



ARAPAHOE
COMMUNITY COLLEGE



2010-2011
CATALOG

www.arapahoe.edu

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The statements in this Catalog outline the current rules, regulations and policies of Arapahoe Community College and the Colorado Community College System. While the provisions of this Catalog will normally be applied as stated, the College reserves the right to make changes at any time. The Web site, therefore, will contain any changes and is the most current source of information and is the basis of the College's contract with its students. It is the responsibility of each student to stay abreast of changes to his/her area of study as presented on the Arapahoe Community College Web site (<http://www.arapahoe.edu>).

TELEPHONE DIRECTORY

Main College Number	303.797.4222
Announcements	303.797.5700 x9
Admissions and Records	303.797.5621
Advising Center	303.797.5664
Art and Design Center	303.797.5958
Assessment	303.797.5993
Arapahoe/Douglas Career and Technical School	303.797.5080
Bookstore	303.797.5676
Campus Police Dept	303.797.5800
Career Center	303.797.5805
Cashier's Office	303.797.5638
Chief Operating Officer	303.797.5704
Child Development Center	303.797.5678
College Outreach	303.797.5646
Community Education Non-Credit	303.797.5722
Disability Services	v/tty 303.797.5937
Fitness Center	303.797.5850
Financial Aid	303.797.5661
Foundation	303.797.5881
GED/Pre-GED	303.797.5722
Hope/Lifetime Learning Tax Credit Hotline	303.797.5637
Human Resources and Employment	303.797.5644
Information Central	303.797.4222
Testing Center	303.797.5993
Library	303.797.5090
Pre-Enrollment Services	303.797.5637
President's Cabinet	
President	303.797.5701
Executive Vice President	303.797.5703
Vice President for Instruction	303.797.5707
School of Arts, Design, Social and Behavioral Science	303.797.5855
School of Health, Sciences and Engineering	303.797.5991
School of Liberal Arts and Professional Programs	303.797.5798
School of Math, Business and Technology	303.797.5717
Student Affairs	303.797.5668
Student Success Center	303.797.5669
Switchboard	303.797.4222
TTY Users Relay Colorado	1.800.659-2656
Tutorial Services	303.797.5937 v/tty
University Center at Chaparral (Parker)	303.734.4822
Veterans' Programs	303.797.5662

ABOUT ARAPAHOE COMMUNITY COLLEGE

Arapahoe Community College, metro-Denver's oldest community college, began in 1964 when a group of Littleton residents began exploring the need for a local junior college. They presented their research to the local school districts. After much effort and dedication by community leaders, business people, school officials and citizens, voters cast their ballots in 1965 to establish the first two-year college in the greater Denver area. The following September, Arapahoe Junior College opened its doors to 550 students.

In 1970, residents voted to have the College join the Colorado Community College and Occupational Education System. The local junior college district was dissolved and Arapahoe Junior College was given the name we know it by today – Arapahoe Community College (ACC).

ACC's 51-acre main campus is located in Littleton, adjacent to the downtown area. From the College, you can enjoy a panoramic view of the Colorado Rockies. Downtown Denver lies just 10 miles due north.

ACC currently has over 7200 students and 130 degree and certificate programs. The majority of classes are held in the Main building, completed in 1974. A large Annex added in 1977 houses additional classrooms, laboratories, the Colorado Gallery for the Arts, the automotive technology area and physical education facilities including a gymnasium, swimming pool and fitness center.

The College acquired the West Alamo Center in downtown Littleton in 1990 and renamed it the Art and Design Center. Located within two blocks of the Main building, this unique structure houses ACC's art, fine art, design and some technology programs, as well as the Arapahoe/Douglas Career and Technical School.

ACC expanded into Douglas County in 2000 with the opening of University Center at Chaparral in Parker.

In 2001, ACC completed a \$13 million renovation of the main campus building with the Weber Center for Learning Resources (library) as the architectural centerpiece. Included in the renovation were classrooms with the fiber optic technological capability for connecting to global educational resources.

Our Door is Always Open

Arapahoe Community College is an open-door admissions institution. If you have a high school diploma, General Education Development (GED) certificate, or are not in high school and 17 years of age or older, you may be admitted. Please remember that admission does not guarantee enrollment in any specific programs and courses. You may be required to meet prerequisites designed to help you successfully complete a course of study.

Admission may be denied in accordance with the State Board for Community Colleges and Occupational Education Board Policy BP 4-10.

VISION STATEMENT

To be the leader in Community College education for the State of Colorado.

MISSION STATEMENT

To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

Institutional Accreditation

Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The Commission can be reached at 312.263.0456. Web address: www.ncahigherlearningcommission.org.

ACC Program Accreditations

The following programs hold accreditation and/or approval as listed:

- Automotive Service Technology**, National Automotive Technician Education Foundation Inc. (NATEF)
- Certified Nursing Assistant**, Colorado State Board of Nursing
- Emergency Medical Technician**, Colorado State Department of Health, Emergency Medical Services Division;
- Health Information Technology**, American Health Information Management Association
- Law Enforcement Academy**, Colorado P.O.S.T. (Peace Officer Standard and Training Board)
- Paralegal**, American Bar Association
- Medical Laboratory Technology**, National Accrediting Agency for Clinical Laboratory Sciences
- Medical Office Technology**, Commission on Accreditation of Allied Health Education Programs on recommendation of the Committee on Accreditation for Medical Assistant Education
- Mortuary Science**, American Board of Funeral Service Education
- Nursing (Registered)**, Colorado State Board of Nursing
- Pharmacy Technician**, American Society of Health Systems Pharmacists
- Physical Therapist Assistant**, Commission on Accreditation in Physical Therapy Education.

Addresses and phone numbers for these accrediting agencies are listed within the description of each specific degree or certificate.



A MESSAGE FROM THE PRESIDENT:

Our Mission – Your Success

Welcome to Arapahoe Community College where excellence in learning is our top priority. We are proud to provide engaging and innovative educational opportunities to help learners reach their academic, professional and personal goals. We aim to improve the quality of life and the economic health of Douglas, South Jefferson and Arapahoe counties.



Arapahoe Community College students pursue degrees for transfer into university programs, career preparation and advancement, and personal fulfillment. In addition to typical college programs, we offer many opportunities for lifelong learners, including community education, continuing education for practicing professionals, customized training for industry needs, special programs for seniors, developmental programs to help students prepare for college coursework, and many more exceptional academic programs.

To better serve your needs, Arapahoe Community College courses and programs are not only offered at our two campuses – the Main Campus in downtown Littleton and our Douglas County-based University Center at Chaparral in Parker – but also at various Douglas County Schools and Community Centers. For students whose schedules do not permit them to personally attend classes, we have an extensive number of online courses.

Arapahoe Community College is dedicated to your success. Student-centered support services are available including financial aid for those who qualify, advising, disability resources, veterans' services, an international center, career resources, and an award-winning child care center. To enhance your college experience, many opportunities exist through a variety of student organizations, activities and events.

Remaining actively linked to our community is important to us. We stay connected through numerous community advisory groups and local partnerships. Arapahoe Community College IS the communities' college!

On behalf of the entire Arapahoe Community College family, I am pleased to welcome you and wish you every success. We're glad you're here!

With warmest regards,
Diana M. Doyle, Ph.D.
President

SPECIAL RECOGNITION

ACC is proud to acknowledge the following educators for their superior work and dedication to students:

2010 Faculty of the Year

Deborah A. Stieneker, Faculty, English

2009-2010 Distinguished Faculty

Erica Hastert, Faculty, Mathematics

Jody Johnson, Faculty, Biology

Tracy Lawrence, Faculty, Mathematics

ACADEMIC CALENDAR 2010-2011

SUMMER SEMESTER 2010 (201110) 5/24/10 - 8/02/10

April 1	Graduation application deadline for the Summer Semester
April 12-May 23	Summer registration for all students
May 24-28	Last-minute registration on MTWR 8 a.m.-6 p.m.; F 8 a.m.-5 p.m.
May 24	SUMMER TERM BEGINS (10-week classes begin)
May 29-31	Memorial Day holiday – College Closed: no services available
June 7	8-WEEK CLASSES BEGIN
June 30	Late graduation application deadline for Summer Semester
July 1	Graduation application deadline for Fall Semester
July 4-5	Independence Day recognized – College Closed : no services available
Aug. 2 (Mon.)	Last day of classes , end of Summer semester
Aug. 5 (noon)	Grading deadline
	<u>CLASS SESSIONS SESSION DATES</u>
	10-week classes May 24 - August 2
	8-week classes June 7 - August 2

Classes that meet on Monday will have to schedule extra time during the term due to the July 4 holiday.

FALL SEMESTER 2010 (201120) 8/16/10 - 12/06/10

April 12-Aug. 8	Fall registration for all students
July 1	Graduation application deadline for Fall Semester
Aug. 9-13	Last minute registration on MTWR 8 a.m.-6 p.m.; F 8 a.m.-5 p.m.; S 10 a.m.-1 p.m.
Aug. 16	FALL SEMESTER BEGINS
Sept. 4-5	Labor Day holiday – CLASSES NOT IN SESSION : most administrative services not available
Sept. 6	Labor Day – College closed : no services available
Oct. 11	Columbus Day – College open – classes in session
Oct. 31	Late graduation application deadline for the Fall Semester
Nov. 1	Graduation application deadline for Spring Semester
Nov. 11	Veteran's Day – College open – classes in session
Nov. 22-24	Fall Break, CLASSES NOT IN SESSION , offices open 8 a.m.-5 p.m.
Nov. 25	Thanksgiving – College closed : no services available
Nov. 26	Fall Break – CLASSES NOT IN SESSION , offices open 8 a.m.-5 p.m.
Nov. 27-28	Fall Break – CLASSES NOT IN SESSION , most administrative services not available
Dec. 6 (Mon.)	Last day of classes , end of Fall semester
Dec. 9 (noon)	Grading deadline
Dec. 25-Jan. 1	Holiday Season – College closed : no services available
Jan. 3 (Mon.)	College re-opens
	<u>CLASS SESSIONS SESSION DATES</u>
	15-week classes Aug. 16 - December 6

SPRING SEMESTER 2011 (201130) 1/18/11 - 5/09/11

Nov. 1	Graduation application deadline date for Spring Semester
Nov. 8-Jan. 9	Spring registration for all students
Jan. 10-14	Last-minute registration on MTWR, 8 a.m.-6 p.m.; F 8 a.m.-5 p.m.; S 10 a.m.-1 p.m.
Jan. 17	Martin Luther King, Jr. Birthday – College open
Jan. 18 (Tue.)	SPRING SEMESTER BEGINS
Feb. 21	President's Day – College open, classes in session
Mar. 7-13	Spring Break – CLASSES NOT IN SESSION , offices open 8 a.m.-5 p.m.
Mar. 31	Late graduation application deadline date for the Spring Semester
April 1	Graduation application deadline for Summer Semester
May 9 (Mon.)	Last day of classes – end of Spring semester
May 12 (noon)	Grading deadline
May 14	ANNUAL COMMENCEMENT CEREMONY
	<u>CLASS SESSIONS SESSION DATES</u>
	15-week session January 18 - May 9

APPLICATION REGISTRATION CHECKLIST

1. Apply

Complete the ACC Application for Admission:

Online: www.arapahoe.edu

In person: Information Central (Room M2800)

Fax: 303.797.5970

If any of the following categories apply to you, you will also need to include the documents indicated. No additional information is needed for high school graduates, GED holders or high school non-graduates who are 17* years of age or older.

You will be notified by e-mail or letter of your acceptance and residency status after you have completed the application.

Transfer Students: If you wish to transfer credits toward a degree, your official transfer transcript must be sent directly from the transfer institution to Admissions and Records, Arapahoe Community College, P.O. Box 9002, Littleton CO 80160-9002.

International Students: You must provide completed International Student Application Form; proof of high school graduation from an accredited high school or GED; completed International Student Affidavit of Financial Support; and proof of English proficiency. A complete packet of information on international student admission is available from ACC's International Student Advisor at 303.797.5652.

High School Students: High school students must be at least 17* years of age with either junior or senior status. The statewide agreement among Colorado school districts requires the statewide agreement form be completed and forwarded to the Pre-enrollment Services Office, Arapahoe Community College, P.O. Box 9002, Littleton CO 80160-9002. These forms may be obtained at your high school, or at ACC's Pre-enrollment Services Office (Room M2450).

* Students under 17 may contact the Pre-enrollment Services Office for information about the Underage Waiver process.

2. Financial Aid

Apply for Financial Aid if needed and complete a Free Application for Federal Student Aid (FAFSA).

In person: Financial Aid Office (Room M2330)

Phone: 303.797.5661 for an appointment

Online: www.fafsa.ed.gov

3. Assessment

Take the ACCUPLACER assessment test in the Testing Office (Room M2280). Call 303.797.5993 for hours.

No computer experience is necessary to take the ACCUPLACER. All students enrolling in a degree program, recent high school graduates and students enrolling in college-level English or math classes MUST take the ACCUPLACER unless they meet exemption criteria (see Student Services/Information – Assessment – Basic Skills section of this Catalog for a list of exemption criteria). To receive an exemption, you must present documentation to an Advisor or faculty member.

No appointment is necessary to take the test on the Main campus. Allow approximately two hours for ACCUPLACER completion before closing times at the Testing Center.

To take the **ACCUPLACER assessment test** at UCC (Parker), call 303.734.4822 for an appointment. This no-fail un-timed test assesses your readiness for college-level coursework by measuring skills in reading, English and math. It is required by the Colorado Community College System. Results of the assessment are used in developing a plan for academic success at the College and for initial course selection.

You must present a photo ID when taking the test. There is a \$10 charge to take the ACCUPLACER test. Results are available immediately.

ACCUPLACER test accommodations are provided to qualified students with disabilities by contacting Disability Services in Room M2710, 303.797.5937 v/tty. For more information, please refer to Student Services/Information-Assessment-Basic Skills section of this Catalog.

4. Advising/New Student Orientation

New degree or certificate-seeking students must attend a mandatory New Student Orientation. Dates, times and reservations are available in the Advising Office, Room M2010 or 303.797.5664. For academic planning, bring ACCUPLACER, ACT, SAT scores and/or college transcripts with you.

Transfer and continuing ACC students: Meet with an Advisor in Room M2010. The Advisor will assist you with the application process, transcripts, academic planning, course selection, registration, international student assistance and services for students with disabilities.

You may also meet with a program faculty Advisor to review your ACCUPLACER results and discuss course selections.

Call the Advising Office at 303.797.5664 for walk-in advising times or to set an appointment. We strongly recommended one of the advising options listed above. Students taking classes to enhance job skills or for personal interest are always welcome, but not required to meet with an Advisor.

5. Disability Services

Visit Room M2710 or call 303.797.5937 v/tty to request academic accommodations and for specialized consultation if needed. Appropriate documentation is required for accommodations.

6. Register for Classes

We will notify you of your assigned Student Identification Number ("S" number) and when to register after you have completed your application. More information and instructions are available on the ACC Web site.

7. Pay Your Tuition

Pay for your classes with a credit card online at **myACC** or with cash, check or credit card at the Cashier's window (Room M2300) by the deadline listed in the semester schedule. See the Schedule of Classes for information about deferred payments.

8. Parking and ID

Get your Parking Permit and Student Photo ID from Parking Services (Room M2600). Bring your receipt from the Cashier's Office if you paid in person or from Information Central if you paid online.

HIGH SCHOOL STUDENT ADMISSION (AGE 17 AND OLDER)

Post-secondary Enrollment Options

You must be a junior or senior attending a public high school. Generally under this option, you will receive both high school and college credit for ACC classes that are completed satisfactorily ("C" or better). If approved by your school district, you may also be eligible for prepaid or reimbursed tuition. Generally, student fees, books and transportation are not reimbursable. To enroll:

1. Meet with your counselor and complete the State-wide Agreement form. Your counselor will forward the form to the appropriate party for approval. Your school district office or counseling department should mail the approved form to: Pre-enrollment Services Office, Arapahoe Community College, P.O. Box 9002, Littleton, CO 80160-9002.
2. Complete an ACC Application for Admission and the items on the Checklist for Application/Registration in this Catalog.

High School students not participating in Post-secondary Enrollment Options:

If you wish to take classes at ACC without earning high school credit or reimbursement from your school district, complete an ACC Application for Admission and the items on the Checklist for Application/Registration in this Catalog.

Home-schooled students:

If you are home-schooled and age 17 or older, this is an excellent opportunity to earn credits toward a college degree while completing your secondary studies. Complete an ACC Application for Admission and the other items on the Checklist for Application/Registration in this Catalog. Students under the age of 17 can petition for underage admission through the Pre-Enrollment Services office (303.797.5637), Room M2450.

RESIDENCY

Residency requirements are determined by the Colorado Tuition Classification Law [CRS 23-7-101 et seq. 1973, as amended]. Non-resident tuition represents the cost of your education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the non-resident and resident tuition is paid by taxpayers of the State of Colorado. Therefore, tuition classification, as mandated by state statute, is adhered to rigorously at Arapahoe Community College.

We classify you as a resident or non-resident student according to the information provided on your Application for Admission. Contact the Admission and Records Office (Room M2480) for information about required documentation for your residency status. If you feel you meet the requirements for Colorado residency you may appeal your classification. Submit a "Petition for In-State Tuition Classification," along with the required documentation to the Admissions Manager by the deadline date (30 days from the start of the term) for

the semester in which you are seeking a classification change. The forms can be submitted to Information Central, faxed or mailed. Contact the Admissions and Records Office for further information at 303.797.5621 or e-mail admissions@arapahoe.edu.

Who Qualifies for Resident Status

To qualify for resident tuition, you (or your parents or legal guardian if you are under 23 years old and not emancipated) must have been domiciled in Colorado for at least one year prior to the **first day of the semester that you seek residency**. Domicile for tuition purposes is determined by two factors:

1. Your ability to show a permanent place of residence in Colorado, and
2. Your ability to demonstrate your intent to remain in Colorado.

You can prove your intent by providing evidence of:

- Paying Colorado income taxes
- Being permanently employed in Colorado
- Owning residential Colorado real estate
- Holding a Colorado driver's license or vehicle registration
- Registering to vote

If you have been classified as a non-resident for tuition purposes, you may submit a petition for residency, (forms available at Information Central). **The deadline to submit a petition is the 30th day of the term for which you are petitioning.**

If your residency petition is denied, you may appeal in writing to the Tuition Classification Hearing Board. The Admissions and Records Office will answer your questions about residency status.

Honorably Discharged Veterans may be eligible for residency. You can submit a copy of your DD-214 to the Admissions and Records Office for review.

Resident Status for Active Duty Military

Non-resident active duty military personnel and their dependents may qualify for resident status by providing the following documents within 30 days of the start of the semester in which you are enrolling:

- Certification from your base personnel office that you are on active duty with a permanent duty station in Colorado
- A photocopy of your military or dependent ID card U.S. Military Service members of TDY (Temporary Duty) orders to Colorado and their dependents qualify for in-state tuition (but not COF) by providing the following documents within 30 days of the start of each semester in which they are enrolling:
- Documentation of assignment or orders and copy of sponsor's and student's Military ID are required Colorado National Guard members and their dependents qualify for in-state tuition (but not COF) by providing the following documents within 30 days of the start of each semester in which they are enrolling:

- National Guard Certification form and copy of sponsor's and student's Military ID are required.

Please re-submit your documentation for each semester that you wish to be classified as a resident. You can submit the above forms to Information Central.

WUE (Western Undergraduate Exchange)

WUE is a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in most western states may enroll in many two-year and four-year college programs at a reduced tuition level-150 percent of the institution's regular resident tuition. WUE's tuition is considerably less than non-resident tuition.

To be eligible for WUE, a student must be, and remain, a resident of one of the participating states: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington or Wyoming. If you have moved to Colorado within the past 12 months from one of the qualifying states you may be eligible for the program. No semesters in which a student is classified as WUE may be counted towards the 12 month domicile requirement to establish Colorado residency.

To qualify, a WUE application form must be submitted no later than 30 days from the beginning of each term in which you are enrolling. Applications are available at Information Central or our Web site. Go to www.arapahoe.edu, click on Admissions and on Forms. The forms can be submitted to Information Central, faxed or mailed. Please contact the Admissions and Records Office for further information at 303.797.5624, or e-mail linda.sulsberger@arapahoe.edu.

Information on WUE is available at www.wue.wiche.edu. Questions may also be e-mailed to info-sep@wiche.edu or sent to Student Exchange Programs, Western Interstate Commission for Higher Education, PO Box 9752, Boulder, CO 80301-9752.

HB-06S-1023

In July 2006, the Colorado State Legislature enacted HB-06S-1023, which became effective on August 1, 2006. The legislation requires all citizens who apply for state-funded benefits that entail any payment or financial assistance provide proof that they are lawfully present in the United States. Visit <http://higher.ed.colorado.gov> for more information regarding this legislation.

TUITION AND FEES

Tuition, fees and charges are mandatory and support essential activities and services, student organizations and special events. Tuition is based on credit load and residency status. **Tuition, fees and charges are subject to change without notice.** Students with unpaid debts to ACC, or any of its auxiliary enterprises, will not be allowed to register until debts are paid. For detailed tuition and fee rates, please see the Schedule of Classes or view at www.arapahoe.edu.

Refunds and Withdrawal Policy

Our refund policy is enforced for several reasons. When you enroll in a class, you reserve a space that is no longer available to others. At the same time, the state commits to paying a portion of the costs of offering you that course. Even if you officially withdraw, the state loses its investment in that space – while ACC loses the other percentage of expenses that your tuition and fees cover.

Dropping a Class

If you drop a class during the first 15 percent of the class term, you will receive a 100 percent refund. No refunds are granted after that time. Deadline dates for refunds are listed in the semester Schedule of Classes. You can drop online at www.arapahoe.edu by accessing **myACC** or by submitting a Schedule Adjustment Form to Information Central prior to the Drop Deadline.

Withdrawing from a Class

You can withdraw from a class after 15 percent of the class term and before 80 percent of the class term has passed. You can withdraw online at www.arapahoe.edu by accessing **myACC** or by submitting a Schedule Adjustment Form to Information Central prior to the deadline date for withdrawals. A "W" grade will appear on your transcript for all official withdrawals. Refunds are not given for withdrawals.

If you withdraw after the first 15 percent of the term and have an unpaid balance, you remain obligated to pay this amount. Unpaid balances are sent to State Collections and a collection fee is assessed.

Appeal for Tuition Credit

The College gives students the opportunity to submit an Appeal for Tuition Credit if there is an unforeseeable or extraordinary circumstance that prevents the student from meeting the drop deadline. For more information please see Appeal Instructions or download and complete the Appeal for Tuition Credit form, available at www.arapahoe.edu. Additional forms that may be needed are the Financial Aid Acknowledgement Form and the Medical Documentation Form.

Complete Withdrawal from the College

If illness or other circumstances prevent you from withdrawing in person, you may withdraw at www.arapahoe.edu by accessing **myACC**. Official withdrawal, under any circumstances, does not relieve you of debts to ACC. Schedule Adjustment Forms are available at Information Central

See the Financial Aid section under Student Services.

COF Stipend

In 2004, the Colorado Legislature established the Colorado Opportunity Fund (COF). Under this new law, the State gives money for a subsidy to students by sending it to the institution the student designates. This money, known as COF, is applied to a resident student's tuition if the student applies for and authorizes the use of the stipend. ACC will receive the money and it will appear as a credit on your tuition bill.



FINANCIAL AID AND VETERANS PROGRAMS

ACC offers VA, financial aid grants, scholarships, student loans, work-study programs and opportunities to assist you with the cost of your college education. In most cases, you can receive financial assistance for tuition and fees, books and supplies and miscellaneous expenses. Ask for a copy of ACC's Financial Aid Handbook or visit www.arapahoe.edu.

Applying For Financial Aid

To apply, you must be a U.S. citizen or eligible non-citizen and not be in default on any federal student loans or owe a repayment on a federal grant. Visit the Financial Aid Office to obtain the Free Application for Federal Student Aid (FAFSA) or apply at www.fafsa.ed.gov. **The ACC FAFSA School Code is 001346.** Financial Aid Advisors will help you complete the online application if you choose this option.

If your file is selected in a process called verification, you may be required to provide the following additional information or documents:

- Your (and your parents') tax returns
- Additional Income and Asset Information (TANF, SSI, Business Income, etc.)
- Verification Worksheets
- Other information as requested

The financial aid priority date is May 1. Students who apply by this date will receive first priority in awarding grant and work-study funds.

Student Rights and Responsibilities

Students applying for financial aid have these rights and responsibilities:

Student Rights: You have the right to:

1. Know what financial assistance is available from ACC, including information on Federal, State and other financial aid programs.
2. Know the deadline or priority dates for submitting applications for financial programs.
3. Know the cost of attending ACC and the refund and repayment policy.
4. Know the criteria used by ACC to select financial aid recipients.
5. Know how the College determines financial need, including how costs for tuition, room and board, books and supplies, travel, personal insurance and miscellaneous expenses are considered in establishing cost of attendance.
6. Know what resources (such as parental contribution, financial aid, private scholarships, income, assets and other resources) are considered in calculating financial need.
7. Know what portion of your financial need, as computed by ACC, has been met.

8. Request an explanation of the various programs included in your financial aid package and appeal for a review of your award if you feel that it does not adequately meet your needs.
9. Know what portion of your financial aid package is a loan that must be repaid. If your award package does contain a loan, you have a right to know the interest rate, total amount that must be repaid, repayment procedure, length of time you have to repay the loan and when the payment is scheduled to begin.
10. Know what portion of your financial aid package is earnings from part-time employment, (Federal or State work-study) and conditions of employment and how and when you will be paid.
11. Know how the College determines whether you are making satisfactory progress in your course of study and what happens to your financial assistance if you do not maintain satisfactory academic progress.
12. Know the completion or graduation rate for students.
13. Know campus security policies and crime statistics.
14. Know what facilities and services are available to students with disabilities.

Student Responsibilities: you have the responsibility to:

1. Complete all application materials on time and make sure the various forms are sent to the right place.
2. Complete your application accurately. Errors can result in delays in your considerations for financial assistance. Intentional misreporting of information on applications for Federal financial aid funds is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
3. Promptly return all additional information, documentation, verification and/or corrections requested by either the Financial Aid Office or the agency to which you submitted your application.
4. Read and understand all documentation you are asked to sign and keep copies for your personal records.
5. Accept full responsibility for agreements you sign.
6. Notify your lender(s) of changes in your name, address and/or student status if you have borrowed a loan.
7. Perform the work you have agreed to in accepting a work-study award.
8. Know and comply with the refund/repayment policies and procedures of Arapahoe Community College.
9. Understand the conditions under which each element of your financial aid package is offered and comply with the criteria for retention of your financial aid awards.
10. Notify the Financial Aid Office if you receive assistance of any kind, from any source, that was not reported on your application for financial aid. This includes, but is not limited to:

- Private scholarships and/or grants
 - Social Security payments
 - Veterans benefits
 - Aid to Dependent Children
 - Bureau of Indian Affairs (BIA) awards
 - JTPA assistance
11. We advise you to keep records of tuition and fees charged, books, supplies, etc., for all semesters you attend during a calendar year. You are required to report financial aid, with the exception of loans, to the Internal Revenue Service as income if the aid received is greater than the tuition and fees charged less the amount paid for books and supplies. You are strongly encouraged to contact the IRS for specific details.
12. Enroll for classes that apply toward your degree. Classes taken by audit or challenge do not qualify as financial aid hours attempted and are not eligible for aid.
13. You must prove "ability to benefit." This includes a high school diploma or GED or the student must take a placement test (ASSET or COMPASS) and receive scores designated by the Department of Education.
14. You cannot have violated any federal or state drug possession or sale law.

Contact the Financial Aid Office for more information: 303.797.5661.

Obtain the ACC Financial Aid Handbook for more information

Below are some of the federal and state grant, scholarship and work-study programs available. Please visit the Financial Aid Office for more information or visit online at www.arapahoe.edu.

Grants

Federal Pell Grant

This federally-funded assistance is available if you need help with college expenses. Awards vary, depending on the amount of support your family can provide. A federal formula determines the size of your award.

Federal Pell Grants are intended to build a base of financial support that can be supplemented with other kinds of assistance if necessary.

Federal Supplemental Education Opportunity Grant (SEOG)

This program is designed to be awarded first to applicants with extreme need. Priority is given to students who are eligible for the maximum in a Federal Pell Grant.

Colorado Student Grant

State funds are available to Colorado residents with financial need. Awards vary depending upon student's need. Funding is provided by the Colorado General Assembly.

Leverage Education Assistance Program

These funds are awarded to Colorado residents with exceptional financial need. Awards vary per year and are dependent upon the student's need.

Scholarship Search Center

You are encouraged to visit the ACC Financial Aid Office (Room M2330) for the many scholarship opportunities available. To learn more about scholarships view the following Web sites:

- www.arapahoe.edu
- www.finaid.org
- www.fastweb.com
- www.scholaraid.com
- www.wiredscholar.com

In general, scholarships are based on merit, talent or academic promise and do not have to be repaid. Visit our office for more details or our Scholarship Brochure.

Loans – Federal Family Educational Loan Program

Federal Stafford Loans

This loan is offered as either subsidized or unsubsidized. The amount of the loan that a student is eligible to apply for is dependent upon year in college, program length, need, dependency status, etc. Students who can demonstrate financial need through the FAFSA are eligible to get a subsidized Federal Stafford Loan. Loans that are subsidized do not accrue interest as long as the borrower remains enrolled in at least six (6) or more credit hours. Repayment begins six months after the student is no longer enrolled in six (6) or more credit hours. Students who cannot demonstrate financial need for the maximum loan each year may be eligible to receive an unsubsidized Federal Stafford Loan. The student is required to pay the interest on this loan from the time the loan is disbursed by the lender. Federal Stafford Loans are provided through the US Department of Education Direct Loan Program. They are guaranteed and insured by the Federal Government.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Parents of dependent students may qualify for this loan program. If a financial aid award offer is not sufficient for a dependent student's needs, a PLUS loan can be taken by parents for the benefit of their student. This loan requires that parents complete a credit check and assume responsibility to repay the loan. If the parents are denied this loan, check with the Financial Aid office for further options. Repayment of PLUS loans begins sixty days from the last disbursement of the loan.

Work-Study

Colorado Work-Study Program

If you're a Colorado resident, you may qualify for this program. Approved students can work up to 20 hours per week. The State of Colorado funds the program.

Federal Work-Study Program

Part-time campus employment is available through work-study to assist you with college expenses.

Colorado No-Need Work-study

Even if you are unable to demonstrate financial need, you may still be eligible for a work-study program if you are a Colorado resident. You must submit a Free Application for Federal Student Aid to apply. Please contact the Financial Aid Office for application forms and additional information.

Federal Financial Aid Return of Title IV Funds Policy

Students at Arapahoe Community College receiving Title IV (federal student aid) funds who completely withdraw, officially or unofficially, within 60 percent of the term may owe a repayment of funds received. Each case will be examined to determine if a repayment is applicable. If so, the refund will be calculated and returned in accordance with Federal regulation. Students may be required to repay Title IV Refunds in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent Loan to Undergraduate Students (PLUS loan)
- Federal Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant
- State of Colorado Student Financial Aid Programs
- Arapahoe Community College Financial Assistance Programs

Contact the Financial Aid Office for specific criteria for all aid programs or visit www.arapahoe.edu.

Veterans Educational Assistance Programs

ACC has been approved for most education and training programs by the Colorado State Approving Agency, including:

- Post 9/11 GI Bill (Chapter 33)
- The GI Bill (Chapter 30)
- National Guard/Reserve GI Bill (Chapter 1606/1607)
- Dependents' Benefits for Deceased or Disabled Veterans (Chapter 35)
- Vocational Rehabilitation (Chapter 31)

To Apply

Visit the Financial Aid Office and VA Web site (www.gibill.va.gov) to apply. In general, you will need the following before your benefits can be determined and awarded:

Copy of your DD214

- NOBE- Notice of Basic Eligibility for National Guard or Reserve
- Form 22/1990 for New Veterans Obtaining Benefits
- Form 22/1995 for Veterans Continuing their Benefits
- Form 22/5490 for New Dependent benefit recipients
- Form 22/5495 for Continuing Dependent benefit recipients

To be considered for Advanced Payment, you must complete your application a minimum of 60 days prior to the semester start. You must be prepared to pay your own tuition, fees, books and supplies while the VA processes your certification/application. Contact the ACC Veterans Certifying Official at 303.797.5661 for more information.

STUDENT SERVICES

Accommodations for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ACC provides students with documented disabilities academic accommodations based on an individual needs assessment. Support services may include:

- Test accommodations
- Readers
- Scribes
- Interpreters and/or amplification devices
- Ergonomic furniture and equipment
- Materials in alternative formats
- Note takers
- Assistive computer equipment
- Class assistants

To request accommodations, contact Disability Services in Room M2710 or call 303.797.5937 (v/tty).

Students with disabilities are responsible for providing documentation of disability from a qualified professional.

Address Changes

Please see Student Services/Information – Records section of this Catalog. You can update your address information at www.arapahoe.edu by accessing myACC.

Academic Advising

Academic advising is a crucial first step if you are beginning a college program. Advisors will help you explore life and career goals and select courses based on basic skill assessment tests and programs of study. New and continuing students are encouraged to meet with an Advisor every semester to help clarify goals and stay updated on program changes. The Advising office also offers assistance in:

- Registration
- Selecting courses based on placement test results
- Choosing a program of study or major
- Course sequencing and prerequisite selection
- Add/drop and withdrawal process
- Selecting courses for transfer to a four-year college or university
- Career exploration
- Referral information and contacts with agencies prepared to meet specific student needs

Academic advising is also available from faculty program advisors. Consult your School office for contacts.

Required College Disclosures

These disclosures are published annually on the College Web site, www.arapahoe.edu and in the Catalog, Student Handbook or other College publications:

- The Campus Security Report
- The consequences of drug and alcohol violations
- How the College calculates refunds and repayments
- The graduation and transfer in/out rates

Assessment

Basic Skills

If you are a first-time college student enrolling in a degree or certificate program, are planning to enroll in college-level English or math, or you are a recent high school graduate, you must complete assessment in writing, reading and math.

The purpose of assessment is to provide you and your Advisor with information useful in selecting courses and planning for success in college. The ACCUPLACER assessment test provides you with competency scores in writing, reading and math. The test costs \$10, is untimed and takes approximately two hours to complete.

You can take this test at the Testing Center (Room M2280) on a walk-in basis. Call the Testing Center at 303.797.5993 for days and hours. Plan to begin testing at least two hours BEFORE the closing time.

Testing is also available at the University Center at Chaparral – please call in advance (303.734.4822).

ACCUPLACER test accommodations are provided to qualified students with disabilities. To request accommodations, contact Disability Services in Room M2710 or call 303.797.5937 v/tty.

If you are a new student enrolling in a degree program, you must take the ACCUPLACER unless you have documents that show you:

- Have achieved these minimum scores on the ACT College entrance exam within the past five years: Mathematics 19, Writing 18 and Reading 17; or:
- Have achieved these minimum scores on the SAT College entrance exam within the past five years: Mathematics 460, Writing 440 and Reading 430; or:
- Have achieved these minimum scores on the ACCUPLACER assessment test within the past five years: Elementary Algebra 85, Sentence Skills 95 and Reading Comprehension 80

Exemptions are granted if you:

- Have successfully completed a college-level math and college-level writing course or:
- Have successfully completed necessary remedial course(s), if required, in mathematics; writing and reading. "Successfully completed" means you have earned a grade of "C" or higher; or:
- Have earned an Associate Degree or higher or:
- Are a concurrently enrolled high school student until matriculated by the institution as a degree-seeking undergraduate or:

- Are a non-degree seeking undergraduate (unless recent high school graduate referenced above) until becoming degree-seeking.

To receive an exemption, you must present documentation to the Testing Center, an Advisor or to Admissions and Records. Some ACC programs require specific minimum ACCUPLACER scores for admission. Please refer to the specific degree/certificate in this Catalog or at www.arapahoe.edu. A \$10 charge is assessed to take the placement test. The charge is payable at the testing facility. You are allowed to retake the ACCUPLACER after 24 hours and then every 30 days after retaking the test the first time. (A \$10 charge is assessed for each portion of the ACCUPLACER you retake.) **If you test below college level in two or more of the assessment test subjects, you will be required to meet with an Advisor before registering and you may be required to enroll in certain courses.** The College provides materials if you want to review skills before taking the ACCUPLACER. The materials are available at www.arapahoe.edu on the Testing Center page. Enrolled students can also use the Peer Mentoring and Tutoring Center to work on skills.

Bookstore

Our Bookstore, on the first floor of the Main building, is the official source for new and used books. You can order books, review our refund and buy-back policies, and access other store information at www.efollett.com. The campus bookstore sells school supplies, bargain books, laptops, software, ACC gifts and apparel, study guides, greeting cards, technology supplies and more.



Campus Police Department

The Campus Police Department consists of professional police officers and staff dedicated to working in partnership with the campus community to protect and enhance a positive, secure, learning-centered environment. Campus Police Officers are sworn and commissioned with full powers of arrest provided to them by Colorado Revised Statutes, Title 24, Article 7, Part 1. Officers respond to calls for law enforcement and general safety services at the Littleton campus. Officers take reports of criminal incidents, respond to alarms, assist in medical emergencies, investigate traffic accidents and criminal acts, provide security for campus events and present community-oriented policing programs. Officers have jurisdiction on the Littleton campus, including the Littleton city streets that run through and adjacent to campus properties.

Safety Escort Services

When walking on campus, you are encouraged to walk with another person and use well-lit and well-traveled routes. The Campus Police Department will escort you to your car. To obtain this service, call ext. 5800 or 303.797.5800.

Parking Services

All ACC main campus, Art and Design Center and UCC lots require an ACC permit. Permit costs are automatically charged to your account when you register for classes. Permits are reissued each year. Parking is on a first-come, first-served basis. Permits allow for parking in all ACC lots, except Lot J, but do not guarantee a parking space. The Art and Design

Center requires a Lot J permit, which is ONLY available to students registered for classes at the Center. Decal permits are valid in lots A-I and L for current registered ACC students.

To obtain a permit, bring your Cashier's receipt to Campus Police, Room M 2630. A permit will be issued to you to be permanently affixed to the lower left hand corner, inside front windshield of your vehicle or affixed to a plastic hang-tag and placed over the rearview mirror. One additional semester permit can be purchased at the Campus Police office.

Visitor and short-term, time-controlled parking is available on the streets surrounding the main campus at no charge. Temporary day passes to park in ACC lots are available to students, staff and campus visitors for a nominal fee at the Campus Police Office, Room M2630. Permit and other parking violations are enforced at all times. Parking fines range from \$15-\$100.

Motorist Assistance

This service is designed to assist students and employees who have vehicle problems on the main campus and the Art and Design Center. Services include jump-starting a battery or unlocking a car door. Call ext. 5800 or 303.797.5800 for assistance.

Security Phones

Main campus classrooms have in-house security phones. The Campus Police Department can be reached by calling ext. 5911. If no immediate answer, call 9-911. The Art and Design Center also has in-house phones in open public areas to call the Police at the numbers above.

Code Blue emergency phones are located in each parking lot at ACC's main campus and the Art and Design Center. These ADA-compliant phones require simply touching the red button to automatically contact the Campus Police Department. If that office is closed, the phone will ring through to the Littleton Police Department.

Lost and Found

The Campus Police Department, Room M2600, houses ACC's Lost and Found. Students at extended campus locations should return found items to, and check for lost items at, the front desk of those facilities. Items found at those locations will be kept there for a short time before being sent to the main campus.

Jeanne Clery Disclosure Of Campus Security Policy and Campus Crime Statistics Act

The Clery Act Disclosure is accessible on the ACC Web site: www.arapahoe.edu.

- Campus crime and security policy disclosures are available on the Web site.
- Statistical report and publications are available on the Web site and at the Campus Police Department.
- Substantive policy, procedural and victims' rights provisions are described on the Web site.
- Open police logs are available at the Campus Police Department.
- The Campus Police Department will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff.
- Report crimes, violations, accidents, suspicious persons and incidents to the Campus Police Department at extension 5800. If there is no immediate answer, dial 9-911.
- Sex offender information is available at Colorado's Convicted Sex Offender Web site: <http://sor.state.co.us>.

Please read the report. Get involved by taking an active part in promoting safety and well-being. Be mindful of your personal safety, use common sense and use campus resources to protect that safety. Report crimes, violations, accidents, suspicious persons/incidents and medical assists to the Campus Police Department Office at ext. 5911 or 303.797.5911. If no immediate answer, call 9-911.



Cancelled Classes

If a class is cancelled, staff will make every effort to notify you before you arrive at class. In addition, notices will be posted near the classroom. If there is no posted notice and your Instructor does not appear, check with the school office (Room A2000).

Insufficient Enrollment

The Vice President for Instruction may cancel any course with insufficient enrollment. Every effort is made by staff to contact students affected by these cancellations. In addition, notices of classes cancelled for insufficient enrollment are posted on the classroom door.

Weather/Emergency Closures

Call 303.797.5700, ext. 9, or visit www.arapahoe.edu to learn whether ACC is closed due to bad weather or other emergency conditions. Television and radio stations will also be alerted to College closures.

Career Center

Career Exploration

Undecided about a major or career? Career exploration can help you make one of the more important decisions in your life. The self-assessments listed below are available for a nominal fee and can help you discover your work-related personal characteristics.

- Myers-Briggs Type Indicator (MBTI)
- Strong Interest Inventory (SII)

Free assessments are also offered online.

- Choices Planner and Explorer – skills, values, interests assessments
- ECOCIS – personality, interests, skills assessments

Career Services

The Center provides up-to-date information on career decision making. You can develop a career plan to fit your needs and focus your future, based on realistic self-knowledge.

Career planning seminars, offered for a fee, are recommended if you are undecided on a career goal, making a first-time career decision or making a career change. You identify interests and skills, learn about career resources and gain knowledge of job search techniques.

The Career Center has computer programs that provide free information on occupations, salary ranges, job outlook, schools offering programs, career videos and scholarships.

Employment Services Available

- Full-and part-time, temporary and seasonal employment postings
- Online career leads
- Resume critique and job search counseling
- On-campus employer recruiting
- Job fairs and special programs
- Job search, resume writing and interview technique seminars

The Center will answer specific questions about job searching and interviewing.

Child Development Center

Put your child in good hands while you attend class, study or work. If you're an ACC student, staff or community member, you can enroll your child in our Child Development Center (CDC). The Center, staffed by professionals and ACC Early Childhood Education students, is in the North building on the Main campus. It is designed to meet the developmental and educational needs of children aged two and one-half to 13 years old.

Call or visit the Child Development Center to get on the waiting list. Families will be enrolled from the waiting list on a space-available basis. Names remain on the waiting list for one semester only. CDC registration is held in coordination with the College's semester registration. Charges include a registration fee and block/hourly rates. Tuition includes lunch, snacks and educational materials. For more information, please contact the Center at 303.797.5678.

College Closure

Call 303.797.5700, ext. 9, or visit www.arapahoe.edu to learn whether ACC is closed due to bad weather or other emergency conditions. Television and radio stations will also be alerted to College closures.

Comment Cards

ACC is committed to listening and responding to student compliments, complaints and suggestions. Comment cards are available in each ACC facility.

These cards are collected regularly by staff and reviewed by the Executive Team. You can submit a card anonymously or can request a personal response.



Credit for Prior Learning

You may be able to earn credit for your non-college or experience-based learning attained outside the sponsorship of accredited postsecondary education institutions. Credit for Prior Learning (CPL) includes learning acquired from work and life experiences; correspondence and extension courses; individual study and reading; civic, community and volunteer work; and participation in formal courses and in-service training sponsored by associations, business, government and industry. CPL is not awarded for experience but for college-level learning, which entails knowledge, skills and competencies that you obtained as a result of prior learning experiences. ACC may award a maximum of 50% of credit requirements toward a degree or certificate (maximum of 25% may be used for Portfolio method) for prior learning.

Prior learning credit will be awarded only to courses listed in the ACC Catalog. No letter grade is assigned for prior learning credits. Students must be enrolled in at least one credit hour to seek CPL. Credits granted through prior learning are not eligible for financial aid or veterans' education assistance. CPL may not be applied to courses in the core general education curriculum for the purpose of determining whether the core curriculum has been completed and the transcript should be stamped "core program completed."

Fifty percent of degree requirements may be earned through a combination of the following four methods available for awarding Credit for Prior Learning: Standardized Tests, Institutional Challenge Examinations, Industry Certifications, Published Guides and Portfolios.

1. **National standardized placement** tests such as College Level Examination Program (CLEP), both general and subject examinations; Advanced Placement Program (AP); Defense Activity for Nontraditional Education Support program (DANTES); Regents College Exams; and other nationally recognized testing, training, licensing or certification programs will be used to assess levels of knowledge, skills and competencies. The institutional copy of official scores from the national standardized placement test must be submitted to the Admissions and Records Office.
2. **Institutional Challenge Examinations** such as objective tests, essays and oral, hands-on or simulated demonstrations will be used to evaluate the competency of students in specific courses. Institutional examinations are the equivalent of the comprehensive final examination for the courses challenged.
3. **Experience in the Armed Forces or Industrial and Corporate Training programs** may transfer in as credit after it has been evaluated through published guides.

4. **Learning which has been acquired through work and life experiences** must be substantiated through a formal portfolio assessment program. The learning must be demonstrable, must have both a theoretical and an applied component and must be college level, currently applicable and the equivalent of a specific course to the student's certificate or degree requirements.

For more information about credit for prior learning options, call the Graduation Coordinator at 303.797.5630, or visit www.arapahoe.edu.

Drug and Alcohol Abuse Prevention Program

THE LAW

Arapahoe Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of this law is on file in the Human Resources Office for your reference. The Drug and Alcohol Abuse Prevention Program includes:

CODE OF CONDUCT

Students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as a part of any College activity. This includes the use, distribution or possession of "medical marijuana" which remains a violation of Federal law.

LEGAL SANCTIONS

There are legal sanctions for violations of the Code of Conduct. Any student convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of \$100 to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

COLLEGE PENALTIES

The College will impose penalties against students who violate the above Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment; and referral to authorities for prosecution, as appropriate.

HEALTH RISKS

Many health risks are associated with drug and alcohol abuse. Risks include: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.

Drug and Alcohol Abuse Prevention Program information is available through Human Resources. Counseling resources are available through the Student Affairs office.

ILLEGAL SUBSTANCES

A controlled substances schedule is on file in the Student Affairs Office, (Room M2820.)

REFERRAL RESOURCES

Referral for counseling, treatment, rehabilitation and re-entry programs is available through the community:

- Mental Health Center, Arapahoe County
5500 S. Sycamore St.
Littleton, CO
303.797.9346, emergency line: 303.795.6187
- Mental Health Center, Jefferson County
5265 Vance
Arvada, CO
303.425.0300
(Jefferson County Residents Only)
- Professional Psychology Center
at University of Denver
303.871.3626
- Alcoholics Anonymous (24 hr.)
Denver Area Central Office
2785 N. Speer Blvd., Suite 116
Denver CO 80211
303.322.4440
E-mail: denveraa@daccaa.org - <http://www.daccaa.org>
- Narcotics Anonymous, Main Office
PO Box 9999
Van Nuys, California 91409
818.773.9999, Fax: 818.700.0700
- Focus on Recovery
Helpline: 1-800.234.0420

Consult your yellow pages for a listing of all private and community-based programs. Check listings under "Alcoholism Treatment" and "Drug Abuse Information and Treatment." For more information contact Student Affairs at 303.797.5668. This information is provided in compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226).

Emergency Messages

There is no paging system at ACC, but emergency message delivery will be provided through the Campus Police Department (303.797.5800). We cannot tell callers where a student can be found, but we will make every effort to locate a student with a message about a REAL emergency (family/medical). To assist us in locating a particular student as quickly as possible, we suggest that you give a copy of your current class schedule to your day care providers, child's school or significant other who may need to contact you in case of emergency.

Equal Opportunity

Arapahoe Community College is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, creed, color, age, national origin, veteran status or individual disability in the admission or access to, treatment of, or employment in, its educational programs or activities. The College complies with regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 in regard to disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination.

Inquiries or specific complaints of alleged discrimination concerning the Equal Opportunity policy and/or compliance with Federal and State regulations should be directed to ACC's Chief Operating Officer (who also functions as the ADA Coordinator for Facilities), Arapahoe Community College, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton CO 80160-9002, phone 303.797.5704. Inquiries or specific student complaints of alleged discrimination concerning academic accommodations provided in the classroom or through ACC's Office of Disability Services should be directed to the College's Dean of Students Services (who also functions as the ADA Coordinator for Academic Accommodations), Arapahoe Community College, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton CO 80160-9002, phone 303.797.5601. Complaints may also be filed with the Vice President for Legal Affairs and Vocational Education Administration, Colorado Community College System, 9101 E. Lowry Blvd., Denver, Colorado 80230-6011, phone 303.595.1549; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, Colorado, 80204, phone 303.844.5695.

Food Services

Cafeteria

The ACC cafeteria, in the Main campus building, offers self-serve and made-to-order foods for breakfast, lunch and dinner. It serves pizza by the slice, deli sandwiches, entrees, grill items, and salad bar along with a variety of beverages. Hours are posted outside the cafeteria. Family members and the public are welcome. A microwave oven is available for students who wish to heat food brought from home. Catering for meetings and events is available. There are several food locations near UCC.

Vending Machines

ACC has vending machines containing candy, snacks and hot and cold beverages. If you have problems with these machines on the Main Campus, contact the Cashier's Office; problems with vending machines at the Art and Design Center should be taken to Room AD427E between 8 a.m. and 4 p.m. Difficulties with vending machines at the UCC facility will be handled at the front desk.

Starbucks

The cafeteria operates a Starbucks, serving espresso beverages, chai tea, flavored hot teas, coffees, hot chocolate, sweet rolls, biscotti, muffins and iced beverages.

Grade Reports

Grades are not mailed. You may access your grades at www.arapahoe.edu by accessing myACC.

Housing

Information about off-campus housing is available on a bulletin board on the first floor of the Main campus building. To place an advertisement for housing needed or housing available, fill out a card provided on the bulletin board. For more information, contact the Student Affairs Office, Room M2820 or call 303.797.5668.

Information Central

Information Central, located in the Main campus building, provides one-stop enrollment services to prospective, new and continuing students.

Lost and Found

Please refer to Student Services/Information – Campus Police Department listing for the main campus. Students at the UCC facility should check with the front desk for assistance with lost/found items. After a period of time, these items are sent to the Lost and Found at the Main campus. Please be sure to label your books and personal items.

Mentoring Alliance

ACC offers a mentoring program designed to pair students with a staff or faculty mentor. For more information about this supportive partnership contact Academic Advising, 303.797.5976.

The Mentoring Alliance program matches new students with those who have been here for at least one term. Through this relationship, Mentors provide advice, support and serve as role models. Call the Academic Advising office, 303.797.5976 or stop by Room M2010 for more details.

Minority Student Support

UMOJA (Unity) Student Alliance enhances cultural diversity at ACC and provides a support system for minority students. Call 303.797.5976 for more information. ACC offers a mentoring program designed to pair students with a staff or faculty mentor. For more information about this supportive partnership, contact Academic Advising, 303.797.5976.

Name Changes

If your name changes due to marriage, divorce or other reasons, contact Information Central immediately. You will need to provide appropriate documentation to process a name change.

Open Computer Lab

The Open Computer Lab is on the first floor of the Main building. ACC students will need a current Student Photo ID. The computers offer Internet access, e-mail and Microsoft software as well as specialized instructional software.

Payment Options

Do not wait for a bill. Unless your account is paid in full, or you have a deferred payment plan in place by the semester payment deadline (published in the semester schedule), you may be dropped from your classes for an outstanding balance. Consult the Schedule of Classes for payment option details.

Student Academic Records and Access

ACC keeps an active, cumulative record of every student's application, correspondence and other important details. The Admissions and Records Office keeps the following in your student file:

- Name, address, phone number, gender and student number. Be sure to keep your address current with Information Central to ensure that all information sent from ACC reaches you.
- Educational background: Any high schools or colleges you attended and the transcripts you submitted from those institutions
- Your major and degree expectations
- Degrees you have earned
- Your college transcript, including the hours you attempted, grades, credits and your dates of enrollment
- Courses, credits and hours you are currently taking
- Copies of your records can be made for you at a nominal charge.
- Once you leave the College, your file is stored under an "inactive" classification. After one year your file is archived and later destroyed in accordance with the regulations of the Colorado State Archives.

Transcripts

You can order free official transcript copies. Same day processing is \$10 per copy. You must request official transcripts by:

- Mailing request to Admissions and Records, Arapahoe Community College
P.O. Box 9200, Littleton CO 80160-9002;
- Fax your request to 303.797.5970;
- Go to Information Central to complete a Transcript Request Form;
- Filling out the request at www.arapahoe.edu by accessing myACC

Allow three business days to fill your request. We cannot release transcripts to students with unmet financial obligations. ACC is not authorized to release or certify transcripts sent from other colleges or universities.

Transfer Transcripts and Official Credit Evaluations

You must be admitted to ACC to have a credit evaluation. To have your transcripts evaluated, order your official transcripts and have them sent DIRECTLY to ACC from the institution(s) you attended. Your transfer credit will be examined course by course based upon your degree or certificate requirements. You will receive confirmation of your evaluation – generally within two to three days after your transcript(s) is received by ACC. You can check what courses were transferred in under Unofficial Transcripts by accessing **myACC**.

Privacy Act and the Security of Your File

The Admissions and Records Office is responsible for the security of your academic records. Under the Federal Family Educational Rights and Privacy Act, the information in your file may only be released under specific conditions. As a current or former student of ACC, you have complete access to your records in compliance with the requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsection 513,88 Stat. 571; 29 U.S.C. 1232 q). You may view them upon request at the Admissions and Records Office. If you feel your records contain an error, you may appeal in writing to the Director of Admissions and Records. If necessary, you may also appeal to the Academic Standards Committee.

Your name and enrollment status at ACC are considered public information. ACC will respond to such inquiries if they are made in person, by phone or in writing. Directory information, listed below, may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone or in writing:

- Date of birth
- Major or field of study
- Dates of your attendance
- Participation in officially recognize organizations and sports
- Degrees and awards received
- Most recent educational institution attended

Your name may be released for graduation listings and lists of special awards, honors and events released to the news media.



ACC is not authorized to release transcripts sent from other colleges and universities.

Your name and degree may be released to employers for follow-up graduate surveys. To prevent disclosure of those items, file a written request with the Admissions and Records Office that they be withheld unless you grant written permission. If you do not wish the College to release the directory information, complete a Confidential Hold form at Information Central. If you have requested restricted release of information you cannot perform any personal business with ACC over the phone or online. You must conduct all of your business in person to protect your privacy. This includes, but is not limited to, using telephone and online registration and grading, calls from your family, your child's school or daycare, etc.

All other information contained in your records is considered private and not open to the public without your written consent. Only the following school officials, because of their official function, have access to this information:

- A school official
- A person employed by the College in an administrative, supervisory, academic, research or support staff position.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
- A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- Official at another school, college or university where you seek or intend to apply.
- Official of a Colorado institution that has transfer agreements with ACC and who wishes to contact graduates
- State or federal education authority
- Official evaluating your application for financial aid
- State and/or local official requesting reporting data
- Organization conducting studies for educational institutions or agencies
- Accrediting organization
- Parent of an dependent student (proof of dependency is required)
- Veterans Administration

Under the following circumstances, ACC may also provide information without your consent:

- Judicial orders
- Emergencies, where the information contained in your file is needed to protect your safety, health or welfare, or that of other persons.
- In compliance with the Solomon Amendment.

A copy of the Family Educational Rights and Privacy Act is available in the Admissions and Records Office.

Record of Disability

Documentation of disability provided to the Disability Services office is maintained in a limited-access file. In accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and the Family Educational Rights and Privacy Act, all documentation is confidential. Your educational records maintained by Disability Services will be released under the following circumstances:

- When other ACC staff or faculty require information from your records for a legitimate educational interest or for the health and safety of you or others.
- When you sign a written request asking Disability Services to release your records to a specific ACC department or person.
- To off-campus authorities as authorized by law.

School E-mail Address

All ACC students are assigned a school e-mail address upon acceptance to the College. You will be notified of the e-mail address in your acceptance letter. You will be able to access your e-mail address via www.arapahoe.edu > **myACC**. You must activate the e-mail address.

ACC communicates with students via e-mail only through the school-issued e-mail address.

Sexual Harassment

State of Colorado and Federal Law and State Board Policies and Procedures prohibit sexual harassment of students and College employees. The ACC policy, which is based on BP 3-120 and SP 3-120a:

Board policy requires equal employment opportunity as well as affirmative action and references federal laws protecting the rights of individuals regardless of their sex. Sexual harassment of students and system employees is prohibited. Employees should know that when a power differential between the individuals involved exists, romantic or sexual relationships may lead to charges of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when one or more of the following criteria are met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status in a course, program or activity.
2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic educational decisions affecting such individual.
3. Such conduct is sufficiently severe, persistent or pervasive to have the purpose or effect of unreasonably interfering with an individual's work/academic educational performance or creating an intimidating, hostile, or offensive working/learning environment.

4. Matters having sexual connotation, which arise as part of the legitimate educational curricula and do not exploit students to a private advantage, would not violate College policy unless used in an improper manner. Examples of sexual harassment may include, but are not necessarily limited to:
 - a. Physical assault
 - b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letter of recommendation;
 - c. Direct proposition of a sexual nature;
 - d. Subtle pressure for sexual activity;
 - e. A pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:
 - Touching, patting, hugging or brushing against a person's body
 - Remarks of a sexual nature about a person's clothing or body
 - Remarks about sexual activity or speculation about previous sexual experience or
 - The display in the work or educational arena of sexually suggestive objects or pictures.

For further information about this policy or procedures, contact ACC's Office of Human Resources at 303.797.5720.

Smoking

Smoking and the sale of tobacco products are prohibited in all campus buildings pursuant to State Executive Order D003690. Smoke-free building entrances include the following: the Main entrance to the Main campus building, the south entrance of the North Building (Child Development Center side) and the 3rd floor balcony of the Main building. Smoking is also prohibited on the 4th floor balcony of the Main building. Smoking on the North and East second floor balconies of the Main building is restricted to the north portion of those balconies.



Student Bill of Rights

The General Assembly implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

- A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience.
- Students should be able to complete their Associate of Arts or Associate of Science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours, unless there are additional degree requirements recognized by the commission.
- A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission.
- Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.
- Students have a right to know which courses are transferable among the state public two- and four-year institutions of higher education.
- Students, upon successful completion of core general education courses, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education.
- Students have a right to know if courses from one or more public higher education institutions satisfy the student's graduation requirements.

A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

Student Class Definition

Your academic year classification is made according to the number of credit hours you have completed. We use the following definitions to determine your classification:

Freshman: A student who has successfully completed fewer than 30 semester credit hours.

Sophomore: A student who has successfully completed 30 or more semester credit hours.

Student Handbook

The Student Handbook is an essential resource for students at ACC. The Handbook includes detailed information about renting a locker, posting items on the bulletin boards, Student Rights and Responsibilities, the Code of Conduct and much more. Get your copy at the Student Affairs Office, Room M2820, and at the front desk of the UCC facility.

Student Photo ID Cards

You can obtain your Student Photo ID card from the Campus Police. Your Student Photo ID card is required to check out books and materials from the library, to use the pool or Open Computer Lab and to buy/sell books in the bookstore. Cards are valid for 2 years. Replacement cards cost \$10.00.

Student Affairs

Student organizations, recreational sports, clubs and activities are an essential part of campus life. The Student Affairs Office manages services and student-related grievance filings or judicial affairs issues. For more information on the many ways the Student Affairs Office can help you, please stop by Room M2820 or call 303.797.5668.

Student Government

Student Government is a group of students who represent your interests in issues such as student activities, student welfare and jurisdiction. With the assistance of the Director of Student Affairs, student government members participate in community service activities, student activity fee budget process, State Student Advisory Council, in addition to serving as student ambassadors for various College-related events.

For information, visit the Student Affairs Office or call 303.797.5674.

Clubs and Organizations

Over 20 clubs and organizations are available for students. Stop by the Student Affairs office, Room M2820, for a current list, information on starting a club, or to get a club handbook.

Student Rights, Freedoms, Responsibilities and Code of Conduct

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit courses, including Community Education courses. The ACC community also includes faculty, staff, administrators and guests.

A student is subject to two sources of authority: College authority and civil-criminal authority. ACC also expects students who are enrolled in specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Law Enforcement Academy and Emergency Medical Technician).

Judicial processes, including code of conduct, academic honesty statement and grievance procedures are stated in the ACC Student Handbook. The Handbook is available in the Student Affairs Office, Room M2820 or at www.arapahoe.edu. For answers to specific questions, contact the Director of Student Affairs and Support Services.

Telephones

The Main campus building, the Church Street Building and University Center at Chaparral have pay phones for student use. The North building has courtesy phones in the hallways. Touch-tone registration phones are also located in the Main campus building next to Information Central. All pay phones in the Main building are wheelchair accessible and some have volume control for those with a hearing loss. A TTY pay phone is located on the first floor outside Room M1950.

Student Success Center

The **Student Success Center** provides a student-centered learning environment that will augment instructional offerings at Arapahoe Community College. We offer tutorial services to enhance self-directed learning strategies that improve academic achievement and performance.

Free academic assistance in occupational and transfer degree programs is available to students who have a verifiable need. Students must follow ACCUPLACER course recommendations and/or fulfill prerequisite course requirements to qualify for tutoring.

The **Student Success Center** is a free, drop-in service where students who have excelled in certain subject areas provide help for those courses. Also available is a Web-based instructional program focusing on basic reading, vocabulary, writing, math and algebra skills. Students can take diagnostic pretests, interactive lessons and mastery posttests. For more information, go to Room M2720 or call 303.797.5669.

Wireless Internet Access

ACC provides open wireless Internet access in most common areas of the buildings on the Main Campus and the University Center at Chaparral. If you have problems connecting your laptop to this network contact Information Technology at 3199 from a campus phone, or 303.797.5700 extension 3199 from off-campus.

LEARNING OPTIONS

Accelerated Courses

Accelerated courses require less classroom time than traditional classes. Accelerated classes have additional hours by arrangement with significant outside classroom coursework.

Arrangement Courses

Arrangement courses require students to complete projects and class activities with faculty direction.

FLEX Courses

FLEX courses provide flexibility of learning at your own pace. Instructors post hours in the classroom when they will answer your questions, support your progress and promote your success.

Hybrid Courses

Hybrid courses have less classroom time than traditional classes and provide additional online activities and online class content. Students may use computers at the Open Computer Lab on ACC's Main campus to meet the online requirements of the hybrid class.

Late Start

Late start classes begin anytime after the second week of the semester.

Online Courses

Online courses are regular college-credit courses that are taught online as opposed to in the classroom.

Though online courses require due dates and interaction with other students in the class, they offer flexibility to the busy, highly motivated, self-directed student. If you wish to take an online course you must have an e-mail address, access to a computer with up-to-date hardware and software and Internet connectivity. Students may use computers at the Open Computer Lab on ACC's Main campus.



LEARNING-CENTERED OPPORTUNITIES

Academic Achievement Classes

These courses are designed to develop student skills, define goals and build future success in college. Students do better in college when they take these classes: AAA 090 Academic Achievement Strategies; AAA 101 College 101: The Student Experience; AAA 109 Advanced Academic Achievement. Discuss these classes with an academic Advisor.

Auditing Courses

Please refer to the Academic Policies and Procedures – Auditing Courses section of this Catalog.

CCOnline

Colleges in the Colorado Community College System are sharing human and financial resources to deliver degree programs via the Internet. CCCOnline allows students to earn Associate Degrees through online coursework and have communication with faculty and fellow students. Students will use tools of the Internet including chat rooms, threaded discussions, audio, video, webliographics, and more. CCCOnline is located at 9026 E. Severn Place, Denver, CO 80230, 1.800.801.5040. For more information visit www.cconline.org.

Cultural Opportunities

Performance Opportunities

You are invited to join the ACC Jazz Band, ACC Orchestra, ACC Choir or one of the vocal ensembles for performance opportunities.

Art Galleries

The Colorado Gallery of the Arts (CGA) is one of ACC's treasures. The gallery hosts a number of local and regional art exhibitions each year, attracting artists and art lovers from the greater Denver community. CGA also hosts the ACC Art and Graphic Design and Illustration Students' exhibitions each spring. Exhibitions generally last four to five weeks. Admission is free. Call 303.797.5649 for dates and times. The Colorado Gallery of the Arts is located on the first floor of the Annex building near the tennis courts in Room A1300.

The **Jantzen Gallery** is a smaller gallery hosting exhibitions of art by current students and visiting artists-in-residence. It is located in the 1000 building of the Art & Design Center.

Diversity

ACC has groups and staff dedicated to enhancing the understanding among diverse groups of people through special events, lectures and other learning-centered initiatives. Contact the Student Affairs office at 303.797.5665 for information about events or check for press releases posted at www.arapahoe.edu.

International Events

Arapahoe Community College and Spring International Language Center present cultural events such as International Day and the annual International Dinner with community host

families. These events highlight the cultures of ACC's international student body. Contact Student Services at 303.797.5668 for information about events or see news releases at www.arapahoe.edu.

Developmental Studies Courses

Rapid skill development is the goal of developmental studies. If you need to boost your basic skills to succeed in college, sign up for these courses. Non-English speaking students are encouraged to register for English as a Second Language courses. First-time students are encouraged to take AAA 090 to ensure success in college-level studies..

Research has shown that students who take recommended developmental courses perform better in college. Your academic Advisor can help you determine which course(s) you need based on your placement test scores.

Developmental Studies courses include:

AAA 090	Academic Achievement Strategies
AAA 101	College 101: The Student Experience
ENG 030	Basic Writing Skills
ENG 060	Writing Fundamentals
ENG 090	Basic Composition
MAT 030	Fundamentals of Mathematics
MAT 060	Pre-Algebra
MAT 090	Introductory Algebra
MAT 099	Intermediate Algebra
REA 030	Basic Reading Skills
REA 060	Foundations of Reading
REA 090	College Preparatory Reading
REA 112	Speed Reading

Students functioning below the secondary level on educational achievement or placement tests, or who need longer-term remedial education, should contact the Developmental Studies Department at 303.797.5825, or the Advising Center at 303.797.5651. Most Developmental Studies courses may not be used to satisfy program graduation requirements.

Fitness Center and Swimming Pool

ACC offers fitness programs for people of all abilities. You will have access to exercise equipment, an indoor track and a six-lane, indoor swimming pool with a certified lifeguard on duty at all times. Certified, professional staff members are available for personal guidance in either area. You may begin a Fitness Center and/or pool membership at any time. Call 303.797.5850 for details.

Great Books Achievement Awards

ACC is proud to be one of six community Colleges nationwide chosen to participate in the National Great Books Consortium. Some sections of transfer courses noted in the class schedule as Great Books sections include readings from authors in the 1990 Great Books series published by the Encyclopedia Britannica and the University of Chicago. The sections differ in no other way from other sections of the same course or equivalent courses at other colleges. If you complete a Great Books section with a "B" or better you may apply those credits toward a Great Books Achievement Certificate. Certificates are awarded after you complete 12 credit hours of Great Books sections. You will also be given recognition for your achievement at the Arts and Letters awards ceremony in April.

Independent Study

Independent study is to meet your individual needs and to foster strong faculty and student connections. This course format allows you to learn and study at your own pace under the guidance an Instructor.

Many courses can be set up for Independent Study. Courses may also be designed outside of our offerings. All Independent Study programs must be approved by the appropriate School dean.

If you are interested in an Independent Study course, talk to an Academic Advisor or an Instructor. You must complete a contract when you register that includes the course title, credits, learning objectives and strategies. For more information, contact the Admissions and Records Office at 303.797.5621.

Library (Weber Center for Learning Resources)

The Library is located in the Main Building, Room M2500, on the second floor, at the top of the stairs from the north entrance (or via elevator). Come to the Library for books, periodicals, online research databases, computers, research assistance, wireless Internet, and a quiet oasis all in one location. Your ACC ID serves as your library card.

The Library's collection consists of over 52,000 print books; 9,000 electronic books; over 160 audio books; 216 print periodicals; a dozen electronic databases with full-text periodical articles; and a growing collection of music CDs. Interlibrary loan service for books and articles is also available. During the semester, the Library is open seven days a week for a total of 72.5 hours. The Library's staff includes six professional librarians.

The Library has twelve computer workstations that do not require a login and a computer lab with sixteen computers for research and word processing. We also have laptop computers that can be checked out for use in the Library. Six group study/meeting rooms are on the first and second floors of the Library.

Call 303.797.5090 to renew Library materials and 303.797.5726 with research questions. You can also e-mail us at librarians@arapahoe.edu. Visit our Web site at www.arapahoe.edu/student-resources/library for 24/7 access to our Catalog, research assistance and helpful information.

Military Credit

You can receive ACC credit for satisfactorily completing courses while serving in the military. We use the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, to determine transferable hours. The credit will appear on your transcripts only after you have completed one semester hour at ACC and it will not be assigned a grade or quality points.

Service Members Opportunity College (SOC)

Arapahoe Community College belongs to the Service-members Opportunity College, an organization of over 400 colleges and universities providing educational opportunities to military personnel around the world. As an SOC member, we are committed to overcoming the obstacles to education that a military lifestyle presents. Assistance includes easing the transfer of course credits and granting credit for learning through military training and experiences.

SOC was developed by educational representatives of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

Phi Theta Kappa



Phi Theta Kappa is a prestigious, international academic honor society for two-year college students. Founded in 1918 by an assembly of two-year college presidents, Phi Theta Kappa today has over 1200 active chapters and 125 alumni chapters. ACC's chapter is Sigma Phi, chartered in 1968. You may qualify or membership if you have:

- Enrolled in a degree program at ACC
- Accumulated twelve credit hours or more at ACC
- Earned a cumulative GPA of 3.5 or higher at ACC
- Demonstrated moral character, and
- Been recommended by an ACC faculty member.
- Candidates are invited to join each Spring and Fall semester.

Phi Theta Kappa focuses on four Hallmarks: Scholarship, Service, Leadership and Fellowship. Members participate in service-oriented activities, pursue active leadership roles and organize fundraisers and fellowship activities. The Society selects an interdisciplinary, current topic for study every two years. Many four-year schools designate transfer scholarships for members of Phi Theta Kappa.

If you are interested in joining Phi Theta Kappa, contact Advisor Erica Hastert at erica.hastert@arapahoe.edu.

Army Reserve Officer Training Corps (ROTC)

Under an agreement with the University of Colorado at Boulder, ACC students may enroll in the Army ROTC program. Enrollment in the basic course incurs no military obligation except for Army scholarship recipients. Freshman and sophomores commute to Boulder or other designated locations weekly for classes. ROTC credits apply toward elective credit in both ACC's Associate of Art and Associate of General Studies degrees.

Under the affiliate school agreement, ACC students shall be considered members of the University of Colorado at Boulder Corps of Cadets and may participate in any military function. Further, such students are eligible for participation in host battalion extracurricular activities. You may register for Army ROTC classes through the normal course registration process. Army ROTC classes begin with the ARM prefix. For more information, contact an Army ROTC representative (303.492.6495), or e-mail armyrotc@colorado.edu. You can also go to <http://www.colorado.edu/AROTC>.

Spring International Language Center

Spring International Language Center, a private, intensive English as a Second Language (ESL) program, has been affiliated with ACC since 1979. Spring offers six levels of instruction, 23 hours per week. Students in levels 5 and 6 can take six credits of college classes while completing their English. Graduates of Level Six can enter ACC without a TOEFL score. For information, call 303.797.0100; e-mail spring@spring-usa.com; or visit the Web site at www.spring-usa.com.

ACADEMIC POLICIES AND PROCEDURES

Here is what you can expect of us... And what we will expect from you

Please read this section carefully. If you have additional questions, talk to an Advisor or someone at the Admissions and Records Office. School deans can also assist you in situations requiring an educational judgment. You have the right to appeal any policy interpretation provided by an ACC official.

Academic Load and Limitations

Goals vary from student to student. Many students come to ACC to earn an Associate degree. Others, including continuing education students, seek a certificate or the skills taught in a single course. This section will give you an idea of the course load that is right for you.

To earn a "C", the average you should plan to spend two hours out of class studying for every hour in class.

To earn an Associate degree in two years, you must take an average of 15-18 college-level credit hours each Fall and Spring semester. Semesters last about 15 weeks. By taking additional summer courses, you may graduate sooner or carry lighter course loads.

ENROLLMENT STATUS CLASSIFICATION

Status	Credit Hours
Full Time	12 or more
3/4 Time	9-11.5
1/2 Time	6-8.5
Less than half-time	Less than 6

One semester hour usually requires about 50 minutes in class per week and two hours of preparation. The amount of time and work needed for success may change from semester to semester, but in general, you will be kept busy if you are taking a full student load. We encourage working students or those with below-average grades to take fewer semester credit hours.

If you wish to take more than 18 credit hours in a semester, you will need to obtain permission from an academic Advisor and/or the Vice President for Instruction.

Academic Standing

(Not Related to Financial Aid Suspension)

Academic Alert

If you have completed fewer than 13 cumulative credit hours at ACC and earned a cumulative GPA less than 2.0 you will be placed on **academic alert**.

The Registrar will notify you if you are placed on academic alert.

Academic Probation

If you have completed at least 13 **cumulative** credit hours at ACC you must maintain a minimum cumulative GPA of 2.0. Transfer credits from other institutions will not be calculated in the GPA. A cumulative GPA lower than 2.0 means you will be on **academic probation**.

The Registrar will notify you if you are placed on academic probation. The probation process includes meeting with an academic Advisor during each semester of probation. Probation will be in effect until your ACC **cumulative** GPA reaches a minimum of 2.0. Probationary status will be noted on your transcript. The status is specific to the home institution and does not transfer or impact your academic standing at other Colorado community colleges. Academic Probation/Suspension rules do not apply to Developmental Studies.

- Probation (initial): **Cumulative** GPA less than 2.0 for all classes completed in residence when 13 hours have been attempted.
- Probation (continuing): Cumulative GPA less than 2.0 for all classes completed in residence and last semester GPA greater than 2.0.

Academic Suspension

While on academic probation, you must maintain a minimum semester GPA of 2.0 based on hours completed for **EACH semester** of attendance. If you fall below the 2.0 **semester** GPA for any semester while on probation you will be placed on **academic suspension**.



You will be notified in writing by the Registrar. Suspension denies you enrollment in credit courses at ACC *for the next semester* following the first suspension, *for the next two semesters* following the second suspension and *for the next two years* following the third suspension. Academic suspension will be noted on your transcript. If you are on suspension you may register for subsequent semesters (as indicated above) after meeting with an academic Advisor.

Appeal of Academic Suspension

If you have unusual circumstances of a compelling nature you may appeal suspension by submitting a Suspension Appeal Form to the Director of Advising and Retention no later than 10 working days after being notified of suspension. You must complete the Suspension Appeal Form with an Advisor prior to submitting it to the Director. The Director will deny or approve your appeal. If your appeal is approved, you may enroll under Probationary (continuing) status. This status is specific to the home institution and does not transfer or impact your academic standing at other Colorado community colleges.

Academic Renewal

Academic Renewal allows for a one-time exclusion of a maximum of 30 semester hours of credit from the calculation of the cumulative grade point average. Academic Renewal may be awarded you for prior deficient or failing grades earned in ACC coursework.

The following criteria apply for Academic Renewal:

1. Up to 30 hours can be excluded from GPA, but those grades will remain on your transcript.
2. You must be out of school for two years to be eligible for Academic Renewal.
3. You must be enrolled and have completed at least six hours with a minimum 2.0 GPA since returning to ACC.
4. You can only apply once for Academic Renewal which is not reversible.
5. The original grade received will remain on the official transcript. The following note will be added to the official transcript: "Academic Renewal Awarded (excluded from GPA)."

Academic Renewal request forms are available at Information Central.

Add/Drop

You may add or drop a class during the first 15 percent of the course term. Look for specific add and drop deadlines in the ACC Schedule. Schedule Adjustment Forms are available at Information Central. Please refer to our refund policy under Tuition and Fees in this Catalog.

Attendance

You are expected to attend all classes except in the case of illness or emergency. Instructors will inform you of their individual policies. If you miss too many sessions you may be advised to withdraw from a course.

Auditing Courses

You may take a course without earning credit, but you will be charged full tuition and fees (COF not applicable). You can request to audit a course or change back to credit status through the census (drop) deadline of the course with Instructor permission. Audit students are expected to follow attendance and withdrawal policies. No credit is earned for courses taken by audit. Courses taken by audit are not eligible for the College Opportunity Fund, financial aid or veterans' educational benefits. To audit a course, an Alternate Grading Option Form must be submitted; the form is available at Information Central.

Course Substitutions

If you believe you have mastered the subject matter of a class required for your degree or certificate, you may seek to have the course(s) substituted. Obtain a Course Substitution Petition from Information Central and meet with your departmental Advisor. Some required courses are eligible to be substituted by the Departmental Chair or Coordinator and the appropriate Dean. Substitutions for other courses must be approved by the Chair or Coordinator, Dean and the Academic Standards committee. Your Departmental Chair or Coordinator will help you determine the correct substitution method. Credit is not granted by a substitution; the petition must include how the credit requirement will be satisfied.

Grading Systems

The Admissions and Records Office keeps a permanent academic record of your college progress. If you are attending ACC under VA benefits, we advise you to study the section on Grades and Veterans' Benefits in the following pages.

Letter Grades

We use a grading system to evaluate the level of your academic achievement. The following grades are awarded for each course and entered on your academic record.

A	Superior
B	Above Average Achievement
C	Average
D	Deficient, but passing
F	Failure
I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory Completion
CR	Credit
S/A	Satisfactory (A-level) work in a developmental course
S/B	Satisfactory (B-level) work in a developmental course
S/C	Satisfactory (C-level) work in a developmental course
U/D	Unsatisfactory (D-level) work in a developmental course
U/F	Unsatisfactory (F-level) work in a developmental course

These symbols may also appear on your academic records, but they are not awarded by an Instructor:

AU	Audit
AW	Administrative Withdrawal.
CNG	Conversion – No Grade
CPL	Credit for Prior Learning
W	Withdrawal
SP	Placeholder – Satisfactory Progress
Z	Placeholder – Grade not yet reported

Guidelines for Grades and Symbols

ACC faculty use the following guidelines to establish grading criteria. They may be applied differently according to program requirements.

Grade A – Superior

The student has demonstrated superior mastery of achievement of course objectives.

Grade B – Above Average Achievement

The student has demonstrated better-than-acceptable mastery of the course objectives and/or additional objectives.

Grade C – Average

The student has demonstrated acceptable mastery or achievement of the course objectives.

Grade D – Deficient but Passing Grade

The student has demonstrated less-than-acceptable mastery or achievement of course objectives. In some programs it may be necessary to repeat the course in order to advance, as D-level achievement is not satisfactory for advancement in the same or related studies. Credit may not transfer.

Grade F – Failure

The student remained enrolled in the course but has not demonstrated achievement of course objectives.

I – Incomplete

Incompletes may be given to students who, because of illness or circumstances beyond their control, are unable to complete their coursework within the semester.

An Incomplete is given only if you have completed at least 80% of the term with a “C” or better and have provided evidence to the Instructor that you are unable to continue.

An Incomplete Grade Form must be filed by the Instructor with the Admissions and Records Office when submitting class grades. The form is a contract that must be signed by both Instructor and student.

It will list:

- Work that you must submit to complete the course.
- The time period in which the work must be completed (not to exceed the following semester – Summer excluded), and
- The grade to be assigned if the work is not completed. The grade assigned by the Instructor will be posted on the transcript and the “I” removed if the work is not completed in the time period established on the form.
- If a grade is not assigned by the Instructor on the incomplete form, or, if an incomplete form is not submitted, the grade will convert to an “F.”

AU – Audit

Some students prefer to “audit” a course for self-enrichment or review without earning a grade or college credit. You can request to audit by submitting the Alternate Grading Option Form to Information Central by the census (drop) date for the course.

Courses taken by audit are not eligible for the College Opportunity Fund, financial aid or veterans’ educational benefits.

AW – Administrative Withdrawal

College administration withdrew the student from these courses. These courses are not calculated in hours completed or GPA.

SP – Placeholder - Satisfactory Progress

This symbol is limited to FLEX courses and courses that run longer than a full semester, if the student is progressing satisfactorily at the time grades are due for the given semester. No academic credit is awarded until the course is completed. If the course is not completed by the date it should end, a grade of ‘F’ will be posted.

W – Withdrawal

You may withdraw from a class at any time within the first 80 percent of the class term; you may withdraw online by logging into ED, the student information system, at Information Central or the Admissions and Records Office. The class will still appear on your transcript along with a “W” grade. However, a “W” will not affect your credit or cumulative GPA. Students who do not officially withdraw by the deadline date will be graded by the Instructor. **A “W” cannot be submitted as a final grade.**

The College may initiate withdrawal in some instances, such as death, veteran non-attendance, or disciplinary action, or if the student does not meet the specific prerequisite(s).

Z – Placeholder - Grade not yet reported

No grade has been submitted by Instructor. Should a grade not be submitted by the end of the next term, a grade of ‘F’ will be posted.

Grade Point Average or GPA

1. Grade Point Average calculation

Grade points indicate the achievement for the number of credits completed. To calculate a grade point average, multiply the course credits by the grade points for the grade earned. Total the course credits and total the grade points. Divide the total grade points by the total course credits. The result is your GPA.

<u>Grade</u>	<u>Points</u>
A	4
B	3
C	2
D	1
F	0

2. Only the credits and grade points you earn at ACC will be used to compute the semester and cumulative GPA appearing on your ACC transcript.

- Grades awarded for developmental courses (courses numbered under 100) will not be included in a student's grade point average. Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List and Dean's List will not include developmental courses in the calculation.

Term Academic Honors

If you complete a minimum of 12 credits during the semester you can achieve honors designations on your transcripts as follows:

President's List – 4.0 term GPA

Vice President's List – 3.75 to 3.99 term GPA

Dean's List – 3.5 to 3.74 term GPA

Grade Corrections

- Grades are not grievable.
- If you find omissions or errors in your grade report, ask the Admissions and Records Office to review the record.
- If you find a computational error or you wish to have an I (Incomplete) converted to a letter grade, notify your Instructor of the appropriate department. **All requests to review errors must be filed within one year.**
- The grade of AU (Audit), S (Satisfactory), or U (Unsatisfactory) continues as your permanent grade unless you repeat the course. At that time, you can take it for a letter grade of A, B, C, D, or F, but the original grade will remain on your transcript.

Grade Reports

Your grades will be available to you after grades are posted at the end of each semester. You may access your grades online at www.arapahoe.edu by accessing myACC.

Grades and Veteran Benefits

If you are eligible to receive veteran educational benefits, you must make sufficient academic progress to retain your full educational benefits. Your cumulative GPA will be computed by your A, B, C, D, F and S grades. Grades of "I" or "U" are reported to the VA Regional Office as non-punitive grades. The VA may deny some of your benefits for the semester you received an "I" or "U" grade, unless those grades are corrected by the end of the next regular semester. Under "mitigating circumstances," you may appeal this decision.

Grades of "W" are also reported to the VA Office and include the date of withdrawal. Once again, you may be denied some of your benefits, unless your mitigating circumstances are accepted by the VA.

VA students must earn at least a 2.0 GPA each semester or risk being placed on probation. Those who do not improve their grades by the end of the next semester may be subject to suspension of their benefits.

If your benefits are suspended, reinstate them by 1) undergoing academic progress counseling with Advising, or 2) completing a semester of credit hours equal or greater to the hours you were taking in the semester your benefits were terminated. The VA will certify payment if your cumulative GPA for the semester is 2.0 or above.

Veterans are not awarded benefits for courses assigned an "AU" (Audit) designation or for credit awarded through prior learning (i.e. portfolio, challenge, etc.).

You are responsible for keeping Veteran Services (Room M2110) informed of any changes in your enrollment status, address and/or phone number while attending ACC. You must make sure that the classes you are registered for apply toward your degree. Failure to do so may affect payment of your monthly benefits.

Repeat Courses

You may repeat any course. A new grade will be recorded under the following guidelines:

- If you complete the repeat of a course after June 1, 1987 and before August 27, 2006, you can request that the original course and grade have a notation under the course title which reads "Repeat (excluded from GPA)." If you do not make this request, all instances of the course will remain on the transcript and be calculated into the GPA. For graduation purposes, a course will only count once within any single degree or certificate program and will be "flagged" as repeated during the degree check process.
- If you repeat a course beginning Fall semester, 2006, the highest grade will be used in the GPA calculation. There will be no limitations on course grades that are eligible to repeat.
- All credit hours earned for initial and repeated courses will be deducted from students remaining College Opportunity Fund Stipend eligible hours.

Repeated courses may be applied only one time to a certificate or degree, except for variable credit courses and other designated courses, such as Special topics.

Make your request to have the previous instance of a course flagged as a repeat by completing the form at Information Central or click on "commonly used forms" at www.arapahoe.edu.

Student Rights, Freedoms, and Responsibilities and Code of Conduct

We pride ourselves on college spirit – meaning the commitment to individual rights and freedoms, and an expectation that students conduct themselves in a responsible manner. We believe that with open communication, collaboration and compromise we can work through problems on an informal basis with all parties directly involved. However, for more serious violations that cannot be resolved informally, a written complaint may be sent to the Director of Student Affairs and Disability Services. Judicial and grievance procedures along with academic honesty policies are stated in the ACC Student

Handbook. The Handbook is available in the Student Affairs Office, Room M2820 or at www.arapahoe.edu.

Graduation

We are ready to help in any way, but you bear the responsibility for fulfilling your graduation requirements. We encourage you to file your graduation application 12 months prior to your projected term of graduation or at least by the semester deadline before you plan to graduate. Please check that you have completed at least 50 percent of your degree or certificate before filing your graduation application.

You can informally check on your degree/certificate through the School of your declared major. If you have not declared a major, see the Advising Office. That office can do a preliminary graduation evaluation for students completing the A.A., A.S. or A.G.S. degree.

Occasionally, degree requirements change. You will be allowed, however, to go by the requirements listed in any Catalog published while you were a student, with the following conditions:

- You must select from a Catalog that contains your program
- You cannot combine Catalogs
- If you have not attended ACC for 365 days or more, you must reapply for admission and may only select from Catalogs in effect after your re-admittance

You cannot use a Catalog more than six academic years old at the time of your graduation. To obtain a degree from ACC, you must:

- File an application for graduation at Information Central. Deadline Dates are: Summer Semester–April 1; Fall Semester–July 1; Spring Semester–November 1
- Achieve a cumulative grade point average of 2.0 or better in coursework applicable to your degree. Some programs also have minimum “C” grade requirements.
- Fulfill the published course and program requirements applicable to your degree or certificate.
- If Physical Education is a requirement for your degree, you may also meet this requirement through active military service. Credit will be awarded as recommended by the ACE guide. This requirement may also be substituted, if:
 - a. You submit a medical exemption from your physician, chiropractor or podiatrist to the Admissions and Records Office
 - b. You are 35 years of age or older at the time of your most recent admission to the College, unless specifically required by your program
 - c. If you are using a Catalog for your graduation requirements that was in effect before your 35th birthday, you must satisfy the physical education requirement (if this requirement is to be substituted, you must complete the appropriate credit to substitute for physical education).

- Fulfill published degree or certificate residency requirements in any of the following ways:
 - a. All of your program requirements at ACC or
 - b. Fulfill at least 45 semester credits in coursework applicable to the degree at ACC, then complete the remaining program coursework at approved colleges or universities and transfer those applicable credits to ACC or
 - c. Complete your final coursework applicable to the degree at ACC (a minimum of 15 semester credits) after transferring in applicable credits toward your program from approved colleges or universities or
 - d. Complete at least 50% of courses applicable to your degree or certificate credit requirements at ACC.

If you wish to enroll in additional courses at ACC after you graduate from your declared program of study, you will need to declare a new major.

Special Graduation Considerations:

There is a specific policy (AP9-9) governing the awarding of multiple degrees. Before beginning a second degree, please request a copy of the policy from the Graduation Coordinator, 303.797.5630.

Content in a course may change as new information or technology becomes available. Some changes are so critical that dated courses may no longer satisfy current requirements for the degree or certificate. Courses taken within the six year Catalog limit will not be subject to this review unless otherwise specified in the Catalog by the department.

If any of the following apply to you, please refer to the appropriate sections of this Catalog for specific requirements and limitations:

1. Credit for Prior Learning
2. ROTC Credit
3. Developmental Studies Courses

Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an Associate Degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. Students must earn 30 degree-applicable credit hours in residence at ACC to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

CUM LAUDE (“with honor”):

3.50 to 3.749 Cumulative GPA

MAGNA CUM LAUDE (“with great honor”):

3.75 to 3.99 Cumulative GPA

SUMMA CUM LAUDE (“with highest honor”):

4.00 Cumulative GPA

GRADUATION CHECKLIST

If you complete your degree and/or certificate requirements, you may receive your diploma(s) in the semester in which you satisfy the requirements, provided you complete the graduation application process below.

A full semester before you intend to graduate

- Complete a Graduation Application available on ACC's Web site or get one at Information Central or the Cashier's Office.
- Submit the completed application, with the processing charge(s) shown on the application, to the Cashier's Office in person, by mail to Cashier's Office, Arapahoe Community College, P.O. Box 9200, Littleton CO 80160-9002 or fax to 303.797.5973.
- Verify your address with the College at myACC or by calling the Admissions and Records Office at 303.797.5621.
- Expect an e-mail from the Graduation Coordinator officially informing you of your remaining requirements.
- Initiate any Course Substitution Petitions.
- If qualified and interested, join Phi Theta Kappa Honor Society.

Commencement Ceremony

Students are encouraged to participate in Commencement exercises.

ACC graduation and commencement are two separate events. Graduation is the actual conferral of degrees/certificates and the mailing of diplomas. Commencement is the ceremony that celebrates graduation.

During the following Spring Semester (in which you intend to walk at Commencement):

- Update address (mail and e-mail) with the College if necessary (see above).
- Summer, Fall and Spring semester graduating students who indicated on their graduation application that they were interested in participating in the commencement ceremony, should expect to receive detailed ceremony information via mail or e-mail by the second week of March. If you do not receive a letter by the third week of March, call the Graduation Coordinator at 303.797.5630.
- The annual commencement ceremony will be at Orchard Road Christian Center with unlimited guest seating. The ceremony date appears in this document under College Calendar.
- Purchase your cap, gown and tassel for the ceremony from the Bookstore on the date(s) published in the ceremony information packet. You may also choose to purchase a ring and/or invitations (optional).
- Expect to receive additional information by the end of April with instructions for the day of the ceremony. If you do not receive a letter, call the Graduation Coordinator at 303.797.5630.

Within 6 weeks after the Ceremony:

- Expect to receive a proof of your graduation photo and order form from the photographer so you may place an order. If you do not receive this after six weeks, and you want to see your photo, contact the photographer listed in your information packet.



YOUR A.A. OR A.S. DEGREE MAY TRANSFER TO ALL COLORADO PUBLIC 4-YEAR COLLEGES AND UNIVERSITIES

The agreement among Colorado public colleges and universities guarantees that when you complete your A.A. or A.S. degree with at least 60 credit hours of coursework and a grade of "C" or better in every course, your work will transfer to Colorado public colleges and universities.

If you complete the appropriate courses for your major, you may be able to finish your bachelor's degree in an additional 60 credits. However, the transfer of credits from private, non-accredited, out-of-state institutions or the awarding of credit from non-credit bearing courses, or courses that are over 10 years old, may transfer to the four-year school, but are not guaranteed to transfer. Contact the four-year institution for more information. To finish within two years at Arapahoe Community College depends on the number of credits you take each semester, the course sequencing in your major and course availability.

This agreement does not apply to Nursing, Business, Teacher Education or Engineering. These majors have statewide articulations with specific lower division requirements.

Save time by seeing your transfer Advisor as soon as possible for "transfer guides." The guides will show you which lower division courses are required for articulation programs. They will also show which lower division courses are best suited for your intended major and you can be sure to complete the prerequisites for sequenced coursework before transferring to a four-year school.

The A.A./A.S. transfer agreement applies to courses completed at ACC. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution you wish to transfer to will evaluate these credits according to its own policies.

Student Appeal Policy

If there is a disagreement regarding the transferability of credits earned between a student and a receiving two-year or four-year institution, a student may be entitled to an appeal as follows.

If you:

- Graduated with an A.A. or A.S. degree
- Completed 35 credits of state-guaranteed general education courses as outlined above
- Earned a "C" or better in each course

And

- Your transcript evaluation indicates that you need more than 60 hours to complete your bachelor's degree – you can file an appeal.

For complete information on the Colorado Commission on Higher Education Transfer Policy and the Student Appeals Policy, contact the Advising Office, 303.797.5664.

COLORADO'S GUARANTEED TRANSFER COURSES

In 2001, the Colorado General Assembly established that 35-37 general education credits will transfer among all Colorado public higher-education institutions.

Fall, 2006, the structure of the A.A. and A.S. degrees changed as reflected in the following categories:

General Education Categories and Courses:

COMMUNICATION (6 credit hours)

ENG	121	English Composition I (GT-CO1)
ENG	122	English Composition II (GT-CO2)

MATHEMATICS (3-5 credit hours)

Select one course from the following:

MAT	120	Mathematics For Liberal Arts (GT-MA1)
MAT	121	College Algebra (GT-MA1)
MAT	122	College Trigonometry (GT-MA1)
MAT	123	Finite Mathematics (GT-MA1)
MAT	125	Survey of Calculus (GT-MA1)
MAT	135	Introduction to Statistics (GT-MA1)
MAT	155	Integrated Math I (GT-MA1)
MAT	156	Integrated Math I (GT-MA1)
MAT	166	Pre-Calculus (GT-MA1)
MAT	201	Calculus I (GT-MA1)
MAT	202	Calculus II (GT-MA1)
MAT	203	Calculus III (GT-MA1)
MAT	255	Linear Algebra (GT-MA1)
MAT	265	Differential Equations (GT-MA1)

ARTS AND HUMANITIES (6-9 credit hours)

Select at least two courses with no more than one course from any one category:

Art and Expressions

ART	110	Art Appreciation (GT-AH1)
ART	111	Art History I (GT-AH1)
ART	112	Art History II (GT-AH1)
ART	207	Art History – 1900 to Present (GT-AH1)
MUS	120	Music Appreciation (GT-AH1)
MUS	121	Music History I (GT-AH1)
MUS	122	Music History II (GT-AH1)
MUS	123	Survey of World Music (GT-AH1)
MUS	125	History of Jazz (GT-AH1)
THE	105	Introduction to Theatre Arts (GT-AH1)
THE	211	Development of Theatre I (GT-AH1)
THE	212	Development of Theatre II (GT-AH1)

Literature and Humanities

HUM	121	Humanities: Early Civilization (GT-AH2)
HUM	122	Humanities: From Medieval to Modern (GT-AH2)
HUM	123	Humanities: The Modern World (GT-AH2)
LIT	115	Introduction to Literature (GT-AH2)
LIT	201	Masterpieces of Literature I (GT-AH2)
LIT	202	Masterpieces of Literature II (GT-AH2)
LIT	205	Ethnic Literature (GT-AH2)
LIT	211	Survey of American Literature I (GT-AH2)
LIT	212	Survey of American Literature II (GT-AH2)
LIT	221	Survey of British Literature I (GT-AH2)
LIT	222	Survey of British Literature II (GT-AH2)
LIT	225	Introduction to Shakespeare (GT-AH2)

Ways of Thinking

PHI	111	Introduction to Philosophy (GT-AH3)
PHI	112	Ethics (GT-AH3)
PHI	113	Logic (GT-AH3)
PHI	114	Comparative Religions (GT-AH3)
PHI	214	Philosophy of Religion (GT-AH3)

Foreign Language

FRE	211	French Language III (GT-AH4)
FRE	212	French Language IV (GT-AH4)
JPN	211	Japanese Language III (GT-AH4)
JPN	212	Japanese Language IV (GT-AH4)
SPA	211	Spanish Language III (GT-AH4)
SPA	212	Spanish Language IV (GT-AH4)

SOCIAL AND BEHAVIORAL SCIENCES (6-9 credits)

Select at least two courses, one of which must be history, with no more than two courses from any one category:

History

HIS	101	Western Civilization: Antiquity-1650 (GT-HI1)
HIS	102	Western Civilization: 1650-Present (GT-HI1)
HIS	111	The World: Antiquity-1500 (GT-HI1)
HIS	112	The World: 1500-Present (GT-HI1)
HIS	201	US History to Reconstruction (GT-HI1)
HIS	202	US History since the Civil War (GT-HI1)
HIS	225	Colorado History (GT-HI1)
HIS	247	20th Century World History (GT-HI1)
HIS	260	Foreign Relations History (GT-HI1)

Economic or Political Systems

ECO	101	Economics of Social Issues (GT-SS1)
ECO	201	Principles of Macroeconomics (GT-SS1)
ECO	202	Principles of Microeconomics (GT-SS1)
ECO	245	Environmental Economics (GT-SS1)
POS	105	Introduction to Political Science (GT-SS1)
POS	111	American Government (GT-SS1)
POS	205	International Relations (GT-SS1)
POS	225	Comparative Government (GT-SS1)

Geography

GEO	105	World Regional Geography (GT-SS2)
GEO	106	Human Geography (GT-SS2)

Human Behavior, Culture or Social Frameworks

*NOTE: To reach a minimum of 15 credits, select one additional course in Arts and Humanities, History or Social and Behavioral Sciences.

Social and Behavioral Sciences.

ANT	101	Cultural Anthropology (GT-SS3)
ANT	107	Introduction to Archaeology (GT-SS3)
ANT	111	Physical Anthropology (GT-SS3)
ANT	215	Indians of North America (GT-SS3)
JOU	105	Introduction to Mass Media (GT-SS3)
PSY	101	General Psychology I (GT-SS3)
PSY	102	General Psychology II (GT-SS3)
PSY	205	Psychology of Gender (GT-SS3)
PSY	226	Social Psychology (GT-SS3)
PSY	235	Human Growth and Development (GT-SS3)
PSY	238	Child Development: (GT-SS3)
PSY	249	Abnormal Psychology (GT-SS3)
SOC	101	Introduction To Sociology I (GT-SS3)
SOC	102	Introduction To Sociology II (GT-SS3)
SOC	205	Sociology of Family Dynamics (GT-SS3)
SOC	220	Sociology of Religion (GT-SS3)

PHYSICAL AND LIFE SCIENCES (8 credit hours)

Select two courses from the following:

AST	101	Astronomy I (GT-SC1)
AST	102	Astronomy II (GT-SC1)
BIO	105	Science of Biology (GT-SC1)
BIO	111	General College Biology I with Lab (GT-SC1)
BIO	112	General College Biology II with Lab (GT-SC1)
BIO	201	Human Anatomy and Physiology I (GT-SC1)
BIO	202	Human Anatomy and Physiology II (GT-SC1)
BIO	204	Microbiology (GT-SC1)
BIO	208	General College Microbiology (GT-SC1)
BIO	220	General Zoology (GT-SC1)
BIO	221	Botany (GT-SC1)
CHE	101	Introduction to Chemistry I (GT-SC1)
CHE	102	Introduction to Chemistry II (GT-SC1)
CHE	111	General College Chemistry I (GT-SC1)
CHE	112	General College Chemistry II (GT-SC1)
ENV	101	Environmental Science (GT-SC1)
GEO	111	Physical Geography: Landforms (GT-SC1)
GEY	111	Physical Geology (GT-SC1)
GEY	121	Historical Geology (GT-SC1)
MET	150	General Meteorology (GT-SC1)
PHY	105	Conceptual Physics (GT-SC1)
PHY	111	Physics: Algebra-Based I: With Lab (GT-SC1)
PHY	112	Physics: Algebra-Based II With Lab (GT-SC1)
PHY	211	Physics: Calculus-Based I With Lab (GT-SC1)
PHY	212	Physics: Calculus-Based II With Lab (GT-SC1)
SCI	155	Integrated Science I-Physics And Chemistry (GT-SC1)
SCI	156	Integrated Science II-Earth And Life Science (GT-SC1)



PROGRAMS OF INSTRUCTION

A.A.–Associate of Arts A.S.–Associate of Science A.A.S.–Associate of Applied Science A.G.S.–Associate of General Studies

**Indicates programs that are also offered online*

Program Name	Degree	Page #	Program Name	Degree	Page #
Associate of Arts Degree Core A.A. (General Transfer)	A.A.	32	Construction Supervision		
Associate of Arts (A.A.), Business Transfer Concentration	A.A.	33	Residential Energy Analyst Emphasis	A.A.S.	57
Associate of Arts (A.A.), Creative Writing Program of Study	A.A.	34	Construction Supervision		
Associate of Arts (A.A.), Elementary Education Transfer	A.A.	35	Solar Photovoltaic Emphasis	A.A.S.	57
Associate of Arts (A.A.), Music Program of Study	A.A.	36	<i>Construction Supervision Estimating</i>	Certificate	58
Associate of Science Degree Core (A.S.), General Transfer	A.S.	38	Criminal Justice	A.A.S.	58
Associate of Science Degree, Secondary Mathematics			<i>Emergency Dispatch</i>	Certificate	58
Education Program of Study	(A.S.)	39	<i>Early Childhood Education Group Leader</i>	Certificate	59
Associate of General Studies (A.G.S.)	A.G.S.	40	<i>Early Childhood Education Director</i>	Certificate	59
Accounting	A.A.S.	43	<i>Eldercare Specialist</i>	Certificate	59
Activities Professional Training	Certificate	44	Emergency Medical Services Paramedic	A.A.S.	60
Applied Technology	A.A.S.	44	<i>EMS: EMT Basic</i>	Certificate	60
Architectural Design and Technology	A.A.S.	45	<i>EMS: EMT Basic Enhanced</i>	Certificate	61
Architectural Drafting	Certificate	45	<i>EMS: Paramedic</i>	Certificate	61
Architectural Contracts and Materials	Certificate	46	Energy Technology		
Computer Aided Drafting	Certificate	46	<i>Active Solar Thermal Technician</i>	Certificate	62
Computer Aided Drafting - 2D	Certificate	46	<i>Residential Energy Analyst</i>	Certificate	62
Computer Aided Drafting - 3D	Certificate	47	<i>Solar Photovoltaic Systems Technician</i>	Certificate	62
Computer Aided Drafting - Custom	Certificate	47	Engineering Technologies Architectural Emphasis	A.A.S.	63
Residential Drafting	Certificate	47	Engineering Technologies Mechanical Design Emphasis	A.A.S.	63
Automotive Service Technology	A.A.S.	47	<i>Mechanical Drafting</i>	Certificate	64
Automotive Services Management	Certificate	48	Financial Services	A.A.S.	64
Advanced Automotive Electrical/Electronics	Certificate	48	<i>Financial Services</i>	Certificate	64
Broadband Technology and Communication	A.A.S.	48	<i>Mortgage Banking</i>	Certificate	64
Broadband Technology	Certificate	49	Foreign Language and Business	Certificates	65
Broadband Customer Care	Certificate	49	Game Design and Development	A.A.S.	65
Broadband Telecommunication	Certificate	49	Health Information Technology (Medical Records)*	A.A.S.	66
Business Administration	A.A.S.	50	Human Performance/Exercise Health Sciences	A.A.S.	66
Consumer Behavior	Certificate	51	<i>Physical Fitness Specialist</i>	Certificate	67
Contemporary Business*	Certificate	51	Interior Design	A.A.S.	67
Customer Service	Certificate	51	Law Enforcement Academy	Certificate	68
Human Resource Management*	Certificate	51	Medical Laboratory Technology	A.A.S.	68
Human Resource Specialist*	Certificate	51	<i>Phlebotomy</i>	Certificate	69
Leadership*	Certificate	52	Medical Office Technology Administrative Assistant*	Certificate	69
Management for Professional and			Medical Office Technology Billing and Reimbursement	Certificate	69
Technical Employees*	Certificate	52	Mortuary Science*	A.A.S.	69
Organizational Behavior*	Certificate	52	Multimedia/Graphic Design	A.A.S.	70
Project Management*	Certificate	52	<i>Computer Graphics</i>	Certificate	71
Real Estate Appraisal	Certificate	52	<i>Web Design</i>	Certificate	71
Real Estate Broker	Certificate	52	Nurse Aide	Certificate	72
Sales Management*	Certificate	52	Nursing	A.A.S.	72
Small Business Management*	Certificate	53	<i>Practical Nursing</i>	Certificate	73
Small Business Marketing and Sales*	Certificate	53	Paralegal	A.A.S.	73
Starting an E-Commerce Business	Certificate	53	<i>Paralegal</i>	Certificate	74
Supervision*	Certificate	53	Pharmacy Technician	Certificate	75
Web Based Design/Marketing	Certificate	53	Physical Therapist Assistant	A.A.S.	75
Computer Information Systems	A.A.S.	54	Retail Management	A.A.S.	76
Computer Information Systems	Certificate	54	<i>Retail Management</i>	Certificate	76
Computer Network Technology	A.A.S.	55	Telecommunications Technology	A.A.S.	77
Computer Network Technology	Certificate	55	<i>Smart Home Technician</i>	Certificate	77
Computer Science	A.A.S.	55	<i>Telecommunications</i>	Certificate	77
Computer Support Professional	A.A.S.	56			
Computer Technician	Certificate	56			
Construction Supervision Business Emphasis	A.A.S.	56			

Programs marked with an * are also offered online.

PROGRAMS OF INSTRUCTION

DEGREE REQUIREMENTS

General Education

All students receiving degrees from Arapahoe Community College should achieve a general education component to their education. ACC has determined that the following list reflects the expected outcomes of this general education component:

- Students will demonstrate a college-level ability to read and to communicate effectively through speaking, writing, listening and artistic expression.
- Students will develop the skills necessary to understand and apply mathematical concepts and reasoning to analyze and interpret various types of data.
- Students will demonstrate the ability to analyze, synthesize, evaluate, make decisions, think critically and creatively, solve problems effectively and extend knowledge to new environments and situations.
- Students will use appropriate and current technologies to collect, retrieve, organize and process information from various sources and produce original work in various ways.
- Students will demonstrate knowledge, appreciation and understanding of individual and social responsibility, good citizenship, and diverse cultural customs, beliefs, traditions and lifestyles.
- Students will develop effective leadership, teamwork, relationship management and conflict resolution skills.

Through its college-wide assessment activities, Arapahoe Community College is constantly working to ensure that its graduates have all of these skills required by the degree program.

Customized Articulation

In addition to our transferable Associate of Arts and Associate of Science degrees, the College has established customized transfer articulation agreements for the following "normal" non-transferable programs. This allows students to transfer directly into public four-year degree programs. Please meet with an Advisor to ensure correct course selection to meet transfer agreement requirements. CCCS articulation agreements can be found at <http://www.state.co.us/cche/academic/transfer/agreements/index.html>

The Community Colleges of Colorado are approved to offer one Associate of Arts degree, one Associate of Science degree, and one Associate of General Studies degree. All degrees have a generic major of liberal arts. While the Catalog may indicate areas of emphasis for the A.A., A.S. and A.G.S degrees, all official documents and diplomas issued by the College will only indicate the awarding of an A.A., A.S. and A.G.S. degrees, without any indication of an area of emphasis.

Associate Of Arts Degree

Students completing any Guaranteed Transfer Course are guaranteed acceptance of the course at any public four-year College or university in Colorado.

The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Students who

complete a 60 credit hour A.A. degree with appropriate course requirements and grades of "C" or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a four-year public institution. Consult your ACC Advisor about Colorado's 60 + 60 plans.

NOTE: This guarantee excludes majors in Education, Business, Engineering and Nursing.

General Education Core

I. Communications (9 credit hours)

ENG	121	English Composition I	3
ENG	122	English Composition II	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3

II. Art and Humanities (9 credit hours)

Select three courses with no more than two courses from any one category:

Art

ART	110	Art Appreciation	3
ART	111	Art History I	3
ART	112	Art History II	3
ART	207	Art History 1900 to present	3
MUS	120	Music Appreciation	3
MUS	121	Introduction to Music History I	3
MUS	122	Introduction to Music History II	3
MUS	123	Survey of World Music	3
MUS	125	History of Jazz	3
THE	105	Introduction to Theatre Arts	3
THE	211	Development of Theatre I	3
THE	212	Development of Theatre II	3

Literature and Humanities

HUM	121	Early Civilizations	3
HUM	122	From Medieval to Modern	3
HUM	123	The Modern World	3
LIT	115	Introduction to Literature	3
LIT	201	Masterpieces of Literature I	3
LIT	202	Masterpieces of Literature II	3
LIT	205	Ethnic Literature	3
LIT	211	Survey of American Literature I	3
LIT	212	Survey of American Literature II	3
LIT	221	Survey of British Literature I	3
LIT	222	Survey of British Literature II	3
LIT	225	Introduction to Shakespeare	3

Ways of Thinking

PHI	111	Introduction to Philosophy	3
PHI	112	Ethics	3
PHI	113	Logic	3
PHI	114	Comparative Religion	3
PHI	214	Philosophy of Religion	3

Foreign Language

FRE	211	French III	3
FRE	212	French IV	3
JPN	211	Japanese III	3
JPN	212	Japanese IV	3
SPA	211	Spanish III	3
SPA	212	Spanish IV	3

III. Mathematics (3 credit hours)

MAT	120	Mathematics for Liberal Arts	4
MAT	121	College Algebra	4

MAT	122	College Trigonometry	3
MAT	123	Finite Math	4
MAT	125	Survey of Calculus	4
MAT	135	Introduction to Statistics	3
MAT	201	Calculus I	5
MAT	202	Calculus II	5
MAT	265	Differential Equations	3

IV. Social and Behavioral Sciences (9 credit hours)

Select three courses, one of which must be History, with no more than two courses from any one category.

Economic and Political Systems

ECO	101	Economics of Social Issues	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
POS	105	Introduction to Political Science	3
POS	111	American Government	3
POS	205	International Relations	3
POS	225	Comparative Government	3

Human Behavior and Social Systems

ANT	101	Cultural Anthropology	3
ANT	107	Introduction to Archaeology	3
ANT	111	Physical Anthropology	3
ANT	215	Indians of North America	3
JOU	105	Introduction to Mass Media	3
PSY	101	General Psychology I	3
PSY	102	General Psychology II	3
PSY	205	Psychology of Gender	3
PSY	226	Social Psychology	3
PSY	235	Human Growth and Development	3
PSY	238	Child Development	3
PSY	249	Abnormal Psychology	3
SOC	101	Introduction to Sociology I	3
SOC	102	Introduction to Sociology II	3
SOC	205	Sociology of Family Dynamics	3
SOC	220	Sociology of Religion	3

Geography

GEO	105	World Regional Geography	3
GEO	106	Human Geography	3

History

HIS	101	Western Civilization: Antiquity-1650	3
HIS	102	Western Civilization: 1650-Present	3
HIS	111	The World: Antiquity-1500	3
HIS	112	World Civilization II	3
HIS	201	U.S. History I	3
HIS	202	US History since the Civil War	3
HIS	225	Colorado History	3
HIS	247	20th Century World History	3
HIS	260	Foreign Relations History	3

V. Physical and Life Science (8 credit hours)

Select two courses.

(Credits over 8 will be applied to the electives category.)

AST	101	Astronomy I	4
AST	102	Astronomy II	4
BIO	105	Science of Biology	4
BIO	111	General College Biology I with Lab	5
BIO	112	General College Biology II with Lab	5
BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4

BIO	221	Botany	5
CHE	101	Introduction to Chemistry I with Lab	5
CHE	102	Introduction to Chemistry II with Lab	5
CHE	111	General College Chemistry I with Lab	5
CHE	112	General College Chemistry II with Lab	5
ENV	101	Intro. to Environmental Science	4
GEO	111	Physical Geology: Landforms	4
GEY	111	Physical Geology	4
GEY	121	Historical Geology	4
MET	150	General Meteorology	4
PHY	105	Conceptual Physics	4
PHY	111	Physics: Algebra-Based I with Lab	5
PHY	112	Physics: Algebra-Based II with Lab	5
PHY	211	Physics: Calculus-Based I with Lab	5
PHY	212	Physics: Calculus-Based II with Lab	5

VI. Electives (22 credit hours)

Courses from the following list must be selected to bring the total credit hours to 60. Please note that in some disciplines only certain courses apply.

ACC (121, 122 only), ANT, ASL (121, 122 only) AST, ART, BIO (100 or above), BUS (115, 216, 217 only), CHE, CIS (only the following: 115, 118), COM, CSC (160, 161, 225, 230 only), ECO, ECE (101, 102, 111, 205, 220, 226 only), EDU, ENG (131 or above), ENV, GEO, GEY, HIS, HUM, HWE (108, 124 only), JOU, LIT, MAT (MAT 120 or higher), MET MUS, PED, PHI, PHY (PHY 105 or above), POS, PSY, SCI (155, 156), SOC, SPA 114, THE and any foreign language numbered 111-112, 211-212.

Total 60 credit hours

*Not all independent study or Special Topics courses may apply.

**Associate Of Arts Degree
Business Transfer**

The Associate of Arts degree with a Business Transfer Emphasis is designed for the student who wishes to transfer to a Colorado four-year public college or university. Students who complete this program, maintain a minimum 2.0 cumulative GPA and earn a "C" or better in all courses shall be fully considered for admission into the business programs offered by state four-year public colleges or universities. This agreement does not guarantee admission to the School of Business. However, it does guarantee that admitted students who follow the condition of this agreement will be guaranteed complete transfer of the A.A. degree up to the maximum allowable course credits. If a student is offered admission, the student will enter with junior standing in the School of Business, provided that the A.A. degree includes all courses specified below.

Students who have earned two-year degrees other than the A.A. in Business or who have not fully completed the degree requirements will be evaluated on a course-by course basis. Individual business courses may transfer and count toward the graduation requirements for a four-year business degree, but the transferable courses are limited to the course equivalents of the courses specified in the curricula of the four-year Business Administration degree programs. The four-year college or university will accept all eligible credits earned within ten years of transfer. Courses earned more than 10 years earlier will be evaluated on an individual basis. Students should review the business degree requirements of the four-year college or university of their interest when making plans to transfer.

This agreement is between the Colorado community colleges and the following Colorado public four-year institutions of higher education: Adams State College, Colorado State University, Colorado State University-Pueblo, Fort Lewis College, Mesa State College, Metropolitan State College of Denver, University of Colorado at Boulder, University of Colorado at Colorado Springs, University of Colorado at Denver, University of Northern Colorado and Western State College.

General Education Requirements (40 credit hours)

I. Communications (9 credit hours)

ENG	121	English Composition I	3
ENG	122	English Composition II	3
COM	115	Public Speaking	3

II. Mathematics (8 credit hours)

MAT	123	Finite Mathematics OR	
MAT	121	College Algebra	4
MAT	125	Survey of Calculus	4

III. Social Sciences (9 credit hours)

ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3

Select one History Elective from the following list:

HIS	101	Western Civilization: Antiquity-1650	3
HIS	102	Western Civilization: 1650-Present	3
HIS	111	World Civilization I	3
HIS	112	World Civilization II	3
HIS	201	U.S. History I	3
HIS	202	US History since the Civil War	3
HIS	225	Colorado History	3
HIS	247	20th Century World History	3
HIS	260	Foreign Relations History	3

IV. Arts and Humanities (6 credit hours)

Select two Arts and Humanities Electives from the following list:

ART	110	Art Appreciation	3
ART	111	Art History I	3
ART	112	Art History II	3
ART	207	Art History 1900 to present	3
HUM	121	Early Civilizations	3
HUM	122	From Medieval to Modern	3
HUM	123	The Modern World	3
FRE	211	French III	3
FRE	212	French IV	3
SPA	211	Spanish III	3
SPA	212	Spanish IV	3
JPN	211	Japanese III	3
JPN	212	Japanese IV	3
LIT	115	Introduction to Literature	3
LIT	201	Masterpieces of Literature I	3
LIT	202	Masterpieces of Literature II	3
LIT	205	Ethnic Literature	3
LIT	211	Survey of American Literature I	3
LIT	212	Survey of American Literature II	3
LIT	221	Survey of British Literature I	3
LIT	222	Survey of British Literature II	3
LIT	225	Introduction to Shakespeare	3
MUS	120	Music Appreciation	3
MUS	121	Introduction to Music History I	3
MUS	122	Introduction to Music History II	3
MUS	123	Survey of World Music	3
MUS	125	History of Jazz	3

PHI	111	Introduction to Philosophy	3
PHI	112	Ethics	3
PHI	113	Logic	3
PHI	114	Comparative Religion	3
PHI	214	Philosophy of Religion	3
THE	105	Introduction to Theatre Arts	3
THE	211	Development of Theatre I	3
THE	212	Development of Theatre II	3

V. Science (8 credit hours)

Select two lab-based science courses from the following list: (Credits over 8 may be applied to the electives category at the four-year institution.)

AST	101	Astronomy I	4
AST	102	Astronomy II	4
BIO	105	Science of Biology	4
BIO	111	General College Biology I with Lab	5
BIO	112	General College Biology II with Lab	5
BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4
BIO	221	Botany	5
CHE	101	Introduction to Chemistry I with Lab	5
CHE	102	Introduction to Chemistry II with Lab	5
CHE	111	General College Chemistry II with Lab	5
CHE	112	General College Chemistry II with Lab	5
ENV	101	Intro. to Environmental Science	4
GEO	111	Physical Geology: Landforms	4
GEY	111	Physical Geology	4
GEY	121	Historical Geology	4
MET	150	Meteorology	4
PHY	105	Conceptual Physics	4
PHY	111	Physics: Algebra-Based I with Lab	5
PHY	112	Physics: Algebra-Based II with Lab	5
PHY	211	Physics: Calculus-Based I with Lab	5
PHY	212	Physics: Calculus-Based II with Lab	5

Business Graduation Requirements (20 credit hours)

VI. Accounting (8 credit hours)

ACC	121	Principles of Accounting I	4
ACC	122	Principles of Accounting II	4

VII. General Business (12 credit hours)

BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communications	3
BUS	226	Business Statistics	3

Total Associate of Arts - Business 60 credit hours

Associate Of Arts Degree Creative Writing Program Of Study

This Associate of Arts degree with a Creative Writing Program of Study is designed to help students interested in joining the literary community, pursuing a career in writing or in transferring to a four year program. Students are offered a comprehensive program of creative writing and literature courses designed to nurture beginning and experienced writers in the craft of writing.

The program is divided into General Education, Core Creative Writing and Genre Specific Creative Writing course requirements. The program encourages students to explore multiple

genres before focusing on a specific one. The introductory workshops allow for experimentation in craft through exercises and modeling while the advanced workshops stress the individual student's work. Classes in creative writing include introduction to creative writing, poetry, fiction, creative nonfiction, playwriting and screenwriting.

ACC has an articulation agreement with Adams State College in Alamosa, Colorado that allows for a complete credit A.A. to B.A. transfer. Students transferring to ASC need only complete 21 credit hours to receive a B.A. in creative writing. Additional upper level credit hours can be completed for a minor or another major at ASC.

Students interested in this program of study should contact Dr. Kathryn Winograd for more information at 303.797.5815 or kathryn.winograd@arapahoe.edu.

General Education Requirements (38 credit hours)

I. Communications (9 credit hours)

- ENG 121 English Composition I 3
- ENG 122 English Composition II 3
- COM 115 Public Speaking OR
- COM 125 Interpersonal Communication 3

II. Mathematics (3 credit hours)

Any courses that fulfill A.A. requirement

III. Social Sciences (9 credit hours)

Any courses that fulfill A.A. requirement

IV. Arts and Humanities (9 credit hours)

Any courses that fulfill A.A. requirement

V. Science (8 credit hours)

Any courses that fulfill A.A. requirement

Creative Writing Specific Courses (22 credits hours)

VI. Core Creative Writing Courses (10 credit hours)

- ENG 221 Creative Writing I 3
- ENG 222 Creative Writing II 3
- ENG 289 Capstone 1

And choose one of the following classes:

- ENG 215 Playwriting OR
- ENG 226 Fiction Writing OR
- ENG 227 Poetry Writing OR
- ENG 230 Creative Nonfiction 3

VII. Genre Specific courses (9 credit hours)

(Choose one of the following genres):

Fiction Genre Required Course:

- ENG 226 Fiction Writing 3

In addition, please choose three of the following courses:

- ENG 215 Playwriting 3
- ENG 227 Poetry Writing 3
- ENG 230 Creative Nonfiction 3
- ENG 231 Progenitor 3
- ENG 275 Special Topics: Publish Your Writing 3
- HUM 115 World Mythology 3
- JOU 105 Introduction to Mass Media 3
- LIT 267 The Bible As Literature 3
- LIT 269 Popular Literature and Culture 3
- LIT 275 The Novel Approach To Language Arts 3

Poetry Genre Required Courses

- ENG 227 Poetry Writing 3

In addition, please choose three of the following courses:

- ENG 215 Playwriting 3

- ENG 226 Fiction Writing 3
- ENG 230 Creative Nonfiction 3
- ENG 231 Progenitor 3
- ENG 275 Special Topics: Publish Your Writing 3
- HUM 115 World Mythology 3
- HUM 220 The Cultural History Of Rock And Roll 3
- LIT 221 Introduction To Shakespeare 3
- LIT 240 Poets And Their Poems 3
- LIT 267 The Bible As Literature 3

Creative Non-Fiction Genre Required Course

- ENG 230 Creative Nonfiction 3

In addition, please choose three of the following courses:

- ENG 131 Technical Writing 3
- ENG 226 Fiction Writing 3
- ENG 227 Poetry Writing 3
- ENG 231 Progenitor. 3
- ENG 235 Rhetoric And Propaganda 3
- ENG 275 Special Topics: Publish Your Writing 3
- HUM 115 World Mythology 3
- JOU 105 Introduction to Mass Media 3
- JOU 106 Fundamentals of Reporting 3

Playwriting (Screenwriting) Genre Required Course

- ENG 215 Playwriting 3

In addition, please choose three of the following courses:

- ENG 226 Fiction Writing 3
- ENG 227 Poetry Writing 3
- ENG 230 Creative Nonfiction. 3
- HUM 103 Introduction To Film Arts 3
- JOU 105 Introduction to Mass Media 3
- LIT 257 Literature And Film 3
- LIT 269 Popular Literature and Culture 3
- THE 105 Introduction to Theatre Arts 3

VIII. Creative Writing Course: (3 credit hours)

(Please choose one of the following courses)

- ENG 215 Playwriting 3
- ENG 226 Fiction Writing 3
- ENG 227 Poetry Writing 3
- ENG 230 Creative Nonfiction 3

Total A.A. Degree with Creative Writing

Course of Study. 60 credit hours

NOTE: This degree will be conferred as an Associate of Arts. Creative Writing Program of Study will not be listed on student's transcript or diploma, but will be recognized by transfer institutions for program admission.

**Associate Of Arts Degree
Statewide Elementary
Education Emphasis**

The Associate of Arts degree with an Elementary Education Transfer Emphasis is designed for the community College student who wishes to transfer to a Colorado four-year public College or university to receive a Bachelor's degree with an Elementary Education teacher licensure. Students who complete the program at the community College, receiving a "C" or better (B- or better in ENG 121) will be considered for admission at Colorado public institutions of higher education.

DEGREE REQUIREMENTS

Student must develop a graduation plan with a Teacher Education Advisor that identifies the first 41 hours that are guaranteed to transfer to all teacher education programs at the following Colorado public four-year institutions of higher education: Adams State College (Interdisciplinary Studies); Colorado State University at Pueblo (Liberal Studies), Fort Lewis College (Interdisciplinary Studies), Mesa State College (Liberal Arts), Metropolitan State College of Denver (Behavioral Science and Human Development), University of Colorado at Boulder (History), University of Colorado at Colorado Springs (English, History/Social Studies, Modern Foreign Languages, Science, Mathematics), University of Colorado at Denver and Health Sciences Center Downtown Denver (Individually Structured Major), University of Northern Colorado (Interdisciplinary Studies), Western State College (Interdisciplinary Studies).

To complete the A.A. graduation requirements, students who have completed or are currently enrolled in courses that will total the first 41 credits will apply to a specific teacher education program and be advised on the final 19 credits guaranteed to transfer.

General Education Requirements (41 credit hours)

I. Communication (9 credit hours)

ENG	121	English Composition I	3
("B-" or better)			
ENG	122	English Composition II	3
COM	115	Public Speaking	3

II. Math (6 credit hours)

MAT	155	Integrated Math I	3
MAT	156	Integrated Math II	3

III. Humanities (3 credit hours)

Choose one from the following:

LIT	115	Introduction to Literature	3
LIT	201	Masterpieces of Literature I	3
LIT	202	Masterpieces of Literature II	3
LIT	211	Survey of American Literature I	3
LIT	221	Survey of British Literature I	3

IV. Science (8 credit hours)

SCI	155	Integrated Science I	4
SCI	156	Integrated Science II	4

V. Social Sciences (9 credit hours)

GEO	105	World Regional Geography	3
HIS	201	U.S. History I	3
POS	111	American Government	3

VI. Education Requirements (6 credit hours)

EDU	221	Introduction to Education	3
PSY	238	Child Development	3

VII. Electives based on transfer institution (19 credit hours)

Consult an Advisor and the transfer institution to determine appropriate electives.

Total 60 credit hours

**Associate Of Arts Degree
Music Program Of Study**

General Education Requirements (38 credit hours)

I. Communications (9 credit hours)

ENG	121	English Composition I	3
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ENG	122	English Composition II	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3

II. Art and Humanities (9 credit hours)

Required Music Courses: (6 credit hours)

MUS	121	Music History I	3
MUS	122	Music History II	3

Select one course from the following category:

Art

ART	110	Art Appreciation	3
ART	111	Art History I	3
ART	112	Art History II	3
ART	207	Art History - 1900 to Present	3
MUS	120	Music Appreciation	3
MUS	121	Introduction to Music History I	3
MUS	122	Introduction to Music History II	3
MUS	123	Survey of World Music	3
MUS	125	History of Jazz	3
THE	105	Introduction to Theatre Arts	3
THE	211	Development of Theatre I	3
THE	212	Development of Theatre II	3

Literature and Humanities

HUM	121	Early Civilizations	3
HUM	122	From Medieval to Modern	3
HUM	123	The Modern World	3
LIT	115	Introduction to Literature	3
LIT	201	Masterpieces of Literature I	3
LIT	202	Masterpieces of Literature II	3
LIT	205	Ethnic Literature	3
LIT	211	Survey of American Literature I	3
LIT	212	Survey of American Literature II	3
LIT	221	Survey of British Literature I	3
LIT	222	Survey of British Literature II	3
LIT	225	Introduction to Shakespeare	3

Ways of Thinking

PHI	111	Introduction to Philosophy	3
PHI	112	Ethics	3
PHI	113	Logic	3
PHI	114	Comparative Religion	3
PHI	214	Philosophy of Religion	3

Foreign Language

FRE	211	French III	3
FRE	212	French IV	3
JPN	211	Japanese III	3
JPN	212	Japanese IV	3
SPA	211	Spanish III	3
SPA	212	Spanish IV	3

III. Mathematics (3 credit hours)

MAT	120	Mathematics for Liberal Arts	4
MAT	121	College Algebra	4
MAT	122	College Trigonometry	3
MAT	123	Finite Mathematics	4
MAT	125	Survey of Calculus	4
MAT	135	Introduction to Statistics	3
MAT	201	Calculus I	5
MAT	202	Calculus II	5

IV. Social and Behavioral Sciences (9 credit hours)

Select three courses, one of which must be History, with no more than two courses from any one category.

Economic and Political Systems

ECO	101	Economics of Social Issues	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
POS	105	Introduction to Political Science	3
POS	111	American Government	3
POS	205	International Relations	3
POS	225	Comparative Government	3

Human Behavior and Social Systems

ANT	101	Cultural Anthropology	3
ANT	107	Introduction to Archaeology	3
ANT	111	Physical Anthropology	3
ANT	215	Indians of North America	3
JOU	105	Introduction to Mass Media	3
PSY	101	General Psychology I	3
PSY	102	General Psychology II	3
PSY	205	Psychology of Gender	3
PSY	226	Social Psychology	3
PSY	235	Human Growth and Development	3
PSY	238	Child Development	3
PSY	249	Abnormal Psychology	3
SOC	101	Introduction to Sociology I	3
SOC	102	Introduction to Sociology II	3
SOC	205	Sociology of Family Dynamics	3
SOC	220	Sociology of Religion	3

Geography

GEO	105	World Regional Geography	3
GEO	106	Human Geography	3

History

HIS	101	Western Civilization: Antiquity-1650	3
HIS	102	Western Civilization: 1650-Present	3
HIS	111	World Civilization I	3
HIS	112	World Civilization II	3
HIS	201	U.S. History I	3
HIS	202	US History since the Civil War	3
HIS	225	Colorado History	3
HIS	247	20th Century World History	3
HIS	260	Foreign Relations History	3

V. Physical and Life Science (8 credit hours)

Select two courses.

(Credits over 8 will be applied to the electives category.)

AST	101	Astronomy I	4
AST	102	Astronomy II	4
BIO	105	Science of Biology	4
BIO	111	General College Biology I with Lab	5
BIO	112	General College Biology II with Lab	5
BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4
BIO	221	Botany	5
CHE	101	Introduction to Chemistry I with Lab	5
CHE	102	Introduction to Chemistry II with Lab	5
CHE	111	General College Chemistry I with Lab	5
CHE	112	General College Chemistry II with Lab	5
ENV	101	Intro. to Environmental Science	4
GEO	111	Physical Geology: Landforms	4
GEY	111	Physical Geology	4
GEY	121	Historical Geology	4
MET	150	General Meteorology	4
PHY	105	Conceptual Physics	4

PHY	111	Physics: Algebra-Based I with Lab	5
PHY	112	Physics: Algebra-Based II with Lab	5
PHY	211	Physics: Calculus-Based I with Lab	5
PHY	212	Physics: Calculus-Based II with Lab	5

VI. MUS Core Classes: (10 credit hours)

*MUS	110	Music Theory I	3
*MUS	112	Ear Training – Singing Lab I	1
MUS	111	Music Theory I	3
MUS	113	Ear Training - Singing Lab II	1
MUS	131	Music Class*	2

* MUS 132 can be substituted for MUS 131 for those with a background in various instruments and voice.

Please see the Department Chair for approval.

*Students with no background in theory should take Music Fundamentals (MUS 100) or pass an equivalency exam before taking MUS 110 and MUS 112.

**Piano majors should take Guitar or Voice Class. Voice, Instrumental and Theory/Composition majors should take Piano Class unless already having a strong background in piano, in which case either Guitar or Voice class should be taken.

VII. MUS Area of Emphasis:**Option A: Piano/Voice/ Instrument majors: (12 credit hours)****Private lessons (4 Semesters – 8 credits)**

MUS	141	Private Instruction	2
MUS	142	Private Instruction II	2
MUS	241	Private Instruction	2
MUS	242	Private Instruction	2
MUS	243	Private Instruction	2
MUS	244	Private Instruction	2
AND			

Ensemble (4 Semesters – 4 credits)

MUS	151	Ensemble I	1
MUS	152	Ensemble II	1
MUS	251	Ensemble I	1
MUS	252	Ensemble II	1
OR			

Option B: Theory/Composition majors: (12 credit hours)

Private lessons (2 Semesters – 4 credits)

MUS	141	Private Instruction	2
MUS	142	Private Instruction II	2
MUS	241	Private Instruction	2
MUS	242	Private Instruction	2
AND			

Private lessons in Composition (2 Semesters – 4 credits)

MUS	241	Private Instruction	2
MUS	242	Private Instruction	2
MUS	243	Private Instruction	2
MUS	244	Private Instruction	2
AND			

Ensemble (4 Semesters – 4 credits)

MUS	151	Ensemble I	1
MUS	152	Ensemble II	1
MUS	251	Ensemble I	1
MUS	252	Ensemble II	1
OR			

C) Music Industry/**Business/Technology majors (12 credit hours)**

Required Courses:

MUS	161	Music Technology	3
MUS	167	Music Business I	3
MUS	261	Audio Production	3

Please choose 3 credit hours from the following:

MUS 123, MUS 125, MUS 141, MUS 142, MUS 151,
MUS 152, MUS 241, MUS 242, MUS 243, MUS 244,
MUS 251 or MUS 252.

Ensemble (4 credits)

MUS	151	Ensemble I	1
MUS	152	Ensemble II	1
MUS	251	Ensemble I	1
MUS	252	Ensemble II	1

And other classes related to subject:

MUS	125	History of Jazz	3
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Total 60 credit hours

NOTE: This degree will be conferred as an Associate of Arts. Music Program of Study will not be listed on students' transcript or diploma, but will be recognized by transfer institutions for program admission.

Associate Of Science Degree

Students successfully completing any Guaranteed Transfer Courses with a "C" or better, are guaranteed acceptance of the course at any public four-year College or university in Colorado. The State Guaranteed Transfer Courses and the Colorado Community College General Education requirements have been incorporated into the degree. Students who complete a 60 credit-hour A.S. degree with appropriate course requirements and grades of "C" or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a four-year public institution. Consult your ACC Advisor about Colorado's 60 + 60 agreement.

NOTE: This guarantee excludes majors in Education, Business, Engineering and Nursing.

General Education Requirements (38 credit hours)**I. Communications (9 credit hours)**

ENG	121	English Composition I	3
ENG	122	English Composition II	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3

II. Arts and Humanities (9 credit hours)

Select three courses with no more than two courses from any one category:

Art			
ART	110	Art Appreciation	3
ART	111	Art History 1	3
ART	112	Art History II	3
ART	207	Art History - 1900 to Present	3
MUS	125	History of Jazz	3
MUS	120	Music Appreciation	3
MUS	121	Introduction to Music History I	3
MUS	122	Introduction to Music History II	3
MUS	123	Survey of World Music	3

THE	105	Introduction to Theatre Arts	3
THE	211	Development of Theatre I	3
THE	212	Development of Theatre II	3

Literature and Humanities

HUM	121	Early Civilizations	3
HUM	122	From Medieval to Modern	3
HUM	123	The Modern World	3
LIT	115	Introduction to Literature	3
LIT	201	Masterpieces of Literature I	3
LIT	202	Masterpieces of Literature II	3
LIT	205	Ethnic Literature	3
LIT	211	Survey of American Literature I	3
LIT	212	Survey of American Literature II	3
LIT	221	Survey of British Literature I	3
LIT	222	Survey of British Literature II	3
LIT	225	Introduction to Shakespeare	3

Ways of Thinking

PHI	111	Introduction to Philosophy	3
PHI	112	Ethics	3
PHI	113	Logic	3
PHI	114	Comparative Religion	3
PHI	214	Philosophy of Religion	3

Foreign Language

FRE	211	French III	3
FRE	212	French IV	3
JPN	211	Japanese III	3
JPN	212	Japanese IV	3
SPA	211	Spanish III	3
SPA	212	Spanish IV	3

III. Mathematics (3 credit hours)

MAT	121	College Algebra	4
MAT	122	College Trigonometry	3
MAT	201	Calculus I	5
MAT	202	Calculus II	5

IV. Social and Behavioral Sciences (9 credit hours)

Select three courses, one of which must be History, with no more than two courses from any one category.

Economic and Political Systems

ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
POS	105	Introduction to Political Science	3
POS	111	American Government	3
POS	205	International Relations	3
POS	225	Comparative Government	3

Geography

GEO	105	World Regional Geography	3
GEO	106	Human Geography	3

History

HIS	101	Western Civilization: Antiquity	3
HIS	102	Western Civilization: 1650-Present	3
HIS	111	World Civilization I	3
HIS	112	World Civilization II	3
HIS	201	U.S. History I	3
HIS	202	US History since the Civil War	3
HIS	225	Colorado History	3
HIS	247	20th Century World History	3
HIS	260	Foreign Relations History	3

Human Behavior and Social Systems

ANT	101	Cultural Anthropology	3
ANT	111	Physical Anthropology	3
PSY	101	General Psychology I	3
PSY	102	General Psychology II	3
PSY	235	Human Growth and Development	3
SOC	101	Introduction to Sociology I	3
SOC	102	Introduction to Sociology II	3

V. Physical and Life Science (8 credit hours)

Select two courses.

(Credits over 8 will be applied to the electives category.)

AST	101	Astronomy I	4
AST	102	Astronomy II	4
BIO	111	General College Biology I with Lab	5
BIO	112	General College Biology II with Lab	5
BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4
BIO	221	Botany	5
CHE	101	Introduction to Chemistry I with Lab	5
CHE	111	General College Chemistry I with Lab	5
CHE	112	General College Chemistry II with Lab	5
ENV	101	Intro. to Environmental Science	4
GEO	111	Physical Geography: Landforms	4
GEY	111	Physical Geology	4
GEY	121	Historical Geology	4
MET	150	General Meteorology	4
PHY	111	Physics: Algebra-Based I with Lab	5
PHY	112	Physics: Algebra-Based II with Lab	5
PHY	211	Physics: Calculus-Based I with Lab	5
PHY	212	Physics: Calculus-Based II with Lab	5

VI. Restricted Math/Science Electives (22 credit hours)

Courses from the following list must be selected to bring the total credit hours to 60. Please note that in some disciplines only certain courses apply. Associate of Science students should work with an Advisor to select courses appropriate to their major.

AST, BIO (100 or above), CHE, CIS (only the following: 115, 118), CSC (only the following: 160, 161, 225, 230), EGG, ENV, GEO, GEY, MAT (MAT 121 or above), PHY (*PHY 111 or above).

Total 60 credit hours

*Not all independent study or Special Topics courses may apply.

Associate Of Science Degree Secondary Mathematics Program Of Study

The Associate of Science Degree with an Optional Emphasis in Secondary Mathematics Education is designed for the community College student who wishes to transfer to a Regis University articulation education licensure program. Students who complete the program and concentration at Arapahoe Community College with a grade point average of 2.5 or better (with a grade of "C" or better in all mathematics coursework) will qualify for acceptance to the Regis University Secondary Mathematics Education program offered through the College of Professional Studies and may complete their baccalaureate program by completing just 51 additional credit hours.

The specific nature of the courses required for both the degree and optional emphasis are aligned with the basic knowledge and mathematics requirements specified by the Colorado Department of Education Mathematics Model Content Standards as well as state-required coursework for secondary licensed teachers. Upper-level coursework required for secondary mathematics licensure and baccalaureate completion may be completed at a four-year institution.

General Education Requirements (38 credit hours)

I. Communications (9 credit hours)

COM	115	Public Speaking	3
ENG	121	English Composition I	3
ENG	122	English Composition II	3

II. Arts and Humanities (9 credit hours)

Select three courses, two being the required courses PHI 112 and PHI 113, plus one additional class from one category:

Ways of Thinking (PHI 112 and PHI 113 required for this emphasis)

PHI	112	Ethics	3
PHI	113	Logic	3

Art

ART	110	Art Appreciation	3
ART	111	Art History 1	3
ART	112	Art History II	3
ART	207	Art History - 1900 to Present	3
MUS	120	Music Appreciation	3
MUS	121	Introduction to Music History I	3
MUS	122	Introduction to Music History II	3
THE	105	Introduction to Theatre Arts	3
THE	211	Development of Theatre I	3
THE	212	Development of Theatre II	3

Literature and Humanities

HUM	121	Early Civilizations	3
HUM	122	From Medieval to Modern	3
HUM	123	The Modern World	3
LIT	115	Introduction to Literature	3
LIT	201	Masterpieces of Literature I	3
LIT	202	Masterpieces of Literature II	3
LIT	205	Ethnic Literature	3
LIT	211	Survey of American Literature I	3
LIT	212	Survey of American Literature II	3
LIT	221	Survey of British Literature I	3
LIT	222	Survey of British Literature II	3

Foreign Language

FRE	211	French III	3
FRE	212	French IV	3
JPN	211	Japanese III	3
JPN	212	Japanese IV	3
SPA	211	Spanish III	3
SPA	212	Spanish IV	3

III. Mathematics

(MAT 135 required for this emphasis) (3 credit hours)

MAT	135	Introduction to Statistics	3
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IV. Social and Behavioral Sciences (9 credit hours)

Select three courses, one of which must be History, with no more than two courses from any one category. Human Behavior and Social Systems (PSY 101 and PSY 235 required for this emphasis)

PSY	101	General Psychology I	3
PSY	235	Human Growth and Development	3
History			
HIS	101	Western Civilization: Antiquity-1650	3
HIS	102	Western Civilization: 1650-Present	3
HIS	111	World Civilization I	3
HIS	112	World Civilization II	3
HIS	202	US History since the Civil War	3
HIS	225	Colorado History	3
HIS	247	20th Century World History	3
HIS	260	Foreign Relations History	3

V. Physical and Life Science (8 credit hours)

Select two courses.

(Credits over 8 will be applied to the electives category.)

AST	101	Astronomy I	4
AST	102	Astronomy II	4
BIO	111	General College Biology I with Lab	5
BIO	112	General College Biology II with Lab	5
BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4
BIO	221	Botany	5
CHE	111	General College Chemistry I with Lab	5
CHE	112	General College Chemistry II with Lab	5
CHE	211	Organic Chemistry I	5
CHE	212	Organic Chemistry II	5
ENV	101	Intro. to Environmental Science	4
GEO	111	Physical Geology: Landforms	4
GEY	111	Physical Geology	4
GEY	121	Historical Geology	4
MET	150	General Meteorology	4
PHY	111	Physics: Algebra-Based I with Lab	5
PHY	112	Physics: Algebra-Based II with Lab	5
PHY	211	Physics: Calculus-Based I with Lab	5
PHY	212	Physics: Calculus-Based II with Lab	5

VI. Restricted/Required Math Electives (22 credit hours)

MAT	121	College Algebra	4
MAT	122	College Trigonometry	3
MAT	201	Calculus I	5
MAT	202	Calculus II	5
MAT	203	Calculus III	4
MAT	255	Linear Algebra	3

Total 60 credit hours

NOTE: This degree will be conferred as an Associate of Science Degree. The Secondary Mathematics Education Program of Study will not be noted on the students' transcript; however it will be recognized by Regis University for transfer, through the ACC/Regis partnership agreement.

Optional Program of Study in Secondary Mathematics Education

(All of the following courses are required)

EDU	188	Practicum I	5
EDU	221	Introduction to Education	5
EDU	234	Multicultural Education	5
EDU	240	Teaching the Exceptional Learner	5
EDU	261	Teaching, Learning and Technology	5
MAT	109	Geometry	3
PSY	245	Educational Psychology	5

Ways of Thinking (Philosophy)

Select 6 credit hours from the following:

PHI	114	Comparative Religions	3
PHI	115	World Religions - West	3
PHI	116	World Religions - East	3
PHI	124	Introduction to Islam	3
PHI	214	Philosophy of Religion	3
PHI	250	Eastern Wisdom	3

Total 25 credit hours

Associate Of General Studies

General Education Requirements (33 credit hours)

I. Communications (9 credit hours)

Please select two of the following ENG courses:

*ENG	121	English Composition I OR	
*ENG	122	English Composition II OR	
ENG	131	Technical Writing I	3

And

Please select one of the following COM courses:

COM	115	Public Speaking OR	
COM	125	Interpersonal Communication OR	
COM	225	Organizational Communication	3

II. Humanities (9 credit hours)

*ART	110	Art Appreciation	3
*ART	111	Art History I	3
*ART	112	Art History II	3
ART	207	Art History - 1900 to Present	3
ART	121	Drawing	3
ART	138	Photography I	3
ART	141	Jewelry and Metalwork I	3
ART	161	Ceramics I	3
ART	211	Painting I	3
ART	231	Watercolor I	3

Foreign Language I-II:

ARA, CHI, FRE, JPN, LAT, SPA, 111-112	5
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Foreign Language III:

FRE, JPN, LAT, SPA 211	3
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Foreign Language IV:

FRE, JPN, LAT, SPA 212	3
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ASL	121	American Sign Language	5
ASL	122	American Sign Language	5
COM	115	Public Speaking	3
COM	125	Interpersonal Communication	3
COM	225	Organizational Communication	3
*HUM	121	Early Civilizations	3
*HUM	122	From Medieval to Modern	3
*HUM	123	The Modern World	3
*LIT	115	Introduction to Literature I	3
*LIT	201	Masterpieces of Literature I	3
*LIT	202	Masterpieces of Literature II	3
*LIT	205	Ethnic Literature	3
*LIT	211	Survey of American Literature I	3
*LIT	212	Survey of American Literature II	3
*LIT	221	Survey of British Literature I	3
*LIT	222	Survey of British Literature II	3
*LIT	225	Introduction to Shakespeare	3
LIT	255	Children's Literature	3
MUS	100	Fundamentals of Music Theory	3
*MUS	120	Music Appreciation	3
*MUS	121	Introduction to Music History I	3

*MUS	122	Introduction to Music History II	3
*MUS	123	Survey of World Music	3
MUS	125	History of Jazz	3
*PHI	111	Introduction to Philosophy	3
*PHI	112	Ethics	3
*PHI	113	Logic	3
PHI	114	Comparative Religion	3
PHI	214	Philosophy of Religion	3
*THE	105	Introduction to Theatre Arts	3
*THE	211	Development of Theatre I	3
*THE	212	Development of Theatre II	3

III. Social Sciences (9 credit hours)

*ANT	101	Cultural Anthropology	3
ANT	107	Introduction to Archaeology	3
*ANT	111	Physical Anthropology	3
*ANT	215	Indians of North America	3
*ECO	101	Economics of Social Issues	3
ECO	105	Introduction to Economics	3
*ECO	201	Principles of Macroeconomics	3
*ECO	202	Principles of Microeconomics	3
*GEO	105	World Regional Geography	3
*GEO	106	Human Geography	3
GEO	107	Physical Geography	3
GEO	165	Human Ecology	3
*HIS	101	Western Civilization: Antiquity-1650	3
*HIS	102	Western Civilization: 1650-Present	3
*HIS	111	World Civilization I	3
*HIS	112	World Civilization II	3
*HIS	201	U.S. History I	3
*HIS	202	US History since the Civil War	3
*HIS	225	Colorado History	3
*HIS	247	20th Century World History	3
*HIS	260	Foreign Relations History	3
*JOU	105	Introduction to Mass Media	3
*POS	105	Introduction to Political Science	3
*POS	111	American Government	3
POS	125	American State and Local Government	3
POS	205	International Relations	3
POS	225	Comparative Government	3
POS	216	Comparative Government	3
*PSY	101	General Psychology I	3
*PSY	102	General Psychology II	3
PSY	205	Psychology of Gender	3
PSY	226	Social Psychology	3
PSY	116	Stress Management	3
*PSY	235	Human Growth and Development	3
PSY	238	Child Development	3
PSY	249	Abnormal Psychology	3
*SOC	101	Introduction to Sociology I	3
*SOC	102	Introduction to Sociology II	3
*SOC	205	Sociology of Family Dynamics	3
SOC	215	Contemporary Social Problems	3
*SOC	220	Sociology of Religion	3

IV. Science (3 credit hours)

*ANT	111	Physical Anthropology	3
*AST	101	Astronomy I	4
*AST	102	Astronomy II	4
*BIO	105	Science of Biology	4
*BIO	111	General College Biology I	5
*BIO	112	General College Biology II	5

BIO	115	Human Genetics	3
*BIO	201	Human Anatomy and Physiology I	4
*BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4
*BIO	221	Botany	5
*CHE	102	Introduction to Chemistry II	5
*CHE	111	General College Chemistry I/Lab	5
*CHE	112	General College Chemistry II/Lab	5
CIS	115	Introduction to Computer Information Systems	3
CIS	118	Introduction to PC Applications	3
CSC	150	Visual Basic Programming	3
CSC	160	Computer Science I (Java)	4
CSC	161	Computer Science II (Java)	4
*ENV	101	Intro. to Environmental Science	4
*GEO	111	Physical Geography: Landforms	4
*GEY	111	Physical Geology	4
*GEY	121	Historical Geology	4
*MET	150	General Meteorology	4
PHY	100	Elementary Physics	3
*PHY	105	Conceptual Physics	4
*PHY	111	Physics: Algebra-Based I	5
*PHY	112	Physics: Algebra-Based II	5
*PHY	211	Physics: Calculus-Based I	5
*PHY	212	Physics: Calculus-Based II	5
SCI	155	Integrated Science I	4
SCI	156	Integrated Science II	4

V. Math (MAT 120 or above) (3 credit hours)

*MAT	120	Mathematics for Liberal Arts	4
*MAT	121	College Algebra	4
*MAT	122	College Trigonometry	3
*MAT	123	Finite Mathematics	4
*MAT	125	Survey of Calculus	4
*MAT	135	Introduction to Statistics	3
*MAT	155	Integrated Math I	3
*MAT	156	Integrated Math II	3
*MAT	201	Calculus I	5
*MAT	202	Calculus II	5
*MAT	265	Differential Equations	3

VI. Electives (27 credit hours)

Selected from any credit-bearing course numbered at or above 100 that is offered by the College.

MAT courses must be numbered 120 or above. ENG courses must be numbered 121 or above. Foreign Language must be numbered 111-112, 211-212, ASL 121-122, SPA 114.

*Courses marked with an asterisk are a part of the General Transfer Curriculum (GT 25).

Total 60 credit hours

Associate Of Applied Science General Education Requirements

The Associate in Applied Science degrees require that a minimum number of courses must be completed from the approved general education list. The Associate of Arts, the Associate of Science and Associate of General Studies degree requirements listed previously already contain the general education options for those degrees.

DEGREE REQUIREMENTS

Definition of General Education

General education for the A.G.S. and A.A.S. degrees is defined by State Board Policy (BP 9-40). General education is "general" in several clearly identifiable ways: it is not directly related to a student's formal technical, vocational or professional preparation; it is a part of every student's course of study, regardless of his or her area of emphasis; and is intended to impart common knowledge, intellectual concepts and attitudes which every educated person should possess.

*ANT	101	Cultural Anthropology	3
*ANT	107	Introduction to Archaeology	3
*ANT	111	Physical Anthropology	3
ARC	125	History of Architecture	3
*ART	110	Art Appreciation	3
*ART	111	Art History I	3
*ART	112	Art History II	3
ART	121	Drawing I	3
ART	122	Drawing II	3
ART	123	Watercolor I	3
ART	131	2-D Design	3
ART	138	Photography I	3
ART	141	Jewelry and Metalwork I	3
ART	161	Ceramics I	3
*ART	207	Art History 1900 to present	3
*AST	101	Astronomy I	4
*AST	102	Astronomy II	4
*BIO	105	Science of Biology	4
*BIO	111	General College Biology I	5
*BIO	112	General College Biology II	5
BIO	115	Human Genetics	3
*BIO	201	Human Anatomy and Physiology I	4
*BIO	202	Human Anatomy and Physiology II	4
*BIO	204	Microbiology	4
*BIO	208	General College Microbiology	5
BTE	102	Keyboarding Applications	2
BUS	115	Introduction to Business	3
BUS	116	Personal Finance	3
BUS	216	Legal Environment of Business	3
*CHE	101	Introduction to Chemistry I	5
*CHE	102	Introduction to Chemistry II	5
*CHE	111	General College Chemistry I/Lab	5
*CHE	112	General College Chemistry II/Lab	5
CIS	115	Introduction to Computer Information Systems	3
CIS	118	Introduction to PC Applications	3
COM	115	Public Speaking	3
COM	125	Interpersonal Communication	3
COM	225	Organizational Communication	3
CSC	150	Visual Basic Programming	3
CSC	160	Computer Science I (Java)	4
CSC	161	Computer Science II (Java)	4
ECO	105	Introduction to Economics	3
*ECO	201	Principles of Macroeconomics	3
*ECO	202	Principles of Microeconomics	3
ECO	205	Contemporary Economic Issues	3
*ECO	245	Environmental Economics	3
*ENG	121	English Composition I	3
*ENG	122	English Composition II	3
ENG	131	Technical Writing I	3
*ENV	101	Intro. to Environmental Science	4
FRE	211	French Language III	3
FRE	212	French Language IV	3
(FOL)	111	Foreign Language I	5
(FOL)	112	Foreign Language II	5
(FOL)	211	Foreign Language III	3
(FOL)	212	Foreign Language IV: ARA, CHI, FRE, JPN, SPA and LAT	3
ASL	121	American Sign Language I	3
ASL	122	American Sign Language II	5
*GEO	105	World Regional Geography	3
*GEO	106	Human Geography	3
GEO	107	Physical Geography	3
*GEO	111	Physical Geography: Landforms	4
GEO	165	Human Ecology	3
*GEY	111	Physical Geology	4
*GEY	121	Historical Geology	4
*HIS	101	Western Civilization: Antiquity-1650	3
*HIS	102	Western Civilization: 1650-Present	3
*HIS	111	World Civilization I	3
*HIS	111	World Civilization II	3
*HIS	201	U.S. History I	3
*HIS	202	U.S. History II	3
*HIS	225	Colorado History	3
*HIS	247	Contemporary World History	3
*HIS	260	US Foreign Relations History	3
*HUM	121	Early Civilizations	3
*HUM	122	From Medieval to Modern	3
*HUM	123	The Modern World	3
HWE	100	Human Nutrition	3
HWE	103	Standard First Aid-Adult CPR	1
HWE	108	Weight Loss and Nutrition	1
INV	115	Investments/Stocks and Bonds	3
JPN	211	Japanese Language III	3
JPN	211	Japanese Language IV	3
*LIT	115	Introduction to Literature I	3
*LIT	201	Masterpieces of Literature I	3
*LIT	202	Masterpieces of Literature II	3
*LIT	205	Ethnic Literature	3
*LIT	211	Survey of American Literature I	3
*LIT	212	Survey of American Lit II	3
*LIT	221	Survey of British Literature I	3
*LIT	222	Survey of British Lit II	3
*LIT	225	Introduction to Shakespeare	3
LIT	255	Children's Literature	3
MAN	116	Principles of Supervision	3
MAN	226	Principles of Management	3
MAR	106	Marketing Your Image	3
MAR	216	Principles of Marketing	3
MAT	099	Intermediate Algebra	4
MAT	108	Technical Mathematics	4
*MAT	120	Mathematics for Liberal Arts	4
*MAT	121	College Algebra	4
*MAT	122	College Trigonometry	3
*MAT	123	Finite Mathematics	4
*MAT	125	Survey of Calculus	4
*MAT	135	Introduction to Statistics	3
*MAT	155	Integrated Math I	3
*MAT	156	Integrated Math II	3
*MAT	166	Pre-Calculus	3

*MAT	201	Calculus I	5
*MAT	202	Calculus II	5
*MAT	203	Calculus III	5
MAT	255	Linear Algebra	3
*MAT	265	Differential Equations	3
*MET	150	General Meteorology	4
MGD	145	Video Computer Graphics	3
MUS	100	Fundamentals of Music Theory	3
*MUS	120	Music Appreciation	3
*MUS	121	Introduction to Music History I	3
*MUS	122	Introduction to Music History II	3
*MUS	123	Survey of World Music	3
PED		Any physical activity course	1
*PHI	111	Introduction to Philosophy	3
*PHI	112	Ethics	3
*PHI	113	Logic	3
*PHI	114	Comparative Religions	3
*PHI	214	Philosophy Religions	3
PHY	100	Elementary Physics	3
*PHY	105	Conceptual Physics	4
*PHY	111	Physics: Algebra-Based I	5
*PHY	112	Physics: Algebra-Based II	5
*PHY	211	Physics: Calculus-Based I	5
*PHY	212	Physics: Calculus-Based II	5
*POS	105	Introduction to Political Science	3
*POS	111	American Government	3
POS	125	American State and Local Government	3
*POS	205	International Relations	3
*POS	225	Comparative Government	3
*PSY	101	General Psychology I	3
*PSY	102	General Psychology II	3
PSY	116	Stress Management	3
*PSY	205	Psychology of Gender	3
*PSY	226	Social Psychology	3
*PSY	227	Psychology of Death and Dying	3
*PSY	235	Human Growth and Development	3
*PSY	238	Child Development	3
*PSY	249	Abnormal Psychology	3
*SCI	155	Integrated Science I	4
*SCI	156	Integrated Science II	4
*SOC	101	Introduction to Sociology I	3
*SOC	102	Introduction to Sociology II	3
*SOC	205	Marriage and The Family	3
*SOC	215	Contemporary Social Problems	3
*SOC	216	Sociology of Gender	3
*SOC	231	Sociology of Deviant Behavior	3
*SPA	211	Spanish Language III	3
*SPA	212	Spanish Language IV	3
*THE	105	Introduction to Theatre Arts	3
*THE	211	Development of Theatre I	3
*THE	212	Development of Theatre II	3

*General Education courses marked with an asterisk are a part of the General Transfer Curriculum (GT 25).

Associate Of Applied Science Degree

The common goal of all Associate of Applied Science degrees and occupational certificate programs is to prepare students for employment in specific occupations. The programs for the degrees consist of major courses as well as related general education courses. While many of these courses may transfer to a four-year College or university, the programs themselves do not have transferability as their primary goal. Students are encouraged to discuss career goals and educational objectives with an Advisor prior to enrolling in these programs. Courses numbered below 100 cannot be used to satisfy elective requirements for A.A.S. degrees.

Accounting

Associate of Applied Science

This program is designed to prepare the student for entry-level positions in the bookkeeping/accounting field. This would include clerical positions in specialized areas such as accounts payable, accounts receivable and payroll, as well as positions with a more total involvement in accounting.

General Education Courses (15 credit hours)

BUS	216	The Legal Environment	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication OR	
COM	225	Organizational Communication	3
ECO	201	Principles of Macroeconomics OR	
ECO	202	Principles of Macroeconomics	3
ENG	121	English Composition I OR	
ENG	131	Technical Writing	3
MAT	108	Technical Mathematics OR higher	4

Major Courses (32 credit hours)

ACC	121	Principles of Accounting I	4
ACC	122	Principles of Accounting II	4
ACC	115	Payroll Accounting	3
ACC	131	Income Tax I	3
ACC	135	Spreadsheet Applications for Accounting	3
ACC	226	Cost Accounting	3
ACC	229	Managerial Accounting	3
ACC	287	Cooperative Education OR	
ACC	289	Capstone	3
BUS	217	Business Communications and Report Writing	3
FIN	101	Introduction to Finance	3

Restricted Electives (12 credit hours)

Select six credit hours from Business Electives and six credit hours from ACC/CIS Electives. Please consult with an Advisor for selection of electives best suited to your needs.

Business Electives

Select six hours from any course with the following prefixes: BTE, BUS, ECO, FIN, INV, MAN, MAR

ACC/CIS Electives

Select six hours from any course with the following prefix, not already required: ACC, CIS, CNG, CSC

Physical Education (1 credit hour)
 PED activity course 1

Total 60 credit hours

Courses may be substituted with approval from the Accounting Department Chair.

Students without a good background in algebra should take the math requirement prior to taking ACC 122.

The PED requirement will be waived for students who are 35 years of age or older at time of most recent admission to the College. Appropriate credit must be taken to substitute for the hour waived.

Activity Professional's Training

Certificate

The Activity Profession is unique in health care because the focus is on "what is RIGHT with the person rather than what is wrong." The activity professional is offered flexibility and creativity while improving the quality of life of older adults residing in nursing homes, assisted living facilities, retirement communities and community-based adult day programs.

Students will learn how to meet the psychosocial, physical and cultural needs of the older adult through a diverse activity program. Students will learn program planning, physical and social aspects of aging, regulatory requirements, documentation guidelines and administrative techniques. Classroom instruction will include presentations from a variety of experts in the fields of activity and aging. After successful completion of the activity professional training program the graduate is qualified according to federal OBRA regulations to be an activity director employed in a nursing home. This program is the only State-approved training program in Colorado.

Activity Professional Training 110 (MEPAP I), and APT 188 are corequisites that meet for eight-hour sessions three times a month for four months. Practicum experience includes 90 hours of working in an activity department under the direction of a certified activity professional. Activity Professional Training 210 (MEPAP II) comprises preparation in volunteer management, advanced documentation and regulatory compliance, community relations and advanced administrative practices. APT 288 is the advanced practicum. The curriculum for this certificate is aligned with the requirements established by the National Certification Council of Activity Professionals and the National Association of Activity Professionals. APT 110, 188, 210 and 288 are required.

This certificate is eligible for financial aid.

All courses required for this certificate must be completed with a "C" or better.

Activity Professionals' Training Certificate

APT 110 Activity Training Prof I 8
 APT 188 Basic Practicum 2
 APT 210 Activity Training Prof II 8
 APT 288 Advanced Management Practicum 2

Total 20 credit hours

Applied Technology

Associate of Applied Science

Students desiring to complete the Associate of Applied Science (A.A.S.) Degree in Applied Technology will complete the technical coursework contained in a State-approved career and technical education program certificate* at one of the four area vocational technical schools (AVTS). The four AVTS are: Delta-Montrose Area Vocational Technical Center, Emily Griffith Opportunity School, San Juan Basin Area Vocational Technical School and Pickens Tech Center.

The general education and other degree requirements will be completed at Arapahoe Community College. The A.A.S. degree will be conferred by Arapahoe Community College after the general education and other degree requirements have been completed.

The approved career and technical education certificate programs at the AVTS prepare students with technical, applied academic and employability skills. Credit in varying amounts from these certificate programs will be applicable to the community College's A.A.S. degree in Applied Technology.

Students may enroll concurrently at both institutions, an AVTS and Arapahoe Community College. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

Minimum requirements for the Associate of Applied Science (A.A.S.) Applied Technology degree include:

- 60 semester credits of coursework.
- Cumulative GPA of 2.0 or higher.
- General education course credits of 15-18 semester credits.
- Minimum of 18 semester credits earned at Arapahoe Community College to include:

Education Requirements:	Credits
English	
ENG 121 or ENG 131	3
Communication	
COM 115 or COM 125	3
Humanities	
Selected from general education lists	3
Mathematics	
MAT 121 or higher	4
Natural Science	
Selected from the General Education list	3
Social Science	
Selected from General Education list	3
15-credit minimum	

Students completing an AVTS certificate of less than 42 hours must complete additional hours at Arapahoe Community College from the approved General Education list. These credit hours should be selected to complement the certificate from the AVTS and be consistent with the student's future plans. Students transferring a certificate with thirty or fewer hours will complete a minimum of twelve hours in a single technology-based discipline. The disciplines are:

Architectural Technology (ARC), Automotive Technology (ATC, AUT), Computer-Aided Drafting, Computer Graphics (CAD), Computer Information Systems (CIS), and Convergent Technologies (CTC), and Electronics Engineering Technologies (ELT). The specific courses must be selected in consultation with a department Advisor and be approved by the Advisor.

*A state-approved career and technical education program is a program that is approved by the State Board for Community Colleges and Occupational Education (SBCCOE) and is current.

Architectural Design and Technology

Associate of Applied Science

The Architectural Design and Technology program provides graduates with the knowledge, design, and drawing skills needed in today's architecture, engineering, and construction (AEC) industries.

In addition to manual and computer drawing techniques, students will be introduced to a wide range of architectural and construction topics. Among these topics are design concepts, sustainable building systems, building information modeling (BIM), International Building Codes (IBC), and interpretation of construction documents. Students may pursue individual interests through elective courses and internships.

The AAS degree in Architectural Design and Technology will provide a foundation for further coursework at other schools leading to a professional architecture degree or to begin entry level employment as a drafter.

The program is housed in an excellent facility known as the Art and Design Center, which is located one block from ACC's main campus at 2400 W Alamo in downtown Littleton.

General Education Courses (16 credit hours)

ART	110	Art Appreciation OR	
ART	111	Art History I OR	
ART	112	Art History II	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication OR	
COM	217	Group Communication	3
ENG	121	English Composition I OR	
ENG	131	Technical Writing	3
MAT	108	Technical Mathematics OR higher	4
GT		Transfer courses	3

Major Courses (48 credit hours)

Design and Theory Courses

AEC	100	Introduction to Design Theory	3
AEC	110	Architectural Design and Modeling	4
AEC	125	History of Architecture	3
AEC	202	Architectural Design and Analysis	4
AEC	225	Architectural Design and Development	4

Graphic Communication Courses

AEC	204	Architectural Graphics	3
AEC	255	Professional Seminar and Portfolio	3
CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	224	Revit®	3

Technology Courses

AEC	116	Building Materials	3
AEC	218	Sustainable Building Systems	3
AEC	236	International Building Codes	3

Restricted Electives 6

Choose six credits from the list below:

AEC	206	Applied Structure Analysis
AEC	216	Construction Estimating
AEC	220	Surveying
AEC	226	Construction Scheduling
AEC	228	Contracts and the Legal Environment
AEC	280	Internship
AEC	219	LEED® Exam Preparation

Total 64 credit hours

Architectural Drafting

Certificate

The Architectural Drafting Certificate provides the educational background and basic technical training necessary for the student to seek employment within one of the area architecture firms. Students will be prepared for a variety of entry level positions that include Draftsperson or Computer Aided Design Technician. Refer to your catalog for basic skills assessment required for this program.

Any student who has an interest and feels he/she can profit from the program may enroll. An interview is usually held by the program chairperson with the prospective student to determine the student's interest and desire and to discuss the purpose of the program with the student.

The program is housed in an excellent facility known as the Art and Design Center, which is located one block from ACC's main campus at 2400 W Alamo in downtown Littleton.

Major Courses

MAT	108	Technical Mathematics or Higher	4
AEC	110	Architectural Design and Modeling	4
AEC	125	History of Architecture	3
AEC	202	Architectural Design and Analysis	4
AEC	116	Building Materials	3
AEC	204	Architectural Graphics	3
CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	201	Computer Aided Drafting/Custom	3
AEC	206	Applied Structural Analysis	3

Total 33 credit hours

Architectural Contracts and Materials

Certificate

The Architectural Contracts and Materials certificate provides the educational background and basic training necessary for the student to seek employment and/or upgrade skills within one of the area's architectural firms. Students will be prepared and trained for a variety of job-entry positions that include Engineering Technician, Materials Technician, Estimator, and Specification Writer. It is strongly recommended that students have a math foundation before entering this program. Basic algebra and trigonometry will be integrated throughout the program.

Refer to your catalog for basic skills assessment required for this program.

Any student who has an interest and feels he/she can profit from the program may enroll. An interview is usually held by the program chairperson with the prospective student to determine the student's interest and desire and to discuss the purpose of the program with the student.

The program is housed in an excellent facility known as the Art and Design Center, which is located one block from ACC's main campus at 2400 W Alamo in downtown Littleton.

Major Courses

ENG 131	Technical Writing	3
AEC 107	Blueprint Reading Residential/Commercial)	3
AEC 116	Building Materials	3
AEC 216	Construction Estimating	3
AEC 218	Sustainable Building Systems	3
AEC 220	Surveying	3
AEC 226	Construction Scheduling	3
AEC 228	Contracts and the Legal Environment	3
AEC 236	International Building Codes	3
Total		27 credit hours

Computer Aided Drafting

Certificates

The Computer Aided Drafting certificate prepares the students for advanced levels of computer aided design within industry, utilizing the latest hardware and software releases. The certificate may be completed within one year. This certificate prepares students to perform 2D and 3D design including customization and AutoLISP programming with their CAD system. Students may choose from an area of design concentration including architecture, mechanical design or interior design.

Computer Aided Drafting with Architecture Emphasis

Major Courses		(33 credit hours)
MAT 108	Technical Mathematics	4
AEC 110	Architectural Design and Modeling	4
AEC 202	Architectural Design and Analysis	4
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 224	Revit®	3

CAD 201	Computer Aided Drafting Custom	3
CAD 202	Computer Aided Drafting 3D	3
CAD 249	AutoLISP Programming	3
CIS 118	Introduction to PC Applications	3

Total **33 credit hours**

Computer Aided Drafting with Engineering Graphics Technology Emphasis

Major Courses (31 credit hours)

MAT 108	Technical Mathematics	4
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 224	Revit®	3
CAD 201	Computer Aided Drafting Custom	3
CAD 202	Computer Aided Drafting 3D	3
CAD 249	AutoLISP Programming	3
CIS 118	Introduction to PC Applications	3
EGT 101	Technical Drafting I	3
EGT 102	Technical Drafting II	3

Total **31 credit hours**

Computer Aided Drafting with Interior Design Emphasis

Major Courses (33 credit hours)

MAT 108	Technical Mathematics	4
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 224	Revit®	3
CAD 201	Computer Aided Drafting Custom	3
CAD 202	Computer Aided Drafting 3D	3
CAD 249	AutoLISP Programming	3
CIS 118	Introduction to PC Applications	3
IND 111	Drafting for Interiors	4
IND 211	Interior Construction	4

Total **33 credit hours**

Computer Aided Drafting 2D, 3D and Custom

Certificates

These mini certificates allow a course of study that requires only two courses as the requirement for the certificate. These fast-track certificates will prepare a student for quick entry into the CAD industry. Any of the three certificates may be completed with one semester. Students may complete certificates within two dimensional design, three dimensional design or customization/programming coursework.

Computer Aided Drafting 2D

Certificate

Major Courses		
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
Total		6 credit hours

Computer Aided Drafting 3D

Certificate

Major Courses

CAD 202	Computer Aided Drafting/3D	3
CAD 219	3D/Max	3

Total **6 credit hours**

Computer Aided Drafting Custom

Certificate

Major Courses

CAD 201	Computer Aided Drafting/Custom	3
CAD 249	AUTOLISP Programming	3

Total **6 credit hours**

Residential Drafting

Certificate

The Residential Drafting certificate provides the educational background and basic training necessary for the student to seek employment and/or upgrade skills within one of the area's architectural firms. Students will be prepared for positions that include Architectural Draftsperson or Computer Aided Design Technician (including AutoCAD and Revit software programs)

Refer to your catalog for basic skills assessment required for this program.

Any student who has an interest and feels he/she can profit from the program may enroll. An interview is usually held by the program chairperson with the prospective student to determine the student's interest and desire and to discuss the purpose of the program with the student.

The program is housed in an excellent facility known as the Art and Design Center, which is located one block from ACC's main campus at 2400 W Alamo in downtown Littleton.

Major Courses

AEC 110	Architectural Design and Modeling	4
AEC 202	Architectural Design and Analysis	4
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 224	Revit®	3

Total **17 credit hours**

Automotive Service Technology

Associate of Applied Science

The Associate of Applied Science Degree in Automotive Service Technology and related certificate programs are NATEF certified and taught by ASE certified Instructors.

The two-year Automotive A.A.S. and certificate programs train and prepare students for employment in the automotive service industry as professional technicians and prepare students for the ASE (Automotive Service Excellence) certification examinations. This program includes ASE certification or manufacturer-specific training. Each class in the program requires 5-45 additional hours of hands-on and/or web based training (under supervision of the Instructor) in addition to scheduled class hours.

The automotive training program at ACC is organized into four outstanding "Tracks:"

- ASEP – General Motors-specific program called GM Automotive Service Educational Program
- CAP – Chrysler-specific program called the Chrysler College Apprenticeship Program
- Nissan – Nissan-specific Nissan Denver Technician Apprenticeship Program
- ATEC – The general apprenticeship program for professional automotive technicians
- PACT – Honda-specific apprenticeship program

The corporate sponsored apprenticeship programs (ASEP, CAP, PACT and Nissan) require the student to obtain and maintain an apprenticeship position at a manufacturer dealership for the duration of the program. Program faculty will assist the student in finding suitable placement. Additionally, students will take web-based manufacturer technician training courses; their sponsoring dealership will receive training credit for that student upon his or her graduation with the A.A.S. degree.

The ATEC program allows students to obtain an apprenticeship position with any dealership or independent automotive repair facility. Incoming freshmen can begin in the fall or spring semester. This track also requires students to maintain an apprenticeship position in automotive repair for the duration of the program, and is a degree program only.

All tracks are filled on a first-come first-served basis, dependent upon satisfactory MVR, criminal background checks and drug screening.

Students wishing to pursue the two-year degree must be signed into courses by the Program Director at the beginning of each semester to ensure that they are on track academically to graduate in the prescribed two-year period. Classes for the corporate tracks will be filled with dealer sponsored students first; general program students may be allowed to fill any remaining seats. All students, regardless of their chosen track, should be aware of automotive repair industry expectations, specifically: Technicians must drive customers' vehicles as part of the repair process; thus, the technician and the student must have a clean motor vehicle record and valid driver's license. The hiring process at reputable repair shops and dealerships will include a drug screen and a thorough background investigation. To be eligible for acceptance into the program, students must pass an industry standard MVR, criminal, background, and urinalysis, and take a department administered mechanical assessment test. Please access the American Data Bank Web site at <http://accautotechscreening.com>.

DEGREE REQUIREMENTS

General Education Courses (17 credit hours)

ENG	131	Technical Writing	3
COM	125	Interpersonal Communication	3
ELT	146	Digital Devices in Computers	3
MAT	108	Technical Mathematics	4
PHY	105	Conceptual Physics	4

Major Courses (66 credit hours)

ASE	102	Introduction to the Automotive Shop	4
ASE	110	Brakes I	3
ASE	210	Brakes II	3
ASE	120	Basic Automotive Electricity	2
ASE	123	Battery, Starting and Charging Systems	2
ASE	220	Specialized Electronics Training	2
ASE	221	Body Electrical	4
ASE	130	General Engine Diagnosis	2
ASE	132	Ignition System Diagnosis and Repair	2
ASE	134	Automotive Emissions	2
ASE	231	Automotive Computers	2
ASE	233	Fuel Injection and Exhaust Systems	4
ASE	235	Drivability Diagnosis	1
ASE	140	Suspension and Steering	3
ASE	240	Suspension and Steering II	3
ASE	250	Automatic Trans/Transaxle Service	1
ASE	251	Automatic Trans/Transaxle Diagnosis	5
ASE	160	Automotive Engine Removal and Install	1
ASE	161	Engine Diagnosis and Assembly	5
ASE	265	Heating and Air Conditioning	5
ASE	150	U-Joint and Axle Shaft Service	2
ASE	151	Manual Transmission/Trans and Clutches	2
ASE	152	Differentials and 4WD/AWD Service	2
ASE	287	Co-op	4

Total 83 credit hours

Automotive Service Management

Certificate

This program is designed as an apprenticeship program for those interested in a job as an automotive service writer/consultant. The academic courses may be taken prior to or in conjunction with the automotive courses. Dealerships are particularly interested in female service writers as women are under-represented in the automotive service field. All entrance eligibility requirements for the certificate program are the same as the degree programs.

General Education Courses (12 credit hours)

COM	125	Interpersonal Communication	3
ELT	146	Digital Devices in Computers	3
ENG	131	Technical Writing	3
MAN	226	Principles of Management	3

Automotive Courses (33 credit hours)

ASE	102	Introduction to Auto Shop	2
ASE	130	General Engine Diagnosis	2
ASE	110	Brakes I	3
ASE	140	Suspension and Steering I	3
ASE	265	Heating and Air Conditioning	5
ASE	120	Basic Automotive Electricity	2
ASE	123	Battery, Starting and Charging Systems	2
ASE	132	Ignition System Diagnosis and Repair	2
ASE	233	Fuel Injection and Exhaust Systems	4

ASE	250	Automatic Transmission/Transaxle Service	1
ASE	134	Automotive Emissions	2
ASE	210	Brakes II	3
ASE	150	U-Joint and Axle Shaft Service	2

Total 45 credit hours

Advanced Automotive Electrical/Electronics

Certificate

This program is designed as an apprenticeship program for those interested in a job as an advanced drivability specialist or would like to further their knowledge and training in advanced engine performance. Dealers are particularly interested in this specialty due to advances in technology on current model vehicles with increasing electrical/electronic devices. All entrance eligibility requirements for the certificate program are the same as the degree programs.

General Education Courses (13 credit hours)

ELT	146	Digital Devices in Computers	3
ENG	131	Technical Writing or higher English	3
MAT	108	Technical Math	4
ELT	106	Fundamentals of DC/AC	3

Automotive Courses (25 credit hours)

ASE	102	Introduction to Automotive Shop	2
ASE	120	Basic Automotive Electricity	2
ASE	123	Battery, Starting and Charging	2
ASE	220	Specialized Electronics Training	2
ASE	221	Auto/Diesel Body Electrical	4
ASE	130	General Engine Diagnosis	2
ASE	132	Ignition System Diagnosis and Repair	2
ASE	134	Automotive Emissions	2
ASE	231	Auto/Diesel Computers	2
ASE	233	Fuel Injection and Exhaust Systems	4
ASE	235	Drivability Diagnosis	1

Total 38 credit hours

Broadband Technology and Communication

Associate of Applied Science

The Associate of Applied Science degree was designed by ACC and Jones/NCTI to provide a degree path for technicians in the broadband industry. The "Plan of Study" portion of this degree allows students the unique opportunity to tailor this program to their unique professional responsibilities and goals. Upon completion, those who wish to continue their studies may be accepted as juniors Jones International University.

The AAS in Broadband Technology and Communication, Broadband Technology certificate and Customer Care certificate are available ONLY to Jones/NCTI participants.

General Education Requirements (19 credit hours)

ENG 121	English Composition I OR	
ENG 131	Technical Writing I	3
MAT 108	Technical Mathematics or higher	4
COM 125	Interpersonal Communication	3
CIS 118	Intro to PC Applications	3
BUS 115	Introduction to Business	3
MAN 116	Principles of Supervision	3

Major Courses (11 credit hours)

MAR 160	Customer Service	3
PSY 116	Stress Management OR	
PSY 101	General Psychology	3
BUS 241	Cultural Diversity in Business	3
BUS 117	Business Writing	1
MAN 117	Time Management	1

Restricted Electives**(4-11 credits depending on emphasis)**

Students must choose one of the following areas of emphasis to complete this A.A.S. degree:

COM 220	Intercultural Communication	3
CTC 117	Computers and Broadband Modems	3
CTC 118	Broadband Digital Installer	3
MAR 111	Principles of Sales	3
BUS 217	Business Communication and Report Writing	3
BUS 216	Legal Environment of Business	3
MAR 216	Principles of Marketing	3

Broadband Technology Emphasis (26 Credit Hours)

Students must choose one of the following areas of emphasis to complete this A.A.S. degree:

CTC 107	Installer	3
CTC 109	Installer Technician	4
CTC 111	Service Technician	4
CTC 113	System Technician	4
CTC 127	Testing and Maintenance for Fiber Technicians	2
CTC 128	Fiber Installation and Activation	2
CTC 165	Advanced Technician	4
CTC 129	Digital Technician	3

Customer Care Emphasis (19 Credit Hours)

Students must choose one of the following areas of emphasis to complete this A.A.S. degree:

CTC 108	Cable Network Overview	1
CTC 121	Delivering Cable Services	3
CTC 123	Basic Troubleshooting of Broadband Technology	3
CTC 125	High Speed Data Customer Service	3
CTC 126	Advanced High Speed Data Customer Service	3
MAR 235	Consumer Behavior	3
MAR 110	Introduction to Sales	1
MAN 212	Negotiation and Conflict Resolution	3

Telecommunications Emphasis (21 Credit Hours)

CTC 105	Overview of Telecommunication OR	
CTC 120	Understanding Voice Data Networks	3
CTC 128	Fiber Installation and Activation	2
CTC 162	Telecommunications Construction and OSHA Safety	3
CTC 220	Regulations and Standards	3
TLT 131	Cabling	3
TLT 141	Voice Over Internet Protocol	1
TLT 142	Video, Voice and Data	3
TLT 143	Transmission: Wired and Wireless	3

TOTAL 60 Credit Hours**Broadband Technology****Certificate**

Need a faster route to improved skills for your career in the Broadband or Telecommunications industry? ACC is pleased to offer three certificate options to Jones/NCTI participants.

CTC 107	Installer	3
CTC 109	Installer Technician	4
CTC 111	Service Technician	4
CTC 113	System Technician	4
CTC 127	Testing and Maintenance for Fiber Technicians	2
CTC 128	Fiber Installation and Activation	2
CTC 129	Digital Technician	3
CTC 165	Advanced Technician	4

TOTAL 26 Credit Hours**Customer Care****Certificate**

CTC 108	Cable Network Overview	1
CTC 121	Delivering Cable Services	3
CTC 123	Basic Troubleshooting of Broadband Technology	3
CTC 125	High Speed Data Customer Service	3
CTC 126	Advanced High Speed Data Customer Service	3
MAR 110	Introduction to Sales	1
MAR 235	Consumer Behavior	3
MAN 212	Negotiation and Conflict Resolution	3

TOTAL 19 Credit Hours**Telecommunications****Certificate**

CTC 105	Overview of Telecommunication OR	
CTC 120	Understanding Voice Data Networks	3
CTC 128	Fiber Installation and Activation	2
CTC 162	Telecommunications Construction and OSHA Safety	3
CTC 220	Regulations and Standards	3
TLT 131	Cabling	3
TLT 141	Voice Over Internet Protocol	1
TLT 142	Video, Voice and Data	3
TLT 143	Transmission: Wired and Wireless	3

TOTAL 21 Credit Hours

Business Administration

Associate of Applied Science

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership. Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

General Education Courses (16 credit hours)

BUS	226	Business Statistics	3
CIS	118	Intro to PC Applications or higher	3
CIS	161	Presentation Graphics	1
COM	115	Public Speaking	3
ECO	201	Principles of Macroeconomics OR	
ECO	202	Principles of Microeconomics	3
ENG	121	English Composition I	3

Major Courses (34 credit hours)

ACC	121	Principles of Accounting I	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communications/Report Writing	3
FIN	101	Introduction to Finance	3
MAN	128	Human Relations OR	
MAN	215	Organizational Behavior	3
MAN	224	Leadership	3
MAN	226	Principles of Management	3
MAR	106	Marketing Your Image	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3

Coop Education/Internship (1 credit hour)

BUS	287	Coop Education/Internship	1
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Discipline Concentration (9 - 12 credit hours)

Student must choose one of the following areas of concentration:

General Business Concentration (9 credit hours)

The General Business Concentration prepares students for entry-level positions in a broad range of business occupations. It continues the students' exposure to major areas in the business world, as well as giving the student flexibility in designing a program to fit his or her specific needs.

Restricted Electives (9 credit hours)

Student must choose 9 credit hours from the following:
Any course(s) with the prefixes: ACC, BTE, BUS, CIS, FIN, MAN, MAR, REE, with Department Chair approval

Total A.A.S. with

General Business Concentration 60 credit hours

Management Concentration (9 credit hours)

The Management Concentration prepares students for entry-level positions in business, government and nonprofit organizations. For those who are already managers, the Concentration is designed to improve and broaden their skills by keeping abreast of the most current technological and theoretical aspects of Management.

Restricted Electives (9 credit hours)

Students must choose 9 credit hours from any course with a MAN prefix, or other with Department Chair approval.

Total A.A.S. with

Management Concentration 60 credit hours

Marketing Concentration (9 credit hours)

The Marketing Concentration prepares students for entry-level positions which deal with directing the activities of the organization toward the satisfaction of consumer wants and needs. This involves an understanding of consumer behavior; promotional, sales and pricing strategies; product management; and physical distribution, all of which prepare the student for a wide variety of opportunities.

Restricted Electives (9 credit hours)

Student must choose 9 credit hours from any course with a MAR prefix, or other with Department Chair approval.

Total A.A.S. with

Marketing Concentration 60 credit hours

Small Business

Management Concentration (9 credit hours)

The Small Business Management Concentration is designed to prepare those interested in a career in owning or managing a small business, as well as to enhance the skills of those already involved in entrepreneurship. The courses are designed to stimulate the entrepreneurial spirit by giving the student the knowledge and ability needed to profitably respond to the environment of the small businessperson.

Required Course: (3 credit hours)

MAN	216	Small Business Management	3
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Restricted Electives: (6 credit hours)

Student must choose 6 credit hours from the following:

BUS	116	Personal Finance	3
BUS	203	Introduction to International Business	3
BUS	241	Cultural Diversity in Business	3
MAR	111	Principles of Sales	3
MAR	117	Principles of Retailing	3
MAR	160	Customer Service	3
MAR	220	Principles of Advertising	3

Total A.A.S. with Small Business

Management Concentration 60 credit hours

Real Estate Appraisal Concentration (9 credit hours)

Successful completion of REE 118 and REE 119 in this concentration will satisfy the educational requirement of the Colorado Real Estate Commission to sit for the Real Estate Appraisal Examination.

Required Courses (9 credit hours)

REE 115	Intro to Real Estate	3
REE 118	Real Estate Appraisal	4
REE 119	Uniform Standards of Professional Appraisal Practice (USPAP)	1
BUS 287	Cooperative Education Internship	1

Total A.A.S. with Real Estate Appraisal Concentration 60 credit hours

Real Estate Broker**Licensing Concentration (12 credit hours)**

This certificate is designed for students who wish to complete the hours of education requirements of the Colorado Real Estate Commission for Broker Licensing. Individuals who successfully complete this course of study will be awarded an REC 33 Certificate, which will enable them to sit for the State Broker Licensing examination.

Required Courses

REE 201	Real Estate Broker I	6
REE 202	Real Estate Broker II	6

Total A.A.S. with Chosen Concentration 63 credit hours

Business Administration Certificates

These certificate programs offer opportunities for students to add a wide range of business-related courses to their expertise for advancement in their jobs, to enhance skills needed in the business and/or public workforce sectors, or in endeavors involving self-employment and entrepreneurship.

Consumer Behavior**Certificate**

This certificate is for individuals who wish to obtain a better understanding of consumer actions and feeling that may influence the development of marketing strategies. Courses can be applied to the A.A.S. in Business Administration.

Required Courses

MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
MAR 235	Consumer Behavior	3

Total 9 credit hours

Contemporary Business**Certificate**

For students who wish to gain a basic knowledge of today's business environment. Courses can all be applied to the A.A.S. in Business Administration.

Required Courses

BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
MAN 230	Corporate Responsibility	3

Total 9 credit hours

Customer Service**Certificate**

This certificate is for individuals who are in a business, management or marketing profession and would like to enhance their customer service skills or develop a customer service plan for their organization or business. Courses can be applied to the A.A.S. in Business Administration.

Required Courses

MAR 160	Customer Service	3
MAR 111	Principles of Sales	3
MAR 235	Consumer Behavior	3
BUS 217	Business Communication/ RPT Writing	3

Total 12 credit hours

Human Resource Management**Certificate**

This certificate is designed to enhance the skills of those seeking employment that deals with a practical approach to current issues in Human Resource Management, including laws, compensation programs and evaluation policies and procedures. These courses can be applied to the Human Resource Specialist certificate and to the A.A.S. in Business Administration.

Required Courses

MAN 200	Human Resource Management I	3
MAN 201	Human Resource Management II	3
MAN 215	Organizational Behavior	3

Total 9 credit hours

Human Resource Specialist**Certificate**

This certificate is designed for individuals pursuing careers as Human Resource Specialists in large organizations, or Human Resource Managers in smaller organizations, or those already so employed who wish to upgrade or enhance their skills. The program concentrates heavily on the connection between organizations and productivity and how these are affected by the concepts, issues and practices of contemporary Human Resource Management. Courses can be applied to an A.A.S. degree in Business Administration.

Required Courses

BUS 216	Legal Environment of Business	3
MAN 116	Principles of Supervision	3
MAN 128	Human Relations	3
MAN 200	Human Resource Management I	3
MAN 201	Human Resource Management II	3
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
MAN 226	Principles of Management	3
MAN 230	Corporate Responsibility	3
MAR 106	Marketing Your Image	3

Total 30 credit hours

Leadership

Certificate

This certificate will help individuals assess and develop personal leadership skills, including the increasingly important relationship between effective leadership and the situation. Courses can be applied to the A.A.S. in Business Administration.

Required Courses

MAN	215	Organizational Behavior	3
MAN	224	Leadership	3
MAN	230	Corporate Responsibility	3

Total **9 credit hours**

Management for Professional and Technical Employees

Certificate

This certificate is designed specifically for individuals who have professional or technical expertise and are in a management position, anticipate moving into a management position, or plan on starting their own business. To qualify for this certificate individuals must have a minimum of an Associate of Applied Science degree in a technical area or three years of documented work experience in technical area, and complete the required coursework at Arapahoe Community College.

Required Courses (15 credit hours)

BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
MAN	116	Principles of Supervision	3
MAN	128	Human Relations	3
MAN	230	Corporate Responsibility	3

Restricted Electives (3-4 credit hours)

Student must select one course from the following:

ACC	121	Principles of Accounting	4
MAN	216	Small Business Management	3
MAR	216	Principles of Marketing	3

Total **18-19 credit hours**

Organizational Behavior

Certificate

This certificate is for individuals whose professions require them to interact with others on a regular basis, or who are involved in any aspect of organizational development. The certificate focuses on psychological, interpersonal and behavioral dynamics. Courses can be applied to the A.A.S. in Business Administration.

Required Courses

MAN	128	Human Relations	3
MAN	215	Organizational Behavior	3
MAN	226	Principles of Management	3

Total **9 credit hours**

Project Management

Certificate

This certificate is designed to enable individuals to initiate, plan, execute and control project events and to bring project events to a timely conclusion. The certificate concentrates on teaching task specialists to work cross-functionally and in ad hoc project teams. Courses can be applied to the A.A.S. degree in Business Administration.

Required Courses

CIS	202	Automated Project Management – MS Project	3
MAN	241	Project Management in Organizations	3
MAN	243	Project Management in Action	3

Total **9 credit hours**

Real Estate Appraisal

Certificate

Successful completion of REE 118 and REE 119 in this certificate will satisfy the educational requirement of the Colorado Real Estate Commission to sit for the Real Estate Appraisal Examination.

Required Courses

REE	115	Intro to Real Estate	3
REE	118	Real Estate Appraisal	4
REE	119	Uniform Standards of Professional Appraisal Practice (USPAP)	1

Total **8 credit hours**

Real Estate Broker

Certificate

This certificate is designed for students who wish to complete the hours of education requirements of the Colorado Real Estate Commission for Broker Licensing. Individuals who successfully complete this course of study will be awarded an REC 33 Certificate, which will enable them to sit for the State Broker Licensing examination.

Required Courses

REE	201	Real Estate Broker I	6
REE	202	Real Estate Broker II	6

Total **12 credit hours**

Sales Management

Certificate

For individuals who are interested in the sales profession as a career, or who are already in the sales profession and wish to enhance their knowledge about this increasingly important segment of American business. Courses can be applied to the A.A.S. in Business Administration.

Required Courses

MAR	111	Principles of Sales	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3

Total **9 credit hours**

Small Business Management

Certificate

This certificate is designed for those who are interested in the entrepreneurial aspect of the business environment and want to develop the knowledge and skills needed to understand and function profitably in the small business environment. The certificate is designed to give the student the basic tools he or she will need for immediate use and the courses required can also be applied to the Small Business Option of the A.A.S. degree in Business Administration.

Required Courses (27 credit hours)

ACC	235	Computerized Accounting for Small Businesses	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communications	3
CIS	118	Introduction to PC Applications or higher	3
MAN	216	Small Business Management	3
MAN	230	Corporate Responsibility	3
MAR	111	Principles of Sales	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3

Restricted Electives (3 credit hours)

Student must select one course from the following:

COM	115	Public Speaking	3
MAN	116	Principles of Supervision	3
MAR	117	Principles of Retailing	3
MAR	220	Principles of Advertising	3

Total 30 credit hours

Small Business Marketing and Sales

Certificate

This certificate is designed for individuals who wish to enhance their skills utilizing customer service skills, marketing and advertising principles in small business marketing. Courses can be applied to the A.A.S. in Business Administration.

Required Courses (12 credit hours)

MAR	111	Principles of Sales	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3
MAR	220	Principles of Advertising	3

Restricted Electives (3 credit hours)

Student must select one course from the following:

MAR	117	Principles of Retailing	3
MAR	217	E-Commerce Marketing	3
MAR	249	Strategic Marketing	3

Total 15 credit hours

Starting an E-Commerce Business

Certificate

This certificate is designed to provide students with the basic tools needed to establish an e-commerce capability. Individual courses within this certificate will cover design considerations for small business and large corporations, though the focus will be on the former. Armed with the knowledge acquired over this course of study, a student will enhance their position in the marketplace.

ACC	235	Computerized Accounting for Small Businesses	3
BUS	120	Intro to e-Commerce	3
MAR	216	Principles of Marketing	3
MAR	217	E-Commerce Marketing	3
Total			12 credit hours

Supervision

Certificate

This certificate is designed for individuals who wish to enhance their skills in the supervision of people at the front line of management. The coursework required for this certificate is especially suited both to those already in a supervisory position and also to those anticipating moving into a supervisory position. Courses can be applied to the A.A.S. in Business Administration.

Required Courses

MAN	116	Principles of Supervision	3
MAN	128	Human Relations	3
MAN	226	Principles of Management	3

Total 9 credit hours

Web-Based Design and Marketing

Certificate

This certificate is designed to enhance the knowledge and skills of individuals interested in business careers or entrepreneurs. Marketing, advertising principles and design principles are applied with a basic understanding of developing and maintaining a Web site.

Required Courses

CIS	130	Introduction to the Internet	1
MAR	117	Principles of Retailing	3
MAR	217	E-Commerce Marketing	3
MGD	141	Web Design I	3

Total 10 credit hours



Computer Information Systems

Associate of Applied Science

The Computer Information System (CIS) degree is a two-year, 60 semester hour degree in business computer usage, management and operations. Emphasis is on learning to use the computer as a tool in a business environment. Job opportunities exist in traditional entry-level business positions as well as the more specialized areas of computer operator, systems analyst trainee, computer salesperson, user support, documentation specialist or data librarian.

Specific courses apply for students transferring to 4-year Colleges or pursuing industry certifications. Contact a CIS department faculty member for advising.

General Education Courses (18-19 credit hours)

Students must complete the general education courses listed below

COM	115	Public Speaking OR	
COM	125	Interpersonal Communications	3
ENG	121	English Composition I OR	
ENG	131	Technical Writing	3
MAT	108	Technical Math or higher	3-4

(Transfer students need MAT 121 or above)

Select 9 credit hours from the following general education courses:

BUS	115	Intro to Business	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
HIS	201	U.S. History I	3
PHI	111	Introduction to Philosophy	3
POS	105	Introduction to Political Science	3
POS	111	American Government	3
PSY	101	General Psychology I	3
SOC	101	Introduction to Sociology	3

Select a minimum of 41-42 credit hours from the following course offerings to fulfill 60 credit hours to complete the Computer Information Systems degree. A minimum of 19 credit hours must be from CIC, CNG or CSC prefixes.

Required:

MAN	200	or higher	3
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And 38-39 credit hours from the following:

ACC	121	Principles of Accounting I	4
ACC	122	Principles of Accounting II	4
CIS	115	Intro to Computer Information Systems	3
CIS	118	Intro to PC Applications	3
CIS	130	Introduction to the Internet	1
CIS	135	Word Processing Complete	3
CIS	140	Microsoft Outlook	1
CIS	145	Complete PC Database	3
CIS	155	PC Spreadsheet Concepts	3
CIS	161	Presentation Graphics	1
CIS	167	Desktop Publishing (Publisher)	3
CIS	202	Automated Project Management	3
CIS	220	Fundamentals of UNIX (Linux)	3
CIS	232	UNIX Shell Programming (Linux)	3
CIS	240	Database Design and Development	3
CIS	268	Systems Analysis and Design	3
CNG	124	Networking I: Net+	3

CNG	131	Network Security Fundamentals	3
CNG	211	Windows Configuration (OS)*	3
CSC	116	Logic and Program Design	3
CSC	119	Introduction to Programming	3
CSC	154	Introduction to MS Visual Basic NET	3
CSC	160	Computer Science I (C++ or Java)	4
CSC	233	Object Oriented Programming in C++	3
CSC	253	MS ASP.NET Web Application Development	3
MAR	216	Principles of Marketing	3
MAT	125	Survey of Calculus I	4

Total **60 credit hours**

*CIS 128 Windows Complete is acceptable

Computer Information Systems

Certificate

The CIS certificate has been constructed to provide the prospective student with skills in a broad variety of topics. With knowledge of accounting, management, marketing, office software, databases and economics, the recipient is prepared for a wide variety of entry-level positions within many different industries.

Select a minimum of 18 credit hours from course offerings below to fulfill the Computer Information certificate. At least ten credit hours must be from CIC, CNG or CSC prefixes.

ACC	121	Principles of Accounting I	4
ACC	122	Principles of Accounting II	4
BUS	115	Intro to Business	3
CIS	115	Intro to Computer Information Systems	3
CIS	118	Intro to PC Applications	3
CIS	130	Introduction to the Internet	1
CIS	135	Word Processing Complete	3
CIS	140	Microsoft Outlook	1
CIS	145	Complete PC Database	3
CIS	155	PC Spreadsheet Concepts	3
CIS	161	Presentation Graphics	1
CIS	167	Desktop Publishing (Publisher)	3
CIS	202	Automated Project Management	3
CIS	220	Fundamentals of UNIX (Linux)	3
CIS	232	UNIX Shell Programming (Linux)	3
CIS	240	Database Design and Development	3
CIS	268	Systems Analysis and Design	3
CNG	124	Networking I: Net+	3
CNG	131	Network Security Fundamentals	3
CNG	211	Windows Configuration (OS)*	3
CSC	116	Logic and Program Design	3
CSC	119	Introduction to Programming	3
CSC	154	Introduction to MS Visual Basic NET	3
CSC	160	Computer Science I (C++ or Java)	4
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3
MAT	125	Survey of Calculus I	4

Total **18 credit hours**

*CIS 128 Windows Complete is acceptable

Computer Network Technology

Associate of Applied Science

The Computer Network Technology program prepares individuals for jobs in the computer networking field. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed background to prepare to take one or more of the following exams: Network+; Security+; MCITP (Microsoft Certified Information Technology Professional); MCTS (Microsoft Certified Technology Specialist); CWNA; Security +; or CISCO CCNA.

General Education Courses (16 credit hours)

BUS	115	Intro to Business	3
CIS	118	Intro to PC Applications	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition I OR	
ENG	131	Technical Writing I	3
MAT	121	College Algebra	4

Major Courses (25 credit hours)

CIS	124	Intro to Operating Systems	3
CIS	202	Automated Project Mgmt: MS Project	3
CIS	287	Coop Education Career Training	3
CNG	121	Computer Technician I: A+	4
CNG	124	Networking I: Network +	3
CNG	125	Networking II: Network +	3
CNG	131	Network Security Fundamentals	3
CNG	224	Microsoft Windows Wireless Network	3

Elective Courses (19 credit hours)

Students must choose 19 credit hours from the following:

CNG	120	A+ Certification Preparation	4
CNG	122	Computer Technician II: A+	3
CNG	136	Guide to Disaster Recovery	3
CNG	209	MS Server Active Directory Configuration	4
CNG	210	MS Network Infrastructure Configuration	4
CNG	211	Windows Configuration: (OS)	3
CNG	212	Manage a MS Windows Server Environment	4
CNG	253	Firewalls and How They Work	3
CNG	257	Network Defense and Counter Measures	3
CNG	258	Computer Forensics	4
CNG	260	CISCO Network Associate I	5
CNG	261	CISCO Network Associate II	5
CNG	262	CISCO Network Associate III	5
CNG	263	CISCO Network Associate IV	5
CIS	220	Fundamentals of Unix (Linux)	3
CIS	222	UNIX System Administration	3
CIS	232	Unix Shell Programming	3
CSC	126	Game Design and Development	3 or higher

TOTAL..... 60 Credit Hours

NOTE: Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5899 for more information.

Computer Network Technology

Certificate

This certificate is specifically designed to prepare students as entry-level networking professionals. Students are encouraged to take the associated industry certification exams.

Students must take a minimum of 18 credit hours to fulfill the requirements for this certificate.

CNG	120	A+ Certification Preparation	4
CNG	121	Computer Technician I:	4
CNG	122	Computer Technician II: A+	4
CNG	131	Network Security Fundamentals	3
CNG	136	Guide to Disaster Recovery	3
CNG	209	MS Server Active Directory Configuration	4
CNG	210	MS Network Infrastructure Configuration	4
CNG	211	Windows Configuration: (OS)	3
CNG	212	Manage a MS Windows Server Environment	4
CNG	253	Firewalls and How They Work	3
CNG	257	Network Defense and Counter Measures	3
CNG	258	Computer Forensics	4
CNG	260	CISCO Network Associate I	5
CNG	261	CISCO Network Associate II	5
CNG	262	CISCO Network Associate III	5
CNG	263	CISCO Network Associate IV	5
CIS	220	Fundamentals of Unix (Linux)	3
CIS	222	UNIX System Administration	3
CIS	232	Unix Shell Programming	3
CSC	126	Game Design and Development	3 or higher

TOTAL..... 18 Credit Hours

NOTE: Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5899 for more information.

Computer Science

Associate of Applied Science

The Computer Science degree is a two-year, 60 credit hour vocational program which includes programming, data and file structures, database, networking, architecture and software engineering. Emphasis is on learning to use the computer as a tool in a business and scientific environment.

The CSC graduate will have a solid foundation in computer programming skills. Job opportunities exist in traditional entry-level computer programming and database programming environments.

General Education Courses (28 credit hours)

COM	115	Public Speaking	3
ENG	121	English Composition I	3
ENG	122	English Composition II	3
MAT	201	Calculus I	5
MAT	202	Calculus II	5
HIS	201	U.S. History I OR	
PHI	111	Introduction to Philosophy	3
POS	105	Introduction to Political Science OR	
POS	111	American Government	3

PSY	101	General Psychology I OR	
SOC	101	Introduction to Sociology	3

Major Courses (32 credit hours)

CSC	116	Logic and Program Design	3
CSC	160	Computer Science I (C++ or Java)	4
CSC	161	Computer Science II (C++ or Java)	4
CSC	234	C++ Programming (Data Structures)	4
CSC	225	Computer Architecture/ Assembly Language Programming	4
CIS	240	Database Design and Development	3
PHY	211	Physics: Calculus-based I with Lab OR	
CHE	111	General College Chemistry I	5
Electives CSC, MAT or SCI areas			5

Total A.A.S. 60 credit hours

Computer Support Professional

Associate of Applied Science

The Computer Support Professional program prepares individuals for positions in the computer support field. The student will have a background in computer hardware, software and operating systems. Students in this program gain theoretical and hands-on experience with computer hardware, applications and networking technologies that are primarily vendor neutral. Upon successful completion of the program, the student is prepared to take the exams for A+, Network+, and Security+, as well as Microsoft MCP.

General Education Courses (16 credit hours)

BUS	115	Introduction to Business	3
CIS	118	Introduction to PC Applications*	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition I OR	
ENG	131	Technical Writing	3
MAT	121	College Algebra	4

*Students may substitute any of the following courses for CIS 118: CIS 135, CIS 145 or CIS 155

Major Courses (38 credit hours)

Required: MAN 200 or higher courses			3
CIS	124	Introduction to Operating Systems	3
CIS	220	Fundamentals of UNIX (Linux)	3
CNG	121	Computer Technician I: A+	4
CNG	122	Computer Technician II: A+	4
CNG	124	Network+ I	3
CNG	125	Network+ II	3
CNG	131	Networking Security Fundamentals	3
CNG	211	Window Configuration (OS)	3
CNG	224	Microsoft Windows Wireless Networks	3
CNG	255	Industry Certification	3
CSC	116	Program Logic and Design OR	
CSC	119	Introduction to Programming	3

*Students may substitute CNG 260 and CNG 261 for CNG 124 and CNG 125

Restricted Electives: (6 credit hours)

Choose 6 credit hours from the list of courses below.

(Must include at least one programming language)

COM	225	Organizational Communications	3
CIS	202	Automated Project Management	3
CIS	232	UNIX Shell Programming	4
CSC	160	Computer Science I	4
CSC	161	Computer Science II	4
CSC	233	Object Oriented Programming in C++	3
CSC	234	C++ Programming	4
CSC	236	C# Programming	4
CSC	237	Advanced C# Programming	4
MAR	216	Principles of Marketing	3

Total 60 credit hours

Computer Technician

Certificate

The Computer Technician program prepares individuals for entry-level jobs in the personal computer industry involving the installation, upgrading and servicing of personal computer systems and computer networks. Three common examples of positions in which a graduate of this program might be employed are retail computer store technician, field service technician for a computer/network systems reseller and in-house computer/network technician for a large company.

Students in this program gain extensive experience with computer hardware, software and networks. Upon successful completion of the program, the student is prepared to take the CompTIA A+ certification exam, the competency standard for service technicians in the computer industry.

Major Courses

CIS	118	Introduction to PC Applications*	3
CIS	124	Introduction to Operating Systems	3
CNG	120	A+ Certification Preparation	4
CNG	121	Computer Technology I: A+	4
CNG	122	Computer Technology II: A+	4
CNG	124	Networking I: Network+	3
CNG	125	Networking II: Network+	3
CNG	211	Windows Configuration (OS)**	3

Total 26 credit hours

*Students may substitute any of the following courses for CIS 118: CIS 135, CIS 161, CIS 145 and CIS 155.

**Students may substitute the following course for CNG 211: CIS 128

Construction Supervision: Business Emphasis

Associate of Applied Science

Students completing the AAS in Construction Supervision degree have prepared themselves for supervisory/administrative roles within the construction/energy industry. The curriculum incorporates coursework in energy technologies, architectural principles, business, and construction technology.

New students are encouraged to meet with a Construction Supervision faculty advisor before first summer registration. Students will select one of the three areas of study options to complete their degree: Business, Solar Photovoltaic, and Residential Energy.

General Education Courses (16 credit hours)

COM	115	Public Speaking, OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition I, OR	
ENG	131	Technical Writing	3
MAN	226	Principles of Management	3
MAT	108	Technical Math, or higher	4

General Education Elective 3 credits

Choose 3 credit hours from the following GT courses:
SPA 101, 115; ART, MUS, PHI, POS, ANT, HUM, LIT, GIS, GEO

Major Courses (35 credit hours)

ENY	101	Intro to Energy Technologies	3
AEC	107	Print Reading Residential/Comm. I	3
AEC	110	Architectural Design and Modeling	4
AEC	116	Building Materials	3
AEC	206	Applied Structure Analysis	3
AEC	216	Construction Estimating	3
AEC	218	Sustainable Building Systems	3
AEC	220	Surveying	3
AEC	226	Construction Scheduling	3
AEC	228	Contracts and the Legal Environment.3	3
AEC	236	International Building Codes	3
AEC	280	Internship	1

Business Courses (15 credit hours)

ACC	101	Fundamentals of Accounting	3
BUS	115	Intro to Business	3
BUS	216	Legal Environment of Business	3
MAN	116	Principles of Supervision	3
MAR	216	Small Business Management.	3

Total 66 credit hours

**Construction Supervision:
Residential Energy
Analyst Emphasis**

Associate of Applied Science

Students completing the Construction Supervision degree will be prepared for supervisory/administrative roles within the construction industry. Curriculum will include mathematics, architectural principles, business, and construction techniques. Construction print reading, surveying, estimating, scheduling codes, building structure analysis and leadership will prepare the student for many construction industry employment opportunities.

General Education Courses (16 credit hours)

COM	115	Public Speaking, OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition I, or	
ENG	131	Technical Writing	3
MAN	226	Principles of Management	3
MAT	108	Technical Math, or higher	4

General Education Elective 3 credits

Choose 3 credit hours from the following GT courses:
SPA 101, 115; ART, MUS, PHI, POS, ANT, HUM, LIT, GIS, GEO

Major Courses (35 credit hours)

ENY	101	Intro to Energy Technologies	3
AEC	107	Print Reading Residential/Comm. I	3
AEC	110	Architectural Design and Modeling	4
AEC	116	Building Materials	3
AEC	206	Applied Structure Analysis	3
AEC	216	Construction Estimating	3
AEC	218	Sustainable Building Systems	3
AEC	220	Surveying	3
AEC	226	Construction Scheduling	3
AEC	228	Contracts and the Legal Environment	3
AEC	236	International Building Codes	3
AEC	280	Internship	1

Residential Energy Analyst Courses (15 credit hours)

AEC	121	Construction Materials and Systems	3
AEC	221	Building Electrical/Mechanical Systems.	3
ENY	235	Energy Systems Design.	3
ENY	102	Building Energy Audits	3
OSH	126	30-HR Construction Industry Standards	3

Total 66 credit hours

**Construction Supervision:
Solar Photovoltaic Emphasis**

Associate of Applied Science

Students completing the Construction Supervision degree will be prepared for supervisory/administrative roles within the construction industry. Curriculum will include mathematics, architectural principles, business, and construction techniques. Construction print reading, surveying, estimating, scheduling codes, building structure analysis and leadership will prepare the student for many construction industry employment opportunities.

General Education Courses (16 credit hours)

COM	115	Public Speaking, OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition I, or	
ENG	131	Technical Writing	3
MAN	226	Principles of Management	3
MAT	108	Technical Math, or higher	4

General Education Elective 3

Choose 3 credit hours from the following GT courses:
SPA 101, 115; ART, MUS, PHI, POS, ANT, HUM, LIT, GIS, GEO

Major Courses (35 credit hours)

ENY 101	Intro to Energy Technologies	3
AEC 107	Print Reading Residential/Comm. I	3
AEC 110	Architectural Design and Modeling	4
AEC 116	Building Materials	3
AEC 206	Applied Structure Analysis	3
AEC 216	Construction Estimating	3
AEC 218	Sustainable Building Systems	3
AEC 220	Surveying	3
AEC 226	Construction Scheduling	3
AEC 228	Contracts and the Legal Environment	3
AEC 236	International Building Codes	3
AEC 280	Internship	1

PV Courses (15 credit hours)

EIC 105	Basics of AC and DC Electricity	4
ENY 121	Solar Photovoltaic Components	3
ENY 127	Solar PV System Install	3
ENY 175	Field/Lab Experience (Capstone)	2
OSH 126	30-HR Construction Industry Standards	3

Total 66 credit hours

Construction Supervision: Estimating

Certificate

The Construction Estimating program introduces students to residential and commercial print reading, covering the interpretation and reading of construction prints and related documents as used within the building trades industry. This certificate also covers basic construction estimating. Students will develop skills in estimating the amount and cost of various constructions and will demonstrate these skills by making estimates of materials and labor quantities and the cost of representative types of construction. This mini certificate requires only two courses to complete the certificate.

Major Courses

AEC 107	Print Reading Residential/Commercial	3
AEC 216	Construction Estimating	3

Total 6 credit hours

Financial Aid is only available for the coursework in these certificates as part of the ultimate educational goal of obtaining an A.A.S. degree as indicated on your College application. Please visit the Financial Aid Office for more details.

Criminal Justice

Associate of Applied Science

The Criminal Justice A.A.S. Degree is designed for students seeking a career in Criminal Justice. Whether you want to become an emergency dispatcher, a victim/witness assistant, lawyer, probation/parole officer or a law enforcement officer, this program is a great place to start. The curriculum is strong, diverse and provides an excellent opportunity to see the criminal justice system as it actually functions, not how televisions portrays it.

Students transferring to a four-year College or university should select their elective courses only after consulting with the program Advisor to facilitate the transferability of coursework. Please contact Christine Swenson at 303.797.5980 or christine.swenson@arapahoe.edu to make an appointment.

Students should have the ability to produce work above the developmental level to be successful in this program. This means students must have ACCUPLACER reading scores of 80+ and writing scores of 95+ or ACT/SAT scores that are equivalent.

General Education Courses (15 credit hours)

COM 115	Public Speaking OR	
COM 125	Interpersonal Communication OR	
COM 225	Organizational Communication	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
PSY 101	General Psychology I OR	
PSY 102	General Psychology II	3

General Education Elective 3

Choose from: CIS 118, ENG 131, SOC 101, SOC 102, SPA 111, SPA 112, or any other foreign language course numbered 111, 112, 211, 212

Major Courses (27 credit hours)

CRJ 110	Introduction to Criminal Justice	3
CRJ 125	Law Enforcement Operations	3
CRJ 135	Judicial Function	3
CRJ 145	Correctional Process	3
CRJ 205	Principles in Criminal Law	3
CRJ 210	Constitutional Law	3
CRJ 220	Human Relations/Social Conflict	3
CRJ 230	Criminology	3
CRJ 236	CRJ Research Methods	3

Restricted Courses (18 credit hours)

All students must select electives from courses with the prefixes of: ACC, CIS, CRJ, CSC, EMS, PAR, SPA or any other General Education (GTpathways) course.

Physical Education* (1 credit hour)

PED activity course	1
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Total 61 credit hours

*The PED requirement will be waived for students who are 35 years of age or older at the time of most recent admission to the College. Appropriate credit must be taken to substitute for the hour waived.

Criminal Justice: Emergency Dispatch

Certificate

In an emergency, the first people to answer a 911 call for help are Emergency Dispatchers. Seconds after receiving an emergency call, these well-trained, highly professional individuals react to send the appropriate type and number of emergency services units in response to calls for assistance. They also monitor the activity of emergency services personnel at the scene. Emergency Dispatchers work in a variety of settings, ranging from police and fire stations to hospitals or

centralized communication centers. Communication skills and the ability to work under pressure are important personal qualities for dispatchers. At the end of this program, students will be prepared to take the national certification test.

Students are strongly encouraged to complete this program in one semester. The majority of the coursework is delivered online. Students will spend time in the classroom practicing their skills in the state-of-the-art emergency dispatch simulation lab. For more information please contact Christine Swenson at 303.797.5980 or christine.swenson@arapahoe.edu to make an appointment.

Students should have the ability to produce work above the developmental level to be successful in the program. This means students must have ACCUPLACER reading scores of 80+ and writing scores of 95+ or equivalent ACT/SAT scores.

CRJ	110	Introduction to the Criminal Justice System	3
CRJ	125	Law Enforcement Operations	3
CRJ	150	Victims of Crime and Trauma	3
CRJ	201	Emergency Dispatching	5
PSY	116	Stress Management	3

Total **17 credit hours**

Early Childhood

Certificates

The Early Childhood Education Program is designed to prepare professionals to work with young children in a variety of settings. The Group Leader and Director Certificates are designed to meet the educational requirements established by the Colorado Department of Human Services. People who wish to work in licensed early childhood care and education programs may complete the certificate sequence of courses for group leaders and/or directors and go on to earn an Associate of Arts degree. Please note that the Colorado Department of Human Services does require experience working with young children in early childhood programs. Arapahoe Community College works closely with four-year institutions of higher education and has articulation agreements for both early childhood and elementary education teacher preparation. As the requirements in this field are changing, please refer to the ACC Web site for updates. Contact Linda Forrest for specific information, 303.797.5784.

Students must take the ACCUPLACER Placement Test before enrolling in ECE courses. ACCUPLACER scores of 80 in reading and 95 in writing are strongly recommended.

This program is currently under revision. Upon approval, the program will be listed as an addendum to the catalog on the ACC Web site, www.arapahoe.edu.

Early Childhood: Group Leader

Certificate

Major Courses (15 credit hours)

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab Techniques	3
ECE	103	Guidance Strategies for Children	3

ECE	220	Curriculum Methods and Techniques	3
PSY	238	Child Development	3
Total			15 credit hours

Early Childhood: Director

Certificate

Major Courses (15 credit hours)

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to EC Lab Techniques	3
ECE	103	Guidance Strategies for Children	3
ECE	220	Curriculum Development Methods and Techniques	3
PSY	238	Child Development	3

Administrative Courses (9 credit hours)

ECE	205	Nutrition, Health and Safety	3
ECE	240	Administration of Early Childhood	3
ECE	241	Administration: Human Relations for Early Childhood Education	3

AND

Select six credit hours from the following: (6 credit hours)

ECE 111, 112, 125, 126, 127, 175, 178, 179, 185, 187, 225, 226, 228, 260, 275; EDU 221, 233, 234, 242, 261; LIT 255; PSY 101, 102, 247; SOC 101, 102, 205; ASL 121, 122

Total **30 credit hours**

Eldercare Specialist

Certificate

This certificate is designed to expand the traditional role of the current Certified Nurse Assistant (CNA) to become specialists in working with elders in a blended role based on the concepts of culture change. This blended role will move away from "disciplinary silos" and position staff to serve residents needs vs. outsourcing to another department. This program is based on a movement that seeks to de-institutionalize care by creating a true home environment focusing on building relationships between all staff and residents, and helping residents make choices that are important to them. Domains of self-directed care, honoring resident's choices, planning and facilitating social activities, assisting with preparation serving meals and meeting sanitation requirements will be components of study. Leadership principles of decision making skills, problem solving and conflict resolutions are competencies that will be addressed in this program. Students will have the opportunity to apply the skills learned in the classroom to a simulated lab setting.

Courses required for this certificate must be completed with a "C" or better to meet graduation requirements.

Major Courses (5 credit hours)

ELS	201	Basic Concepts of the Eldercare Specialist	4
CUA	121	Introduction of Food Production Principles and Practices	1

Total **5 credit hours**

Emergency Medical Services: Paramedic

Associate of Applied Science Degree

This program is offered in partnership with HealthONE EMS in Englewood, CO and is accredited by the Commission on Accreditations of Allied Health Educations Programs. This program is offered two times per year. Students have the option of attending full-time or part-time.

- The student must have the following prerequisites to be considered for entrance into this program:
- One year of documented EMT Basic or Intermediate field experience
- Basic ECG Interpretation class
- IV Certification
- Current CPR Card
- HEP B vaccination*
- MMR vaccination (2)*
- Tetanus vaccination
- TB Skin Test
- *or Titer
- CBI criminal background check
- One year of College-level Anatomy and Physiology (8 credit hours). BIO 201 and 202 will meet this requirement.
- Must receive an acceptable score on the HOBET EKG and EMT – Basic entrance exams

NOTE: All Students in EMS programs must have the HEP B vaccination and MMR Vaccinations (2) or Titer

The applicant must apply directly to HealthONE EMS (for the paramedic certificate) and to the College (to apply for the degree). Please call HealthONE EMS at 303.7886303 for more information or the School of Health Science and Engineering at 303.797.5991.

The Paramedicine Program has four components: Lecture, Lab, Clinical and Field internships. This is approximately 1200 hours. The student must complete all coursework, lecture, lab, clinical and field internship, as well as pass all academic and practical components before sitting for the National Registry Examination.

The program is designed to train workers in the field of Emergency Medical Services. It begins with an entry-level EMT-Basic certificate program and includes an Associate of Applied Science degree in Paramedicine. Students should consult with an Emergency Medical Service faculty Advisor early in their College career to explore all of their educational options. Students must earn a "C" or better in all EMS courses to graduate. All students must complete a criminal background check prior to enrolling in this program.

This program assists students in advancing their careers in the EMS systems.

General Education Courses (21 credit hours)

BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
COM	125	Interpersonal Communication OR	
COM	126	Communication in Healthcare	3
ENG	131	Technical Writing	3
MAT	108	Technical Mathematics or higher	4
PSY	101	Introduction to Psychology	3

Major Courses (59 credit hours)

CCN	230	Basic EKG Interpretation	2
EMS	125	Emergency Medical Technician- Basic	9
EMS	170	Emergency Medical Technician-Basic Clinical	1
EMS	130	EMT Intravenous Therapy	2
EMS	225	Fundamentals of Paramedic Practice	3
EMS	226	Fundamentals of Paramedic Practice Lab	2
EMS	227	Paramedic Special Considerations	3
EMS	228	Paramedic Special Considerations Lab	2
EMS	229	Paramedic Pharmacology	3
EMS	230	Paramedic Pharmacology Lab	2
EMS	231	Paramedic Cardiology	5
EMS	232	Paramedic Cardiology Lab	1
EMS	233	Paramedic Medical Emergencies	4
EMS	234	Paramedic Medical Emergencies Lab	1
EMS	235	Paramedic Trauma Emergencies	4
EMS	236	Paramedic Trauma Emergencies Lab	1
EMS	237	Paramedic Internship Preparatory	2
EMS	280	Paramedic Internship I	6
EMS	281	Paramedic Internship II	6

Total **80 credit hours**

Emergency Medical Services: EMT Basic

Certificate

This 10-credit hour certificate program provides the basic skills to work ambulance, apply for firefighting positions, work as an EMT-tech in emergency departments and work ski patrols. EMS 125/EMS 170 satisfies the state requirements for Basic EMT Certification. Those who successfully complete EMS 125/EMS 170 will be eligible to take both the National Registry Practical and Written Examination. Successful completion of this exam is required for certification in the State of Colorado. In addition, the student needs to enroll in EMS 170 EMT – Basic Clinical where the student will do approximately 45 hours of clinical experience in emergency departments, nursing homes, on fire rescue and ambulance.

Admission Requirements (Prerequisites):

- Minimum of 18 years of age by the middle of the class to be eligible to participate in clinicals (EMS 170).
- Current CPR certificate (American Heart Association - Health Care provider, or American Red Cross CPR/AED for the Professional Rescuer).
- Hepatitis B vaccination (one and two)* or Titer
- Tetanus within 10 years
- MMR vaccinations (one and two)* (or Titer)*
- TB Skin test
- American Data Bank criminal background check

If not exempt, student must take the ACCUPLACER placement test and score at least 80 in reading and recommended 95 in sentence skills. Call the School office for program guides 303.797.5991.

Accreditation of this program is through the Colorado Department of Health, Emergency Medical Services Division. This agency may be reached at 4300 Cherry Creek Drive South, Denver, CO 80222-1530. Telephone; 303.692.2980.

*Contact the Financial Aid Office for information regarding Financial Aid eligibility for this program.

Major Courses		(10 credit hours)
EMS 125	EMT-Basic	9
EMS 170	EMT-Basic Clinical	1
Total		10 credit hours

Emergency Medical Services: EMT Basic Enhanced

Certificate

This 27-hour EMT-B enhanced certificate provides additional training to improve the EMT's employability, prepare the student for paramedic school and other healthcare careers. Many of the enhanced certificate classes are prerequisites for entrance into the EMT - Paramedic Program. Consult an Advisor for appropriate electives.

Contact the Financial Aid Office for information regarding Financial Aid eligibility for this program.

Major Courses		(23 credit hours)
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
CCN 230	Basic EKG Interpretation	2
EMS 125	EMT-Basic	9
EMS 170	EMT-Basic Clinical	1
ENG 121	English Composition	3

Electives (4 credit hours)

Students must take at least 4 credit hours from the following:

EMS 130	IV Training	2
EMS 134	The Geriatric Patient	1
EMS 136	EMT/Paramedic Safety Issues in the Field	1
EMS 138	Basic Trauma Life Support	1
EMS 150	Pediatric Education for the Pre-hospital Professions	1
EMS 213	Pre-hospital Trauma Life Support	1
HPR 178	Medical Terminology	3
Total		27 credit hours

Emergency Medical Services: Paramedic

Certificate

This program is offered in partnership with HealthONE EMS in Englewood, CO and is accredited by the Commission on Accreditations of Allied Health Educations Programs. This program is offered two times per year. Students have the option of attending full-time or part-time.

The student must have the following prerequisites to be considered for entrance into this program:

- One year of documented EMT Basic or Intermediate field experience
- Basic ECG Interpretation class
- IV Certification
- Current CPR Card
- HEP B vaccinations*
- MMR vaccinations (2)*
- Tetanus vaccination
- TB Skin Test
- *Or Titer
- CBI criminal background check
- One year of College-level Anatomy and Physiology (8 credit hours). BIO 201 and 202 will meet this requirement.
- Must receive an acceptable score on the HOBET EKG and EMT - Basic entrance exams
- The applicant must apply directly to HealthONE EMS and to the College. Please call HealthONE EMS at 303.788.6303 for more information, or the School of Health Science and Engineering at 303.797.5888.

The Paramedic Program has four components: Lecture, Lab, Clinical and Field internships. This is approximately 1200 hours. The student must complete all coursework, lecture, lab, clinical and field internship, as well as pass all academic and practical components before sitting for the National Registry Examination.

Following are many of the topics covered: EMS systems, paramedic roles and responsibilities, injury and illness prevention, medical/legal issues, ethics, path physiology, pharmacology, medication administration, patient assessment, trauma management, respiratory system management, cardiovascular management, management of medical emergencies, pediatric management, management of obstetric and gynecologic emergencies, management of emotional crisis, assessment bases management and EMS operations.

Contact the Financial Aid Office for information regarding Financial Aid eligibility for this program.

Major Courses (45 credit hours)

EMS 225	Fundamentals of Paramedic Practice	3
EMS 226	Fundamentals of Paramedic Practice Lab	2
EMS 227	Paramedic Special Considerations	3
EMS 228	Paramedic Special Considerations Lab	2
EMS 229	Paramedic Pharmacology	3
EMS 230	Paramedic Pharmacology Lab	2
EMS 231	Paramedic Cardiology	5
EMS 232	Paramedic Cardiology Lab	1
EMS 233	Paramedic Medical Emergencies	4
EMS 234	Paramedic Medical Emergencies Lab	1
EMS 235	Paramedic Trauma Emergencies	4
EMS 236	Paramedic Trauma Emergencies Lab	1
EMS 237	Paramedic Internship Preparatory	2
EMS 280	Paramedic Internship I	6
EMS 281	Paramedic Internship II	6

Total 45 credit hours

Energy Technology Certificates

ACC offers certificate programs in some of today's most sought after jobs – Active Solar Thermal Systems Technician, Residential Energy Analyst and Solar Photovoltaic Systems Technician.

Active Solar Thermal Systems Technician

Certificate

This certificate is designed to provide the student with the knowledge and skills necessary to work as an entry-level technician for an active solar thermal system dealer, installer or contractor. In this course of study, the student is introduced to basic plumbing methods, system design criteria, installation methods, safety considerations and maintenance practices through classroom study and field work applications. This certificate is beneficial to individuals who plan to be employed in or who currently work in the solar hot water industry.



ENY 101	Intro to Energy Technologies	3
OSH 126	30-HR Construction Industry Standards	3
PLU 101	Piping Skills	4
ENY 120	Solar Thermal System Install	4
ENY 225	Solar Domestic Hot Water Systems	3
ENY 176	Field/Lab Experience (Capstone).	2

TOTAL 19 Credit Hours

Residential Energy Analyst

Certificate

This certificate program is designed to provide the student with knowledge and skills needed to work as an entry-level residential energy analyst is a specialist who conducts home weatherization assessments and energy audits for the private sector, utilities, or government entities. In this program, the student is introduced to concepts in building science and methods of observing, testing and evaluating the residential builds, water and energy consumption. Weatherization and efficiency improvements are introduced through classroom study. This certificate is beneficial to individuals currently employed in, or who plan to be employed in the weatherization and energy efficiency industry.

ENY 102	Building Energy Audits	3
OSH 126	30-HR Construction Industry Standards	3
AEC 121	Construction Materials and Systems	3
AEC 218	Sustainable Building Systems	3
AEC 221	Building Electrical/Mechanical Systems	3
ENY 235	Energy Systems Design	3

Total 18 Credit Hours

Solar Photovoltaic Systems Technician

Certificate

This certificate program is designed to provide the student with the knowledge and skills required to work as an entry-level technician for a photovoltaic (PV) dealer, Installer, or Contractor. In this course of study, the student is introduced to basic electrical theory, system design criteria, installation methods, safety considerations and maintenance practices through classroom study and field work applications. This certificate is beneficial to individuals who plan to be employed in or who currently work in the solar PV industry.

NOTE: There will be a math pre-test with math skills needed for PV addressed in EIC 105. Math will be incorporated throughout the program with math problems and examples in notebook and coursework.

ENY 101	Intro to Energy Technologies	3
OSH 126	30-HR Construction Industry Standards	3
EIC 105	Basics of AC and DC Electricity	4
ENY 121	Solar Photovoltaic Components	3
ENY 127	Solar PV System Install	3
ENY 175	Field/Lab Experience (Capstone).	2

Total 18 Credit Hours

Engineering Technologies: Architecture Emphasis

Associate of Applied Science Degree

The Engineering Technologies degree allows the student to study architectural technologies as their area of design study. This program also contains an in-depth emphasis in computer aided design (CAD) including two and three dimensional design, visualization, customization, and programming. Architectural students will be introduced to design and modeling, materials, sketching, and various rendering techniques. Students will create models with 3D plotting and laser cutting/engraving equipment. This program prepares the student for a variety of employment opportunities that include Draftsperson, Junior Designer, and Computer Aided Design Technician.

General Education (16 credit hours)

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition OR	
ENG	131	Technical Writing I	3
MAT	108	Technical Mathematics or Higher	4
COM	115	Public Speaking	3

Restricted Electives 3

Choose one of the following:

ECO 201, 202, POS 105, 111, GEO 105, 106, HIS 101, 102, 201, 202, or 247, ANT 101, 111 PSY 101, 102, 235, SOC 101, 102, MAT 121, 122, 201, or 202

Physical Education (1 credit hour)

PED	Activity Course *	1
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*The PED requirement may be waived for students who are 35 years of age or older at the time of most recent admissions to the College. Appropriate credit must be taken to substitute for the hour waived.

Computer Courses (18 credit hours)

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	201	Computer Aided Drafting/Custom	3
CAD	202	Computer Aided Drafting/3D	3
CAD	219	3D Max	3
CAD	249	AutoLISP Programming	3

Architecture Courses (26 credit hours)

AEC	110	Architectural Design and Modeling	4
AEC	107	Print Reading (Residential/Commercial)	3
AEC	116	Building Materials	3
AEC	202	Architectural Design and Analysis	4
AEC	204	Architectural Graphics	3
AEC	206	Applied Structural Analysis	3
AEC	218	Sustainable Building Systems	3
CAD	224	Revit	3

Total Degree 61 Credit Hours

Engineering Technologies: Mechanical Design Emphasis

Associate of Applied Science Degree (AAS)

The Engineering Technologies degree allows the student to study mechanical technologies as their area of design study. This program also contains an in-depth emphasis in computer aided design (CAD) including two and three dimensional design, visualization, customization, and programming. Mechanical design students will be introduced to parametric modeling design, geometric tolerancing (GDandT), materials, and manufacturing processes. Students will also create physical models with 3D plotting and laser cutting/engraving equipment. This program prepares the student for a variety of employment opportunities that include Draftsperson, Junior Designer, and Computer Aided Design Technician.

General Education (16 credit hours)

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition OR	
ENG	131	Technical Writing I	3
MAT	108	Technical Mathematics or Higher	4
COM	115	Principals of Speech	3

Restricted Electives 3

Choose three credit hours from the following:

ECO 201, 202, POS 105, 111, GEO 105, 106, HIS 101, 102, 201, 202, or 247, ANT 101, 111 PSY 101, 102, 235, SOC 101, 102, MAT 121, 122, 201, or 202

Physical Education (1 credit hour)

PED	Activity Course *	1
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*The PED requirement may be waived for students who are 35 years of age or older at the time of most recent admissions to the College. Appropriate credit must be taken to substitute for the hour waived.

Computer Courses (18 credit hours)

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	201	Computer Aided Drafting/Custom	3
CAD	202	Computer Aided Drafting/3D	3
CAD	219	3D Max	3
CAD	249	AutoLISP Programming	3

Mechanical Courses

EGG	100	Introduction to Engineering	1
EGT	101	Technical Drafting I	3
EGT	102	Technical Drafting II	3
EGT	104	Technical Drafting IV	3
EGT	105	Blueprint Reading	3
MTE	120	Manufacturing Processes	3
TEC	201	Engineering Materials	3
TEC	205	Geometric Dimensioning and Tolerancing	3
CAD	240	Inventor I/Autodesk	OR
CAD	255	Solidworks	3

Total 60 Credit Hours

Engineering Technologies: Mechanical Drafting

Certificate

A Certificate in this program will provide the educational background and basic technical training necessary for the graduate to seek employment with one of the area manufacturing or engineering industries. Students will be prepared for a variety of job entry positions.

Major Courses (30 Credit Hours)

EGT	101	Technical Drafting I	3
EGT	102	Technical Drafting II	3
EGT	104	Technical Drafting IV	3
EGT	105	Blueprint Reading	3
MTE	120	Manufacturing Processes	3
CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	202	Computer Aided Drafting/3D	3
TEC	201	Engineering Materials	3
TEC	205	Geometric Dimensioning and Tolerancing	3

Restricted Electives (3 credit hours)

CAD 240, or CAD 255 3

Total 33 Credit Hours

Financial Services

Associate of Applied Science

This degree provides individuals opportunities in an array of financial service Industries such as banking, mortgage banking and brokerage companies.

General Education Courses (27 credit hours)

ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
ENG	121	English Composition I	3
COM	115	Public Speaking	3
MAT	121	College Algebra	4
MAT	125	Survey of Calculus	4

Science:

One lab-based State Guaranteed Transfer (GT)
Science course 4

Arts and Humanities:

One State Guaranteed Transfer (GT)
Arts and Humanities course 3

Major Courses (26 credit hours)

ACC	121	Principles of Accounting I	4
ACC	122	Principles of Accounting II	4
BUS	216	Business Law and the Legal Environment	3
BUS	217	Business Communication and Report Writing	3
BUS	226	Business Statistics	3
FIN	101	Introduction to Finance	3
INV	115	Investments Stocks/Bonds	3
CIS	118	Introduction to PC Applications	3

Restricted Electives (7 credit hours)

Students must select 7 credit hours from the following: ACC 118, BTE 108, MAN 128, MAN 226, MAN 230, MAR 111, MAR 160, MAR 216, REE 115 or any course with the following prefix: FIN, INV, OR INS. Students may also elect to include one credit hour toward their restrictive electives as any PED course.

TOTAL 60 Credit Hours

Financial Services

Certificate

These certificate programs offer opportunities for individuals changing careers or starting a career and needing updates on skills in financial fields. The certificates will provide entry-level career and job opportunities and advancements at many financial organizations: banks, savings institutions, brokerages, mortgage companies and financing companies.

Major Courses (21 Credits Hours)

BUS	217	Business Communication and Report Writing	3
CIS	118	Introduction to PC Applications	3
FIN	101	Introduction to Finance	3
MAR	160	Customer Service	3

Elective Courses (Restricted) 9

Students must choose 9 credit hours from the following:

ACC	121	Principles of Accounting	4
BUS	226	Business Statistics	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
MAN	128	Human Relations	3
MAN	226	Principles of Management	3
MAR	111	Principles of Sales	3
MAR	216	Principles of Marketing	3
INV	115	Investments	3

Financial Services Electives (9 Credit Hours)

Students must select nine credit hours from any course with the following prefixes: ACC, FIN, INV, INS, BTE 108, REE 115 or any 200 level MAN course. Many of the courses are offered at The Center for Financial Training Western States or The Mortgage Training Institute.

TOTAL 30 Credit Hours

Financial Services: Mortgage Banking

Certificate

This certificate program offers opportunities for individuals changing careers or entering a career in the mortgage banking industry. This certificate will prepare the individual to be a loan originator or loan processor in the mortgage banking field or prepare the individual to start their own mortgage banking firm.

ACC	121	Principles of Accounting	4
BUS	216	Business Law and the Legal Environment	3
ECO	202	Principles of Microeconomics	3
FIN	101	Introduction to Finance	3

REE	115	Introduction to Real Estate.	3
FIN	138	FHA for Loan Processors.	5
FIN	237	Advance Loan Processing.	5
FIN	287	Cooperative Education Career Training.	2
TOTAL			19 Credit Hours

Foreign Language and Business

Certificates

These certificates, designed for entrepreneurs and professionals in government, business and non-profit organizations, provide linguistics, international, historical and social-cultural expertise for career and interpersonal success. Successful learners will learn written and spoken language skills as well as international business, historical, political and cultural competencies.

Foreign Language and International Business Certificate

FOL	111	Foreign Language*.	5 credits
FOL	112	Foreign Language*.	5 credits
FOL	211	Foreign Language*.	3 credits
BUS	203	Introduction to International Business.	3 credits

*Students choice of foreign language or American Sign Language

Electives:

Students should choose an additional course from the following:
COM 220, BUS 241, POS 205, PHI 124. 3 credits

Total 19 credit hours

Foreign Language and International Relations Certificate

FOL	111	Foreign Language*.	5 credits
FOL	112	Foreign Language*.	5 credits

* Students choice of foreign language or American Sign Language

BUS	241	Cultural Diversity in Business.	3 credits
HIS	247	20th Century World History.	3 credits

Electives:

Students should choose an additional course from the following:
ARA 211, FRE 211, JPN 211, SPA 211, ANT 101, POS 205, PHI 124. 3 credits

Total 19 credit hours

Game Design And Development

Associate of Applied Science

The Game Design and Development A.A.S. Degree prepares students for a broad range of careers in the Gaming industry, as an independent game developer, computer programming or multimedia graphics. Students will develop 2D and 3D digital modeling, digital animation, and programming skills using an industry standard gaming engine. Course electives allow students to gain experience with digital sound editing, 2D game development and additional 3D modeling.

Graduates of the Game Design and Development program may also elect to work in programming, multimedia, or graphic design capacities.

Note: Because gaming technology changes more rapidly than that in other fields, GDD students may be required to upgrade their PCs during the course of their program. Also, as U.S. game studios tend to be concentrated in specific cities, GDD graduates may need to relocate to pursue a career in this field. Information on game studio locations is available via the International Game Developers association Web Site www.igda.org

General Education Courses (16 credit hours)

CIS	118	Intro to Computer Applications.	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Skills.	3
ENG	131	Technical Writing I.	3
BUS	120	Intro to E-Commerce OR	
MAR	216	Intro to Marketing.	3
MAT	121	College Algebra.	4

Required Courses (44 credit hours)

Semester 1 (15 credit hours)

MGD	111	Adobe Photoshop I.	3
CSC	119	Introduction to Programming.	3
CSC	126	Game Design and Development.	3

General Education Courses from list:

Recommended:
CIS 118 Intro to Computer Applications. 3
One additional course from list. 3

Semester 2 (14 credit hours)

CSC	154	Introduction to MS Visual Basic .NET (OOP).	3
CSC	160	Computer Science I: (JAVA).	4
MGD	112	Adobe Illustrator I.	3

General Education Course from list:

Recommended:
MAT 121 College Algebra. 4

Semester 3 (16 credit hours)

CSC	161	Computer Science II: (JAVA).	4
CSC	200	Game Programming I.	3
MGD	152	Digital Animatics.	3
MGD	153	3D Animation I.	3

General Education Courses from list:

One course from list. 3

Semester 4 (15 credit hours)

MGD	163	Sound Design I.	3
CSC	227	3D Game Programming.	3
CSC	228	Game Scripting.	3
CIS	287	Cooperative Education.	3

General Education Courses from list:

One course from list. 3

Total 60 credit hours

Health Information Technology (Medical Records)

Associate of Applied Science Degree

The Health Information Technology (HIT) program enables the student to develop the technical skills necessary for managing health information within the healthcare delivery system. The health information field has employment opportunities in hospitals, long term care, ambulatory care, mental health and other healthcare facilities as well as private industry. Upon successful completion of the program, the graduate is eligible to write the national certification examination and upon successful passing of this examination, receive the RHIT (Registered Health Information Technology) credentials. This program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The American Health Information Management Association (AHIMA) is the association of health information management (HIM) professionals. AHIMA Web site: www.ahima.org

The following are the basic requirements for admission to the Health Information Technology (HIT) program:

1. High School graduation or GED equivalence
2. Interview with Chairperson
3. Criminal Background Check
4. ACCUPLACER scores of 95 on sentence skills, 80 on reading comprehension, and 36 on arithmetic

Students must contact Annette Bigalk, RHIA, HIT Program Chair for counseling and program planning prior to enrolling in any courses that are part of the HIT curriculum (303.797.5795) or annette.bigalk@arapahoe.edu.

Major Courses 50 Credit Hours

HIT	101	Health Information Management Science	6
HIT	105	Principles of Health Care Reimbursement	3
HIT	111	Health Data Management and Information Systems	3
HIT	112	Legal Aspects	2
HIT	188	Health Information Practicum 1	2
HIT	221	Clinical Classifications ICD-9-CM Coding 1	5
HIT	222	Quality Management	3
HIT	225	Health Information Management	3
HIT	231	Clinical Classifications ICD-9-CM Coding 11	5
HIT	241	CPT Coding Basic Principles	2
HIT	251	Code Sets and Vocabularies	2
HIT	289	Health Information Capstone	2
HPR	178	Medical Terminology	3
**MOT	125	Basic Medical Science 1	3
**MOT	133	Basic Medical Science 11	3
**MOT	135	Basic Medical Science 111	3

General Education Courses 15 Credit Hours

ENG	121	English Composition 1	3
COM	115	Public Speaking OR	3
COM	125	Interpersonal Communications	3
CIS	118	Intro to PC Applications	3
PSY	101	General Psychology	3

General Education Elective

3

TOTAL 65 Credit Hours

All major education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.

Human Performance/ Exercise Health Sciences

Associate of Applied Science

The degree program is designed to provide a comprehensive understanding of movement, exercise, nutrition and health. The student will learn how to conduct fitness and health assessments, develop exercise prescriptions and evaluate nutritional needs. Practical hands-on experience in our on-site fitness center provides students with the skills and confidence they need in working with a diverse population. Students are eligible to take National Certifications at the completion of the program.

For additional information contact the Program Coordinator: Sophie Mabry at 303.797.5856 or e-mail at: sophie.mabry@arapahoe.edu.

These classes transfer to several four-year schools including Metropolitan State College of Denver toward a Bachelor of Science degree in Human Performance and Sport. Specific course sequences and prerequisites apply. Students must pass their classes with a "C" or better.

General Education Courses (18 credit hours)

BIO	111	General College Biology with Lab*	5
BIO	201	Human Anatomy and Physiology I (includes lab)*	4
COM	115	Public Speaking	3
ENG	121	English Composition I***	3
PSY	101	General Psychology I***	3

Major courses: (37 credit hours)

HWE	100	Human Nutrition	3
HWE	111	Health and Fitness	3
HWE	122	Responding to Emergencies	2
HWE	125	Introduction to Human Performance	3
HWE	136	Skills and Methods of Teaching Weight Training***	3
HWE	230	Exercise and Sports Psychology***	3
HWE	237	Exercise, Nutrition and Body Composition***	3
HWE	245	Physiology of Exercise***	3
HWE	248	Guidelines for Exercise Testing and Prescription***	3
HWE	255	Certified Personal Trainer Preparation***	3
HWE	288	Internal Practicum*	3
PED	108	Beginning Swimming or any other aquatic course**	1
PED	116	Weight Training or any other activity based course	1
PER	232	Care and Prevention of Athletic Injuries***	3

Restricted/Elective Courses (5 credit hours)

Students must choose 5 credit hours from the following:

BIO	202	Human Anatomy and Physiology II (includes Lab)*	4
PER	151	Lifeguard Training*	2
MAT	121	College Algebra***	4
HPR	117	Anatomical Kinesiology*	3
HPR	176	Anatomical Kinesiology Lab*	2
PED (100-275)		activity based course**	1

Total **60 credit hours**

*Prerequisite required

**One credit needs to be aquatic based for program requirements

***Students must score an 80 on the Reading ACCUPLACER, 95 on Sentence Skills ACCUPLACER, 85 on the Mathematical ACCUPLACER.

Physical Fitness Specialist

Certificate

This certificate program is designed for students who already have a bachelor's degree and are preparing for a National Certification test or those in need of continuing education credits.

BIO	201	Human Anatomy and Physiology I Plus Lab*	4
BIO	202	Human Anatomy and Physiology II Plus Lab*	4
HWE	111	Health and Fitness	3
HWE	122	Responding to Emergencies	2
HWE	136	Skills and Methods of Teaching Weight Training***	3
HWE	230	Exercise and Sports Psychology	3
HWE	237	Exercise, Nutrition and Body Composition***	3
HWE	245	Physiology of Exercise***	3
HWE	248	Guidelines For Exercise Testing and Prescriptions***	3
HWE	288	Internal Practicum*	3

Total **31 credit hours**

* PREREQUISITE required

***Students must score an 80 on the Reading ACCUPLACER, 95 on Sentence Skills ACCUPLACER, 85 on the Mathematical ACCUPLACER.

Interior Design

Associate of Applied Science

This program emphasizes preparation for a career as an interior designer. The student will learn to develop not only creative abilities and how to express them, but also the methods and processes needed to practice design responsibly and profitably.

Students enrolled in this program can expect additional expenses of approximately \$2500 for textbooks, course materials, equipment, and project supplies.

Program Admission Requirements:

- Attend an Interior Design Program Orientation prior to first registration. Call the Interior Design Office at 303.797.5922 for an appointment.
- Complete ACCUPLACER assessment with the following minimum scores: 80 on Reading Comprehension, 95 on Sentence Skills and 57 on Arithmetic.
- Exceptions to the required ACCUPLACER assessment will be made for students who:
- Achieved equivalent ACT or SAT scores (within the last two years) or
- Have earned a College degree (Associate or higher); or
- Have completed a College-level mathematics and College-level writing course with a grade of "C" or higher; or
- Have completed any necessary remedial course(s), if required, with a grade of "C" or higher before taking Interior Design courses.
- Call the ACC Testing Center at 303.797.5993 to determine procedures, location and/or hours of operation.
- Students wishing to transfer in General Education credits to fulfill degree requirements must have official transcripts sent to ACC Admissions and Records Office and fill out a request for transcript evaluation form. Call the Admissions and Records office at 303.797.5621 for further information about this process.

Students wishing to transfer in Interior Design credits to fulfill degree requirements must go through a portfolio review prior to beginning the program. After attending an orientation, call 303.797.5922 for an appointment to review an interior design portfolio only. This will not include a transcript evaluation for General Education.

NOTE: All courses required for this A.A.S. degree must be completed with a grade of "C" or better to meet admission and graduation requirements.

General Education Courses (15 credit hours)

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I OR	
ENG	131	Technical Writing	3
COM	125	Interpersonal Communications	3
MAT	108	Technical Math	4

General Electives (as determined by Department Chair) 2

Major Courses (60 credit hours)

IND	100	Interior Design Fundamentals	4
IND	107	History of Interior Design	3
IND	111	Drafting for Interiors	4
IND	112	Graphic Communication	4
IND	114	Space Planning	3
IND	117	Interior Textiles	2
IND	118	Interior Finishes	2
IND	151	Residential Design	4
IND	152	Commercial Design I	2
IND	200	Kitchen and Bath Design	4
IND	201	Commercial Design II	4

IND	205	Professional Practice for Interior Designers	2
IND	211	Interior Construction	4
IND	225	Lighting Design	3
IND	278	Workshop: Design Research	1
IND	275	Special Topics	2
IND	289	Capstone: Advanced Design	3
CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
MGD	101	Introduction to Computer Graphics	3

Total 75 credit hours

Law Enforcement Academy

Certificate

The Law Enforcement Academy is a P.O.S.T. (Peace Officer Standards and Training) certified program accredited through the Colorado P.O.S.T. Board. The Law Enforcement Academy is basic training for law enforcement officers and enables graduates to become P.O.S.T. certified as peace officers in Colorado. The Academy program consists of 40 semester credit hours.

PREREQUISITE(S): In addition to your application for admission to the College, the Law Enforcement Academy requires an additional application, including but not limited to, a personal advising interview with a member of the Academy staff and a background check prior to acceptance and enrollment. High School Diploma or G.E.D. and ENG 121 or higher or equivalent ACCUPLACER score. For more information, please contact the Law Enforcement Academy Program in Room N1170 or at 303.797.5793.

LEA	101	Basic Law Enforcement Academy I	6
LEA	102	Basic Law Enforcement Academy II	12
LEA	103	Basic Law Enforcement Academy III	2
LEA	104	Basic Law Enforcement Academy IV	1
LEA	105	Basic Law	8
LEA	106	Arrest Control Techniques	3
LEA	107	Law Enforcement Driving	3
LEA	108	Firearms	3
PED	110	Life Fitness/Fitness Center*	1
PED	116	Weight Training*	1

Total 40 credit hours

*The PED courses may be substituted with the Academy Director's approval.

Medical Laboratory Technology

Associate of Applied Science

The MLT Program is delivered in an online/hybrid format and is available in a 1-year fast track option and 2-year traditional route.

The MLT program is designed to prepare qualified laboratory professionals to perform various laboratory studies in hospital, clinic, or private medical laboratories. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians.

As a certified MLT, employment is available in hospitals and clinics as well as veterinary, industrial and environmental laboratories in Colorado or in other states. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the American Medical Association.

NAACLS can be reached at 8410 W. Bryn Mawr Ave., Suite 670, Chicago, IL 60631-3415 or 312.714.8880.

Admission Requirements:

- High school graduation or GED equivalence
- Complete MLT program application packet
- College application
- Recommend algebra and one year of high school biology or chemistry (or one College semester of either)
- ACCUPLACER is required for all MLT students
- Personal interview with the program director is required before acceptance to MLT program
- Hepatitis B vaccination and other immunizations.
- More than two years may be taken to complete the program. Students may begin academic classes other than "MLT" at any time, according to published semester schedules.
- The cost for lab coats, updated vaccinations, Hepatitis B immunization shots, insurance and student lab supplies is approximately \$350.00.

Transfer students: Courses from NAACLS-approved MLT-CLT programs and Military Laboratory Specialists programs will be evaluated on an individual basis.

Please refer to MLT Program Guide for ACCUPLACER placement scores. Exemptions to the ACCUPLACER Exam for students possessing ACT/SAT scores, prior College degree and prior College coursework are provided. You can call the Health, Sciences, and Engineering School Office at 303.797.5991 or the MLT office at 303.797.5796 for program information. All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.

All MLT didactic courses are offered in an online/hybrid format. Student lab sessions meet on select Fridays from 4:30 p.m. to 8:30 p.m. and on Saturdays 9:30 a.m. to 4:30 p.m.

General Education Courses (25 credit hours)

BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
CHE	101	Introduction to Chemistry OR	
CHE	111	General College Chemistry	5
CIS	118	Introduction to PC Applications or higher level CIS course	3
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition OR	
ENG	131	Technical Writing I	3
HPR	178	Medical Terminology	3

Major Courses (38 credit hours)

MLT	131	Introduction to Hematology	2
MLT	132	Hematology II	4
MLT	141	Immunology/Immunohematology	4

MLT	142	Urinalysis	2
MLT	180	Internship I, Blood Bank	1
MLT	182	Internship II, Hematology	5
MLT	231	Clinical Microbiology	4
MLT	232	Parasitological/Mycology	2
MLT	241	Introduction to Clinical Chemistry	2
MLT	242	Clinical Chemistry II	4
MLT	253	Seminar/Comprehensive Exams	1
MLT	280	Internship III, Chemistry	5
MLT	282	Internship IV, Microbiology	2

Total **63 credit hours**

Medical Laboratory Technology: Phlebotomy

Certificate

Phlebotomy is the acquired professional skill of performing vein punctures (drawing blood). The Phlebotomy Certificate is a twelve-week class that meets on Tuesday and Thursday evenings during the Spring and Fall semesters. This eight-credit certificate includes six credits of lecture/didactic information and two credits of clinical internship.

Students must first contact the Medical Laboratory Technology Program Director at 303.797.5796.

This certificate is not eligible for financial aid. Contact the Financial Aid Office if further clarification is required.

Major Courses

HPR	112	Phlebotomy	4
HPR	113	Advanced Phlebotomy	4

Total **8 credit hours**

Medical Office Technology

Certificates

The Medical Office Technology programs are designed to place students in outpatient (ambulatory) care facilities. All health program students must obtain a criminal background check through ACC. Additionally, students must obtain professional liability insurance coverage as provided by Arapahoe Community College. Documentation of current immunizations including the Hepatitis B vaccination is required.

Admission Requirements for all Medical Office Technology Programs:

- All courses require acceptance into the MOT Program except HIT students
- Complete MOT Program Application Packet
- Interview with Department Chair
- Complete ACCUPLACER examination. Applicants who hold a degree are exempt from ACCUPLACER exam
- Clear criminal background check
- All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.

All MOT courses are offered in an online/hybrid format.

Medical Office Technology: Administrative Assistant

Certificate

HPR	178	Medical Terminology	3
HPR	106	Law and Ethics for Healthcare Professions	2
MOT	110	Medical Office Administration	4
MOT	130	Insurance Billing and Coding**	3
MOT	136	Introduction to Clinical Skills	2
MOT	181	Administrative Internship*	2

Total **16 credit hours**

*Students must receive Department Chair approval prior to enrolling in their Internship.

Medical Office Technology: Billing and Reimbursement

Certificate

The Billing and Reimbursement Certificate prepares students to perform the process of coding, billing and reconciling the payment process as related to an ambulatory care facility.

HPR	106	Law and Ethics for Healthcare Professions	2
HPR	178	Medical Terminology	3
MOT	110	Medical Office Administration	4
MOT	130	Insurance Billing and Coding	3
MOT	131	Advanced Insurance Billing and Coding	3
MOT	125	Basic Medical Sciences I*	3
MOT	133	Basic Medical Sciences II	3
MOT	135	Basic Medical Sciences III	3
MOT	184	Billing Specialist Internship*	1

Total **25 credit hours**

*Students must receive Department Chair approval prior to enrolling in their Internship.

Mortuary Science

Associate of Applied Science

Mortuary Science is a field of human and community service which offers a variety of work, intellectual challenge and satisfaction of helping the bereaved through life's most trying period. The program prepares individuals to become a mortuary science practitioner, funeral director and embalmer.

The program is accredited by the American Board of Funeral Service Education (ABFSE). The Board can be reached at 3432 Ashland Ave., Suite G, St. Joseph, Missouri 64506, 816.233.3747. Upon successful completion of the program students must sit for the National Board Exam before receiving their degree as required by the ABFSE.

Admissions Requirements:

- Complete a Mortuary Science application
- Interview with the Mortuary Science Department Chairperson if requested.
- Students should review course descriptions for prerequisites and corequisites before enrolling.
- Aims and Purposes:
- The ACC Mortuary Science Program recognizes mortuary science personnel as:
 - Members of a human services profession.
 - Members of the community in which they serve.
 - Participants in the relationship between bereaved families and those engaged in the funeral service profession.
- Professionals knowledgeable of and compliant with federal, state and local regulatory guidelines.
- Professionals sensitive to the responsibility for public health, safety and welfare in caring.
- In addition, the program objectives are:
 - To enlarge the background and knowledge of students about the funeral service profession.
 - To educate students in every phase of funeral service and to help enable them to develop the proficiency and skills necessary of the profession.
 - To educate students concerning the responsibilities of the funeral service profession to the community at large.
 - To emphasize high standards of ethical conduct.
 - To provide a curriculum at the postsecondary level of instruction.
 - To encourage research in the field of funeral service.
- All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements (major courses may only be repeated once).
- All MOR prefixes must be completed within 4 years of starting the Major Core Courses.

General Education Courses (27 credit hours)

ACC	121	Accounting Principles I	4
BIO	201	Human Anatomy and Physiology I*	4
BIO	202	Human Anatomy and Physiology II*	4
BUS	216	Business Law and the Legal Environment	3
MAN	128	Human Relations in Organizations	3
COM	125	Interpersonal Communication	3
ENG	121	English Composition I	3
PSY	101	General Psychology I	3

Major Courses (39 credit hours)

HPR	240	Role of Death and Bereavement in Society	3
MOR	100	Introduction to Funeral Service	3
MOR	210	Embalming Theory I and Lab	4
MOR	215	Funeral Merchandising	3
MOR	220	Mortuary Law and Compliance	3
MOR	224	Thanatomicrobiology/Pathology	4
MOR	225	Embalming Theory II and Lab	4
MOR	230	Restorative Art and Lab	4

MOR	235	Funeral Directing and Counseling	3
MOR	243	Thanatochemistry*	3
MOR	260	National Board Review	1
MOR	280	Funeral Service Internship	4

Total 66 credit hours

*All science courses cannot have been completed more than seven years prior to enrolling in MOR 210. Similar courses taken at accredited institutions will be reviewed on a case-by-case basis.

Multimedia, Graphic Design and Illustration

Associate of Applied Science Degree

This program prepares students for entry-level work in the field of print design with additional weight given to either illustration or web design. The curriculum consists of lecture and lab participation involving design theory, typography, production, advertising, and portfolio development. Training in the latest design software is emphasized throughout the degree. Restricted electives allow the student to further explore areas of design they may enjoy.

Students entering this program can expect an additional cost of approximately \$2,000 for books, drawing and design materials, computer storage media and color printing. Students should take the Major Courses in the sequence shown below, incorporating the English General Education component during the first term of study. Other General Education and Restricted Elective courses may be taken throughout the program and during the intervening summer term. All students taking courses in the program must take a placement exam that covers Macintosh operations and design software literacy. Students whose placement examinations indicate they do not have these skills must enroll in MGD 101 as a prerequisite prior to entering the program. Typing and basic math skills are highly recommended.

Any student entering the degree and/or certificate Multimedia programs have a prerequisite of REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval for all classes.

General Education Courses (15 credit hours)

ENG	121	English Composition I	OR	
ENG	131	Technical Writing I		
		to be taken during first semester)		
COM	115	Public Speaking	OR	
COM	125	Interpersonal Communication	OR	
COM	225	Organizational Communication		3
PSY	101	General Psychology	OR	
SOC	101	Intro to Sociology		3
ART	110	Art Appreciation	OR	
ART	111	Art History I	OR	
ART	112	Art History II	OR	
ART	207	Art History III		3
BUS	115	Introduction to Business	OR	
MAN	241	Project Management in Organizations		3

Major Courses (42 credit hours)

Semester 1

MGD 105	Typography & Layout	3
MGD 117	Introduction to Visual Communications	3
ART 121	Drawing I	3
ART 131	Visual Concepts 2-D Design	3

Semester 2

MGD 103	Intro to Production Design	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 114	Adobe InDesign	3
MGD 256	Graphic Design Production	3

Semester 3

MGD 118	Digital Color Theory	3
MGD 141	Web Design I OR	
MGD 207	Illustration I OR	
ART 122	Drawing II	3
MGD 260	Graphic Design Production II	3

Semester 4

MGD 143	Motion Graphic Design I: Flash	OR
MGD 208	Illustration II	3
MGD 289	Capstone	3

Restricted Electives (3 credit hours)**Select 1 course from the following:**

MGD 102	Introduction to Multimedia	3
MGD 141	Web Design I (if not taken as part of the core)	3
MGD 143	Motion Graphic Design I: Flash (if not taken as part of the core)	3
MGD 153	3D Animation I	3
MGD 164	Digital Video Editing I	3
MGD 207	Illustration I (if not taken as part of the core)	3
MGD 208	Illustration II (if not taken as part of the core)	3
MGD 209	Illustration III	3
MGD 210	Illustration IV	3
MGD 211	Photoshop II	3
MGD 212	Illustrator II	3
MGD 275	Special Topics	3
MGD 280	Internship	3
MGD 287	Cooperative Education	3
ART 264	Marketing for the Visual Arts	3
JOU 215	Publications Production and Design	3
MAR 220	Principles of Advertising	3

Total 60**Computer Graphics****Certificate**

The courses in this certificate focus on the major software packages of the Adobe Creative Suite, with an emphasis on web and print packages. An additional restricted elective allows for the exploration in a variety of media, including video, 3D animation, and advanced topics. Students who wish to pursue a career in design are urged to obtain the Associate of Applied Science Degree in Multimedia, Graphic Design and Illustration. If students choose to continue their education, all major courses and a number of restricted electives in this Certificate can be applied to the Associate Degree. All students must take a placement exam that covers Macintosh operations and design software literacy to determine if an additional course, MGD 101, is needed before entering the program. Typing and basic math skills are highly recommended.

Please note that the Major Courses are listed in the order in which they should be taken.

Major Courses (15 credit hours)

MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 114	Adobe InDesign	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design I: Flash	3

Restricted Electives (3 credit hours)

Select 1 course from the following:

MGD 101	Introduction to Computer Graphics	3
MGD 102	Introduction to Multimedia	3
MGD 153	3D Animation I	3
MGD 164	Digital Video Editing I	3
MGD 211	Photoshop II	3
MGD 212	Illustrator II	3
MGD 241	Web Design II	3
MGD 243	Motion Graphic Design II	3
MGD 275	Special Topics	3

Total 18 credit hours**Web Design****Certificate**

This certificate prepares students for entry-level positions in web design and is an excellent addition to the Associate of Applied Science Degree in Multimedia, Graphic Design and Illustration. Students without the degree are strongly encouraged to complete some instruction in graphic design prior to pursuing this certificate. All students must take a placement exam that covers Macintosh operations and design software literacy to determine if an additional course, MGD 101, is needed before taking MGD 111. Typing and basic math skills are highly recommended.

Major Courses (24 credit hours)

CWB	110	Complete Web Authoring	3
MAN	241	Project Management in Organizations	3
MGD	102	Introduction to Multimedia	3
MGD	111	Adobe Photoshop I	3
MGD	141	Web Design I	3
MGD	143	Motion Graphic Design: Flash	3
MGD	241	Web Design II	3
MGD	243	Web Motion Graphics Design II	3

Restricted Electives (6 credit hours)

Select 2 courses from the following:

MGD	112	Adobe Illustrator	3
MGD	118	Digital Color Theory	3
MAR	216	Principles of Marketing	3

Any advisor-approved CSC or CWB course(s)

(other than CWB 110, above) 3 or 6

Total 30 credit hours

Nurse Aide**Certificate**

This program will prepare the student for employment as a nurse aide in hospital, skilled care and hospice facilities. The entry level skills of a nurse aide are an excellent introduction to the broad range of health professions. The close personal care requires a sensitive and knowledgeable person who has a good understanding of how to meet the needs of patients as well as how to interact with other members of the healthcare team. Basic nursing and personal care skills, use of assistive devices and recognition of the emotional, social, cultural and individual rights of patients are all competencies that will be covered in the coursework. Students will then have an opportunity to practice these skills in the College lab with transition into healthcare agencies. The 72 hours of clinical experience will be done in hospital, skilled care and hospice facilities. Clinical assignments will be distributed by the program director during the first week of classes. The Nurse Aide program is approved by the State Board of Nursing, located at 1560 Broadway, Suite 1370, Denver, Colorado 80202-5146, telephone 303.894.2430.

A clear background check through ACC is required for clinical courses. CPR (Basic Life Support for Healthcare Providers) through the American Heart Association, and documentation of immunizations (2 MMRs, at least 2 Hepatitis B, chickenpox, and current TB test) are required for clinical courses. Upon successful completion of the program, students will be eligible to take the Colorado National Nurse Aide Assessment Program (NNAAP) for certification through the Board of Nursing.

Courses required for this certificate must be completed with a "C" or better to meet graduation requirements.

This certificate is not eligible for financial aid. Contact the Financial Aid Office if further clarification is necessary.

Major Courses (6 credit hours)

NUA	101	Certified Nurse Aide Health Care Skills	4
NUA	170	Nurse Aide Clinical	1
NUA	171	Advanced Nurse Aide Clinical	1

Total 6 credit hours

Nursing**Associate of Applied Science in Nursing (ADN)**

This program is designed to prepare ACC graduates for employment as registered nurses. The beginning professional nurse will have developed entry-level skills for work in hospitals and other settings. For information about the nursing program application process, call 303.797.5939 or e-mail nursing@arapahoe.edu.

Clinical nursing courses include supervised patient care experiences at a variety of health care agencies. Upon successful completion of program requirements, the graduate is eligible to take the NCLEX-RN (National Council of Licensure Examination- Registered Nursing). The Web site for information on the exam is <http://www.ncsbn.org>.

CPR for health care providers, professional liability insurance, current immunization documentation, lifetime criminal background checks, personal health insurance, and periodic drug screens are required for clinical practice throughout the program.

The Nursing Program is approved by the Colorado Board of Nursing located at 1560 Broadway, Suite 1350, Denver, CO 80202. The Board of Nursing's phone number is 303.894.2430. The nursing program is also approved by the State Board of Colorado Community College Occupational and Education Programs. Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

The ACC Nursing Program is housed in the School of Health, Science and Engineering Division; that office's phone number is 303.797.5991. The Nursing Assistant's phone number is 303.797.5939.

General Education**(Prerequisites to Program) (18 credit hours)**

The following five courses must be taken prior to Nursing Program application submittal. They must be completed with a cumulative GPA of 3.0 with no grade less than a "C"

BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology (with lab)	4
		(OR BIO 208 Gen College Micro..5)	
ENG	121	English Composition I	3
PSY	235	Human Growth and Development	3

Major Courses - First Semester (14 credit hours)

HPR	108	Nutrition	1
		(OR HWE 100 Human Nutrition	3)
NUR	109	Fundamentals of Nursing	8
NUR	112	Basics of Pharmacology	2
MAT	103	Math for Clinical Calculations	3

Major Courses - Second Semester (20 credit hours)

BIO	216	Pathophysiology*	4
NUR	106	Medical Surgical Nursing Concepts	9
NUR	150	Nursing Care Obstetric/Pediatric Clients	7

*Note: BIO 216 must be successfully completed prior to entrance into Third semester

Major Courses - Third Semester (14 credit hours)

NUR 206	Advanced Medical Surgical Nursing I	8
NUR 211	Nursing Care of Psychiatric Clients	4
NUR 212	Pharmacology II	2

Major Courses - Fourth Semester (14 credit hours)

NUR 216	Advanced Medical Surgical Nursing II	6
NUR 230	Leadership, Management, Trends	5
Elective: GT Humanities or Social Behavioral Science course		3

Total 80 credit hours**Practical Nursing****Certificate**

This Practical Nurse (PN) certificate is available only to those students who have been accepted into the registered nursing program and have completed all prerequisites, the first two semester courses, and NUR 169. The certificate prepares the nursing student to take the practical nursing licensure examination and to practice as a licensed practical nurse. Upon successful completion of the prerequisites, the first and second semester courses listed above, and NUR 169, students will receive a practical nursing certificate. Then they may apply to take the NCLEX-PN (National Council of Licensure Examination-Practical Nursing) exam through the Colorado Board of Nursing.

Other Nursing Pathway Options:

NUR 169	Transition into Practical Nursing	5
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(for Practical Nursing Certificate only)

NUR 189	Transition from LPN to ADN (for PN to ADN Program only)	4
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These courses are offered infrequently. Contact the Nursing Department at 303.797.5939 for more information.

Paralegal**Associate of Applied Science**

Paralegals (Legal Assistants) play an important role in assisting attorneys to provide affordable legal services. ACC's American Bar Association – approved Paralegal Program provides a solid foundation of knowledge and practical experience to prepare students for this profession. While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court and other activities.

ABA Approval

The Paralegal Program has been approved by the American Bar Association since 1977. The approval process ensures that the program complies with the high academic standards of the American Bar Association. For questions about the approval process, the American Bar Association may be reached at 321 N. Clark St., Chicago, IL 60610, 312-988-5000.

Admission Requirements

Students in the A.A.S. degree program should have an ACCUPLACER sentence skills score of 95+ and an ACCUPLACER reading score of 80+ to successfully complete PAR courses. Department approval is required in order to transfer in paralegal class credit from other institutions; courses may be transferred to the program ONLY if they were taken from an ABA-approved program at an accredited Institution, and out-of-state courses may only be transferred in if the law content is not state-specific. At least 27 (twenty-seven) hours of paralegal (PAR) courses must be taken at Arapahoe Community College.

Course Requirements

All major, general education and other courses required for the degree must be completed with a grade of "C" or better. The paralegal department expects all students in the paralegal program to abide by the code of ethics promulgated by the National Association of Legal Assistants (NALA). The code of ethics may be viewed at www.nala.org.

It is recommended that students take PAR 110 and PAR 115 in their first semester of study, and that fundamental classes (PAR 110, 115, 116, 118 and 125) be taken prior to taking the advanced required classes (PAR 201, 206, 211 and 289).

General Education Courses (24 credit hours)

ENG 121	English Composition I	3
ENG 122	English Composition II	3
COM 115	Public Speaking OR	
COM 125	Interpersonal Communication	3

General Education Courses 15

Note: Students must select additional general education classes from the Guaranteed Transfer (GT) Courses as provided in this Catalog. Courses must be taken from at least 3 different GT categories (Mathematics, Arts and Humanities, Social and Behavioral Sciences, and Physical and Life Sciences.)

Required Paralegal Courses (30 credit hours)

PAR 110	Legal Analysis	3
PAR 114	Computers and the Law	3
PAR 115	Introduction to Law	3
PAR 116	Torts	3
PAR 118	Contracts	3
PAR 125	Property Law	3
PAR 201	Civil Litigation**	3
PAR 206	Business Organizations**	3
PAR 211	Legal Research**	3

One of the following to be approved by Department Chair:

PAR 287	Cooperative Education ***	OR
PAR 289	Capstone **	OR
PAR	Any PAR Elective	3

Elective Paralegal Courses (6 credit hours)

Choose six credit hours from the following:

PAR 117	Family Law	3
PAR 125	Property Law	3
PAR 126	Administrative Law	3
PAR 202	Evidence**	3
PAR 205	Criminal Law**	3
PAR 207	Current Issues in the Law	3
PAR 208	Probate and Estates**	3
PAR 215	Alternative Dispute Resolution**	3
PAR 216	Employment Law**	3
PAR 217	Environmental Law**	3
PAR 218	Bankruptcy Law**	3
PAR 227	Immigration Law	3
PAR 228	Intellectual Property**	3
PAR	Any PAR Elective	3

Total 60 credit hours

* This course is strongly recommended for students without prior legal experience.

**Course has one or more prerequisites.

Graduation Requirements

To graduate, students must complete an exit interview and apply for graduation. Paralegal (PAR) courses must be taken within six years of a student's graduation. General education courses are not subject to this six year requirement. Please contact the Paralegal Department Chair or Coordinator if you have questions about these academic requirements.

Paralegal

Certificate

Paralegals (Legal Assistants) play an important role in assisting attorneys to provide affordable legal services. Our American Bar Association – approved Paralegal Program provides a solid foundation of knowledge and practical experience to prepare students for this profession. While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court and other activities.

ABA approval

The Paralegal Program has been approved by the American Bar Association since 1977. The approval process ensures that the program complies with the high academic standards of the American Bar Association. If you have questions about the approval process, the American Bar Association may be reached at 321 N. Clark St., Chicago, IL 60610, 312-988-5000.

Admission Requirements:

Admission requires one of the following:

- Associate of Arts degree,
- Associate of Science degree,
- Associate of General Studies degree,
- Baccalaureate degree, or
- Department Chair approval based on at least five years of law-related work experience that may be substituted for the degree.

An official transcript must be on file in Admissions and Records prior to the release of the paralegal certificate for students who have a degree. If seeking admission based on 5 years of law-related experience, supporting documentation must be submitted to the Department Chair and the student must be formally admitted to the program by letter of acceptance.

Department approval is required in order to transfer in paralegal class credit from other institutions; courses may be transferred to the program ONLY if they were taken from an ABA-approved program at an accredited Institution, and out-of-state courses may only be transferred in if the law content is not state-specific. At least 27 (twenty-seven) hours of paralegal (PAR) courses must be taken at Arapahoe Community College.

Course Requirements

All major, general education and other courses required for the degree must be completed with a grade of "C" or better. The paralegal department expects all students in the paralegal program to abide by the code of ethics promulgated by the National Association of Legal Assistants (NALA). The code of ethics may be viewed at www.nala.org.

It is recommended that students take PAR 110 and PAR 115 in their first semester of study, and should take fundamental classes (PAR 110, 115, 116, 118 and 125) prior to taking advanced required classes (PAR 201, 206, 211 and 289).

Required Paralegal Courses

PAR 110	Legal Analysis	3
PAR 114	Computers and the Law	3
	(prerequisite required prior to enrollment)	
PAR 115	Introduction to Law	3
PAR 116	Torts	3
PAR 118	Contracts	3
PAR 125	Property Law	3
PAR 201	Civil Litigation**	3
PAR 206	Business Organizations**	3
PAR 211	Legal Research**	3

One of the following to be approved by Department Chair:

PAR 287	Cooperative Education ***	OR
PAR 289	Capstone **	OR
PAR	Any PAR Elective	3

Elective Paralegal Courses (6 credit hours)

Choose six credit hours from the following:

PAR 117	Family Law	3
PAR 125	Property Law	3
PAR 126	Administrative Law	3
PAR 202	Evidence**	3
PAR 205	Criminal Law**	3
PAR 207	Current Issues in the Law	3
PAR 208	Probate and Estates**	3
PAR 215	Alternative Dispute Resolution**	3
PAR 216	Employment Law**	3
PAR 217	Environmental Law**	3
PAR 218	Bankruptcy Law**	3
PAR 227	Immigration Law	3

PAR	228	Intellectual Property**	3
PAR		Any PAR elective	3

Total **36 credit hours**

*This course is strongly recommended for students without prior legal experience.

**Course has one or more prerequisites.

Graduation Requirements

To graduate, students must complete an exit interview and apply for graduation. Paralegal (PAR) courses must be taken within six years of a student's graduation. General education courses are not subject to this six year requirement. Please contact the Paralegal Department Chair or Coordinator if you have questions about these academic requirements.

Pharmacy Technician

Certificate

The Pharmacy Technician Program (PHT) will prepare students to assist a pharmacist with the technical tasks in a pharmacy. Under the direct supervision of a pharmacist, a pharmacy technician can be employed in a variety of healthcare settings.

The program spans a semester-and-a-half and is divided into 15 weeks of classroom and laboratory training followed by 8 weeks of internship in both Community (4 weeks) and Institutional (4 weeks) pharmacies. All classes require acceptance into the program or have the written approval of the Academic Coordinator.

A clear background check and documentation of immunizations (2 MMRs, chickenpox, at least 2 Hepatitis B and a current TB test) are required for the Pharmacy Internships. Individuals already employed as pharmacy technicians can upgrade their skills and meet continuing education re-certification requirements of the Pharmacy Technician Certification Board (PTCB) or receive USP 797 training by enrolling in specific courses.

This program is accredited by the American Society of Health-System Pharmacists (ASHP). Further information about ASHP can be obtained at 7272 Wisconsin Ave., Bethesda, MD 20814, by phone at 301.657.3000, x1251, or online at www.ashp.org.

Download an application on the Web site, or contact the Academic Coordinator at 303.797.5944, or e-mail us at pharmacy@arapahoe.edu.

Admission Requirements:

- High school diploma or GED
- Completed PHT program application
- ACCUPLACER test
- Typing-Speed test
- Criminal Background Check
- Documentation of immunizations
- Interview with Academic Coordinator
- All courses required for this certificate must be completed with a "C" or better to meet the Pharmacy Practice and graduation requirements.

All courses for this certificate are offered in an online/hybrid format.

Major Courses

PHT	111	Orientation to Pharmacy	3
PHT	112	Pharmacy Law	2
PHT	113	Pharmacy Calculations and Terminology	1
PHT	115	Pharmacology of GI, Renal, Reproductive, Immune, Dermatologic and Hematologic Systems	3
PHT	116	Institutional Pharmacy	3
PHT	117	Communication for Pharmacy Technicians	1
PHT	118	Pharmacology of the Nervous, Endocrine, and Musculoskeletal Systems	3
PHT	119	Community Pharmacy	3
PHT	170	Pharmacy Practice II Institutional Internship (Community Internship)	4

Total **27 credit hours**

Physical Therapist Assistant

Associate of Applied Science

A Physical Therapist Assistant (PTA) is a health care provider working under the direction of a Physical Therapist. The PTA is involved in the treatment of individuals with muscular, skeletal, cardiopulmonary and nervous system disorders. The PTA may also be involved in injury prevention or programs specifically targeted toward individual or group wellness. The PTA is able to provide physical therapy services as specified in a care plan developed by a Physical Therapist. Treatment program implementation may include: therapeutic exercise, ambulation training, activities of daily living and administration of physical agents such as heat and cold.

All students must maintain current CPR and First Aid certification. Additionally, students must maintain professional liability insurance coverage and are required to complete a series of Hepatitis B vaccinations. The approximate cost of uniform and vaccination requirements is \$175.00. Nominal expenses are incurred during each clinical affiliation for travel within the metro area.

The Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association has granted full accreditation to the PTA program at Arapahoe Community College. CAPTE can be contacted at 1111 N. Fairfax Street, Alexandria, VA 22314-1488, 1.800.999.2782 or via e-mail at accreditation@apta.org.

The program is five semesters in length with a summer term following the first year. Upon successful completion, the graduate is awarded an Associate of Applied Science degree.



Admissions Requirements:

Contact the School of Health, Science and Engineering School Office, Room A2000, 303.797.5991. Applications are accepted beginning February 1 each year. Please refer to the PTA Program Information for application and ACCU-PLACER placement scores. You can contact the School Office by phone 303.797.5991 for a copy of the PTA Program Information. Individuals with related degrees and training (Athletic training, military trained PT Techs/ Specialists) should contact Paula Provence, paula.provence@arapahoe.edu, for information regarding possible transfer credit and Credit for Prior Learning Options. All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.

General Education Courses (16 credit hours)

BIO	201	Human Anatomy and Physiology	4
COM	115	Public Speaking OR	
COM	125	Interpersonal Communication	3
ENG	121	English Composition I	3
PSY	101	General Psychology I	3
PSY	235	Human Growth and Development	3

Major Courses (59 credit hours)

PTA	110	Basic Patient Care in Physical Therapy	5
PTA	115	Principles and Practices in Physical Therapy 2	
HPR	117	Anatomical Kinesiology	3
PTA	176	Anatomical Kinesiology Lab	2
PTA	120	Modalities in Physical Therapy	5
PTA	124	Rehab Principles of Medical Mgmt I	2
PTA	131	Professional Communications I	1
PTA	134	Rehab Principles of Medical Management II	2
PTA	135	Principles of Electrical Stimulation	2
PTA	140	Clinical Kinesiology	5
PTA	141	Professional Communications II	1
PTA	205	Psychosocial Issues in Health Care	2
PTA	230	Orthopedic Assessment and Management	5
PTA	240	Neurological Assessment and Management	5
PTA	278	PTA Seminar	2
PTA	280	PTA Internship I	4
PTA	281	PTA Internship II	5
PTA	282	PTA Internship III	5
PTA	175	Special Topics: Language of Physical Therapy	1

Total 75 credit hours

Students planning to transfer their speech credit to another institution should complete COM 115.

Retail Management

Associate of Applied Science Degree

This program is designed to provide students with the necessary skills to advance into management positions

in the retail industry or to improve their current retail managerial skills. The program provides students with the business background needed to interact with vendors, handle marketing and strategic planning as well as manage staff.

General Education Courses (15 credit hours)

BUS	226	Business Statistics	3
CIS	118	Introduction to PC Applications	3
COM	115	Public Speaking	3
ECO	201	Principles of Macroeconomics OR	
ECO	202	Principles of Microeconomics	3
ENG	121	English Composition I	3

Major Courses (30 credit hours)

BUS	115	Introduction to Business	3
BUS	217	Business Communication and Report Writing	3
BUS	241	Cultural Diversity in Business	3
MAN	116	Principles of Supervision	3
MAN	128	Human Relations in Organizations	3
MAN	224	Leadership	3
MAN	226	Principles of Management	3
MAR	111	Principles of Sales	3
MAR	117	Principles of Retailing	3
MAR	160	Customer Service	3

Restricted Electives (15 credit hours)

Students must choose 15 credit hours from the following:

ACC	101	Fundamentals of Accounting	4
BUS	216	Legal Environment of Business	3
MAN	212	Negotiation and Conflict Management	3
MAN	215	Organizational Behavior	3
MAN	230	Corporate Responsibility	3
MAN	240	Strategic Management	3
MAR	216	Principles of Marketing	3
MAR	235	Consumer Behavior	3
MAR	245	Sales Management	3
MAR	280	Cooperative Education/ Internship	3

Total 60 credit hours

Retail Management

Certificate

BUS	115	Introduction to Business	3
BUS	217	Business Communication and Report Writing	3
BUS	241	Cultural Diversity in Business	3
MAN	116	Principles of Supervision	3
MAN	128	Human Relations in Organizations	3
MAN	224	Leadership	3
MAN	226	Principles of Management	3
MAR	111	Principles of Sales	3
MAR	117	Principles of Retailing	3
MAR	160	Customer Service	3

Total 30 credit hours

Telecommunications Technology

Associate of Applied Science Degree

This Associate of Applied Science degree program is designed for individuals seeking a career or currently working in the telecommunications and broadband industries. The complexity of the telecommunications industry continues to increase exponentially as technology advances and as digital, voice and video technologies merge.

The state-of-the-industry curriculum includes VOIP, in-depth AC/DC, wired and wireless technology, industry standards and substantial training on video, voice and data technologies, problem solving and network security. Students completing the degree program will be prepared to work and manage in the competitive, rapidly changing telecommunications and broadband industries.

This program is taught online, and is open to ACC students as well as Jones/NCTI participants.

General Education Courses (16 credit hours)

BUS	115	Intro to Business	3
CIS	118	Introduction to PC Applications	3
COM	125	Interpersonal Communications	3
ENG	131	Technical Writing	3
MAT	108	Technical Mathematics	4

Major Courses (45 credit hours)

BTE	100	Keyboarding	3
CNG	124	Net+I	3
CNG	125	Net+II	3
CNG	131	Network Security Fundamentals	3
CNG	264	Home Technology Integration	5
CTC	105	Overview of Telecommunications	3
CTC	128	Fiber Installation and Activation	2
CTC	162	Telecommunications Construction and OSHA Safety	3
CTC	220	Regulations and Standards	3
ELT	106	Fundamentals of DC-AC	3
ELT	168	Transistors and Op-Amps	3
TLT	131	Cabling	3
TLT	141	VOIP	1
TLT	142	Cabling for Video, Voice and Data	3
TLT	143	Transmission, Wired and Wireless	3
TLT	260	Emerging Technologies	3

Total 60 credit hours

Telecommunications Technology: Smart Home Technician

Certificate

It isn't just for the rich and famous anymore – smart home technology is a growing trend among middle-class home owners, though the integration of these systems can be difficult for home owners to manage.

Perfect for certified electricians, HVAC technicians, construction professionals, and home theater gurus, this certificate will prepare students to install, troubleshoot, integrate and repair smart home technologies such as digital home entertainment and distribution (including digital rights management and IT); media center PC's; entertainment PC's, home network and network security; and integrated digital control of telecommunications, lighting, energy management and security.

This program is taught online and prepares students to take and pass the DHTI+ certification examination.

Major Courses (17 credit hours)

COM	125	Interpersonal Communications	3
CNG	264	Home Technology Integration	5
CTC	162	Telecommunications Construction and OSHA Safety	3
ELT	147	Digital Devices I	3
TLT	142	Cabling for Video, Voice and Data	3

Total 17 credit hours

Telecommunications Technology: Telecommunications

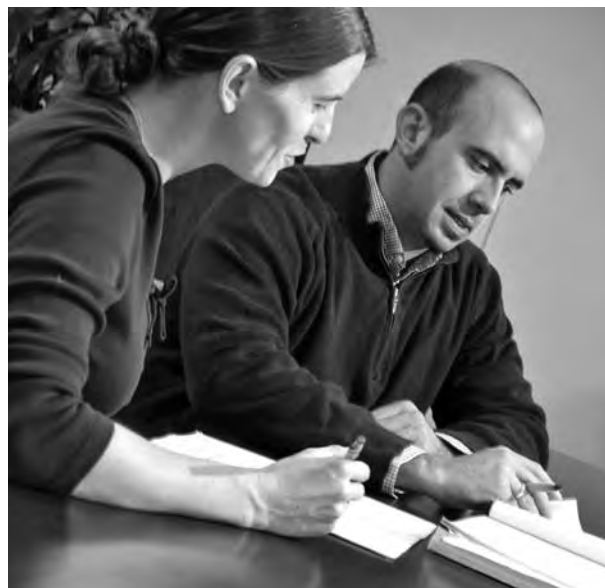
Certificate

Need a faster route to your new career in the telecommunications industry? Start smart with this focused online certificate option designed to provide the skills and training necessary for your new career as a telecommunications technician.

Major Courses (21 credit hours)

CTC	105	Overview of Telecommunications OR	
CTC	120	Understanding Voice and Data Networks	3
CTC	128	Fiber Installation and Activation	2
CTC	162	Telecommunications Construction and OSHA Safety	3
CTC	220	Regulations and Standards	3
TLT	131	Cabling	3
TLT	141	VOIP	1
TLT	142	Cabling for Video, Voice and Data	3
TLT	143	Transmission, Wired and Wireless	3

Total 21 credit hours



COURSE DESCRIPTIONS

Academic Achievement

AAA 090 ACADEMIC ACHIEVEMENT STRATEGIES 3 CREDITS

Develops personalized approaches to learn and succeed for easier transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success. **PREREQUISITE:** ACCUPLACER reading score 60-79.

AAA 101 COLLEGE 101: THE STUDENT EXPERIENCE 1 CREDIT

Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

Accounting

ACC 101 FUNDAMENTALS OF ACCOUNTING 3 CREDITS

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

ACC 115 PAYROLL ACCOUNTING 3 CREDITS

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures. **PREREQUISITE:** ACC 101 or 121 with a grade of "C" or better, or enrolled concurrently or Instructor's permission.

ACC 118 ANALYZING AND INTERPRETING FINANCIAL STATEMENTS 3 CREDITS

Introduces accounting and its significant role in making sound business decisions. Designed to teach students how to use financial statements to be wise users of accounting information. Gives practical experience using ratio analysis to make credit and equity decisions. Instructional methods include lecture, case studies, group interaction, and internet research projects.

ACC 121 ACCOUNTING PRINCIPLES I 4 CREDITS

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

ACC 122 ACCOUNTING PRINCIPLES II 4 CREDITS

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting. **PREREQUISITES:** ACC 121 or equivalent with a grade of "C" or better; MAT 099/106 or higher, with a grade of "C" or better, strongly recommended.

ACC 125 COMPUTERIZED ACCOUNTING 3 CREDITS

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. **PREREQUISITE:** ACC 101 or ACC 131 with a grade of "C" or better.

ACC 131 INCOME TAX 3 CREDITS

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships.

ACC 135 SPREADSHEET APPLICATION FOR ACCOUNTING 3 CREDITS

This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool. **PREREQUISITES:** ACC 122 and CIS 155 with a grade of "C" or better or spreadsheet experience (all required).

ACC 211 INTERMEDIATE ACCOUNTING I 4 CREDITS

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines "real-world" financial analysis and reporting issues. **PREREQUISITE:** ACC 122 with a grade of "C" or better.

ACC 212 INTERMEDIATE ACCOUNTING II 4 CREDITS

Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes. **PREREQUISITE:** ACC 211 with a grade of "C" or better.

ACC 215 ACCOUNTING, INFORMATION SYSTEMS AND E-BUSINESS 3 CREDITS

Studies the principles, concepts and tools used in the analysis, design, implementation and integration of accounting systems, internal controls systems and accounting procedures. Key elements of system analysis, business systems design, accounting software selection, and the acquisition and implementation of systems are studied. Techniques and systems for electronic control systems, electronic data interchange, electronic fund transfer and web commerce are explored.

ACC 226 COST ACCOUNTING 3 CREDITS

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard and direct cost systems, budgeting, planning, and control of costs. **PREREQUISITE:** ACC 122 with a grade of "C" or better

ACC 229 MANAGERIAL ACCOUNTING 3 CREDITS

Focuses on the analysis of financial statements and other accounting data used by management in the planning and control functions. Includes a study of cost behavior, volume-cost-profit relationships, return on investment, and the budgetary process. **PREREQUISITE:** ACC 122 with a grade of "C" or better

ACC 235 COMPUTERIZED ACCOUNTING FOR SMALL BUSINESS 3 CREDITS

Introduces a microcomputer package, such as Quickbooks, One-Write Plus or similar accounting application, for use in a small business. Focuses on installation, starting the application and converting a manual accounting system to an electronic system. Includes an easy to use bookkeeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture.

ACC 245 COMPUTERIZED ACCOUNTING WITH A PROFESSIONAL PACKAGE 3 CREDITS

Integrates accounting principles and practices with a computerized accounting package such as Peachtree, DacEasy, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems. **PREREQUISITE:** ACC 121 or 101 with a grade of "C" or better.

ACC 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. **PREREQUISITE:** Instructor's permission.

ACC 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

ACC 287 COOPERATIVE EDUCATION 3 CREDITS

Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and coordinate learning activities with the employer or work site supervisor. For Accounting majors only. **PREREQUISITE:** Instructor's permission.

ACC 289 CAPSTONE 3 CREDITS

Provides pending accounting graduates with the opportunity to evaluate analysis skills. Using the knowledge acquired from their academic studies, the student evaluates the financial standing of three different companies. Financial analysis using spreadsheet capabilities and written report skills are included. The student works independent of a traditional classroom setting. **PREREQUISITES:** ACC 122, ACC 131, ACC 135 and ACC 226 with a grade of "C" or better.

Activity Professionals Training**APT 110 ACTIVITY PROFESSIONAL TRAINING I 8 CREDITS**

Introduces students to the profession and its framework. This course will discuss behavioral sciences and its relationship to the late adult years, methods of service delivery and assessment and care planning practices. Successful completion of this course, APT 188, APT 210 and APT 288 satisfies the requirement of completion of a state approved activity program by Federal Regulation F249 for Medicare, Medicaid certified long care facilities and the requirement for the completion of the Modular Education Program for Activity Professionals (MEPAP) approved by the National Certification Council of Activity Professional (NCCAP). **PREREQUISITE:** High School diploma or GED. **COREQUISITE:** APT 188.

APT 188 BASIC EDUCATION PRACTICUM 2 CREDITS

This course is the practical experience portion of the APT 100 courses, which together comprise the Basic Education Course curriculum established by the National Certification Council for Activity Professionals and the National Association of Activity Professionals. Focuses on the activity program in a long-term care setting, and the ability to assist with the quality of life components with the geriatric elderly through supervised learning experiences. **COREQUISITE:** APT 110.

APT 210 ACTIVITY PROFESSIONAL TRAINING II 8 CREDITS

Introduces students to the profession and its framework. This course will discuss behavioral sciences and its relationship to the late adult years, methods of service delivery and assessment and care planning practices. Successful completion of this course, APT 188, APT 210 and APT 288 satisfies the requirement of completion of a state approved activity program by Federal Regulation F249 for Medicare, Medicaid certified long care facilities and the requirement for the completion of the Modular Education Program for Activity Professionals (MEPAP) approved by the National Certification Council of Activity Professional (NCCAP). **PREREQUISITES:** APT 110 and APT 188 with a grade of "C" or better. **COREQUISITE:** APT 288.

APT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

APT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

APT 288 ADVANCED MANAGEMENT PRACTICUM 2 CREDITS

This course is the practical experience portion of the APT 200 courses that comprise the Advanced Management Curriculum established by the National Certification Council of Activity Professionals and the National Association of Activity Professionals. The student demonstrates an understanding of management skills necessary for an Activity Professional through supervised learning experience in a geriatric-based care center. **PREREQUISITE:** APT 110 and APT 188 with a grade of "C" or better. **COREQUISITE:** APT 210.

Air Force ROTC

For additional information concerning ROTC, please call 303.492.8351

AIR 101 THE AIR FORCE TODAY I 1 CREDIT

Introduces students to the U.S. Air Force and the USAF officer profession. Uses Instructor lectures, films and videos, and group activities to examine Air Force issues, officership qualities, and military customs and courtesies. Examines the communication skills necessary for an Air Force officer. One hour lecture and two hours of lab per week. **PREREQUISITE:** Instructor's permission.

AIR 102 THE AIR FORCE TODAY II 1 CREDIT

Continues AIR 101. **PREREQUISITE:** AIR 101 with a grade of "C" or better or Instructor's permission.

AIR 201 DEVELOPMENT OF AIR POWER I 1 CREDIT

Studies air power from balloons and dirigibles through the jet age and historically reviews air power employment in military and nonmilitary operations in support of national objectives. Looks at the evolution of air power concepts and doctrine and introduces the development of communicative skills. This course requires 38 contact hours. **PREREQUISITE:** AIR 102 with a grade of "C" or better or Instructor's permission.

AIR 202 DEVELOPMENT OF AIR POWER II 1 CREDIT

Focuses on the basic characteristics of air doctrine. AIR 202 continues AIR 201. One hour lecture and two hours of lab each week. **PREREQUISITE:** AIR 201 with a grade of "C" or better or Instructor's permission.

American Sign Language**ASL 121 INTRODUCTION TO AMERICAN SIGN LANGUAGE I 5 CREDITS**

Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a "B" or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program. This course is a prerequisite for ASL 122.

ASL 122 AMERICAN SIGN LANGUAGE II 5 CREDITS

Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a "B" or higher or pass the ASL 121 proficiency test with a score of 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program. (NOT OFFERED AT ACC). **PREREQUISITE:** ASL 121 with a grade of "B" or better.

Anthropology**ANT 101 CULTURAL ANTHROPOLOGY: GT-SS3 3 CREDITS**

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. This is a Statewide Guaranteed Transfer course.

ANT 107 INTRODUCTION TO ARCHAEOLOGY: GT-SS3 3 CREDITS

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. This is a Statewide Guaranteed Transfer course.

ANT 111 PHYSICAL ANTHROPOLOGY: GT-SS3 3 CREDITS

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. This is a Statewide Guaranteed Transfer course.

ANT 121 CULTURES OF THE SOUTHWEST 3 CREDITS

Includes the major prehistoric cultures (Paleoindian, Desert Culture, Anasazi, Hohokam, Mogollon) and ethnographic views of the historic cultures (Pueblos, Navajo, Apache, Pima, Papago, Spanish-American, and Anglo-American). The purpose of the study is to trace the stages through which these cultures have passed in order to evaluate environmental influences on human activities and to perceive human influences on the environment. Recommended preliminary coursework: ANT 101 or ANT 107. Recommended subsequent coursework: ANT 215, Anthropology Field Studies and Special Topics in Anthropology.

ANT 215 INDIANS OF NORTH AMERICA: GT-SS3 3 CREDITS

Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and subsequent contemporary Native American issues. This is a Statewide Guaranteed Transfer course.

ANT 275 SPECIAL TOPICS IN ANTHROPOLOGY 1-6 CREDITS

Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

ANT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in an introductory course.

Arabic

ARA 111 ARABIC LANGUAGE I 5 CREDITS

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language. NOTE: The order of the topics and the methodology will vary according to the individual texts and Instructors.

ARA 112 ARABIC LANGUAGE II 5 CREDITS

Continues Arabic Language I in the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** ARA 111 with a grade of "C" or better or Instructor permission.

ARA 211 ARABIC LANGUAGE III 3 CREDITS

Continues Arabic I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITES:** ARA 111 and ARA 112 with a grade of "C" or better or Instructor permission.

ARA 212 ARABIC LANGUAGE IV 3 CREDITS

Continues Arabic Language I, II, and III in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITES:** ARA 111, ARA 112, and ARA 211 with a grade of "C" or better or Instructor permission.

ARA 275 SPECIAL TOPICS 3 CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interests.

Architectural Engineering And Construction

AEC 100 INTRODUCTION TO DESIGN THEORY 3 CREDITS

Evaluates design environments both physical and theoretical. Students will be encouraged to consider how social and individual behavior is reflected in and influenced by these

designed environments. Through exploration of assigned readings and movies the student will critically assess how design influences our perception of the built environment that surrounds us and the design theory behind it.

AEC 107 PRINT READING RESIDENTIAL/COMMERCIAL 3 CREDITS

The interpretation and reading of construction prints and related documents as used in the building trades industry and the architect's office.

AEC 110 ARCHITECTURAL DESIGN AND MODELING 4 CREDITS

Students will be introduced to conceptual architectural design through manual drafting techniques that include a variety of multi-view projection, isometric projects, and architecture details. The student will also be required to produce physical models of architectural details through a combination of manual drafting, CAD, and physical modeling techniques. Students will be required to present a design solution and evaluation of the assigned program through conceptual models and drawings.

AEC 116 BUILDING MATERIALS 3 CREDITS

This course will cover the study of building materials and methods commonly used within the construction industry. The course will include interior and exterior materials used in everything from foundations to roof systems.

AEC 121 CONSTRUCTION MATERIALS AND SYSTEMS 3 CREDITS

Examines building materials and construction techniques. Topics include a study of soils, concrete, brick, masonry, steel, timber, and plastics and a study of types of building structural systems and components. Principles of interpreting light commercial construction drawings (blueprints) for structural and trade information are also introduced.

AEC 125 HISTORY OF ARCHITECTURE 3 CREDITS

This course will cover major periods of architectural development. Social and cultural values influencing architecture will be highlighted as well as the interaction of art, engineering and architecture as forms of expression.

AEC 202 ARCHITECTURE DESIGN AND ANALYSIS 4 CREDITS

Reviews conceptual design and architectural drafting techniques. The students will be introduced to site analysis through observation and sketching. Students will be required to present a design solution and evaluation of an assigned project through a combination of conceptual models, drawings, and sketches using various computer aided design programs.

AEC 204 ARCHITECTURAL GRAPHICS 3 CREDITS

This course is designed to assist the architectural student in developing techniques of graphic design and rendering using pencil, ink, and color media. Both freehand and mechanical methods are stressed. Student will be able to produce architectural presentations.

AEC 206 APPLIED STRUCTURAL ANALYSIS 3 CREDITS

Studies fundamental structural elements and building structures. Building forces, transfer of forces, and structural members and systems are investigated through computation and project work. Fundamental engineering theory related to steel, wood, reinforced concrete and masonry are introduced.

AEC 216 CONSTRUCTION ESTIMATING 3 CREDITS

Studies fundamental structural elements and building structures. Building forces, transfer of forces, and structural members and systems are investigated through computation and project work. Fundamental engineering theory related to steel, wood, reinforced concrete and masonry are introduced.

AEC 218 SUSTAINABLE BUILDING SYSTEMS 3 CREDITS

Investigates the technologies and strategies related to sustainable (green) materials and systems for buildings. Topics include: energy and environmental consciousness/regulations; the high performance building envelope; alternative construction techniques (adobe, cob, rammed earth, straw bale); microclimate/site factors; sustainable/green materials; and passive solar; active thermal solar, photovoltaic energy, wind energy conversion, on site water use/reuse and waste disposal systems.

AEC 219 LEED EXAM PREPARATION 3 CREDITS

Prepares students for LEED (Leadership in Energy and Environmental Design) examination by the U.S. Green Building Council and provides a detailed exploration of the LEED rating system for a general understanding of what LEED is and how it is implemented. Topics include sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and innovation in design.

AEC 220 SURVEYING 3 CREDITS

The course includes the fundamentals of plane surveying and basic surveying instruments. It emphasizes construction-related aspects of surveying and the development of skills in using surveying field information. Surveying projects are generally covered in coordinated and fieldwork segments.

AEC 221 BUILDING ELECTRICAL/MECHANICAL SYSTEMS 3 CREDITS

Acquaints the student with electrical and mechanical equipment and systems in buildings. Lectures cover the basic principles of electrical distribution, artificial lighting, fire protection, plumbing systems and heating, ventilating and air conditioning (HVAC) systems.

AEC 225 ARCHITECTURAL DESIGN AND DEVELOPMENT 4 CREDITS

Reviews conceptual design, site analysis, and architectural drafting techniques. Students will be introduced to the development of design ideas and theories and learn how to present those ideas visually. Students will be required to analyze a site and produce a design solution that responds to that particular site through a combination of research data, conceptual models, drawings, and sketches. The student will produce a final presentation of all relevant data, sketches, conceptual models, and drawings using presentation boards produced in various graphical programs.

AEC 226 CONSTRUCTION SCHEDULING 3 CREDITS

Students will research various methods of project scheduling. Emphasis will be placed on critical path method techniques and strategies.

AEC 228 CONTRACTS AND THE LEGAL ENVIRONMENT 3 CREDITS

A study of different types of contracts, legal requirements and liabilities that are related to the construction industry. This course also focuses on contracting parties and their legal options and obligations when they interact during the construction phases. Specifications as an important part of the construction documents will be introduced.

AEC 236 INTERNATIONAL BUILDING CODES 3 CREDITS

A study is made of the restrictions, standards, and requirements that in the interest of public safety and welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed.

AEC 255 PROFESSIONAL SEMINAR AND PORTFOLIO 3 CREDITS

Introduces the student to the architecture profession and industry. Guest speakers from industry will be a main focus of this class. Students will be required to produce a design portfolio that presents the work from all of their classes in a visually artistic and professional manner. These portfolios will be presented in three ways; web-based, CD/DVD, and physically.

AEC 280 INTERNSHIP 3 CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor.

Army ROTC

For additional information concerning ROTC, please call 303.492.6495

ARM 111 ADVENTURES IN LEADERSHIP I 2 CREDITS

Introduces the student to fundamentals of leadership and the United States Army. Includes Army leadership doctrine, team-building concepts, time and stress management, an introduction to cartography and land navigation, marksmanship, briefing techniques and basic military tactics. Includes lecture and laboratory. Physical training 3 hrs/week Fall. Lab fee.

ARM 112 ADVENTURES IN LEADERSHIP II 2 CREDITS

Investigates leadership in small organizations. Covers basic troop leading procedures, military first aid and casualty evacuation concepts, creating ethical work climates, an introduction to Army organizations and installations and basic military tactics. Introduces students to effective military writing styles. Includes lecture and laboratory. **PREREQUISITE:** ARM 111 with a grade of "C" or better or Instructor's permission. Physical training 3 hrs/week. Spring Lab fee.

ARM 211 METHODS OF LEADERSHIP AND MANAGEMENT I 3 CREDITS

Reviews leadership and management concepts including motivation, attitudes, communication skills, problem solving, human needs and behavior and leadership self-development. Students refine written and oral communications skills and explore the basic branches of the Army and officer and NCO duties. Students conduct practical exercises in small unit light infantry tactics and perform as mid-level leaders in the organization. Includes lecture and laboratory. **PREREQUISITE:** ARM 112 with a grade of "C" or better or Instructor's permission. Physical training 3 hrs/week. Fall. Lab fee

ARM 212 METHODS OF LEADERSHIP AND MANAGEMENT II 3 CREDITS

Focuses on leadership and management functions in military and corporate environments. Studies various components of Army leadership doctrine to include the four elements of leadership, leadership principles, risk management and planning theory, the be-know-do framework and the Army leadership evaluation program. Continue to refine communication skills. Includes lecture and laboratory. **PREREQUISITE:** ARM 211 with a grade of "C" or better or Instructor's permission. Physical training 3 hrs/week. Spring. Lab fee.

Art

ART 110 ART APPRECIATION: GT-AH1 3 CREDITS

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and sentence skills of 95 or Department Chair approval.

ART 111 ART HISTORY I: GT-AH1 3 CREDITS

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through the Medieval periods. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and sentence skills of 95 or Department Chair approval.

ART 112 ART HISTORY II: GT-AH1 3 CREDITS

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern periods. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and sentence skills of 95 or Department Chair approval.

ART 113 HISTORY OF PHOTOGRAPHY 3 CREDITS

Surveys the history of photography from its beginnings to the present. Emphasizes individual photographers who have made significant contributions to the field. Includes technical, artistic, commercial and social development of photography as a form of visual communication.

ART 121 DRAWING I 3 CREDITS

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122 DRAWING II 3 CREDITS

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development. **PREREQUISITE:** ART 121 with a grade of "C" or better.

ART 123 WATERCOLOR I 3 CREDITS

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 124 WATERCOLOR II 3 CREDITS

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included. **PREREQUISITE:** ART 123 with a grade of "C" or better or its equivalency.

ART 131 VISUAL CONCEPTS 2-D DESIGN 3 CREDITS

Examines the basic elements of design, visual perception and artistic form and composition as they relate to two dimensional media.

ART 132 VISUAL CONCEPTS 3-D DESIGN 3 CREDITS

Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 138 FILM PHOTOGRAPHY I 3 CREDITS

Introduces black-and-white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139 PHOTOGRAPHY II 3 CREDITS

This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. **PREREQUISITE:** ART 138 with a grade of "C" or better.

ART 140 COLOR PHOTOGRAPHY I 3 CREDITS

This course covers the fundamentals of color photography such as color theory and light, production, processing and printing of color negatives. **PREREQUISITE:** ART 138 with a grade of "C" or better.

ART 141 JEWELRY AND METALWORK I 3 CREDITS

Introduces the construction of jewelry designs in metals and small casting techniques.

ART 142 JEWELRY AND METALWORK II 3 CREDITS

Emphasizes conceptual design development, using casting and specialized techniques. **PREREQUISITE:** ART 141 with a grade of "C" or better.

ART 143 DIGITAL PHOTOGRAPHY I 3 CREDITS

Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands-on experience, modern developments are presented leading to the present applications of digital imaging, which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

ART 144 NON-SILVER PROCESSES 1 CREDIT

Explores several non-silver photographic processes including the Platinotype, Cyanotype and Van Dyke Brown printing techniques. Production of enlarged negatives from 35mm negatives and transparencies as required for contact printing these processes. **PREREQUISITE:** ART 138 with a grade of "C" or better or Instructor's permission.

ART 156 FIGURE DRAWING I 3 CREDITS

Introduces the basic techniques of drawing the human figure. **PREREQUISITE:** ART 121 with a grade of "C" or better or Instructor's permission.

ART 161 CERAMICS I 3 CREDITS

Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

ART 162 CERAMICS II 3 CREDITS

This course is a continuation of Ceramics I with an emphasis on skills, techniques and form.

ART 205 MUSEUM STUDIES 3 CREDITS

Provides an overview of the museum field. Covers the museum as a business, its history and role in society and planning and implementation of a museum exhibition. **PREREQUISITE:** ART 110, ART 111, ART 112 or ART 207 with a grade of "C" or better.

ART 207 ART HISTORY-1900 TO PRESENT: GT-AH1 3 CREDITS

Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-modernism. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and sentence skills of 95 or Department Chair approval.

ART 210 LANDSCAPE PAINTING 3 CREDITS

Focuses on specific landscape concerns in the painting media of your choice.

ART 211 PAINTING I 3 CREDITS

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface

ART 212 PAINTING II 3 CREDITS

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. **PREREQUISITE:** ART 211 with a grade of "C" or better or Instructor's permission.

ART 213 PAINTING III 3 CREDITS

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. **PREREQUISITE:** ART 212 with a grade of "C" or better or Instructor's permission.

ART 214 PAINTING IV 3 CREDITS

Explores advanced techniques, materials and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work. **PREREQUISITE:** ART 211, ART 212, or ART 213 with a grade of "C" or better or Instructor's Permission

ART 225 PRINTMAKING I 3 CREDITS

Introduces the basic techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints. May include introduction to relief, intaglio, lithography and screen printing techniques.

ART 238 FILM PHOTOGRAPHY II 3 CREDITS

Further explores photography technique and film camera and lab operations. Includes the development of a comprehensive portfolio. **PREREQUISITE:** ART 138 or ART 139 with a grade of "C" or better or demonstrated competency.

ART 239 COLOR PHOTOGRAPHY II 3 CREDITS

Designed for students who are approaching a personal style and aesthetic in the medium of color photography. It is an extension of Color Photography I. Personal expression will be stressed through individual critiques. **PREREQUISITE:** ART 140 with a grade of "C" or better.

ART 240 LARGE FORMAT PHOTOGRAPHY 3 CREDITS

Introduces the visual aesthetics and techniques of view camera photography. Students receive hands-on photographic experience with the 4x5 view camera, process film and produce prints. **PREREQUISITE:** ART 138 with a grade of "C" or better.

ART 241 JEWELRY AND METALWORK III 3 CREDITS

Focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs and superior craftsmanship. **PREREQUISITE:** ART 142 with a grade of "C" or better.

ART 242 JEWELRY AND METALWORK IV 3 CREDITS

Provides continued study of the properties of metal and stone in creating decorative work. Students employ advanced design and techniques to explore original, personal expression. A variety of materials and approaches are used in discovering new and independently creative finished pieces.

ART 243 DIGITAL PHOTOGRAPHY II 3 CREDITS

Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics and aesthetics. **PREREQUISITE:** ART 143 with a grade of "C" or better.

ART 244 DIGITAL PHOTOGRAPHY STUDIO 3 CREDITS

Introduces digital photography as a fine art medium and develops skills necessary for basic operation of a digital camera and production of digital imagery. **PREREQUISITE:** ART 138 with a grade of "C" or better or Instructor's permission.

ART 248 DIGITAL DARKROOM 3 CREDITS

Teaches computer aided photography and darkroom techniques. The emphasis of this course is image-editing software, which can be used to color correct, retouch and composite photographic images. Other topics include image acquisition, storage, file management, special effects, hard copy and Web-based image output. **PREREQUISITE:** ART 138 with a grade of "C" or better or Instructor's permission.

ART 251 PORTRAIT PHOTOGRAPHY 3 CREDITS

Teaches the technical and aesthetic aspects of studio and location portrait photography. This course explores the personal style of portraiture, history of the field and as a visual language and creative expression. This topic also includes lighting composition, posing and equipment selection. **PREREQUISITE:** ART 138 with a grade of "C" or better.

ART 252 LANDSCAPE PHOTOGRAPHY 2 CREDITS

Focuses on traditional and contemporary approaches to landscape photography. Examines technical and aesthetic aspects of landscape photography through group discussions, a field study, lectures and print and slide critiques. **PREREQUISITE:** ART 138 with a grade of "C" or better.

ART 253 STUDIO PHOTOGRAPHY 3 CREDITS

Explores the creative uses of studio lighting from the perspective of fine art photography with an emphasis on portraiture, three-dimensional object photography and two dimensional collage photography. **PREREQUISITE:** ART 138 with a grade of "C" or better.

ART 254 SCULPTING THE FIGURE 1 CREDIT

Focuses on sculpting the human figure using modeling techniques in clay.

ART 256 ADVANCED FIGURE DRAWING 3 CREDITS

Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual type. **PREREQUISITE:** ART 156 with a grade of "C" or better.

ART 261 CERAMICS III 3 CREDITS

Encourages students to develop an individual style of wheel thrown and hand-built ceramic forms with continuing involvement in surface treatment.

ART 262 CERAMICS IV 3 CREDITS

Continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms.

ART 264 MARKETING FOR THE VISUAL ARTISTS 3 CREDITS

Provides students with the framework, tools and professional materials necessary for the practicing visual artist. Guidelines for writing proposals, artist's statements and resumes are discussed and practiced. Theoretical and practical considerations related to portfolio presentation and exhibiting artwork are explored through hands-on activities, readings and discussions.

ART 275-277 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides the student with a vehicle to pursue in-depth exploration of special topics of interest. Includes photography.

ART 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Provides structured and guided, individualized research that is organized and tailored around the interest needs of the individual student.

ART 286 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Provides an opportunity for students to undertake Special projects or research in any of the disciplines involving the visual arts, including, but not limited to, gallery or museum administration, art history, graphic design, or other studio work. Instruction is provided by the Instructor and is based entirely on the student's independent study agreement. **PREREQUISITE:** Instructor's permission.

Astronomy

AST 101 ASTRONOMY I: GT-SC1 4 CREDITS

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets and meteoroids. Incorporates laboratory experience. This is a Statewide Guaranteed Transfer course.

AST 102 ASTRONOMY II: GT-SC1 4 CREDITS

Emphasizes the structure and life cycle of the stars, the sun, galaxies and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This is a Statewide Guaranteed Transfer course.

AST 275 SPECIAL TOPICS IN ASTRONOMY 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

AST 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Automotive Technology

ASE 102 INTRODUCTION TO THE AUTOMOTIVE SHOP 2 CREDITS

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

ASE 110 BRAKES I 3 CREDITS

Covers basic operation of automotive braking systems. Includes operation, diagnosis and basic repair of disc brakes, drum brakes and basic hydraulic systems.

ASE 120 BASIC AUTOMOTIVE ELECTRICITY 2 CREDITS

Introduces automotive electricity and includes basic electrical theory, circuit designs and wiring methods. Focuses on multi-meter usage and wiring diagrams.

ASE 123 BATTERY, STARTING AND CHARGING 2 CREDITS

Covers the operation, testing and servicing of automotive battery, starting and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery and starter and generator overhaul. **PREREQUISITE:** ASE 120 with a grade of "C" or better.

ASE 130 GENERAL ENGINE DIAGNOSIS 2 CREDITS

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

ASE 132 IGNITION SYSTEM DIAGNOSIS AND REPAIR 2 CREDITS

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems. **PREREQUISITE:** ASE 130 with a grade of "C" or better.

ASE 134 AUTOMOTIVE EMISSIONS 2 CREDITS

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems. **PREREQUISITE:** ASE 132 with a grade of "C" or better.

ASE 140 SUSPENSION AND STEERING I 3 CREDITS

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components. **PREREQUISITE:** ASE 132 with a grade of "C" or better.

ASE 150 U-JOINT AND AXLE SHAFT SERVICE 2 CREDITS

Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE 151 MAN TRANS/TRANSAXLES AND CLUTCHES 2 CREDITS

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152 DIFFERENTIALS AND 4WD/AWD REPAIR 2 CREDITS

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four-wheel and all-wheel drive units.

ASE 160 ENGINE REMOVAL AND INSTALLATION 1 CREDIT

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front-wheel and rear-wheel drive vehicles.

ASE 161 ENGINE REPAIR AND REBUILD 5 CREDITS

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

ASE 210 BRAKES II 3 CREDITS

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile. **PREREQUISITE:** ASE 110 with a grade of "C" or better.

ASE 220 SPECIALIZED ELECTRONICS TRAINING 2 CREDITS

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems. **PREREQUISITE:** ASE 120 with a grade of "C" or better.

ASE 221 AUTO/DIESEL BODY ELECTRICAL 4 CREDITS

Provides a comprehensive study of the theory, operation, diagnosis and repair of vehicle accessories. **PREREQUISITE:** ASE 120 with a grade of "C" or better.

ASE 231 AUTO/DIESEL COMPUTERS 2 CREDITS

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems. **PREREQUISITES:** ASE 120, ASE 134 and ASE 220 with a grade of "C" or better.

ASE 233 FUEL INJECTION AND EXHAUST 4 CREDITS

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems. **PREREQUISITES:** ASE 120, ASE 134 and ASE 231 with a grade of "C" or better.

ASE 235 DRIVEABILITY DIAGNOSIS 1 CREDIT

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drivability problems. **PREREQUISITE:** ASE 233 with a grade of "C" or better.

ASE 240 SUSPENSION AND STEERING II 3 CREDITS

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

ASE 250 AUTO TRANSMISSION/ TRANSAXLE SERVICE 1 CREDIT

Focuses on practical methods of maintaining, servicing and performing minor adjustments on an automatic transmission and transaxle.

ASE 251 AUTOMATIC TRANS/ TRANSAXLE REPAIR 5 CREDITS

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/transaxle.

COREQUISITE: ASE 250.

ASE 265 AUTOMOTIVE HEATING AND AIR CONDITIONING 5 CREDITS

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.

ASE 276 SPECIAL TOPICS 1-9 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ASE 277 INDEPENDENT STUDY 1-9 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ASE 280 INTERNSHIP: BASIC ELECTRICAL AND ENGINE PERFORMANCE 1 CREDIT

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 281 INTERNSHIP: BASIC HEAVY DUTY AND POWER TRAIN 1 CREDIT

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 282 INTERNSHIP: GENERAL (SUMMER) 1 CREDIT

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 283 INTERNSHIP: ADVANCED ELECTRICAL AND ENGINE PERFORMANCE 1 CREDIT

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track. The student registers for and takes the (ASE) Automotive Service Excellence-based tests for engine performance and electrical systems.

ASE 284 INTERNSHIP: ADVANCED HEAVY DUTY AND POWER TRAIN 1 CREDIT

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track they are enrolled in. The student registers for and takes the ASE-Automotive Service Excellence-based test for brake systems and suspension and steering.

ASE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

ASE 287 COOPERATIVE EDUCATION 1 CREDIT

Develops practical objectives assigned by an automotive employer providing an on-the-job learning experience at an approved automotive repair facility.

Biology

BIO 104 BIOLOGY: A HUMAN APPROACH 4 CREDITS

Develops a basic knowledge of the structure and function of the human body by studying the body's structure as a series of interrelated systems. Includes cardiovascular, respiratory, digestive, lymphatic, musculoskeletal, nervous, endocrine, reproductive and urinary systems and genetics. Emphasizes disease prevention and wellness. This course includes laboratory experiences.

BIO 105 SCIENCE OF BIOLOGY: GT-SC1 4 CREDITS

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science—process of gaining new knowledge—is explored as is the impact of biological science on society. This course includes laboratory experiences. This is a Statewide Guaranteed Transfer course.

BIO 106 BASIC ANATOMY AND PHYSIOLOGY 4 CREDITS

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

BIO 111 GENERAL COLLEGE BIOLOGY WITH LAB: GT-SC1 5 CREDITS

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function and the metabolic processes of respiration and photosynthesis, as well as cell reproduction and basic concepts of heredity. This course includes laboratory experience. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** High school biology, chemistry and mathematics strongly recommended.

BIO 112 GENERAL COLLEGE BIOLOGY II WITH LAB: GT-SC1 5 CREDITS

A continuation of Biology I. Includes ecology, evolution, classification, structure and function in plants and animals. This course includes laboratory experience. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 111 with a grade of "C" or better.

BIO 115 HUMAN GENETICS 3 CREDITS

Focuses on the inheritance of human traits. It is a non-mathematical study for the non-science major. Topics include Mendelian, non-Mendelian, and sex-linked inheritance; role of mutations in the evolutionary process; as well as inherited diseases and the ethics of genetic technologies.

BIO 143 ECOLOGY OF COLORADO 3 CREDITS

Studies the natural environments in Colorado. Explores the vast natural environments of Colorado and the plants and animals that inhabit the life zones of our majestic plains, mountains and valleys. Discovers the interrelationships of man and his Colorado environment—past, present and future. Through an inquiry approach, the student examines the changing needs and roles of our environments. Field trips include Roxborough State Park, Garden of the Gods, Mt. Evans, Pikes Peak, Deer Creek Canyon, Daniels Park, Barr Lake or others.

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I: GT-SC1 4 CREDITS

Focuses on an integrated study of the human body including the histology, anatomy and physiology of each system. Examines molecular, cellular and tissue levels of organization plus integument skeletal, articulations, muscular, nervous and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, cadaver workshops, microscopy, observations and dissection. This is the first semester of a two-semester sequence. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 111 with a grade of "C" or better.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II: GT-SC1 4 CREDITS

Focuses on the integrated study of the human body and the histology, anatomy and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive and development. Includes a mandatory hands-on laboratory experience involving experimentation, cadaver workshops, microscopy, observations and dissection. This is the second semester of a two-semester sequence. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 201 with a grade of "C" or better or equivalent, or Instructor's permission.

BIO 203 ADVANCED HUMAN ANATOMY 2 CREDITS

Examines the gross anatomical structure of the human body and the relationship between form and function. Students will pro-sect a human cadaver. Systems covered will include integument, digestive, respiratory, skeletal, muscular, reproductive, endocrine, lymphatic, urinary, nervous and cardiovascular. This is a course designed for allied health, education, biology and other students who wish to obtain advanced knowledge of human anatomy. Requires hands-on laboratory experience. **PREREQUISITE:** BIO 201 or BIO 202 with a grade of "B" or better.

BIO 204 MICROBIOLOGY: GT-SC1 4 CREDITS

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification and identification. The laboratory experience includes culturing, identifying and controlling microorganisms with an emphasis on their role in infectious disease. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 111 with a grade of "C" or better or equivalent, or Instructor's permission.

BIO 208 GENERAL COLLEGE MICROBIOLOGY: GT-SC1 5 CREDITS

Designed for biology and health science majors. Surveys microorganisms with an emphasis on their structure, development, physiology, classification and identification. Includes microbial diversity, functional anatomy, biochemistry, genetics, ecology and disease. Mandatory hands-on laboratory experience covers sterile technique, microscopy, culture procedures and biochemical and genetic analysis. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 111 with a grade of "C" or better or equivalent, or Instructor's permission.

BIO 216 HUMAN PATHOPHYSIOLOGY 4 CREDITS

Focuses on the alterations in the physiological, cellular and biochemical processes of the human body, and the associated homeostatic responses and the manifestations of disease. Prior knowledge of cellular biology and anatomy and physiology are essential. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** BIO 201 AND 202 with a grade of "C" or better.

BIO 220 GENERAL ZOOLOGY: GT-SC1 5 CREDITS

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions and classification of animal phyla and major classes. Requires hands-on laboratory and field experience. Designed for biology majors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 111 with a grade of "C" or better, or equivalent, or Instructor's permission.

BIO 221 BOTANY: GT-SC1 5 CREDITS

This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution and ecology. This course requires mandatory hands-on laboratory and field experience. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** BIO 111 with a grade of "C" or better or Instructor's permission.

BIO 224 GENETICS 4 CREDITS

Studies the fundamental laws of heredity and their application to living organisms. Covers the basics of genetics. Focuses on the laws of Mendal, linkage, mutation concept, molecular genetics, and the Hardy-Weinberg law. Includes a laboratory experience. **PREREQUISITE:** BIO 111 with a grade of "C" or better or equivalent or Instructor's permission.

BIO 275 SPECIAL TOPICS IN BIOLOGY 1-6 VARIABLE CREDITS

Covers a specific topic within Biology, as determined by the Instructor. Reflects the special expertise of the faculty and/or the special needs of the students.

BIO 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Allows students to pursue a specific project within Biology. The student and Instructor determine the topic, outline of work, and method of evaluation. **PREREQUISITE:** Instructor's permission.

BIO 287 COOPERATIVE EDUCATION 1-6 VARIABLE CREDITS

Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and coordinate learning activities with the employer or work site supervisor. Attendance at seminars and/or interaction with Instructor is required.

Business**BUS 110 WORKING FOR YOURSELF 2 CREDITS**

Introduces small business start-up and offers practical training designed to provide students with a fundamental understanding of the special concerns of self-employment. The course also provides an overview of the subjects needed to become an entrepreneur, including financing, law, insurance, government regulations, record keeping, and taxes. Guest speakers with expertise in the various topics add to the weekly discussion.

BUS 115 INTRODUCTION TO BUSINESS 3 CREDITS

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

BUS 116 PERSONAL FINANCE 3 CREDITS

Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments and the wise use of insurance, wills and trusts.

BUS 117 BUSINESS WRITING 1 CREDIT

Focuses on specific business writing processes needed to produce business memos, e-mail, good and bad news messages, reports, graphics in writing, electronic presentations and proofreading.

BUS 120 INTRODUCTION TO E-COMMERCE 3 CREDITS

Provides an introduction to electronic commerce – the business trend of the future. Covers definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. Focuses on what to expect when creating a dot com as well as the business-to-business use of e-commerce.

BUS 203 INTRODUCTION TO INTERNATIONAL BUSINESS 3 CREDITS

Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business; theories and methods of international trade; financing mechanisms and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

BUS 216 LEGAL ENVIRONMENT OF BUSINESS 3 CREDITS

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

BUS 217 BUSINESS COMMUNICATION AND REPORT WRITING 3 CREDITS

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

BUS 226 BUSINESS STATISTICS 3 CREDITS

Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

**BUS 241 CULTURAL DIVERSITY
IN BUSINESS 3 CREDITS**

Covers the business person's guide to cultural, travel and information resource needs in the international arena. Specifics in negotiation, communications (verbal and nonverbal), networking, and understanding what individual countries' needs are as far as business culture.

**BUS 275 SPECIAL TOPICS
IN BUSINESS 1-6 VARIABLE CREDITS**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

**BUS 285 INDEPENDENT
STUDY 1-6 VARIABLE CREDITS**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

**BUS 287 COOPERATIVE EDUCATION/
INTERNSHIP* 1-6 VARIABLE CREDITS**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor/ coordinator. *BUS 287 is only offered during the Fall and Spring semesters.

Business Technologies**BTE 100 COMPUTER KEYBOARDING 1 CREDIT**

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

**BTE 102 KEYBOARDING
APPLICATIONS I 2 CREDITS**

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy. **PREREQUISITE:** Ability to keyboard 20 wpm or Instructor's permission.

**BTE 103 KEYBOARDING
APPLICATIONS II 3 CREDITS**

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy. **PREREQUISITE:** BTE 102 with a grade of "C" or better

BTE 108 TEN-KEY BY TOUCH 1 CREDIT

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

**BTE 111 KEYBOARDING
SPEEDBUILDING I 2 CREDITS**

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. **PREREQUISITE:** Ability to keyboard by touch or Instructor's permission.

Chemistry**CHE 101 INTRODUCTION TO
CHEMISTRY I: GT-SC1 5 CREDITS**

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 090 with a grade of "C" or better.

**CHE 102 INTRODUCTION TO
CHEMISTRY II: GT-SC1 5 CREDITS**

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbital's for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** CHE 101 or 111 with a grade of "C" or better.

**CHE 111 GENERAL COLLEGE
CHEMISTRY I: GT-SC1 5 CREDITS**

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 121 with a grade of "C" or better.

**CHE 112 GENERAL COLLEGE
CHEMISTRY II: GT-SC1 5 CREDITS**

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** CHE 111 with a grade of "C" or better.

CHE 211 ORGANIC CHEMISTRY I 5 CREDITS

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry. **PREREQUISITE:** CHE 112 with a grade of "C" or better.

CHE 212 ORGANIC CHEMISTRY II 5 CREDITS

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry. **PREREQUISITE:** CHE 211 with a grade of "C" or better.

CHE 275 SPECIAL TOPICS IN CHEMISTRY 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

CHE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Provides the opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. Allows a student to complete a course in a semester when the course has not been offered or has been canceled. The option to make independent study available is at the discretion of qualified faculty and the department chair. The student is limited to the number of independent study courses taken per semester. **PREREQUISITE:** Instructor's permission.

Chinese**CHI 111 CHINESE LANGUAGE I 5 CREDITS**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and Instructors.

CHI 112 CHINESE LANGUAGE II 5 CREDITS

Continues Chinese Language I in the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** CHI 111 with a grade of "C" or better.

Communication

(All COM classes were previously listed under the SPE prefix)

COM 115 PUBLIC SPEAKING 3 CREDITS

Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and sentence skills of 95 or Department Chair approval.

COM 125 INTERPERSONAL COMMUNICATION 3 CREDITS

Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

COM 126 COMMUNICATION IN HEALTHCARE 3 CREDITS

Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting.

COM 217 GROUP COMMUNICATION 3 CREDITS

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 220 INTERCULTURAL COMMUNICATION 3 CREDITS

Explores the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and nonverbal communication.

COM 225 ORGANIZATIONAL COMMUNICATION 3 CREDITS

This course focuses on the role of communication theory and skills as they apply to business and organizational settings. Topics include organizational and leadership models, effective communication skills with peers, superiors, and subordinates, environmental factors impacting communication, and interviewing skills. **PREREQUISITE:** COM 115 with a grade of "C" or better.

COM 226 ORAL INTERPRETATION 3 CREDITS

Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, drama.

COM 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

COM 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Computer Aided Drafting**CAD 101 COMPUTER AIDED DRAFTING I 3 CREDITS**

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access. **PREREQUISITE:** Students must have Windows File Management skills to create file folders, rename files, delete files, copy and move files.

CAD 102 COMPUTER AIDED DRAFTING II 3 CREDITS

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and w-blocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. **PREREQUISITE:** Students must have Windows File Management skills to create file folders, rename files, delete files, copy and move files.

CAD 201 COMPUTER AIDED DRAFTING/CUSTOM 3 CREDITS

Focuses on program customization using the latest release of CAD software. Includes customizing menus, customizing toolbars, attribute extraction, creation of dynamic blocks, customizing shortcut menus and double click actions, customizing tool palettes, user profiles and workspaces, basic CAD programming, path options, script files, and slide shows. **PREREQUISITE:** CAD 102 with a grade of "C" or better or Instructor's permission.

CAD 202 COMPUTER AIDED DRAFTING/3D 3 CREDITS

Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, materials and advanced lighting, walkthrough and flyby animations and 3D to 2D construction. **PREREQUISITE:** CAD 102 with a grade of "C" or better or Instructor's permission.

CAD 219 3D/MAX 3 CREDITS

Introduces 3D rendering and animation using AUTODESK 3D Studio software. Emphasizes 3D geometry, texture mapping, lighting, camera placement, shading, photo-realistic rendering, animation techniques, and walk through animations.

CAD 224 REVIT 3 CREDITS

Provides students with the software application training in AutoDesk Revit necessary to produce 3D Architectural models and 2D drawings utilizing AIA standards. **PREREQUISITES:** CAD 102 and AEC 202 with a grade of "C" or better or Instructor's permission.

CAD 249 AUTOLISP PROGRAMMING 3 CREDITS

Introduces the student to the development of AutoLISP programming language. Covers techniques and concepts needed to design the AutoCAD environment to suit the drafter's specific needs. **PREREQUISITE:** CAD 102 with a grade of "C" or better.

CAD 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

CAD 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Computer Information Systems**CIS 103 LEARNING WINDOWS 1 CREDIT**

Provides foundational skills in Windows operating system for personal use. This course is designed for the more mature learner and/or those students who wish to advance at a slower pace.

CIS 115 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 3 CREDITS

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

CIS 118 INTRODUCTION TO PC APPLICATIONS 3 CREDITS

Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet. **PREREQUISITE:** CIS 103 with a grade of "C" or better or familiarity with MS Windows.

CIS 124 INTRO TO OPERATING SYSTEMS 3 CREDITS

Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

CIS 128 WINDOWS COMPLETE 3 CREDITS

Introduces the functions and capabilities of Microsoft Windows. Includes configuring and modifying the operating system environment.

CIS 130 INTRODUCTION TO INTERNET 1 CREDIT

Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 135 COMPLETE PC WORD PROCESSING (SOFTWARE PACKAGE) 3 CREDITS

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

CIS 140 MICROSOFT OUTLOOK 1 CREDIT

Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 145 COMPLETE PC DATABASE 3 CREDITS

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 155 PC SPREADSHEET CONCEPTS: EXCEL (SOFTWARE PACKAGE) 3 CREDITS

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 161 PRESENTATION GRAPHICS I: (SOFTWARE) 1 CREDIT

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

CIS 167 DESKTOP PUBLISHING: (SOFTWARE) 3 CREDITS

Introduces the concepts and applications for desktop publishing. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

CIS 202 AUTOMATED PROJECT MANAGEMENT: MS PROJECT 3 CREDITS

Provides an in depth exploration of project management techniques that use software to automate the project management processes. The course emphasizes project management strategies, goal setting and communication with team members, management and vendors. Critical thinking, discussion, and real world projects will be used to explore the creation of a task list, resource assignment and leveling. Students will learn to use GANTT charts, milestones, Critical Path Methodology, PERT, project tracking and reporting.

CIS 220 FUNDAMENTALS OF UNIX 3 CREDITS

Covers the structure and fundamentals of the UNIX operating system. Includes the files system and file processing, various utility programs, and shell, multi-user operation, text processing and communications.

CIS 222 UNIX SYSTEM ADMINISTRATION 3 CREDITS

Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system. **PREREQUISITES:** CIS 220, 232 with a grade of "C" or better.

CIS 232 UNIX SHELL PROGRAMMING 3 CREDITS

Covers simple scripts to automate frequently executed commands followed by an explanation of adding conditional logic, user interaction, loops, menus, traps, and functions to enhance the productivity and effectiveness of the user. In addition, students explore in detail Bourne and Korn shell scripting languages. **PREREQUISITE:** CIS 220 with a grade of "C" or better or Instructor's permission.

CIS 240 DATABASE DESIGN AND DEVELOPMENT 3 CREDITS

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

CIS 243 INTRODUCTION TO PL/SQL 3 CREDITS

Introduces students to creating database structures and storing, retrieving, and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. Also focuses on SQL*Plus to manipulate SQL statements.

CIS 244 SQL PL/SQL 3 CREDITS

Provides a detailed introduction to the Structured Query Language (SQL) as used in modern relational database systems. Students will develop skills in storing, retrieving and manipulating data using SQL as well as in defining database objects using the portion of SQL known as the Data Definition Language (DDL). The course will also provide a detailed introduction to the PL/SQL programming language that is integral to some widely-used relational database systems, such as Oracle. Students will learn to create and maintain blocks of PL/SQL code that are used and shared by multiple forms, reports and program libraries. Users will learn to implement database triggers and other coded structures applicable to client/server databases.

CIS 246 ORACLE DATABASE ADMINISTRATION I 4 CREDITS

Provides a foundation in basic Oracle architecture, storage structure and database administrative tasks. Emphasizes the knowledge and skills to create databases and data dictionary views, and to manage Oracle instances, tables, table spaces, data files, control files, redo log files and rollback segments. **PREREQUISITE:** CIS 240 with a grade of "C" or better or Instructor's permission.

CIS 268 SYSTEMS ANALYSIS AND DESIGN I 3 CREDITS

Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation.

CIS 287 COOPERATIVE EDUCATION 3 CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop Specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

Computer Networking**CNG 101 INTRO TO NETWORKING 3 CREDITS**

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

CNG 102 LOCAL AREA NETWORKS 3 CREDITS

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks.

CNG 103 WIDE AREA NETWORKS 3 CREDITS

Provides the student with conceptual and working knowledge of how Local Area Networks communicate over a wide area. Introduces telephony - the technology of switched voice communications. Provides students with an understanding of how communication channels of the public switched telephone networks are used for data communications and how voice data communications have become integrated.

CNG 104 INTRO TO TCP/IP 3 CREDITS

Outlines four important networking architectures in corporate environments today - TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 120 A+ CERTIFICATION PREPARATION 4 CREDITS

Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CNG 121 COMPUTER TECHNICIAN I: A+ 4 CREDITS

Provides students with an in-depth look at personal computer hardware, introduces O.S. features and security concepts, and covers interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the CompTIA A+ Essentials Exam.

CNG 122 COMPUTER TECHNICIAN II: A+ 4 CREDITS

Provides students with an in-depth look at Operating System support, maintenance, and troubleshooting, and an overview of hardware, security concepts, and interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with Windows 2000 and/or XP, including using common GUI and command line tools, registry editing, System backup and Recovery, Networking, and O.S. Troubleshooting. This course helps prepare you for the CompTIA A+ 602 Exam. **PREREQUISITE:** CNG 121 with a grade of "C" or better or Instructor's permission

CNG 123 NETWORK SERVER BASICS SERVER+ 3 CREDITS

Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks.

CNG 124 NETWORKING I: NETWORK+ 3 CREDITS

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course.

CNG 125 NETWORKING II: NETWORK+ 3 CREDITS

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification. **PREREQUISITE:** CNG 124 with a grade of "C" or better or Instructor's permission.

CNG 131 NETWORK SECURITY FUNDAMENTALS 3 CREDITS

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 136 GUIDE TO DISASTER RECOVERY 3 CREDITS

Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan.

CNG 209 MS SERVER ACTIVE DIRECTORY CONFIGURATION 4 CREDITS

Provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

CNG 210 MS NETWORK INFRASTRUCTURE CONFIGURATION 4 CREDITS

Provides students with the knowledge and skills to configure and troubleshoot a Windows Sever 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.

CNG 211 WINDOWS XP CONFIGURATION (OS) 3 CREDITS

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

CNG 212 MANAGE A MS WINDOWS SERVER ENVIRONMENT 4 CREDITS

Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. **PREREQUISITE:** CNG 211 with a grade of "C" or better or Instructor's permission.

CNG 224 MICROSOFT WINDOWS WIRELESS NETWORK 3 CREDITS

Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam. **PREREQUISITE:** CNG 124 with a grade of "C" or better or Instructor's permission.

CNG 253 FIREWALLS AND HOW THEY WORK 3 CREDITS

Introduces students to the design and implementation of firewalls. Covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. **PREREQUISITE:** CNG 131 with a grade of "C" or better or Instructor's permission.

CNG 257 NETWORK DEFENSE AND COUNTER MEASURES 3 CREDITS

Examines the tools, techniques and technologies used in the technical securing of information assets. This course provides in-depth information of the software and hardware components of Information Security and Assurance. Topics include firewall configurations, hardening Unix and NT servers, Web and distributed systems security and specific implementation of security modes and architectures. The curriculum maps to the Security Certified Network Professional (SCP) Network Defense and Countermeasures exam. **PREREQUISITE:** CNG 131 with a grade of "C" or better.

CNG 258 COMPUTER FORENSICS 4 CREDITS

Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification.

CNG 260 CISCO NETWORK ASSOCIATE I 5 CREDITS

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design. **PREREQUISITE:** CNG 124 with a grade of "C" or better or Instructor's permission.

CNG 261 CISCO NETWORK ASSOCIATE II 5 CREDITS

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching. **PREREQUISITE:** CNG 260 with a grade of "C" or better.

CNG 262 CISCO NETWORK ASSOCIATE III 5 CREDITS

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. **PREREQUISITE:** CNG 261 with a grade of "C" or better.

CNG 263 CISCO NETWORK ASSOCIATE IV 5 CREDITS

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course along with CNG 260, CNG 261 and CNG 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam. **PREREQUISITE:** CNG 262 with a grade of "C" or better.

CNG 264 HOME TECHNOLOGY INTEGRATION 5 CREDITS

Introduces the elements of "Smart" home technology in preparation for the HTI+ industry certification examination. There are six broad areas of the home technology environment that HTI systems generally control: Internet and home network connectivity, video and audio, telecommunications, home security, utility management, and appliance automation and control. HTI is evolving towards central control of all these systems.

Computer Science

CSC 116 LOGIC AND PROGRAM DESIGN 3 CREDITS

Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays.

CSC 119 INTRODUCTION TO PROGRAMMING 3 CREDITS

Focuses on a general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language is used to implement the student's program designs.

CSC 126 GAME DESIGN AND DEVELOPMENT 3 CREDITS

Combines problem-solving techniques with computer game design and implementation to introduce the student to basic gaming and computer science concepts. Students design, implement, and test computer games using software that allows for basic game creation through a wide variety of game creation tools; no prior programming experience is required.

CSC 150 VISUAL BASIC PROGRAMMING 3 CREDITS

Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows. **PREREQUISITE:** CSC 116 with a grade of "C" or better or equivalent experience or Instructor's permission.

CSC 151 ADVANCED VISUAL BASIC PROGRAMMING 3 CREDITS

Builds on the skills learned in CSC150. Focuses on more involved applications, works with advanced controls, and deals with additional advanced topics. **PREREQUISITE:** CSC 150 with a grade of "C" or better or Instructor's permission.

CSC 154 INTRODUCTION TO MS VISUAL BASIC.NET (OOP) 3 CREDITS

Provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic .NET for the Microsoft .NET platform. Focuses on user interfaces, program structure, language syntax, and implementation details. This is the first course in the Visual Basic .NET curriculum and serves as the entry point for other .NET courses. **PREREQUISITE:** CSC 116 with a grade of "C" or better or equivalent experience.

CSC 157 ADVANCED VISUAL BASIC.NET PROGRAMMING 4 CREDITS

Continues the structured algorithm development and problem solving techniques begun in CSC 152. Students are introduced to more advanced features of the Visual Basic.NET programming language. This course will explore the relationships between Visual Basic.NET and the .NET Framework and introduces some important .NET services. We will introduce the student to collections, copying and comparing objects, and how the .NET framework interfaces to XML. Content will focus on writing clear properly structured, and well-documented programs using Visual Basic.NET and object oriented methodology.

CSC 160 COMPUTER SCIENCE I (LANGUAGE) 4 CREDITS

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time. **PREREQUISITES:** CSC 116 and MAT 099 with a grade of "C" or better.

CSC 161 COMPUTER SCIENCE II (LANGUAGE) 4 CREDITS

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience. **PREREQUISITE:** CSC 160 with a grade of "C" or better.

CSC 200 GAME PROGRAMMING I 3 CREDITS

Introduces the C++ student to game programming techniques and using a game library. Skills developed include programming input devices, 2D game theory and design, bit map handling, sprite programming and threads. **PREREQUISITES:** CSC 126, CSC 160 (JAVA/C++) with a grade of "C" or better or equivalent experience.

CSC 225 COMPUTER ARCHITECTURE ASSEMBLY LANGUAGE PROGRAMMING 4 CREDITS

Introduces concepts of computer architecture, functional logic, design and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process.

CSC 227 3D GAME PROGRAMMING 3 CREDITS

Permits student involvement with the creation of Terrains, Structures and Environments. Students will also learn about Game Missions, Clients, and the basics of testing. **PREREQUISITE:** CSC 200 with a grade of "C" or better or equivalent experience.

CSC 228 GAME SCRIPTING 3 CREDITS

Allows the student to engage in advanced game engine scripting. Topics include: problem solving, objects, string, Artificial Intelligence (AI) and group behaviors. **PREREQUISITES:** CSC 200 with a grade of "C" or better or equivalent experience, CSC 227 with a grade of "C" or better **STRONGLY RECOMMENDED.**

CSC 230 C PROGRAMMING: WINDOWS 3 CREDITS

Introduces C programming language - a "mid level" language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a "low level." **PREREQUISITES:** MAT 121 with a grade of "C" or better and any programming language course.

CSC 233 OBJECT-ORIENTED PROGRAMMING IN C++ 3 CREDITS

Covers all syntactical components of the C++ language including arrays, structures, pointers, functions and classes. Emphasizes inheritance, overloading, and polymorphism. Focuses on writing clear, properly structured, and well documented programs using the C++ Language and Object-Oriented methodology. It is the advanced course in C++ Programming. **PREREQUISITES:** CSC 116 and MAT 106 with a grade of "C" or better or Instructor's permission

CSC 234 C++ PROGRAMMING 4 CREDITS

Continues CSC 233 object-Oriented Programming in C++. This is an advanced level computer programming course. Although it teaches C++ as a computer language, it presumes knowledge of at least similar language of C or Pascal. It covers advanced object-oriented features such as standard string class, operator overloading, friends, references, namespaces, pointers and dynamic arrays, streams and file I/O, recursion, inheritance, polymorphism and linked data structures. **PREREQUISITE:** CSC 233 with a grade of "C" or better or Instructor's permission.

CSC 236 C# PROGRAMMING 4 CREDITS

Introduces the C# programming language. Covers all syntactical components of the language including arrays, structures, functions, and classes. Content will focus on writing clear properly structured, and well-documented programs using C# and object oriented methodology. **PREREQUISITE:** Familiarity with the C++ programming language or permission of the Instructor.

CSC 237 ADVANCED C# PROGRAMMING 4 CREDITS

Continues the structured algorithm development and problem solving techniques begun in CSC 236. Introduces more advanced features of the C# programming language. Explores the relationships between C# and the .NET Framework and introduces important .NET services. Emphasizes collections, copying and comparing objects, and how the .NET framework interfaces to XML. Focuses on writing clear, properly structured, and well-documented programs using C# and object oriented methodology. **PREREQUISITE:** Familiarity with the C# Programming Language or Instructor's permission.

CSC 240 JAVA PROGRAMMING 3 CREDITS

Introduces the Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML. **PREREQUISITE:** MAT 106 with a grade of "C" or better or equivalent experience, or Instructor's permission.

CSC 241 ADVANCED JAVA PROGRAMMING 3 CREDITS

Continues the study of the Java programming language. Covers advanced programming topics including multi-threading, network/Internet programming, database programming, and JavaBeans. Enables the student to write advanced, large, and complex programs. **PREREQUISITE:** CSC 240 with a grade of "C" or better or Instructor's permission.

CSC 250 PROGRAMMING WITH MS ADO.NET 3 CREDITS

Teaches students to build data-centric applications and Web services with Microsoft ADO.NET, Microsoft SQL Server 2000, and the Microsoft.NET Framework. Includes designing and building data-centric, distributed applications. **PREREQUISITES:** CSC 154 and CSC 236 with a grade of "C" or better or equivalent knowledge and experience.

CSC 251 PROGRAMMING IN VISUAL BASIC.NET 3 CREDITS

Provides students with the knowledge and skills needed to develop Microsoft .NET-based applications by using Visual Basic .NET. Focuses on Visual Basic .NET (a significant upgrade to Visual Basic) and incorporates new features and framework goals of the .NET architecture. Enables the student to create enterprise applications for the .NET Platform and to create more traditional Visual Basic applications that take advantage of the enhancements to the language. **PREREQUISITE:** CSC 154 with a grade of "C" or better or equivalent knowledge and experience.

Computer Web-Based**CWB 110 COMPLETE WEB AUTHORING (SCRIPTING LANGUAGE) 3 CREDITS**

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

CWB 130 WEB EDITING TOOLS 3 CREDITS

Provides tools used for designing and building Web pages that are easy to use and have a pleasing look. The student will develop Web pages using the Microsoft program. Use of images, forms, frames, tables, templates and layers will be covered.

Convergent Technologies

CTC 105 OVERVIEW OF TELECOMMUNICATIONS 3 CREDITS

Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology.

CTC 107 INSTALLER 3 CREDITS

Teaches the proper procedures for performing aerial, underground and interior CA TV drop installations. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 108 CABLE NETWORK OVERVIEW 1 CREDIT

Provides technical, sales/marketing, customer service, dispatch and management personnel with general understanding of CATV System equipment operation and terminology. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 109 INSTALLER TECHNICIAN 4 CREDITS

Teaches an experienced installer the CATV signal level fundamentals, test equipment, signal leakage detection procedures, and servicing single and multiple dwelling unit drops. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 111 SERVICE TECHNICIAN 4 CREDITS

This course teaches a trained NCTI Installer Technician the basic characteristics and functions of the feeder line system active and passive devices, the fundamentals of cable powering, basic test equipment operation, signal leakage basics, coaxial cable and connectorization, and an overview of fiber optics. The study of AC electronic theory provides the foundation for understanding the lessons on coaxial cable, passive devices, amplifiers and cable powering. **PREREQUISITE:** CTC 109 with a grade of "C" or better. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 113 SYSTEM TECHNICIAN 4 CREDITS

Teaches a trained NCTI Service Technician how to activate, test and troubleshoot the RF trunk system. Covers RF trunk and distribution amplifier theory of operation and includes testing and measurement standards, and procedures. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 117 COMPUTERS AND BROADBAND MODEMS 3 CREDITS

Introduces Personal Computer hardware and software to use as an interface device. Focuses on the fundamentals of Personal Computers and requires no prior technical background or experience. Explains the operation of cable modems and how they work in a broadband cable network. Covers the client-server functions of CMTS and cable modems. Provides course material that is appropriate as a reference tool to understand more about Personal Computer concepts and terminology. Enables individuals to gain a comprehensive understanding of Personal Computer technology and how the PC works with broadband modems. **COREQUISITE:** Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 118 BROADBAND DIGITAL INSTALLER 3 CREDITS

Introduces the basics of digital video and high-speed Internet access services by presenting the typical features and functions of digital set-top terminals and cable modems. Covers computer hardware and operating system setup basics. Enables students to learn how to certify the reliability of the drop prior to performing the extensive step-by-step installation procedures. Teaches how to effectively educate customers to use these new digital services reducing unnecessary repeat service calls and improving customer satisfaction. Covers installation procedures for twisted-pair inside wiring and constant bit rate telephony equipment. Incorporates information on communication service competitors to answer customer questions regarding competitive technologies offering similar digital services. **COREQUISITE:** Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 121 DELIVERING CABLE SERVICES 3 CREDITS

Provides a thorough grounding in the fundamental concepts of broadband technology. Includes an overview of the underlying technologies of the entire broadband network from signal source to the customer premises. Focuses on a review of digital video, telephony, and high-speed data services. Addresses safety and regulatory issues. **COREQUISITE:** Employment in the Broadband Industry This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 123 BASIC TROUBLESHOOTING OF BROADBAND TECHNOLOGY 3 CREDITS

Teaches students to diagnose and resolve technical problems for customers over the phone. Provides a thorough understanding of the drop system, interconnection between devices,

and other problems faced by broadband customers. Trains customer service representatives to distinguish problems that can be solved over the phone and not require a technician to be dispatched. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

**CTC 125 HIGH-SPEED DATA
CUSTOMER SERVICE 2 CREDITS**

Focuses on high-speed data services, equipment, operations and troubleshooting. Covers cable modems, and personal computer hardware and software used in high-speed data services. Provides an understanding of data networking, the Internet and how cable modems interface with it, TCP/IP and the open system interconnection model, cable modem termination systems, and the return paths effect on high speed data service. **COREQUISITE:** Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

**CTC 126 ADVANCED HIGH-SPEED
DATA CUSTOMER SERVICE 3 CREDITS**

Covers cable modems, computer systems, and troubleshooting of personal computers. Emphasizes the boot process, software, the system board, memory management, floppy and hard drives, input/output devices, return path fundamentals, and data communications. Explores and compares the technology related to wide area networks and broadband access including packet switching, frame relay, SMDS, ISDN, SONET and ATM. **PREREQUISITE:** CTC 125 High-Speed Data Customer Service. **COREQUISITE:** Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

**CTC 127 TESTING AND MAINTENANCE
FOR FIBER TECHNICIANS 2 CREDITS**

Provides the student with an understanding of the application of fiber optic theory on the job. The course concentrates on the test equipment and procedures necessary to perform test and turn-up for new Fiber Optic links, troubleshoot service outages, and restoring fiber optic links to their original standards. The course also describes the process of Fiber Optic restoration planning and implementing preventive maintenance regimens in an HFC network. **COREQUISITE:** Employment in the Broadband industry. This course is only available for students who are in a degree or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

**CTC 128 FIBER INSTALLATION
AND ACTIVATION 2 CREDITS**

Provides the student with current information on the development of fiber in optical broadband networks. The student will learn the basics of light transmission through optical fibers, how fibers are combined into optical cables and how fiber networks are designed and constructed. Network architecture, topology, and design will be covered. Training will also prepare the student to splice fibers using mechanical and fusion methods. The course teaches the topics required to provide the student with the ability to install and activate fiber optic networks. It assumes previous knowledge and experience in RF Broadband Technology. **COREQUISITE:** Employment in the Broadband industry. This course is only available for students who are in a degree or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 129 DIGITAL TECHNICIAN 3 CREDITS

Provides students with an overview of digital technologies as they relate to the broadband industry. Specifically, digital standards, modulation techniques, digital bandwidth management, digital carrier amplitude measurements, digital carrier quality measurements, understanding MPEG theory and practice, applying digital technologies, and troubleshooting digital services will be explored.

**CTC 162 TELECOMMUNICATION CONSTRUCTION
AND OSHA SAFETY 3 CREDITS**

Emphasizes the constant awareness of safety issues. Enables the student to understand safety issues for situations in buildings, in the field, and vehicles. **PREREQUISITES:** ELT 106, ELT 110 with a grade of "C" or better or Instructor's permission.

CTC 165 ADVANCED TECHNICIAN 4 CREDITS

Trains a technician how to set up, operate and maintain the CATV headend. Focuses on communication electronics theory and provides a foundation for understanding broadcast television, microwave, satellite and data communication systems. **PREREQUISITE:** Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between Jones/NCTI and ACC. Additional charges may apply to these courses.

**CTC 220 REGULATIONS
AND STANDARDS 3 CREDITS**

Provides the students with an overview of the regulations and standards that pertain to technicians in the communication industries. Covers regulated as well as unregulated business operations. Addresses the function and control of local regulatory agencies. **PREREQUISITES:** CTC 150, CTC 161 or CTC 215 with a grade of "C" or better.

CTC 275 SPECIAL TOPICS 3 CREDITS

Provides students with opportunities to study topics of special interest that are not addressed in the standard CTC program. A syllabus specifies the content of each course at the time it is offered. Contact the CTC Department Chair for additional details.

Criminal Justice

The following PREREQUISITES apply to ALL Criminal Justice courses: ENG 090, REA 090 with a grade of "C" or better, or appropriate ACCUPLACER scores. Additional prerequisites may apply; see course descriptions. *All Law Enforcement Academy classes are now listed under the LEA prefix.

CRJ 110 INTRO TO CRIMINAL JUSTICE 3 CREDITS

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 125 LAW ENFORCEMENT OPERATIONS 3 CREDITS

Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, racial and ethnic, political and organizational context. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 135 JUDICIAL FUNCTION 3 CREDITS

Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 145 CORRECTIONAL PROCESS 3 CREDITS

Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 150 VICTIMS OF CRIME AND TRAUMA 3 CREDITS

Introduces the student to the role the crime victim plays in the Criminal Justice System. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 201 EMERGENCY DISPATCHING 5 CREDITS

Focuses on the unique knowledge, skills and abilities required for working in the Emergency Telecommunications industry. The course will focus on the basics of the emergency communication center, emergency telecommunication technology, caller management, call classification, legal aspects and stress management. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores.

CRJ 205 PRINCIPLES OF CRIMINAL LAW 3 CREDITS

Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores and CRJ 110 with a grade of "C" or better.

CRJ 210 CONSTITUTIONAL LAW 3 CREDITS

Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 220 HUMAN RELATIONS AND SOCIAL CONFLICTS 3 CREDITS

Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 230 CRIMINOLOGY 3 CREDITS

Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores

CRJ 236 CRJ RESEARCH METHODS 3 CREDITS

Introduces and applies methods for criminal justice and criminology with an emphasis on the scientific method and the role of empirical inquiry into criminal justice and criminology. This course will include the study of methodologies of data collection and analysis, the logic of research, the role of theory, measurement, sampling and research designs. Field research and the professional norms and ethics of criminal justice and criminology research will also be covered. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or equivalent ACCUPLACER scores and CRJ 110 with a grade of "C" or better.

CRJ 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CRJ 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Department Chair permission.

CRJ 287 COOPERATIVE EDUCATION 6 CREDITS

Provides work experience for students to gain practical work experience related to their educational program.

Culinary Arts

CUA 121 INTRODUCTION TO FOOD PRODUCTION PRINCIPLES AND PRACTICES 1 CREDIT

Provides students with the fundamental principles of commercial kitchen operations including safety and sanitation applications, use and care of equipment, tools, utensils and knives, recipe use and conversion, organization of work, and basic cooking methods. The class meets a minimum of 22.5 hours.

Early Childhood Education

ECE 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 CREDITS

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102 INTRODUCTION TO EARLY CHILDHOOD LAB TECHNIQUES 3 CREDITS

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8. **PREREQUISITE:** ECE 101 with a grade of "C" or better.

ECE 103 GUIDANCE STRATEGIES FOR CHILDREN 3 CREDITS

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age eight.

ECE 111 INFANT AND TODDLER THEORY AND PRACTICE 3 CREDITS

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 112 INTRO TO INFANT/TODDLER LAB TECHNIQUES 3 CREDITS

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2. **PREREQUISITES:** ECE 111 with a grade of "C" or better, health screening, including TB and HiB tests.

ECE 125 SCIENCE/MATH AND THE YOUNG CHILD 3 CREDITS

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 126 ART AND THE YOUNG CHILD 2 CREDITS
Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

ECE 127 MUSIC/MOVEMENT FOR THE YOUNG CHILD 1 CREDIT

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

ECE 155 FAMILY AND PARENTING ISSUES 1 CREDIT

Explores the types of family organizations, functional roles of family members, different parenting styles and other issues impacting children's development that families and parents are experiencing in today's society.

ECE 175 SPECIAL TOPICS 1-6 VARIABLE CREDITS
Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

ECE 178 WORKSHOP 1-6 VARIABLE CREDITS
Provides students with an experiential learning opportunity. **COREQUISITE:** ECE 179.

ECE 179 SEMINAR 1-6 VARIABLE CREDITS
Provides students with an opportunity to examine aspects of early childhood education in detail. **COREQUISITE:** ECE 178.

ECE 185 INDEPENDENT STUDY 1-3 VARIABLE CREDITS
Focuses on structured, guided, and individualized research that is organized and tailored around the interests and needs of the individual student.

ECE 187 COOPERATIVE EDUCATION 1-12 VARIABLE CREDITS
Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

ECE 205 NUTRITION, HEALTH AND SAFETY 3 CREDITS
Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES 3 CREDITS
Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE 225 LANGUAGE AND COGNITION FOR THE YOUNG CHILD 3 CREDITS

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

ECE 226 CREATIVITY AND THE YOUNG CHILD 3 CREDITS

Provides an emphasis on encouraging and supporting creative self-expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

ECE 228 LANGUAGE AND LITERACY 3 CREDITS

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8.

ECE 240 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS 3 CREDITS

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE 241 ADMINISTRATION: HUMAN RELATIONS FOR THE EARLY CHILDHOOD PROFESSIONS 3 CREDITS

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE 260 EXCEPTIONAL CHILD 3 CREDITS

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8. **PREREQUISITE:** ECE 226 or PSY 238 with a grade of "C" or better.

ECE 275 SPECIAL TOPICS I 1-6 VARIABLE CREDITS

Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 278 WORKSHOP 1-6 VARIABLE CREDITS

Provides students with an experiential learning opportunity. **COREQUISITE:** ECE 279.

ECE 279 SEMINAR 1-6 VARIABLE CREDITS

Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

ECE 287 COOPERATIVE EDUCATION 1-12 VARIABLE CREDITS

Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

Economics**ECO 101 ECONOMICS OF SOCIAL ISSUES: GT-SS1 3 CREDITS**

Examines the major socio-economic issues of the past century. Covers poverty and growth, education, health care, pollution and discrimination. This is a Statewide Guaranteed Transfer course.

ECO 105 INTRODUCTION TO ECONOMICS 3 CREDITS

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

ECO 118 LABOR ECONOMICS 3 CREDITS

Introduces national labor trends and analyzes labor trends using contemporary labor market theory. Explores the economics of collective bargaining, labor law, and the role of government, as well as additional union topics affecting businesses.

ECO 201 PRINCIPLES OF MACROECONOMICS: GT-SS1 3 CREDITS

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This is a Statewide Guaranteed Transfer course.

ECO 202 PRINCIPLES OF MICROECONOMICS: GT-SS1 3 CREDITS

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. This is a Statewide Guaranteed Transfer course.

ECO 245 ENVIRONMENTAL ECONOMICS: GT-SS1 3 CREDITS

Introduces students to contemporary environmental issues and policies meant to reduce environmental degradation. Includes market failures, analytical tools, government pollution reduction policies for air, water, and natural environments and their effectiveness. This is a Statewide Guaranteed Transfer course.

ECO 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ECO 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Education

EDU 131 INTRODUCTION TO ADULT EDUCATION 3 CREDITS

Introduces the student to the basic concepts in the instruction of adults. Emphases will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

EDU 132 PLANNING, ORGANIZING AND DELIVERING ADULT EDUCATION INSTRUCTION 3 CREDITS

Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education. This course was designed to meet Colorado Literacy Instruction Authorization requirements.

EDU 133 ADULT BASIC EDUCATION (ABE)/ADULT SECONDARY EDUCATION (ASE) 3 CREDITS

Specifically address the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education Instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level. This course was designed to meet Colorado Literacy Instruction Authorization requirements.

EDU 134 TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULT LEARNERS 3 CREDITS

Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills, necessary to successfully function in the United States. This course was designed to meet Colorado Literacy Instruction Authorization requirements.

EDU 135 FAMILY LITERACY IN ADULT EDUCATION 3 CREDITS

Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting will be covered, both in theory and practical application.

EDU 175 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. **PREREQUISITE:** Instructor's permission.

EDU 185 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

EDU 187 COOPERATIVE EDUCATION 1–2 VARIABLE CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

EDU 188 PRACTICUM I 1–6 VARIABLE CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the Instructor. **COREQUISITE:** EDU 221

EDU 221 INTRODUCTION TO EDUCATION 3 CREDITS

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system. **COREQUISITE:** EDU 188.

EDU 233 ENGLISH LANGUAGE LEARNING (K-6) 3 CREDITS

Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners, (ELLs) social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with pre-service teachers. **PREREQUISITE:** A Child Development Course with a grade of "C" or better or permission of the Instructor.

EDU 234 MULTICULTURAL EDUCATION 3 CREDITS

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

EDU 240 TEACHING THE EXCEPTIONAL LEARNER 3 CREDITS

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

EDU 242 EXPRESSIVE ARTS IN THE ELEMENTARY CLASSROOM 3 CREDITS

Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EDU 250 CTE IN COLORADO 1 CREDIT

Explores common elements of American community college philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

EDU 260 ADULT LEARNING AND TEACHING 3 CREDITS

Examines the philosophy of community colleges and the roles and responsibilities of the faculty member within the college community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

EDU 261 TEACHING, LEARNING AND TECHNOLOGY 3 CREDITS

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies. **PREREQUISITE:** EDU 221 or EDU 260 with a grade of "C" or better.

EDU 262 ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT 3 CREDITS

Focuses on assessment as fundamental to the improvement of student academic achievement in the 21st century learning college. Analyzes methods for assessing academic achievement in the classroom, course, program, and institutional level. Defines measurable outcomes, evaluates student academic achievement, and uses the results to improve teaching methods, curriculum design, and outcomes. **PREREQUISITE:** EDU 221 or EDU 260 with a grade of "C" or better.

EDU 263 TEACHING AND LEARNING ONLINE 3 CREDITS

Provides faculty with the knowledge and skills necessary to design, develop, and deliver courses in a distance format. Focuses on assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities.

EDU 264 FACULTY MENTORING 3 CREDITS

Provides the student with an understanding of and skills in mentoring new teachers/faculty in an academic institution. Explores the six dimensions of effective mentoring, mentoring phases, how to establish and build the mentor/mentee relationship, and constructive feedback techniques. Students designate a potential mentee for practical experience throughout this course. **PREREQUISITE:** EDU 221 or EDU 260 with a grade of "C" or better or Instructor's permission.

EDU 265 INSTRUCTIONAL DESIGN 3 CREDITS

Introduces the student to a systematic approach to Instructional Design and the design of instruction with multimedia. Incorporates learning and instructional theory into course/training design to ensure the quality of instruction. Covers the process of goal analysis and learning needs coupled with the development of a delivery system to meet those needs. Includes the development of instructional materials and activities and the evaluation of all instruction and learner activities. **PREREQUISITE:** EDU 221 or EDU 260 with a grade of "C" or better or Instructor's permission.

EDU 266 ADVANCED COLLEGE TEACHING METHODS 1 CREDIT

Explores current adult learning theory, and relates this theory to the practice of teaching. It also covers a variety of factors that influence teaching and learning, including social and individual psychological aspects of adult learning, patterns of participation and motivation, the role of instructional technology, handling challenging classroom behaviors, and assessment and evaluation strategies. The main point raised and discussed throughout the course is that effective teaching requires that Instructors utilize a range of teaching and assessment approaches and methods in order to enhance learning.

EDU 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

EDU 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

EDU 287 COOPERATIVE EDUCATION 1–12 VARIABLE CREDITS
Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. **PREREQUISITE:** Instructor's permission.

EDU 288 PRACTICUM II 1–6 VARIABLE CREDITS
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the Instructor. **PREREQUISITE:** Instructor's permission.

Eldercare

ELS 201 ELDERCARE SPECIALIST 4 CREDITS
Prepares student to be a specialist in working with elders in a blended role. This new role encompasses all aspects of care giving needed to serve people living in long term care (assisted living, skilled nursing, hospice, home health) in a transformed setting such as a neighborhood or household. Students will learn the domains of person-directed care, the fine art of honoring resident preferences and choices in a collaborative manner with other member of a household. The student will learn to create a vibrant daily home life filled with meaningful activities, and facilitate and participate in shared decision making processes. Resident focused homemaking skills will include all aspects of serving meals, making nutritional choices and the convivium of dining and other personalized homemaking skills. Also included are the important leadership skills of decision making, problem solving, and conflict resolution necessary to participate on a self directed work team.

Electricity Industrial/Commercial

EIC 105 BASICS OF AC AND DC ELECTRICITY 4 CREDITS
Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

EIC 230 IND INSTRUMENTATION AND CONTROLS I 4 CREDITS
Introduces the basic concepts, principles, equipment and components of instrumentation and control systems found in the process and energy supply industries. The fundamental process variables of pressure, temperature, level, flow and physical properties will be presented. Control loop structure and function will be introduced. The function and operation of a proportional-integral-derivative (PID) controller will be introduced. Students will assemble and operate basic control loops in a laboratory setting.

Electronics

ELT 106 FUNDAMENTALS OF DC/AC 3 CREDITS
Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting. **PREREQUISITE:** Minimum ACCUPLACER Algebra score of 45. **COREQUISITE:** MAT 116.

ELT 146 DIGITAL DEVICES IN COMPUTERS 3 CREDITS
Students will learn the basic logic concepts of computer circuits. The concepts of digital circuits used in computer circuitry will be covered. This includes dates, flip-flops, counters and encoders-decoders. Students will also learn the binary, hex and octal number systems used in computers and how to convert between these number systems and decimal numbers. Troubleshooting of digital circuits will be included.

ELT 168 TRANSISTORS AND OP AMPS 3 CREDITS
Introduces the basic operation of bipolar, JFET and MOSFET transistors. Applications in computer circuits will be discussed. Includes the study of the basic operation of operational amplifiers. Troubleshooting of transistor and op amp circuits will be covered. **PREREQUISITE:** ELT 106, 112 with a grade of "C" or better or Instructor's permission.

Emergency Medical Services

CCN 230 BASIC EKG INTERPRETATION 2 CREDITS
Develops the ability of the registered nurse to read and interpret the electrocardiogram of the critically ill client and apply treatment modalities. Requires critical thinking and analytic skills.

EMS 125 EMT BASIC 9 CREDITS

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age. **COREQUISITE:** EMS 170.

EMS 126 EMT BASIC REFRESHER 3 CREDITS

Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry. **PREREQUISITES:** Current CPR card, current or less than 36 months expired EMT Basic certification.

EMS 130 EMT INTRAVENOUS THERAPY 2 CREDITS

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. **PREREQUISITES:** Current State EMT B Certification, all Hepatitis B vaccinations and current CPR card.

EMS 134 THE GERIATRIC PATIENT 1 CREDIT

Focuses on working with the elderly population and is designed for healthcare providers (EMTs, paramedics, nurses). Utilizes various readings, assignments, papers, experiences and meetings with elderly people and patients to discover new ways of viewing the elderly and communicating and working with the geriatric patient. Covers the process of assessment of the elderly patient.

EMS 136 EMT/PARAMEDIC SAFETY ISSUES IN THE FIELD 1 CREDIT

Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient, and scene control techniques.

EMS 150 PEDIATRIC EDUCATION FOR PRE-HOSPITAL PROFESSIONALS 1 CREDIT

Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. **PREREQUISITE:** EMT-Basic or approval from Program Coordinator.

EMS 170 EMT BASIC CLINICAL 1 CREDIT

Provides the EMT student with the clinical experience required of initial and some renewal processes. **COREQUISITE:** EMS 125 or EMS 126.

EMS 213 PRE HOSPITAL TRAUMA LIFE SUPPORT 1 CREDIT

Provides basic and/or advanced trauma life support information and skill practice. **PREREQUISITE:** EMT Basic or higher.

EMS 214 BASIC TRAUMA LIFE SUPPORT 1 CREDIT

Provides students with information and skill practice to treat trauma patients in the prehospital environment.

EMS 225 FUNDAMENTALS OF PARAMEDIC PRACTICE 3 CREDITS

Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment. **PREREQUISITE:** EMT Basic.

EMS 226 FUNDAMENTALS OF PARAMEDIC PRACTICE-LAB 2 CREDITS

Serves as the lab experience to coincide with EMS 225 topics. **PREREQUISITE:** Acceptance in paramedic program-site specific. **COREQUISITE:** EMS 225 with a grade of "C" or better.

EMS 227 PARAMEDIC SPECIAL CONSIDERATIONS 3 CREDITS

Focuses on a comprehensive study of Advanced Life Support Practice. **PREREQUISITE:** Acceptance into paramedic program-site specific.

EMS 228 PARAMEDIC SPECIAL CONSIDERATIONS LAB 2 CREDITS

Serves as the lab experience for those students enrolled in EMS 227. **PREREQUISITE:** Acceptance to paramedic program-site specific. **COREQUISITE:** EMS 227 with a grade of "C" or better.

EMS 229 PARAMEDIC PHARMACOLOGY 3 CREDITS

Focuses on a comprehensive study of emergency pharmacology. **PREREQUISITE:** Acceptance in paramedic program-site specific.

EMS 230 PARAMEDIC PHARMACOLOGY LAB 2 CREDITS

Serves as the required lab course in the paramedic education program. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 231 PARAMEDIC CARDIOLOGY 5 CREDITS

Addresses cardiology topics as presented in the National Standard Curriculum for paramedics. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 232 PARAMEDIC CARDIOLOGY LAB 1 CREDIT

Incorporates a hands-on application of principles of cardiac care in the hospital environment. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 233 PARAMEDIC MEDICAL EMERGENCIES 4 CREDITS

Focuses on a comprehensive study of adult medical emergencies. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 234 PARAMEDIC MEDICAL EMERGENCIES LAB 1 CREDIT

Focuses on a clinical study of adult and pediatric medical emergencies. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 235 PARAMEDIC TRAUMA EMERGENCIES 4 CREDITS

Focuses on a comprehensive study of adult and pediatric trauma emergencies. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 236 PARAMEDIC TRAUMA EMERGENCIES LAB 1 CREDIT

Serves as a lab presenting various acute trauma scenarios. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 237 PARAMEDIC INTERNSHIP PREPARATORY 2 CREDITS

Reviews concepts and techniques used in the pre-hospital setting. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 275 SPECIAL TOPICS1–10 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

EMS 280 PARAMEDIC INTERNSHIP I 6 CREDITS

Serves as the preceptor/internship program for paramedic students. **PREREQUISITE:** Acceptance to paramedic program-site specific.

EMS 281 PARAMEDIC INTERNSHIP II 6 CREDITS

Serves as the continuation of EMS 280, preceptor program for paramedic students. **PREREQUISITE:** Acceptance to paramedic program site specific.

EMS 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITES:** Instructor's permission.

Energy Technology

ENY 101 INTRODUCTION TO ENERGY TECHNOLOGIES 3 CREDITS

Introduces the energy technologies in use today and those that are in the research stage as possible alternatives. Presents technologies including active solar heating, passive solar heating, wind energy systems, biomass, photovoltaics, co-generation, low and high head hydro, hydrogen, geothermal, power towers and energy storage systems.

ENY 102 BUILDING ENERGY AUDIT TECHNOLOGY 3 CREDITS

Teaches the principles of building energy audit techniques to include diagnostic software. During the course the student will perform an energy audit. As a result of the audit, he/she will be able to recommend application of the most appropriate energy-saving treatments such as insulation, windows, appliances and HVAC equipment.

ENY 120 SOLAR THERMAL SYSTEM INSTALL 4 CREDITS

Learn about solar thermal panels and installation techniques. The student will apply the principles of solar energy, site analysis, cost vs. payback, sizing, energy audit, and solar system design into a project.

ENY 121 SOLAR PHOTOVOLTAIC COMPONENTS 3 CREDITS

Reinforces basic safety principles and provides detailed knowledge of photovoltaic components. Also covered is an overview of site analysis and special purpose tools. Upon successful conclusion of this course the student will be able to select proper components for a photovoltaic system based on regulatory codes and standards and individual component specifications.

ENY 127 SOLAR PV SYSTEM INSTALL 3 CREDITS

Emphasizes safe work practices while familiarizing the student with the intricacies of installing a photovoltaic (PV) system. This course takes the student through the process from the initial site survey to system commissioning and culminates with a hands-on installation.

ENY 175 SPECIAL TOPICS: SOLAR PHOTOVOLTAIC FIELD/LAB 3 CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENY 176 SPECIAL TOPICS: ACTIVE SOLAR THERMAL FIELD/LAB 3 CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENY 225 SOLAR DOMESTIC HOT WATER SYSTEMS 3 CREDITS

Provides a working knowledge of sizing, installation, maintenance of solar domestic hot water systems, residential applications, components, parts and cost efficiency analysis.

ENY 235 ENERGY SYSTEMS DESIGN 3 CREDITS

Integration of energy system functions in a typical building including : codes and standards ; energy economics ; electrical system organization ; waste heat recovery ; utility system optimization; HVAC building system optimization

Engineering

EGG 100 INTRODUCTION TO ENGINEERING 1 CREDIT

Introduces the math and science required in a variety of engineering disciplines. The particular engineering disciplines examined are: Civil Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering, and Computer Science. For each discipline the course will examine certification requirements, program of study, types of work and tasks in each discipline and compensation ranges. Tours and speakers will be arranged. **PREREQUISITE:** Two years of high school algebra.

EGG 101 ENGINEERING GRAPHICS I 3 CREDITS

Provides an application of engineering graphics as a communication form and a tool to solve three-dimensional design problems. Topics include: Orthographic, axonometric, and isometric projections, sections and auxiliary views, the geometry of lines, planes, and curved surfaces. This course is an introduction to PC-based, menu driven, 3D Computer Aided Design Systems, Spreadsheets, and Freehand Drawing. **PREREQUISITES:** MAT 121 or MAT 122 with a grade of "C" or better or equivalent.

EGG 105 LOGIC DESIGN 4 CREDITS

Covers the design of combinatorial and sequential switching circuits. Topics include: Boolean Algebra, Boolean Function Minimization Techniques, Combinatorial Circuit Analysis and Synthesis, Synchronous Sequential Circuit Analysis and Synthesis, Alogorithmic State Machine Design, Asynchronous Sequential Circuit Analysis and Synthesis. Use of computer aided design tools facilitating design, simulation and implementation of digital system using field programmable logic devices is an integral part of the entire course. Laboratory experiments included. **PREREQUISITES:** MAT 121 or MAT 122 with a grade of "C" or better or equivalent.

EGG 211 ENGINEERING MECHANICS I-STATICS 3 CREDITS

Focuses on the vector and calculus treatment of forces and force systems. Covers concurrent and noncurrent force systems. Includes calculating moments of friction, trusses, centroids and moments of inertia. **PREREQUISITES:** MAT 201, PHY 211 with a grade of "C" or better. **COREQUISITE:** MAT 202.

EGG 212 ENGINEERING MECHANICS II (DYNAMICS) 3 CREDITS

Focuses on vector and calculus treatment of the dynamics of particles and rigid bodies using Newton's Laws. Includes work-energy impulse momentum, and free and forced oscillations. **PREREQUISITES:** EGG 211, MAT 202, PHY 211 with a grade of "C" or better.

EGG 221 CIRCUIT ANALYSIS I 4 CREDITS

Covers the basic theorems of circuit analysis. Transient solution of circuits by classical techniques. Steady-state sinusoidal solutions by means of phasors will be introduced. Basic electrical circuit measurements and experimentation using oscilloscopes, various meters and function generators will be performed in the lab. **PREREQUISITES:** MAT 202, PHY 212 with a grade of "C" or better.

EGG 222 CIRCUIT ANALYSIS II 4 CREDITS

Familiarizes students with advanced methods of circuit analysis including computer simulations. Laplace transforms, frequency domain analysis, steady state solutions, two part network, Fourier series, pulses, impulses, and computer-aided analysis will be applied to circuits. Data acquisition, digital-to-analog and analog-to-digital converters will be covered. Laboratory experiments are included. **PREREQUISITE:** EGG 221 with a grade of "C" or better.

EGG 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

EGG 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Engineering Graphics Technology**EGT 101 TECHNICAL DRAFTING I 3 CREDITS**

Introduces the student to basic engineering graphics technology principles through development of basic entry-level drafting skills. Enables the student to develop skills in sketching, reading drafting scales, interpreting line types, lettering techniques, geometric construction, orthographic projection, and drawing reproduction.

EGT 102 TECHNICAL DRAFTING II 3 CREDITS

Introduces students to auxiliary views, pictorials, sections, threads, and fasteners, springs, and intersections and developments. **PREREQUISITES:** EGT 101, CAD 102 with a grade of "C" or better, or Instructor's permission.

EGT 105 BLUEPRINT READING 3 CREDITS

Focuses on interpretation of shop and working drawings. Examines drawing formats, view selection, hardware, dimensioning and tolerancing systems using the ANSI standards and symbols. Addresses interpretation, calculation and placement of tolerances.

EGT 109 DESCRIPTIVE GEOMETRY 3 CREDITS

Enables the student to develop the ability to visualize points, lines, and surfaces in space, to relate them to each other, and to apply these relationships in the solution of drafting assignments. **PREREQUISITE:** EGT 102 with a grade of "C" or better or Instructor's permission.

EGT 267 PIPING DRAWINGS 3 CREDITS

Examines layout and design of industrial piping systems. Focuses on fittings, flanges, valves and piping. Enables the student to interpret their symbols, draw as flow and instrumentation diagrams, and plan elevation assemblies through assigned projects. Introduces associated dimensioning systems.

English

All of the degree programs at ACC require students to successfully complete English composition courses; different programs require different courses. Before students enroll in composition courses, the students must demonstrate their writing competencies by means of a placement test. The test will be validated by an impromptu writing sample during the first week of class. English 121-122 is the traditional college-level freshman composition program. The courses are sequential and acceptable for college transfer. All A.A. and A.S. students must complete this sequence; however, those students who demonstrate deficiencies in their writing competencies will be required to begin their writing programs in the Developmental Studies sequence: ENG 030, ENG 060 and/or ENG 090, REA 030, REA 060 and/or REA 090.

English 131 is a college-level course designed especially for students interested in occupational or technical fields. Many occupational programs require English 131; however, some students may need English 090 before enrolling in English 131. LITERATURE and HUMANITIES courses (listed separately) provide opportunities for refinement of reading, writing and critical-thinking skills. See also JOURNALISM.

ENG 030 BASIC WRITING SKILLS 2 CREDITS

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. **PREREQUISITE:** ACCUPLACER sentence skills score of 25-49.

ENG 060 LANGUAGE FUNDAMENTALS 3 CREDITS

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. **PREREQUISITE:** ACCUPLACER sentence skills score 50-69. **COREQUISITE:** concurrent enrollment in REA 060/090 strongly recommended.

ENG 090 BASIC COMPOSITION 3 CREDITS

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. **PREREQUISITE:** ENG 060 with a grade of "C" or better or ACCUPLACER sentence skills score 70-94. **COREQUISITE:** concurrent enrollment in REA 090 strongly recommended.

ENG 121 ENGLISH COMPOSITION I: GT CO1 3 CREDITS

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This is a Statewide Guaranteed Transfer course.

ENG 122 ENGLISH COMPOSITION II: GT CO2 3 CREDITS

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 121 with a grade of "C" or better.

ENG 131 TECHNICAL WRITING I 3 CREDITS

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. **PREREQUISITES:** ENG 090 with a grade of "C" or better or ACCUPLACER sentence skills score of 95+ and reading score of 80+.

ENG 215 PLAYWRITING I 3 CREDITS

Enables the student to learn and practice playwriting techniques, thereby improving creative writing skills. Emphasizes elements of dramatic structure, dialogue, styles, and theatrical practices.

ENG 221 CREATIVE WRITING I 3 CREDITS

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. **PREREQUISITE:** ENG 121 with a grade of "C" or better or Instructor's permission.

ENG 222 CREATIVE WRITING II 3 CREDITS

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. **PREREQUISITE:** ENG 221 with a grade of "C" or better or Instructor's permission.

ENG 226 FICTION WRITING 3 CREDITS

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story. **PREREQUISITE:** ENG 221 with a grade of "C" or better or Instructor's permission.

ENG 227 POETRY WRITING 3 CREDITS

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 230 CREATIVE NONFICTION 3 CREDITS

Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Includes critical review, biographical profiles, travel writing, and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting.

ENG 231 LITERARY MAGAZINE 3 CREDITS

Teaches the student the editorial process involved in preparing a literary magazine for publication. Covers the process of selection of material (fiction, nonfiction, poetry, and visual art) to be published, as well as design, layout, and production to prepare a manuscript for publication. Enables the student to produce a literary magazine.

ENG 235 RHETORIC AND PROPAGANDA 3 CREDITS

Examines classical and modern theories of rhetoric, understood as effective, ethical means of persuasion, and the ways in which propaganda departs from these means. Enables the student to apply theories of rhetoric and propaganda to examples of presidential rhetoric, Nazi and Soviet propaganda, and other examples of persuasive writing. Includes the study of visual rhetoric with students constructing criteria for identifying visual propaganda, and studying the complex relationship, historically and in the present, between propaganda, democracy, advertising, and mass media.

ENG 264 PUBLISHING YOUR WRITING 3 CREDITS

Familiarizes students with the publishing industry and helps them get published. Students target audiences, prepare manuscripts for publication and contests, and submit their writing. They write a cover letter, a query letter, a personal biography, and a book proposal. They design and assess a book or a collection, perform a competitive title analysis, and prepare a marketing plan. The course covers submission guidelines, copyright, authors' rights, and trends in the industry.

ENG 275 SPECIAL TOPICS: RHETORIC 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ENG 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ENG 289 CAPSTONE 1-6 VARIABLE CREDITS

Provides a demonstrated culmination of learning within a given program of study.

Environmental Science**ENV 101 INTRO. TO ENVIRONMENTAL SCIENCE: GT SC1 4 CREDITS**

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. This is a Statewide Guaranteed Transfer course.

English As A Second Language**ESL 022 INTERMEDIATE GRAMMAR 3 CREDITS**

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 031 BASIC CONVERSATION 3 CREDITS

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

ESL 032 INTERMEDIATE CONVERSATION 3 CREDITS

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice. **PREREQUISITE:** ESL 031 with a grade of "C" or better or Instructor's permission.

ESL 043 ADVANCED READING 3 CREDITS

Prepares the student for academic reading assignments. Assists the student to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills. **PREREQUISITE:** ACCUPLACER score of 40 in Reading or Instructor Permission.

ESL 053 ADVANCED COMPOSITION 3 CREDITS

Reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. Emphasizes accurate use of advanced grammatical structures. Includes summarizing, paraphrasing, and research writing. **PREREQUISITE:** ACCUPLACER score of 70 in sentence skills.

Finance**FIN 101 INTRODUCTION TO FINANCE 3 CREDITS**

Provides an in-depth study of the US monetary system, the role of banks as financial intermediaries, and the types of financing. Includes international financial markets and international financial instruments used in importing and exporting, analysis of stock and bond values, the role and process of the stock and bond markets and the derivative marketplace. Enables the student to produce a cash budget, analyze financial statements including all financial ratios used in credit analysis, and determine capital requirements and financing arrangements.

FIN 105 PRINCIPLES OF BANKING 3 CREDITS

Explores nearly every aspect of banking as a solid foundation for any career in the financial services industry. Just as the industry is constantly changing, this course is continually being revised to provide specific up-to-date information.

FIN 131 INTRO TO MORTGAGE BANKING 3 CREDITS

Focuses on the entire mortgage loan process. Enables the student to apply the components of the mortgage loan process to a simulated workplace situation beginning with origination and the sale of the loan through the secondary market or to a private investor.

FIN 132 RESIDENTIAL MORTGAGE LOAN ORIGINATION 1 CREDIT

Introduces the basic procedures of Residential Mortgage-Loan Origination for Conventional, Conforming/Non-Conforming and government loans. Enables the student to determine the acceptability of a loan for underwriting and evaluate the market conditions that effect the loan process.

FIN 133 RESIDENTIAL MORTGAGE PROCESSING 1 CREDIT

Introduces the basic guidelines and functions of Residential Mortgage Processing. Incorporates analysis of the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio.

FIN 138 FHA FOR LOAN PROCESSORS .5 CREDIT

Presents the student with the proper use of FHA loans for loan officers and FHA terminology. Students learn qualifying guidelines, the credit alert system, acceptable credit documentation and alternative documentation sources. Student will be able to complete the Mortgage Credit Analysis Worksheet, calculate loan limits and MIP refunds and be able to work with FHA Connection online.

FIN 205 CONSUMER LENDING 2 CREDITS

Provides an introduction to the field of consumer credit and consumer lending activities performed by savings association personnel. Designed for students with little or no background in consumer credit.

FIN 210 INTERNATIONAL FINANCE 3 CREDITS

Examines the basics of the foreign exchange market and exchange rate determination. The course will discuss creating and adjusting currency positions covering hedging, currency options, forecasting of exchange rates and the principals of parity. Topics covered include the balance of payments, past and present international monetary arrangements, the role of the International Monetary Fund and the World Bank, import and export financing, financial management of the multinational firm, the international money market and Macroeconomic policy in an Open Economy.

FIN 211 COMMERCIAL LENDING 3 CREDITS

Presents a basic course in commercial loan origination is designed to enable students to acquire the skills needed to evaluate business loan applications and to correctly document loans when they have been approved. The course focuses on both the financial and human relations skills essential to commercial lending.

FIN 226 MONEY AND BANKING 3 CREDITS

Presents a fundamental treatment of how money functions in the U.S. and world economies. Includes the concept of money supply, the Federal Reserve System, the role banks play as a money creator and participant in the nation's payment mechanism. Examines how the various types of financial institutions operate, the working of monetary and fiscal policies, and the role of a Central Bank and International Banking.

FIN 235 ANALYZING FINANCIAL STATEMENTS 1 CREDIT

Provides a practical understanding of financial statement analysis for a business borrower in order to assess repayment capacity. This course may be taught as a 2-credit accelerated course. **PREREQUISITES:** ACC 121, 122 with a grade of "C" or better.

FIN 237 ADVANCED LOAN PROCESSING .5 CREDIT

Develops advance levels and functions of Residential Mortgage Processing. Incorporates analysis of the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio. This class teaches students how to reduce underwriting conditions and speed up closings.

FIN 240 LAW AND BANKING PRINCIPLES 2 CREDITS

Serves as a banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Examines sources and applications of banking law, contracts, bankruptcy, torts and crimes, real and personal property, and the legal implications of consumer lending.

FIN 245 LAW AND BANKING APPLICATIONS 2 CREDITS

Introduces the laws pertaining to secured transactions, letters of credit, and the bank collection process. Enables the student to explain the concept of negotiability, analyze the concept of holder-in-due-course status, define and explain the nature of the letter of credit, describe the nature of primary and secondary contractual liability on an instrument, identify the issues related to secured transactions and discuss the legal issues related to bank collections and check losses.

FIN 250 MARKETING FOR BANKERS 2 CREDITS

Focuses on the motivation of customers to purchase financial services and how to develop a successful marketing plan. Enables the student to recognize consumer motivation and buying behavior. Examines how to integrate public relations, advertising, sales promotion, selling and service distribution functions in the bank's overall marketing plan. Incorporates situational analysis to develop a master market strategy and monitor and evaluate marketing performance versus objectives.

FIN 255 UNDERSTANDING AND SELLING BANK PRODUCTS 2 CREDITS

Focuses on the six human relations skills that encourage smooth, clear and personal communication with the customer. Emphasizes the basic steps of selling, information about bank products, and product benefits (rather than the features) and how to spot clues about customer needs. Covers the importance of cross-selling, how to recognize the typical prospects for various categories of bank products, and how to suggest products and overcome resistance to conclude the sale.

FIN 260 RETIREMENT/PENSION PLANNING AND INVESTMENT 3 CREDITS

Focuses on Defined Contribution and Defined Benefit Pension Accounts and Individual Retirement Accounts such as SEPPS and Keoghs. Covers the difference between qualified and non-qualified pension accounts and deferred benefit accounts. Addresses the regulations involving participation and withdrawal. Includes the types of investments that can be made through the different retirement vehicles and the tax ramifications of various types of accounts.

FIN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

FIN 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

FIN 287 COOPERATIVE EDUCATION 1-6 VARIABLE CREDITS

Provides students an opportunity to gain practical experience in applying their skills and/or develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. **PREREQUISITES:** Instructor's permission and completion of half of program coursework.

French

FRE 101 CONVERSATIONAL FRENCH I 3 CREDITS

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FRE 102 CONVERSATIONAL FRENCH II 3 CREDITS

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar. **PREREQUISITE:** FRE 101 or Instructor's permission.

FRE 111 FRENCH LANGUAGE I 5 CREDITS

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 112 FRENCH LANGUAGE II 5 CREDITS

Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language. **PREREQUISITE:** FRE 111 with a grade of "C" or better or Instructor's permission.

FRE 201 CONVERSATIONAL FRENCH III 3 CREDITS

Continues the sequence for students who wish to continue their study of understanding and speaking French. Covers intermediate level vocabulary, grammar, and expressions. **PREREQUISITE:** FRE 102 with a grade of "C" or better or Instructor's permission.

FRE 202 CONVERSATIONAL FRENCH IV 3 CREDITS

Continues the sequence for students to advance their study of understanding and speaking French. Covers intermediate level conversational patterns, expressions, and grammar. **PREREQUISITE:** FRE 201 with a grade of "C" or better or Instructor's permission.

FRE 211 FRENCH LANGUAGE III: GT-AH4 3 CREDITS

Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** FRE 112 with a grade of "C" or better or Instructor's permission.

FRE 212 FRENCH LANGUAGE IV: GT-AH4 3 CREDITS

Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** FRE 211 with a grade of "C" or better or Instructor's permission.

FRE 235 FRENCH READING AND WRITING 3 CREDITS

This course enables student to build vocabulary and develop reading and writing strategies in French to be able to analyze fictional and non-fictional texts and gain further cultural insight of the Francophone world.

FRE 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. **PREREQUISITE:** to be determined by the Instructor.

FRE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Geographic Information Systems

GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 3 CREDITS

Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps, and various computer software applications in GIS.

GIS 210 INTERMEDIATE GIS 3 CREDITS

Builds upon the spatial analysis principles and concepts of GIS 120. Students work with more advanced analytical tools and develop skills in spatial problem solving.

Geography

GEO 105 WORLD REGIONAL GEOGRAPHY: GT-SS2 3 CREDITS

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This is a Statewide Guaranteed Transfer course.

GEO 106 HUMAN GEOGRAPHY: GT-SS2 3 CREDITS

Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. This is a Statewide Guaranteed Transfer course.

GEO 107 PHYSICAL GEOGRAPHY 3 CREDITS

Focuses on the study of the spatial relationship between humans and the natural environment. Covers five main themes: the atmosphere (weather and climate); the hydrosphere (water bodies and rivers); the lithosphere (Earth's crust and landforms); the biosphere (soil, plant, and animal relationships); and the impact of the human population on these environmental factors. Recommended for students interested in environmental studies, earth science, and geography.

GEO 111 PHYSICAL GEOGRAPHY – LANDFORMS GT-SS1 4 CREDITS

Introduces the principles of landforms as a major aspect of our natural environment. Incorporates an integrated process of lecture, discussion, and laboratory assignments. This is a Statewide Guaranteed Transfer course.

GEO 165 HUMAN ECOLOGY 3 CREDITS

Provides a current outlook for the global environment, describing the threats imposed on different natural ecological systems. Enables the student to develop a set of intellectual tools and ways of thinking about the environment to evaluate for themselves how serious a given environmental problem will be.

GEO 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

GEO 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Geology

GEY 111 PHYSICAL GEOLOGY: GT-SC1 4 CREDITS

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This is a Statewide Guaranteed Transfer course.

GEO 112 PHYSICAL GEOGRAPHY– EATHER AND CLIMATE 4 CREDITS

Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. Includes investigating the geographic factors which influence climate such as topography, location, elevation, winds, and latitude. Incorporates an integrated process of lecture, discussion and laboratory assignments.

GEY 121 HISTORICAL GEOLOGY: GT-SC1 4 CREDITS

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This is a Statewide Guaranteed Transfer course.

GEY 135 ENVIRONMENTAL GEOLOGY 3 CREDITS

Introduces geology and its relationship to man's environment. Covers geologic hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect these resources from contamination. The geologic aspects of land use practices, as well as mineral and energy resource exploitation are reviewed and related to legislation regarding environmental law.

GEY 205 THE GEOLOGY OF COLORADO 3 CREDITS

Covers the geologic history of Colorado, with emphasis on formation of mountain ranges, igneous, sedimentary and metamorphic rock types, ore deposits and landforms. Incorporates field experience and/or class room lectures. **PREREQUISITE:** Instructor's permission

GEY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Presents an overview of the special topic including one aspect of the earth and its history as recorded in rocks and rock formations. May also include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline.

GEY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Greek

GRK 105 BEGINNING ANCIENT GREEK I 3 CREDITS

Provide students with the opportunity to begin their study in Ancient Greek. This is designed to help students to develop proficiency in listening, speaking, writing and especially reading Ancient Greek (Classical Greek), the language spoken by the Athenians in the fifth and fourth centuries B.C. Learning Classical Greek will also provide students with the ability to read the Koine Greek of the New Testament.

GRK 106 BEGINNING ANCIENT GREEK II 3 CREDITS

Provide students with the opportunity to continue their study in Ancient Greek. This is the second course in the sequence (101, 102) designed to help students develop proficiency in listening, speaking, writing and especially reading Ancient Greek (Classical Greek), the language spoken by the Athenians in the fifth and fourth centuries B.C. Learning Classical Greek will also provide students with the ability to read the Koine Greek of the New Testament.

Health Professions

HPR 106 LAW AND ETHICS FOR HEALTH PROFESSIONS 2 CREDITS

Introduces students to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions. **PREREQUISITES:** Determined by individual program guides. **COREQUISITES:** Determined by individual program guides.

HPR 108 DIETARY NUTRITION 1 CREDIT

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 112 PHLEBOTOMY 4 CREDITS

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

COREQUISITE: HPR 113.

HPR 113 ADVANCED PHLEBOTOMY 4 CREDITS

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

COREQUISITE: HPR 112.

HPR 117 ANATOMICAL KINESIOLOGY 3 CREDITS

Studies the Anatomical Bases of Human Movement.

HPR 178 MEDICAL TERMINOLOGY 3 CREDITS

Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 205 MICROBIOLOGY OF INFECTIOUS DISEASES 3 CREDITS

Acquaints the student with microbes and their roles in infectious disease. It includes descriptions of bacteria, viruses, fungi, and protozoa, as well as techniques for growing, controlling and treating diseases caused by these organisms. Within the scope of this course are units which discuss how the diseases are diagnosed, and finally, epidemiology and communicability of individual diseases grouped by portals of entry. Prevention and infection control issues as well as current issues surrounding infectious disease may also be discussed.

HPR 206 MICROBIOLOGY OF INFECTIOUS DISEASES-LAB 1 CREDIT

Provides a laboratory experience to acquaint the pre-nursing students with culture technique, staining methods, identification systems and methods on control of infectious disease microorganisms. It will include specimen, use of the light microscope, the technique of isolation streaking, antimicrobial sensitivity testing. This laboratory should be taken concurrently with HPR 205 lecture but HPR 205 lecture may be taken without this lab.

HPR 240 ROLE OF DEATH AND BEREAVEMENT IN SOCIETY 3 CREDITS

Examines death from the perspectives of the dying individual, the bereaved and the caregivers. The course will focus on sociological, cultural, spiritual, development and psychological aspects of dying and bereavement. It will also include study of various groups and their relationships to death and disposition, funerals and other rites. **PREREQUISITE:** PSY 101 with a grade of "C" or better.

HPR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HPR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Health And Wellness Education**HWE 100 HUMAN NUTRITION 3 CREDITS**

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

HWE 108 WEIGHT LOSS 1 CREDIT

Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include classroom sessions that will focus on personal habits including diet that lead to weight gain and exercise session in the Fitness Center.

HWE 111 HEALTH AND FITNESS 3 CREDITS

Studies health and fitness in the U.S. today. The course will look at personal health issues, managing stress, nutrition and healthy life styles.

HWE 122 RESPONDING TO EMERGENCIES 2 CREDITS

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies.

HWE 124 FITNESS AND WELLNESS 2 CREDITS

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and Web sites in health and wellness.

HWE 125 INTRO TO HUMAN PERFORMANCE 3 CREDITS

This class is a survey of the discipline of kinesiology, including knowledge derived from performing physical activity, studying about physical activity, and professional practice centered in physical activity. It includes an analysis of the importance of physical activity in daily life, the relationship between physical activity and the discipline of kinesiology, the general effects of physical activity experiences. The course surveys the general knowledge base of the discipline as reflected in the major sub-disciplines and reviews selected concepts in each, showing

how they contribute to our understanding of the nature and importance of physical activity. In addition, the course introduces students to the general characteristics of the professions to specific types of physical activity professions typically pursued by those graduating from a program of kinesiology, and assists them in making some early career decisions.

HWE 136 SKILLS AND METHODS OF TEACHING WEIGHT TRAINING 3 CREDITS

This class is intended for students in the Human Performance Program. It is designed to acquaint the student with the basic skills, methods and techniques necessary to be a competent exercise leader in the area of resistance training. Emphasis will be placed on understanding selection of appropriate teaching progressions that relate to the weight room and fitness facility as well as the science of human motion and muscle/joint structure and function as it relates to fitness.

HWE 230 EXERCISE AND SPORTS PSYCHOLOGY 3 CREDITS

This course teaches students how to apply psychology principles and techniques that may help people increase their motivation to exercise and change health-impairing behaviors. The course is based on research, theory, and practical application in the field of exercise and sport psychology. Examination of psychological theories and current research related to sport and exercise behavior will be covered. The student will be introduced to the field of sport and exercise psychology by providing a broad overview of the major topics in the area.

HWE 237 EXERCISE, NUTRITION AND BODY COMPOSITION 3 CREDITS

Discusses the concepts of improved performance in all fitness areas. Emphasis is placed upon updated information associated with nutrition and human performance. Measurement of body composition is used as it correlates to training and diet/exercise programs.

HWE 245 PHYSIOLOGY OF EXERCISE 3 CREDITS

Introduces the student to the physiological responses and adaptations of individuals to exercise as well as the application to sports medicine, rehabilitation and general fitness. The laboratory provides experiences that demonstrate the underlying theoretical constructs that govern physiological responses and adaptations to exercise. **PREREQUISITE:** BIO 201 with a grade of "C" or better.

HWE 248 EXERCISE TESTING AND PRESCRIPTION 3 CREDITS

Provides the student with the opportunity to conduct laboratory fitness assessments, evaluate test results and develop exercise prescriptions. In addition, the student will be expected to become knowledgeable about liability issues and the promotion and marketing of fitness programs.

HWE 255 CERTIFIED PERSONAL TRAINER PREPARATORY COURSE 3 CREDITS

Provides the student with theoretical knowledge and practical skills in preparation for a nationally recognized personal training certification approved by the Colorado Community College System. These Certifications are limited to the following: ACSM, ACE, NSCA, NCSF, AFAA, and AEA. Upon certification, the student will have the ability to develop and implement exercise programs for healthy populations and/or those individuals with medical clearance to exercise.

HWE 288 INTERNAL PRACTICUM 3 CREDITS

Designed for all majors in the Human Performance Program and provides the student, on-the-job training. The student will have the opportunity to further integrate academic knowledge and apply those skills gained through the Human Performance degree curriculum. Working in various capacities within the ACC Fitness/Aquatic Center, Physical Education department and the Employee Wellness Program will be required. Students should receive entry-level proficiency at the completion of the course. Graded as Satisfactory/Unsatisfactory. **PREREQUISITES:** HWE 248, HWE 237 and HWE 122 with a grade of "C" or better or current CPR-PR/AED and First Aid Certification.

Health Information Technology

HIT 101 HEALTH INFORMATION MANAGEMENT SCIENCE 6 CREDITS

Introduces the student to the health record, from inception to completion. Emphasis is on form, content and regulations impacting the health record in the various health care settings. Other areas to be discussed include the computerized aspects of the health record as well as the functions and responsibilities of the health information department. This course also examines various health care delivery systems and health care practitioners. The dilemmas of health care with attention directed to current events and how these events impact our profession are discussed.

HIT 105 PRINCIPLES OF HEALTHCARE REIMBURSEMENT 3 CREDITS

Provides students with the knowledge needed to identify and perform necessary tasks involved in healthcare reimbursement systems. Topics will include reimbursement principles of various healthcare plans, prospective payment systems, the importance of clinical coding, compliance with regulations, and related issues of fraud and abuse.

HIT 111 HEALTH DATA MANAGEMENT AND INFORMATION SYSTEMS 3 CREDITS

Introduces the practice of maintenance, compilation, analysis, and presentation of healthcare statistical data. Discussion is focused on the use, collection, presentation, and verification of health care data including fundamental concepts of descriptive statistics; data validity and reliability; data presentation techniques; and vital statistics. Introduces the electronic health record (EHR), health informatics and the infrastructure required for the EHR. Data reliability and validity will be emphasized.

HIT 112 LEGAL ASPECTS FOR HEALTH RECORDS 2 CREDITS

Introduces the student to the legal system and identifies the role of the HIM professional in this system. Specific federal and state laws are identified and discussed as they relate to release of medical information. Proposed federal and state legislation that affects the health care industry is examined and discussed.

HIT 188 HEALTH INFORMATION PRACTICUM I 1-6 VARIABLE CREDITS

Provides a directed clinical experience in a health information department in a health care facility. This experience focuses on the practice of skills related to the application of legal principles, record analysis and abstraction and record retention and retrieval.

HIT 222 QUALITY MANAGEMENT 3 CREDITS

Introduces the student to the basic concepts of quality management in the health care environment. Requirements by regulatory agencies regarding quality, utilization and risk management are discussed. Data collection, verification, analysis and presentation techniques will be studied. The course emphasizes the ongoing use of objective data and feedback to improve processes, systems and patient outcomes.

HIT 225 HEALTH INFORMATION MANAGEMENT 3 CREDITS

Concentrates on the principles of management as they relate to the administration of the health information management department as part of a health care organization.

HIT 241 CPT CODING BASIC PRINCIPLES 2 CREDITS

Provides the student with skill sets to apply the current procedural terminology (CPT) and HCPCS code set principles and guidelines for application in reporting/communicating information and data about clinical services provided to patients by healthcare providers. Includes understanding what the CPT nomenclature is, how and why it is used, and guidelines for each code category and how it is applied to represent services within each code category.

HIT 251 INTRO TO HEALTHCARE VOCABULARIES AND TERMINOLOGIES 2 CREDITS

Provides the student with a concrete understanding and foundation of healthcare terminologies, code sets and classification schemes and associated standards. The student will gain an understanding of interoperability and the role it plays in the application of each system as it pertains to the adoption of the EHR. The student will learn the principles of each system; the role of each in reporting clinical information and services in the healthcare delivery enterprise. Topics include understanding vocabularies, terminology and classification systems, data set standards, data interchange standards, and the Unified Medical Language System (UMLS) database.

HIT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HIT 288 HEALTH INFORMATION PRACTICUM II 2 CREDITS

Focuses on the ability of the student to apply classroom knowledge in a clinical setting, practice professionalism, gain insight into the functions of the department and understand the relationship of health records to the facility as a whole. Emphasis is on the ability to act independently, complete assigned projects and demonstrate a good understanding of health information management concepts. **PREREQUISITES:** Completion of all first and second year HIT courses.

HIT 289 HIT CAPSTONE 2 CREDITS

Offers student a comprehensive review of all HIT courses in preparation to take national exam, utilizing Study Guides and Mock Exams; offers student a 40 hour professional practicum experience (PPE) to apply classroom knowledge in a clinical setting, practice professionalism, gain insight into the functions of the department, understand the relationship of health records to the facility as a whole, demonstrate the ability to act independently, complete assigned projects and demonstrate a good understanding of health information management concepts.

History**HIS 101 WESTERN CIVILIZATION: ANTIQUITY-1650: GT-HI1 3 CREDITS**

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HIS 102 WESTERN CIVILIZATION: 1650-PRESENT: GT-HI1 3 CREDITS

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

**HIS 111 THE WORLD:
ANTIQUITY-1500: GT-HI1 3 CREDITS**

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

**HIS 112 THE WORLD:
1500-PRESENT: GT-HI1 3 CREDITS**

Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

**HIS 201 US HISTORY TO
RECONSTRUCTION: GT-HI1 3 CREDITS**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

**HIS 202 US HISTORY SINCE
THE CIVIL WAR: GT-HI1 3 CREDITS**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HIS 215 WOMEN IN U.S. HISTORY 3 CR

Examines women's changing roles in American History from the pre-colonial native population to the present. Emphasizes the nature of woman's work and the participation of women in the family, political, religions, and cultural activities and in social reform movements.

HIS 225 COLORADO HISTORY: GT-HI1 3 CREDITS

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

**HIS 247 20TH CENTURY WORLD
HISTORY: GT-HI1 3 CREDITS**

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

**HIS 260 US FOREIGN RELATIONS HISTORY: GT-HI1
3 CREDITS**

Provides an overview of the history of United States foreign relations from the colonial era to the present and includes the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion, and the environment will be covered. This course also focuses on developing, practicing and strengthening the skills historians use while constructing knowledge in the discipline. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HIS 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

**HIS 285 INDEPENDENT
STUDY 1-6 VARIABLE CREDITS**

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. **PREREQUISITE:** Instructor's permission.

Humanities

HUM 103 INTRODUCTION TO FILM ART 3 CREDITS

Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent key historical and aesthetic periods as well as a variety of genres and themes. The course incorporates the vocabulary stylistic systems (for instance, cinematography, editing and art direction) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys.

HUM 115 WORLD MYTHOLOGY: AH2 3 CREDITS
 Introduces students to the mythologies of various cultures. Common themes are illustrated and an interdisciplinary approach is used incorporating some of the following: religion, philosophy, art history, theater, literature, music, cultural studies, and history. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HUM 118 RELIGION IN AMERICAN CULTURE 3 CREDITS
 Investigates the various ways in which religion and American culture interact. It begins with the religion of Native Americans, which existed in a pre-modern society where religion went unchallenged as the preeminent organizing principle, to our post-modern era, where religion competes with a multiplicity of other belief systems in a complex societal matrix. This course pays close attention to the sundry ways in which religion and American culture interface.

HUM 121 HUMANITIES: EARLY CIVILIZATION: GT-AH2 3 CREDITS
 Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HUM 122 HUMANITIES: FROM MEDIEVAL TO MODERN: GT-AH2 3 CREDITS
 Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HUM 123 HUMANITIES: THE MODERN WORLD: GT-AH2 3 CREDITS
 Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

HUM 164 AMERICAN CINEMA 3 CREDITS
 Introduces film studies and surveys the American film industry as an art form, as an industry, and as a system of representation and communication. This course explores how Hollywood films work technically, aesthetically, and culturally to re-enforce and challenge America's national self image.

HUM 201 TWENTIETH CENTURY AMERICAN ART 3 CREDITS
 Focuses on elements common to the arts of film, painting, architecture, literature and music of 20th century United States. Students study the effects of the economy, business and industry and traditional North American values and dreams on the arts.

HUM 220 THE CULTURAL HISTORY OF ROCK AND ROLL 3 CREDITS
 Teaches students to read about, write about, and discuss the social history of that very broad term, "rock and roll". We explore important themes in American (and British) social and cultural history through the study of popular music, as well as to examine how popular and critical tastes are reflections of artistic, cultural, sexual, economic and ideological sensibilities at the time of its production. In order to fully understand what the culture of "rock" is all about, we critically analyze the influence of technology, ideology, class, gender, and race on various genres of music, jazz, country, rhythm and blues, techno, heavy metal, and hip hop. We also examine how rock and roll influenced (and is influenced by) other arts, particularly literature and film. Emphasis is placed on understanding the social and cultural contexts of the various music forms rather than on a rigorous understanding of the musical forms themselves.

HUM 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS
 Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HUM 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS
 Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Interior Design

IND 100 INTERIOR DESIGN FUNDAMENTALS 4 CREDITS
 An introduction to design elements, principles and theory. Application techniques, emphasizing design relationships and composition, will be explored. Basic skills and techniques of both visual and oral presentations will be introduced. **PREREQUISITES:** Attend an Interior Design Orientation; Minimum ACCUPLACER scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see Interior Design degree program).

IND 107 HISTORY OF INTERIOR DESIGN 3 CREDITS
 Offers a study of interiors and furnishings from the medieval period to the Revival styles of the mid-eighteenth century to the contemporary classics used in modern interiors today. Study of interior and exterior architectural elements, furniture, design motifs and ornamentation, fine arts and construction methods as it relates to the cultural, political, social, technological and economic conditions of the times. **PREREQUISITES:** IND 100; CIS 118 with a grade of "C" or better.

IND 108 PROFESSION SURVEY 1 CREDIT

Guest speakers share experiences and insights concerning job types, opportunities and the educational requirements for them. They also discuss business practices, current work, professional organizations; tools, methods and educational requirements necessary for various positions; and prevailing professional attitudes. **PREREQUISITES:** Attend an Interior Design Orientation; Minimum ACCUPLACER scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see Interior Design degree program).

IND 111 DRAFTING FOR INTERIORS 4 CREDITS

Introduces the basic drafting tools and techniques, graphic references and symbols, use of pencil and technical pen. Student learns to draft floor plans and interior elevations. Course also covers basic interior dimensioning and lettering as well as isometric drawing construction for interior components. **PREREQUISITES:** Attend an Interior Design Orientation; Minimum ACCUPLACER scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see Interior Design degree program)

IND 112 GRAPHIC COMMUNICATION 4 CREDITS

Teaches methods of communicating interior design plans, elements and ideas in 3-D, through perspective drawing construction and quick sketch techniques, and practice rendering and illustration skills. **PREREQUISITES:** IND 100, IND 111 with a grade of "C" or better.

IND 114 SPACE PLANNING 3 CREDITS

Teaches the principles and factors of space planning and practices the space planning process through residential and light commercial applications. Students are introduced to interior architecture, human factors, code requirements and functional space. Use of bubble diagrams, two and three dimensional design fundamentals and freehand ink presentation techniques are also included to communicate design solutions. **PREREQUISITES:** IND 100, IND 111 with a grade of "C" or better.

IND 117 INTERIOR TEXTILES 2 CREDITS

Study and research of fabric types, fibers, weaves, finishes, construction and dyeing & printing methods for residential and commercial fabrics and carpets. Emphasis is on selection of appropriate and code compliant products for environmental, durability and life safety concerns. Evaluation, selection and specification of textile products to create aesthetic and functional designs appropriate for residential and commercial interiors. **PREREQUISITES:** Attend an Interior Design Orientation; Minimum ACCUPLACER scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see Interior Design degree program).

IND 118 INTERIOR FINISHES 2 CREDITS

Introduction to interior finish materials used as a means of functional and aesthetic application by the interior designer. Develop skills to specify appropriate materials, estimate quantities, develop costs and understand installation and removal associated with residential and commercial finishes, with a focus on sustainability. **PREREQUISITES:** Attend an Interior Design Orientation; Minimum ACCUPLACER scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see Interior Design degree program).

IND 151 RESIDENTIAL DESIGN 4 CREDITS

Development of a residential studio project, with an emphasis on universal design and sustainability, by implementing the design process. Requires research and application of residential design solutions through space planning, furniture & finish selections and specifications, estimating quantities and costs and understanding budget. Includes development of construction documentation and professional presentation techniques. **PREREQUISITES:** IND 100, IND 111, IND 112, IND 114, IND 117, IND 118, IND 107 and IND 205 with a grade of "C" or better recommended

IND 152 COMMERCIAL DESIGN I 2 CREDITS

Introduces commercial design space planning and procedures for a variety of commercial project types. Emphasis will be placed on conceptual design, the programming and schematic design process, space planning and design documentation. **PREREQUISITES:** CIS 118, IND 100, IND 111, IND 112, IND 114, IND 117, IND 118, IND 151; IND 205 with a grade of "C" or better recommended; **COREQUISITES:** IND 151 (strong drafting and space planning skills recommended if 151 taken with 152).

IND 160 ACCESSORIZING 2 CREDITS

Teaches how to assist clients in selection of art, antiques and accessories to aid in defining the character of the space. Styles and the eclectic mix of styles are covered, as well as placement and effective use of items.

IND 175 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Explores current topics, issues and activities related to one or more aspects of the named discipline. **PREREQUISITES:** see Advisor and/or semester course schedule.

IND 178 SEMINAR–DESIGN RESUME 1 CREDIT

This course provides students with an experiential learning opportunity. **PREREQUISITES:** IND 100, 108, 114; CIS 118; ENG 131 with a grade of "C" or better.

IND 178 SEMINAR–MARKET TOUR 1–6 VARIABLE CREDITS

This course provides students with an experiential learning opportunity. **PREREQUISITES:** IND 100, 111, 117, 118 with a grade of "C" or better.

IND 200 KITCHEN AND BATH DESIGN 4 CREDITS

Provides the specialized design process and documentation requirements of kitchen and bath design and applies NKBA guidelines. Students become familiar with trade resources supporting the design field. At least two portfolio projects are produced. Students will be encouraged to produce project documents using a variety of computer software applications. **PREREQUISITES:** IND 151, IND 205, IND 211, IND 225; ENG 131 with a grade of "C" or better; **COREQUISITES:** IND 211, 225.

IND 201 COMMERCIAL DESIGN II 4 CREDITS

Development of a commercial studio project, while applying knowledge of code and ADA requirements, building systems, finish and furniture specifications and sustainability. Requires research and application of commercial design solutions through the design process. Includes development of construction documentation and professional presentation techniques. **PREREQUISITES:** IND 151, IND 152, IND 200, IND 205, IND 211, IND 225; CAD 105; ENG 131 with a grade of "C" or better; **COREQUISITES:** IND 200, 225.

IND 205 PROFESSIONAL PRACTICE FOR INTERIOR DESIGNERS 2 CREDITS

Introduces processes involved in creating and running a professional interior design business including legal, ethical, practical and professional requirements. Emphasis on business structures and practices, professional documentation and contracts, marketing techniques, job cost estimating, setting up industry accounts and project management methods. Students become familiar with business practices in both commercial and residential design firms and develop business plans and resumes. **PREREQUISITES:** IND 100, IND 108, IND 111, IND 114, IND 117, IND 118; CIS 118 with a grade of "C" or better.

IND 207 WINDOW TREATMENTS 2 CREDITS

Discusses and demonstrates the hard and soft window treatments used in today's market place. Measuring, installing, pricing, ordering, and resource development are investigated. Fabric weaves and weights, trims and linings are discussed, and creative treatments are designed and specified.

IND 211 INTERIOR CONSTRUCTION 4 CREDITS

Introduces the student to interior building systems and assemblies, construction documents and details, and codes applicable to interior architecture. Student will apply this knowledge to various graphic projects and is encouraged to produce projects using the computer and CAD software. **PREREQUISITES:** IND 100, IND 111, IND 112, IND 114, IND 118; CAD 105; CIS 118 with a grade of "C" or better.

IND 225 LIGHTING DESIGN 2 CREDITS

Teaches and applies basic knowledge of interior lighting technology and design. Content includes lamp classifications, color rendition, how lighting sources effect our perception of space, how to compute and control proper lighting levels, and how to communicate design information by means of a reflected ceiling plan and luminaries schedule. Students will be encouraged to produce projects using a variety of computer software applications. **PREREQUISITES:** IND 100, IND 111, IND 112, IND 114, IND 118; CIS 118 with a grade of "C" or better.

IND 278 WORKSHOP-DESIGN PORTFOLIO 1-6 VARIABLE CREDITS

Provides students with an experiential learning opportunity. **PREREQUISITES:** IND 178 (RESUME), IND 200, IND 201; ENG 131 with a grade of "C" or better.

IND 278 WORKSHOP-DESIGN RESEARCH 1-6 VARIABLE CREDITS

Provides students with an experiential learning opportunity. **PREREQUISITES:** IND 151, IND 152, IND 200, IND 201, IND 205, IND 211, IND 225; ENG 131 with a grade of "C" or better; **COREQUISITES:** IND 200, 201.

IND 280 INTERNSHIP 1-6 VARIABLE CREDITS

Provides work experience in a business or industry; 45 fieldwork hours per credit hour. **PREREQUISITES:** IND 178 Resume, IND 200, IND 201; ENG 131 with a grade of "C" or better.

IND 289 CAPSTONE: ADVANCED DESIGN 3 CREDITS

Provides a demonstrated culmination of learning within a given program of study. **PREREQUISITES:** IND 200, IND 201, IND 278 (DESIGN RESEARCH); ENG 131 with a grade of "C" or better.

Investments

INV 115 INVESTMENTS/STOCKS AND BONDS 3 CREDITS

Provides the student with a broad range of investment opportunities. The curriculum includes information about common stocks, corporate bonds, mutual funds, insurance, and real estate. The student will receive the basic general business concepts and information necessary to make a rational decision in the management of personal funds. This course covers the investment process using brokers, discount brokers, on-line trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio.

INV 215 ADVANCED INVESTMENTS 3 CREDITS

Provides the skills necessary to enter the investment industry. It prepares the student for the series 7 exam. Thus, it covers in detail the money market, capital market and derivative market. This course covers the investment process using brokers, discount brokers, on-line trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio. The student will also understand how to value all investments for holding period return. **PREREQUISITE:** an accounting course or investment course with a grade of "C" or better; or Instructor's permission.

INV 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission

Japanese

JPN 111 JAPANESE LANGUAGE I 5 CREDITS

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and methodology will vary according to individual texts and Instructors.

JPN 112 JAPANESE LANGUAGE II 5 CREDITS

Continues Foreign Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** JPN 111 with a grade of "C" or better or Instructor's permission

JPN 211 JAPANESE LANGUAGE III: GT-AH4 3 CREDITS

Continues Foreign Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** JPN 112 with a grade of "C" or better or Instructor's permission.

JPN 212 JAPANESE LANGUAGE IV: GT-AH4 3 CREDITS

Continues Japanese Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** JPN 211 with a grade of "C" or better or Instructor's permission.

JPN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. **PREREQUISITE:** to be determined by Instructor.

JPN 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Journalism

JOU 105 INTRODUCTION TO MASS MEDIA: GT-SS3 3 CREDITS

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. This is a Statewide Guaranteed Transfer course.

JOU 106 FUNDAMENTALS OF REPORTING 3 CREDITS

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness. **PREREQUISITE:** ENG 121 with a grade of "C" or better.

JOU 215 PUBLICATIONS PRODUCTION AND DESIGN 3 CREDITS

Provides for students participation in the planning, writing, design and production processes of a non-newspaper publication.

JOU 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

JOU 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Latin

LAT 111 LATIN I 5 CREDITS

Deals with the development of functional proficiency in listening, speaking, reading and writing Latin. Note: The order of the topics and methodology will vary according to individual texts and Instructors.

LAT 112 LATIN II 5 CREDITS

Continues Latin I in the development of functional proficiency in listening, speaking, reading and writing Latin. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** LAT 111 with a grade of "C" or better.

LAT 211 LATIN III 3 CREDITS

Continues Latin I and II in the development of increased functional proficiency in reading, translating and writing Latin, as well as listening and speaking Latin. This course provides the students with an opportunity to examine, compare and contrast language systems and understand the culture and values of the classical world. **PREREQUISITE:** LAT 112 with a grade of "C" or better.

LAT 212 LATIN IV 3 CREDITS

Continues Latin I, II and III in the development of increased functional proficiency in reading, translating and writing Latin, as well as listening and speaking Latin. This course provides the students with an additional opportunity to examine, compare and contrast language systems and understand the culture and values of the classical world. **PREREQUISITE:** LAT 211 with a grade of "C" or better.

LAT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. **PREREQUISITE:** will be determined by the Instructor.

Law Enforcement Academy

LEA 101 BASIC POLICE ACADEMY I 6 CREDITS

Conforms to P.O.S.T. standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. **PREREQUISITE:** Permission of Academy Director.

LEA 102 BASIC POLICE ACADEMY II 12 CREDITS

Conforms to P.O.S.T. standards and state certification requirements as well as the basic skills and knowledge to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. **PREREQUISITE:** Permission of Academy Director.

LEA 103 BASIC POLICE ACADEMY III 2 CREDITS

Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. **PREREQUISITE:** Permission of Academy Director.

LEA 104 BASIC POLICE ACADEMY IV 1 CREDIT

Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. **PREREQUISITE:** Permission of Academy Director.

LEA 105 BASIC LAW 8 CREDITS

Conforms to P.O.S.T. standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances. **PREREQUISITE:** Permission of Academy Director.

LEA 106 ARREST CONTROL TECHNIQUES 3 CREDITS

Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.

LEA 107 LAW ENFORCEMENT DRIVING 3 CREDITS

Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

LEA 108 FIREARMS 3 CREDITS

Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will explain the firearms role within the continuum of force.

Literature

Recommended: College-level reading ability.

LIT 115 INTRODUCTION TO LITERATURE: GT-AH2 3 CREDITS

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 201 MASTERPIECES OF LITERATURE I: GT-AH2 3 CREDITS

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 202 MASTERPIECES OF LITERATURE II: GT-AH2 3 CREDITS

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 205 ETHNIC LITERATURE: GT-AH2 3 CREDITS

Focuses on significant texts by ethnic American's including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 211 SURVEY OF AMERICAN LITERATURE I: GT-AH2 3 CREDITS

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 212 SURVEY OF AMERICAN LITERATURE II: GT-AH2 3 CREDITS

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 220 JEWISH-AMERICAN LITERATURE 3 CREDITS

Surveys some of the major achievements in literature and film by American Jews in late-nineteenth through the twentieth century. We will proceed chronologically, focusing on the fiction of the immigrant experience, the politicized literature of the 1930 and the 1940s, the literature of the post-WWII era and its struggle to fashion an adequate response to the Holocaust, and on questions surrounding assimilation, acculturation, and identity politics.

LIT 221 SURVEY OF BRITISH LITERATURE I: GT-AH2 3 CREDITS

Provides an overview of British literature from the Anglo-Saxon period through the seventeenth century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 222 SURVEY OF BRITISH LITERATURE II: GT-AH2 3 CREDITS

Provides an overview of British literature from the eighteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 225 INTRODUCTION TO SHAKESPEARE: GT-AH2 3 CREDITS

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

LIT 232 GOTHIC LITERATURE 3 CREDITS

Provides an overview of Gothic literature from the 1750's to the present. The course emphasizes careful reading, analysis, interpretation, and understanding of the works and their cultural and historical backgrounds. Critical thinking, discussion, and writing about significant works of Gothic literature will be used as tools to develop discriminating reading skills for lifetime enjoyment of the genre.

LIT 235 SCIENCE FICTION 3 CREDITS

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre.

LIT 245 LITERATURE OF THE AMERICAN WEST 3 CREDITS

Examines works in various genres by writers of the American West. It investigates the dominant themes and social and historical backgrounds.

LIT 255 CHILDREN'S LITERATURE 3 CREDITS

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

LIT 257 LITERATURE AND FILM 3 CREDITS

Examines the relationship between literature and motion pictures, emphasizing the technique and interpretive function of filmmakers.

LIT 259 SURVEY OF AFRICAN AMERICAN LITERATURE 3 CREDITS

Examines African American literature from 1750 to the present, exploring ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 267 THE BIBLE AS LITERATURE 3 CREDITS

Introduces the Bible as the textual centerpiece of Western literature. Students will encounter the various literary genres represented in Biblical texts, the process of canonization, ways in which the Bible has been read by its various interpretive communities, and some impacts of the Bible in such areas as law, poetry, fiction, psychology, ethics, and theology.

LIT 269 POPULAR LITERATURE AND CULTURE 3 CREDITS

Explores special interests in literature, such as Detective Fiction and Science Fiction.

LIT 275 THE NOVEL APPROACH TO LANGUAGE ARTS 1-6 VARIABLE CREDITS

Offers methods and techniques of developing a language arts unit based on an age/grade appropriate novel. Novels provide a means for exploration that involves critical and creative thinking and enrich the reading experiences of children. This instructional method revolves around student discussion groups that enable children to learn to listen and to share points of view, ideas, and feelings. Student activities are developed utilizing Bloom's Taxonomy of Cognition and are interchangeable with additional titles (novels) or basal reading series.

LIT 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century. **PREREQUISITE:** Instructor's permission.

Management**MAN 116 PRINCIPLES OF SUPERVISION 3 CREDITS**

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

MAN 117 TIME MANAGEMENT 1 CREDIT

Provides students with the conceptual knowledge and tools to make better use of their time in the management function.

MAN 128 HUMAN RELATIONS IN ORGANIZATIONS 3 CREDITS

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

MAN 200 HUMAN RESOURCE MANAGEMENT I 3 CREDITS

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

MAN 201 HUMAN RESOURCE MANAGEMENT II 3 CREDITS

Offers further discussion of concepts of Human Resources. Topics covered include techniques and procedures in resources planning, appraising performance, selection and staffing, training and development, job enrichment, and wage and salary administration.

MAN 212 NEGOTIATION AND CONFLICT RESOLUTION 3 CREDITS

Presents proper techniques in negotiation and conflict resolution. Key practices that determine successful negotiation are explored. This course covers principles of conflict resolution including business policies, accepted business practices contracts, labor union contracts, pay raises and starting salaries.

MAN 215 ORGANIZATIONAL BEHAVIOR 3 CREDITS

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

MAN 216 SMALL BUSINESS MANAGEMENT 3 CREDITS

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

MAN 224 LEADERSHIP 3 CREDITS

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

MAN 226 PRINCIPLES OF MANAGEMENT 3 CREDITS

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

MAN 230 CORPORATE RESPONSIBILITY 3 CREDITS

Examines the concept of corporate responsibility and the extent to which an organization's resources should be used to identify and respond to social problems. Included in the course will be topics of corporate and social responsibility, and the concept of servant leadership, and how this applies to business and management principles.

MAN 240 STRATEGIC MANAGEMENT 3 CREDITS

Presents the development of business policy and the integration of skills learned in prior business study, including strategy formulation, implementation, and evaluation. Focus is on the coordination of marketing, production, finance, accounting, and ethics and social responsibility to achieve competitive advantage.

MAN 241 PROJECT MANAGEMENT IN ORGANIZATIONS 3 CREDITS

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

MAN 243 PROJECT MANAGEMENT IN ACTION 3 CREDITS

Brings into focus the subject material covered in MAN 241 and CIS 202. Emphasis will be placed on melding general concepts of project management with practical applications of software to complete a project management assignment. **PREREQUISITES:** MAN 241 and CIS 202 with a grade of "C" or better or Instructor's permission.

MAN 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

Manufacturing Technologies

MTE 120 MANUFACTURING PROCESSES 3 CREDITS

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

Marketing

MAR 106 MARKETING YOUR IMAGE 3 CREDITS

Teaches students how to market themselves to prospective employers, clients, professional groups, and audiences of all types. Major emphasis will be placed on skills used to gain employment (resumes, interviewing, and professional appearance) and on skills used to achieve continued personal success (professional behavior and attitude). The course will include at least one simulated interview.

MAR 110 INTRODUCTION TO SALES 1 CREDIT

Enables the student to understand and develop a solid foundation of the Fundamentals of Selling. In addition, the course addresses three additional key areas of selling and sales techniques: Selling Against the Competition, Selling Broadband Services and Business Solutions Selling. **COREQUISITE:** Employment in the broadband industry.

MAR 111 PRINCIPLES OF SALES 3 CREDITS

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 117 PRINCIPLES OF RETAILING 3 CREDITS

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 126 MERCHANDISING 3 CREDITS

Emphasizes facility/store organization and merchandising techniques. The study of what makes a store appealing includes layout, product mix, and techniques of display.

MAR 160 CUSTOMER SERVICE 3 CREDITS

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes..

MAR 216 PRINCIPLES OF MARKETING 3 CREDITS

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 217 E-COMMERCE MARKETING 3 CREDITS

Explores new marketing strategies that have emerged as areas of information technology and the Internet have evolved. This course examines traditional marketing concepts of buying behavior, promotion, production and others, then redefines them as they apply to marketing on the World Wide Web. Web fundamentals, e-marketing trends, strategies, models and research will be examined.

MAR 220 PRINCIPLES OF ADVERTISING 3 CREDITS

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

MAR 235 CONSUMER BEHAVIOR 3 CREDITS

Enables the student to understand the variables that affect consumer behavior in the marketplace and the implications of this knowledge for marketing decisions and strategies.

MAR 245 SALES MANAGEMENT 3 CREDITS

Explores management of the selling function. It includes forecasting, organization of the sales force, recruiting, selection, training, compensation, retention and territory management.

MAR 249 STRATEGIC MARKETING 3 CREDITS

Illustrates the connections between a market-driven strategy, customer satisfaction, and profitable growth. Students will examine how marketing strategies are developed and executed within both small and large organizations. The course will emphasize strategy development, implementation, and evaluation.

MAR 258 MARKETING RESEARCH 3 CREDITS

Introduces the principles and practices of marketing research, including creating research design, data collection, and interpretation, and communicating the results.

MAR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

MAR 280 INTERNSHIP 1-6 VARIABLE CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor.

Mathematics

MAT 030 FUNDAMENTALS OF MATHEMATICS 2 CREDITS

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. For students with an ACCUPLACER score of 25-56.

MAT 060 PRE-ALGEBRA 3 CREDITS

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. **PREREQUISITE:** MAT 030 with a grade of "C" or better or ACCUPLACER Arithmetic score of 57-120

MAT 090 INTRODUCTORY ALGEBRA 4 CREDITS

Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included. **PREREQUISITE:** MAT 060 with a grade of "C" or better or ACCUPLACER, Elementary Algebra score of 45-60.

MAT 099 INTERMEDIATE ALGEBRA (FORMERLY MAT 106) 4 CREDITS

(If you have already completed MAT 106, you DO NOT need to take MAT 099). Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. **PREREQUISITE:** MAT 090 with a grade of "C" or better or ACCUPLACER, Elementary Algebra score of 61-84.

MAT 103 MATH FOR CLINICAL CALCULATIONS 3 CREDITS

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement. **PREREQUISITE:** MAT 090 with a grade of "C" or better or ACCUPLACER, Elementary Algebra score of 61-84.

MAT 108 TECHNICAL MATHEMATICS 4 CREDITS

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. **PREREQUISITE:** MAT 090 with a grade of "C" or better or ACCUPLACER, Elementary Algebra score of 61-84.

MAT 109 GEOMETRY 3 CREDITS

Teaches basic geometric principles involving lines, triangles, circles, polygons, and three-dimensional figures. Geometric constructions and measurement in the metric and US systems are covered. **PREREQUISITE:** MAT 090 with a grade of "C" or better or ACCUPLACER, Elementary Algebra score of 61-84.

MAT 120 MATHEMATICS FOR LIBERAL ARTS: GT-MA1 4 CREDITS

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 099/106 with a grade of "C" or better or ACCUPLACER, Elementary Algebra score of 61-84, ACT: 19 or SAT 460.

MAT 121 COLLEGE ALGEBRA: GT-MA1 4 CREDITS

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 099/106 with a grade of "C" or better or ACCUPLACER score of 85+ In Elementary Algebra area or ACT: 23.

MAT 122 COLLEGE TRIGONOMETRY: GT-MA1 3 CREDITS

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This is a Statewide Guaranteed Transfer course. **PREREQUISITE/COREQUISITE:** MAT 121 with a grade of "C" or better or ACT: 24.

MAT 123 FINITE MATHEMATICS: GT-MA1 4 CREDITS

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 099/106 with a grade of "C" or better or ACCUPLACER 85+, ACT 23.

MAT 125 SURVEY OF CALCULUS: GT-MA1 4 CREDITS

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 121 or 123 with a grade of "C" or better or ACT 25.

MAT 135 INTRODUCTION TO STATISTICS: GT-MA1 3 CREDITS

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference—estimation, hypothesis testing, comparison of populations, correlation and regression. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 099/106 with a grade of “C” or better or ACCUPLACER score of 85+, ACT: 21.

MAT 155 INTEGRATED MATH I: GT-MA1 3 CREDITS

Engages students in the concepts of school mathematics. The course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ACCUPLACER score of 85, ACT score of 19, or successful completion of MAT 099/106 with a grade of “C” or better.

MAT 156 INTEGRATED MATH II: GT-MA1 3 CREDITS

Furtheres MAT 155 concepts, the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 155 with a grade of “C” or better or ACT 19.

MAT 166 PRE-CALCULUS: GT-MA1 5 CREDITS

Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations.

MAT 201 CALCULUS I: GT-MA1 5 CREDITS

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 122 with a grade of “C” or better or ACT: 28.

MAT 202 CALCULUS II: GT-MA1 5 CREDITS

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 201 with a grade of “C” or better.

MAT 203 CALCULUS III: GT-MA1 4 CREDITS

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 202 with a grade of “C” or better.

MAT 255 LINEAR ALGEBRA: GT-MA1 3 CREDITS

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 202 with a grade of “C” or better.

MAT 265 DIFFERENTIAL EQUATIONS: GT-MA1 3 CREDITS

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 203 with a grade of “C” or better.

MAT 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MAT 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member. **PREREQUISITE:** Instructor’s permission.

Medical Laboratory Technology

MLT 100 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY 2 CREDITS

Introduces the student to general and basic information on Clinical Laboratory Science. The course provides an overview of careers within the field, education requirements, and professional organizations. Fundamental information about clinical labs including laboratory divisions, safety, and quality control is presented. The course examines the pathophysiology of disease, and students are introduced through hands-on experiences to those tests that aid in the diagnosis of disease states. **PREREQUISITE:** Admission to the Medical Lab Technology program

MLT 131 INTRODUCTION TO HEMATOLOGY 2 CREDITS

Covers basic manual hematology test and basic instrumentation theory. OSHA safety and an introduction to phlebotomy is also included. MLT 131 is designed as an introduction course to hematology for MLT students and a complete hematology module for clinical assistant (CA) students. **PREREQUISITE/COREQUISITE:** BIO 201. **COREQUISITE:** MLT 132

MLT 132 HEMATOLOGY II 4 CREDITS

Covers advanced hematology theory and disease correlations. OSHA safety, phlebotomy and instrumentation are continued; differentials, other manual hematology testing and coagulation are also included. MLT 132 is the continued section of Hematology for the Medical Laboratory Technology students. **PREREQUISITE/COREQUISITE:** BIO 201. **COREQUISITE:** MLT 132.

**MLT 141 IMMUNOLOGY/
IMMUNOHEMATOLOGY 4 CREDITS**

Covers the basic principles of antigens, antibodies and the immune system. Serological techniques practiced and observed in the clinical laboratory such as: Flocculation, agglutination, precipitation and elisa, complement fixation and hemagglutination are discussed. Also included are basic theories of genetics, blood group systems and antibodies, compatibility testing, antibody screening and identification, transfusion reactions, hemolytic disease of the newborn, component therapy and donor selection. Proficient performance of related laboratory testing is mandatory. **PREREQUISITES:** BIO 201, MLT 131, MLT 132 with a grade of "C" or better or Instructor's permission; **COREQUISITES:** BIO 202.

MLT 142 URINALYSIS 2 CREDITS

Introduces kidney function and basic principles of urinalysis, complete urinalysis procedures including physical, chemical and microscopic examination of both normal and abnormal specimens are performed. Basic description and recognition of body fluids (i.e., CSF, Pleural, peritoneal and synovial fluids) are covered. MLT 142 is designed for both Medical Laboratory Technology (MLT) and Clinical Assistant (CA) students. **COREQUISITE:** BIO 201 or 202.

**MLT 180 INTERNSHIP/BLOOD
BANKING I 1 CREDIT**

Presents the clinical internship rotation in one or two blood banking facilities or lab. Student attends for 40 hours per week for two weeks. Additional practice of blood bank principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. **PREREQUISITE:** MLT 141 with a grade of "C" or better.

**MLT 182 INTERNSHIP II/HEMATOLOGY,
COAGULATION AND
URINALYSIS 5 CREDITS**

Presents the clinical internship rotation in a hematology laboratory. Student attends for 40 hours per week for five weeks. Additional practice of hematology principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. **PREREQUISITES:** MLT 131, 132, 142 with a grade of "C" or better.

MLT 231 CLINICAL MICROBIOLOGY 4 CREDITS

Provides a brief introduction to the field of microbiology to include the morphology, physiology and genetics of microorganisms. This will be followed by the more technical aspects of clinical microbiology. Then, infectious diseases will be discussed to include normal flora, portals of entry and pathogenicity of diverse groups of bacteria. Viruses will also be discussed. Specimen types from different anatomical sites will be covered for the culture of bacteria in the clinical laboratory. Use of media for isolation and differential staining and tests for identification of bacteria will be performed in the student laboratory. **PREREQUISITE:** BIO 201 or 202 with a grade of "C" or better or Instructor's permission.

MLT 232 PARASITOLOGY/MYCOLOGY 2 CREDITS

Provides an introduction to protozoa, helminthes, and blood tissue parasites: epidemiology of parasites and diseases in man: special emphasis on microscopic morphology in the detection and correct identification of parasites. An introduction to fungi yeasts and molds to include cutaneous systemic infections and common contaminants and opportunistic fungi. Subcutaneous infections will also be discussed. Laboratory will emphasize microscopic and culture methods to include specimens, staining, media and identification tests. **PREREQUISITE:** BIO 201 with a grade of "C" or better or Instructor's permission.

**MLT 241 INTRODUCTION TO
CLINICAL CHEMISTRY 2 CREDITS**

Covers basic laboratory math, basic instrumentation, safety and quality control are discussed along with basic theory and result evaluation of electrolytes, kidney function and liver function test. MLT 241 is designed as an introduction course to clinical chemistry for MLT students and a complete chemistry module for Clinical Assistant (CA) students. **PREREQUISITE:** CHE 101 with a grade of "C" or better or Instructor's permission.

MLT 242 CLINICAL CHEMISTRY II 4 CREDITS

Covers advanced Clinical Chemistry theory, organ functions and disease correlations are covered. Student lab manual chemistry testing is performed on the Gilford spectrophotometer. MLT 242 is the continued section of Clinical Chemistry for the Medical Laboratory Technology students. **PREREQUISITES:** CHE 101, MLT 241 with a grade of "C" or better or Instructor's permission.

**MLT 253 SEMINAR/
COMPREHENSIVE EXAMS 1 CREDIT**

Includes talks by guest speakers on current laboratory technology topics and employable skills such as resume writing or interviewing skills. The course grade also includes successful completion of 20 hours of community service and the three MLT Comprehensive Exams.

MLT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**MLT 280 INTERNSHIP/CLINICAL
CHEMISTRY 5 CREDITS**

Provides a clinical internship rotation in a chemistry laboratory. Student attends for 40 hours per week for five weeks. Additional practice of clinical chemistry principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. **PREREQUISITES:** MLT 241, MLT 242.

**MLT 282 INTERNSHIP IV/
MICROBIOLOGY 5 CREDITS**

Provides a clinical internship rotation in a microbiology laboratory. Student attends for 40 hours per week for five weeks. Additional practice of clinical chemistry principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. **PREREQUISITES:** MLT 231, MLT 232 with a grade of "C" or better.

MLT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Medical Office Technology

MOT 110 MEDICAL OFFICE ADMINISTRATION 4 CREDITS

Introduces the administrative duties specifically used in medical offices.

MOT 125 BASIC MEDICAL SCIENCES I 3 CREDITS

Teaches the anatomy and physiology, pathophysiology and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered. Students may take MOT125, MOT133 and MOT135 in any order, but all three courses must be completed to meet the basic medical sciences requirement. **PREREQUISITE:** HPR 178 with a grade of "C" or better

MOT 130 INSURANCE BILLING AND CODING 3 CREDITS

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement. **PREREQUISITE:** admission to MOT program; **COREQUISITES:** MOT 125, HPR 178 with a grade of "C" or better

MOT 131 ADVANCED INSURANCE BILLING AND CODING 3 CREDITS

Prepares the student to code correctly, and optimize reimbursements for a full range of medical services by expanding coverage of diagnostic and therapeutic procedures, official coding guidelines, APG's, APC's, DRGs, Medicare fraud and abuse. **PREREQUISITES:** HPR 178 and MOT 130 with a grade of "C" or better and admission to MOT program.

MOT 133 BASIC MEDICAL SCIENCES II 3 CREDITS

Teaches the anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory, and dermatology systems. Students may take MOT 125, MOT 133 and MOT 135 in any order, but all three courses must be completed to meet the Basic medical Sciences requirement. **PREREQUISITE:** MOT 125 with a grade of "C" or better; **COREQUISITE:** MOT 125

MOT 135 BASIC MEDICAL SCIENCES III 3 CREDITS

Covers the anatomy and physiology, pathophysiology and drug therapy of the Renal, Reproductive, Neurological, and Endocrine systems. Students may take MOT 125, MOT 133 and MOT 135 in any order, but all three courses must be completed to meet the Basic medical Sciences requirement. **PREREQUISITE:** MOT 125 with a grade of "C" or better; **COREQUISITES:** MOT 125, HPR 178.

MOT 136 INTRODUCTION TO CLINICAL SKILLS 2 CREDITS

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/ OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs. **PREREQUISITE:** MOT 110 with a grade of "C" or better

MOT 138 MEDICAL ASSISTING LABORATORY SKILLS 4 CREDITS

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

MOT 140 MEDICAL ASSISTING CLINICAL SKILLS 4 CREDITS

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

MOT 181 ADMINISTRATIVE INTERNSHIP 2 CREDITS

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. **PREREQUISITES:** All required coursework for the MOT Medical Assistant Certificate.

MOT 182 CLINICAL INTERNSHIP 3 CREDITS

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. **PREREQUISITES:** All required coursework for the MOT Medical Assistant Certificate.

MOT 183 MEDICAL ASSISTANT INTERNSHIP 5 CREDITS

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. The student assists with a variety of business and clinical procedures. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. **PREREQUISITES:** All required coursework for the MOT Medical Assistant Certificate.

MOT 184 BILLING SPECIALIST INTERNSHIP 1 CREDIT

Provides supervised placement in a contracted facility for guided experience and application of knowledge and skill acquired in the classroom. The student assists with a variety of business and billing procedures. Positions are non-paid. Student must have permission by program coordinator to begin internship.

**MOT 225 MEDICAL PRACTICE
MANAGEMENT ISSUES 4 CREDITS**

Focuses on bringing acquired knowledge to issues faced specifically by medical practice managers and is the culmination of knowledge the student has learned in the program. Includes management priorities, principles of practice management, financial, clinical, personnel, and service, financial management control, information management systems, marketing, managed care contracting and negotiations, basic business policies of medical office compliance, coding and documentation. **PREREQUISITE:** Academic Coordinator permission.

Meteorology**MET 150 GENERAL
METEOROLOGY: GT-SC1 4 CREDITS**

Provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Finally, concepts of climatology will be stressed. This is a Statewide Guaranteed Transfer course.

Mortuary Science**MOR 100 INTRODUCTION TO
FUNERAL SERVICE 3 CREDITS**

Provides students with an overview of funeral customs and practices which have led to our current industry. The course will begin by examining ancient practices of the Egyptians, and will conclude with the practices of post World War II. The course will concentrate on the American History of "undertaking". This course will help students to determine more clearly their level of interest in and aptitude toward this profession.

**MOR 210 EMBALMING THEORY I
AND LAB 4 CREDITS**

Provides intensive study of the basic fundamentals of the embalming process including the purpose of embalming, history of embalming, modes of death, signs of death, tests for death, post-mortem physical and chemical changes in the dying process and moral and ethical considerations in preparation of human remains. The academic lab portion of this lab includes active participation by the student in 5 embalmings. **PREREQUISITES:** Program Admission, All General Education courses completed

MOR 215 FUNERAL MERCHANDISING 3 CREDITS

Presents a study of marketing and merchandising techniques analogous to small business and the funeral profession in particular. The student will have the opportunity to study casket and burial vault construction, pricing methods, merchandising, and sales techniques, and the counselor's presentation of goods and services to client families. The course will utilize theory and role-playing to convey knowledge and self-confidence. The course will include: basic terminology; financing and pricing; organization and management; personnel management; and specific theories inherent to the funeral service. **PREREQUISITES:** BUS 216 with a grade of "C" or better and Admission to MOR program; **COREQUISITE:** MOR 220.

**MOR 220 MORTUARY LAW
AND COMPLIANCE 3 CREDITS**

Introduces the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for expenses; torts involving the dead human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; state and federal laws and regulations pertaining to funeral service such as ADA, OSHA, FTC, and EPA; and the legal aspects of being a licensed funeral director/embalmer. This course will also include ethics as related to principles in funeral service. **PREREQUISITES:** Program admission and BUS 216 with a grade of "C" or better; **COREQUISITE:** MOR 215.

**MOR 224 THANATO-MICROBIOLOGY/
PATHOLOGY 4 CREDITS**

Presents the basic principles of microbiology nature and cause of disease, and the pathogenicity associated with specific diseases. It will present a historical overview of microbiology as related to advances in medicine. The specific kinds of microorganisms: virus, rickettsiae, bacteria, fungus and protozoa are described. Metabolism, reproduction growth and control microorganisms, infectious diseases, etiology and transmission are covered. The pathology portion of this course will focus upon the functions of the human body systems and their relationship to diseases. **PREREQUISITES:** Program admission and BIO 201 with a grade of "C" or better, or Instructor's permission for Track II students.

**MOR 225 EMBALMING THEORY II
AND LAB 4 CREDITS**

Provides intensive study beyond the basic skills involved in the embalming process. Topics covered include case analysis, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. This course will introduce the student to theoretical practice in the art of embalming by means of case analysis. **PREREQUISITE:** MOR 210 with a grade of "C" or better; **COREQUISITE:** MOR 230.

MOR 230 RESTORATIVE ART 4 CREDITS

Provides in-depth study of anatomical modeling, forming of expression, and familiarization with instruments, materials, and techniques of restoring human features. These principles and practices will be used in the everyday embalming operations in our industry. **COREQUISITE:** MOR 225.

**MOR 235 FUNERAL DIRECTING
AND COUNSELING 3 CREDITS**

Includes general information on: notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, a cross-section of religious funeral practices, fraternal and military funerals, shipping of remains, and the Funeral Service Consumer Arbitration Program (FSCAP). This course also includes the sociology of Funeral Service and studies those social phenomena that affect all elements of funeral service. This includes family structures, social structures, and the factors of change that relate to funeralization. **PREREQUISITE:** Program admission. **COREQUISITES:** MOR 225, MOR 230.

MOR 243 THANATO-CHEMISTRY 3 CREDITS

Provides the student with the knowledge necessary to safely and effectively utilize potentially harmful chemicals necessary for the sanitation, disinfection, restoration, and preservation of dead human remains currently in practice in the Funeral Service Industry. **PREREQUISITE:** Program admission.

MOR 260 NATIONAL BOARD EXAM REVIEW 1 CREDIT

This course prepares students eligible for graduation to take their required National Board Exam as required by the ABFSE Accreditation requirements.

MOR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MOR 280 INTERNSHIP 4 CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor. **PREREQUISITES:** Must have completed all MOR courses.

MOR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Multimedia Graphic Design

MGD 101 INTRODUCTION TO COMPUTER GRAPHICS 3 CREDITS

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and Internet connection. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better.

MGD 102 INTRODUCTION TO MULTIMEDIA 3 CREDITS

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Overview of software and basic design principles will be explored.

MGD 103 PRODUCTION DESIGN 3 CREDITS

Explores the use of tools, computer graphics techniques and design layout principles to produce professional graphic designs. Studies include printing basics, typography and digital color systems. Students use creative thinking to solve communication and design concepts for the output process. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 101 and ART 131 with a grade of "C" or better.

MGD 105 TYPOGRAPHY AND LAYOUT 3 CREDITS

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval.

MGD 111 ADOBE PHOTOSHOP I 3 CREDITS

Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 101 with a grade of "C" or better or Instructor's permission.

MGD 112 ADOBE ILLUSTRATOR I 3 CREDITS

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 101 with a grade of "C" or better or Instructor's permission.

MGD 114 ADOBE INDESIGN 3 CREDITS

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 101 with a grade of "C" or better or Instructor's permission.

MGD 117 INTRODUCTION TO VISUAL COMMUNICATIONS 3 CREDITS

Surveys visual communications, its history and impact on society. A foundation course for graphic design and illustration majors and a survey for non-majors who are interested in the field. Assignments require minimal artistic talent. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval.

MGD 118 DIGITAL COLOR THEORY 3 CREDITS

Covers color theory as it relates to multimedia. The psychology of color is taught as well as how to effectively design with color. Students learn how to correct color photographs and create color separations. Color scanning technology is also covered. **PREREQUISITES:** MGD 111, 112 and 114 with a grade of "C" or better and REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 102 with a grade of "C" or better or Instructor's permission.

MGD 128 MULTIMEDIA HARDWARE 3 CREDITS

Teaches the principles and techniques of maintaining, upgrading, and customizing personal computer systems. Emphasis will also be placed on various emerging and established technologies related to graphic computing. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval.

MGD 141 WEB DESIGN I 3 CREDITS

Introduces Web site planning, design and creation using industry-standards-based Web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 102 with a grade of "C" or better or Instructor's permission.

MGD 143 MOTION GRAPHIC DESIGN I: (SOFTWARE) 3 CREDITS

Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 102 with a grade of "C" or better.

MGD 152 DIGITAL ANIMATICS 3 CREDITS

Introduces the steps followed by professional animators and game designers for producing media in a digital environment. Students learn the foundational skills of planning, organizing, storyboarding and pre-visualization techniques necessary to create animated stories. Students will also study the history of animation and game design. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 102 AND MGD 207 OR ART 131 with a grade of "C" or better or Instructor's permission.

MGD 153 3-D ANIMATION I 3 CREDITS

Encompasses all major aspects of creating 3D characters using animation software. Using developed characters, the student will learn how to animate for personality. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better and MGD 102 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval or Instructor's permission

MGD 163 SOUND DESIGN I 3 CREDITS

Explores the use of sound in multimedia production and audio storytelling. Students examine the principles of recording. Classes focus on how sound can enhance interactive productions and improve computer presentations. Students learn how to use the computer as a full audio editing studio. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better and MGD 102 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval or Instructor's permission.

MGD 164 DIGITAL VIDEO EDITING I 3 CREDITS

Introduces to digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better and MGD 102 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval or Instructor's permission.

MGD 207 ILLUSTRATION I 3 CREDITS

Addresses methods and techniques used in the profession of illustration for advertising, brochures, books and other forms of printed communications. Course concentrates on developing expertise in producing line and continuous-tone black-and-white art with emphasis on design and the creation of art for reproduction. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and ART 121 with a grade of "C" or better.

MGD 208 ILLUSTRATION II 3 CREDITS

Addresses methods and techniques used in the illustration profession beyond those covered in Illustration I. Course concentrates on developing expertise in producing color art for reproduction. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 207 with a grade of "C" or better.

MGD 209 ILLUSTRATION III 3 CREDITS

Continues Illustration II with added emphasis on conceptual development and proficiency in technique. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 208 with a grade of "C" or better.

MGD 210 ILLUSTRATION IV 3 CREDITS

Covers advanced illustration techniques including manual, computer, and mixed media techniques. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 209 with a grade of "C" or better.

MGD 211 ADOBE PHOTOSHOP II 3 CREDITS

Develops and reinforces image composition techniques learned in Adobe Photoshop I, MGD 111. Fundamentals are continuously reinforced as new design techniques are introduced. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 111 with a grade of "C" or better.

MGD 212 ADOBE ILLUSTRATOR II 3 CREDITS

Enables the student to continue development of electronic drawing skills through practice and use of state of the art illustration software. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 112 with a grade of "C" or better.

MGD 213 ELECTRONIC PREPRESS 3 CREDITS

Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 113 with a grade of "C" or better.

MGD 214 MACINTOSH TROUBLESHOOTING FOR DESIGNERS 3 CREDITS

Addresses terminology, hardware, graphics software applications, peripherals, and troubleshooting needs of designers who use the Macintosh computer as a production tool. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 101 with a grade of "C" or better or Instructor's permission.

MGD 241 WEB DESIGN II 3 CREDITS

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites. **PREREQUISITES:** MGD 143 with a grade of "C" or better and REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval.

MGD 243 WEB MOTION GRAPHIC DESIGN II 3 CREDITS

Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to Web sites. Web site justification of motion graphics will be stressed, appraised and weighed. **PREREQUISITES:** MGD 143 with a grade of "C" or better and REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval.

MGD 250 EMERGING MULTIMEDIA TECHNOLOGIES 3 CREDITS

Provides a broad-based overview of current trends and issues in multimedia development and related industries. The class format will include lectures, readings, demos, discussion, research, projects, and a final student presentation. Course content changes each semester. May include topics such as voice/data/video integration, virtual environments, broadband, streaming media architectures, telco/CATV/satellite technologies, network-based applications, using technology for building community, wireless technology, current thinking in human factors and usability, XML and the semantic web, groupware and collaborative tools, pervasive computing, and others. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 102 with a grade of "C" or better.

MGD 256 GRAPHIC DESIGN PRODUCTION 3 CREDITS

Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 105 and ART 131 with a grade of "C" or better;

MGD 260 GRAPHIC DESIGN PRODUCTION II 3 CREDITS

Continues design and production techniques with further instruction in computer file set-up and creation of camera-ready art. Use of black and white and spot color for a variety of design projects. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 256 with a grade of "C" or better;

MGD 262 GRAPHIC DESIGN PRODUCTION III 3 CREDITS

Covers advanced study in design and production techniques and processes, including use of full color for publication design and book formats, advertising campaigns, business reply mail, promotional items, and editorial design. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 260 with a grade of "C" or better.

MGD 264 DIGITAL VIDEO EDITING II 3 CREDITS

Looks at the more complex and advanced techniques of digital video editing. Areas of editing such as masking, filtering, blue/green screening, track mattes, and image mattes will be examined. Students will produce a movie project in this class and discuss practical ways to distribute to various audiences. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 111, 164 with a grade of "C" or better.

MGD 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. **PREREQUISITES:** To be determined by the Instructor.

MGD 280 INTERNSHIP 3 CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor. **PREREQUISITES:** REA 090 and ENG 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills 95 or Department Chair approval and MGD 112, 114 and 256 with grades of "B" or better for each class.

MGD 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITES:** To be determined by the Instructor.

MGD 287 COOPERATIVE EDUCATION 1–6 VARIABLE CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. **PREREQUISITES:** To be determined by the Instructor. Student must also have a resume and portfolio to present.

MGD 289 CAPSTONE 1–6 VARIABLE CREDITS

A demonstrated culmination of learning within a given program of study. **PREREQUISITES:** Instructor permission. Course must be taken in the final spring semester prior to graduation.

Music

MUS 100 FUNDAMENTALS OF MUSIC 3 CREDITS

Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords.

MUS 110 MUSIC THEORY I 3 CREDITS

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program. **COREQUISITE:** MUS 112.

MUS 111 MUSIC THEORY II 3 CREDITS

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. **PREREQUISITES:** MUS 110 and 112 with a grade of "C" or better; **COREQUISITE:** MUS 113.

MUS 112 EAR TRAINING AND SIGHT-SINGING LAB I 1 CREDIT

Presents exercises in sight-singing with melodic and rhythmic dictation. **COREQUISITE:** MUS 110.

MUS 113 EAR TRAINING AND SIGHT-SINGING LAB II 1 CREDIT

Presents exercises in sight-singing with melodic and rhythmic dictation. **COREQUISITE:** MUS 111.

MUS 120 MUSIC APPRECIATION: GT-AH1 3 CREDITS

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

MUS 121 MUSIC HISTORY I: GT-AH1 3 CREDITS

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

MUS 122 MUSIC HISTORY II: GT-AH1 3 CREDITS

Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

MUS 123 SURVEY OF WORLD MUSIC: GT-AH1 3 CREDITS

Provides an overview of non-Western music from around the world; provides basic listening skills and the historical/cultural context for a variety of world music styles to enable an understanding and appreciation of non-Western musical expression. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

MUS 125 HISTORY OF JAZZ: AH1 3 CREDITS

Provides a survey of the basic materials of music and the forms, media, genres, historical, and cultural style periods of jazz. It emphasizes the development of tools for intelligent listening and appreciation. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

MUS 131 MUSIC CLASS I 2 CREDITS

Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

MUS 132 MUSIC CLASS II 2 CREDITS

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

MUS 133 MUSIC CLASS III 2 CREDITS

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, third term.

MUS 141 PRIVATE INSTRUCTION (SPECIFY) 1-2 CREDITS

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term.

MUS 142 PRIVATE INSTRUCTION (SPECIFY) 1-2 CREDITS

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term. **PREREQUISITE:** MUS 141 with a grade of "C" or better or Instructor's permission. An additional fee is required.

MUS 151 ENSEMBLE I 1 CREDIT

First year, first term. Rehearses and performs various types of musical literature. **PREREQUISITE:** Ability on an Instrument or voice or Instructor's permission.

MUS 152 ENSEMBLE II 1 CREDIT

Rehearses and performs various types of musical literature. First year, second term. **PREREQUISITE:** Ability on an Instrument or voice or Instructor's permission.

MUS 161 MUSIC TECHNOLOGY I 3 CREDITS

Provides each student with an understanding of how to write music on a personal computer using music engraving software.

MUS 167 MUSIC BUSINESS I 3 CREDITS

Designed to give music students, or those students with a strong interest in business and music, a complete overview and in depth examination of the current, historic and projected business practices in the music industry.

MUS 175 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MUS 241 PRIVATE INSTRUCTION 2 CREDITS

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term. **PREREQUISITE:** MUS 142 with a grade of "C" or better or Instructor's permission. An additional fee is required.

MUS 242 PRIVATE INSTRUCTION 2 CREDITS

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term. **PREREQUISITE:** MUS 241 with a grade of "C" or better or Instructor's permission. An additional fee is required.

MUS 243 PRIVATE INSTRUCTION 2 CREDITS

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term. **PREREQUISITE:** MUS 242 with a grade of "C" or better or Instructor's permission. An additional fee is required.

MUS 244 PRIVATE INSTRUCTION 2 CREDITS

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, fourth term. May be repeated for credit more than once per individual institution policy. **PREREQUISITE:** MUS 243 with a grade of "C" or better or Instructor's permission. An additional fee is required.

MUS 251 ENSEMBLE I 1 CREDIT

Rehearses and performs various types of musical literature. Second year, first term. **PREREQUISITE:** Ability on an Instrument or voice or Instructor's permission.

MUS 252 ENSEMBLE II 1 CREDIT

Rehearses and performs various types of musical literature. Second year, second term. **PREREQUISITE:** Ability on an Instrument or voice or Instructor's permission.

MUS 261 AUDIO PRODUCTION I 3 CREDITS

Designed to give music students, as well as those with a strong interest in music and computer technology, a well-structured and basic knowledge of the various aspects of recording and production with music in a live and studio setting. This includes a working knowledge of microphones, audio mixing boards-analog and digital, recorders, analog and digital, mixing, sound, equalization and the fundamentals of acoustics in studio design.

MUS 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s).

MUS 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Nurse Aide

NUA 101 NURSE AIDE HEALTH CARE SKILLS 4 CREDITS

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170 NURSE AIDE CLINICAL EXPERIENCE 1 CREDIT

Applies knowledge and skill gained in NUA 101 to patient care. **PREREQUISITES:** Current CPR card (Basic Life Support for Health Care Provider through the American Heart Association. Negative TB test or chest X-ray, documentation of two MMRs, chickenpox, at least 2 of the three Hepatitis B vaccine, and a clear background check through ACC. **COREQUISITE:** NUA 101.

NUA 171 ADVANCED NURSE AIDE CLINICAL 1 CREDIT

Prepare the student to move toward more independent functioning within the nurse aide scope of practice, in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that enhance communication, cultural competency, end of life care, critical thinking and organizational skills. **COREQUISITE:** NUA 101.

Nursing

NUR 106 MED-SURG NURSING CONCEPTS 9 CREDITS

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. T: 3.5 cr./52.5 contact hrs; L: .5 cr./15 contact hrs; C: 5 cr./150 contact hrs. **PREREQUISITES:** BIO 201, 202, 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 109, 112 with a grade of "C" or better **COREQUISITES:** NUR 150, BIO 216.

NUR 109 FUNDAMENTALS OF NURSING 8 CREDITS

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum. **PREREQUISITES:** BIO 201, 202, 204, ENG 121, PSY 235 with a grade of "C" or better, and admission into the program. **COREQUISITES:** NUR 112, HPR 108, MAT 103.

NUR 112 BASIC CONCEPTS OF PHARMACOLOGY 2 CREDITS

Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum. T: 2 cr./30 contact hours. **PREREQUISITES:** BIO 201, 202, 204, ENG 121, PSY 235 with a grade of "C" or better, and admission into the program. **COREQUISITES:** NUR 109, HPR 108, MAT 103.

NUR 150 OBSTETRIC AND PEDIATRIC NURSING 7 CREDITS

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the prenatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course. **PREREQUISITES:** BIO 201, 202, 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 109, 112 with a grade of "C" or better. **COREQUISITES:** NUR 106, BIO 216.

NUR 169 TRANSITION INTO PRACTICAL NURSING 5 CREDITS

Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined scope of practice related to clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience. **PREREQUISITES:** BIO 201, 202, 204, ENG 121, PSY 235, HPR 108, MAT 103 with a grade of "C" or better. **COREQUISITES:** NUR 106, 150, BIO 216.

NUR 189 TRANSITION FROM LPN TO ADN 4 CREDITS

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

NUR 206 ADV CONCEPTS OF M-S NURSING I 8 CREDITS

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. T: 3 cr/45 contact hrs; L: .5 cr/15 contact hrs; C: 4.5 cr/135 contact hrs. **PREREQUISITES:** BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150 with a grade of "C" or better. **COREQUISITES:** NUR 211, NUR 212.

NUR 211 NURSING PSYCH CLIENTS 4 CREDITS

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs. **PREREQUISITES:** NUR 106, NUR 109, NUR 111, NUR 112, NUR 117, NUR 118, NUR 150, NUR 171, BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, with a grade of "C" or better or Instructor's permission. **COREQUISITES:** NUR 206, 212.

NUR 212 PHARMACOLOGY II 2 CREDITS

Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates. **PREREQUISITES:** BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150 with a grade of "C" or better. **COREQUISITES:** NUR 206, 211

NUR 216 ADV CONCEPTS M-S NURSING II 6 CREDITS

Continues to focus on the role of the professional nurse as provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the client and family in achieving optimal functioning in various complex health care situations and settings. **PREREQUISITES:** BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150, NUR 206, NUR 211, NUR 212 with a grade of "C" or better. **COREQUISITES:** NUR 230, GTE 3-credit hour humanities or social behavioral science.

NUR 217 LEADERSHIP FOR PROFESSIONAL NURSING 2 CREDITS

Socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role. **PREREQUISITES:** NUR 210, NUR 216 with a grade of "C" or better or Instructor's permission; **COREQUISITE:** NUR 289.

NUR 230 LEADERSHIP MGMT TRENDS 5 CREDITS

Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care

personnel. The course will facilitate transition from student to the role of the graduate nurse. T: 1.5 cr/22.5 contact hrs; C: 3.5 cr/105 contact hrs. **PREREQUISITES:** BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150, NUR 206, NUR 211, NUR 212 with a grade of "C" or better. **COREQUISITES:** NUR 216, GTE 3-credit hour humanities or social behavioral science.

Occupational Safety Technician**OSH 126 30-HR CONSTRUCTION INDUSTRY STANDARDS 3 CREDIT**

Provides a 30-Hour OSHA certification course for the construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by Instructors certified by the Occupational Safety and Health Administration.

Paralegal**PAR 110 LEGAL ANALYSIS 3 CREDITS**

Presents a basic course in legal authority and analysis.

PAR 114 COMPUTERS AND THE LAW 3 CREDITS

Provides students with an opportunity to develop computer skills needed in the legal environment, including software applications, spreadsheets, databases, and Internet research.

PAR 115 INTRODUCTION TO LAW 3 CREDITS

Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

PAR 116 TORTS 3 CREDITS

Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

PAR 117 FAMILY LAW 3 CREDITS

Emphasizes domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 CONTRACTS 3 CREDITS

Examines the basic principles of contract law.

PAR 125 PROPERTY LAW 3 CREDITS

Focuses on real estate law, ownership, sale, leasing, financing and government regulation of land.

PAR 126 ADMINISTRATIVE LAW 3 CREDITS

Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.

PAR 127 LEGAL ETHICS 3 CREDITS

Explores the parameters of professional responsibilities and value systems for paralegals and related occupations. **PRE-REQUISITE:** PAR 115 with a grade of "C" or better.

PAR 201 CIVIL LITIGATION 3 CREDITS

Focuses on an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure. **PREREQUISITES:** PAR 115 and PAR 116 with a grade of "C" or better or Instructor's permission.

PAR 202 EVIDENCE 3 CREDITS

Introduces the student to State and Federal Rules of Evidence and application to the trial process. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission.

PAR 205 CRIMINAL LAW 3 CREDITS

Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure. **PREREQUISITE:** PAR 115 with a grade of "C" or better.

PAR 206 BUSINESS ORGANIZATIONS 3 CREDITS

Focuses on the study of the major types of business organizations. **PREREQUISITES:** PAR 115 and 118 with a grade of "C" or better or Instructor's permission.

PAR 207 CURRENT ISSUES IN THE LAW 3 CREDITS

Provides an understanding of the current legal issues and trends applicable to the law. **PREREQUISITE:** PAR 115 with a grade of "C" or better

PAR 208 PROBATE AND ESTATES 3 CREDITS

Provides an understanding of the creation and administration of an estate, including wills and trusts and the probate process. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission.

PAR 211 LEGAL RESEARCH 3 CREDITS

Introduces the student to basic legal research tools, including statutes, digests, case law, citators, encyclopedias, dictionaries, and online data bases. **PREREQUISITES:** PAR 110, PAR 115, PAR 116, and PAR 118 with a grade of "C" or better or Instructor's permission.

PAR 215 ALTERNATIVE DISPUTE RESOLUTION 3 CREDITS

Introduces the student to negotiation, mediation, arbitration and other forms of dispute resolution. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission.

PAR 216 EMPLOYMENT LAW 3 CREDITS

Provides an understanding of current legal issues in the area of employer/employee relationships. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission.

PAR 217 ENVIRONMENTAL LAW 3 CREDITS

Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission.

PAR 218 BANKRUPTCY LAW 3 CREDITS

Focuses on the federal and state laws and procedures involving bankruptcy. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission.

PAR 227 IMMIGRATION LAW 3 CREDITS

Provides an understanding of the United States Immigration laws. **PREREQUISITES:** PAR 115 with a grade of "C" or better

PAR 228 INTELLECTUAL PROPERTY 3 CREDITS

Covers the federal and state laws regarding intellectual property. **PREREQUISITES:** PAR 115 and 118 with a grade of "C" or better or Instructor's permission.

PAR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PAR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

PAR 287 COOPERATIVE EDUCATION 1-6 VARIABLE CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. **PREREQUISITE:** PAR 115 with a grade of "C" or better or Instructor's permission

PAR 289 CAPSTONE 1-6 VARIABLE CREDITS

Emphasizes a synthesis of the information and skills that students learned throughout their paralegal studies. **PREREQUISITES:** PAR 110, PAR 114, PAR 115, PAR 116, PAR 118 and PAR 201 with a grade of "C" or better or Instructor's permission.

Pharmacy Technician

PHT 111 ORIENTATION TO PHARMACY 3 CREDITS

Orients students to the work of pharmacy technicians and the context in which a technician's work is performed. Students learn the concept of pharmaceutical care and the technician's general role in its delivery. The development of new drug products is discussed as well as a variety of issues that touch on attitudes, value and beliefs of success for pharmacy technicians. Students gain an appreciation for the value of obtaining technician certification, and the benefits of technicians' active involvement in local, state, and national pharmacy organizations.

PHT 112 PHARMACY LAW 2 CREDITS

Introduces the pharmacy technician student to the profound influence that drug laws, standards, and regulations have on practice. Students learn to abide by the laws, regulations and standards that govern the preparation and dispensing of drugs.

PHT 113 PHARMACY CALCULATIONS AND TERMINOLOGY 1 CREDIT

Provides the pharmacy technician student with a math preview necessary for pharmaceutical calculations and reviews necessary pharmaceutical terminology.

**PHT 115 PHARMACOLOGY OF THE GI,
RENAL, REPRODUCTIVE, IMMUNE,
DERMATOLOGIC SYSTEMS 3 CREDITS**

Provides the basic concepts of normal body function as well as the diseases which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

PHT 116 INSTITUTIONAL PHARMACY 3 CREDITS

Provides a basic understanding of general and specific tasks as well as the responsibilities involved in the practice of pharmacy in an institutional pharmacy setting. Emphasizes in-patient hospital pharmacy practice and other related practice settings (such as Homecare and Nursing Home or Long-Term Care). A laboratory experiential component provides a "hands-on" experience in the preparation of intravenous admixtures, aseptic technique, unit-dose distribution, dispensing for greater than 24 hours.

**PHT 117 COMMUNICATION FOR
PHARMACY TECHNICIANS 1 CREDIT**

Provides the pharmacy technician student with an analysis of "interpersonal communications" (including principles, practices, and procedures) as well as an in-depth discussion of the practical application of communication to pharmacy practice. The "analysis of interpersonal communications" component includes such topics as communication perceptions and barriers, listening, responding, assertiveness and non-verbal communication. The "practical application" component includes such techniques as role-playing, group discussion and interviewing.

**PHT 118 PHARMACOLOGY OF THE
NERVOUS, ENDOCRINE,
MUSCULOSKELETAL
SYSTEMS 3 CREDITS**

Serves as the second part of the two-part presentation of the basic concepts of normal body function. Reviews the disease states which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

PHT 119 COMMUNITY PHARMACY 3 CREDITS

Provides a basic understanding of both general and specific tasks and responsibilities involved in the practice of pharmacy in a community setting. Emphasizes chain and independent community pharmacy practices and other related practice settings (such as consultant pharmacy, mail order pharmacy and nuclear pharmacy). Enables the student to obtain hands on experience in the important technical duties of dispensing and compounding. Utilizes a lecture-informal discussion format combined with a series of practice skills laboratory sessions.

**PHT 170 PHARMACY CLINICAL:
HOSPITAL 4 CREDITS**

Provides students with hands-on experience in an inpatient hospital pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/

or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their hospital pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site Manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course Instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor. **PREREQUISITE:** Satisfactory completion of all coursework.

**PHT 171 PHARMACY CLINICAL:
COMMUNITY 4 CREDITS**

Provides students with hands on experience in a community pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their community pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, processing of third party claims, maintenance of patient profiles and interaction and communication with patients. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course Instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor. **PREREQUISITE:** Satisfactory completion of all coursework theory/lab courses.

PHT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

**PHT 285 INDEPENDENT
STUDY 1-6 VARIABLE CREDITS**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Philosophy

PHI 111 INTRODUCTION TO PHILOSOPHY: GT-AH3 3 CREDITS

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PHI 112 ETHICS: GT-AH3 3 CREDITS

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PHI 113 LOGIC: GT-AH3 3 CREDITS

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PHI 114 COMPARATIVE RELIGIONS: GT-AH3 3 CREDITS

Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any public four-year college philosophy, religious studies or humanities department. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PHI 115 WORLD RELIGIONS – WEST 3 CREDITS

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

PHI 116 WORLD RELIGIONS – EAST 3 CREDITS

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

PHI 124 INTRODUCTION TO ISLAM 3 CREDITS

Introduces the Islamic religious tradition and considers its significance in the modern world. The course investigates the history of Islam, Islamic beliefs and practices, Islamic sects, Sufism, and contemporary issues of Islamic extremism, women in Islam, and Islam in the West.

PHI 214 PHILOSOPHY OF RELIGION: GT-AH3 3 CREDITS

Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God's existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PHI 250 EASTERN WISDOM 3 CREDITS

Covers fundamental theories of Indian, Chinese, Japanese, and Muslim metaphysics, epistemology, ethics, and aesthetics, focusing on the development of Hinduism, Buddhism, Confucianism, Taoism, Shintoism, as well as Islam's development in the East.

PHI 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. **PREREQUISITES:** Prior philosophy class, sophomore standing or Instructor's permission.

PHI 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Focuses on directed readings and independent study on specific philosophical topics. **PREREQUISITES:** Instructor's permission.

Physical Education

PED 100 GOLF 1 CREDIT

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

PED 106 TENNIS 1 CREDIT

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, groundstroke's, serving, the various shots, and singles and doubles play and strategies.

PED 108 BEGINNING SWIMMING 1 CREDIT

Teaches the fundamentals of swimming including the front crawl, elementary backstroke, back crawl, and the fundamentals of treading water. Students may also be introduced to the breaststroke and sidestroke and the basics of turning at a wall. This course is for the non-swimmer or novice swimmer looking to improve aquatic skills.

PED 109 ADVANCED SWIMMING 1 CREDIT

Builds on PED 108 and enables the student to coordinate and refine the major swimming strokes. Examines the butterfly stroke, open turns and surface dives. Students develop endurance swimming using the primary swimming strokes.

PED 110 FITNESS CENTER ACTIVITY I 1 CREDIT

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 111 FITNESS CENTER ACTIVITY II 1 CREDIT

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness. **PREREQUISITE:** PED 110 with a grade of "C" or better.

PED 113 FITNESS CONCEPTS 1 CREDIT

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

PED 115 BODY SCULPTING AND TONING 1 CREDIT

Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PED 116 WEIGHT TRAINING 1 CREDIT

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 contact hours

PED 118 INDOOR STATIONARY GROUP CYCLING 1 CREDIT

Focuses on improving cardiovascular fitness, burning calories and enhancing muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedaling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component.

PED 120 SWIM FITNESS 1 CREDIT

Enables the student to perfect stroke mechanics to swim with more ease, efficiency, power, and smoothness over greater distances. This course may utilize the competitive strokes, starts, and turns, and provide the "whys" as well as the "hows" of swim fitness so students can plan training programs to meet their changing needs.

PED 126 WATER AEROBICS 1 CREDIT

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

PED 129 SCUBA DIVING 1 CREDIT

Provides basic instruction in scuba diving. Focuses on the knowledge and skills related to swimming and snorkeling, diving equipment, communications, the environment, safety, dive tables, and other pertinent information a student needs for safe scuba diving. This course prepares the student for open-water (PADI) certification. **PREREQUISITE:** Basic swimming skills.

PED 133 BEGINNING SNOWBOARDING 1 CREDIT

Serves as a basic snowboarding course designed for those who have had little or no prior snowboarding experience. Incorporates a combination of on the snow classes at an established ski area and classroom instruction at the College. For purposes of instruction, students are assigned to small groups based on their snowboarding ability. Snow instruction is taught by certified ski instructors.

PED 134 ADVANCED SNOWBOARDING 1 CREDIT

Introduces advanced snowboarding designed for those with prior snowboarding experience and can link skidded turns with good speed and control on green and blue terrain. Covers a combination of on the snow classes at an established ski area and classroom instruction at the College. Students are assigned to small groups based on their present snowboarding ability. Snow instruction is taught by certified ski instructors. **PREREQUISITE:** PED 133 with a grade of "C" or better.

PED 135 INTERMEDIATE TENNIS 1 CREDIT

Introduces advanced instruction and practice for students who already have playing experience and skill in the basic strokes. Emphasizes learning the lob, smash, half-volley, serve variations and tennis strategy for singles and doubles. **PREREQUISITE:** PED 106 with a grade of "C" or better.

PED 136 ADVANCED WEIGHT TRAINING 2 CREDITS

Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition. **PREREQUISITE:** PED 116 with a grade of "C" or better.

PED 141 BEGINNING ALPINE SKIING 1 CREDIT

Presents a basic Alpine skiing course designed for those who have had little or no prior downhill skiing experience. The course will consist of a combination of on the snow classes at an established ski area and classroom instruction at the College. For purposes of instruction, students will be assigned to small groups based on their present skiing ability. All on snow instruction will be by certified ski instructors employed by the ski area.

PED 142 ADVANCED ALPINE SKIING 1 CREDIT

Presents an advanced skiing course designed for students who are ready for advanced instruction in parallel skiing. The course will consist of a combination of on the snow classes at an established ski area and classroom instruction at the College. Students will be divided into small groups and assigned to Instructors based on demonstrated skiing ability. All on snow instruction will be by certified ski Instructors employed by the ski area.

PED 143 TAI CHI I 1 CREDIT

Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology.

PED 144 TAI CHI II 1 CREDIT

Emphasizes the instruction of Tai-Chi from a practical and scientific approach with illustrations of applications for each of the movements in daily life. Cardiovascular training, strength and flexibility training, balance and coordination are integral parts of the Tai-Chi training. In addition, psychosocial skills such as meditation, relaxation and self-efficacy are covered.

PED 145 PILATES MATWORK I 1 CREDIT

Focuses on Pilates mat work to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

PED 146 MARTIAL ARTS 1 CREDIT

Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will.

PED 147 YOGA 1 CREDIT

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

PED 148 YOGA II 1 CREDIT

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.
PREREQUISITE: Yoga I Instructor's permission

PED 149 ADVANCED KARATE 1 CREDIT

Presents an empty-hand form of self defense using all parts of the body in various blocking, kicking, punching and striking techniques against one or more assailants. The style of Karate taught will be Tae Kwon Do. Based on the results of an initial skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that they will strive to achieve by the end of the course. **PREREQUISITE:** PED 146 with a grade of "C" or better.

PED 200 ADVANCED GOLF 1 CREDIT

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf Instructors.
PREREQUISITE: PED 100 with a grade of "C" or better.

PED 210 FITNESS CENTER ACTIVITY III 1 CREDIT

Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center.
PREREQUISITES: PED 110, PED 111 with a grade of "C" or better.

PED 211 FITNESS CENTER ACTIVITY IV 1 CREDIT

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track found in the Fitness Center. **PREREQUISITES:** PED 110, PED 111 and PED 210 with a grade of "C" or better.

Physical Education And Recreation

PER 113 INTRODUCTION TO PHYSICAL EDUCATION AND SPORTS 2 CREDITS

Focuses on the field of physical education and sports. Includes trends, precedents and their effects in the health and total wellness of those involved.

PER 151 LIFEGUARD TRAINING 2 CREDITS

Provides the necessary minimum knowledge and skills training for a person to qualify as a non-surf lifeguard. Prepares lifeguard candidates to recognize emergencies, respond quickly and effectively to emergencies and prevent drowning and other incidents. The course also teaches other skills in individual needs to be a professional lifeguard. **PREREQUISITE:** PED 109 with a grade of "C" or better.

PER 232 CARE AND PREVENTION OF ATHLETIC INJURIES 3 CREDITS

Focuses on techniques in prevention, care and basic rehabilitation of athletic injury.

Physical Therapist Assistant

PTA 110 BASIC PATIENT CARE IN PHYSICAL THERAPY 5 CREDITS

Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training. **PREREQUISITES:** Admission to PTA program or Instructor's permission.

PTA 115 PRINCIPLES AND PRACTICES IN PHYSICAL THERAPY 2 CREDITS

Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

PTA 120 MODALITIES IN PHYSICAL THERAPY 5 CREDITS

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy. **PREREQUISITE:** PTA 110 with a grade of "C" or better.

PTA 124 REHAB PRINCIPLES OF MEDICAL I 2 CREDITS

Investigates the impairments, functional limitations, and disabilities resulting from a variety of neuromusculoskeletal conditions. The medical management including pharmacology, and its impact on physical therapy rehab principles are discussed. Evidence based practice for musculoskeletal and neurological system diagnosis, will be reviewed as they relate to physical therapy rehab.

PTA 131 PROFESSIONAL COMMUNICATION I 1 CREDIT

Introduces students to oral and written professional communication in their field. Develops skills in verbal and non-verbal communication, conducting self-critiques and peer reviews, research of professional literature, medical documentation, and professional presentations.

PTA 134 REHAB PRINCIPLES OF MEDICAL II 2 CREDITS

Investigates the impairments, functional limitations, disabilities and medical management including pharmacology, of a variety of traumatic, immunological, inflammatory and degenerative processes and their impact on physical therapy rehab principles. Evidence based practice for cardiovascular, respiratory, endocrine and chronic pain diagnosis, will be reviewed as they relate to physical therapy rehab.

PTA 135 PRINCIPLES OF ELECTRICAL STIMULATION 2 CREDITS

Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES. **PREREQUISITE:** Admission to the PTA program.

PTA 140 CLINICAL KINESIOLOGY 5 CREDITS

Focuses on the science of human motion, theories of biomechanics and muscle/joint structure and function. Emphasizes basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience. **PREREQUISITE:** HPR 117, PTA 176 with a grade of "C" or better

PTA 141 PROFESSIONAL COMMUNICATION II 1 CREDIT

Builds on Professional Communications I and develops skills in writing professional documents to patients and other health care professionals, participating effectively in meetings, and medical documentation skills. **PREREQUISITE:** PTA 131 with a grade of "C" or better

PTA 175 THE LANGUAGE OF PHYSICAL THERAPY 1 CREDIT

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PTA 176 ANATOMICAL KINESIOLOGY LABORATORY 2 CREDITS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. **COREQUISITE:** HPR 117 with a grade of "C" or better.

PTA 205 PSYCHOSOCIAL ISSUES IN HEALTH CARE 2 CREDITS

Explores the psychosocial aspects of the patient/client and health care practitioner. Investigates recognition of and adjustment for psychological, sociological, educational, cultural, economic and political concerns on the delivery of health care services. Communication skills and social and advocacy responsibilities of the health care practitioner are discussed. Enables the student to develop the skills to meet expectations and needs of members of society receiving health care services.

PTA 230 ORTHOPEDIC ASSESSMENT AND MANAGEMENT TECHNIQUES 5 CREDITS

Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis. **PREREQUISITE:** PTA 120 with a grade of "C" or better.

PTA 240 NEUROLOGICAL ASSESSMENT AND MANAGEMENT TECHNIQUES 5 CREDITS

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions. **PREREQUISITE:** PTA 230 with a grade of "C" or better.

PTA 278 PTA SEMINAR 2 CREDITS

Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service. **PREREQUISITES:** PTA 230 and, PTA 280 with a grade of "C" or better.

PTA 280 PTA INTERNSHIP I 4 CREDITS

Focuses on an initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical Instructor in an acute care, geriatric, or outpatient setting provides supervision. **PREREQUISITE:** PTA 120 with a grade of "C" or better.

PTA 281 PTA INTERNSHIP II 5 CREDITS

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing, and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical Instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an in-service on a physical therapy related topic. **PREREQUISITE:** Successful completion of all PTA curriculums or Instructor's permission.

PTA 282 PTA INTERNSHIP III 5 CREDITS

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical Instructor. The student presents an in-service on a physical therapy related topic. **PREREQUISITES:** Successful completion of all PTA curriculums or Instructor's permission.

PTA 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

Physics**PHY 101 BASIC PHYSICS 4 CREDITS**

Focuses on the basic understanding of the laws of physics. Emphasizes critical thinking skills allowing the student to apply the laws to a wide variety of fields. Applications are illustrated by demonstrations and simple hands-on exercises involving careful observation, measurement, analysis, and interpretation of phenomena, allowing the student to draw conclusions based on the laws of physics. In addition, the student learns problem solving techniques in which the basic laws are applied in simple, logical or mathematical ways. A variety of media such as strobe photography, diagrams, graphs and films are used to reinforce understanding of the basic laws and their applications.

PHY 105 CONCEPTUAL PHYSICS: GT-SC1 4 CREDITS

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This is a Statewide Guaranteed Transfer course.

PHY 111 PHYSICS: ALGEBRA-BASED I: WITH LAB: GT-SC1 5 CREDITS

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 121 with a grade of "C" or better..

PHY 112 PHYSICS: ALGEBRA-BASED II WITH LAB: GT-SC1 5 CREDITS

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** PHY 111 with a grade of "C" or better.

PHY 211 PHYSICS: CALCULUS-BASED I WITH LAB: GT-SC1 5 CREDITS

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** MAT 201 with a grade of "C" or better.

PHY 212 PHYSICS: CALCULUS-BASED II WITH LAB: GT-SCI 5 CREDITS

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** PHY 211 with a grade of "C" or better.

PHY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PHY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Plumbing

PLU 101 PIPING SKILLS 4 CREDITS

Focuses on the installation of common piping materials in plumbing and HVAC/R systems. Covers pipe math, terminology, common piping materials and application, figuring offsets and common pipe joints. Shop projects including pipe support and hanging, center to center measurements and a variety of pipe joining methods are explored.

Political Science

POS 105 INTRODUCTION TO POLITICAL SCIENCE: GT-SS1 3 CREDITS

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This is a Statewide Guaranteed Transfer course.

POS 111 AMERICAN GOVERNMENT: GT-SS1 3 CREDITS

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This is a Statewide Guaranteed Transfer course.

POS 125 AMERICAN STATE AND LOCAL GOVERNMENT 3 CREDITS

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics.

POS 205 INTERNATIONAL RELATIONS: GT-SS1 3 CREDITS

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior. This is a Statewide Guaranteed Transfer course.

POS 215 CURRENT POLITICAL ISSUES 3 CREDITS

Incorporates an in-depth analysis of critical issues in political science. Examines current topics and issues.

POS 225 COMPARATIVE GOVERNMENT: GT-SS1 3 CREDITS

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. This is a Statewide Guaranteed Transfer course.

POS 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

POS 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Psychology

PSY 101 GENERAL PSYCHOLOGY I: GT-SS3 3 CREDITS

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PSY 102 GENERAL PSYCHOLOGY II: GT-SS3 3 CREDITS

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PSY 116 STRESS MANAGEMENT 3 CREDITS

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer. **PREREQUISITES:** ENG 090, REA 090 with a grade of "C" or better, or ACCUPLACER scores: Reading 80 and Sentence Skills 95.

PSY 205 PSYCHOLOGY OF GENDER: GT-SS3 3 CREDITS

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval, and PSY 101 or PSY 102 with a grade of "C" or better.

PSY 226 SOCIAL PSYCHOLOGY: GT-SS3 3 CREDITS

Focuses on the behavior of humans in social settings, including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval, and PSY 101 or PSY 102 with a grade of "C" or better.

PSY 235 HUMAN GROWTH AND DEVELOPMENT: GT-SS3 3 CREDITS

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval, and PSY 101 or PSY 102 with a grade of "C" or better.

PSY 238 CHILD DEVELOPMENT: GT-SS3 3 CREDITS

Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PSY 245 EDUCATIONAL PSYCHOLOGY 3 CREDITS

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

PSY 247 CHILD ABUSE AND NEGLECT 3 CREDITS

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 249 ABNORMAL PSYCHOLOGY GT-SS3 3 CREDITS

Examines abnormal behavior and its classification, causes, treatment, and prevention. This is a Statewide Guaranteed Transfer course. **PREREQUISITES:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

PSY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PSY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission.

Reading

All courses at ACC require students to read materials at College level. The ACCUPLACER placement test, given when a student enrolls, helps to determine the level at which the student is currently reading and matches the student to the appropriate curriculum for learning. (The ACCUPLACER test may be reinforced by a secondary assessment given in the reading class.) Students succeed more consistently in all their courses when they develop College-level reading skills. Therefore, following the advice of the ACCUPLACER recommendation is strongly suggested.

REA 030 BASIC READING SKILLS 2 CREDITS

Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension.

PREREQUISITE: ACCUPLACER reading score 20 - 39;

COREQUISITES: ENG 030/060 are recommended.

REA 060 FOUNDATIONS OF READING 3 CREDITS

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. **PREREQUISITE:** ACCUPLACER reading score 40-61; **COREQUISITES:** ENG 060/090 are recommended.

REA 090 COLLEGE PREPARATORY READING 3 CREDITS

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. **PREREQUISITE:** ACCUPLACER reading score 62-79; **COREQUISITES:** ENG 060/090 are recommended.

REA 275 SPECIAL TOPICS 1-6 VARIABLE CREDIT

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

Real Estate**REE 115 INTRODUCTION TO REAL ESTATE 3 CREDITS**

Focuses on the function of the real estate broker, sales techniques, real estate ethics. Course is intended for students that want to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

REE 118 REAL ESTATE APPRAISAL 4 CREDITS

Focuses on the technique and theory of appraisal as it relates to single family residences with emphasis on market data correlation. Includes standard and ethics section. Course qualifies for application to State Registered License.

REE 119 15-HOUR NATIONAL USPAP COURSE 1 CREDIT

Satisfies the 16-hour continuing education requirement (standard) for licensed real estate appraisers including one hour of state appraisal rules and regulations.

REE 201 REAL ESTATE BROKER I 6 CREDITS

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers' license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

REE 202 REAL ESTATE BROKER II 6 CREDITS

Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers' license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

Science

SCI 155 INTEGRATED SCIENCE I-PHYSICS AND CHEMISTRY: GT-SC1 4 CREDITS

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This is a Statewide Guaranteed Transfer course.

SCI 156 INTEGRATED SCIENCE II-EARTH AND LIFE SCIENCE: GT-SC1 4 CREDITS

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This is a Statewide Guaranteed Transfer course.

Sociology

SOC 101 INTRODUCTION TO SOCIOLOGY I: GT-SS3 3 CREDITS

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This is a Statewide Guaranteed Transfer course.

SOC 102 INTRODUCTION TO SOCIOLOGY II: GT-SS3 3 CREDITS

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This is a Statewide Guaranteed Transfer course.

SOC 205 SOCIOLOGY AND FAMILY DYNAMICS: GT-SS3 3 CREDITS

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. This is a Statewide Guaranteed Transfer course.

SOC 218 SOCIOLOGY OF DIVERSITY 3 CREDITS

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

SOC 220 SOCIOLOGY OF RELIGION: GT-SS3 3 CREDITS

Provides an introduction to the sociology of religion, including a comparative and critical examination of world religions, by focusing on sociological interpretation and explanation of the role of religion in human culture. The interaction between society and religion is thus examined as are a wide variety of religious beliefs and practices. This is a Statewide Guaranteed Transfer course.

SOC 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SOC 285 INDEPENDENT STUDY 1-6 VARIABLE CREDIT

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

Spanish

SPA 101 CONVERSATIONAL SPANISH I 3 CREDITS

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA 102 CONVERSATIONAL SPANISH II 3 CREDITS

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. **PREREQUISITE:** SPA 101 with a grade of "C" or better or Instructor's permission

SPA 111 SPANISH LANGUAGE I 5 CREDITS

Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and Instructors.

SPA 112 SPANISH LANGUAGE II 5 CREDITS

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** SPA 111 with a grade of "C" or better or Instructor's permission.

SPA 114 FAST-TRACK SPANISH I AND II 5 CREDITS

Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures. **PREREQUISITE:** Two years of Spanish in high school or placement test.

SPA 115 SPANISH FOR THE PROFESSIONAL I 3 CREDITS

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. **PREREQUISITE:** SPA 101 with a grade of "C" or better

SPA 201 CONVERSATIONAL SPANISH III 3 CREDITS

Provides students with the skills necessary continue to their study of understanding and speaking Spanish. The material includes intermediate level vocabulary, grammar, and expressions. **PREREQUISITE:** SPA 102 with a grade of "C" or better or Instructor's permission

SPA 202 CONVERSATIONAL SPANISH IV 3 CREDITS

Provides students the skills necessary to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. **PREREQUISITE:** SPA 201 with a grade of "C" or better or Instructor's permission

SPA 211 SPANISH LANGUAGE III: GT-AH4 3 CREDITS

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** SPA 112 with a grade of "C" or better or Instructor's permission.

SPA 212 SPANISH LANGUAGE IV: GT-AH4 3 CREDITS

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. This is a Statewide Guaranteed Transfer course. **PREREQUISITE:** SPA 211 with a grade of "C" or better or Instructor's permission.

SPA 215 SPANISH FOR THE PROFESSIONAL II 3 CREDITS

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. **PREREQUISITE:** SPA 115 with a grade of "C" or better.

SPA 235 SPANISH READING/WRITING 3 CREDITS
Builds vocabulary and develop reading and writing strategies in Spanish to be able to analyze fictional and non-fictional texts and gain further cultural insight of the Hispanic world. (45 contact hours)

SPA 261 GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER 3 CREDITS

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language. **PREREQUISITES:** SPA 212 with a grade of "C" or better or Instructor's permission.

SPA 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. **PREREQUISITE** will be determined by Instructor.

SPA 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. **PREREQUISITE:** Instructor's permission

Technical Engineering**TEC 201 ENGINEERING MATERIALS 3 CREDITS**

Investigates the types, properties and behavior of state-of-the-art and advanced materials. Lectures include an introduction to the classifications, properties and behavior of ferrous and nonferrous metals, polymers (plastics), woods, ceramics, and advanced materials.

TEC 205 GEOMETRIC DIMENSIONING AND TOLERANCING 3 CREDITS

Enables students to interpret geometric dimensioning and tolerancing (GDT) in machining or drafting. The course covers math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, runout and location. Students learn the generation of a working drawing is a team effort between design, drafting, manufacturing and quality control.

Telecommunications Technology**TLT 131 CABLING 3 CREDITS**

Provides the student with knowledge of different cable media as applicable to the telecom industry. Termination, routing, cable selection theory and testing.

TLT 141 VOICE OVER INTERNET PROTOCOL 1 CREDIT

Students will learn the basic concepts of Voice Over Internet Protocol as opposed to public Switched Telephone Network (PTSN). The purpose of this course will be to teach testing measurement, Evaluate quality of signal, differences in commercial applications of Tier One, Tier Two and Tier Three providers in comparison to individual applications. Students will master VoIP, Enterprise level VoIP standards, security and analyze the VoIP packet. Topics also covered will include vocabulary, history and the future of VoIP, Enterprise level VoIP, define codec, media gateways, media controllers, IP based

PBX's, ATA, analog telephone adapter, basic block diagram of a typical PSTN, VoIP calls and finally QoS issues related to VoIP.

TLT 142 CABLING FOR VIDEO, VOICE, AND DATA 3 CREDITS

Students will learn the Mechanical, Electric and Optical properties of various cables used in video, Data and voice networks. Proper applications of various cabling solutions will be the primary focus, while also covering terminations, relative data/bandwidth, handling requirements, appropriate fire code ratings, etc. Discussions will cover coax, CAT 3,5,6,7(etc.) shielded and unshielded, Balanced and unbalanced as well as optical cables, connectors, splices and terminations.

TLT 143 TRANSMISSION: WIRED AND WIRELESS 3 CREDITS

Transmission of voice, video and data signals can occur via both wired and wireless media. This course will discuss the advantages and disadvantages of wired and wireless transmission, taking into consideration factors such as required bandwidth, security, interference, distance, reliability and more. Students will investigate terminal equipment for both transmission and reception of multiple signal types transmitted via wired and wireless methodologies. Multiple types of wireless technologies will be discussed including point to point, point to multipoint, broadcast and more. RF, microwave and wireless optical transmission will be discussed.

TLT 260 EMERGING TECHNOLOGIES 3 CREDITS

Gives the student the tools to find out what the latest trends in technology are in relation to emerging technologies. The student will research new technology as applicable to Telecommunications in today's high tech environment. Presentations and papers will be submitted as discovery takes place from industry experts and research with the latest emerging technology.

Theater

THE 105 INTRODUCTION TO THEATRE ARTS: GT-AH1 3 CREDITS

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory. This is a Statewide guaranteed transfer course. **PREREQUISITE:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

THE 110 THEATRE IN DENVER 3 CREDITS

Acquaints students with the range of theatre companies and productions in the Denver area. The itinerary is designed to provide the greatest variety of theatrical experiences within the logistical circumstances of a given semester's offerings. Accordingly, students will confront a broad spectrum of dramatic literature performed by various companies in distinct milieu.

THE 111 ACTING I 3 CREDITS

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

THE 112 ACTING II 3 CREDITS

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance. **PREREQUISITE:** THE 111 with a grade of "C" or better.

THE 116 TECHNICAL THEATRE 3 CREDITS

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 141 IMPROVISATION I 1 CREDIT

Helps students learn improvisation skills for performance and character development. Emphasis is placed on "Second City" style of improvisation.

THE 143 BASIC ACTING TECHNIQUE 3 CREDITS

Offers scene work and acting exercises for people with little or no training or experience in the theatre. The Stanislavski System of character analysis and development is stressed.

THE 181-183 INTERNSHIP 1-6 VARIABLE CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor.

THE 211 DEVELOPMENT OF THEATRE I: GT-AH1 3 CREDITS

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. This is a Statewide guaranteed transfer course. **PREREQUISITE:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

THE 212 DEVELOPMENT OF THEATRE II: GT-AH1 3 CREDITS

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. This is a Statewide guaranteed transfer course. **PREREQUISITE:** ENG 090 and REA 090 with a grade of "C" or better, or ACCUPLACER scores of Reading 80 and Sentence Skills of 95 or Department Chair approval.

THE 275 SPECIAL TOPICS: THEATRE 1-6 VARIABLE CREDITS

Explores current topics, issues and activities related to one or more aspects of the named discipline.

THE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student.

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Looking for something fun to do? Meet new friends? Change careers? The Non-Credit Community Education Program at Arapahoe Community College is a self-supporting program. Each year, approximately 8,000 students enroll in these ACC courses and programs. Hundreds of classes are offered each season (four terms per year). Many new courses are offered to meet the changing needs of the community.

Visit our Web site at www.arapahoe.edu. Click on Non-Credit Courses. You can register for classes online with a credit card or call 303.797.5722. The Non-Credit program is located in Room A1215 on the first floor of the Annex building near the tennis courts. Office hours are from 8 a.m.–5 p.m. Monday through Friday.



Course offerings include:

Arts and Crafts—Courses focusing on drawing, painting, photography and general crafts

Business—Courses designed for the small business entrepreneur

Career—Workshops, seminars and certificated programs designed to assist those in finding, changing or training for a career

Computer—Courses for the home computer user, in three- and six-hour formats using the latest software

Language and Culture—Courses for travelers, business interests or for pleasure, including English as a second language

Home, Garden, and Cuisine—Workshops for inside and outside the home for the do-it-yourselfer as well as cooking related classes.

Health and Fitness—Courses promoting a healthy life using traditional and alternative methods

Music—Courses to develop musical interests and talents

Online—Courses in a variety of interest areas that can be completed online at home or work

Personal Development—A mixture of courses including writing, spirituality and other topics

Personal Finance—Courses to improve financial security

Recreation and Travel—Courses include sports and recreational activities, day excursions, genealogy, bridge, etc.

Seniors—Courses specifically for people over 55, including Elderhostel

Youth College—Courses for children in grades K-12.

Course Formats—Formats vary from 1-10 sessions per term depending on the course topic.

Course Locations—Courses are held at the ACC Main Campus, Art and Design Center, Hudson Gardens and Events Center, Euclid Middle School, Highlands Ranch High School and numerous other locations including art studios and private businesses.

Course Instructors—Over two hundred part-time Instructors teach in the program each term. Some have degrees in their respective subject areas. All are experts in their fields.

GED: General Education Development—If you are planning to take the GED High School Equivalency exam, we will help you prepare. Classes are available to help acquire the knowledge you will need to have a sufficient score to pass the exam. You can register for non-credit classes that are held during the day and in the evening. You must be 17 years of age to take the GED test. For information about the GED test, contact the Testing Center at 303.797.5993. For more information about GED classes, call the Non-Credit Program office at 303.797.5722.

COLLEGE ADMINISTRATORS

Anderson, Christopher J.
*Admissions Representative,
Pre-Enrollment Services*

Becker-Lutz, Jill
Budget Analyst

Binns, Jane
e-Learning Coordinator

Bouley, Patricia
Controller

Bowman, Matt
Student Activities Programming Specialist

Brantz, Malcolm
*Director of Weber Center
for Learning Resources*

Briggs, Darcy
Registrar and Director of Enrollment Services

Bryant, Theresa
HR Representative/Employee Relations

Castro, David
Chief Operating Officer

Chavez, Sarah
Financial Aid Counselor

Chelland, Carol
Facilities Rental Manager

Chrislip, Donna
Director of Instructional Advancement

Christopher, Lee
eLearning Director

Clark, Terry
Human Resources Manager

Comeaux, Linda
*Dean, School of Health,
Sciences, and Engineering*

Crisp, Jamie
Foundation Coordinator

Cunningham, Perri
*Director of the Fitness Center/
Pool and Physical Education Coordinator*

Do, Janet
Financial Aid Counselor

Doyle, Diana
President

Englert, Karen
Student Affairs Coordinator

Foster, Mary
Director of the Child Development Center

Fukaye, Howard
Director of Pre-Enrollment Services

Garcia, Andrew
High School Recruitment Specialist

Goldberg, Debra
Tutorial Services Coordinator

Goodwin, Dennis
*Chief of Campus Police and
Director of the Law Enforcement Academy*

Grabowski, Lisa
Public Services Librarian

Greening, Juan
Printing and Mail Services Manager

Griffith, Michelle
*Corporate Learning Project
Manager and Program Coordinator*

Groff, Theresa
*Student Communications
and Information Manager*

Hamilton, John
Educational Pathways Coordinator

Hegeman, Diane
Vice President for Instruction

Hemenway, Jeanene
Staff Accountant

Herrera, Ernest
Custodial Services Manager

Hillgrove, Jennifer
*Financial Aid Counselor
and Work-Study Coordinator*

Mason, Jerry
Director of Advising and Retention

Kuster Dale, Kim
Dean of College Outreach

Larson-Cooney, Kim
Director of Community Education

Wilcox, Heather
*Director of Student Affairs
and Support Services*

Lorenzo, Joseph
Chief Financial Officer

Ludwig, Janet
International Student Advisor

Madigan, Mary
*Financial Aid Counselor,
Veterans Affairs Certifying Official*

Mason, Gayle
Staff Accountant

Maypole, Joanne
*Dean, School of Arts, Design,
Social and Behavioral Science*

McLees, Jan
Career Center Coordinator

McManus, Michael
Academic Advisor/New Student Program

Merkel, Linda
*Director, Career and Technical Education
and the Center for Professional Development*

Moschetti, Camellia
Educational Pathways Coordinator

Mueller, Linda
Instructional Project Manager

Myrant, Glee
Disability Services Operations Specialist

Newman, Buz
Information Technology Manager

Nickless, Nancy
Cashier's Office Coordinator

Oakes, Janna L.
*Dean, School of Liberal Arts
and Professional Programs*

Olsen, Rhonda
Information Technology

Oristanio, Ralph
Grounds Manager

Otto, Larry
Director of Facilities

Peoples, Mary
Paralegal Program Coordinator

Porier, Jeremy
Director of Information Technology

Provancal, James
Construction Manager

Rafferty, Maureen
Disability Services Specialist

Raugust, Elden
Information Technology Specialist

Redie, Yared
Records and Registration Manager

Reid, Deborah
Parent Information and Resource Coordinator

Rexroth, Susan
Disability Services Specialist

Rogers, Eric
*Graduation Coordinator and
Transfer Evaluator*

Rutenberg, Hal
CATEP Project Coordinator

Scarffe, John
College Communications Coordinator

Schaar, Amelia
Community Education Program Manager

Scheuring, Susan
Director of the Nursing Program

Sewell, Justin
Technical Services Librarian

Shallcross, Dorothy
Director of Student Financial Services

Shellberg, David
Executive Vice President

Sherman, Mary
Director of Institutional Research

Shettleworth, James
Academic Advisor

Schroeder, Jean
Nursing Retention Coordinator

Simpson, Connie
Dean of Student Services

Loehfelm, Courtney
Executive Director of ACC Foundation

Somers, Cynthia
*Dean, School of Math,
Business and Technology*

Spaulding, Thad
Associate Director of Financial Aid

Stratton, Dawn
Testing Center Coordinator

Sulsberger, Linda
Admissions Manager

Thorland, Kristi
Academic Advising Coordinator

Spears, Amanda
Institutional Research Associate

Treitz, Sue
Director of Health Careers Development

Trevino, Leticia
Academic Advisor

Trevino, Loreen
TRIO/Educational Talent Search Specialist

Tubbesing, Julie
Webmaster

Turner-Humphrey, Vivian
Student Services Coordinator

Unell, Murry
Director of Marketing and Public Information

Viola, Jerry
Director of Automotive Technology

Ward, Tammy
Director of TRIO

West, Jay
Purchasing Manager

Whitehouse, Linda
Director of University Center at Chaparral

Young, Gwen
*University Center at Chaparral
Facility Coordinator*

COLLEGE FACULTY

*Distinguished Faculty

**Faculty of the Year

Allen, Larry M. – *Faculty, Pharmacy Technician – Academic Coordinator*

Ph.D., University of Oregon
M.S., University of the Pacific
M.B.A., University of Colorado
B.S., University of the Pacific

Anderssen, Joan – *Faculty, Economics/Finance*

** Faculty of the Year 03

M.B.A., University of Denver
B.A., Carleton College
Graduate School of Banking, University of Colorado

Andrew, Lane – *Faculty, Mathematics*

M.S., University of Denver
B.A., University of Colorado, Denver

Bamford, Cheyne – *Faculty, Psychology - Chair*

M.A., Ph.D., Arizona State University
B.A., Grinnell College, IA

Bauer, Nia – *Faculty, Biology*

Ph.D., University of Texas at Houston
B.A., University of San Diego

Beine, Jo Ann – *Faculty, Physical Therapist Assistant*

B.A., University of Denver
A.A.S., Arapahoe Community College

Berg, Jeffrey – *Faculty, Mathematics*

*Distinguished Faculty 02-03

M.S., University of Colorado, Denver
B.S., Arizona State University

Bergemann, Carl – *Faculty, Business*

M.S., Colorado State University
B.S., University of Wisconsin

Bertelsen, Tamara – *Faculty, Economics and Finance*

M.A., University of Colorado at Denver
B.A., University of Puget Sound

Bess, Catherine – *Faculty, Teacher Cadet*

M.Ed., Cambridge College
B.A., Western Maryland College

Bettmann, Rudy – *Faculty, Mortuary Science*

M.A., Colorado Christian University
B.S., Regis University
Diploma, Dallas Institute of Mortuary Science

Bigalk, Annette M. – *Faculty, Health Information Technology – Chair*

*Distinguished Faculty 06-07

B.A., University of Colorado, Boulder
B.S., Regis College

Borow-Stephens, Barbara – *Faculty, Paralegal*

*Distinguished Faculty 01-02, 02-03,

J.D., University of Denver
M.S., Columbia University Teachers College, N.Y.
B.S., Ithaca College, N.Y.

Broome, Jeff – *Faculty, Philosophy*

M.A., Baylor University
M.A., Ph.D., University of Colorado
B.S., Colorado State University, Pueblo

Burns, Randy – *Faculty, Jewelry/Metalwork*

M.F.A., University of Oregon
B.F.A., Colorado State University
Jewelers of America Certified Bench Jeweler

Buchanon, Monica – *Faculty, Nursing*

M.S.N./Ed., University of Phoenix
B.S.N., University of Phoenix

Cannata, Jim – *Faculty, Photography*

*Distinguished Faculty 06-07

M.F.A., Florida State University
B.A., Metropolitan State College of Denver

Cassidy, Barbara – *Faculty, Nursing*

M.A., John Carroll University
B.S.N., Kent State University
B.A., John Carroll University

Daves, Jason – *Faculty, Automotive*

A.A.S., Aims Community College
A.S., Aims Community College

DeMoulin, Tom – *Faculty, Multimedia/Graphic Design and Illustration - Chair*

*Distinguished Faculty 07-08

B.A., Macalester College

Diede, Leo – *Faculty, Computer Information Systems*

B.S., Black Hills State University
Graduate Certificate, University of California, Riverside

Dragoo, Alvin – *Faculty, Automotive*

A.A., Southeast Community College

Forrest, Linda – *Faculty, Early Childhood Education – Chair*

Distinguished Faculty 05-06

M.Ed., Lesley College
B.S., University of Texas

Gedde, IdaLynn – *Faculty, Computer Information Systems*

*Distinguished Faculty 05-06

M.Ed., Lesley College
B.A., North Park College

Goggin, Susan – *Faculty, Art – Chair*

B.F.A., M.H., University of Colorado

Gore, Daniel – *Faculty, History*

M.A., University of Florida
B.A., University of Florida

Gowan, Mark – *Faculty, Philosophy*

M.A., University of Missouri, St. Louis
B.A., University of North Texas

Graca, Lucy L. – *Faculty, English; Chair, Great Books Program*

**Faculty of the Year 99

M.A., B.A., University of Massachusetts

Grant, Deborah – *Faculty, Math*

M.S., University of Colorado, Denver
B.B.A., Southern Methodist University

Greenwald, Jonathan I. – *Faculty, Emergency*

Medical Services – Chair

B.A., Hofstra University
EMT-Paramedic, Swedish Medical Center

Gronert, Neva – *Faculty, Communications and*

Foreign Languages – Chair

M.A., University of Colorado
B.A., Adams State College

Hagood, Allison – *Faculty, Psychology*

M.A., University of Colorado, Denver
B.A., Harvard University

Hall, Dianne – *Faculty, Accounting*

M.B.A., Regis University
B.S., Regis University

Hall, John – *Faculty, Multimedia/Graphic Design and Illustration*

B.F.A., Colorado State University

Harris, Sara – *Faculty, Accounting – Chair*

* Distinguished Faculty 02-03, 08-09

B.S., Colorado State University

Harrison, Terrence – *Faculty, Biology – Chair*

M.B.S. University of Colorado, Denver
B.S., Baylor University

Hastert, Erica – *Faculty, Mathematics*

*Distinguished Faculty 05-06, 06-07, 09-10

Ph.D., University of Denver
M.S., University of Denver
B.A., University of Colorado at Denver

Henningsen, Erica – *Faculty, Psychology*

M.A., University of Northern Iowa
B.A., University of Northern Iowa

- Hidalgo, Ruth – *Faculty, Language*
Ph.D., Florida State University
M.A., Florida State University
B.A., Florida State University
A.A., Palm Beach Community College
- Holt, Kathryn – *Faculty, Art*
M.F.A., University of Denver
B.A., University of Denver
- Johnson, Cynthia – *Faculty, Health Information Technology*
M. Ed, Pennsylvania State University
B.S., University of North Carolina, Charlotte
- Johnson, Jody – *Faculty, Biology*
***Distinguished Faculty 03-04, 09-10**
M.E.d., University of Colorado
M.S., University of Colorado
B.F.A., Florida State University
- Johnson, Mary – *Faculty, ACTS, Culinary Arts*
M.A., University of Colorado, Colorado Springs
B.S., Colorado State University
- Kendall, Susan – *Faculty, Business*
M.B.A., University of Phoenix
B.A., Miami University
- Khaleq, Abeer – *Faculty, Computer Science*
M.S.C., Imperial College, University of London
B.S.C., Yarmouk University
- Khorsand, Christine M. – *Faculty, Foreign Language*
M.A., University of Colorado at Boulder
B.A., Universite de Provence, France
B.F.A., Boise State University
- Kroetch, Jennifer – *Faculty, Medical Laboratory Technology – Chair*
M.S., University of North Dakota
B.S., University of North Dakota
- Lawrence, Tracy – *Faculty, Mathematics – Chair*
***Distinguished Faculty 03-04, 09-10**
M.A., University of West Florida
B.A., University of West Florida
A.A., Chipola Jr. College
- Lewan, Lindsay – *Faculty, English – Chair*
***Distinguished Faculty 08-09**
Ph.D., University of New Mexico
B.A., M.A., Colorado State University
- LoDico, Anita – *Faculty, Interior Design – Co-Dept. Chair Interior Design/Multimedia Graphic Design*
B.S. University of Central Oklahoma
NCIDQ Certified
- Mabry, Sophie – *Faculty, Human Performance*
M.A., University of Northern Colorado
B.A., Metropolitan State College of Denver
- Martin, Susan – *Faculty, ACTS, Carpentry*
- Mantel, Mikelene L. – *Faculty, Nursing*
LtCol USAF Retired
M.S.N., University of Colorado, Denver
B.S.N., Loretto Heights College, Denver
Diploma in Nursing, Mount Sinai School of Nursing
- Matsushita, Hidemi – *Faculty, Music*
***Distinguished Faculty 03-04**
Ph.D., Brigham Young University
M.M., University of Utah
B.M., University of Colorado at Boulder
- McGurran, Robbie – *Faculty, Computer Information Systems*
***Distinguished Faculty 03-04, 07-08**
M.S., University of North Dakota
B.S., University of North Dakota
- Mills, Josie – *Faculty, English and Developmental Studies*
Ph.D., University of Denver
M.A., University of So. Florida
B.A., University of So. Florida
- Moro, Michelle – *Faculty, Nursing*
M.S., Regis University
B.S.N., Russell Sage College
- Mugge, Douglas – *Faculty, Architectural Technologies, Construction Supervision, Computer Aided Design, and Engineering Technologies and Engineering Technologies – Chair*
A.A.S., Arapahoe Community College
- Norman, Celia – *Faculty, Biology*
M.A., University of Colorado
B.S., California Polytechnic State University
- Obeidi, Fida – *Faculty, Chemistry*
M.S., Ph.D., Brigham Young University, Utah
Postdoctoral Fellowship, Harvard University, Boston
B.S., Jordan University of Science and Technology
- Parmley, Robert – *Faculty, ACTS, Automotive*
M.Ed., Colorado State University
B.S., University of Southern Colorado
A.A.S., Front Range Community College
- Poltrone, Rosann – *Faculty, Geography and Environmental Science*
***Distinguished Faculty 02-03**
M.A., University of Wyoming
B.A., State University of New York, Buffalo
- Provence, Paula – *Faculty, Physical Therapy – Chair*
M.A., University of Phoenix
B.S., University of New Mexico
- Ransick, Christopher – *Faculty, English*
M.A., University of Montana
M.A., University of California
B.A., San Francisco State University
- Ratliff, John – *Faculty, Sociology and Political Science*
Ph.D., University of California, San Diego
M.A., University of California, San Diego
M.A., University of California, San Diego
B.A., Reed College
- Rojenko, Karen – *Faculty, Nursing*
M.S.N. University of Phoenix
B.A. University of Florida
A.D.N. St. Petersburg College
- Rogin-Roper, Leah – *Faculty, English*
M.F.A., Naropa University
M.A., Northern Arizona University
B.A., Western State University
A.A., Colorado Mountain College
- Rubin, Lance – *Faculty, Humanities – Chair*
Ph.D., University of Denver
M.A., Northwestern University
B.S., University of Illinois, Urbana
- Rush, Gerilyn – *Faculty, Nursing*
M.A., Webster University
M.S.N. University of Wyoming
B.S.N., University of Nebraska
- Sauber, Victoria – *Faculty, Computer Sciences*
B.A., Ohio State University
- Sarin, Arun (A.K.) – *Faculty, Business*
M.B.A., Loyola
B.S., St. Stephens College
- Sloan, Mary – *Faculty, Mathematics*
***Distinguished Faculty 07-08**
****Faculty of the Year 07**
M.A., University of Northern Colorado
B.A., Pomona College
- Smith, Kenneth – *Faculty, Biology*
Distinguished Faculty 05-06
M.S., Montana State University
B.S., Angelo State University
- Stasiewicz, Kimberly – *Faculty, Chemistry*
M.S., Purdue University
B.S., University of New Mexico
- Steggall, Mary – *Faculty, Nursing*
M.S., University of Utah
B.S., Michigan State University
B.S.N., Regis University; CNRN

Stieneker, Deborah A. – *Faculty, Communications*

****Faculty of the Year 10**

M.A., Southern Illinois University
B.A., Southern Illinois University

Stoner, Barb – *Faculty, Nursing*

M.S.N., University of Northern Colorado
B.S.N., University of Colorado
A.D.N., Arapahoe Community College

Strain, Connie – *Faculty, Business – Chair*

M.S., University of Colorado at Denver
B.S., University of Colorado, Boulder

Swenson, Christine – *Faculty, Criminal Justice*

J.D., California Western School of Law
B.A., The University of Arizona

Thayer, Martha – *Faculty, Mortuary Science – Chair*

M.A., Colorado Christian University
B.S., Colorado Christian University
A.S., Arapahoe Community College
Diploma, Dallas Institute of Funeral Service

Tigner, Lori – *Faculty, Anthropology and Sociology*

M.A., University of Wyoming
B.S. (2), University of Wyoming

Trott, David – *Faculty, Astronomy*

***Distinguished Faculty 06-07**

**** Faculty of the Year 05**

M.A., Equivalent by portfolio
B.A., University of Colorado

Trotter, Jamey – *Faculty, English;*

Writing Center Director, Composition Coordinator

M.A., University of Colorado, Denver
B.A., College of Charleston

Van de Sande, Michelle – *Faculty, Developmental Studies*

M. Ed., University of Phoenix
B.A., University of Colorado, Boulder

Venter, Alexsis – *Faculty, Math*

M.S., University of Colorado at Denver
B.S., Wheaton College

Viola, Dawn – *Faculty, Interior Design*

M.Arch., University of Colorado
M.S., Colorado State University
B.A., University of Colorado
A.A.S., Pikes Peak Community College

Viola, Jerome J. "Doc" – *Faculty, Automotive*

A.A.S., Arapahoe Community College
Certificate, Service Management

Viola, Jerome P. – *Faculty, Automotive Technology – Director*

****Faculty of the Year 08**

A.A.S., Arapahoe Community College

Walker, Donald L. – *Faculty, Social Sciences – Chair*

Ph.D., University of Nebraska
M.A., University of Colorado
B.A., Indiana University

Weigel, Henry – *Faculty, Physical Sciences – Chair*

M.S., Texas AandM University
B.S., Texas AandM University

Willard, Rachel – *Faculty, Biology*

M.S., Colorado State University
B.S., Colorado State University

Winograd, Kathryn – *Faculty, English, Writers Studio*

***Distinguished Faculty 07-08**

Ph.D., University of Denver
M.F.A., University of Iowa
B.A., Ohio University

Wooley, Marsha – *Faculty, Art*

M.F.A., University of Pennsylvania
B.A., Metropolitan State College of Denver

Uchiyama, Mary Kay – *Faculty, Education*

Ph.D., University of Colorado, Boulder
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