

2005 - 2006

**DONNELLY COLLEGE
CATALOG**

608 North 18th Street
Kansas City, Kansas 66102
(913) 621-6070
FAX (913) 621-8719
www.donnelly.edu

Donnelly College is an independent Catholic college founded in 1949 by the Archdiocese of Kansas City in Kansas to provide an opportunity for higher education, with a special concern for those who might not otherwise be served.



Donnelly College Catalog Table of Contents

Profile of Donnelly College	4
Philosophy, Mission, Goals	4
Accreditation	5
Donnelly College Logo and School Colors	5
Academic Calendar	6
Philosophy of General Education	7
Admissions	8
Registration Procedures	
College Credit Now (C.C.N.)	
Senior Citizens Programs	
Veterans	
International Students	
Academic Information	10
Grading System:	
Credit Hours	
Letter Grades, Grade Points and Explanations	
Incomplete Grades	
Grade Appeal Process	
Academic Honors	11
Dean’s List	
Honor Roll	
Phi Theta Kappa	
Creative Writers Award	
Assessment Plan	11
Academic Expectations	12
Academic Policies and Procedures	13
Attendance	
Audit	
Withdrawal from class or from school	
Changing Class Schedules	
Repetition of Courses	
Refund Policy (Military)	
Certificate Programs	14
Transcripts	14
Transfer of Credit	14
Directory Information	16
Family Education Rights & Privacy Act	16
Financial Aid	17
Policy for Return of Federal Student Aid (Title IV) Funds.....	21
Satisfactory Academic Policy for Title IV Recipients	22
Tuition and Fees	23
Donnelly College Refund Policy.....	24
Services for Students	24
Academic Advising	
Career Planning and Placement	
Trant Memorial Library	
Tutoring Services	
Students With Special Needs	
Code of Conduct	25

Grievances.....	25
Graduation	27
Degree Requirements	
Associate in Arts	28
Associate in Science	29
Associate in Applied Science	30
Certificate Programs.....	31
Administrative/Office Assistant	31
Computer Technology	32
Early Childhood	33
Entrepreneurship	34
Webmaster	34
Transfer and Articulation Agreements	35
Credit by Prior Learning Assessment	
Tech Prep	
ATS Agreement	
Benedictine College	
University of Saint Mary Degree Completion in Wyandotte County	
University of Missouri at Kansas City (UMKC)	
Engineering Transfer Programs	
Nursing Transfer Programs	
Donnelly to Rockhurst Connection	
Course Descriptions	38
Anthropology (AN)	38
Biology (BL)	38
Business (BS).....	39
Childhood Education (CE)	42
Chemistry (CH)	45
Computer Science (CS)	46
Computer Technology (CT)	46
Drafting (DR)	48
Economics (EC).....	48
Engineering (EG)	49
English (EN).....	49
Fine Arts (FA)	53
Geography (GE)	55
Health Care (HC).....	55
Health and Recreation (HR)	56
History (HS)	56
Mathematics (MT).....	57
Philosophy (PH)	59
Physics (PX)	60
Political Science (PS)	60
Psychology (PY)	61
Sociology (SO).....	62
World Language Program (WL)	65
Special Studies.....	65
Intensive English.....	66
Bridges to Success	67
Administrative Staff	68
Faculty	69

This catalog is for informational purposes and does not constitute a contract.
Requirements for graduation, fees and other regulations are subject to change
without notice and will be effective upon all students as changed.

PROFILE

Donnelly College is an independent, co-educational college. Founded in 1949, affiliated with the Catholic Church and sponsored by the Archdiocese of Kansas City in Kansas, Donnelly was located and has remained in the heart of Kansas City, Kansas.

As a *Catholic liberal arts and professional college*, Donnelly's institutional philosophy derives from a belief in God and the dignity of each person.

As an *educational institution*, Donnelly believes that education can lead people to recognize their potential and value as human beings, to be aware of their relationship to God and to function as constructive members of society.

As a *college in the heart of the city*, Donnelly is committed to a policy of equal opportunity for all persons without regard to race, sex, age, handicap, national origin, religious tradition or family status as specified by federal and state laws and regulations. This policy is applicable to all employment practices, admissions procedures, and services to students, faculty, staff and the community.

The express mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served. The following Institutional Goals have been specified for carrying out this mission.

1. To help students develop their potential through awareness of their relationship with God, the community, the environment and themselves.
2. To challenge students to think clearly and to communicate effectively.
3. To offer students guidance and opportunities for growth in self-confidence, responsibility and leadership.
4. To enable students to discover and use instructional and learning resources effectively.
5. To prepare students for living in an intercultural society by providing opportunities for enrichment and by association with and appreciation of individuals of differing races, religions, nationalities and cultures.
6. To prepare and encourage students to continue their education for higher degrees.
7. To assist students in both career development and job placement.
8. To provide students with relevant educational programs by responding to the changing needs of the local community.
9. To encourage students to participate in community activities and services by designing opportunities and providing example.

ACCREDITATION

Donnelly College is accredited by: The Higher Learning Commission of NCA, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602. (312) 263-0456 • (800) 621-7440 • FAX: (312) 263-7462

Donnelly's memberships include:

American Association of Collegiate Registrars and Admissions Officers
American Library Association
Council for Advancement and Support of Education
Kansas Association of Collegiate Registrars and Admissions Officers
Kansas Independent College Association
National Association of Academic Advising
National Association of Financial Aid Administration
National Association of Foreign Student Affairs
National Association of Student Personnel Administrators
National Council of Independent Colleges



THE DONNELLY COLLEGE LOGO AND SCHOOL COLORS

The Donnelly College logo is the Greek letter delta. The triple-lined triangle signifies the Holy Trinity, and the open lines on each corner extend outward to represent Donnelly's reaching out to people of all races, creeds and nationalities. The inner triangle stands for unity of purpose that strengthens the College within and energizes it to accomplish its mission to the larger community, the urban core. Donnelly's traditional colors are gray and magenta, adapted from the college's original coat of arms, with its silver shield and red cross of St. George, for Donnelly's founder and first honorary president, Bishop George J. Donnelly (1889-1950).

DONNELLY COLLEGE ACADEMIC CALENDAR

FALL SEMESTER 2005

August 15, 16, 17, 18, 19 and monthly throughout the term ESL Registration
August 16, 17, 18, 19 Registration (Enrollment)
August 19 Faculty Workshop
August 22 Day and Evening classes begin
August 26 Last day for schedule changes
September 5 Labor Day - no classes
September 6 Classes resume
October 15 Quarter ends
November 22 Class work ends at 9:10
p.m. November 23, 24, 25, 26 Thanksgiving vacation - no
classes November 28 Classes
resume November 30 Last day for students to withdraw from
classes December 12, 13, 14 Final
Exams December 14 Semester ends at
9:10 p.m. December 16 Grades due in Registrar's Office by
9:00 a.m.

SPRING SEMESTER 2006

January 9, 10, 11, 12, 13 and monthly throughout the term..... ESL Registration
January 10, 11, 12, 13 Registration (Enrollment)
January 13 Faculty Workshop
January 16 Dr. Martin Luther King Day - No Classes
January 17 Day and Evening classes begin
January 23 Last day for schedule changes
March 4 Quarter ends
March 13, 14, 15, 16, 17, 18 Spring Break
March 20 Classes resume
April 13 Classes end at 9:10 p.m.
April 14, 15 Easter Break - No classes
April 17 Classes resume
May 3 Last day for students to withdraw from classes
May 15, 16, 17 Final exams
May 17 Semester ends at 5:00 p.m.
May 17 Graduation
May 18 Grades due in Registrar's Office by 9:00 a.m.

SUMMER SESSION 2006

May 30, 31 and June 1, 2.....ESL Registration
May 31, June 1, 2.....Registration (Enrollment)
June 5 Classes begin
July 27 Summer Session ends

Donnelly College Philosophy of General Education

Donnelly College is committed to offering a liberal arts education to all of its students. The general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of knowledge and skills that will enable them to become educated participants in a diverse global community. The program strives to develop in every student qualities that mark a well-educated person. Upon completion of the program, students will have acquired skills and proficiencies in analytical thinking, academic inquiry, effective communication, and symbolic problem solving. The goals of our general education program reflect the mission of this institution and are common to all student programs, regardless of majors or career goals. Every member of the Donnelly College faculty has a responsibility to help maintain the general education program's commitment to excellence and to participate in the achievement of the program's goals.



ADMISSIONS

ADMISSIONS POLICY

In keeping with the mission of “providing an opportunity for higher education, with a special concern for those who might not otherwise be served,” Donnelly College maintains an open admissions policy.

Any person is eligible to enroll at Donnelly College who has graduated from an accredited high school, successfully passed the GED examination, or met Ability to Benefit testing standards, approved by the U.S. Department of Education. Students will be enrolled in appropriate developmental courses if placement tests show they need to improve basic skills in reading and/or mathematics.

As an equal opportunity institution, the college accepts applicants without regard to race, religion, color, creed, national origin, sex, age, physical disability, or veteran status. Students who falsify admissions information and/or fail to submit all necessary transcripts are subject to academic dismissal.

REGISTRATION PROCEDURES

1. Complete an application form and return it to the Admissions Office.
2. If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Student Aid) and return it to the Financial Aid Office.
3. Request appropriate transcripts be sent to Donnelly College Registrar:
 - a.) first-time college students have high school transcript or GED certificate indicating the date of graduation.
 - b.) transfer students have college or university transcript.
 - c.) part-time non-degree seeking adult students who want to take classes for personal or professional development are not required to submit transcripts; however, only nine hours may be accumulated in this manner.
4. Placement testing is required for first-time college students and some transfer students. Testing is available during registration periods and at other times with an appointment.

COLLEGE CREDITS NOW (C.C.N.)

Donnelly College offers students who are in their junior or senior years in high school the opportunity to begin their college experience before actually being admitted to the college. Students participating in the C.C.N program must have written approval from their high school principal or advisor.

SENIOR CITIZENS PROGRAMS

Donnelly College permits older persons (62 or over) to take a maximum of two classes each semester in associate degree programs on a non-credit, tuition-free, space available basis. There is a registration fee of \$10.

VETERANS

Donnelly College is approved by The Kansas Veterans Commission for the training of veterans under the provisions of Section 3675(a)(1) of Title 38, United States Code.

INTERNATIONAL STUDENTS

Prospective students who live outside the United States must obtain a Form I-20 AB from the Office of International Student Admissions at Donnelly in order to receive proper immigration status (F-1 student). To transfer to Donnelly from another college or university in the United States, international students must also obtain a transfer form which needs to be signed by the student and the college or university international advisor where he/she is transferring from prior to receiving the I-20 AB from Donnelly. A TOEFL score of 500 for paper test or 179 for computer-based is required for enrollment in non-ESL classes. International students with B1 or B2 must have their F1 visa status approved by I.N.S. prior to registration at Donnelly College. Other international students with visas other than the above may enroll at Donnelly College without having to apply for F1 visa status.



ACADEMIC INFORMATION

GRADING SYSTEM

Credit Hours

A unit of credit at Donnelly College is the semester hour. Semester hours are derived from minutes accumulated in classroom studies. A credit or semester hour is the unit of credit given when a course has been taken for 50 minutes a week for one semester or its equivalence in academic work prescribed by the Instructor. Credit is also offered for weekend classes and seminars following the same criteria.

Letter Grades, Grade Points and Explanations

Letter grades A, B, C, D, P, F, W, I and U are used to indicate academic achievement or academic status. U indicates a registered audit with no credit. W indicates withdrawal. "I" indicates incomplete.

Grades are awarded on a four-point system. Grades and the corresponding grade points are as follows:

Grade Points Per Credit Hour	
A-Excellent	4
B-Superior	3
C-Satisfactory	2
D-Minimal Passing	1
P-Passing	0
F-Not Passing	0
W-Withdrawal	0
I-Incomplete	0
U-Audit	0

The grade point average (GPA) is determined by dividing the total number of grade points by the total number of semester hours attempted. In calculating GPA, the hours with P, W, I, or U will not be counted as hours attempted. Courses with grades of F will be counted in figuring grade point averages.

Incomplete Grade

A grade of Incomplete (I) may be given at the discretion of the Instructor. The Incomplete (I) grade is given only when the student is prevented from completing the course because of unusual circumstances and has a minimal amount of the course work to complete. An Incomplete (I) will be converted to a letter grade when the student has completed the course within a proper time limit which is set at the discretion of the Instructor. No grade of Incomplete (I) may be changed after graduation.

Grade Appeal Process

To formally appeal a grade, a student must submit a written appeal stating why the student contests the grade and attach any supporting documents to the written

appeal. This must be filed with the appropriate dean within 12 weeks of the end of the semester in which the grade was assigned. The dean will then contact the appropriate faculty member and will provide follow-up with the student. If appropriate, the dean will schedule a meeting of the involved individuals within 30 days.

If the outcome of the appeal to the dean does not resolve the issue satisfactorily, the student may then appeal in writing to the President, who will convene a grievance committee, and follow the procedures outlined in the college catalog.

ACADEMIC HONORS

Dean's List

Students who have earned a semester grade point average of 4.00 in at least 9 credit hours are recognized for their achievement. The Dean's List is published at the end of each semester.

Honor Roll

Students who have earned a semester grade point average between 3.50-3.99 in at least 9 credit hours are recognized for their accomplishment. The Honor Roll is also published at the end of each semester.

Phi Theta Kappa

Students with a cumulative G.P.A. of 3.5 or higher after earning 12 credit hours at Donnelly are eligible for initiation into Phi Theta Kappa. This international honor society for community colleges combines academic excellence with community service. Members of Phi Theta Kappa are eligible to enroll in the Honors Seminar offered each spring semester.

Creative Writers Award

The Sister Mary Faith Schuster Award is given each semester to two students submitting the winning creative writing entries.

ASSESSMENT PLAN

Donnelly College has a systematic, on-going plan for assessment of its general education programs. Key components of this program include pre- and post-testing in mathematics, English, and reading, collection of writing samples, student and alumni surveys, and interviews.

ACADEMIC EXPECTATIONS

Students enrolled at Donnelly must maintain satisfactory academic progress toward a degree or certificate. To maintain satisfactory progress, the student must complete sixty-six percent (66%) of all credit/non-credit courses attempted with a grade point average as follows:

For 1-24 credit hours attempted, a minimum 1.4 GPA.

For 25-48 credit hours attempted, a minimum 1.8 GPA.

For 49 or more credit hours attempted, a minimum 2.0 GPA.

Courses with grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.

Any student who does not meet standards for academic progress will be placed on **WARNING STATUS** for one semester. A student on warning status who meets academic progress standards by the end of the semester will be removed from Warning Status. A student on warning status who does not meet academic progress standards (i.e. withdrawn from any classes or receives a grade lower than C) by the end of the semester, will receive **ACADEMIC SUSPENSION** and may not enroll the following semester.

The academic expectations policy has the same requirements as the Satisfactory Progress Policy for Title IV Recipients. (A more detailed explanation is found on page 17.) Students who appeal their Financial Aid Warning or Suspension and are denied the appeal may further appeal their Academic Warning or Suspension if they want to enroll without financial assistance.

Students who are not receiving financial assistance may appeal Academic Warning or Suspension Status directly to the division Dean. All academic appeals are addressed in writing to the division Dean and must be accompanied by proper documentation. Appeals must be received before the next enrollment period.

The above policies do not apply to unclassified students.

ACADEMIC POLICIES AND PROCEDURES

Attendance

Attendance management procedures are established by the Instructor for each class and will be included in the class syllabus distributed at the beginning of the course. Excessive absences in any class may result in an administrative drop. See withdrawal policy below.

Audit

A student who wishes to audit a class must register at the time of registration and pay the full tuition rate. Auditors are subject to class regulations but are excused from evaluation and required assignments. Once enrolled, students may not change from audit to credit status. A student will not receive financial assistance for any audited courses.

Withdrawal From Courses or From School

Once enrolled, students may be removed from courses by withdrawal or administrative drop. All students must see an academic advisor before submitting a withdrawal form.

All withdrawals are made in the Office of the Registrar. A student may withdraw from a course up to two weeks before the Final Exam. Failure to submit the Withdrawal Form may result in an F grade.

Normally, withdrawal from a course is the responsibility of the student. However, any student reported with excessive absences in a class may be notified by the division dean of an administrative drop. Failure to appeal the drop within a stated time will result in removal from the course.

Changing Class Schedule

A student may drop or add a class in the Office of the Registrar. Any course change after the initial enrollment requires the written approval of an advisor. This may be done during the first week of classes for the Fall and Spring semesters or by the second class day during Summer Session.

Repetition of Courses

A student may repeat any course for which a grade of D or F has been recorded, with the stipulation that a particular course may be counted only once. When a student repeats a course, the final grade earned will be used in computing the student's GPA.

Refund Policy (Military)

Students serving in the National Guard or reserves who are called to active duty during an academic semester are entitled to receive a full refund of tuition and fees. Students who are drafted and must report for active duty during an academic semester

are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official military documentation. Enrolled students who volunteer for military service will be subject to the College's non-military refund policy.

Certificate Programs

Certificates are awarded in several areas in which students complete prescribed courses designed to prepare them for certain specializations. The minimum number of credit hours for a certificate program is thirty (30). A grade of at least C is required in each course in the Certificate Program. Credits in certificate programs are applicable to an Associate's degree in a related area.

Certificate programs include:

- Computer Technology
- Pre-School Teacher
- Entrepreneurship
- Administrative Office Assistant
- Webmaster

A student must declare the intention to earn a certificate at the time of registration and apply for the certificate with the division dean after requirements have been completed.

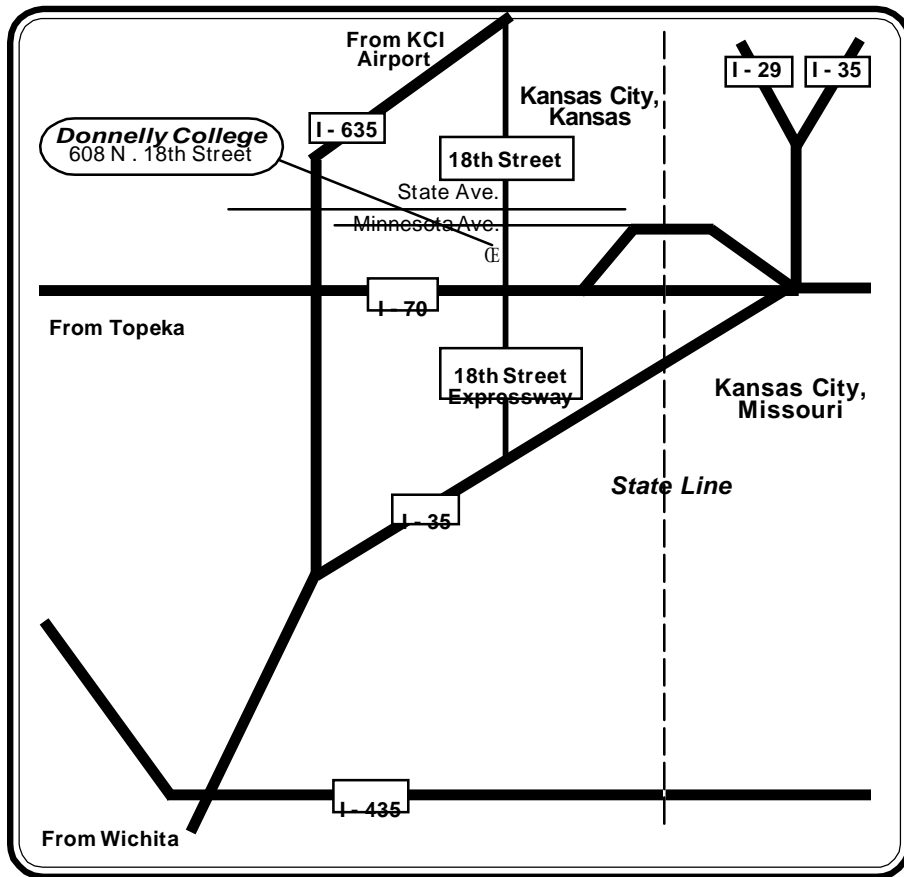
Transcripts

A student's academic record includes course history, grades, cumulative grade point average and course work transferred from other institutions. Transcripts are available from the Office of the Registrar upon written request from the student. All requests will be filled within twenty-four (24) hours of receipt of the request. A fee of \$2.00 is charged for each transcript.

The student transcript is protected by privacy rights established by the U.S. Government and is issued only after the written request or authorization of the student. No transcript is released if the student has financial obligations to the College or if the high school, GED, or prior college transcripts were not submitted to the Office of the Registrar.

Transfer of Credit

Course work completed at an accredited institution of higher education with a grade of C or better will generally be accepted at Donnelly College. Each transcript will be evaluated individually. Official transcripts must be submitted directly from other colleges to the Office of the Registrar.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading or in violation of the right of privacy. (Grades are not subject to challenge.)

Limited disclosure of information from a student's record to those who have written consent or to officials specifically permitted within the law, such as college officials and -- under certain conditions -- local, state and federal officials.

One exception that 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 assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dependent students under 18 years of age:

Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.

Director Information

Donnelly College designates the following student information as public or "Directory Information." Such information may be disclosed by the College for any purpose at the College's discretion.

Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, date of attendance, degrees, awards received, most recent previous educational institution attended.

In order not to disclose any of the above listed information, written notification to the Registrar's Office must be made.

Students may file complaints with the Department of Education if they believe that their rights have been violated and if efforts to resolve the situation through Donnelly College's appeal channels have proven unsatisfactory.

Complaints may be sent to:
FERPA, Department of Education
Room 514E
200 Independence Ave. SW
Washington, DC 20201

FINANCIAL AID

Donnelly College seeks to make its educational programs affordable to all students and assists students in their efforts to qualify for financial aid. The amount of financial award is determined at the time of a student's acceptance and is reviewed each term thereafter. Students may qualify for one or more of the following programs:

Federal:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (F.S.E.O.G.)
- Federal Work-Study Program
- Federal Family Education Loan Program

State:

- Kansas Comprehensive Grant
- Kansas Minority Scholarship
- Kansas State Scholarship

Institutional:

- Call to Share/Catholic Archdiocese Scholarship
- Rev. Tom Bettencourt Scholarship
- Charline Bush Schmelzer Memorial Scholarship
- Rev. Raymond J. Davern Scholarship
- JCCC Scholarship
- Saint Joseph Scholarship
- Laurence Blanton/Rozella K. Caldwell Swisher Scholarship
- William Randolph Hearst Scholarship
- Ira K. Witschner Scholarship
- IRS Employee Scholarship
- Caesar Chavez Scholarship
- Colgate-Palmolive Scholarship
- Art's Mexican Endowed Scholarship
- Sisters of Charity Scholarship
- Forster-Powers Endowed Scholarship
- Tony & Bernice Skabialka Endowed Scholarship
- Mayme D'Agostino Endowed Scholarship
- Sr. Virginia Minton Endowed Scholarship
- Bess Spiva Timmons Scholarship
- KCK African American History Scholarship
- Lucie Jane Desloge McAnany Scholarship
- Mary Elizabeth Martin Scholarship
- Edwin J. & Helen McAnany Scholarship
- Robert & Patricia Clune Scholarship
- UPS Scholarship

50th Anniversary Scholarship
Clarence H. Goppert Endowed Scholarship
Mark E. Donnelly Memorial Scholarship
James Kramer Memorial Scholarship
Dolores Podrebarac Memorial Scholarship
William G. McGowan Scholarship
Sisters of St. Joseph Scholarship
Henry W. Bloch Scholarship
Donnelly Presidential Scholarship*
Donnelly Dean's Scholarship*
Donnelly Reach Scholarship*

All grants and scholarships will be awarded based on eligibility as defined within each program. Students denied an award may appeal to the President of Donnelly College for review and dispensation.

*** Criteria as follows:**

Presidential Scholarship- (limited number) high school senior; full tuition and fees

- A. Cumulative 3.5 or greater grade, or 3.0-3.5 with 23 or higher ACT (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. Letter of recommendation from high school counselor
- C. Eligible to apply for federal financial aid.

Dean's Scholarship-(unlimited number) high school senior; full tuition

- A. Cumulative 3.0 or greater grade point average through 8th semester (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. Letter of recommendation from high school counselor
- C. Eligible to apply for federal financial aid
- D. Expected Family Contribution of \$12,520.

Reach Scholarship-(limited number) high school senior, full tuition

- A. Cumulative 3.0 or greater grade point average through 8th semester (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. Letter of recommendation from high school counselor
- C. Ineligible to apply for federal financial aid
- D. Expected Family Contribution of \$12,520.

PROCEDURES:

1. The application for admission to the college must be submitted to the Office of Admissions to begin the scholarship/grant process.
2. Applicants/students may make written appeal to the President of the College for waiver of any of these procedures, except those mandated by law.
3. Students must follow these procedures to be considered for financial aid.
4. These procedures will be reviewed annually.

Federal Financial Aid

- 1 All students seeking federal financial aid are required to complete the FAFSA in a timely manner. All requirements set by the federal government governing the determination of eligibility and of the award of federal financial aid will be adhered to.
2. Students eligible for Federal Pell grants will be awarded based on a formula available in the Donnelly Office of Financial Aid
3. All students applying for federal financial aid must complete the verification form and submit a copy of the current year tax form (and parent(s) current year tax form, if dependent).
4. Institutional aid for summer coursework will be determined on an individual basis. The Financial Aid Office will use the summer enrollment period as a trailer, and will evaluate federal aid on that basis.
5. Students who do not qualify for Pell because of lack of financial need may apply for subsidized or unsubsidized student loans if they meet loan eligibility requirements.

State and Institutional Grants/Scholarships

- 1.Applicants seeking scholarship/grants must complete a Donnelly College Scholarship/Grant form.
2. Applicants seeking scholarships/grants may be required to complete the FAFSA before awards are considered.
3. R-1 visa applicants will be awarded grants at a level of 25% of tuition.
4. Donnelly College will not award institutional aid above and beyond tuition and fees, unless authorized by the President with the exception of the Bloch Scholars who may receive such aid at the discretion of the Block Scholarship Committee.
5. For academic scholarships, transcripts must be submitted for full consideration. This documentation should be included with the admission application if possible. Academic Scholarship awards are ultimately based on final, official transcripts.

Student Loan Policy

1. Students must be in good academic/financial aid standing to obtain a FFELP loan; students on academic/financial aid warning will not be allowed to apply for a FFELP loan.
2. Students, who apply for a FFELP loan and are receiving institutional need-based aid, will have the institutional aid rescinded and the loan funds will replace the institutional aid. Exception will be made for students who borrow only the difference between their award(s) and their direct costs attendance such as tuition, books, and fees.
3. Students who have had previous FFELP loans in default status and have had that status updated, must complete 12 credit hours before a new FFELP loan will be approved.
4. Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid.
5. Students may appeal the decision of the Director of Financial Aid to the President.

Institutional Payment Plans

Students whose tuition, fee, and book costs are not covered by federal, state, or institutional financial grants/loans, may request to enter a payment plan agreement with the business office. International students may apply for payment plan only after their first complete semester (excluding summer). Payment is scheduled as follows:

16-Week Courses

1. A \$25 payment plan fee and 1/3 of tuition is due at time of registration
2. The second 1/3 payment is due by the fourth week of class.
3. The final 1/3 payment is due by the eighth week of class.

8-Week Courses

1. A \$25 payment plan fee and 1/2 of tuition due at time of registration.
2. Second 1/2 due by fourth week of class.

A \$20 fee will be assessed for late payments. If payment is not received, or other arrangements made, students will be removed from class rosters seven days after due date. Collection and other costs related to failure to fulfill the terms of a payment plan agreement are the responsibility of the student.

POLICY FOR RETURN OF FEDERAL STUDENT AID (TITLE IV) FUNDS

Donnelly College students who receive Federal Financial Aid (Title IV funds) and withdraw or are withdrawn from all courses must have a calculation performed by the Financial Aid Office. The calculation is to determine the amount of Federal Title IV funds that must be returned by Donnelly College and the amount that must be returned by the student.

This calculation is based on the number of calendar days the student attended divided by the number of calendar days in the term (less any breaks of 5 days or more including weeks) up to 60% point of the semester. After this point 100% of the aid has been earned and no funds will be returned.

A student's official withdrawal date is:

1. The date the student officially withdraws in the Registrar's office, in person or in writing.
2. The midpoint of the term is the official withdrawal date for the student who leaves without notification. If an instructor withdraws a student from class for non-attendance then the midpoint of the term is used for the calculation.
3. If the college withdraws a student who is attending class for other reasons, the date of the withdrawal is the last date of attendance.

Donnelly College returns the following funds in the order below:

1. Unsubsidized Federal Stafford Loans
 2. Subsidized Federal Stafford Loans
 3. Federal Pell Grants
 4. Federal SEOG
- (PLEASE NOTE: Work-study earnings will not be used in the calculation.)

If this calculation determines that the disbursement exceeds the student's educational expenses, the student may be required to repay a portion of the aid disbursed. Educational expenses include tuition, fees and books. Amounts due to be returned to the Pell program by the student will be reduced by 50%. Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The lender will be notified of the date of the student's withdrawal.

If the calculation indicates the student must return any federal monies previously given to him/her, the Donnelly College Business Office will send a bill to the student for these monies. If the student fails to make satisfactory payment to Donnelly College, the balance owed may be referred to collection. The student would be ineligible for Federal Student Aid until these monies are repaid.

The fees, procedures and policies listed above supersede those published previously and are subject to change without notice.

Further information is available in the Financial Aid Office and the Business office regarding the Return of Federal Student Aid (Title IV) Funds.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR TITLE IV RECIPIENTS

Federal Regulations governing the Federal Student Financial Aid Programs (Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Work-Study Program, and the Federal Family Education Loan Program) require financial aid recipients to maintain academic progress toward a degree or a certificate.

At Donnelly College, you must maintain the following standards in order to continue your eligibility for financial aid.

1. You must complete a minimum of 66% of all credit hours attempted. Grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.

2. You may receive aid for a maximum of ninety-six (96) credit hours. The total number of hours may include up to thirty (30) hours of remedial or developmental coursework.

3. You must maintain the following minimum Cumulative Grade Point Average (GPA):

Total credit hours attempted	Minimum Grade Point Average
1-24	1.4
25-48	1.8
49 or above	2.0

The Student Financial Aid Office will check your progress at the end of each term.

1. If you are not making satisfactory academic progress according to the above standards, you will be placed on **Financial Aid Warning**. A student on Financial Aid Warning is given one term to meet the standards of academic progress. When on Financial Aid Warning, you will continue to receive financial aid.

2. **If you complete all the hours with a "C" or above**, the next term for which you enroll, you will be able to continue on Financial Aid Warning.

3. If you fail to meet the satisfactory progress standards the next term for which you enroll, you will be placed on Financial Aid Suspension. When on Financial Aid Suspension you are unable to receive financial aid at Donnelly College.

You may appeal, in writing, the Financial Aid Suspension status to the Director of Financial Aid. The appeal must be for reasons such as a death of a family member, personal illness, or other situation beyond your control. If the appeal for Financial Aid Suspension is granted, you will be placed on Financial Aid Warning.

If you have met the requirements for a degree or certificate at Donnelly College, you will be ineligible for financial aid unless you are pursuing another degree or certificate from Donnelly College or in a transfer program where you will earn your degree at another college.

The estimated costs of attendance for a full-time (12+ credit hours) student is as follows:

Dependent student \$ 16,458
 Independent student \$19,174
 Estimated cost of attendance for students attending less than full-time:
 3/4 time (9-11 credit hours)
 Dependent student \$15,498
 Independent student \$18,214
 1/2 time (6-8 hours)
 Dependent student \$14,538
 Independent student \$17,254
 Less than 1/2 time (1-5 credit hours)
 Dependent student \$1,900
 Independent student \$1,900

Cost of attendance includes items such as room/board, transportation, personal expenses. **THIS IS NOT AN AMOUNT YOU HAVE TO PAY DONNELLY COLLEGE.** It is used in determining your eligibility for Federal, State, and Institutional Aid.

TUITION AND FEES

(All tuition and fees subject to change with Board of Trustees approval)

Degree Program

Flat Rate: Per semester: 14 to 16 credit hours - \$2,268

Per credit hour rate: 1-13 credit hours- \$162

Course fees:

- \$55 CE 184 (Red Cross CPR Training)
- \$20 Lab sciences in Biology, Chemistry, Engineering, and Physics
- \$10 Art and Lettering courses
- \$7 For each credit hour of Computer Science (CS) and Computer Technology (CT) courses
- \$5 Each Math Mod

Intensive English

Per credit hour rate: \$167

\$10 Per credit hour lab and book rental fee

TOEFL Preparation class: \$167

Returned check fee: \$20

Bridges to Success

\$400 per 8 week session (15 hours per week). Includes use of text books and GED test fee.

College Credits Now (CCN)

\$60 per credit hour.

DONNELLY COLLEGE REFUND POLICY

Students who officially withdraw in the Donnelly College Registrar's Office from all the classes for which they are enrolled are entitled to refunds according to the following policy. In cases of a course cancellation or a class schedule revision made by the college, a 100% refund will be issued.

Withdraw prior to the first day of classes	100% of direct charges
Withdraw the 1st week of classes	75% of direct charges
Withdraw the 2nd week of classes	50% of direct charges
Withdraw the 3rd week of classes	25% of direct charges
Withdraw the 4th week of classes	25% of direct charges
Withdraw after the 4th week of classes	No adjustments

Refund calculations are based on the day the student officially drops a class in the Registrar's office. Official drop/withdrawal means that the student notifies the Donnelly Registrar's Office in writing or in person that they will no longer be attending classes.

Donnelly College students, who receive Federal Student Aid and officially withdraw or are withdrawn from all courses, must have a calculation performed to determine the amount of aid that must be returned by the school and by the student to the Federal Student Aid (Title IV) Funds. Further information is available in the Financial Aid Office and the Business Office.

SERVICES FOR STUDENTS

ACADEMIC ADVISING

Academic advising is designed to help students increase self-confidence and self-direction, to set goals for success in college and to plan for transfer. Students will be assigned an academic advisor who will help plan academic programs and serve as a resource person in all aspects of college life throughout the student's enrollment at Donnelly. An academic advisor is available to assist students with personal, academic, and career concerns.

CAREER PLANNING AND PLACEMENT

Career advisors help students with the process of career decision making, planning and preparation for finding a job. The advisors offer career counseling and assessment, career resource materials, assistance in resume writing, job placement, and opportunities for personal growth and development. Speakers and workshops will be available to students throughout the year.

TRANT MEMORIAL LIBRARY

The Library and Information Center provides a wide variety of learning resources and materials to assist students with course-related work, recreational reading and

informational needs. The main collection, currently 30,000 titles, is classified according to the Dewey Decimal System. Magazines, newspapers, reference books, audio and video materials are available for student use. Through computer links with the OCLC network, other state and local networks, Donnelly has interlibrary loan access to the resources of the libraries in the metropolitan area and across the country. Study rooms and areas for individual and group study are available. Computers in the library are available for CD-ROM periodical, full-text and library database searching, tutorials for selected courses and SIGI Computerized Career Guidance. The library maintains the Roe Collection, a display of African-American History and Cultural Memorabilia.

TUTORING SERVICES

Tutoring is provided in the basic skills areas of English, reading, and math as well as other subject areas. Professional and peer tutors are available in the Tutoring Center.

STUDENTS WITH SPECIAL NEEDS

Students with special needs as a result of a physical or learning disability, who are seeking accommodation, should contact the dean of student and community services for assistance.

CODE OF CONDUCT

As part of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual, personal and physical growth for persons from a variety of economic, social, religious, racial, ethnic and national backgrounds. An individual who enters this college community voluntarily assumes obligations to accept the Code of Conduct of the Institution to promote its purposes and functions. Disciplinary sanctions may be taken by the College whenever student conduct interferes with its responsibility of providing an opportunity for educational achievement or of protecting the rights, health and safety of its members.

Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating, plagiarism, and lying in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee, appointed by the appropriate dean, and appropriate sanctions will be imposed.

The Code of Conduct and standards of behavior expected of students are explained in the student handbook.

GRIEVANCES

Any student of Donnelly College alleging discriminatory treatment by a College employee in regard to, but not limited to, race, sex, color, religion, national origin or disability, should first try to resolve it informally by bringing the matter to the attention of the party involved and meeting with the immediate supervisor(s) of said party.

If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within 15 days of the alleged offense. All grievances must

contain the following information:

- A clear and concise written statement of the grievance which includes name of the person(s) against whom the grievance is made, the date and time of the alleged act, and a statement describing the specific supporting evidence.
- A brief summary of prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of previous discussions.
- A specific statement of the remedial action or relief sought.

Upon receipt of the grievance, the supervisor will present a copy of the grievance to the other party, who will respond in writing to the allegations of the grievant within five (5) working days. The supervisor(s) will arrange to meet with the two parties in an attempt to resolve the difficulty.

If the grievance cannot be resolved after this discussion, the supervisor(s), in consultation with the President, will convene a Grievance Committee composed of three persons: One member chosen by the grievant; one member chosen by the responding person and a third member to be chosen by the President and mutually agreed upon by the other two members of the Grievance Committee.

The Committee so designated will meet not more than five (5) working days after its selection. At the first organizational meeting, the Grievance Committee will elect a chairperson from among its members and set up rules of procedure for the hearing within these guidelines:

- a) The Grievance Committee will invite the grievant and the responding person to all hearings. Failure of either party to appear at the hearings will constitute a decision in favor of the other party.
- b) Attendance at the hearing will be limited to persons having an official connection with the case. The grievant and/or responding person may choose to be accompanied by an advisor. The name of the advisor should be made known to the chairperson at least 48 hours before the hearings begin. Witnesses or any others whose participation is necessary to establish facts shall appear before the committee only to give testimony and to answer questions.
- c) A reasonable time limit should be established for presentation of the grievance and for the response as well as the length of each hearing session. Every effort should be made to conduct the hearing as expeditiously as possible with fairness to both parties.
- d) Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
- e) All testimony pertaining to the grievance will be held in confidence.
- f) Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.
- g) A tape recording may be made of the hearing for purposes of review. All such tapes will be sealed or destroyed after the written report is given and the case is concluded.

At the conclusion of the grievance hearing, the members of the Grievance Committee shall meet in closed session to deliberate.

Any decision of the Committee will require concurrence of two out of three members. Within five (5) working days after the last meeting, the Grievance Committee shall make a written report on findings and recommendations to the appropriate administrative officers (immediate supervisor and/or the President) together with copies for the grievant and the respondent.

The written report will contain:

1. A statement of the purpose of the hearing.
2. The issues considered.
3. A summary of the evidence presented and findings of the facts as developed at the hearings.
4. Recommendations for final disposition of the case.

The President will meet with the grievant and the respondent to inform them of the decision and/or action recommended by the Grievance Committee.

At any point in the proceedings prior to the time the Committee reaches its final decision, the grievant may withdraw any portion or the entire grievance with the consent of the majority of the committee members and of the respondent. These proceedings may also be terminated at any time by mutual agreement of the parties involved with the consent of the Grievance Committee. In all cases of withdrawal or termination, the grievant shall not have the privilege of reopening the same grievance at any time in the future.

Either the grievant or the respondent has the right to appeal the decision of the Grievance Committee to the Board of Trustees. Such an appeal will be made through the President, and must be made with fifteen (15) working days. The decision of the Board will be final.

GRADUATION

Donnelly College holds one graduation ceremony in May of each year to honor all candidates who complete degree requirements within the academic year.

In October, March, and July petitions to graduate are filed with the Registrar who certifies that degree requirements are being met. A graduation fee is assessed at the time of petition. Basic education requirements are to be completed before a student petitions for graduation.

Those students who complete requirements in December may receive diplomas without ceremony at the end of the term, but may also participate in the ceremonies the following May. Students who lack only three credits to graduate in May will be listed as candidates for July graduation and will be permitted to participate in the May ceremonies provided they have registered to take the missing course in the summer. Diplomas will be withheld until all requirements are completed.

Degree requirements for Associate in Arts, Associate in Science, and Associate in Applied Science are listed on the following pages.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The degree of Associate in Arts is intended for those students who plan to continue their education in Accounting, Business Administration, Computer Technology, Education, English, History, Philosophy, Political Science, Psychology or Sociology.

GENERAL EDUCATION REQUIREMENTS

Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or higher)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	3
		15

Distribution Requirements:

HUMANITIES

Five 3-credit hour courses in humanities chosen from EN, FA, HS, PH, or WL.
At least one course must be chosen from PH. These courses are in addition to the Basic Education requirements listed above

15

BUSINESS AND SOCIAL SCIENCES

Three 3- credit hour courses, one each chosen from three different disciplines from AN, BS, CE, EC, GE, PS, PY or SO.

9

NATURAL SCIENCES AND MATHEMATICS

Two 3-5 credit hour courses, which must include one laboratory science course, chosen from BL, CH, CS, EG, PX or MT.
(MT courses must be MT 121 or above).

8-10

OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:

- At least 15 credit hours (not included in Basic Education requirements) are to be chosen in one area of concentration.
- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The degree of Associate in Science prepares students who plan to continue their education in Health, Mathematics and Engineering fields. Pre-professional programs are offered in Pharmacy, Nursing, Physical Therapy, Dentistry, Medicine, Engineering, Computer Science and Architecture.

General Education Requirements

Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or waived through testing)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	3
		15

Distribution Requirements:

HUMANITIES

Two 3- credit hour courses chosen from EN, FA, HS, PH, or WL.
At least one course must be chosen from PH. These courses are in addition to Basic Education requirements listed above. **6**

BUSINESS AND SOCIAL SCIENCES

Three 3-credit hour courses chosen from AN, BS, EC, GE, PS, PY, or SO. **9**

NATURAL SCIENCES AND MATHEMATICS

A minimum of 15 credit hours in this area including 3 credit hours of College Algebra (MT 130) or above and a laboratory science course. **15**

OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:

- At least 15 credit hours (not included in Basic Education requirements) are to be chosen in one area of concentration.
- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

The degree of Associate in Applied Science is designed to prepare students for areas that need special training. Areas of concentration may include Business, Computer Technology, Early Childhood Education, Health Care, Pharmacy Tech, Entrepreneurship and Health Sciences.

General Education Requirements

Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or waived through testing)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	3
		15

Distribution Requirements:

HUMANITIES

One 3-credit hour course in philosophy (PH). **3**

AREA OF SPECIALIZATION

A minimum of 30 credit hours in the area of specialization. **30**

OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:

- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned. If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

Administrative/Office Assistant Certificate Program

The Administrative/Office Assistant Certificate Program (AAC/OAC) is designed to provide adequate training to those who are interested in working in a modern office equipped with the latest business technologies. Persons receiving this certificate will be able to utilize available office technologies and procedures to perform tasks and/or to assist office administrators in performing their tasks.

Prerequisite Competencies: (Take 1-9 hours from this group) These classes may be needed to meet course prerequisites but will not apply toward required certificate hours.

CT 103	Keyboarding Mastery (or waived through testing-25 wpm, 85% accuracy)	3 cr.
EN 095	Conventional English (or waived through testing)	3 cr.
MT 080	Arithmetic (or waived through testing)	3 cr.

Required Courses: (15-19 hours-Students must complete each required course with a C or better)

BS 101	Business Organization & Management	3 cr.
	or	
BS 210	Introduction to Marketing	3 cr.
BS 171	Entering the World of Work or waived through work experience	1 cr.
CT 111	Microcomputer Essentials (Prerequisite: CT 103 or waived through testing)	3 cr.
CT 114	Desktop Publishing (Prerequisite CT 103 or waived through testing)	3 cr.
CT 116	Using the Internet	1 cr.
CT 126	Business Solutions with Microsoft Office (Prerequisite CT 111 or waived through testing)	3 cr.
CT 140	Graphic Design (Prerequisite CT 111)	1 cr.
EN 111	English Composition I	3 cr.

(6-15 hours of electives)

Recommended Electives:

BL 100	Medical Terminology	3 cr.
BS 121	Accounting I	3 cr.
BS 181	Cooperative Education Practicum I	3 cr.
PY 101	Psychology	3 cr.
PY 201	Human Relations (Prerequisite PY 101/SO100)	3 cr.
SO 202	Human Relations (Prerequisite PY 101/SO 100)	3 cr.
SO 101	Sociology	3 cr.

The AAC/OAC Certificate requires completion of a minimum of 30 credit hours including the required 15-19 hours in BS/CT and a minimum typing speed of 50 wpm with 95% accuracy.

Computer Technology Certificate Program

The Computer Technology Certificate prepares the student who is interested in computers for an entry-level position in microcomputer programming.

A minimum of 30 hours is required for completion a grade of "C" or better is required in these courses in order to complete the certificate program.

Required Courses:

CT 104	Microcomputer Operating Systems (Prerequisite CT 111)	3 cr.
CT 111	Microcomputer Essentials (Prerequisite CT 103 or waived through testing)	3 cr.
CS 123	Fundamentals of Programming (Prerequisite MT 103 or its equivalent with minimum grade of C)	3 cr.
MT 103	Intermediate Algebra (Prerequisite MT 085 or its equivalent with a minimum grade of C)	3 cr.

Two Semesters of One Language

CS 135	Problem Solving and Programming I (Prerequisite CS 123 and MT 130)	3 cr.
CS 235	Problem Solving and Programming II (Prerequisite CS 135)	3 cr.

Business/Social Science

	One course in Business (BS)	3 cr.
--	-----------------------------	-------

Three Computer Technology Electives

Choose from:

CT 114	Desktop Publishing*	3 cr.
CT 119	Advanced Spreadsheets*	3 cr.
CT 124	Advanced Database*	3 cr.
CT 126	Business Solutions/Microsoft Office*	3 cr.
CT 210	Networks and Telecommunications*	3 cr.
CT 216	UNIX Operating System*	3 cr.
CS 227	Programming in Java*	3 cr.

* Indicates a prerequisite is/may be needed. See these course listings in the catalog.

Early Childhood Certificate Program

This program provides entry-level training for employment in the field of early childhood education and is recommended for the student who wants to enter the work force, or for the student who wants an introduction to the field. This program requires practical experience in a child care facility and classroom instruction. Some of these credits may transfer to other colleges, some may not. The courses will apply to the thirty credit hour Area of Specialization requirement for the Associate in Applied Science in Early Childhood Education.

Upon completion of the courses specified, the student will receive a certificate. All courses must be completed with a grade of "C" or better before the certificate will be awarded.

Preschool or Infant/Toddler Curriculum

CE 180	Early Childhood Observation	1cr.
CE181	Early Childhood Development	3 cr.
CE 182	Establishing Early Childhood Environments	1cr.
CE 184	Health and Safety Education in Early Childhood	3cr.
PY 101	General Psychology	3cr.
PY 211	Child Psychology (Prerequisite PY 101)	3cr.
	or	
PY 213	Psychology of the Exceptional Child (Prerequisite PY 101)	3cr.
CE 112	Health and Safety Issues	1cr.
CE 101	Fundamentals of Early Childhood Education	3cr.
CE 103	Administration of Early Childhood Programs	3cr
CE 104	Practicum in Early Childhood Education (Prerequisite CE 101 and 102)	3cr.
	or	
CE 105	Field Experience in Early Childhood Education (Prerequisites CE 101 and 102).	3cr.
	Select either:	
CE 185	Creative Experiences for Young Children	3cr.
CE 188	Preschool Internship	3cr.
	or	
CE 186	Curriculum-Infant/Toddler Programs	3cr.
CE 189	Infant/Toddler Internship	3cr.
	Total Credits	30 hours

Entrepreneurship Certificate Program

A one-year course for persons who have an idea for business and also have the funds to capitalize it.

Entry Level Skills:

Prerequisite skills: EN 095 Conventional English, MT 080 Arithmetic and MT 085 Basic Algebra, and CT 103 Keyboarding Mastery. These are prerequisites and do not apply to the 30 credit hours required for the certificate.

Required Courses:

BS 101	Business Organization and Management	3 cr.
BS 103	Personal Finance	3 cr.
BS 121	Accounting I (Prerequisite: eligibility for MT 085 or equivalent)	3 cr.
BS 152	Introduction to Entrepreneurship	3 cr.
BS 153	Enterprise Development (Prerequisite BS 152 or waived through testing)	3 cr.
BS 210	Introduction to Marketing	3 cr.
BS 231	Business Law	3 cr.
CT 111	Microcomputer Essentials	3 cr.
CT 126	Business Solutions with Microsoft Office (Prerequisite CT 111)	3 cr.
MT 103	Intermediate Algebra (Prerequisite: MT 085 or its equivalent with a minimum grade of C)	3 cr.

Webmaster Certificate Program

This program prepares a person to run a World Wide Web site for a major company.

Required Courses:

CT 104	Microcomputer Operating Systems (Prerequisite CT 111)	3 cr.
CT 111	Microcomputer Essentials (Prerequisite CT 103)	3 cr.
CT 114	Desktop Publishing (Prerequisite CT 111)	3 cr.
CT 116	Using the Internet	1 cr.
CS 123	Fundamentals of Programming (Prerequisite MT 103 or its equivalent with minimum grade of C)	3 cr.
CS 135	Problem Solving and Programming I (Prerequisites: CS 123 and MT 130)	3 cr.
CT 210	Networks and Telecommunications (Prerequisites CT 104 and MT 103)	3 cr.
CT 216	UNIX Operating System (Prerequisite CT 104)	3 cr.
CT 232	Web Site Development and Management (Prerequisites CS 135, CT 210 and CT 216)	3 cr.

Recommended Electives: Suggested courses, choose at least one:

CS 235	Problem Solving and Programming II (Prerequisite CS 135)	3 cr.
CS 227	Introduction to Java (Prerequisite CS 135)	3 cr.

Suggested courses

Choose one:

MT 130	College Algebra* or equivalent
EN 111	English Composition I or EN 112 English Composition II*
EN 215	Creative Writing*

* Indicates a prerequisite is/may be needed. See course listings in the catalog.

TRANSFER AND ARTICULATION AGREEMENTS

Donnelly College maintains approved and updated articulation agreements with the other accredited colleges and universities in Kansas City and the surrounding region. Special transfer arrangements have also been established in particular cases.

Credit by Prior Learning Assessment

To be eligible for Prior Learning Assessment (PLA), a student must have earned at least twelve credit hours at Donnelly College. Credit through PLA may be awarded in one of four ways:

- College Level Examination Program (CLEP)
- Credit by Course Exam
- Dante Subject Standardized Test
- Portfolio Assessment

Donnelly College accepts only subject area CLEP tests and requires a 50 percentile score for awarding credit. The area CLEP testing site is the University of Missouri-Kansas City. Students interested in times and charges for taking a CLEP test should contact the University of Missouri - Kansas City testing center.

The Donnelly College Library administers DANTES Subject Standardized Tests. A \$40 money order made out to "DSST Program" is due before taking the test. A check or \$12 cash is due for the Donnelly College Library's administration of the test. A transcription fee of \$15.00 per credit hour is due at the time credit is awarded. Applications for PLA through Course Exam or Portfolio begin with an interview with the Academic Dean during the first two weeks of the semester in which the credit is to be awarded. A fee of \$30.00 per credit hour is charged at the time of application and a transcription fee of \$15.00 per credit hour is charged at the time credit is awarded.

A maximum of 20 credit hours through PLA may be applied to an Associate's degree. Federal funds are not applicable for PLA.

Associate Degree in Nursing

Students can also take required courses that transfer to Kansas City Kansas Community College, Penn Valley Community College, and Johnson County Community College. After two years of clinicals at these institutions, students become eligible to be Registered Nurses.

Tech Prep

Advanced standing credit has been approved for certain coursework sequences offered by members of the Tech Prep Consortium of Eastern Kansas, including USD 500, Turner and Bishop Ward high schools. Up to 12 hours of college credit will be granted by Donnelly College after successful completion of an additional 15 hours of Donnelly College coursework. Students must demonstrate competency in the articulated skills. Specific information about the course sequences and requirements are available through the school district(s).

ATS Agreement Description

Donnelly College and the Kansas City, Kansas Area Technical School have an articulation agreement through which ATS credit can be applied toward an Associate in Applied Science degree at Donnelly College.

To be eligible for this advanced standing credit, students must have:

- a. successfully completed (grades of C or above) a certificate at the Kansas City, Kansas ATS in one of the 21 articulated areas of study within the last five (5) years.
- b. official transcripts from ATS (and all other secondary and post-secondary institutions attended) on file at the Donnelly College registrar's office.
- c. successfully completed a minimum of twelve (12) credit hours of coursework at Donnelly College.

Upon completion of all of these requirements, it is the student's responsibility to file a petition with the dean of professional and technical studies, requesting advanced standing credit in a technical field. *No credit for ATS coursework will be applied unless all of these conditions have been met.* In some circumstances, the College may require additional proof of competency in the technical field prior to awarding the credit.

Students will be expected to complete all of the general education requirements of the Associate in Applied Science degree. This degree requires a minimum of 64 credit hours for completion which will include the ATS articulated credit but which will exclude any developmental coursework necessary for enrollment in required classes. All college policies apply to students in this program.

TRANSFER TO A FOUR-YEAR INSTITUTION

Because Donnelly is an accredited college, area colleges and universities accept credits toward baccalaureate degrees. Most of these institutions provide course equivalencies and transfer guides to assist students, who are also encouraged to see the Donnelly Transfer Advisor for assistance in this process.

SPECIFIC PROGRAMS/ARTICULATIONS

BENEDICTINE COLLEGE

Under this agreement, a student who has completed an Associate in Arts degree is accepted with junior standing at Benedictine College in one of the following majors: English, History, Political Science, Business Administration, and Sociology.

DONNELLY/BENEDICTINE SUCCESS PROGRAM

Students who have not met the usual admission criteria at Benedictine can enroll in fundamental courses at Donnelly and then transfer.

NATIONAL AMERICAN UNIVERSITY

National American University and Donnelly entered into an articulation agreement whereby National American University agrees to admit all graduates of Donnelly associate degree programs into National American University's Bachelor of Science degree programs. Additionally, students who successfully complete an

Associate in Applied Science degrees and diploma programs can transfer semester credit hours.

UNIVERSITY OF MISSOURI AT KANSAS CITY (UMKC)

Donnelly and UMKC maintain an articulation agreement that includes 2 + 2 programs that students can complete at UMKC after attending Donnelly.

ENGINEERING TRANSFER PROGRAMS

Donnelly College has established formal transfer agreements in engineering programs with area universities. Under these agreements students may take the first two years of the engineering program at Donnelly and then transfer to a university to complete the program and receive the bachelor degree. Donnelly College has approved transfer agreements with Kansas State University, University of Missouri-Kansas City, University of Missouri-Columbia, and University of Missouri-Rolla.

NURSING TRANSFER PROGRAMS

Donnelly College has established formal transfer agreements in nursing programs with area colleges. Under these agreements, students complete the first two years at Donnelly and transfer to the four-year college to complete the bachelor degree. Specific agreements have been established with the College of St. Luke, Avila University, Research College of Nursing/Rockhurst University, Mid-America Nazarene, University of Missouri at Kansas City, and the University of Kansas.

DONNELLY TO ROCKHURST CONNECTION - Provisional Admittance Program

This program assists students to improve their academic skills and confidence at Donnelly. Students take an approved curriculum at Donnelly for one or two years and then transfer to Rockhurst University to complete a bachelor degree.



COURSE DESCRIPTIONS



ANTHROPOLOGY (AN)

AN 101 CULTURAL ANTHROPOLOGY 3 credit hours.

This study of human cultures and development of social institutions provides a comparative study of societies from prehistoric to modern times, focusing primarily on the economic, political and social structures, and belief systems.

BIOLOGY (BL)

BL 100 MEDICAL TERMINOLOGY. 3 credit hours.

This basic course provides a working knowledge of medical terminology by building a background in the language of medicine. Major emphasis is placed on the use, spelling, English translation and pronunciation of the medical terms. A deeper understanding of medical terms will increase the comprehension and efficiency of work produced by students interested in some aspect of medicine and/or health.

BL 101 PRINCIPLES OF BIOLOGY. 5 credit hours.

This laboratory course deals with the processes and principles common to all living systems and with the diversity generated by evolution. Major emphasis is placed on cell biology, genetics, plant and animal diversity, and vertebrate structure and function. The laboratory includes microscope work, field trips, dissections, and the scientific method.

BL 110 LIFETIME FITNESS AND WELLNESS. 3 credit hours.

This course considers principles upon which the concepts of lifetime fitness and wellness are based, and the relationship that exists between wellness and lifestyle behaviors. Students will assess their current level of fitness and develop a plan of action to enhance existing levels of fitness, improve nutrition, manage stress, control body composition and reduce risks associated with the major lifetime-related diseases.

BL 130 FUNDAMENTALS OF NUTRITION. 3 credit hours.

This course in human nutrition and diet includes a dietary calculation (analysis) and evaluation. The classification and composition of foods, minerals and vitamins and their functions in the human organism are also studied. The course is designed to enhance the understanding of nutrition science in ways that apply to everyday life, which will include studying the relation of nutrition to various health problems.

BL 133 HUMAN PHYSIOLOGY. 4 credit hours.

Prerequisite: BL 101, BL 136 and either CH 100 or CH 101 with a minimum grade of C in each. (Chemistry may be taken concurrently.) Lecture, discussion, demonstration, and individualized instruction. Human Physiology complements and continues considerations begun in Physiology and Anatomy with particular emphasis on body control: circulatory, respiratory, excretory, endocrine and nervous systems. Basic method of approach is to encourage the application of findings from medical journals, texts, and hospital visits to the understanding of the human body. The laboratory concentrates on human and small vertebrate experimentation.

BL 136 PHYSIOLOGY AND ANATOMY. 5 credit hours.

Prerequisite: BL 101 with a minimum grade of C. Lecture, discussion, demonstration and laboratory in this in-depth study of the human body will concentrate on the integration of the knowledge of the body structure with physiological activities. This course will include the study of cells, skeletal, muscular, cardiovascular, respiratory, nervous, digestive, excretory, endocrine and reproductive systems.

BL 141 ENVIRONMENTAL SCIENCE. 3 credit hours.

This course is an introduction to the interactions of plants and animals with their environment. It considers natural ecosystems and populations, including nutrient cycles, energy flow, competition, predation, and natural selection. The human's role in the environment is analyzed with emphasis on air and water pollution, energy use, and population growth.

BL 201 MICROBIOLOGY. 5 credit hours.

Prerequisites: BL 101 and either CH 100 or CH 101 with a minimum grade of C in each. (Chemistry may be taken concurrently.) Lecture, laboratory. Fundamental principles of microbiology are studied in this class, with special emphasis on the physical and chemical properties of the bacterial cell, including metabolism, growth, and pathogenicity. Immunological reactions and practical laboratory procedures are included.

BUSINESS (BS)

BS 101 BUSINESS ORGANIZATION AND MANAGEMENT. 3 credit hours.

This introductory survey course in the field of business focuses on the forms of business organization such as Sole Proprietorship, Partnership and Corporation. Special emphasis is given to planning, marketing strategies and accounting and controlling methods suitable for each form of business organization.

BS 103 PERSONAL FINANCE. 3 credit hours.

This course emphasizes various aspects of personal finance such as budgeting, borrowing, savings and investment opportunities. The emphasis includes legal and economic aspects of life and auto insurance, home ownership and various methods of detecting and preventing fraudulent practices.

BS 110 PERSONNEL MANAGEMENT. 3 credit hours.

This course is designed to familiarize students with the responsibilities and the functions of mid level managers and supervisors in terms of planning, organizing and overall human resource management. The objective of this course is to develop an understanding of the nature of the problems in a culturally diverse working environment.

BS 116 BUSINESS COMMUNICATIONS. 3 credit hours.

Prerequisite: Eligibility for EN 095 or above. This course examines various forms of business communication. From the formulation of ideas and the development of an accurate and effective business document, students will learn the mechanics of business writing.

BS 121 PRINCIPLES OF ACCOUNTING I. 3 credit hours.

Prerequisite: Eligibility for MT 085 or equivalent. This course provides an introduction to the processes of recording, classifying, summarizing, and interpreting business transactions for sole proprietorships and corporations. Preparation of statements, the accounting cycle, internal control, and standard procedures and practices are included.

BS 122 PRINCIPLES OF ACCOUNTING II. 3 credit hours.

Prerequisite: BS 121 with a grade of C or better. Emphasis is on accounting procedures for partnerships and corporations, manufacturing accounts, analysis of balance sheet and income statement classification, branch and cost accounting principles, budgetary control, and special reports.

BS 123 ACCOUNTING ON COMPUTERS. 3 credit hours.

Prerequisites: BS 121 with a grade of C or better and any Computer Technology course. (BS 122 highly recommended but not required.) This course is designed for advanced accounting students who want some practical "hands-on" training with computerized accounting systems. Students will take daily business transactions, journalize and post them all on the computer, and generate computerized financial statements. Also analytical and forecasting skills will be developed through the use of the computer. This is a supplemental accounting course and does not replace Accounting II.

BS 125 INTRODUCTION TO HOMEOWNERSHIP. 3 credit hours.

Prerequisite: BS 103 recommended but not mandatory. This course is designed to prepare the student to make informed decisions during and after the home purchase process. Emphasis will be placed on teaching the student how to determine financial readiness, understand the home buying process, select a home, understand and obtain mortgage financing and maintain the home and mortgage after purchase. Participation in two field studies is required.

BS 138 INCOME TAX PROCEDURES. 3 credit hours.

This course is designed to provide a detailed explanation of the federal tax structure. Students will learn the basic body of laws governing taxation and how to use appropriate tax forms.

BS 145 CREATIVE SELLING. 3 credit hours.

This course examines principles of effective selling and various issues such as prospecting, sales management, presentations and consumer motivation. Selling techniques are studied and practiced in simulated sales situations.

BS 152 INTRODUCTION TO ENTREPRENEURSHIP. 3 credit hours.

Prerequisites: EN 095 or equivalent and eligibility for MT 085 or equivalent. This course is an introduction to business ownership including personal development and venture research techniques, terminology, goal setting, planning, and "hands-on" applications of learned principles. The course outcome is a completed venture feasibility study.

BS 153 ENTERPRISE DEVELOPMENT. 3 credit hours.

Prerequisite: BS 152 or waived through testing. This course is designed to provide venture research and business development techniques, management by objectives, consumer research techniques, marketing and business planning. Students may start a venture related project to gain "hands-on" experience. Emphasis is on record keeping, financial projections and reports, venture funding and acquisition. The course outcome is a completed business plan.

BS 154 BUSINESS OPERATIONS I. 3 credit hours.

Prerequisite: BS 153. This course emphasizes the business plan, "hands-on" venture startup operations, approach to potential clients, business etiquette and quality control.

BS 155 BUSINESS OPERATIONS II. 3 credit hours.

Prerequisite: BS 154. This course is designed to provide the student with "hands-on" business operations experience and systems maintenance, the use of consultation support, waste control assessments and preparation for tax audits.

BS 156 BUSINESS OPERATIONS III. 3 credit hours.

Prerequisite: BS 155. This course emphasizes "hands-on" venture operations, operations appraisal and assessments, business reports, income taxes, and venture liquidation.

BS 170 CAREER AWARENESS AND EXPLORATION. 1 cr. hour. This course is designed to help the student examine personal values, interests and skills, and to explore the existing possibilities for maximizing one's potential in a career. Information about the present and future world of work will be presented as part of the exploration process.

BS 171 ENTERING THE WORK WORLD. 1 credit hour.

This course is designed to provide students who have decided on a career with information on marketing themselves to prospective employers. Topics covered include resume writing, interviewing skills and job hunting techniques.

BS 180 CAREER DEVELOPMENT. 3 credit hours.

This course is designed to provide an analysis of the various critical steps in choosing a career. Steps such as self assessment (critical evaluation of one's self interest and aptitude), investigation of possibilities and preparatory skills in career development such as resume writing, and interview skills will be discussed. This course emphasizes the use of computers in career search and survey of computerized career planning services.

BS 181 COOPERATIVE EDUCATION PRACTICUM I. 3 cr. hours.

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and documented by at least 135 hours on-campus and off-campus training (inclusive). The student will be evaluated by the employer and Instructor from the appropriate academic discipline. Co-op practicums are available in other academic disciplines following the above course description. Practicums do not fulfill any departmental requirements and are offered on a by-arrangement basis.

BS 182 COOPERATIVE EDUCATION PRACTICUM II. 3 cr. hours.

Prerequisite: BS 181. The practicum is designed to provide opportunities for students to accelerate learning experiences in their specific career interest and documented by at least 135 hours on-campus and off-campus training (inclusive). The student will be evaluated by the employer and Instructor from the appropriate academic discipline. A written and oral report will culminate the practicum experience. Co-op practicums are available in other academic disciplines following the above course description. Practicums do not fulfill any departmental requirements and are offered on a by-arrangement basis.

BS 210 INTRODUCTION TO MARKETING. 3 credit hours.

This survey course treats the basic principles of the marketing process. Special emphasis is given to marketing strategy plus the marketing mix which includes a determination of target markets with the appropriate products, distribution, promotion and prices.

BS 215 ESSENTIALS OF MANAGEMENT INFORMATION SYSTEMS. 3 credit hours.

Prerequisites: CT 111 and BS 101. An examination of how information systems are used in the corporate world to enhance and achieve goals and objectives. The emphasis is on how managers use different MIS methodologies in a variety of situations. Functional business areas such as Accounting and Financial Information Systems, Operational Marketing Information Systems, Operational Production Systems and Operational Human Resources Information Systems are used to enhance the learning process.

BS 231 BUSINESS LAW I. 3 credit hours.

This course examines rights and responsibilities associated with contracts, negotiable instruments and related topics in the legal and social framework. Basic concepts and a brief history of business law will be discussed.

BS 232 BUSINESS LAW II. 3 credit hours.

Prerequisite: BS 231. This course is a continuation of Business Law I and examines various aspects of sales, warranties, agency, commercial papers and personal property in the context of business law.

CHILDHOOD EDUCATION (CE)

CE 101 FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION. 3 credit hours.

Philosophical and educational principles of early childhood education are studied with a survey of their historical and sociological roots. Curricular areas are presented in light of developmentally appropriate practice. Current issues affecting the field of early childhood are also discussed.

CE 102 CURRICULUM, METHODS AND MATERIALS IN EARLY CHILDHOOD PROGRAMS. 3 credit hours.

Students plan appropriate curricula, work with various media, and implement selected activities for young children in a controlled setting. Emphasis is placed on meeting individual and developmental needs of children with an evaluative follow-up, and on developing a creative multi-cultural environment through learning experiences and centers.

CE 103 ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS.

3 credit hours.

Within a variety of early childhood programs, the role of the administrator and the teacher is explored. Areas such as staff development, physical environment, licensing regulations, administrative procedures, parent and community involvement, lesson plans and daily routines are highlighted. Students observe and evaluate a variety of early childhood programs based on different theoretical principles.

CE 104 PRACTICUM IN EARLY CHILDHOOD EDUCATION.

3 credit hours.

Prerequisites: CE101 and CE102. Students spend 150 hours in early childhood laboratory settings observing, participating and teaching. Direction and evaluation will be given by the director and teacher in the program and by the college supervisor. Students are expected to demonstrate competency as head teacher before completion of the practicum.

CE 105 FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION. 3 credit hours.

Prerequisites: CE 101 and CE 102. Field experience is supervised observation, participation and teaching for students with a full-time position in an approved, licensed, early childhood program.

CE 106 DIVERSITY IN EARLY CHILDHOOD EDUCATION. 2 credit hours.

Prerequisite: CE 101. This course will introduce students to the impact that multiculturalism/diversity has on instruction in the Early Childhood classroom. The course will also cover the integration of multiculturalism into instruction methods and curriculum for young children.

CE 107 INTRODUCTION TO TEACHING AS A PROFESSION. 2 credit hours.

This course will increase awareness of the teaching profession and of the student's possible role as a teacher. Career opportunities in education will also be investigated. This course will include field experiences in a variety of educational settings.

CE 108 CDA CURRICULUM METHODS. 3 credit hours.

Candidates for CDA assessment must meet these eligibility requirements: 1) Be 18 years or older, 2) Hold a high school diploma or equivalent, 3) Be able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate, 4) Sign a statement of ethical conduct, 5) Have 120 hours of formal training within the past 5 years, and 6) Have 480 hours of experience working with children within the past 5 years. The focus of this course is to enable students to prepare professional documentation which is inclusive of the six Child Development Associate competency goals and other necessary documentation for CDA assessment.

CE 110 CURRICULUM METHODS, MATERIALS FOR SCHOOL- AGE CHILD CARE PROGRAMS. 3 credit hours.

Students design programs to meet the needs of multi-age groups of children, 5-12. Developmental needs of school-agers in child care setting, physical environments for school-age child care, and appropriate activities in areas of arts, crafts, games, cooking, science and creative dramatics are explored.

CE 112 HEALTH AND SAFETY ISSUES. 1 credit hour.

Students learn the elements of a safe environment to prevent and reduce injuries as well as promote good health, contributing to the prevention of illness in a group setting.

CE 115 COMPUTERS AND YOUNG CHILDREN. 1 credit hour.

The student will learn discovery-oriented experiences with computers and how they enhance the young child's learning, especially in stimulating their cognitive thought processes. The student will also learn how to identify and select criteria for evaluating developmentally appropriate software programs that will be useful and appropriate for the specific age groups.

CE 120 EFFECTIVE PARENTING. 1 credit hour.

This course is designed to help parents communicate more effectively with their children. Skills will be introduced to help the parent to teach the child to understand, identify and communicate feelings; engage the child's willing cooperation; discipline without hurting or alienating; help the child to develop a positive and realistic self-image; and to foster a family atmosphere of love and respect.

CE 122 PARENTING WITHIN THE FAMILY SYSTEM. 3 credit hours

This course analyzes the developmental stages of children and anticipated problems associated with "growing up." An analysis of the necessity of positive and effective parent-child relationships in the area of communication, bonding and discipline along with the role of parents in raising their children's self-esteem is provided. Parental rights and responsibilities and cooperative child rearing strategies are discussed.

CE 180 EARLY CHILDHOOD OBSERVATION. 1 credit hour.

This course is designed to expose the student to the techniques of observing and recording the behaviors of young children from birth to age eight in early childhood setting.

CE 181 EARLY CHILDHOOD DEVELOPMENT. 3 credit hours.

Introduction is given to the basic theories of growth and development from conception to adolescence. This class integrates basic child development principles with specific developmental tasks.

CE 182 ESTABLISHING EARLY CHILDHOOD ENVIRONMENTS. 1 credit hour.

Introducing the components of the early childhood environment and the principles of planning and structuring for the environment. Determining how program goals and objectives are reflected in the environment is addressed.

CE 183 TRENDS AND ISSUES IN EARLY CHILDHOOD. 1 credit hour.
Exploring selected current trends and issues facing the early childhood field will be the focus.

CE 184 HEALTH & SAFETY EDUCATION IN EARLY CHILDHOOD. 3 credit hours.
Basic health and safety factors for young children involving childhood illnesses, abuse/neglect, safety awareness and procedures, proper sanitation practice. CPR and basic first aid will be taught with certificates issued to students completing the course successfully.

CE 185 CREATIVE EXPERIENCES FOR YOUNG CHILDREN. 3 credit hours.

Basic health and safety factors for young children involving childhood illnesses, abuse/neglect, safety awareness and procedures, proper sanitation practice. CPR and basic first aid will be taught with certificates issued to students completing the course successfully.

CE 185 CREATIVE EXPERIENCES FOR YOUNG CHILDREN. 3 credit hours.

This is a curriculum course to introduce, plan and implement creative activities and materials which stimulate learning. Art, music and movement, and science activities will be highlighted. CE 185 and CE 188 must be taken concurrently.

CE 188 PRESCHOOL INTERNSHIP. 3 credit hours.
Eighty (80) hours of supervised experiences in a preschool classroom. Students will both observe master teachers and practice skills and techniques needed in working with young children. Introduction to the principles of classroom management stressing positive techniques of discipline and guidance. Students will be evaluated by qualified and experienced Early Childhood teachers.

CE 186 CURRICULUM - INFANT/TODDLER PROGRAMS. 3 credit hours.
Introduction to the use of methods and materials which stimulate development of the infant/toddler. CE 186 and CE 189 must be taken concurrently.

CE 189 INFANT/TODDLER INTERNSHIP. 3 credit hours.
Eighty (80) hours of supervised experiences in an infant/toddler classroom. Students will both observe master teachers and practice skills and techniques needed in working with young children. Introduction to the principles of classroom management stressing positive techniques of discipline and guidance. Students will be evaluated by qualified and experienced Early Childhood teachers.

CHEMISTRY (CH)

CH 100 GENERAL CHEMISTRY. 5 credit hours.
Prerequisite: MT 085. This introduction to the fundamental concepts of chemistry develops the principles of general chemistry with an introduction to organic and bio-

chemistry. This course is designed for liberal arts students and students majoring in the health sciences.

CH 101 GENERAL COLLEGE CHEMISTRY I. 5 credit hours.

Prerequisites: MT 130, CH 100 or its equivalent with a minimum grade of C in each. This course is designed for students who plan to major in science. Content includes atomic and molecular structure and chemical compounds, chemical formulas and equations, bonding, gas laws, properties of gases, liquids, and solids, and acid-base theory. This course meets the needs of pre-engineering, pre-dentistry, pre-medicine, pre-veterinary and pre-pharmacy students. Four one-hour lectures and a 2 1/2 hour laboratory.

CH 102 GENERAL COLLEGE CHEMISTRY II. 5 credit hours.

Prerequisite: CH 101 with a minimum grade of C. This is a continuation of CH 101, and course content includes chemical equilibrium, electrochemistry, pH, K_{sp}, chemical thermodynamics, descriptive chemistry and organic chemistry. The laboratory emphasizes quantitative analysis. CH 101 and CH 102 provide the necessary background for enrollment in Organic, Physical and Analytical Chemistry. Four one-hour lectures and a 2 1/2 hour laboratory.

COMPUTER SCIENCE

CS 123 FUNDAMENTALS OF PROGRAMMING. 3 credit hours.

Prerequisite: MT 085 or its equivalent with minimum grade of C. This course is an introduction to programming using the Visual Basic programming language. The student will learn how to plan, write and test programs.

CS 135 PROBLEM SOLVING AND PROGRAMMING I. 3 credit hours.

Prerequisite: CS 123 and MT 103. An introduction to problem solving through programming. Topics treated are algorithm development and implementation, structured design, data types, control structures, procedures/functions, arrays and array processing, pointers, classes, testing and debugging of programs.

CS 223 ADVANCED BASIC. 3 credit hours.

Prerequisite: CS 123. A continuation of CS 123. The course emphasizes practical programming experience and the development of effective and efficient programming style. Topics include advanced disk file access, algorithm design, the development of modular systems, and documentation of programs. (Formerly DP 223)

CS 227 INTRODUCTION TO JAVA. 3 credit hours.

Prerequisite: CS 135. This course introduces students to the Java programming language. Topics included are: the structure of the Java language, object-oriented development, multithreading and network programming.

CS 235 PROBLEM SOLVING AND PROGRAMMING II. 3 credit hours.

Prerequisite: CS 135. A continuation of problem solving through programming. Topics treated are data abstraction, implementation of data structures and the algorithms that manipulate data structures. Data structures covered include lists, stacks, queues and trees. Attention is given to efficiency, correctness of algorithms, recursion, classes, function overloading, and inheritance.

COMPUTER TECHNOLOGY (CT)

CT 103 KEYBOARDING MASTERY. 3 credit hours.

This course is designed for the student who wishes to learn typing or to improve typing skills. Skill exercises on the number pad and in simple data entry are equally emphasized.

CT 104 MICROCOMPUTER OPERATING SYSTEMS. 3 credit hours.

Prerequisite: CT 111. This course introduces the student to the Disk Operating System (DOS) and to the Microsoft Windows environment. The student will learn to make inserts such as tables, mail merge, newsletters and other features are included in this course.

CT 114 DESKTOP PUBLISHING. 3 credit hours.

Prerequisite: CT 111. This course introduces the basic concepts of publishing design. The student will learn to produce camera-ready copy for simple publications and/or pages for Web sites.

CT 116 USING THE INTERNET. 1 credit hour.

This course will provide the student with the knowledge to navigate the Internet.

CT 119 SPREADSHEETS (formerly ADVANCED SPREADSHEETS ON THE MICROCOMPUTER). 3 credit hours.

Prerequisites: CT 111, BS 121, MT 085. The student will learn advanced features of spreadsheet use. Topics include function, macros, charts, and what-if analysis.

CT 124 DATABASE (Formerly ADVANCED DATABASE). 3 credit hours.

Prerequisite: CT 111. Students will learn how to interact with the database software using programs, create menus, design input screens and produce polished reports.

CT 126 BUSINESS SOLUTIONS (Formerly BUSINESS SOLUTIONS WITH MICROSOFT OFFICE). 3 credit hours.

Prerequisites: CT 113, CT 119, CT 124. This course shows students with previous computer experience how to automate everyday office tasks using Microsoft Office. Students study practical applications for their spreadsheet, word processing, and database skills. The course emphasizes data and objects; transferring data between applications and embedding objects across applications in order to generate mass mailings, automate reports, etc.

CT 130 INSIDE THE PC. 3 credit hours.

Prerequisite: CT 104 or waived through testing. This course is designed to teach students how to assemble a PC from component parts. Special emphasis will be placed on the principles of PC operation. The actual assembly of the PC is incidental to the understanding of why and how the components work with the operating system. No electronic experience is necessary.

CT 140 GRAPHIC DESIGN. 1 credit hour.

Prerequisite: CT 111. This course introduces the student to two-dimensional computer generated graphics and graphical layout design by means of computer software programs. It will emphasize the mixture of fonts, art, white space, color, negative imaging, and rules used in the production of a balanced design appropriate for desktop publishing projects, Internet web pages, or stand-alone art.

CT 181 COOPERATIVE EDUCATION PRACTICUM I. 3 credit hours.

(Refer to BS 181.)

CT 182 COOPERATIVE EDUCATION PRACTICUM II. 3 credit hours.

(Refer to BS 182.)

CT 210 NETWORKS AND TELECOMMUNICATIONS. 3 credit hours.

Prerequisites: CT 104 and CT 111. This course will introduce the student to Local Area Networks (LAN) and telecommunications. Topics covered include practical network administration and maintenance as well as the integration of the Internet into the modern office environment.

CT 216 UNIX OPERATING SYSTEM. 3 credit hours.

Prerequisite: CT 104. This course introduces students to the UNIX operating system and helps them understand how to set up and administer multi-tasking, multi-user environments for maximum productivity.

CT 230 INTRODUCTION TO SYSTEM DESIGN AND ANALYSIS. 3 credit hours.

Prerequisites: CT 111 and prior programming language. This course presents a systematic approach to the development of business systems. By following this approach, the student will learn to design business systems that efficiently meet the goals and objectives of management. A major element of this course is a team project in which students use the systems approach to analyze and design a business system for a college or a business in the community.

CT 232 WEB SITE DEVELOPMENT AND MANAGEMENT. 3 credit hours.

Prerequisites: CS 135, CT 210 and CT 216. Students will learn to configure a computer as a Web server and as an E-mail server. They will write CGI scripts and develop interactive Web pages. They will also learn the fundamentals of Web sited economics, administration, and troubleshooting.

DRAFTING (DR)

DR 107 INTRODUCTION TO 2-D COMPUTER-AIDED DRAFTING. 3

credit hours. Students will use microcomputers and drafting tools with focus on computer-aided drafting equipment: graphics terminal digitizer, plotter, etc. Two hours class, 3 hours laboratory weekly.

DR 108 ADVANCED COMPUTER-AIDED DRAFTING. 3 credit hours.

Prerequisite: DR 107 with a minimum grade of C. A continuation of DR 107 in which the student uses skills developed in two-dimensional drafting for three-dimensional drafting.

ECONOMICS (EC)

EC 201 PRINCIPLES OF MACROECONOMICS. 3 credit hours.

Prerequisite: Eligibility for MT 085 or equivalent. This course is designed to introduce the basic concepts, methods and theories in the field of economics. Beginning with an

introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines the macro- structural issues such as general laws of the market, Gross Domestic Products (GDP), unemployment, inflation, business cycle, fiscal and monetary policies, money and banking, comparative economic systems, economic growth and development, international trade and finance and the globalization of the economy.

EC 202 PRINCIPLES OF MICROECONOMICS. 3 credit hours.

Prerequisite: Eligibility for MT 085 or equivalent. This course is designed to introduce the basic concepts, methods and theories in the field of economics. Beginning with an introduction to the field of economics, history of economic thought, economic theory and methodology, this course examines the microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, markets and market structures, competition and the notion of efficiency, wage determination, downsizing, regulation, unionization, economic growth and development, international trade and finance and the globalization of the economy.

EC 203 INTERNATIONAL ECONOMICS. 3 credit hours.

Prerequisite: Eligibility for MT 085 or equivalent and EC 201 or EC 202. This course provides a history of international economic relations and analyzes the structure, theories, and policies of contemporary international economic system and international monetary institutions. Topics such as comparative economic systems, international trade, finance, technology transfer, external debt, trade policies and the role of multilateral agencies and multinational corporations are analyzed.

ENGINEERING (EG)

EG 107 INTRODUCTION TO 2-D COMPUTER-AIDED DRAFTING. 3 credit hours.

Students will use microcomputers and drafting tools with focus on computer-aided drafting equipment-graphics terminal digitizer, plotter, etc. Two (2) hours class, 3 hours laboratory weekly.

EG 108 ADVANCED COMPUTER-AIDED DRAFTING. 3 credit hours.

Prerequisite: EG 107. This continuation of EG 107 employs skills developed in two-dimensional drafting for three-dimensional drafting.

ENGLISH (EN)

EN 080 READING SKILLS. 3 credit hours.

This course provides instruction in reading for the main idea and supporting details. It stresses word recognition, phonetic analysis and vocabulary development and fundamental reading strategies. (This is a developmental course and is a prerequisite for other courses. This course does not fulfill graduation requirements)

EN 085 WRITING SKILLS. 3 credit hours.

This course focuses on the basic grammar and punctuation rules for standard written English. Students will learn to construct types of sentences and begin paragraph strategies. (This is a developmental course and is a prerequisite for other courses. This course does not fulfill graduation requirements).

EN 090 READING COMPREHENSION. 3 credit hours.

The purpose of this course is to develop effective reading techniques and clear thinking. Emphasis will be on step-by-step explanations and practice of effective reading and clear thinking skills. Reading selections with reading level appropriateness and compelling content will engage students in both oral and written discussions. (This is a developmental course and is a necessary prerequisite for entrance into higher level courses and so does not fulfill graduation requirements. This course can be waived with an acceptable college placement test score.)

EN 095 CONVENTIONAL ENGLISH. 3 credit hours.

Prerequisite: C or better in EN 085 or waived with acceptable college placement score. Students will learn to develop various sentence patterns which will be used to construct coherent and unified paragraphs which will eventually be employed to write essays. Basic library research techniques will also be introduced. (This is a developmental course and is a necessary prerequisite for entrance into higher level courses and so does not fulfill graduation requirements. This course can be waived with an acceptable college placement test score.)

EN 100 COLLEGE STUDY SYSTEMS. 3 credit hours.

Prerequisite: EN 090 or waived with acceptable placement score. This course is designed to provide students with the general education skills necessary for success in college classes. Through practice in listening, skimming and scanning, analytical and critical reading, building memory, outlining, note taking, test-taking and using the library for research activities, the student will be prepared to take on the challenge of any college course. (This course is highly recommended for success in future courses. It is an elective that cannot be used to satisfy the humanities general distribution requirement.)

EN 105 VOICE AND DICTION. 1 credit hour

The purpose of this course is to help students eliminate some of the obstacles to success in understanding difficult words, in pronouncing words correctly and in speaking clearly and audibly. The students will use voice and diction drills arranged in levels of difficulty. This course will be conducted in an atmosphere without the pressure of competitive communication situations.

EN 106 INTERPRETIVE READING. 1 credit hour.

Prerequisite: EN 105 or waived through testing. Interpretive Reading will deal with the aspects of voice and diction, intellect and imagination that the interpreter must bring under control in order to communicate effectively. Interpretive elements common to all forms of literature, prose, poetry and drama will be practiced and demonstrated.

EN 107 DRAMATIC READING. 1 credit hour.

Prerequisite: EN 106 or waived through testing. Dramatic Reading is concerned with individual and group interpretive performance. Practical delivery techniques will offer suggestions for characters and scene analyses in creating those scenes and characters vividly in the minds of the audience.

EN 111 ENGLISH COMPOSITION I. 3 credit hours.

Prerequisite: C or better in EN 090 and EN 095 or waived by appropriate placement

scores. This course develops skills in writing the major types of composition: description, narration, example, analysis, definition, classification, comparison/contrast, and cause/effect. Students will practice techniques needed in writing reports and learn basic library skills used in research.

EN 112 ENGLISH COMPOSITION II. 3 credit hours.

Prerequisite: C or better in EN 090 and EN 111 or waived through appropriate placement score. This course focuses on writing essays and articles which include basic writing approaches with special emphasis on persuasion, argumentation and the research paper.

EN 115 POETRY OF THE HEBREW SCRIPTURES. 3 credit hours.

This class covers the reading, interpretation, and analysis of the poetry in the Hebrew Scriptures with attention given to the epic stories, cycles, and history, as well as the drama and varied lyric forms. Literary allusions will also be studied as needed to understand other literature.

EN 121 INTRODUCTION TO THE NOVEL. 3 credit hours.

Prerequisite: Pass the reading pre-test or successful completion of EN 090 and EN 111. The students will read contemporary novels from varied cultural backgrounds. Emphasis will be on the novel as an art form and as a commentary on the culture which it mirrors. Written or taped projects are acceptable for students' demonstration of their grasp of course content. Such projects are designed through consultation with the instructor.

EN 135 LITERATURE FOR CHILDREN. 3 credit hours.

Prerequisite: Completion of EN 090 or its equivalent and EN 111. Selected literature is presented for children from the early childhood years through junior high school. Students explore the principles underlying book selection and evaluation. Practice in the art of storytelling and in the presentation of books makes this a useful course for those whose career orientation is education, recreation, child psychology and parenting.

EN 136 LITERATURE OF THE BLACK TRADITION. 3 credit hours.

Prerequisite: Pass the mandatory reading pre-test or successful completion of EN 090 and EN 111. This course will focus on the vernacular tradition through the present-day historical and cultural contexts of Black literature. Students will review the historical periods, i.e. Slavery, Reconstruction, the Harlem Renaissance, the Black Arts Movement, and the literature that serves as a forerunner for literature in the next century.

EN 140 PUBLIC SPEAKING. 3 credit hours.

Prerequisite: EN 111; EN 111 may be taken concurrently. The course is based on the educational philosophy that students "learn by doing." Students will learn to research, organize, practice and present speeches. Both traditional and innovative communication skills will grow out of an understanding of basic concepts of human communication. This course fulfills the college oral communications requirement.

EN 142 ORAL INTERPRETATION. 3 credit hours.

Prerequisite: EN 090 or waived by acceptable placement scores and EN 111. Oral interpretation will focus on the techniques of reading from the printed page. Elements of voice and diction as well as intellect and imagination will be applied to reading selections of various forms of literature, prose, poetry and drama. Readers Theatre will be implemented through the preparation and oral performance of individual or group interpreters. This course fulfills the college oral communications requirement.

EN 143 INTERPERSONAL COMMUNICATION. 3 credit hours.

Prerequisite: Pass the reading pre-test or successfully complete EN 090; EN 111 may be taken concurrently. This course provides knowledge and participative learning experiences in the use of verbal and non-verbal interpersonal communication techniques. Students learn the importance of communication skills in improving human relations. This course fulfills the college oral communications requirement.

EN 144 READERS' THEATRE. 3 credit hours.

Prerequisite: Pass the reading pre-test or successfully complete EN 090; EN 111 may be taken concurrently. This course will provide students with the tools of analysis that will give them insight into the total imaginative process that creates drama for the theatre. The course will examine theatre conventions of the play as structured and performed in Classical, Medieval, Renaissance English, Neo-classical, Modern and Contemporary Theatre. The culmination of this course will be the presentation of a performance of individual/group readings from representative plays from these periods.

EN 145 NEW TESTAMENT BIBLICAL LITERATURE. 3 cr. hours.

Prerequisite: EN 095 or its equivalent. This class is a survey course on the New Testament with emphases on the application of the historical method, and interpretation of the gospels and epistolary material within a cultural, historical, and literary context.

EN 146 INTRODUCTION TO THEATRE DRAMA. 3 credit hours.

This is an introductory course in acting. The student will become familiar with the two aspects of acting: uninhibited use of body and expressive use of voice in an organized stage play environment. The student will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, action scoring, script analysis, storytelling, and duet and ensemble acting. The culmination of this course will be the public presentation of a one-act play. This course fulfills the college oral communications requirement.

EN 150 INTERCULTURAL COMMUNICATION. 3 credit hours.

This course will examine the theoretical and practical relationships between culture and communication with an emphasis on cross-cultural communication in an interpersonal setting. The differences in communication style and barriers that come with diversity will be examined. Through lectures, readings, videos and role-playing activities, students will become better cross-cultural communicators. (Formerly EN 145).

EN 181 COOPERATIVE EDUCATION PRACTICUM I. 3 credit hours.

(Refer to BS 181).

EN 182 COOPERATIVE EDUCATION PRACTICUM II. 3 credit hours.
(Refer to BS 182).

EN 200 LEADERSHIP DEVELOPMENT. 3 credit hours.

Prerequisite: EN 111. This course provides emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings of leadership. Students will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership. This course provides the opportunity to develop essential leadership skills through study, observation, and application.

EN 215 CREATIVE WRITING. 3 credit hours.

Prerequisite: A grade of "B" or above in EN 112. This course provides the student with options in advanced writing and the opportunity to publish student manuscripts. The mechanics and techniques of creativity will be the emphasis in the composing of poetry, fiction, and non-fiction.

EN 220 INTRODUCTION TO LITERATURE. 3 credit hours.

Prerequisite: Successful completion of EN 090 and EN 111 with a grade of "C" or better. This course includes reading, interpretation, and analysis of representative short fiction, essays, poetry, and drama from various cultures. Students will also be introduced to the basic vocabulary of literary criticism. Written or taped projects are acceptable for students' demonstration of their grasp of course content. Such projects are designed through consultation with the instructor.

FINE ARTS (FA)

FA 105 MUSIC APPRECIATION. 3 credit hours.

Through developing listening skills, this course is an introduction to the history, styles, forms and composers of music. It is a humanistic approach and study of music as related to thoughts, values, concerns, aesthetics, art, society and problems of people throughout their history.

FA 110 ART IN THE WORLD. 3 credit hours.

This is an introduction to art history from a multicultural perspective. Recognized painters, sculptors and architects throughout the ages are compared by either stylized or realistic expression. The student will develop an appreciation of the creative endeavors of all cultures and sensitivity to the art seen every day. The course is taught with lecture discussions, written, oral, investigation and hands-on assignments.

FA 112 DRAWING I. 3 credit hours.

This course explores basic drawing techniques: scale, proportion, figure, head and perspective. The elements and principles of art structure each weekly lesson. Exercises in medium: pencil (graphite and colored), charcoal, and pen will result in drawing from four categories. Out of class reading, written and oral reports along with field trips are required.

FA 113 PAINTING I. 3 credit hours.

Prerequisite: FA 112 or equivalent. This course offers experiences in tempera, watercolor, and acrylic painting. Various techniques will be rendered while the elements and principles of design are evaluated in compositions. Out of class reading, reports, and field trips are required to recognize artist's skills and painting categories.

FA 114 DRAWING II. 3 credit hours.

Prerequisite: FA 112. Techniques will be further developed while additional drawing media is introduced. More time is expected to be spent on assignments. Written and oral reports will be done from outside reading and field trips.

FA 116-119 CHORUS. 1 credit hour each semester.

This course is designed primarily for an experience in singing. Towards that end, the student will learn to read music, learn elementary music theories and concepts, learn to discern simple rhythmic patterns and become aware of good principles in singing. A variety of music will be learned to expose the student to different types of music in the choral genre, and public performance will be a part of the participation. Additionally, students will be expected to attend at least two outside choral concerts per semester and write critical reviews of those concerts.

FA 124 PAINTING II. 3 credit hours.

Prerequisite: FA 113 or the equivalent. Additional painting media will be explored along with techniques in mixed media. A more in-depth interpretation of art elements and principles are studied in every painting category. Written and oral reports will be accomplished from outside reading and field trips.

FA 125 THE BLACK ESTHETIC. 3 credit hours.

Prerequisite: Pass the reading pre-test or successful completion of EN 090. The interdisciplinary humanities course examines the cultural experiences of black people by focusing on the following art forms: the novel, music, poetry, religion, drama, and art. The multi-experiential format of the course will have as its unifying theme identity and the quest for expression.

FA 140 GRAPHIC DESIGN. 1 credit hour.

Prerequisite: CT 111. This course introduces the student to two-dimensional computer-generated graphics and graphical layout design by means of computer software programs. It will emphasize the mixture of fonts, art, white space, color, negative imaging, and rules used in the production of a balanced design appropriate for desktop publishing projects, Internet webpages, or stand-alone art.

FA 205 AMERICAN FILM CULTURE. 3 credit hours.

Prerequisite: SO 100 or SO 110 and pass the reading pre-test or successful completion of EN 090. This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster film. Students will discuss the sociological needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical feature film, a class lecture and discussion and periodic exams.

GEOGRAPHY (GE)

GE 101 WORLD GEOGRAPHY. 3 credit hours.

This course introduces the basic concepts, theories, and techniques in geography as they are applied to the study and analyses of various regions of the world in terms of their cultural characteristics, resources, socio-economic development, population trends, geopolitical conflicts, wars, and alliances. Its subject matter is the Planet Earth and its development.

HEALTH CARE (HC)

HC 105 CPR BASIC LIFE SUPPORT FOR HC PROVIDERS. 1 credit hr.

This course provides an overview of the cardiovascular and respiratory systems, a discussion of medical and environmental emergencies leading to the need for CPR, and an introduction to the diagnostic signs and symptoms of need for care. This course also provides insight into the structure and function of the Emergency Medical Services System. The most current practical CPR skills will be taught, including CPR, AED and airway obstruction techniques for adults, children and infants. Upon successful completion of all American Heart Association standards, the student will receive affirmation at the Health Care Provider level.

HC 110 CERTIFIED NURSE AIDE PROGRAM. 8 credit hours.

This is a hands-on applied nursing course which follows the prescribed curriculum of the Kansas Department of Health and Environment for Certified Nurse's Aide/Home Health Aide. Half of the course is spent on lecture/demonstration on patient care; the other half is completed within a licensed clinical setting. Successful completion of the course will allow the student to take the state examination for certification. (Formerly 9 credit hours and prerequisite through Fall 2004).

HC 112 HOME HEALTH AIDE. 1 credit hour.

Prerequisite: CNA certification and 9th grade reading level. This one-hour class is designed to meet the Kansas requirement for the home health aide certification. The content of this course will include instruction in nutrition, post-natal care, home management and personal care in the home.

HC 115 CERTIFIED MEDICATION AIDE. 4 credit hours.

Prerequisite: CNA certification and 9th grade reading level. The primary course topics will include the effects of medication on cardiovascular, urinary, respiratory, digestive, central nervous, muscular-skeletal and endocrine systems; drug standards and names, and the responsibilities of the medication aide.

HC 122 CERTIFIED PHARMACY TECHNICIAN I. 3 credit hours.

Prerequisite: Ninth grade reading level and MT 080. This course defines the role of Pharmacy Technicians in different practice settings. Basic knowledge in pharmacology, legal and safety considerations, manufacturing and packaging, unit dose distribution, terminology, abbreviations, and symbols, sterile product preparation, and computer applications in pharmacy will be taught.

HC 123 CERTIFIED PHARMACY TECHNICIAN II. 3 credit hours.

The student will be taught pharmaceutical calculations, to include a review of basic math. Students will learn to determine the flow rate of two strengths of a solution which must be combined to get another specific strength of the same solution. They will be able to determine the final strength of a diluted solution when given the original strength and volume and the final volume of the solution. Students will calculate a child's dose of medication when given the age of the child and the normal adult dose. Students will perform 30 hours of Internship in a hospital setting. *Successful completion of Certified Pharmacy Technician I & II will enable the student to take the national examination for certification.*

HEALTH AND RECREATION (HR)

HR 125 PRINCIPLES OF HEALTH AND FITNESS. 1 credit hour.

This course is designed to introduce students to the concepts and principles related to health and fitness that can be implemented to promote a healthy lifestyle and lifelong fitness. Principles presented include cardiovascular fitness, flexibility, muscular strength and endurance, nutrition, body composition and weight control, fitness assessment and variables of program design. Two contact hours lecture/lab.

HISTORY (HS)

HS 101 EARLY WORLD CIVILIZATIONS. 3 credit hours. Prerequisite:

Pass EN 111. This course is a comparative analysis of major global developments from the dawn of humankind to the Renaissance. Key concepts such as the nature of history, culture, civilization and world view will be stressed. This survey of influential ideas and patterns will stress the cultural, economic, religious, technological and artistic developments of the world's people.

HS 102 MODERN WORLD CIVILIZATIONS. 3 credit hours.

Prerequisite: Pass EN 111. (HS 101 is not a prerequisite.) This course is a survey of the development of world culture and human activity from early modern times to the present. Twentieth century global history and patterns will be stressed.

HS 111 EARLY WESTERN CIVILIZATION. 3 credit hours.

Prerequisite: Pass EN 111. This course is a survey of the development of Western Civilization from antiquity through the Renaissance and Reformation. Emphasis is placed on the cultural contributions of the Egyptian, Greek, and Roman civilization as well as the Medieval Period.

HS 112 MODERN WESTERN CIVILIZATION. 3 credit hours.

Prerequisite: Pass EN 111. (HS 111 is not a prerequisite.) This course is a survey of modern European history from 1648 to the present time. The Enlightenment, the use of the modern nation-state, World War I and II and post-war problems of the 20th century will be stressed.

HS 121 EARLY AMERICAN HISTORY. 3 credit hours.

Prerequisite: Pass EN 111. This course is a survey of American history from the period of the exploration and colonization through the Civil War. The contributions of all Americans will be emphasized in this course.

HS 122 LATE AMERICAN HISTORY. 3 credit hours.

Prerequisite: Pass EN 111. (HS 121 is not a prerequisite.) This course is a survey of American history from Reconstruction to the present time. The contributions of all Americans will be emphasized in this course.

HS 123 WORLD'S LIVING RELIGIONS. 3 credit hours.

Prerequisite: Pass EN 111. This course outlines those economic, social and political conditions which determine the content of the major historical and contemporary religions of both hemispheres. Included in this outline are those religions of pre-history, pre-Columbian America, India, China and the Near East.

HS 125 THE IMMIGRANT EXPERIENCE, THEN AND NOW. 3 cr. hours.

Prerequisite: EN 090 and EN 095. This course examines the history and cultures of the various immigrant groups which have emigrated to the United States after the post Civil War industrial era up through contemporary times. The experiences of the new immigrants will also be addressed. Contrasts and similarities of experiences of the immigrants in the local metropolitan area will be studied as well as those of their respective cultural contributions. Lectures, guest speakers and field trips will be provided.

HS 221 BLACK AMERICAN HISTORY. 3 credit hours.

Prerequisite: Pass EN 111. This is a course in the study of the history and culture of Black Americans. This study will take us from their African origins to contemporary times. This course is designed to provide a historical look at "the other Americans" and how and when they came to North America and what happened to them when they got here. This study should help the student of history gain a clearer understanding of American reality.

HS 223 LATIN AMERICAN HISTORY. 3 credit hours.

Prerequisite: Pass EN 111. This course will trace the development of a vibrant and diverse culture. Included in the course will be the study of customs, traditions, language, art and literature. Being a heterogeneous culture, inclusive in the course will be the study of issues affecting each specific sub-group, i.e. education, socio-economic status and acculturation.

MATHEMATICS (MT)

MT 020 MATH STRATEGIES. 1 credit hour.

This course is designed for students who need intensive, individualized help in developing and strengthening their basic mathematical skills. Help will also be given with coping skills and test anxiety. (This is a developmental course and cannot be used to fulfill graduation requirements).

MT 080 ARITHMETIC. 3 credit hours. (Formerly MT 080.1-3)

This course is for students who need to strengthen their basic mathematical skills. A placement test is given to determine proper placement. This course emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions, and decimals. These basic skills are then applied to the areas of measurement, perimeter, and area. The course also

includes the study of signed numbers and solving basic linear equations. (This is a developmental course and cannot be used to fulfill graduation requirements.)

MT 085 BASIC ALGEBRA. 3 credit hours. (Formerly MT 080.4-6)

This course is designed for students who need to strengthen their basic algebra skills, but who have a solid foundation in arithmetic skills. Topics studied will include fundamentals of algebra, solutions of linear equations, problem solving, graphs of linear equations, operations with polynomials, factoring and solving quadratic equations. (This is a developmental course and cannot be used to fulfill graduation requirements.)

MT 103 INTERMEDIATE ALGEBRA. 3 credit hours.

Prerequisite: Grade of C or better in MT 085 Basic Algebra or placement by pretest. This course includes the algebra of polynomials, linear and quadratic equations, systems of equations in two and three variables, linear equations and inequalities; introduction to the concept of function with the use of interval notation to express domain and range; solutions of applications involving linear and quadratic equations.

MT 121 INTRODUCTION TO STATISTICS. 3 credit hours.

Prerequisite: MT 103 or its equivalent with minimum grade of C. This course is designed to help the student understand statistical processes and applications. Topics include: descriptive statistics, probability, binomial and normal distributions, sampling, and sampling distributions, hypothesis testing, Chi-square test, regression and correlation.

MT 130 COLLEGE ALGEBRA. 3 credit hours.

Prerequisite: MT 103 or its equivalent with a minimum grade of C. This class is the study of linear, quadratic, absolute value, general polynomial, exponential and logarithmic functions and their graphs; systems of linear and non-linear equations and inequalities; and the theory of higher degree equations.

MT 136 TRIGONOMETRY. 3 credit hours.

Prerequisite: MT 103 or its equivalent with a minimum grade of C. Trigonometric functions and their inverses; applications involving right triangles; trigonometric identities and equations; applications involving the laws of sines and cosines; products, quotients, powers and roots of complex numbers using trigonometric form.

MT 228 CALCULUS I (Non-Engineering). 3 credit hours.

Prerequisite: MT 130 or its equivalent with a minimum grade of C. This class introduces the student to calculus including differentiation of algebraic, exponential, and logarithmic functions with an emphasis on applications particularly useful to the study of managerial, life and social sciences.

MT 231 CALCULUS AND ANALYTIC GEOMETRY I. 5 cr. hours.

Prerequisites: MT 130 and 136 or equivalents with a minimum grade of C. This is the first of a three-course sequence concerned with calculus of one variable. Topics include: elementary functions, limits and continuity, differentiation and integration of algebraic, logarithmic and exponential equations, with an emphasis on applications of differentiation.

MT 232 CALCULUS AND ANALYTIC GEOMETRY II. 5 cr. hours.
Prerequisite: MT 231 or its equivalent with a minimum grade of C. This is a continuation of MT 231. Topics include: applications of integration, techniques of integration, conic sections and polar coordinates, and infinite series.

MT 233 CALCULUS AND ANALYTIC GEOMETRY III. 5 cr. hours.
Prerequisite: MT 232 or its equivalent with a minimum grade of C. A continuation of MT 232. This portion deals with partial differentiation, multiple integration, plane curves, parametric equations, vectors in space and differential equations.

MT 235 DIFFERENTIAL EQUATIONS. 3 credit hours.
Prerequisite: MT 233 or its equivalent with a minimum grade of C. Topics include: equations of the first, second and higher order with some applications, and system of differential equations, and LaPlace transforms.

PHILOSOPHY (PH)

PH 100 LOGIC. 3 credit hours.
Prerequisite: EN 090 and EN 095 or their equivalents. This is a beginning course in the processes of reasoning when engaged in the search for truth, testing and assertion, or demonstration of fact. The chief purposes of the course are to provide the student with practical drill in accurate thinking and the study of the methods employed in scientific investigation and value critiquing.

PH 110 INTRODUCTION TO PHILOSOPHY. 3 credit hours.
Prerequisite: A grade of "C" or better in EN 111. Students are introduced to the science and skills involved in philosophical thinking. Through an historical and thematic approach students are exposed to the various perspectives and methods employed by professional thinkers in the fields of morality, religion, beauty, science, learning and education.

PH 112 PHILOSOPHY OF THE HUMAN PERSON. 3 credit hours.
Prerequisite: A grade of "C" or better in EN 111. This course provides a study of the nature of the human person with emphasis on human knowing, freedom, emotion, habit, motivation, relationships and the nature of the soul.

PH 212 ETHICS OF SERVICE. 3 credit hours.
Prerequisite: A grade of "C" or better in EN 111. Ethics will be studied as a practical science. This course will provide students with the opportunity to integrate Virtue Ethics with practice in a volunteer setting. Lecture and fieldwork.

PH 213 GENERAL ETHICS. 3 credit hours.
Prerequisite: Earn a "C" in EN 112. This is an introduction to the various ethical systems. The course will concentrate on the derivation of moral principles and how these principles relate to contemporary moral issues.

PH 215 INTERNATIONAL ETHICS. 3 credit hours.
Prerequisite: EN 112 and PH 213. An overview is given of various ethical approaches toward a just resolution of modern international problems. The ethical approaches will be culturally pluralistic and will consider Eastern as well as Western perspectives.

The modern international problems that the course will concentrate on are world population; world income distribution, world agriculture, international development, women in development, energy and development, nutrition and health and finally, ecology and development.

PH 220 ETHICAL AND PROFESSIONAL ISSUES IN HEALTH CARE. 3 credit hours.

Prerequisite: EN 112. This course is designed to introduce students to some of the major ethical issues facing health care today. Emphasis is also placed on development of professional attitudes and behavior.

PH 260 BUSINESS ETHICS. 3 credit hours.

This course aims at helping students recognize current moral issues and responsibilities related to American business on both the personal and social levels. Case studies involving corporate responsibility, truthfulness and trust, just wages, affirmative action and forms of harassment among other topics will be included in this course. (Formerly PR 26).

PHYSICS (PX)

PX 110 COLLEGE PHYSICS I. 5 credit hours.

Prerequisite: MT 130 or its equivalent with a minimum grade of C. This course covers principles of mechanics, heat, fluids and sound and emphasizes the development of quantitative concepts and problem-solving skills for students needing a broad background in physics as part of their preparation in other major programs. Laboratory experience.

PX 111 COLLEGE PHYSICS II. 5 credit hours.

Prerequisite: PX 110 or its equivalent with a minimum grade of C. A continuation of College Physics I, principles and applications of electricity, magnetism, optics and modern physics are taught. Laboratory experience.

PX 201 ENGINEERING PHYSICS I. 5 credit hours.

Prerequisite: MT 231 or its equivalent with a minimum grade of C. This course is designed to give the student a working knowledge of the general principles of mechanics, thermodynamics and wave motion. The emphasis will be placed on developing a practical skill in problem solving. Laboratory experience.

PX 202 ENGINEERING PHYSICS II. 5 credit hours.

Prerequisites: PX 201 and MT 232 with a minimum grade of C in each course. Topics covered include electricity, magnetism, basic electronic circuits, light and modern physics concepts. Problem solving skills and laboratory experience.

POLITICAL SCIENCE (PS)

PS 101 PRINCIPLES OF POLITICAL SCIENCE. 3 credit hours.

The nature, scope and method of political science; the origin, nature and attributes of the state; comparative forms of constitutions and governments; and the mode of operations of government are topics covered in this course.

PS 111 AMERICAN GOVERNMENT. 3 credit hours.

Students will learn the fundamental principles and constitutional development of American government with an emphasis on the structure of the national government, civil rights, pressure groups and political parties.

PS 112 STATE AND LOCAL GOVERNMENT. 3 credit hours.

Students will examine the structure and politics of state and local governments; the interrelationship between state and local governments and the state, local and federal system, and the forces that shape the policy-making and outcomes on the state and local levels.

PS 211 INTERNATIONAL RELATIONS. 3 credit hours.

This course provides a brief history of international relations with emphasis on the global expansion of colonial powers in the nineteenth and early part of the twentieth century. A great deal of attention is devoted to an analysis of the Cold War and the Post Cold War global geo-political, economic and ecological issues. Issues such as superpower rivalries, national liberation wars, nationalism, terrorism, globalization of production, ecological destruction and the role of the United Nations will be of central concern.

PSYCHOLOGY (PY)

PY 100 INDIVIDUAL DIFFERENCES. 3 credit hours.

This course examines the nature and the scope of differences in human behavior. The emphasis will be on helping students attain a better knowledge of themselves and their behavior patterns. This course addresses various aspects of personal, interpersonal, emotional, physical and social/career differences and fulfillment.

PY 101 GENERAL PSYCHOLOGY. 3 credit hours.

Prerequisite added: Pass the reading pre-test or successfully complete EN 090. The student is introduced to the basic concepts, terminologies and theories in psychology and their application to various stages of human development, personality, perception and learning. This course is a multicultural approach to the study of human behavior. The physiological and biological basis of behavior is emphasized.

PY 181 COOPERATIVE EDUCATION PRACTICUM I. 3 credit hours.

(Refer to BS 181.)

PY 182 COOPERATIVE EDUCATION PRACTICUM II. 3 credit hours.

(Refer to BS 182.)

PY 201 HUMAN RELATIONS. 3 credit hours.

Prerequisite: PY 101 or SO 100. This course provides a multicultural and multidisciplinary approach to the study of human relations. Since the field of human relations involves the study of interpersonal relationships in the context of groups, human social organizations and cultures, it draws upon various fields in social/behavioral sciences (sociology, economics, psychology, geography, anthropology) and various topics in business, management and communication studies. This course also examines theoretical/methodological orientation and their ideological implications.

PY 205 HUMAN GROWTH & DEVELOPMENT. 3 credit hours.

Prerequisite: PY 101. This course is a survey of human growth and development throughout the life span. Psychological, cognitive, physical and social development of children, adolescents and adults are reviewed. Analysis of the multiple factors which influence and shape our behavior and personality is made.

PY 211 CHILD PSYCHOLOGY. 3 credit hours.

Prerequisite PY 101. An understanding and appreciation of the child is gained through material based on research, theory and observations of children from various racial, ethnic and socioeconomic backgrounds. The course blends the scientific approach with the practical insofar as opportunity will be provided for involvement with child study projects.

PY 213 PSYCHOLOGY OF THE EXCEPTIONAL CHILD. 3 credit hours.

Prerequisite: PY 101. An introduction to the characteristics and educational needs of exceptional children is provided. This class will survey the identification, care, treatment and guidance of exceptional children.

PHYSICAL SCIENCE (SC)

SC 101 FUNDAMENTALS OF PHYSICAL SCIENCE. 5 credit hours.

A survey course designed to present the content and methods of physical science. Lecture and laboratory presenting fundamental principles of chemistry, physics, astronomy and geology. It is counted toward laboratory science requirements and is intended for non-science majors.

SOCIOLOGY (SO)

SO 100 INTRODUCTION TO SOCIOLOGY. 3 credit hours.

This course is designed to introduce the basic concepts, theories and methods in the field of sociology. As a social science, sociology is concerned with individuals, groups and institutions as they interact and change. Major schools of thoughts in sociology are utilized to provide an analysis of various social institutions, social change and development both at the national and international levels.

SO 101 SOCIAL PROBLEMS. 3 credit hours.

This course analyzes the causes and the scope of social problems. The emphasis is on the structural determinants of the problems and the necessity of structural reforms and prevention. Students will be introduced to causal analysis and methods of scientific investigation of the socio-economic and political institutions and specific social problems.

SO 105 NEW STUDENT ORIENTATION. 1 credit hour.

This course is designed to help new students become familiar with Donnelly College and higher education in general. The course content will include academic information and information about the support services and resources which are available for the Donnelly student. Students will be encouraged to look at themselves, their behavior, their coping skills and their resources. The students will be provided the opportunity to set goals for themselves and to begin to plan to meet those goals.

SO 110 FOUNDATIONS OF SOCIAL SCIENCE. 3 credit hours.

This course is designed to provide an overview of the history and the development of major schools of thought and theoretical arguments which constitute the foundations of social science. Students will be introduced to various social sciences such as sociology, economics, anthropology, political science, psychology, geography, and history and the central concern of each discipline.

SO 111 MARRIAGE AND THE FAMILY. 3 credit hours.

This course provides a multidisciplinary and multicultural analysis of the institutions of marriage and the family. It emphasizes the development and the evolution of marriage and family and the role of parents in a changing and evolving socio-economic structure.

SO 120 EFFECTIVE PARENTING. 1 credit hour.

This course is designed to help parents communicate more effectively with their children. Skills will be introduced to help the parent to teach the child to understand, identify and communicate feelings; engage the child's willing cooperation; discipline without hurting or alienating; help the child to develop a positive and realistic self-image; and to foster a family atmosphere of love and respect.

SO 122 PARENTING WITHIN THE FAMILY SYSTEM. 3 cr. hours.

This course analyzes the developmental stages of children and anticipated problems associated with growing up. An analysis of the necessity of positive and effective parent-child relationships in the area of communication, bonding and discipline along with the role of parents in raising their children's self-esteem is provided. Parental rights and responsibilities and cooperative child rearing strategies are discussed.

SO 130 MULTICULTURAL EDUCATION. 3 credit hours.

This course analyzes the historical development and the philosophical foundations of education and critically examines the socio-economic and political determinants of current imbalances in educational opportunities. The emphasis is on the impact of the dominant "Eurocentric" and "Ethnocentric" curriculum on the non-European minority groups. Students are introduced to the history of multicultural education and the attempts to construct an all-inclusive curriculum geared toward increasing awareness of the historical and contemporary contribution of each ethnic group to the American society.

SO 140 FAMILY (DOMESTIC) VIOLENCE. 1 credit hour.

This course provides a multicultural/multidisciplinary analysis of the nature, causes and the scope of violence within the family. The analysis includes an historical overview of the division of labor within the family, contemporary gender role, cycle of violence, the role of drugs and alcohol abuse and the impact of socio-economic factors on the perpetuation of violence is discussed.

SO 141 SEXUALITY, DRUGS AND SEXUALLY TRANSMITTED DISEASES. 1 credit hour.

This course analyzes casual links between illicit drugs and STDs. The analysis includes particular references to AIDS, and the realities of drug trafficking and consumption. The discussion will include an overview of the history of HIV and AIDS and other STDs. Pertinent theories concerning their genesis, transmission and the scope of their contemporary impact are discussed.

SO 142 SOCIO-ECONOMIC AND POLITICAL ASPECTS OF AGING. 1 credit hour.

This course provides a multicultural/multidisciplinary analysis of the aging process with particular references to the socio-economic and political implications. The analysis draws upon the literature in social-behavioral and natural sciences. In addition, the cultural context of aging process along with the attitude toward the aged and the aging.

SO 181 COOPERATIVE EDUCATION PRACTICUM I. 3 cr. hours.

(Refer to BS 181.)

SO 182 COOPERATIVE EDUCATION PRACTICUM II. 3 cr. hours.

(Refer to BS 182.)

SO 202 HUMAN RELATIONS. 3 credit hours.

Prerequisite: PY 101 or SO 100. This course provides a multicultural and multidisciplinary approach to the study of human relations. Since the field of human relations involves the study of interpersonal relationships in the context of groups, human social organizations and cultures, it draws upon various fields in social/behavioral sciences (sociology, economics, psychology, geography, anthropology) and various topics in business, management and communication studies. This course also examines theoretical/methodological orientation and their ideological implications.

SO 205 AMERICAN FILM CULTURE. 3 credit hours.

Prerequisite: SO 100 or SO 100. This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster film. Students will discuss the sociological needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical feature film, a class lecture and discussion and periodic exams.

SO 209 INTRODUCTION TO SOCIAL WELFARE. 3 credit hours.

This course analyzes the history, development, scope and the aims of the social welfare system in the United States. It critically evaluates the current issues and concerns along with the nature and the aims of welfare policies. This course provides a critical examination of the notion of "workfare" in the context of a stratified socio-economic structure. This course will identify the social, economic and political causes of welfare dependency and its long term consequences.

SO 210 INTRODUCTION TO SOCIAL WORK. 3 credit hours.

This course analyzes Social Work as a profession along with its origins, values, and skills. The general field of service and the current issues and concerns are discussed and analyzed. In addition, this course introduces the students to the resources available to the social workers as providers/educators of care and identifies various career opportunities in the field of social work.

WORLD LANGUAGE PROGRAMS (WL)

Supplemental tapes are available in the library for student use.

WL 3 credit hours.

Prerequisite: Grade of C or better in EN 090 and EN 095 or their equivalents. These courses will introduce the student to the language through the study of basic structures and vocabulary. Through these classes the student will gain a working knowledge of written and oral skills, reading, basic grammar, idioms and will have a limited ability to converse in the language.

WL 130 FRENCH I
WL 131 ITALIAN I

WL 135 SPANISH I
WL 138 GERMAN I

WL 3 credit hours.

Prerequisite: Grade of C or better in EN 090 and EN 095 or their equivalents. These courses require that the student has completed 3 credit hours in reading, writing, listening and speaking the target language.

WL 230 FRENCH II
WL 231 ITALIAN II

WL 235 SPANISH II
WL 238 GERMAN II

SPECIAL STUDIES

190-199 AND 290-299 SPECIAL STUDIES. 1-3 credit hours.

Each division may offer, with academic approval, a course on a specific topic either as a new course, an interdisciplinary course or as a student-Instructor designed course. These numbers may also be assigned to television, journalism and other independent study courses.



ENGLISH AS A SECOND LANGUAGE PROGRAM

Courses in English as a Second Language.

The English as a Second Language program, as part of Donnelly College's degree programs, is designed to give special training in the use of the English language to students who are not native speakers of English. The group includes international students aspiring to study in the United States, recent immigrants who need English to enhance their professional life, and American citizens who want to improve their education in English.

The program assists students to cope with and adjust to different cultural patterns each semester by a balance of classroom instruction, enrichment experiences, and social gatherings. The English as a Second Language Program furthers the cause of intercultural understanding and international peace.

The English as a Second Language Program offers open flexible admission. International students may attend for a period as short as one week or one month. This arrangement allows for the rapid polishing of skills for the partially fluent. According to the period of study, the tuition is pro-rated.

Courses in English as a Second Language are offered at twelve different levels of difficulty in the following skill areas:

- Reading and Vocabulary
- Listening/Speaking and Pronunciation
- Composition
- Grammar

Placement tests and interviews are administered to determine the level of difficulty in which each student should enroll. Entrance and exit tests are given at the beginning and at the end of each semester to determine student progress. TOEFL (Test of English as a Foreign Language) is administered at the end of each semester and exit interviews provide academic recommendations for each student.

A TOEFL score of 500 and Composition score of 5 out of 6 are required for full participation in the degree program at Donnelly College.

Credits for English as a Second Language courses do not apply to the degree program. Attendance and home study are required daily.

BRIDGES TO SUCCESS PROGRAM

In the Bridges to Success Program, the students have an opportunity to gain access to job training programs, prepare for the GED test, and to develop life skills needed for self-sufficiency.

The program consists of intensive eight-week sessions. Classes in math, reading, English, life skills and job readiness are scheduled each day, Monday through Friday, from 9 a.m. to noon.

Upon completion of the program and passing the GED test, the students will be assisted in their transition into a job training or certificate program or into college.

Non-credit college basic skills courses:

CP 002 READING. 2 or 3 non-credit hours.

This course will provide students with basic reading skills for successful performance in college credit classes or job training programs. The instruction will be geared to the individual needs of the student.

CP 003 ENGLISH. 2 or 3 non-credit hours.

This course will provide students with basic writing skills for successful performance in college credit classes or job training programs. The instruction will be geared to the individual needs of the student.

CP 004 MATHEMATICS. 2 or 3 non-credit hours.

This course will provide students with basic mathematical skills for successful performance in college credit classes or job training programs. The instruction will be geared to the individual needs of the student.

BS 170 CAREER AWARENESS AND EXPLORATION. 1 credit hour. This course is designed to help the student examine personal values, interests and skills, and to explore existing possibilities for maximizing one's potential in a career. Information about the present and future world of work will be presented as part of the exploration process.

Administrative Staff

President

Kenneth R. Gibson
B.A. St. Mary's College
St. Mary, KY
B.A. Brescia College
M.A. University of Kentucky
Ph.D. Southern Illinois University

Vice President

Kevin Kelley
B.B.A. UMKC
M.S. Saint Mary College

Dean, International Students and IE/ESL Program

Cyrus Shadfar
B.A. Teheran University
M.A. Damarand University

Dean of Transfer/Liberal Arts & Science

Frances Sanders
B.A. Kansas State University
M.A. UMKC

Dean of Student & Comm. Svcs

(Vacant)

Director of Public Relations

Sister Barbara Mayer, O.S.B.
B.A. Mount St. Scholastica
M.A. University of Kansas

Director of Development

Kelly McCambridge-Parker
B.A. NMSU

Director of Activities - Title V

(Vacant)

Registrar

Sister Fran Cross, O.S.B.
B.A. Benedictine College

Academic Advising

Janice Stouse
B.S. University of Missouri

Director of Financial Aid

Paul Gordon
B.B.A. Northeast Missouri State Univ.

Asst. Director of Financial Aid

Belinda Ogan
B.A. Pittsburgh State University

Director of Library

Tom Brown
B.J. University of Missouri
M.L.S. Emporia State

Director of Student Support Services

Lee S. Stephenson
B.A. University of New Mexico
M.S. University of Kansas

Coordinator, Computer Services

WenLi Shu
B.S. UMKC

Enrollment Services Specialist/Bilingual

Amber Bloomfield-Martinez
B.A. Kansas State University
M.B.A. Baker University

Transfer Advising

Patricia Callaghan
A.A. Donnelly College
B.A. Saint Mary College
M.L.A. Baker University

Asst. Director of Development

Emily Buckley
B.A. University of Missouri

Director of Title V/IR, Assessment, & Planning

Jennifer Heller
B.A. University of Kansas
B.A.Ed. University of Kansas
M.A.Ed. University of Kansas

Director of Business Affairs

Susan Serrano
A.A. KCKCC
B.S. Saint Mary College
M.B.A. University of St. Mary

Faculty

David-Michael Allen		Steven Jansen	
A.A.	Laramie Co. Community College	B.A.	Southwest Minn. State Univ. of California
B.F.A.	Tarkio College	M.A.	University of Kansas
M.A.	Kansas State University	Ph.D.	
Ph.D.	University of Kansas	Denise Johnson	
Chester Boyd		A.S.	Clarinda Community College
B.S.	Syracuse University	B.Ed.	Northwest Missouri State University of Kansas
M.A.	American University	M.ESL	
Helen Brewer		Karen Judy	
A.A.	Penn Valley Community College	A.A.	Penn Valley Community College
B.A.	UMKC M.A. UMKC	B.S.	UMKC
Robert Bryant		M.A.	UMKC
B.S.	University of Kansas	Teresa Kriley	
M.A.	Webster University	B.S.	Southwest Mo. State Univ.
Peggy Brumfield		M.S.	Southwest Mo. State Univ
A.A.	Penn Valley Community College	Toni Levine	
C.P.T.	Academy of Health Scs.	B.A.	Northwestern University
Donna Constantineau		M.A.	National Lewis University.
B.S.	Oakland University	Lorraine Long	
MA	Loyola University	B.M.E.	University of Kansas
Sister Marie Kathleen Daugherty,SCL		M.M.E.	University of Kansas
B.A.	Saint Mary College	Sister Grace Malaney, O.S.B.	
M.A.	Catholic University	B.S.	Mount St. Scholastica College
Dong Van Do		M.A.	University of Kansas
B.S.	DeVry Institute	David Mann	
Robert Estell		B.A.	UMKC
B.A.	Avila College	M.A.	UMKC
M.S.W.	University of Kansas	Michelle Martin	
William A. Finn		B.S.	UMKC
B.A.	Southeast Missouri State	John Mendez	
M.L.A.	Baker University	B.S.	Saint Mary College
Sister Madonna Gieselman, O.S.F.		M.A.	Baker University
B.A.	Mount St. Scholastica College	Steve Modrcin	
M.Ed.	Saint Louis University	B.S.B.A.	Rockhurst University
Terry Harvey		M.A.	University of Phoenix
B.A.	UMKC	Joseph Multhauf	
M.A.	Howard University	B.S.	Cardinal Newman College
Joyce Murphy		B.S.	Benedictine University
B.S.	Benedictine University	M.A.	Benedictine University

Faculty

Rick Olivares
B.A. UMKC

Refugia Otting
B.A. University of Houston

Sister Hilaria Phipps, S.C.L.
B.S. St. Mary College
M.Sc.Ed. Creighton University

Leesa Pohl
B.S. Emporia State University
B.S. Park College
M.S. Emporia State University

Joseph Primer
B.S. USAFI

Amber Reagan-Kendrick
B.A. Sam Houston University
M.A. University of Kansas
Ph.D. University of Kansas

Arthur (Jack) Shafferman
B.S. Frostburg State University
M.S. Central Michigan University

Madelyn Shinn
B.S. Wayne State University
M.A. University of Michigan

Max Sullins
B.S. Pittsburg State University
M.A. Indiana State University

Donnelly College Board of Trustees

Eugene (Gene) Barrett, Jr.
Mercantile Bank of Kansas
(retired)

Ian B. Bautista
El Centro

George Breidenthal
Mercantile Bank of Kansas

Vernon Briscoe
Milgrams Food Stores (retired)

Dr. Gene Chavez
KCMO School District

Sr. Mary Collins, OSB
Mount St. Scholastica

E. Leon Daggett
Kansas City Board of Public Utilities

Fr. Raymond J. Davern
Christ the King Church

William (Bill) H. Dunn, Jr.
J.E. Dunn Construction Company

Dr. Frances Foster, MD Gary Grable
Security Bank of Kansas City, Kansas

Dr. Bill Hawver

Fr. Michael Hermes
St. John the Evangelist Church

Joan Horan
DST Systems Inc.

Most Rev. James P. Keleher
Archdiocese of Kansas City in Kansas (retired)

Sr. Rita Killackey, OSB

Gerard Meiners

John Mendez, Jr.
Unified Government

LaVert A. Murray
Unified Government

Most Rev. Joseph Naumann
Archdiocese of Kansas City in Kansas

Paula Willett
Bank Midwest

Bob Woolford
Shawnee Mission Medical Center

INDEX

- A**
- Academic Advising 21
 - Academic Honors 11
 - Academic Calendar 6
 - Academic Expectations .. 12
 - Academic Information 10
 - Academic Policies and
Procedures 13
 - Accreditation 5
 - Administrative Staff 65
 - Admissions 8
 - Anthropology (AN) 35
 - Assessment Plan 11
 - Associate in Applied
Science 27
 - Associate in Arts 25
 - Associate in Science 26
 - Attendance 13
 - Audit 13
 - ATS Agreement 33
- B**
- Benedictine College
Articulation 33
 - Biology (BL) 35
 - Bridges to Success 64
 - Business (BS) 36
- C**
- Career Planning and
Placement 21
 - Certificate Programs 14
 - Administrative Asst ... 28
 - Computer Technology 29
 - Early Childhood 30
 - Entrepreneurship 31
 - Webmaster 31
 - Changing Class Schedule 13
 - Chemistry (CH) 42
 - Childhood Education (CE) 39
 - Code of Conduct 22
 - College Credit Now
(C.C.N.) 8
 - Computer Science (CS) .. 43
 - Computer Technology (CT)
..... 43
 - Creative Writers Award . 11
 - Credit Hours 10
- D**
- Credit by Prior Learning 32
 - Dean's List 11
 - Directory Information 16
 - Drafting (DR) 45
- E**
- Economics (EC) 45
 - Engineering (EG) 46
 - Engineering Transfer 34
 - English (EN) 46
- F**
- Faculty 66
 - Financial Aid 17
 - Fine Arts (FA) 50
- G**
- General Information 7
 - Geography (GE) 52
 - Grade Appeal Process 11
 - Grading System 10
 - Graduation 24
 - Grievance Process 22
- H**
- Health and Recreation
(HR) 53
 - Health Care (HC) 52
 - History (HS) 53
 - Honor Roll 11
- I**
- Incomplete Grade 10
 - Intensive English 63
 - International Students 9
- L**
- Letter Grades, Grade Points
& Explanations 10
 - Library 21
- M**
- Mathematics (MT) 54
- N**
- Nursing Transfer Programs 34
- P**
- Phi Theta Kappa 11
 - Philosophy (PH) 56
 - Physics (PX) 57
- R**
- Political Science (PS) 57
 - Profile 4
 - Psychology (PY) 58
 - Registration 8
 - Repetition of Courses 13
 - Rockhurst Connection 34
 - Refund Policy
Military 13
Federal Student Aid
Funds Title IV 18
Donnelly College 21
- S**
- Satisfactory Progress
Title IV Recipients 19
 - Senior Citizens 9
 - Sociology (SO) 59
 - Special Needs 21
 - Special Studies 62
 - Services for Students 21
- T**
- Tech Prep 32
 - Transcripts 14
 - Transfer and Articulation
Agreements 32
 - Transfer of Credit 14
 - Tuition and Fees 20
 - Tutoring Services 21
- U**
- University of MO-KC 34
- V**
- Veterans 9
- W**
- Withdrawal from Class or
from School 13
 - World Languages (WL) .. 62



DONNELLY COLLEGE

608 N. 18th Street • Kansas City, Kansas 66102

DONNELLY COLLEGE 2005-2006