office or to the instructor. At the first class meeting, the instructor will inform students, both orally and in writing, of the course requirements and the attendance and grading policies.

### Class Absence

If a student has not attended class for more than a week, the instructor will notify the Advising Office so that the student can be encouraged to return to class. When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student that an attendance problem exists. It is the responsibility of the student to meet the attendance requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student's grade and may result in the award of a grade of F. Instructors may have work due that cannot be made up unless the absence is excused.

### Day, Intersession, Evening, and Extension Classes

FSCC offers a full daytime schedule during the fall and spring semesters and summer session on campus, at outreach educational extension centers, and online.

Intersession programs are offered between semesters for students who desire to continue their studies during vacation periods and adults for whom the more concentrated time frame is more convenient. Inquiries about intersession classes should be addressed to the Vice President of Academic Affairs.

Students desiring to enroll in evening and/or off-campus classes must meet the same admission requirements as outlined under the "Eligibility for Admissions" section.

FSCC makes no distinction on the student's permanent record between classes taken during the day and those taken at night, nor between those taken on campus and those taken at extension centers.

### **Credits Transferred from Colleges**

The college may accept appropriate credits earned from an accredited college and may permit up to 45 semester hours of transferred work toward a degree. Students must complete at least 15 semester hours applicable toward graduation at FSCC to qualify for the associate degree. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. In the United States, colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Accrediting organizations that are "recognized" have been reviewed for quality by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). Transfer credits will be assessed for their correspondence to FSCC courses.

### **Course Auditing**

Auditing a course means that a student attends a class regularly and will not be permitted to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Credit registration cannot be converted to audit status at any time.

Students may enroll to audit a class if space is available. Auditing a class must be approved by the instructor and the Vice President of Academic Affairs. "Audit" must be written on the enrollment form, which must be signed by the instructor and the Vice President of Academic Affairs before the beginning of the semester. Tuition and fees for audited classes will be assessed at the same rate as credit courses. Audited courses are not eligible for financial aid.

### **Repeating a Course**

A student who has failed a course or who intends to improve his or her grade may re-enroll in a class. Repeating a course taken at FSCC, for which credit has already been earned, will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A, B, C, D, or F) is used for the GPA calculation. Students transferring to other schools are subject to the grade policy of that institution.

### **Class Schedule Changes (Adding a Class)**

A student desiring to add a class to those in which he or she has already enrolled must submit the request to the Registrar's Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested "add" will be processed. Such requests will be considered on the basis of whether space is available in the course. No course may be added after the first week of the semester with the exception of "late start" classes. Students adding courses are responsible for making up such academic work as required by the instructor.

### **GIZMO (Campus Connect)**

GIZMO is an online student portal that allows students to enroll online and view their class schedules, unofficial transcripts, financial obligations, and grades at the end of each semester.

### **Modality**

**Face to face** - Physical attendance of class is required. Classes may use some online components to supplement learning.

**Online** - Courses are completely online using the Blackboard Learning Management System (LMS). No physical attendance of class is required.

**Hybrid** - Courses are a blend of face to face and online. Attendance in class and utilizing the LMS is required.

### **Blackboard**

Blackboard is an online learning tool. It can function both as a complement to traditional courses and as a site for distance learning. It enables instructors to easily distribute course information such as the syllabus, course reading materials, web links to informational articles, slide shows, videos and other relevant online content. Students may be required to access Blackboard in some courses. Blackboard may be accessed through many devices including a home computer, many portable devices, in FSCC computer labs, or in the Student Success Center. Depending on the Blackboard tools the course instructor utilizes, students may take surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using digital drop boxes; and/or check course progress and grades at any time during a course.

### **Online Proctoring**

Some instructors or courses may require the use of an online proctoring software (e.g. Respondus Monitor). If you are using this software at home or in a personal area, you agree to allow your activity and surrounding workspace to be recorded by audio and video, then analyzed by the system and/or instructor.

## Incomplete Work

The grade "Incomplete" may be granted to a student only if it can be demonstrated that extenuating circumstances prevent the student from completing the course within the scheduled time frame. Illness or exceptional circumstances are the usual basis for consideration, and students who have been making satisfactory academic progress for seventy-five percent of the class may be eligible. An incomplete is counted as "F" in calculation of the grade point average until the student successfully completes all course requirements as agreed upon with the instructor in the written Incomplete Contract. At that time, the course instructor will initiate a grade change through the either Campus Connect or the Registrar's office.

## Credit Hours

College class work is measured in terms of semester credit hours. College credit hours are derived from minutes accumulated in classroom studies as well as competency-based classes. For example, a one-hour class meets one hour a week; a three-hour class meets three hours a week; and a five-hour class meets five hours a week. Courses that include laboratory time require extra hours. The number of semester hours' credit offered for each course is included with each course description in the curriculum sections of the catalog. The Kansas State Board of Regents requires that a lecture class meet 750 minutes for each hour of college credit.

Students are expected to meet the minimum requirement of the Federal Credit Hour Definition.

To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. In the United States, colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Accrediting organizations that are "recognized" have been reviewed for quality by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

## Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

## Examinations

Each instructor determines the number and type of examinations and/or requirements to be administered in classes. The percentage of the student's final grade that will be based on examinations is decided by the instructor. Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. Final exams are given at the scheduled time each semester. If a time conflict should occur and a student must take the final test at another time, the student must consult the instructor & secure the written approval of the Vice President of Academic Affairs.

## Grades

Acceptable scholastic performance requires a minimum 2.0 grade-point-average (GPA) on a 4.0 grading scale, or a C average. Students may not graduate from degree programs unless they have maintained a cumulative grade-point average of 2.0 or higher. Certificate students must maintain a 2.0 or higher in their program. FSCC utilizes a system of letter grades and numeric grade points.

<u>Grade</u>	<u>Explanation</u>	<u>Grade Points/Credit Hr.</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to meet objectives	0
IP	In Progress	Not computed
W	Withdrawal	Not computed
P	Met Requirement (Pass)	Not computed
INC	Incomplete	Not computed
AU	Audit	Not computed

Students can access grades in their Gizmo account following the end of the semester. Grade reports are NOT mailed to students; the only way to access grades is online. Students who have not returned college materials or property or who have not met all financial obligations to the college will have transcripts withheld until the Registrar's Office is notified that these deficiencies have been remedied.

## Grade Appeals

If the student believes that an error has been made in the assignment or recording of a grade, the student must first confer with the instructor. If such a conference does not resolve the problem, the student may request review by the appropriate Division Chair or Vice President. If this subsequent conference does not resolve the problem, the student may request review by the Vice President of Academic Affairs.

Procedure:

1. Request a "Grade Appeal Form" from the instruction

office. Complete the form and email it to the Vice President of Academic Affairs. Include all pertinent documentation in this email, including past emails, assignments, or all documentation relevant to the appeal with the form.

2. The Vice President of Academic Affairs will review the documentation and formal written grade appeal. In some situations an appeal committee may be convened.

Grade appeals must be made by the end of the semester following award of the grade in order to receive consideration. The decision of the Vice President of Academic Affairs shall be final and not subject to further appeal.

### **Academic Minimum Standards and Reinstatement Procedures**

A grade point average (GPA) of 2.0 or better is required at Fort Scott Community College, and failure to maintain a 2.0 GPA will result in academic probation and suspension from the FSCC dormitories. If a student is unable to raise his/her GPA to the minimum standard within 2 semesters of probation, the student will face academic suspension. Failure to attend class and participate in coursework assigned by the instructor may result in administrative withdrawal from school. Administrative withdrawal does not release the student from the obligation to pay tuition and fees.

### **Academic Suspension Appeals**

Students may appeal to be reinstated after being academically suspended by following this procedure:

1. The student must write a letter of formal appeal to the Vice President of Academic Affairs, covering:
  - a. A brief academic history, including high school;
  - b. The reason for the student's academic difficulties, including an explanation of why academic probation didn't allow the student to raise his/her GPA to the minimum level;
  - c. Outside issues that have impacted academics and a brief plan of how the student will make adjustments;
  - d. The student's current major and academic plans for the future.
2. The Vice President of Academic Affairs will call an Academic Appeals meeting including the following: the Vice President of Academic Affairs, Vice-President of Student Services, an Advising Office representative, and two faculty members. The student may bring one other person to the meeting.
3. The student must appear in person before the Academic Appeals board.
4. If the student is reinstated, the student must develop an action plan for his/her future academic success and have it reviewed and signed by his/her advisor, the Vice-President of Student Services, and the Vice President of Academic Affairs.
5. If the student is reinstated, he/she will be placed on academic

probation for one semester and follow all procedures of academic probation listed above.

6. Early warnings will result in daily meetings with a tutor.
7. If the student does not improve to the minimum GPA during that semester and follow all required activities, he/she will not be allowed to appeal again for at least a year.

### **Academic Forgiveness**

Students may eliminate poor academic records within the restrictions of the following policy:

#### *Requirements and Limitations:*

1. To be eligible, the student must wait a minimum of one year.
2. The student must have completed at least twelve (12) consecutive credit hours at a Kansas public institution of higher education with a 2.5 GPA.
3. One semester can be forgiven.
4. All academic credits, including any passing grades, will be excluded from the GPA.
5. The courses forgiven will be excluded from the GPA, but they will still appear on the student's transcript.
6. Academic forgiveness may be implemented only once during a student's tenure at FSCC.
7. It is up to other institutions whether they honor FSCC's academic forgiveness. Other institutions may not honor this agreement.
8. Granting of academic forgiveness does not affect or alter a student's record for athletic eligibility.
9. Students granted academic forgiveness may not receive honors at graduation.
10. While credits removed from the computation of the GPA as a result of academic forgiveness will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

#### *Procedure:*

1. Students wishing to petition for academic forgiveness must complete and submit a letter requesting academic forgiveness to the Vice President of Academic Affairs. The letter should contain reasons why academic forgiveness is requested and a list of courses the student wishes to remove from his/her transcript; the list should include all courses from a single semester and only courses from that semester. Documentation of extenuating circumstances is required for consideration of academic forgiveness.
2. Petitions will be considered only after a year following the semester and only after the student has completed 12 hours at a Kansas public institution of higher education.
3. Upon receipt of the petition, the academic forgiveness committee will review the student's transcript and current enrollment and make a recommendation on forgiveness.
4. If academic forgiveness is granted, all previous course work will continue to appear on the transcript, but the grades in those courses that have been granted academic

forgiveness will not be included in the student's FSCC cumulative GPA.

### **College Honor Roll**

Honor roll students are selected from individuals who are enrolled in 12 hours or more in a degree program and who have achieved the following term grade-point averages (GPAs) during the fall/spring semester. Requirements:

President's Honor Roll: 4.0

Vice President's Honor Roll: 3.75-3.99

Honor Roll: 3.50-3.74

GPA is determined by the number of grade points earned and divided by the number of credit hours attempted, excluding courses marked with an INC or W.

### **Petition to Graduate**

To receive a printed diploma/certificate and participate in graduation ceremonies, all students must complete the Petition to Graduate form by visiting [fortscott.edu/graduate/](http://fortscott.edu/graduate/) form. It is the student's responsibility to know and understand graduation requirements as well as deadlines. Students must be a high school or GED graduate to qualify for an associate degree or certificate.

Deadlines for submitting a Petition to Graduate form are: October 1 for fall graduation, February 1 for spring graduation, and July 1 for summer graduation.

The student will receive additional information regarding commencement rehearsals, caps and gowns, and any dates related to commencement activities through their student email account. Commencement will be held once a year in May. Those students who need to take six (6) or fewer hours in the summer term may participate in the graduation program in May of that academic year.

### **Graduation Ceremony**

Annual graduation ceremonies conclude the spring semester at Fort Scott Community College. Complete details about graduation are posted in the bulletin, the website, and via email to graduates who petition to graduate.

Students within 6 hours of meeting graduation requirements may participate in commencement. Participation in the commencement ceremony does not guarantee the awarding of degrees or certificates. In order to graduate, a student must complete all degree/certificate program requirements and fill out a petition to graduate form.

### **Graduation Exams**

All students will be asked to register for the appropriate exam when they apply for graduation. Both exams are available at the FSCC main campus in Fort Scott, Miami County location in Paola, or the FSCC Motorcycle Training Building in Frontenac. Appropriate holds will be applied to student accounts if the exit exam is not taken before the end of the student's final semester.

### **WorkKeys**

Students receiving a certificate or Associate in Applied Science Degree will take the WorkKeys Assessment. The WorkReady certificate is based on the nationally recognized certification from ACT WorkKeys verifying to employers a student's skills.

### **ETS Proficiency Profile Assessment Exam**

The ETS Proficiency Profile test allows FSCC to measure, evaluate and enhance student learning outcomes as well as General Education Outcomes. All students receiving an Associate in Arts, Associate in General Studies, or Associate in Science Degree must take the ETS Proficiency Profile test. This exam is offered during the Capstone course.

### **Graduation Fee**

All students earning an associate degree or certificate must pay a non-refundable \$50 graduation fee to the Cashier's Office. The graduation fee is required regardless of student participation in commencement. Students should check their GIZMO student portal to ensure the \$50 graduation fee has been applied. If the charge is not listed on your account, please make payment arrangements with the Cashier's Office. The Registrar's Office will not be able to send a student's transcript, diploma, or certificate until the graduation fee is paid. Appropriate holds will be applied to student accounts if the fee is not paid before the end of the student's final semester.

### **Awarding of Degrees**

Degrees-awarded notations will be placed on the student's transcript upon completion of all requirements. Students transferring hours from other universities/colleges to complete graduation requirements must have official transcripts from each institution on file in the Registrar's Office before the degree will be awarded and noted on their transcripts. Degrees will not be posted if a Petition to Graduate form has not been completed.

### **Reverse Transfer**

Reverse Transfer allows students to receive their associate degree from their most recent community college or technical college by combining the credits they earned at the two-year institution and the credits they earn after transferring to a Kansas public university.

Within their first year, if the student transfers coursework from a community college or technical college to a public university, they will be notified if they are eligible to be considered for Reverse Transfer. Students are eligible if they have completed 45 credit hours at one or more colleges and if they consent to the release of their academic records. If they consent (also known as "opting in"), their academic records will be evaluated for the degree completion and their degree

will be conferred based upon a satisfactory evaluation.

### **Graduation Rates**

As recorded with the National Center for Education Statistics, the 2019 cohort completion rate for students who entered Fort Scott Community College on a first-time, full-time basis was 37 percent. This figure includes those who received a degree or certificate at FSCC. 22 percent of first-time, full-time students transferred to higher-level programs.

### **FSCC Transcripts**

The Fort Scott Community College permanent academic record of a student is a historical record of a student's academic progress at the college. A permanent academic record is established for all FSCC students who attend any course for any given period of time. A transcript is a certified, official copy of a student's permanent academic record. The transcript reflects courses and grades enrolled in by the student and recorded in accordance with academic regulations as listed in the FSCC Catalog. Disciplinary actions are not recorded on transcripts. The transcript cannot be altered at the request of a student to delete any part of the transcript. The entire transcript will be prepared each time a transcript is requested.

An official transcript may be requested from the Office of the Registrar. Transcripts can be ordered online at [www.fortscott.edu](http://www.fortscott.edu). Transcript order updates and tracking are available to students if a valid email address is provided. A student's signed consent is required to fulfill a transcript order. Students may also request their transcripts in person or by mail by completing a transcript request form, but not by e-mail, telephone, or fax. No transcript will be provided without the student's signature for the authorization of such release. Students may print an unofficial transcript from their GIZMO account.

### **High School and Transfer College Transcripts**

Official high school transcripts/GED scores and all college transcripts are expected to be turned in to the Registrar's Office prior to enrollment. If these documents are not received prior to roster certification for the semester, a hold may be placed on your account, which could hinder enrollment in subsequent semesters.

### **FSCC Transcript Fees**

1. Mail only – Cash/Check/Money Order: \$5.00
2. Online orders – electronic or mail: \$10.00

No transcript will be provided if the student has outstanding financial obligations to FSCC. Transcript requests are processed within two working days of the day they are received; however, individuals should allow seven to ten days for transcripts to reach another school or prospective employer or other agency. Official transcripts received

from other institutions cannot be released to any individual or institution.

### **High School Articulation Agreements**

FSCC has articulation agreements with many high schools in Kansas to grant college credit for classes taken at the high school. The steps to acquire this credit are:

1. Consult with high school counselor regarding specific articulated classes offered by FSCC.
2. Take high school classes.
3. Ask high school to send an official transcript to FSCC.
4. Talk with the advising office regarding high school articulation agreements.
5. Pay the business office for the credit the student is eligible to receive based on high school credits.
6. Enroll in 9 or more non-concurrent college credits at FSCC.
7. Articulated classes will be added to the transcript the semester the students completes those 9 credits.

### **Adjunct Instructor Information**

The maximum adjunct teaching load is 18 credit hours per calendar year. FSCC does not provide health, life, or disability insurance for adjunct faculty with less than full time status. If, for any course, the adjunct instructor does not complete the assignment, they will be paid only for services provided. A syllabus, official transcripts, and all application forms must be on file with the Instruction Office. Adjuncts need to submit certification rosters and final grades by the deadline established by the Register for each semester. At the end of the semester, all FSCC material must be returned. Adjunct instructors will comply with all of FSCC policies and procedures. The FSCC Negotiated Agreement does not apply to adjunct instructors.

### **Final Examination**

The semester final exam schedule can be found on the college's website, [www.fortscott.edu](http://www.fortscott.edu). All students must be present during their final exam time. Exceptions may be granted, only in cases of emergencies or special circumstances. If a student needs an exception, they must submit a request to change their final examination dates to the Vice President of Academic Affairs. This request must be submitted within 10 calendar days before finals begin. The Instruction Office will notify the instructor and the student by phone/email regarding the decision of the request. **EARLY TRAVEL PLANS WILL NOT BE APPROVED.**

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# Fields of Study

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## PROGRAMS OF STUDY

Agriculture Technology - John Deere - AAS.....	50
Applied Technologies - AAS .....	46
Computer Science - AA/AS.....	
Construction Trades - AAS .....	51
Cosmetology - AAS .....	55
Criminal Justice - AAS .....	57
Elementary Education - AA/AS.....	
Environmental Technologies - AAS .....	60
Farm and Ranch Management - AAS .....	62
Harley-Davidson Motorcycle Tech. - AAS.....	64
HVAC - AAS.....	66
Nursing - AAS.....	71

## CERTIFICATES

Certified Medication Aide (C.M.A.).....	72
Construction Trades .....	53
Cosmetology .....	56
Criminal Justice .....	57
Emergency Medical Technician.....	59
Environmental Technologies.....	61
Farm & Ranch Management.....	63
Geriatric Certified Nurse Aide (C.N.A.) .....	73
Harley-Davidson Motorcycle Tech. ....	65
HVAC.....	67
Home Health Aide.....	68
Manicuring.....	69
Masonry .....	70
Phlebotomy .....	74
Welding .....	75

## PATHWAYS FOR TRANSFER STUDENTS

Agriculture .....	76
Art .....	77
Biological Sciences.....	78
Business .....	79
Chemistry .....	80
Computer Science .....	81
Education - Elementary.....	83
Education - Secondary .....	85
English & Literature .....	86
History.....	87
Mathematics/Pre-Engineering.....	88
Music.....	89
Physical Education.....	90
Physics/Pre-Engineering.....	91
Political Science.....	92
Psychology.....	93
Public Speaking .....	94

Sociology .....	95
Theatre .....	96

## College Transfer Program

FSCC offers the first two years of most four-year college undergraduate bachelor's degree programs. By following a transfer program, students can enroll their first two years at FSCC, earn an associate degree, and transfer to the four-year school without loss of time or credit.

Students must work closely with academic advisors to make sure their classes apply toward their chosen course of study. The Advising Office has resources describing course equivalencies between FSCC and the institutions to which FSCC students most commonly transfer. Advisors assist students with researching transfer information with other four-year institutions.

Students who have not chosen a major should follow the general education courses required by most colleges. At FSCC, students can be guided by the basic 62 semester-hour program for an Associate of Arts or Associate of Science degree.

Individuals who have chosen a major should closely review the requirements of their intended four-year school for that major. Courses of study for some major fields may follow general education courses; others may require a specific sequence of courses. General requirements for the four-year institutions can be met at the community college level in excess of the 62 hours required for the associate degree.

## Two-Year Associate Degree Programs

FSCC offers four types of two-year associate degree programs. To earn an associate degree, students must complete a minimum of 62 college credit hours with a 2.0 (C) minimum grade-point average. Some programs require more than 62 credit hours.

A student who transfers from another school must take a minimum of 15 semester hours at FSCC to be eligible to receive an associate degree from FSCC.

## Career and Technical Education

FSCC career and technical programs prepare students for entry-level job skills in a variety of fields. Some certificate programs can be completed in a year or less. These courses may be supplemented in some fields with general education courses for associate degrees or to transfer to a four-year college.

Both certificate and degree career education programs have been designed with the assistance of industry professionals and are continually modified to ensure the curriculum is up-to-date and responsive to current industry practices.

The following Institutional Learning Outcomes and General Education Learning Outcomes have been developed by the Fort Scott Community College Assessment Committee. Institutional learning outcomes support FSCC's mission and represent a broad range of competencies that apply to students in every program, whereas students completing an associate degree are also expected to meet the general education outcomes upon graduation.

### **Institutional Learning Outcomes**

**Academic Success:** Students will be in good standing by meeting institutional expectations and making academic progress towards earning their credentials.

**Social Responsibility:** Prepare students for civic and community engagement, including social and cultural awareness, inclusion, and citizenship for the betterment of the community.

### **General Education Learning Outcomes**

**Mathematical Skills:** Students will apply scientific and mathematical principles within the program disciplines.

**Communication Skills:** Students will demonstrate effective written and oral communication.

**Technology Skills:** Students will demonstrate effective use of technology.

**Critical Thinking Skills:** Students will apply critical thinking skills to evaluate possible resolutions to a given scenario.



# Fort Scott Community College

## Graduation Requirements

### Associate of Applied Science Degree (AAS)

The Associate of Applied Science Degree is awarded to students who have successfully completed an intensive, comprehensive two-year program that blends general and specialized career education. In addition to overall associate degree requirements, each candidate for the Associate of Applied Science Degree must complete requirements of the specific degree career programs and a minimum of general education credit hours. Developmental courses cannot be counted towards the 60 hours needed for the Associate Degree.

*The WorkKeys Examination is required for degree completion*

**General Core Requirements:** These courses meet specific general education requirements. Some programs may require many hours of the following, but some may have fewer, more specific requirements.

#### English 101 & Public Speaking

State & Local Government    Cultural Anthropology  
Psychology of the Human Lifespan

#### English II Technical Studies

English 102                      Technical Writing

#### FSCC Requirements

First Year Experience                      Capstone

#### Math

Calculus w/Analytic Geometry I	College Algebra
Calculus w/Analytic Geometry II	Trigonometry
Intermediate Algebra	Calculus III
Intermediate Algebra w/Review	Business Math
Elements of Technical Analysis	Elementary Statistics
Applied Mathematics for Nurses	
College Algebra w/Review	

#### Arts and Humanities

<u>Art</u>	<u>Music</u>
Art Appreciation	Music Appreciation
Art History	Stage Band
<u>Drama</u>	<u>Philosophy</u>
Theater Appreciation	Philosophy of Life
Theater Projects	
<u>History</u>	<u>Religion</u>
United States History	Old Testament Heritage
History of Civilization (I & II)	The Religions of Mankind
<u>Literature</u>	
All Literature courses except Children's Literature	

#### Physical or Biological Science

*Any of the following five-hour lab courses:*

General Biology with Lab	Principles of Biology I or II
Anatomy & Physiology	Microbiology
Environmental Life Science	Fund. of Physical Science
Plant Science	Principles of Soil Science
General Chemistry I	Basic Chemistry
General Chemistry II with Lab	
College Physics I	College Physics I Non-Calculus
College Physics II Non-Calculus	

#### Physical Education

Excluding varsity sports.

#### Social or Behavioral Science

General Psychology	Social Problems
Sociology	Microeconomics
Marriage & Family	Macroeconomics
World Regional Geography	American Government

*Note: The AAS is considered a terminal degree (not a transfer degree) and may not satisfy most of your general education requirements at a 4-year institution.*

# Fort Scott Community College

## Graduation Requirements

### Associate of Applied Technologies Degree (AAT)

English .....	3 hours
Public Speaking .....	3 hours
Technical Studies Math .....	3 hours
Physical or Biological Science .....	5 hours
Arts & Humanities .....	3 hours
Social or Behavioral Science .....	3 hours
Technical Studies English .....	3 hours
Technical Studies Electives.....	37 hour
<b>Total .....</b>	<b>60 hours</b>

*The ETS Proficiency Profile Assessment Exam is required for degree completion*

**General Core Requirements:** These courses meet specific general education requirements. Some programs may require many hours of the following, but some may have fewer, more specific requirements.

#### English 101 & Public Speaking

#### English II Technical Studies

English 102                      Technical Writing

#### Math

Calculus w/Analytic Geometry I	College Algebra
Calculus w/Analytic Geometry II	Trigonometry
Intermediate Algebra	Calculus III
Intermediate Algebra w/Review	Business Math
Elements of Technical Analysis	Elementary Statistics
Applied Mathematics for Nurses	
College Algebra w/Review	

#### Physical or Biological Science

*Any of the following five-hour lab courses:*

General Biology with Lab	Principles of Biology I or II
Anatomy & Physiology	Microbiology
Environmental Life Science	Fund. of Physical Science
Plant Science	Principles of Soil Science
General Chemistry I	Basic Chemistry
General Chemistry II w/Lab	
College Physics I	College Physics I Non-Calculus
College Physics II Non-Calculus	

#### Physical Education

Excluding varsity sports.

#### Social or Behavioral Science

General Psychology	Social Problems
Sociology	Microeconomics
Marriage & Family	Macroeconomics
World Regional Geography	American Government
State & Local Government	Cultural Anthropology
Psychology of the Human Lifespan	

#### FSCC Requirements

First Year Experience	Capstone
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#### Arts and Humanities

<u>Art</u>	<u>Music</u>
Art Appreciation	Music Appreciation
Art History	Stage Band
<u>Drama</u>	<u>Philosophy</u>
Theater Appreciation	Philosophy of Life
Theater Projects	
<u>History</u>	<u>Religion</u>
United States History	Old Testament Heritage
History of	The Religions of Mankind
Civilization (I & II)	
<u>Literature</u>	
All Literature courses except Children's Literature	

*Note: The AAT is considered a terminal degree (not a transfer degree) and may not satisfy most of your general education requirements at a 4-year institution.*

# Fort Scott Community College

## Graduation Requirements

### Associate of Arts Degree (AA)

English .....	6 hours
Public Speaking .....	3 hours
Math .....	3 hours
Physical or Biological Science .....	5 hours
Arts & Humanities .....	12 hours
Social or Behavioral Science .....	9 hours
Physical Education.....	1 hour
Capstone Course .....	1 hour
First Year Experience .....	2 hours
Electives .....	18 hours
<b>Total .....</b>	<b>60 hours</b>

*The ETS Proficiency Profile Assessment Exam is required for degree completion*

#### English 101, English 102, & Public Speaking

State & Local Government    Cultural Anthropology  
Psychology of the Human Lifespan

#### Math

Calculus w/Analytic Geometry I	College Algebra
Calculus w/Analytic Geometry II	Trigonometry
Elementary Statistics	Calculus III
College Algebra with Review	

#### FSCC Requirements

First Year Experience    Capstone

#### Arts and Humanities

<u>Art</u>	<u>Music</u>
Art Appreciation	Music Appreciation
Art History	Stage Band
<u>Drama</u>	<u>Philosophy</u>
Theater Appreciation	Philosophy of Life
Theater Projects	
<u>History</u>	<u>Religion</u>
United States History	Old Testament Heritage
History of	The Religions of Mankind
Civilization (I & II)	
<u>Literature</u>	
All Literature courses except Children's Literature	

#### Physical or Biological Science

*Any of the following five-hour lab courses:*

General Biology with Lab	Principles of Biology I or II
Anatomy & Physiology	Microbiology
Environmental Life Science	Fund. of Physical Science
General Chemistry I	Basic Chemistry
General Chemistry II with Lab	
College Physics I	College Physics I Non-Calculus
College Physics II Non-Calculus	
Plant Science	Principles of Soil Science

#### Social or Behavioral Science

General Psychology	Social Problems
Sociology	Microeconomics
Marriage & Family	Macroeconomics
World Regional Geography	American Government

#### Physical Education

Excluding varsity sports.

Developmental courses cannot be counted towards the 60 hours needed for the Associate Degree

*Note: The AA satisfies all of your general education requirements through articulation agreements with most Kansas 4-year institutions.*

# Fort Scott Community College

## Graduation Requirements

### Associate of General Studies Degree (AGS)

English .....	6 hours
Public Speaking .....	3 hours
Math .....	3 hours
Physical or Biological Science.....	5 hours
Arts & Humanities .....	6 hours
Social or Behavioral Science .....	6 hours
Physical Education.....	1 hour
Electives .....	27 hours
Capstone Course .....	1 hour
First Year Experience .....	2 hours
<b>Total .....</b>	<b>60 hours</b>

*The ETS Proficiency Profile Assessment Exam is required for degree completion*

#### English 101, English 102, Public Speaking

#### Math

Calculus w/Analytic Geometry I	College Algebra
Calculus w/Analytic Geometry II	Trigonometry
Intermediate Algebra	Elementary Statistics
Calculus III	Business Math
Intermediate Algebra with Review	
College Algebra with Review	

#### Physical or Biological Science

*Any of the following five-hour lab courses:*

General Biology with Lab	Principles of Biology I or II
Anatomy & Physiology	Microbiology
Environmental Life Science	Fund. of Physical Science
General Chemistry I	Basic Chemistry
College Physics I	
College Physics I Non-Calculus	

#### Social or Behavioral Science

General Psychology	Social Problems
Sociology	Microeconomics
Marriage & Family	Macroeconomics
World Regional Geography	American Government
State & Local Government	Cultural Anthropology

Psychology of the Human Lifespan

#### FSCC Requirements

First Year Experience

Capstone

#### Arts and Humanities

##### Art

Art Appreciation  
Art History

##### Drama

Theater Appreciation  
Theater Projects

##### History

United States History  
History of  
Civilization (I & II)

##### Literature

All Literature courses except Children's Literature

##### Music

Music Appreciation  
Stage Band

##### Philosophy

Philosophy of Life

##### Religion

Old Testament Heritage  
The Religions of Mankind

#### Physical Education

Excluding varsity sports.

Developmental courses cannot be counted towards the 60 hours needed for the Associate Degree.

*Note: The AGS is considered a terminal degree (not a transfer degree) and may not satisfy most of your general education requirements at a 4-year institution.*

# Fort Scott Community College

## Graduation Requirements

### Associate of Science Degree (AS)

English .....	6 hours
Public Speaking .....	3 hours
Math .....	3 hours
Physical or Biological Science .....	10 hours
Arts & Humanities .....	9 hours
Social or Behavioral Science .....	9 hours
Cultural Studies/Languages .....	3 hours
Physical Education.....	1 hour
Capstone Course .....	1 hour
First Year Experience .....	2 hours
Electives .....	13 hours
<b>Total .....</b>	<b>60 hours</b>

*The ETS Proficiency Profile Assessment Exam is required for degree completion*

#### English 101, English 102, & Public Speaking

##### Math

Calculus w/Analytic Geometry I	College Algebra
Calculus w/Analytic Geometry II	Trigonometry
Elementary Statistics	Calculus III

##### Physical or Biological Science

*Any of the following five-hour lab courses:*

General Biology with Lab	Principles of Biology I or II
Anatomy & Physiology	Microbiology
Environmental Life Science	Fund. of Physical Science
Plant Science	Principles of Soil Science
General Chemistry I	Basic Chemistry
General Chemistry II with Lab	
College Physics I	College Physics I Non-Calculus
College Physics II Non-Calculus	

##### Social or Behavioral Science

General Psychology	Social Problems
Sociology	Microeconomics
Marriage & Family	Macroeconomics
World Regional Geography	American Government
State & Local Government	Cultural Anthropology
Psychology of the Human Lifespan	

##### FSCC Requirements

First Year Experience	Capstone
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##### Cultural Studies/Language

World Regional Geography	Beginning Spanish
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##### Arts and Humanities

<u>Art</u>	<u>Music</u>
Art Appreciation	Music Appreciation
Art History	Stage Band
<u>Drama</u>	<u>Philosophy</u>
Theater Appreciation	Philosophy of Life
Theater Projects	
<u>History</u>	<u>Religion</u>
United States History	Old Testament Heritage
History of	The Religions of Mankind
Civilization (I & II)	
<u>Literature</u>	
All Literature courses except Children's Literature	

##### Physical Education

Excluding varsity sports.

Developmental courses cannot be counted towards the 60 hours needed for the Associate Degree.

*Note: The AS satisfies all of your general education requirements through articulation agreements with all Kansas 4-year institutions.*

# Fort Scott Community College

## Program of Study

# Agriculture Technology - John Deere

## Associate of Applied Science

The Associate of Applied Science Degree is awarded to students who have successfully completed an intensive, comprehensive two-year program that blends general and specialized career education. In addition to overall associate degree requirements, each candidate for the Associate of Applied Science Degree must complete requirements of the specific degree career programs and a minimum of general education credit hours.

### Suggested Courses:

AGT 1011	John Deere Shop Skills & Safety Fundamentals.....	1
AGT 2013	John Deere Ag Hydraulics.....	3
AGT 2023	John Deere Power Trains.....	3
AGT 1052	John Deere Tillage & Seeding Equipment.....	2
AGT 1034	John Deere Electrical Systems.....	4
AGT 2073	John Deere Occupational Experience.....	3
AGT 2053	John Deere Heating & Air Conditioning.....	3
AGT 1023	John Deere Consumer Products.....	3
AGT 2063	John Deere Equipment Diagnostics.....	3
AGT 2083	John Deere Service Advisor.....	3
AGT 2093	John Deere Occupational Experience.....	3
AGT 2082	John Deere Ag Management Systems.....	2
AGT 1043	John Deere Harvesting Equipment.....	3
AGT 2033	John Deere Fuel Systems.....	3
AGT 2043	John Deere Engines.....	3

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Agriculture Technology - John Deere.

FIRST SEMESTER — August to December	
AGT 1011	John Deere Shop Skills & Safety Fund. .... 1
AGT 2013	John Deere Ag Hydraulics.....3
AGT 2083	John Deere Service Advisor.....3
AGT 1034	John Deere Electrical Systems.....4
English 101/Enrichment depending on Accuplacer score. .... 3/5	
SECOND SEMESTER — January to Beginning of March	
AGT 1052	John Deere Tillage & Seeding Equipment.....2
AGT 1023	John Deere Customer Products.....3
ENG 2813	Technical Writing.....3
ECO 2703	Personal Finance & Money Management ▶.....3
SECOND SEMESTER — Beginning of March to May	
AGT 2073	John Deere Occupational Experience.....3
THIRD SEMESTER — June to July	
AGT 2053	John Deere Heating & Air Conditioning.....3
AGT 2023	John Deere Power Trains.....3
SOC 1013	Sociology ▶.....3
FOURTH SEMESTER — August to Mid October	
AGT 2093	John Deere Occupational Experience..... 3
FOURTH SEMESTER — Mid October to December	
MAT 1123	John Deere Elements of Technical Analysis ... 3
SPE 1093	Public Speaking ▶..... 3
AGT 2082	John Deere Ag Management Systems..... 2
AGT 2033	John Deere Fuel Systems..... 3
FIFTH SEMESTER — January to May	
AGT 1043	John Deere Harvesting Equipment..... 3
AGT 2043	John Deere Engines..... 3
AGT 2063	John Deere Equipment Diagnostics..... 3
IND 2012	Elec., Acet., T.I.G. & M.I.G. Welding .....2
PHS 1215	Fundamentals of Physical Science ▶..... 5
<b>Total Hours</b> ..... <b>67/69</b>	
(67 credit hours are with one English Course, 69 are with two English courses)	

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Program of Study

### Construction Trades

#### Associate of Applied Science

This program provides a hands-on approach to delivery of NCCER industry-developed curriculum. FSCC's construction program is an NCCER accredited training and education facility and allows a student to earn industry-recognized credentials at many levels in multiple trades. Through articulation agreements between area high schools, FSCC and Pittsburg State University, students are provided a seamless 2+2+2 path to pursue their educational goals. Students can earn an Associates of Applied Science in Construction Trades through a BAS degree at PSU without having to duplicate technical courses. To successfully complete the AAS program, the student will complete the technical core classes, technical electives and the general education requirements as listed in this catalog.

In addition to a degree, students can earn industry recognized credentials in Safety, Carpentry, Masonry, Concrete, Heating & Air Conditioning, Electrical and Plumbing, which will be entered into a national registry that is portable and available to contractors.

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Construction Trades.

#### FIRST SEMESTER

CNT 1013	Intro. to Craft Skills.....	3
CNT 1001	Safety Orientation/OSHA 10 .....	1
CNT 1134	Floors, Walls, Ceiling Frames .....	4
ENG 1013	English 101 ▶.....	3
	Physical or Biological Science.....	5
<b>Total Hours .....</b>		<b>16</b>

#### SECOND SEMESTER

CNT 1124	Carpentry Basics .....	4
CNT 1113	Windows, Doors & Stairs .....	3
CNT 1103	Roof Framing .....	3
ENG 2813	Technical Writing .....	3
	Social Science/Behavioral Elective ...	3
<b>Total Hours .....</b>		<b>16</b>

#### THIRD SEMESTER

MAT 1123	Elements of Technical Analysis .....	3
SPE 1093	Public Speaking ▶ .....	3
CNT 2115	Exterior Carpentry .....	5
	Construction Trades Electives .....	6
<b>Total Hours .....</b>		<b>17</b>

#### FOURTH SEMESTER

CNT 2125	Interior Carpentry .....	5
	Arts & Humanities Elective .....	3
	Construction Trades Electives .....	6
<b>Total Hours .....</b>		<b>14</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

#### Approved Technical Electives

CNT 1033	Concrete I.....	3
CNT 1053	Electrical I.....	3
CNT 1063	Commercial Blueprint Reading .....	3
CNT 1073	Intro. to Heavy Equipment.....	3
CNT 1074	Cooperative Internship.....	4
CNT 1084	Masonry I.....	4
CNT 1106	Masonry Installation Tech .....	6
CNT 1153	Stone Laying .....	3

CNT 2024	Masonry III .....	4
CNT 2064	Masonry II.....	4
CNT 2074	Masonry IV .....	4
CNT 2086	Advanced Masonry Laying Tech. ....	6
IND 2023	Advanced Welding.....	3
IND 2403	Computer-Aided Drafting I.....	3
IND 2413	Computer-Aided Drafting II .....	3

# Fort Scott Community College

## Certificate Requirements

### Construction Trades

Construction Trade Certificate is to prepare students for the practical aspects of construction work and combine classroom study with hands-on instruction in using tools, handling materials, and job-site safety. The suggested curriculum will help students learn about carpentry, roof framing, and industry-specific regulations.

CNT 1013	Intro. to Craft Skills.....	3
CNT 1001	Safety Orientation/OSHA 10 .....	1
CNT 1134	Floors/Walls/Ceiling Frames .....	4
CNT 1124	Carpentry Basics.....	4
CNT 1113	Windows, Doors & Stairs .....	3
CNT 1103	Roof Framing.....	3



#### FIRST SEMESTER

CNT 1013	Intro. to Craft Skills.....	3
CNT 1001	Safety Orientation/OSHA 10 .....	1
CNT 1134	Floors, Walls, Ceiling Frames .....	4
<b>Total Hours .....</b>		<b>8</b>

#### SECOND SEMESTER

CNT 1124	Carpentry Basics .....	4
CNT 1113	Windows, Doors & Stairs.....	3
CNT 1103	Roof Framing.....	3
<b>Total Hours.....</b>		<b>10</b>

# Fort Scott Community College

## Certificate Requirements

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### Construction Trades

#### Heavy Equipment Operator

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The Heavy Equipment Operator Certificate prepares students for professional construction work as Heavy Equipment Operators. Participants receive instruction in the classroom and gain hands-on practical experience. Classroom and Hands-on practice is provided for the operation of each major type of equipment. This way, each student receives exposure to all the machinery they are likely to experience in the field.

CNT 1013	Intro. to Craft Skills .....	3
CNT 1001	Safety Orientation/OSHA 10 .....	1
CNT 1064	Introduction to Heavy Equipment .....	4
CNT 1054	Heavy Equipment Operation I.....	4
CNT 2054	Heavy Equipment Operation II.....	4
CNT 2154	Heavy Equipment Operation III .....	4
CNT 2155	Heavy Equipment Operation IV .....	5

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# Cosmetology Seminar

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The seminar program is eight to ten weeks in length and is based on 300-450 clock hours depending on years of experience. Students attend classes daily: Monday through Friday, 8:00 a.m. to 4:30 p.m. Students are enrolled in five college credit hours.

FSCC uses Pivot Point curriculum. Pivot Point is a service mark and trademark owned by Pivot Point International, Inc. Completion of this course of study will allow the student to take the State Licensure Exam.

## **Tuition, Fees and Material Costs**

Please call 1-620-223-2700 and a packet with cost and program information will be sent upon request. Students enrolled in the Seminar Program are not eligible for Financial Aid.

## **Entrance Requirements**

Prospective students will need to provide high school transcript with graduation date or a copy of their GED and a Kansas State Cosmetology License.

## **Class Starting Dates for Seminar**

January and July (please call the Admissions Office for specific dates). For more information call 1-620-223-2700.

## **COS 2205, 5 hours**

Teaching skills, Kansas Law, methodology, written exam. Students enrolled in the Seminar Program are not eligible for Financial Aid. The course of study is a combination of classroom and practical experiences designed to give the student the best possible instruction. Well-qualified instructors work closely with students both in small group experiences and in individual situations.

The professional component consists of 300-450 hours of instruction, built around the following elements:

### **Hours**

The Professional Teacher.....	20-30
Student Motivation and Learning.....	40-60
Methods, Management and Materials.....	150-225
Testing and Evaluation.....	60-90
Evaluation.....	30-45

**Total .....**300-450 hours  
(5 college credit hours)

# Fort Scott Community College

## Program of Study

### Cosmetology

#### Associate of Applied Science

The Fort Scott Community College Cosmetology program offers training in modern facilities utilizing some of the finest salon equipment available. Operating under the close supervision of the Kansas State Board of Cosmetology, the program has established a reputation of excellence in instruction and quality of graduates. FSCC uses the internationally-acclaimed Pivot Point curriculum. Pivot Point uses a system of interactive learning materials and workbooks to teach the latest methods in hair care and styling.

The Fort Scott Cosmetology programs, located in Fort Scott and Pittsburg, are open to all individuals who meet the basic entry requirements. Students interested in the Associate of Applied Science degree in Cosmetology will need to meet the entrance requirements of the Cosmetology Certificate program. The two-year Associate of Applied Science Degree allows students to build additional business and communication skills that are important for employment and business ownership.

**Students may combine their credit hours (44) with the following general education requirements to receive an Associate of Applied Science Degree.**

Cosmetology I/II/III/IV hours.....	44
English 101 & English 102.....	6
Public Speaking .....	3
Intermediate Algebra, Business Math or higher .....	3
Physical or Biological Science .....	5
Arts & Humanities.....	3
Social or Behavioral Science.....	3
Total .....	67 hours

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Cosmetology.

FIRST SEMESTER	
ENG 1013 English 101 ▶.....	3
COS 1011 Cosmetology I.....	11
Intermediate Algebra, Business Math or higher .....	3
<b>Total Hours .....</b>	<b>17</b>
SECOND SEMESTER	
COS 1111 Cosmetology II.....	11
ENG 1023 English 102 ▶.....	3
Arts & Humanities Elective .....	3
<b>Total Hours .....</b>	<b>17</b>

THIRD SEMESTER	
COS 2011 Cosmetology III.....	11
Physical or Biological Science .....	5
<b>Total Hours .....</b>	<b>16</b>
FOURTH SEMESTER	
COS 2111 Cosmetology IV.....	11
SPE 1093 Public Speaking ▶.....	3
Social/Behavioral Science Elective.....	3
<b>Total Hours .....</b>	<b>17</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Certificate Requirements

### Cosmetology

Cosmetology is an interesting and well-paying career. Men and women in this occupation work as salon managers, stylists, color technicians, manicurists, demonstrators, beauty consultants, makeup artists or as wig specialists. FSCC uses the internationally-acclaimed Pivot Point curriculum. Pivot Point uses a system of interactive learning materials and workbooks to teach the latest methods in hair care and styling. Operating under the close supervision of the Kansas State Board of Cosmetology, the FSCC program has established a reputation of excellence in instruction and quality of graduates.

FSCC offers cosmetology instruction in Fort Scott and Pittsburg, Kan. Prospective students who would like to schedule a visit at either location may do so by calling 800-874-3722, ext 3510.

This program is open to all individuals who meet the basic entry requirements (please see Entrance Requirements). Cosmetology is approximately twelve months in length and includes manicuring. It is based on 1500 (750 hours per semester) clock hours with two semesters divided into 22 credit hours each. Students attend class daily, Monday through Friday, from 7:30 a.m. to 5:00 p.m. Completion of this program prepares the student to take the state licensure exam.

Students wishing to extend training should take the course, Cosmetology Seminar, COS 2205, for variable credit (from 5 to 7.5 hours). This course is designed for licensed cosmetologists only and is not a part of the licensure program.

#### Entrance Requirements

Prospective students will need to provide high school transcript with graduation date or a copy of their GED. All students must be at least 17 years old by the completion of the program. Students are not eligible to take the state board of cosmetology exam before age 17.

Class start in the month of January and July (please call the Admissions Office for specific dates)

By completing the suggested curriculum below, the student will graduate with a certificate in Cosmetology.

#### Cosmetology Certificate

The course of study is a combination of classroom and practical experiences designed to give the student the best possible instruction. Well-qualified instructors work closely with students both in small group experiences and in individual situations.

The professional component consists of 1,500 hours of instruction, built around the following elements:

##### Instruction Hours

Scientific Concepts .....	115
Physical Services.....	400
Business Practice and State Law .....	125
Chemical Services .....	450
Specific Needs .....	50
Hair Designing .....	360
<b>Total .....</b>	<b>1,500 hours</b>

#### Curricula at KS Community Colleges

1. All cosmetology programs contain 44 hours of vocationally-approved college credit.

##### Credit Hours

COS 1011 Cosmetology I.....	11
COS 1111 Cosmetology II.....	11
COS 2011 Cosmetology III .....	11
COS 2111 Cosmetology IV .....	11
<b>Total Cosmetology Courses .....</b>	<b>44</b>

# Fort Scott Community College

## Program of Study

# Criminal Justice

## Associate of Applied Science

The program in Criminal Justice is designed to provide interested men and women opportunity for training and information concerning major innovations in police science, courts and techniques of correctional institutions. The two-year program emphasizes general education in the social sciences and liberal arts.

CRJ 1013	Introduction to Criminal Justice ▶	3
CRJ 1053	Criminal Investigation	3
CRJ 1123	Law Enforcement Operations & Procedures	3
CRJ 1133	Criminal Justice Interview & Report Writing	3
CRJ 1233	Introduction to Corrections	3
CRJ 1263	Criminal Procedure	3
CRJ 2093	Criminal Law ▶	3
CRJ 2123	Juvenile Delinquency & Justice	3
CRJ 2283	Agency Administration	3
CRJ 2313	Professional Responsibility in Criminal Justice	3
CRJ 2412	KLETC or Appropriate Law Enforcement Program	12
EDU 1212	First Year Experience	2
EDU 2301	Capstone	1
ENG 1013	English 101 ▶	3
POL 1013	American Government ▶	3
PSY 1013	General Psychology ▶	3
SOC 1013	Sociology ▶	3
SPE 1093	Public Speaking ▶	3
	AGS Math Electives	3
	Physical & Biological Science Electives	5
<b>Total Credit Hours</b>		<b>68</b>

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Criminal Justice.

FIRST SEMESTER		
EDU 1212	First Year Experience	2
ENG 1013	English 101 ▶	3
SPE 1093	Public Speaking ▶	3
CRJ 1013	Introduction to Criminal Justice ▶	3
CRJ 2093	Criminal Law ▶	3
SOC 1013	Sociology ▶	3
SECOND SEMESTER		
PSY 1013	General Psychology ▶	3
CRJ 1053	Criminal Investigation	3
CRJ 1123	Law Enforcement Operations & Procedures	3
CRJ 2123	Juvenile Delinquency & Justice	3
POL 1013	American Government ▶	3

THIRD SEMESTER		
CRJ 1133	Criminal Justice Interview & Report Writing	3
CRJ 1233	Introduction to Corrections	3
CRJ 2313	Professional Responsibility in CJ	3
	Physical & Biological Science Elective	5
	AGS Math Elective	3
FOURTH SEMESTER		
CRJ 1263	Criminal Procedure	3
CRJ 2283	Agency Administration	3
EDU 2301	Capstone	1
CRJ 2412	KLETC/Appropriate Law Enforcement Program	12

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Certificate Requirements

### Criminal Justice

The FSCC Criminal Justice program is designed to provide interested men and women opportunity to train and learn about major innovations in police science, courts and techniques of correctional institutions.



By completing the suggested curriculum below, the student will graduate with a certificate in Criminal Justice.

#### FIRST SEMESTER

CRJ 1013	Introduction to Criminal Justice ▶	.....3
CRJ 2093	Criminal Law ▶	.....3
ENG 1013	English 101 ▶	.....3
CRJ 1233	Introduction to Corrections	.....3
PSY 1013	General Psychology ▶	.....3
EDU 1212	First Year Experience	.....2

#### SECOND SEMESTER

CRJ 1263	Criminal Procedure	.....3
CRJ 2283	Agency Administration	.....3
CRJ 2123	Juvenile Delinquency & Justice	.....3
CRJ 1123	Law Enforcement Operations & Procedures	...3
POL 1013	American Government ▶	.....3

#### THIRD SEMESTER

CRJ 1053	Criminal Investigation	.....3
CRJ 2313	Professional Responsibility in CJ	.....3
SOC 1013	Sociology ▶	.....3
CRJ 1133	Criminal Justice Interview & Report Writing	....3
SPE 1093	Public Speaking ▶	.....3

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# Fort Scott Community College

## Requirements

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### Emergency Medical Technician

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The FSCC EMT program is designed to provide students an opportunity for Emergency Medical Technician (EMT) training. Successful completion of the EMT coursework qualifies students to take the Kansas and National Registry certification exams.

ALH 1020	CPR for Basic Rescuer Health Care Provider ▶	1
ALH 1140	Emergency Medical Tech.	10
<b>Total</b>		<b>11</b>

The EMT program offers multiple enrollment periods each year. Please check the course schedule for the next available classes.

\*Current EMR (Emergency Medical Responder) certified persons may be eligible for a bridge course from EMR to EMT. Interested students should contact (620) 768-2908.

EMT: Beginning lab fee - \$295 per semester  
Practical skills exam - \$125 per semester  
Insurance - \$20 per year  
National Written Fee- \$98 per semester

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# Fort Scott Community College

## Program of Study

# Environmental Technologies

## Associate of Applied Science

FSCC is one of the few institutions, and the only in Kansas, where students may earn a degree to become employed in a variety of environmental water technology fields. Partnerships with the EPA, USDA, and the KDHE have enabled this department to meet the environmental challenges of the future. The FSCC Environmental Technology department provides education to professionals in the water and wastewater industry. In addition to college credit hours FSCC ET teaches Continuing Education Units, CEU's, for the Kansas Department of Health and Education's Certified Water and Wastewater Operators. Education is now available to enable students to gain employment in environmental professions. Students can choose from eight different areas of concentration to develop a degree or certificate that will meet their career goals. The program is offered both on- and off-campus to assist in promoting professionalism.

**Students seeking the Associates of Applied Science in Environment Technologies will complete three of the areas of concentration and 21 hours of general education.**

### Areas of Concentration:

#### I. Water Plant Operation (Water Treatment Plant Operator - WTPO)

EWT 1013 Operation & Maintenance of Water Treatment Plants .....	3
EWT 1022 Hydraulics WTPO .....	2
EWT 1032 Laboratory Methods for WTPO .....	2
EWT 1046 Occupational Experience for WTPO .....	6

#### II. Utilities Management

EWT 1053 Utility Organization and Administration .....	3
EWT 1062 Principles of Utility Financing .....	2
EWT 1072 Utility Management Skill Development .....	2
EWT 1086 Occupational Experience - Utilities Management .....	6

#### III. Water Distribution System Operation & Maintenance

EWT 1113 Operation & Maintenance of Water Distribution Systems ..	3
EWT 1122 Hydraulics of Water Distribution Systems .....	2
EWT 1132 Distribution Hydraulic Pumping Control .....	2
EWT 1146 Occupational Experience for Water Distribution System ..	6

#### IV. Wastewater Collection System Operation & Maintenance

EWT 1413 Operation & Maint. of Wastewater Collection Systems.....	3
EWT 1422 Hydraulics of Collection Systems.....	2
EWT 1432 Collection System Administration.....	2
EWT 1446 Occupational Experience for Wastewater Collection System Operators .....	6

#### V. Wastewater Plant Operation (WWTPO)

EWT 2013 Operation & Maintenance of Waste Water Plants.....	3
EWT 2022 Physics for WWTPO .....	2
EWT 2032 Laboratory Methods for WWTPO.....	2
EWT 2046 Occupational Experience for WWTPO.....	6

#### VI. Utilities Maintenance

EWT 2053 Pump and Pumping Systems.....	3
EWT 2062 General Maintenance Process.....	2
EWT 2072 General Maintenance Theory .....	2
EWT 2086 Occupational Experience for Maintenance Personnel .....	6

#### VII. Advanced Water Treatment Plant Operator

EWT 1213 Advanced Operation & Maint. of WTPO .....	3
EWT 1222 Advanced Lab Methods for WTPO .....	2
EWT 1232 Advanced Hydraulics Water Treatment Plant Operators ..	2
EWT 1246 Advanced Occupational Experience for WTPO .....	6

#### VIII. Advance Wastewater

EWT 2113 Advanced WW Plant Operations.....	3
EWT 2122 Advanced Math for WWTPO.....	2
EWT 2132 Chem & Bio Proc WWTPO .....	2
EWT 2146 Field Study for WWTPO.....	6

Note: Students who complete two areas of concentration will receive the Certificate of Environmental Technologies. This will be noted on their transcripts.

### General Education Courses:

ENG 1013	English 101 ▶.....	3
ENG 1023	English 102 ▶.....	3
SPE 1093	Public Speaking ▶.....	3
	Arts & Humanities Elective .....	3
	General Electives.....	6
	Social Science or Behavior Elective .....	3
	<b>Total .....</b>	<b>21</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Certificate Requirements

### Environmental Technologies

FSCC is one of the few institutions—and the only in Kansas—where students may earn a degree to become employed in a variety of environmental water technology fields. Partnerships with the EPA, USDA, and the KDHE have enabled this department to meet the environmental challenges of the future. In addition to college credit hours FSCC ET teaches Continuing Education Units, CEU's, for the Kansas Department of Health and Education's Certified Water and Wastewater Operators. Education is now available to enable students to gain employment in environmental professions.

**The one-year certificate requires the completion of any two of the eight areas of concentration:**

#### Areas of Concentration:

##### I. Water Plant Operation (Water Treatment Plant Operator - WTPO)

EWT 1013 Operation & Maintenance of Water Treatment Plants .....	3
EWT 1022 Hydraulics WTPO .....	2
EWT 1032 Laboratory Methods for WTPO .....	2
EWT 1046 Occupational Experience for WTPO .....	6

##### II. Utilities Management

EWT 1053 Utility Organization and Administration .....	3
EWT 1062 Principles of Utility Financing .....	2
EWT 1072 Utility Management Skill Development .....	2
EWT 1086 Occupational Experience - Utilities Management .....	6

##### III. Water Distribution System Operation & Maintenance

EWT 1113 Operation & Maintenance of Water Distribution Systems ..	3
EWT 1122 Hydraulics of Water Distribution Systems .....	2
EWT 1132 Distribution Hydraulic Pumping Control .....	2
EWT 1146 Occupational Experience for Water Distribution System ..	6

##### IV. Wastewater Collection System Operation & Maintenance

EWT 1413 Operation & Maint. of Wastewater Collection Systems.....	3
EWT 1422 Hydraulics of Collection Systems.....	2
EWT 1432 Collection System Administration.....	2
EWT 1446 Occupational Experience for Wastewater Collection System Operators .....	6

##### V. Wastewater Plant Operation (WWTPO)

EWT 2013 Operation & Maintenance of Waste Water Plants.....	3
EWT 2022 Physics for WWTPO .....	2
EWT 2032 Laboratory Methods for WWTPO.....	2
EWT 2046 Occupational Experience for WWTPO.....	6

##### VI. Utilities Maintenance

EWT 2053 Pump and Pumping Systems.....	3
EWT 2062 General Maintenance Process.....	2
EWT 2072 General Maintenance Theory .....	2
EWT 2086 Occupational Experience for Maintenance Personnel.....	6

##### VII. Advanced Water Treatment Plant Operator

EWT 1213 Advanced Operation & Maint. of WTPO .....	3
EWT 1222 Advanced Lab Methods for WTPO .....	2
EWT 1232 Advanced Hydraulics Water Treatment Plant Operators ..	2
EWT 1246 Advanced Occupational Experience for WTPO .....	6

##### VIII. Advance Wastewater

EWT 2113 Advanced WW Plant Operations.....	3
EWT 2122 Advanced Math for WWTPO.....	2
EWT 2132 Chem & Bio Proc WWTPO .....	2
EWT 2146 Field Study for WWTPO.....	6

# Fort Scott Community College

## Program of Study

# Farm and Ranch Management

## Associates of Applied Science

The purpose of the FSCC Farm and Ranch Management Associates of Applied Science degree is to provide students with the basic skills and knowledge needed in different sectors of the agriculture industry. The curriculum suggested is for students planning to enter an agricultural career upon completing the FSCC two-year program.

AGR 1053	Introduction to Computers in Agriculture.....	3
AGR 1222	FYE Agriculture Orientation.....	2
AGR 1243	Principles of Animal Science.....	3
AGR 1252	Animal Science & Industry.....	2
AGR 1263	Principles of Ag Economics.....	3
AGR 2013	Agriculture Communications.....	3
AGR 2203	Principles of Feeding.....	3
AGR 2253	Farm and Ranch Management.....	3
AGR 2323	Marketing of Ag Products.....	3
ENG 1013	English 101 ▶.....	3
ENG 1023	English 102 ▶.....	3
PHE 2671	Lifetime Fitness.....	1
SPE 1093	Public Speaking ▶.....	3
BUS 1013	Principles of Accounting I.....	3
	AGR Electives.....	3
	AGR Math Elective.....	3
	AGR Plant Block.....	4
	AGR Animal Block.....	3
	Humanities.....	3
	Social Science or Behavioral Elective.....	3
	Physical/Biological Science.....	5
	<b>Total Hours.....</b>	<b>62 hours</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Certificate Requirements

### Farm and Ranch Management

The purpose of the FSCC Farm and Ranch Management Associates of Applied Science degree is to provide students with the basic skills and knowledge needed in agriculture. The Agriculture Department has introduced an agri-business certificate program for students interested in the business side of agriculture.

AGR 1044	Agricultural Experience .....	4
AGR 1013	Agricultural Calculations .....	3
AGR 1053	Introduction to Computers in Agriculture.....	3
AGR 1222	FYE Agriculture Orientation.....	2
AGR 1243	Principles of Animal Science.....	3
AGR 1252	Animal Science & Industry .....	2
AGR 1263	Principles of Ag Economics .....	3
AGR 2013	Agricultural Communications .....	3
AGR 2203	Principles of Feeding.....	3
AGR 2253	Farm and Ranch Management.....	3
BUS 1013	Principles of Accounting I.....	3
	AGR Electives.....	7
<b>Total Hours.....</b>		<b>39 hours</b>

By completing the suggested curriculum below, the student will graduate with a certificate in Farm and Ranch Management.

#### FIRST SEMESTER

AGR 1013	Ag Calculations.....	3
AGR 1222	FYE Ag Orientation.....	2
AGR 1243	Principles of Animal Science .....	3
AGR Plant or Animal Block.....		3/4
<b>Total Hours .....</b>		<b>11/12</b>

#### SECOND SEMESTER

AGR 1053	Intro. to Computers in Agriculture ...	3
AGR 1252	Animal Science & Industry.....	2
AGR 2013	Agriculture Communications.....	3
AGR Plant or Animal Block.....		3/4
<b>Total Hours .....</b>		<b>11/12</b>

#### SUMMER SEMESTER

AGR 1044	Agriculture Experience .....	4
<b>Total Hours .....</b>		<b>4</b>

# Fort Scott Community College

## Program of Study

# Harley-Davidson Motorcycle Technician Training & Professional Development

## Associate of Applied Science

This nationally recognized program prepares individuals to work as a motorcycle service technician or parts management/sales at a Harley-Davidson dealership. The program prepares individuals to work in a Harley-Davidson dealership performing special tasks relating to the motorcycle industry. Fort Scott Community College is the only college in the country with an exclusive training partnership with the world's oldest motorcycle manufacturer, Harley-Davidson.

This intensive training program will include the following activities: servicing, diagnosing, repairing, overhauling, parts management, sales and marketing. This program includes instruction in shop practices, safety, precision measurement, electricity, engines & transmissions, diagnostics, troubleshooting, marketing and parts management.

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Harley-Davidson Motorcycle Technician.

### FIRST SEMESTER

HDT 1113	Harley-Davidson Support, Logistics, Systems, and Operations .....	3
HDT 1103	Harley-Davidson Product Service.....	3
HDT 1163	Harley-Davidson Electrics .....	3
HDT 1123	Harley-Davidson Sportster Service Procedures .....	3
HDT 1134	Harley-Davidson Dyna/Softail Service Procedures .....	4
<b>Total Hours</b> .....		<b>16</b>

### SECOND SEMESTER

HDT 2164	Harley-Davidson Experience .....	4
HDT 1143	Harley-Davidson Tire & Wheel Procedure .....	3
HDT 1154	Harley-Davidson FL/Trike/VRSC/ Street Service Procedures.....	4
HDT 1183	Harley-Davidson Engine Management Systems.....	3
HDT 1173	Harley-Davidson Engines.....	3
<b>Total Hours</b> .....		<b>17</b>

### SUMMER SEMESTER

HDT 1074	Cooperative Internship .....	4
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### THIRD SEMESTER

ENG 1013	English 101 ▶.....	3
PHS 1215	Fundamentals of Physical Science ▶.....	5
SPE 1093	Public Speaking ▶.....	3
	Arts & Humanities Elective.....	3
<b>Total Hours</b> .....		<b>14</b>

### FOURTH SEMESTER

ENG 2813	Technical Writing.....	3
MAT 1123	Elements of Technical Analysis.....	3
	Social Science/Behavioral Elective.....	3
<b>Total Hours</b> .....		<b>9</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Certificate Requirements

### Harley-Davidson Motorcycle Technician Training & Professional Development

This nationally recognized program prepares individuals to work as a motorcycle service technician or parts management/sales at a Harley-Davidson dealership. The program prepares individuals to work in a Harley-Davidson dealership performing special tasks relating to the motorcycle industry. Fort Scott Community College is the only college in the country with an exclusive training partnership with the world's oldest motorcycle manufacturer, Harley-Davidson.

This intensive training program will include the following activities: servicing, diagnosing, repairing, overhauling, parts management, sales and marketing. This program includes instruction in shop practices, safety, precision measurement, electricity, engines & transmissions, diagnostics, troubleshooting, marketing and parts management.

By completing the suggested curriculum below, the student will graduate with a certificate in Harley-Davidson Motorcycle Technician.

#### FIRST SEMESTER

HDT 1113	Harley-Davidson Support, Logistics, Systems, and Operations .....	3
HDT 1103	Harley-Davidson Product Service...	3
HDT 1163	Harley-Davidson Electrics .....	3
HDT 1123	Harley-Davidson Sportster Service Procedures .....	3
HDT 1134	Harley-Davidson Dyna/Softail Service Procedures .....	4
<b>Total Hours .....</b>		<b>16</b>

#### SUMMER SEMESTER

HDT 1074	Cooperative Internship .....	4
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#### SECOND SEMESTER

HDT 2164	Harley-Davidson Experience .....	4
HDT 1143	Harley-Davidson Tire & Wheel Procedure .....	3
HDT 1154	Harley-Davidson FL/Trike/VRSC/ Street Service Procedures.....	4
HDT 1183	Harley-Davidson Engine Management Systems .....	3
HDT 1173	Harley-Davidson Engines.....	3
<b>Total Hours .....</b>		<b>17</b>

# Fort Scott Community College

## Program of Study

# Heating, Ventilation, Air Conditioning, and Refrigeration

## Associate of Applied Science

Students will be able to install, diagnose and repair residential, commercial and industrial systems. Employment opportunities are found in air conditioning dealerships, institutional maintenance, grocery chains, manufacturing, and small business ownership. This hands-on educational program also includes detailed instruction on:

1. How to evaluate and determine the amount of heating, air conditioning or refrigeration capacity to accomplish a particular task
2. Air conditioning, heating and refrigeration devices, techniques and systems
3. Maintenance and operation of a system that meets the requirements for the task

Students enrolling in the HVAC program must score at the 9th grade reading level on the Nelson-Denny test prior to acceptance in the program.

A student must be making satisfactory progress in or have successfully completed 1st semester program course work to continue in the program or enroll for the spring semester.

Students will be given the opportunity to sit for EPA refrigerant handling certification and other industry credentials that are nationally recognized from coast to coast. The program is overseen by an advisory board consisting of industry representatives and instructors to make sure the curriculum is aligned with the state standard, up to date and responsive to current industry practices.

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Heating, Ventilation, Air Conditioning, and Refrigeration.

### FIRST SEMESTER

EDU 1212	First Year Experience.....	2
HVC 1414	HVAC Fundamentals .....	4
HVC 1424	HVAC Fundamentals Lab .....	4
HVC 1434	Electrical Fundamentals .....	4
HVC 1533	Electrical Fundamentals Lab .....	3
HVC 1211	EPA 608 .....	1

**Total Hours.....18**

### SECOND SEMESTER

HVC 2413	Heating System Fundamentals.....	3
HVC 2513	Heating Lab .....	3
HVC 2433	Residential Controls.....	3
HVC 2443	Residential Controls Lab.....	3
HVC 2382	Motors & Controls .....	2
ENG 1013	English 101 ▶ .....	3

**Total Hours.....17**

### THIRD SEMESTER

HVC 1221	Workplace Skills .....	1
HVC 1633	Air Conditioning Design .....	3
PHYS	Physical Science Elective .....	5
SPE 1093	Public Speaking ▶ .....	3
HVC 1231	HVAC Safety Orientation/OHSA 10 ..	1
	AGS Math Elective .....	3

**Total Hours.....16**

### FOURTH SEMESTER

HVC 1481	HVAC Special Project.....	1
BUS 1273	Introduction to Business ▶ .....	3
HVC 1233	Sheet Metal Fabrication... 3 ENG	2 8 1 3
	Technical Writing .....	3
EDU 2301	Capstone.....	1

**Total Hours ..... 11**

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Certificate Requirements

# Heating, Ventilation, Air Conditioning, and Refrigeration

The FSCC HVAC program offers a one year certificate to interested students. Coursework incorporates electrical and mechanical systems involved with heating, ventilation, air conditioning, and refrigeration. Students are trained to evaluate and determine proper operation of these systems, as well as basic maintenance and repairs for commercial, industrial, and residential units. The program prepares students to test for the EPA refrigerant handling certification and other industry-recognized credentials. Students complete the program ready to work as entry-level service and warranty technicians in HVAC systems.

Students enrolling in the HVAC program must score at the 9th grade reading level on the Nelson-Denny test prior to acceptance in the program. A student must be making satisfactory progress in or have successfully completed 1st semester program course work to continue in the program or enroll for the spring semester.

Students will be given the opportunity to pursue EPA refrigerant handling certification and other industry credentials that are nationally recognized from coast to coast. The program is overseen by an advisory board consisting of industry representatives and instructors to make sure the curriculum is aligned with the state standard, up to date and responsive to current industry practices.

By completing the suggested curriculum below, the student will graduate with a certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.

### FIRST SEMESTER

HVC 1414	HVAC Fundamentals .....	4
HVC 1424	HVAC Fundamentals Lab .....	4
HVC 1434	Electrical Fundamentals .....	4
HVC 1533	Electrical Fundamentals Lab .....	3
HVC 1211	EPA 608.....	1
HVC 1231	HVAC Safety Orientation/OSHA 10 1	
HVC 1633	Air Conditioning Design.....	3
<b>Total Hours .....</b>		<b>20</b>

### SECOND SEMESTER

HVC 2382	Motors and Controls .....	2
HVC 2433	Residential Controls .....	3
HVC 2443	Residential Controls Lab .....	3
HVC 2413	Heating System Fundamentals .....	3
HVC 2513	Heating Lab .....	3
HVC 1481	HVAC Special Project.....	1
HVC 1221	Workplace Skills .....	1
<b>Total Hours.....</b>		<b>16</b>

### Recommended Tool List for HVAC

- Safety glasses
- Tool box
- Flaring block & yolk
- 1/4" x 1 1/2" Phillips screwdriver
- 1/4" x 6" Phillips screwdriver
- 6" needle nose pliers
- 7" diagonal cutting pliers
- Flat blade screwdriver set
- 8" adjustable wrench
- 12" adjustable wrench
- Tubing cutter and imp tubing cutter
- Swaging tool
- Pocket knife (no blade longer than 3")
- Utility hammer
- Claw hammer
- Multi-meter (Volts/Ohms/microfarads)
- Clamp-on amp meter
- Thermometer (0 to 24F) - Digital recommended
- Micron vacuum gauge
- Vacuum pump 3-5 CFM
- Refrigerant scale
- Channel locks
- Hacksaw
- Refrigeration ratchet wrench
- 3/8" drive socket set
- Flashlight
- Inspection mirror

# Fort Scott Community College

## Requirements

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### Home Health Aide

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To work as a home health aide in Kansas, an individual must hold a Home Health Aide Certificate issued through the Kansas Department of Aging and Disability Services/Health Occupations Credentialing. The aide must successfully complete an approved training course and pass a state test to qualify for certification. To qualify for the training course, the individual must be certified by the Kansas Department of Aging and Disability Services/Health Occupations Credentialing as a nurse aide or concurrently enrolled in a state-approved nurse aide training course. In addition, the student desiring entry to this course must have the ability to comprehend the English language at an eighth grade reading level.

### Required Coursework

ALH 1222 Home Health Aide .....2 hours

The course includes units on orientation to home care, working with people, home management, nutrition and meal preparation, adapting personal care activities in the client's home, mother and baby care, observing client's medication, special procedures and emergency care and reporting, documentation and observation.

KNAR information must include any record of a state administrative hearing process confirming abuse or neglect of an individual or resident or misappropriation of resident property. Each home health agency must contact the registry prior to hiring a home health aide. The agency may NOT employ a person with an administrative confirmation on the registry or a court conviction for abuse, neglect or exploitation of a resident recorded after April 1, 1992.

# Fort Scott Community College

## Certificate Requirements

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### Manicuring

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Classes for the manicuring program are offered at Fort Scott and Pittsburg. The manicurist program is approximately ten weeks in length and is based on 350 clock hours with students attending classes daily, Monday through Friday, 7:30 a.m. to 5:00 p.m. Students are enrolled in ten college credit hours. FSCC uses Pivot Point curriculum. Completion of this course of study allows the student to take the state licensure exam.

#### Tuition, Fees and Material Costs

Please call 800-874-3722, ext. 3510 for program information. Students enrolled in the Manicuring Program are not eligible for financial aid.

#### Entrance Requirements

Prospective students will need to provide high school transcript with graduation date or a copy of their GED. All students must be at least 17 years old by the completion of the program. Students are not eligible to take the State Board of Cosmetology exam before age 17.

#### Class Starting Dates for Manicuring

March, June and September (please call the Admissions Office for specific dates).

#### COS 1210 Manicuring .....10 hours

Manicuring procedures, hand and arm massage, sterilization and sanitation. Nail structure, diseases and disorders. Sculptured nails and tip application. Theory, Kansas Law, written and practical exam. Students enrolled in the Manicuring Program are not eligible for Financial Aid.

#### Manicuring Certificate

The course of study is a combination of classroom and practical experiences designed to give the student the best possible instruction. Well-qualified instructors work closely with students both in small group experiences and in individual situations.

The professional component consists of 350 hours of instruction, built around the following elements:

	Hours
Scientific Concepts.....	60
Manicuring Skills.....	75
Business, Law, Salesmanship .....	55
Artificial Nails.....	160
<b>Total .....</b>	<b>350 hours</b>
	(10 college credit hours)

# Fort Scott Community College

## Certificate Requirements

### Masonry

Students can earn a Certificate in Masonry through FSCC. In addition to a certificate, students can earn industry recognized credentials through the National Center of Construction Education and Research in Masonry. These credentials will be entered into a national registry that is portable and available to contractors.

CNT 1001	Safety Orientation/OSHA 10 .....	1
CNT 1013	Intro. to Craft Skills .....	3
CNT 1084	Masonry I .....	4
CNT 1106	Masonry Installation Tech .....	6
CNT 2024	Masonry III .....	4
CNT 2064	Masonry II.....	4
CNT 2074	Masonry IV .....	4
CNT 2086	Advanced Masonry Laying Tech.....	6
<b>Total hours .....</b>		<b>32</b>



By completing the suggested curriculum below, the student will graduate with a certificate in Masonry.

#### FALL SEMESTER

CNT 1001	Safety Orientation/OHSA 10.....	1
CNT 1013	Intro. to Craft Skills .....	3
CNT 1084	Masonry I.....	4
CNT 2064	Masonry II.....	4
CNT 1106	Masonry Installation Tech .....	6
<b>Total Hours.....</b>		<b>18</b>

#### SPRING SEMESTER

CNT 2024	Masonry III .....	4
CNT 2074	Masonry IV .....	4
CNT 2086	Advanced Masonry Laying Tech ...	6
<b>Total Hours .....</b>		<b>14</b>

# Fort Scott Community College

## Program of Study

# Nursing

## Associate of Applied Science

Graduates of the AAS program are eligible to take the NCLEX-RN examination for state licensure. The nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and approved by the Kansas State Board of Nursing (KSBN). The program offers only courses for registered nursing and does not provide a practical nursing option. The AAS degree program prepares the graduate for beginning staff nurse positions in various healthcare settings. The graduate is prepared to deliver nursing care to individuals and groups within a structured setting and to work with other members of the healthcare team to promote health and wellness. FSCC graduates may continue their studies at any of 12 colleges and universities in Kansas that offer the Bachelor of Science Degree in Nursing (BSN). The nursing curriculum is designed to prepare students to meet the requirements for a career in nursing. The nursing curriculum is challenging. Theory, laboratory, and clinical practice are integrated into the nursing courses. Clinical practice is obtained at area hospitals, nursing homes, simulation lab, and other healthcare settings. A clinical-instructor-to-student ratio is maintained at no more than 1:10 per state guidelines.

Students entering the program should anticipate taking courses in the order shown in the sequence of courses. Nursing courses build on the content of prior semesters. All nursing courses shown for a semester are required to be taken concurrently. General education courses must be completed prior to or concurrently with the nursing courses as listed. Students must complete the curriculum that is in place at the time they begin the nursing semesters or at the time they re-enter the nursing program.

Courses not in the nursing curriculum, but recommended to supplement the curriculum include: Medical Terminology, General Biology, Basic Chemistry, Sociology, or other courses that would meet BSN requirements. Students wishing to pursue a Bachelor of Science in Nursing should consult with the program director for advisement on transfer courses.

### Prerequisite Courses for the Nursing Program:

BIO 1255	Anatomy & Physiology with Lab	▶	5	NUT 1213	Nutrition I	▶	3
ENG 1013	English 101	▶	3	MAT 1083	College Algebra	▶ OR	
PSY 1013	General Psychology	▶	3	ALH 2423	Applied Mathematics for Nursing		3

Prerequisite courses require a 3.0 GPA in these 17 credit hours. The program does not use a cumulative GPA for admission. These courses must be completed in the semester prior to the anticipated start of the nursing semesters. General Biology and Basic Chemistry are waived for pre-nursing students. Students without these basic science courses are strongly advised to take them to be successful in A&P, Microbiology, and on the HESI Admission exam. Pre-nursing students should contact the Nursing Department and should seek academic advisement through the program director.

CNA or MHT certification is required prior to entry. Applications are due May 1 for fall admission, and December 1 for spring admission. The HESI Admission exam must be scheduled and completed prior to the end of the semester when application is made.

By completing the suggested curriculum below, the student will graduate with an Associate of Applied Science in Nursing.

### FIRST SEMESTER

NUR 1118	Fundamentals of PCC	8
NUR 1213	Health Assessment	3
PSY 1023	Psychology of the Human Lifespan	▶ 3
Total Credit Hours		14

### SECOND SEMESTER

NUR 2312	Child-Bearing Family PCC	2
NUR 2323	Pediatric PCC	3
NUR 2253	Pharmacology for Nurses: A Pathophysiologic Approach	3
NUR 2333	Mental Health PCC	3
ALH 2263	Pathophysiology	3
Total Credit Hours		14

### THIRD SEMESTER

NUR 1228	Basic Medical/Surgical PCC	8
BIO 1245	Microbiology	▶ 5
Total Credit Hours		13

### FOURTH SEMESTER

NUR 2518	Acute & Complex Med/Surgical PCC	8
NUR 2542	Leadership & Management of Care	2
NUR 2531	Capstone Clinical Immersion	1
ENG 1023	English 102	▶ OR
SPE 1093	Public Speaking	▶ 3
Total Credit Hours		14

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# Fort Scott Community College

## Requirements

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### Certified Medication Aide

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The medication aide program in Kansas is administered by the Kansas Department for Aging and Disability Services, Health Occupations Credentialing (HOC) and includes a 75-hour course and test. Upon successful completion of the course and test, the student's certification as a medication aide will be identified in the Kansas Nurse Aide Registry.

Interested students must meet the following qualifications:

Be at least 18 years of age

AND

Be listed on the Kansas Nurse Aide Registry with no pending or current prohibitions\*

OR

Demonstrate, through approved testing, a reading level of grade 8 or higher

\*Students must present a negative TB skin test or chest x-ray with no sign of active disease.

Clinical agencies may require a flu vaccination during the winter months.

### Required Coursework

ALH 1234 Medication Aide.....4 hours

To continue to be eligible for employment, the Medication Aide must maintain their CNA certification and successfully complete a 10-hour continuing education course as described in regulation, every two years. If the medication aide fails to complete the continuing education course during the two years that the medication aide is certified, the medication aide may complete the continuing education course within one year of the eligibility. After that, the aide must successfully complete the 75-hour course and test to regain employment eligibility.

The training regulations for medication aides include K.A.R. 26-50-30 through 26-50-40. The regulations may be downloaded from the KDADS Website. Instructors should be sure students know how to access the website, regulations and resources.

# Fort Scott Community College

## Requirements

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### Geriatric Certified Nurse Aide (CNA)

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This is a 90-hour, state regulated course that follows federal guidelines. It is divided into two parts; Part 1 is lecture and lab, and Part 2 is lecture and clinical experience. Students enrolled in the CNA course must be at least 16 years of age, and have a negative TB skin test or Chest X-Ray with no active signs or symptoms of TB. Clinical agencies may also require an influenza vaccination during the late fall and winter months.

#### Required Coursework

ALH 1215 Geriatric Aide.....5 hours

##### Part I

Part I subject content includes: an introduction to residents of a licensed adult care home and their needs, role and responsibilities of the CNA, meeting resident needs in the areas of communication, infection prevention and control, mobility, the resident's personal living space, safety, personal care and grooming, nutrition and fluids, elimination, and measuring and recording vital signs. The purpose of Part I of the course is to provide trainees with experience in performing basic nursing skills. The majority of supervised clinical experience for a Trainee I takes place in a simulated laboratory setting.

##### Part II

Part II subject contents include: the resident's care plan; observing, reporting and documenting; physical changes accompanying aging, sexuality in aging; meeting resident needs for comfort and rest, end-of-life care, restoring nutrition and elimination, maintaining and restoring mobility, demential and problem behaviors; additional resident care procedures; admission, transfer and discharge, first aid in the licensed adult care home, and working as a CNA. Part II is a combination of didactic/classroom and supervised clinical instruction within the licensed adult care home environment in more advanced nursing skills. Clinical instruction during Part II of the course requires performance of direct care tasks within the licensed adult care home environment. Trainees are designated as a Nurse Aide Trainee II. They are eligible to provide direct, individual care to residents in a licensed adult care home under the direction of a licensed nurse.

##### Abuse, Neglect, and Exploitation and Criminal Record Checks

KNAR information must include any record of a state administrative hearing process confirming abuse or neglect of an individual or resident or misappropriation of resident property. Each adult care home must contact the registry prior to hiring a nurse aide. The facility may NOT employ a person with an administrative confirmation on the registry or a court conviction for abuse, neglect, or exploitation of a resident recorded after April 1, 1992.

# Fort Scott Community College

## Requirements

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### Phlebotomy

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This program is designed to provide participants with the knowledge and clinical skills to become a laboratory phlebotomist. Coursework includes the role of the phlebotomist, basic anatomy & physiology, safety and infection control principles, techniques of blood draws and technical complications that can occur. Special emphasis is also planned on understanding life-span differences and legal principles that can effect the actions of a phlebotomist.

### Required Coursework

ALH 2403 Phlebotomy .....3 hours

Successful students are eligible to take the NHA Certification exam for Phlebotomy. Students must successfully complete the course to meet NHA requirements. As certification is optional; the student may opt to take the course without taking the exam for the certificate. The course includes lecture, laboratory, and clinical experience in local health care agencies.

Prerequisites: Must have adequate knowledge of reading, writing and verbal communication skills in the English language. Student must also have earned a high school diploma or GED. Clinical requires a negative TB skin test or chest x-ray. During flu season, students may be required to be vaccinated.

Students should check the hiring requirements of potential places of employment. Some agencies require an associate degree and/or the American College of Pathologist Certification, which has more extensive requirements and clinical experience than our single course provides.

# Fort Scott Community College

## Certificate Requirements

### Welding

The FSCC welding program provides hands-on training to help students earn Structural Certification D1.1 from the American Welding Society. Students can enroll in courses as early as their junior or senior year in high school, and earn industry recognized credentials at many levels. Through articulation agreements between area high schools and FSCC, students are provided a seamless path to pursue their educational goals. Through the program, students can earn AWS/Structural Credentials in welding. These credentials will be entered into a national registry that is portable and available to contractors.

WLD 1003 Welding Safety/OSHA 10 .....	3
WLD 1013 Basic SMAW: Shielded Metal Arc Welding .....	3
WLD 1023 Basic GMAW: Gas Metal Arc Welding .....	3
WLD 1033 Blueprint Reading (Welding) .....	3
WLD 2013 Basic GTAW: Gas Tungsten Arc Welding .....	3
WLD 2023 Advanced Welding (SMAW II Shielded Metal Arc Welding II) .....	3
WLD 2033 Special Welding Techniques .....	3
WLD 2123 Advanced Welding (GMAW II: Gas Metal Arc Welding II) .....	3
<b>Program Core Classes .....</b>	<b>24</b>

#### Suggested Curriculum:

##### FALL SEMESTER

WLD 1003 Welding Safety/OSHA 10 .....	3
WLD 1013 Basic SMAW: Shielded Metal Arc Welding .....	3
WLD 1023 Basic GMAW: Gas Metal Arc Welding .....	3
WLD 1033 Blueprint Reading (Welding) .....	3
<b>Total Hours .....</b>	<b>12</b>

##### SPRING SEMESTER

WLD 2013 Basic GTAW: Gas Tungsten Arc Welding .	3
WLD 2123 Advanced Welding (GMAW II. Gas Metal Arc Welding .....	3
WLD 2023 Advanced Welding SMAW II Shielded Metal Arc Welding .....	3
WLD 2033 Special Welding Techniques .....	3
<b>Total Hours .....</b>	<b>12</b>

# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Agriculture

Modern agriculture branches into a world of opportunities which includes everything from communications to ranching. The FSCC agriculture department covers all aspects of production agriculture, from crops and soils to livestock production. The purpose of the FSCC Agriculture Department is to provide students with the basic skills and knowledge needed in different sectors of the agriculture industry. The curriculum suggested is for students planning to transfer to a four-year institution upon completing the FSCC two-year program.

#### Suggested Courses:

AGR 1013	Agriculture Calculations .....	3
AGR 1204	Principles of Soil Science .....	4
AGR 1222	FYE Agriculture Orientation.....	2
AGR 1243	Principles of Animal Science .....	3
AGR 1252	Animal Science & Industry.....	2
AGR 1263	Principles of Agricultural Economics .....	3
AGR 1273	Dairy & Poultry Science .....	3
AGR 2213	Farm and Power Maintenance .....	3
AGR 2203	Principles of Feeding .....	3
AGR 2043	Ag Technology Management.....	3
<b>Total hours .....</b>		<b>32</b>

#### Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101 ▶ .....	3
SPE 1093	Public Speaking ▶ .....	3
BIO 1225	Principles of Biology ▶.....	5
AGR 1222	FYE Agriculture Orientation .....	2
AGR 1243	Principles of Animal Science .....	3
<b>Total Hours .....</b>		<b>16</b>
SECOND SEMESTER		
ENG 1023	English 102 ▶ .....	3
AGR 1273	Dairy and Poultry Science .....	3
MAT 1083	College Algebra ▶.....	3
AGR 2323	Marketing of Ag Products .....	3
ECO 2023	Macroeconomics ▶.....	3
<b>Total Hours .....</b>		<b>15</b>

THIRD SEMESTER		
AGR 2203	Principles of Feeding.....	3
AGR 1252	Animal Science & Industry .....	2
AGR 1263	Ag Economics .....	3
AGR 1053	Intro. to Computer in Agriculture.....	3
	Arts & Humanities Elective .....	3
	S/B Science Elective .....	3
<b>Total Hours .....</b>		<b>17</b>
FOURTH SEMESTER		
CHE 1015	General Chemistry ▶.....	5
EDU 2301	Capstone .....	1
PHE 2671	Lifetime Fitness Concepts .....	1
	Arts & Humanities Elective .....	3
	Ag Electives .....	6
<b>Total Hours .....</b>		<b>16</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

Requirements may vary for different agriculture schools and/or majors.  
Students will need to check with the school where they are transferring for specific requirements.

# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Art

Studies in art may lead to either a four-year degree program. Fort Scott Community College offers classes to both students interested in art as a career or to those who are interested in pursuing a hobby.

Students in the Fine Arts Program with an emphasis on art should take the following courses:

ART 1013	Drawing and Composition	▶	3
ART 1053	Art Appreciation	▶	3
ART 1743	Art History I	▶	3
ART 1753	Art History II	▶	3
ART 2063	Ceramics I		3
ART 2073	Ceramics II		3

#### Suggested Curriculum:

FIRST SEMESTER			
ENG 1013	English 101	▶	3
MAT 1083	College Algebra	▶	3
ART 1743	Art History I	▶	3
BIO 1215	General Biology with Lab	▶	5
ART 1053	Art Appreciation	▶ OR	3
MUS1213	Music Appreciation	▶	3
EDU 1212	First Year Experience		2
<b>Total Hours</b>			<b>19</b>
SECOND SEMESTER			
ENG 1023	English 102	▶	3
ART 1013	Drawing and Composition	▶	3
ART 1753	Art History II	▶	3
HIS 1013	U.S. History 101	▶	3
	Art & Humanities		3
<b>Total Hours</b>			<b>15</b>

THIRD SEMESTER			
PHE 2671	Lifetime Fitness Concepts		1
SPE 1093	Public Speaking	▶	3
PSY 1013	General Psychology	▶	3
POL 1013	American Government	▶	3
	Art Electives		6
<b>Total Hours</b>			<b>16</b>
FOURTH SEMESTER			
SOC 1013	Sociology	▶	3
ART 2063	Ceramics I		3
GEO 1023	World Regional Geography	▶	3
EDU 2301	Capstone		1
	Art Elective		3
<b>Total Hours</b>			<b>13</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Biological Sciences

The following classes are recommended for students who wish to major in Biological Sciences:

BIO 1225	Principles of Biology I ▶	5
BIO 1235	Principles of Biology II ▶	5
BIO 1245	Microbiology ▶	5
BIO 1255	Anatomy & Physiology with Lab ▶	5
CHE 1015	General Chemistry I with Lab ▶	5
CHE 1025	General Chemistry II with Lab ▶	5
MAT 1083	College Algebra ▶ or higher	3
<b>Total Hours in Major</b>		<b>33</b>

#### Suggested Curriculum:

##### FIRST SEMESTER

ENG 1013	English 101 ▶	3
SPE 1093	Public Speaking ▶	3
BIO 1225	Principles of Biology ▶	5
MAT 1083	College Algebra ▶	3
EDU 1212	First Year Experience	2
<b>Total Hours</b>		<b>16</b>

##### SECOND SEMESTER

ENG 1023	English 102 ▶	3
CHE 1015	General Chemistry I with Lab ▶	5
BIO 1235	Principles of Biology II ▶	5
	Art & Humanities	3
<b>Total Hours</b>		<b>16</b>

##### THIRD SEMESTER

CHE 1025	General Chemistry II with Lab ▶	5
BIO 1255	Anatomy & Physiology with Lab ▶	5
	Social/Behavioral Science Elective	3
<b>Total Hours</b>		<b>13</b>

##### FOURTH SEMESTER

BIO 1245	Microbiology ▶	5
PHE 2671	Lifetime Fitness Concepts	1
EDU 2301	Capstone	1
	General Elective	3
<b>Total Hours</b>		<b>11</b>

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Business

Business classes prepare students to enter the job market in a variety of general and specialized professional areas: business communications, sales management, personnel management, small business management and accounting. Programs are flexible enough to allow students to finish associate degree programs with entry-level skills, or to transfer to a four-year college or university.

#### Suggested Curriculum:

FIRST SEMESTER	
BUS 1013	Principles of Accounting I..... 3
ENG 1013	English 101 ▶..... 3
BIO 1215	General Biology with Lab ▶..... 5
MAT 1083	College Algebra ▶..... 3
EDU 1212	First Year Experience..... 2
PHE 2671	Lifetime Fitness Concepts..... 1
<b>Total Hours ..... 17</b>	
SECOND SEMESTER	
ENG 1023	English 102 ▶..... 3
BUS 1273	Introduction to Business ▶..... 3
	Physical Science..... 5
	Art & Humanities Elective ..... 3
<b>Total Hours ..... 14</b>	

THIRD SEMESTER	
SPE 1093	Public Speaking ▶..... 3
BUS 2013	Financial Accounting ▶..... 3
ECO 1013	Microeconomics ▶..... 3
SOC 1013	Sociology ▶..... 3
	Art & Humanities Elective..... 3
<b>Total Hours ..... 15</b>	
FOURTH SEMESTER	
ECO 2023	Macroeconomics ▶..... 3
GEO 1033	World Regional Geography ▶..... 3
MAT 2253	Elementary Statistics ▶..... 3
BUS 2023	Managerial Accounting ▶..... 3
EDU 2301	Capstone ..... 1
	Art & Humanities Elective..... 3
<b>Total Hours..... 16</b>	

#### Notes:

1. Principles of Accounting I is taken during the first year.
2. Principles of Accounting I, Financial Accounting (fall semester only class), and Managerial Accounting (spring semester only class) may not be taken during the same semester. and must be taken in sequential order. Transfer student need to check where they are transferring, may require all 9 hours to transfer.
3. Microeconomics and Macroeconomics may not be taken during the same semester.

▶ This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more.

# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Chemistry

The Chemistry Department at FSCC is here to prepare you for a wide variety of possible careers. Of course, careers in science or engineering will require chemistry, but countless other careers, such as agriculture, nursing, and pharmacy, to name just a few, also rely on a working knowledge of chemistry in order to be successful.

#### Concentration Requirements Credit Hours:

CHE 1015	General Chemistry I with Lab ▶	5
CHE 1025	General Chemistry II with Lab ▶	5
MAT 1015	Calculus with Analytic Geometry I ▶	5
MAT 1025	Calculus with Analytic Geometry II	5
MAT 2033	Calculus III	3
PHS 2015	College Physics I ▶	5
PHS 2025	College Physics II ▶	5
<b>Total</b>		<b>33</b>

#### Suggested Curriculum:

##### FIRST SEMESTER

ENG 1013	English 101 ▶	3
CHE 1015	General Chemistry I with Lab ▶	5
MAT 1015	Calculus with Analytic Geometry I ▶	5
PHE 2671	Lifetime Fitness Concepts	1
EDU 1212	First Year Experience	2

**Total Hours** ..... 16

##### SECOND SEMESTER

ENG 1023	English 102 ▶	3
CHE 1025	General Chemistry II with Lab ▶	5
MAT 1025	Calculus with Analytic Geometry II	5
SPE 1093	Public Speaking ▶	3

**Total Hours** ..... 16

##### THIRD SEMESTER

MAT 2033	Calculus III	3
PHS 2015	College Physics I ▶	5
	Social or Behavioral Science	3
	Art & Humanities	3

**Total Hours** ..... 14

##### FOURTH SEMESTER

PHS 2025	College Physics II ▶	5
EDU 2301	Capstone	1
	Social or Behavioral Science	3
	Art & Humanities	3

**Total Hours** ..... 12

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Computer Science

Computer Science degree programs prepare students to enter the job market in a variety of general and specialized occupations: as programmers, systems analysts or data center supervisors. FSCC Computer Science programs will prepare students for a entry-level career or gives them the option to transfer to a four-year university.

BUS 1273	Introduction to Business	▶	3
BUS 2013	Financial Accounting	▶	3
COM 1033	Microcomputer Applications I		3
COM 1043	Microcomputer Applications II		3
COM 1053	Introduction to Computer Science	▶	3
ECO 1013	Microeconomics	▶	3
ECO 2023	Macroeconomics	▶	3
MAT 2253	Elementary Statistics	▶	3

#### Suggested Curriculum:

FIRST SEMESTER			
ENG 1013	English 101	▶	3
MAT 1083	College Algebra	▶	3
BIO 1215	General Biology with Lab	▶	5
BUS 1273	Introduction to Business	▶	3
COM 1053	Introduction to Computer Science	▶	3
EDU 1212	First Year Experience		2
<b>Total Hours</b>			<b>19</b>
SECOND SEMESTER			
ENG 1023	English 102	▶	3
SOC 1013	Sociology	▶	3
COM 1033	Microcomputer Applications I		3
	Science Elective		5
	Art & Humanities Elective		3
<b>Total Hours</b>			<b>17</b>

THIRD SEMESTER			
COM 1043	Microcomputer Applications II		3
SPE 1093	Public Speaking	▶	3
ECO 1013	Microeconomics	▶	3
PHE 2671	Lifetime Fitness Concepts		1
	Business Elective		3
	Art & Humanities Elective		3
<b>Total Hours</b>			<b>16</b>
FOURTH SEMESTER			
ECO 2023	Macroeconomics	▶	3
GEO 1023	World Regional Geography	▶	3
MAT 2253	Elementary Statistics	▶	3
EDU 2301	Capstone		1
	Art & Humanities Elective		3
<b>Total Hours</b>			<b>13</b>

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# Fort Scott Community College

## Program of Study

# Computer Science

## Associates of Science

Computer Science degree programs prepare students to enter the job market in a variety of general and specialized occupations: as programmers, systems analysts or data center supervisors. FSCC Computer Science programs will prepare students for a entry-level career or gives them the option to transfer to a four-year university.

COM1053	Introduction to Computer Science ▶	3
ENG1013	English 101 ▶	3
ENG1023	English 102 ▶	3
SPE1093	Public Speaking ▶	3
EDU2301	Capstone ▶	1
EDU1212	First Year Experience ▶	2
	Social Science or Behavioral Block	9
	Cultural Studies Block	3
	Arts and Humanities Block	9
	Physical or Biological Science Block	10
	Physical Education Block	1
	Applied Arts & Applied Science Math Block	3
	General Electives Block	13
	<b>Total</b>	<b>63</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Elementary Education

Students interested in a career in education may secure their first two years of general education at Fort Scott Community College. Individuals must consider the requirements of the state for a certificate to teach as well as the requirements of the four-year college to which they plan to transfer; requirements vary widely depending on state and institution.

#### Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101 ▶	3
EDU 1013	Introduction to Education ▶	3
EDU 1021	Pre-Professional Lab	1
COM 1033	Microcomputer Applications I	3
EDU 1212	First Year Experience	2
	Biological Science Elective	5
Total Hours		17
SECOND SEMESTER		
ENG 1023	English 102 ▶	3
MAT 1083	College Algebra ▶ OR	
	MAT 2043 Math for Education I	3
PSY 1013	General Psychology ▶	3
EDU 2293	Children's Literature ▶	3
	Art & Humanities	3
Total Hours		15

THIRD SEMESTER		
PSY 1023	Psychology of the Human Lifespan ▶	3
PHE 2671	Lifetime Fitness Concepts	1
SPE 1093	Public Speaking ▶	3
EDU 2443	Elementary School Music	3
	Physical Science	5
	Elective	3
Total Hours		18
FOURTH SEMESTER		
ART 2103	Art for Elementary Teachers	3
GEO 1023	World Regional Geography ▶	3
EDU 2301	Capstone	1
	Electives	6
	Art & Humanities	3
Total Hours		16

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# Fort Scott Community College

## Program of Study

### Elementary Education

#### Associates of Arts

Students interested in a career in education may secure their first two years of general education at Fort Scott Community College. Individuals must consider the requirements of the state for a certificate to teach as well as the requirements of the four-year college to which they plan to transfer; requirements vary widely depending on state and institution.

COM1053	Introduction to Computer Science ▶	3
ENG1013	English 101 ▶	3
ENG1023	English 102 ▶	3
SPE1093	Public Speaking ▶	3
EDU2301	Capstone ▶	1
EDU1212	First Year Experience ▶	2
	Social Science or Behavioral Block	9
	Arts and Humanities Block	12
	Physical or Biological Science Block	5
	Physical Education Block	1
	Applied Arts & Applied Science Math Block	3
	General Electives Block	18
	<b>Total</b>	<b>63</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Secondary Education

Students interested in a career in education may secure their first two years of general education at Fort Scott Community College. Individuals must consider the requirements of the state for a certificate to teach as well as the requirements of the four-year college to which they plan to transfer; requirements vary widely depending on state and institution.

#### Suggested Curriculum:

FIRST SEMESTER	
ENG 1013	English 101 ▶.....3
COM 1033	Microcomputer Applications I .....3
EDU 1212	First Year Experience .....2
	Biological Science .....5
	Elective.....3
<b>Total Hours</b>	<b>.....15</b>
SECOND SEMESTER	
ENG 1023	English 102 ▶.....3
MAT 1083	College Algebra ▶ .....3
PSY 1013	General Psychology ▶.....3
	Art & Humanities .....3
	Elective .....3
<b>Total Hours</b>	<b>.....15</b>

THIRD SEMESTER	
PSY 1023	Psychology of the Human Lifespan ▶ . 3
PHE 2671	Lifetime Fitness Concepts..... 1
SPE 1093	Public Speaking ▶..... 3
	Elective ..... 3
	Physical Science ..... 5
<b>Total Hours</b>	<b>..... 15</b>
FOURTH SEMESTER	
EDU 2301	Capstone ..... 1
EDU 1013	Introduction to Education* ▶..... 3
EDU 1021	Pre-Professional Lab*..... 1
	Art & Humanities..... 3
	Electives ..... 6
<b>Total Hours</b>	<b>..... 14</b>
<i>*Optional, but recommended course.</i>	

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### English & Literature

In an information-based society, reading comprehension and writing skills are essential for everyone. The English program offers a rich and varied education in these vital areas of literacy, serving the individual student, the academic community and society at large. Because four-year college requirements differ according to the major area of emphasis, students should check with the Advising Office regarding possible variations in courses.

#### Recommended courses:

ENG 1013	English 101	▶	3
ENG 1023	English 102	▶	3
ENG 2013	American Literature I	▶	3
ENG 2293	General Literature	▶	3
ENG 2313	Creative Writing	▶	3

#### Suggested Curriculum:

FIRST SEMESTER			
ENG 1013	English 101	▶	3
MAT 1083	College Algebra	▶	3
PSY 1013	General Psychology	▶	3
EDU 1212	First Year Experience		2
	Art & Humanities		3
Total Hours			14
SECOND SEMESTER			
ENG 1023	English 102	▶	3
HIS 1013	U.S. History 101	▶	3
HIS 2013	History of Civilization I	▶	3
POL 1013	American Government	▶	3
ENG 2293	General Literature	▶	3
Total Hours			15

THIRD SEMESTER			
ENG 2313	Creative Writing	▶	3
PHE 2671	Lifetime Fitness Concepts		1
BIO 1215	General Biology with Lab	▶	5
HIS 2023	History of Civilization II	▶	3
	Art & Humanities		3
Total Hours			15
FOURTH SEMESTER			
SOC 1013	Sociology	▶	3
SPE 1093	Public Speaking	▶	3
EDU 2301	Capstone		1
ART 1053	Art Appreciation	▶ OR	
	MUS1213 Music Appreciation	▶	3
	English Elective		3
	Art & Humanities		3
Total Hours			16

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### History

The History program is designed to meet the general education requirements in four-year schools as well as to provide the student a basic foundation of liberal arts and social science courses.

Courses of special interest are offered on a rotating schedule or according to student interest. Such special interest history courses focus on the rich history of the surrounding area or current historical trends.

HIS 1013	United States History 101	▶	3
HIS 1023	United States History 102	▶	3
HIS 2013	History of Civilization I	▶	3
HIS 2023	History of Civilization II	▶	3

#### Suggested Curriculum:

##### FIRST SEMESTER

ENG 1013	English I	▶	3
MAT 1083	College Algebra	▶	3
BIO 1215	General Biology with Lab	▶	5
PSY 1013	General Psychology	▶	3
EDU 1212	First Year Experience		2
<b>Total Hours</b>			<b>16</b>

##### SECOND SEMESTER

ENG 1023	English 102	▶	3
HIS 1013	United States History 101	▶	3
HIS 2013	History of Civilization I	▶	3
PSY 1023	Psychology of the Human Lifespan	▶	3
ENG 2293	General Literature	▶	3
<b>Total Hours</b>			<b>15</b>

##### THIRD SEMESTER

PHE 2671	Lifetime Fitness Concepts		1
SPE 1093	Public Speaking	▶	3
HIS 1023	United States History 102	▶	3
	Physical Science		5
<b>Total Hours</b>			<b>12</b>

##### FOURTH SEMESTER

HIS 2023	History of Civilization II	▶	3
POL 1013	American Government	▶	3
SOC 1013	Sociology	▶	3
ART 1053	Art Appreciation	▶ OR	
	MUS1213 Music Appreciation	▶	3
EDU 2301	Capstone		1
<b>Total Hours</b>			<b>13</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Mathematics/Pre-Engineering

The Mathematics and Pre-Engineering program is designed to help students meet the mathematics, science and general education course requirements necessary to transfer to a four-year school and major in math, physics or engineering.

Note: Students unable to take Calculus I in their first semester should visit with the Advising Office about an alternative schedule for their math courses.

#### Concentration Requirements:

CHE 1015	General Chemistry I with Lab	▶	5
CHE 1025	General Chemistry II	▶	5
MAT 1015	Calculus with Analytic Geometry I	▶	5
MAT 1025	Calculus with Analytic Geometry II		5
MAT 2033	Calculus III		3
PHS 2015	College Physics I	▶	5
PHS 2025	College Physics II	▶	5
<b>Total</b>			<b>33</b>

#### Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101	▶..... 3
CHE 1015	General Chemistry I with Lab	▶.... 5
MAT 1015	Calculus with Analytic Geometry I	▶.. 5
PHE 2671	Lifetime Fitness Concepts	..... 1
EDU 1212	First Year Experience	..... 2
	Art & Humanities	..... 3
<b>Total Hours</b>		<b>19</b>
SECOND SEMESTER		
ENG 1023	English 102	▶..... 3
CHE 1025	General Chemistry II with Lab	▶... 5
MAT 1025	Calculus with Analytic Geometry II	..... 5
	Social or Behavioral Science	..... 3
<b>Total Hours</b>		<b>16</b>

THIRD SEMESTER		
MAT 2033	Calculus III	..... 3
PHS 2015	College Physics I	▶..... 5
SPE 1093	Public Speaking	▶..... 3
	Social or Behavioral Science	..... 3
<b>Total Hours</b>		<b>14</b>
FOURTH SEMESTER		
PHS 2025	College Physics II	▶..... 5
EDU 2511	Capstone	..... 1
	Social or Behavioral Science	..... 3
	Cultural Studies	..... 3
<b>Total Hours</b>		<b>15</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Music

This music curriculum provides the student planning to major in music with the general education courses and specialized music study for continued post-secondary training in music education, performance, theory and composition. Students planning to transfer to a four-year school must check that school's course requirements. Students should consult with counselors in planning specific courses.

FSCC offers a variety of music activities for students. Students need not be music majors to participate in the events; however, they must have permission of the director. Members will perform at collegiate and community events.

MUS 1001	Introduction to Music Theory.....	1
MUS 1013	Music Theory I <b>T</b> .....	3
MUS 1023	Music Theory II.....	3
MUS 1111	Ear Training I.....	1
MUS 1121	Ear Training II .....	1
MUS 2033	Music Theory III.....	3
MUS 2131	Ear Training III .....	1
	Performing Ensembles (Band/Choir/Orchestra).....	4-8
	Private Music Instruction .....	4
<b>Total</b>	.....	<b>22-25</b>

#### FIRST SEMESTER

ENG 1013	English 101 <b>T</b> .....	3
MAT 1083	College Algebra <b>T</b> .....	3
MUS 1111	Ear Training 1 .....	1
MUS 1213	Music Appreciation.....	3
EDU 1212	First Year Experience.....	2
	Art & Humanities Elective .....	3
	Private Instruction .....	1
	(Band/Choir/Orchestra).....	1/2
<b>Total Hours</b>	.....	<b>16/17</b>

#### SECOND SEMESTER

ENG 1023	English 102 <b>T</b> .....	3
MUS 1013	Music Theory I <b>T</b> .....	3
MUS 1121	Ear Training II .....	1
PHE 2671	Lifetime Fitness Concepts .....	1
	Computer Science Elective.....	3
	Social Science Elective.....	3
	Private Instruction .....	1
	(Band/Choir/Orchestra).....	1/2
<b>Total Hours</b>	.....	<b>16/17</b>

#### THIRD SEMESTER

SPE 1093	Public Speaking <b>T</b> .....	3
MUS 2131	Ear Training III .....	1
MUS 1023	Music Theory II.....	3
	Physical Science .....	5
	Social Science Elective .....	3
	Private Instruction 1 .....	
	(Band/Choir/Orchestra) .....	1/2
<b>Total Hours</b>	.....	<b>17/18</b>

#### FOURTH SEMESTER

EDU 2301	Capstone .....	1
	Humanities Elective .....	3
	Social Science Elective .....	3
	Private Instruction .....	1
	Art & Humanities Elective .....	3
	(Band/Choir/Orchestra) .....	1/2
<b>Total Hours</b>	.....	<b>12/13</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Physical Education

The Health and Physical Education program at Fort Scott Community College is designed for students who intend to transfer to a four year college and university degree program.

The courses listed below will satisfy the general education requirements of most four-year schools for a Physical Education major. Students planning to transfer should check the course requirements of the four-year school they plan to attend.

#### Suggested Courses:

ART 1053	Art Appreciation ▶ OR MUS 1213 Music Appreciation ▶	3
BIO 1215	General Biology with Lab ▶	5
BIO 1255	Anatomy & Physiology with Lab ▶	5
ENG 1013	English 101 ▶	3
ENG 1023	English 102 ▶	3
PHE 1013	Introduction to Physical Education	3
PHE 1373	Personal & Community Health ▶	3
PHE 2553	First Aid: The Care & Prevention of Athletic Injuries ▶	3
PHE 1262	Officiating Theory & Practice	2
	Theory of Coaching Electives	3
PSY 1013	General Psychology ▶	3
PSY 1023	Psychology of the Human Lifespan ▶	3

#### Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101 ▶	3
MAT 1083	College Algebra ▶	3
EDU 1212	First Year Experience	2
PHE 1013	Introduction to Physical Education	3
	Art & Humanities	3
Total Hours		14
SECOND SEMESTER		
ENG 1023	English 102 ▶	3
PSY 1013	General Psychology ▶	3
BIO 1215	General Biology with Lab ▶	5
PHE 1373	Personal & Community Health ▶	3
	Cultural Elective	3
Total Hours		17

THIRD SEMESTER		
PSY 1023	Psychology of the Human Lifespan ▶	3
BIO 1255	Anatomy & Physiology w/Lab ▶	5
PHE 2553	First Aid: The Care & Prevention of Athletic Injuries	3
ART 1053	Art Appreciation ▶ OR MUS1213 Music Appreciation ▶	3
	Art & Humanities	3
Total Hours		17
FOURTH SEMESTER		
PHE 2671	Lifetime Fitness	1
PHE 1262	Officiating Theory and Practices	2
EDU 2301	Capstone	1
	Cultural Studies	3
	Social Science	3
	Physical Science	5
Total Hours		15

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Physics/Pre-Engineering

The Physics and Pre-Engineering program is designed to help students meet the mathematics, science and general education course requirements necessary to transfer to a four-year school and major in physics, math or engineering. Students interested in physics or pre-engineering should contact the Physics Department.

Note: Students unable to take Calculus I their first semester should visit with the Advising Office about an alternative schedule for their math courses.

#### Concentration Requirements:

COM 2403	C++ Programming.....	3
CHE 1015	General Chemistry I with Lab T.....	5
CHE 1025	General Chemistry II with Lab T.....	5
MAT 1015	Calculus with Analytic Geometry I T.....	5
MAT 1025	Calculus with Analytic Geometry II .....	5
MAT 2033	Calculus III .....	3
PHS 2015	College Physics I T.....	5
PHS 2025	College Physics II T.....	5
PHS 2103	Statics.....	3
	<b>Total .....</b>	<b>39</b>

#### Suggested Curriculum:

##### FIRST SEMESTER

ENG 1013	English 101 T.....	3
CHE 1015	General Chemistry I with Lab T....	5
MAT 1015	Calculus with Analytic Geometry I T..	5
PHE 2671	Lifetime Fitness Concepts.....	1
EDU 1212	First Year Experience.....	2
	Art & Humanities .....	3
	<b>Total Hours .....</b>	<b>19</b>

##### SECOND SEMESTER

ENG 1023	English 102 T.....	3
CHE 1025	General Chemistry II with Lab T....	5
MAT 1025	Calculus with Analytic Geometry II .....	5
	Social or Behavioral Science .....	3
	<b>Total Hours .....</b>	<b>16</b>

##### THIRD SEMESTER

MAT 2033	Calculus III .....	3
PHS 2015	College Physics I T.....	5
COM 2403	C++ Programming.....	3
SPE 1093	Public Speaking T.....	3
	Social or Behavioral Science .....	3
	<b>Total Hours.....</b>	<b>17</b>

##### FOURTH SEMESTER

PHS 2025	College Physics II T.....	5
PHS 2103	Statics .....	3
EDU 2301	Capstone.....	1
	Social or Behavioral Science .....	3
	Cultural Studies.....	3
	<b>Total Hours .....</b>	<b>18</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Political Science

The focus of a political science emphasis is to understand our system of government and others in light of their historical organization and the political experience of citizens. An informed citizenry makes better citizens who are in position to make informed choices. Topics include the function and types of government, the Constitution and the intent of the framers, federalism, state and local government, civil rights and liberties, the three branches of government, political parties, voting and elections, interest groups, social policy and foreign policy.

#### Suggested Curriculum:

FIRST SEMESTER	
ENG 1013	English 101 <b>TB</b> .....3
MAT 1083	College Algebra <b>TB</b> .....3
BIO 1215	General Biology with Lab <b>TB</b> .....5
POL 1013	American Government <b>TB</b> .....3
PSY 1013	General Psychology <b>TB</b> .....3
EDU 1212	First Year Experience.....2
<b>Total Hours</b> .....19	
SECOND SEMESTER	
ENG 1023	English 102 <b>TB</b> .....3
PSY 1023	Psychology of the Human Lifespan <b>TB</b> .....3
	Social/Behavioral Science .....3
<b>Total Hours</b> .....9	

THIRD SEMESTER	
PHE 2671	Lifetime Fitness Concepts .....1
SPE 1093	Public Speaking <b>TB</b> .....3
SOC 1013	Sociology <b>TB</b> .....3
	Physical Science .....5
	Art & Humanities .....3
<b>Total Hours</b> .....15	
FOURTH SEMESTER	
ECO 2013	Microeconomics <b>TB</b> .....3
SOC 1113	Cultural Anthropology <b>TB</b> .....3
MAT 2253	Elementary Statistics <b>TB</b> .....3
ART 1053	Art Appreciation <b>TB</b> OR
	MUS1213 Music Appreciation <b>TB</b> .....3
EDU 2301	Capstone .....1
<b>Total Hours</b> .....13	

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Psychology

The study of psychology is the study of behavior and the mental processes. Coursework in psychology is useful in life as well as in pursuing a variety of careers in mental health as well as human resources/ management, employee recruitment and selection, public/community relations, marketing and advertising, program development, case management, substance abuse services, and other human service areas. At FSCC, the student will be introduced to the discipline through the core psychology courses of General Psychology and Psychology of the Human Lifespan as well as others.

#### Suggested Curriculum:

FIRST SEMESTER	
ENG 1013	English 102 T .....3
MAT 1083	College Algebra T .....3
BIO 1215	General Biology with Lab T .....5
PSY 1013	General Psychology T .....3
EDU 1212	First Year Experience .....2
ART 1053	Art Appreciation T OR MUS1213 Music Appreciation T 3
<b>Total Hours .....19</b>	
SECOND SEMESTER	
ENG 1023	English 102 T .....3
ENG 2293	General Literature T .....3
CRJ 1013	Introduction to Criminal Justice T .3
PSY 1023	Psychology of the Human Lifespan T .3
BUS 1273	Introduction to Business T .....3
<b>Total Hours .....15</b>	

THIRD SEMESTER	
PHE 2671	Lifetime Fitness Concepts ..... 1
SPE 1093	Public Speaking T ..... 3
	Physical Science ..... 5
	Art & Humanities ..... 3
<b>Total Hours ..... 12</b>	
FOURTH SEMESTER	
ECO 2013	Microeconomics T ..... 3
GEO 1023	World Regional Geography T .... 3
MAT 2253	Elementary Statistics T ..... 3
POL 1013	American Government T ..... 3
SOC 1013	Sociology T ..... 3
EDU 2301	Capstone ..... 1
<b>Total Hours ..... 16</b>	

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Public Speaking

A degree in communication is one of the most popular and versatile degrees on a college campus. It will provide an individual with essential skills that are crucial in a number of professional fields. Communication skills are often the number one skill employers are looking for in potential employees.

Students interested in Communication may complete the following courses and general education requirements for an Associate of Science degree for transfer to four-year schools. Students should carefully check the course requirements of the four-year schools they plan to attend and consult with the Advising Office.

#### Suggested courses:

SPE 1093	Public Speaking ▶	3
SPE 2013	Interpersonal Communication ▶	3

#### Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101 ▶	3
MAT 1083	College Algebra ▶	3
SPE 1093	Public Speaking ▶	3
EDU 1212	First Year Experience	2
	Art & Humanities	3
	Elective	3
Total Hours		16
SECOND SEMESTER		
ENG 1023	English 102 ▶	3
PSY 1013	General Psychology ▶	3
	Art & Humanities	3
	Elective	3
Total Hours		12

THIRD SEMESTER		
SPE 2013	Interpersonal Communication ▶	3
PHE 2671	Lifetime Fitness Concepts	1
PSY 1023	Psychology of the Human Lifespan ▶	3
	Physical Science	5
	Art & Humanities	3
Total Hours		15
FOURTH SEMESTER		
SOC 1013	Sociology ▶	3
EDU 2301	Capstone	1
	Elective	3
	Art & Humanities	3
	Cultural Studies	3
Total Hours		13

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Sociology

Students planning to major in the social sciences should check the requirements of four-year schools. Specific course requirements vary according to the student's selected area. FSCC offers a transfer program designed to meet the general education requirements of most four-year colleges. Students should consult with counselors concerning course choices.

#### Suggested Curriculum:

##### FIRST SEMESTER

ENG 1013	English 101	▶	3
MAT 1083	College Algebra	▶	3
BIO 1215	General Biology with Lab	▶	5
SOC 1013	Sociology	▶	3
PSY 1013	General Psychology	▶	3
EDU 1212	First Year Experience		2
<b>Total Hours</b>			<b>19</b>

##### SECOND SEMESTER

ENG 1023	English 102	▶	3
SOC 1023	Social Problems	▶	3
PSY 1023	Psychology of the Human Lifespan	▶	3
BUS 1273	Introduction to Business	▶	3
<b>Total Hours</b>			<b>12</b>

##### THIRD SEMESTER

PHE 2671	Lifetime Fitness Concepts.....	1
SPE 1093	Public Speaking ▶.....	3
	Physical Science.....	5
	Art & Humanities.....	3
<b>Total Hours.....</b>		<b>12</b>

##### FOURTH SEMESTER

ECO 2013	Microeconomics	▶	3
SOC 1113	Cultural Anthropology	▶	3
MAT 2253	Elementary Statistics	▶	3
POL 1013	American Government	▶	3
ART 1053	Art Appreciation	▶	OR
	MUS1213 Music Appreciation	▶	3
EDU 2301	Capstone		1
<b>Total Hours</b>			<b>16</b>

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# Fort Scott Community College

## Suggested Curriculum for Transfer Student Pathway

### Theatre

Students interested in Theatre may complete the following courses and general education requirements for an Associate of Arts or Associate of Science degree for transfer to four-year schools. Students should carefully check the course requirements of the four-year schools they plan to attend and consult with the Advising Office.

#### Suggested courses:

DRA 1013	Acting I	3
DRA 1023	Acting II	3
DRA 1053	Stage Crafts	3
DRA 1063	Stage Crafts II	3
DRA 1313	Theatre Appreciation	3

#### Suggested Curriculum:

FIRST SEMESTER		
ENG 1013	English 101	3
MAT 1083	College Algebra	3
DRA 1313	Theatre Appreciation	3
DRA 1013	Acting I	3
SPE 1093	Public Speaking	3
EDU 1212	First Year Experience	2
<b>Total Hours</b>		<b>17</b>
SECOND SEMESTER		
PHE 2671	Lifetime Fitness Concepts	1
ENG 1023	English 102	3
DRA 1023	Acting II	3
PSY 1013	General Psychology	3
	Social Science	3
<b>Total Hours</b>		<b>16</b>

THIRD SEMESTER		
BIO 1215	General Biology with Lab	5
MUS 1213	Music Appreciation	3
DRA 1053	Stagecraft I	3
	Art & Humanities	3
<b>Total Hours</b>		<b>14</b>
FOURTH SEMESTER		
SOC 1013	Sociology	3
EDU 2301	Capstone	1
	Art & Humanities	6
<b>Total Hours</b>		<b>10</b>

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# Agriculture

## **AGR1013, AGRICULTURE CALCULATIONS, 3 hours.**

This course will build mathematical connections to the complex world of agriculture. The Agriculture Calculations class will integrate solid, real-world mathematics into everyday critical thinking and business decisions for sustainable agricultural practices.

## **AGR1032, PRINCIPLES OF LIVESTOCK, 2 hours.**

This course is an introduction to the live evaluation of four species (cattle, swine, goat, and sheep). Factors influencing the quality and value of each species will be the focus of discussion.

## **AGR1043, AGRICULTURE LEADERSHIP, 3 hours.**

This course is designed to provide students with real world leadership skills in the agricultural field. It dives deep into management styles, conflict resolution, effective communication, leading groups and individuals, personal development and transitioning into the workplace. Resume building and career opportunities will also be examined.

## **AGR1044, AGRICULTURAL EXPERIENCE, 4 hours.**

This course will allow students to gain hands-on experience while completing a paid/unpaid internship. The student must complete the appropriate clock hours correlated with the credit hours he/she is receiving. The student must be employed with an agricultural business for the duration of the summer months. During these summer months the student is required to complete all associated assignments as outlined by the instructor as well as follow the employer's direction.

## **AGR1053, INTRODUCTION TO COMPUTERS IN AGRICULTURE, 3 hours.**

This course teaches students the use of computer programs within the agriculture industry. Students will have a large range of "hands-on applications" of the Internet and Microsoft Office Suite 2013 (Word, Excel, Access, and PowerPoint) assignments.

## **AGR1061, CATTLE ARTIFICIAL INSEMINATION, 1 hour.**

This course is a study of the artificial insemination practices of cattle. The course will include heat detection, straw

procedure, sire selection, and heifer/cow insemination.

## **AGR1204, PRINCIPLES OF SOIL SCIENCE, 4 hours.**

The course is an introduction to the science of soil with an emphasis on the principles which lead to a greater understanding of soil management. A variety of laboratory experiences will be included in this course.

## **AGR1211, AG ORIENTATION, 1 hour.**

Incoming students and transfers will learn about the skills and motivation that it takes to succeed in college and at FSCC. This course is required for most students entering FSCC.

## **AGR1222, FYE Agriculture ORIENTATION, 2 hours.**

The purpose of the first-year experience course is to help incoming freshmen make a successful transition to college life both academically and personally. This course will foster a sense of belonging and expose students to aspects of service learning by engaging in campus and community activities. The curriculum will broaden students' understanding of identity and help embrace individual differences.

## **AGR1243, PRINCIPLES OF ANIMAL SCIENCE, 3 hours.**

This course is an introduction to the science of animal production with an emphasis on the principles which lead to a greater understanding of animal terminology, breed identification, genetics, reproduction, and animal diseases.

## **AGR1252, ANIMAL SCIENCE AND INDUSTRY, 2 hours.**

This course creates an understanding of livestock selection through breeding and market types of animals, including a comparison of the live animal and carcass evaluation.

## **AGR1253, PRINCIPLES OF HORSESHOEING, 3 hours.**

Students will learn the basic anatomy and physiology of a horse and causes of lameness.

## **AGR1263, PRINCIPLES OF AG ECONOMICS, 3 hours.**

Ag Economics is a suggested class for all students interested in the ag business. This course is a study of economic principles, with emphasis of their application to farm, agribusiness, and agricultural industry problems.

## **AGR1273, DAIRY AND POULTRY SCIENCE, 3 hours.**

This course is an introduction to the science of dairy and poultry production with an emphasis on the principles, which lead to a greater understanding of dairy/poultry production and marketing.

## **AGR2012, PRINCIPLES OF MEAT EVALUATION, 2 hours.**

This course is an introduction to the classification and grading of the three red meat species (beef, pork, and lamb). Factors influencing the quality and value of each species will be the focus of discussion. This class will prepare the FSCC Meat Judging Team for national competition.

## **AGR2013, AGRICULTURE COMMUNICATIONS, 3 hours.**

This course is an introduction to agricultural communications. Student will learn the different ways to effectively communicate in the industry. It is a comprehensive look into news media, online communication, video, public speaking, business communication and visual communication.

## **AGR2023, PRINCIPLES OF EQUINE SCIENCE, 3 hours.**

This course is an introduction to Equine Science and with an emphasis on the principles which lead to a greater understanding of conformation, equine nutrition, diseases, first aid, management, reproduction, genetics, and marketing

## **AGR2043, AGRICULTURE TECHNOLOGY MANAGEMENT, 3 hours.**


This course is for engineering principles and problem-solving associated with power systems for environmental management, agriculture, and machinery systems.

## **AGR2044, ANIMAL REPRODUCTION, 4 hours.**

This course is an overview of animal reproduction and common reproductive techniques utilized in animal agriculture. This course will include laboratory experiences that stimulate hands-on learning and create a general understanding of assisted reproductive technology.

## **AGR2055, LIVESTOCK ULTRASOUND TECHNOLOGY, 5 hours.**

This course is an introduction to ultrasound use in livestock. This course will focus on the technical aspect of scanning cattle and swine for carcass traits. The validity and

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reality concepts of livestock scanning will also be a focus of discussion. This course will consist of numerous labs and may require some travel.

**AGR2083, AGRICULTURE FOOD SCIENCE, 3 hours.**

This course is an introduction to food science and industry. A basic understanding of the constituents of food, food processing, quality control, deterioration, preservation, irradiation, government regulations, food safety and packaging will be covered.

**AGR2112, ADVANCED MEAT EVALUATION, 2 hours.**

This course is a continuance of Principles of Meat Evaluation. This course will focus on the upper level carcass grading and selection of the three red meat species (beef, pork, and lamb). Factors influencing the quality and value of each species will be the focus of discussion. This class will prepare the FSCC meat judging team for national competition. This course will include a high amount of travel.

**AGR2203, PRINCIPLES OF FEEDING, 3 hours.**

This course is an introduction to the science of animal nutrition and feeding with an emphasis on the principles which lead to a greater understanding of animal nutrition and complete dietary needs of livestock.

**AGR2223, AGRI-BUSINESS MARKETING, 3 hours.**

This is a course of agricultural economics designed to foster an understanding of marketing options of farm production using the commodity futures market.

**AGR2244, PLANT SCIENCE, 4 hours.**

This course is an introduction to plant science with an emphasis on the principles, which lead to a greater understanding of plants and horticultural science. A variety of laboratory experiences will be included in this course.

**AGR2253, FARM AND RANCH MANAGEMENT, 3 hours.**

This course is an introduction to the basics of agricultural production management with an emphasis on principles and concepts which lead to greater financial success.

**AGR2273, PRINCIPLES OF HORSESHOEING II (HOT FORGING), 3 hours.**

Students will learn the advanced anatomy and physiology of the horse and causes of lameness. They will experience hands-on training in shoeing and trimming.

**AGR2323, MARKETING OF AG PRODUCTS, 3 hours.**

This course is a study of marketing opportunities through strategic planning in agriculture production.

## John Deere Agriculture Technology

**AGT1011, JOHN DEERE SHOP SKILLS AND SAFETY FUNDAMENTALS, 1 hour.**

This course addresses the procedures with respect to shop safety, shop organization in a John Deere dealership. Identification and proper use of tools, as well as the use of measuring equipment are also presented. Also included in the course is an orientation to John Deere manuals, warranty procedures, and shop tickets.

**AGT1023, JOHN DEERE CONSUMER PRODUCTS, 3 hours.**

This course is an introduction to John Deere Consumer Products and the systems. Basic theory of engine principles will be discussed with diagnosis and repair of intake/exhaust system, cooling systems, lubrication systems, cylinder heads, bearings, and crankshafts.

**AGT1034, JOHN DEERE ELECTRICAL SYSTEMS, 4 hours.**

This course is designed to teach basic electrical principles and application of Ohm's Law, electromagnetism, and safe utilization of electric test meters. Also, the design, construction, and safe testing of lead acid storage batteries.

**AGT1043, JOHN DEERE HARVESTING EQUIPMENT, 3 hours.**

This course is designed to teach Hay and Forage Harvesting practices and equipment used for this process. Setting and repairing this equipment. The process and equipment used in Combine Harvesting. Repairs, operations and setting of harvesting equipment.

**AGT1052, JOHN DEERE TILLAGE AND SEEDING EQUIPMENT, 2 hours.**

This course will cover the principles and practices of the theory of John Deere tillage systems. Basic Tillage practices, and the benefits of them. This course will also cover the planting and seeding process

and the equipment used. Class will also cover the maintenance and settings of the equipment used.

**AGT2013, JOHN DEERE AG HYDRAULICS, 3 hours.**

This course will cover the principles and practices of theory of John Deere hydraulic systems. Emphasis will be on diagnosis and repair procedures of hydraulic systems and hydrostatic drive systems. Technical manuals, test gauge work and flow-rater application will be addressed.

**AGT2023, JOHN DEERE POWER TRAINS, 3 hours.**

This course covers the theory of power transmission from the engine to the traction wheels. It includes the function and operation of clutches, all types of transmissions, hydrostatic drives, differentials, final drives, and power take offs. Complete disassembly, inspection, and reassembly of John Deere components will occur. Diagnosis, repair, and adjustment of John Deere transmissions will also be covered.

**AGT2033, JOHN DEERE FUEL SYSTEMS, 3 hours.**

This course will cover the basic understanding of the operating principles of John Deere fuel systems. Students will learn diagnosis, removal, installation and repair of John Deere fuel system components to include: fuel injection pumps, nozzle components, and filtering systems.


**AGT2043, JOHN DEERE ENGINES, 3 hours.**

This course is an introduction to John Deere engines and their systems. Basic theory of engine principles will be discussed along with diagnosis and repair of intake/exhaust, cooling, lubrication systems cylinder heads, bearings, and crankshafts.

**AGT2052, JOHN DEERE HEATING AND AIR CONDITIONING, 2 hours.**

**AGT2053, JOHN DEERE HEATING AND AIR CONDITIONING, 3 hours.**

This course will teach the theory and principles of operation, diagnosis, and repair of late model John Deere air conditioning, heating, and ventilation systems. Students will become certified for A/C service by complying with state and federal laws. Refrigerant recovery/recycling will be taught.

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**AGT2063, JOHN DEERE EQUIPMENT  
DIAGNOSTICS, 3 hours.**

This course will cover the principles and practices of the theory of John Deere electrical systems and hydraulic systems. Emphasis will be on diagnosis and repair procedures of electrical systems and hydraulic systems. Technical Manuals, Service Advisor, Service Advisor remote, and theory of diagnosis will be emphasized in course.

**AGT2073, JOHN DEERE  
OCCUPATIONAL EXPERIENCE, 3  
hours.**

**AGT2093, JOHN DEERE  
OCCUPATIONAL EXPERIENCE, 3  
hours.**

This course is designed to give the student on-the-job experience in a John Deere Dealership. This will allow the student to practice and utilize the skills and knowledge learned previously. This work will be supervised by the sponsoring dealership and a Fort Scott Community College Ag Tech instructor.

**AGT2082, JOHN DEERE AG  
MANAGEMENT SYSTEMS, 2 hours.**

This course will cover the principles and practices of the theory of John Deere AMS. Emphasis will be on precision farming methods and techniques with some diagnosis and repair procedures. Technical Manuals, Service Advisor, Remote Display Access will be covered.

**AGT2083, JOHN DEERE SERVICE  
ADVISOR, 3 hours.**

This course was designed to make the students proficient in John Deere computer programs which include Service Advisor, Parts Advisor, Dealer Path, and Parts Expert. The course will focus on Service Advisor, the main program a technician must use, for the majority of class.

## Allied Health

**ALH1011, STANDARD FIRST AID , 1  
hour.**

After completing this course, students should be able to perform the basic skills of first aid. The course will cover cause, prevention and first aid care of common emergencies. Certification may be earned in first aid.

**ALH1020, CPR: FOR BASIC RESCUER  
HEALTH CARE PROVIDER , 1 hour.**

This course is designed to provide the student with knowledge and skills involved in administering care for a

patient who has an airway obstruction or requires cardiopulmonary resuscitation (CPR). Procedures will be taught for adult, child and infant patients. The use of AED equipment will be included in the instruction. The student will learn the appropriate actions to take and what equipment is available for use during these emergencies. To be eligible for AHA - HCP certification, students must score a minimum of 75 percent on a written exam for the course of study and meet AHA standards for HCP certification by passing a written exam and skills performance check-off.

**ALH1140, EMERGENCY MEDICAL  
TECH., 10 hours.**

This course is designed for the student interested in providing care to patients in the pre-hospital setting at the EMT-Basic level of training. The student will gain information, skills and attitudes necessary for certification and practice as a Emergency Medical Technician - Basic. Successful students will be eligible to take the National Registry and State of Kansas EMT - Basic Certification Exams. Co-requisite: Enrolled in ALH 1020 or PRIOR, Written - Instructor Approval.

**ALH1215, GERIATRIC AIDE, 5 hours.**

Designed to provide an individual with knowledge of basic skills, human understanding and attitudes necessary to render upgraded services for residents of adult care facilities in Kansas. Prepares students for Kansas certification examination. Students are required to be 16 years of age, have a negative TB test and current flu vaccine.

**ALH1222, HOME HEALTH AIDE, 2 hours.**

This course is designed to provide an individual with knowledge and preparation to care for stable patients in their homes under the supervision of a registered nurse. This course follows the Kansas Home Health Aide Training Guidelines as established under K.A.R. 28-51-112. Upon completion of the course, students are qualified to write the State Certification exam for Home Health Aide. Students are required to have a reading proficiency at a minimum level of 8th grade; active Kansas Geriatric Aide Certification, negative TB test, and current flu vaccine.

**ALH1231, THINK LIKE A NURSE, 1  
hours.**

This course will prepare nursing students to enter into professional nursing practice by utilizing clinical reasoning

skills. Clinical reasoning is the ability of a nurse to think in action and recognize and/or anticipate changes in a clinical situation that are relevant. It will assist in transforming nursing students from passive learning to meaningful active learning through clinical reasoning scenarios.

**ALH1234, MEDICATION AIDE, 4 hours.**

This course prepares participants to administer some medications to residents in adult care facilities under the supervision of a Registered Nurse. QMRP medication aides may administer medications only to residents in an intermediate care facility for the mentally challenged. This course will teach participants to safely administer medications in an adult care home. The course requires both theory & clinical portions and the participant must be able to meet the competencies to be successful. Participants who complete the course are eligible to write the Kansas Certification Examination of Medication Aide. The medication aide certification must be updated every two years. Prerequisites include: Students are required to have a reading proficiency at a minimum level of 8th grade; active Kansas Geriatric Aide Certification, negative TB test, current flu vaccine and be 18 years of age.

**ALH1241, CMA REVIEW, 1 hour.**


This course will meet state requirements for recertification of Geriatric Medication Aides. It will include a review of basic medication administration, basic action and the responsibilities of the giver. This course is repeatable for multiple credits.

**ALH1251, LPN TO RN TRANSITION, 1  
hour.**

This course is designed to assist the Licensed Practical Nurse transition from the role of the LPN to that of the Registered Nurse. The RN role and scope of practice are presented through learning modules designed to assist the LPN to change clinical practice performance, problem solving methods, and critical thinking skills to that of the RN.

**ALH2183, INTRODUCTION TO  
NURSING, 3 hours.**

This course is designed to introduce and explore concepts in nursing, processes in nursing care, and select topics related to promotion of health. Nursing concepts include health and wellness, the health care delivery system, community-based nursing practice, legal principles in nursing, ethics, and evidence-based

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practice. Processes in nursing care encompass critical thinking, nursing process, informatics and documentation, communication, patient education, and managing patient care. Caring in nursing practice, cultural diversity, and spiritual health will be examined as each relates to promotion of health.

**ALH2222, COMPREHENSIVE NCLEX REVIEW, 2 hours.**

This comprehensive online review provides key nursing content organized by specialty areas and NCLEX Client Needs, with an additional reference list for nursing concepts, illustrations, videos, audio clips, and animations help to clarify key concepts and engage students as they study for the course exams and prepare to take the NCLEX.

**ALH2263, PATHOPHYSIOLOGY, 3 hours.**

This course will augment the knowledge of nurses and student nurses regarding pathophysiological aspects of nursing, resulting in a greater understanding of human disease processes. Prerequisite: Anatomy & Physiology.

**ALH2341, DEATH AND DYING, 1 hour.**

This course is designed to help students have a better understanding of the death and grief process, and to explore their own feelings in order to better serve their patient populations.

**ALH2403, PHLEBOTOMY, 3 hours.**

This course is designed to provide participants with the knowledge and clinical skills to become a laboratory phlebotomist. This course includes the role of the phlebotomist, basic anatomy and physiology, safety and infection control principles, techniques of blood draws and technical complications that can occur, and handling of collected specimens. Special emphasis is also planned on understanding life-span differences and legal principles that can affect the actions of a phlebotomist. Students who successfully complete the didactic, laboratory, and clinical portions of this course are eligible to take the National Healthcare Association's (NHA) certification examination for Phlebotomy.

**ALH2421, HEALTH SEMINAR: MATH MEDS, 1 hour.**

The purpose of the course is to aid the student in applying basic mathematical concepts to clinical situations. A simplified method of calculating dosages will be

implemented.

**ALH2423, APPLIED MATHEMATICS FOR NURSES, 3 hours.**

The purpose of this course is to aid the nursing student in applying mathematical concepts to clinical situations. This course provides the student with an extensive review of basic mathematics using dimensional analysis, ratio, proportion, and formula methods. The course also covers the metric system, apothecary measurements, reading medication labels, reconstitution of medications, and interpretation of physician orders. The student will be prepared to calculate oral, parenteral, and intravenous medications safely on medical surgical units, intensive care units, pediatric units and obstetric units. Math proficiency is considered one of the critical skills necessary to meet the requirements of nursing. This proficiency is basic to the safe delivery of medications and intravenous fluids and mastering the mathematical competencies necessary for the accurate computation of medication dosages.

**ALH2513, HEALTHCARE INFORMATICS, 3 hours.**

This course is an introduction to theory and practical methodology using informatics within healthcare settings. Information technologies in healthcare are discussed with emphasis on systems encountered by nurses that enhance decision making, critical thinking, and nursing judgment. Included is a review of new technologies in relation to the evolving electronic medical record.

**ALH2733, MEDICAL TERMINOLOGY T, 3 hours.**

This course introduces and explains basic medical terminology. Prefixes, roots, suffixes and the combining of vowels are examined. Special emphasis is given to basic anatomy, spelling, abbreviations and pronunciation of the medical terms. Students are expected to demonstrate ability to use the medical terms in proper context.

## Art

**ART1013, DRAWING AND COMPOSITION T, 3 hours.**

This course is designed to develop skill in drawing & composition by helping the student learn to see as an artist. Emphasis on reducing forms in life to the visual language of line, shape, space & value. Studio work from still-life, figure and

portrait. Field trips available.

**ART1053, ART APPRECIATION T, 3 hours.**

This course is an introduction to the Elements of Art and the Principles of Design with the goal of learning how to critique, judge, and also produce exploratory works of art and design. The required hands-on experiences will seek to inform the student of the role of their decision-making in the planning, production, and critical analysis of art and design forms as well as the importance of the context needed to develop an aesthetic response.

**ART1743, ART HISTORY I T, 3 hours. PREHISTORIC TO RENAISSANCE.**

A survey lecture course covering the development of art and architecture in Western culture from prehistoric times to the 18th century. A study of the basic principles and problems of the visual relationship between artistic development and cultural changes are also discussed.

**ART1753, ART HISTORY II T, 3 hours. RENAISSANCE TO MODERN.**

A survey lecture course covering the development of art and architecture in Western culture from the 18th Century to contemporary times. Emphasis on the development of Modern Art and its relationship to the cultural movements of the time in addition to its influence on the present culture.

**ART2063, CERAMICS I, 3 hours.**

This course is designed to teach students several methods of hand building pottery, including Pinch, Slab, and Coil. There may be time for some wheel throwing, however this is usually covered in Ceramics II. Students will also learn about various sculptural techniques and have the opportunity to create sculptures in clay. Students will study types of glazes and methods of glazing, so they are able to choose glazes that will enhance the final outcome of their piece. Class presentations, topics and critiques are designed to give the students a better understanding of aesthetics, history and will increase students life skills and problem solving abilities.

**ART2073, CERAMICS II, 3 hours.**

This course is designed to teach students advanced methods of hand building pottery, including Pinch, Slab, Coil, casting and wheel throwing. Students will also learn about various sculptural techniques and have the opportunity to

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create sculptures in clay. Students will study types of glazes and methods of glazing, so they are able to choose glazes that will enhance the final outcome of their piece. Class presentations, topics and critiques are designed to give the students a better understanding of aesthetics, history and will increase student life skills and problem solving abilities. Prerequisite: ART 2063.

### **ART2103, ART FOR ELEMENTARY TEACHERS** ▶, 3 hours.

This is a methods course in teaching art appropriate for the elementary level, including organization of units and lessons of work at various grade levels and practical experiences in a variety of projects and media. Emphasis will be placed on organizing, designing, and analyzing art experiences and activities using math, science, history, reading, and social studies. Child development as well as the National Visual Arts Standards will be addressed.

## **Biology**

### **BIO1095, ENVIRONMENTAL LIFE SCIENCE AND LAB** ▶, 5 hours.

A basic ecological approach to the principles and processes of life with emphasis placed on human pressures and technology, and the effect of these on the organism-environment complex.

### **BIO1215, GENERAL BIOLOGY WITH LAB** ▶, 5 hours.

General Biology is an introduction to the study of living things, including the nature of science, levels of organization and properties of life, bioenergetics, reproduction, genetics, evolution, classification, and ecological/environmental principles. The course consists of 3 hours of lecture and 3 hours of lab per week.

### **BIO1225, PRINCIPLES OF BIOLOGY I** ▶, 5 hours.

This course for majors is intended to assist students in preparing for careers in science. Lecture topics include basic biochemical properties of living organisms; cellular structure, processes, and functions; evolution and life origin; and genetics. This course fulfills the Core Outcomes of a majors' sequence biology class as defined by the Kansas Core Outcomes Project. Class includes 3 hours lecture, 3 hours lab.

### **BIO1235, PRINCIPLES OF BIOLOGY II**

### **▶, 5 hours.**

This course for majors is intended to assist students in preparing for careers in science. Lecture topics include review of prokaryotes, fungi, Protista, viruses, phylogeny of organisms and the classification system, structure and function of organs and organ systems, organism growth and development, survey of the kingdoms plantae and animalia, speciation, population dynamics and ecology, ecosystems and biomes. This course fulfills the Core Outcomes of a majors' sequence biology class as defined by the Kansas Core Outcomes Project. Class includes 3 hours lecture, 3 hours lab. Prerequisite: Principles of Biology I with a grade of C or higher.

### **BIO1245, MICROBIOLOGY** ▶, 5 hours.

This course is an introduction to characteristics of microorganisms, microbial growth/genetics, Human & Environmental interactions with microbes, and appropriate laboratory methods of studying and controlling microbes. This course, which consists of 3 hours lecture & 3 hours lab per week. Prerequisite: BIO 1215 or BIO 1225 with a grade of C or higher.

### **BIO1255, ANATOMY AND PHYSIOLOGY WITH LAB** ▶, 5 hours.

The course consists of a microscopic and macroscopic survey of the human body structures and systems including the associated cells, tissues, and organs. The course examines the interrelationships of the various body systems. Emphasis is placed on how the various systems maintain homeostasis. Laboratory provides application in identification and evaluation of models, slides, and dissection of mammalian organ systems. Class includes 3 hours lecture, 3 hours lab. Prerequisite: BIO 1215 or BIO 1225 with a grade of C or higher.

## **Business**

### **BUS1013, PRINCIPLES OF ACCOUNTING I**, 3 hours.

This is an introductory course in fundamental accounting principles. It discusses business transactions, the chart of accounts, debits & credits, T-accounts, account ledgers, preparation of financial statements, internal controls for cash, the bank reconciliation, and payroll. It is designed for students with no accounting background.

### **BUS1233, FIELD STUDY I**, 3 hours.

This course provides the student the opportunity to gain practical work experience that compliments the classroom instruction. Actual on-the-job work shall consist of not less than 12-15 hours a week, compensation paid to the student at the prevailing hourly wage for that job. Students may secure their own jobs subject to approval of the instructor. This course emphasizes the requirements necessary to become a successful employee and to look at requirements necessary to advance within a company.

### **BUS1243, FIELD STUDY II**, 3 hours.

This course provides the student the opportunity to gain practical work experience that compliments the classroom instruction. Actual on-the-job work shall consist of not less than 12-15 hours a week, compensation paid to the student at the prevailing hourly wage for that job. Students may secure their own jobs subject to approval of the instructor. This course emphasizes the requirements necessary to become a successful employee and to look at requirements necessary to advance within a company.

### **BUS1273, INTRODUCTION TO BUSINESS** ▶, 3 hours.

This course is designed to provide students a clearer understanding of the world of business. Information will be provided on basic business types as well as the employees employed by these businesses. Special consideration is given to ethical issues businesses and employees encounter. A variety of projects will be provided to enhance key concepts.

### **BUS1293, INTRODUCTION TO MARKETING** ▶, 3 hours.

This course provides an introduction to the study of Marketing with an emphasis on the role of marketing in today's society. It looks at the various factors that influence the consumer's decision making process. The distribution of goods and services including: product planning, supply channel, pricing, and promotion decisions.

### **BUS2013, FINANCIAL ACCOUNTING** ▶, 3 hours.

This course will review the fundamental accounting concepts used to account for transactions and to prepare & analyze the financial statements for corporations. Topics include: the accounting information system; the accounting equation; the recording and reporting of business transactions; the application of generally accepted accounting principles; the adjusting and closing process; classified

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financial statements and statement analysis, including issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flows; internal controls and ethics. Prerequisite: BUS1013 or High School Accounting with a C or better.

**BUS2023, MANAGERIAL ACCOUNTING**  
**▮, 3 hours.**

A survey of the tools for interpreting, analyzing and understanding accounting data used in setting plans and objectives, in controlling operations and in making management decisions. Prerequisite: BUS 2013 Financial Accounting with a C or better College Algebra recommended. Offered in the spring semester only.

## Chemistry

**CHE1015, GENERAL CHEMISTRY I**  
**WITH LAB ▮, 5 hours.**

This class requires CHE 101L General Chemistry Lab to be taken at the same time. Lecture, discussion and laboratory work on the principles involved in general chemistry with special emphasis on mathematical relationships. Class involves 3 hours of lecture and 3 hours of lab. Students planning majors in most science related fields should enroll in this class. Topics include measurement systems, stoichiometry, atomic and molecular structure, chemical behavior, physical states, solutions, acid/ base chemistry, gas laws, oxidation/ reduction chemistry, and thermochemistry. Students will need good background in high school chemistry and algebra. Prerequisite: MAT 1073 Intermediate Algebra with grade of C or better.

**CHE1025, GENERAL CHEMISTRY II**  
**WITH LAB ▮, 5 hours.**

This class requires CHE 102L General Chemistry II Lab to be taken at the same time. A continuation of CHE 1015. Three hours lecture and three hours of lab are offered each week. Topics covered include chemical kinetics, equilibrium, acid/base chemistry, aqueous equilibria, thermodynamics, electrochemistry and organic chemistry. Prerequisite: CHE 1015.

**CHE1095, BASIC CHEMISTRY ▮, 5 hours.**

This class requires CHE 109L Basic Chemistry Lab to be taken at the same time. Introduction to chemistry for students who have not taken high school chemistry; involves 3 hours of lecture

plus three hours of lab. Topics covered include measurement systems, atomic and molecular structure, stoichiometry, gas laws and acids and bases, organic chemistry and biochemistry. Prerequisite: MAT 0953 or equivalent High School Algebra.

## Construction Trades

**CNT1001, SAFETY ORIENTATION/**  
**OSHA 10, 1 hour.**

This construction industry course covers various safety tips and procedures a person should follow while in the workplace. Upon successful completion of all the modules the student can earn the OSHA 10-hour Construction Industry Certificate.

**CNT1013, INTRO TO CRAFT SKILLS, 3 hours.**

This course consists of eight modules that will introduce the student to the basic safety, math, and tools used in the construction trade. This course will include prep for 10 hour OSHA certification for the construction industry. This course will also expose the student to some of the technical, communication and employability skills required for a successful career in the trade.

**CNT1033, CONCRETE I, 3 hours.**

This course will introduce the student to the fundamental building blocks for working with concrete. This course will include the concrete properties, tools, safety, placement, finishing, curing and an introduction to concrete.

**CNT1053, ELECTRICAL I, 3 hours.**

This course provides an overview of the electrical trade; introduce students to electrical theory and application. NEC regulations, materials, tools and procedures used for circuit construction and testing will be addressed as well.

**CNT1063, COMMERCIAL BLUEPRINT**  
**READING, 3 hours.**

The course focus is on reading and interpreting residential/commercial blueprints. Designed to provide proper knowledge of blueprint reading as it relates to the architectural or building construction industry. This course covers the theory of orthographic projections, reading floor plans and elevations drawings, symbols and notations, scaling and dimensioning practices, reading blueprints for structural information, electrical & mechanical trade drawings.

**CNT1064 INTRODUCTION TO HEAVY**

**EQUIPMENT, 4 hours**

**CNT1073, INTRODUCTION TO HEAVY**  
**EQUIPMENT, 3 hours**

In this course the student will be introduced to the trade of heavy equipment and truck operation. Course content includes procedures, components and introduction of maintenance of trucks and heavy equipment, introduction to grade, below grade safety, earth-moving, plant operations, paving, and structures.

**CNT1074, COOPERATIVE INTERNSHIP,**  
**4 hours.**

The student serves an internship in the trade they are training. The student is interviewed and employed by a business organization under provisions set forth in the training agreement. Supervision is conducted by the employer and college coordinator as outlined in the training agreement. Prerequisite: Current NCCER Level 1 Certificate and OSHA Safety Certified.

**CNT1084, MASONRY I, 4 hours.**

This course consists of modules that will introduce the student to the fundamental building blocks for masonry work. Masonry as a trade, the tools, and equipment commonly used will be introduced.

**CNT1103, ROOF FRAMING, 3 hours.**

This course introduces the fundamentals of roof framing, including gable and hip roof systems. This course will cover materials, methods for calculating rafter length and angles, proper use of framing square, speed square and other tools used for estimating, cutting and erecting trusses for the roof system.

**CNT1106, MASONRY INSTALLATION**  
**TECH., 6 hours.**

This course is a companion course to Masonry I and II. This course will reinforce and expand the students understanding of Masonry applications, processes and provide practical opportunities for skill development. This course will include materials and techniques used to plan, layout, reinforce, grout and inspect masonry work.

**CNT1113, WINDOWS, DOORS &**  
**STAIRS, 3 hours.**

This course will introduce the student to the fundamentals of window, door and stair construction, installation and layout for all carpenters.

**CNT1124, CARPENTRY BASICS, 4 hours.**

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This course consists of four modules that will introduce the student to the fundamental building blocks for all carpenters including an introduction to the trade, building material, hand tools and power tools, and basic blueprint reading.

**CNT1134, FLOORS,WALLS,CEILING FRAMES, 4 hours.**

This course consists of three modules that will introduce the student to the construction building fundamentals for framing floor systems, walls, and ceilings.

**CNT2024, MASONRY III, 4 hours.**

This course consists of modules that will expand the student understanding of masonry applications and processes. This course will include materials and techniques used to plan, layout, reinforce, grout and inspect masonry work.

**CNT2064, MASONRY II, 4 hours.**

This course consists of modules that will reinforce the fundamental building blocks for masonry work. Masonry measurements, masonry blueprint and specification will be introduced along with materials used in the trade.

**CNT2074, MASONRY IV, 4 hours.**

This course consists of modules that will expand the student understanding of masonry applications and processes. This course will include materials and techniques used to plan, layout, and inspect masonry work.

**CNT2086, ADVANCED MASONRY LAYING TECH., 6 hours.**

This course is a companion course to Masonry III & IV. This course will reinforce and expand the student understanding of masonry applications, processes and will provide practical opportunities for skill development. This course will include materials and techniques used to plan, layout, reinforce, grout and inspect masonry work.

**CNT2115, EXTERIOR CARPENTRY, 5 hours.**

This course introduces the student to the fabrication, framing, and finishing processes used in residential and commercial construction. This course will include advanced blueprint reading, thermal and moisture barriers and exterior processes.

**CNT2125, INTERIOR CARPENTRY, 5 hours.**

This course consists of modules that will introduce the student to the fabrication,

framing, and finishing processes used in residential and commercial construction. This course will cover interior wall finishing & trim, suspended ceiling, doors & hardware as well as cabinet installation.

## Computer Science

**COM1011, PERSONAL COMPUTING, 1 hours.**

For students who need to compute for personal enjoyment or for instructional assignments.

**COM1033, MICROCOMPUTER APPLICATIONS I, 3 hours.**

An introductory course designed to acquaint the student with the world of microcomputer applications in business, industry, education and home use. Specifically, Microsoft Office: Word, Excel, Access, Powerpoint, refresher course in Operating Systems - Windows.

**COM1043, MICROCOMPUTER APPLICATIONS II, 3 hours.**

This course is a continuation of COM1033. Students will develop intermediate skills in these areas: Word, Excel, Access, Powerpoint, Access.

**COM1053, INTRODUCTION TO COMPUTER SCIENCE T, 3 hours.**

This course is an introduction to the use of computers. The emphasis of this course is the use of computers in business and the home today as well as a history of computers from the early days until now. Some hands on use of computers in the labs will be done including searching of the Internet for information.

## Cosmetology

**COS1011, COSMETOLOGY I, 11 hours.**

**COS1017, COSMETOLOGY I, 7 hours.**

Introduction to basic cosmetology practices, including: sectioning the head, color application, hair directions shaping molds, shaping w/pin curlers, pin curling, rollers, finger waves, ridge curls, skip waves, perming, chemical hair relaxing, shampooing, facials, scalp treatments, onychology/manicuring, sculptured nails, braiding, hair shaping/cutting. Theory and demonstration, Kansas Law, sterilization and sanitation.

**COS1111, COSMETOLOGY II, 11 hours.**

Continuation of basic cosmetology practices, theory and demonstration, Kansas Law, sterilization and sanitation. Clinic floor exam covering knowledge of

basic cosmetology practices. Introduction to cosmetology practices as it relates to the clinic laboratory. Prerequisite: Cosmetology I (COS 1011)

**COS1205, MANICURING I, 5 hours.**

**COS1210, MANICURING, 10 hours.**

**COS1215, MANICURING II, 5 hours.**

Manicuring procedures, hand and arm massage, sterilization and sanitation. Nail structure, diseases and disorders. Sculptured nails and tip application. Theory, Kansas Law, written and practical exam. Students enrolled in the Manicuring Program are not eligible for Financial Aid.

**COS2011, COSMETOLOGY III, 11 hours.**

Advanced cosmetology clinic laboratory practices. Theory, Kansas Law, written final exam (school). Kansas State Board of Cosmetology written exam. Prerequisite: Cosmetology II (COS 1111)

**COS2111, COSMETOLOGY IV, 11 hours.**

Continuation of advanced cosmetology clinic laboratory practices. Kansas State Board of Cosmetology demonstration and oral exam procedures. Final demonstration and oral exam (school). Prerequisite: Cosmetology III (COS 2011)

**COS2205, COSMETOLOGY SEMINAR, 5 hours.**

For licensed cosmetologists wanting to extend their training or take update refresher training. Prerequisite: Current Cosmetology license and one year of salon experience. Students enrolled in the Cosmetology Seminar are not eligible for Financial Aid.

## Criminal Justice

**CRJ1013, INTRODUCTION TO CRIMINAL JUSTICE T, 3 hours.**

This is the introductory course in the field of criminal justice. Emphasis is given to the three areas comprising the criminal justice system: law enforcement, the courts, and corrections. The course includes discussion of criminal behavior, theories of causation of criminal behavior, and discussion of the theories and types of punishment.

**CRJ1033, INVESTIGATIVE WRITING, 3 hours.**

This course introduces various methods and styles of report writing and professional communication in the criminal justice field together with the use of the basic reports forms and follow-up reports. The course

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also examines techniques of interviewing during criminal investigations and writing the report.

**CRJ1043, PROBATION, PAROLE AND COMMUNITY CORRECTION, 3 hours.**

This course will engage an examination of Probation, Parole and Community Corrections, using the methodology of the social sciences. This course will present an overview of the history and philosophical foundations of probation and parole in the United States. There will be a critical examination of the efficacy of probations and parole agencies as extensively utilized tools of the American justice system. The course will engage a review and evaluation of the continuum of correctional options from probation, through prisons, to parole and community-based re-entry services. An examination of the legal issues in probation and parole officers, along with a review of programs that have been developed for offenders with special needs and public risk mitigation.

**CRJ1053, CRIMINAL INVESTIGATION, 3 hours.**

This course covers the fundamentals of criminal investigation including the gathering of investigative information from victims and witnesses, the search and recording of crime scenes, and the principals involved in collecting and preserving physical evidence. There is a strong emphasis on investigative policies, procedures, and practices that are necessary and essential to secure the truth within today's legal climate.

**CRJ1123, LAW ENFORCEMENT OPERATIONS AND PROCEDURES, 3 hours.**

This is an introductory survey course in police science. Areas of study include a historical and developmental aspect of American law enforcement, the modern philosophy of law enforcement, current Constitutional limitations of law enforcement, a survey of the law enforcement agencies whose mission is the administration of criminal justice and the responsibilities of the police officer in a democratic society.

**CRJ1133, CRIMINAL JUSTICE INTERVIEW AND REPORT WRITING, 3 hours.**

This course will afford a general overview of detention and corrections in America, including differentiating the purpose and operation of jails versus prisons and the use of non-custodial corrections

alternatives such as community service, and probation and parole. Specific issues of consequence in today's domestic correctional environment will be explored

**CRJ1233, INTRODUCTION TO CORRECTIONS, 3 hours.**

This course will afford a general overview of detention and corrections in America, including differentiating the purpose and operation of jails versus prisons and the use of non-custodial corrections alternatives such as community service, and probation and parole. Specific issues of consequence in today's domestic correctional environment will be explored.

**CRJ1243, CRIME SCENE INVESTIGATION (CSI), 3 hours.**

This course will instruct the student regarding the many aspects of investigating a criminal offense, including the forensic significance of the evidence offenders leave behind. Students will be assigned a set of facts and will prepare their crime scene, collect the evidence from it, and proceed to a mock trial.

**CRJ1263, CRIMINAL PROCEDURES, 3 hours.**

This course is designed to present the subject of criminal procedure as a construct balancing the power of the government against the competing interests of liberty and privacy of individuals. The central themes of the course will be balancing the interest in obtaining the correct result in particular cases against the interest in fair process in all cases; the requirement of a factual basis to support the actions of law enforcement personnel; and the review of invasions by government officials by the judiciary. This course will seek to set out and establish a deeper understanding and appreciation for criminal procedure and the general principles upon which it rests.

**CRJ2013, JUVENILE JUSTICE, 3 hours.**

Provides an understanding of how the juvenile system operates and functions within the legal system of the United States. The history, development and purpose of the juvenile justice system is emphasized.

**CRJ2023, CRIMINAL BEHAVIOR T, 3 hours.**

Companion course to criminology. Emphasizes actual criminal behaviors as opposed to the theoretical approaches explaining criminal behavior utilized in criminology. The approach taken is heavily based on psychology. The behavioral,

emotional and cognitive aspects of crime are examined from the perspective of both the offender and the victim.

**CRJ2093, CRIMINAL LAW T, 3 hours.**

This is a survey course intended to provide the student with a broad understanding of the purpose and principles that constitute criminal law. Topics include the history, scope and nature of laws, parties to a crime, classification of offenses, capacity to commit crime and defenses to criminal acts. Emphasis is placed on the law being a formal control of behavior and how the law seeks to fulfill that role.

**CRJ2123, JUVENILE DELINQUENCY AND JUSTICE, 3 hours.**

This course provides an understanding of how the juvenile system operates and functions within the legal system of the United States. The history, the development and the purpose of the juvenile justice system is emphasized.

**CRJ2283, AGENCY ADMINISTRATION, 3 hours.**

A survey of management models, administration techniques and patterns of organizational structure in administration of justice agencies.

**CRJ2313, PROFESSIONAL RESPONSIBILITY IN CRIMINAL JUSTICE, 3 hours.**

This course will serve as an introduction to the subject and scope of ethics. Application of ethical concepts will be made to real life situations with an emphasis on law and justice. This course will consider the concepts of good, right, duty, obligation, virtue, freedom, rationality and, choice. Critical reflection on these concepts and the application of ethical considerations to life will be encouraged and developed. The overall purpose of the course is to make better informed citizens, to improve decision making and to live rewarding and fulfilling lives.

**CRJ2412, KLETC/EQUIVALENT LAW ENFORCEMENT ACADEMY TRAINING, 12 hours.**

## Drama

**DRA1013, ACTING I T, 3 hours.**

Theory and preparation in the basic skills of acting, including voice training, body movement and emotional, improvisational & perceptual skills. We will explore the three (3) tools in the actor's tool box; imagination, body and voice. Course work

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includes theory, methodology, terminology, character analysis, and presentation of scenes and monologues.

**DRA1023, ACTING II** ▶, 3 hours.

Continuation and advancement in the basic skills of acting. Course work includes theory, methodology, terminology, character analysis, and presentation of scenes.

**DRA1053, STAGECRAFTS I** ▶, 3 hours.

**DRA1063, STAGECRAFTS II** ▶, 3 hours.

Basic theories and practices in technical theatre as they relate to; scene shop, tools, safety, construction, lighting, audio and counter-weight fly system. This course is an introduction to the technical knowledge and skills of theatrical production with an emphasis on stage scenery.

**DRA1313, THEATER APPRECIATION**

▶, 3 hours.

Study of fundamental theories of the theater arts to develop a discriminating appreciation of theater production & to provide historical background for the theater.

**DRA1051, DRA2021, DRA2031, DRA2032, DRA2051 THEATER PROJECTS** ▶, 1 - 2 credit hours avail.

This course is designed for students interested in participating in college productions, including acting, directing, stage management, public relations, design, box office, or technical work.

## Economics

**ECO1013, MICROECONOMICS** ▶, 3 hours.

Micro and macroeconomics cannot be taken in the same semester. Introduction to the nature and methods of economics. Emphasis is on microeconomics; an analysis of market structure, elasticity of demand, costs of production; the theory of supply and demand; price and output determination.

**ECO2023, MACROECONOMICS** ▶, 3 hours.

Microeconomics and macroeconomics cannot be taken in the same semester. An emphasis on macroeconomics; study of the economic problems of society, the concept of national income accounting, the theory of aggregate demand and credit creation; an analysis of growth and stabilization policies involving government and a study of current economic problems and international economic problems.

**ECO2702, PERSONAL FINANCE AND MONEY MANAGEMENT**, 2 hours.

Personal financial planning provides major benefits that help effectively marshal and control personal financial resources and thus gain an improved standard of living. The emphasis of this course is on planning for the future by examining areas to set and implement plans aimed at achieving financial goals.

**ECO2703, PERSONAL FINANCE AND MONEY MANAGEMENT** ▶, 3 hours.

Personal financial planning provides major benefits that help effectively marshal and control personal financial resources and thus gain an improved standard of living. The emphasis of this course is on planning for the future by examining areas to set and implement plans aimed at achieving financial goals.

## Education

**EDU1013, INTRODUCTION TO EDUCATION** ▶, 3 hours.

Study of education covering the history, modern trends, problems, professional outlook and techniques used in education. Recommended for students who plan to enter the education professions. Concurrent enrollment in EDU 1021. Course offered Fall semester only.

**EDU1021, PRE-PROFESSIONAL LAB**, 1 hour.

Supervised laboratory experiences for students considering teaching as a profession. To be conducted in area schools and other educational settings. Concurrent enrollment in EDU 1013. Course offered Fall semester only.

**EDU1033, PRINCIPLES OF EARLY CHILDHOOD EDUCATION** ▶, 3 hours.

Thorough coverage of the field of early childhood education to beginning students. This course covers the who, what, where, why and how of early childhood education, and information is presented in research-based, theory grounded manner. Also discussed is the scope and need for early childhood education, the children, families and teachers/caregivers.

**EDU1043, METHODS OF INCLUSION**, 3 hours.

This course is designed for professionals who currently or may work within the future students with disabilities in regular special education classrooms. This course will provide a fundamental foundation of instruction methods utilized

when working with disabled students in the classroom.

**EDU1114, AN INTRODUCTION TO DEVELOPMENTAL DISABILITIES** ▶, 4 hours.

Introduction to developmental disabilities is a course offered with the education department designed to encourage students to become familiar with the developmental disabilities affecting individuals from K-12 grades in the school system. The course also addresses how the disabilities span across a lifetime for the individual and the various needs.

**EDU1163, STUDY SKILLS**, 3 hours.

This course is designed for students to learn study skills and test taking strategies that will provide them with the necessary skills to be successful in college. Topics for the course will include, but are not limited to, the following: note taking strategies, time management, learning styles/ personality indicators, study strategies, resource usage/ research skills, stress management/ test anxiety, test taking strategies, and textbook usage. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. This class is required for students testing into more than one Developmental Education course.

**EDU1211, COLLEGE ORIENTATION**, 1 hour.

Incoming freshmen and transfers will learn about the skills and motivation that it takes to succeed in college, and at FSCC. This course has been required for most students entering FSCC beginning Fall 2013 and after.

**EDU1212, FIRST YEAR EXPERIENCE**, 2 hours

The purpose of the first-year experience course is to help incoming freshmen make a successful transition to college life both academically and personally. This course will foster a sense of belonging and expose students to aspects of service learning by engaging in campus and community activities. The curriculum will broaden students' understanding of identity and help embrace individual differences.

**EDU2261, RAPID READING**, 1 hour.

**EDU2262, RAPID READING**, 2 hours.

**EDU2263, RAPID READING**, 3 hours.

**EDU226V, RAPID READING**, 3 hours.

Development and improvement of reading speed and comprehension. Objective is

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to double each individual's reading speed with no loss in comprehension. Emphasis is on achieving optimum speed in reading for main ideas and on learning to skim-read at even higher speeds for general information. Prerequisites: Score of 73 or higher on the reading portion of the Compass test.

**EDU2273, PROBLEM SOLVING THEORY AND TECHNIQUES, 3 hours.**

A wide-ranging examination of the nature and methods human beings use to solve problems. Problem solving theory, decision making, and problem skills will be discussed and practiced.

**EDU2293, CHILDREN'S LITERATURE T, 3 hours.**

The purpose of this course is to acquaint the student with the value of literature as a means of enjoyment and a means for better understanding of our own humanity. Diverse works of world authors are studied through lecture, discussion, group projects and research writing. Students will evaluate children's literature, its historical development and its uses in elementary school.

**EDU2301, CAPSTONE, 1 hour.**

This course will offer students knowledge about the process of transferring to other institutions and starting careers. College-wide assessment is a part of this course.

**EDU2393, AMERICAN SIGN LANGUAGE, 3 hours.**

This course is designed for students who have no previous knowledge of American Sign Language (ASL). ASL questions, commands, and simple sentences will be covered. Expressive and receptive sign vocabulary building will be featured through class activities leading to basic conversational skills in ASL.

**EDU2443, ELEMENTARY SCHOOL MUSIC T, 3 hours.**

A survey course including basic music fundamentals, activities, and materials to be used in the elementary classroom. Within these areas integration of music across the curriculum, national music standards, music reading, piano, recorder, Kodaly, Dalcroze, and Orff methodologies, levels of physical and emotional skills, diversity, special needs, music compositions and the history of music and music in the elementary schools will be included. Fall semester only.

## English

**ENG0112, ENGLISH ENRICHMENT, 2 hours.**

**ENG1012, ENGLISH ENRICHMENT, 2 hours.**

English 101 Enrichment, ENG1012, is an Accelerated Learning Program (ALP) course, allowing students who score within a designated range below college-level reading and writing placement to be main streamed into specified sections of English 1013. ENG1012 provides two hours per week of small-group instruction, both reinforcing the reading and writing activities of English 1013 and directly linking to ENG1013 assignments. Students will also review grammar and usage to produce college-level texts, as well as participate in writing conferences with the instructor.

**ENG0115, READING & WRITING STRATEGIES I, 5 hours.**

**ENG0133, READING & WRITING STRATEGIES II, 3 hours.**

Reading and Writing Strategies 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 develop 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.

**ENG1013, ENGLISH 101 T, 3 hours.**

This course serves as the introduction to academic writing, focusing on composing, revising, and editing a variety of expository writings. It is designed to help students achieve language proficiency and write documented (APA) essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience. It includes reading(s) in the social and behavioral sciences, basic research methodologies, and the writing of a research paper which incorporates field research. Pre-requisite: ENG 0103 with grade C or better, appropriate score on the English and Reading sections of the Compass or ACT.

**ENG1015, ENGLISH 101 WITH REVIEW T, 5 hours.**

Current research indicates that writers must become well-versed in a variety of approaches to constructing the types of genres required in their college courses (now) and in the workplace (later).

English 101 serves as the introduction to academic writing, focusing on composing, revising, and editing a variety of writings. It is designed to help students achieve language proficiency and write documented (APA) essays, which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience. It includes reading(s) and an introduction to basic research methodologies (academic and field). This course is further enhanced through its connection to the social and behavioral sciences, using a nonfiction book as an anchor for the required research paper.

**ENG1023, ENGLISH 102 T, 3 hours.**

A continuation of ENG 101, English 102 focuses on composing, revising, and editing a variety of writings while emphasizing critical thinking and writing in response to literary texts. It is designed to help students achieve language proficiency and write documented essays which demonstrate unity, coherence, and levels of usage appropriate to topic, purpose, and levels of usage appropriate to topic, purpose, and audience. It includes instruction and practice in research methodology (MLA style guide) resulting in the presentation of a formal research paper. Pre-requisite: ENG 1013 with grade of C or better.

**ENG2013, AMERICAN LITERATURE I T, 3 hours.**

Introductory course in literature. Specific works of major American authors from the Colonial Period to the time of the Civil War, with emphases on historical, social, and literary movements.

**ENG2023, AMERICAN LITERATURE II T, 3 hours.**

Continuation of ENG 2013 covering from the Civil War to the present.\*

**ENG2293, GENERAL LITERATURE T, 3 hours.**

The purpose of this course is to acquaint the student with the value of literature as a means of enjoyment and a means for better understanding of our own humanity. Diverse major works of world authors of short stories, fiction, poetry, and drama are studied through lecture, discussion, group projects and research writing.

**ENG2313, CREATIVE WRITING T, 3 hours.**

This course helps students develop creative writing skills. The course teaches the underlying tips, techniques, and secrets for successful creative writing in any genre the students choose.

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**ENG2813, TECHNICAL WRITING, 3 hours.**

Students will review the basic elements of written communication that are involved in technical writing tasks. Those skills will be applied in developing documents that could be used in the workplace. Students will work alone and in groups. By the end of the course, students are expected to improve their reading, writing, listening, and thinking skills, particularly as these skills apply to the work environment.

## Environmental Technologies

**EW1003, CAREER PATHWAYS IN WATER INDUSTRIES, 3 hours.**

This course is designed to inform and encourage students to pursue an environmental career by introducing them to a wide range of occupations in the water utility field and training them in basic science and processes involved with the operation of small water operations systems.

**EW1013, OPERATION AND MAINTENANCE OF WATER TREATMENT PLANTS, 3 hours.**

Introduces students to various types of water treatment systems. Local, state, and federal regulations will also be covered.

**EW1022, HYDRAULICS FOR WTPO, 2 hours.**

Provides students with necessary mathematical skills and an understanding of hydraulics necessary to the operation of water operations systems.

**EW1032, LABORATORY METHODS FOR WTPO, 2 hours.**

Provides students with necessary laboratory skills & an understanding of standard methods necessary for compliance with NPDES guidelines.

**EW1046, OCCUPATIONAL EXPERIENCE FOR WTPO, 6 hours.**

Provides students with work related experience pertinent to the operation of a water treatment plant.

**EW1053, UTILITY ORGANIZATION AND ADMINISTRATION, 3 hours.**

Provides students with management theories and a detailed survey of utilities management functions.

**EW1062, PRINCIPLES OF UTILITY FINANCING, 2 hours.**

Provides students with the basic principles of financing publicly owned utilities, including rate structures, accounting principles, and budget preparation.

**EW1072, UTILITY MANAGEMENT SKILL DEVELOPMENT, 2 hours.**

Provides students with experiences in managerial functions such as planning, organizing, conflict resolution, decision-making, and evaluation.

**EW1086, OCCUPATIONAL EXPERIENCE - UTILITIES MANAGEMENT, 6 hours.**

Provides students with pertinent experiences in utilities management.

**EW1113, OPERATIONS AND MAINTENANCE OF WATER DISTRIBUTION SYSTEMS, 3 hours.**

Introduces students to various water distribution systems. Local, state and federal regulations will also be covered.

**EW1122, HYDRAULICS FOR WATER DISTRIBUTION SYSTEMS, 2 hours.**

Provides students with necessary mathematical skills and an understanding of hydraulics necessary to the operation of distribution systems.

**EW1132, DISTRIBUTION HYDRAULIC PUMPING CONTROL, 2 hours.**

Introduces students to water distribution operations, pumps & pumping systems necessary for safe & efficient operations.

**EW1146, OCCUPATIONAL EXPERIENCE FOR WATER DISTRIBUTION SYSTEMS, 6 hours.**

Provides students with work related experience pertinent to the distribution system. This course is repeatable for multiple credits.

**EW1150, SMALL W & WW SYSTEMS, 1 hour.**

**EW1151, SMALL W & WW SYSTEMS, 1 hour.**

This workshop is designed to meet the needs of managers and operators of small municipally owned Water & Wastewater systems for small communities or districts that serve a limited number of customers.

**EW1211, WATER CERTIFICATION, 1 hour.**

The focus of this workshop is to present a general overview of water regulations, standard operating procedures, and general information to assist professionals in preparing for the Kansas State Certification exam. Information provided

in this workshop is geared to accentuate professionals taking the Class I and II exams, yet this will provide a good review for those taking Class III & IV exams.

**EW1213, ADVANCED OPERATION & MAINT. OF WATER TREATMENT PLANT OPERATORS, 3 hours.**

This class is structured for Wastewater operators, collection system operators, utility supervisors and any person that desires to work in the wastewater field. It covers operation and maintenance of wastewater plants, as well as assists in the preparation for state certification.

**EW1222, ADVANCED LAB METHODS FOR WATER TREATMENT PLANT OPERATORS., 2 hours.**

This course introduces students to various types of water treatment systems. Local, state and federal regulations will also be covered.

**EW1232, ADVANCED HYDRAULICS WATER TREATMENT PLANT OPERATORS, 2 hours.**

This course provides students with the necessary mathematical skills and an understanding of hydraulics necessary to the operation of water operations systems.

**EW1246, ADVANCED OCCUPATIONAL EXPERIENCE FOR WATER TREATMENT PLANT OPERATORS, 6 hours.**

EW1246 is for on the job training – OJTP

**EW1251, DISTRIBUTION SYSTEM, 1 hour.**


This course examines the methods and available equipment for chlorination and fluoridation of potable water from a water treatment plan.

**EW1261, CROSS CONNECTIONS CONTROL, 1 hour.**

Provides students understanding of cross connection control. This course is repeatable for multiple credits.

**EW1262, C C & BACKFLOW PREVENTION, 2 hours.**

Our 4-day course covers all the "Need to Know" criteria established by the American Backflow Protection Association (ABPA). In addition, our course covers Kansas rules and regulations. Items that are covered include: hydraulics of backflow, back siphonage, and back pressure; types of cross connections, case histories, cross

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connection control programs; devices and assemblies.

**EWT1301, SURFACE WATER TREATMENT, 1 hour.**

Introduces student to the Federal Environmental Protection Agency 40 CFR Part 9, 141 & 142 rules and regulations concerning the Enhanced Surface Water Treatment Rules.

**EWT1413, OPERATION AND MAINTENANCE OF WASTEWATER COLLECTION SYSTEMS, 3 hours.**

Introduces students to various wastewater collection systems. Local, state, and federal regulations will also be covered.

**EWT1422, HYDRAULICS OF COLLECTION SYSTEMS, 2 hours**

Provides students with necessary mathematical skills and an understanding of hydraulics necessary to the operation of collection systems.

**EWT1432, COLLECTION SYSTEM ADMINISTRATION, 2 hours.**

Introduces students to the organization and administration of collection systems.

**EWT1446, OCCUPATIONAL EXPERIENCE FOR WASTEWATER COLLECTION SYSTEM OPERATORS, 6 hours.**

Provides students with work related experience pertinent to the wastewater collection system.

**EWT2013, OPERATION AND MAINTENANCE OF WASTE WATER PLANTS, 3 hours.**

Introduces students to various wastewater treatment plans. Local, state and federal regulations will also be covered.

**EWT2022, PHYSICS FOR WWTP, 2 hours.**

Provides students with necessary mathematical skills and an understanding of physics necessary to the operation of wastewater treatment plants.

**EWT2032, LABORATORY METHODS FOR WWTP, 2 hours.**

Provides students with basic laboratory skills needed to operate a wastewater treatment plant.

**EWT2046, OCCUPATIONAL EXPERIENCE FOR WWTP, 6 hours.**

Provides students with work related experience pertinent to the wastewater treatment plant.

**EWT2053, PUMP AND PUMPING SYSTEMS, 3 hours.**

Provides students with maintenance procedures and efficient operating practices for various types of pumps and piping systems within water and wastewater systems

**EWT2062, GENERAL MAINTENANCE PROCESS, 2 hours.**

Provides students with general maintenance procedures necessary to operate water & wastewater treatment systems.

**EWT2072, GENERAL MAINTENANCE THEORY, 2 hours.**

Provides students with the theory necessary for the understanding of various maintenance procedures in water and wastewater treatment systems.

**EWT2086, OCCUPATIONAL EXPERIENCE FOR MAINTENANCE PERSONNEL, 6 hours.**

Students with work related experience pertinent to utilities maintenance.

**EWT2113, ADVANCED WW PLANT OPERATIONS, 3 hours.**

This comprehensive course uses a variety of educational approaches to improve learning. Classes will consist of lectures, discussion, hands-on application, field trips and other related methods to encourage students to gain the most from their time.

**EWT2122, ADVANCED MATH FOR WWTP, 2 hours.**

This course provides students with the necessary mathematical skills and an understanding of hydraulics necessary to the operation of water operations systems.

**EWT2132, CHEM AND BIO PROC WTPO, 2 hours.**

This course examines the chemical and biological testing necessary for the efficient operation of a water treatment plant in depth.

**EWT2146, FIELD STUDY FOR WWTP, 6 hours.**

**EWT2151, ACTIVATED SLUDGE PROCESS, 1 hours.**

This workshop is designed to meet the needs of managers and operators of municipally owned wastewater systems for communities or districts they serve.

**EWT2211, WASTEWATER CERTIFICATION PREP, 1 hour.**

Prepares students for the state wastewater

treatment plant operator certification examination. This course is repeatable for multiple credits.

**EWT2231, LABORATORY - D.O. AND B.O.D., 1 hour.**

Provides students with the applications and testing procedures associated with dissolved oxygen (DO) and biochemical oxygen demand (BOD) testing in the wastewater treatment plant.

**EWT2251, WASTEWATER STABILIZATION PONDS, 1 hour.**

Provides student with theory and operation of various types of wastewater stabilization ponds, including anaerobic, aerobic, facultative, and oxidation ponds. This course is repeatable for multiple credits.

**EWT2311, CURRENT TOPICS, 1 hour.**

The object of this workshop is to provide discussion topics for operators in water treatment and wastewater treatment. In addition the workshop will provide information that will be helpful preparing operators for certification and testing through KDHE.

**EWT2701, SAFETY AND MATH WORKSHOP, 1 hour.**

This workshop is designed to meet the needs of managers and operators of municipally owned wastewater systems for communities or districts they serve. Safety subject matter will cover topics such as infectious diseases, disinfection safety, confined spaces, Material Safety Data Sheet (MSDS), fire prevention, electrical safety, lock-out tag out. Attendees will learn a variety of math skills and how and why to calculate each area including: tank and pipe volumes in cubic feet and gallons, disinfection dosage rate pounds per day, pumping and flow rates, velocity and pressure in psi and ft/head, detention time - horsepower, surface loading rate, Weir overflow rate in gallons/capita/day, temperature conversions, removal efficiency percentage volatile solids, conversion formulas, and common abbreviations.

**Geography  
GEO1023, WORLD REGIONAL GEOGRAPHY, 3 hours.**

Introductory survey of selected major geographical areas of the world with emphasis on the natural environment, economic development, population, cultural achievements, political status, future potential and physiography.

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# Harley-Davidson Motorcycle Technician Training & Professional Development

## **HDT1074, COOPERATIVE INTERNSHIP, 4 hours.**

Students will be required to complete a minimum of 320 hours of internship at a participating Harley-Davidson Dealership or other approved motorcycle service facility.

## **HDT1103, HARLEY-DAVIDSON PRODUCT SERVICE, 3 hours.**

This course will include all phases required to complete a Pre-Delivery Inspection on a Harley-Davidson motorcycle, and service writing will be emphasized in this course. A successful Pre-Delivery Inspection will include, but not be limited to a visual inspection, creating a birth certificate, checking and clearing digital trouble codes, accessory installation, adjusting fluid levels, cables, and proper suspension setup. In addition to the Pre-Delivery Inspection the successful student will learn how to do slight cosmetic repairs, learn the proper care for the Harley-Davidson motorcycle, and understand the attention to detail necessary to prepare the motorcycle as customer ready. This course is also designed to present the student with the knowledge of service writing in a Harley-Davidson dealership. The student will acquire the skills needed to write service using TALONes®. Both TALONes® and Digital Technician II® will be used in this course.

## **HDT1113, HARLEY-DAVIDSON SUPPORT, LOGISTICS, SYSTEMS, AND OPERATIONS, 3 hours.**

Designed to present theory of the four-stroke cycle of a Harley-Davidson engine, define the operations of a structured service department and offer an introduction to basic electrical, precision measuring, and power flow. This course will cover the differences between the Sportster®, Dyna®, Softail®, VRSC®, and Touring motorcycles. This course will also convey knowledge of model identification, nomenclature, preventive maintenance, services, fitment, and fluids/lubricants. Both TALONes® and Digital Technician II® will be used in all PHD-I 110 and PHD-I 104 assessments. These tools will better

prepare the students for successes in the Harley-Davidson dealership network.

## **HDT1123, HARLEY-DAVIDSON SPORTSTER SERVICE PROCEDURES, 3 hours.**

Course will include all phases essential to a successful completion of any/all scheduled services on a Harley-Davidson Sportster® motorcycle. Which includes visual inspection, battery, fluids, steering head bearing adjustment, drive belt tension/ alignment, primary chain adjustment, clutch and throttle cable lubrication and free play adjustment, tire, wheel, and brake maintenance. Both TALONes® and Digital Technician II® will be used in this course.

## **HDT1134, HARLEY-DAVIDSON DYNA/ SOFTAIL SERVICE PROCEDURES, 4 hours.**

This course teach all phases essential to a successful completion of any/all scheduled services on a Harley-Davidson Softail®, and Dyna® motorcycle. Which include visual inspection, battery, fluids, steering head bearing adjustment, drive belt tension/alignment, primary chain adjustment, clutch and throttle cable lubrication and freeplay adjustment, tire, wheel, and brake maintenance and EFI calibration check. Both TALONes® and Digital Technician II® will be used in this module.

## **HDT1143, HARLEY-DAVIDSON TIRE AND WHEEL PROCEDURE, 3 hours.**

This course will address all aspects essential to successfully servicing, and safely maintain tires, wheels, and brakes.

## **HDT1154, HARLEY-DAVIDSON FL/ TRIKE/VRSC/STREET SERVICE PROCEDURES, 4 hours.**

This course will teach all phases essential to a successful completion of any/all scheduled services on a Harley-Davidson Touring motorcycle, and Trike. Service on a Trike and Touring motorcycle will include, but not be limited to a visual inspection, battery, fluids, steering head bearing adjustment, drive belt tension/ alignment, primary chain adjustment, clutch and throttle cable lubrication and freeplay adjustment, tire, wheel, brake maintenance, hydraulic clutch, radio calibration updates, programming key fobs, cooling system service. Both TALONes and Digital Technician II® will be used in this module.

## **HDT1163, HARLEY-DAVIDSON BASIC**

## **ELECTRICS, 3 hours.**

This course provide basic foundational knowledge on the following three components Charging Systems, Ignition Systems/HDLAN Basics, and Starting Systems. Both TALONes® and Digital Technician II® will be used in this course.

## **HDT1173, HARLEY-DAVIDSON ENGINES/POWERTRAIN, 3 hours.**


This course will focus on top end techniques, measuring, fitment, and identifying good/ bad components down to base gaskets. Successful students will be able to Remove, inspect, and replace top end components and lubrication of systems. The Harley-Davidson® Fundamentals book along with all service manuals and related materials will be the reference material for this course. Both TALONes® and Digital Technician II® will be used in this course.

## **HDT1183, HARLEY-DAVIDSON ENGINE MANAGEMENT SYSTEMS, 3 hours.**

This module will be the thirteenth of fifteen that will run in sequence allowing for the student to progress in the degree program. This module will focus on ignitions and fuel systems. Successful students will develop a working knowledge of Sensors, wiring harness, inputs and outputs, Ion Sensors, compression testing, fuel filters, and component changes. The Harley-Davidson Fundamentals book with all service manuals and related materials will be the reference material for this module. Both TALONes® and Digital Technician II® will be used in this course.

## **HDT2164, HARLEY-DAVIDSON EXPERIENCE, 4 hours.**

Will be the final of eleven modules that will run in sequence allowing for the student to progress in the degree program. This module will focus on the full shop scenario. The Service-Tires module will be used in preparation for the final capstone/ PHD credential, allowing for the student to earn an Associate Degree in Applied Science Harley-Davidson. Each student will randomly be assigned a set of tasks, and a motorcycle to demonstrate their knowledge and skill set of prior learning. Grades earned in this module will be determined by working safely, completion of the task correctly (no comebacks) professionally, and with minimal assistance from the instructor/ service manager. Make-up work will not be offered in this module. Each student will participate as the Service Writer and shop support for the day. The Service Writer will be responsible for proper

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documentation and assist the instructor/service manager to ensure the shop runs safely and efficiently. The Harley-Davidson Fundamentals book along with all service manuals and related materials will be the reference materials will be the reference material for this module. Both TALONes® and Digital Technician II® will be used in this course.

## History

### **HIS1013, UNITED STATES HISTORY**

**101 T, 3 hours.**

U.S. History 101 will cover the following time periods paying particular attention to the economic, social, cultural, and political development of the United States of America and look at its expanding role in a global society. French and Indian War, Revolutionary War to Jefferson Era, War of 1812 to Manifest Destiny, and Manifest Destiny, Civil War and up to the Reconstruction.

### **HIS1023, UNITED STATES HISTORY**

**102 T, 3 hours.**

Survey of U.S. history showing the emergence of modern America from 1865 to the present, with special emphasis on 20th century problems and developments such as Korea, Vietnam, Watergate, & the dissolution of the Soviet Union and Communism in Europe.

### **HIS2013, HISTORY OF CIVILIZATION I**

**T, 3 hours.**

This course will cover the time period from Prehistory to 1300 A.D. paying particular attention to the economic, social, cultural, and political development of various world societies.

### **HIS2023, HISTORY OF CIVILIZATION II**

**T, 3 hours.**

An introductory survey course which outlines the principal events of world history after the Renaissance, including the Industrial Revolution, the rise of despots in Europe, the revolutions that follow, and imperialism that leads to World Wars, Cold War, the breakup of the Soviet Union.

## Culinary

### **HOE1021, FOOD SERVICE**

**SANITATION, 1 hour.**

This course covers the basic principles of providing and serving safe food. It also provides the student with safe food-handling procedures necessary to manage a sanitary and safe food service operation in compliance with the National

Food Code and the National Restaurant Association. The successful completion of the Serv Safe Sanitation exam will result in a national sanitation certification.

### **HOE1023, PROSPECTIVE OF HOSPITALITY MANAGEMENT, 3 hours.**

This course will enable the student to assess the components of food, beverage and labor costs within the hospitality industry. The student will learn cost estimating and controls and sales strategies and the relationship of these practices with profits.

### **HOE1033, PROFESSIONAL COOKING I, 3 hours.**

### **HOE1053, PROFESSIONAL COOKING II, 3 hours.**

This course will enable the student to develop culinary skills in the kitchen environment. The student will learn advanced skills in sanitation, advanced cooking principals and methods, advanced knife skills, safe food handling, safe equipment handling, recipe interpretation, and preparing meals for commercial consumption. This course will engage the student in all areas of cooking and meal preparations.

### **HOE1255, FOOD SERVICE PRACTICUM, 5 hours.**

This course will enable students to gain practical experience by serving a practicum in a food service or hospitality position. Students will be interviewed and employed by a food service or hospitality organization under provisions set forth in a formal training agreement. Supervision will be conducted by the employer and college instructor as outlined in the training agreement.

### **HOE2013, PRINCIPLES OF BAKING, 3 hours.**

This course is a study of the fundamentals of baking including, dough, quick breads, pies, cakes, cookies, tarts and basic items made in a bakery. Topics include baking terminology, tool and equipment use, formula conversions, and functions of ingredients.

### **HOE2023, INVENTORY PURCHASING AND PLANNING, 3 hours.**

This course is a study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal

price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing, formulas, controls, and record keeping at each stage of purchasing cycle.

## Heating, Ventilation, Air Conditioning & Refrigeration (HVAC)

### **HVC1074, COOPERATIVE INTERNSHIP, 4 hours.**

The student serves an internship in the trade they are training in lieu of attending on campus classes. The student is interviewed and employed by a business organization under provisions set forth in the training agreement. Supervision is conducted by the employer and college coordinator as outlined in the training agreement.

### **HVC1211, EPA 608, 1 hour.**

This course will cover information from section 608 of the Clean Air Act and act as a prep course leading up to a student taking the certification test to meet EPA refrigerant handling requirements.

### **HVC1221, WORKPLACE SKILLS, 1 hour.**

This course will address some of the non-technical skills of personal and interpersonal relationships used at the work environment. The student should be able to identify the job skills necessary to have a successful career in the field of their choice. Topics included listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics, career planning and resume building

### **HVC1231, SAFETY ORIENTATION/ OSHA 10, 1 hour.**

This course will cover select safety topics commonly encountered in the construction industry as noted by the Occupational Health and Safety Administration (OSHA).

### **HVC1233, SHEET METAL FABRICATION, 3 hours.**

This course will cover the design, layout and building of ductwork commonly found in HVAC applications with an emphasis on craftsmanship to minimize restrictions and maximize system airflow.

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**HVC1414, HVAC FUNDAMENTALS, 4 hours.**

This course will cover the theory and principles of refrigeration and how they are applied. We will look at the major components, controls and test equipment common to all compression refrigeration system, along with the skills and procedures used when working in the industry.

**HVC1424, HVAC FUNDAMENTALS LAB, 4 hours.**

This course will be the practical hands-on application of the refrigeration & electricity lecture classes and how they are applied.

**HVC1434, ELECTRICAL FUNDAMENTALS, 4 hours.**

Course will cover A.C. and D.C. electrical theory, functions of switches, controls, relays, and transformers, reading, building and interpreting wiring diagrams. Student will develop a solid understanding of different types of electrical circuits to prepare students for troubleshooting.

**HVC1481, HVAC SPECIAL PROJECT, 1 hour.**

Independent study of the basic principles and theories of the operation of special refrigeration systems.

**HVC1533, ELECTRICAL FUNDAMENTALS LAB, 3 hours.**

Material covered in lab will be the hands-on application of electricity material covered in the HVC 1433 lecture class. Co-requisites: HVC 1433 Electricity for Air Conditioning & Refrigeration I.

**HVC1633, AIR CONDITIONING DESIGN, 3 hours.**

Course will cover theory and application of heat loss/gain estimating, equipment selection, distribution system design and sizing. Practical application includes the design and layout of a residential air conditioning system.

**HVC2382, MOTORS & CONTROLS, 2 hours.**

This course will cover motors commonly used in the HVAC industry. This will include single-phase PSC, CSCR, CS and shaded pole motors, three-phase motors and ECM motors. Motor theory and principles of operation, application and troubleshooting of each motor will be covered.

**HVC2413, HEATING SYSTEM FUNDAMENTALS, 3 hours.**

This course is designed to establish a foundation in gas, electric and heat pump

heating fundamentals. Content includes; combustion, safety controls, ignition controls, installation guidelines, and the sequence of operation for standard and high efficiency furnaces.

**HVC2433, RESIDENTIAL CONTROLS, 3 hours.**

This course will cover the theory of operation of controls used on gas furnaces, electric cooling, electric heat, and heat pump systems. Components are covered on an individual basis & in total system operation.

**HVC2443, RESIDENTIAL CONTROLS LAB, 3 hours.**

This course will cover the application of operating and wiring controls used on gas furnaces, electric cooling, electric heat, and heat pump systems. Components are covered on an individual basic and in total system operation.

**HVC2463, AIR CONDITIONING EQUIPMENT ANALYSIS, 3 hours.**

Theory of mechanical and electrical diagnosis procedures on heat pumps, central cooling, gas heating, electric heat, and refrigeration units.

**HVC2473, AIR CONDITIONING EQUIPMENT ANALYSIS LAB, 3 hours.**

Application of mechanical and electrical diagnosing procedures on heat-pump, central cooling, gas heating, electric heat and refrigeration units.

**HVC2513, HEATING LAB, 3 hours.**

This course is designed to be taught concurrent with Heating, HVC 2413. Lab assignment will be assigned to provide the student the opportunity to gain hands-on experience in the installation, troubleshooting and repairing gas and electric furnace equipment.

**Industrial Arts****IND2012, ELEC. ACET. & TIG & MIG WELDING, 2 hours.**

Fundamentals and general practice in the use of electric, acetylene, T.I.G. (tungsten-inert gas) and M.I.G. (magnesium-inert gas) welding.

**IND2403, COMPUTER AIDED DRAFTING, 3 hours.****IND2413, COMPUTER AIDED DRAFTING II, 3 hours.**

This course teaches students to use modern CAD software to produce two-

dimensional drawings for manufacturing applications. It also covers coordinating systems, proper dimensioning, use of sectioning and projections for visualization, symbol libraries, file management, and collaborative techniques. It also demonstrates basic principles of Computer Aided Manufacturing (CAM) to show how 2D CAD designs are converted to Computer Numeric Control (CNC) programs to direct automated machining equipment.

**Insurance****INS2863, CLAIMS PAYMENT CODING, 3 hours.**

This introductory coding course provides valuable information that will help students use the International Classification of Diseases, 9th Revision (ICD.9) more efficiently and will enhance understanding of coding procedures. The course also is designed to use Current Procedural Terminology (CPT) , which is a systematic listing and coding of procedures and services performed by physicians.

**Language****LAN1015, BEGINNING SPANISH, 5 hours.**


The objective is to be able to understand, speak, read, and write acceptable Spanish that would be understood by a native, educated Spanish speaker. Students are expected to be able to communicate in the present and preterit tenses in the Indicative mood.

**Mathematics****MAT0213, MATH SKILLS, 3 hours.**

Review of basic math skills. This is a developmental course. It does not satisfy the math requirement for an associate degree. This course is repeatable for multiple credits.

**MAT0953, ELEMENTARY ALGEBRA, 3 hours.**

An introduction to elementary algebra with basic math skills and concepts. The course is for students who need to satisfy the prerequisite for Intermediate Algebra (MAT 1073). Real numbers, equations and inequalities, graphing equations and inequalities, exponents & polynomials & factoring polynomials. Does not satisfy the math requirement for the Associate of Science or Arts degree. Prerequisite: MAT 0213 with grade of C or better or

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appropriate Compass Score.

**MAT0955, Elementary Algebra with Lab, 5 hours.**

This course is an introduction to elementary algebra with basic math skills and concepts. The course is for students who need to satisfy the prerequisite for Intermediate Algebra (MAT1073 or MAT1075). It includes real numbers, equations and inequalities, graphing equations and inequalities, exponents and polynomials and factoring polynomials.

**MAT1015, CALCULUS WITH ANALYTIC GEOMETRY I , 5 hours.**

Limits, derivatives, applications, integrals and applications. (Fall Only) Prerequisite: Either successful completion of both College Algebra (MAT 1083/MAT 1084) and Trigonometry (MAT1093/high school trigonometry) or a minimum score of 24 on the math portion of the ACT).

**MAT1025, CALCULUS WITH ANALYTIC GEOMETRY II, 5 hours.**

Other transcendental functions, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates. (Spring Only) Prerequisite: MAT 1015 with a grade of C or better.

**MAT1073, INTERMEDIATE ALGEBRA , 3 hours.**

Covers algebra at the intermediate level. Will prepare the student for MAT 1083 College Algebra or MAT 1084 College Algebra with review. Factoring polynomials, rational expressions, graphing linear equations, intro to functions, systems of equations, rational exponents, radicals and complex numbers. Prerequisite: MAT 0953 with grade of C or better or appropriate Compass Score. (This course does not satisfy the math requirement for an Associate of Science or Arts degree.)

**MAT1075, INTERMEDIATE ALGEBRA WITH REVIEW, 5 hours.**

Covers both elementary & intermediate algebra topics and prepares the student for MAT 1083 College Algebra or MAT 1084 College Algebra with review. (This course does not satisfy the math requirement for an Associate of Science or Arts degree.) Prerequisite: MAT 0953 with grade of C or better or an appropriate compass score.

**MAT1083, COLLEGE ALGEBRA , 3 hours.**

Covers algebra at the college level.

Review of factoring, rational expressions, radicals, rational exponents, equations & inequalities; graphs; functions; zeros of polynomials, exponential and logarithmic functions; and systems of equations & inequalities. This course will satisfy the math requirement for an Associate degree and is a required course for many four-year degrees. Prerequisite: MAT 1073 or MAT 1075 with grade of C or better, appropriate Compass Score or 21 or higher on Math portion of ACT.

**MAT1084, COLLEGE ALGEBRA WITH REVIEW , 4 hours.**

This course covers algebra at the college level. It includes a review of integer exponents, factoring, rational expressions, radicals, rational exponents, equations, and inequalities, solving and graphing linear equations and inequalities in two variables, finding equations of lines; graphs; functions; zeros of polynomials; exponential and logarithmic functions; and systems of equations and inequalities. This course will satisfy the math requirement for an Associate degree and is a required course for many four-year degrees. Prerequisite: Mat 1073 with grade of C or better, appropriate ACCUPLACER Score of 21 or higher on Math portion of ACT.

**MAT1093, TRIGONOMETRY , 3 hours.**

Trigonometric functions (angles), right triangle, identities, graphs, trigonometric functions (composite angles), oblique triangles, inverse functions, complex numbers. Prerequisite: MAT 1083/MAT 1084 with grade of C or better.

**MAT1123, ELEMENTS OF TECHNICAL ANALYSIS, 3 hours.**

This math course is designed to provide a foundation of basic mathematics concepts for technology students. The focus of the course will be on units of measurement, solving word problems, accuracy in measurements, use of calculators, applied mathematical concepts, beginning algebra, solution of equations, use of graphs, applied trigonometry, and introduction to estimating. Heavy emphasis will be placed on the application of these skills to technical areas. The content may be oriented to specific technical areas each semester depending on the particular field of the students enrollment.

**MAT2033, CALCULUS III, 3 hours.**

(Fall Only) Vectors and surfaces, partial differentiation, multiple integrals, vector calculus. Prerequisite: MAT 1025 with grade of C or better.

**MAT2043, MATH FOR EDUCATION I, 3 hours.**

This is the beginning math course for education majors targeted for elementary education majors. The second course, Math for Education II-MAT 304 is offered at Pittsburg State University. MAT 2043 includes topics of problem solving, sets, functions, probability and statistics.

**MAT2253, ELEMENTARY STATISTICS , 3 hours.**

(Fall only) Basic concepts of statistics and probability applicable to all disciplines. Topics include data analysis, probability, estimation, statistical hypotheses, regression and correlation. Prerequisite: MAT 1083/MAT 1084 with grade of C or better.

**MAT2763, BUSINESS MATH, 3 hours.**

Business math provides a background for those who plan to enter a business program or operate a business of their own. This course provides a quick and intensive review of the fundamental mathematics processes and business concepts used in making business decisions. Meets the math requirement for the AGS and some AAS degrees, see program requirements for specific requirements.

## Music


**MUS1001, INTRODUCTION TO MUSIC THEORY, 1 hour.**

Fundamental class designed for students with a limited background in music reading. Terminology, staff, scales, use of key signatures, intervals, rhythm, notation, simple melodies & transposition are covered.

**MUS1013, MUSIC THEORY I , 3 hours.**

**MUS1023, MUSIC THEORY II, 3 hours.**

Study of notation of pitch and rhythm. Basic elements of scale, key, mode and interval stressed. Extensive work with harmonic aspects of triad, figured bass and types of cadences. Harmonic motion, rhythm and variants in minor. Presentation of the six-four chord: cadential, passing, pedal, arpeggiated. Components of musical form, shape and texture (monophonic, polyphonic and homophonic). Analysis and development of such melodic units as contour, figure, motive, phrase, period, etc. Presentation and manipulation of non-chord tones. First steps in part writing including harmony and voice leading of the chorale: doubling, spacing, counterpoint and chord relationships.

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**MUS1051, CHOIR I, 1 hour.**  
**MUS1061, CHOIR II, 1 hour.**  
**MUS2071, CHOIR III, 1 hour.**  
**MUS2081, CHOIR IV, 1 hour.**

This choral group studies and performs both secular and sacred choral literature. The emphasis is on the value of music as an expressive device. It is open to all college students. Public performances are scheduled.

**MUS1092, COLLEGE BAND I, 2 hours.**  
**MUS1102, COLLEGE BAND II, 2 hours.**  
**MUS2112, COLLEGE BAND III, 2 hours.**  
**MUS2122, COLLEGE BAND IV, 2 hours.**

This music organization is a wind ensemble performing popular, jazz, rock and concert music suitable for the instrumentation available.

**MUS1111, EAR TRAINING I, 1 hour.**  
**MUS1121, EAR TRAINING II, 1 hour.**  
**MUS2131, EAR TRAINING III, 1 hour.**

Continued aural work with intervals, scales, and melodies with the addition of Triads in root, first, second, and third inversions, and cadences. All work will be done in dictation and Identification style. Identification of modulations and transposition will be included.

**MUS1213, MUSIC APPRECIATION T, 3 hours.**

This course is designed to enhance the student's experience in listening to music from a global perspective by drawing attention to the wide variety of music and the place or role of music in different cultures beginning with western European classical music to the present. To develop an awareness of the diverse musical styles and cultures in the United States and throughout the world, a variety of music will be presented through guided music listening to help students become more perceptive listeners.

**MUS1301, PRIVATE STUDY I, 1 hour.**  
**MUS1311, PRIVATE STUDY II, 1 hour.**  
**MUS2321, PRIVATE STUDY III, 1 hour.**  
**MUS2331, PRIVATE STUDY IV, 1 hour.**

One credit hour is given to a student studying privately with a member of the college music staff. Eighteen half-hour lessons equal one hour credit in piano, voice, wind or percussion instruments. This course is repeatable for multiple credits.

## Nursing

**NUR1118, FUNDAMENTALS OF PCC, 8 hours.**

This course focuses upon basic concepts for the promotion of physical and psychosocial health in the areas of exercise, activity, safety, hygiene, sleep, nutrition, bowel elimination growth and development, self-concept, and sexuality. The provision of safe, quality care is promoted immobility, skin integrity and wound care, cultural sensitivity, and sensory alterations. Concepts and informatics are integrated throughout the course and applied in the clinical setting. Administration of medications, hygienic measures, body mechanics, ambulation, elimination, infection control measures and specimen collection methods are introduced in the classroom, simulated skills in the laboratory, and implemented in the clinical setting. The nursing process is utilized and integrated into client care as a decision-making framework to assist students in developing effective clinical judgement skills and to plan individualized care. Psychosocial health promotion focuses on family context, stress and coping, and loss and grief. Clinical experience provides an opportunity to apply theoretical concepts and to implement safe client care to adults in both the long-term and acute care settings.

**NUR1213, HEALTH ASSESSMENT, 3 hours.**

This course provides the framework for preparing students to perform comprehensive health assessments on clients across the lifespan. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Concepts of patient centered care, cultural sensitivity, health promotion, evidence-based practice, safety critical thinking, and interdisciplinary collaboration will be integrated throughout the course. Laboratory experiences provide the student an opportunity to practice assessment skills on clients across the lifespan in a variety of settings.

**NUR1228, BASIC MED/SURGICAL PCC, 3 hours.**

This course focuses on the care of the adult client during experiences of perioperative care, fluid & electrolyte balance, cancer, pain, medical and/or surgical intervention relating to the chronic disease and restorative interventions for the following body systems: sensory, respiratory, cardiovascular, gastrointestinal, endocrine, renal, musculoskeletal and neurologic.

Pharmacologic applications are included for each system. Concepts of nursing practice focus on collaborative interdisciplinary team care efforts that promote critical thinking skills to initiate evidence-based clinical judgement and clinical decisions. Application of adult teaching/learning theories will be documented through a client education project. Concepts of client-centered care, cultural-sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Common diagnostic studies are introduced. Treatment modalities in nursing practice that promote expected outcomes and methods to foster quality improvement are examined. The pharmacology component of this course provides principles of pharmacology, pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. Intravenous therapy skills, guidelines and protocols for peripheral and central lines are introduced, promoting safe intravenous technique skills, simulated laboratory insertion skills, and intravenous medication administration knowledge. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client to adults in a variety of settings.

**NUR1251, LPN TO RN TRANSITION COURSE, 1 hour.**

This course is designed to assist the Licensed Practical Nurse transition from the role of the LPN to that of the Registered Nurse. The RN role and scope of practice are presented through learning modules designed to assist the LPN to change clinical practice performance, problem solving methods, and critical thinking skills to that of the RN.

**NUR2253, PHARMACOLOGY FOR NURSES: A PATHOPHYSIOLOGIC APPROACH, 3 hours.**

This course is designed to give the student an understanding of the complex interrelationships between pharmacology and pathophysiology; therefore connecting pharmacology to therapeutic goals and patient wellness. At the completion of this course, the student should have the knowledge to make astute assignments, establish outcome criteria, correctly administer drugs, and make a comprehensive evaluation of the effects of the drug therapy.

**NUR2312, CHILD-BEARING FAMILY PCC, 3 hours.**

This course is designed to incorporate the nursing standards of care as determined

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by The Association of Women's Health, Obstetric and Neonatal Nurses into the maternal nursing perinatal continuum of care which includes care of the newborn. The key aspects of this course will encompass patient-centered care for families throughout reproductive years. The importance of teamwork and collaboration with other members of a healthcare team will be integrated. The client and family will be viewed holistically through their own unique physical, social, cultural, and spiritual aspects. Evidenced-based practice to ensure and enhance quality improvement of care, safety issues, and use of informatics will be included.

**NUR2323, PEDIATRIC PCC, 3 hours.**

This course is designed to incorporate the nursing standards as determined by American Nurses Association, scope and standards of pediatric nursing practice into contemporary pediatric nursing. Key aspects of this course will incorporate national health promotion goals for pediatric nursing to improve the quality of healthcare for children, based on studies using evidence-based practice and quality improvement methodologies. Patient-centered care will encompass the philosophy of holistic, family-centered care in pediatric nursing. Client education and care of the chronically ill child in the home setting will be presented. The use of nursing informatic for pediatric clients receiving acute and chronic care will be introduced.

**NUR2333, MENTAL HEALTH PCC, 3 hours.**

This course is designed to incorporate the nursing standards as determined by American Nurses Association, scope and standards of psychiatric-mental health nursing practice. This course will incorporate holistic, mental health nursing care concepts and evidence-based practice. Historical aspects of mental health nursing will emphasize the advances in mental health care. Teamwork, collaboration, and safety are integrated throughout the content of mental health nursing. Informatics in various mental health settings will be applied through the medical record.

**NUR2518, ACUTE AND COMPLEX MED/SURGICAL PCC, 3 hours.**

This course focuses on the care of adult clients with acute and complex medical and/or surgical health alterations of all body systems. Principles of community health and emergency/disaster preparedness

are included in this course. Application of adult teaching/learning theories will be documented utilizing the nursing process. Concepts of cultural competency, health promotion, evidence-based practice, quality improvement, critical thinking, and interdisciplinary collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to a diverse client population in a variety of settings. Technology and informatics in both didactic and clinical settings are utilized.

**NUR2531, CAPSTONE CLINICAL IMMERSION, 3 hours.**

This clinical course provides the student the opportunity to synthesize and apply nursing knowledge, skills, and caring necessary to function as a beginning professional nurse. It offers the student the opportunity to apply evidence-based practice to preventive, therapeutic, and rehabilitative nursing interventions to diverse individuals, families and population groups. An immersion clinical experience enables the student to practice leadership and management of care skills. The student will use available technology and informatics to assess, document, and evaluate the quality, safety, and effectiveness of patient-centered nursing care.

**NUR2542, LEADERSHIP, MANAGEMENT, & CARE, 3 hours.**

This course is designed to analyze nursing leadership and management from a systems perspective, emphasizing the fit of nursing within the larger organizational structure. The role of a professional nurse as leader and manager of care is explored. The course promotes effective leadership behaviors related to the nursing roles of coordinator of care, client advocate, collaborator with clients, decision-maker, and participant within a multidisciplinary team to deliver safe, patient-centered care. Improving organizational performance, evidenced-based practice, and the use of informatics are presented within the expanding roles of a nurse. Legal, ethical, and professional standards are presented that promote nursing actions toward holistic care to individuals, families, groups, and communities in a complex global society.

## Nutrition

**NUT1213, NUTRITION I T, 3 hours.**

This course is an introduction to general nutrition with an emphasis on the

principles relating to human health look at sheet 1

## Physical Education

**PHE1013, INTRODUCTION TO PHYSICAL EDUCATION, 3 hours.**

Designed to acquaint the student with the theory and practices in the field of physical education.

**PHE1191, RUNNING AWARENESS AND JOGGING, 1 hour.**

Advanced techniques in running and jogging.

**PHE1221, ADVANCED PHYSICAL DEVELOPMENT, 1 hour.**

Advanced techniques in weight lifting and calisthenics.

**PHE1241, WEIGHT TRAINING/ STRENGTH TRAINING, 1 hour.**

Designed to give the advanced physical development student a better understanding of how to use weight training to develop, strengthen & maintain the different muscles in the body. Further, it is designed to teach the advanced student to supervise & give basic direction to beginning weight trainees.

**PHE1262, OFFICIATING THEORY AND PRACTICE, 2 hours.**

This course will provide the theory, rules and mechanics of officiating the sports of Basketball, Baseball, Softball, Football and Volleyball. The course will also include officiating experience, talking to experts in the field and attending athletic contests to view current officials at work.

**PHE1271, TEAM SPORTS, 1 hour.**

Volleyball, soccer, touch football; emphasizes conditioning, coordination-ordination and physical fitness.

**PHE1011, VARSITY GOLF I**  
**PHE2011, VARSITY GOLF II**  
**PHE1111, VARSITY GOLF III**  
**PHE2111, VARSITY GOLF IV**  
**PHE1451, VARSITY VOLLEYBALL I**  
**PHE2651, VARSITY VOLLEYBALL II**  
**PHE1311, VARSITY VOLLEYBALL III**  
**PHE2451, VARSITY VOLLEYBALL IV**  
**PHE1321, AEROBIC DANCE I**  
**PHE1351, AEROBIC DANCE II**  
**PHE2321, AEROBIC DANCE III**  
**PHE2351, AEROBIC DANCE IV**  
**PHE1421, VARSITY BASKETBALL I**  
**PHE2621, VARSITY BASKETBALL II**  
**PHE1521, VARSITY BASKETBALL III**  
**PHE2231, VARSITY BASKETBALL IV**

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**PHE1431, VARSITY TRACK I**  
**PHE2631, VARSITY TRACK II**  
**PHE1531, VARSITY TRACK III**  
**PHE2731, VARSITY TRACK IV**  
**PHE1401, VARSITY BASEBALL I**  
**PHE2601, VARSITY BASEBALL II**  
**PHE1501, VARSITY BASEBALL III**  
**PHE2701, VARSITY BASEBALL IV**  
**PHE1441, VARSITY SOFTBALL I**  
**PHE2641, VARSITY SOFTBALL II**  
**PHE1561, VARSITY SOFTBALL IV**  
**PHE2221, VARSITY FLAG FOOTBALL I**  
**PHE2211, VARSITY FLAG FOOTBALL II**  
**PHE1211, VARSITY FLAG FOOTBALL III**  
**PHE1171, VARSITY FLAG FOOTBALL IV**  
**PHE1391, VARSITY FOOTBALL I**  
**PHE2591, VARSITY FOOTBALL II**  
**PHE1591, VARSITY FOOTBALL III**  
**PHE1231, VARSITY FOOTBALL IV**

Students participate in activity and theory training to learn to achieve their highest possible performance. All Varsity courses are for 1 credit hour.

**PHE1373, PERSONAL AND COMMUNITY HEALTH ▶, 3 hours.**

Lecture course in health instruction and study of health problems.

**PHE1383, RECREATIONAL GAMES, 3 hours.**

This course is designed to help introduce our students to various types of recreational games. Also the course will help the students learn to organize, teach and participate in various types of games.

**PHE2241, WEIGHT TRAINING/ MUSCULAR ENDURANCE, 1 hour.**  
**PHE2251, WEIGHT TRAINING-CORE TRAINING, 1 hour.**  
**PHE2261, WEIGHT TRAINING FLEXIBILITY, 1 hour.**

**PHE2463, INTRODUCTION TO EXERCISE SCIENCE ▶, 3 hours.**

This course is designed to expose undergraduate students to important aspects of the exercise science discipline, including areas of study, technology, certifications, professional associations, and career opportunities. A secondary purpose is to help students develop an appreciation for the history of, as well as current and future trends in, exercise science. Finally this course will expose students on how to run and test in an exercise laboratory.

**PHE2501, FUNDAMENTALS OF PHYSICAL FITNESS, 1 hour.**

This course will acquaint students with basic knowledge, understanding, and clauses of

physical activity related to optimal healthful living. Students will have an opportunity to develop individual exercise programs.

**PHE2521, THEORY OF COACHING FOOTBALL, 1 hour.**

Insight into the coaching profession, plays and formations, practical analysis of various systems, public relations of a teacher-coach to the community, and general objectives in coaching. Designed primarily for physical education majors; also includes the study of rules, theory of practicing football, including passing, receiving, kicking, blocking and defensive and offensive game theory

**PHE2543, THEORY OF COACHING BASEBALL, 3 hours.**

This course is designed to help the student in organizing and managing baseball programs at any level. It will include techniques, team play, and problems and theories of coaching baseball.

**PHE2553, FIRST AID: THE CARE AND PREVENTION OF ATHLETIC INJURIES ▶, 3 hours.**

This course explores the fundamentals in prevention and care of injuries related to athletic participation. This course is designed for students in the teaching field with coaching assignments or pursuing the athletic training profession. Tests and a final exam will inform students of the athletic training techniques demonstrated in the course.

**PHE2671, LIFETIME FITNESS CONCEPTS, 1 hour.**

A course designed to promote life fitness behaviors for the well-being of the individual.

## Philosophy

**PHI1113, PHILOSOPHY OF LIFE ▶, 3 hours.**

This course develops students' philosophic abilities by acquainting them with basic philosophic principles and practices of the major problems of philosophy. Students should become both discriminating receivers and effective transmitters of thought through exposure to historical and contemporary thinkers, primary and secondary writings, and related fields and issues. This will entail the consideration of major questions raised throughout the history of philosophy, emphasizing questions that relate to human life.

## Physics

**PHS1215, FUNDAMENTALS OF PHYSICAL SCIENCE ▶, 5 hours.**

This class requires PHS 121L Fund. of Physical Science Lab to be taken at the same time. An exploration into the philosophy, methods and principles of the physical sciences. This course, involving 3 hours lecture, 3 hours lab, is designed for students who do not plan to take other physical science courses.

**PHS2015, COLLEGE PHYSICS I ▶, 5 hours.**

An introductory course in physics covering mechanics and thermodynamics. For science and engineering majors. Three hours lecture, 3 hours lab weekly. Prerequisite: MAT 1015 (calculus I) with a grade of C or better.

**PHS2025, COLLEGE PHYSICS II ▶, 5 hours.**

Continuation of PHS 2015 covering electromagnetism and light. Three hours lecture, 3 hours lab weekly. Prerequisite: PHS 2015 with a grade of C or better.

**PHS2065, COLLEGE PHYSICS I NON-CALCULUS ▶, 5 hours..**

An introductory course in physics, covering mechanics and thermodynamics. Three hours lecture, 3 hours lab weekly. Prerequisite: College Algebra with a grade of C or better and Trigonometry (or the equivalent) with a grade of C or better.

**PHS2075, COLLEGE PHYSICS II NON CALCULUS ▶, 5 hours.**

Continuation of PHS 2065, covering electromagnetism & light. Three hours lecture, 3 hours lab weekly. Prerequisite: PHS 2065 with a grade of C or better

## Political Science

**POL1013, AMERICAN GOVERNMENT ▶, 3 hours.**

Introductory course dealing with the structure and functions of the United States government.

**POL1023, STATE AND LOCAL GOVERNMENT ▶, 3 hours.**

Students will study the structure and function of the state, county, and municipal government in the United States.

## Psychology

**PSY1013, GENERAL PSYCHOLOGY ▶, 3 hours.**

Provides an introduction to and overview of the study of psychology, the scientific study of behavior and the mental processes. It will include a summary of the historically significant theories/theorists, student of the ways in which we, as humans are

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alike and different, and how we are social beings. This course is designed to set a foundation for later work in psychology, medical, and/or education fields.

**PSY1023, PSYCHOLOGY OF THE HUMAN LIFESPAN T, 3 hours.**

Principles of growth & development as they apply throughout the life cycle. Physical, intellectual, emotional & social changes from conception to death will be considered. Prerequisite: PSY 1013 with grade of C or better.

**PSY1032, LEADERSHIP DEVELOPMENT T, 2 hours.**

This course is organized to provide students with a broad overview of leadership theories, concepts & styles. The study of ethical decision making & personal leadership style assessment are components of this course.

**PSY1222, UNDERSTANDING & DEVELOPING HUMAN POTENTIAL, 2 hours.**

This class will emphasize the skills and knowledge that you will need to succeed in your transition to collegiate life. While at college, you will develop aesthetically, emotionally, ethically, intellectually, physically, and socially. Through this course we are striving to provide work habits, positive skills, and critical analysis and thinking skills. While we will work at promoting the development of certain abilities you will need to succeed, we will also help you recognize and capitalize on those abilities, which you already possess. In addition, this class will give you opportunities to explore the various services which PSU offers to students and how/where to obtain those services.

## Religion

**REL1073, OLD TESTAMENT HERITAGE T, 3 hours.**

Survey of historical and literary aspects of the Hebrew scriptures as found in the Old Testament, with emphasis on development of religious ideas and monotheistic practice, outstanding personalities and Judaic influences on modern-day Christianity.

**REL1093, THE RELIGIONS OF MANKIND T, 3 hours.**

An examination of the origin & development of primitive religion & the major world religions, including Christianity, Judaism, Islam, Hinduism, Buddhism, Confucianism, Taoism & Paganism; analysis of the philosophical bases of religious tenets.

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## Secretarial Science

**SEC1013, KEYBOARDING I, 3 hours.**

This course is designed to introduce the alphabetic and numeric keys by touch using appropriate keyboarding technique. Basic word processing format will also be introduced. A variety of projects will be provided to enhance key concepts.

**SEC1023, KEYBOARDING II, 3 hours.**

This course is designed to enhance and refine the student's ability to enter alphabetic and numeric keys by touch using the appropriate technique. Basic word processing formatting will also be used to produce letters, memorandums, short reports and tables. A variety of projects will be provided to enhance key concepts.

**SEC1092, INTRODUCTION TO HEALTH INFORMATION, 3 hours.**

This course is designed to give the student a working knowledge of healthcare delivery systems; the health information profession; purpose, use and functions of the health record; documentation standards; and computerized information management systems utilized by health information management departments.

**SEC1213, EMPLOYEE HUMAN RELATIONS, 3 hours.**

Provides an opportunity for the student to explore the human relations competencies necessary to obtain and maintain employment.

**SEC1233, FIELD STUDY I, 3 hours.**

**SEC1243, FIELD STUDY II, 3 hours.**

Provides an opportunity for the student to obtain on-the-job training. Actual on-the-job work will consist of no less than 15 hours a week with compensation paid to the student at the prevailing hourly wage for that job. Students may secure their jobs subject to the approval of the instructor of the program.

**SEC2283, WORD PROC. I, 3 hours.**

Beginning skills and knowledge in the use of text-editing machines and dictation recorders. The content of the course will feature an overview of word processing along with terminology and simulations to give the student as much exp. as possible.

**SEC2313, BUSINESS COMMUNICATIONS, 3 hours.**

This course is designed to develop both written and oral communications skills. Special emphasis will be given to the importance of proper communication in

the business world. Prerequisite: English 101.

**SEC2723, MEDICAL OFFICE PROCEDURES, 3 hours.**

**SEC2733, MEDICAL TERMINOLOGY T, 3 hours.**

Medical terms most frequently encountered in medical records; the study of prefixes and suffixes and the principles for combining the two to make compound words. This is followed by a comprehensive study list of related medical terms.

**SEC2743, MEDICAL TRANSCRIPTION, 3 hours.**

Advanced transcription of medical selections and documents containing confusing medical terminology. Upon completion, the student should be prepared for a beginning position in the medical secretarial field.

**SEC2763, LEGAL AND ETHICAL ISSUES IN HEALTHCARE, 3 hours.**

Designed to train students to become competent, resourceful legal secretaries, handle everyday legal situations they will face on the job and equip them with the perspective and capacity for decision-making to adapt their knowledge to any situation (\*offered on-demand only).

## Sociology

**SOC1013, SOCIOLOGY T, 3 hours.**

An introductory survey course which analyzes human relationships within groups, the culture which surrounds us, race and minority groups, population, social deviance and various social institutions.

**SOC1023 T, SOCIAL PROBLEMS, 3 hours.**

An examination of well-defined social problems to assist the student in developing a knowledge base for analyzing and understanding problems and origins for informed discussion based on a sociological perspective.

**SOC1113, CULTURAL ANTHROPOLOGY T, 3 hours.**

Cultural anthropology is the study of how humans adapt to, interpret and affect the world in which they live. This course is designed to provide you with an overview to the discipline, as well as an appreciation of what it has meant to be human in different places at different times. In this course we will focus on the basic concepts used by anthropologists in order to compare and

contrast how living people with different cultural traditions conduct their everyday life through language, economy, family life and kinship, religion, and other institutions.

**SOC2223, MARRIAGE AND THE FAMILY T, 3 hours.**

Deals with the man-woman relationship as it is found in dating, courtship, marriage and family life in contemporary America.

## Public Speaking

**SPE1093, PUBLIC SPEAKING T, 3 hours.**

Introductory course designed to improve one's public speaking skills. Emphasizes verbal ability, self-confidence, message structure & audience adaptation

**SPE2013, INTERPERSONAL COMMUNICATION T, 3 hours.**

This course surveys theory and research related to interpersonal communication. Areas of study will include understanding self and others and the communication process that is experienced. Many areas of communication will be addressed not limited to, but including: emotions, how we perceive others and are perceived, verbal and non-verbal skills and relationship dynamics.

## Welding

**WLD1003, WELDING SAFETY/OSHA 10, 3 hours.**

Students will explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify the safety equipment and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

**WLD1013, BASIC SMAW: SHIELDED METAL ARC WELDING, 3 hours.**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal

position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

**WLD1023, BASIC GMAW: GAS METAL ARC WELDING, 3 hours.**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types of thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

**WLD1033, BLUEPRINT READING (WELDING), 3 hours.**

In this course students will be provided exposure to blueprint reading beginning with identification of specific lines, views, abbreviations, symbols, joints and shapes specific to the welding industry. Students will interpret basic 3D sketches using orthographic projection and blueprints and solve mathematics equations and interpret scale ratios. Use of measuring tools and interpreting a Bill of Materials are also components of this course.

**WLD2013, BASIC GTAW: GAS TUNGSTEN ARC WELDING, 3 hours.**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

**WLD2023, ADVANCED WELDING (SMAW II:SHIELDED METAL ARC WELDING II), 3 hours.**

Advanced topics based on accepted welding codes. Training provided with various electrodes in SMAW processes

with open V-groove joints in all positions. The student will describe effects of preheating and post-weld heating; explain precautions used when welding various metals and alloys; distinguish between qualification and certification procedures; and discuss problems of welding discontinuities. The student will demonstrate safe work practices.

**WLD2033, SPECIAL WELDING TECHNIQUES, 3 hours.**

Study of special procedures in arc welding of steel in the vertical and overhead position. This course also involves the techniques and special procedures in the acetylene welding of cast iron, aluminum, dies cast, magnesium and silver solder.

**WLD2123, ADVANCED WELDING (GMAW II: GAS METAL ARC WELDING II), 3 hours.**

Advanced topics in GMAW welding, including welding in various positions and directions on plate and pipe with .035, .045 and inner shield wire with various shielding gases. Training provided with dual shield and submerged arc welding (SAW). The student will exhibit expertise in various welding positions on pipe; describe safety rules and equipment used; and describe the effects of welding parameters in GMAW. The student will weld various joint designs and diagnose welding problems and perform visual inspection.

T This course is approved by the Kansas Board of Regents for System Wide Transfer among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Please visit the FSCC Registrar to learn more. \*Offered on demand only. +Offered in 1 to 3 hour increments.

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