



Academic Calendar

FALL 2011/SPRING 2012

AUGUST

24	Wednesday	Faculty Returns
29	Monday	Regular Semester Classes Begin
		First Half Block Classes Begin
31	Tuesday	Late Registration Ends (4 pm)

SEPTEMBER

5	Monday	Labor Day Recess
6	Tuesday	Late Registration Ends (4 pm)

OCTOBER

12	Wednesday	Last Day to Drop First Half Blocked Classes (4 pm)
20	Thursday	Midterm
20-23	Thursday-Sunday	Fall Recess
24	Monday	Second Half Block Classes Begin

NOVEMBER

23-27	Wednesday-Sunday	Thanksgiving Holiday Recess
28	Monday	Classes Resume

DECEMBER

1	Thursday	Last Day to Drop Regular Semester Classes (4 pm)
8	Thursday	Last Day to Drop Second Half Block Classes (4 pm)
13-16	Tuesday-Friday	Final Examinations
16	Friday	Semester Ends

JANUARY

16	Monday	Regular Semester Classes Begin
		First Half Blocked Classes Begin
24	Tuesday	Late Registration Ends (4 pm)

FEBRUARY

16-19	Thursday-Sunday	Winter Break
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MARCH

8	Thursday	Last Day to Drop First Half Block Classes (4 pm)
15	Thursday	Midterm
16	Friday	Second Half Blocked Classes Begin
19-23	Monday-Friday	Spring Recess
26	Monday	Classes Resume

APRIL

6-9	Friday-Monday	Easter Break
10	Tuesday	Classes Resume
26	Thursday	Last Day to Drop Regular Semester Classes (4 pm)

MAY

3	Thursday	Last Day to Drop Second Half Block Classes (4 pm)
8	Tuesday	Finals Week Begins
11	Friday	Semester Ends
12	Saturday	Graduation at 4 pm

Accounting

Principles of Accounting I #1010

Staff

A basic course for those preparing for a bachelor's degree in business administration or account. Fundamental accounting concepts and procedures employed by business entities are examined. Basic areas covered include the accounting cycle, income statement, balance sheet, merchandise, cash systems and controls, receivables, inventories, plant and intangible assets, and current liabilities. Students who have successfully completed ACCT 1050 or ACCT 1060 cannot earn credit in ACCT 1010 and those who have successfully completed ACCT 1010 cannot earn credit in ACCT 1050 or ACCT 1060. 3 hours lab.

ACCT 1010, 3 Credits, \$261
T/TH, 5:15-6:45 PM, EWC
Aug. 30 – Dec. 15

Principles of Accounting II #1020

Melissa Meeboer

A basic course for those preparing for a bachelor's degree in business administration or accounting. This course is a continuation of ACCT 1010 with an emphasis on partnerships, corporations, bonds, foreign currency transactions, the statement of cash flows, financial statement analysis, cost accounting and variances, budgeting, and managerial profit analysis. **Prerequisites:** ACCT 1050 and ACCT 1060, or ACCT 1010 with a grade of "C" or better. 3 hours lecture.

ACCT 1020, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Practical Accounting I #1050

Kerry Steward

This is a basic course in accounting fundamentals focusing on the accounting cycle and financial statements. Double entry accrual accounting procedures are emphasized for a service business organized as a sole proprietorship. Specific areas covered include recording and posting transactions, end-of-the-period procedures, and payroll accounting. No previous knowledge of accounting is necessary. Students who have successfully completed Accounting 1050 or Accounting 1060 cannot earn additional credit in Accounting 1010. Students who have credit in Accounting 1010 cannot earn credit in Accounting 1050 or Accounting 1060. 2 hours lecture.

ACCT 1050, 2 Credits, \$174
T/TH, 5:15-6:15 PM, EWC
Aug. 30 – Dec. 15

Microcomputer Accounting I #2110

Staff

A course which provides a hands-on approach to learning how computerized integrated accounting systems function. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, integrating banking functions, and printing/interpreting reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the audit trail. No prior knowledge of computers or automated accounting is necessary; however the student must have an understanding of double-entry bookkeeping as it is utilized in a manual accounting system. **Prerequisite:** ACCT 1050 or ACCT 1010 with a grade of "C" or better or the achievement of a satisfactory score on an accounting fundamentals pretest. 1 hour lecture, 2 hours lab.

ACCT 2110, 2 Credits, \$174
T/TH, 7:00-8:30 PM, EWC
Aug. 30 – Dec. 15

Agricultural

AG Capstone Project #2395

Staff

This course is required to successfully complete the AAS Farm/Ranch Management Degree and the AS degrees in General Agriculture, Agricultural Economics, Agricultural Business, and Animal Science. Sophomore students intending to graduate with the AAS degree will be completing a business plan. Sophomore students intending to graduate with the AS degree will complete a thesis paper consistent with their degree field. 1 hour lecture, 2 hours lab.

AGEC 2395, 2 Credits, \$174
Internet Delivery
Aug. 30 – Dec. 16

Art

Sculpture I #1310

Sonia Sieg

An introduction to the fundamentals of sculpture and three-dimensional form. Exploration of various media techniques and concepts through a series of assigned and open projects. Includes an emphasis on the traditional methods and formal, abstract elements of sculpture. Leads to an understanding of both classic and modern concepts of form. Required of all art majors. 1 hour lecture, 4 hours lab.

ART 1310, 3 Credits, \$261
TH, 5:00-8:00 PM + lab, DHS
Sept. 1 – Dec. 15

Digital Photography #2145

Emily Jensen

Students will learn photographic and computer techniques essential for creating computer based imagery. This course is designed to develop your skills in pixel based photographic design and imagery. It will cover digital camera operation, photo editing software, desktop scanners, and printing. Digital images will be edited with appropriate professional digital imaging software. **Prerequisite:** ART 1179 with a grade of "C" or better.

ART 2145, 3 Credits, \$261
T, 5:00-8:00 PM + lab, EWC
Aug. 30 – Dec. 13

Biology

General Biology I #1010

Coventry Dougherty-Woodin

A survey of the basic principles of biology. Units are included on the scientific method, the cells, genetics, evolution and diversity and ecology. **Prerequisite:** Placement score for MATH 0920 or better, and ENGL 0640 or better, and no reading improvement required, or appropriate ACT score. 3 hours lecture, 3 hours lab.

BIOL 1010, 4 Credits, \$348

Internet Delivery

Aug. 30 – Dec. 16

Medical Terminology #1050

Jeanne Anderson

This course provides instruction in the structure of medical language, introducing commonly used word roots, prefixes, suffixes, and the terms formed from these word parts. Many additional terms not built from word parts will also be included. The course is recommended for students planning on entering medical fields as well as those in medical fields who wish to upgrade their present knowledge. 3 hours lecture.

BIOL 1050, 3 Credits, \$261

Independent Study

Aug. 29 – Dec. 16

Business

Introduction to Business #1000

Kerry Steward (Section I) Earl Kisiel (Section II)

This course explores the nature of the American free enterprise system and its business organizations. It provides a broad overview of the business environment, management, organization, marketing, finance, and human resources. Other topics covered include international trade, securities markets, and risk management. 3 hours lecture.

BADM 1000, 3 Credits, \$261

T/TH, 12:30-2:00 PM, EWC

Aug. 30 – Dec. 15 (Section I)

BADM 1000, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16 (Section II)

Personal Finance #1030

Kerry Steward

An introductory course in managing personal finances. Topics covered include financial planning, managing taxes, managing cash, use of credit, risk management and investments. Considerable emphasis is placed on insurance and the basics of investing. 3 hours lecture.

BADM 1030, 3 Credits, \$261

W, 12:30-3:30 PM, EWC

Aug. 31 – Dec. 14

Business Law I #2010

Ellen Creagar

An introductory course providing a broad overview of business-related legal topics. Students are familiarized with courts and alternative dispute resolution, constitutional law, torts, contracts, intellectual law, criminal law, and cyber law. 3 hours lecture.

BADM 2010, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Business Office Capstone #2395

Kerry Steward

This course covers office organization, systems, and functions. The class includes coverage on mail services, human relations, records management, communication systems, reprographics, basic accounting procedures, computer applications and equipment usage, ethics, globalization of business practices, cultural awareness and international business practices. It is designed as a capstone course and allows the student to experience the wide variety of roles an office professional assumes in an information age. 3 hours lecture.

BADM 2395, 3 Credits, \$261

Independent Study

Aug. 29 – Dec. 16

Keyboarding Office Documents #1645

Kerry Steward (Section I) Shannon McQuarrie (Section II)

This course is designed to give appropriate preparation in document formatting for work in office employment. This course seeks to develop in the student a marketable skill in keyboarding as well as knowledge of business forms, letters, tabulations, and manuscripts. Emphasis will be placed on detailed proofreading, document formats, and application of knowledge to office problems. Production speed and accuracy are emphasized. 1 hour lecture, 4 hours lab.

BOTK 1645, 3 Credits, \$261

M, 1:30-6:00 PM, Supervised Lab, EWC

Aug. 29 – Dec. 12 (Section I)

BOTK 1645, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16 (Section II)

Occupational Internship I & II #1970/2970

Staff

This class is designed to provide a work-related experience for students. It will emphasize concepts, skills, attitudes and develop an understanding of the function of citizenship needed for office professionals. The student must consult the coordinator/instructor before enrolling in this course. *A maximum of six credit hours may be earned through a combination of BOTK 1970 and BOTK 2970. This course is offered for S/U grade only.

BOTK 1970/2970, 1-3 Credits, Maximum 6

Internet Delivery

Aug. 30 – Dec. 16

Records & Information Management #2750

Shannon McQuarrie

A course covering the background training in the basic filing principles and in the technique of records control with special emphasis given to the principles common in all systems of filing. 3 hours lecture

BOTK 2750, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Chemistry

Introductory Chemistry #1000

Staff

A one-semester course dealing with principles of chemistry and some applications to inorganic chemistry. For students in home economics, nursing, and most agriculture curricula. Students who receive credit in this course cannot earn additional credit in Chemistry 1020. **Prerequisite:** MATH 0930 with a grade of "C" or better or concurrent enrollment in MATH 0930 or a placement-test recommendation for MATH 1400 or a higher level course. 3 hours lecture, 3 hours lab.

CHEM 1000, 4 Credits, \$348
T, 6:00-9:00 PM, Lecture, EWC
F, 2:00-5:00 PM, Lab, EWC
Aug. 30 – Dec. 13

Communication

Public Speaking #1010

Bob Bushong

An introduction to the principles of public speaking, with emphasis on practical skills in communicating to audiences, classes, and groups. Course includes training in manuscript preparation and composition. 3 hours lecture.

CO/M 1010, 3 Credits, \$261
TH, 6:00-9:00 PM, EWC
Sept. 1 – Dec. 15

Computer

Computer Keyboarding #1500

Kerry Steward

Students will develop basic touch keyboarding skills through computer instruction. Designed for non-office systems majors. This course is offered for S/U grade only. ½ lecture, 1 hour lab.

CMAP 1500, 1 Credit, \$87
M, 1:30-6:00 PM, Supervised Lab, EWC
Aug. 29 – Dec. 12

Windows Vista/Windows 7 #1610

Kerry Steward

This course is intended to familiarize the student with basic concepts and skills necessary for using Microsoft Windows to become a productive user of computing technology. Windows is a consistent and integrated graphical user interface that is an efficient and popular way of interacting with IBM compatible computers. ½ hour lecture, 1 hour lab.

CMAP 1610, 1 Credit, \$87
M, 1:30-6:00 PM, Supervised Lab, EWC
Aug. 29 – Dec. 12

Word Processing: Microsoft Word #1715

Kerry Steward (Section I) Staff (Section II)

This course is designed to introduce basic, intermediate, and advanced word processing features using Microsoft Word word processing program with PC-compatible microcomputers. Working hands-on with this software will insure transfer of learning from textbook and applications to business, personal, and home-based business using word processing. 1 hour lecture, 2 hours lab.

CMAP 1715, 2 Credits, \$174
W, 4:00-8:00 PM, Supervised Lab, EWC
Aug. 31 – Dec. 14 (Section I)

CMAP 1715, 2 Credits, \$174
Internet Delivery
Aug. 30 – Dec. 16 (Section II)

Desktop Publishing I: InDesign #1850

Zack Andrews

This course is designed to provide an understanding and practical application of computer desktop publishing emphasizing hands-on learning. Topics include but are not limited to single and multi-page publications, editing text, colors, and graphic design objects to create flyers, newsletters, brochures, and logos. Additional topics cover business forms. 2 hours lecture, 2 hours lab.

CMAP 1850, 3 Credits, \$261
T, 6:00-9:00 PM + Lab, EWC
Aug. 30 – Dec. 13

Integrated Applications I: Microsoft Office #1900

Kerry Steward

This course is designed to give students introductory skills in using the components of the Microsoft Office Suite, which include: Word, Excel, Access, PowerPoint, and the integration of the above components. 1 hour lecture, 2 hours lab.

CMAP 1900, 2 Credits, \$174
W, 4:00-8:00 PM, Supervised Lab, EWC
Aug. 31 – Dec. 14

Criminal Justice

Introduction to Criminal Justice #2120

Lawrence Curtis

This course introduces the student to the study of criminal justice. It covers the philosophy and history of law enforcement, the judicial system, and corrections. Major issues facing these disciplines are also covered. 3 hours lecture.

CRMJ 2120, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Criminal Justice Administration #2250

Lawrence Curtis

An introduction to the theories of organization and administration in law enforcement and corrections. Topics covered include police and corrections. Topics covered include police and corrections history, comparisons of various organizational systems, and the study of police/correctional operations. 3 hours lecture.

CRMJ 2250, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Introduction to Corrections II/I #2350

Rick Patterson

A general course describing the history and evolution of the corrections process. Covers all aspects of institutional and community based corrections. 3 hours lecture.

CRMJ 2350, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Criminology #2400

Rick Patterson

An introduction to the study of the nature and causes of criminal behavior. Biological, psychological, and sociological theories are examined. Types of criminal behavior, historical perspectives, crime statistics, and current trends are also covered. **Prerequisite:** SOC 1000 with a grade of "C" or better. 3 hours lecture.

CRMJ 2400, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Supervised Lab Experience #2690

Lawrence Curtis

This course exposes the criminal justice major to the various work settings in the field. The student will rotate between placements with law enforcement, detention, corrections, and communications. The schedules will be variable and depend upon availability at teach site. Approximately 8-10 hours per week at the assigned site will be required, as will weekly meetings with the instructor. **Prerequisite:** Criminal Justice major, sophomore standing, approval of criminal justice agencies. 1 hour lecture, 4 hours lab.

CRMJ 2690, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Criminal Justice Capstone Project #2895

Rick Patterson

This course is designed as a review for the Criminal Justice major. Syllabi from all CJ classes will be reviewed and all objectives will be discussed and tied together showing the interaction and interconnectiveness of the Criminal Justice System. This course is offered for S/U grade only. **Prerequisite:** Sophomore status as Criminal Justice major set to graduate at the end of same semester. 1 hour lecture

CRMJ 2895, 1 Credit, \$87
Internet Delivery
Aug. 30 – Dec. 16

Economics

Macroeconomics #1010

Rick Vonburg

A description and analysis of national income, business cycles, income distribution, governmental economic policies, the banking system, and monetary and fiscal policy. Students cannot earn credit for both ECON 1010 and AGE 1010. 3 hours lecture.

ECON 1010, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Education

Intro. To Early Childhood Education #1020

Catherine Steinbock

This course is designed to introduce students to the study of early childhood education—preschool through the primary grades. The student will study the types, objectives and philosophies of various early childhood programs. The course addresses a wide range of issues related to young children and their education through lectures, discussion and observation. 3 hours lecture.

EDEC 1020, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Life Science in the Elementary School #1430

Tina Christinck

Covers selection of basic life science concepts, materials and curricula appropriate for elementary school. This course parallels the content of Biology 1000 or 1010 and previous or concurrent enrollment is ideal, but not required. 1 hour lecture.

EDEL 1430, 1 Credit, \$87
Internet Delivery
Aug. 30 – Dec. 16

Foundations of Education #2020

Brian Rizer

A basic course for those preparing for a teaching career. This experience supplies a critical examination of educational thought and practice in the United States viewed as a phase of social progress. The study will include classroom observations as well. 3 hours lecture.

EDFD 2020, 3 Credits, \$261

M, 6:30-9:30 PM, EWC

Aug. 29 – Dec. 12

Lifespan Human Development #2450

Catherine Steinbock

This course provides an overview of human growth and development from conception until the end of life. The course material combines theory, research and practical applications from developmental psychology. Lecture topics include prenatal and birth factors; genetic influences on development; physical, cognitive, social emotional, and cultural variables which influence development in infancy, childhood, adolescence, early-, middle-, and late adulthood. **Prerequisite:** PSYC 1000 with a grade of "C" or better. 3 hours lecture.

EDFD 2450, 3 Credit, \$261

Internet Delivery

Aug. 30 – Dec. 16

Effective Substitute Teaching #1501

Tracy Newton

The objectives of this course are to: understand professional ethics and responsibilities; expand awareness of classroom management techniques; increase knowledge of effective teaching behaviors; and develop a teaching resource file. Not applicable toward EWC graduation requirements. May be applied toward electives. This course is offered for S/U grade only. **Prerequisite:** Concurrent enrollment in EDUC 2005 or documented DFS Pre-screen or criminal background check within previous 24 months. Contact hours vary depending on credit hours. 2 credits = 25 hours lecture, 20 hours classroom observation.

EDUC 1501, 2 Credits, \$174

M/T/TH, 3:30-6:30 PM, DPS

Aug. 29 – Sept. 29

Practicum in Teaching #2100

Staff

Students will participate in an extensive practicum experience for prospective educators in an accredited school under the supervision of a certified teacher. **Prerequisite:** Educational Foundations 2020 with a grade of "C" or better, or 400 clock hours employed in an educational setting. Concurrent enrollment in EDUC 2005 or documented DFS pre-screen or criminal background check within previous 24 months.

EDUC 2100, 2-3 Credits

Internet Delivery

Aug. 30 – Dec. 16



Foundations of Grammar #0620

Teri Griffin

Study of English grammar with emphasis on word formation. Grading in this course will be based on student progress. A final grade of "C" or better does not necessarily indicate readiness for the next course in the sequence. **Prerequisite:** Appropriate score on the placement examination. 3 hours lecture.

ENGL 0620, 3 Credits, \$261

T/TH, 3:00-4:30 PM, EWC

Aug. 30 – Dec. 15

Grammar & Writing Improvement #0630

Teri Griffin

The study of English grammar with emphasis on sentence formation. **Prerequisite:** Appropriate score on the placement examination. 3 hours lecture.

ENGL 0630, 3 Credits, \$261

T/TH, 3:00-4:30 PM, EWC

Aug. 30 – Dec. 15

Writing Skills #0640

Teri Griffin

Instruction, reading and writing practice in the organization of short compositions. Review of sentence elements and of usage as necessary. This course may be used as a preparatory course for students who plan to enroll in English 1010. **Prerequisite:** Appropriate score on the placement examination or ENGL 0630 with a grade of "C" or better. 3 hours lecture.

ENGL 0640, 3 Credits, \$261

T/TH, 4:30-6:00 PM, EWC

Aug. 30 – Dec. 15

English I: Composition #1010

Brian Rizer

Instruction, reading, and writing practice in the fundamentals of composition, including essay assignments such as expository, argumentative, persuasive, comparison and contrast, analysis, and research papers. **Prerequisite:** ENGL 0640 with a grade of "C" or better or appropriate score on placement exam. 3 hours lecture.

ENGL 1010 3 Credits, \$261

TH, 5:00-8:00 PM, EWC

Sept. 1 – Dec. 15

English II #1020

Staff

An introductory study of literature in its varied forms such as poetry, drama, short fiction, novels, and literary nonfiction. Several composition assignments requiring students to write about literary works. **Prerequisite:** ENGL 1010 with a grade of "C" or better. 3 hours lecture.

ENGL 1020, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Creative Writing-Introduction to Fiction #2050

Debra Rademacher

This course deals with an analysis of the forms of fiction and the practice of creative writing at an introductory level. **Prerequisite:** ENGL 1020 with a grade of "C" or better. 3 lecture hours.

ENGL 2050, 3 Credits, \$261

T, 5:30-8:30 PM, EWC

Aug. 30 – Dec. 13

Literary Genres: Short Story #2440

Debra Rademacher

Examination of the short story as a literary genre. Includes reading of short stories by writers of international rank, emphasizing but not necessarily limited to British, American, and Canadian writers. Includes writing essays of analysis. **Prerequisite:** ENGL 1010 with a grade of "C" or better. 3 hours lecture.

ENGL 2440, 3 Credits, \$261

TH, 5:30-8:30 PM, EWC

Sept. 1 – Dec. 15



Successful Entrepreneurship #1500

Earl Kisiel

An introductory course focusing on identification of the business skills, personal traits and characteristics necessary to succeed as an entrepreneur. Students analyze and determine how to obtain the skills needed to own, operate and manage a small business successfully. Through guided self-analysis, students assess their own alignment with the passion, creativity and innovation that typifies entrepreneurial success. In addition, students explore the role of small business in both the U.S. and global economy, examine a variety of industries, businesses, entrepreneurial ventures and create a personal business preference profile. **Prerequisite:** HMDV 0510 with a grade of "C" or better or appropriate score on placement exam. 2 hours lecture

ENTR 1500, 2 Credits, \$174

Internet Delivery

Aug. 30 – Oct. 21

Creating a Business Plan #1520

Earl Kisiel

Students evaluate a business opportunity, collect and organize research data into a marketing plan and prepare a financial plan for their small business idea. In addition, students gain skills to be able to continue developing their business plan as they learn new information and gain ability to make a "go" or "no-go" determination. 2 hours lecture.

ENTR 1520, 2 Credits, \$174

Internet Delivery

Oct. 24 – Dec. 16

Small Business Operations Management #2500

Earl Kisiel

Students develop skills for introducing new products and services, quality management, process design, job design, technology management and related business design decisions. Students also develop operations decision making skills for inventory, materials, scheduling and planning specific to the needs of a small business as it progresses through the business life cycle. 2 hours lecture.

ENTR 2500, 2 Credits, \$174

Internet Delivery

Aug. 30 – Oct. 21

Legal Issues for Entrepreneurs #2520

Earl Kisiel

A course focusing on the legal start-up, growth, management and exit strategies of small business. Students identify and analyze the legal and tax implications of the forms of business ownership. In addition, students examine the process of forming the various types of corporations. Students investigate human resource laws, contracts, reporting requirements, bankruptcy, collections and small claims court topics. Students also determine how to protect their business innovations with copyright, trademark, patents and intellectual property law. 2 hours lecture.

ENTR 2520, 2 Credits, \$174

Internet Delivery

Oct 24 – Dec. 16



Perspectives in Family & Consumer Science #1010

Catherine Steinbock

This course is designed to explore the history, core concepts, professional experience and career options in the field of Family and Consumer Science. Students will gain experience in online education, as well as assessment and goal setting to achieve expectations for professional competencies in the field. Students will begin to develop a professional portfolio as part of this course. 2 hours lecture.

FCSC 1010, 2 Credits, \$174

Internet Delivery

Aug. 30 – Dec. 16

Family Relationships #2131

Catherine Steinbock

This course will help the student develop understanding about patterns of interactions at different stages of the family life cycle and transactions between families and other social system. 3 hours lecture.

FCSC 2131, 3 Credits, \$261

Compressed Video, DHS

Sept. 1 – Dec. 15

Geology

Physical Geology #1100

Leroy Kingery

The study of the earth's physical make-up including rocks and minerals, streams, glaciers, geologic structures, earthquakes and plate tectonics. Laboratory sessions will cover rocks, minerals and topographic maps. 3 hours lecture, 2 hours lab. Labs are TBA.

GEOL 1100, 4 Credits, \$348
T, 7:00-10:00 PM + labs, EWC
Aug. 30 – Dec. 13

Health

Nurse Assistant #1510

Vickie Winney

This course is designed to provide concepts and skills of caring for residents of long-term care facilities under the supervision of licensed nursing personnel. The successful student will be eligible for certification and to function in the field of long-term care. It also prepares the student to take the competency exam to become certified in the State of Wyoming. The CNA certificate may be transferred out of state. This course is offered for S/U grade only. 3 hours lecture, 2 hours lab.

HLTK 1510, 4 Credits, \$348
F/S/S, 8:00-4:00 PM, EWC
Sept. 30 – Oct. 23

HLTK 1510, 4 Credits, \$348
M/T/TH/F, 5:00-9:00 PM, EWC
Nov. 7 – Dec. 9

Massage Therapy Techniques #1575

Staff

This course provides students with an in-depth knowledge of basic massage techniques and protocol. Emphasis will be on the application of basic massage strokes and their variations. Students will learn proper draping and positioning techniques and recommended client protocol. **Prerequisite:** CPR. 3 hours lecture, 2 hours lab.

HLTK 1575, 4 Credits, \$348
M, 5:30-8:30 PM, Lecture, EWC
W, 5:30-7:30 PM, Lab, EWC
Aug. 29 – Dec. 14

Hydrotherapy & Spa Techniques #1850

Staff

This course covers the fundamentals of hydrotherapy and spa techniques. It addresses the application of water as treatment in each of its three forms, hot and cold treatments, hydrocollators, body wraps, mud wraps, salt glows, facial steams, and other to be announced. **Prerequisite:** Successful completion of HLTK 1575 with a grade of "C" or better and CPR. 1 hour lecture, 2 hours lab.

HLTK 1850, 2 Credits, \$174
TBA

Massage Pathology #1950

Seth Holt

This course discusses common pathologies that massage therapists are likely to encounter in their professional practices. It also discusses whether these conditions are indicated or contraindicated for massage and describes how they may be treated. An emphasis is placed on medical terminology. **Prerequisite:** Successful completion of HLTK 1575 with a grade of "C" or better and CPR. 3 hours lecture.

HLTK 1950, 3 Credits, \$261
TH, 6:00-9:00 PM, EWC
Sept. 1 – Dec. 15

Massage Kinesiology #1960

Seth Holt

This course teaches students to identify the location and movements of skeletal muscles. Students will identify bones and boney landmarks. They will learn muscle origin and insertion using specific boney landmarks as points of anatomical reference. They will also learn directional terms and terms of movement. Students will learn to identify and describe the movement of each muscle. **Prerequisite:** CPR. 1 hour lecture, 2 hours lab.

HLTK 1960, 2 Credits, \$174
T, 6:15-9:15 PM, EWC
Aug. 30 – Dec. 13

Human Development

Fundamentals of Reading I #0510

Teri Griffin

This course is designed to develop reading comprehension and reading vocabulary, as well as general reading strategies. Students will spend 4 hours per week in the classroom. Special emphasis will be placed on reading content-related materials and developing a working vocabulary for general subject reading. **Prerequisite:** Appropriate score on the placement examination. 2 hours lecture, 2 hours lab.

HMDV 0510, 3 Credits, \$261
M/W, 2:00-4:00 PM, EWC
Aug. 29 – Dec. 14

Fundamentals of Reading II #0520

Teri Griffin

This course is designed to develop reading comprehension and reading vocabulary, as well as general reading strategies. Students will spend 3 hours per week in the classroom and 1 hour per week in a reading lab. Special emphasis will be placed on reading content-related materials and developing a working vocabulary for general subject reading. **Prerequisite:** Appropriate score on the placement examination. 2 hours lecture, 2 hour lab.

HMDV 0520, 3 Credits, \$261
M/W, 2:00-4:00 PM, EWC
Aug. 29 – Dec. 14

College Studies #1000

Debra Rademacher (Section I) Mel Cooper (Section II)

This course is designed as a general orientation and a transition to college for all new students and all transfer students who have less than thirty semester hours. This course will enable the student to explore and understand the whole college environment, to identify and utilize campus resources (programs and other courses) that will enhance his/her academic experience. The course will assist the student to begin to develop short and long term academic and career goals. The course will assist the student to identify community resources which will also enhance his/her academic experience. 1 hour lecture.

HMDV 1000, 1 Credit, \$87
T, 4:25-5:15 PM, EWC
Aug. 29 – Dec. 13 (Section I)

HMDV 1000, 1 Credit, \$87
Internet Delivery
Aug. 30 – Dec. 16 (Section II)

Orientation to Distance Learning #1025

Aaron Bahmer

This course provides an overview of the elements required for successful distance learning. Technological skills and learning strategies necessary for effective interaction with distance courses will be the focus of this interactive orientation. This course is highly recommended for anyone who enrolls in a distance education course. Distance learners may substitute for HMDV 1000 for EWC degree requirements. This course is offered for S/U or letter grade. 1 hour lecture.

HMDV 1025, 1 Credit, \$87
Internet Delivery
Aug. 30 – Dec. 16

Human Development: Empowerment #1500

Coventry Dougherty-Woodin

This course defines the personal qualities and characteristics that contribute to student success as it teaches the attitudes and study skills that contribute to academic achievement. Students become more aware, discover self-motivation, accept personal responsibility, and master self-management techniques through in-class exercises, take-home assignments, and journal writing. The course provides instruction in listening, reading, writing, note-taking, and test-taking skills so that students acquire the disciplines that distinguish life-long learners. This course may be substituted for both HMDV 1000 and HMDV 1050 for EWC degree and elective requirements. 3 hours lecture.

HMDV 1500, 3 Credits, \$261
T/TH, 10:00-11:30 AM, EWC
Aug. 30 – Dec. 15

Library Science

Literature for Children #2280

Tracy Newton

Wide reading and discussion of the literature for children is emphasized in this course. Books that have won recognition as distinguished contributions to American literature for children are examined. The selection of books for school, home, and public library is considered. In addition to becoming acquainted with a wide sampling of children's literature, students also establish criteria for evaluation. **Prerequisite:** ENGL 1010 with a grade of "C" or better. 3 hours lecture.

LIBS 2280, 3 Credits, \$261
T, 7:00-10:00 PM, DPS
Aug. 30 – Dec. 13

Management

Introduction to Supervision #1000

Earl Kisiel

This course seeks to develop an understanding and appreciation of the basic concepts of supervision, to include planning, organizing, human resources management, directing, and controlling. Topics covered also include motivation, delegation, leadership, communications, team-building, total quality management, and discipline. The course should assist one to acquire the skills necessary for effective first-level management. 3 lecture hours.

MGT 1000, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Marketing

Principles of Marketing #1000

Melissa Meeboer

An overview of marketing including the strategies for product, distribution, promotion, and pricing decisions; the relationship of these decisions to the external environment; global perspectives for tactical and strategic planning related to marketing; and ethics in marketing considerations. **Prerequisite:** Sophomore standing. 3 hours lecture.

MKT 1000, 3 Credits, \$261
Internet Delivery
Aug. 30 – Dec. 16

Mathematics

Pre-Algebra Arithmetic #0900

Teri Griffin

This course is designed for those who are weak in basic skills, those who require a review of the fundamentals, and those who desire a chance to develop their self-confidence in mathematics. This course is a comprehensive study of arithmetic including such topics as operations on whole numbers, primes, fractions, decimals, ratio and proportion, and percents, as well as the use of formulas and introductory algebra skills including the use of a scientific calculator. **Prerequisite:** Appropriate score on mathematics placement exam or instructor approval. 3 hours lecture.

MATH 0900, 3 Credits, \$261
M/W, 4:30-6:00 PM, EWC
Aug. 29 – Dec. 14

Elementary Algebra #0920

Staff (Section I) Ray DeWitt (Section II)

This is a one-semester beginning course in algebra. Basic concepts of algebra will be studied, including real numbers, linear, quadratic, and rational equations with emphasis placed on solving “word” or “story” problems.

Prerequisite: A grade of “C” or better in BADM 1005, MATH 0900, or MATH 1515 or appropriate score on mathematics placement exam within one year prior to registering for the course, or consent of instructor. 4 hours lecture.

MATH 0920, 4 Credits, \$348
M/W, 5:30-7:30 PM, EWC
Aug. 29 – Dec. 14 (Section I)

MATH 0920, 4 Credits, \$348
Internet Delivery
Aug. 30 – Dec. 16 (Section II)

Intermediate Algebra #0930

Staff

Basic techniques and skills of algebra with applications. Topics include solving linear equations and inequalities, quadratic equations, rational expressions, factoring, exponents, graphing of linear equations and conic sections, and in introduction to functions and logarithms. **Prerequisite:** MATH 0920 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or consent of instructor. 4 hours lecture.

MATH 0930, 4 Credits, \$348
Internet Delivery
Aug. 30 – Dec. 16

Problem Solving #1000

Bill Pearson

This course is specifically designed to satisfy basic mathematics requirements at many colleges for students not planning to enroll in Mathematics 1400 or a calculus course. The course treats modern topics chosen for their applicability and accessibility; it provides students with the mathematical and logical skills needed to formulate, analyze, and interpret quantitative arguments in a variety of settings. Statistics is introduced and the use of a calculator is stressed in the course. **Prerequisite:** MATH 0920 with a grade of “C” or better or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 21 or consent of instructor. 3 hours lecture.

MATH 1000, 3 Credits, \$261
M/W, 5:00-6:30 PM, DHS
Aug. 29 – Dec. 14

Pre-Calculus Algebra #1400

Cheryl Raboin & Robert Creagar

Algebraic equations and inequalities are studied as well as the following functions: polynomial, rational, exponential, and logarithmic. Emphasis is placed on graphing relations and functions. **Prerequisite:** MATH 0930 with a grade of “C” or better or appropriate score on mathematics placement exam within one year prior to registering for the course or consent of instructor. 4 hours lecture.

MATH 1400, 4 Credits, \$348
Internet Delivery
Aug. 30 – Dec. 16

Geometry & Measurement for Elementary School Teachers #2120

Theresa Jansen-Kolf

This course is a continuation of MATH 1105. The purpose of this course is to prepare students to be competent in teaching the major concepts and practical skills related to geometry and measurement. Students enrolling in this course must also enroll concurrently in EDEL 1420: Elementary School Math Seminar II. **Prerequisite:** MATH 1105 with a grade of “C” or better or consent of instructor. 3 hours lecture.

MATH 2120, 3 Credits, \$261
M/W, 5:00-6:30 PM, DMS
Aug. 29 – Dec. 14

Business Calculus #2350

Cheryl Raboin & Robert Creagar

Review of functions, their graphs and their algebra; derivatives and their applications; techniques of differentiation; the calculus for the exponential and logarithmic functions with applications to business; integration and applications; differential equations and applications. Students who have earned credit in Mathematics 2200 cannot earn additional credit in Mathematics 2350. **Prerequisite:** MATH 1400 with a grade of “c” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 26 or consent of instructor. 4 hours lecture.

MATH 2350, 4 Credits, \$348
Internet Delivery
Aug. 30 – Dec. 16



Applied Music Piano #1073

Rose Taylor

Individual lessons in piano for beginners; no previous training required. Twelve lessons per semester. Each lesson is approximately one hour. A computer lab accompanies each lesson. Instruction will concentrate on improving piano skills in technique, basic improvisation and harmonization. 4 hours lab.

MUSC 1073, 2 Credits, \$174 + \$50 lab fee
Individual Lessons, EWC
Aug. 29 – Dec. 16

Applied Music Voice #1074

Rose Taylor

Individual lessons in voice. One lesson weekly per semester. For beginners, no previous training required. 4 hours lab.

MUSC 1074, 2 Credits, \$174 + \$50 lab fee
Individual Lessons, EWC
Aug. 29 – Dec. 16

Collegiate Chorale #1400

Cindy Barnard

2 hours lab.

MUSC 1400, 1 Credit, \$87
TH, 6:00-8:00 PM, EWC
Sept. 1 – Dec. 15

PE Activity

Fitness & Conditioning #1020

Anne Saunders

Students will evaluate their physical condition relative to cardiovascular endurance, strength, and flexibility. An individualized training program will be developed to improve and/or maintain these aspects of fitness based upon the student's desire. 3 class periods. Concurrent enrollment in PEAC 1032, 1033, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed. 2 hours lab.

PEAC 1020, 1 Credit, \$87

M/W, 6:00-7:00 AM, F, 5:00-6:00 AM, Peak Fitness

M/W/F, 8:30-9:30 AM, Peak Fitness

M/W/TH, 5:30-6:30 PM, Peak Fitness

Sept. 19 – Nov. 18

Aerobic Conditioning I #1032

Anne Saunders

This course is designed for individuals interested in improving total fitness through an aerobic based conditioning program. Orientation for the course will include screening, individual fitness assessments, and individualized exercise prescriptions based upon the student's goals. Weight training equipment, bicycle ergometers, treadmills, a rowing machine, elliptical trainers, and other aerobic equipment will be used to improve cardiorespiratory fitness. Concurrent enrollment in Physical Education 2000 is highly recommended but not required. Minimum of 2 class periods per week. Concurrent enrollment in PEAC 1020, 1033, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed. Peak Fitness requires gym shoes with non-marking soles only. There will be a mandatory group meeting on September 18 from 4:00-5:00 p.m. All other times are individual.

PEAC 1032, 1 Credit, \$87

Peak Fitness

Sept. 19 – Nov. 18

Aerobic Conditioning II #1033

Anne Saunders

A continuation of Physical Education 1032, this course allows students the opportunity to attain a high level of total fitness. The course will include but not limited to: individual fitness evaluation, computerized analysis of test results, a prescribed exercise program, and an opportunity to attend fitness related seminars. Weight machines, bicycle ergometers, treadmills, ellipticals, a rowing machine, a stairmaster, a step mill, and other aerobic activities will be used to elicit improvements in total fitness. Students will be re-evaluated upon completion of 25 workouts. **Prerequisite:** PEAC 1032 with a grade of "C" or better within the past calendar year; or complete a re-evaluation if the student has satisfactorily completed PEAC 1032 outside of one calendar year. Concurrent enrollment in PEAC 1020, 1032, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed. Minimum of 2 lab hours per week. Peak Fitness requires gym shoes with non-marking soles only. Mandatory meeting on September 18 from 4:00-5:00 p.m. All other times are individual.

PEAC 1033, 1 Credit, \$87

Peak Fitness

Sept. 19 – Nov. 18

Beginning Bowling #1253

Jan Lilletvedt

A course designed to acquaint the student with equipment selection, rules and courtesies of bowling as well as the skills and scoring of bowling. Instruction will cover approach, timing, release (delivery), and aiming. 2 hours lab.

PEAC 1253, 1 Credit, \$87

Internet Delivery

Aug. 30 – Dec. 16

Resistance Conditioning #1273

Anne Saunders

A basic strength training program designed for students interested in developing muscular strength and size. An individualized weight program will be developed for each student in accordance with his/her goal. Students will meet at Peak Fitness and under the supervision and direction of an instructor proceed through their individualized programs. 2 lab hours per week. Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed. Peak Fitness requires gym shoes with non-marking soles only. Mandatory meeting on September 18 from 4:00-5:00 p.m. All other times are individual.

PEAC 1273, 1 Credit, \$87

Peak Fitness

Sept. 19 – Nov. 18

Beginning Casting and Angling #1281

Staff

A course designed to develop basic casting techniques for spin, bait, and fly fishing. Selection, care and repair of equipment will be discussed. Field trip experience will be required. 2 hours lab.

PEAC 1281, 1 Credit, \$87

TBA

Wellness: Physical Education Concepts/Fitness Course #2000

Jan Lilletvedt

A course designed to illustrate the relationship between lifestyle (nutrition, exercise, fitness, etc.) and personal wellness. Emphasis is placed on the role of exercise in wellness. Course will include lecture and laboratory experiences. Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed. 1 hour lecture, 1 hour lab.

PEAC 2000, 1 Credit, \$87

Internet Delivery

Aug. 30 – Dec. 16

Political Science

American & Wyoming Government #1000

Staff (Section I) Anne Hilton (Section II)

Fundamental introductory course which meets the requirements of the Wyoming statutes providing instruction in the provisions and principles of the constitutions of the United States and Wyoming. Students cannot earn credit for both Political Science 1000 and Political Science 1050. **Prerequisite:** Placement score of ENGL 0640 or better and no reading improvement required, or appropriate ACT score. 3 hours lecture.

POLS 1000, 3 Credits, \$261

T, 4:00-7:00 PM, EWC

Aug. 30 – Dec. 13 (Section I)

POLS 1000, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16 (Section II)

Wyoming Government #1100

Anne Hilton

This course provides an introduction to the Constitution and governmental process of Wyoming. Intended for students who have earned credit for American Government at an out-of-state college or by Advance Placement but have not fulfilled the Wyoming Constitution requirement of University Studies. This course is offered for S/U grade only. 1 hour lecture.

POLS 1100, 1 Credit, \$87

Internet Delivery

Aug. 30 – Dec. 16

Psychology

General Psychology #1000

J. Hart

A general survey of psychology through lecture, discussion, and assigned readings. Major topics will include a brief history of the science of psychology, the scientific method as applied to psychology, and the physiological and psychological bases of behavior. Subtopics will include sensation and perception, motivation, emotion, learning, individuality and personality, mental health, and the life span development of the individual. 3 hours lecture.

PSYC 1000, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Abnormal Psychology #2340

J. Hart

A survey of major mental and behavioral disorders which explores the identification of types of disorders, their etiology, and potential treatment methods. **Prerequisite:** A grade of "C" or better is PSYC 1000. 3 hours lecture.

PSYC 2340, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Religion

Introduction to Religion #1000

Linda Wells (Section I) Heidi Edmunds (Section II)

An introduction to world religions. A multi-disciplinary approach is utilized to investigate the similarities and differences that exist between a variety of religions. **Prerequisite:** ENGL 1010 with a grade of "C" or better. 3 hours lecture.

RELI 1000, 3 Credits, \$261

TH, 6:00-9:00 PM, EWC

Sept. 1 – Dec. 15 (Section I)

RELI 1000, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16 (Section II)

Sociology

Sociological Principles #1000

Heidi Edmunds

An introductory course providing both a survey of the discipline and a foundation for other sociology courses. Major areas of interest being explored range from small groups and families to bureaucracies and social movements. Significant concepts and theories are introduced along with the tools of social research. Though much attention is given to contemporary American society, comparative and historical material is included. 3 hours lecture.

SOC 1000, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Social Science Capstone Experience #2395

Heidi Edmunds

The Social Science Capstone Experience is directed toward the application of broad principles in the social sciences with specific attention given to the student's discipline of study. The course seeks to enhance and enrich the student's academic background, and involve the student in activities/experiences that demonstrate an ability to continue study in the social sciences. **Prerequisite:** Sophomore standing, major in relevant social science, semester of graduation.

SOC 2395, 0 Credits

Internet Delivery

Aug. 30 – Dec. 16

Criminology #2400

Rick Patterson

An introduction to the study of the nature and causes of criminal behavior. Biological, psychological, and sociological theories are examined. Types of criminal behavior, historical perspectives, crime statistics, and current trends are also covered. **Prerequisite:** SOC 1000 with a grade of "C" or better. 3 hours lecture.

SOC 2400, 3 Credits, \$261

Internet Delivery

Aug. 30 – Dec. 16

Welding

Welding for Fun #1520

Henry Woehl

This course will feature safety and basic welding procedures for those individuals who are interested in the more artistic aspects of welding. This course is not intended for those pursuing certification standards or job-entry level skills. 1 hour lecture, 2 hours lab.

WELD 1520, 2 Credits, \$174

M, 6:30-9:30 PM, DHS

Aug. 29 – Dec. 12

General Welding #1700

Henry Woehl

The study of shielded metal arc welding, oxyacetylene welding, cutting and brazing processes. The student will develop the skills necessary to produce good quality welds on mild steel joints using filler materials commonly used in industry. Manual oxyacetylene cutting of straight and bevel cuts. Safety practices will be included. 1 hour lecture, 5 hours lab.

WELD 1700, 3 Credits, \$261

W, 6:30-9:30 PM + lab, DHS

Aug. 31 – Dec. 14

FCAW #1772

Henry Woehl

The study of flux cored arc welding (FCAW) fundamentals and safety. It provides training to develop the manual skills necessary to make high quality welds in all positions on mild steel plates. 4 hours lab.

WELD 1772, 2 Credits, \$174

W, 6:30-9:30 PM + lab, DHS

Aug. 31 – Dec. 14

GMAW #1773

Henry Woehl

The study of gas metal arc welding (GMAW) fundamentals and safety. It provides training to develop the manual skills necessary to make high quality welds in all positions on mild steel plates. 4 hours lab.

WELD 1773, 2 Credits, \$174

W, 6:30-9:30 PM + lab, DHS

Aug. 31 – Dec. 14

GTAW – Plate #1780

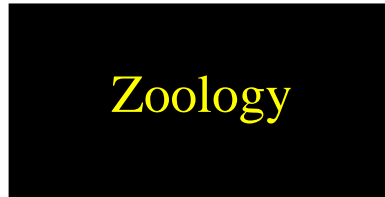
Henry Woehl

The study of gas tungsten arc welding (GTAW) fundamentals and safety. It provides training to develop the manual skills necessary to make high quality GTAW welds in all positions on mild steel, stainless steel and aluminum, using both direct and alternating current. 6 hours lab.

WELD 1780, 3 Credits, \$261

W, 6:30-9:30 PM + lab, DHS

Aug. 31 – Dec. 14



Intro. To Human Anatomy & Physiology #1500

Coventry Dougherty-Woodin

This lecture and laboratory course is an introductory study of the structure and function of the human body designed to meet the needs of students preparing for some LPN programs, medical office assistant programs, and some Health and Physical education majors. Credit may NOT be earned for both ZOO 1500 and ZOO 2015/2025, nor does this course prepare a student to take ZOO 2025. 3 hours lecture, 3 hours lab.

ZOO 1500, 4 Credits, \$348

M/W, 10:30-12:00 PM-Lecture, EWC

M, 1:00-4:00 PM-Lab, EWC

Aug. 29 – Dec. 14

Human Anatomy #2015

Coventry Dougherty-Woodin

This lecture/laboratory course provides instruction concerning the structure of the human body with regard to its composition and arrangement. Students in biology, nursing, allied health, and pre-professional programs are encouraged to take this course. **Prerequisite:** BIOL 1000 or 1010 with a grade of "C" or better. 3 hours lecture, 3 hours lab.

ZOO 2015, 4 Credits, \$348

T/TH, 1:00-2:30 PM-Lecture, EWC

W, 1:00-4:00 PM-Lab, EWC

Aug. 30 – Dec. 15



GENERAL INFORMATION

REGISTRATION

Registration will be on a **first-come, first-served basis**. Students may register at Eastern Wyoming College during regular business hours of 8:00 a.m. to 5:00 p.m. Please register early to ensure the offering of that class. If you need academic advisement, please call 358-5622 for an appointment. If you are unable to register in person, please call for a **temporary** phone registration, but space will not be held until payment is received. **Day and evening classes begin Monday, August 29.**

TEXTBOOKS

Textbooks will need to be purchased from the online bookstore. The website address is ewc.wy.edu. Books are usually shipped within one day so please order early to insure the arrival of books before the start of class.

TUITION/REFUND

Tuition is \$87.00 per credit hour (\$71.00 per credit hour with all students charged an \$16.00 activity and technology fee per credit hour). Full-time tuition of 16 or more credit hours is \$1,392.00, including the fees. Tuition is refunded on a course basis and is determined by the length of the course and the first meeting day of the course. For courses which meet the full semester, tuition and use fees are refunded in full for 8 calendar days beginning with the first day of class. Thereafter, the tuition refund is 25 percent through 29 calendar days, beginning with the first day of class, with no refund for use fees. For courses which are offered for less than a full semester, tuition and use fees will be prorated.

PAYMENT

You can charge tuition and fees to your VISA or MASTER CARD. Tuition can also be paid by a two-payment plan. Half of the tuition is due before the first class; the other half is due about mid-semester. There is a finance charge based on credit hours for the payment plan. If payment is not made or a payment plan signed before the first day of class, then the student is not officially registered and cannot attend class. **All class fees are due before the first class meeting.**

FINANCIAL AID

Veterans Benefits

Veterans with GI bill eligibility will be able to receive benefits if they take 6 or more credit hours at E.W.C./Douglas.

Veterans who served in Vietnam may be eligible for a tuition waiver.

Pell Grants

All people who have filed and are eligible for these grants may take college courses under this program at E.W.C./Douglas.

Senior Citizens

The college will admit all people who are residents of the State of Wyoming and 60 years of age to enroll at an \$16.00 service charge per credit hour. All who participate are expected to pay for books.

Scholarships

Scholarships are available on a two-semester basis. Students may apply for scholarships by filling out the application on the EWC web site or stopping in at the main office.

GRADES

Student grades will be recorded on an official Eastern Wyoming College transcript. Grades are available on LancerNet at the end of every semester. Contact the main office for instructions. Grades will not be given to students who audit a course or for students who notify our office of their intentions to withdraw from a course. Students failing to notify E.W.C./Douglas of their withdrawal from a course will receive an "F" for the class.

REQUIREMENT

The reading requirement applies to students seeking degrees or certificates or students enrolled in 12 or more hours whose placement scores indicate the necessity for a reading course. If a placement exam indicates a reading course is necessary or recommended, the student must successfully complete a reading course to satisfy the reading requirement. The course should be taken within the first two semesters.

LEARNING CENTER

The Adult Learning Center is an accredited affiliate ProLiteracy America. The Center offers **free** classes and materials for adults in basic reading, writing, math, and computer skills; English to speakers of other languages; employability skills; and GED (High School Equivalency) preparation. Low level and non-readers are welcome! Anyone can register at any time during the semester because this is an open-entry, open-exit program. Instruction is on an individual basis with students working at their own pace. Volunteer tutors may be available for those wishing further help. We are always looking for people to tutor at the Learning Center. If you have a few hours a week to give us, please call 358-5622.

PLACEMENT

Placement examinations are required for all first time, and/or degree-seeking students to aid in proper placement and to maximize academic success. Non-degree seeking students may be required to take an English and math placement test before enrolling in these departments. COMPASS requires a \$15.00 fee with one free retest. The ACT is also acceptable. Full-time or degree-seeking students must also take a reading test to determine reading comprehension levels and/or the need for an appropriate reading improvement course.

CUSTOMIZED TRAINING

continuing studies at EWC



Some of our training programs include:

- Welding
 - AWS Training
 - SMAW
 - FCAW
 - GMAW
 - GTAW
 - AWS Testing
 - ASME Testing
 - APA Testing

- Computer
 - Word
 - WordPerfect
 - Excel
 - QuickBooks
 - Access
 - MS Outlook
 - Flash
 - PowerPoint
 - PhotoShop

- Continuing Education
 - OSHA
 - Real Estate Agents
 - Insurance
 - Educators
 - Early Childhood Education
 - Criminal Justice

Any of these courses can be delivered on site or customized to meet your organization's needs. Call 1-888-WORKWYO for more information.

ewc.wy.edu