

# New Program Request Form

## CA1

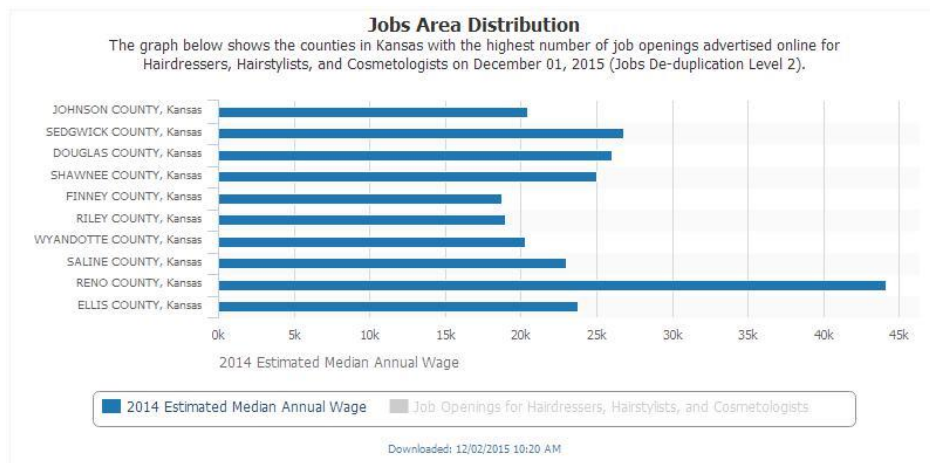
### General Information

Institution Submitting Proposal	Hutchinson Community College
Name & Title of Contact Person Phone & Email of Contact Person	Dr. Cindy Hoss, Vice President of Academic Affairs (620) 665-3508 hosscc@hutchcc.edu
Title of Proposed Program	Cosmetology (AAS & Certificate)
Proposed Suggested CIP Code	12.0401
Degree/Certificate Program Description	<p>The Cosmetology program at Hutchinson Community College is designed to provide the knowledge and skills necessary to produce salon ready graduates. Coursework delivers a solid foundation of knowledge on which to build a lifelong career. This program conveys the skills and techniques used in today's top salons.</p> <p>Both Associate of Applied Science (AAS) and Certificate programs will be offered for students interested in entering the cosmetology workforce. This is a Kansas Board of Cosmetology certified program. Students will be eligible to sit for the written examination with the State Board after completing the first 20 credit hours of training. Upon completion of the Cosmetology Certification, student will take the remaining practical portion of the State Board examination to become fully licensed in cosmetology. With an additional nineteen credits of general education and business courses, students may earn an AAS in Cosmetology.</p>
Number of Credits for the degree and all certificates requested	<p>Certificate: 45 credit hours</p> <p>AAS degree: 64 credit hours</p>
Academic Unit	Department II: Agriculture, Business, Computers and Technology
Proposed Date of Initiation	Summer 2016
Specialty Program Accrediting Agency and any Industry Certifications	<p>Kansas Board of Cosmetology and National Accrediting Commission for Career Arts &amp; Sciences</p> <p>Kansas Board of Cosmetology License</p>
Location(s) of Program	<p>Hutchinson Community College</p> <p>200 E. 3<sup>rd</sup> Avenue</p> <p>Hutchinson, KS 67501</p>

**Summary of Demand  
for the Program**  
(including source of data)

This is a merger of this program between HCC and Sidney's Hairdressing College. This collaborative effort does not duplicate programming as Sidney's Hairdressing College has served the HCC service area since 1960. Letters of support, included in this packet, demonstrate the need to continue this cosmetology program to serve this region.

Occupational Employment Projections in Kansas for Hairdressers, Hairstylists, and Cosmetologists for 2012-2022 estimate a 13% growth in employment opportunities with a median salary of \$21,480.



The graph above illustrates as of December 1, 2015, Reno County has a much higher median annual wage in the Cosmetology field. This is a lifelong career opportunity for our region.

Source: Kansas Labor Information Center, Kansas Department of Labor  
<https://klic.dol.ks.gov/vosnet/mi/occ/occsunmary.asp>

**Listing of other similar  
programs in state/region**  
(including enrollments and  
capacity)

Sidney's Hairdressing College has been the only cosmetology school serving the Hutchinson area since 1960. The next closest institution with a Cosmetology program is 223 mile away, round trip. As is evident from the included student enrollment data and a 13% growth in cosmetology, this merger is necessary.

Name of the institution	Name of the Program	Number of students enrolled
Cowley Community College	Cosmetology	49
Dodge City Community College	Cosmetology	33
Fort Scott Community College	Cosmetology	67
Garden City Community College	Cosmetology/Cosmetologist, General	61
Independence Community College	Cosmetology	44
Johnson County Community College	Cosmetology/Cosmetology Certificate	61
Kansas City Kansas Community College	Cosmetology	57
Seward County Community College/Area Technical School	Cosmetology	64
Northwest Kansas Technical College	Cosmetology/Cosmetology Instructor Training	27
Sidney's Hairdressing College	Cosmetology	17

Date Institution entered into Program Inventory	
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Signature of College Official Cindy Hess Date 12-11-15

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

## Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, syllabi, competency profiles). Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.

### Program Description

- Provide a complete catalog description for the proposed program.

Hutchinson Community College (HCC) has a long standing partnership with Sidney's Hairdressing College for articulated credit toward an Associate of Applied Science (AAS) degree in Business at HCC. This new merger with Sidney's Hairdressing College in HCC's service area will continue to cover cosmetology training needs without duplication. The merged 'Sidney's Hairdressing at Hutchinson Community College' Cosmetology program is designed to provide the knowledge and skills necessary to produce salon-ready graduates. Coursework delivers a solid foundation of knowledge and licensure on which to build a lifelong career. This program conveys skills and techniques used in today's top salons.

Both AAS and Certificate programs will be offered for students interested in entering the cosmetology workforce. This is a Kansas Board of Cosmetology (KBOC) certified program. Students will be eligible to sit for the written examination with the State Board after completing the first 20 credit hours of training. Upon completion of the Cosmetology Certification, student will take the remaining practical portion of the State Board examination to become fully licensed cosmetologists. With an additional nineteen credit hours of coursework, students may earn an AAS in Cosmetology.

- List and describe the admission requirements and the graduation requirements for the proposed program.

To be admitted to Sidney's Hairdressing at Hutchinson Community College, students must complete our online application (<https://cms.hutchcc.edu/admapp/admapp.aspx>) and submit a copy of their state issued ID (drivers' license) for a provisional KBOC license. Following KBOC felony restrictions, students will also be required to complete a background check before being enrolling in the program. This background screening will be part of the application process for admission to the Cosmetology program degree and certificate options. Screening will be covered by a \$37.50 application fee. In addition to successful completion of this screening, students will follow college policy and procedures for admission. College admissions procedures are as follows:

*Hutchinson Community College is an open Admissions Institution. Students are admitted in one of the following categories: Regular Student, Ability to Benefit Student, International Students, Online, Non-US Citizen, Non-US Resident Student, Special Student, Guest Student, High School Student, Visiting Student, and Non-Credit Student. Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.*

*Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her*

*admission's status, he/she should contact the HCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.*

Students must adhere to the following HCC graduation policy (Policy Number: 1016):

*To be candidates for graduation and to have their names on the commencement program, each student must file an application for graduation with the Records Office and pay the graduation fee in the Business Office. Candidates must enroll in a sufficient number of hours to total 64 by the end of the calendar year in which they apply. Graduation dates posted on the academic record correspond to the semester of completed coursework. Candidates for graduation must have a minimum 2.00 cumulative GPA for graduation and must have earned at least 15 of their last 24 semester hours from Hutchinson Community College.*

*HCC posts degrees at three different periods during the school year; the date of Spring commencement, August 15 and December 15. Students' diplomas will bear the same dates as the completed transcripts although the college will hold only one commencement exercise per year. Students who have applied for graduation must complete the graduation requirements within the same calendar year or must reapply for graduation.*

*Although faculty advisers, department chairpersons and the Records Office staff assist in checking requirements, students are ultimately responsible for meeting graduation requirements. Students shall follow the guidelines of the catalog under which they begin, provided they remain continuously enrolled at HCC from the semester of entry to the semester of graduation. Continuous enrollment is defined as the successful completion of at least one class during each semester (excluding summer sessions). Students who are not continuously enrolled from the date of entry to the date of graduation shall follow the guidelines of the catalog under which they reenter. Students entering programs with selective admission requirements are required to meet current catalog admission standards and may have different graduation dates based upon state testing requirements.*

### ***Hutchinson Community College Graduate Profile***

*HCC graduates will be able to:*

- 1. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.*
- 2. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.*
- 3. Demonstrate effective communication through reading, writing, listening, and speaking.*
- 4. Demonstrate effective interpersonal and collaborative skills.*
- 5. Demonstrate effective quantitative-reasoning and computational skills.*

### ***General Education Philosophy***

*The general education requirements at HCC are not just a group of courses. These requirements represent the philosophy of education to provide an adequate body of common knowledge necessary to assure a broadly based liberal education. These courses strive to provide proficiency in writing, reading, speaking and listening; they teach mathematical structures which acquaint students with critical thinking skills; they encourage an understanding of science and scientific inquiry; and they provide familiarity with various branches of human understanding.*

*Each degree program at HCC contains an integrated core of general education requirements. This emphasis helps students understand they are not only trained but also educated and that they are not*

*only individuals but also members of the greater human community. It is a belief that these requirements can enrich the lives of students, broaden their perspectives, and make learning a lifelong enterprise.*

***Requirements for the Associate of Arts Degree, Associate of Science Degree, and Associate of General Studies Degree***

*A student may qualify for an Associate of Arts degree by completing a program of study consisting of 64 hours, with a minimum of 33 of those hours in general education courses from each of the areas listed below.*

- *English Composition I*
- *English Composition II*
- *Public Speaking*
- *College Algebra or Higher*

*and courses from each of the areas listed below.*

- *Humanities*
- *Social and Behavioral Sciences*
- *Natural and Physical Sciences*
- *Necessary Skills*

*A student may qualify for an Associate of Science degree by completing a program of study consisting of 64 hours, with minimum of 35 of those hours in general education courses consisting of*

- *English Composition I*
- *English Composition II*
- *Public Speaking*
- *College Algebra or Higher*

*and courses from each of the areas listed below.*

- *Humanities*
- *Social and Behavioral Sciences*
- *Natural and Physical Sciences*
- *Necessary Skills*

*A student may qualify for an Associate of General Studies degree by completing a program of study consisting of 64 hours, with minimum of 30 of those hours in general education courses consisting of*

- *English Composition I*
- *English Composition II*
- *Public Speaking*
- *Intermediate Algebra or Higher*

*and courses from each of the areas listed below.*

- *Humanities*
- *Social and Behavioral Sciences*
- *Natural and Physical Sciences*
- *Necessary Skills*

***Requirements for the Associate of Applied Science Degree***

*A student may qualify for an Associate of Applied Science degree by completing a planned program of study consisting of 64 hours as listed in the catalog as follows:*

- I. Specialization in the chosen technical field and related contextual courses (minimum of 45 college credits)*
- II. General education courses from at least three of the following areas (minimum of 15 college credits):*

- Arts and humanities
- Communication
- Mathematics and science
- Social science

*A student must maintain a GPA of 2.0. A student transferring to Hutchinson Community College must complete a minimum of 15 hours in a selected curriculum.*

*The electives requirement may be waived for students in those programs in which the number of credit hours in a selected curriculum mandated by an outside agency causes the graduation requirements to exceed 64 credit hours.*

*Students in Health Information Technology, Associate Degree Nursing, Radiology, Surgical Technology, Pharmacy Technology, and Physical Therapy Assistant curricula must meet the accrediting agency's requirements. The Vice President of Academic Affairs must give written approval for an exception to the selected curriculum.*

*A student may receive more than one associate of applied science degree.*

*Students applying for graduation from an A.A.S.-degree program with more than a five-year interruption in their educational program will have their transcripts reviewed by the appropriate program area for current program competencies.*

- List and describe the specific program objectives for the proposed program.

Sidney's Hairdressing at Hutchinson Community College will create well rounded, effective and licensed cosmetologists. The student will proficiently demonstrate the following program outcomes:

1. Artistically integrate haircutting and hairstyling for all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

- Describe how the proposed program relates to the institutional mission.

Hutchinson Community College's mission is "expanding the tradition of excellence through learning and collaboration." This program supports both learning and collaboration. Learning is emphasized in the curricula of the certificate and degree options. There is an extensive 1500 clock/45 credit hours of skills based training in cosmetology for workforce development. This training is validated through successful student licensure from the Kansas State Board of Cosmetology.

The merger of this program is collaboration between HCC and Sidney's Hairdressing College, with no duplication in the service area. Sidney's has been serving our area cosmetology industry with licensed hairdressers for more than 60 years. Through this merger, HCC connects a well-established service between two organizations. Since 2004 HCC and Sidney's Hairdressing College have operated an articulated continuing education agreement for Sidney's licensed student completers to acquire an AAS degree from HCC in the Business Management and Entrepreneurship program. This new merger allows a stronger integration of the curriculum creating even more continuity. Awarding students with college

credit as they progress through the cosmetology curricula benefits the students by adding 19 credit hours of additional coursework to acquire an AAS degree.

This merger assures uninterrupted support for the employment demands in the service area. Coupled with HCC's breadth of experience with technical education program, it is simple to see how this field of study fits well with Hutchinson Community College institution-wide outcomes:

1. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
2. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
3. Demonstrate effective communication through reading, writing, listening, and speaking.
4. Demonstrate effective interpersonal and collaborative skills.
5. Demonstrate effective quantitative-reasoning and computational skills.

### **Demand for the Program**

- Describe the student demand for the program and how the level of interest was determined.

Sidney's Hairdressing College began in 1960 as the dream of one of the premier cosmetologists of the time, A. Sidney Oliver. At the time Mr. Oliver, a successful salon owner, was finding it difficult to find well trained staff. Instead of complaining about the situation, he created a new situation and opened his own school. Sidney's was located at 7 W. B in Hutchinson from 1960 until 1970. In 1970 the school moved to 916 E. 4th, where it resided for 38 years. In 1985 Bill Wyer, Mr. Oliver's step-son, became president of the school. Mr. Wyer has continued the traditions and quest for great education. In 2009, Sidney's moved to its' present location at 200 E. 3rd. This 10,000 square foot building is a state of the art facility for cosmetology training.

The past seven years of data show Sidney's Hairdressing College success with the cosmetology core curriculum. This table describes the number of student completers, completion rate, State Board pass rate, and job placement rate for each year.

Year	2008	2009	2010	2011	2012	2013	2014
Number of Student Completers	46	62	62	35	30	28	17
*Completion Rate	76%	76%	73%	60.34%	60%	59.5%	56.6%
State Board Pass Rate	91%	93%	91%	97%	95.6%	95.4%	100%
**Job Placement Rate	100%	89%	94%	81.8%	83.3%	78.5%	88.2%

(\*Note: The completion rates are calculated as students that are graduating on time and meeting the 85% attendance requirement for the entire certificate program. \*\*Note: Students are not eligible for placement if they have not yet taken their State Boards.)

While the number of student completers has been decreasing over the years, HCC intends to turn this around by having consistent offerings and marketing the program through various mediums including social media and area high school recruiting. To assist in improving retention and completion rates, HCC has extensive student service offerings including tutoring, counseling, housing and health services. In addition, HCC will be able to offer a more competitive tuition rate compared to for profit program models.

Over the years, HCC has repeatedly received phone calls and questions about whether the school offered a cosmetology program. These questions HCC Admissions and advisors have received, along with the student enrollment at Sidney's Hairdressing College, illustrated student demand for this program in the service area. HCC also conducted a 2016 survey of the student body to determine the demand for the cosmetology program. Of the 540 responses, 57.9% said they, a friend, and/or a family member would be interested or may be interested in the cosmetology program..



- Identify employer demand/labor market need at the local, regional and/or state level including, employment trends and projections (existing and anticipated openings), and estimated starting wages. Must include existing and future labor demands from the Kansas Job Vacancy Survey (<https://klic.dol.ks.gov>) and Department of Labor Statistics ([www.dol.ks.gov](http://www.dol.ks.gov)).

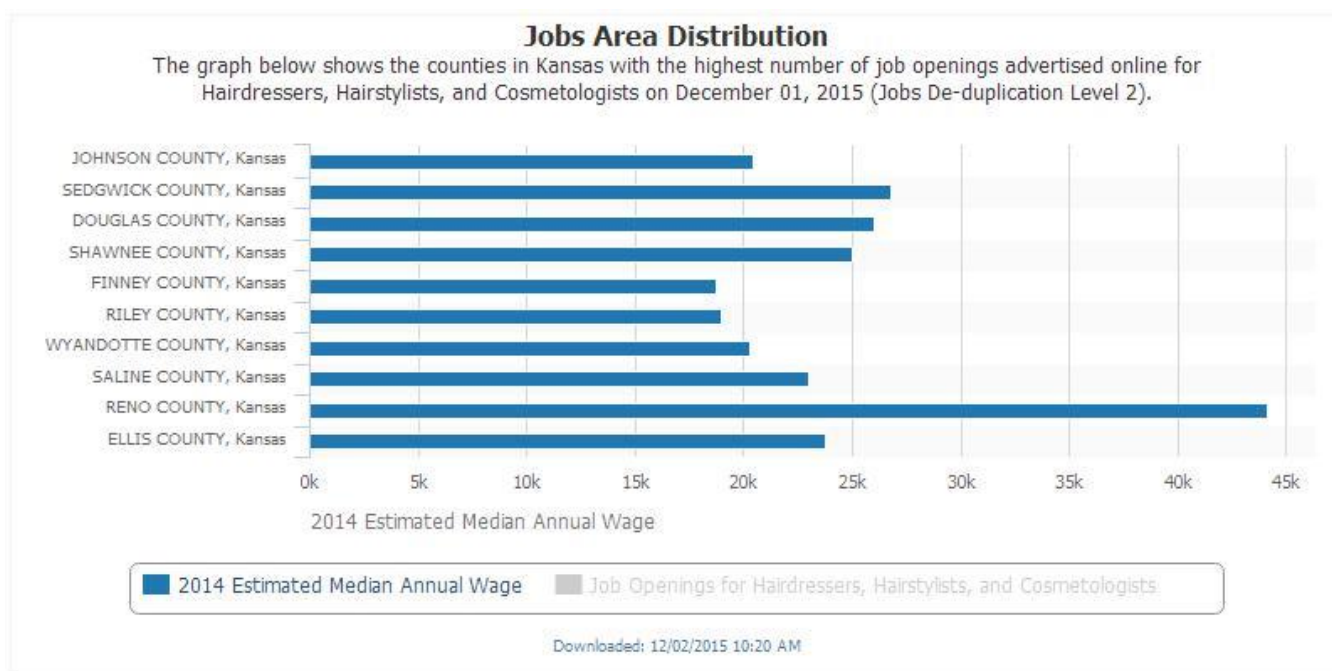
The Kansas Labor Information Center (KLIC) website shows 156 current job openings as of Dec. 1, 2015 and 203 openings this past October. Long term Occupational Employment Projections for 2012-2022 estimate a 13% growth in employment opportunities for Hairdressers, Hairstylists, and Cosmetologists according to the U.S. Department of Labor Bureau of Labor Statistics, which labels this occupation as “Bright Outlook Nationally.” Although Occupational Employment & Future Employment Outlook for Kansas shows only an estimated annual average percent change of .6%, the number of active openings in Kansas is consistently in the hundreds. The median salary for this occupation is \$21,480. This growth is at or above the norm. Sidney’s Hairdressing at Hutchinson Community College will not create educational duplication, but instead will maintain the existing program and fulfill growth needs of this industry.

The Bureau of Labor Statistics show May 2014 State Occupational Employment and Wage Estimates for Kansas as follows:

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
39-5012	<a href="#">Hairdressers, Hairstylists, and Cosmetologists</a>	detail	3,070	7.6%	2.260	0.89	\$10.33	\$11.83	\$24,610	4.1%
39-5092	<a href="#">Manicurists and Pedicurists</a>	detail	110	26.4%	0.081	0.14	\$11.11	\$12.77	\$26,570	5.6%
39-5094	<a href="#">Skincare Specialists</a>	detail	230	29.1%	0.169	0.60	\$12.48	\$14.90	\$31,000	7.8%

Source: [http://www.bls.gov/oes/current/oes\\_ks.htm#39-0000](http://www.bls.gov/oes/current/oes_ks.htm#39-0000)

The KLIC graph, below, illustrates a Cosmetologist median annual wage for Reno County (as of December 1, 2015) is estimated at \$44,085 compared to the state median of \$21,480.



The Department of Labor Statistics-Kansas Job Vacancy Survey shows the Professional and Business Services overall industry with 5,637 vacancies. Determining that 81.7% of those vacancies are for permanent full-time employment (see table below).

2015 Job Vacancy Survey - Kansas					
<a href="#">JVS Home</a>					
<a href="#">KLIC Home</a>					
<a href="#">Summary</a>	<a href="#">Industries</a>	<a href="#">Occupations</a>	<a href="#">Education &amp; Recruitment</a>	<a href="#">Wages &amp; Benefits</a>	<a href="#">Local Area Comparison</a>
Vacancies by Industry Supersector and Type of Position Second Quarter, 2015					
Supersector (Ordered by Number of Job Vacancies)	Number of Vacancies	Percent of Vacancies*			
		Permanent Full- Time	Permanent Part- Time	Temporary Full- Time	Temporary Part- Time
Total	47,269	61.1%	31.4%	3.0%	4.5%
Leisure and Hospitality	9,212	20.2%	77.5%	1.8%	0.5%
Trade, Transportation and Utilities	9,171	48.8%	44.3%	3.4%	3.5%
Education and Health Services	8,472	74.7%	23.5%	0.0%	1.9%
Professional and Business Services	5,637	81.7%	10.8%	5.7%	1.7%
Government	4,723	67.5%	9.4%	3.9%	19.2%
Manufacturing	3,246	94.6%	0.4%	3.5%	1.6%
Financial Activities	2,193	80.0%	11.9%	0.5%	7.5%
Construction	2,109	86.6%	0.0%	13.4%	0.0%
Other Services	1,644	63.6%	15.0%	0.3%	21.1%
Information	505	78.1%	14.6%	2.2%	5.1%
Natural Resources and Mining	357	93.5%	0.3%	6.2%	0.0%

\* Sum of all permanent and temporary vacancies may not equal 100 percent due to rounding.

[Back](#)

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.

The demand for this program was established in 1960 with the opening of Sidney's Hairdressing College. The continuous demand since shows why this merge with HCC should come to fruition.

Sidney's Hairdressing at Hutchinson Community College is currently working to form a local advisory board of salon employers and suppliers. This board is comprised of alum and established Sidney's Hairdressing College supporters. All four employers, from the included letters, have agreed to serve on the local advisory board for this program.

Please see the included letters of support:

Kansas Board of Regents

Dear Sirs,

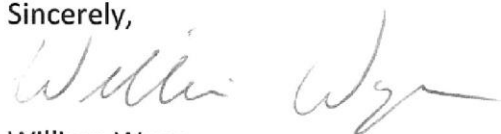
My name is Bill Wyer and I am the President/Owner of Sidney's Hairdressing College. Sidney's Hairdressing College has been a family owned business in Hutchinson, Kansas since 1960. Sidney's was started by my stepfather, Sid Oliver. Sid was a cosmetologist with several salons and was having difficulty finding new qualified stylists. To solve the problem, he started a cosmetology school. In 1977 he asked me to join the school. My interest at the time was education and becoming a teacher. I decided the school might be a good fit, so I joined the college. I have reached the point in my career that I am ready retire and pursue other interests.

Sidney's is a vital part of the Hutchinson community. The school serves two main functions. Sidney's is a place where members of the community can come for hair, skin, and nail services at a reduced price. This is not to say that we strictly serve those with a low income, but we are a place where those with less means can come for great service and quality work. We have enjoyed working with and helping those in the New Beginnings Shelter and SRS workforce development. What we have done best, is to provide cosmetology education to students in Hutchinson and the surrounding towns. For many in rural Kansas, Hutchinson is moving to the city. They do not want to go to a larger city like Wichita for their education. Hutchinson has entertainment, restaurants, and HCC. All things that were lacking in their smaller town. For 55 years students from Hutchinson and an approximate 60 radius have chosen Sidney's for their cosmetology education.

I had decided that 2015 was to be my last year at the school. I began thinking of what was best for me and best for the community. The natural fit is Hutchinson Community College. It was my stepfather's plan that had I not joined the school it could somehow become part of the college. I approached Dr. File with the idea of continuing the cosmetology program through HCC. He was receptive to the idea. Offering the cosmetology program through the college offers so many benefits to students. For one they get to choose the career of their dreams and have the college experience and access to all that HCC has to offer by way of student support. The community wins by keeping an existing program and business and the means to attract and keep people in Hutchinson. The students at HCC win by having relationship with place for them to receive affordable hair care.

I am truly excited for the merger Sidney's with HCC. I plan on doing whatever I can to make this a success. It is my hope this program will be approved by the Kansas Board of Regents and cosmetology education will continue in Hutchinson.

Sincerely,

A handwritten signature in cursive script, appearing to read 'William Wyer', written in dark ink.

William Wyer



## The Edge Salon & Day Spa

Nov. 20, 2015

Attention: Kansas Board of Regents

RE: Merger HCC and Sidney's Hairdressing College

Dear Sirs,

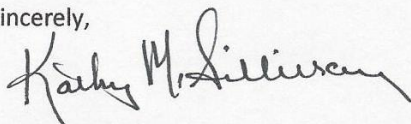
Bill Wyer shared the news the other day of a possible merger between Sidney's Hairdressing College and Hutchinson Community College. How exciting! I'm writing today to express my strong support for continuing a cosmetology program in Hutchinson.

My name is Kathy McGillivray. I'm a Cosmetologist and the owner of The Edge Salon and Day Spa in Hutchinson. I received my training at Sidney's nearly thirty years ago. I made that choice because of the college's established reputation and the convenience it allowed me to receive career training locally without disrupting my responsibilities as young mother. I also had the privilege of teaching there a few years and then, with the extended support and partnership of Bill Wyer, I became co-owner of The Edge Salon. I was able to assume full ownership, with my husband, seven years later. We have since relocated and upgraded our salon to include spa services. We currently employ 18 technicians and support staff and we're still growing. The Edge has been a thriving part of this community for 18 years now. I can honestly say, that without the local opportunities that Sidney's provided me personally, my career path, my success, and the impact my business has had on other salon professionals as well as the community as a whole, would be entirely different. My story is only one of countless others.

One of the greatest challenges that I face as a salon owner, is attracting and retaining quality talent. The presence of Sidney's in our hometown has provided an invaluable recruiting advantage. They are the first call I make when I have a position available in my business. I have relied heavily on my partnership with Sidney's to provide me with stylists who are well-trained as well as established in the community. Sidney's has a strong record of attracting diverse students from the area, providing excellent training in current techniques, job placement, and continuing career support long after graduation. I have found, that with a local connection, young professionals have a greater chance of building their clientele, I have a better chance of retaining them in my salon, and Hutchinson has a greater chance in retaining them in the community. Truly, my success would be far more difficult if I were to lose the local network connection and relationship that I've counted on for nearly two decades.

In closing, I fully support retaining the local opportunity for cosmetology training in Hutchinson and would consider it a privilege to serve on an advisory board to assist in the success of this new endeavor for HCC. I believe the merger with HCC will contribute to the visibility of the profession, allow even more individuals greater career options, and continue to enhance the growth and stability of Hutchinson.

Sincerely,



Kathy McGillivray

412 E. 30th (30th & Plum)  
Adjacent to GENESIS Health Club  
Hutchinson, Ks 67502

**620-669-1020**

Dear Kansas Board of Regents,

My name is Maisie Friend; I am the Area Salon Manager for JCPenney Salon in Hutchinson and Wichita West locations. My Hutchinson location has been a part of this community for the last 30 years, and I have had the pleasure of running for the last 10. During that time I have staffed my Hutchinson location with Sidney's graduates and even had a few bless me with their knowledge in my Wichita, Kansas location.

Upon hearing that the school would be closing my first concern was how I was going to acquire new talent in my Hutchinson Salon. Sidney's has been my "go to" sourcing spot for local talent. I have truly enjoyed working with the school for open houses, and career days. Billy Wyer told me of a possible merger between Sidney's and Hutchinson Community College. I would like to voice my excitement and support such a merger. I believe that keeping Sidney's open is vital and essential to the growth of our town and our salon community and all of the surrounding rural salon communities. Hutchinson needs to continue to encourage new, younger generations to move here and a merger with HCC would be a great reason for new students to come to Hutchinson and become a member of our great community. It creates more reasons to come to Hutchinson, stay in Hutchins and grow in Hutchinson.

In closing I want to again voice my support for keeping cosmetology in Hutchinson and considering adding a cosmetology program to the curriculum. I look forward to being a part of the advisory board for Sidney's and continuing this great partnership in the future.

Sincerely,

A handwritten signature in cursive script that reads "Maisie K. Friend". The ink is dark and the signature is fluid, with a large initial 'M' and a stylized 'F'.

Maisie K. Friend  
Area Salon Manager  
JCPenney Salon

To: Kansas Board of Regents

From: Thomas Widows, Salon Manger Smartstyle Salon

Date: 11/7/15

Re: Sidney's Merger with Hutchinson Comm. College

Dear Sirs,

My name is Thomas Widows and I am a licensed cosmetologist in the state of Kansas. I attended Sidney's Hairdressing College and I am currently the salon manager of Smartstyle Salon of Hutchinson Kansas. During my 11 Years as a professional in the industry I have always been an advocate for students interested in the cosmetology field to truly consider Sidney's.

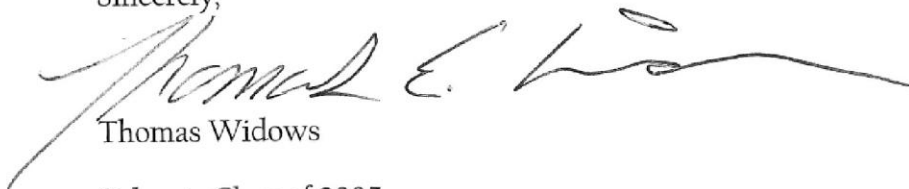
Mr. Bill Wyer has told me of a possible merger between Sidney's and Hutchinson Community College. I would like to voice my excitement and support of such a merger. I received my training at Sidney's, I chose Sidney's after school visits to Wichita and Sidney's. I decided that Sidney's was my school of choice because I would be attending classes that were subsequently smaller and easier to attain help from the educators.

I believe the merger is in the best interest of the community as a whole. Hutchinson needs to continually attract people in order to grow and prosper. A merger of these two incredible institutions would be another reason for people of the surrounding communities to stay or come to Hutchinson.

As a salon manager for one of the top corporate concepts in the beauty industry, Regis Corporation and the Smartstyle division are continually looking to hire and help young stylists grow their business. I feel like if this merger was to take place it would continue to make our industry stronger and allow people to have access to learning without having to commute or move. I also feel that young stylists have an easier time building a clientele if they have that continued connection to this community.

In closing I want to again voice my support of keeping a cosmetology program in Hutchinson and it would be a viable program to add to the HCC educational endeavor. I would also be very interested in helping in any way possible to see this program go forth, whether in an advisory role or helping with education.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas E. Widows". The signature is fluid and cursive, with a long horizontal stroke at the end.

Thomas Widows

Sidney's Class of 2005

Smartstyle Salon Manager

Attention: Kansas Board of Regents

Dear Sirs,

My name is Vickie Hildebrand, I am co-owner of Creative Hairlines Salon and Spa in McPherson, Ks. We have been associated with Sidney's Hairdressing College for 25 plus years. We value the quality of education this facility has provided in their instruction of future cosmetologists.

Bill Wyer has informed me of a possible merger between Sidney's and Hutchinson Community College. I have firsthand knowledge of the quality of education produced by this college, because of graduating from this college and also the privilege of being an educator. As a salon owner we hire 3-4 new cosmetologists a year and depend on Sidney's for 1 to 2 of these new hairstylist.

Students graduating from McPherson High School and are interested in cosmetology choose Sidney's because of ability to save money by staying home and driving to Hutchinson for their education. We feel losing this school would affect our business in lack of new cosmetology talent.

In closing I feel this merger would be beneficial to all the small communities around Hutchinson in providing adequate employees for our salons.

Sincerely,

A handwritten signature in cursive script that reads "Vickie Hildebrand". The ink is dark and the signature is fluid, with a large loop at the end of the last name.

Vickie Hildebrand



- Describe/explain any business/industry partnerships specific to the proposed program. If a formal partnership agreement exists, please submit a copy of the agreement to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the public comment period.

Since 2004, Hutchinson Community College and Sidney's Hairdressing College have partnered through an articulation agreement. This agreement was for 1500 clock hours of this program to be completed at Sidney's Hairdressing College. Upon completion, students could choose to attend HCC to fulfill requirements for the AAS Business Management and Entrepreneurship degree. The intention of this articulation was to prepare students with immediate business and entrepreneurship expertise. To enter this articulation agreement with HCC, Sidney's Hairdressing College students were required to show proof of successful completion of the entire clock-hour program as well as successful completion of the Kansas State Board of Cosmetology License.

With this merger the curriculum will be taught, assessed and transcribed as the students complete the curriculum. Students will also have access to all HCC events, dorms and other college amenities. Sidney's Hairdressing at Hutchinson Community College will provide uninterrupted training to our service area and industry.

### **Duplication of Existing Programs**

- Identify other similar programs in the state based on CIP code, title and content. For each of the similar programs provide the following: Name of the institution, Name of the Program, Number of students enrolled, Program capacity and Number of students on waiting lists.

As is evident from the list of schools below, there is not another Cosmetology program in the HCC service area. Sidney's is the only Cosmetology school operating in Hutchinson since 1960. The driving distance from our service area to attend an existing college programs in the state is not feasible. The closest public state non-profit program is 223 miles away, round trip. This merger with Sidney's Hairdressing College to retain their level of enrollments and grow the field, as national data demands, is important to this central Kansas region.

Name of the institution	Name of the Program	Number of students enrolled	Total Number Graduates
Cowley Community College	Cosmetology	49	15
Dodge City Community College	Cosmetology	33	na
Fort Scott Community College	Cosmetology	67	12
Garden City Community College	Cosmetology/Cosmetologist, General	61	18
Independence Community College	Cosmetology	44	14
Johnson County Community College	Cosmetology/Cosmetology Certificate	61	28
Kansas City Kansas Community College	Cosmetology	57	11
Seward County Community College/Area Technical School	Cosmetology	64	18
Northwest Kansas Technical College	Cosmetology/Cosmetology Instructor Training	27	19
Sidney's Hairdressing College	Cosmetology	30	17

- Provide evidence that, if similar programs exist, collaboration was pursued.

This partnership was a collaborative effort between Sidney's Hairdressing College and Hutchinson Community College.

- Provide extensive evidence and rational for why collaboration was not a viable option and why there is a need for a duplicative program.



Our geographic area and industry growth needs make this merger important. The distance between Hutchinson and established college programs in the state make it unfeasible to partner. The partnership in this is with Sidney's Hairdressing College and is not creating duplication of programs. This is simply a merger with a long time established program.

### **Program Information**

- List by prefix, number, title, and description of all courses (including prerequisites) to be required or elective in the proposed program and the delivery methods (classroom, online or hybrid).

#### **CO100 Cosmetology I**

**5 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

Theory and practice of cosmetology including professionalism, the science of cosmetology, aesthetics, shampooing, cutting, styling and coloring.

#### **CO103 Hair Salon Services**

**10 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

Hair care fundamentals including: haircutting, hair design, shampooing, scalp treatment, hair coloring, and permanent waving.

#### **CO106 Cosmetology II**

**4 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

*PREREQUISITES: CO100 Cosmetology I*

Cosmetology practices; the salon as a business, nail and skin care, and Kansas laws related to cosmetology.

#### **CO112 Clinical Experience Foundations**

**4 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

*PREREQUISITES: CO100 Cosmetology I*

Hands-on experience in conducting salon business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

#### **CO115 Advanced Cosmetology Services**

**9 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

*PREREQUISITES: CO103 Hair Salon Services*

Advanced methods in hair design, texturing, and other cosmetology procedures culminating in review for the Kansas State cosmetology licensing examination.

#### **CO118 Clinical Experience Precision**

**7 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

*PREREQUISITES: CO112 Clinical Experience Foundations*

Manage client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

#### **CO119 Salon Clinical Experience**

**6 cr. hr.**

##### **Required Course**

**Delivery: Classroom**

*PREREQUISITES: CO112 Clinical Experience Foundations*

Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in salon services.

**IS104 Microcomputer Applications**

**3 cr. hr.**

**Required for Degree**

**Delivery: Classroom, Online, Hybrid**

Microcomputers and various software applications; hardware and software selection, integration, and implementation; fundamentals of operating systems, word processing, spreadsheets, databases, and computer problem solving.

**PS101 Human Relations**

**3 cr. hr.**

**Psychology Option Required for Degree**

**Delivery: Classroom, Online, Hybrid**

Psychological principles applied to everyday living with an emphasis on self-understanding and on building successful relationships.

**PS100 General Psychology**

**3 cr. hr.**

**Psychology Option Required for Degree**

**Delivery: Classroom, Online, Hybrid**

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

**SH101 Public Speaking**

**3 cr. hr.**

**Communication Option Required for Degree**

**Delivery: Classroom, Online, Hybrid**

Principles and practices of oral communication that will help the student develop skills in communication and acquire an understanding of oral communication as a vital human skill and activity.

**BU109 Business Communications**

**3 cr. hr.**

**Communication Option Required for Degree**

**Delivery: Classroom, Online**

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

**MA105 Intermediate Algebra**

**3 cr. hr.**

**Mathematics Option Required for Degree**

**Delivery: Classroom, Online, Hybrid**

*PREREQUISITES: Accuplacer Math Score of 57 or above, or Compass Algebra Score of 28 or above, or MA098 Basic Algebra with a grade of C or higher*

Elementary algebra including exponents, radicals, quadratic formula, systems of equations, graphing and other topics preparatory to MA106 College Algebra.

**BU108 Business Mathematics**

**3 cr. hr.**

**Mathematics Option Required for Degree**

**Delivery: Classroom, Online**

Consumer and business mathematics emphasizing calculations involving banking services, payroll, insurance premiums, taxes, interest, business discounts and markups, inventory control, depreciation and statistics.

**EN107 Business English**

**3 cr. hr.**

**Composition Option Required for Degree**

**Delivery: Classroom, Online**

Grammatical and mechanical principles for written business communication, including sentence structure, sentence construction, punctuation, and spelling. This course does not meet English requirements for the Associate in Arts degree or Associate Science degree.

**EN100 English Composition I**

**3 cr. hr.**

**Composition Option Required for Degree**

**Delivery: Classroom, Online**

**PREREQUISITES:** *EN098 Basic English with a grade of C or higher, or Asset Writing Score of 41 to 44, or ACT English Score of 17 to 19, or Compass Writing Score of 53 to 75*

In addition to the content of EN101, individual assistance is also given in areas of need. The student who has completed Basic English with a C grade or better must enroll in English Composition IB with concurrent enrollment in EN099 Elements of Writing to continue the composition sequence. Note: Requires concurrent enrollment in EN099 and Elements of Writing.

**EN099 Elements of Writing**

**2 cr. hr.**

**Composition Option Required for Degree**

**Delivery: Classroom, Online**

**PREREQUISITES:** *EN098 Basic English with a grade of C or higher, or Asset Writing Score of 41 to 44, or ACT English Score of 17 to 19, or Compass Writing Score of 53 to 75*

Grammar, punctuation, spelling and sentence writing. Course does not fulfill the graduation requirement.

**EN101 English Composition I**

**3 cr. hr.**

**Composition Option Required for Degree**

**Delivery: Classroom, Online, Hybrid**

**PREREQUISITES:** *Asset Writing Score of 45 or above, or ACT English Score of 20 to 36, or Compass Writing Score of 76 or above*

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used. Based on placement scores, students may be required to enroll in EN100 English Composition IB and EN099 Elements of Writing instead of EN101. Additionally, honors students may elect to take EN103H Honors English Composition I in lieu of EN101.

**AR101 Art Appreciation**

**3 cr. hr.**

**Elective**

**Delivery: Classroom, Online, Hybrid**

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

**BU100 Small Business Accounting**

**3 cr. hr.**

**Elective**

**Delivery: Classroom, Online**

Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.

**BU111 Quickbooks**

**3 cr. hr.**

**Elective**

**Delivery: Classroom, Online**

Application of accounting principles and concepts; microcomputer usage in establishing and maintaining accounting systems and records for single proprietorships, partnerships and corporations using integrated accounting software.

**BU121 Customer Service/Professional Image**

**3 cr. hr.**

**Elective**

**Delivery: Classroom, Online**

Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.

**BU202 Marketing**

**3 cr. hr.**

**Elective**

**Delivery: Classroom, Online**

The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.

**BU204 Advanced Small Business Management**  
**Elective**

**3 cr. hr.**

**Delivery: Classroom, Online**

*PREREQUISITES: BU100 Small Business Accounting, or BU101 Accounting I, or Departmental Consent*

Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

The foundation of courses is identified and required in both the degree and certification options within this program. These 45 credit hours are the same. The AAS degree option then requires 15 credits of general education coursework and 4 credit hours of electives.

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point. Include a timeline for implementation of the proposed program.

The program of study/degree plan for the Cosmetology Certificate and AAS degree are as follows:

**Hutchinson Community College**  
**Cosmetology**  
**Certificate**

<b>Course Name</b>	<b>Proposed Program Courses</b>	<b>Number of Credits</b>
CO100	Cosmetology I	5
CO103	Hair Salon Services	10
CO106	Cosmetology II	4
CO112	Clinical Experience Foundation	4
CO115	Advanced Cosmetology Services	9
CO118	Clinical Experience Precision	7
CO119	Salon Clinical Experience	6
	<b>Total</b>	<b>45</b>

**Hutchinson Community College**  
**Cosmetology**  
**AAS Degree**

<b>Course Name</b>	<b>Proposed Program Courses</b>	<b>Number of Credits</b>
CO100	Cosmetology I	5
CO103	Hair Salon Services	10
CO106	Cosmetology II	4
CO112	Clinical Experience Foundations	4

CO115	Advanced Cosmetology Services	9
CO118	Clinical Experience Precision	7
CO119	Salon Clinical Experience	6
IS104	Microcomputer Applications	3
	Psychology Option:	
PS101	Human Relations	3
PS100	General Psychology	
	Communication Option:	
SH101	Public Speaking	3
BU109	Business Communications	
	Mathematics Option:	
MA105	Intermediate Algebra	3
BU108	Business Math	
	Composition Option:	
EN107	Business English	3
EN100 &	English Comp. IB	
EN099	& Elements of Writing	
EN101	English Comp. IA	
Elective Course Options:		4
	AR101 Art Appreciation	
	BU100 Small Business Accounting	
	BU111 Quickbooks	
	BU121 Customer Service/Professional Image	
	BU202 Marketing	
	BU204 Advanced Small Business Management	
	<b>Total</b>	<b>64</b>

The Semester-By-Semester Outline for the certificate and degree are:

**Hutchinson Community College  
Cosmetology  
Certificate**

Course Name	Proposed Program Courses	Number of Credits
<b>Semester 1:</b>		
CO100	Cosmetology I	5
CO103	Hair Salon Services	10
CO112	Clinical Experience Foundation	4
		19
<b>Semester 2:</b>		
CO119	Salon Clinical Experience	6

		6
<b>Semester 3:</b>		
CO106	Cosmetology II	4
CO115	Advanced Cosmetology Services	9
CO118	Clinical Experience Precision	7
		20
	<b>Total</b>	<b>45</b>

**Hutchinson Community College  
Cosmetology  
AAS Degree**

<b>Course Name</b>	<b>Proposed Program Courses</b>	<b>Number of Credits</b>
<b>Semester 1:</b>		
CO100	Cosmetology I	5
CO103	Hair Salon Services	10
CO112	Clinical Experience Foundations	4
		19
<b>Semester 2:</b>		
CO119	Salon Clinical Experience	6
		6
<b>Semester 3:</b>		
CO106	Cosmetology II	4
CO115	Advanced Cosmetology Services	9
CO118	Clinical Experience Precision	7
		20
<b>Semester 4:</b>		
IS104	Microcomputer Applications	3
	Psychology Option:	
PS101	Human Relations	3
PS100	General Psychology	
	Communication Option:	
SH101	Public Speaking	3
BU109	Business Communications	
	Mathematics Option:	
MA105	Intermediate Algebra	3
BU108	Business Math	
	Composition Option:	
EN107	Business English	3
EN100 &	English Comp. IB	
EN099	& Elements of Writing	
EN101	English Comp. IA	

Elective Course Options:		4
	AR101 Art Appreciation	
	BU100 Small Business Accounting	
	BU111 Quickbooks	
	BU121 Customer Service/Professional Image	
	BU202 Marketing	
	BU204 Advanced Small Business Management	
		19
	<b>Total</b>	<b>64</b>

- Indicate any internship and/or opportunities for students to apply the knowledge and skills attained.

Technical hands on experience is integrated throughout this 45 credit hours of training. Practice takes place on mannequins in introductory level classes. The successfully operation of a full service client clinic is also used for student application in the later part of their training. Students progress in performance of salon services on clinic clients. They learn first-hand how to satisfy clients, sell retail products, and develop the client relational skills needed for salons. Through application, students put to use the best practices in this state of the art facility. This hands-on learning prepares students for both written and practical Kansas Board of Cosmetology licensure exams.

- Describe the proposed program's curriculum integration/articulation plan (secondary/postsecondary, 2-year/4-year, etc.).

This is a stackable credential program. The students acquire a Cosmetology Certificate after the first 45 credit hours of this program, accumulating credit hours as they work through the cosmetology curriculum. They may complete another 19 credit hours to complete their Associate of Applied Science degree. It is an option for students to take evening or online courses to incorporate these additional 19 credits as they participate in the cosmetology core curriculum. Students are then awarded a certificate and/or degree in their area of study Cosmetology. Furthermore, students will test to become licensed by the Kansas Board of Cosmetology.

Sidney's Hairdressing College has used the Pivot Point curriculum for many years. Procedures have already been established to accept students wanting to transfer in to this program from other Pivot Point curriculum schools.

After completion of the AAS degree in Cosmetology, students are prepared to transition into other Bachelors of Applied Science programs in the state of Kansas. Added 2+2 degrees will be pursued with Regents Universities.

- List any specialized program accreditation applicable to the proposed program and describe the institution's plan to achieve that accreditation.

Sidney's Hairdressing at Hutchinson Community College will continue to meet the Kansas Board of Cosmetology requirements. With the help of an active local advisory board, the program will remain current with industry changes and trends. The advisory board will help assure that the program attends to curriculum, facility and equipment needs in addition to review of program goals and data. This board of industry partners will meet a minimum of two times per year.

In addition to following KBOC aligned curriculum, Sidney's facility has been licensed by the Kansas Board of Cosmetology. The change of ownership documents will be submitted to the KBOC upon KBOR approval of this program.

Sidney's Hairdressing College is currently accredited by the National Accrediting Commission for Career Arts & Sciences (NACCAS). This is the largest accrediting agency for private beauty and cosmetology schools. NACCAS is recognized by the U.S. Department of Education as an accrediting authority. This accreditation process included review of factors such as: the cosmetology school's curriculum, quality of education, facilities, staff, and admission policies. HCC plans to request Higher Learning Commission accreditation for this merged program.

- Identify any existing industry-based certification supported by this program.

Kansas Board of Cosmetology License

- Provide the course syllabus for all courses in the proposed program.

All syllabi for this degree option have been vetted by HCC's Curriculum Committee, Representative Assembly, and Board of Trustees. Offering of these new courses is pending approval of the requested certificate and degree program. The complete syllabi for each course that is part of the Cosmetology certificate and/or degree program follows:



## **Hutchinson Community College**

### **Course Syllabus**

### **CO100 Cosmetology I**

**YEAR:** 2015-2016

**CREDIT HOURS:** 5

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:**

#### **CATALOG COURSE DESCRIPTION:**

Theory and practice of cosmetology including professionalism, the science of cosmetology, aesthetics, shampooing, cutting, styling and coloring.

#### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

#### **AREA OR PROGRAM OUTCOMES:**

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

#### **COURSE OUTCOMES AND COMPETENCIES:**

1. Demonstrate workplace professionalism.

- a. Describe how to maintain a healthy mind and body.
  - b. Discuss how to develop and maintain positive human relations.
  - c. Communicate effectively.
  - d. Explain the importance of maintaining salon ethics.
2. Describe salon ecology.
  - a. Outline the structure and function of bacteria.
  - b. Explain the importance of safety and use of first aid in the salon.
  - c. Describe procedures and precautions for infection control.
3. Summarize the importance of a basic understanding of human anatomy and physiology to cosmetology.
  - a. Outline the relationship and function of cells, tissues, and organs.
  - b. Describe the structure and significance of eight major body systems.
4. Discuss electricity in relationship to cosmetology.
  - a. Define ten major electricity terms.
  - b. Describe the three effects of electrical current.
5. Delineate the importance of a basic chemistry in cosmetology.
  - a. Describe matter, elements of hair, structure, atoms, and bonds.
  - b. Identify the pH scale and values.
  - c. Describe precautions necessary when working with chemicals.
6. Examine trichology—the study of the health of the hair and scalp.
  - a. Outline the theory of hair growth, formation, and structure.
  - b. Discuss the care of hair and common disorders.
  - c. Explain the benefits of proper shampooing and scalp massage.
7. Make appropriate design decisions.
  - a. Evaluate the proportions for body and face.
  - b. Determine how to consult with a client on design decisions.
  - c. Outline the elements and principles of design.
8. Formalize the method of cutting hair.
  - a. Identify tools, areas, and techniques.
  - b. Outline haircutting procedures.
9. Evaluate how to determine appropriate hairstyling.
  - a. Recognize and identify consideration in hairstyling theory.
  - b. Explain and demonstrate thermal styling.
  - c. Review long hair styling considerations.
  - d. Describe wet styling.
10. Describe the use of wigs and hair additions.
  - a. Analyze reasons for wearing a wig.
  - b. Evaluate wig services.
  - c. Describe hair additions and attachments.
11. Explain chemical texturizing.
  - a. Outline theory and procedures for perming.
  - b. Outline theory and procedures for chemical hair relaxing.
  - c. Outline theory and procedures of curl reforming.
12. Evaluate hair coloring.
  - a. Outline the use of color and the law of color.
  - b. Analyze natural and artificial levels, tone, and intensity.
  - c. Describe color procedures.

## **COURSE ASSESSMENT AND EVALUATION:**

- A - 96% - 100%
- B - 90% - 95%
- C - 82% - 89%
- D - 75% - 81%
- F - 0% - 74%

Students will be assessed based upon the following:

1. Written Examinations
2. Daily Assignments
3. Skill Demonstrations
4. Final Examination

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 665-3554, or Guidance and Counseling Office, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.

3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

### **ACCREDITATION:**

Hutchinson Community College is accredited by the Higher Learning Commission. The Higher Learning Commission is one of six regional institutional accreditors recognized by the US Department of Education and the Council on Higher Education Accreditation.

## **Hutchinson Community College**

### **Course Syllabus**

### **CO103 Hair Salon Services**

**YEAR:** 2015-2016

**CREDIT HOURS:** 10

**PREREQUISITES:** None

**COREQUISITES:** None

### **COURSE NOTES:**

### **CATALOG COURSE DESCRIPTION:**

Hair care fundamentals including: haircutting, hair design, shampooing, scalp treatment, hair coloring, and permanent waving.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **AREA OR PROGRAM OUTCOMES:**

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Cut hair properly.
  - a. Use proper haircutting terminology.
  - b. Use cutting tools.
  - c. Cut solid, graduated, increase layered, and uniform layered forms.
  - d. Illustrate texturizing techniques with scissors and razor.
2. Design and style hair.
  - a. Use styling terminology appropriately.
  - b. Evaluate design elements and principles.
  - c. Design with rollers, pin curls, blow dryer, curling iron, and vent and round brush.
3. Construct proper shampoo hair and scalp treatments.
  - a. Sterilize and sanitize the shampoo area.
  - b. Demonstrate proper shampooing techniques.
  - c. Demonstrate scalp treatment procedures.
  - d. Evaluate products.
4. Produce proper hair color.
  - a. Outline the “law of color” and the color triangle.
  - b. Apply all types of color properly.
  - c. Apply bleaching products properly.
  - d. Demonstrate proper technique of cap and foil highlighting.
  - e. Pass a written and oral test on hair coloring.
5. Apply permanent wave.
  - a. Section and wrap a “basic” perm.
  - b. Practice selecting perm rods using the rod selector chart.
  - c. Demonstrate proper perm procedure.
  - d. Wrap a live head.
  - e. Pass a written and practical test.
6. Outline factors in salon success.
  - a. Outline the importance of respect, integrity, and commitment.
  - b. Explain how to relate to clients with different personalities.
  - c. Demonstrate effective communication techniques.
  - d. Develop clientele, while in school.
  - e. Exhibit exceptional guest experience skills.

### **COURSE ASSESSMENT AND EVALUATION:**

A - 96% - 100%

B - 90% - 95%

C - 82% - 89%

D - 75% - 81%

F - 0% - 74%

Students will be assessed based upon the following:

1. Written Examinations
2. Oral Examinations
3. Daily Assignments
4. Skill Demonstrations

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 665-3554, or Guidance and Counseling Office, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work

required and date needed to complete course work.

5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

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## **Hutchinson Community College**

### **Course Syllabus**

### **CO106 Cosmetology II**

**YEAR:** 2015-2016

**CREDIT HOURS:** 4

**PREREQUISITES:** CO100 Cosmetology I

**COREQUISITES:** None

## **COURSE NOTES:**

## **CATALOG COURSE DESCRIPTION:**

Cosmetology practices; the salon as a business, nail and skin care, and Kansas laws related to cosmetology.

## **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

## **AREA OR PROGRAM OUTCOMES:**

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Identify the importance of running a salon as a business.
  - a. Establish personal goals.
  - b. Describe how to conduct a job search including the necessary steps, possible interview questions, personal qualities required, and potential benefits.
  - c. List the potential benefits of running a salon.
  - d. Explain how to build professional relationships and clientele.
  - e. Illustrate how to sell retail in a salon.
  - f. Describe the advantages and disadvantages of salon ownership and the business practices involved.
  - g. Explain the effect of federal and state withholding, FICA, and Medicare on salon compensation.
  - h. Outline Kansas cosmetology licensing requirements.
2. Outline the importance of the study of nails to cosmetology.
  - a. Describe the structure, growth, diseases, disorders, and conditions of nails.
  - b. Express procedures for the care of natural nails.
  - c. Outline procedures for the care of artificial nails.
3. Restate the importance of the study of skin to cosmetology.
  - a. Describe the functions, composition, and types of skin.
  - b. Describe diseases and disorders of the skin.
  - c. Recognize basic facial techniques.
  - d. Analyze make up procedures.
  - e. Describe temporary and permanent hair removal.
4. Identify Kansas laws related to cosmetology.
  - a. Specify licensing requirements.
  - b. Describe sanitation requirements.
  - c. Evaluate rules and regulations governing cosmetology.
5. Complete the written portion of the Kansas licensing examination.

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 96% - 100%
- B - 90% - 95%
- C - 82% - 89%
- D - 75% - 81%
- F - 0% - 74%



Students will be assessed based upon the following:

1. Written Examinations
2. Daily Assignments
3. Skill Demonstrations
4. Final Examination

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 665-3554, or Guidance and Counseling Office, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

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1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

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### **Hutchinson Community College**

#### **Course Syllabus**

#### **CO112 Clinical Experience Foundations**

**YEAR:** 2015-2016

**CREDIT HOURS:** 4

**PREREQUISITES:** CO100 Cosmetology I

**COREQUISITES:** None

#### **COURSE NOTES:**

#### **CATALOG COURSE DESCRIPTION:**

Hands-on experience in conducting salon business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

#### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

#### **AREA OR PROGRAM OUTCOMES:**

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Plan for the client's experience in the salon.
  - a. Administer proper procedures for services offered in the salon.
  - b. Use safety, sanitation, and regulations pertaining to services.
  - c. Practice beginning theory and lab techniques in a live setting.
2. Demonstrate interaction with clients.
  - a. Apply practices learned on mannequins/patrons in the salon.
  - b. Demonstrate effective listening and speaking skills within the client consultation.
  - c. Build clientele.
3. Satisfy 180 hours of clinical experience in alignment with the Kansas Board of Cosmetology requirements.
  - a. Demonstrate effective time management skills.
  - b. Illustrate cooperative work behaviors.

### **COURSE ASSESSMENT AND EVALUATION:**

A - 96% - 100%

B - 90% - 95%

C - 82% - 89%

D - 75% - 81%

F - 0% - 74%

Students will be assessed based upon the following:

1. Daily Skill Demonstrations with Clients

### **ACCOMMODATIONS STATEMENT:**

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3. Refrain from participating in the academic dishonesty of any person.

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*Appeal:*

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**INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

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**Hutchinson Community College**

**Course Syllabus**

**CO115 Advanced Cosmetology Services**

**YEAR:** 2015-2016

**CREDIT HOURS:** 9

**PREREQUISITES:** CO103 Hair Salon Services

**COREQUISITES:** None

**COURSE NOTES:**

**CATALOG COURSE DESCRIPTION:**

Advanced methods in hair design, texturing, and other cosmetology procedures culminating in review for the Kansas State cosmetology licensing examination.

**HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

**AREA OR PROGRAM OUTCOMES:**

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

**COURSE OUTCOMES AND COMPETENCIES:**

1. Compare methods in cutting men's hair versus women's hair.
  - a. Outline the concept of men's sculpting.
  - b. Describe beard design.
  - c. Describe long men's sculpting.
  - d. Identify combination forms.
  - e. Compare graduation and gradation in men's haircutting.
  - f. Describe planar sculpting.
  - g. Describe short gradation.
  - h. Identify how to cut a flat top.
  - i. Complete successfully the written examination.
2. Outline how to perform manicures and pedicures.
  - a. Discuss manicure and pedicure theory.

- b. Describe manicure and pedicure implements and their uses.
  - c. Set up a manicure and a pedicure table.
  - d. Demonstrate how to manicure and pedicure.
  - e. Complete successfully the written examination on manicure and pedicure techniques.
3. Summarize hair design concepts.
  - a. Illustrate precise haircutting.
  - b. Describe how to cut long hair.
  - c. Assess how to color long hair.
  - d. Demonstrate accurate hair design.
  - e. Describe how to cut mid-length hair.
  - f. Assess how to color mid-length hair.
  - g. Review color.
  - h. Describe how to cut short hair.
  - i. Assess how to color short hair.
  - j. Discuss new trends in hair design.
4. Outline procedures for facials and makeup application.
  - a. Describe facial products and their application.
  - b. Outline facial procedure and set up.
  - c. Demonstrate proper techniques for a facial.
  - d. Describe how to select and apply makeup.
5. Reproduce long hair designs.
  - a. Outline long hair concepts.
  - b. Compare and Contrast single strand and multiple stand work.
  - c. Demonstrate how to braid.
  - d. Practice loops and rolls.
  - e. Evaluate long hair up styles.
  - f. Complete a practical test over long hair design.
  - g. Complete project sheet work.
  - h. Participate in long hair design competition.
6. Discuss texturing.
  - a. Show perm concepts.
  - b. Produce long hair wraps.
  - c. Produce mid-length wraps.
  - d. Construct scalp wraps.
  - e. Examine hair relaxing with sodium and thio.
  - f. Identify curl formation.
7. Apply nail enhancements.
  - a. Describe acrylic.
  - b. Apply accurate tips and overlays to nails.
  - c. Discuss nail enhancement procedures for State Board nail application.
  - d. Complete successfully the application examination of nail enhancements.
8. Review for the State Board.
  - a. Complete the practical review successfully.
  - b. Complete a “mock” Board test successfully.
  - c. Complete successfully the school theory final examinations.

## **COURSE ASSESSMENT AND EVALUATION:**

A - 96% - 100%

B - 90% - 95%

C - 82% - 89%

D - 75% - 81%

F - 0% - 74%

Students will be assessed based upon the following:

1. Written Examinations
2. Oral Examinations
3. Daily Assignments
4. Skill Demonstrations

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 665-3554, or Guidance and Counseling Office, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

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3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.

4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
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## **Hutchinson Community College**

### **Course Syllabus**

### **CO118 Clinical Experience Precision**

**YEAR:** 2015-2016

**CREDIT HOURS:** 7

**PREREQUISITES:** CO112 Clinical Experience Foundations

**COREQUISITES:** None

**COURSE NOTES:**

### **CATALOG COURSE DESCRIPTION:**

Manage client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **AREA OR PROGRAM OUTCOMES:**



1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Increase speed while maintaining accuracy in working with clients.
  - a. Demonstrate proper procedures for services offered in the salon.
  - b. Use safety, sanitation and regulations pertaining to services.
  - c. Accurately increase speed of applied theory and lab techniques in a live setting.
2. Demonstrate support for clients.
  - a. Use effective listening and speaking skills within the client consultation.
  - b. Build clientele.
3. Demonstrate salesmanship in working with clients.
  - a. Employ proper salon procedures.
  - b. Employ proper chemical service application.
  - c. Evaluate the proper use of salon service applications.
  - d. Evaluate the proper use of chemical services offered in a salon.
4. Work in reception and at the desk.
  - a. Exhibit customer service.
  - b. Demonstrate opening/closing, scheduling, greeting, phone, payment receipt, inventory and other reception desk expectations.
5. Satisfy 315 hours of clinical experience in alignment with the Kansas Board of Cosmetology requirements.
  - c. Demonstrate a professional attitude and work ethic.
  - d. Exemplify collaboration and communication skills.

### **COURSE ASSESSMENT AND EVALUATION:**

A - 96% - 100%

B - 90% - 95%

C - 82% - 89%

D - 75% - 81%

F - 0% - 74%

Students will be assessed based upon the following:

1. Daily Skill Demonstrations with Clients

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 665-3554, or Guidance and Counseling Office, Parker

Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

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2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

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## **Course Syllabus**

### **CO119 Salon Clinical Experience**

**YEAR:** 2015-2016

**CREDIT HOURS:** 6

**PREREQUISITES:** CO112 Clinical Experience Foundations

**COREQUISITES:** None

#### **COURSE NOTES:**

#### **CATALOG COURSE DESCRIPTION:**

Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in salon services.

#### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

#### **AREA OR PROGRAM OUTCOMES:**

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

#### **COURSE OUTCOMES AND COMPETENCIES:**

1. Illustrate cosmetology standards in working with clients.
  - a. Employ proper procedures of salon services.
  - b. Apply safety and sanitation techniques and regulations as they pertain to services.

- c. Improve time of service and precision of applied theory/lab techniques in a live setting.
2. Demonstrate professional client relations.
  - a. Illustrate effective client consultations using communication skills.
  - b. Build clientele.
3. Establish and assess service and retail goals for working with clients.
  - a. Demonstrate customer service.
  - b. Evaluate and apply proper use of salon services and procedures.
  - c. Evaluate and apply proper use of chemical services and procedures.
  - d. Demonstrate management of client reception including opening/closing, scheduling, greeting, phone, payment receipt, inventory and other reception desk expectations.
4. Satisfy 270 hours of clinical experience in alignment with the Kansas Board of Cosmetology requirements.
  - a. Demonstrate positive work behaviors.
  - b. Critique personal interactions in a salon setting.

### **COURSE ASSESSMENT AND EVALUATION:**

A - 96% - 100%

B - 90% - 95%

C - 82% - 89%

D - 75% - 81%

F - 0% - 74%

Students will be assessed based upon the following:

1. Daily Skill Demonstrations with Clients

### **ACCOMMODATIONS STATEMENT:**

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3. Refrain from participating in the academic dishonesty of any person.

*Sanctions for violation:*

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be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

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3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

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**Hutchinson Community College**

**Course Syllabus**

**IS104 Microcomputer Applications**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:**

Prior computer experience required. Keyboarding skills recommended.

**CATALOG COURSE DESCRIPTION:**

Microcomputers and various software applications; hardware and software selection, integration, and implementation; fundamentals of operating systems, word processing, spreadsheets, databases, and computer problem solving.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **AREA OR PROGRAM OUTCOMES:**

1. Demonstrate professional attitude and work ethic including collaboration and communication skills.
2. Evaluate current operating systems, application programs, hardware, networking, security and troubleshooting techniques.
3. Develop and apply specialized computer technology skills, in a hands-on industry setting.
4. Distinguish and appropriately apply industry terminology and standards in computer technology.
5. Research and obtain appropriate information, evaluate alternative solutions and make decisions as applied to computer technology.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Understand specifications and configurations of computer hardware.
  - a. Define computer hardware concepts and terminology.
  - b. Illustrate various configurations for hardware components.
  - c. Identify current and emerging hardware technologies.
2. Identify the functions of systems and applications software.
  - a. Define and identify the major classes of software.
  - b. Define programming concepts.
3. Identify the major roles of operating systems and systems software.
  - a. Utilize system software to execute a common set of applications.
  - b. Identify advanced operating system and utility features.
  - c. Use advanced operating system and utility features.
  - d. Define programming concepts
4. Understand the impact and use of the Internet.
  - a. Define Internet concepts and terminology.
  - b. Identify current and emerging Internet capabilities.
  - c. Use current and emerging Internet capabilities.

5. Use word-processing software to create, edit, and produce professional looking documents.
  - a. Define word processing concepts and terminology.
  - b. Create, modify, save and output professional looking documents.
  - c. Use advanced word processing application features.
6. Create spreadsheets and charts to analyze, investigate, and/or interpret numerical and financial data to support the problem-solving process.
  - a. Define spreadsheet concepts and terminology.
  - b. Create, modify, save and output professional looking documents.
  - c. Use advanced spreadsheet application features.
7. Design, create, and maintain a database that provides easy access to information in multiple dimensions.
  - a. Define database concepts and terminology.
  - b. Design, create, modify, save, query and output database information.
  - c. Use advanced database application features.
8. Use presentation software to create, edit, and produce professional looking presentations.
  - a. Define presentation concepts and terminology.
  - b. Create, modify, save and output professional looking presentations.
  - c. Use advanced presentation application features.
9. Understand integration applications software.
  - a. Define integration concepts and terminology.
  - b. Identify current and emerging integration capabilities.
  - c. Use current and emerging integration capabilities.
10. Understand ethical and social standards of conduct regarding the use of technology.
  - a. Define ethical and social concepts of technology use.
  - b. Define ethical and social standards of conduct when using technology.

#### **COURSE ASSESSMENT AND EVALUATION:**

A - 92% - 100%

B - 83% - 91%

C - 74% - 82%

D - 60% - 73%

F - 0% - 59%

1. Exercises 2. Projects 3. Examinations

#### **ACCOMMODATIONS STATEMENT:**

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## **ACADEMIC HONESTY:**

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2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

### *Sanctions for violation:*

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### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

## **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
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**Hutchinson Community College**

**Course Syllabus**

**PS101 Human Relations**



**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

**CATALOG COURSE DESCRIPTION:**

Psychological principles applied to everyday living with an emphasis on self-understanding and on building successful relationships.

**HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

**COURSE OUTCOMES AND COMPETENCIES:**

1. Discuss the qualities necessary in establishing and maintaining interpersonal relations.
  - a. Identify basic themes that serve as the foundation for effective human relations.
  - b. Explain how first impressions, stereotyping, and prejudices influence our perception of others.
  - c. List the qualities necessary to have a close, personal relationship with another person.
  - d. Explain the Mutual Reward Theory (MRT).
  - e. Define emotional attachments and social ties and explain their importance in relationship to loneliness.
  - f. Identify the purpose and advantages/disadvantages of self-disclosure.
2. Increase awareness of self.
  - a. Describe the importance of the Johari window in the process of identification of self.
  - b. Compare and contrast Freud's concept of id, ego, superego with Alfred Adler's theory of personality development and inferiority complex.
  - c. Explain the Big Five Model of Personality in terms of identification of self.
  - d. Describe the cognitive variables that influence behavior.
  - e. Define the Self-Serving Bias and its effect on behavior.
  - f. Define "perceived locus of control" and its effect on individual achievement of goals.
  - g. Identify the components of classical and operant conditioning and their effects on learning

outcomes.

h. Compare the concepts of learned optimism and "learned helplessness."

3. Appreciate individual uniqueness.

a. Explain Virginia Satir's theory of self-worth and the applications it has to achievement.

b. Identify Carl Rogers' theory of unconditional regard and how it relates to individual uniqueness.

c. Identify problems associated with having unrealistically high or low self-esteem and discuss what would constitute a realistic level.

d. Identify strength-based psychology and its relationship to individualism.

e. Define Reciprocal Determinism and explain how our thoughts and our environment influence the development of our personality.

4. Achieve a balance between emotional expression and emotional control.

a. Explain the four characteristics of emotions.

b. Compare and contrast fear and anxiety.

c. Describe how cognitive appraisals can be a part of an emotional experience.

d. List the eight primary emotions.

e. Explain the difference between guilt and shame.

f. List and discuss the five guidelines for dealing with your emotions.

g. Define the term culture display rules and be able to give examples of some ways these rules are expressed in different cultures.

h. Describe guidelines for giving constructive criticism and empathetic listening in a tense conflict situation.

5. Effectively recognize and manage stress.

a. Identify major terminology and concepts of stress.

b. Discuss the body's physiological response to stress.

c. Describe sources of stress.

d. Identify the contributions of emotions such as worry, fear, and anger to stress.

e. Describe and demonstrate the use of time, food, exercise, and money management in the reduction of stress.

f. Distinguish between eustress and distress.

6. Plan life in a desired direction by increasing awareness of the importance of goal setting.

a. Practice goal setting and interpret the process.

b. Explain what Basic Law of Life means and how it applies to risk taking

c. Distinguish between monochronic and polychromatic cultures in relation to the way time is organized.

d. Explain the term living in a state of flow, as it relates to happiness.

e. Discuss the traits shared by happy people.

f. Discuss Seligman's parts of a life well-being.

g. Explain the concept of Maslow's Hierarchy of Need.

7. Describe processes for identifying and prioritizing values

a. Name and explain Spranger's six value systems.

b. List the 10 guidelines for character development.

- c. Distinguish between the personality ethic and the character ethic.
- d. Explain Kohlberg's three levels of moral development.
- e. Explain the development of values.
- f. Define character.

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Examinations 2. Assignments 3. Presentations 4. Participation

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### **Hutchinson Community College**

#### **Course Syllabus**

#### **PS100 General Psychology**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

## **CATALOG COURSE DESCRIPTION:**

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

## **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.

IV. Demonstrate effective interpersonal and collaborative skills.

V. Demonstrate effective quantitative-reasoning and computational skills.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Describe principles and principal proponents of psychological theories using accepted methods of scientific inquiry.
  - a. Discuss the historical context in which the field of psychology developed and describe the major contributing thoughts that led to psychology's inception.
  - b. Define and be able to give an example of critical thinking.
  - c. Describe the components of the scientific method.
  - d. List and define common research methods. Point out the advantages and disadvantages of each method. State how each meet specific goals of science.
  - e. Describe how to help ensure that research is ethical.
  - f. Demonstrate basic knowledge of descriptive statistics.
2. Describe the biological basis of behavior including physiology of the central nervous system and peripheral nervous system.
  - a. Identify the parts of a basic neuron.
  - b. List and describe the function of major known neurotransmitters.
  - c. List and describe the basic divisions of the nervous system and the types of neurons each contains.
  - d. Identify and describe the major brain areas/divisions and how they determine behavior.
  - e. List and describe hormonal influences on behavior.
  - f. Distinguish between examples of sensation and perception.
3. Explain learning theories and cognitive processes.
  - a. Identify and distinguish between the different elements of Classical Condition ( i.e., US, UR, CS, CR).
  - b. Identify and distinguish between the different elements of Operant Condition (i.e., Positive and Negative Reinforcement and Punishment).
  - c. Describe the impact of observational learning.
  - d. Discuss the major conceptual models of memory.
  - e. Describe how individuals most effectively encode, store, retrieve and process information.
  - f. List and define reasons why we forget from sensory, working, and long-term memory.
4. Describe theories and applications of motivation and emotion.
  - a. Distinguish between intrinsic and extrinsic motivation.
  - b. Discuss aspects of unconscious motivation.
  - c. Discuss anatomical structures and physiological processes associated with basic biological drives.
  - d. Describe the major theories of emotion (i.e. James-Lange, Cannon-Bard, and Schacter).
5. Describe human life span development and discriminate among its major domains.
  - a. Describe the three major controversies involved in development.
  - b. List and describe Piaget's four stages of cognitive development.
  - c. Give an example integrating biological, cognitive, social and moral development.

- d. Discuss how aging influences development.
6. Identify and describe the major theories of personality, detailing the major personality disorders, their treatments, and/or therapy.
  - a. Describe the psychoanalytic, humanistic, trait, social-cognitive, and cognitive-behavioral theories.
  - b. Describe the biopsychosocial forces involved in major mental disorders.
  - c. Distinguish among the major therapies and their underlying assumptions.
7. Specify how the individual, a group, and the environment influence social interaction.
  - a. Discuss major aspects of social influence.
  - b. Distinguish between prejudice and discrimination.
  - c. Define and list factors that contribute to aggression.
  - d. Define and list factors that contribute to interpersonal attraction.
  - e. Define and list factors that contribute to altruism.

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Examinations
2. Quizzes
3. Papers
4. Presentations
5. Participation

### **ACCOMMODATIONS STATEMENT:**

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**INCOMPLETE GRADE:**

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4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

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**Hutchinson Community College**

**Course Syllabus**

**SH101 Public Speaking**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

**CATALOG COURSE DESCRIPTION:**

Principles and practices of oral communication that will help the student develop skills in communication and acquire an understanding of oral communication as a vital human skill and activity.

## **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

## **COURSE OUTCOMES AND COMPETENCIES:**

1. Construct and give an informative speech with research to an audience of at least six non-family adults.
  - a. Give a factual informative speech on a non-controversial topic.
  - b. Provide an appropriately detailed introduction and conclusion to the speech.
  - c. Clearly identify the main points of the speech in the body of the speech.
  - d. Properly use visual aids.
  - e. Speak clearly and audibly.
  - f. Speak extemporaneously.
  - g. Appropriately use types and kinds of evidence, with citation of sources in this speech.
  - h. Provide a speech outline with appropriate detail and organizational structure.
  - i. Properly finish the speech within the prescribed time frame as set by the individual instructor.
2. Construct and give a persuasive speech with research to an audience of at least six non-family adults.
  - a. Give a persuasive speech on an appropriate topic.
  - b. Provide an appropriately detailed introduction and conclusion to the speech.
  - c. Clearly identify the main points of the speech in the body of the speech.
  - d. Speak clearly and audibly.
  - e. Speak extemporaneously in this speech.
  - f. Appropriately use types and kinds of evidence, with citation of sources, in the speech.
  - g. Use sound reasoning in the speech.
  - h. Provide a speech outline with appropriate detail and organizational structure.
  - i. Properly finish the speech within the prescribed time frame as set by the individual instructor.
3. Construct and give three additional speeches to an audience of at least six non-family adults.
  - a. Give at least one additional extemporaneous, informative, or persuasive speech (following competencies in outcomes 1 and 2 above).
  - b. Construct and give at least one impromptu speech on an appropriate topic.
  - c. Speak clearly and audibly.
  - d. Finish each speech within the prescribed time frame as set by the individual instructor.
4. Demonstrate knowledge of oral communication on exams and assignments.
  - a. Provide evidence of knowledge of oral communication on various daily assignments during the



semester.

b. Show comprehensive knowledge of oral communication on exams.

5. Demonstrate effective listening comprehension skills.

a. Analyze the content of an oral presentation and present that analysis in either oral or written form to the teacher and/or the class.

b. Analyze the delivery of an oral presentation.

c. Model listening skills in the classroom during student speeches, lectures, and class discussions.

**COURSE ASSESSMENT AND EVALUATION:**

A - 90% - 100%

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

F - 0% - 59%

1. Examinations 2. Papers 3. Presentations 4. Homework 5. Quizzes 6. Activities

**ACCOMMODATIONS STATEMENT:**

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**Hutchinson Community College**

**Course Syllabus**

**BU109 Business Communications**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

**CATALOG COURSE DESCRIPTION:**

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

**HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.

- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

## **COURSE OUTCOMES AND COMPETENCIES:**

1. Examine fundamentals of effective communication.
  - a. Define communication and explain the importance of effective business communication.
  - b. Explain what it means to communicate as a professional in a business context.
  - c. Describe the communication process model.
  - d. Explain how social media are changing the nature of business communication.
  - e. Describe the challenges and opportunities of mobile communication in business.
  - f. Define ethics and list guidelines for making ethical communication choices.
  - g. Explain how cultural diversity affects business communication, and describe the steps one can take to communicate more effectively across cultural boundaries.
  - h. Describe the characteristics of effective teams.
  - i. Describe guidelines for collaborative communication and identify major collaborating technologies.
  - j. Identify the most common meeting technologies and the steps needed to ensure productive teams.
  - k. Explain the importance of business etiquette.
2. Develop effective letters, e-mails, memos, social media posts, and oral presentations for various business situations.
  - a. Describe the three-step writing process, and explain why it will help create better messages in less time.
  - b. Explain why good organization is important to both the writer and to the audience, and explain how to organize any business message.
  - c. Create sentences and paragraphs that the receiver will understand and that are clear, concise coherent, and logical.
  - d. Develop effective business messages for routine, positive, negative, and persuasive situations.
3. Develop written reports, proposals, and visual aids.
  - a. Explain how to plan information reports, analytical reports, proposals, and website content.
  - b. List the topics commonly covered in the introduction, body, and close of informational reports, analytical reports, and proposals.
  - c. Write an informational report.
  - d. Describe the purposes of visual aids in written and oral communication.
  - e. Develop and give an oral presentation.
4. Develop a resume, application letter, and other employment-related communication, along with skills needed for applying and interviewing for employment.
  - a. Analyze qualifications and job preferences for employment.
  - b. Prepare a resume.
  - c. Write an application letter for a solicited or unsolicited position.

- d. Prepare for a successful job interview.
- e. Identify the most common employment messages that follow an interview.

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

- 1. Study guides 2. Exercises 3. Problems 4. Quizzes 5. Examinations 6. Individual and/or group projects 7. Homework 8. Assignments

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4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

### **Hutchinson Community College**

#### **Course Syllabus**

#### **MA105 Intermediate Algebra**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

## **PREREQUISITES:**

Accuplacer Math Score of 57 or above, or Compass Algebra Score of 28 or above, or MA098 Basic Algebra with a grade of C or higher

**COREQUISITES:** None

**COURSE NOTES:** None

## **CATALOG COURSE DESCRIPTION:**

Elementary algebra including exponents, radicals, quadratic formula, systems of equations, graphing and other topics preparatory to MA106 College Algebra.

## **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

## **COURSE OUTCOMES AND COMPETENCIES:**

1. Solve linear equations and inequalities, including absolute value and literal equations.
  - a. Solve linear equations in one variable, including absolute value equations.
  - b. Solve simple linear inequalities and those connected by and and or.
  - c. Solve literal equations.
2. Manipulate polynomial equations, using basic operations, factoring, square root method, completing the square, and quadratic formula.
  - a. Add, subtract, multiply and divide polynomials.
  - b. Solve quadratic equations by: factoring, square-root method, completing the square, and quadratic formula.
  - c. Factor polynomials using: common factor, grouping, perfect square trinomial, difference of squares, sum and difference of cubes, and trial and error.
3. Solve rational equations, applying rules of exponents, using basic operations, synthetic division, and complex numbers.
  - a. Identify integer and rational exponents.
  - b. Apply the rules of exponents.
  - c. Solve rational expressions using addition, subtraction, multiplication, and division, including synthetic division.
  - d. Identify the relationship between rational exponents and radicals and simplify using addition, subtraction, multiplication, and division.
  - e. Manipulate complex numbers.
4. Identify the relationship between equations and their graphs, using the coordinate system with linear and quadratic functions.
  - a. Plot points and functions on the rectangular coordinate system, understanding terms such as slope, y-intercept, x-intercept, and distance.
  - b. Graph linear and quadratic functions.
  - c. Write the equation of a line given: slope and a point, two points, slope and y-intercept, parallel or perpendicular lines.
  - d. Identify domain and range of functions given the graph and distinguish functions and non-functions using vertical line test.
5. Solve systems of equations, using elimination, substitution, and graphing.
  - a. Solve linear systems of equations in two and three variables,
  - b. Solve systems of equations using elimination, substitution, or graphing when two variable are given.
6. Use mathematical models to solve variation, mixture, motion, work, and geometrical applications.

## **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%

F - 0% - 59%

1. Homework 2. Assignments 3. Quizzes 4. Examinations 5. Final examination

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

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### **Hutchinson Community College**

#### **Course Syllabus**

#### **BU108 Business Mathematics**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

## **CATALOG COURSE DESCRIPTION:**

Consumer and business mathematics emphasizing calculations involving banking services, payroll, insurance premiums, taxes, interest, business discounts and markups, inventory control, depreciation and statistics.

## **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

## **COURSE OUTCOMES AND COMPETENCIES:**

1. Use basic mathematical operations to solve problems involving whole numbers, decimals, and fractions.
  - a. Add and subtract whole numbers.
  - b. Multiply and divide whole numbers.
  - c. Add and subtract fractions.
  - d. Multiply and divide fractions.



- e. Rounding decimal numbers to a specified place value.
  - f. Add and subtract decimals.
  - g. Multiply and divide decimals.
  - h. Convert decimals to fractions and fractions to decimals.
2. Solve business problems using algebraic expressions, equations, and percentages.
- a. Solve equations for the unknown.
  - b. Write algebraic expressions and equations from written statements.
  - c. Use equations to solve business-related word problems.
  - d. Solve ratio and proportion problems.
  - e. Convert percents to decimals and decimals to percents.
  - f. Convert percents to fractions and fractions to percents.
  - g. Solve for the portion.
  - h. Solve for the rate.
  - i. Solve for the base.
  - j. Determine rate of increase and decrease.
3. Calculate simple and compound interest in business and consumer credit applications.
- a. Compute simple interest and the maturity value of a loan.
  - b. Determine the maturity date of a loan.
  - c. Solve for the principle, rate, and time.
  - d. Calculate bank discount and proceeds for simple discount notes.
  - e. Calculate true or effective rate of interest for a simple discount note.
  - f. Calculate compound amount (future value) and compound interest.
  - g. Calculate the present value of a future amount.
  - h. Calculate finance charge.
  - i. Calculate deferred payment price and finance charge of an installment loan.
4. Use mathematical procedures in personal financial applications, including computation of mortgages, taxes, insurance, and checking accounts.
- a. Calculate the monthly payment and total interest paid on a fixed-rate mortgage.
  - b. Prepare a partial amortization schedule of a mortgage.
  - c. Calculate the monthly PITI of a mortgage loan.
  - d. Calculate the potential amount of credit available to a borrower.
  - e. Calculate sales tax.
  - f. Calculate the amount of property tax.
  - g. Calculate taxable income and tax liability for individuals.
  - h. Calculate an individual's tax refund or amount of tax owed.
  - i. Calculate typical life insurance premiums for various types of policies.
  - j. Calculate typical fire insurance premiums.
  - k. Calculate typical motor vehicle insurance premiums.
  - l. Prepare a bank statement reconciliation.
5. Compute payroll, inventory, and depreciation.

- a. Prorate annual salary on the basis of various pay periods.
- b. Calculate gross pay by hourly wages.
- c. Compute Social Security and Medicare taxes withheld.
- d. Price inventory by using the first-in, first-out (FIFO) Method.
- e. Price inventory by using the last-in, first-out (LIFO) Method.
- f. Price inventory by using the average cost method.
- g. Calculate depreciation by the straight-line method.
- h. Calculate depreciation by the units-of-production method.
6. Compute business statistics, solve buying and selling problems, and analyze financial statements.
  - a. Calculate the arithmetic mean of ungrouped data.
  - b. Calculate the median.
  - c. Determine the mode.
  - d. Determine the range.
  - e. Extend and total an invoice.
  - f. Calculate the amount of a single trade discount.
  - g. Calculate trade discount rate when list price and net price are known.
  - h. Calculate the net price of a series of trade discounts.
  - i. Calculate cash discounts and net amount due.
  - j. Determine discount date and net date by using various dating methods.
  - k. Use the retailing equation to find cost, amount of markup, and selling price.
  - l. Determine the amount of markdown and the markdown percent.
  - m. Prepare a balance sheet.
  - n. Prepare an income statement.

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%  
B - 80% - 89%  
C - 70% - 79%  
D - 60% - 69%  
F - 0% - 59%

1. Homework assignments 2. Chapter examinations 3. Final examination 4. Other activities

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

*Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

*Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

**INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

**ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

**Hutchinson Community College**

**Course Syllabus**

**EN107 Business English**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:**

Does not meet English requirements for the Associate in Arts degree or Associate in Science degree.

**CATALOG COURSE DESCRIPTION:**

Grammatical and mechanical principles for written business communication, including sentence structure, sentence construction, punctuation, and spelling. This course does not meet English requirements for the Associate in Arts degree or Associate Science degree.

**HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

**COURSE OUTCOMES AND COMPETENCIES:**

1. Develop proficiency in the use of punctuation, capitalization, and number style skills.
  - a. Place commas correctly according to current business English guidelines and rules.
  - b. Use semicolons correctly
  - c. Use colons correctly
  - d. Capitalize words following colons when necessary
  - e. Use periods appropriately
  - f. Use exclamation points appropriately
  - g. Use question marks appropriately
  - h. Use acceptable applications of dashes
  - i. Use acceptable applications of parentheses
  - j. Use acceptable applications of brackets
  - k. Use acceptable applications of italics (underscores)
  - l. Use acceptable applications of double quotation marks
  - m. Use acceptable applications of single quotation marks
  - n. Distinguish between common and proper nouns for the purpose of capitalization
  - o. Distinguish between nouns and adjectives for the purposes of capitalization
  - p. Capitalize personal titles when appropriate

- q. Capitalize numbered items when appropriate
  - r. Capitalize points of the compass when appropriate
  - s. Capitalize quotes when appropriate
  - t. Capitalize rules when appropriate
  - u. Capitalize phrases when appropriate
  - v. Capitalize enumerated items when appropriate
  - w. Capitalize correctly departments
  - x. Capitalize correctly divisions
  - y. Capitalize correctly committees
  - z. Capitalize correctly government terms
  - aa. Capitalize correctly product names
  - ab. Capitalize correctly literary titles
2. Use punctuation as an integral part of the entire process of communicating thoughts in written communications.
- a. Place commas correctly according to current business English guidelines and rules
  - b. Use semicolons correctly
  - c. Use colons correctly
  - d. Capitalize words following colons when necessary
  - e. Use periods appropriately
  - f. Use exclamation points appropriately
  - g. Use question marks appropriately
  - h. Use acceptable applications of dashes
  - i. Use acceptable applications of parentheses
  - j. Use acceptable applications of brackets
  - k. Use acceptable applications of italics (underscores)
  - l. Use acceptable applications of double quotation marks
  - m. Use acceptable applications of single quotation mark
3. Combine elements of a sentence so the message is stated clearly.
- a. Define the eight parts of speech
  - b. Recognize how the various parts of speech function in sentences
  - c. Compose sentences showing words playing more than one grammatical role
  - d. Recognize subjects
  - e. Recognize predicates
  - f. Convert fragments into complete sentences
  - g. Recognize and correct basic sentence faults such as comma splices
  - h. Recognize and correct basic sentence faults such as run-on sentences
  - i. Punctuate statements
  - j. Punctuate commands
  - k. Punctuate questions
  - l. Punctuate exclamations

- m. Distinguish between possessive nouns and noun plurals
  - n. Use apostrophe construction for animate nouns
  - o. Distinguish between descriptive nouns and possessive nouns
  - p. Pluralize compound nouns
  - q. Pluralize combined ownership nouns
  - r. Pluralize organization names
  - t. Identify incomplete possessive constructions
  - u. Avoid awkward possessives
  - v. Identify correct pronoun use in sentences
  - w. Use personal pronouns correctly as subjects
  - x. Use personal pronouns correctly as objects
  - y. Distinguish between personal possessive pronouns and contractions
  - z. Choose the correct pronoun in compound constructions
  - aa. Choose the correct pronoun in comparatives
  - ab. Choose the correct pronoun in appositives
  - ac. Use reflexive pronouns correctly
  - ad. Select the correct pronouns for use with the infinitive to be
  - ae. Make personal pronouns agree with their antecedents
  - af. Eliminate wordy phrases in sentences
  - ag. Eliminate redundant words in sentences
  - ah. Use the active voice in writing efficient sentences
  - ai. Identify unified sentences that avoid excessive detail
  - aj. Identify unified sentences that avoid extraneous ideas
  - ak. Identify clear sentences using parallel construction for similar ideas
  - al. Place words close to the words they modify
  - am. Place phrases close to the words they modify
  - an. Place clauses close to the words they modify
  - ao. Avoid ambiguous pronoun references
  - ap. Recognize and use concrete words
  - aq. Use transitional expressions to develop coherency between thoughts
4. Spell accurately by utilization of spelling rules, mnemonic devices, and phonetic techniques.
- a. Use mnemonics or memory devices
  - b. Use rote learning or memorization when necessary
  - c. Apply the most common and helpful spelling rules or guidelines, including the ei-ie rule
  - d. Apply the most common and helpful spelling rules or guidelines, including word endings guidelines
  - e. Apply the most common and helpful spelling rules or guidelines, including rules governing the addition of prefixes and suffixes to words
5. Acquire a working knowledge of the definitions of frequently used and business-related words.
- a. Define a variety of frequently used words

- b. Define a variety of business-related words
- c. Construct appropriate sentences using a variety of frequently used words
- d. Construct appropriate sentences using a variety of business-related words

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Major unit examinations 2. Grammar and punctuation quizzes 3. Spelling and vocabulary quizzes 4. Daily assignments 5. Comprehensive final examination

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

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- 1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
- 2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
- 3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

## **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

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### **Hutchinson Community College**

### **Course Syllabus**

### **EN100 English Composition IB**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

## **PREREQUISITES:**

EN098 Basic English with a grade of C or higher, or Asset Writing Score of 41 to 44, or ACT English Score of 17 to 19, or Compass Writing Score of 53 to 75

## **COREQUISITES:**

EN099

## **COURSE NOTES:**

Mandatory concurrent enrollment in EN099 Elements of Writing with the same instructor at the same time.

Students must earn a grade of C or better to sequence to EN102 English Composition II.

## **CATALOG COURSE DESCRIPTION:**

In addition to the content of EN101, individual assistance is also given in areas of need. The student who has completed Basic English with a C grade or better must enroll in English Composition IB with



concurrent enrollment in EN099 Elements of Writing to continue the composition sequence. Note: Requires concurrent enrollment in EN099 and Elements of Writing.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Demonstrate an understanding of the writing process.
  - a. Use effective pre-writing techniques.
    - i. Restrict topics for compositions.
    - ii. State a thesis or purpose statement for the topic.
  - b. Write effective expository essays.
    - i. Write essays using good diction, correct usage, and effective sentences.
    - ii. Use the level of language appropriate to subject and audience.
    - iii. Incorporate unified, coherent, developed paragraphs.
    - iv. Use consistent and proper manuscript form.
    - v. Develop compositions rhetorically by using example, comparison and contrast, process analysis, cause and effect, classification, definition, and/or a combination of these methods.
  - c. Revise selected essays comprehensively.
    - i. Rewrite essays focusing on audience, voice, purpose, organization, development.
    - ii. Correct errors in mechanics, grammar, sentence structure.
    - iii. Produce final drafts that include revisions.
2. Demonstrate an understanding of the purpose and process of research writing by utilizing library facilities, the internet, and traditional research techniques.
  - a. Gather and evaluate primary and secondary resources.
    - i. Collect information from print and /or non-print sources.
    - ii. Collect information from electronic and/or non-electronic sources.
  - b. Use MLA style to document evidence accurately from selected sources by using research elements.
    - i. Use bibliography cards and note cards.
    - ii. Use parenthetical citations.
    - iii. Use works Cited.
  - c. Apply research techniques to the preparation of at least one research project which may employ one or more of the rhetorical types.
3. Demonstrate an understanding of nonfiction writing and reading, which enhances critical thinking, analytical skills, and evaluative processes as well as develops reading and writing skills.
  - a. Exhibit throughout the semester familiarity with the fundamentals of nonfiction through critical reading.

- i. Discern/explain thesis ideas.
- ii. Discern/explain rhetorical strategies used to develop thesis ideas.
- b. Evaluate illustrative readings critically and use them to initiate individual thinking as demonstrated through the class communications with other students in the course and the instructor of the courses well as through the writing of clear, concise prose.

## **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Three essays 2. One extended revision 3. The research project 4. Other methods will be identified in the individual instructor syllabus. Verification of achievement for the research project will be demonstrated through written work that includes - Evidence of the writing process to include planning, drafting, and revising. - Evidence of a strong central idea to focus and direct the project. - Evidence of MLA documentation and integration of source material. - Evidence of understanding the methods and the preparing of the products of research composition with the individual instructor determining 1.) how students will have time and opportunity to practice the research process, and 2.) what components will be submitted for instructor feedback and student revision at several stages of the process. - NOTE: The research project does not need to culminate in a completed research essay. Verification of achievement for the course will be demonstrated through the first essay, a revised essay, and the final essay -all of which will be kept on file for one year.

## **ACCOMMODATIONS STATEMENT:**

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## **ACADEMIC HONESTY:**

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- 2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
- 3. Refrain from participating in the academic dishonesty of any person.

*Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

*Appeal:*

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**INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
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5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

**ACCREDITATION:**

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**Hutchinson Community College**

**Course Syllabus**

**EN099 Elements of Writing**

**YEAR:** 2015-2016

**CREDIT HOURS:** 2.00

**PREREQUISITES:**

EN098 Basic English with a grade of C or higher, or Asset Writing Score of 41 to 44, or ACT English Score of 17 to 19, or Compass Writing Score of 53 to 75

**COREQUISITES:** None

**COURSE NOTES:**

Mandatory concurrent enrollment in EN100 English Composition IB.  
Students must earn a passing grade in order to sequence to English Composition II.  
Does not count toward graduation.

### **CATALOG COURSE DESCRIPTION:**

Grammar, punctuation, spelling and sentence writing. Course does not fulfill the graduation requirement.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Apply the correct grammatical and mechanical principles to written communication.
  - a. Identify sentence elements, as demonstrated through exercises, tests, and/or student's own writing.
    - (1) Recognize subjects and predicates.
    - (2) Convert fragments into complete sentences.
    - (3) Identify and correct basic sentence faults.
  - b. Identify correct pronoun use in sentences, as demonstrated through exercises, tests, and/or student's own writing.
    - (1) Use personal pronouns correctly as subjects and objects.
    - (2) Distinguish between personal possessive pronouns and contractions
  - c. Identify effective sentences correctly as demonstrated through exercises, tests, and/or student's own writing.
    - (1) Write unified sentences that avoid redundancy, wordy phrases, excessive detail, and extraneous ideas.
2. Use punctuation as an integral part of written communication.
  - a. Place commas correctly according to current English guidelines and rules, as demonstrated through exercises, tests, and/or student's own writing.
  - b. Use semicolons, colons, and end punctuation correctly.
3. Apply the correct principles of spelling.
  - a. Use mnemonic devices as demonstrated through exercises, tests, and/or the student's own writing.
  - b. Use rote learning or memorization as demonstrated through exercises, tests, and/or his or her own writing.
  - c. Apply the most common and helpful spelling rules or guidelines as demonstrated through exercises, tests, and/or the student's own writing.

## **COURSE ASSESSMENT AND EVALUATION:**

1. Tests 2. Daily work 3. Class attendance and participation 4. Other methods at the discretion of the individual instructor. The EN099 Elements of Writing grade will represent 30% of the EN100 English Composition IB grade.

## **ACCOMMODATIONS STATEMENT:**

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## **ACADEMIC HONESTY:**

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2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

## **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the

instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

Hutchinson Community College is accredited by the Higher Learning Commission (HLC). The Higher Learning Commission is one of six regional institutional accreditors recognized by the US Department of Education and the Council on Higher Education Accreditation (CHEA).

### **Hutchinson Community College**

### **Course Syllabus**

### **EN101 English Composition IA**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

## **PREREQUISITES:**

Asset Writing Score of 45 or above, or ACT English Score of 20 to 36, or Compass Writing Score of 76 or above

**COREQUISITES:** None

## **COURSE NOTES:**

Students must earn a grade of C or better to sequence to EN102 English Composition II.

## **CATALOG COURSE DESCRIPTION:**

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used. Based on placement scores, students may be required to enroll in EN100 English Composition IB and EN099 Elements of Writing instead of EN101. Additionally, honors students may elect to take EN103H Honors English Composition I in lieu of EN101.

## **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

## **COURSE OUTCOMES AND COMPETENCIES:**

1. Demonstrate an understanding of the writing process.
  - a. Use effective pre-writing techniques.
    - i. Restrict topics for compositions.
    - ii. State a thesis or purpose statement for the topic.
  - b. Write effective expository essays.
    - i. Write essays using good diction, correct usage, effective sentences.
    - ii. Use the level of language appropriate to subject and audience.
    - iii. Incorporate unified, coherent, developed paragraphs.
    - iv. Use consistent and proper manuscript form.
    - v. Develop compositions rhetorically by using example, comparison and contrast, process analysis, cause and effect, classification, definition, narration, and/or a combination of these methods.
  - c. Revise selected essays comprehensively.
    - i. Rewrite essays focusing on audience, voice, purpose, organization, development.
    - ii. Correct errors in mechanics, grammar, sentence structure.
    - iii. Produce final drafts that include revisions.
2. Demonstrate an understanding of the purpose and process of research writing by utilizing library facilities, the internet, and traditional research techniques.
  - a. Gather and evaluate primary and secondary resources.
    - i. Collect information from print and/or non-print sources.
    - ii. Collect information from electronic and/or non-electronic sources.
  - b. Use MLA style to document evidence accurately from selected sources by using research elements.
    - i. Appropriate note taking and bibliographic methods.
    - ii. Use parenthetical citations.
    - iii. Use works Cited.
  - c. Apply research techniques to preparation of at least one research project which may employ one or more of the rhetorical types.
3. Demonstrate an understanding of nonfiction writing and reading, which enhances critical thinking, analytical skills, and evaluative processes as well as develops reading and writing skills.
  - a. Exhibit throughout the semester familiarity with fundamentals of nonfiction through critical reading.
    - i. Discern and explain thesis ideas.
    - ii. Discern and explain rhetorical strategies used to develop thesis ideas.
  - b. Evaluate illustrative readings critically and use them to initiate individual thinking as demonstrated through class communications--with other students in the course and the instructor of the course--as well as through the writing of clear, concise prose

## **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Three essays 2. One extended revision 3. The research project. 4. Other methods will be identified in the individual instructor syllabus. Verification of achievement for the research project will be demonstrated through written work that includes - Evidence of the writing process to include planning, drafting, and revision. - Evidence of a strong central idea to focus and direct the project. - Evidence of MLA documentation and integration of source material. - Evidence of understanding the methods and the preparing of the products of research composition with the individual instructor determining 1.) how students will have time and opportunity to practice the research process, and 2.) what components will be submitted for instructor feedback and student revision at several stages of the process.

### **ACCOMMODATIONS STATEMENT:**

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### **ACADEMIC HONESTY:**

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1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

#### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

#### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

### **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work



required and date needed to complete course work.

5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

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### **Hutchinson Community College**

#### **Course Syllabus**

#### **AR101 Art Appreciation**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

#### **COURSE NOTES:**

For non-art majors.

#### **CATALOG COURSE DESCRIPTION:**

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

#### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

#### **COURSE OUTCOMES AND COMPETENCIES:**

1. Demonstrate the ability to think critically and make reasonable judgements by acquiring analyzing,

- combining, and evaluating quantitative and non-quantitative information.
- a. Explore variety in responses and opinions of beauty.
- b. Examine why humans create.
- c. Demonstrate knowledge of the artist's choice of subject form and content.
- d. Demonstrate knowledge of the purposes and functions of art.
- 2. Recognize and encourage the creative response in self and others.
  - a. Discover personal creative characteristics.
  - b. Demonstrate knowledge of Folk Art, Native Art and Children's Art.
  - c. Identify, evaluate and experience community art.
- 3. Analyze the art from a variety of cultures.
  - a. Recognize distinguishing style in cultures, periods, regions and individuals.
  - b. Describe themes, metaphors and symbols and interpret their origins.
  - c. Interpret the use of iconography in different cultures.
- 4. Use the language of visual experience to analyze works of art.
  - a. Demonstrate knowledge of the elements of art and the principles of design to describe a variety of art forms.
  - b. Evaluate content or meaning derived from the artist's use of the elements and principles.
- 5. Explain how cultural diversity impacts and influences assumptions, perceptions, values and personal behaviors.
  - a. Discover the connections of visual perception and personal experience.
  - b. Interpret cultural bias in the visual arts.
  - c. Explore the role of censorship.
- 6. Describe the general periods in art history.
  - a. Compare cultures' development of the arts through time.
  - b. Demonstrate knowledge of individual artists and their contributions through time.
- 7. Apply and synthesize visual concepts in a variety of art media.
  - a. Record class notes in an art journal using a creative personal style.
  - b. Explore the use of various media.
- 8.

#### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Class participation 2. Projects 3. Written examinations 3. Creative journal to document class experience

## **ACCOMMODATIONS STATEMENT:**

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

## **ACADEMIC HONESTY:**

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2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

### *Sanctions for violation:*

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### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

## **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
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5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

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## **Hutchinson Community College**

### **Course Syllabus**

#### **BU100 Small Business Accounting**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

#### **CATALOG COURSE DESCRIPTION:**

Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.

#### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

#### **AREA OR PROGRAM OUTCOMES:**

1. Effectively and efficiently utilize computer technology
2. Demonstrate effective oral and written business communication
3. Utilize appropriate office procedures in the business setting

#### **COURSE OUTCOMES AND COMPETENCIES:**

1. Analyze business transactions, using the General Journal and the General Ledger.
  - a. Define accounting.
  - b. Identify and discuss career opportunities in accounting.

- c. Identify the users of financial information.
  - d. Compare and contrast the three types of business entities.
  - e. Define the relationship between asset, liability, and owner's equity accounts.
  - f. Analyze the effects of business transactions on a firm's assets, liabilities, and owner's equity.
  - g. Determine the balance of an account.
  - h. Prepare a trial balance from T accounts.
  - i. Prepare an income statement.
  - j. Prepare a balance sheet.
  - k. Prepare a statement of owner's equity.
  - l. Record business transactions in the general journal.
  - m. Post journal entries to general ledger accounts.
  - n. Correct errors made in the journal or ledger.
  - o. Journalize closing entries in the General Journal.
  - p. Post closing entries to the General Ledger.
2. Prepare adjustments, compute accruals and deferrals, and complete the worksheet.
- a. Complete a trial balance on a worksheet.
  - b. Prepare adjustments for unrecorded business transactions.
  - c. Enter the adjustment for merchandise inventory on the worksheet.
  - d. Compute and enter the adjustments for accrued and prepaid expense items and accrued and deferred income items.
  - e. Complete an Adjusted Trial Balance on a worksheet.
  - f. Complete the Income Statement columns on a worksheet.
  - g. Complete the Balance Sheet columns on a worksheet.
  - h. Prepare an income statement from the completed worksheet.
  - i. Prepare a statement of owner's equity from the completed worksheet.
  - j. Prepare a balance sheet from the completed worksheet.
  - k. Journalize the adjusting entries.
  - l. Post the adjusting entries.
3. Perform accounting procedures for Sales and Accounts Receivable and Cash Receipts.
- a. Record sales on account, credit card sales, sales returns and cash receipt transactions in a general journal.
  - b. Compute trade discounts.
  - c. Compute and record cash discounts on sales.
  - d. Post from the general journal to the general ledger accounts and to the subsidiary ledger.
  - e. Prepare a schedule of Accounts Receivable.
  - f. Record the payment of sales taxes.
4. Perform accounting procedures for Purchases, Accounts Payable, and Cash Payments.
- a. Record purchases of merchandise on credit in a general journal.
  - b. Compute the net delivered cost of purchases.
  - c. Post from the general journal to the general ledger accounts.

- d. Post transactions to the accounts payable subsidiary ledger.
- e. Prepare a schedule of accounts payable.
- f. Demonstrate procedures for effective internal control of purchases.
- 5. Record Cash Receipts, Cash Payments, and demonstrate banking procedures.
  - a. Account for cash short or over.
  - b. Demonstrate procedures for a petty cash fund.
  - c. Demonstrate internal control routines for cash.
  - d. Write a check, endorse checks, prepare a bank deposit slip, and maintain a checkbook balance.
  - e. Reconcile the monthly bank statement.
  - f. Record any adjusting entries required from the bank reconciliation.
- 6. Make payroll computations, handle records, make payments, compute payroll taxes, record deposits, and prepare payroll reports.
  - a. Explain the major federal laws relating to employee earnings and withholding.
  - b. Compute gross earnings of employees.
  - c. Determine employee deductions for social security tax, Medicare tax, and federal income tax.
  - d. Complete a payroll register.
  - e. Journalize payroll transactions in the general journal.
  - f. Maintain an earnings record for each employee.
  - g. Explain how and when payroll taxes are paid to the government.
  - h. Compute and record the employer's social security and Medicare taxes.
  - i. Record deposit of social security, Medicare, and employee income taxes.
  - j. Prepare an Employer's Quarterly Federal Tax Return, Form 941.
  - k. Prepare Wage and Tax Statement (Form W-2).
  - l. Prepare an Annual Transmittal of Wage and Tax Statements (Form W-3).
  - m. Compute and record liability for federal and state unemployment taxes.
  - n. Record payment of the federal and state unemployment taxes.
  - o. Prepare an Employer's Federal Unemployment Tax Return, Form 940 or 940-EZ.
  - p. Compute workers' compensation insurance premiums.
  - q. Record workers' compensation insurance premiums.
- 7. Prepare financial statements and handle all closing procedures.
  - a. Prepare a classified income statement from the worksheet.
  - b. Prepare a statement of owner's equity from the worksheet.
  - c. Prepare a classified balance sheet from the worksheet.
  - d. Journalize the adjusting and closing entries.
  - e. Post the adjusting and closing entries.
  - f. Prepare a postclosing trial balance.
  - g. Journalize reversing entries.
  - h. Post reversing entries.

## **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Study guides 2. Exercises and problems 3. Quizzes 4. Examinations 5. Individual and/or group projects 6. Homework and assignments

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### **ACADEMIC HONESTY:**

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#### *Sanctions for violation:*

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### **INCOMPLETE GRADE:**

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1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.

4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

### **ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

## **Hutchinson Community College**

### **Course Syllabus**

### **BU111 Quickbooks**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

### **CATALOG COURSE DESCRIPTION:**

Application of accounting principles and concepts; microcomputer usage in establishing and maintaining accounting systems and records for single proprietorships, partnerships and corporations using integrated accounting software.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Understand the importance of incorporating computers and computer software in the accounting process.
  - a. Describe the differences and similarities between computerized and manual accounting.



- b. Define manual accounting terminology and its relationship to accounting software terminology.
- 2. Use and apply accounting software for existing companies.
  - a. Identify the four levels of operation within QuickBooks Pro.
  - b. Open software files.
  - c. Open QuickBook Pro.
  - d. Open a company file.
  - e. Make and restore backup copies.
  - f. Make a backup copy of a company file.
  - g. Restore a backup copy of a company file.
  - h. Use and apply accounting software for vendor information.
  - i. Identify the system default accounts for vendors.
  - j. Update the Vendor List.
  - k. Record purchases on account in the Enter Bills window.
  - l. Process credit memos in the Enter Bills window.
  - m. Record payments of accounts payable in the Pay Bills window.
  - n. Record cash purchases in the Write Checks window.
  - o. Display and print vendor-related reports.
  - p. Use and apply accounting software for customer information.
  - q. Identify the system default accounts for customers.
  - r. Update the Customer Job List.
  - s. Record sales on account in the Create Invoices window.
  - t. Record collections of accounts receivable in the Receive Payments window.
  - u. Record cash sales in the Enter Sales Receipts window.
  - v. Record deposits in the Make Deposits window.
  - w. Display and print customer-related reports.
  - x. Use and apply accounting software for statements and reports.
  - y. Update the Chart of Accounts List.
  - z. Record adjustments in the General Journal Entry window.
  - aa. View the effect of period-end adjustments on the trial balance.
  - ab. Display and print period-end reports.
  - ac. Change the reports display using the Modify Report button.
  - ad. Display and print financial statements.
  - ae. Use and apply accounting software for inventory and sales.
  - af. Identify the two inventory systems.
  - ag. Update the Items List.
  - ah. Record purchases of inventory items in the Enter Bills and Write Checks window.
  - ai. Identify transactions requiring sales tax.
  - aj. Process sales discounts.
  - ak. Record adjustments to inventory items in the Adjust Quantity/Value on Hand window.
  - al. Record payment of sales tax in the Pay Sales Tax window.

- am. Display and print inventory-related reports.
- 3. Use and apply accounting software for a new company.
  - a. Use EasyStep for a new company.
  - b. Create a new company file.
  - c. Set up the new company file using the Easy Step Interview window.
  - d. Display and print reports after using the Easy Step Interview window.
  - e. Review information recorded in the Easy Step Interview window and make any necessary corrections.
  - f. Customize the Chart of Accounts and Item Lists.
  - g. Update the Chart of Accounts, Customer: Job and Vendor Lists.
  - h. Adjust the new company file to follow the accrual basis of accounting.
  - i. Display and print accounting, financial, and Lists reports.
  - j. Identify system default accounts created by QuickBooks Pro.
  - k. Use and apply accounting software for a new company without EasyStep.
  - l. Create a new company file without using EasyStep Interview.
  - m. Establish preferences.
  - n. Set up payment terms.
  - o. Update the Chart of Accounts, Customer: Job and Vendor Lists.
  - p. Customize system default accounts in the Chart of Accounts List.
  - q. Enter opening balances.
  - r. Reverse accounts QuickBooks Pro creates that are not used in the accrual basis of accounting.
  - s. Display and print accounting, financial, and Lists reports.
  - t. Set up payroll.
  - u. Review payroll terminology and accounting.
  - v. Update the Chart of Accounts List for payroll.
  - w. Update the Payroll Item List.
  - x. Update the Employee List.
  - y. Record payroll in the Pay Employees windows.
  - z. Display and print payroll-related reports.
- 4. Use and apply accounting software to banking transactions.
  - a. Transfer funds between accounts using the transfer Funds between Accounts window.
  - b. Reconcile cash accounts using the Reconcile window.
  - c. Enter credit card charges using the Enter Credit Card Charges window.
  - d. Pay credit card charges using the Write Checks window.
  - e. Display and print banking-related reports.
- 5. Use and apply accounting software for jobs.
  - a. Add a job to the Customer: job list.
  - b. Record and allocate payroll incurred for a specific job in the Pay Employees window.
  - c. Record and allocate services rendered for a specific job in the Create Invoices window.
  - d. Set up Time Tracking.

- e. Track employee time for each job using the Weekly Timesheet window.
  - f. Pay employees using Time Tracking data.
  - g. Create Invoices using Time Tracking data.
  - h. Display and print job and time tracking reports.
6. Use and apply accounting software to create reports and transactions.
- a. Customize the appearance of reports using the Modify Report button and Collapse/Expand buttons.
  - b. Memorize a customized report.
  - c. Export a report into Microsoft Excel.
  - d. Change report default settings.
  - e. View and print a graph.
  - f. Change subaccount default settings.
  - g. Customize an activity window display.
  - h. Customize and print an invoice.
  - i. Prepare and view a QuickBooks Letter in Microsoft Word.
  - j. Memorize a transaction.
  - k. View fiscal year closing.

### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Homework assignments 2. Chapter examinations 3. Final examination 4. Other activities

### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

### **ACADEMIC HONESTY:**

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

- 1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
- 2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery,

or alteration.

3. Refrain from participating in the academic dishonesty of any person.

*Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

*Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

**INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

**ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

**Hutchinson Community College**

**Course Syllabus**

**BU121 Customer Service/Professional Image**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

**CATALOG COURSE DESCRIPTION:**

Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.

### **HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

### **AREA OR PROGRAM OUTCOMES:**

1. Recognize management purposes, processes, and practices including planning, organizing, staffing, leading, and controlling.
2. Identify managers' roles, responsibilities, and relationships at various organizational levels in the functional areas of marketing, operations/production, finance/accounting, human resources, and technology.
3. Communicate effectively and efficiently using appropriate business etiquette and terminology, both in oral and written forms.
4. Apply effective management skills and professional ethics.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Analyze the importance of communication in relation to professionalism and customer service.
  - a. Demonstrate professional telephone etiquette
  - b. Write letters and notes appropriate for social situations at work
  - c. Communicate professionally using a variety of electronic tools including e-mail
  - d. Make conversation comfortably
  - e. Develop listening skills
  - f. Explain the elements and purpose of appropriate feedback
  - g. Analyze the language of non-verbal communication
  - i. Demonstrate job interview techniques
2. Describe the nature and scope of customer service management.
  - a. Identify internal and external customers
  - b. Identify characteristics of exemplary customer services
  - c. Utilize moments of truth to improve customer service
  - d. Explain the different roles played in customer service
  - e. Describe how to manage customer service
  - f. Describe the phases of a customer service management program
  - g. Practice techniques used in handling difficult customers

- h. Identify personality differences and use this knowledge in handling conflict
- 3. Practice techniques used in handling difficult customers.
  - a. Demonstrate a variety of persuasion techniques.
  - b. Describe assertive behavior.
  - c. Discuss techniques for managing stress in the workplace.
- 4. Demonstrate business etiquette skills.
  - a. Discuss accepted practices for a variety of business situations.
  - b. Plan and chair a variety of meeting types.
  - c. Demonstrate basic meal etiquette.
  - d. Define office politics and business culture.
- 5. Discuss diversity issues in the workplace.
  - a. Manage workplace relationships in a professional manner.
  - b. Describe cultural differences that are important in workplace relationships.
  - c. Handle diversity appropriately in the workplace.
  - d. Describe and manage sexual harassment issues.
  - e. Describe methods for handling personal grooming issues with employees.
  - f. Manage conflict in the workplace.
- 6. Recognize the relationship between clothing selection and professional success.
  - a. Identify the components of professional image.
  - b. Develop a positive self image.
  - c. Analyze clothing symbols.
  - d. Identify appropriate dress for the workplace.
  - e. Use principles of design to make wardrobe choices that enhance individual body type and coloring.
  - f. Plan a wardrobe to meet individuals career needs.

#### **COURSE ASSESSMENT AND EVALUATION:**

- A - 90% - 100%
- B - 80% - 89%
- C - 70% - 79%
- D - 60% - 69%
- F - 0% - 59%

1. Participation 2. Assignments 3. Daily exercises 4. Performance assessments 5. Group work 6. Projects  
7. Presentation 8. Quizzes 9. Examinations

#### **ACCOMMODATIONS STATEMENT:**

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

## **ACADEMIC HONESTY:**

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2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery, or alteration.
3. Refrain from participating in the academic dishonesty of any person.

### *Sanctions for violation:*

Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

### *Appeal:*

Student charged with academic dishonesty have the right of appeal and are assured of due process by the institution through the Academic Appeal process.

## **INCOMPLETE GRADE:**

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of Incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the time frame established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the next semester.

## **ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

**Hutchinson Community College**

**Course Syllabus**

**BU202 Marketing**

**YEAR: 2015-2016**

**CREDIT HOURS:** 3.00

**PREREQUISITES:** None

**COREQUISITES:** None

**COURSE NOTES:** None

**CATALOG COURSE DESCRIPTION:**

The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.

**HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

**AREA OR PROGRAM OUTCOMES:**

1. Recognize management purposes, processes, and practices including planning, organizing, staffing, leading, and controlling.
2. Identify managers' roles, responsibilities, and relationships at various organizational levels in the functional areas of marketing, operations/production, finance/accounting, human resources, and technology.
3. Communicate effectively and efficiently using appropriate business etiquette and terminology, both in oral and written forms.
4. Apply effective management skills and professional ethics.

**COURSE OUTCOMES AND COMPETENCIES:**

1. Describe marketing's function within organizations.
  - a. Define the marketing concept.
  - b. Describe customer value and its importance to customer service.
  - c. Identify tasks performed by marketing managers.
  - d. Define 'marketing strategy' planning.
  - e. Compare and contrast target marketing with mass marketing.
  - f. Describe the four P's of the marketing mix.



2. Identify market opportunities, segmentation, targeting, positioning, and evaluation.
  - a. Define breakthrough opportunity and competitive advantage.
  - b. Label the elements of the marketing strategy planning process.
  - c. Define and describe S.W.O.T. analysis.
  - d. Identify four kinds of marketing opportunity.
  - e. Give examples of generic markets and product markets.
  - f. List and describe the two steps of market segmentation.
  - g. Identify common segmenting dimensions.
  - h. Define 'positioning'.
  - i. Recognize typical elements of consideration when analyzing company objectives.
  - j. Recognize typical elements of consideration when analyzing competitors.
  - k. Identify examples of environmental factors within the history of a given organization.
3. Examine demographic and behavioral dimensions of the consumer market.
  - a. Recognize primary population and income trends in global markets
  - b. Recognize population and income trends in the U.S. consumer market
  - c. Define disposable income and discretionary income
  - d. Define economic buyers and explain why most marketers believe consumer behavior is not as simple as the economic-buyer model suggests.
  - e. Analyze psychological influences on consumer behavior. (1) Describe 'needs', 'wants', and 'drive'. (2) Draw the PSSP Hierarchy of Needs model (physiological, safety, social, personal). (3) Identify three selective processes. (4) Define psychographics.
  - f. Identify social influences on consumer behavior. (1) Give examples of how family considerations influence purchases. (2) Identify common consumer behavior traits for each of the U.S. social class groups. (3) Define reference group. (4) Define opinion leader
  - g. Identify three factors of the purchase situation that typically affects consumer behavior
  - h. Explain the six-step adoption process and relate the steps to a recent purchase
4. Analyze the traditional four P's (marketing mix) and the decision-making issues inherent in each.
  - a. Analyze 'product' in the marketing mix.
  - b. Define marketing's interpretation of 'product' and 'quality'.
  - c. Explain the difference between 'product assortment' and 'product line'.
  - d. Define branding, trademark, service mark, and brand equity.
  - e. Recognize favorable conditions to branding.
  - f. List and provide examples of dealer brands and manufacturer brands.
  - g. Define packaging and recognize two ways it can benefit product selection.
  - h. Define product life cycle.
  - i. Give an example of a product currently in each state of the product life cycle.
  - j. Identify typical factors determining length of product life cycle stages.
  - k. Describe the importance of 'place' in the marketing mix.
  - l. Define marketing's interpretation of place.
  - m. Identify how product classes suggest place objectives.
  - n. Describe and give examples of direct and indirect channel systems.

- o. Define vertical marketing systems and vertical integration.
  - p. Define logistics.
  - q. Define physical distribution (PD).
  - r. List and describe transportation alternatives.
  - s. Describe the storing function and identify two types of warehouses.
  - t. Identify the functions of a distribution center.
  - u. Describe retailing features that relate to economic, social, and emotional factors.
  - v. Describe the types of retailers.
  - w. Identify the types of wholesalers.
  - x. Describe promotion in the marketing mix.
  - y. Define 'promotion' and its place in the marketing mix.
  - z. Describe the four promotional methods that make up the promotional mix.
  - aa. Recognize the position titles and responsibilities for various promotion specialists.
  - ab. Identify three basic promotion objectives.
  - ac. Provide examples of the AIDA model's four promotion jobs.
  - ad. Recognize examples of pushing and pulling in the distribution channel.
  - ae. Discuss the advantages of personal selling.
  - af. Identify and give examples of each of the three basic sales tasks.
  - ag. Discuss how advertising objectives are determined.
  - ah. Describe each category of product advertising and institutional advertising.
  - ai. Recognize the various advertising mediums and discuss how to choose the best medium based upon given objectives.
  - aj. Provide examples of sales promotions.
  - ak. Analyze how price fits in the marketing mix
  - al. Recognize the difference between cost-oriented and demand-oriented pricing.
  - am. Define retail gross margin and markup pricing.
  - an. Solve pricing exercises.
  - ao. Define average-cost pricing and recognize dangers of this approach.
  - ap. Describe and give examples of fixed and variable costs.
  - aq. Solve break-even analysis exercises.
5. Evaluate the ethical issues in marketing.
- a. Describe the difference between micro and macro marketing
  - b. Explain the concept that micro-marketing often does cost too much
  - c. Explain the concept that macro-marketing does not cost too much
  - d. Identify some of the major challenges facing marketers
  - e. Describe 'societal marketing' and give examples of specific activities that exhibit societal marketing behavior

## **COURSE ASSESSMENT AND EVALUATION:**

A - 90% - 100%

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

F - 0% - 59%

1. Homework 2. Projects 3. Presentations 4. Examinations

### **ACCOMMODATIONS STATEMENT:**

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**ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

**Hutchinson Community College**

**Course Syllabus**

**BU204 Advanced Small Business Management**

**YEAR:** 2015-2016

**CREDIT HOURS:** 3.00

**PREREQUISITES:**

BU100 Small Business Accounting, or BU101 Accounting I, or Departmental Consent

**COREQUISITES:** None

**COURSE NOTES:** None

**CATALOG COURSE DESCRIPTION:**

Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership.

**HCC INSTITUTION-WIDE OUTCOMES:**

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

**AREA OR PROGRAM OUTCOMES:**

1. Recognize management purposes, processes, and practices including planning, organizing, staffing, leading, and controlling.
2. Identify managers' roles, responsibilities, and relationships at various organizational levels in the functional areas of marketing, operations/production, finance/accounting, human resources, and

technology.

3. Communicate effectively and efficiently using appropriate business etiquette and terminology, both in oral and written forms.
4. Apply effective management skills and professional ethics.

### **COURSE OUTCOMES AND COMPETENCIES:**

1. Identify entrepreneurship characteristics.
  - a. Describe the difference between entrepreneurial and managerial skills
  - b. List characteristics of successful entrepreneurs
  - c. Discuss ethical and social responsibilities associated with business management
  - d. Exhibit how to recognize and create business opportunity.
  - e. Identify components and methods for studying and analyzing an Industry
2. Recognize business forms of ownership.
  - a. Identify and discuss characteristics, advantages, and disadvantages of: sole proprietorships, partnerships, corporations, and limited liability companies.
  - b. Describe criteria for nonprofit corporation status
3. Develop a business concept and test its feasibility.
  - a. Develop a business concept
  - b. Identify the target market and customers
  - c. Analyze risks & rewards
  - d. List potential professional advisors
  - e. Forecast sales, expenses, and income
  - f. Calculate start-up costs and expected cash flow
4. Create a business plan.
  - a. Present the business concept
  - b. Prepare the industry/market section of the business plan
  - c. Describe the founding team
  - d. Write the operational analysis section of the business plan
  - e. Create an organization plan
  - f. Write the technology section of the business plan
  - g. Develop the marketing plan section of the business plan
  - h. Formulate the financial plan section of the business plan
  - i. Devise contingency plans
  - j. Understand the growth plan
  - k. Write the executive summary section of the business plan
  - l. Make effective presentation of business plan

### **COURSE ASSESSMENT AND EVALUATION:**

A - 90% - 100%

B - 80% - 89%

C - 70% - 79%

D - 60% - 69%

F - 0% - 59%

1. Participation 2. Activities 3. Assignments 4. Quizzes 5. Examinations 6. Business plan

### **ACCOMMODATIONS STATEMENT:**

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**ACCREDITATION:**

Accreditation Council for Business Schools and Programs, 11520 West 119th Street.

## **Faculty**

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

The Sidney's Hairdressing at Hutchinson Community College faculty teach within a Kansas Board of Cosmetology approved school of cosmetology. All instructors follow the KBOC regulations, including being a licensed cosmetologist with a minimum of one year of practice prior to licensure and successful completion of 300 hours of instructor training or successful completion of 450 hours of instructor training. In addition, each instructor must pass the cosmetology instructor exam that is administered by the KBOC or their designee and pay the instructor license application fee. Industry experience is also regarded highly. Renewal of these licenses with the KBOC must also be completed every two years; demonstrating that the instructor has completed 20 clock hours of continuing education in the practice of cosmetology and teaching skills/methods that is approved by the board. The professional development of these faculty is essential and ongoing. All instructors must also be current with annual license fees. HCC also follows the Kansas Board of Regents and Higher Learning Commission credentialing specifications for faculty.

- List current faculty and their credentials who will be faculty for the proposed program.

Alex Hass, Faculty: Mrs. Hass is in charge of recruitment, advising and financial aid. She is a Sidney's alum and proud instructor for the past four year. Alex holds both a Cosmetology and Cosmetology Instructor license and has recently earned her Bachelor of Business Administration degree.

Jeanna Esparza, Faculty: Mrs. Esparza has over 18 years of experience with Sidney's Hairdressing College. She is a practicing cosmetologist, a Scruples educator, and a Sidney's instructor. Jeanna holds a Grand Master Certification through Creative Nail Design and brings a wealth of experience from multiple salons to the classroom.

Bill Wyer, (will be a consultant through this merger): Mr. Wyer has been the President of Sidney's Hairdressing College since 1985 and a cosmetologist since 1977. He has been a past member of the Kansas Hair Fashion Committee and past Styles Director for the State. He is also a past president of the Kansas Association of Private Career Schools. He is a national educator for Pivot Point International and conducts teacher training seminars across the United States. Mr. Wyer has agreed to remain on staff as a consultant as this merger unfolds.

- Identify the number and credentials of new faculty to be hired.

In the future, Sidney's Hairdressing at Hutchinson Community College plans to add an additional licensed Cosmetology Instructor. This position would work in collaboration with existing faculty and program needs.

HCC has existing faculty, staff and administration to extend student services in areas such as: counseling, financial aid, student health services, child care and more. These established services will open many opportunities for students through this merger.

- Identify the person responsible for program oversight—program sustainability, accountability and reporting, program review, recruitment, placement, etc.

Sidney's Hairdressing at Hutchinson Community College will function in the same manner other HCC locations operate. The Program Coordinator and Faculty will report to the Department Chairperson who reports to the Vice President of Academic Affairs.



- Indicate the proposed full-time to part-time faculty ratio; student to faculty ratio; and number of adjunct faculty required for program start up and for program sustainability.

The full-time to part-time faculty ratio is 3:1. The average ratio for students to faculty is 12:1. This is a great rate for allowing quality instruction and daily hands on experience within the course work. Sidney's Hairdressing at Hutchinson Community College will remain within the KBOC student to faculty ration requirement of 25:1. No adjunct faculty are required for the merger. Further faculty may be needed upon start of the third cohort group.

### **Cost and Funding for Proposed Program**

- Provide evidence of adequate resources including projected staff requirements, advising services, physical facilities, instructional equipment, instructional materials, library requirements, contractual services or clinical placements to support implementation and operation of the program for at least the first two years.

Projected staff requirements: Two full-time faculty salaries, benefit package and consultant salary will run approximately \$222,536 for the next two years.

Advising services: Advising/counseling services will be implemented using existing personnel. No additional costs will be necessary.

Physical facilities: 200 E. 3<sup>rd</sup> Avenue is a fully equipped 10,000 square foot facility. The merger agreement includes use of equipment and the facility for \$48,000. An additional \$1,125 is calculated for insurance coverage per year. Utilities will also be covered for approximately \$37,200 annually.

Instructional equipment and materials: Student consumables are currently estimated at \$5350. This includes all cosmetology curriculum, textbooks, software, license, insurance and tool kit expenses.

Library requirements: The Rimmer Learning Resource Center on the HCC campus is an ideal resource. There are no additional needs at this time.

Contractual services/Clinical placements: The full service client clinic runs through student application of curriculum, creating revenues of about \$80,000 per year. Sidney's Hairdressing at Hutchinson Community College has contractual agreements for software and Pivot Point curriculum.

The operational budget for the first two years is included on the CA-1a form on the next page.

- Provide detail on **CA-1a form**.

Institution: Hutchinson Community CollegeProposed Program: Cosmetology

<b>Part I. Anticipated Enrollment</b>		Implementation Year: June 2016-May 2017		
Please state how many students/credit hours are expected during the initial year of the program? 40 students (1440 total credit hours generated)				
		Full-Time	Part-Time	
A. Headcount:		40	0	
<b>Part II. Initial Budget</b>		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$96,268	\$ -	Tuition & Clinic Revenue
Part-time/Adjunct (Consultant)	#1	\$30,000	\$ -	Tuition & Clinic Revenue
		Amount	Funding Source	
B. Equipment required for program – part of lease (maintenance/update existing)		\$2,500	Tuition & fees from the program	
C. Tools and/or supplies required for the program		\$177,120	Fees	
D. Instructional Supplies and Materials		\$14,200	Tuition & fees from the program	
E. Facility requirements, including facility modifications and/or classroom renovations – building/equipment lease and utilities		\$49,125 \$37,200	Tuition & Clinic Revenue General Fund	
F. Technology and/or Software		\$4,200	Tuition & fees from the program	
G. Other (Marketing and Recruiting)		\$5,000	General Fund	
Other (Professional Development)		\$6,000	Tuition & fees from the program	
<b>Total For Implementation Year</b>		\$421,613		

<b>Part I. Program Enrollment</b>		First Two Years		
Please state how many students/credit hours are expected during the initial year of the program? 60 students (1800 total credit hours generated)				
		Full-Time	Part-Time	
A. Headcount:		60	0	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$96,268	\$ -	Tuition & Clinic Revenue
Part-time	#0	\$ -	\$ -	-
		Amount	Funding Source	
B. Equipment required for program		\$2,500	Program Budget	
C. Tools and/or supplies required for the program		\$177,120	Fees	

A. Instructional Supplies and Materials	\$14,200	Tuition & fees from the program
B. Facility requirements, including facility modifications and/or classroom renovations	\$49,125 \$37,200	Tuition & Clinic Revenue General Fund
C. Technology and/or Software	\$4,200	Tuition & fees from the program
D. Other (Marketing and Recruiting)	\$5,000	Tuition & fees from the program
Other (Professional Development)	\$6,000	Tuition & fees from the program
<b>Total For Implementation Year</b>	<b>\$391,613</b>	

### IMPLEMENTATION COSTS

#### PROGRAM SUSTAINABILITY COSTS (First Two Years)

Please indicate any additional support and/or funding for the proposed program:

Clinic and retail income is approximately \$80,000 per year.

Submit the completed document to the following:

Director of Technical Programs & Curriculum  
Kansas Board of Regents  
1000 SW Jackson, Ste. 520  
Topeka, KS 66612-1368

- 
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

This facility is operating in a self-sustaining manner. Tuition, fees and the full service clinic revenue from product and service sales all contribute to the program sustainability.

- If the proposed new program includes a formal agreement between the requesting institution and another entity, please submit a copy of the agreement explaining the relationship between partners and to document support to be provided for the proposed program. The agreement should be submitted to the Board office independently of the CA1 materials for review purposes and will not be published or posted during the public comment period.

#### Program Review and Assessment

- Describe the institutional process and frequency for reviewing program content, including program outcomes & course competencies; review of program success; and process for remediation of areas of concern.

Hutchinson Community College has adopted a culture of quality program improvement. The Cosmetology program will follow the institution's program review procedure. This procedure entails a comprehensive review every five years. Part of the program review is to analyze data for student success, retention and completion. Program and course outcomes are also analyzed through active curriculum mapping. Industry advisory boards help steer the program through their valuable input and expertise. Yearly action projects and project updates are required. Faculty are evaluated administratively and by students on a regularly scheduled basis.

Curriculum updates are provided through the adopted Pivot Point curriculum. It is not just one teacher's method of training; but a proven system of design that works on all people of all types. With Pivot Point students have access to the entire curriculum online. It provides students with concrete systems for learning the many hairdressing skills.

Course assessment results are recorded each semester. Faculty report the completion and achievement of students with the student learning outcomes for each course. This data as well as the persistence, retention, and success data are reviewed annually by the Curriculum and Program Improvement Coordinator with the department chair. This allows for an ongoing assessment to take place. Any areas of concerns are then monitored and can be addressed quickly.

### **Program Approval at the Institution Level**

- Summarize the institutional process for approval of new programs.

Hutchinson Community College worked with Sidney's Hairdressing College to convert the existing clock hour program to credit hour curriculum. Research of like programs throughout state and the nation was conducted. The KBOC and other third party accreditation materials were also analyzed. The created curriculum proposal was then submitted to the Academic Affairs office for review and posting for the college Curriculum Committee. The Curriculum Committee feedback was vetted and their approval was granted. The curriculum, certificate and degree plans were then introduced to Representative Assembly. This group represents leadership from each area of the college. Upon Representative Assembly approval, the curriculum and program was presented and approved by the Hutchinson Community College Board of Trustees. With internal approvals complete, the program approval request and curriculum are then submitted to the Kansas Board of Regents.

- Provide copies of the minutes at which the new program was approved from the following groups:
  - Program Advisory Committee or Steering Committee (including a list of the business and industry members)  
This group is currently being formed. The curriculum has been created based on the Kansas Board of Cosmetology requirements.
  - Institutional Curriculum Committee

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### **CURRICULUM COMMITTEE**

**DATE:** *November 16, 2015*

**TIME:** *3:00 p.m.*

**PRESENT:** **Ryan Diehl, Teri Eckhoff, Tracey Gould, Annette Holland, Dr. Roy Johnson, Deidre Mattox, Kathy Mendenhall, Dr. Dave Neufeldt, Dr. Mark Nolen, Bill Sheldon, Daniel Shipman**

**ABSENT:** **Brian Bird, Travis Booe, Jon Friesen, Dr. Cindy Hoss, Robert Kelly, Terri Leroy, Christina Long, Sandy Pangburn, Dr. Tricia Paramore, Steve Porter, Andrew Tash, Kristie Torgerson, Bobby White**

**GUESTS:** **Julie Blanton, Jillene Cunningham, Debbie Hackler, Janet Hamilton, Jeanne Miles**

AGENDA	DISCUSSION	ACTION/RECOMMENDATION
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<b>1. Dept. I – Allied Health</b> A. Course Modification (Title/Outcomes) – AL137 Home Health Aide – 2 Cr. Hrs.	A. Course title modified to allow for the course to receive tiered funding as per request from the Kansas Board of Regents. Updated outcomes based on the revision of KDADS state curriculum.	A. Motion was made by Dr. Roy Johnson to approve the modification to AL137 Home Health Aide 2 <sup>nd</sup> by Teri Eckhoff. Motion passed.
<b>2. Dept. II – Computer, Business, Agriculture &amp; Industrial Technology</b> A. New Course – AE152 Data Communications – 3 Cr. Hrs. B. Program Modification – AAS Automation Engineer Technology  C. Program Modification – AS Management Information Systems  D. New Program – Certificate B- Networking E. Program Modification – AAS Networking  F. Course Modification (Title/Description/Outcomes) – WE202 Gas Tungsten Arc Welding II – 1.5 Cr. Hrs. G. Course Modification (Description/Outcomes/Prerequisite) – WE203 Special Processes – 3 Cr. Hrs. H. Course Modification (Title/Description/Outcomes/Credit Hours/Prerequisite) – WE204 Cored Wire Arc Welding – 2 Cr. Hrs. I. Course Modification (Title/Description/Outcomes/Credit Hours/Prerequisite) – WE205 Automated Cutting Processes – 3 Cr. Hrs. J. Course Modification	A. & B. New course based on feedback received from graduates, employers and members of the AET Advisory Committee identifying a need for additional field experience.  C. Moving from an AA to an AS Degree. Updating to include additional Business courses and align with universities for transfer.  D. & E. Board of Regents requested the Security degrees be a transfer program or they could be brought in under the Networking degree as an emphasis. Transfer was not an option. Three different advisory boards have requested the Security degree.  F.-L. Course revisions are a part of the Welding program alignment with the Kansas Board of Regents. Courses fulfill requirements for a certificate B and AAS degree in Welding.	A. & B. Motion was made by Teri Eckhoff to approve the new course AE152 Data Communications with the addition of the \$7.00 course fee as well as the program modification of AAS in Automation Engineering Technology 2 <sup>nd</sup> by Deidre Mattox. Motion passed.  C. Motion was made by Teri Eckhoff to approve the program modification to Management Information Systems 2 <sup>nd</sup> by Dr. Mark Nolen. Motion passed.  D. & E. Motion was made by Teri Eckhoff to approve the modifications to the Degrees 2 <sup>nd</sup> by Kathy Mendenhall. Motion passed.  F.-L. Motion was made by Bill Sheldon to approve the Welding course modifications with the changes to the competency on WE204 #5 A and B and the description on WE209 2 <sup>nd</sup> by Teri Eckhoff. Motion passed.

<p>(Title/Description/Outcomes/Credit Hours/Prerequisite) – WE209 Fabrication Processes – 3 Cr. Hrs. K. Course Modification (Description/Outcomes/Credit Hours/Prerequisite) – WE210 Industrial Welding – 2 Cr. Hrs. L. Course Modification (Description/Outcomes/Prerequisite) – WE213 Shielded Metal Arc Welding II – 1.5 Cr. Hrs.</p> <p>M. Program Modification – Certificate B-Welding Technology N. Program Modification – AAS Welding Technology</p> <p>O. New Course – CO100 Cosmetology I – 5 Cr. Hrs. P. New Course – CO103 Hair Salon Services – 10 Cr. Hrs. Q. New Course – CO106 Cosmetology II – 4 Cr. Hrs. R. New Course – CO112 Clinical Experience Foundations – 4 Cr. Hrs. S. New Course – CO115 Advanced Cosmetology Services – 9 Cr. Hrs. T. New Course – CO118 Clinical Experience Precision – 7 Cr. Hrs. U. New Course – CO119 Salon Clinical Experience – 6 Cr. Hrs.</p> <p>V. New Program – Certificate B-Cosmetology W. New Program – AAS Cosmetology</p>	<p>O.-U. HCC and Sidney's Hairdressing College are planning a merger. If Kansas Board of Regents approval is granted, HCC will begin to run the existing Sidney's Hairdressing College. The plan is that Sidney's will follow HCC policies/procedures.</p> <p>V. &amp; W. New program options with the merger of HCC and Sidney's Hairdressing college. Most students would complete the certificate portion/Cosmetology courses before completing the degree. Academic Advisor is unassigned at this time.</p>	<p>M. &amp; N. Motion was made by Teri Eckhoff to approve the Welding program modifications 2<sup>nd</sup> by Kathy Mendenhall. Motion passed.</p> <p>O.-U. Motion was made by Bill Sheldon to approve the new courses for Sidney's Hairdressing College with the revisions to the outcomes for CO118 and CO119 2<sup>nd</sup> by Dr. Roy Johnson. Motion passed.</p> <p>V. &amp; W. Motion was made by Dr. Roy Johnson to approve the new programs in Cosmetology 2<sup>nd</sup> by Bill Sheldon. Motion passed.</p>
<p><b>3.Dept. III – Fine Arts &amp; Humanities</b> <b>4.Dept. IV – Natural Science, Social Science &amp; Mathematics</b> <b>5.Dept. V – Public Safety</b></p>	<p>3. No action taken. 4. No action taken. 5. No action taken.</p>	
<p><b>6.Other</b></p>		

Next meeting	Thursday, December 10, 2015 3:00 p.m.	
Adjournment	3:50 p.m.	

Respectively submitted by:  
Marie Gianakon

○ Institutional Representative Assembly

**Representative Assembly**  
**December 3, 2015**  
**2:00 P.M.**

**1. Roll Call**

Members present: Debbie Hackler, Todd Sazama, Jillene Cunningham, Charlene Widener, Ryan Diehl, Bob White, Tracey Gould, Brooks Mantooth, Jason Holland, Melissa Stanton, Rex Cheever, Denny Stoecklein, Cyndi Fredricks, Ken Baker, Josh Gooch, Rhonda Corwin, Loren Morris, Dave Mullins, Kristie Torgerson, Nathan Buche, Corbin Strobel, Dana Hinshaw, Cindy Hoss, Steve Porter, Brett Bright, Robin Woodworth, and Carter File.

## Excerpt from the Minutes

a. Curriculum Committee

Ryan Diehl presented the Curriculum Sub-Committee Summary of Approved Changes for November 2015. Dave Mullins moved to approve the Curriculum Sub-Committee Summary of Approved Changes for November 2015 as presented; Steve Porter seconded. The motion passed unanimously.

Hutchinson Community College  
Curriculum Report

November 2015

**DEPARTMENT I: Allied Health**

1 course title/outcome modification:  
AL137 Home Health Aide-2 Cr. Hrs.

**DEPARTMENT II: Agriculture, Business, Computer, & Technology**

1 course description, outcome, prerequisite modifications:

WE203 Special Processes-3 Cr. Hrs.-Modern industries' fabrication processes in hot and cold metal forming, load and tonnage calculations, and mass production of parts. Tooling required for rolling, punching, shearing, stamping. Proper machine set up and mathematical calculations to form and fit parts to be welded.

3 course title, description, outcome, credit hour, prerequisite modifications:

WE204 Cored Wire Arc Welding-2 Cr. Hrs.-Focused on Flux Core Arc (FCAW) and Metal Core Arc Welding (MCAW) processes. The safe and correct set up of the flux core and metal core workstation; correlation of electrode classifications and thicknesses; welds using tubular wire electrodes on selected weld joints in the flat, horizontal, vertical, and overhead positions; and visual inspection of Flux Core Arc welds.

WE205 Automated Cutting Processes-3 Cr. Hrs.-The safe and correct set up, operation, and shut down of automated cutting procedures including programming to industry standards. Appropriate use of various automated machines, proper settings, troubleshooting, and maintenance of equipment.

WE209 Fabrication Processes-3 Cr. Hrs.-Industrial processes incorporating blueprint, math, machine operations, and

welding skills for production and to prepare students for fast paced manufacturing.

1 course description, outcome, credit hour, prerequisite modification:

WE210 Industrial Welding-2 Cr. Hrs.-Product weldment processes including determining costs, weights, time management, and production of a part(s). Proper machine set up and mathematical calculations to form and fit parts to be welded.

10 New Courses:

AE152 Data Communications-3 Cr. Hrs.-Underlying principles of current industrial communications systems, including Modbus, Data Highway plus, TCP/IP, fiber optics, Device Net, and applicable troubleshooting techniques.

WE217 Gas Tungsten Arc Welding II-1.5 Cr. Hrs.-Continuation of WE112 Gas Tungsten Arc Welding. Setting power course of gas tungsten arc welding (GTAW) to correct parameters. Performing tungsten welds on various metals in multiple positions according to industry standards.

WE218 Shielded Metal Arc Welding II-1.5 Cr. Hrs.-Safe and correct set up of pipe and structural shielded metal arc welding; open root welding and cap welding around pipe in various positions.

CO100 Cosmetology I-5 Cr. Hrs.-Theory and practice of cosmetology including professionalism, the science of cosmetology, aesthetics, shampooing, cutting, styling and coloring.

CO103 Hair Salon Services-10 Cr. Hrs.-Hair care fundamentals including: haircutting, hair design, shampooing, scalp treatment, hair coloring, and permanent waving.

CO106 Cosmetology II-4 Cr. Hrs.-Cosmetology practices; the salon business, nail and skin care, and Kansas laws related to cosmetology.

CO112 Clinical Experience Foundations-4 Cr. Hrs.-Hands-on experience in conducting salon business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

CO115 Advanced Cosmetology Services-9 Cr. Hrs.-Advanced methods in hair design, texturing, and other cosmetology procedures culminating in review for the Kansas State cosmetology licensing examination.

CO118 Clinical Experience Precision-7 Cr. Hrs.-Manage client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

CO119 Salon Clinical Experience-6 Cr. Hrs.-Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in salon services.

5 Program Modifications:

AAS Automation Engineer Technology

- Eliminated 3 Cr. Hr. TR120 Work Ethics and 3 Cr. Hr. IS212 Networking I; added 3 Cr. Hr. Networking Option to include the following courses: AE152 Data Communications and IS212 Networking I.
- Eliminated 3 Cr. Hr. Computer Options
- Added 6 Cr. Hrs. of General Education Electives

AS Management Information Systems

- Aligning with Wichita State and Kansas State University
- Eliminated 3 Cr. Hr. MA106 College Algebra and 3 Cr. Hr. MA110 Calculus; added 3 Cr. Hrs. of Mathematics Options to include the following courses: MA106 College Algebra, MA107 Plane Trigonometry, MA108 Elements of Statistics, MA109 Pre-Calculus Mathematics, MA110 Calculus, MA111 Analytical Geometry & Calculus I, MA113 Analytical Geometry & Calculus II, MA201 Analytical Geometry & Calculus III.
- Eliminated 4 Cr. Hr. Laboratory Science Options; added 9 Cr. Hr. Natural and Physical Science Options to include the following courses: BI101 General Biology, BI103 Human A&P, BI104 Biology I, BI105 Biology II, BI112 General Microbiology, CH101 General Chemistry, CH105 Chemistry I, CH106 Chemistry II, CH108 Principles of Organic & Biochemistry, CH201 Organic Chemistry I, CH202 Organic Chemistry II, MA107 Plane Trigonometry, MA108 Elements of Statistics, MA109 Pre-Calculus Mathematics, MA110 Calculus, MA111 Analytical Geometry & Calculus I, MA113 Analytical Geometry & Calculus II, MA201 Analytical Geometry & Calculus III, MA206 Differential Equations, PY103 Physical Geology, PY110 Physical Science, PY112 General Physics I, PY113 General Physics II, PY201 Engineering Physics I, PY202 Engineering Physics II.
- Increased the Necessary Skills option from 1 Cr. Hr. to 2 Cr. Hrs.
- Eliminated 1 Cr. Hr. ED105 Success Seminar/College Orientation
- Eliminated 3 Cr. Hr. PS100 General Psychology and 3 Cr. Hr. SO100 Fundamentals of Sociology; added option of 3 Cr. Hrs. of one of the two classes PS100 General Psychology or SO100 Fundamentals of Sociology and 3 Cr. Hrs. of Social Science Options to include the following courses: LE101 Introduction to Criminal Justice,



PS101 Human Relations, PS102 Human Growth & Development, PS201 Psychology of Personality, SO101 Marriage & Family, SO102 Changing Roles of Women & Men, SO119 Addictions & Society, SO120 Introduction to Addictions Counseling, SO122 Introduction to Social Work, SO123 Social Welfare & Society, SO201 Social Problems.

- Eliminated 3 Cr. Hr. PL103 Introductory Logic.
- Eliminated 3 Cr. Hr. CS110 Fundamentals of Digital Design
- Eliminated 1 Cr. Hr. CS121L Programming Language Lab
- Eliminated 3 Cr. Hr. CS206 Data Structures and Algorithms
- Eliminated 3 Cr. Hr. CS298 Agile Development Methods
- Eliminated 3 Cr. Hr. EC101 Microeconomics
- Added 3 Cr. Hr. CS111 Visual Basic Programming
- Added 3 Cr. Hr. CS203 Discrete Structures
- Added 3 Cr. Hr. BU201 Managerial Accounting
- Added 3 Cr. Hr. BU202 Marketing

#### AAS-Networking

- Added 3 Cr. Hr. IS100 Cybersecurity Application.
- Eliminated 1 Cr. Hr. BU120 Job Search/Retention and moved it to the list of Networking Electives.
- Eliminated 1 Cr. Hr. ED105 Success Seminar/College Orientation and moved it to the list of General Education Options.
- Eliminated the following courses from the list of Networking Electives: BU112 Creative Problem Solving Strategies, BU118 Introduction to Leadership, BU121 Customer Service/Professional Image, BU203 Principles of Supervision, HR263 Working with Health IT Systems, HT264 Configuring Electronic Health Records, HT265 Installation and Maintenance of Health IT, IS137 Website Ethics and Security; added IS186 Cisco CCNP: Route, IS187 Cisco CCNP: Switch, IS188 Cisco CCNP: Tshoot.

#### Certificate B-Welding Technology

- Eliminated 3 Cr. Hr. WE202 Gas Tungsten Arc Welding III and 1.5 Cr. Hr. WE208 Gas Tungsten Arc Welding IV; added 1.5 Cr. Hr. WE217 Gas Tungsten Arc Welding II.
- Added 3 Cr. Hr. WE203 Special processes.
- Eliminated 1.5 Cr. Hr. WE209 Metal Fabrication I and 1.5 Cr. Hr. WE219 Metal Fabrication II; added 3 Cr. Hr. modified WE209 Fabrication Processes.
- Eliminated 1.5 Cr. Hr. WE205 Cutting Processes III and 1.5 Cr. Hr. WE206 Cutting Processes IV; added 3 Cr. Hr. modified WE205 Automated Cutting Processes.
- Eliminated 2 Cr. Hr. WE207 Robotic Welding
- Eliminated 1.5 Cr. Hr. WE212 Shielded metal Arc Welding III and 1.5 Cr. Hr. WE213 Shielded Metal Arc Welding IV; added 1.5 Cr. Hr. WE218 Shielded Metal Arc Welding II.
- Eliminated 3 Cr. Hr. WE204 Cored Wire Welding I and 1.5 Cr. Hr. WE214 Cored Wire Welding II; added 2 Cr. Hr. modified WE204 Cored Wire Arc Welding I.
- Eliminated 1 Cr. Hr. WE201 Welding Safety III and 1 Cr. Hr. WE211 Welding Safety IV; added 2 Cr. Hr. WE210 Industrial Welding.

#### AAS-Welding Technology

- Eliminated 3 Cr. Hr. WE202 Gas Tungsten Arc Welding III and 1.5 Cr. Hr. WE208 Gas Tungsten Arc Welding IV; added 1.5 Cr. Hr. WE217 Gas Tungsten Arc Welding II.
- Added 3 Cr. Hr. WE203 Special Processes.
- Eliminated 1.5 Cr. Hr. WE209 Metal Fabrication I and 1.5 Cr. Hr. WE219 Metal Fabrication II; added 3 Cr. Hr. modified WE209 Fabrication Processes.
- Eliminated 1.5 Cr. Hr. WE205 Cutting Processes III and 1.5 Cr. Hr. WE206 Cutting Processes IV; added 3 Cr. Hr. modified WE205 Automated Cutting Processes.
- Eliminated 2 Cr. Hr. WE207 Robotic Welding.
- Eliminated 1.5 Cr. Hr. WE212 Shielded Metal Arc Welding III and 1.5 Cr. Hr. WE213 Shielded Metal Arc Welding IV; added 1.5 Cr. Hr. WE218 Shielded Metal Arc Welding II.
- Eliminated 3 Cr. Hr. WE204 Cored Wire Welding I and 1.5 Cr. Hr. WE214 Cored Wire Welding II; added 2 Cr. Hr. modified WE204 Cored Wire Arc Welding I.
- Eliminated 1 Cr. Hr. WE201 Welding Safety III and 1 Cr. Hr. WE211 Welding Safety IV; added 2 Cr. Hr. WE210 Industrial Welding.

- Eliminated 1 Cr. Hr. of Welding Core requirements which included the following list of courses: BU120 Job Search/Retention, ED105 Success Seminar/College Orientation and ED110 Career Decision Making; added 1 Cr. Hr. ED105 Success Seminar/College Orientation.
- Added an additional 2 Cr. Hrs. of Technical options taking this from 10 Cr. Hrs. to 12 Cr. Hrs.
- Eliminated 3 Cr. Hr. Welding Computer Electives.
- Added an additional 2 Cr. Hrs. of General Education options taking this from 3 Cr. Hrs. to 5 Cr. Hrs.
- Eliminated 3 Cr. Hr. Welding Math Electives (3 Cr. Hr. TR100 Technical Math meets the math requirements).
- Eliminated 3 Cr. Hr. Business or Economics Elective.
- Eliminated 3 Cr. Hr. DR100 Basic Computer Aided Drafting.

3 New Programs:

Certificate B-Networking

Certificate B-Cosmetology

AAS-Cosmetology

○ Institutional Board of Trustees

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**HUTCHINSON COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**REGULAR MEETING**

**December 10, 2015**

The regular meeting of the Hutchinson Community College Board of Trustees was held on Thursday, December 10, 2015, in the Justice Theater of the Shears Technology Center. Vice Chairperson David Marshall called the meeting to order at 7:00 p.m.

**I. ROLL CALL**

Present for the Board

Mr. David Marshall

Mr. Darrell Pankratz

Ms. Marla Eriksen

Mr. Terry Bisbee

Mr. Gary Witham

Mr. Bob Snyder – 7:50 pm

Present for the Administration

Dr. Carter File, President

Mr. Loren Morris, Director of Institutional Technology

Ms. Julie Blanton, Vice President of Finance and Operations

Dr. Cindy Hoss, Vice President of Academic Affairs

Mr. Brett Bright, Vice President of Student Services

Mr. Josh Gooch, Athletic Director

Mr. Ken Baker, Director of Radio Kansas

Mr. Denny Stoecklein, Director of Public Information

Ms. Laurie Sawyer, Administrative Assistant to the President

## Excerpts from the Minutes

C. Curriculum Sub-Committee Summary of Approved Changes,  
November 2015

Ryan Diehl presented the Curriculum Sub-Committee Summary of Approved Changes, November 2015. Trustee Pankratz moved to approve the Curriculum Sub-Committee Summary of Approved Changes, November 2015; seconded by Trustee Bisbee. The motion passed unanimously.

Hutchinson Community College  
Curriculum Report

November 2015

**DEPARTMENT I: Allied Health**

1 course title/outcome modification:

AL137 Home Health Aide-2 Cr. Hrs.

**DEPARTMENT II: Agriculture, Business, Computer, & Technology**

1 course description, outcome, prerequisite modifications:

WE203 Special Processes-3 Cr. Hrs.-Modern industries' fabrication processes in hot and cold metal forming, load and tonnage

calculations, and mass production of parts. Tooling required for rolling, punching, shearing, stamping. Proper machine set up and mathematical calculations to form and fit parts to be welded.

3 course title, description, outcome, credit hour, prerequisite modifications:

WE204 Cored Wire Arc Welding-2 Cr. Hrs.-Focused on Flux Core Arc (FCAW) and Metal Core Arc Welding (MCAW) processes. The safe and correct set up of the flux core and metal core workstation; correlation of electrode classifications and thicknesses; welds using tubular wire electrodes on selected weld joints in the flat, horizontal, vertical, and overhead positions; and visual inspection of Flux Core Arc welds.

WE205 Automated Cutting Processes-3 Cr. Hrs.-The safe and correct set up, operation, and shut down of automated cutting procedures including programming to industry standards. Appropriate use of various automated machines, proper settings, troubleshooting, and maintenance of equipment.

WE209 Fabrication Processes-3 Cr. Hrs.-Industrial processes incorporating blueprint, math, machine operations, and welding skills for production and to prepare students for fast paced manufacturing.

1 course description, outcome, credit hour, prerequisite modification:

WE210 Industrial Welding-2 Cr. Hrs.-Product weldment processes including determining costs, weights, time management, and production of a part(s). Proper machine set up and mathematical calculations to form and fit parts to be welded.

10 New Courses:

AE152 Data Communications-3 Cr. Hrs.-Underlying principles of current industrial communications systems, including Modbus, Data Highway plus, TCP/IP, fiber optics, Device Net, and applicable troubleshooting techniques.

WE217 Gas Tungsten Arc Welding II-1.5 Cr. Hrs.-Continuation of WE112 Gas Tungsten Arc Welding. Setting power course of gas tungsten arc welding (GTAW) to correct parameters. Performing tungsten welds on various metals in multiple positions according to industry standards.

WE218 Shielded Metal Arc Welding II-1.5 Cr. Hrs.-Safe and correct set up of pipe and structural shielded metal arc welding; open root welding and cap welding around pipe in various positions.

CO100 Cosmetology I-5 Cr. Hrs.-Theory and practice of cosmetology including professionalism, the science of cosmetology, aesthetics, shampooing, cutting, styling and coloring.

CO103 Hair Salon Services-10 Cr. Hrs.-Hair care fundamentals including: haircutting, hair design, shampooing, scalp treatment, hair coloring, and permanent waving.

CO106 Cosmetology II-4 Cr. Hrs.-Cosmetology practices; the salon business, nail and skin care, and Kansas laws related to cosmetology.

CO112 Clinical Experience Foundations-4 Cr. Hrs.-Hands-on experience in conducting salon business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

CO115 Advanced Cosmetology Services-9 Cr. Hrs.-Advanced methods in hair design, texturing, and other cosmetology procedures culminating in review for the Kansas State cosmetology licensing examination.

CO118 Clinical Experience Precision-7 Cr. Hrs.-Manage client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

CO119 Salon Clinical Experience-6 Cr. Hrs.-Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in salon services.

5 Program Modifications:

AAS Automation Engineer Technology

- Eliminated 3 Cr. Hr. TR120 Work Ethics and 3 Cr. Hr. IS212 Networking I; added 3 Cr. Hr. Networking

Option to include the following courses: AE152 Data Communications and IS212 Networking I.

- Eliminated 3 Cr. Hr. Computer Options
- Added 6 Cr. Hrs. of General Education Electives

#### AS Management Information Systems

- Aligning with Wichita State and Kansas State University
- Eliminated 3 Cr. Hr. MA106 College Algebra and 3 Cr. Hr. MA110 Calculus; added 3 Cr. Hrs. of Mathematics Options to include the following courses: MA106 College Algebra, MA107 Plane Trigonometry, MA108 Elements of Statistics, MA109 Pre-Calculus Mathematics, MA110 Calculus, MA111 Analytical Geometry & Calculus I, MA113 Analytical Geometry & Calculus II, MA201 Analytical Geometry & Calculus III.
- Eliminated 4 Cr. Hr. Laboratory Science Options; added 9 Cr. Hr. Natural and Physical Science Options to include the following courses: BI101 General Biology, BI103 Human A&P, BI104 Biology I, BI105 Biology II, BI112 General Microbiology, CH101 General Chemistry, CH105 Chemistry I, CH106 Chemistry II, CH108 Principles of Organic & Biochemistry, CH201 Organic Chemistry I, CH202 Organic Chemistry II, MA107 Plane Trigonometry, MA108 Elements of Statistics, MA109 Pre-Calculus Mathematics, MA110 Calculus, MA111 Analytical Geometry & Calculus I, MA113 Analytical Geometry & Calculus II, MA201 Analytical Geometry & Calculus III, MA206 Differential Equations, PY103 Physical Geology, PY110 Physical Science, PY112 General Physics I, PY113 General Physics II, PY201 Engineering Physics I, PY202 Engineering Physics II.
- Increased the Necessary Skills option from 1 Cr. Hr. to 2 Cr. Hrs.
- Eliminated 1 Cr. Hr. ED105 Success Seminar/College Orientation
- Eliminated 3 Cr. Hr. PS100 General Psychology and 3 Cr. Hr. SO100 Fundamentals of Sociology; added option of 3 Cr. Hrs. of one of the two classes PS100 General Psychology or SO100 Fundamentals of Sociology and 3 Cr. Hrs. of Social Science Options to include the following courses: LE101 Introduction to Criminal Justice, PS101 Human Relations, PS102 Human Growth & Development, PS201 Psychology of Personality, SO101 Marriage & Family, SO102 Changing Roles of Women & Men, SO119 Addictions & Society, SO120 Introduction to Addictions Counseling, SO122 Introduction to Social Work, SO123 Social Welfare & Society, SO201 Social Problems.
- Eliminated 3 Cr. Hr. PL103 Introductory Logic.
- Eliminated 3 Cr. Hr. CS110 Fundamentals of Digital Design
- Eliminated 1 Cr. Hr. CS121L Programming Language Lab
- Eliminated 3 Cr. Hr. CS206 Data Structures and Algorithms
- Eliminated 3 Cr. Hr. CS298 Agile Development Methods
- Eliminated 3 Cr. Hr. EC101 Microeconomics
- Added 3 Cr. Hr. CS111 Visual Basic Programming
- Added 3 Cr. Hr. CS203 Discrete Structures
- Added 3 Cr. Hr. BU201 Managerial Accounting
- Added 3 Cr. Hr. BU202 Marketing

#### AAS-Networking

- Added 3 Cr. Hr. IS100 Cybersecurity Application.
- Eliminated 1 Cr. Hr. BU120 Job Search/Retention and moved it to the list of Networking Electives.
- Eliminated 1 Cr. Hr. ED105 Success Seminar/College Orientation and moved it to the list of General Education Options.
- Eliminated the following courses from the list of Networking Electives: BU112 Creative Problem Solving Strategies, BU118 Introduction to Leadership, BU121 Customer Service/Professional Image, BU203 Principles of Supervision, HR263 Working with Health IT Systems, HT264 Configuring Electronic Health Records, HT265 Installation and Maintenance of Health IT, IS137 Website Ethics and Security; added IS186 Cisco CCNP: Route, IS187 Cisco CCNP: Switch, IS188 Cisco CCNP: Tshoot.

#### Certificate B-Welding Technology

- Eliminated 3 Cr. Hr. WE202 Gas Tungsten Arc Welding III and 1.5 Cr. Hr. WE208 Gas Tungsten Arc Welding IV; added 1.5 Cr. Hr. WE217 Gas Tungsten Arc Welding II.
- Added 3 Cr. Hr. WE203 Special processes.
- Eliminated 1.5 Cr. Hr. WE209 Metal Fabrication I and 1.5 Cr. Hr. WE219 Metal Fabrication II; added 3 Cr. Hr. modified WE209 Fabrication Processes.
- Eliminated 1.5 Cr. Hr. WE205 Cutting Processes III and 1.5 Cr. Hr. WE206 Cutting Processes IV; added 3 Cr. Hr. modified WE205 Automated Cutting Processes.
- Eliminated 2 Cr. Hr. WE207 Robotic Welding

- Eliminated 1.5 Cr. Hr. WE212 Shielded metal Arc Welding III and 1.5 Cr. Hr. WE213 Shielded Metal Arc Welding IV; added 1.5 Cr. Hr. WE218 Shielded Metal Arc Welding II.
- Eliminated 3 Cr Hr. WE204 Cored Wire Welding I and 1.5 Cr. Hr. WE214 Cored Wire Welding II; added 2 Cr. Hr. modified WE204 Cored Wire Arc Welding I.
- Eliminated 1 Cr. Hr. WE201 Welding Safety III and 1 Cr. Hr. WE211 Welding Safety IV; added 2 Cr. Hr. WE210 Industrial Welding.

#### AAS-Welding Technology

- Eliminated 3 Cr. Hr. WE202 Gas Tungsten Arc Welding III and 1.5 Cr. Hr. WE208 Gas Tungsten Arc Welding IV; added 1.5 Cr. Hr. WE217 Gas Tungsten Arc Welding II.
- Added 3 Cr. Hr. WE203 Special Processes.
- Eliminated 1.5 Cr. Hr. WE209 Metal Fabrication I and 1.5 Cr. Hr. WE219 Metal Fabrication II; added 3 Cr. Hr. modified WE209 Fabrication Processes.
- Eliminated 1.5 Cr. Hr. WE205 Cutting Processes III and 1.5 Cr. Hr. WE206 Cutting Processes IV; added 3 Cr. Hr. modified WE205 Automated Cutting Processes.
- Eliminated 2 Cr. Hr. WE207 Robotic Welding.
- Eliminated 1.5 Cr. Hr. WE212 Shielded Metal Arc Welding III and 1.5 Cr. Hr. WE213 Shielded Metal Arc Welding IV; added 1.5 Cr. Hr. WE218 Shielded Metal Arc Welding II.
- Eliminated 3 Cr. Hr. WE204 Cored Wire Welding I and 1.5 Cr. Hr. WE214 Cored Wire Welding II; added 2 Cr. Hr. modified WE204 Cored Wire Arc Welding I.
- Eliminated 1 Cr. Hr. WE201 Welding Safety III and 1 Cr. Hr. WE211 Welding Safety IV; added 2 Cr. Hr. WE210 Industrial Welding.
- Eliminated 1 Cr. Hr. of Welding Core requirements which included the following list of courses: BU120 Job Search/Retention, ED105 Success Seminar/College Orientation and ED110 Career Decision Making; added 1 Cr. Hr. ED105 Success Seminar/College Orientation.
- Added an additional 2 Cr. Hrs. of Technical options taking this from 10 Cr. Hrs. to 12 Cr. Hrs.
- Eliminated 3 Cr. Hr. Welding Computer Electives.
- Added an additional 2 Cr. Hrs. of General Education options taking this from 3 Cr. Hrs. to 5 Cr. Hrs.
- Eliminated 3 Cr. Hr. Welding Math Electives (3 Cr. Hr. TR100 Technical Math meets the math requirements).
- Eliminated 3 Cr. Hr. Business or Economics Elective.
- Eliminated 3 Cr. Hr. DR100 Basic Computer Aided Drafting.

#### 3 New Programs:

Certificate B-Networking

Certificate B-Cosmetology

AAS-Cosmetology

#### G. Sidney's Cosmetology School Merger Agreement

Trustee Pankratz moved to approve the merger with Sidney's Cosmetology School including the Equipment Lease, Building Lease, Consulting Agreement, and MOU Merger Agreement as presented; seconded by Trustee Snyder. The motion passed unanimously.

Submit the completed application and supporting documents to the following:

Director of Technical Programs & Curriculum  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, Kansas 66612-1368