



# DONNELLY COLLEGE

EST. 1949

2015-2016 Catalog  
608 North 18<sup>th</sup> Street  
Kansas City, KS 66102  
P: (913) 621-6070  
F: (913) 621-8719  
[www.donnelly.edu](http://www.donnelly.edu)

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world. Specifically, the 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.

# Table of Contents

Overview.....	6
Mission.....	6
Vision Statement.....	6
Values.....	6
Accreditation.....	7
Donnelly’s Memberships.....	7
The Donnelly College Brand.....	8
Donnelly College Academic Calendar 2015-2016.....	9
Fall 2015.....	9
Spring 2016.....	9
Summer 2016.....	10
Philosophy of General Education.....	11
Code of Conduct.....	11
Emergencies.....	12
Missing Student Policy and Procedure.....	12
Harassment and/or Discrimination.....	13
Smoking Policy.....	14
Technology.....	14
Peer-to-Peer Policy.....	14
Voter Registration.....	15
Admissions Policy.....	15
College Credit Now (CCN).....	15
Foreign Education Transcripts.....	15
International Students.....	15
Mandatory Testing Requirements.....	15
Placement Testing.....	16
Registration Procedures.....	16
Senior Citizens Program.....	16
Veterans.....	16
Visitor Visa.....	17
Academic Policies & Procedures.....	17
Academic Dishonesty.....	17
Academic Expectations.....	19
Academic Probation and Suspension Policy.....	19
Academic Honors.....	19
Dean’s List.....	20
Honor Roll.....	20
Phi Theta Kappa.....	20

Creative Writing Award .....	20
Latin Honors.....	20
Honors Scholars .....	20
Academic Information/Grading System.....	20
Credit Hours.....	20
Letter Grades, Grade Points and Explanations .....	20
Incomplete Grade.....	21
Grade Appeal Process.....	21
Advanced placement policies .....	22
Assessment Plan.....	22
Attendance Policy.....	22
Auditing a Course .....	23
Authorized Academic Load.....	23
Changing course schedules .....	23
Class Standing.....	23
Credit by Prior Learning Assessment .....	23
Directory Information.....	23
Family Education Rights and Privacy Act.....	24
Graduation.....	24
Grievance Policy and Procedures .....	24
Incomplete grades.....	25
International Baccalaureate.....	26
Mid-Term Grades.....	26
Official Email Address .....	26
Repetition of Coursework.....	27
Student Identificaiton.....	27
Transcripts .....	27
Transfer of Credit .....	27
Transfer and Articulation Agreements .....	27
Transfer to a two-year institution .....	27
Transfer to a four-year institution.....	28
Withdrawal Policy .....	28
Services for Students .....	29
Academic advising .....	29
Career Center.....	29
Students with Special Needs.....	29
Trant Memorial Library.....	29
Tutoring Services .....	29
Student Finance.....	30

Types of Aid .....	30
Estimated Cost of Attendance .....	30
Federal Financial Aid.....	30
Refund Policy.....	30
Refund Policy (Military) .....	31
Return of Federal Student Aid (Title IV) Funds Policy.....	31
Satisfactory Academic Progress Policy for Title V Recipients.....	32
Scholarships.....	32
Endowed Scholarships Awarded Annually.....	34
Scholarships Awarded Annually (as funded by donors).....	35
State and Institutional Grants/Scholarships.....	36
Student Loan Policy.....	36
Student Loan Disclosures & Disbursement information.....	36
Tuition and Fees*.....	37
Tuition.....	37
Other:.....	37
Academic Programs.....	38
General Education: The Donnelly Core .....	38
Learning Goals for General Education.....	38
Certificate Requirements.....	39
Community Programs .....	40
CESL (Community ESL).....	40
GED.....	40
Conditional Admission.....	40
English for Academic purposes .....	40
Gateway to college.....	41
Healthcare .....	41
C.N.A. ....	41
Community Health Worker.....	41
Medical Interpreter.....	41
Practical Nursing.....	42
Pharmacy Technician .....	42
Honors Program .....	42
Lansing Correctional Facility.....	43
Preparatory Education.....	43
Service Learning Programs .....	44
Degree Requirements .....	45
Associate of Arts.....	45
Associate of Science .....	46
Associate of Applied Science.....	47

Baccalaureate Degree.....	48
Bachelor of Arts in Organizational Leadership.....	48
Bachelor of Applied Science in Organizational Leadership.....	49
Bachelor of Science Information Systems .....	49
Bachelor of Science in Education – Elementary.....	50
Approved Concentrations (30 credit hours).....	52
Course Descriptions .....	53
Faculty .....	120
Donnelly College Board of Trustees .....	123

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.

## Overview

Donnelly College is an independent, co-educational college. Founded in 1949, affiliated with the Catholic Church and Benedictine Sisters of Atchison in Kansas 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.

## Mission

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our own time by making the love of God tangible in our world. Specifically, the 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.

## Vision Statement

In the year 2016, Donnelly College will be known for its wide variety of outstanding programming options and will serve as a model of excellence in all programs and instruction. Donnelly's Catholic identity will be apparent in all of its programs and services. Donnelly will be a financially strong institution with an expanded presence in order to best serve our students and our community. Our utmost priority, in all endeavors, will be to demonstrate unwavering commitment to the respect of diversity of every individual.

## Values

Donnelly College's core values emphasize our beliefs and commitments stemming from our Catholic heritage, our Benedictine influence, and those who have sustained our long-standing service to our surrounding communities. Our distinctive legacy provides the primary source of the values summarized below.

Our values portray not only what we respect, but also what we as an organization are committed to furthering—among each other and the students we serve.

- As a Catholic institution of higher education we value the pursuit of *truth* as the ideal central to the notion of a university. Our faculty and educational programs seek the ***integration of knowledge***, promote the ***dialogue between faith and reason***, and encourage ***concern for the ethical and moral implications*** of knowledge. Our conduct of the College is committed “to Catholic ideals, principles and attitudes...with due regard for academic freedom and the conscience of every individual” (***Ex corde Ecclesiae***, 1990).
- A defining, historical characteristic of Catholic education is *excellence*. Our utmost commitment is to the continuation of our pursuit of academic excellence in the College's teaching and learning environments, and our promotion of excellence in all service, support, and outreach activities.
- As an outgrowth of our Benedictine heritage, we value and are committed to *community*. We recognize the multiple layers of community in terms of our role as a college; the term community in a broad sense acknowledges our surroundings, potential partners, and those that would benefit from our outreach—to whom we are always a welcoming institution. Internally though, community as a value takes on special meaning and recognizes explicitly the teachings of Benedict. Community acknowledges our interdependence on one another; recognizes our commitment to be consultative in our planning and decision making; concedes that as an organization of people, relationships and trust are central to our success; that we collaborate and show mutual respect to one another; and that each of us is expected to contribute in a positive way through his or her work (Wisdom from the Tradition, 2006).
- As an academic community, we value *diversity*, in all of its forms, including intellectual, experiential, perspective, and background, as a fundamental component of a complete education. We are committed to creating opportunities in which the entire community learns through broadening viewpoints and each other to enhance respect and understanding of all persons and traditions.

- Our community practices *inclusiveness* and promotes *justice*. As an institution of higher learning we are open and encouraging to all persons; we demonstrate and promote respect for each person, regardless of faith tradition, ethnicity, race or social status; and we foster and support an educational program that seeks to guarantee “all persons the ability to participate actively in the economic, political, and cultural life of society” (Economic Justice for All, No. 78, 1986). We value higher education as a path to personal growth, self-sufficiency and as an opportunity to fulfill each individual’s potential and thus contribute to a more just society.
- We promote and acknowledge our devotion to *service*. Our unique history and experience positions our College to continue our contribution to our region and the Church. In furtherance of our academic, Archdiocesan, civic and disciplinary communities: we seek to preserve and communicate knowledge for the good of society; we draw attention to and explore serious contemporary problems; we promote social justice; we explore new outlets and venues for our work; and we model our relationships between ourselves and God, our community, our society, and our world.

## Accreditation

Donnelly College is accredited by The Higher Learning Commission and a member of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; PH: (312) 263-0456 or (800) 621-7440; FAX: (312) 263-7462; [www.ncahlc.org](http://www.ncahlc.org).

## Donnelly’s Memberships

American Nursing Association

Association of Catholic Colleges

Association of Collegiate Registrars and Admissions Officers

Council for Advancement and Support of Education

Kansas Association of Collegiate Registrars and Admissions Officers

Kansas Independent College Association

Mid-America Association of Educational Opportunity Program Personnel

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

Higher Learning Commission

Hispanic Association of Colleges & Universities

Kansas Board of Nursing

Kansas City Kansas Chamber of Commerce



Kansas City Missouri Chamber of Commerce

National Association of Development Education

NP Connect

# The Donnelly College Brand

Logos:

 <p><b>DONNELLY COLLEGE</b> EST. 1949</p>	 <p><b>DONNELLY COLLEGE</b></p>
<p>Donnelly College (Official Seal)*</p> <p>The Donnelly College logo is the official seal, adapted from the College's original coat of arms. Donnelly's traditional colors are gray and deep red, with its silver shield and red cross derived from the shield of St. George for Donnelly's founder and first honorary president, Bishop George J. Donnelly (1889-1950).</p> <p>Used for: Internal and external purposes for official documents, academic related activities, Board activities, etc.</p>	<p>Donnelly College (Merchandise Logo)</p> <p>The College also has a merchandise logo, which reflects Donnelly College's abbreviated name, DC, connected by a Benedictine cross. This logo showcases Donnelly's Benedictine foundations and Catholic values as well as the College's historic liberal arts emphasis.</p> <p>Used for: External admissions purposes, sports clubs, community flyers, bookstore goods, embroidery, etc.</p>

\* The seal should be considered first for use before the merchandise logo.

## Brand and Logo Standards

The Donnelly College's brand and logo standards provide a specific and cohesive plan to effectively communicate the use of the College's brand across all media including print, electronic and merchandise. To be effective, the College's identity *must* be accurately and consistently reproduced according to these guidelines.

The College's official logos may not be distorted, redrawn or changed in any way, nor combined with any other mark.

Before using any Donnelly College logo, please review Donnelly College's brand standards online:

[www.donnelly.edu/htdocs/markBrand.html](http://www.donnelly.edu/htdocs/markBrand.html)



# Donnelly College Academic Calendar 2015-2016

## FALL 2015

Faculty Workshop	Aug. 11-15
Registration	Aug. 10-14
Day and Evening classes begin	Aug. 17
Last day for schedule changes	Aug. 21
Labor Day - no classes	Sept. 7
Classes resume	Sept. 8
Convocation	Sept. 10
Mid-Term Grades Due	Sept. 28
Quarter ends	Oct. 10
Last day for students to withdraw from classes	Nov. 18
Class work ends at 10 p.m.	Nov. 24
Thanksgiving vacation - no classes	Nov. 25-28
Classes resume	Nov. 30
Final Exams	Dec. 7-9
Semester ends at 10 p.m.	Dec. 9
Grades due by 11:59 p.m.	Dec. 14

## SPRING 2016

Faculty Workshop	Jan. 12
Registration (extended enrollment)	Jan. 11-15
Martin Luther King Day - no classes	Jan. 18
Day and Evening classes begin	Jan. 19
Last day for schedule changes	Jan. 25
Mid-Term Grades Due	Feb. 29
Quarter ends	Mar. 12
Spring Break	Mar. 14-19
Classes resume	Mar. 21
Easter Break - no classes	Mar. 14-19
Classes resume	Mar. 21
Last day for students to withdraw from classes	Apr. 20
Final exams	May 9-11
Semester ends at 10:00 p.m.	May 11
Ecumenical Graduation Prayer Service	May 13
Graduation	May 14
Grades due by 11:59 p.m.	May 15

**SUMMER 2016**

Registration (Enrollment)	May 30-June 3
Classes Begin	June 6
Last Day for Schedule changes	June 7
Independence Day - No classes	July 4
Last day for students to withdraw from classes	July 16
Summer session ends	July 25

## 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.

## Student 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. The college may take disciplinary sanctions 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.

Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college. All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs. Students should:

1. Refrain from conduct which leads to embarrassment, physical harm, or indignities to other persons. These behaviors will not be tolerated. Such behaviors include:
  - a. Bullying, intimidating, or otherwise threatening any other individual on campus or at a campus sponsored event.
  - b. Cyber Bullying: Intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyber bullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student
  - c. Burglary
  - d. Theft
  - e. Arson or fires started on campus
  - f. Excessive noise or disruptions.
  - g. Violent behavior: verbal and non-verbal
  - h. Fighting on campus
  - i. Use of weapons on campus
  - j. Indecent exposure or behavior, illicit sexual behavior, or lewd conduct
  - k. Illegal gambling
2. Conduct themselves in a manner that conveys a genuine interest in all students and community members will be apparent/visible at all times, with a dedication to helping them learn to help themselves;
3. Respect the privacy of others. Such violations of the expectations of privacy include:
  - a. Breach of Privacy: Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person's consent and when the recording is likely to cause injury, distress, or damage to one's reputation.
  - b. Opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed door
  - c. Using bathrooms intended for the opposite sex
  - d. Misuse/ abuse of codes and access systems
  - e. Covering, tampering with, or removing peepholes or room numbers
4. Respect the rights and views of colleagues and those served. Treat all individuals with respect, courtesy, and good faith
  - a. Donnelly College students are responsible for the behavior of their guests.
5. Refrain from harassment or discrimination in any form will not be tolerated or condoned at any time
6. Personal behavior of community members must conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation.

Violation of the College's Code of Conduct may lead to disciplinary action(s) or may be grounds for dismissal.

- Interference with the Student Code of Conduct Process: Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Conduct Referral. This includes, but is not limited to, encouraging or influencing another person to commit an abuse of the Student Code of Conduct, discouraging an individual's proper participation in, or use of, the Student Code of Conduct process, or distributing or interfering with the orderly process of conducting a proceeding. Please see the student handbook for an overview of the hearing process.

# Emergencies

**In an emergency, an on-site administrator will respond.**

**Once an incident is identified, the administrator will work with security to assess the situation and take the appropriate action.**

- In case of a **fire**, follow the evacuation plan posted on campus and steps outlined in the Emergency Evacuation Plan found online.\*
- In case of a **tornado**, take shelter in areas identified on the evacuation plan posted on campus and follow steps outlined in the Emergency Evacuation Plan found online.\*
- In case of **illness or serious injury**, follow the procedures identified on the evacuation plan posted on campus and outlined in the Emergency Evacuation Plan found online.\*

\* [donnelly.edu](http://donnelly.edu) / Faculty & Staff / Administrative Resources / Emergency Evacuation

**After the situation has been resolved, the necessary media will be notified.**

- The President of the College and Marketing Director will work with the media to issue a statement on behalf of the College.
- Statements or descriptions of an emergency situation made by students, faculty, and/or staff will be considered unofficial.

## Missing Student Policy

In compliance with the Higher Education Act of 2008, this policy sets forth procedures for reporting, investigating, and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be believed missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

### Reporting a Missing Person

- Any person of the college community, including both employees and students, should contact the Vice President of Enrollment Management and Student Affairs. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President of Enrollment Management and Student Affairs.
- The Vice President of Enrollment Management and Student Affairs will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good faith effort to make contact with the student or an emergency contact using any information the student has provided to Donnelly College for this purpose.
- The Vice President of Enrollment Management and Student Affairs will gather all essential information about the student from the reporting person and from the student's acquaintances.
- The Vice President of Enrollment Management and Student Affairs will then contact the appropriate personnel including the Title IX Coordinator and Donnelly College Security team.
- Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, The Vice President of Enrollment Management and Student Affairs or Donnelly College Security will contact the Kansas City, Kansas Police Department to report the student as a missing person and they will take charge of the investigation.

### Missing Person Emergency Contact

Students are able to designate a "Missing Person Emergency Contact" on the application for student housing or with the Registrar's Office. If a student is determined to be missing, the Vice President of Enrollment Management and Student Affairs shall notify the designated Missing Person Emergency Contact no later than 24 hours after the student has been determined missing. The contact information is considered confidential and will only be accessible to college or law enforcement personnel.

### Parent/Guardian Notification for Students under 18 years of age:

If a reported missing student is under the age of 18 and is not emancipated, the Vice President of Enrollment Management and Student Affairs will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student.

### Law Enforcement Notification

If a student is determined missing, the Vice President for Enrollment Management and/or the Donnelly College Security team will notify Kansas City, Kansas Police department no later than 24 hours after the student has been determined to be missing.

For purposes of this policy, a student may also be considered to be a "missing person" at any time the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

## Harassment and/or Discrimination

Donnelly College is committed to providing an environment that is free of unlawful harassment, including, but not limited to, sexual harassment. Accordingly, Donnelly College strictly prohibits and will not tolerate any unlawful harassment based on factors such as gender, sexual orientation, race, religion, creed, color, national origin, ancestry, age, pregnancy, marital status, veteran status, disability, or any other status, condition or characteristic protected by applicable law, to the extent the status, condition or characteristic is protected by applicable law. This policy covers all Donnelly College students, faculty, staff, visitors, volunteers, and vendors.

The term "harassment" includes, but is not limited to, actions, slurs, jokes and other offensive verbal, graphic, visual or physical conduct (both overt and subtle) relating to a legally protected status, condition or characteristic that creates an intimidating, hostile or offensive environment or that unreasonably interferes with a person's educational performance. The term "sexual harassment" includes unwelcome or unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with the individual's educational performance or creates an intimidating, hostile or offensive environment. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

While it is impossible to anticipate every type of behavior which may constitute harassment in a particular situation, the following types of behavior come within this prohibition:

- Unwelcome touching, impeding or blocking movements;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Offensive facial expressions, leering, sexual gestures or movements;
- Displaying sexually suggestive objects, pictures, cartoons, calendars or posters;
- Graphic advances or propositions;
- Graphic comments about another employee's body or clothes;
- Use of derogatory names, slurs, epithets or comments, especially of a sexual nature;
- unwelcome discussion of sexual experience, activity or jokes;
- Sexually degrading words used to describe another employee; and
- Suggestive or obscene letters, notes or invitations including emails and texts.

Such behavior, and any other harassing or discriminatory activity, is unacceptable at Donnelly College. Remember that it is not always possible to tell whether jokes or suggestive comments are "welcome" to another person. It is also important to understand that a third party can be offended by jokes or comments that are overheard.

**VIOLATORS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISCHARGE, EXPULSION FROM ACADEMIC PROGRAMS, AND BAN FROM CAMPUS.**

Anyone who believes they have been subjected to or witnessed any unlawful harassment should immediately report the matter to the Title IX Coordinator.

Donnelly College will protect the confidentiality of harassment complaints to the extent possible, except as necessary to conduct a thorough investigation or to take an appropriate action. Please do not assume that Donnelly College management is aware of any incidents of sexual or other unlawful harassment. It is your responsibility to bring any such incidents to our attention so that we can promptly investigate and attempt to resolve the matter.

Donnelly College will promptly commence a thorough, impartial and objective investigation of all incidents of alleged sexual or other unlawful harassment that are reported to management.

Upon completion of the investigation, Donnelly College will make a determination as to whether unlawful harassment has occurred, and to the extent appropriate will provide an explanation of the results of the investigation to the individual(s) who made the complaint or report and to the accused harasser(s). If Donnelly College makes a determination that unlawful harassment has occurred, Donnelly College will promptly take appropriate remedial action commensurate with the circumstances. Appropriate disciplinary action will be taken against anyone who Donnelly College determines has violated this policy, up to and including immediate discharge of employment, expulsion from all academic programs, or ban from campus. Appropriate remedial measures will also be taken to correct the effects of the harassment and to deter any future harassment. To the extent appropriate, whatever remedial action is taken by Donnelly College will be communicated to the individuals involved in the matter.

Donnelly College strictly prohibits and will not tolerate any retaliation or retribution, directly or indirectly, against anyone who in good faith: (1) makes a complaint of harassment; (2) reports the harassment of another employee or student; (3) opposes any prohibited discrimination or harassment; or (4) participates in, provides information in connection with, or otherwise assists in the investigation of any incidents of alleged sexual or other unlawful harassment conducted by Donnelly College or by any governmental agency. Any student, volunteer, employee or vendor who engages in or encourages any such retribution or retaliation, directly or indirectly, will be subject to disciplinary action, up to and including immediate discharge, expulsion, and ban from campus. Further, anyone who knowingly and intentionally provides false or misleading information regarding any complaints or reports of alleged sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate discharge, expulsion, and ban from campus.

## Smoking Policy

Smoking is prohibited in all college-owned student residences, vehicles, and all academic and administrative buildings. Outdoor smoking is limited to the three designated smoking areas listed below.

There are three designated smoking areas on campus. Smoking is limited to a 3 foot perimeter from the ash receptacle at each designated location.

1. Lower entrance to Marian Hall, just outside the blue awning. The ash receptacle is located near the sidewalk outside this door.
2. Outside the main tower at the bottom of the steps leading to the picnic area. This location is found by going around the building towards the Events Center and continuing down the steps. The ash receptacle is located in the concrete inlet at the bottom of those steps.
3. Outside the front entrance to the International Center. The ash receptacle is located near the sidewalk next to the parking lot.

Smokers must dispose of cigarette/tobacco remains in the designated ash receptacles. Please continue to keep these areas of our campus clean.

## Technology

### Peer-to-Peer Policy

Peer-to-peer applications are defined as programs which allow computers to share data in the form of music, movies, games or any computer file or software over a local network and the Internet. These programs include but are not limited to Limewire, Bearshare, Kazaa, Azureus, Ares, Morpheus, Imesh, Shareza, and BitTorrent. The College does not, at this time, block the use of peer-to-peer applications on any part of its network.

The College understands that there are legitimate academic uses for such applications. However, use of these applications has been known to cause problems, which can affect the entire College community.

The College expects that all computers and networks on the campus will be used in a manner consistent with the Computer Policy & Standard Practices and compliant with applicable law. The College is under no obligation to protect a user from a complaint or action arising from violation, or alleged violation, of the law. Users should understand that the fact that material is available for free on the Internet does not mean that accessing such material is authorized by third party rights-holders.

The College prohibits the use of peer-to-peer applications on its networks to transmit or exchange any music, software or other materials in which the intellectual property is held by any third party. Any use of our network in violation of this policy will be subject to discipline. However, the College allows and encourages the use of peer-to-peer applications for legitimate academic purposes without violation of applicable law, infringement of third party rights, or violation of the College's policies, including this Peer to Peer Policy.

The College will endeavor to see that the community is not adversely affected by the use of peer-to-peer programs. When such programs are seen to affect the network in a manner not consistent with College policies or are degrading the performance of the network, appropriate action will be taken against the user. In addition, bandwidth management technology will be used on the network to make sure peer-to-peer programs do not degrade network speeds.

The community should be aware that peer-to-peer applications are not necessarily harmless and in using them one may inadvertently consume excessive network band width, violate copyright and/or other laws, share confidential information, or jeopardize computer security. Disproportionate bandwidth usage and copyright and other third party infringement are violations of the College's Computer Usage Policy.

## Voter Registration

As a service to Donnelly College students, hard copies of voter registration forms for both Kansas and Missouri are available at the Donnelly College Library, 7<sup>th</sup> floor, 608 N. 18<sup>th</sup> St. Kansas City, KS. Additionally, voters can register on-line in Kansas through the following web-site:

<https://www.kdor.org/voterregistration/>. Missouri forms are available for download at: [http://www.sos.mo.gov/forms/elections/MVRA\\_PC\\_231-0169\\_042007.pdf](http://www.sos.mo.gov/forms/elections/MVRA_PC_231-0169_042007.pdf)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 or successfully passed the GED examination. Students will be enrolled in appropriate preparatory courses if placement tests show they need to improve basic skills in reading, writing 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.

### COLLEGE CREDIT NOW (CCN)

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 a college. Students participating in the CCN program must have written approval from their high school principal or advisor and have appropriate placement scores.

CCN credit is available only for college-level course work (100 or higher) and is on a space-available basis.

### FOREIGN EDUCATION TRANSCRIPTS

Students who graduated from an international (foreign) high school high school transcript(s) and/or diploma must be officially evaluated by an approved transcript evaluation service. Transcript(s) and/or diploma must meet United States high school equivalency standards. A completed Document by Document report is required.

The Student assumes all responsibility for costs associated with the evaluation.

Students with an F-1 visa are exempt from this requirement. (*\*\*International students are required to submit original transcripts and/or diplomas to the US embassy in their respective countries before being issued their F-1 International Student Visas. Each diploma/transcript is determined to be legitimate by the United States Federal Government and each student is either accepted or denied for study in the US depending on whether or not his or her diploma/transcript is authentic or not.*)

**Evaluations must be performed by a current National Association of Credential Evaluation Services (NACES) member. Please see their website for information on finding current members and their contact information.** <http://www.naces.org>

### INTERNATIONAL STUDENTS

International students are required to follow Donnelly College admissions policies and procedures. Additional documents, such as bank statements and financial affidavits, will also be required. Further information can be found at <http://www.donnelly.edu/admission/International.cfm>

### MANDATORY TESTING REQUIREMENTS

Tuberculosis (TB) test is required to participate in the PN and CNA programs. If a student is unable to complete this requirement via skin test and the facility recommends a chest x-ray, the student will accrue additional fees. Completion of the TB test is a state regulation.

Students in the PN and CNA programs are also required to pass a drug screen test as a part of their respective programs. Students who do not pass the

drug screen test will not be allowed to continue in their health care courses. In order to reapply to the healthcare program the student must take a five-panel drug screen test through US Healthworks. The student is financially responsible for this test. The student must provide documentation of passing results to be eligible to reapply to the healthcare program at Donnelly College. An additional drug screen test will take place at the beginning of the healthcare programs (PN, CNA).

Students who do not pass two drug screen tests must appeal to the Vice President of Academic Affairs for continuation in the healthcare program. The appeal must include a typed explanation of what has changed in their life since previously applying to the healthcare program, why they should be reconsidered for the healthcare program, and proof of drug rehabilitation or recovery.

### PLACEMENT TESTING

Placement testing is required for first-time college students and some transfer students. Students without recent ACT or SAT scores take a series of placement exams in our Testing Center before enrolling in classes. Transfer students must send an official college transcript form from their previous institution in order to enroll in classes.

Incoming students who were not previously enrolled and/or do not have college credit need to have ACT or Compass scores for placement. If the student was originally placed with an Accuplacer score, and has been continuously enrolled in classes, s/he does not need to take the Compass test.

### REGISTRATION PROCEDURES

- 1) Complete an application and return it to the Admissions Office.
- 2) If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Student Aid), electronically selecting Donnelly College to receive the results.
- 3) Request official 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. Placement into College Level courses (100 or above) a reading score of 64 or above on the Placement Test. Preparatory courses and College Level courses must not be taken concurrently.

**Admissions deadline:** Students are encouraged to apply for admission to Donnelly College up to two semesters before beginning courses at Donnelly. Applying early allows students time to take care of any needs related to the application process (such as applying for scholarships, taking placements tests, and/or enrolling in classes) by priority deadlines.

Students who do not meet the priority deadlines must be admitted to Donnelly College and enrolled in courses on or before the first day of classes each semester.

**\*Official Transcripts for Admissions:** As a part of the admissions and enrollment process, students must submit an official copy of all transcripts to the Donnelly College Registrar's Office. If a student is currently enrolled at another institution (either high school or college), the student can submit an official transcript that lists previous courses taken and courses that are in progress at the time of admissions. Final official transcripts must be submitted before enrolling in classes for the following semester.

### SENIOR CITIZENS PROGRAM

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, space available basis. Enrollment cost for senior citizens is \$60 per credit hour.

### VETERANS

Donnelly College is approved by the state approving agency for the training of veterans under the provisions of Section 3675(a) (1) of Title 38, United States Code.

Any veteran who leaves Donnelly to perform military service will be re-admitted with the same academic status as when they departed.



## VISITOR VISA

Students with a visitor visa (Business: B-1/Tourism: B-2) may only take CESL (Community English as a Second Language) courses.

# Academic Policies & Procedures

## ACADEMIC DISHONESTY

### Preamble

The grades and credits earned by college students provide an important measure of the quality and extent of the academic achievement of students. The faculty, with the cooperation and support of the students, has the responsibility to preserve the integrity and significance of the grades and credits.

This policy is designed to ensure that faculty and students achieve this responsibility in the following ways:

First, it identifies the basic presumption underlying the integrity and significance of grades and credits.

Second, it lists, defines, and forbids the behaviors that could undermine or be interpreted as undermining the integrity of the grades and credits.

Third, it requires faculty to take reasonable steps to prevent academic irregularities from occurring and to take appropriate action when they do occur.

### The Basic Presumption

Grades and credits awarded are fair and equitable measures of academic achievement only on the presumption that the academic work submitted by each student is his/her own. Furthermore, the academic work presented by the student is presumed to be produced under the course conditions or rules (e.g. time and resources allowed for the completion of an examination) common to all students in the course.

The moment this presumption is reasonably doubted, the integrity of grades and credits is seriously undermined.

Therefore, faculty and students alike must ensure that the validity of grades and credits as the measure of academic achievement is preserved beyond any reasonable doubt.

### Academic Improprieties

An academic impropriety is any action by a student that undermines or is perceived to undermine the presumption that the academic work submitted by the student is his/her own.

Furthermore, academic impropriety suggests that the student incurs an unfair advantage over other students in the production of the work in question.

An academic impropriety is any action by a student that undermines the basic presumption that the academic work submitted is that of the student and produced under the common rules set by the instructor.

All academic improprieties are forbidden.

Academic improprieties may or may not involve dishonesty. Accordingly, the claim or determination that a student has engaged in academically improper behavior does not always require the claim or determination that the student acted dishonestly.

Academic improprieties consist of two kinds: academic irregularities and academic dishonesty. Both require appropriate academic action by the faculty member. Academic dishonesty requires appropriate disciplinary action by the Vice President for Academic Affairs.

### Academic Irregularities

Definition: Any form of impropriety which may be committed without dishonest motive or intent on the part of the student and which is expressly described in this document, or is both described and prohibited by the instructor in a syllabus or other announcement. Academic irregularities may or may not involve dishonesty on the part of the student.

The following actions are examples of academic irregularities during an examination, test, or quiz:

1. Failure to follow the instructor's seating arrangements or rearrangements during the examination, test or quiz.
2. Failure to follow the instructor's instructions concerning the distribution of the examination, test or quiz.
3. Failure to stop working on the examination, test or quiz at the end of the allotted time frame.
4. Communications in any way, shape, or form with any person other than the course instructor.
5. Looking at or in the direction of another person's examination, test or answer sheet.
6. Looking at or manipulating books, notebooks, papers, notes, cards, etc. that are not part of the examination, test, or quiz materials.

7. Looking at or manipulating any written or symbolized material that is not part of the examination, test, or quiz materials.
8. Looking at or manipulating phones, computers, calculators or other devices not required or authorized for use during the examination, test or quiz.

The following actions are examples of academic irregularities that may occur during the production of external assignments for course credit (including term papers, research papers, take- home examinations or tests, exercises, independent lab work, etc.):

1. Failure to submit the assignment at the time and date due.
2. Failure to acknowledge the incorporation of another person's work into one's own, including the failure to properly identify the source for the material that is paraphrased or quoted.
3. Failure to document properly all works consulted, paraphrased, or quoted.
4. Submitting the same work for more than one course, unless authorized to do so by the instructors of all the courses in question.

### **Academic Dishonesty**

Definition: Academic dishonesty is any form of academic impropriety committed by a student and involving a dishonest motive or intent.

The following actions are examples of academic dishonesty. They are not all inclusive of academic dishonesty:

1. Cheating on examinations, tests, or quizzes.
2. Leaving the room to text information about the test or to receive information during an examination, test or quiz time.
3. Copying from another student's examination test, or quiz.
4. Using unauthorized materials during an examination test or quiz.
5. Unauthorized collaboration with another person during an examination, test or quiz.
6. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of, or information about, an unreleased examination, test, or quiz.
7. Bribing another person to obtain a copy of, or information about, an unreleased examination, test, or quiz.
8. Bribing or allowing another person to substitute for oneself to take an examination, test, or quiz.
9. Submitting work previously submitted by another student in an earlier semester.
10. Submitting under one's name a research or term paper bought through the mail or on the internet from "paper mills."
11. Plagiarism, which shall mean the appropriation of another person's work, with or without that person's consent, and the unacknowledged incorporation of that work into one's own work.

### **Academic Action**

An academic action is any action taken by faculty to prevent academically improper behavior or to penalize students who have committed academic improprieties.

When it is determined that an academic impropriety has occurred, the faculty member may make an appropriate adjustment to the student's grade.

The following are examples of academic actions intended either to prevent the continuation of an impropriety or to offset the advantage gained through an impropriety:

1. Verbal warning to the student that he or she is acting improperly.
2. Instructing the student to move to another seat or desk.
3. Collecting or voiding the student's examination, test or quiz, with or without the opportunity for a make-up grade. If a make-up is granted, it may include a grade reduction to offset the advantage the student gains from having additional time to study for the examination.
4. Adjusting the grade in an examination to offset the advantage gained by the student by continuing to work on the examination after the examination period has ended.
5. Adjusting the grade in an assignment to offset the advantage gained by the student by submitting the assignment late.
6. Giving a failing grade to or granting no credit for the work submitted.
7. Giving the student an F for the course.
8. Referral to the Vice President of Academic Affairs and possible expulsion from the institution.

This list of examples is not meant to be all-inclusive, but is presented for giving guidance relative to appropriate academic action.

### **Procedure and Appeals for Academic Actions**

No academic action involving a grade adjustment is subject to appeal. Nonetheless, at the earliest opportunity, the instructor should communicate the rationale for such an action to the student or students affected by it.

Whenever an academic action involves a grade adjustment, the instructor shall communicate to the student the nature of the impropriety and the intended academic action, and shall provide the student with the opportunity to be heard. If, after reviewing the situation with the student, the instructor determines that an academic action is required, he or she shall so notify the student. The instructor shall keep a record of the nature of the impropriety, of the time and date of its occurrence and, if applicable, of any relevant evidence. The instructor shall also keep a record of the academic action taken and of its rationale.

A student who believes that an academic action is unjustified or excessive may request mediation by the director or Associate Dean of the unit. The mediator serves as an advisor only and the student has no further recourse unless the action demonstrably affects the course grade earned, in which case the dissatisfied student, in accord with the established procedure for contesting course grades, may petition the Vice President for Academic Affairs to evaluate the matter.

### **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 (67%) of all credit/non-credit courses attempted with a grade point average of a minimum of 2.0.

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 PROBATION STATUS. A student on probation status who meets academic progress standards by the end of the semester will be removed from probation status. A student on probation status who does not meet academic progress standards by the end of the semester will receive ACADEMIC SUSPENSION and may not enroll the following semester.

Students who appeal their Financial Aid Warning or Suspension and are denied the appeal may further appeal their Academic Probation or Suspension if they want to enroll without financial assistance.

Students who are not receiving financial assistance may appeal Academic Probation or Suspension Status directly to the Vice President of Academic Affairs. All academic appeals are addressed in writing to the Vice President of Academic Affairs 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 PROBATION AND SUSPENSION POLICY**

Each student's academic status is assessed at the end of every fall, spring, and summer term, whether the student is full-time or part-time for that term. The following policy outlines the College's academic expectations.

1. The student must complete 67% of all credit/non-credit courses attempted. 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.
2. The student also must maintain the following a minimum 2.00 semester and cumulative grade point average (GPA).

The college will check the student's progress at the end of each fall, spring, and summer term.

1. If the student is earning a minimum 2.50 semester and cumulative GPA they are in **good academic standing**.
2. If the student is earning a 2.00-2.49 semester of cumulative GPA they are in good standing and required to meet with an academic advisor to develop a success plan.

3. If the student is earning less than a 2.00 they will be placed on **academic probation** and will be required to meet with an academic advisor to develop an academic probation contract.
  - a. The student must earn a minimum semester GPA of 2.00 until their cumulative GPA returns to 2.0 to continue on academic probation. The student's academic probation contract will be updated each semester until they return to good academic standing to reflect current goals and action plans.
  - b. A student on academic probation who earns a semester GPA less than 2.00 will be placed on **academic suspension** and may not enroll for the following semester.

## 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 GPA 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 Writing Award

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

### Latin Honors

Qualifying graduating baccalaureate students are awarded Latin Honors based on the following cumulative grade point averages:

Cum Laude: 3.25-3.499

Magna Cum Laude: 3.5-3.749

Summa Cum Laude: 3.75-4.0

### Honors Scholars

To graduate with a Donnelly College academic Honors Scholars designation students must have a cumulative GPA of 3.5 at the time of graduation and "A" or "B" in all Honors Program courses.

## 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 indicate an incomplete. Grades are awarded on a four-point system.

Grades and the corresponding grade points per credit hour are as follows:

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, and/or U will not be counted as hours attempted. Courses with grades of F will be counted in figuring grade point averages.

#### **Incomplete Grade**

The letter grade “I” indicates “incomplete work”. An incomplete grade may be issued at the discretion of the instructor when a minor component of the course has not been completed due to extenuating circumstances. The incomplete may be issued when the missing component of the course may be completed without repetition of the regular work of the course. To receive an “I” the student must have completed at least two-thirds of the course requirements. The incomplete grade is used only when, in the opinion of the instructor, there is the expectation that the work will be completed in a timely manner.

To award an incomplete the instructor must provide a copy of the syllabus and a list of the remaining requirements to the Vice President for Academic Affairs with additional copies provided to both the student and Department Chairperson. When the requirements are met and evaluated, the instructor submits the grade to the College Registrar’s Office in order to remove the “I.” Unless an earlier deadline is stipulated by the instructor of the course, an incomplete must be completed by the last day of class and grade submitted to the College Registrar’s Office by the deadline of grade submission of the subsequent Spring semester for Fall incompletes or the subsequent Fall semester for Spring and Summer incompletes; otherwise a grade of “F” will be recorded.

#### **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 Vice President of Academic Affairs within 12 weeks of the end of the semester in which the grade was assigned. The Program Director/Associate Dean will then contact the appropriate faculty member and will provide follow-up with the student. If appropriate, the Program Director/Associate Dean will schedule a meeting of the involved individuals within 30 days. If the outcome of the appeal to the Program Director/Associate Dean does not resolve the issue satisfactorily, the student may then appeal in writing to the Vice President of Academic Affairs, who will convene a grievance committee and follow the procedures outlined in the college catalog.

## ADVANCED PLACEMENT POLICIES

Donnelly College uses the College Board Advanced Placement Tests to award graduation credit and/or advanced placement in courses. Donnelly College assigns credit rather than a grade. Advanced Placement scores are evaluated for transfer credits in the same manner as college transfer credits. The table below shows equivalencies.

Subject	Minimum Score	Donnelly College Equivalent	Credit Hours
Biology	3	Principles of Biology (BL 101 and 101.1)	5
Calculus AB	3	Calculus and Analytic Geometry I (MT 231)	5
Calculus BC	3	Calculus II (MT 232)	5
Chemistry	3	General College Chemistry I (CH 101)	5
Computer Science A	3	Microcomputer Essentials (IT 111) & Fundamentals of Programming (IT 123)	6
English Language	3	English Composition I (EN 111)	3
	4-5	English Composition I and II (EN 111 and 112)	6
English Literature	3	Introduction to Literature (EN 220)	3
		Intro to Literature and Intro to the Novel (EN 220 and 221)	6
Environmental Science	3	Environmental Science (BL 141)	3
US Government and Politics	3	American Government (PS 111)	3
Human Geography	3	World Geography (GE 101)	3
Physics B	3	College Physics I (PX 110)	5
Physics C	3	College Physics II (PX 111)	5
Psychology	3	General Psychology (PY 101)	3
Spanish Language	3	Spanish I ( SP 101 )	5
	4-5	Spanish I and II (SP101 and SP 102)	10
Statistics	3	Intro to Statistics (MT 121)	3
US History	3	American History (HS 120 and 121)	6
World History	3	Western Civilizations (HS 101 and 102)	6

## ASSESSMENT PLAN

Donnelly College has a systematic, on-going plan for assessment of its general education programs and preparatory courses. 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. Assessments of student-learning in other programs are specifically designed to assess student demonstration of attainment of course and program learning outcomes. Methodologies vary by program and are applied and evaluated under the supervision of the Vice President.

## ATTENDANCE POLICY

Students are expected to attend every class session and be on time for every class session. Absences, late arrivals, and early departures may contribute to the final grade a student earns. Each academic unit (i.e., Preparatory Education, English for Academic Purposes, Arts & Sciences) has a policy stating how many absences are permitted before the instructor will expect the student to withdraw from the course. Instructors will state the specific policy in the syllabus for the class. If a student has exceeded the number of allowed absences, faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

## AUDITING A COURSE

A student who wishes to audit a class must register at the time of registration and pay 1/3 of the 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. Online, HC, and pre-college courses may not be audited.

## AUTHORIZED ACADEMIC LOAD

The maximum number of hours a student is permitted to take in the Fall or Spring semester is 18 credit hours. For summer sessions, the maximum number of hours permitted is 9 credit hours. Online, off-campus, and evening courses taken concurrently are counted as a part of the total load. Students who have completed a minimum of 24 hours with a continuous record of a 3.25 overall GPA or better may petition the Vice President for Academic Affairs to carry more hours. Petitions should be in writing and submitted at least 10 days prior to the onset of the semester.

## CHANGING COURSE SCHEDULES

Changes may be done during the first week of classes only. Any changes after the semester begins require the written approval of the Vice President of Academic Affairs.

A course that is dropped by the deadline identified above will not appear on the student's official record.

After the designated time noted above, a student may withdraw from a course. Withdrawing from a course results in a "W" on the student's official record. Please refer to Donnelly College's Withdrawal policy for more information.

## CLASS STANDING

Freshman: 1 – 30 credits

Sophomore: 31-59 credits (64 for associate seeking students)

Junior: 60-89 credits and completion of general education requirements equal to or equivalent of an Associate in Arts or Associate in Science degree

Senior: 90 or greater credit hours and completion of general education requirements equal to or equivalent of an Associate in Arts or Associate in Science degree

## CREDIT BY PRIOR LEARNING ASSESSMENT

To be eligible for Prior Learning Assessment (PLA), a student must have earned at least twelve (12) credit hours at Donnelly College. Credit through PLA may be awarded in one of four ways:

1. College Level Examination Program (CLEP)
2. Credit by Course Exam
3. Dante Subject Standardized Test
4. Portfolio Assessment

Donnelly College accepts only subject area CLEP tests and requires a 50 percentile score for awarding credit. There are several area CLEP testing sites. Students interested in times and charges for taking a CLEP test should contact the University of Missouri – Kansas City testing center.

Applications for PLA through Course Exam or Portfolio begin with an interview with the Associate Dean or Director for the respective program area during the semester in which the credit is to be awarded. Credit that is awarded through Course Exam or Portfolio is charged at one-third the rate of tuition. This charge is assessed at the time credit is awarded. A maximum of 20 credit hours through PLA may be applied to an associate degree or to a bachelor's degree; in no case will more than 20 hours be awarded to a single student. Federal funds are not applicable for PLA.

## DIRECTORY INFORMATION

Donnelly College designates the following student information as public or Directory Information:

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, photographs, and student likenesses.

Such information may be disclosed by the College for any purpose at the College's discretion. 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.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) give 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, appropriate 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 shall be conducted through the Office of the Registrar 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 permitting 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 educational 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.

## 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, Associate in Applied Science, Bachelor of Arts, and Bachelor of Applied Science are listed under Academic Policies & Regulations.

## GRIEVANCE POLICY AND PROCEDURES

A grievance procedure has been established to provide for fairness in treatment for each student. Any student of Donnelly College alleging discriminatory treatment 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 fifteen (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.

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:

- 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.
- 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.
- 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.
- Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
- All testimony pertaining to the grievance will be held in confidence.
- Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.
- 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:

- A statement of the purpose of the hearing.
- The issues considered.
- A summary of the evidence presented and findings of the facts as developed at the hearings.
- 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 within fifteen (15) working days. The decision of the Board will be final.

#### **INCOMPLETE GRADES**

The letter grade "I" indicates "incomplete work". An incomplete grade may be issued at the discretion of the instructor when a minor component of the course has not been completed due to extenuating circumstances. The incomplete may be issued when the missing component of the course may be completed without repetition of the regular work of the course. To receive an "I" the student must have completed at least two-thirds of the course requirements. The incomplete grade is used only when, in the opinion of the instructor, there is the expectation that the work will be completed in a timely manner.

To award an incomplete the instructor must provide a copy of the syllabus and a list of the remaining requirements to the Vice President for Academic Affairs with additional copies provided to both the student and Department Chairperson. When the requirements are met and evaluated, the instructor submits the grade to the College Registrar's Office in order to remove the "I." Unless an earlier deadline is stipulated by the instructor of the course, an incomplete must be completed by the last day of class and grade submitted to the College Registrar's Office by the deadline of grade submission of the subsequent Spring semester for Fall incompletes or the subsequent Fall semester for Spring and Summer incompletes; otherwise a grade of "F" will be recorded.

#### INTERNATIONAL BACCALAUREATE

Subject	Level	DC Equivalent	Credit Hours
Biology	5, 6, or 7 HL	Principals of Biology (BL 101 & BL 101.1)	5
Chemistry	6 or 7 HL	General College Chemistry I (CH 101)	5
Computer Science	5, 6, or 7 HL	Microcomputer Essentials (IT 111) and	3
		Fundamentals of Programming (IT 123)	3
English Language	5 HL	English Composition I (EN 111)	3
	6 or 7 HL	English Composition I & II (EN 111 & 112)	6
French	5, 6, or 7 SL	French I (WL 130)	5
	5, 6, or 7 HL	French I & II (WL 130 & 230)	10
Geography	6 or 7 HL	World Geography (GE 101)	3
History	6 or 7 HL	American History (HS 120 & 121)	6
Mathematics	6 or 7 HL	Calculus & Analytic Geometry I (MT 231)	5
	6 or 7 SL	Placement into courses w/ College Algebra as a prerequisite	
Physics	5, 6, or 7 SL	College Physics (PX 110)	5
	5, 6, or 7 HL	College Physics I & II (PX 110 & 111)	10
Psychology	5, 6, or 7 HL	General Psychology (PY 101)	3
Spanish	5, 6, or 7 SL	Spanish I (SP 101)	5
	5, 6, or 7 HL	Spanish I & II (SP 101 & 102)	10

#### Regulations

1. Donnelly College will accept International Baccalaureate coursework when students receive a designated score on the subject's test at the designated level according to the chart above
2. Students are responsible for requesting and ensuring that score reports are submitted to the college Registrar from IB North America.
3. Students must be enrolled at Donnelly College during the term for which they are requesting credit.
4. Students are responsible for exploring the transferability of these credits at the institution to which they may seek to transfer.
5. College credit (no grade) will be posted on a student's transcript using Donnelly College course numbers.
6. A maximum of 30 hours of credit may be granted through International Baccalaureate coursework.

#### MID-TERM GRADES

Faculty provide mid-term grades for freshman students approximately 10 days prior to the beginning of the second 8 week session.

Faculty meet individually with any student making either a "D" or "F" in their courses and advise them accordingly. Mid-term grades are also shared with the Vice President of Academic Affairs and the Academic Advisors. Advisors meet individually with students who are making a "D" or "F" in more than one course in order to explore options more broadly with the student as well as discuss financial aid implications for withdrawing from a course, etc.

#### OFFICIAL EMAIL ADDRESS

The student's Donnelly College e-mail address is the official electronic address used by the College for all communications including academic and financial information. It is the student's responsibility to check e-mail regularly and read all e-mail from the college. Students who prefer to use an alternate e-mail address to receive official College notices should make certain they have implemented the mail forward option using the appropriate process. If a student initiates contact to an instructor or staff member from a non-Donnelly account, the recipient may reply to the message by redirecting it to the student's Donnelly e-mail.

## REPETITION OF COURSEWORK

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.

## REVERSE TRANSFER AGREEMENT

Donnelly College participates in a universal reverse transfer program with Kansas' community colleges. This innovative program allows you to receive your associate's degree from your most recent community college by combining the credits you earned at the community college AND the credits you earn while here at Donnelly College. Incoming transfer students to Donnelly College from any of Kansas' nineteen public community colleges or either of Kansas' two non-profit 2-year colleges are eligible to receive the benefits of the reverse transfer program.

### How Does It Work?

- Any student who transfers at least 45 credit hours from either an accredited public Kansas community college or 2-year private non-profit college may participate. A full list of eligible institutions is below.
- At the end of the academic year, if you have earned a total of 60 credit hours (at least 45 from the community college plus the remainder at Donnelly College), we will send your official transcript to your community college.
- Your home community college will review your complete transcript, and if you have met the degree requirements, the community college will award you your associate's degree and mail it to you.

## STUDENT IDENTIFICATION

The student ID card is your official identification while enrolled at Donnelly College. It should be carried with you at all times and available to present to college officials upon request. You may need to present your student ID card when:

- Utilizing services in Financial Aid, Academic Advising, the Business Office, and Computer Services
- Registering for your parking sticker
- Using your Bistro Donnelly meal plan
- Participating in intramural sports programs
- Being admitted to student events
- Checking out a laptop
- Requesting Counseling Services

Cards will be confiscated if presented by someone other than the cardholder. Fraudulent use of the card will result in disciplinary action. Student ID cards are not to be collected and held as collateral for the temporary use of equipment, services, etc.

## 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 \$4.00 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

College level course work completed at a regionally 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.

## 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.

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

### **Transfer to a two-year institution**

Donnelly College has articulation agreements established with community colleges to accept credits toward our bachelor degree programs. The Registrar will also do a course by course evaluation of credits earned at other regionally accredited institutions. A minimum grade of a C is required to fulfill a Donnelly College academic requirement.

#### **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.

Avila University

Baker University

Benedictine University

Emporia State University

Kansas State University

Kansas Wesleyan University

Missouri University of Science & Technology

National American University

Newman University

Park University

Pittsburg State University

University of Kansas

University of Missouri Kansas City

University of St. Mary

Wichita State University

William Jewell University

#### **WITHDRAWAL POLICY**

It is the responsibility of the student to withdraw from class. If a student decides to withdraw from a class, ideally, he or she should see an advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing. However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class.

Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

The deadlines for withdrawing are as follows:

14 to 16 week classes: 2 weeks before the end of the class.

6 to 8 week classes: 1 week before the end of class.

4 to 5 week classes: 3 days before the end of the class

Less than 4 week classes: Withdrawals are not allowed.

Withdrawal deadline dates will be published in the academic calendar.

The grade "W" will be issued when a student withdraws from a course. The grade (W) will appear on the student's academic record but will not be included in the GPA. Courses with a "W" are included in Donnelly's academic expectations as well as the calculation of Satisfactory Academic Progress.

## 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 academic and career concerns. The advisors also offer career counseling. Speakers and workshops will be available to students throughout the year.

### CAREER CENTER

The Career Center is a resource where students can receive assistance in the areas of career planning and job search. A variety of services are provided to give guidance to students as they go about choosing, preparing for and entering a career. Additionally, the Career Center develops relationships with employers to provide internship/practicum opportunities for Donnelly College students.

### STUDENTS WITH SPECIAL NEEDS

Students with special needs as a result of a physical or learning disability, who are seeking accommodation, should contact the Vice President of Academics for assistance.

### 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. A small selection of magazines, reference books, audio and video materials are available for student use. Through computer links with the Kansas State Library Blue Skyways (using the State Library of Kansas card), Donnelly has interlibrary loan access to the resources of libraries in the KC metropolitan area and across the country. Study rooms and areas for individual and group study are available. Computers in the library are available for periodical, full-text, and library database searching.

### TUTORING SERVICES

Free tutoring is provided in the basic-skill areas of English, reading and math as well as other subject areas. Professional and peer tutors are available in the tutoring center.

# Student Finance

## TYPES OF 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

William D. Ford Federal Direct Loan Program

State:

Kansas Comprehensive Grant

## ESTIMATED COST OF ATTENDANCE

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

Dependent student, \$ 20,214

Independent student, \$27,014

Estimated cost of attendance for students attending less than full-time:

3/4 time (9-11 credit hours) Dependent student, \$15,160

Independent student, \$17,260

1/2 time (6-8 hours) Dependent student, \$12,100

Independent student, \$14,900

Less than 1/2 time (1-5 credit hours) Dependent student, \$6,000

Independent student, \$6,000

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

## 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. The Financial Aid Office will use the summer enrollment period as a trailer.
3. Students eligible for Federal Pell grants will be awarded based on a formula available in Donnelly's Financial Aid Office.
4. Institutional aid will be determined on an individual 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.

## 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 one-hundred percent (100%) refund will be issued.

16 Week Classes

Withdraw prior to the first day of classes 100%

Withdraw the 1<sup>st</sup> week of classes 100%

Withdraw the 2 <sup>nd</sup> week of classes	75%
Withdraw the 3 <sup>rd</sup> week of classes	50%
Withdraw the 4 <sup>th</sup> week of classes	25%
Withdraw after the 4 <sup>th</sup> week of classes	No Refund

#### 8-Week Classes

Withdraw prior to the first day of classes	100%
Withdraw the 1 <sup>st</sup> week of classes	75%
Withdraw the 2 <sup>nd</sup> week of classes	50%
Withdraw the 3 <sup>rd</sup> week of classes	No Refund

#### 4-Week Classes

Withdraw prior to the first day of classes	100%
Withdraw the 1 <sup>st</sup> week of classes	No Refund

#### Weekend Classes

Withdraw prior to first day of classes	100%
After class begins	No Refund

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.

#### **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.

#### **RETURN OF FEDERAL STUDENT AID (TITLE IV) FUNDS POLICY**

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 sixty percent (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
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.
4. All students receiving all F's at the end of each term will be forwarded to the appropriate Director of Instruction by the Registrar for determination of the last date of student participation in an academically related activity. For students determined to have unofficially withdrawn, the determined last date of participation in an academically related activity will be provided to the Director of Financial Aid for

return of Title IV fund calculation. If the last date of participation in an academically related activity cannot be determined, the midpoint of the period attended will be applied.

Donnelly College returns the following funds in the order below:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized 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 fifty percent (50%). Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The Direct Loan program 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 previously 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 V RECIPIENTS**

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

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

1. The student must complete a minimum of 66% percent 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. The student 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. (Associate Degree or Certificate Programs)
3. The student may receive aid for a maximum of one-hundred and eighty-six (186) credit hours for Bachelor Degree Students (which includes all undergraduate credit hours). The total number of hours may include up to thirty (30) hours of remedial or developmental coursework.
4. The student must maintain the following minimum Cumulative Grade Point Average (GPA) of 2.0.

The Student Financial Aid Office will check the student's progress at the end of each term, or payment period:

1. If the student is not making satisfactory academic progress according to the above standards they 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 the student will continue to receive financial aid.
2. If the student completes all the hours with a "C" or above, the next term for which they enroll, they will be able to continue on Financial Aid Warning.
3. If the student fails to meet the satisfactory progress standards the next term for which they enroll, they will be placed on Financial Aid Suspension. When on Financial Aid Suspension the student is unable to receive financial aid at Donnelly College.

**The student 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, the student will be placed on Financial Aid Warning.



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

## SCHOLARSHIPS

1. Applicants seeking scholarships/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 twenty-five percent (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 Bloch Scholarship Committee.
5. For academic scholarships, transcripts must be submitted for full consideration. This documentation should be included with the admissions application if possible. Academic Scholarship awards are ultimately based on final, official transcripts
6. College Scholarships, Requirements, and Criteria

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

**Presidential Scholarship** – Associate Degree (*limited number*) – high school senior – full tuition and fees

- Cumulative 3.0 or greater grade point average
- Letter of recommendation from high-school counselor or teacher
- Eligible to apply for federal financial aid
- Community Service requirement
- Response to selected essay question

**Bizfest Scholarship** (*limited number*) – high school senior – full tuition and fees

- No cumulative grade point average required
- 2.5 grade point average required throughout college enrollment to maintain scholarship
- Letter of recommendation from high-school counselor or teacher
- Community Service requirement
- Response to selected essay question
- Submit signed Bizfest certificate acknowledging program completion
- Eligible to apply for federal financial aid and/or
- Demonstrates financial need per Donnelly College financial aid policy

**Archbishop's Scholarship** (*limited number*) - Full tuition, fees and books

- High school seniors with a 3.0 or greater grade point average through 8th semester (may be awarded following 6th semester transcript, contingent on 8th semester)
- A letter of recommendation from the high-school principal, a teacher or counselor
- Be a Kansas resident

This scholarship is renewable for 12 semesters, excluding summer semesters

- Community Service requirement
- Response to selected essay question

**Sister Fran Cross Scholarship** (*limited number*) – Three-quarter tuition and fees

- Provide official transcripts indicating 2.5 or greater cumulative GPA
- A letter of recommendation from a teacher or a counselor
- Demonstrates financial need per Donnelly College financial aid policy
- Community Service requirement
- Response to selected essay question

**Reach Scholarship** (*limited number*) - One-half tuition

- 2.5 grade point average required
- Letter of recommendation from high-school counselor or teacher
- Community Service requirement
- Response to selected essay question
- Demonstrates financial need per Donnelly College financial aid policy

**Catholic High-School Grant** (*Unlimited*) - \$1,000/semester may be applied to tuition, fees, or books

- Provide an official transcript indicating graduation from an accredited Catholic high school
- This scholarship is renewable for 12 semesters towards a bachelor's degree, excluding summer semesters

**The Henry W. Bloch Scholarship** (*Limited 20*) - Full tuition, transferable

- High-school diploma or GED
- Cumulative 2.5 or greater grade point average
- Letter of recommendation
- Interviewed by Bloch Committee
- Must demonstrate financial need

Scholarship is renewable for or up to six consecutive semesters at Donnelly College, if minimum GPA of 2.5 is maintained, and six consecutive semesters at UMKC, excluding summer semesters

Conditions include:

- Students must attend full-time (minimum 12 credit hours)
- Maintain a GPA of 2.5 or better
- Students must apply for federal and state financial aid
- Students must participate in the Bloch Scholar Program
- Students must meet with an advisor regularly

**Endowed Scholarships Awarded Annually**

50th Anniversary Endowed Scholarship Fund

Alberto F. Cabrera Endowed Scholarship Fund

Alumni Hall of Fame Scholarship

Archbishop Strecker Endowed Scholarship Fund

Archbishops' Endowed Scholarship

Art's Mexican Scholarship Fund

Benedictine Sisters' Scholarship Fund

Beverly J. Denk Veteran's Endowed Scholarship Fund

Breidenthal Family Endowed Scholarship Fund

Charline Bush Schmelzer Endowed Memorial Scholarship Fund

Clarence H. Goppert Endowed Scholarship Fund

Del and Eileen Jurden Memorial Scholarship Fund

Edwin J. and Helen McAnany Endowed Scholarship Fund

Elizabeth Cavener Endowed Memorial Nursing Scholarship

Forster-Powers Endowed Scholarship Fund

Fr. Thomas R. Bettencourt Scholarship Fund

Gloria M. Vusich Memorial Endowed Scholarship Fund

Guadalupe N. Valdovino Memorial Scholarship Fund

Helen Crilly Endowed Memorial Scholarship Fund

Henry and Marion Bloch Endowed Scholarship Fund

J. Ernest Dunn Endowed Scholarship Fund

J.J. Owens Family Scholarship Endowment Fund  
John and Florence Horan Memorial Scholarship Fund  
Johnson County Community College Endowed Scholarship Fund  
Joseph Endowed Scholarship Fund  
Ken Gibson & Jackie Snyder Endowed Scholarship  
Laurence Blanton/Rozella K. Caldwell Swisher Scholarship Fund  
Lonnie Scott Endowed Scholarship Fund  
Mark E. Donnelly Endowed Scholarship Fund  
Mary Hawver MT Nester Scholarship Fund  
Mayme and Tony D'Agostino Endowed Scholarship Fund  
Memorial Scholarship Endowment  
Peggy Hoytal Endowed Memorial Scholarship Fund  
Philip and Mary Jo Doherty Endowed Scholarship Fund  
Providence St John Endowed Nursing Scholarship  
Rev. Raymond J. Davern Endowed Scholarship  
Robert and Patricia Clune Endowed Scholarship Fund  
Sister Diana Seago Endowed Scholarship Fund  
Sister Fran Cross Endowed Scholarship Fund  
Sister Mary Faith Schuster Endowed Annual Writing Award Fund  
Sister Virginia Minton Endowed Scholarship Fund  
Steven J. Sanders Memorial Scholarship Fund  
Sunderland Family Endowed Scholarship Fund  
Susan Keim Endowed Scholarship Fund  
The Marianne D. Sieg Scholarship Fund for Religious  
Timothy Kruse Augustinian Healthcare Endowed Scholarship Fund  
Tony and Bernice Skabialka Endowed Scholarship Fund  
William Randolph Hearst Endowed Scholarship Fund  
Sister Joanna Bruner, SCL Endowed Nursing Scholarship

**Scholarships Awarded Annually (as funded by donors)**

Bess Spiva Timmons Scholarship Fund  
Call to Share/Catholic Archdiocese Scholarship Fund  
Cor Cristi Scholarship Fund  
Emergency Assistance Scholarship  
Father Ray Davern's Dream Scholarship Fund  
Father Rocco Faiola Memorial Scholarship Fund  
Goppert Foundation Scholarship  
Henry W. Bloch Scholars Program  
Ira K. Witschner Scholarship Fund  
KCK African American History Committee Scholarship Fund  
Lucie Jane Desloge McAnany Scholarship Fund  
Mary Elizabeth Martin Scholarship Fund  
Richardson Educational Opportunities Trust Scholarship  
Sisters of Charity Scholarship Fund  
Sisters of St Francis Holy Eucharist Scholarship Fund  
Sisters of St. Joseph Scholarship Fund  
UPS Scholarship Fund  
William G. McGowan Scholarship Fund

#### STATE AND INSTITUTIONAL GRANTS/SCHOLARSHIPS

1. Applicants seeking scholarships/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 charged at a level of twenty-five percent (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 Bloch Scholarship Committee.
5. For academic scholarships, transcripts must be submitted for full consideration. This documentation should be included with the admissions application if possible. Academic Scholarship awards are ultimately based on final, official transcripts.

#### STUDENT LOAN POLICY

1. Students interested in the William D. Ford Federal Direct Loan program must meet with a Financial Aid officer. Steps to apply will be provided to eligible students.
2. Students who apply for a Direct loan and are receiving institutional need-based aid may have the institutional aid rescinded and the loan funds will replace the institutional aid.
3. Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid. Students may appeal the decision of the Director of Financial Aid.

#### STUDENT LOAN DISCLOSURES & DISBURSMENT INFORMATION

1. Loan disbursements will be delivered in **one (1) disbursement** each semester. Dates will be set based on your enrollment. Enrollment requirements state a student must be in at least six (6) credit hours. **Attendance will be checked each time a disbursement is received.** Attendance will be reviewed by the Financial Aid office online. If your attendance cannot be verified online, a class attendance sheet will be mailed to the student to be completed by the teacher and returned to the Financial Aid Office.
2. Loan disbursements will be used to pay charges to the student's account to include tuition, fees, books, and other incurred charges prior to a refund being issued.
3. The disbursement date is not the day you will receive your refund. After your funds have been released to the college, your enrollment and attendance will be verified by the Financial Aid Office and then your student loan funds will be credited to your Donnelly College student account.
4. You will be notified when your loan disbursements are credited to your account. You have the right to cancel or decline the loan funds. The Financial Aid Office will verify attendance and enrollment for each disbursement. The Business Office will not release any remaining funds without prior approval by your academic standing from the Financial Aid Office.
5. The Business Office will deliver any excess funds to the student. Current address information will be your responsibility to maintain timely correspondence.
6. We recommend you keep a file of your student loan records. Please be a responsible borrower. You are encouraged to keep copies of loan correspondence.

**TUITION AND FEES\***

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

**Tuition:**

<b>Program</b>	<b>Cost</b>
Bachelor's Degrees Associate Degrees English for Academic Purposes	\$275 (per credit hour)
Practical Nursing	\$360.00 (per credit hour)
GED® Classes	\$125.00 (per session)
Lansing Correctional Facility	\$71.33 (per credit hour)
Community English as a Second Language	\$65.00 (per session)

**Additional Fees for Courses Listed Below:**

Activity/Class	Applies to	Cost
Student activity fee	All students	\$3 (per credit)
New student processing fee	New students	\$30 (flat)
Continuing assessment fee	All courses under 100 level (excluding some summer classes)	\$30 (flat)
IT fee	All Information Technology/Systems classes	\$13 (per credit)
Online class fee	All online classes	\$15 (per credit)
Lab fee	Science/Art classes	\$30 (flat)

**Other:**

\$45 Returned check fee

\$60 per credit hour College Credit Now

\$60 per credit hour for qualified Senior Citizens

\$40 Graduation

\*Based on the 2015-2016 academic year

# Academic Programs

## GENERAL EDUCATION: THE DONNELLY CORE

At Donnelly College, Associate of Arts and Associate of Science degree seeking students are required to complete a standard curriculum of twenty-four hours that provides the foundation for further academic study. This standard curriculum, known as the Donnelly Core, emphasizes written and oral communications, mathematics, information technology, philosophy and theology. The following courses make up the Donnelly Core, and serve as courses that integrate and bridge the other disciplines that students will study:

The Donnelly Core (24 credit hours)

EN 100 – Freshman Seminar

EN 111 – Composition I

EN 112 – Composition II

EN 140 - Public Speaking

PH 210 – Introduction to Philosophy or PH 213 – General Ethics

IT 111 – Microcomputer Essentials

MT 130 – College Algebra or any Math course with College Algebra as a prerequisite

PH 225/RS 225 – Foundations of Theology

Additional distribution requirements in the Natural Sciences, the Humanities, and the Social Sciences serve to complete general education requirements, and vary by degree program. See [Associate of Arts Degree Requirements](#) and [Associate of Science Degree Requirements](#) for more information.

Distribution requirements are variable to help address the needs and interests of students, and may be selected to help address requirements at the student's anticipated transfer institution. A limited number of electives also comprise each degree program, which also permits further focus or helps to address requirements at the student's anticipated transfer institution.

## LEARNING GOALS FOR GENERAL EDUCATION

### Communication Skills

Students will demonstrate effective communication by employing clear organization, analysis, and the thoughtful and ethical evaluation and integration of outside source material.

Learning Outcomes:

- Formulate effective writing
- Read critically across a broad range of genres, disciplines and media
- Demonstrate active and critical listening skills
- Plan, organize and deliver effective oral presentations
- Demonstrate effective revision strategies that improve written and oral communication
- Engage positively with persons from different cultures and/or nationalities

### Technology and Information Literacy Skills

Students will demonstrate proficiency and adaptability in technologies and information literacy skills that support academic work.

Learning Outcomes:

- Demonstrate the use of technology and productivity software to support academic work
- Demonstrate research and information retrieval strategies and approaches
- Judge and evaluate the worth and credibility of sources
- Demonstrate the ability to use information in legal and ethical ways

### **Symbolic Problem Solving**

Students will demonstrate competency in qualitative and quantitative problem solving and the ability to understand and use scientific method.

Learning Outcomes:

- Demonstrate competency in quantitative and symbolic problem solving
- Assess and distinguish importance among components/variables
- Draw conclusions based on data and scientific mode

### **Analytical Thinking**

Students will employ reflective thinking to evaluate diverse ideas from the Liberal Arts and Sciences so as to integrate knowledge in the search for truth.

Learning Outcomes:

- Employ reflective thinking
- Evaluate opposing ideas from across a range of disciplines
- Understand and apply scientific methods

### **Personal and Interpersonal Skills**

Students will recognize their own self-worth and champion the dignity of the other in light of the transcendent destiny of every human person.

Learning Outcomes:

- Demonstrate the independence to complete academic projects and manage their lives
- Demonstrate the ability to work cooperatively in groups
- Assess their own abilities, set goals and formulate plans to reach their goals
- Students as teachers of each other

### **Academic Inquiry**

Students will demonstrate an openness to exploration in the search for truth as accessed by faith and/or reason.

Learning Outcomes:

- Combine ideas and words from others while maintaining academic integrity
- Compare and respect diverse viewpoints
- Demonstrate self-directed learning

### **Values**

In keeping with our Catholic identity, students will value excellence in the pursuit of truth, ethical behavior and the appreciation of the diversity of thought.

Learning Outcomes:

- Exhibit curiosity and openness to new ideas
- Recognize the interrelationship of society and the environment
- Recognize the unique nature and dignity of the human person
- Examine the relationship between faith and reason
- Recognize and understand perspectives related to race, ethnicity, gender, religion and socio-economic conditions in both in the United States and global contexts
- Acknowledge their potential to engage in service of the community and be active citizens

## **CERTIFICATE REQUIREMENTS**

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 degree in a related area.

Certificate programs include:

Allied Health

Business  
Information Technology  
Practical Nurse

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

## COMMUNITY PROGRAMS

### CESL (Community ESL)

Donnelly offers beginning and elementary level community classes in English as a Second Language in both the morning and evening. Classes meet three days a week, and enrollment is open at the beginning of every “segment” (4- or 5-week term). There is no high school graduation requirement for these classes. For more information, see Betsy Gran or the Donnelly admissions staff.

### GED

Donnelly offers GED Preparation classes in Spanish. These sessions help students prepare to take the GED test in Spanish. For more information see the Donnelly admissions staff.

## CONDITIONAL ADMISSION

Students who score between 74-79 on the Reading section and/or between 64-73 on the Sentence Skills section of the Compass Test are automatically “conditionally admitted” to Donnelly College. Conditionally admitted students participate in a program at Donnelly College shown by research to increase retention and provide a stronger foundation for future academic work.

As a participant in the program, the students first semester course schedule is predetermined, including Math, English, Psychology, Writing to Think\*, and Freshman Seminar. This schedule classifies the student as a full-time student (12+ credit hours). If the student is only able to enroll as a part-time student, they should speak to their advisor and s/he will adjust the student’s schedule accordingly.

*\*Students must pass Writing to Think (EN 103) in order to pass Composition (EN 111).*

Students who are conditionally admitted are asked to sign a contract agreeing to the following:

1. take the prescribed series of block courses their first semester of no more than 15 semester credit hours;
2. meet with an assigned mentor at least once every two weeks throughout the semester;
3. attend tutoring or receive supplemental instruction at least weekly;
4. attend at least one extra-curricular activity as agreed upon with the mentor at least once per semester;
5. contact their mentor and speak with their course instructor if a D or F is received on any assignment, quiz, paper or test within three days of receiving the grade of D or F; and
6. assure the mentor has accurate contact information throughout the semester.

Each of the criteria listed above has been shown through research to help student’s performance in college. Additionally, we **strongly** encourage the student to work a maximum of 20 hours per week during this semester. The student will meet with their mentor and other support staff during the first meeting time of EN 103.

## ENGLISH FOR ACADEMIC PURPOSES

### Testing and Placement

All students whose first language is not English need to show evidence of their academic ability in English. Incoming students may begin traditional academic classes with proof of one of the following:

- Placement into freshman-level classes based on Standard or ESL COMPASS test scores
- TOEFL: 500 (paper-based) or 61 (iBT) or higher
- IELTS: 5.5 or higher
- Successful completion of 100-level classes at an accredited U.S. university

Students who do not have the above credentials will be asked to take a series of placement tests. The tests include an oral interview, a writing sample, and a computer-based test (COMPASS ESL) with listening, reading, and grammar sections. Students are placed into classes based on these scores.



If students place into level 1 or 2, they may choose to enroll in our CESL (Community ESL) program. For more information, see CESL under Community Programs.

### **EAP Completion Requirements**

In order to successfully complete the EAP Program and begin taking other academic courses, a student must meet the following requirements within the program:

- Teacher recommendation
- Average score of 500 or higher on the institutional TOEFL
- Score of 5- or higher on the final Composition Test
- Score of 5- or higher on the final Speaking Test
- Score of 5.5 on IELTS

### **Concurrent Enrollment in Other Courses**

Until students successfully complete Donnelly's EAP Program, students placed in EAP courses may not enroll in other academic classes, with the following exceptions:

- A student in EAP courses may take an academic course if it lists prerequisites specifically geared toward students in the EAP program (i.e., prerequisite of EAP Level 4 or above, etc.)
- If a student shows adequate listening and speaking ability (500+ on listening portion of the TOEFL test (iBT 15) AND scores 5- or higher on final speaking test,) that student may enroll in:
  - IT 111 (Microcomputing Essentials)

### **GATEWAY TO COLLEGE**

Gateway to College provides an alternative path to high school graduation while earning college credit towards an associate degree.

Eligibility requirements:

- 16 – 20 years old
- Behind in credits for high school graduation
- Motivated to graduate from high school
- Interested in going to college

### **HEALTHCARE**

#### **C.N.A.**

The successful completion of this 8-week, 8-credit hour program makes the student eligible to take the state certification test. Upon passing the state exam, the student will be licensed as a Certified Nurse Aide in the State of Kansas.

#### **Community Health Worker**

A Community Health Worker helps bridge the gap between healthcare providers and underserved populations in need of care. They are a trusted member of and/or has a close understanding of the community served. A CHW serves as a link between the patient and health or social service agencies to improve access to services, quality of care, and strive to improve health outcomes. Throughout this 8 credit hour course students will participate in discussions, collaborative projects, and an on-site clinical shadowing experience as they learn to provide quality public service, to navigate local community resources, as well as develop a deeper understanding of specific community-based cultural beliefs.

#### **Medical Interpreter**

Donnelly has a partnership with Jewish Vocational Services (JVS) to assist in the training of interpreters in which JVS provides local training for bilingual interpreters via a 3 credit hour course through its "Bridging the Gap" program.

Created by the Cross Cultural Health Care program out of Seattle, the JVS course is 40 hours of comprehensive training that grounds an interpreter in the essentials of healthcare interpreting. In addition, advanced training is also offered for those who work within domestic violence and mental healthcare settings.

"Bridging the Gap" is open to any bilingual interpreter who is an independent contractor or works for a healthcare facility or social service agency.

### **Practical Nursing**

Our Practical Nursing program features a part-time schedule, small class sizes with caring faculty, state-of-art training labs, and dedicated academic supports for healthcare students - all at an affordable price! Plus, the night and weekend courses fit into your already busy schedule.

The program begins each January and June, with up to 25 students in each cohort. The program comprises 36 credit hours across 14-16 months (depending on the start date) and is the most affordable program in town - approximately \$14,500 for tuition, fees and books, uniforms, tablet computer, insurance and Kaplan testing.

Students enter the program through a competitive selection process. Candidates must submit a complete application and must undergo a state-mandated drug screen and criminal background check.

### **Pharmacy Technician**

HC 122 Certified Pharmacy Technician I

*Prerequisite: Ninth grade reading level and Math 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.

3 credit hours (8-week session)

HC 123 Certified Pharmacy Technician II

*Prerequisite: HC 122.*

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.

3 credit hours (8-week session)

Successful completion of Certified Pharmacy Technician I & II will enable the student to take the national examination for certification.

Certified Pharmacy Technician I and II may be taken concurrently.

### **HONORS PROGRAM**

The Honors Program seeks to cultivate a community of academically motivated students who want to pursue challenging educational experiences. Students meeting the criteria described below can enroll in Honors coursework. To graduate with an academic Honors Scholars designation students must complete at least 11 credit hours of Honors coursework with a cumulative GPA of 3.5 at the time of graduation and "A" or "B" in all Honors Program courses.

Criteria for the Honors Program:

Submit an application packet to the Honors Coordinator. The packet must contain at least three of the following five criteria:

1. Letter of recommendation from current or previous instructor
2. GPA 3.5 or higher for incoming Freshmen or transfer students
3. ACT composite of 26 or higher
4. Essay written in a controlled setting
5. Interview with the Honors Program Committee

Applications with the required criteria are due the Monday before the Fall and Spring semester begins and will be reviewed for acceptance by the Honors committee. Applications can be submitted to the Student Success lobby on the second floor.

Students will receive Honors credit if:

1. An Honors Contract is submitted to the Honors Coordinator by the end of the fourth week of the semester,
2. Additional agreed upon coursework\* and meeting times are completed, and
3. A final grade of B or higher is earned.

\*Additional coursework is agreed upon between the Honors faculty member, student, and Honors Coordinator and includes one or more of the following:

- Extra or extended assignments
- Honors term paper
- Extra readings and assignments
- Presentations
- Lab research
- Other

### LANSING CORRECTIONAL FACILITY

Donnelly College is proud to offer an on-site Associate Degree program to the inmates of the Lansing Correctional Facility in Lansing, Kansas. As a Catholic institution, we believe this program has a truly Christian aim to assist prisoners and directly complements our school's founding mission "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."

#### Program achievements

After earning accreditation for a second, satellite campus in 2001, Donnelly began offering classes at Lansing Correctional Facility. Since then, more than 325 inmates have taken courses: 14 have earned associate degrees and 155 (or 48% of former students) have been released from prison.

- Of those 155, only 3 – just 2% – have been reconvicted of a crime and are back in prison. Comparatively, 25% of inmates nationally are resentenced to prison for a new crime within 3 years of release, according to a 2002 Bureau of Justice Statistics Report.
- Of the 155, just 23% (35 individuals) went back in prison, most (91%) due to a technical violation of their release conditions, such as failing a drug test or absconding from designated boundaries, and were required to serve a minimal amount of time (30 to 90 days). Comparatively, 52% of inmates nationally are back in prison after three years, according to the Bureau of Justice Statistics Report.

#### Why is this program needed?

Aside from fulfilling our Christian call, Donnelly is basing this program on national data from numerous studies showing that earning a college degree is the single most effective tool to lower recidivism and prevent individuals from returning to a life of crime after their release. This creates self-sufficiency and self-confidence for these inmates as they start to realize a better path in life and gain the skills to attain it. In turn, this produces a healthier community and saves uncountable tax-payer dollars.

Despite this proven research, only a handful of colleges nationwide are offering programs to inmates. This is in large part due to Congress' 1994 decision stop awarding federal Pell Grants to inmates. Although there are several colleges offering correspondence courses within prisons, most inmates can no longer afford the cost of education. We strive to make our program as accessible as possible to inmates by asking that they pay only one-third of the hourly tuition fee. Donnelly College must raise the remaining 2/3 of the tuition costs in scholarships from private patrons.

### PREPARATORY EDUCATION

Students who have graduated from high school (or have the equivalent of a high school diploma) and score in a certain range of scores on a standardized test (i.e., ACT or Compass) are required to enroll in and successfully complete Preparatory Education courses prior to enrolling in college-level courses. There are two levels of Preparatory Education courses: EN 081-084 and EN 096-098. Each level takes a 16-week semester to complete.

#### EN 081-084

Students who earn the following standardized test scores are placed into EN 081-084:

ACT English Composite (Average of English and Reading scores): 10-12

Compass: Reading Skills 15-57 and Writing Skills 10-32

Students who earn a "C" (2.0) average in these courses advance to the next series of Preparatory Education.

#### **EN 096-098**

Students who earn the following standardized test scores are placed into EN 091-094:

ACT English Composite (Average of English and Reading scores): 13-15

Compass: Reading Skills 58-73 and Writing Skills 33-63

Students who earn a "C" (2.0) average in these courses are eligible to take the standardized test (Compass, according to Testing Office policies) at the end of the semester. Students who earn qualifying test scores or a minimum of a "B" (3.0) average in these courses advance to college-level courses.

Because these credits are below the 100-level they do not count toward an associate's degree. However, financial aid and scholarship money may be used to pay for Preparatory Education courses. Contact Financial Aid for more information.

Students in Preparatory education are also required to take CCS 100 College Success Skills. This course carries three college credits and is designed to help strengthen study skills for success in college.

#### **Math**

Students can take any level-appropriate math course (as determined by COMPASS math test) such as Arithmetic and Basic Algebra.

#### **SERVICE LEARNING PROGRAMS**

Donnelly College's Service Learning Program assists in providing students with an engaging learning environment that encourages critical thinking through active participation in thoughtfully organized service experiences that meet actual community needs. The College defines service learning as a teaching and learning strategy that integrates community service into academic coursework in order to reinforce learning objectives outlined in the courses' syllabus. Regardless of academic discipline, service learning creates opportunities for students to gain hands-on experience by applying acquired knowledge in real life situations.

Students who take courses that have a service learning component develop a greater sense of civic responsibility and sense of caring for others while affecting positive change within the community. Through reflection activities, students think, discuss, and write about their service experience and therefore connect formal learning that happens in the classroom with contemporary societal issues.

# Degree Requirements

## ASSOCIATE OF ARTS

The degree of Associate of Arts is designed to prepare students with a comprehensive liberal arts education.

### GENERAL REQUIREMENTS:

1. Complete a minimum of 64 credit hours.
2. Must have a cumulative GPA of 2.0 or above for all courses.
3. Complete the last 15 credit hours at Donnelly College or at another institution with the approval of the Vice President of Academic Affairs.
4. Unless noted, no courses will be used to meet more than one of the specific requirements.
5. Students must apply for the associate degree by submitting an application form to the Registrar's Office.
6. Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required humanities or social science courses to meet this requirement.
7. Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement.

### Donnelly Core (24 credit hours)

EN 100 – Freshman Seminar

EN 111 – Composition I

EN 112 – Composition II

EN 140 - Public Speaking

PH 210 – Introduction to Philosophy or PH 213 – General Ethics

IT 111 – Microcomputer Essentials

MT 130 – College Algebra or another Math class with College Algebra as a pre-requisite

PH 225/RS 225 – Foundations of Theology

### Natural Sciences (8-10) credit hours)

One 5-credit hour Natural Science courses with a laboratory and

One 3-5 credit hour course Natural Science course

(select courses from the following disciplines: BL, SC, or CH),

### Humanities (9 credit hours)

Three 3-credit hour courses from two different disciplines

(select courses from the following disciplines: EAP, EN, FA, HS, PH, RS, or SP)

### Social Science (6 credit hours)

Two 3-credit hour courses from two different disciplines

(select courses from the following disciplines: AN, BS, EC, GE, PS, PY, or SO)

### Electives (13-15 credit hours)

### U.S. CONSTITUTION REQUIREMENT

Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required humanities or social science courses to meet this requirement.

Courses that satisfy this requirement include:

Early American History (HS 121)

Late American History (HS 122)

Principles of Political Science (PS 101)

American Government (PS 111)

State and Local Government (PS 112)

### **NON-WESTERN CIVILIZATION REQUIREMENT**

Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement.

Courses that satisfy this requirement include:

Early World Civilization (HS 101)

Modern World Civilization (HS 102)

Geography (GE 101)

### **ASSOCIATE OF SCIENCE**

The degree of Associate of Science is designed to prepare students with a comprehensive general education particular for future student in healthcare, mathematics, science, and technology.

### **GENERAL REQUIREMENTS:**

1. Complete a minimum of 64 credit hours.
2. Must have a cumulative GPA of 2.0 or above for all courses.
3. Complete the last 15 credit hours at Donnelly College or at another institution with the approval of the Vice President of Academic Affairs.
4. Unless noted, no courses will be used to meet more than one of the specific requirements.
5. Students must apply for the associate degree by submitting an application form to the Registrar's Office.
6. Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required humanities or social science courses to meet this requirement.
7. Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement.

### **Donnelly Core (24 credit hours)**

EN 100 – Freshman Seminar

EN 111 – Composition I

EN 112 – Composition II

EN 140 - Public Speaking

PH 210 – Introduction to Philosophy or PH 213 – General Ethics

IT 111 – Microcomputer Essentials

MT 130 – College Algebra or any Math course with College Algebra as a pre-requisite

PH 225/RS 225 – Foundations of Theology

### **Natural Sciences (13-15 credit hours)**

Two 5-credit hour science courses with a laboratory and

One 3-5 credit hour course chosen from BL, CH, SC, or MT (MT 121 or higher)

### **Humanities (6 credit hours)**

Two 3-credit hour courses from two different disciplines

(select courses from the following disciplines: EAP, EN, FA, HS, PH, RS, or SP)

**Social Science (6 credit hours)**

Two 3-credit hour courses from two different disciplines  
(select courses from the following disciplines: AN, BS, EC, GE, PS, PY, or SO)

**Electives (13-15 credit hours)****U.S. CONSTITUTION REQUIREMENT**

Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required humanities or social science courses to meet this requirement.

Courses that satisfy this requirement include:

Early American History (HS 121)  
Late American History (HS 122)  
Principles of Political Science (PS 101)  
American Government (PS 111)  
State and Local Government (PS 112)

**NON-WESTERN CIVILIZATION REQUIREMENT**

Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement.

Courses that satisfy this requirement include:

Early World Civilization (HS 101)  
Modern World Civilization (HS 102)  
Geography (GE 101)

**ASSOCIATE OF APPLIED SCIENCE**

The degree of Associate in Applied Science is designed to prepare students for areas that need specialized training. Areas of concentration may include Business, Fine Arts, Information Technology, Liberal Arts, Mathematics, Natural Science, Practical Nursing, and Social Science.

**GENERAL REQUIREMENTS:**

Complete a minimum of 64 credit hours. Must have a cumulative GPA of 2.0 or above for all courses. Complete the last 15 credit hours at Donnelly College or at another institution with the approval of the Vice President of Academic Affairs. Unless noted, no courses will be used to meet more than one of the specific requirements. A student must apply for the associate degree by submitting an application form to the Registrar's Office.

**Communications (12 credit hours)**

EN 100 - Freshman Seminar  
EN 111 - Composition I  
EN 112 - Composition II  
EN 140 - Public Speaking

**Math, Science, & Technology (6 credit hours)**

IT 111 - Microcomputer Essentials  
MT 103 - Intermediate Algebra

**Humanities (3 credit hours)**

PH 210 - Introduction to Philosophy or PH 213 – General Ethics

**Social Science (6 credit hours)**

PY 101 - General Psychology

BS 103 - Personal Finance

**Concentration (30 credit hours)**

- Allied Health
- Business
- Fine Arts
- Information Technology
- Liberal Arts
- Mathematics
- Natural Science
- Nursing
- Social Science

**BACCALAUREATE DEGREE**

Baccalaureate degrees granted by Donnelly College must adhere to the following provisions and degree requirements, as described below. These represent minimum degree requirements, and there may be variations that exceed these requirements unique to specific programs. Programs may require, for example, minimum grades or GPA requirements beyond these minimums. Contact your academic advisor for program specific requirements.

**BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP**

Requirements:

1. Completion of a general education curriculum leading to an Associate of Arts, Associate of Science or the equivalent;
2. Completion of required coursework with a cumulative GPA of 2.0 or higher;
3. Completion of at least 30 hours of prescribed major course with a grade of C or better;
4. Completion of at least 124 college-level credit hours;
5. Completion of at least 45 prescribed upper-division credit hours;
6. Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 hours earned from Donnelly College;
7. Satisfactory completion of a mathematics course with Intermediate Algebra as its prerequisite;
8. Satisfactory completion of two progressive semesters of a foreign language, or the completion of two math courses with Intermediate Algebra as a prerequisite, or the completion of two computer programming language courses; and
9. Satisfactory completion of an upper-division religion course.

**General Education (15 credits)**

BS 301 – Economics for Managers

BS 302 – Survey of Accounting and Financial Management

BS 310 - Introduction to Marketing

BS 315 – Financial Decision Making

RS 301 – Comparative Religions

**Concentration Coursework (30 credits with a “C” or better in each)**

OL 301 - Leadership Fundamentals I

OL 302 – Informational Technology as a Leadership Instrument

OL 303 – Elements of Management and Supervision

OL 304 – Leadership Processes and Communication

OL 340- The Art and Practice of Community Leadership

OL 400 – Leadership Fundamentals II

OL 401 – Legal, Ethical, and Spiritual Dimensions of Leadership



- OL 403 – Organizational Theory and Behavior
- OL 404 – Multicultural Issues in Leadership
- OL 405 – Senior Integrative Experience – Planning
- OL 406 – Senior Integrative Experience – Implementation

#### BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP

##### Requirements:

1. Completion of a curriculum leading to an Associate of Applied Science or the equivalent;
2. Completion of required coursework with a cumulative GPA of 2.0 or higher;
3. Completion of at least 30 hours of prescribed major course with a grade of C or higher;
4. Completion of at least 124 college-level credit hours;
5. Completion of at least 45 prescribed upper-division credit hours;
6. Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 hours earned from Donnelly College;
7. Satisfactory completion of a mathematics course with Intermediate Algebra as its prerequisite;
8. Satisfactory completion of an upper-division religion course; and
9. Completion of an approved concentration\*.

\*See page 55 for list of approved concentrations

##### **General Education (15 credits)**

- BS 301 – Economics for Managers
- BS 302 – Survey of Accounting and Financial Management
- BS 310 - Introduction to Marketing
- BS 315 – Financial Decision Making
- RS 301 – Comparative Religions

##### **Concentration Coursework (30 credits with a “C” or better in each)**

- OL 301 - Leadership Fundamentals I
- OL 302 – Informational Technology as a Leadership Instrument
- OL 303 – Elements of Management and Supervision
- OL 304 – Leadership Processes and Communication
- OL 340- The Art and Practice of Community Leadership
- OL 400 – Leadership Fundamentals II
- OL 401 – Legal, Ethical, and Spiritual Dimensions of Leadership
- OL 403 – Organizational Theory and Behavior
- OL 404 – Multicultural Issues in Leadership
- OL 405 – Senior Integrative Experience – Planning
- OL 406 – Senior Integrative Experience – Implementation

#### BACHELOR OF SCIENCE INFORMATION SYSTEMS

##### Requirements:

1. Completion of a general education curriculum leading to an Associate of Arts, Associate of Science or the equivalent;
2. Completion of required coursework with a cumulative GPA of 2.0 or higher;
3. Completion of at least 39 hours of prescribed major course with a grade of C or better;
4. Completion of at least 124 college-level credit hours;
5. Completion of at least 45 prescribed upper-division credit hours;
6. Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 hours earned from Donnelly College;
7. Satisfactory completion of a mathematics course with Intermediate Algebra as its prerequisite;

8. Satisfactory completion of two sciences courses with a laboratory, or satisfactory completion of two math courses with Intermediate Algebra as a prerequisite, or the completion of two computer programming language courses; and
9. Satisfactory completion of an upper-division religion course.

**Major Requirements (39 credits)**

IT 123 – Fundamentals of Programing  
 IT 125 – Fundamentals of Database  
 IT 135 – Problem Solving and Programing I  
 IT 210 – Network & Telecommunication I  
 IT 230 – Introduction System Design & Analysis  
 OL 302 – Information Technology for Leadership  
 IS 310 – Network & Telecommunication II  
 IS 315 – Object-Oriented Programming  
 IS 325 – Advance Database  
 IS 415 – Enterprise Software Installation & Maintenance  
 IS 417 – Server Virtualization  
 OL/IS 405 – Senior Integrative Experience - Planning  
 OL/IS 406 – Senior Integrative Experience - Implementation  
 IT - Elective

**Other Requirements (24 credits)**

RS 301 – Comparative Religions  
 OL 301 – Leadership Fundamentals I  
 BS 302 – Survey of Accounting & Financial Management  
 OL 401 – Legal, Ethical, and Spiritual Dimensions of Leadership  
 BS 315 – Financial Decision Making  
 300-499 Elective \*  
 300-499 Elective \*  
 300-499 Elective \*

\*If the following courses are selected for the 300-499 Electives then students will earn a Minor in Organizational Leadership: OL 400 Leadership Fundamentals II, OL 304 Leadership Processes & Communication, and OL 403 Organizational Theory & Behavior.

**BACHELOR OF SCIENCE IN EDUCATION – ELEMENTARY**

Requirements (Prior to enrolling in professional coursework):

CORE (172 on writing, 173 on reading, and 172 on math or ACT composite score of 21 or above)

1. 2.75 Overall Completed
2. 69 hours of pre-education course work completed
3. 6 hours of college level math with a grade of “C” or better
4. Public Speaking with a grade of “C” or better
5. Two Letters of Recommendation from instructors
6. Summative Self-Assessment of Professional Dispositions
7. Interview with Clinical Field Supervisor
8. Reflection Essay from students
9. Completion of Early Field experience
10. Reflections of early field experience

**Licensure Requirements:**

PRAXIS Tests

Principles of Learning (Paper or Computer) Qualifying Score of 160

Elementary Education Curriculum, Instruction, and Assessment (Paper or Computer) Qualifying Score for 163

ESOL (Paper or Computer) Qualifying Score of 138

**Pre-Education Coursework:****Donnelly Core (24 credits)**

EN 100 – Freshman Seminar

EN 111 – Composition I

EN 112 – Composition II

EN 140 – Public Speaking

PH 210 – Introduction to Philosophy or PH 213 – General Ethics

IT 111 – Microcomputer Essentials

MT 130 – College Algebra

PH 225/RS 225 – Foundations of Theology

**Natural Sciences & Math (17 credits)**

BL101 & BL 101.1 – Principles of Biology and Lab

SC 101 – Fundamentals of Physical Science & Lab

SC 200 – Earth Science

MT 121 – Statistics

**Humanities (9 credits)**

HS 101 – Early World Civilizations

HS 121 – Early American History

EN 135 – Children’s Literature

**Social Science (9 credits)**

PY 101 – General Psychology

GE 101 – World Geography

PY 205 – Human Growth & Development or

PY 211 – Child Psychology

**Education (10 credits)**

ED 101 – Introduction to Urban Education

ED 104 – Elementary Music Methods

ED 105 – Instructional Media and Technology

ED 106 – Elementary Art Methods

**Professional Coursework (60 credits):**

PY 301 – Educational Psychology

ED 301 – Perspectives in Education for Culturally and Linguistically Diverse Learners

ED 302 – Elementary Social Studies Methods

ED 303 – Elementary Reading Methods

ED 304 – Techniques for Instructional Success

ED 310 – Practicum/Seminar

PY 213 – Psychology of the Exceptional Childs  
ED 312 – Elementary Language Arts Methods  
RS 301 – Comparative Religions  
ED 315 – Literacy and Linguistically Diverse Learners  
ED 316 – Elementary Physical Education and Health Methods  
ED 320 – Practicum/Seminar  
ED 400 – Tests and Measurements  
ED 401 – Elementary Mathematics Methods  
ED 402 – Elementary Science Methods  
ED 403 – Language Assessment and Appraisal  
ED 404 – Foundations of Urban Educations  
ED 410 – Practicum/Seminar  
ED 415 – Teaching Internship and Seminar

**APPROVED CONCENTRATIONS (30 CREDIT HOURS)**

- Allied Health
- Business
- Fine Arts
- Information Technology
- Liberal Arts
- Mathematics
- Natural Science
- Nursing
- Social Science

## Course Descriptions

### **AN 101**

#### **Cultural Anthropology**

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.

Credits: 3.00

### **AN 108**

#### **Introduction to Popular Culture**

This course is designed to introduce students to some of the myriad texts, events and aspects of US American popular culture. Although this course will draw on students' inevitable familiarity with some types of popular culture, we will begin to approach the subject from a scholarly perspective. The overall objective is to explore how popular culture reflects the world around us and influences the way we perceive the world. We will examine popular culture media such as film, television, music, advertising, sporting events and print media and begin the process of critical reception of these texts to better understand how US American popular culture helps to shape our lives. ESL Prerequisite: ESL LEVEL (AM) and ESL LEVEL 3 (PM)

Credits: 3.00

### **BL 100**

#### **Medical Terminology**

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 translations and pronunciations of the medical terms. A deeper understanding of medical terms will increase the comprehension and efficiency of work produced by students interested in some aspects of medicine and/or health.

Credits: 3.00

### **BL 101**

#### **Principles of Biology**

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, plants and animal diversity, and vertebrate structure and functions. The laboratory includes microscope work, field trips, dissections and the scientific method. (Credit hours. revised Spring 2009)

Coreq: BL 101.1 Laboratory

Credits: 4.00

### **BL 101.1**

#### **Principles of Biology Laboratory**

This introductory lab examines basic biological concepts by focusing on the structures and function of plants and animals. 2 hours/week. BL 101.1 students must be currently enrolled in BL 101 or have successfully completed BL 101 within the last three years. (Lab formerly part of BL 101)

Coreq: BL 101 Lecture

Credits: 1.00

### **BL 110**

#### **Lifetime Fitness & Community Wellness**

Educational in nature with emphasis on personal hygiene, community health and health education, this course covers diverse topics such as wellness, mental health, stress, nutrition, weight management, communicable disease, non-communicable disease, reproductive health, parenting, substance abuse, aging, and ecology. Socioeconomic and sociocultural factors that impact the wellness of specific cultural groups will also be discussed. (Revised Summer 2010)

Credits: 3.00

**BL 130****Fundamentals of Nutrition**

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.

Credits: 3.00

**BL 133****Human Physiology**

Lecture, discussions, demonstration, and individualized instruction. Human Physiology complements and continues conversations 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.

Prereq: Lec/Lab: BL 101 Lec/Lab Min Grade: C Min Credits: 5.00 And BL 136 Lec/Lab (May be taken concurrently) Min Grade: C Min Credits: 5.00

And CH 100 Lec/Lab Min Grade: C Min Credits: 5.00 Or CH 101 Lec/Lab (May be taken concurrently) Min Grade: C Min Credits: 5.00

Credits: 4.00

**BL 136****Physiology and Anatomy**

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. (Credit hours. revised Spring 2009)

Coreq: BL 136.1 Laboratory

Prereq: Lecture: (BL 101 Lecture Min Grade: C Min Credits: 4.00 And BL 101.1 Laboratory Min Grade: C Min Credits: 1.00) Or BL 101 LecLab Min Grade: C Min Credits: 5.00

Credits: 4.00

**BL 136.1****Physiology and Anatomy Laboratory**

Laboratory exercises are designed to supplement lecture topics and include microscopy, the study of models, dissection and physiological experiments. Students will study the relationship of structures to function in the organ systems of the human body. Emphasis will be on identification of the anatomical features and their functions.

Coreq: BL 136 Lecture

Prereq: (BL 101 Lecture Min Grade: C Min Credits: 4.00 And BL 101.1 Laboratory Min Grade: C Min Credits: 1.00) Or BL 101 LecLab Min Grade: C Min Credits: 5.00

Credits: 1.00

**BL 141****Environmental Science**

This course is an introduction to the interactions of plants and animals within 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.

Credits: 3.00

**BL 201****Microbiology**

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.

Prereq: LecLab: BL 101 Lecture Min Grade: C Min Credits: 4.00 And (CH 100 LecLab Min Grade: C Min Credits: 5.00 Or CH 101 LecLab Min Grade: C Min Credits: 5.00)

Credits: 5.00

**BS 101****Introduction to Business**

This introductory survey course in the field of business focuses on the basic principles of the American free enterprise system. The course sets forth and discusses the fundamentals of starting a business, including the forms of business organization such as proprietorships, partnerships, limited liability corporations, as well as the interrelationships between the basic business functional areas - economics, management, accounting, finance and marketing. (Revised Fall 2007)

Credits: 3.00

**BS 102****Principles of Management**

This course covers the basic functions of management and explains the nature of organization and organizational theories and types. It also explains the importance of effective communication within the organizational structure, develops and defines the techniques for directing and motivating employees, explains the effects of change on an organization, and develops techniques for coping with exchange effects. The application of business ethics in managerial decision-making is also explained and discussed. (New Fall 2007)

Credits: 3.00

**BS 103****Personal Finance**

This course emphasizes various aspects of personal finance such as budgeting, borrowing, saving 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.

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

**BS 104****Principles Supply Chain Management**

This course will focus on the concepts, principles, and techniques for managing supply chains and operations in the manufacturing and service sectors. An overview of the terminology, fundamental concepts, and functional scope of responsibility encountered in the field of supply chain and operations management will be discussed. Operations management is the discipline devoted to improving decision making within and between organizations that is devoted to the development, production, and delivery of goods and services within a global economy. Operations management depends heavily on an efficient supply chain model to achieve success in any business.

Credits: 3.00

**BS 110****Human Resources Management**

This course is designed to familiarize students with the principles of human resources management. It discusses the human resource function as an integral part of management and differentiates between the roles of the personnel and line manager in the management of human resources. The course also defines and evaluates strategic planning, recruitment, selection and training, as well as the primary methods of human resource development and employee appraisal. Major components of EOE regulations and other personnel and human resources-related laws are also covered. (Revised Fall 2007)

Credits: 3.00

**BS 116****Business Communications**

This course examines various forms of business communication. From the formulation of ideas to the development of an accurate and effective business document, students will learn the mechanics of business writing. Prereq: EN 094 Lecture Min Grade: C Min Credits: 3.00 Or (AccuReading PRE 54.0000 And Accuplacer Sen Skill PRE 71.0000 And Writeplacer PRE 5.0000)

Credits: 3.00

**BS 121****Principles of Accounting I**

This course provides an introduction to the process 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.

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00 Or AccuEIAIge PRE 71.0000 Or MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 122****Principles of Accounting II**

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.

Prereq: BS 121 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 123****Accounting on Computers**

This course is designed for advanced accounting students who want practical, hands-on training with computerized accounting systems. Students will take daily business transactions, journalize them, post them on the computer, and generate computerized financial statements. Analytical and forecasting skills will also be developed through the use of the computer. This is a supplemental course and does not replace Accounting II. (BS 122 highly recommended but not required)

Prereq: BS 121 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 138****Income Tax Procedures**

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.

Credits: 3.00

**BS 152****Introduction to Entrepreneurship**

This course is an introduction to basic venture-development concepts including terminology, consumer research techniques, planning, project development, goal setting and a hands-on application of learned principles.

Prereq: EN 094 Lecture Min Grade: C Min Credits: 3.00 And MT 080 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00



**BS 153****Enterprise Development**

This course is designed to provide concepts in management by objective (MBO), project management, venture research and planning, and venture development. Students will gain hands-on experience by starting and managing a venture-related project. Emphasis is on business plan development, financial reports, record keeping, venture funding and acquisitions.

Prereq: BS 152 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 170****Career Awareness and Exploration**

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.

Credits: 1.00

**BS 181****Cooperative Education Practicum I**

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

Credits: 3.00

**BS 182****Cooperative Education Practicum II**

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

Prereq: Lecture: BS 181 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 220****Legal Environment of Business**

This course, which is open to non-business majors, provides an overview of the legal process, the nature and sources of laws, government regulations and administrative law as they affect business and other types of organizations.

Credits: 3.00

**BS 231****Business Law I**

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.

Credits: 3.00

**BS 232****Business Law II**

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.

Prereq: Lecture: BS 231 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 301****Economics for Managers**

Junior standing. This course is designed to provide the student with an overview of key economic principles in both theory and practice. The course will emphasize real-world examples which will enhance the understanding of economics as applied to world events, corporate strategies and human behavior.

Credits: 3.00

**BS 302****Survey of Accounting & Financial Mgmt**

Junior standing. This course addresses the importance of financial information in the management of modern businesses, as well as non-profit, educational and governmental organizations. It also emphasizes financial decision-making skills needed in a variety of leadership situations.

Prereq: Lecture: MT 106 Lecture Min Grade: C Min Credits: 3.00 Or MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 303****Essentials of Management Information Sys**

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 financial information systems, information security, operational production systems and business planning are used to enhance the learning process.

Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**BS 310****Introduction to Marketing**

Junior Level Standings: 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.

Credits: 3.00

**BS 315****Financial Decision-Making**

Junior Standing. This course addresses the importance of good financial decision-making in the success of all modern organizations, be they businesses, non-profits, or governmental organizations. The course looks at the management process and how management uses financial information in the planning, control and evaluation functions. The course emphasizes the use of budgets to provide savvy leaders, executives, and managers with the ability to take stock of organizational direction, refine goals and objectives, share the mission with staff, determine organizational position in the environment, direct resources to appropriate ventures, and motivate employees to greater levels of productivity. The course also presents other financial decision-making concepts, principles and techniques. (Formerly Budget Management - Changed Fall, 2009)

Prereq: Lecture: BS 302 Lecture Min Grade: C Min Credits: 3.00 Or (BS 121 Lecture Min Grade: C Min Credits: 3.00 And BS 122 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

**BS 390****Spec. Stud: Investments**

Upon successful completion of this course, the student should be able to define, analyze and evaluate types of investment instruments. In addition, the student should be able to determine which instruments are desirable for a personal financial plan. The student should also be able to demonstrate an understanding of basic financial planning concepts and tax planning procedures.

Credits: 3.00

**CCS 100****College and Career Success**

This course is designed to give students training and experiences that will allow them to be successful in a college setting. Topics to be covered include: understanding college culture, increasing self-esteem and motivation, setting goals, learning styles, memory development, listening skills, note-taking skills, study skills, test-taking, critical thinking skills, and career issues.

Prereq: EN 081 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or (ACT Reading 13.0000 And ACT English 13.0000) Or (Compass Reading PRE 58.0000 And Compass Writing PRE 33.0000) Or EN 097 Lecture (May be taken concurrently) Min Grade: C Min Credits: 4.00 Or EN 111 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or GTC 020 Lecture (May be taken concurrently) Min Grade: B Min Credits: 3.00

Credits: 3.00

**CCS 100.2****College & Career Success**

This course is designed to help students improve their literal, interpretive and critical reading comprehension and vocabulary skills. Emphasis is placed upon structured vocabulary development and college level reading skills.

Credits: 2.00

**CE 101****Fundamental of Early Childhood Education**

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 education are also discussed.

Credits: 3.00

**CE 102****Curr, Methods & Mat in Early Childhood**

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 multicultural environment through learning experiences and centers.

Credits: 3.00

**CE 103****Admin of Early Childhood Programs**

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

Credits: 3.00

**CE 104****Practicum in Early Childhood Education**

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 as well as the college supervisor. Students are expected to demonstrate competency as head teacher before completion of the practicum.

Prereq: CE 101 Lecture Min Grade: C Min Credits: 3.00 And CE 102 Lecture Min Grade: C Min Credits: 3.00  
Credits: 3.00

**CE 105****Field Exp in Early Childhood Education**

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

Prereq: CE 101 Lecture Min Grade: C Min Credits: 3.00 And CE 102 Lecture Min Grade: C Min Credits: 3.00  
Credits: 3.00

**CE 106****Diversity in Early Childhood Education**

This course will introduce students to the impact of multiculturalism and diversity on instruction in the early childhood classroom. The course will also cover the integration of multiculturalism into instruction methods and curriculum for young children.

Prereq: Lecture: CE 101 Lecture Min Grade: C Min Credits: 3.00  
Credits: 2.00

**CE 107****Introduction to Teaching as a Profession**

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.

Credits: 2.00

**CE 108****CDA Curriculum Methods**

Candidates for CDA assessment must meet the following 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 five years, and 6) Have 480 hours of experience working with children within the past five 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.

Credits: 3.00

**CE 110****Curr Methods Materials for School Age C**

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

Credits: 3.00

**CE 112****Health and Safety Issues**

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.

Credits: 1.00

**CE 115****Computers and Young Children**

The student will gain discovery-oriented experience with computers and how they enhance a 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 specific age groups.

Credits: 1.00

**CE 120****Effective Parenting**

This course is designed to help parents communicate more effectively with their children. Skills will be introduced to help the parent 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.

Credits: 1.00

**CE 122****Parenting Within the Family System**

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-raising strategies are discussed.

Credits: 3.00

**CE 180****Early Childhood Observation**

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 an early childhood setting.

Credits: 1.00

**CE 181****Early Childhood Development**

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.

Credits: 3.00

**CE 182****Establishing Early Childhood Environment**

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

Credits: 1.00

**CE 183****Trend and Issues Early Childhood**

Exploring selected current trends and issues facing the early childhood field is the focus.

Credits: 1.00

**CE 184****Health & Safety Education Early Childhood**

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 upon successful completion of the course.

Credits: 3.00

**CE 185****Creative Experiences for Young Children**

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

Credits: 3.00

**CE 186****Curriculum-Infant/Toddler Programs**

Introduction to the use of methods and materials which stimulate development of the infant/toddler. CE 186 and CE 189 must be taken concurrently.

Credits: 3.00

**CE 188****Preschool Internship**

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. Students will receive an 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.

Credits: 3.00

**CE 189****Infant/Toddler Internship**

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. Students will receive an 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.

Credits: 3.00

**CEHC 010****Community Health Worker**

Community health worker is a fairly new category in health care. These workers are focused on bridging the gap between healthcare providers and underserved populations in need of care. These advocates link the patient with health or social service agencies to improve access to services, quality of care, and overall improvement of healthcare outcomes.

Credits: .00

**CEHC 100****Community Health Worker-Entry Level**

A Community Health Worker helps bridge the gap between healthcare providers and underserved populations in need of care. They are a trusted member of and/or has a close understanding of the community served. A CHW serves as a link between the patient and health or social service agencies to improve access to services, quality of care, and strive to improve health outcomes. Throughout this course students will participate in discussions, collaborative projects, and an on-site clinical shadowing experience as they learn how to provide quality public service, how to navigate local community resources, as well as develop a deeper understanding of specific community-based cultural beliefs.

Credits: 8.00

**CH 100****General Chemistry**

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.

Prereq: LecLab: MT 085 Lecture Min Grade: C Min Credits: 4.00 Or Accuplacer Sen Skill PRE 71.0000 Or MT 103 Lecture Min Grade: C Min Credits: 3.00 Or MT 130 Lecture Min Grade: C Min Credits: 3.00 Or Compass Math PRE 21.0000 Or Compass Math POST 21.0000 Or ACT Math 18.0000

Credits: 5.00

**CH 101****College Chemistry I**

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. The course includes four one-hour lectures and a 2 1/2 hour laboratory each week. Prereq: Lec/Lab: MT 130 Lecture Min Grade: C Min Credits: 3.00 Credits: 5.00

**CH 102****College Chemistry II**

This is a continuation of CH 101. 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. The course includes four one-hour lectures and a 2 1/2 hour laboratory each week.

Prereq: LecLab: CH 101 LecLab Min Grade: C Min Credits: 5.00

Credits: 5.00

**CS 123****Fundamentals of Programming**

This course is an introduction to programming using the Visual Basic programming language. The student will learn how to plan, write and test programs.

Prereq: Lecture: MT 085 Lecture Min Grade: C Min Credits: 4.00 And AccuEIAIAlge PRE 71.0000

Credits: 3.00

**CS 124****Advanced Database**

This course provides an overview and practical experience in using database computer language. Students will learn how to interact with the database software using programs, create menus, design input screens and produce polished reports. Actual hands-on experience with computer equipment comprises the majority of the course work.

Credits: 3.00

**CS 135****Problem Solving and Programming I**

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.

Prereq: Lecture: (MT 103 Lecture Min Grade: C Min Credits: 3.00 And (CS 123 Lecture Min Grade: C Min Credits: 3.00 Or AccuEIAIge PRE 100.0000))

Credits: 3.00

**CS 210****Networks & Telecommunication**

This course will introduce the student to Local Area Networks (LAN) and telecommunications, as well as vital areas in contemporary computing. Topics covered include practical network administration and maintenance as well as the integration of the Internet into the modern office environment.

Credits: 3.00

**CS 223****Advanced Basic**

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.

Prereq: CS 123 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**CS 227****Introduction to Java**

This course introduces students to the Java programming language. The Java language and companion class libraries provide a portable, interpreted, high-performance, simple, object-oriented, development environment, even for programming tasks such as network programming and multithreading.

Prereq: Lecture: CS 135 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**CS 235****Problem Solving and Programming II**

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 and operator overloading, and inheritance.

Prereq: Lecture: CS 135 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**DR 107****Introduction to 2-D Computer-Aided Drafting**

Students will use microcomputers and drafting tools with focus on computer-aided drafting equipment such as a graphics terminal digitizer, plotter, etc. Two-hour class and three-hour laboratory weekly.

Credits: 3.00



**DR 108****Advanced Comp-Aided Drafting**

A continuation of DR 107 in which the student uses skills developed in two-dimensional drafting for three-dimensional drafting.

Prereq: DR 107 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EAP 010****Satellite ESL C2**

This class is an integrated off-campus course for students at a Beginning or Elementary level of English language ability. Teaching and activities will focus on using English for every-day purposes while developing grammar and vocabulary in context.

Credits: 1.00

**EAP 011****Special Studies: 1 Listening & Speaking**

Beginning level listening and speaking skills for English language learners. Variable 1-3 credit based on semester.

Credits: 3.00

**EAP 012****Special Studies: 1 Read & Vocab**

Beginning level reading skills and vocabulary for English language learners. Variable 1-3 credit based on semester.

Credits: 3.00

**EAP 013****Special Studies: 1 Composition**

Beginning level written communication skills for English language learners. Variable 1-3 credit based on semester.

Credits: 3.00

**EAP 014****Special Studies: 1 Grammar**

Beginning level grammar skills for English language learners. Variable 1-3 credit based on semester.

Credits: 3.00

**EAP 031****Level 3 Listening and Speaking**

Students continue to develop comprehension and language production with an emphasis on developing vocabulary, appropriate use of present, past, future and modal and phrasal verb forms, and listening for implied meaning. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 032****Level 3 Reading**

Students read and respond to brief academic and functional texts. This course introduces academic reading skills with an emphasis on vocabulary expansion, special expressions, idioms, and dictionary skills. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 033****Level 3 Composition**

Students develop the ability to write structured paragraphs and very short essays on simple academic and familiar topics with appropriate signals and transitions. Students use grammar and vocabulary appropriate to this low-intermediate level. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 034****Level 3 Grammar**

Students develop receptive and productive skills suitable for intermediate level learners. This course integrates all four skills into grammar instruction and is designed to take students from studying English to using it. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 035****Level 3 Reading/Composition**

Students read and respond to brief academic and functional texts. This course introduces academic reading skills with an emphasis on vocabulary expansion, special expressions, idioms, and dictionary skills. Students develop the ability to write structured paragraphs and very short essays on simple academic and familiar topics with appropriate signals and transitions. Students use grammar and vocabulary appropriate to this low-intermediate level. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 041****Level 4 Listening/Speaking**

Students continue to develop comprehension and language production with an emphasis on pronunciation (phrasal stress and rhythm, schwa sounds), informal presentations, use of grammar and vocabulary appropriate to this level, and listening for main ideas, details and note-taking.

(Variable credit 1-3 credits)

Credits: 3.00

**EAP 042****Level 4 Reading**

Students continue to develop academic reading skills and vocabulary including reading topics on current events and literary texts with an emphasis on fluency, reflection and the enhancement of critical reading skills. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 043****Level 4 Composition**

Students use multiple formats, including 5-paragraph essays and journaling, to write about various academic topics. Students will use grammar, signaling, and vocabulary appropriate to this high-intermediate level. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 044****Level 4 Grammar**

Students continue to develop intermediate level grammar as appropriate to social and academic contexts. This course requires students to actively demonstrate usage and consider the grammatical requirements of introductory academic coursework. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 045****Level 4 Reading/Composition**

Students continue to develop academic reading skills and vocabulary including reading topics on current events and literary texts with an emphasis on fluency, reflection and the enhancement of critical reading skills. Students use multiple formats, including 5-paragraph essays and journaling, to write about various academic topics. Students will use grammar, signaling, and vocabulary appropriate to this high-intermediate level. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 060****TOEFL Preparation**

This course will help students to prepare to take the TOEFL test. The structure of the test, test-taking strategies, question types, vocabulary building, and time and untimed practice will be included. Students will use academic content to build skills in error correction and aural and reading comprehension, skills which will transfer to other language classes. Most of the course will focus on preparation for the institutional TOEFL, but the preparation for the iBT (internet-based test) will be included.

Credits: 1.00

**EAP 070****College Study Skills EAP**

In this course, students will develop study skills and habits that will enable them to succeed in EAP and other academic classes. Topics will include goal setting, note-taking, memory techniques, self-advocacy, time management, and college knowledge. This class is highly recommended for first-time college students.

Credits: 2.00

**EAP 080****EAP Language Lab**

Students will receive individualized instruction in English in specific areas of need through a combination of online tutorials and face-to-face support and tutoring. Students will work in a lab with an instructor present at all times for support. A multi-media approach will be used.

Credits: 2.00

**EAP 090****English Pronunciation**

Students will learn to recognize and produce the most important parts of American English pronunciation. Students will work on individual sounds, word stress, intonation, and rhythm.

Credits: 3.00

**EAP 151****Level 5 Listening/Speaking**

Students develop advanced listening and speaking skills with an emphasis on pronunciation (polishing all vowel, consonant and diphthong sounds, and self-monitoring of individual weaknesses), use of grammar, vocabulary, and listening skills appropriate to introductory college contexts. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 152****Level 5 Reading**

Students develop the ability to understand lengthier reading materials on diverse academic topics by applying appropriate reading strategies. This course focuses on extensive reading, academic vocabulary, and critical thinking in order to comprehend, interpret, and discuss introductory college-level texts. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 153****Level 5 Composition**

Students write more fully developed short essays on both personal and academic topics, incorporating conventional structure, and adequate support and development of ideas. Students will improve their fluency and accuracy, and will use grammar, signaling, and vocabulary appropriate to this advanced level. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 154****Level 5 Grammar**

Students develop receptive and productive ability with complex grammatical structures appropriate to effective communication and academic coursework. This course necessitates analysis and presentation of grammar and includes written and oral work. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 155****Level 5 Reading/Comp**

Students develop the ability to understand lengthier reading materials on diverse academic topics by applying appropriate reading strategies. This course focuses on extensive reading, academic vocabulary, and critical thinking. Students write more fully developed short essays on both personal and academic topics, incorporating conventional structure, and adequate support and development of ideas. Students will improve their fluency and accuracy, and will use grammar, signaling, and vocabulary appropriate to this advanced level. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 163****Level 6 Composition**

Students produce a variety of short essays, journaling, and reflective writing in other formats, focusing on cohesive ideas and organization, voice, depth of thought, and grammatical accuracy. This class is the last step in preparation for introductory college-level composition courses. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 164****Level 6 Grammar**

Students develop advanced grammar usage specific to participation in introductory college coursework. This course refines the accuracy of usage and understanding of analysis. (Variable credit 1-3 credits)

Credits: 3.00

**EAP 165****Level 6 Reading/Composition**

Students develop the ability to comprehend and interpret introductory college-level texts in content areas by applying appropriate reading strategies. Students produce a variety of short essays, journaling, and reflective writing in other formats, focusing on cohesive ideas and organization, voice, depth of thought, and grammatical accuracy. This class is the last step in preparation for introductory college-level composition courses. (Variable credit 1-3 credits)

Credits: 3.00

**EC 201****Principles of Macroeconomics**

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 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.

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00 Or AccuEIAIge PRE 71.0000

Credits: 3.00

**EC 202****Principles of Microeconomics**

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 microeconomic topics such as consumer-demand theory, utility analysis, production processes, cost of production, markets and market structures, competition and the notion of efficiency, wage determination, downsizing, regulations, unionization, economic growth and development, international trade and finance, and the globalization of the economy.

Prereq: MT 085 Lecture Min Grade: C Min Credits: 4.00 Or AccuEIAIge PRE 71.0000

Credits: 3.00

**ED 101****Intro to Urban Education**

This course is an introduction to urban education in elementary school settings. This course will give prospective teachers a snapshot of teaching as a profession. This course will give prospective teachers the opportunity to determine whether teaching is their preferred career choice.

This course will provide prospective teachers with a number of learning opportunities in a variety of ways. Prospective teachers will: examine teaching and learning and the roles of teachers within and outside the classroom, learn theories (pedagogical, historical, social, cultural, and philosophical) essential for teaching and learning, discuss why urban education differs from suburban and rural education, participate in hands-on field experiences, study the complex challenges and issues that teachers face daily, understand the procedures and career choices for a teaching profession, self-reflect on why they want to teach more specifically, in an urban school setting.

Credits: 1.00

**ED 104****Elementary Music Methods**

This course is designed for students majoring in elementary education. The student will learn how to implement meaningful music activities in the classroom. These activities will focus on the development of a child's musical growth through singing, listening, rhythm and creative movement experiences. Emphasis will be place on Kindergarten through fifth grade.

Credits: 3.00

**ED 105****Instructional Media & Technology**

This course provides an experience in Technology for students in the Education program. Emphasis is on current trends and issues, readings, and research findings related to the use of technology in education. This course will help you reflect the role various forms of electronic and digital technology can play in the teaching/learning process and how you can engage these processes in your classroom. You will become skilled in some of the many digital tools used in today's schools. In addition, you will be exposed to basic theories of communication, selection, evaluation and research, and will be assisted in determining appropriate applications of these theories and techniques in educational settings, Drill and practice outside of class time will be necessary to reach a high degree of Competence.

Credits: 3.00

**ED 106****Elementary Art Methods**

This course is an introduction to the discipline of Visual Arts for the elementary school art teacher based upon an examination of the broader goals of art. Students will explore the elements and principles of art, study content, evaluation, and critique that are reflective of a mature and consistent philosophical orientation to art education. Curriculum exercises include working from both traditional and contemporary notions of art while embracing the broad disciplines of production, heritage, aesthetics, and criticism. Preparation of a teaching portfolio serves to prepare the student for field experience and teacher certification, as well as create a deeper understanding and appreciation of art.

Credits: 3.00

**ED 107****Introduction to Teaching as a Profession**

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.

Credits: 3.00

**ED 108****Multicultural Education**

This course is designed to introduce students to various approaches to multicultural education as well as to increase their understanding of purposes and aims of these approaches. Students will explore different classroom environments and activities and their impact on the education of diverse students.

Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00 Credits: 3.00

**ED 301****Perspec Ed for Cultural & Ling Diverse Lrn**

Junior Level. This is an introductory course designed to help students develop a foundational understanding of language acquisition and teaching theory with emphasis on the linguistically and culturally diverse learner. It acquaints the teacher candidate with historical perspectives, philosophical frameworks, legal implications, subject matter methodologies, classroom instruction, parent involvement, and current issues that affect linguistically and culturally diverse students and the school programs serving them.

Coreq: ED 302 Lecture, ED 304 Lecture

Credits: 3.00

**ED 302****Elementary Social Studies Methods**

The purpose of this course is to introduce candidates to curriculum and instructional methods used by professional elementary social studies educators. Candidates will review the social studies curriculum as it relates to learning and development, differences in learning styles, critical thinking, problem solving and performance skills, active learning and motivation, inquiry, collaboration and supportive classroom interaction, instructional planning, assessment, reflection and professional growth, and professional leadership. In addition, this course will emphasize the following: Democratic citizenship education is the primary aim of social studies; Social understanding and civic efficacy within context are two main components of social studies education; Appreciation for cultural diversity is central to citizenship in a multicultural society; History, geography, civics, economics, and other social sciences are the primary disciplines within the social studies; and, Constructive learning is preeminent to mastery of social studies concepts. 10 hours of field experience required.

Coreq: ED 301 Lecture, ED 303 Lecture, ED 304 Lecture, ED 310 Lecture, PY 301 Lecture

Credits: 3.00

**ED 303****Elementary Reading Methods**

Junior Level. This course will explore effective instructional practices that support all learners. More specific, preservice teachers will be prepared to teach reading to culturally and linguistically diverse learners in urban schools. This course is an introduction to theories of reading, effective reading practices and methods of assessment for working with students of diverse needs. Students will learn to use multiple resources, strategies, and techniques to teach a skill. Students will learn to adapt curriculum and resources to meet the needs of challenged readers and gifted readers. Students will develop lesson plans. The goal of this course is for candidates to acquire practical knowledge of the acquisition of literacy, reading theories, effective methods for the teaching of reading, and a variety of assessment and evaluation tools. The knowledge provides students with a basic foundation for designing meaningful lessons and creating an environment to meet the literacy needs of children with a variety of abilities. This course includes a 20 hour field experience with opportunities to observe and apply concepts learned in class.

Coreq: ED 302 Lecture, ED 304 Lecture

Credits: 3.00

**ED 304****Techniques for Instructional Success**

This course will examine instructional models and effective teaching practices, probe theories and research evidence applicable to various models, consider how diverse learning styles impact various models, and explore the dichotomy between the research on teaching and the practice of teaching. Candidates will develop curriculum and instructional strategies appropriate to all learners Pre-K-12. Emphasis is on developing knowledge of the KSDE Standards, lesson planning, and various teaching strategies for all learners. (10 practicum hours required)

Coreq: ED 301 Lecture, ED 302 Lecture, ED 303 Lecture, ED 310 Lecture, PY 301 Lecture

Credits: 3.00

**ED 310****Practicum/Seminar A**

Seminar is designed to prepare Teacher Candidates for the Principles of Learning and Teaching (0622) exam. Teacher Candidates will have the opportunity to connect theory with practice as they intently observe and work in classrooms. Seminar will allow Candidates to do a weekly check-in and discuss concerns and/or celebrations regarding their field experiences. Candidates will gather licensure information and practical information in regard to taking and passing the Principles of Learning and Teaching (0622) exam.

Prerequisite: Full Admittance to the Urban Teacher Education Program

Coreq: ED 302 Lecture, ED 304 Lecture

Credits: 1.00

**ED 312****Elementary Language Arts Methods**

In this course you will study the basic content in communication, including the exploration of current issues, materials, technologies, techniques, and methods for teaching the process components (reading, writing, speaking, listening, viewing, and visual representation). A variety of applications of these process components will be explored to enable you to become scholarly, reflective, and proactive in planning, implementing, and evaluating effective language arts programs for diverse learners and English Language Learners. Topics include: how children learn language; language rich classrooms; the reading and writing processes; the listening process; conversations; dramatic activities; reading and writing stories, reports, and letters; reading and writing poetry; and spelling, handwriting, and grammar tools. Also, a focus will be on integrating children's literature in all areas of the curriculum as a means to provide multicultural and global perspectives. 10 hours of field experience required.

Coreq: ED 320 Lecture Prereq: PY 301 Lecture Min Grade: C Min Credits: 3.00 And ED 301 Lecture Min Grade: C Min Credits: 3.00 And ED 302 Lecture Min Grade: C Min Credits: 3.00 And ED 303 Lecture Min Grade: C Min Credits: 3.00 And ED 304 Lecture Min Grade: C Min Credits: 3.00 And ED 310 Lecture Min Grade: C Min Credits: 1.00

Credits: 3.00

**ED 315****Literacy & Linguistics**

This course is designed to prepare students with the essential knowledge and skills to implement differentiated instruction that meets the individual needs of English Language Learners. The course will present strategies to support language and literacy development, with a focus on reading, writing, listening, speaking, and comprehension in all content areas. The course provides students with effective, manageable strategies for meeting the needs of an increasingly diverse student population and explores cultural and social aspects of the English Language Learner. Students experience planning instructionally diverse lessons, based on assessment data, within the context of a standards-based curriculum. Students learn how to provide quality experiences and learning environments that allow students to be successful in school and in life.

Coreq: ED 320 Lecture

Credits: 3.00

**ED 316****Elementary Physical Education and Health**

This course is designed to present Candidates with current methods and techniques of teaching physical education to elementary students. This course is designed to teach methods, techniques, learning styles, and skills necessary to recognize the developmental, physical, mental, emotional, and social growth of the elementary age learner. Emphasis will be placed on the importance of health and physical education as an integral part of the elementary curriculum and the impact on child development. Candidates will participate in class activities and discussion on relative topics in the specialized field of health and physical education. (10 Hours of field experience required).

Coreq: ED 320 Lecture Prereq: PY 301 Lecture Min Grade: C Min Credits: 3.00 And ED 301 Lecture Min Grade: C Min Credits: 3.00 And ED 302 Lecture Min Grade: C Min Credits: 3.00 And ED 303 Lecture Min Grade: C Min Credits: 3.00 And ED 304 Lecture Min Grade: C Min Credits: 3.00 And ED 310 Lecture Min Grade: C Min Credits: 1.00

Credits: 3.00

**ED 320****Practicum/Seminar B**

Seminar is designed to prepare Teacher Candidates for the Praxis II (0011). Teacher Candidates will have the opportunity to connect theory with practice as they intently observe and work in classrooms. Seminar will allow Candidates to do a weekly check-in and discuss concerns and/or celebrations regarding their field experiences. Candidates will gather licensure information and practical information in regard to taking and passing the PRAXIS II (0011) exam.

Coreq: ED 312 Lecture, ED 315 Lecture, ED 316 Lecture, PY 213 Lecture Prereq: PY 301 Lecture Min Grade: C Min Credits: 3.00 And ED 301 Lecture Min Grade: C Min Credits: 3.00 And ED 302 Lecture Min Grade: C Min Credits: 3.00 And ED 303 Lecture Min Grade: C Min Credits: 3.00 And ED 304 Lecture Min Grade: C Min Credits: 3.00 And ED 310 Lecture Min Grade: C Min Credits: 1.00

Credits: 1.00

**ED 400****Test and Measurements**

Credits: 3.00

**ED 401****Elementary Mathematics Methods**

This course is designed to introduce content and methods for teaching mathematics to elementary students. Teacher Candidates are actively engaged in the methods of teaching concepts encountered in the elementary school curriculum. Teacher Candidates will be familiar with instructional techniques and appropriate materials for teaching mathematics in elementary grades to diverse learners. Teacher Candidates will investigate the teaching of mathematics, as well as how children learn mathematics at the elementary level. Teacher Candidates will learn how to teach mathematics so that learners see relationships and connections within and between mathematic ideas. (20 hours of field experience is required).

Credits: 3.00



**ED 402****Elem Science Methods**

Credits: 3.00

**ED 403****Language Assessment & Appraisal**

This course is an exploration of various assessment issues and strategies specific to English language learners. Students will gain a current knowledge base which will enable them to effectively assess English language learners and report assessment results to students, parents, and other appropriate entities. Students will learn formal and informal assessment techniques related to reading, writing, speaking and listening and will be able to use the results of assessment to create appropriate and effective instruction delivering ESL methodologies. Students will be familiar with assessment issues affecting special needs and gifted and talented English language learners.

Credits: 3.00

**ED 404****Foundations of Urban Education**

Credits: 3.00

**ED 410****Practicum/Seminar C**

Seminar is designed to prepare Teacher Candidates for the ESOL Praxis (0361). Teacher Candidates will have the opportunity to connect theory with practice as they intently observe and work in classrooms. Seminar will allow Candidates to do a weekly check-in and discuss concerns and/or celebrations regarding their field experiences. Candidates will gather licensure information and practical information in regard to taking and passing the ESOL Praxis (0361) exam.

Credits: 1.00

**ED 415****Teaching Internship and Seminar**

The internship is a 15-week, unpaid, full-semester, full-time, full-day required clinical component of the teacher preparation program for Donnelly College. Teacher Interns seeking initial teacher licensure. During this time the intern is under the direct supervision of a Clinical Field Supervisor and certified Cooperating Teacher in the area in which the Teacher Intern is teaching. Classroom assignments are in an accredited, state approved school. The aim of the Teacher Intern is to develop their observation, analysis, reflection, and conferencing skills within a classroom setting. Over the course of the placement, the Teacher Intern will gradually assume the duties and responsibilities necessary for teaching students. Duties and responsibilities will include but not limited to preparing lesson plans, teaching lessons, student assessments, and student progress evaluations. Interns are required to complete ten seminar sessions during their internship. The seminar is designed to provide the Teacher Intern an opportunity to process, synthesize and evaluate their teaching experience. Teacher Interns will reflect and dialog with peers, mentors and instructors. The seminars will provide licensure information, practical employment information and meet with the Clinical Field Supervisor regarding their overall progress.

Credits: 12.00

**EG 103****Introduction to Engineering**

This course provides an introduction to engineering with an emphasis on basic principles of product design and development, terminology and communication in the field, calculations and computer applications, professionalism, ethics, teamwork, and application of the engineering approach in case studies. Career opportunities will also be discussed and explored.

Credits: 2.00

## **EG 107**

### **Introduction to 2-D Comp-Aided Drafting**

In this course, taught using a combination of lecture and laboratory sections, students will be introduced to Engineering Graphics using two-dimensional operations of computer-aided design and drawing using Auto-CAD software. The course includes basic features and topics such as layer control, geometric constructions, orthographic projections, dimensioning and roles, tolerancing, section views and working drawings.

Prereq: EG 103 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **EG 108**

### **Advanced Computer Aided Drafting**

A continuation of EG 107, taught using a combination of lecture and laboratory sections, this course uses skills developed in two-dimensional drafting for engineering graphics using 3D Computer Aided design tools and includes topics such as 3D modeling and 3D display, customizing AutoCAD and advanced drawing techniques. Prereq: EG 103 Lecture Min Grade: C Min Credits: 2.00 And EG 107 Lecture Min Grade: C

Credits: 3.00

## **EG 181**

### **Spec Stud: Coop Edu Practicum**

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

Credits: 3.00

## **EG 200-1**

### **Practicum in Computer-Aided Drafting**

The application of information obtained in earlier EG courses will be employed as students solve actual real work-world problems as assignments. The practicum will be done under the supervision of an Engineer from a local Engineering firm. Enrollment is limited and may vary from semester to semester and requires permission of the instructor. Prereq: EG 103 Lecture Min Grade: C Min Credits: 2.00 And EG 108 Lecture Min Grade: C

Credits: 1.00

## **EG 200-2**

### **Practicum in Computer-Aided Drafting**

The application of information obtained in earlier EG courses will be employed as students solve actual real work-world problems as assignments. The practicum will be done under the supervision of an Engineer from a local Engineering firm. Enrollment is limited and may vary from semester to semester and requires permission of the instructor. Prereq: EG 103 Lecture Min Grade: C Min Credits: 2.00 And EG 108 Lecture Min Grade: C

Credits: 2.00

## **EG 200-3**

### **Practicum in Computer-Aided Drafting**

The application of information obtained in earlier EG courses will be employed as students solve actual real work-world problems as assignments. The practicum will be done under the supervision of an Engineer from a local Engineering firm. Enrollment is limited and may vary from semester to semester and requires permission of the instructor. Prereq: EG 103 Lecture Min Grade: C Min Credits: 2.00 And EG 108 Lecture Min Grade: C

Credits: 3.00

**EN 081****Reading & Writing Essentials**

Level 1: This course is designed to use whole language to develop proficiency in basic reading, writing, and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

**EN 082****Reading & Writing Essentials**

Level 2: This course is designed to use whole language to develop proficiency in basic reading, writing and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

**EN 083****Reading & Writing Essentials**

Level 3: This course is designed to use whole language to develop proficiency in basic reading, writing and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

**EN 084****Reading & Writing Essentials**

Level 4: This course is designed to use whole language to develop proficiency in basic reading, writing and study skills with an emphasis on increasing vocabulary, developing comprehension skills and improving grammar.

Credits: 3.00

**EN 085****Writing Skills**

This course focuses on the basic grammar and punctuation rules for standard written English. Students will learn to construct various types of sentences and begin paragraph development strategies. (This is a developmental course and cannot be used to fulfill graduation requirements.)

Credits: 3.00

**EN 096****Writing Essentials**

This course is designed to use whole language to strengthen proficiency in writing and language skills. Students will practice specific strategies to improve grammar, sentence structure, word choice, and organization in academic writing. Students will also practice applying critical thinking skills to a variety of printed material and responding to that material in a using the writing process. A variety of writing experiences such as journals, in class essays, college essays and projects will be included during the semester. A service learning project will be included to enhance student engagement and relevancy.

Credits: 4.00

**EN 096.2****Writing Strategies**

This course is designed to use whole language to strengthen proficiency in writing and language skills. Students will practice applying critical thinking skills to a variety of printed material and responding to that material using the writing process.

Credits: 2.00

## **EN 097**

### **Reading Essentials**

This course is designed to use whole language to strengthen proficiency in reading and language skills. Students will practice specific strategies to improve vocabulary, reading rate, and comprehension. Students will also practice applying critical thinking skills to a variety of printed material and responding to that material in a variety of ways, including speaking and writing. A service learning project will be included to enhance student engagement and relevancy to the study of reading.

Credits: 4.00

## **EN 097.2**

### **Reading Strategies**

This course is designed to use whole language to give students training and experiences that will allow them to be successful in a college setting. Topics to be covered include: understanding college culture, increasing self-esteem and motivation, setting goals, learning styles, memory development, listening skills, note-taking skills, study skills, test taking, critical thinking skills and career issues.

Credits: 2.00

## **EN 098**

### **Preparatory Education Lab**

This class is designed to use current technologies to support student reading and writing skills, as well as acquaint students with the computer skills that they need for success in a beginning college schedule. Topics will include using Moodle and Donnelly email system, use of online homework systems and review from the internet, MLA formatting basics, and basics of research on the internet. Some class time will also be used to do Compass review practice in an environment that approximates the actual exam. Class will meet one hour a week.

Credits: 1.00

## **EN 100**

### **Freshman Seminar**

Freshman Seminar is designed to provide an academic context for students to explore thematic questions related to the world around them, their interior world, how creativity and science contribute to their understanding of the external and internal worlds, and how the spirit of the human condition is affected. These explorations will emerge within this fourfold conceptual framework integrating the liberal arts and sciences. To facilitate investigations, students will learn and apply academic skills necessary for success in college. (Rev. Spring 2014)

Waiver of course as follows:

Anyone who has successfully completed an associate's degree or a bachelor's degree from either Donnelly College or another accredited institution of higher education is exempt from taking Freshman Seminar. Any student who transfers in 12 credits with a C or better in each course, and with 6 of those credits being English Composition I and English Composition II and the other 6 from the following areas of college level math, history, science or social science, may be exempt from taking Freshman Seminar.(Added Waiver Spring 2014)

Prereq: EN 096 Lecture Min Grade: C Min Credits: 4.00 Or EN 111 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or ACT Avg Read/English 16.0000 Or ((Compass Reading PRE 74.0000 Or Compass Reading POST 74.0000) And (Compass Writing PRE 64.0000 Or Compass Writing POST 64.0000))

Credits: 3.00

## **EN 103**

### **Writing To Think**

This course helps students eliminate common obstacles to successful reading, writing and performance in 100 level classes. Through guided revision and edition of their EN 111 assignments, students will develop confidence in writing, and view writing as a process. Journaling will be employed as an aid to student reflection about their work and progress in their content area classes. Emphasis will be on individual assistance and workshop method. (Formerly EN 192)

Prereq: EN 111 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 1.00

**EN 108****Introduction to Popular Culture**

This course is designed to introduce students to some of the myriad texts, events and aspects of US American popular culture. Although this course will draw on students' inevitable familiarity with some types of popular culture, we will begin to approach the subject from a scholarly perspective. The overall objective is to explore how popular culture reflects the world around us and influences the way we perceive the world. We will examine popular culture media such as film, television, music, advertising, sporting events and print media and begin the process of critical reception of these texts to better understand how US American popular culture helps to shape our lives.

ESL Prerequisite: ESL LEVEL 4 (AM) and ESL LEVEL 3 (PM)

Credits: 3.00

**EN 111****English Composition I**

This course develops skills in writing the major types of composition such as 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.

Prereq: EN 096 Lecture Min Grade: B Min Credits: 4.00 Or ACT Avg Read/English 16.0000 Or ((Compass Reading PRE 74.0000 Or Compass Reading POST 74.0000) And (Compass Writing PRE 64.0000 Or Compass Writing POST 64.0000)) Or Instructor Permission from: Pflanz, Mary Or (GTC 010 Lecture Min Grade: B Min Credits: 3.00 And GTC 020 Lecture Min Grade: B Min Credits: 3.00)

Credits: 3.00

**EN 112****English Composition II**

This course focuses on writing essays and articles which include basic writing approaches with special emphasis on persuasion, argumentation and the research paper.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 113****Writing for Academic Purposes**

This course is designed especially for those students who have successfully completed English Composition II and are resuming coursework after a hiatus for five or more years as it is a review in the elements of composition and research. This course presents an intensive practice of the basic skills of writing mechanics, topic selection and development, and clarity and organization in writing. Students improve their writing process through pre-writing, drafts, and revision through extensive writing practice and will review research paper writing in MLA, APA, and Chicago formats. Students will learn methods of gathering information, organizing ideas, and audience identification. Writing for the different disciplines is stressed. Although this course does not fulfill degree requirements, it can be paired with any upper level course that requires journals, essays and term papers.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00 And EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 2.00

**EN 115****Poetry of the Hebrew Scriptures**

This class covers the reading, interpretation and analysis of the poetry in the Old Testament 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.

Credits: 3.00

**EN 121****Introduction to the Novel**

Pass the reading pre-test or successful completion of EN 094 and EN 111. 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 demonstrating their grasp of course content. Such projects are designed through consultation with the instructor.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 135****Literature for Children**

This course is an introductory study of children's literature with emphasis on the interpretation and using quality literature with children of varying needs. It is designed to give experience in selecting what is best and appropriate for children. Finally, it is intended to help students recognize and value good children's literature for its artistic merits and for its importance to children.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 136****Literature of the Black Tradition**

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 in the next century.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 140****Public Speaking**

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 communication requirement.

Prereq: EN 111 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 142****Oral Interpretation**

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 communication requirement.

Prereq: EN 111 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 143****Interpersonal Communication**

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 communication requirement.

Credits: 3.00

**EN 144****Readers' Theatre**

This is an introductory course to acting. Students will become familiar with the two aspects of acting: uninhibited use of body and expressive use of voice. Students will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, selection analysis, storytelling and duet acting. The culmination of this course will be the presentation of a one-act play. This course fulfills the college oral communication requirement.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 145****New Testament Biblical Literature**

This is a survey course on the New Testament with an emphasis on the application of the historical method and interpretation of the gospel and epistolary material within a cultural, historical and literary context. (Revised Fall, 2010)

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 146****Introduction to Theatre**

This course is an introductory course in acting. The student will become familiar with the two aspects of acting: uninhabited use of the 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 communication requirement.

Credits: 3.00

**EN 150****Intercultural Communication**

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.

Credits: 3.00

**EN 193****Sp. Stud: Honors Seminar**

Phi Theta Kappa. This course is a seminar for members of the Phi Theta Kappa National Honor Society. Students will study topics that involve an interdisciplinary approach, are of current interest, and are issue-oriented. The special topics are selected annually by the Honors Program Committee of Phi Theta Kappa. (Revised Spring 2006) Prereq: Phi Theta Kappa: Instructor Permission

Credits: 1.00

**EN 194****Special Studies: Acting One**

Students will construct physical characters by identifying and selecting from character given in a script that we will perform as a class. The class will design an appropriate theatrical ground plan with organic blocking and learn to follow notes and direction given by all directors involved in the process of production. The class will fully understand how to be actively involved in the process of acting in a play, musical or one act. The class will rehearse in the Meeting Room, Conference Room, or Wyandotte Theatre. The students will learn the aspects of theatre through acting as an art not a science.

Credits: 3.00

**EN 200****Leadership Development**

This course provides emerging and existing leaders the opportunity to explore the concepts of leadership and to develop and improve their skill. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings of leadership. Students will gain a basic understanding of the concepts 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.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 215****Creative Writing**

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.

Prereq: EN 112 Lecture Min Grade: B Min Credits: 3.00

Credits: 3.00

**EN 220****World Literature in English**

This course includes reading, interpretation and analysis of representative short fiction, poetry, long-form fiction and drama from various cultures.

Students will also be introduced to the basic vocabulary of literary criticism. (Course Description Rev Feb 2014) Prereq: EN 112 Lecture Min Grade: C

Credits: 3.00

**EN 222****Introduction to Shakespeare**

This course will connect Shakespeare's plays to students through looking at common themes and issues of concern in the 16th and 17th centuries that still apply today. Students will discuss the historical, political, cultural, and religious contexts in which Shakespeare wrote his works.

Throughout this course, students will study Shakespeare's plays and poetry. This course is designed for students beginning college-level study of Shakespeare. This course will introduce students not only to Shakespeare's plays but also to current Shakespeare studies. For this reason, students will read historical background and critical articles in addition to the five plays.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00 And EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**EN 301****Business & Technical Support**

Junior-level standing or successful completion of EN 111, EN 112 and IT 111. Students will be exposed to and practice different models of writing as they apply to business and technology. Such models will include memos, various types of official correspondence, reports, manuals, electronic communications and proposals. The writing component will be linked to desktop applications such as Word, Excel and PowerPoint to provide students with the necessary skills and understanding of effective, formal communication through the written word, whether that word is printed or in digital form.

Credits: 3.00



**EN 302****Religion in Film**

This course will explore how religious beliefs and behaviors are represented in film. It will use a range of movies to examine how spiritual and ethical issues are addressed in secular cinema for mass audiences. Through lectures, screenings, and discussions we will examine film's impact on our religious imagination, ethnical discourse, and notion of community.

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from: Lenos, Melissa

Credits: 3.00

**EN 303****Bible as Literature**

The Bible was written by several people, in different languages, over a vast period of time, yet it nonetheless has a unity that is worth exploring as a work of literature. Over the course of this semester, students will read the entire Bible and discuss theories of authorship, genre and the history of the Bible's literary influence. While the Bible cannot be discussed without considering religion, please note this is not a religious studies course. Additional Prerequisite: Must be a Junior or higher to take this course.

Prereq: Instructor Permission from: Daugherty, Sr M. K. Or EN 112 Lecture Min Grade: B Min Credits: 3.00

Credits: 3.00

**EN 304****Writing Workshop: Poetry**

The Bible was written by several people, in different languages, over a vast period of time, yet it nonetheless has a unity that is worth exploring as a work of literature. Over the course of this semester, students will read the entire Bible and discuss theories of authorship, genre and the history of the Bible's literary influence. While the Bible cannot be discussed without considering religion, please note this is not a religious studies course. Additional

Prerequisite: Must be a Junior or higher to take this course.

Prereq: Instructor Permission from: Daugherty, Sr M. K. Or EN 215 Lecture Min Grade: B Min Credits: 3.00

Credits: 3.00

**EN 305****American Literature: Beginnings to 1865**

This course covering American literature from the country's beginnings to 1865. In this course, you will be introduced to a variety of different writers, which will help you develop a sense of how literature and culture changed from the colonial period through the antebellum period. This course will also explore the different forms popular in these eras. Additional Prerequisite: Must be a Junior or higher to take this course.

Prereq: Instructor Permission from: Daugherty, Sr M. K. Or EN 112 Lecture Min Grade: B Min Credits: 3.00

Credits: 3.00

**EN 401****The Victorian Novel**

In this course students will explore the rich variety of novels that appeared in England during the reign of Victoria (1837-1901). Students will consider the socioeconomic, cultural, historical and political factors that influenced the style of this time, reading five novels and selected essays that offer a deeper analysis of the texts and their authors. Additional Prerequisite: Must be a Junior or higher to take this course.

Prereq: Instructor Permission from: Daugherty, Sr M. K. Or EN 301 Lecture Min Grade: B Min Credits: 3.00 Or EN 302 Lecture Min Grade: B Min

Credits: 3.00 Or EN 303 Lecture Min Grade: B Min Credits: 3.00 Or EN 304 Lecture Min Grade: B Min Credits: 3.00 Or EN 305 Lecture Min

Grade: B Min Credits: 3.00

Credits: 3.00

**ESL 001****Listening/Speaking**

Community Education ESL Listening/Speaking.

Credits: .00

**ESL 002****Reading**

Community Education ESL Reading.

Credits: .00

**ESL 003****Composition**

Community Education ESL Composition.

Credits: .00

**ESL 004****Grammar**

Community Education ESL Grammar.

Credits: .00

**ESL 005****Reading/Comp/Vocab**

Community Education ESL Reading/Comp/Vocab.

Credits: .00

**ESL 010****Satellite ESL C2**

This class is an integrated off-campus course for students at a Beginning or Elementary level of English language ability. Teaching and activities will focus on using English for every-day purposes while developing grammar and vocabulary in context.

Credits: .00

**FA 103****Survey of the Arts**

This class serves as an exposure to music, visual art, drama and dance from beginning of recorded time to present day. It will explain the relationship that has existed between every form of creativity. Instruction will be taught through a variety of media and activities.

Credits: 3.00

**FA 104****Survey of the Arts**

This class is an exposure to Music, Visual Art, Drama and Dance from beginning of recorded time to present day. It will explain the relationship that has existed between every form of creativity. Instruction will be taught through a variety of media and activities.

Credits: 3.00

**FA 105****Music Appreciation**

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.

Credits: 3.00

**FA 110****Art in the World**

This course, taught from a multicultural perspective, is an introduction to art history and the elements of design. It will include examples of the foremost painters, paintings, sculptors and architecture of the world. By understanding the art elements, the student may better appreciate the world of art, as well as develop sensitivity to these elements in everyday life. This course will include slide lectures, written reports, field trips to local museums and discussion sessions.

Credits: 3.00

**FA 112****Drawing I**

This course explores basic drawing techniques such as scale, proportion, figure, head and perspective. The elements and principles of art structure each weekly lesson. Exercises in 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.

Credits: 3.00

**FA 113****Painting I**

This course offers experience in tempera, water color 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 the artist's skills and painting categories.

Prereq: FA 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**FA 114****Drawing II**

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.

Prereq: FA 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**FA 116****Chorus**

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, 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.

Credits: 1.00

**FA 117****Chorus**

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, 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.

Credits: 1.00

**FA 118****Chorus**

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, 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.

Credits: 1.00

**FA 119****Chorus**

This course is designed primarily for an experience in singing. Towards the end, the student will learn to read music, learn elementary music theories and concepts, 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.

Credits: 1.00

**FA 124****Painting II**

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.

Prereq: FA 113 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**FA 127****Community Band**

Working knowledge of an instrument. Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College.

Credits: 1.00

**FA 128****Community Band**

Working knowledge of an instrument. Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College.

Credits: 1.00

**FA 129****Community Band**

Working knowledge of an instrument. Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College.

Credits: 1.00

**FA 130****Community Band**

Working knowledge of an instrument. Community band is an instrumental ensemble that rehearses once a week and performs one or two concerts per semester, as well as other performances as arranged. This is a community/college band and draws its members from the local community as well as from Donnelly College.

Credits: 1.00

**FA 140****Graphic Design**

This is a beginner's level course in design, utilizing the computer as a creative tool. Emphasis will be on learning principles of well-designed illustrations and graphics layouts using Adobe Illustrator (may be subject to upgrade to version), with a brief introduction to Adobe InDesign CS5 for design layout, and Photoshop as a platform for scanning and photo manipulation. This course will deal with creative solution to design problems and design aesthetics.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00)

Credits: 3.00

**FA 141****Jazz Ensemble**

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

**FA 142****Jazz Ensemble**

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

**FA 143****Jazz Ensemble**

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

**FA 144****Jazz Ensemble**

Small ensembles that rehearse once a week and as arranged. These ensembles include sectional rehearsals and a 60-minute big-band rehearsal each week. Students must perform in a scheduled jazz performance.

Credits: 1.00

**FA 181****Coop Education Pract**

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 of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum experiences do not fulfill any department requirements and are offered on a by-arrangement basis.

Credits: 3.00

**FA 205****American Film Culture**

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 films. 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 features film, a class lecture, discussion and periodic exams.

Prereq: SO 100 Lecture Min Grade: C Min Credits: 3.00 Or SO 110 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**GE 101****World Geography**

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, socioeconomic development, population trends, geopolitical conflicts, wars, and alliances. Its subject matter is the planet Earth and its development.

Credits: 3.00

**GED 001****GED Preparatory**

Credits: .00

**GTC 010****CP Writing Skills**

This course is designed to use whole language to strengthen proficiency in writing and language skills. Students will practice applying critical thinking skills to a variety of printed material and responding to that material using the writing process. Tuesday the entire class time will be spent in the computer lab, learning a variety of computer skills and working on class assignments.

Credits: 3.00

**GTC 020****CP Reading Skills**

This course is designed to use whole language to strengthen proficiency in writing and language skills. Students will practice applying critical thinking skills to a variety of printed material and responding to that material using the writing process. Tuesday the entire class time will be spent in the computer lab, learning a variety of computer skills and working on class assignments.

Credits: 3.00

**GTC 030****Lab**

Credits: 3.00

**GTC 040****Computer/Aplia**

Credits: 1.00

**GTC 050****Advisement**

Credits: 1.00

## **HC 107**

### **HC Medical Terminology**

This course is to prepare health care students with a basic understanding of the word structure of medical terms, the jargon of the profession and how terms are constructed. This course will assist students in understanding instructions within the health care field as well as to help understand articles about drugs and procedures that appear in the newspaper daily. The student will learn approximately 300 words during the course. Students must receive a grade of C or better to pass the course. (Formerly HC 070) (Revised Summer 2009)

Coreq: HC 110 Lecture, HC 110.1 Laboratory, HC 113 Lecture

Credits: 1.00

## **HC 109**

### **Interpreter Training for Med & Scl Svs**

Prerequisite: Successful completion of previous college-level courses, or Level 3 ESL completion, or the equivalent COMPASS score, and Bridging the Gap™ application approval. This course for beginner and intermediate medical/social services bilingual interpreters aims to prepare students for the Bridging the Gap™ Exam. Students will learn to apply the Interpreter's Code of Ethics, identify medical terms, and be able to demonstrate the appropriate roles of an interpreter, modes of interpreting, and cultural competency practices. This course will follow the 40-hour Bridging the Gap™ curriculum and allow an additional 5-hour workshop for role-playing and exam preparation. Material is presented through discussion of examples, role-play, lectures, practice exercises, review activities, and the use of a medical terms index in the native language of each student. The Bridging the Gap™ Exam, which qualifies students to be work-force ready interpreters and serves as a prerequisite for national certification, will be administered at the end of the course. Students will earn a certificate of completion in Bridging the Gap™ if they score 70% or higher on the final exam, attend all classes, and participate in activities. (See course description for further clarification of overall class grade.)

Credits: 3.00

## **HC 110**

### **Certified Nurse Aide Program**

Kansas Department of Health and Environment Certified Nurse Aide curriculum is designed that through academic training and clinical experience the student will be able to provide direct patient care, such as taking vital signs, measuring intake and output, and personal care. Personal care can be defined as meal preparation, assistance with nourishment consumption, dressing and undressing, hair and nail care, personal hygiene, and activities of daily living. This can be provided in a variety of settings which include doctor's offices, clinics, acute care hospitals, and long term care facilities. After completion of this course the student is eligible to take the state certification for Certified Nurse Aide (CNA). (Revised Summer 2009)

Coreq: HC 107 Lecture, HC 110.1 Laboratory, HC 113 Lecture

Prereq: (HC 107 Lecture Min Grade: C Min Credits: 1.00 And HC 113 Lecture (May be taken concurrently) Min Grade: C Min Credits: 1.00)

Credits: 4.00

## **HC 110.1**

### **Certified Nurse Aide-Clinical/Lab**

Kansas Department of Health and Environment Certified Nurse Aide curriculum is designed that through academic training and clinical experience the student will be able to provide direct patient care, such as taking vital signs, measuring intake and output, and personal care. Personal care can be defined as meal preparation, assistance with nourishment consumption, dressing and undressing, hair and nail care, personal hygiene, and activities of daily living. This can be provided in a variety of settings which include doctor's offices, clinics, acute care hospitals, and long term care facilities. After completion of this course the student is eligible to take the state certification for Certified Nurse Aide (CNA). (Revised Summer 2009)

Coreq: HC 107 Lecture, HC 110 Lecture, HC 113 Lecture

Prereq: (HC 107 Lecture (May be taken concurrently) Min Grade: C Min Credits: 1.00 And HC 113 Lecture (May be taken concurrently) Min Grade: C Min Credits: 1.00)

Credits: 2.00

## **HC 113**

### **Health Care Ethics**

Certified Nursing Assistants (CNAs) need to have an understanding of nursing professional ethics. This curriculum is designed to provide the Certified Nursing Assistant with an understanding of nursing ethics and practice. Information learned by individuals in this program can be utilized for the benefit of residents in need of care. Students must receive a grade of C or better to pass the course. (Revised Summer 2009)

Coreq: HC 107 Lecture, HC 110 Lecture, HC 110.1 Laboratory

Credits: 1.00

Fees: \$11.00 F LAB \$13 Per Credit

## **HC 114**

### **Health Care Ethics**

Practical Nurses (PN's) need to have an understanding of nursing professional ethics. This curriculum is designed to provide the PN with an understanding of nursing ethics and practice. Information learned by individuals in this program can be utilized for the benefit of clients in need of care.

Coreq: NU 202, NU 203, NU 220

Credits: 2.00

## **HC 122**

### **Certified Pharmacy Technician I**

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.

Credits: 3.00

## **HC 123**

### **Certified Pharmacy Technician II**

The student will be taught pharmaceutical calculations, including 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.

Prereq: HC 122 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HC 124**

### **Introduction To Community Health**

Designed to provide a basic understanding of variables that affect health sectors in the community. Learning Outcomes: List the determinants of health at the individual and community level; implement community assessment techniques to include demographics, mapping, and analysis of governmental agency services; describe tracking techniques of clients and services; specify the dynamics in relationship building among groups, organizations, and individuals in a community; and identify initiatives that will impact the health status of a poor under-served community.

This course is an introduction to the field of community health and the influences of health status, epidemiology, community health promotion, certain characteristics of the health of the United States, and health care delivery systems provided by this course. This course will describe the variables such as social, behavioral, environmental, and medical that can influence the health status of a community. Techniques will be introduced to prepare the student in mapping a community's strengths and needs, determining associations within a community, the importance of relationships within a community, and case management approaches to improve health status. Students will gain insights into the roles and practices of Community Health Worker by examining the most common duties and work activities accomplished by CHWs

Credits: 3.00



## **HC 125**

### **Community Health Advocacy**

Study of local, regional, and national health care resources. Identification of health organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities. Learning Outcomes: Identify various local health-related resources and their eligibility requirements; develop/define methods used for client eligibility and referral; identify the levels and settings of health care and roles of various health occupations within the community; and assist clients in meeting eligibility requirements and accessing needed services and benefits. This course look at the local, regional, and national health care and social service resources. Identification of organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities. Identify various public and private programs and their eligibility requirements; develop and define methods used for client eligibility and referral; identify the levels and settings of health care and roles of various health care occupations within the community; and assist clients in meeting eligibility requirements and accessing needed services and benefits.

Credits: 3.00

## **HC 190**

### **Spec. Stud: CNA Refresher Course**

Kansas Department of Health and Environment Certified Nurse Aide continuing education curriculum is designed that through academic training and clinical experience the student will be able to provide patient care, such as taking vital signs, measuring intake and output, and personal care. Personal care can be defined as meal preparation, assisting with nourishment consumption, dressing and undressing, hair and nail care, personal hygiene, and activities of daily living. This care can be provided in a variety of settings which include doctor's offices, clinics, acute care hospitals, and long-term care facilities. After finishing this recertification course the student is eligible to be recertified for Certified Nurse Aide with the state of Kansas. Prerequisite: Recertification for inactive license in CNA, high school diploma or GED equivalency. International students must have a TOEFL score of 500 or higher.

Credits: 3.00

## **HC 191**

### **Spec. Stud: CMA Refresher & CE Course**

This CMA refresher course falls under the Kansas Department of Health and Environment CMA Continuing Education. Curriculum is designed that through academic training the student will be able to administer medication under the supervision of the Licensed Registered Nurse or the Licensed Practical Nurse. While in training, the CMA student will administer medication under the supervision of their instructor who will be a licensed Registered Nurse. The student will administer medication at a long-term care facility. After training, the student will be able to administer oral medications, instill eye and ear drops, and apply topical medications. After finishing this recertification course the student is eligible to be recertified for Certified Medication Aide with the state of Kansas.

Credits: 2.00

## **HR 125**

### **Principles of Health & Fitness**

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.

Credits: 1.00

## **HR 126 – HR 133**

### **Soccer**

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Credits: 1.00

**HS 101****Early World Civilizations**

This course is a comparative analysis of major global development 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 humankind.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**HS 102****Modern World Civilizations**

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.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**HS 111****Early Western Civilization**

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 civilizations as well as the Medieval period.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**HS 112****Modern Western Civilization**

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 post-war problems of the 20<sup>th</sup> century will be stressed.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**HS 121****Early American History**

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.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**HS 122****Late American History**

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.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HS 123**

### **World's Living Religions**

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.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HS 125**

### **The Immigrant Experience, Then and Now**

This course examines the history and cultures of the various immigrant groups which have immigrated 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.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HS 221**

### **Black-American History**

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 gain a clearer understanding of American reality.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HS 222**

### **Chicano Experience**

This course will trace the history of the presence of Mexican-Americans in the United States, from the Mexican-American War of 1846-1848 and up to the present, with special attention given to the second half of the 20th Century and current issues in the Mexican-American community. Through the study of texts - poetry, essays, short stories, novels and biographies - the viewing of videos and interactions with Mexican-Americans through experiential and service-learning we will examine current issues and explore the questions of identity that all immigrant groups must face. The major questions addressed in this course will be those of identity, cultures and the struggle for place, recognition and justice in our society. The human being is a cultural entity. We all live and grow up in a particular place and time, with particular values and expectations. All of this forms our cultural identity. This course will ask you to become aware of the Chicano experience and to allow that awareness to inform your own cultural identity.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00 And EN 140 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HS 223**

### **Latin American History**

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 subgroup, i.e., education, socioeconomic status and acculturation.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **HS 301**

### **Immigration in the United States**

This course examines the history and cultures of the various immigrant groups which have emigrated to the United States from the 1600s to the present. Contrasts and similarities of experiences of the immigrants will be addressed.

Credits: 3.00

**IS 303****Essentials of Management Information Sys**

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 financial information systems, information security, operational production systems and business planning are used to enhance the learning process.

Credits: 3.00

**IS 304****Disaster Recovery and Business Continuit**

Disaster Recovery and Business Continuity Design is a course that provides students with disaster recovery and business continuity concepts and enables them to use these concepts in businesses.

Prereq: IS 303 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**IS 305****Information Security Mgmt**

This course provides an introduction to computer and network security. Coverage includes developing strategies to manage information security issues and protect organizations IT assets. Students will learn hacking techniques, system log analysis, intrusion detection and packet filtering techniques.

Attacks on the system that deny service, destroy systems, and purloin information through the use of worms, viruses, and other criminal attacks make it imperative that information security be significant part of any business plan.

Prereq: IS 305 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**IS 310****Advanced Network & Telecommunication**

This course explores networks as a primary symbol and mechanism for a variety of information-related experience. The advancement of interconnected information and communication technologies has made networks one of the dominant ways of analyzing the use and flow of information among individuals, institutions, and societies. The course starts with the basis of graph theory and moves to understand network structures such as social networks, environmental webs, IT and infrastructure systems, telecommunications networks, and market distribution and allocation structures. The course will cover advanced data communications and networking hardware and software for applications in industry including standards, architecture, operations, systems maintenance and management.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And (IT 210 ON LINE Min Grade: C Min Credits: 3.00 Or IT 210 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

**IS 315****Object-Oriented Programming**

Introduction to object-oriented programming is for students with procedural programming background. Data encapsulation, information hiding, built-in classes and libraries, inheritance, polymorphism, simple graphical user interfaces, user-defined classes and event-driven programming concepts will be explored. Basic object-oriented design, maintainable software, software reuse, class hierarchies, design patterns and Unified Modeling Language (UML) will be introduced. The fundamental concepts of object oriented programming will be studied using the Java programming language.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And IT 210 ON LINE Min Grade: C Min Credits: 3.00 Or IT 210 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IS 325**

### **Advanced Database (Oracle)**

This course will cover the principles and techniques of Database Administration using the Oracle DBMS. Set up and maintain a dynamic virtualization platform across Oracle enterprise using the detailed information contained in Oracle Press guide. Oracle VM Implementation and Administration contains key virtualization concepts, practical instructions, examples, and best practices. Design of Oracle VM server farms, build and deploy virtual machines, handle provisioning and cloning, and work with Oracle VM Manager. Monitoring, tuning, and security techniques are also covered in this comprehensive course.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 Lecture Min Grade: C Min Credits: 3.00) And IT 125 ON LINE Min Grade: C Credits: 3.00

## **IS 401**

### **Cryptography and Network Security Fund.**

This course provides students with an in-depth understanding of concepts and principles relating to the practice of cryptography and network security concepts, tools, and procedures for preventing, mitigating, and responding to security threats. Cryptography Network security compliance and operational security, threats and vulnerabilities, applications, data and host security, access control and identity management, and cryptography are explored. Also requires a pre-req of IS 30X - Information Security Management.

Credits: 3.00

## **IS 402**

### **Cloud Computing**

This course introduces students to the basics of the emerging cloud computing from both the business and technical perspective. The course will discuss implementing and governing a cloud environment, security for individuals and organizations, cloud-based implementations that include software-as-a-service, platform-as-a-service, and infrastructure-as-a-service as well as application of cloud-based data storage solutions, collaboration tools, and remote backups.

Prereq: IS 303 Lecture Min Grade: C Min Credits: 3.00  
Credits: 3.00

## **IS 403**

### **Cybercrime**

This course explores cybercrime relating history, environment, legal issues, and future of network and computer crime. In this course, students will investigate different types of computer criminals, research criminal motivation and their methods of attack. Weekly case studies will be used to analyze the present of cyber-intelligence, cyber espionage, and cyber-attacks throughout the United States and the world.

Prereq: IS 303 Lecture Min Grade: C Min Credits: 3.00  
Credits: 3.00

## **IS 405**

### **Senior Integ Exper I (Planning)**

IS 405 is the first of two courses that make up the senior integrative experience. Through this experience, the learner will demonstrate program outcomes and synthesis of program learning objectives. Bachelor of Science candidates will either complete an approved practicum experience, an approved project, or some other measurable means to demonstrate program outcomes and objectives, this course is designed to help explore those options that synthesize the learning experience of the Information Systems program. Once a capstone project has been identified, the student will design the approach to be taken and develop the steps for implementation.

Credits: 1.00

**IS 406****Senior Integ Exper II (Implementation)**

This is the second course that makes up the senior integrative experience. Student will formulate and synthesize their approved practicum experience or project. Students will present findings that demonstrate program outcomes and synthesis of the Information Systems program learning objectives.

Prereq: IS 405 Lecture Min Grade: C Min Credits: 1.00

Credits: 2.00

**IS 415****Enterprise Software Installation & Maint**

Enterprise Software Installation and Maintenance allows administrators to manage software for their organizations, including applications, service packs, and operating system upgrades. In this course, students will learn about enterprise resource planning and software installation methods to specify policy settings for application deployment for groups of users and computers.

Prereq: IT 315 Lecture Min Grade: C Min Credits: 3.00 Or IT 325 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**IS 417****Server Virtualization**

This Course will provide the students with the knowledge and skills to deploy and manage a server virtualization environment using Microsoft technologies. The course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers. This course also provides an overview of virtualization and the various Microsoft products that you can use to implement and deploy a virtualization solution. The course explains how to configure and manage a MED-V deployment. Then, it describes the procedures for deploying an App-V solution by implementing App-V servers and clients and by sequencing applications. The course then covers the configuration of Remote Desktop Services and RemoteApp programs. Finally, the course describes the concept of user state virtualization and procedures for configuring the Virtual Desktop Infrastructure (VDI).

Prereq: (IT 315 Lecture Min Grade: C Min Credits: 3.00 Or IT 325 Lecture Min Grade: C Min Credits: 3.00) And BS 121 Lecture Min Grade: C Min Credits: 3.00

**IT 093****Keyboarding Mastery**

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. (Formerly CT 103) (Formerly CT 093)

Credits: 1.00

**IT 098****Intro Comp Applications & Concepts**

This course is designed as an introduction to the use of computer systems and various technologies. It describes the basic terminology related to computers and focuses on hands-on activities to help students become familiar with the use of computer systems, basic computer programs, and technology tools that enable them to access and use information. The course examines some of the current issues regarding technology in the areas of privacy, security, and ethics. In addition this course is designed to practice the use of the keyboard to increase student keyboarding skills through drill exercises and reinforcement of correct techniques.

Credits: 3.00

**IT 104****Microcomputer Operating Systems**

This course is an introduction to Microsoft Windows Operation Systems 95, 98, 2000, NT, XP, Linux and MAC OS. In addition, this course introduces the student to the analysis of Network Client, OS Security, and Windows GUI.

Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 111**

### **Microcomputer Essentials**

The student is introduced to computers and information systems. Topics covered include computer fundamentals (parts of a computer system), application software (word processing, spreadsheets and data-bases), system software, communications and networks, and the Internet. Two-thirds of the course will be dedicated to hands-on experience using application software. (Formerly CT 111)

Credits: 3.00

## **IT 112**

### **Presentation Software**

The student will learn to organize and produce an effective presentation using PowerPoint. This presentation will include printed speaker notes and handouts, as well as overhead transparencies. Students will use master pages, template files; text-formatting, color schemes, various drawing tools, the automated outline feature and animation dissolve sequence, and incorporate photographs. (Formerly CT 112)

Prereq: Lecture: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 113**

### **Word Processing**

The student will learn advanced features of word processing using both WordPerfect and Microsoft Word. Topics such as tables, mail merge, newsletters and other features are included in this course. This is a laboratory class. (Formerly CT 113)

Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 114**

### **Desktop Publishing**

This course introduces the basic concepts of publishing design, the aim being to have the student produce camera-ready copy for simple publications and/or pages for Web sites. We will emphasize acquiring skills with desktop publishing software, and most of the course is hands-on, laboratory work.

Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 115**

### **Web Page Design**

This course provides an in-depth introduction to the creation of Web pages. The student will create individual Web pages using HTML, and then build a Web site that follows effective design and navigation principles. Interactive and multimedia features will be added to the site. Issues concerning the Internet will be covered. (Formerly CT 115)

Prereq: Lecture: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 116**

### **Using the Internet**

This course will introduce the student to commands and techniques required to effectively use the resources of the World Wide Web. The following topics are covered: how to browse, effectively search, retrieve, and evaluate information using Internet Explorer, how to create and manage "Favorites," how to protect computers from viruses, and how to manage electronic mail.(Course description and prerequisite revised Fall 2006)

Prereq: Lecture: IT 111 Lecture Min Grade: C Min Credits: 1.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 1.00

## **IT 119**

### **Spreadsheets**

The student will learn advanced features of spreadsheet use. Topics include functions, macros, charts and what-if analyses. (Formerly CT 119)

Prereq: Lecture: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00 And BS 121 Lecture Min Grade: C Min Credits: 3.00 And MT 085 Lecture Min Grade: C Min Credits: 4.00

Credits: 3.00

## **IT 123**

### **Fundamentals of Programming**

This course is an introduction to programming language and object oriented software design. The course reviews the fundamental principles for problem specification, program design, implementation, testing, and documentation using basic algorithmic methods. Students will identify and use classes, define classes, and extend classes. Students will be required to complete independent programming projects. Prereq: Lecture: MT 085 Lecture Min Grade: C Min Credits: 4.00 Or MT 103 Lecture Min Grade: C Min Credits: 3.00 Or MT 106 Lecture Min Grade: C Min Credits: 3.00 Or MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 124**

### **Data Base**

Students will learn how to interact with database software programs, create menus, design input screens and produce polished reports. (Formerly CT 124) Prereq: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min

Credits: 3.00

Credits: 3.00

## **IT 125**

### **Fundamentals of Database Systems**

This course provides an overview and practical experience in using database computer language. Students will learn how to interact with database software programs, create menus, design input screens and produce polished reports. Actual hands-on experience with computer equipment comprises the majority of the course work. (Formerly CS 124, Advance Database)

Prereq: ON LINE: IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 126**

### **Business Solutions with Microsoft Office**

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, automated reports, etc. (Formerly CT 126)

Prereq: IT 113 Lecture Min Grade: C Min Credits: 3.00 And IT 119 Lecture Min Grade: C Min Credits: 3.00 And IT 124 Lecture Min Grade: C

Credits: 3.00

## **IT 130**

### **Inside the PC**

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 components work within the operating system. No electronic experience is necessary. (Formerly CT 130)

Prereq: Lecture: IT 104 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00



**IT 135****Problem Solving & Programming I**

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. (Formerly CS 135)  
Prereq: Lecture: (IT 123 ON LINE Min Grade: C Min Credits: 3.00 Or IT 123 Lecture Min Grade: C Min Credits: 3.00) And (MT 103 Lecture Min Grade: C Min Credits: 3.00 Or MT 106 Lecture Min Grade: C Min Credits: 3.00 Or MT 130 Lecture (May be taken concurrently) Min Grade: C) Credits: 3.00

**IT 140****Graphic Design**

This is a beginner's level course in design, utilizing the computer as a creative tool. Emphasis will be on learning principles of well-designed illustrations and graphics layouts using Adobe Illustrator (may be subject to upgrade to version), with a brief introduction to Adobe InDesign CS5 for design layout, and Photoshop as a platform for scanning and photo manipulation. This course will deal with creative solution to design problems and design aesthetics.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00)  
Credits: 3.00

**IT 181****Cooperative Education Practicum I**

3 credit hours. (Refer to BS 181) (Formerly CT 181)  
Credits: 3.00

**IT 182****Cooperative Education Practicum II**

3 credit hours. (Refer to BS 182) (Formerly CT 182)  
Credits: 3.00

**IT 210****Networks & Telecommunications**

This course will introduce the student to Local Area Networks (LAN) and telecommunications, vital areas in contemporary computing. Topics covered include practical network administration and maintenance as well as the integration of the Internet into the modern office environment.

Prereq: Lecture: IT 104 Lecture Min Grade: C Min Credits: 3.00 And (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And (MT 103 Lecture Min Grade: C Min Credits: 3.00 Or MT 130 Lecture Min Grade: C Min Credits: 3.00 Or MT 106 Lecture Min Grade: C Min Credits: 3.00)  
Credits: 3.00

**IT 216****Unix Operating System**

This course introduces students to the UNIX operating system and helps them understand how to set up and administer multitasking, multi-user environments for maximum productivity. UNIX is widely used in Web site environments. (Formerly CT 216)

Prereq: Lecture: IT 104 Lecture Min Grade: C Min Credits: 3.00 Or IT 104 ON LINE Min Grade: C Min Credits: 3.00  
Credits: 3.00

## **IT 217**

### **Mobile OS Programming I**

Developing applications for smart phones requires different considerations to Personal Computer applications. This course is designed to help students develop and prototype Android-based mobile applications. Tools and Languages used include XML, Java, Android Application Development Kit and Phone, Eclipse, and Visio.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And IT 210 ON LINE (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 218**

### **Mobile OS Programming II (iOS)**

This course is an introduction to software development for the iOS platform. Students will become familiar with the native object-oriented programming language used for development, Objective C, as well as the design patterns necessary to carry out development of apps for iPhone, iPod Touch, and iPad. This includes proper Objective C syntax, defining classes, and proper object oriented techniques such as abstraction and inheritance. Common design patterns, such as the Model-View-Controller and Delegate patterns, will be discussed as a foundation needed to comprehend and take full advantage of the core objects used in the iOS Software Development Kit. Finally, we will submerge into the vast library that makes up the SDK, and become familiar with many of the most commonly used APIs that are necessary for great iPhone applications. Throughout the term, we will discuss the theory of what makes a "great" iPhone application, such as proper design considerations, usability, and acceptable performance characteristics. Most of these guidelines are outlined by Apple, and many are required in order to meet the standards necessary to publish to the App Store, and as such, are just as important to an application as the code that drives it.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And IT 123 ON LINE (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 223**

### **Advanced Basic**

A continuation of IT 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 CS 223)

Prereq: Lecture: IT 123 ON LINE Min Grade: C Min Credits: 3.00 And IT 123 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 227**

### **Introduction to Java**

This course introduces students to the Java programming language. The Java language and companion class libraries provide a portable, interpreted, high-performance, simple, object-oriented, development environment, even for programming tasks as network programming and multithreading.

Prereq: IT 135 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 230**

### **Introduction to System Design & Analysis**

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 the college or a business in the community. (Formerly CT 230)

Prereq: Lecture: ((IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And (IT 123 ON LINE Min Grade: C Min Credits: 3.00 Or IT 223 ON LINE Min Grade: C Min Credits: 3.00 Or IT 227 ON LINE Min Grade: C Min Credits: 3.00 Or IT 235 ON LINE Min Grade: C Min Credits: 3.00 Or IT 123 Lecture Min Grade: C Min Credits: 3.00))

Credits: 3.00

## **IT 232**

### **Web Site Development & Management**

In this course, students learn to configure a computer as a Web server and an e-mail server. Students write CGI scripts and develop interactive Web pages. They will also learn the fundamentals of Web-sited economics, administration and troubleshooting. (Formerly CT 232)

Prereq: IT 210 Lecture Min Grade: C Min Credits: 3.00 And IT 216 Lecture Min Grade: C Min Credits: 3.00 And (IT 135 ON LINE Min Grade: C Min Credits: 3.00 Or IT 135 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

## **IT 235**

### **Problem Solving and Programming II**

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 and operator overloading, and inheritance. (Formerly CS 235)

Prereq: IT 135 ON LINE Min Grade: C Min Credits: 3.00 Or IT 135 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **IT 310**

### **Advanced Network & Telecommunication**

This course explores networks as a primary symbol and mechanism for a variety of information-related experience. The advancement of interconnected information and communication technologies has made networks one of the dominant ways of analyzing the use and flow of information among individuals, institutions, and societies. The course starts with the basis of graph theory and moves to understand network structures such as social networks, environmental webs, IT and infrastructure systems, telecommunications networks, and market distribution and allocation structures. The course will cover advanced data communications and networking hardware and software for applications in industry including standards, architecture, operations, systems maintenance and management.

Prereq: (IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And (IT 210 Lecture Min Grade: C Min Credits: 3.00 Or IT 210 ON LINE Min Grade: C Min Credits: 3.00)

Credits: 3.00

## **IT 315**

### **Object-Oriented Programming**

Introduction to object-oriented programming is for students with procedural programming background. Data encapsulation, information hiding, built-in classes and libraries, inheritance, polymorphism, simple graphical user interfaces, user-defined classes and event-driven programming concepts will be explored. Basic object-oriented design, maintainable software, software reuse, class hierarchies, design patterns and Unified Modeling Language (UML) will be introduced. The fundamental concepts of object oriented programming will be studied using the Java programming language.

Prereq: ((IT 111 Lecture Min Grade: C Min Credits: 3.00 Or IT 111 ON LINE Min Grade: C Min Credits: 3.00) And IT 210 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

## **IT 325**

### **Advanced Database (Oracle)**

This course will cover the principles and techniques of Database Administration using the Oracle DBMS. Set up and maintain a dynamic virtualization platform across Oracle enterprise using the detailed information contained in Oracle Press guide. Oracle VM Implementation and Administration contains key virtualization concepts, practical instructions, examples, and best practices. Design of Oracle VM server farms, build and deploy virtual machines, handle provisioning and cloning, and work with Oracle VM Manager. Monitoring, tuning, and security techniques are also covered in this comprehensive course.

Credits: 3.00

**MT 020****Math Strategies**

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.)

Credits: 1.00

**MT 080****Arithmetic**

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 concepts of ratio and proportion, percentages, measurement, basic geometric concepts, and statistics. The course also includes the study of signed numbers and solving basic linear equations. (This is a preparatory course and cannot be used to fulfill graduation requirements.) (Course Description Revised Feb 2014)

Prereq: (EN 081 Lecture Min Grade: C Min Credits: 3.00 Or EN 096 Lecture Min Grade: C Min Credits: 4.00 Or EN 111 Lecture Min Grade: C Min Credits: 3.00 Or GTC 020 Lecture (May be taken concurrently) Min Grade: B Min Credits: 3.00) Or Qualifying test score.

Credits: 4.00

**MT 085****Basic Algebra**

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 and inequalities, problem solving, graphs of linear equations, operations with polynomials, factoring, rational expressions, radicals, and solving quadratic equations. (This is a preparatory course and cannot be used to fulfill graduation requirements.) (Course Description Revised Feb 2014)

Prereq: ((MT 080 Lecture Min Grade: C Min Credits: 4.00 And (EN 081 Lecture Min Grade: C Min Credits: 3.00 Or EN 111 Lecture Min Grade: C Min Credits: 3.00 Or EN 096 Lecture Min Grade: C Min Credits: 4.00 Or GTC 020 Lecture (May be taken concurrently) Min Grade: B Min Credits: 3.00 Or Qualifying test score.

Credits: 4.00

**MT 103****Intermediate Algebra**

This course includes the algebra of polynomials, linear 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. Prereq: Lecture: MT 085 Lecture Min Grade: C Min Credits: 4.00 Or Qualifying test score.

Credits: 3.00

**MT 106****Contemporary Mathematics**

Admission to the Organizational Leadership program. This course covers various topics of mathematics that are both conceptual and practical. It is designed to enable a student to appreciate mathematics and its application to numerous disciplines and professions, such as consumer products and advertising, politics, the economy and the Internet. (Revised Fall, 2010)

Prereq: Lecture: MT 103 Lecture Min Grade: C Min Credits: 3.00 Or Qualifying test score.

Credits: 3.00

**MT 121****Introduction to Statistics**

This course is designed to help the student understand statistic processes and applications. Topics include descriptive statistics, probability, binomial and normal distributions, sampling, and sampling distributions, hypothesis testing, Chi-square test, regression and correlation.

Prereq: Lecture: MT 103 Lecture Min Grade: C Min Credits: 3.00 Or AccuEIAIge PRE 100.0000 Or ACT Math 23.0000 Or MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**MT 130****College Algebra**

This course focuses on the study of functions and their graphs. Students will analyze and graph functions, including linear, quadratic, absolute value, general polynomial, exponential and logarithmic functions. Also included are systems of linear equations inequalities, and the theory of higher degree equations.

Prereq: Lecture: MT 103 Lecture Min Grade: C Min Credits: 3.00 MT 106 Lecture Min Grade: C Min Credits: 3.00 Or Qualifying test score.

Credits: 3.00

**MT 133****Precalculus**

This course is a preparation for the study of calculus. This course focuses on the study of functions and their graphs, and solving equations and inequalities. Included in the course are linear, power, polynomial, rational, radical, exponential, logarithmic, and absolute value functions. Also covered are functions and their inverses, theory of higher degree polynomial equations, systems of equations, and matrices. Additional topics included are trigonometric functions and their inverses, formulas and identities, radian and degree measure, arc length, angular velocity, graphing of trigonometric functions and solution of triangles.

Prereq: MT 130 Lecture Min Grade: C Min Credits: 3.00 Or Qualifying test score.

Credits: 5.00

**MT 136****Trigonometry**

Trigonometric functions and their inverse, applications involving right triangles, trigonometric identities and equations, applications involving the laws of sines and cosines, products, quotients, and powers and roots of complex numbers using trigonometric form.

Prereq: MT 103 Lecture Min Grade: C Min Credits: 3.00 Or MT 130 Lecture Min Grade: C Min Credits: 3.00 Or Qualifying test score.

Credits: 3.00

**MT 228****Business Calculus**

This course introduces the student to calculus including differentiation of algebraic, exponential, and logarithmic function with an emphasis on applications particularly useful to the study of managerial, life and social sciences. (Revised Fall, 2010 Formerly Calculus I (non-engineering))

Prereq: MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**MT 231****Calculus & Analytic Geometry I**

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.

Prereq: Lecture: MT 130 Lecture Min Grade: C Min Credits: 3.00 And MT 136 Lecture Min Grade: C Min Credits: 3.00

Credits: 5.00

**MT 232****Calculus & Analytic Geometry II**

This is a continuation of MT 231. Topics include applications of integration, techniques of integration, conic sections and polar coordinates, and infinite series.

Prereq: MT 231 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

**MT 233****Calculus & Analytic Geometry III**

A continuation of MT 232. This portion deals with partial differentiation, multiple integration, plane curves, parametric equations, vectors in space and differential equations.

Prereq: MT 232 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

**MT 235****Differential Equations**

Topics include equations of the first, second and higher order with some applications, systems of differential equations, and Laplace transforms.

Prereq: MT 233 Lecture Min Grade: C Min Credits: 5.00

Credits: 3.00

**NT 30****The Art & Pract Comm Leadership**

Students will examine and evaluate characteristics of leadership while formulating their own individual leadership style. The course includes a series of hands on leadership class sessions and face-to-face meetings with community leaders as well as in class discussions on community leadership. Concepts of leadership will be explored through describing and diagnosing community issues relevant to the community of Wyandotte County.

Credits: .00

**NT 31****Non Profit Leadership**

Credits: .00

**NU 100****Found of Nursing**

This course utilizes the nursing standards of practice based on biological, psychosocial, spiritual and cultural principles to meet the needs of clients throughout the lifespan. Emphasis is placed on basic skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses. Grade of C required. (New Summer 2008)

Coreq: NU 100.1 Laboratory

Credits: 4.00

**NU 100.1****Foundations of Nursing Lab**

Deliberate practice is the key to the development of clinical competence. Deliberate practice involves repetitive performance of skills in a focused domain and is coupled with rigorous assessment that provides learners with feedback so they may improve their next performance (Ericsson, 2004). Learners may make, detect, and correct patient care errors without adverse consequences (Issenberg et al. 2005), while instructors can focus on learners, not patients. Education in a controlled environment allows instructors to focus on 'teachable moments' without distraction and take full advantage of learning opportunities.

Coreq: NU 100 Lecture

Credits: 2.00

**NU 101****Foundations of Nursing Clinical**

This course explores the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

Grade of C required.

Credits: 2.00

**NU 102****Medical Surgical Nursing I**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs.

Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. Grade of C required. (New Fall 2008) Coreq: NU 102.1 Laboratory

Credits: 4.00

**NU 102.1****MedSurg I Nursing Lab**

Deliberate practice is the key to the development of clinical competence. Deliberate practice involves repetitive performance of skills in a focused domain and is coupled with rigorous assessment that provides learners with feedback so they may improve their next performance (Ericsson, 2004).

Learners may make, detect, and correct patient care errors without adverse consequences (Issenberg et al. 2005), while instructors can focus on learners, not patients. Education in a controlled environment allows instructors to focus on 'teachable moments' without distraction and take full advantage of learning opportunities.

Coreq: NU 102 Lecture

Credits: 2.00

**NU 103****Pharmacology**

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care to clients across the lifespan. Grade of C required.

Credits: 3.00

**NU 104****Medical Surgical Nursing I Clinical**

Simulated and actual-care situation of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills. Grade of C required.

Credits: 3.00

**NU 180****Spec Stud Coop Learn Pract Nursing**

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

Credits: 3.00

## **NU 200**

### **Medical Surgical Nursing II**

This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. Grade of C required.  
Coreq: NU 200.1 Laboratory Prereq: NU 102 Lecture Min Grade: C Min Credits: 4.00  
Credits: 4.00

## **NU 200.1**

### **Medical/Surgical II Nursing Lab**

Deliberate practice is the key to the development of clinical competence. Deliberate practice involves repetitive performance of skills in a focused domain and is coupled with rigorous assessment that provides learners with feedback so they may improve their next performance (Ericsson, 2004). Learners may make, detect, and correct patient care errors without adverse consequences (Issenberg et al. 2005), while instructors can focus on learners, not patients. Education in a controlled environment allows instructors to focus on 'teachable moments' without distraction and take full advantage of learning opportunities.  
Coreq: NU 200 Lecture  
Credits: 2.00

## **NU 201**

### **Medical Surgical Nursing II Clinical**

This experience uses simulated and actual-care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse. Grade of C required.  
Prereq: NU 104 Lecture Min Grade: C Min Credits: 3.00  
Credits: 3.00

## **NU 202**

### **Maternal Child Nursing**

This course focuses on pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family. Grade of C required.  
Credits: 2.00

## **NU 203**

### **Maternal Child Nursing Clinical**

This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client. Grade of C required.  
Credits: 1.00

## **NU 204**

### **Gerontology**

This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impacts of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients. Grade of C required.  
Credits: 2.00



**NU 205****Mental Health Nursing**

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed.

Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client. Grade of C required.

Credits: 2.00

**NU 220****NCLEX-PN Review**

This course offers a structured review of the main areas covered by the NCLEX-PN: care of the adult, psychiatric, pharmacology, maternal-neonatal clients, and care of the child. A variety of interactive teaching/learning techniques provide questions, answers, rationales, and client needs information. Test Taking skills are reviewed to prepare the student for the actual exam. Students must successfully complete a mock NCLEX-PN testing requirement (Predictor).

Prereq: NU 100, NU 100.1, NU 101, NU 102, NU 102.1, NU 104, NU 200, NU 200.1, NU 201, NU 204, and NU 205

Coreq: NU 202, NU 203, HC 114

Credits: 1.00

**OL 301****Leadership Fundamentals I**

This course is the first of the requirements for the Organizational Leadership major and as such, covers a broad range of leadership topics from self-development and understanding self, to group behavior, organizational design, ethics and teamwork.

Credits: 3.00

**OL 302****Info Technology as Leadership Instrument**

Junior standing. This course identifies major components of information systems, their evolution and future projections. Students, through simulation, will apply the products of information technology as an input in decision-making.

Credits: 3.00

**OL 303****Elements of Management and Supervision**

Junior standing. This course examines major management and supervision theories and their differentiation. Exercises in planning, controlling and organizing applied fundamental concepts/applications of management and supervision. Through simulation, job analysis and design will be explored in the context of organizational change. Prereq: Lecture: OL 301 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**OL 304****Leadership Processes & Communication**

Junior standing. This course examines communication theories and their correlation with decision processes and application of decision tools. The influence of bias on decisions and communications, from the perspective of the communicator and recipient will be explored, as well as their effective use in organizational leadership.

Credits: 3.00

**OL 310****Special Studies: Nonprofit Leadership**

This course provides an introduction to nonprofit management and leadership as well as public policies governing the voluntary sector in the United States. The course examines the history and evolution of the nonprofit sector. Students will be exposed to various nonprofit theories that explain why nonprofits form, and continue to grow, even in challenging social and economic environments. Metropolitan Kansas City has a large population of nonprofits that will be used as a laboratory for nonprofit analysis and reflection.

Credits: 3.00

**OL 334****Portfolio Development for Prior Learning**

Junior standing and basic word-processing skills. This course examines identification, analysis and documentation of prior learning for college credit assessment. Essential portfolio components will be presented and students will be assisted in the assembly of a portfolio that documents the knowledge acquired from prior learning as it relates to college-level learning objectives. Students must complete this course to be eligible to petition for prior learning credit. A maximum of 20 credit hours can be earned through the development of the portfolio.

Credits: 1.00

**OL 340****The Art & Pract of Comm Leadership**

Students will examine and evaluate characteristics of leadership while formulating their own individual leadership style. The course includes a series of hands on leadership class sessions and face-to-face meetings with community leaders as well as in class discussions on community leadership. Concepts of leadership will be explored through describing and diagnosing community issues relevant to the community of Wyandotte County.

Credits: 3.00

**OL 400****Leadership Fundamentals II**

This course is an in depth examination of leadership theories, principles and practices. The complex relationship between leadership theory and practice will be explored through multimedia, case studies and service learning. Prereq: OL 301 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**OL 401****Lgl, Ethcl & Sprtl Dimensions Leadership**

Junior standing. This course will examine the role of spirituality and ethically motivated decision-making in leadership. Contemporary and historically significant literature will expose the student to the possibilities of organizational advancement through embracing socially conscious leadership versus bottom-line ethos.

Credits: 3.00

**OL 403****Organizational Theory & Behavior**

Students will explore the effects of mission and mission compatibility on organizational behavior through the application of group-process simulations. The complex relationships between leadership and organizational behavior and goal attainment will be explored through case studies and application of behavior theories.

Prereq: OL 301 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

**OL 404****Multicultural Issues in Leadership**

This course examines global and U.S. diverse populations, cultural perspectives of leadership, and sociological theories of stratification and minority adaptation. Students will explore cultural styles of leadership in various contexts and examine the roles of discrimination and prejudice as impediments to effective leadership.

Prereq: OL 301 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or OL 301 ON LINE (May be taken concurrently) Min Grade: C Min Credits: 3.00

Credits: 3.00

**OL 405****Senior Integ Exper I (Planning)**

Senior standing. This course is the first of two courses that make up the senior integrative experience. Through this experience, the learner will demonstrate program outcomes and synthesis of program learning objectives. Because Bachelor of Arts and Bachelor of Applied Science candidates will either complete an approved practicum experience, an approved project, or some other measurable means to demonstrate program outcomes and objectives, this course is designed to help explore those options that synthesize the learning experience of the Organizational Leadership program.

Once a capstone project has been identified, the student will design the approach to be taken and develop the steps for implementation.

Credits: 1.00

**OL 406****Senior Integ Exper II (Implementation)**

This is the second course that makes up the senior integrative experience. The student will complete their approved practicum experience or project and present findings that demonstrate program outcomes and synthesis of program learning objectives. Prereq: OL 405 Lecture Min Grade: C

Credits: 2.00

**OL 481****Independent Study in OL**

Independent study on a specific topic of student interest, leading to preparation of a research paper or creative work. Instructor permission required.

Variable credit 1 to 3 credits.

Credits: 1.00

**OL 482****Directed Readings in OL**

Guided reading and research on a specific topic of student interest, leading to preparation of a research paper or creative work. Instructor permission required. Variable credit 1 to 3 credits.

Credits: 1.00

**Or 101****International Student Orientation**

The objective of the class is to teach new international F-1 students to become familiar with life in the United States. From reviewing the rules and regulations of U.S. Visas to sharing information about how to meet every day needs in a new environment, this course aims to facilitate access to essential cultural, social and legal information to assure the best possible chance for student success.

Credits: 1.00

**PH 100****Logic**

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 purpose of the course is to provide the student with practical drill in accurate thinking and the study of the methods employed in scientific investigation and value critiquing.

Credits: 3.00

**PH 112****Philosophy of the Human Person**

This course provides a study of the all-important question of the meaning and mystery of the human person. The nature and ultimate destiny of the human soul are examined in depth. Philosophical orientation is given to such topics as superiority of intellect, freedom of choice, emotion, motivation, habit and relationships. Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PH 171****New Testament: An Overview**

A survey of the New Testament books against a view of the times and situations out of which they emerged, giving special attention to major themes and key passages.

Credits: 1.00

**PH 210****Introduction to Philosophy**

Sophomore Level. Students are introduced to the science and skills involved in philosophical thinking. Through a 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.

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PH 212****Ethics of Service**

Ethics will be studied as a practical science. This course will provide students with the opportunity to integrate Aristotelian Ethical Theory with practice in a volunteer setting. Lecture and fieldwork are included.

Prereq: (EN 111 Lecture Min Grade: C Min Credits: 3.00)

Credits: 3.00

**PH 213****General Ethics**

Ethics is a rational examination of moral choice. This course emphasizes a study of moral acts and moral character. It examines the principles of ethics and their application to current ethical issues. Various ethical theories are also considered in this course. (Course Description Revised Feb 2014)

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PH 215****International Ethics**

An overview is given of various ethical approaches toward a just resolution of contemporary international problems. The ethical approaches will be culturally pluralistic and will consider Eastern as well as Western perspectives. Modern international problems that the course will concentrate on are global issues such as economic distribution, health, ecology and women in development, energy and development, nutrition and health, and finally, ecology and development. Prereq: PH 213 Lecture Min Grade: C Min Credits: 3.00 And EN 112 Lecture Min Grade: C Credits: 3.00

**PH 220****Ethical & Prof Issues HealthCare**

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.

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PH 225****Foundations of Theology**

This course introduces students to the science of Theology. The human relationship with God in the context of the Church will be emphasized, presenting concepts and methods for understanding Christian Faith. A survey of Catholic Theology will be presented in the context of Sacred Scripture and Tradition and in relationship to other Ecclesial Communities. Topics include: Revelation, the Old and New testaments, the Person of Jesus, the nature and mission of the Church, the relationship between Catholicism and other Abrahamic Faiths: Judaism, Islam.

Prereq: PH 210 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or PH 213 Lecture (May be taken concurrently) Min Grade: C Credits: 3.00

**PH 260****Business Ethics**

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.

Credits: 3.00

**PS 101****Principles of Political Science**

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

Credits: 3.00

**PS 111****American Government**

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.

Credits: 3.00

**PS 112****State and Local Government**

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.

Credits: 3.00

**PS 120****Introduction to Constitutional Law**

This course is designed to introduce students to the modern development of constitutional rights and civil liberties.

Credits: 3.00

**PS 211****International Relations**

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.

Credits: 3.00

**PX 110****College Physics I**

This course covers principles of mechanics, heat, fluids, and sound, emphasizing the development of quantitative concepts and problem-solving skills for students needing a broad background in physics as a part of their preparation in other major programs. This course includes laboratory experience.

Prereq: Lecture: MT 130 Lecture Min Grade: C Min Credits: 3.00

Credits: 5.00

**PX 111****College Physics II**

A continuation of College Physics I, principles and applications of electricity, magnetism, optics and modern physics are taught. This course includes laboratory experience.

Prereq: Lecture: PX 110 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

**PX 201****Engineering Physics I**

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. This course includes laboratory experience. Prereq: Lecture: MT 231 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

**PY 100****Individual Differences**

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.

Credits: 3.00

**PY 101****General Psychology**

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.

Prereq: EN 096 Lecture Min Grade: C Min Credits: 4.00 Or EN 111 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or ((Compass Reading PRE 74.0000 Or Compass Reading POST 74.0000) And (Compass Writing PRE 64.0000 Or Compass Writing POST 64.0000))

Or (ACT Avg Read/English 16.0000 And ACT Reading 16.0000)

Credits: 3.00

**PY 181****Cooperative Education Practicum I**

(Refer to BS 181)

Credits: 3.00

**PY 182****Cooperative Education Practicum II**

(Refer to BS 182)

Prereq: Lecture: PY 181 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PY 201****Human Relations**

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 organization and cultures, it draws upon various fields in social/behavioral sciences (sociology, economics, psychology, geography and anthropology) and various topics in business, management and communications studies. This course also examines theoretical/methodological orientation and their ideological implications.

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00 Or SO 100 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PY 205****Human Growth and Development**

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.

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PY 211****Child Psychology**

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.

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**PY 213****Psychology of the Exceptional Child**

This course provides a survey of human differences such as learning disabilities, mental retardation, giftedness, physical and emotional impairments and cultural differences. Cultural and social influence upon children's cognitive, social, emotional and physical development from birth through adolescence will be discussed. Educational implications at each developmental level are also considered. Field experience is required.

Coreq: ED 320 Lecture

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00 And PY 205 Lecture Min Grade: C Min Credits: 3.00 And PY 301 Lecture Min Grade: C Min Credits: 3.00 And ED 301 Lecture Min Grade: C Min Credits: 3.00 And ED 302 Lecture Min Grade: C Min Credits: 3.00 And ED 303 Lecture Min Grade: C Min Credits: 3.00 And ED 304 Lecture Min Grade: C Min Credits: 3.00 And ED 310 Lecture Min Grade: C Min Credits: 1.00 Credits: 3.00

**PY 301****Educational Psychology**

This is an introductory course designed to: 1) Give the candidate a survey of the Foundations needed to develop an understanding of the underlying theories and practices in human growth and development, learning theories, and cognitive processes; 2) Provide a survey of Curriculum/Instruction/Evaluation theories and techniques, including motivation, classroom management, instructional planning and assessment; and 3) Explore issues of Professionalism and Christ-Centered Character as they impact each of the topics in the course. The following educational concepts and principles are addressed in this course: "Teachers are Professionals Influencing Lives." "Teachers need to survey research-based educational psychology theories, principles, and techniques and articulate how they can be applied in the classroom." "Teachers are reflective practitioners who continually evaluate how choices and actions affect students, parents, and other professionals in the learning community."

"Teachers integrate technology as appropriate into their instructional activities to enhance student learning. This course is an introduction to the wide array of educational and developmental psychology concepts, theories, principles and techniques and their relationship to teaching and learning. This course includes the impact of these concepts, theories, principles and techniques on teachers and learners in the classroom of the 21st century, including their impact on students with exceptionalities, at-risk students, parental involvement, classroom management, multiculturalism, integration of technology, and integration of curriculum.

Coreq: ED 302 Lecture, ED 304 Lecture

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00 And PY 205 Lecture Min Grade: C Min Credits: 3.00 Credits: 3.00

**RS 135****Survey of Catholic Belief**

This course is a survey of contemporary Catholic teaching considered within a biblical context. It explores topics of major concern to Catholics in the living out of their faith. This course studies the Tradition and principles that have guided the practice of the faith throughout the centuries. It serves the needs of religion teachers who seek more extensive theological background, Catholics interested in developing an in depth knowledge of their faith, and those who are not of the Catholic faith but desire more understanding. Variable credit 1 to 3 credits.

Credits: 3.00

**RS 135.1****Survey Of Catholic Belief**

This course is a survey of contemporary Catholic teaching considered within a biblical context. It explores topics of major concern to Catholics in the living out of their faith. This course studies the Tradition and principles that have guided the practice of the faith throughout the centuries. It serves the needs of religion teachers who seek more extensive theological background, Catholics interested in developing an in depth knowledge of their faith, and those who are not of the Catholic faith but desire more understanding. Variable credit 1 to 3 credits.

Credits: 1.00



**RS 145****New Testament Biblical Literature**

This is a survey course on the New Testament with an emphasis on the application of the historical method and interpretation of the gospel and epistolary material within a cultural, historical and literary context.

Prereq: EN 111 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**RS 147****Introduction to Vatican II**

Called by Pope John XXIII, the Second Vatican Council (1962-65) was a major endeavor to renew and reform the Catholic Church so that it could better respond to the modern age. It was said to have been a seismic event in the life of the Catholic Church, and indeed, western Christianity. Starting with the history of the Council, and focusing on the themes of the Four Apostolic Constitutions produced by that ecumenical council, this course is an introduction to the spirituality and teaching of the Second Vatican Council.

Credits: 3.00

**RS 225****Foundations of Theology**

This course introduces students to the science of Theology. The human relationship with God in the context of the Church will be emphasized, presenting concepts and methods for understanding Christian Faith. A survey of Catholic Theology will be presented in the context of Sacred Scripture and Tradition and in relationship to other Ecclesial Communities. Topics include: Revelation, the Old and New testaments, the Person of Jesus, the nature and mission of the Church, the relationship between Catholicism and other Abrahamic Faiths: Judaism, Islam.

Prereq: PH 210 Lecture (May be taken concurrently) Min Grade: C Min Credits: 3.00 Or PH 213 Lecture (May be taken concurrently) Min Grade: C

Credits: 3.00

**RS 301****Comparative Religions**

Junior-senior standing. This is a comparative study of the five major religious systems within a contemporary as well as historical framework. An inquiry into the diverse practices and beliefs of Hinduism, Buddhism, Judaism, Christianity and Islam will give students a better understanding of the global society in which they live and work.

Credits: 3.00

**RS 302****Religion in Film**

This course will explore how religious beliefs and behaviors are represented in film. It will use a range of movies to examine how spiritual and ethical issues are addressed in secular cinema for mass audiences. Through lectures, screenings, and discussions we will examine film's impact on our religious imagination, ethncal discourse, and notion of community.

Prereq: EN 112 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from: Lenos, Melissa

Credits: 3.00

**RS 303****International Solidarity**

Solidarity in a World without Borders: The Vision of Catholic Social Teaching. The Roman Catholic Church's commitment to justice is essential to proclaiming the Gospel. This course is an intensive study of the theological, philosophical, and historical development of the Catholic social vision and the sharing of this vision through teaching, witness, and pastoral services intended to address human needs throughout the world.

Prerequisites: RS 145; Junior Standing (65+ credits earned); or permission from the Dept. Prereq: RS 145 Lecture Min Grade: C Min Credits: 3.00 And Instructor Permission from: Daugherty, Sr M. K.

Credits: 3.00

**RS 304****Roman Cath Sexual Ethics**

This course examines human sexuality from the perspective of Roman Catholic moral teaching. Students will be introduced to the basic documents of the Church as well as other relevant resources in order to examine and come to deeper understanding of the Church's teaching on sexuality, marriage, family life, celibacy, and other life choice issues. Junior standing is also meets the prerequisite requirement for this course.

Prereq: RS 225 Lecture Min Grade: C Min Credits: 3.00 Or PH 225 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from: Daugherty, Sr M. K.

Credits: 3.00

**RS 305****Solidarity in a World without Borders**

The Roman Catholic Church's commitment to justice is essential to proclaiming the Gospel. This course is an intensive study of theological, philosophical, and historical development of the Catholic social vision and the sharing of this vision through teaching, witness, and pastoral services intended to address human needs throughout the world. Junior Standing also will meet the prerequisite requirements for this course.

Prereq: RS 145 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from: Daugherty, Sr M. K.

Credits: 3.00

**RS 306****Spirituality in the Christian Tradition**

A study of Christian experience, focusing on spiritual writers and movements in the Christian tradition. Students will endeavor to contextualize the major figures, texts, and themes in the historical development of Christian Spirituality Junior Standing will also meet the prerequisite for this course.

Prereq: PH 225 Lecture Min Grade: C Min Credits: 3.00 Or RS 225 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from  
Credits: 3.00

**RS 307****The Church, the Mission, and a New Evang**

This course examines the nature, purpose of the Church and its contemporary imperative to "make disciples of all the nations." Junior Standing will also meet the prerequisite requirement for this course.

Prereq: RS 225 Lecture Min Grade: C Min Credits: 3.00 Or PH 225 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission  
Credits: 3.00

**RS 308****Social Movements in Modern Christianity**

Urban industrialization in the nineteenth century transformed the world, changing how people live and think about themselves, their relationships to environment and to others, and to the whole created order. In this context, in the second half of the nineteenth century, there emerged a series of developments in Christianity, particularly its social thought and practice. The emergence of this social Christianity influenced the relationship between religious faith and secular society. This course is a study of this religious change. Junior standing also meets the pre-requisite for this course.

Prereq: RS 225 Lecture Min Grade: C Min Credits: 3.00 Or PH 225 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from  
Credits: 3.00

**SC 101****Fund of Physical Science**

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

Credits: 5.00

Fees: \$27.00 F LAB \$30

**SC 200****Earth Science**

This one semester course will provide the student with an overview of the principles and theories in the earth sciences. The sub disciplines of geology, meteorology, oceanography, and astronomy will be emphasized. Also some of the most important scientific theories and discoveries of the earth sciences will be presented, including the geological history of earth, plate tectonics, global warming. The laboratory complements the earth science course. It will include the study of the earth's materials, interpretation of topography maps, analysis of the concept of density, investigation of weather, and astronomical observations. Field trips may be scheduled.

Credits: 4.00

**SO 100****Introduction to Sociology**

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 thought in sociology are utilized to provide an analysis of various social institutions, social change and development both at the national and international levels.

Credits: 3.00

**SO 101****Social Problems**

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

Credits: 3.00

**SO 110****Foundations of Social Science**

This course is designed to provide an overview of the history and 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.

Credits: 3.00

**SO 111****Marriage and the Family**

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

Credits: 3.00

**SO 120****Effective Parenting**

This course is designed to help parents communicate more effectively with their children. Skills will be introduced to help parents teach a 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.

Credits: 1.00

**SO 122****Parenting within the Family System**

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.

Credits: 3.00

**SO 130****Multicultural Education**

This course analyzes the historical development and philosophical foundations of education and critically examines the socioeconomic 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 ethnic 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.

Credits: 3.00

**SO 181****Cooperative Education Practicum I**

(Refer to BS 181)

Credits: 3.00

**SO 182****Cooperative Education Practicum II**

(Refer to BS 182) Prereq: Lecture: SO 181 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**SO 202****Human Relations**

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 communications studies. This course also examines theoretical/methodological and their ideological implications.

Prereq: PY 101 Lecture Min Grade: C Min Credits: 3.00 Or SO 100 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**SO 205****American Film Culture**

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 sociology 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, class lecture, discussion and periodic exams.

Prereq: SO 100 Lecture Min Grade: C Min Credits: 3.00 Or SO 110 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**SO 209****Introduction to Social Welfare**

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

Credits: 3.00

**SO 210****Introduction to Social Work**

This course analyzes social work as a profession along with its origin, 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 social workers as providers/educators of care and identifies various career opportunities in the field of social work.

Credits: 3.00

**SP 101****Beginning Spanish I**

This course will introduce the student to the language through the study of basic structures and vocabulary. Through this class 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.

Credits: 5.00

**SP 102****Beginning Spanish II**

These courses require that the student has completed five credit hours in language study. Course work is a continuation of the first five hours of study. Emphasis is on conversation with more extensive work in reading and writing.

Prereq: SP 101 Lecture Min Grade: C Min Credits: 5.00 Or Instructor Permission from: Olivares-Escobedo, Lourdes Or Spanish Placement Spanish 28.0000 Or WL 135 Lecture Min Grade: C Min Credits: 5.00

Credits: 5.00

**SP 201****Intermediate Spanish I**

SP 201 Intermediate Spanish I, is the first semester of Intermediate Spanish course designed to expand upon what has been covered in SP102.

Additionally students will continue with the study of proper verb tenses usage as well as the use registers in a variety of settings through readings, compositions, group collaboration and class discussions. This course will use readings from various genres to enhance student's cultural awareness and knowledge of Spanish speaking Countries. Overall, SP 201 aims to weave together content language learning and interactive tasks in which information is exchanged to enhance your communicative proficiency.

Prereq: SP 102 Lecture Min Grade: C Min Credits: 5.00 Or Instructor Permission from: Olivares-Escobedo, Lourdes Or Spanish Placement Spanish 32.0000

Credits: 3.00

## **SP 202**

### **Intermediate Spanish II**

SP 202 Intermediate Spanish II, is the second semester of Intermediate Spanish course designed to expand upon what has been covered in SP102. Additionally students will continue with the study of proper verb tenses usage as well as the use registers in a variety of settings through readings, compositions, group collaboration and class discussions. This course will use readings from various genres to enhance student's cultural awareness and knowledge of Spanish speaking countries. Overall, SP 202 aims to weave together content language learning and interactive tasks in which information is exchanged to enhance your communicative proficiency.

Prereq: SP 201 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from: Olivares-Escobedo, Lourdes Or Spanish Placement Spanish 35.0000

Credits: 3.00

## **SP 203**

### **Conversation and Composition**

This course is designed to assist the student studying Spanish to enhance their communicative and writing skills through various readings, class discussions, presentations, and oral exams. Additionally, this course is designed as a safe space for students to explore the various aspects of communicating in Spanish with a variety of Heritage Language Learners.

Prereq: Spanish Placement Spanish 32.0000 Or Instructor Permission from: Olivares-Escobedo, Lourdes Or SP 102 Lecture Min Grade: C Min Credits: 5.00 Or SP 201 Lecture Min Grade: C Min Credits: 3.00 Or SP 202 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **SP 301**

### **Literature in Spanish I**

This course introduces the student to the literary skills and vocabulary for discussing and writing analysis of the various literary genres including poetry, the short story, drama, and the novel. Students will read some of the most prominent authors in each of the genres for literary analysis. Students will analyze a work by a prominent author using the various methods studied in this course.

Prereq: SP 202 Lecture Min Grade: C Min Credits: 3.00 Or Instructor Permission from: Olivares-Escobedo, Lourdes Or Spanish Placement Spanish 39.0000

Credits: .00

## **SP 302**

### **Literature of the Americas**

This course expands on SP301 Literature in Spanish, to include literature from America from Pre-Columbian times to the current US Latino/a literature. Students will use their learned literary analytic skills to acquaint themselves with the most prominent authors of each literary period. Students analyze a literary work of their choice, and present their findings to their peers.

Prereq: Instructor Permission from: Olivares-Escobedo, Lourdes Or SP 301 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

## **SP 310**

### **Intro to US Latino Literature**

This course introduces the students to some of the myriad of issues related to US Latino/a Literature which include political, social, and personal issues. Students will be exposed to a variety of genre ranging from poetry, short story to the novel which will include an introduction to literary analysis. This course explores US Latino/a Literature, its development its importance in the study of Spanish and Latin American Studies. Readings may be in Spanish, English or both depending on availability of original text.

Prereq: Instructor Permission from: Olivares-Escobedo, Lourdes Or SP 202 Lecture Min Grade: C Min Credits: 3.00 Or Spanish Placement Spanish 39.0000

Credits: 3.00

**SP 320****Spanish Grammar & Composition**

This course is intended for the intermediate to advanced Spanish learner. The course is designed to provide students with a systematic review of grammatical structures, verb tenses, and their usage in academic writing. Although the main emphasis is on writing, students will participate in activities designed to enhance their listening, speaking, and reading skills.

Prereq: SP 102 Lecture Min Grade: C Min Credits: 5.00 Or Spanish Placement Spanish 37.0000 Or Instructor Permission from: Olivares-Escobedo, Lourdes

Credits: 3.00

**SP 401****Cervantes Great Works**

Cervantes' Great Works is designed to expand on the literary analysis introduced in SP301 Literature in Spanish, it is a course intended for advanced student in Spanish courses. Students will examine the mayor works of Miguel de Cervantes Saavedra which includes the novel Don Quijote de la Mancha and other works. Students will be able to conduct, prepare and present themes in acritical literary analysis as well as discuss the mayor themes presented in the literary works. Students will also examine the political, social and religious factors surrounding the works for better understanding and analysis of the readings.

Prereq: Instructor Permission from: Olivares-Escobedo, Lourdes Or SP 301 Lecture Min Grade: C

Credits: 3.00

**WL 130****French I**

These courses will introduce the student to the language through the study of basic grammar structure, dialogues 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. Prereq: EN 084 Lecture Min Grade: C Min Credits: 3.00 And EN 094 Lecture Min Grade: C Min Credits: 3.00

Credits: 3.00

**WL 230****French II**

These courses require that the student has completed five credit hours in language study. Course work is a continuation of the first three hours of study. Emphasis is on conversation with more extensive work in reading and writing.

Prereq: EN 084 Lecture Min Grade: C Min Credits: 3.00 And EN 094 Lecture Min Grade: C Min Credits: 3.00 Or WL 130 Lecture Min Grade: C

Credits: 3.00

## Faculty

### Nicholas Adongo

B.S. Jomo Kenyatta University  
M.S. Kansas State University

### Robert Barrinentos

B.A. Newman University  
M.A. Wichita State

### Michael Bednar

B.A. Hanover College  
M.A. University of Wisconsin  
Ph.D. University of Texas

### Gene Chavez

Ph.D. Arizona State University

### Tai Cleveland

B.S. Northeastern State University  
M.S. Colorado Technical University  
Ph.D. Colorado Technical University

### David Cobb

B.S.E. Emporia State University  
B.S. Pittsburg State University  
M.S. Colorado State University

### Erik Crew

B.A. Olivet Nazarene University  
M.A. Gonzaga University

### Clarissa Crumpton

B.S. Texas A & M University  
M.B.A. Sam Houston State University

### Sister Marie Kathleen Daugherty, SCL

B.A. Saint Mary College  
M.A. Catholic University of America  
M.A. University of Saint Mary

### Karen Dewberry

R.N. MidAmerica Nazarene University  
B.S.N. MidAmerica Nazarene University  
M.S.N/Ed University of Phoenix

### Jaime Fuentes

A.A. Donnelly College  
B.S. Park University  
M.S. MidAmerica Nazarene University

### Frank Gabel

B.A. University of Missouri-Columbia  
M.P.A. University of Missouri-Kansas City

### Miguel Garcia-Uchofen

B.S. University of Kansas  
M.S. University of Kansas  
M.B.A. University of Kansas  
Ms.EM. University of Kansas

### Raul Guerrero

B.S. University of Central Missouri  
M.S. University of Central Missouri  
CJAD University of Central Missouri

### Sr. Sharon Hamsa

B.A. Benedictine College  
M.A. Notre Dame  
M.A. St. Louis University

### Susan Hodges

B.S. Emporia State University  
M.S. Kansas State University

### Steven Jansen

B.A. Southwest Minn. State  
M.A. Univ. of California  
Ph.D. University of Kansas

### Mary Lou Jaramillo

M.P.A. Park University

### David Jones

B.A. Muhlenburg College  
M.B.A. Washburn University

### Karen Judy

A.A. Penn Valley Community College  
B.S. University Missouri-Kansas City  
M.A. University Missouri-Kansas City



Andrea Kagay		Carol Marinovich	
B.A.	University of Nebraska - Omaha	B.A.	St. Mary's College
M.A.	Iowa State University	M.A.	University of Kansas
M.A.	University of Nebraska - Omaha		
Susan Keim		Steve McCue	
B.A.	University of Kansas	A.A.	Donnelly College
M.P.A.	University of Kansas	B.A.	University of Kansas
Ph.D.	University of Kansas	M.A.	University of Missouri-Kansas City
Eric Kolkmeier		Michael Megaris	
B.A.	University Missouri-Kansas City	J.D.	University of Kansas
M.A.	Southeast Missouri State	B.G.S.	University of Kansas
Desmond Lamb		Gretchen Meinhardt	
A.A.	Donnelly College		Credentials needed
B.A.	Park University	John Melnick	
M.Div	Midwestern Baptist Theological Seminary	B .A.	St. Francis Xavier University, Antigonish
M.A.	Midwestern Baptist Theological Seminary	S.T.B.	St. Paul's University
Susan Lechliter		M.Div.	University of Toronto
B.A.	Ottawa University	S.T.L.	Angelicum University
M.A.	Avila University	Paul Mobiley	
M.A.	Ottawa University	B.A.	University of Kansas
Gayle Lee		M.S.	University of Kansas
B.S.	Emporia University	Steve Modrcin	
M.S.	Baker University	B.S.B.A.	Rockhurst University
Ed.S.	University of Missouri – Kansas City	M.A.	University of Phoenix
Pedro Leite		Sr. Mary Theresa Morris	
B.S.	Pontifical Catholic University of Campinas	B.S.	Northwest Missouri State
M.S.	Friends University	M.S.	Pittsburg State University
M.M.I.S.	Friends University	M.P.H.	St. Louis University
Ed.S.	Pittsburg State University	Joseph Multhauf	
Melissa Lenos		B.S.	Cardinal Newman College
B. A.	University of Pittsburgh	M.A.	University of Missouri-KC
M.A.	University of Pittsburgh	Felicia Nelson	
Ph.D.	Temple University	B.S.	Emporia State University
Michelle Lundy		M.Ed	MidAmerican Nazarene University
B.A.	Ohio University	Lourdes Olivares-Escobedo	
M.A.	Ohio University	A.A.	New Mexico Military Institute
		B.A.	New Mexico State University
		M.A.	New Mexico State University

Michelle Overholt			Lisa Stoothoff		
	M.A.	University of Kansas		B.A.	Montclair State University
				M.Ed.	Rutgers University
Patricia Palmietto			Pauline Sung		
	L.P.N.	Colorado Technical University		B.S. E.	Kansas University
	A.A.	Excelsior College		M.S.E.	Kansas University
	B.S.	Excelsior College			
	M.S.	Excelsior College	Msgr. Stuart Swetland		
Leesa Pohl				B.S.	United States Naval Academy
	B.S.	Emporia State University		B.A.	Oxford University
	B.S.	Park College		M.A.	Oxford University
	M.S.	Emporia State University		M.Div.	Mount St. Mary's
Ravinder Rana				M.A.	Mount St. Mary's
	B.A. Sc	Punjab University		S.T.L.	Pontifical Lateran University
	B.A. Ed	Punjab University		S.T.D.	Pontifical Lateran University
	M.S. Ed	Alcorn State University	Yvonne Telep		
Juan Rangel				B.A.	Binghamton University
	M.S.	Kansas State University		M.A.T.	Binghamton University
Kent Sieg			Michael Verschelden		
	B.A.	Oak State College		B.A.	Kansas State University
	B.A.	University of Colorado		M.F.A.	George Mason University
	M.A.	University of Colorado	Phanh Vongphrachanh		
	Ph.D.	University of Colorado		M.A.	Kansas State University
Dhuha Shareef			Jenee Workman		
	B.A.	Al-Mustansiryia University		B.A.	Baker University
	M.A.	University of Missouri-Kansas City	Stacy Yeager-Huddleston		
VaShawn Smith				B.S.	Kansas State University
	B.A.	University of Nebraska at Omaha		M.S.	Friends University
	M.A.	University of Nebraska		D.M.	University of Phoenix
Elvira Soto-Mendez			Richard Zarate		
	Credentials needed			M.A.	Baker University
R. McKay Stangler				M.S.	Avila University
	B.A.	Truman State University		M.B.A.	Benedictine College
	M.S.	University of Kansas	Adrian Zelenchuk		
	Ph.D.	University of Kansas		B.A.	Ivan Franko National University of Lviv
				M.A.	Ivan Franko National University of Lviv
				Ph.D.	Lomonosov Moscow State University

## Donnelly College Board of Trustees

Jason Banks  
*Unified Government of Wyandotte County*  
\*2012

Dan Haake  
*Hutchins & Haake, LLC*  
\*2007

Dr. Kathy O'Hara  
*Archdiocese of Kansas City in Kansas*  
\*2009

Robert Bartunek  
Past Chairman  
*Seigfried Bingham Levy Selzer & Gee*  
\*2005

Jill Jones  
*St. James Academy*  
\*2015

Jack Ovel  
*Bank of America*  
\*2015

Kathleen Boyle Dalen  
*Kauffman Foundation*  
\*2011

Karen Jones  
*F.A.A*  
\*2015

Lisa Parker-Freeman  
*Hansch-Blackwell*  
\*2015

Dan Braum, '71  
*Xerox, Inc. (Retired)*  
\*2010

Most Rev. James P. Keleher, Member Emeritus  
*Archdiocese of Kansas City in Kansas (retired)*

Father Gary Pennings  
*Archdiocese of Kansas City in Kansas*  
\*2009

Beto Lopez  
*Arvest Bank*  
\*2015

Rita Burnett, D.D.S.  
*Swope Health Services*  
\*2007

Mike Mahoney  
*DST Systems*  
\*2010

Maria Porta  
*Capital Federal*  
\*2015

Dr. Genevieve Robinson, O.S.B.  
*Mount St. Scholastica*  
\*2009

Rachel Cruz  
*Miller Haviland Ketter PC, P.A*  
\*2010

Matt Miller  
*Robert E. Miller Insurance Group*  
\*2011

Sister Anne Shepard, O.S.B.  
*Mount St. Scholastica*  
\*2005

William (Bill) H. Dunn, Jr.  
*J.E. Dunn Construction Company*  
\*1999

Sr. Mary Teresa Morris  
*Sunshine Home Healthcare*  
\*2013

Alfonso Zarate  
*Community Volunteer*  
\*2009

Mike Fenske  
*Burns & McDonnell*  
\*2011

Most Rev. Joseph Naumann  
*Archdiocese of Kansas City in Kansas*  
\*2005

Nestor Zuluaga  
*Zuluaga Real-Estate*  
\*2015

Richard Flanigan  
Board Chairman  
*Cerner Corporation*  
\*2006

Tyler Nottberg  
*U.S. Engineering*  
\*2012

\*member since