Consumerism Compliance

The Community College of Aurora will disclose and provide access to information to our students, prospective students, employees, and prospective employees pursuant to CFR 668.46. This information will be contained in the CCA Schedule Book that is mailed to all households in designated zip code areas every semester. In addition, required disclosures to employees will be in the form of an enclosure in their paycheck envelopes every spring and is available on the CCA website.

The CCA website has updated disclosure information on the following for easy access:

- Annual Campus Security Report (Student Right to Know)
- Completion/Graduation Rate
- FERPA rights of students
- Drug & Alcohol Prevention Information
- General Information about the College (Accreditation, Financial Aid, Equal Opportunity)
- Voter Registration Information

STUDENT RIGHT TO KNOW and CAMPUS SECURITY ACT. In accordance with Title I of Public Law 101-542, information about graduation rates and campus security is available on the CCA website (www.CCAurora.edu), in the Catalog, and in the Office of the Vice President of Administrative Services, A204D, CentreTech Campus.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT. CCA complies fully with the Family Educational Rights and Privacy Act, designed to protect the privacy of student educational records and to ensure the rights of students to examine their records. More information is available in the Enrollment Services Office, CTC Room A102, and on the college website at www. CCAurora.edu.

DRUG & ALCOHOL PREVENTION Information and policies are available on the CCA website at www.CCAurora.edu and in the Office of Student Life, S101A, CentreTech Campus. CCA supports the efforts of local, state, and federal governments in promoting a drug free America, pursuant to public law 101.

ACCREDITATION. The Community College of Aurora is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Ste. 2400, Chicago, IL 60602-2504, 1-800-621-7440. The College operates under the jurisdiction of Colorado Community Colleges System. CCA students regularly transfer credits to state colleges and universities. Transfer information is available for student use in CTC, Room A102, and on the college website.

FINANCIAL AID Information is available on the college website and in the Financial Aid Office, A207, CentreTech Campus, and at the Lowry One-Stop Student Services Center. All students and prospective students are strongly encouraged to read the information available in the Financial Aid Handbook.

EQUAL OPPORTUNITY. CCA does not discriminate on the basis of race, color, creed, nationality, sex, age, or handicap, in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 and the Americans with Disabilities Act may be referred to the Human Resource Office, 16000 East CentreTech Parkway, Room A204, Aurora, CO, 80011, Phone 303-360-4752, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO 80294.

VOTER REGISTRATION. CCA fully supports and advocates that our students and staff register to Vote. Voter Registration forms are available in the Enrollment Services Office, A102, CentreTech campus. A link is available on our website directly to the voter registration website for your convenience. (http://www.eac.gov/register_vote_forms.asp)

Upon request in the Enrollment Services office, A102, CentreTech Campus, the Community College of Aurora will provide students, prospective students, employees, and prospective employees a paper copy of this information, including a full report of the institution's graduation rate and the annual security report.

COMMUNITY COLLEGE of AURORA

CentreTech Campus
16000 E. CentreTech Parkway
Aurora, Colorado 80011
303-360-4700

Lowry Campus
710 Alton Way
Denver, Colorado 80230
303-340-7093

www.CCAurora.edu

Accredited by
The Higher Learning Commission of the North Central Association

Approved by
Colorado Commission on Higher Education
Colorado Community College System

Inside this catalog

Fall Semester 2007

Registration Begins • June 11, 2007

Classes begin • August 27, 2007

Labor Day (college closed) • September 3, 2007

Faculty In-Service • November 20, 2007

Thanksgiving (no classes) • November 21-25, 2007

Classes end • December 15, 2007

Spring Semester 2008

Registration Begins • November 12, 2007

Classes begin • January 22, 2008

Spring Break • March 24 - 30, 2008

Graduation • May 9, 2008

Classes end • May 12, 2008

Summer Semester 2008

Registration begins • April 7, 2008

Full session (10 weeks) • June 2 - August 9, 2008

Session I (5 weeks) • June 2 - July 5, 2008

Independence Day (college closed) • July 4, 2008

Session II (5 weeks) • July 7 - August 9, 2008

Fall Semester 2008

Registration begins • June 16, 2008

Classes begin • August 25, 2008

Labor Day (college closed) • September 1, 2008

Faculty In-Service • November 25, 2008

Thanksgiving (no classes) • November 26 - 29, 2008

Classes end • December 13, 2008

Spring Semester 2009

Registration begins • November 10, 2008

Classes begin • January 20, 2009

Spring break (no classes) • March 23 - 29, 2009

Faculty In-Service • November 20, 2009

Classes end • May 11, 2009

2007-2008 Calendar

College Facilities and Locations

Locations

The Community College of Aurora offers all services at our CentreTech campus located in the heart of Aurora. The Lowry campus also offers student services, general education courses, science labs, technology programs, and community services. The college also offers courses at a variety of locations throughout Aurora.

CentreTech Campus

16000 East CentreTech Parkway, Aurora, CO 80011-9036, 303-360-4700

Administration Offices • Academic Services
Accessibility Services Office/Computer Access Center
Assessment Testing • Career Services
Cashier's Office • Centre for Teaching Excellence
College Fiscal Affairs • Community Services • Computer Labs
Early Childhood Education Program • Early Childhood Education Resource Center
Enrollment Services (Admissions & Records, Advising, Assessment, International, and Veteran Affairs Student IDs)
English Tutoring • Fine Arts • Financial Aid
General Classrooms • General Information
Human Resources Office • Instructional Resource Center
Larry D. Carter Theatre • Learning Resource Center • Library Services
Math Tutoring • Student Life
Student Centre • Testing Center

Lowry Campus

303-340-7093

710 Alton Way, Denver, CO 80230, Building 903

One-Stop Student Services (Admissions, Advising, Financial Aid information, Career Services, Business/Cashier's Office Services)
Computer Information Systems • Computer Labs/Computer Access Center
Computer Technology • General Classrooms
Science Program & Laboratories

9075 E. Lowry Blvd., Denver, CO 80230, Building 965

Colorado Film School

9202 E. Severn Place , Denver, CO 80230, Building 901

Aurora Language Center – Community ESL

9235 E. 10th Drive, Denver, CO 80230, Building 859
Center for Simulation

Biotechnology
Emergency Medical Services (EMS Simulation Studios)
Public Service (Criminal Justice, Fire Science, Mediation, Paralegal, Police Academy)

1060 Alton Way, Denver, CO 80230, Building 840

Diesel Power Mechanics

Welcome...

...to the Community College of Aurora, the community college where you
start your dreams. The Community College of Aurora Dream Starter programs
prepare you for a better future. Here you will gain the knowledge,
learn the skills and tools that will help you move toward your dream career.
CCA offers a pathway to lifelong learning – start here to earn your associate's
degree or certificate, and then transfer to a four-year institution
to finish with your bachelor's degree. Start now, live your dream today!

CCA is a global community. Over 100 countries are represented in our student population providing a rich educational experience. Students draw on the wealth of experience of their fellow students who come from a variety of backgrounds and age groups. Faculty and staff at CCA are committed to creating an environment that is open, caring, and honest for our students.

Our friendly and courteous staff provide excellent customer service, easing the stress many new students feel starting their college education after a prolonged absence or coming to us straight out of high school.

Faculty at CCA—both regular faculty and adjunct instructors—are selected on the basis of their training and preparation to teach, their teaching experience and their commitment to student success. CCA hires not only faculty who are extremely well-qualified but who also care profoundly about the students they serve. While our faculty members persist in maintaining high standards for students, again and again they demonstrate their commitment to our students by going that "extra mile" for them, to help them achieve these standards. Data shows that when our students transfer to four-year schools they have a higher success rate than those students who began their collegiate experience at that school. This speaks well for the quality of CCA's faculty.

We specialize in offering classes at convenient times and locations to meet any student's schedule, including hundreds of internet, hybrid, and evening/weekend classes. Our students may choose from over 40 degrees and certificates that specialize in transfer and vocational education. CCA has unique programs in Film/Video Technology, computer certifications, emergency medical services, public service programs such as criminal justice, mediation and paralegal, as well as the police academy. In addition, CCA has strong focus areas in science and technology, leading to careers in health, pharmacology and diesel power mechanics, just too name a few.

Our core classes are guaranteed to transfer to Colorado public colleges and universities. If needed, students can acquire the skills needed for college level classes by taking developmental classes in English and math. Our English as a Second Language classes also prepare students for collegiate/university programs.

Our tuition and fees are close to half of what students pay for the same education at most public or private universities. If you need assistance, our Financial Aid department can help you find the resources to continue your education.

CCA has two campuses located at Lowry and CentreTech Parkway. CCA also offers classes at seven outreach locations throughout Aurora. Our students enjoy walking and biking on the scenic Highline Canal and attending the many cultural, athletic, and other activities in the Denver Metro area.

Welcome to the
Community College
of Aurora

Welcome to the Community College of Aurora

Our Mission

The Community College of Aurora provides lifelong educational opportunities, prepares the current and future workforce, and promotes excellence in teaching, learning, and service to our diverse community.

Our Values

Respect, Quality, Access, Diversity, Inclusion, Collaboration

Our Goals

In accordance with its assigned mission as a comprehensive community college, and within limits of its resources, the Community College of Aurora offers quality programs and services in the following categories:

Academic Transfer

Associate of Arts, Associate of Science, and Associate of General Studies degrees have articulated programs to provide the first two years of college and university education for students who wish to transfer to baccalaureate degree-granting institutions.

Technical Education

Associate of Applied Science degree programs and related certificate programs provide occupational education for students who are seeking job preparation, career mobility, and/or job retraining. They provide just-in-time workforce development and customized training on-site for business and industry.

General Studies

Associate of General Studies – Generalist degrees provide education that strengthens the academic background of the students and prepares them to pursue their educational and career goals.

Community Needs

Diverse educational experiences are responsive to the needs and interests of persons in the community who desire to enhance their occupational, intellectual, cultural, social, or personal development.

Student Support Services

Students are assisted in selecting, entering, continuing, and completing their course of study through effective academic advising and student support services.

History

Efforts to establish a community college in Aurora began in the early 1950s, when a group of citizens envisioned a community college close to their eastern community. In the following years, citizens of the community, businesses, and educational and civic organizations sought ways to bring higher education to Aurora to enhance the quality of life and create opportunities for its people.

The Community College of Denver opened its first campus in 1968 with the creation of the state system of community colleges. According to state plan, the Community College of Denver developed campuses in the center of Denver and in its western and northern areas. In 1972, CCD established the Aurora Outreach Program by operating evening classes at Hinkley High School. In 1979, the Aurora Education Center was established in a city building provided by the mayor and city council. The center remained a part of CCD, but operated under its own executive director.

Community residents were also concerned about the lack of vocational/technical education in the area. Their efforts resulted in the building of the Aurora Technical Center in 1972, now known as Pickens Technical College. The Community College of Aurora cooperates with Pickens Technical College in the offering of degrees in occupational education.

In May 1983, the Fifty-Fourth Colorado General Assembly created the Community College of Aurora—some thirty years after Aurora's citizens began working toward their dream.

As the Community College of Aurora grew, so did its need for additional space. The Aurora City Council stepped to the plate and provided a 32-acre parcel of land in the CentreTech Business Park to be used for a college campus. The Community College of Aurora Foundation, created in 1985, sold bonds needed to build on the site. In 1991, CCA officially moved into the CentreTech Campus, complete with an Administration Building, Classroom Building, and Forum/Fine Arts building. In 2000, the College opened its doors on a new Student Centre, offering students a place to relax, study, eat, and shop for supplies. And, in 2001, the College opened the Larry D. Carter Theatre, a flexible space designed specifically for theatre, music, and dance performances at the College.

CCA also played an instrumental role in helping acquire what is now known as the Lowry Campus. In 1994, the Colorado Community Colleges helped secure a 156-acre parcel from the Air Force as it shut down operations at Lowry Air Force Base. The new facility was dedicated for the creation of a cooperative facility focused on high technology education and practical skill development. The campus encompasses 18 buildings with more than one million square feet of classroom laboratory and auxiliary space. CCA offers a number of degree and certificate programs at Lowry.

Today, both the CentreTech and Lowry campuses are home to more than 10,000 students annually. Both facilities are equipped with the latest technologies, allowing students to study new and traditional programs. The College attracts a diverse population of students, including out-of-state and out-of-country students, with courses in many disciplines, delivered on-site as well as at a distance via the Internet.

Welcome to the Community College of Aurora

Welcome to the Community College of Aurora

Student Right to Know and Campus Security Act

In accordance with Title I of Public Law 101-542, information about graduation rates and campus security is available on the CCA website and in the Office of the Vice President of Administrative Services, A 207E, CentreTech Campus. A list of sexual offenders in the area can be obtained through the Aurora Police Department.

CCA Graduation Rates. The graduation rate for first-time, full-time, degree-seeking students who enrolled in the Fall of 2003 and graduated by the Spring of 2006 was 23 percent; the average for all community colleges in Colorado in 2003 was 20 percent. This does not include students who extend their studies beyond two years; 27 percent of CCA's Fall 2003 entering cohort transferred to a university. The one-year student retention rate for all Colorado institutions for 2003 was 61 percent; for CCA it was 59 percent.

CCA Crime Statistics

In 2005, the Community College of Aurora did not experience any murders, arson, aggravated assaults, hate crimes, liquor law violations, drug abuse violations, or weapon possessions. During this period there were no charges of unlawful sexual contact. Two reports of motor vehicle theft at the CentreTech campus were made.

The Security Office is located in Room A101 of the Administration Building. Please call 303-360-4727 if you have any questions or concerns.

Outreach Centers

Aurora Chamber of Commerce
562 Sable Blvd., Suite 200
Aurora, CO 80011
303-344-1500
www.aurorachamber.org

Pickens Technical College
500 Airport Road
Aurora, CO 80011
303-344-4910
www.pickenstech.org

College Library

The Aurora Public Library houses the greater portion of the Community College of Aurora's Library collections. Materials will be found in these locations:

Aurora Central Library
14949 East Alameda Drive
303-739-6600
http://auroralibrary.org

Admissions Policy

The college practices an "open door" admissions policy, which means that entry is generally unrestricted; however, the college reserves the right to place students in classes on the basis of academic advising, testing, pre-enrollment interviews, and past educational achievement. Certain College programs have specific admission requirements as well.

The following minimum requirements are used as guidelines for admission:

1. All individuals, 16 years of age or older, who have a high school diploma, General Education (GED) certificate, or are not enrolled in high school are admitted.

2. Students 15 years of age or younger must complete a Request for Waiver of Admission Requirements form, see either the Director of Admission and Records or the Director of Advising, and receive signature approval from the College President. An admission decision will be based on a student's academic history, determination of ability to benefit from college level instruction, and overall educational goals.

3. All new students must take the appropriate assessment test (Accuplacer) or have appropriate ACT or SAT scores taken within the last 5 years. State Board Policy requires that colleges assess their students to determine the appropriate levels of English, mathematics, and reading, and if needed, that students take developmental courses within their first 30 hours at the College.

Students are exempt from assessment if:

- They have an Associate of Arts or Science degree or higher.
- They have appropriate, transcripted, college-level English, math, or developmental courses.
- They are non-degree or non-certificate seeking and are not taking courses with prerequisites (does not apply to students under the age of 20).
- They have documented ACT (18 for ENG 121, 17 for college-level reading, and 19 for MAT 121) or SAT scores (430 Verbal for college-level reading, 440 Verbal for ENG 121, and 460 Math for MAT 121).
- They are seeking only a Real Estate certificate or a Certificate of Recognition (does not apply to students under the age of 20).

Admission to the college does not assure acceptance of a student into a particular course or program. Some students may need to enroll in certain courses in order to compensate for scholastic deficiencies or to meet established prerequisites. The college reserves the right to review and revoke the enrollment of any person who appears to be unable to profit from further education, as well as of those persons whose enrollment would not be beneficial to them or to the college and in accordance with Board Policy BP 4-10.

Students who enroll in an occupational program, who are veterans, who receive financial aid, or who are on F-1 or M-1 student visa status must declare their primary curriculum (degree or certificate program) at the time of registration. Any changes in curriculum major must be recorded with the Enrollment Services office and, if a financial aid recipient, the Financial Aid office.

Physical examinations are not required as a condition for admission to the Community College of Aurora. Students who have a disability or who otherwise have special needs are encouraged to contact the Accessibility Office located in the Learning Resource Center, Room S202, phone 303-360-4736 (V/TDD). This office provides academic support and accommodations at no cost to students with documented disabilities.

ACCEPTANCE LETTERS

Since CCA has an open-admissions policy, acceptance letters are not sent to applicants unless they are classified as non-residents of Colorado. Students who need letters of acceptance to the college should contact the Admissions Office at 303-360-7363.

Admissions, Registration, and Records

Admissions, Registration, and Records

Admissions Procedures

Students seeking admission to the Community College of Aurora should submit an application for admission on the Web. Staff is available to assist students complete the application on site at Enrollment Services, CentreTech Campus, A102, or Lowry Campus, Bldg. 903.

NEW STUDENTS

All individuals who have never attended any institution of higher education before must complete the New Student application for admission. New students pursuing a degree are required to assess and meet with advisors to register for their first semester to obtain their registration PIN. Students are encouraged to keep in contact with academic advisors throughout their educational programs.

TRANSFER STUDENTS

Students who have attended any postsecondary institution before and have not attended CCA previously must complete the Transfer application for admission. Transfer students pursuing a degree or certificate at CCA are also required to meet assessment requirements and meet with advisors to register for their first semester to obtain their registration PIN. Students are encouraged to keep in contact with academic advisors throughout their educational programs.

READMIT STUDENTS

Former students returning to a Colorado Community College after an absence of one year or more (summer term included) must complete the Readmit Application form online for re-admission.

HIGH SCHOOL STUDENTS PARTICIPATING IN THE POSTSECONDARY ENROLLMENT OPTIONS (PSEO) ACT

High school students enrolling under the PSEO Act (Title-22, Article-35, C.R.S.) must receive course approval from their school districts to be eligible for tuition reimbursement. PSEO students need to:

- Complete the New Student application for admission online.
- Sign up for the College Opportunity Fund.
- Complete the CCA assessment test, or provide ACT/SAT scores that meet minimum requirements.
- Register for classes at CCA by bringing in the district approval letter.
- Pay for tuition, student fees, books, and supplies.

Upon successful completion of the course(s), the school district will reimburse tuition costs.

For more information on the program, phone 303-360-4705.

HIGH SCHOOL STUDENTS NOT PARTICIPATING IN POSTSECONDARY ENROLLMENT OPTIONS ACT

Students need to:

- Complete the New Student application for admission online.
- Sign up for the College Opportunity Fund.
- Complete the CCA assessment test or provide ACT/SAT scores that meet minimum requirements.
- Contact a CCA academic advisor.
- Register for classes.
- Pay for tuition, student fees, books, and supplies.

For additional information, phone 303-360-4705.

STUDENTS UNDER AGE 16

In addition to completing the New Student application for admission form online, students under 16 years of age must complete a Request for Waiver of Admission Requirements form. The College President may grant a waiver based on extenuating circumstances. The Director of Admissions and Records or Director of Advising will review the waiver request along with the required supporting materials and forward a recommendation to the President who will make the final decision.

INTERNATIONAL STUDENTS

The college is authorized under federal law to enroll non-immigrant, alien students. An international student is a student who is NOT a U.S. citizen and is NOT classified by U.S. Immigration as a resident alien. These students MUST

see the International Student Advisor in Room Enrollment Services, A102, phone 303-340-7508. An International Student Orientation will be held every other week. Please see the College website for dates and times, or call 303-340-7508.

International students are required to submit the following documents:

1. _____ for admission, available online.

2. _____ transcript, and a certified English translation.

3. _____ is sufficient, as determined by the college, to provide for stay in the United States. All documents must be in U.S. dollars and in English.

4. _____ documented by the Test of English as a Foreign Language (TOEFL), minimum score 475 written or 153 computerized; passing grade in English 121 or 122 as shown in this catalog, or its equivalent, completed in the U.S.A.; Michigan test scores of at least 80% on each individual section; or graduation from an American high school with satisfactory completion of two years of standard high school English; or proficiency as determined by the Assessment test. Students with lower-level English skills can receive their initial I-20 for Language Training and then transfer into an Academic program after appropriate assessment levels are reached.

5. _____ must also be purchased at time of registration unless students can provide the college with proof of their own medical and accident insurance that provides coverage in the United States.

6. Payment of a $75 non-refundable application charge.

Form I-20 will not be issued to an international student until all the above documents are on file in Enrollment Services and a decision to admit the student is made. International students should allow sufficient time to gather and submit all required documentation so that an admissions decision and visa approval can be made.

The application and approval process can take up to 6 months for first-time applications and approximately 30 days for transfer applications. The earlier students apply, the better their chances are for a timely approval. Although CCA suggests early application, we will not issue an I-20 after the deadlines below:

The international student application

A high school, college, or equivalent

A statement of fina[ncial]

Evidence of English proficiency

	First-Time or Reinstatement Applicants	Current International Students Seeking Transfer
Fall	May 15th	July 31st
Spring	September 15th	November 30th
Summer	February 15th	April 30th

International students must meet with the International Student Advisor in Enrollment Services, Room A102, prior to registering for courses.

International students must also comply with the following requirements:

1. Immigration requirements with respect to the number of credit hours taken at their home campus. USICE (United States Immigration and Customs Enforcement) regulations require that foreign students on F-1 or M-1 visas carry and complete a full course of study (minimum of 12 credit hours per Spring and Fall semesters) and that they complete their educational objectives within a reasonable period of time. Any extensions to the reported completion dates must be requested of the International Student Advisor and reported to USICE at least 30 days prior.

Medical insurance with a reasonable

Admissions, Registration, and Records

Admissions, Registration, and Records

2. Placement testing must be taken before course registration; students are required to follow course placement in English, mathematics, and reading as determined by the placement test scores.
3. Provisions of the Academic Standards of Progress Policy must be followed.
4. Off-campus work is not allowed without prior permission of the International Student Advisor and USICE.
5. The International Student Advisor must be notified of any address change (both local and abroad) within 10 days of change.

VETERAN AFFAIRS

Veterans can use their educational benefits at CCA. Veteran certification will be conducted by the Veteran Student Advisor. All questions and forms should be submitted to the Veterans' Affairs Office, Enrollment Services, CentreTech Campus, A102, phone 303-360-4706. In addition, veterans' information is available on the College website.

It is important for students who are veterans to select subjects that will apply to their specific degrees. These are the courses that the college can certify to the Veterans Administration. Students using V.A. benefits must submit official transcripts of all previous post secondary education and training no later than 30 days after the beginning of the first semester of attendance.

Veterans are always responsible for their own tuition payments to the college. This payment is required upon registration, regardless of any response or lack of response from the V.A. Regional Office.

VETERAN ACADEMIC STANDARDS OF PROGRESS

Academic Standards of Progress, described on page 24, apply to all CCA students, including veterans. As long as veterans are on academic probation, they can continue to receive VA benefits. If veterans are suspended from school due to lack of progress, VA benefits will be terminated for the length of suspension.

"AU" grades indicate that students audited the courses. No credit is allowed for audited courses. Audited courses are not eligible for the COF stipend and this grade is not certifiable to the V.A. For an explanation of the "I" grade (incomplete), veterans should refer to the "Grading and Evaluation" policy. An incomplete or "I" grade must be made up before the end of the following term (Fall or Spring).

If veteran students stop attending classes, but do not officially withdraw, they will receive a grade of "F" in the course.

Registration

A schedule of course offerings is published each semester and is available online. The schedule indicates procedures, dates, and times of registration as well as tuition and fees. Students may obtain a Schedule of Classes from either the CentreTech Campus (CTC), the Lowry Campus (LC), Bldg. 903, Room 106, or online at www.CCAurora.edu.

New, degree- or certificate-seeking, students will register online using a student number and registration PIN (personal identification number), obtained during their advising session. The website and Schedule of Classes have instructions to assist with the process. Staff is available to assist students in completing the application on site at Enrollment Services, CentreTech Camus, A102, or Lowry Campus, Bldg. 903.

LATE REGISTRATION

After classes start, students may register through the 1st week of class (full-term classes). Students may enroll for short-term, classroom-based classes only through the 1st class meeting. After the open enrollment period, registration is discouraged and requires department approval.

Students are encouraged to register well before the start of classes, as indicated in the semester class schedule. For further information, call 303-360-4700.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

At the time of application for admission, students are classified for tuition purposes as "in-state residents" or "out-of-state residents," according to provisions of Colorado Law.

To qualify for in-state tuition, students (or their parents or legal guardians, if they are under 23 years of age and not emancipated) must have been domiciled in Colorado for at least one year prior to the first day of the semester for which they seek residency. Domicile for tuition purposes is determined by two factors: 1) ability to show a permanent place of residence in Colorado, and 2) ability to demonstrate your intent to remain in Colorado. Students prove their intent by providing documents showing 12 months of domicile in Colorado, such as:

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

The Enrollment Services Office requires a minimum of two proofs of domicile, but depending on circumstances, CCA may request additional information.

If students have been classified as non-resident, they may submit a Petition for Residency form, available in the Enrollment Services Office, by the first week of class. If their petition is denied, they may appeal in writing to the Residency Appeals Committee through the Enrollment Services Office, A102, CentreTech campus.

HB 1023 VERIFICATION

HB06S-1023 which was signed into law on July 31, 2006, requires that the Colorado Commission of Higher Education (CCHE) and institutions of higher education, including CCA, verify the lawful presence of all applicants for public post-secondary education benefits. Applicants who fail to meet verification requirements may be subject to non-resident tuition and removal of COF funds and other state funded aid. For further information, please refer to www.state.co.us/CDHE <http://www.state.co.us/CDHE> .

WESTERN UNDERGRADUATE EXCHANGE (WUE)

WUE is a program through which students in participating states may enroll at a special, reduced tuition level of 150% of the in-state tuition rate, excluding the Colorado Residency Stipend. Participating states include Alaska, Arizona, California, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. For more information, contact the Enrollment Services Office, 303-360-4797. The WUE Program is subject to change.

Admissions, Registration, and Records

Admissions, Registration, and Records

Student Records

CHANGE OF ADDRESS AND TELEPHONE INFORMATION

It is the responsibility of students to update their current addresses, telephone numbers, and email adresses online. If students are also an employees of the Colorado Community College System, address changes must be made in person at the appropriate Human Resources office.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974: PUBLIC INFORMATION AND THE SECURITY OF STUDENT RECORDS

The Enrollment Services Office takes full responsibility for the security of academic records. Under the federal Family Educational Rights and Privacy Act, the information in students' files may be released only under specific conditions. As current or former students of CCA, students have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsctn. 513,88 Stat. 571; 29 U.S.C. 1232q). Students may view them upon request at the Enrollment Services office. If students feel the records contain errors, appeals may be written to the Registrar.

CCCS AND CCA RULES FOR STUDENT DIRECTORY INFORMATION FERPA GENERAL GUIDELINES

Students have three primary rights under the Family Educational Rights and Privacy Act (FERPA). These are: to inspect and review their educational records; to have some control over the disclosure of information from their education records; and to seek to amend their education records.

FERPA DIRECTORY INFORMATION GENERAL GUIDELINES

FERPA requires institutions to give public notice to students of the categories of personally identifiable information, which the institution has designated as public or directory information. According to FERPA, the information contained in an educational record of a student that would not be considered harmful or an invasion of privacy if disclosed, includes:

name, address, telephone listing, electronic email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities or sports, weight and height of athletic team members, degrees, honors, and awards received, and most recent educational institution attended. Colleges may disclose any of this information without prior written consent of the student, unless notified in writing to the contrary by the first official class meeting date of each semester.

DIRECTORY INFORMATION

It is in the best interest of student safety and privacy to limit the disclosure of directory information to items that would provide immediate access to a student. Immediate access to a student could be obtained by disclosing student address, telephone number, or class schedule. Therefore, the following information will be used for directory information:

- student name
- date of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance (semester, not individual class dates)
- degrees and awards received
- most recent educational institution attended.

Students' names and dates of attendance at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but disclosure can be prevented. A written statement requesting information to be withheld must be filed with the Enrollment Services Office. Directory items may appear in college directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

Students' names may be released for graduation listings and lists of special awards, honors, events, and to the news media. In addition, graduation lists which

may include student email and address information may be released to 4- year institutions at the discretion of the college. All other information contained in students' records is considered private and not open to the public without the students' written consent.

The following individuals have access to student records because of their official functions:

- CCA officials
- Officials at other schools and colleges to which the student applies
- State or Federal education authorities
- Officials evaluating the application for financial aid
- State and local officials requesting reporting data
- Organizations conducting studies for educational institutions or agencies
- Accrediting organizations
- Parents of dependent students (proof of dependency is required). CCA will attempt to notify the student before releasing information.
- Veterans Administration

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

- Judicial orders
- Emergencies, where the information contained in the student's file is needed to protect his/her safety, health, or welfare or that of other persons
- Requests by military recruiters who are granted access to students in higher education by the Solomon Amendment

A complete copy of the Family Educational Rights and Privacy Act is available on the web or in the Enrollment Services Office at the CentreTech campus or at the 1-Stop Student Services Office at the Lowry campus, Building 903.

TRANSCRIPT REQUESTS

The Records office, Room A102, maintains student records and issues transcripts. Students may request a copy of their Community College of Aurora transcript be sent to another college or to an employer by requesting a transcript

through online services or by completing a "Request for Transcript" form available at Enrollment Services, CentreTech campus, or One-Stop Student Services, Lowry campus. The college requires 2-3 days to process requests and will consider faster processing only if staffing levels are appropriate to expedite the request and the student has expressed a valid need for faster processing. Students will be charged for expedited services.

TRANSFER CREDIT EVALUATIONS

Students must be enrolled at CCA in order to have their credits evaluated. An official transcript must be mailed directly to CCA. Transfer credit will be evaluated course-by-course, based upon the student's declared degree or certificate. Generally, "C" or better grades will be accepted in transfer. CCA may choose to transfer "D" grades on a case-by-case basis, determined by the student's chosen program and whether a "D" grade may be used to meet degree or certificate requirements.

Written confirmation of the credit awarded will be sent to each student for whom a credit evaluation is completed. Students can also check the status of their transfer credits by viewing their unofficial transcripts on the website.

It is the responsibility of the student to provide all required documents. Documents become the property of the college and will not be released to the student or transferred to other institutions.

GRADUATION APPLICATIONS

Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must apply for graduation the semester before graduation is anticipated. This early application allows CCA's graduation evaluator to review their records and ensure that they register for the appropriate courses in their final semester. Application deadlines are as show in the chart below:

	If you plan to graduate at the end of:	Application Deadline
Spring	May 15th	December 1st
Summer	September 15th	April 1st
Fall	February 15th	July 1st

Graduation application forms are available in the Enrollment Services Office, CentreTech Campus, A102 , at One-Stop Student Services, Lowry Campus, Building. 903, Room 106, and on-line at http://www.ccaurora. edu/forms/graduationmail.htm. Applications received after the deadline may not be evaluated prior to the start of your final semester.

Admissions, Registration, and Records

Tuition

Tuition for the Community College of Aurora is determined by the State Board for Community Colleges and Occupational Education. It is subject to change. The tuition rate is listed in the Schedule of Classes.

COLLEGE OPPORTUNITY FUND (COF)

The College Opportunity Trust Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of total in-state tuition when students attend a Colorado public institution or a participating private institution. Eligible undergraduate students must apply, be admitted, and enroll at a participating institution to receive COF funds. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the General Assembly. Students may apply to the Colorado Opportunity Trust Fund and receive additional information via the Colorado Commission on Higher Education (CCHE) website available from www.CollegeInColorado.org.

Students who wish to attend class without earning credit may register to audit a class by completing the "Request for Audit" form. Before registering for audit status, veterans using their educational benefits must see the veteran advisor; financial aid students must see a financial aid advisor; and international students (F1) must see the international student advisor. Courses taken as an Audit are not eligible for the Colorado Opportunity Fund (COF) stipend and will be charged at the non-stipend rate. Auditing students attend classes, so they may complete classroom assignments and take examinations. A final letter grade of "AU," which is excluded from the GPA, is recorded on the transcript.

Changes to or from audit status must be made on or before the census date (add/drop deadline) for that class (See the Schedule of Classes for the exact date). Drop and withdrawal procedures apply to students who audit classes as well as to students who take classes for credit.

FINANCIAL OBLIGATIONS OF STUDENTS

Financial obligations to the college are due and payable at the time of registration unless the student has made arrangements with the Cashier's Office. A student is not considered officially registered and should not attend classes until tuition is paid or arrangements for payment have been made with the Cashier's Office. A student who is financially obligated to the college in any way will be denied a transcript and will not be allowed to register for subsequent sessions until he/she has made satisfactory settlement or other arrangements with the college. Contact the Cashier's Office for more information. Unpaid student accounts will be forwarded to a collections agency and may result in the addition of collections fees, attorney's fees, or other incurred costs.

MILITARY PERSONNEL

Active duty members of the U.S. Armed Forces and their dependents stationed in Colorado are eligible for in-state tuition consideration under Senate Bill 2, enacted fall 1986.

Under provisions of this bill, the college will permit non-resident active duty military personnel and their dependents to qualify for "in-state" tuition. Military personnel are required to obtain certification from the base personnel office to confirm that the student is on active duty with a permanent duty station in Colorado (as opposed to TDY or Reserve Duty). This documentation must be resubmitted each semester for students to receive in-state tuition. To receive the discounted rate, military personnel and their dependents must also sign up for the COF (College Opportunity Fund). For information, call 303-360-4797.

REFUND POLICY

The Community College of Aurora will issue refunds based on the following:

Official Drop by Refund Date

1. One hundred percent (100%) refund of tuition and student fees is granted to students for classes officially dropped through the refund date (excluding

the non-refundable student enrollment charge that is used to offset processing and material costs). The refund date for regularly scheduled classes is published in the schedule. All other refunds are based on 15% of the class meeting times. For further information regarding all refund dates, call 303-360-4797 before the start date of the class.

2. No refunds are given after the refund date, except for extenuating circumstances due to a documented emergency (death of a family member, illness, injury, etc.)

Class Cancellations

When a class section is canceled by the college due to lack of enrollment or for other causes, the college will notify students. Students are entitled to a one hundred percent (100%) refund. Students may come to the Enrollment Services office and choose from the class sections still available to substitute for the canceled class.

Refund Processing

When a class is canceled by the college or dropped by the student before the refund date, a refund is automatically initiated, provided there is not an outstanding balance on the student's account. If a student paid by credit card, the same credit card is credited for the appropriate amount. If payment was made by cash or check, a refund check is mailed to the student's address of record. Processing a cash or check refund takes approximately three to four weeks to be mailed to the student. Should a financial aid recipient be eligible for a refund, the funds received must be returned to the student's financial aid account. A reduction in the award may be required. Financial Aid recipients must contact the Financial Aid office regarding refund requirements.

SCHEDULE CHANGES

Students may change their schedules (add/drop) after they have registered. General policies related to change of schedule are:

1. The drop period extends from the beginning of registration through the refund date published in the Schedule of Classes. Students may add classes through the first week of class (for full-term classes).

2. Students will be assessed additional tuition and fees if credit hours added exceed credit hours dropped.

3. Students may add/drop during registration online, or at the Enrollment Services office at the CentreTech Campus, or at Student Services, Lowry Campus, Building. 903.

TUITION GRANTS

Senior Citizens and/or State Employees should contact the Financial Aid Office to determine eligibility.

TUITION AND FEES PAYMENT

Sponsored students must bring proof of sponsorship to the Accounts Receivable office by the tuition due date specified in the Schedule of Classes.

All students who are not receiving financial aid or who are not being sponsored by a third party should be prepared to pay 100% of their tuition and fees (See the current Schedule of Classes for specific dates). Tuition and fees payment may be made by cash, personal check, Master-Card, VISA, or Discover Card.

A promissory note may be obtained at the time of registration by paying all fees and 33% of tuition costs. The remaining tuition balance will be divided into two payments. A non-refundable fee will be assessed (See the current Schedule of Classes for details).

WITHDRAWING FROM A CLASS

Once a student has registered for a course, space is reserved under the assumption that the student will complete the course. If unforeseen circumstances occur, the student can officially withdraw on the Web or in person at the Enrollment Services Office (A102) or Lowry One-Stop, Building 903, through the withdrawal date listed in the Schedule of Classes. Official notice does not include informing the instructor of non-attendance. Students who do not officially

Admissions, Registration, and Records

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withdraw will receive a grade of "F" on their permanent records. No refund is given for a course withdrawal which occurs after the published refund date and before the withdraw date.

WITHDRAWING FROM COLLEGE

All students with six credit hours or more who withdraw from college should start the withdrawal procedure in the Enrollment Services Office, CentreTech Campus, Room A102, or at One-Stop Student Services, Lowry Campus, Bldg. 903, room 106, by completing an add/drop form with advisor signature. Students who are receiving financial aid, veteran benefits, are international students, or who have financial obligations to the college must have the appropriate office sign the add/drop form. The completed add/drop form must then be submitted to the Enrollment Service Office, CentreTech Campus, A102, or One-Stop Student Services, Lowry Campus, Bldg. 903, room 106. The date of filing this form is considered the official date of withdrawal in all cases.

The Campus Security Act requires all higher education institutions to collect and publish crime statistics. All occurrences that endanger the lives and well being of our students should be reported immediately to a security guard on duty at the main campus or outlying sites.

CCA strives to create and maintain a learning environment that is safe and accessible. Campus safety is the responsibility of all members of the CCA community.

As members of our community, you should:

- always lock your car when leaving the parking lot to go to class.
- always check your vehicle prior to unlocking and entering it when you are leaving your class location.
- walk out of class in groups or pairs. Get to know your classmates!
- report any suspicious activity immediately to the security guard on duty.
- pay close attention to the physical characteristics of the individual(s) involved in any altercation or incident. If the incident involves a car, try to get the license plate number, also the make and model of the car.

- get to know the security guard on duty when you have classes. Knowing them by sight and name recognition will be beneficial if you need them for any reason.

In the event that you need the assistance of a security guard you can reach them at the CentreTech Campus in A101, or call 303-360-4727 or 303-916-5275, or at the Lowry Campus at 303-419-5557. If an emergency situation arises, the security guard will contact the public safety authorities and any medical personnel needed.

Community College of Aurora is a drug-free campus. As a drug free campus it is illegal to use, distribute or sell drugs on the premises of this campus. People who are suspected of intoxication by alcohol or drugs will be referred to campus security and subsequently to the Vice-President Director of Student Life. If a determination is made that an individual is using drugs or alcohol on campus, or coming to campus intoxicated, the individual could be suspended and/or face legal penalties according to law. Alcohol and drug use can have severe consequences both educationally and personally. If you know of someone, or personally have a drug/alcohol problem, please contact the Counseling Needs Services office in the Learning Resource Center for information about referrals to agencies that can assist you. Through collaboration of all members of the CCA campus, we can create and maintain an safe environment.

Advising

Students can meet with an advisor on a walk-in basis during business hours. For more information, call Enrollment Services at 303-360-4797, CentreTech Campus, or One-Stop Student Services at 303-340-7093, Lowry Campus, Bldg. 903, or email enrollment@CCAurora.edu.

NEW STUDENT ADVISING

All new, degree- or certificate-seeking students are required to meet with an academic advisor after assessment and prior to registration to discuss goals, program requirements, and to obtain their registration PIN (personal identification number) for online registration. First-time college students are strongly encouraged to enroll in AAA 101, The Student Experience, a one-credit hour hybrid course (combination in-class & online). It introduces students to college by providing interactive seminars designed to give them the skills and knowledge to be successful in college. This course will provide an awareness of campus resources and procedures, set academic and career goals, introduce basic study skills, and balance lifestyle issues with academic commitments.

CONTINUING STUDENT ADVISING

It is important for all continuing students to maintain contact with an advisor as they progress through their educational programs. Financial Aid students and international (F1 & M1) students must meet with an advisor every semester prior to registration.

FINANCIAL AID STUDENT ADVISING

All students receiving financial aid should contact an advisor prior to registering for classes to ensure satisfactory progress towards degree or certificate objectives. Financial Aid pays only for coursework that applies directly to a degree or certificate.

NON-DEGREE SEEKING STUDENTS

Students who are enrolling in coursework for a job upgrade or personal development are also encouraged to contact an advisor prior to registration.

STUDENTS INTENDING TO TRANFER

Students who are interested in transferring to a four-year college or university should familiarize themselves with the requirements of the institution to which they will transfer. Since graduation requirements vary among institutions, it is important to obtain assistance from a CCA Academic Advisor when planning a transferable program of study. Transfer information is available online at http://www.ccaurora.edu/students/enrollment/advising, at Enrollment Services, CentreTech Campus, A102, or at One-Stop Student Services, Lowry Campus, Bldg. 903, room 106.

CCA hosts a Transfer Fair during both the spring and fall semesters. When other colleges and universities come on campus to answer questions CCA students may have about their programs or admissions requirements. It is recommended that students attend one of these fairs to find out about their options at different universities.

CAREER ADVISING

Career advising is available for students to help determine a career path. Services include: Career Development Workshops, Bi-Annual Career Fairs, Interest Inventories, Career Assessments, and job search assistance (prior to or after graduation from CCA). A list of current job openings is also available in the Enrollment Services Office or on the website. Stop by the Career Center located in Enrollment Services, A102, or call 303-360-4766 for more information.

Student Services and Activities

Student Services and Activities

Conveniently Structured Classes

HYBRID CLASSES

Hybrid classes offer the convenience of an Internet course with the opportunity to meet face-to-face with the instructor and classmates. Although all of the work can be done through the Internet, scheduled meeting times will be published for each course. There may be mandatory on-site meetings for some courses to take mid-term or final examinations and/or complete assignments.

ONLINE (INTERNET) LEARNING

Internet courses are taught via the World Wide Web and email. Most of these courses run on a semester basis although a limited number are run as condensed courses each semester. Internet courses generally do not have on-campus requirements although they may require proctored exams. Students can obtain College Online information at www.CCAurora.edu. Information Sheets for Internet courses are available online at www.CCAurora.edu/infosheets during registration each semester. For more information, contact 303-340-7221.

SELF-PACED COURSES

Self-paced math and reading classes are designed for students who work well in a non-traditional setting. These classes provide one-on-one instruction which allows students to work at their own pace.

Self-paced computer classes are internet-based classes that offer weekly face-to-face contact with instructors and other class members. Although they are "internet" classes, they offer much more interaction with instructors and class members. Students may enroll in and start the class through the add/drop deadline; however, all work must be completed by the end of the term or as specified in the course syllabus.

WEEKEND COLLEGE

Weekend College classes are intended for students who may not be able to attend classes on weekdays as well as for those who may wish to complete a degree or certificate in a shorter period of time. Classes in the Weekend College may not meet every weekend. The first class will detail information about additional class sessions and course requirements. Consult the Schedule of Classes for a complete list of Weekend College classes and meeting dates.

Financial Aid

Financial aid is money available to assist the student with the costs of attending college. This assistance comes from the federal and state government, the institution, and private sources. Financial aid includes grants, a work-study program, student loans, and scholarships. **The first step in applying for all types of financial aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.** Federal and state grants are available only to students who have not earned a Bachelor's or a professional degree. Students can access their financial aid student account through online services on CCA's website.

FEDERAL PELL GRANT

This program provides a direct grant to the student to help pay college costs. Amounts awarded to the student depend on the cost of education, financial need and student's enrollment status.

CAMPUS-BASED AND WORK STUDY PROGRAMS

The programs listed below are campus-based financial aid programs funded by the federal and state governments and by the institution. Since the funding available for these programs is limited, eligible students who have completed their financial aid file by May 1st will be given priority for these grant programs and work-study funds, unless otherwise indicated.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

Students with exceptional financial need are eligible to be awarded this grant. Priority is given to students who are eligible for a Federal Pell Grant. Students must be enrolled in a minimum of six (6) credit hours each semester to receive this grant.

COLORADO LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (CLEAP)

Available to Colorado resident undergraduates with documented exceptional financial need. These grants are comprised of federal and state funds.

COLORADO STUDENT GRANT (CSG)

Colorado residents with exceptional financial need are eligible to be awarded this grant. Students must be enrolled in a minimum of six (6) credit hours each semester to receive this grant.

FEDERAL WORK STUDY (FSW) AND COLORADO WORK STUDY (CWS)

CCA participates in the Federal Work Study and the Colorado Work Study programs. These programs provide employment opportunities that enable students to earn money to fund their education. Work study positions are located on both CCA campuses, in addition to reading and math tutoring positions that are available off campus. To the extent practical, CCA will attempt to provide employment that complements and reinforces the education and vocational career goals of each student. Additional information about terms and conditions of employment is available from the CCA Payroll Office and the CCA Financial Aid Office. Work study is awarded to students who indicate on the FAFSA that they want student employment. Students who have already attained a Bachelor's degree is eligible to apply for these funds.

FEDERAL STAFFORD STUDENT LOAN PROGRAM (FFEL)

This federal program provides low interest loans(s) to the student from lenders such as banks, credit unions, or savings and loan associations. The loan is divided into two parts. Subsidized Federal Stafford Loans (SUB) are based on a student's financial need unmet by other financial aid. Unsubsidized Federal Stafford Loans (UNSUB) are used to replace the family contribution. With a SUB loan, the federal government pays the interest on the loan while the student is attending college and up to six months after leaving college. If a student receives an UNSUB loan, the student has the option to either pay the accruing interest quarterly, or to have it capitalized at the point repayment begins. Freshmen students may borrow up to $2,625.00 per year; sophomore loan limits are $3,500.00 per year. A student who is considered independent by Title IV definition may request additional unsubsidized loan funds beyond these limits.

The student must be registered for a minimum of six (6) credits for the entire loan period to be eligible for either type of loan. Repayment of the loan begins at the end of a six-month grace period after the student either graduates, stops attending, or is registered for fewer than six (6) credits per semester.

Students must file the Free Application for Federal Student Aid (FAFSA) prior to submitting a Stafford Loan Application and Master Promissory Note. A student who has already attained a Bachelor's or professional degree is eligible to apply for this loan. Please note that the student who has borrowed the maximum loan amounts allowed for an undergraduate student will not be able to get a loan.

FEDERAL PLUS LOAN

This loan program is designed to assist the parent(s) who wants to borrow money to help pay for the educational expenses for each child who is a dependent undergraduate student. The parent(s) may borrow up to the cost of education, less any estimated financial aid the student will receive. The student must be registered for a minimum of six (6) credit hours for the entire loan period to be eligible for this loan.

Student Services and Activities

Student Services and Activities

SCHOLARSHIP PROGRAMS

Information on private, and some institutional scholarships, applications, and processing deadlines is available at the CCA Financial Aid Office, CentreTech campus..

Several scholarships are offered at CCA at various times during the year. Applications are available on the CCA website at www.ccaurora.edu/finaid. Some of the scholarships are listed here:

LAUNCH YOUR FUTURE

This institutional scholarship is designed for 1) recent high school graduates who are entering college for the first time (including those students who have taken courses at CCA through the Postsecondary Enrollment Options Act); 2) students who are entering education after at least a five-year absence from any type of formal education. More specific criteria for the award are on the application.

CCA FOUNDATION SCHOLARSHIPS

The Community College of Aurora Foundation is a not-for-profit, 501(c) (3) corporation that provides student funding and other resources for the development of the college. This is put into practice by an outstanding volunteer Board of Directors and college staff. A complete list of scholarships is available at the CCA Foundation website. The CCA Financial Aid Office processes all Foundation scholarships and must receive the completed application packet by the date published on the application. Applications are available online at www.ccaurora.edu/finaid/scholarships. The Foundation scholarships are awarded in the fall and spring semesters.

STATE OF COLORADO GENERAL ASSEMBLY SCHOLARSHIPS

The State of Colorado General Assembly funds the Colorado Centennial Scholars Program and the Governor's Opportunity Scholarship. These scholarships are described below:

COLORADO CENTENNIAL SCHOLARS PROGRAM

The goal of the Colorado Centennial Scholarship Program is to recruit and retain undergraduate Colorado resident students at Colorado college and universities who demonstrate outstanding levels of academic achievement. In general, a recipient must be a Colorado resident, an undergraduate student enrolled as a degree or certificate seeking student, have a 3.75 cumulative grade point average (GPA) or better. More specific criteria for the award are on the application.

GOVERNOR'S OPPORTUNITY SCHOLARSHIP

The purpose of the Governor's Opportunity Scholarship is to increase college participation among students from low-income families by providing no cost of attendance assistance to qualified students. Recipients must be first-time freshmen who demonstrate academic motivation and academic preparation. More specific criteria for the award are on the application.

APPLICATION PROCEDURES

Students begin the application process when they complete and submit the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete these applications as early as possible after January 1. Priority for determining financial aid eligibility is given to students whose completed applications are on file with the CCA Financial Aid Office by these dates:

Fall Semester 2007	May 1, 2007
Spring Semester 2008	November 1, 2007
Summer Semester 2008	April 1, 2008

FREE APPPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This application is used to apply for all types of federal, state, and institution aid awarded by the College. Students are encouraged to complete the FAFSA on the WebB, which is available at http://www.fafsa.ed.gov The paper FAFSA is also available from the CCA Financial Aid Office. This application is submitted directly to the U.S. Department of Education's

Central Processor. A Federal Student Aid Report (SAR) is sent to the student. An electronic Institutional Student Information Report (ISIR), which duplicates the information on the student's SAR, is sent to the CCA Financial Aid Office. The ISIR must be processed and have a valid Estimate Family Contribution (EFC) as determined by the CCA Financial Aid Office before a student's eligibility for any financial aid funds can be determined.

GENERAL ELIGIBILITY REQUIREMENTS

A student must meet the following general requirements to be eligible for federal, state, and institutional financial aid programs:

- Be a U.S. citizen, U.S. National or Permanent Resident, or eligible non-resident.
- Be enrolled as a regular student pursuing an associate degree or a certificate in an eligible program.
- Have a high school diploma or a General Education Development (GED) certificate or pass an Ability to Benefit test, with specified test scores. The Accuplacer assessment test, used by CCA and approved by the Department of Education, is used by CCA for the Ability to Benefit test.
- Have a valid Social Security number.
- Not be in default on a federal student loan or owe a repayment on a federal grant.
- Be registered with Selective Service, if required.
- Meet and maintain the College and Financial Aid Standards of Academic Progress requirements.
- Have financial need as determined through the federal methodology formula.

AWARDING PROCEDURES

When all appropriate information, forms, or documents have been received by the CCA Financial Aid Office, the student's financial aid file is considered complete, ready for verifying and awarding to the extent funds are available. The CCA Financial Aid Office uses the following criteria to award funds to financial aid applicants:

- Must have financial need;
- Must have an EFC (Estimated Family Contribution) that the Financial Aid office has determined to be valid; and
- Must have a valid EFC and complete file for the new award year. Students who have completed financial aid files by May 1 will receive priority consideration for the Federal Supplemental Educational Opportunity Grant, Colorado Student Grant, and Work-study programs. Failure to meet this priority date may result in some program funds not being available to applicants. A Federal Pell Grant can be applied for throughout the award year. However, the Financial Aid Office must electronically receive the student's SAR information no later than the last day of the summer semester of the current award year to determine his/her Federal Pell Grant eligibility for the award year. Please note that the last day to complete a FAFSA is generally June 30 of any given year, for the award year.

PAYMENT AUTHORIZATION AND DIBURSEMENT PROCEDURES AUTHORIZATION PROCEDURES

The Financial Aid Office initially awards students based on full time enrollment. Shortly after the census date (the last day to add/drop courses) the awards will be adjusted to the actual enrollment level. Payment cannot be authorized for audited courses and courses from which a student already has withdrawn (W) prior to the financial aid award being disbursed.

Please note:

- If a student completely withdraws from all classes, Title IV Return of Federal Funds regulations may require that a portion of a student's aid be returned to the Department of Education by the institution and by the student. (See below for the section on Return of Federal Funds for more information.)
- If a student drops a class that has not started and receives a 100% refund, aid is reduced to reflect the new enrollment status.

Student Services and Activities

Student Services and Activities

The student should contact the Financial Aid office for further information, especially when adding or dropping classes.

DISBURSEMENT PROCEDURES

After all charges (i.e. tuition, books, and supplies) have been deducted from the total amount of the award, the remainder is issued in the form of a check and mailed directly to the student about six (6) weeks into the semester. Please note that checks are mailed to the address the student has on file with the CCA Records Office. Please make sure this address is accurate.

RETURN OF FEDERAL FUNDS

Federal Title IV regulations require a certain percentage of Title IV funds must be returned to the U.S. Department of Education or to a student loan lender, when a student completely withdraws from all classes. Federal funds that may have to be returned are Federal Stafford and/or PLUS Loans, Federal Pell Grant, Federal SEOG, and CLEAP, which includes Federal program funds. The Colorado Student Grant is not affected by this requirement.

A student who receives all F grades is considered to have unofficially withdrawn from classes. A student receiving financial aid funds who drops out without notifying the institution is considered to have withdrawn at the midpoint of the payment period, unless the institution can document a later date. The student may owe the College for charges no longer paid by financial aid.

For more information and examples of the Return of Federal Funds calculations, contact the Financial Aid or Student Accounts Office.

MAINTAINING ELIGIBILITY

To maintain eligibility for financial aid, students must comply with the federal, state, institutional, and/or donor rules and regulations that apply to the financial aid awards. Students must continue to meet eligibility criteria and must reapply for financial aid in a timely manner each academic year. If a student withdraws, drops, or changes from credit to audit status, the student may be required to repay a portion of the financial aid received. Students should check with the CCA Financial Aid Office before changing enrollment status.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester. This is described in detail in the next section.

STANDARDS OF SATISFACTORY PROGRESS REQUIREMENTS AND PROCEDURES

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Each institution that receives title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas/criteria: completion rate, grade point average (GPA), and maximum time frame. The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility.

The full policy is available online at www.ccaurora.edu/finaid

ADDITIONAL INFORMATION REGARDING FINANCIAL AID

Further information about financial aid scholarships and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the Financial Aid Office, Lowry One-Stop Student Services, and online.

Learning Resource Center (LRC)

The Learning Resource Center provides students instructional support activities which enhance their educational experiences at CCA. Services include Accessibility Services, practice tests, Career Planning software, and Testing. It has a Computer lab with thirty-five computers for word processing and accessing the Internet. These computers are available to students at no charge throughout each semester. In the LRC's Instructional Resource Center (the IRC), students can access the library, reference materials, and audiovisual materials. In the LRC's Testing Center, students can take assessment placement tests, make up tests for classes, and take tests for online courses. Information about tutoring is also available in the LRC, located on the CentreTech campus (CTC), Student Centre, Room S202.

ASSESSMENT/COURSE PLACEMENT

The college assists students in making course and educational program decisions through assessment and advising. Students are assessed to determine their current academic skills in reading, math, and English. Using the results of the assessment and working with an academic advisor, an educational plan is developed to enhance student success.

Course placement is mandatory, and it is the student's responsibility to enroll in appropriate developmental coursework before completing thirty credit hours at CCA. Developmental courses may be taken at any Colorado Community College. Visit www.cccs.edu for more information. All new students must be assessed. Students are exempt from assessment if they provide documentation that:

- They have an Associate of Arts or Science degree or higher.
- They have appropriate, transcripted, college-level English, math, or developmental courses.
- They are non-degree or non-certificate seeking and are not taking courses with prerequisites (does not apply to students under the age of 20).
- They have documented ACT (18 for ENG 121, 17 for college-level reading and 19 for MAT 121) or SAT scores (430 Verbal for college-level reading, 440 Verbal for ENG 121, and 460 Math for MAT 121).
- They are seeking only a Real Estate Certificate or a Certificate of Recognition (does not apply to students under the age of 20).

Assessment is part of the advising process and educational planning and is

Student Services and Activities

Resources for students with disabilities

ACCESSIBLE CLASSROOMS & PROGRAMS
ASSISTIVE COMPUTER TECHNOLOGY TRAINING CLASSES
CAREER & ACADEMIC ADVISING
COMMUNITY RESOURCES
GENERAL ADVOCACY
ACCOMMODATIONS
Alternate format for textbooks
Equipment loan
FM system for hard of hearning
Interpreter for the deaf
Note takers
Study skills assistance
Test accommodations
Tutoring

To request an accommodation, contact the Accessibility Coordinator at your earliest convenience.

Accessibility Services Office
(in the Learning Resource Center, S-202E)
303-361-7395, V/TDD.
Reniece.Jones@CCAurora.edu.

Services are free for qualified students with appropriate documentation of physical disabilities (including a temporary disability), health conditions, learning differences, or emotional problems requiring specialized support.

Additional Resource

Rocky Mountain Disability and Business Technical Assistance Center

www.ada-infonet.org

1-800-949-4232

Student Services and Activities

available at both the CentreTech Campus and Lowry Campus. Plan to spend approximately 90 minutes taking the assessment. Refer to the Schedule of Classes for times or call 303-360-4736 for additional information.

GED TEST CANDIDATES

The GED pre-test is offered to provide information indicating readiness for the official GED examination. There is a $10.00 charge for the pre-test. Referrals to GED preparation programs and testing centers are available.

INTERNET CLASSES. Students who are enrolled in internet classes may take exams in the Learning Resource Center. Students should refer to the course information sheets at http://www.CCAurora.edu/infosheets for details.

TESTING

The Testing Center delivers tests for the Distance Learning courses, outside exams, classroom make-up, CLEP, DSST (DANTES), pre-GED, and a variety of other tests. The Testing Center is in the Learning Resource Center, CentreTech Campus, S202, 303-340-7542.

TUTORING

CCA provides a variety of tutoring and supplemental instruction options. The Math and English labs, located in Room C109, are open to all enrolled CCA students for tutoring in math, English, and reading. There are other labs and tutoring options for enrolled ESL, CIS, accounting, and science students. For more information, call 303-340-7536 or 303-360-4736, stop by the Learning Resource Center, Room S202, CTC campus, or go to www.ccaurora.edu/students/study_skills/tutoring.html.

RESOURCES FOR STUDENTS WITH DISABILITIES

The Community College of Aurora is committed to providing equitable opportunities for all students. The Accessibility Services Office provides numerous support services to students with disabilities. All services are provided on an individual basis by identifying a student's needs and then working to meet those needs. The

Computer Access Center offers students training using computer-adapted technology. Adaptive technology is any device that assists a person with a disability with his/her work, personal, and educational life. Reasonable accommodations will be provided upon request for qualified persons with documented disabilities. To arrange for an accommodation, please make an appointment with the Accessibility Services Office at least three weeks prior to the time you will need the service. You may contact the Accessibility Services Office (in the Learning Resource Center, S202E) 303-361-7395 V/TDD/VP; 303-340-7551 Fax, or Reniece.Jones@CCAurora.edu.

LIBRARY SERVICES

By special contractual agreement, the Aurora Public Library (APL) maintains the Community College of Aurora Library. Students are served at two primary locations: the Aurora Public Central Library, located one-half mile from the college, at 14949 East Alameda Parkway, and the Instructional Resource Center (IRC), located in the Learning Resource Center, on the CentreTech Campus. All CCA students can obtain an APL library cards and check out materials from any APL branch.

The IRC offers video and audio tapes, reference books, and print periodicals. It also offers online access from CentreTech Campus, Lowry Campus, and from off-campus to the Aurora Public Library (APL) and other online library catalogs as well as to several online full text periodical and reference resources to which the college subscribes. APL offers access to several additional subscription online resources. The IRC also provides access to publicly accessible resources on the World Wide Web. Students can receive assistance in using all types of research resources in the IRC.

Safety

Safety is a vital concern. Instructors insure that safety procedures are included in the curriculum and are followed in practice. When appropriate, students are familiarized with the importance, content, and location of Material Safety Data Sheets (MSDS). It is the responsibility of all persons to practice appropriate safety measures. In the event of an injury, during instruction or at any time on campus, the injured party must report the nature of the incident and the manner in which it was handled. This first report is to be filed in the Human Resources Office, Room A201, with a copy to the facilities manager, Room A107.

CCA supports and complies with the Student Right to Know and Campus Security Act, as amended in 1991. The college will publish and distribute information on campus security, the college's relationship with the Aurora Police Department, and occurrences of crime on campus.

Service Members Opportunity College

The Community College of Aurora is a member of the Service Members Opportunity College (SOC). SOC is a consortium of national higher education associations and 569 institutional members that function in cooperation with the Department of Defense and military services to help meet the voluntary higher education needs of service members. As a member of SOC, the Community College of Aurora subscribes to principles and criteria to ensure that high-quality academic programs are available to military students.

Student Life

CTC Student Centre, Room S101. 303-340-7524.

Free activities and events are funded by student fees and provide opportunities for student leadership. Sponsored organizations include: Sports Clubs, Academic Clubs, and Cultural/Special Interest Clubs. More information about activities and events or clubs and organizations can be found on the college website, or at the Student Life Office, Centre Tech campus (CTC), Student Centre, Room S101, 303-340-7524.

Student Government Association

The purpose of the Student Government Association (SGA) is to provide a means of organized student expression in CCA affairs, activities, and policies. It coordinates and regulates student activities and funds in the interests of the student body. SGA works with new and existing clubs and organizations to arrange publicity and campus events. Serving as the chief representative body of students at CCA, SGA provides a forum for discussion between students and administration. Any student, administrator, or faculty member may attend meetings and take part in discussion. For more information on SGA events, discussions, and planning, contact the Student Life Office, Room S101B, 303-360-4726 or 303-340-7524.

Phi Theta Kappa

Degree seeking students who have obtained both a cumulative grade point average of 3.5 and have completed at least 12 credit hours at CCA are encouraged to consider membership in Phi Theta Kappa, the international community college academic honorary society. The Phi Theta Kappa Alpha Pi Pi Chapter is committed to community service work and to developing special programs that further enhance students' knowledge of our community, nation, and world. Any student interested in receiving information about Phi Theta Kappa should contact Student Life at 303-340-7524 or Phi Theta Kappa at 303-360-4726.

Student Services and Activities

Student Services and Activities

Student Health Insurance

Information about health insurance for students is available in Enrollment Services, CentreTech campus, Room A102, or the One-Stop, Lowry campus, Building 903.

Student ID Cards

Student ID Cards are valid for Fall, Spring, and Summer of an Academic year, and are issued at Enrollment Services at the CentreTech Campus or at the Lowry One-Stop Student Services during normal business hours. Getting a Student ID Card is optional but is required at the Lowry Computer Lab and the Learning Resource Center.

Clubs and Organizations

Student clubs and organizations are funded through the Student Government Association.

ARTS CLUB

The purpose of the Art Club is to involve both art students and non-art students in the exploration of art. The Club invites and desires students from all disciplines who are looking to expand their creative outlook and make new friends at the same time. One of the goals is to bring greater awareness and appreciation of art to the CCA campus. Another goal is to have an independent school-wide showcase that displays varied mediums of art. Any level of art, from beginner to professional, are welcome. The Club strives to give students from all disciplines the opportunity to be involved in the art community both on and off campus.

BLACK STUDENT ALLIANCE

BSA is an alliance of progressive-minded students working together to promote excellence, unity, and respect among the black student body. BSA also acts as a support network for academic, personal, and professional pursuits at varied interest levels for all students.

BUSINESS CLUB

The Business Club, in conjunction with the DIA Rotary Club, provides a forum for students interested in Management, Marketing, and Business. It strives to provide learning experiences in business and enhance communication among students and the business community through participation in forums, seminars, guest speaker events, and service projects.

CAMPUS CRUSADE FOR CHRIST

Campus Crusade, through worship, studying the Bible, and prayer, fosters getting to know one another more deeply and further a relationship with the Lord. The club accomplishes this through regular meetings and events. Members enjoy singing, praying, studying, learning, eating, and having fun at every meeting.

CRIMINAL JUSTICE CLUB

Created by students interested in Criminal Justice, the CRJ Club provides a forum for students to participate in and promote the Criminal Justice program at CCA. The club provides the opportunity to explore the criminal justice field.

EARLY CHILDHOOD EDUCATORS CLUB (ECE CLUB)

The Early Childhood Educators Club provides an opportunity for students and early childhood educators to advocate for young children through quality child care, professionalism, and equitable wages. The group participates in a variety of activities throughout the year to accomplish these goals.

EQUALITY FOR ALL

This group is designed for students with disabilities to support each other and help others in their personal or professional pursuits. Equality for All also works to educate staff and students.

MEN'S BASKETBALL TEAM

The men's basketball team competes regularly against other community colleges and city leagues. Members practice weekly at North Middle School. The team is competitive and welcomes new players or members of the cheering section.

MEN'S SOCCER CLUB

The soccer club practices once a week at a local soccer field. Members compete in the Arapahoe Sports League. The club is open to any student interested in playing soccer.

PHI THETA KAPPA

Phi Theta Kappa is the international honor society of two-year colleges. Alpha Pi Pi provides a means for scholars with high academic achievements to share their knowledge. Students who have achieved a cumulative grade point average of 3.5 and above and have completed at least 12 credit hours at CCA are invited to join.

PHOTOGRAPHY CLUB

The club is composed of a group of student photographers interested in sharing techniques, knowledge, and friendship among our members. Students plan and organize various photo shoots and trips using Traditional and Digital media. The Annual Student Showcase is in the Spring.

PSYCHOLOGY CLUB

This club allows students to learn more about psychology in an educational, academic, and social setting. Club members will develop leadership skills that will benefit them at a four-year college. Activities include guest speakers on a variety of psychological topics, field trips to day shelters and group homes, a book club, fundraisers, and themed discussions about psychology. Contact: Peggy Norwood at 303-340-7574 or peggy.norwood@ccaurora.edu.

SPANISH CLUB

This club provides an open forum for students to learn and experience Hispanic Culture and language. It provides a support system, an information network, and a quality campus experience for all students attending CCA. The group meets regularly to motivate, instill pride and self-confidence, learn and practice conversational Spanish, promote traditions, and advance awareness of Hispanic culture.

WOMEN'S BASKETBALL CLUB

This club is open to all women interested in playing basketball. Whether students play competitively or want to learn, basketball provides a work out and a chance to meet fellow CCA students. The club also plays in the City of Aurora Basketball League.

WRITE ON AURORA

This club encourages and supports self-expression through writing and literary events.

For more information regarding student clubs and organizations, contact the Student Life Office, Room S101, 303-340-7524.

Student Services and Activities

Community Services

The Community College of Aurora is proud to offer the following services to the community.

Aurora Language Center

The Aurora Language Center (ALC) administers the college's community and college preparatory English as a Second Language programs.

The ALC also offers resources and support for collaboration with the community and outreach to the area's diverse population. The Center provides life-skills English to more than 600 students at the Lowry campus through the Aurora Literacy Initiative, a community collaborative. Bryan Holinka (303-340-7086) is the coordinator and lead teacher for the life-skills program.

The ALC College Preparatory Program offers basic, intermediate, and advanced grammar, punctuation, conversation, reading, and composition courses as well as computer basics for ESL students. These courses generally meet at the CentreTech campus and focus on preparing students for college-level study. The courses follow the regular CCA academic calendar and award college credit. Maria Halloran (303-340-7504) directs the college preparatory program.

Centre for Teaching Excellence.

The Centre provides quality training, resources, and expertise for preparation and professional development for students, educators, and community members who seek skills in various components of the education profession. Areas of emphasis include: Erarly Childhood Education, Elementary Transfer Preparation, Paraeducator Training, and Secondary Education. The Centre for Teaching Excellence website provides current information: www.CCAurora.edu/education.

Career Services

The College's Career Center, located in Enrollment Services at the CentreTech Campus, helps match prospective employees with local businesses. The center keeps a databank of more than 1,000 job listings which are available to CCA students, alumni, and the community.

Businesses wishing to list jobs with the Career Center can call 303-360-4766 or fax a request to 303-360-4791.

Life-Long Skills

The Community College of Aurora faculty has identified a common set of six skills for student success in every aspect of life. These skills are foundational for everyone, whether pursuing educational goals, resolving personal issues, or maneuvering the intricacies of the workplace. In order to achieve the stated goals, it is imperative that the college determines to what extent students are learning the lifelong skills. Assessing student learning of these skills helps improve the quality of education. By setting, assessing, and communicating clear goals and outcomes, students will begin the process of establishing responsibility for their learning. Students in some programs will be required to take capstone courses in their field of study where assessment of lifelong skills can take place.

These skills are developed and enhanced throughout each student's coursework at CCA. They are:

Communication

Upon completion of their course of studies, students should be able to effectively express, impart or exchange feelings, thoughts, opinions, and information both orally and in writing by:

- Constructing effective written and oral communication using content organization and delivery techniques that convey accurate, concise, and complete information appropriate to the topic, audience, occasion, and purpose.
- Adapting listening behaviors to accommodate the listening situation and offer appropriate, effective feedback.
- Creating written communication using grammar, sentence structure, mechanics (i.e. capitalization, punctuation), spelling skills, and content appropriate to defined standards or criteria.

Critical Inquiry

Upon completion of their course of studies, students should be able to examine and utilize reasoning strategies in order to select, apply, and evaluate evidence in multiple disciplines by:

- Formulating solutions to problems by

separating information into component parts, determining the relevancy of data, evaluating facts and inferences, and recognizing logical fallacies in reasoning.
- Evaluating alternative viewpoints, arguments, belief systems, and the like in order to analyze the divergent views of others and to interpret behaviors without making stereotypical or prejudicial judgments.

Intra/Interpersonal Responsibility

Upon completion of their course of studies, students should be able to work independently or cooperatively in a group setting on situations and issues that affect the common welfare and their own welfare in relationship to others by:

- Demonstrating the ability to plan, organize, manage, and successfully complete a variety of tasks and projects within defined time lines.
- Analyzing and accepting responsibility for personal behaviors and interactions that reflect individual and societal ethical standards and values.
- Determining appropriate ways to work respectfully in leadership and fellowship roles with people of various capabilities and orientations so as to appreciate the integrity and uniqueness among diverse social and cultural groups.

QUANTITATIVE REASONING

Upon completion of their course of studies, students should be able to perform mathematical operations and to reason and draw conclusions from numerical information by:

- Illustrating the basic mathematical operations of addition, subtraction, multiplication, and division; estimating and judging the reasonableness of numerical results; and thinking proportionally.
- Translating problem situations into symbolic representations and using symbolic representations to solve problems.
- Interpreting and applying statistical information in various forms (e.g. charts and graphs).

Academic Standards, Information, and Policies

Academic Standards, Information, and Policies

TECHNOLOGY

Upon completion of their course of studies, students should be able to make use of various technology-based applications by:

- Constructing products that demonstrate competency in the operation of applicable equipment and/or programs.
- Investigating and using technology to access information and assess its reliability.
- Using technology to complete various tasks applicable to lifelong skills of communication, critical inquiry, and/or quantitative reasoning.

AESTHETIC PERCEPTION

Upon completion of their course of studies, students should be able to identify characteristics of and to judge qualitatively a creative work by:

- Applying internal criteria or external standards.
- Articulating the value of a work.
- Examining the impact of historical or current events on written and/or artistic expressions of ideas and theories and judging the adequacy with which conclusions are supported by data.
- Developing personal creativity through the experience of designing or modifying a work (e.g., writing a creative short story, constructing an experiment, formulating a new scheme for classifying objects).

ATTENDANCE

Regular, punctual class attendance is necessary if students are to obtain maximum benefits from instruction. They are expected to comply with attendance policies set by individual instructors. They are expected to make up any classroom work assignments or other course requirements that are missed due to their absences.

Basic Skills for College Level Work

MATHEMATICS

Students will demonstrate complete understanding of numerical manipulation methods. They must be able to

1. put logical statements into mathematical forms;
2. manipulate those statements to obtain a solution;
3. test those solutions for reasonableness;
4. effectively communicate the process, both written and orally.

READING

Students will demonstrate the ability to read and comprehend material that is similar in difficulty to the front pages and editorial pages of typical newspapers. This corresponds to

1. at least tenth grade level on standardized reading tests;
2. at least the minimum required assessment score.

WRITING

Students will demonstrate the ability to write paragraphs in standard written English with

1. narrowed, focused topics and relevant, adequate support;
2. coherent organization with appropriate transitions between ideas;
3. sentence variety, including subordinate constructions;
4. diction appropriate to the subject matter;
5. minimal interference of grammatical and mechanical errors.

Cancellation of Classes

INSUFFICIENT ENROLLMENT

If the number of students enrolled in any class is insufficient to justify offering the class, the college may cancel the class prior to the first meeting.

WEATHER

Generally, college policy is to remain open, regardless of weather conditions, and to hold classes with as many students and instructors as can reach

the campus. Classes will not meet when buildings are closed for snow or emergencies. Tune in to metro-area radio and television stations for announcements regarding school closings.

Catalog/Numbering Policy

CATALOG CHANGES/ ADDENDUMS

The College catalog is subject to changes during the year. Changes and addendums are available at www.CCAurora.edu.

CATALOG OF RECORD/ CATALOG POLICY

Students enrolling at CCA will follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance at CCA for three consecutive terms, or change their degree or certificate programs, they will become subject to the provisions of the current catalog with their next enrollment.

COLORADO COMMUNITY COLLEGE COMMON COURSES NUMBERING SYSTEM

The Colorado Community Colleges System (which includes the Community College of Aurora) assigns common course numbers and common descriptions to the courses taught within the system. This facilitates student transfer and ensures curriculum quality across the system. More information is available at www.cccs.edu/cccns/home.html.

Credit for Prior Learning

Students may be awarded credit for college-equivalent education acquired through non-traditional schooling, work, or other life experiences. Such prior learning must be comparable to Community College of Aurora courses and must relate to the student's educational objective(s). A handbook explaining Credit for Prior Learning is available on the website. Payment must be made before assessment is undertaken. Credit for Prior Learning cannot be paid for with financial aid funds received. A student must be registered for at least one semester hour of course work at the time they submit an applica-

tion for Credit for Prior Learning (CPL). Prior Learning credit will not be recorded on a transcript until at least one semester hour has been completed at CCA.

Credit applies toward degree requirements, but not toward the general education core curriculum or guaranteed transfer, and not toward institutional residency requirements.

Students who plan to transfer to another state system community college may have their Prior Learning credits transferred to that community college as long as the course is applicable to the degree or certificate the student has declared. Students planning to transfer to a college or university outside the state system of community colleges should contact the receiving institution to determine the acceptability of transferring credit for Prior Learning from CCA. CCA does not guarantee transfer of credit outside the Community Colleges of Colorado System. Students may document prior learning through successful completion of any of the following:

CHALLENGE EXAMINATIONS

Currently enrolled students may challenge a course, provided they are not enrolled in the course. When a student feels especially prepared for a CCA course, either from prior course work or job-related skills, the student should meet with an academic advisor. With the appropriate dean's approval, the student may take an examination for credit in the course. No more than one challenge of a particular course will be arranged during any one semester. The cost for a challenge examination is 50 percent of in-state tuition per credit hour. Payment must be made before the examination.

EVALUATION USING PUBLISHED GUIDES

Students desiring credit for formal training courses completed through the U.S. Armed Forces, corporate training programs, or at other than postsecondary education institutions may receive credit for these classes if they are listed in the published guides used by CCA to evaluate this type of prior learning. There is no charge for this method of evaluation.

Academic Standards, Information, and Policies

Academic Standards, Information, and Policies

PORTFOLIO OF LEARNING OUTCOMES

Currently enrolled students may petition the college for credit by developing a portfolio that describes and documents pertinent prior learning comparable to that gained in CCA courses. Faculty in the appropriate program area will evaluate the portfolio and award credit commensurate with the learning experience. No more than one portfolio evaluation for a particular course per student will be arranged during any one semester. The cost for a portfolio evaluation is 50 percent of in-state tuition per credit hour. Payment must be made before a portfolio evaluation is undertaken.

STANDARDIZED TESTING

CCA evaluates the results of standardized tests for the possible awarding of credit. Official copies of the student's scores must be sent by the testing service to the CCA Enrollment Services Office. After evaluation, the student will be notified by the college if the scores were sufficient for the awarding of credit. See the Schedule of Classes for contact names and phone numbers.

Grading and Evaluation

Student achievement is evaluated in relation to the attainment of specific course objectives. "Achievement" means successfully reaching an established level of performance. Levels of performance are indicated by alphabetical letters.

These letter grades are recorded on the student's permanent transcript.

Grades generally are available at the end of each semester for all students. Grades may be accessed online at www.CCAurora.edu. Grades will not be provided by the Enrollment Services Office during the time final grades are being processed. Any questions about grades during this time should be referred to the instructor.

ACADEMIC PROGRESS.
Overview

Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practices for measuring and notifying students of their academic progress (APP) standing.

STANDARDS AND PRACTICES

1. The Academic Progress Procedure applies to all students who have completed 13 or more semester hours of credit in residence while attending a college in the Colorado Community College System.
2. During the student's first twelve credit hours of enrollment, the college will monitor satisfactory progress through the College's Academic Alert process.
3. A student is considered in "Good Standing" when the Cumulative Grade Point Average is at least 2.0 or greater for all classes completed at the college.

national standard placement tests

College Level Examination Program [CLEP]

Testing in both general and subject area examinations is offered in the Learning Resource Center (LRC). Test information, registration forms, and testing schedules are available in the LRC, located in the Student Centre Building, Room S202, 303-360-4736.

CLEP study guides may be purchased in the CCA Bookstore. For information about minimum score requirements and credit transferability, contact Enrollment Services at 303-360-4797.

Defense Activity for Non-Traditional Education Support [Dantes]

Test information, registration forms, and testing schedules are available in the Learning Resource Center (LRC), located in the Student Centre Building, Room S202, 303-360-4736.

4. A student is placed on Probation (Initial) when the Cumulative Grade Point Average is less than 2.0 for all classes completed at the college.

5. A student is considered on Probation(Continuing) when the Cumulative Grade Point Average remains less than 2.0 for all classes completed at the College and the last term Grade Point Average is 2.0 or greater.

6. A student is placed on Suspension (Initial) when the Cumulative Grade Point Average is less than 2.0 for all classes completed at the College and the last term Grade Point Average is also below 2.0. A student placed on Suspension (Initial):

   a. is not permitted to register for the next term after the term of suspension

   b. may be permitted to register for the subsequent term after meeting with an academic advisor.

   c. may appeal the suspension due to unusual or mitigating circumstances

   d. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment

   e. A student returning from suspension will remain on Probation (continuing)

7. A student is again placed on Suspension (Second) when the Cumulative Grade Point Average is less than 2.0 for all courses completed at the College and the last term Grade Point Average is less than 2.0. for the second time. A student placed on Suspension (Second):

   a. is not permitted to register for the next two terms following the term of suspension.

   b. may be permitted to register for the subsequent term after meeting with an academic advisor.

   c. may appeal the suspension due to unusual or mitigating circumstances.

d. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.

e. A student returning from suspension will remain on Probation (Continuing)

8. A student is again placed on Suspension (Third) when the Cumulative Grade Point Average is less than a 2.0 for all classes completed at the College and the last term Grade Point Average is also below 2.0. for the third time. A student placed on Suspension (Third):

   a. is not permitted to register for the next two calendar years

   b. may appeal the suspension due to unusual or mitigating circumstances.

   c. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.

ADDITIONAL POLICIES

1. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second, and Third).

2. Summer semester will constitute as a term of non-enrollment.

CREDIT HOURS

Credit hours are awarded on a semester basis.

CREDIT HOUR OVERLOAD

Students may be allowed to register for more than 18 credit hours for the fall and spring semester and 15 credit hours for the summer semester if they have written approval from an academic advisor, which is dependent upon GPA of 3.25 and evidence that the student can succeed.

Grade Quality of Work Indicated Grade Points

A - Excellent or Superior 4
B – Good 3
C – Average..2
D – Deficient...1
F – Failure 0
I -- Incomplete..0
S – Satisfactory ....NGPA
U – Unsatisfactory ....NGPA
S/A - Satisfactory (A-level) work in a developmental course ....NGPA
S/B - Satisfactory (B-level) work in a developmental course ....NGPA
S/C - Satisfactory (C-level) work in a developmental course ....NGPA
U/D - Unsatisfactory (D-level) work in a developmental course ....NGPA
U/F - Unsatisfactory (F-level) work in a developmental course...NGPA
W – Withdrawal ....NGPA
AU – Audit..NGPA
SP - Satisfactory Progress...NGPA
Z - Grade not yet reported ....NGPA

I- Incomplete - The "Incomplete" grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade, the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade. The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to the Enrollment Services Office with final grades for the semester. The Enrollment Services Office will send a copy of the "Incomplete Grade Contract" to the student. The instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. If the student and instructor cannot reach a resolution concerning an Incomplete Grade, then the student should contact the Instructional Department Coordinator, Chair, or Dean of the college.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Vice President of Instruction.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade.

Grade Point Average Calculation

Grade points indicate the achievement of the student for the number of credits completed. To calculate a grade point average, multiply the credits by the points for the grade earned, total the credits and points, and then divide the grade points by the credits.

SAMPLE

Course	Description	Credits	Grade	Points
ANT 111	Physical Anthropology	3	A	12 (3x4)
BIO 201	Human Anatomy and Physiology I	4	A	16 (4x4)
CSC 116	Logic and Program Design	3	B	9 (3x3)
ENG 121	English Composition I	3	D	3 (3x1)
POS 111	American National Government	3	F	0 (3x0)
Total		16		40

Grades awarded for developmental courses will not be included in a student's grade point average (GPA). 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. GPAs for term recognition such as President's List, Vice President's List, and Dean's List will not include developmental courses in the calculation.

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example would be 40 divided by 16, or 2.50.

A = 4 grade points • B = 3 grade points • C = 2 grade points • D = 1 grade point: • F = 0 grade points

Honors Courses

CCA offers Honors options for students who want additional educational challenges. Courses can be taken for Honors credit, and students can earn Honors distinctions upon graduation. For more information, contact the Honors Faculty Advisor at 303-361-7373 or the Dean for Humanities and Fine Arts at 303-360-4729.

HONORS PROGRAM

The fundamental objective of the Honors Program is to provide an opportunity for motivated students to engage in academic challenges that will prepare them for upper-division or graduate course work. Honors courses provide students the chance to delve more deeply into a discipline and thereby generate a more informed appraisal of their interests and abilities.

The Honors Program is specifically interested in identifying students whose abilities and motivation are such that their academic needs would not be met adequately by existing programs; in providing academic opportunities where students are challenged to perform at higher level of excellence; and in establishing an environment that will foster dignity, self-esteem, and a sense of potential.

Honors courses must be college-level; courses numbered 100 and below cannot be taken for Honors credit. Students can opt to take selected courses for honors credit on a case-by-case basis by contracting with an instructor.

RECOGNITION OF ACADEMIC EXCELLENCE

Transcripts will note the following:

1. 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, who earn a 3.5 or better cumulative grade point average, and who have completed 30 or more credit hours at CCA. Only college level courses completed at the institution will be included in the GPA calculation. Honors are designated as follows:

   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

2. Membership in Phi Theta Kappa (cumulative GPA of 3.5 or above, with a minimum of 12 semester hours in residency at CCA).

3. Term honors designations are noted on transcript each term to students who complete a minimum of 12 semester GPA producing credits at CCA with a 3.5 or better GPA for the term. Term honors are designated as follows:

   a. "Dean's List" term GPA of 3.5-3.749

   b. "Vice President's List" term GPA of 3.75-3.99

   c. "Presidents List" term GPA of 4.0

REPEATED COURSES

Most courses, provided they are still offered at CCA, may be repeated for a higher grade. Full tuition is charged for repeated courses. Both grades will appear on the transcript; however, only the higher grade will be used in GPA calculation. Repeated courses apply only once to degrees and certificates.

STUDENT LOAD/CREDIT HOURS

A student can complete a degree program in four semesters by successfully completing 15 credit hours of required coursework each semester. A student may choose, due to personal circumstances, to extend completion time. The following is a guide for fall and spring semesters used for tuition, financial aid, and Veteran benefits purposes:

Full-time	12+ credit hours
Three-quarter time	9 - 11 credit hours
Half-time	6 - 8 credit hours

Note: Veterans should consult the veteran's advisor in the Enrollment Services Office

Academic Standards, Information, and Policies

Academic Standards, Information, and Policies

ACADEMIC RENEWAL POLICY

The purpose of academic renewal is to allow a student the opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation.

Academic renewal applies only to courses taken at CCA and may be awarded only one time. The original grades and credit hours remain on the permanent academic transcript, and credit hours are deducted from the student's remaining stipend eligible hours. A notation indicates that academic renewal has been awarded and the grade point average has been adjusted. Once academic renewal is granted it is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a CCA certificate or degree.

Students applying for academic renewal must complete the Academic Renewal Application Form available from Enrollment Services, A102, CentreTech campus.

The following conditions must be met to apply for academic renewal:

1. The student must wait at least two calendar years after the coursework was completed to apply for academic renewal.
2. The student must complete 6 semester credit hours during the term in which the application is submitted with grades of "C" or better.
3. The academic renewal form must include an academic advisor's signature.

A student concerned about a poor academic record is encouraged to meet with an advisor to discuss CCA's other academic progress options and strategies for academic success.

The Academic Renewal Policy is applicable only to the Community College of Aurora.

Other institutions receiving a CCA transcript for transfer of an academic renewal are not bound by this college policy and may choose to calculate the student's transfer GPA to include all grades, even those excluded by CCA under this policy.

Students applying for academic renewal are responsible for investigating renewal on transfer admission, financial aid, remaining stipend eligible hours, Veterans Administration benefits, and other agencies and organizations. For clarification of the scope and definition of this policy, contact Enrollment Services.

CCA Expectations for Student Performance. . In order to help ensure success in college-level courses, students should have developed basic skills in reading, writing, and mathematics. If the required assessment process indicates that a first-time freshman student does not have the necessary English, reading, or mathematics skills to succeed in college-level work, the student must undertake pre-college level work in these areas. This work must be successfully completed within the first 30 semester hours at CCA. Although students receive grades and earn credit for pre-college level work, the credit does not apply toward the completion of a degree.

Students are expected to acquire knowledge and skills in communication, literature, humanities, mathematics, and in physical, natural, and social sciences by successfully completing general education courses required in each program. In addition, students are expected to gain specialized knowledge and skills in courses which relate directly to their field of study or occupational area.

This catalog states the purpose of each degree and certificate program as well as course requirements (see "Degree Policies and Procedures," page 32.) Academic advisors are available to assist students in making program choices to achieve their educational goals. This catalog also informs students about course content (see "Course Descriptions," page 56). Instructors inform students about course objectives, assignments, and grades. Students are expected to achieve satisfactory course grades and to make reasonable progress toward their goals (see "Academic Standards, Information & Policies," page 23).

CCA conducts surveys and studies to measure student progress toward goal achievement both during the CCA experience and following the program of education at CCA. The aim of these studies is to improve the college's educational programs. Students are urged to cooperate by participating in these studies and surveys.

Instructional Policy on Academic Dishonesty

Academic dishonesty includes cheating and plagiarism. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work. Note the following examples:

1. Submission of any materials not prepared by students but presented as their own.
2. The unauthorized possession and/or use of notes, books, or the soliciting of assistance from another student during an examination.
3. Illegitimate possession or disposition of examination or test materials and/or answer keys to tests and examinations.

Plagiarism refers to the use of another person's work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) copying verbatim another person's work (i.e., words, phrases, sentences, or entire passages); (b) paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinions, or ideas); and (c) summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two).

CONSEQUENCES OF ACADEMIC DISHONESTY

When dishonesty is evident, the following minimum sanctions will be applied:

1. First offense: The student will receive an "F" or "Zero" as the grade for the assignment. In addition, the first incident may result in the loss of testing privileges in the Learning Resource Center for the current and next semester in which the student is enrolled in the college.
2. Second offense: The student may receive an "F" for the course and may be expelled from the class. A second offense may also result in permanent loss of testing privileges in the Learning Resource Center.
3. Third offense: The student may receive an "F" for the course and may be expelled from the college.

PROCEDURES FOR REPORTING ALLEGED DISHONESTY

1. The instructor or LRC proctor who suspects a student of dishonesty must notify the student as quickly as possible after the alleged infraction. The instructor or LRC proctor will collect all pertinent materials. The LRC proctor will not make any decisions regarding the suspected dishonesty incident, but will report it to the instructor. The instructor will discuss the suspected incident with the appropriate dean. If the instructor and dean jointly decide that there is sufficient evidence to substantiate the allegation, the dean will report the incident to the Vice President for Instruction.
2. The student will be notified in writing by the division Dean.
3. A student may appeal the cheating allegation according to the CCA Policy/Procedure, "Student Academic Appeals."

Student Code of Conduct

Upon enrolling at the college, students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. CCA expects each student to obey the federal, state, and municipal laws as well as college regulations.

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action.

Academic Standards, Information, and Policies

Academic Standards, Information, and Policies

Examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty in any aspect of coursework, to include cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents, records, identification, educational materials, or college property.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
5. Theft of, or damage to, property on the college premises or at authorized college functions.
6. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
7. Unauthorized or fraudulent use of college facilities, telephone system, mail or email systems, or entry into, or alteration of, any college computer records.
8. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state owned or leased vehicles, except as expressly permitted by law and college regulations.
9. Engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus or at college-sponsored or supervised functions, or aiding/abetting, or procuring another person to engage in the aforementioned activities.
10. Failing to settle any debts with the college or any agency associated with the college and/or delivering a check to the college that is not supported by sufficient funds or is deemed worthless.
11. Condoning any act by another student that violates college policy. Students witnessing any such acts are required to report them to the proper authorities. Confidentiality of the identity of the student reporting violations will be maintained.
12. Unauthorized representation of contracting in the name of the Community College of Aurora. (A student may not claim to be an official representative of the college for any commercial purpose.)
13. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
14. Dress or personal hygiene that fails to meet the established safety or health standards of specific classes on college-owned or controlled property or at college-sponsored activities.
15. Engaging in any kinds of hazing action or situation on or off campus that endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.
16. Unauthorized distribution or sale of goods on campus.
17. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations or hearings.)
18. Violations of college policies regarding parking.
19. Unauthorized presence of pets on campus.
20. Smoking in classrooms, elevators, or in any designated non-smoking area

and in areas where smoking violates state law.

21. Illegal possession and/or sale of property. (Students involved are subject to college disciplinary action as well as arrest and prosecution by legal authorities. Students are required to make full restitution.)

22. Operation of any motorized or non-motorized vehicle (including skateboards, roller skates, and bicycles) in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health and safety of a person or property on the campus.

23. Possession or use of firearms, explosives, dangerous chemical, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)

24. Unacceptable uses of any college-owned computing equipment and/or network, including, but not limited to; any use of computers that creates an intimidating, hostile, or offensive environment; knowingly spreading computer viruses; sending harassing, intimidating, offensive, and/or threatening messages; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading, or executing software without appropriate authorization; any other attempt to compromise network integrity.

25. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in class only with the instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting.

26. Influencing or attempting to influence any employee or student of the college by offering favors, including sexual favors, bribes, or threats.

27. Engaging in behavior which may constitute sexual harassment such as sexually suggestive looks, comments, or gestures; prolonged staring; sexual teasing or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, pinching; attempts to kiss or fondle; pressure for sex; requests for sex in exchange for grades or favors, or to avoid poor grades or suspension; other actions of a sexual nature which interfere with school performance or create an intimidating, hostile, or offensive learning environment.

28. Knowingly pursuing malicious, frivolous, or fraudulent charges against a student or staff member without cause.

29. Violating federal, state, and municipal laws as well as Community College System Policies and college procedures or regulations.

Investigations

Before filing a complaint, parties should try to resolve the issue through informal discussion. If this is unsuccessful, anyone may file a complaint with the Director of Student Life for Student Conduct issues or a Department Chair or Division Dean for Academic issues.

Note: Allegations of sexual harassment should be reported to the Director of Human Resources. Care will be taken to keep the accusations as confidential as possible.

Due Process

Due process is afforded to ensure that the student's rights are protected. The student will be informed of the nature of the complaint, be given an opportunity to respond, and have the opportunity for an appeal. In addition, witnesses and other appropriate individuals may be interviewed. The college has 15 days to investigate and inform the parties of the finding and any disciplinary action to be taken.

Academic Standards, Information, and Policies

Academic Standards, Information, and Policies

Discipline

Depending on the severity and the number of violations, students may face disciplinary actions as the result of an investigation. Examples include warning, probation, being dropped from a class, summary suspension, suspension, expulsion, and many other remedies necessary to resolve the complaint. For academic dishonesty (plagiarism and cheating), additional remedy options may include but are not limited to: receiving an "F" or "Zero" as the grade for the assignment and/or an "F" for the course; and losing testing privileges in the Learning Resource Center.

In the event of misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or a specified time period.

Summary Suspension

The college President or designee may at any time immediately suspend a student from the college for up to 10 days, if it is felt that the presence of the student on campus would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of students or college employees. During this time, the college will investigate the conduct violation and notify the respondent of the results of the investigation. The student may appeal the decision of the investigation as described below. Students who feel the disciplinary action is unfair may file an appeal.

Appeal – Student Code of Conduct Violations

The respondent may file an appeal with the Director of Student Life. The Director of Student Life or college designee is charged with the responsibility for the administration of appeal procedures, including selecting an Appeals Council, taking notes, keeping official record of the proceedings, setting time limits for the speakers and responses, and organizing a format for the proceedings. The hearing will be closed and confidential.

The Director of Student Life will convene the Appeals Council within fifteen (15) days of the requested appeal. Notice will be given to all parties at least (7) seven days prior to the hearing, unless the parties agree to a shorter time. The Director of Student Life will select an impartial Appeals Council to include (3) members: (1) student (1) faculty member (1) administrator or classified employee.

An advisor may be present to advise either party, but may not take part in the hearing proceedings. The council will hear statements from and may question the complainant and respondent. (However, the respondent has the right, without penalty, not to communicate. In that case, the violation decision will be based upon other evidence.) The Appeals Council may accept statements in writing on behalf of petitioner and/or respondent. The Appeals Council may pursue other actions which it deems necessary to obtain pertinent information in order to fulfill its role.

In order to find that a student has violated a standard of conduct, the burden of proof required is whether it is more likely than not that the accused violated disciplinary regulations. Within fifteen (15) days after completion of the hearing, the Council will report its findings and decision to the Director of Student Life or designated college representative. The college representative must notify both parities of the decision in writing as soon as possible.

Academic Appeals

The student should initiate appeals regarding final grades within sixty calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, then, if necessary with the instructor's Department Chair. If there is no resolution, the student can appeal the grade by submitting a written statement to the Division Dean explaining the problem.

The Dean will investigate and respond in writing within 15 days.

The student should initiate appeals regarding academic probation or suspension within sixty calendar days after the end of the semester in which the decision was rendered. To make an appeal, contact the Vice President of Instruction and request a meeting to discuss the suspension or probation. The Vice President will investigate and respond in writing within 15 days.

The student should initiate appeals regarding completion of graduation requirements within sixty calendar days after the decision was rendered. To make an appeal, contact the Division Dean in writing explaining the problem. The Dean will investigate and respond in writing within 15 days.

Grievance Procedures

A grievance is an action filed by a student or group of students stating that educational progress is being hampered or individual rights/freedoms are being denied through violation of a college policy, procedure, or practice. It requires a request for some specific action to occur. The Petitioner states the grievance in written form to the Director of Student Life or college designee and should include:

What college policy, procedure, practice, or action is in question and what rights or freedoms are being affected.

- When and where this occurred.
- What informal attempts were made to resolve the matter.
- What, in the individual's opinion, needs to be done to resolve the matter.

The Director of Student Life will determine if the matter is a grievable offense. The matter will be closed if the situation is determined "not grievable" and the petitioner will be notified of the reasons. Otherwise, the Director of Student Life will respond to the petitioner in writing within 15 days of receipt of the written grievance. If the response is satisfactory to the petitioner, no further action is necessary. If not, the petitioner notifies the Director of Student Life to proceed

to a hearing with the College Grievance Council. The Director of Student Life will convene the College Grievance Council within fifteen (15) days of the grievance. Notice shall be given to all parties at least (7) seven days prior to the hearing, unless the parties agree to a shorter time. The Director of Student Life will select an impartial Grievance Council to include three members including one (1) student, one (1) faculty member, and one (1) administrator or classified employee.

The Council will hear statements from and may question the petitioner and respondent. The Council may accept statements in writing on behalf of petitioner and/or respondent. The Grievance Council may pursue other actions, which it deems necessary to obtain pertinent information in order to fulfill its role.

Within 15 days after completion of the hearing, the Council will report its findings and decision to the Director of Student Life. The college representative must notify both parties of the decision in writing as soon as possible.

Appeal of Appeal or Grievance Council Finding

The right to appeal the decision is available for a period of 15 days after notification of the decision. The request for an appeal must be submitted in writing to the college Vice President of Student Services. The decision of the Vice President is final.

Terms

- Disciplinary Action – Expulsion, probation, suspension, assignment of community service, or other actions or conditions appropriate to the situation; these actions may be imposed through administrative hearing or appeals council.
- Expulsion – Permanent dismissal of a student from the college for misconduct.
- Suspension – Dismissal of a student from the college or program for misconduct for a specified period of time. Suspension differs from expulsion because after the stated time period, the student is eligible for readmission.

Academic Standards, Information, and Policies

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- Probation – A status in which a student remains enrolled and in attendance, but under stated conditions.
- Warning – A status in which a student remains enrolled and in attendance, but is counseled to desist from specified undesirable course of action.
- Respondent – One who responds to the request or complaint. In the case of student disciplinary matters, the student is the respondent.
- Complainant – one who files the complaint against the respondent.
- Petitioner – one who files the grievance against the respondent.
- Finding – A decision as to whether "it is more likely than not" that a violation of the CCA Student Conduct Code occurred.
- Student – currently enrolled full-time or part-time student
- Days – calendar days

Exceptions to deadlines may be made by the Director of Student Life in situations of special concern or unusual circumstances. The College President or designee may assign other college employees to perform activities mentioned above.

Security
LEVEL OF SECURITY

The Community College of Aurora will strive to make its facility a reasonably secure place for all members of the campus community. The College provides its students and employees with a level of security equal to that afforded similar activities throughout the community.

ADMINISTRATIVE RESPONSIBILITY. Responsibility for CCA Security is assigned to the Campus Security Office under the supervision of the Vice-President for Administrative Services. The Security Office will ensure that:

1. Security personnel are adequately trained in security procedures and that they are properly equipped and supervised.
2. Security personnel are available on campus during operating hours and scheduled after-hour events. They are prepared to respond to and make reports of criminal activity or other emergency situations which may arise.
3. Security risks due to design, maintenance, or operation of buildings, grounds, or equipment are promptly identified and reported.
4. Students and staff are adequately informed about security risks and how to report them.
5. When incidents occur, Security Personnel evaluate any possible contributing cause within CCA's control, identifies appropriate action, and coordinates implementation of the solution with the President and Vice-Presidents of the college.
6. Campus security and safety seminars are conducted throughout each academic year. These seminars acquaint students and staff with procedures for reporting criminal activity, methods of crime prevention, and a report of all recent criminal activity on campus.
7. The reporting requirements of the Crime Awareness and Campus Security Act of 1990 are met through the collection and dissemination of information on crime prevention and the occurrence of crime in college controlled facilities.

Security Officers shall:

1. Summon the appropriate police, fire, or hazardous material agency in the event of an emergency.
2. Patrol the Community College of Aurora campus on a regular basis, as directed by the Vice President for Administrative Services.
3. Notify the Security Office of all incidents involving the unauthorized possession, consumption, sale, or physical appearance of being under the influence of alcoholic beverages or illegal drugs on campus. Security personnel support government efforts promoting a "Drug-Free America," as stated in the college's "Drug-Free" policy. Security personnel enforce this policy which provides referral information about substance abuse programs available through the college.
4. Immediately notify the Security Office

of all criminal activity or emergency situations which arise on campus.

5. Establish and maintain a good working relationship with the appropriate law enforcement agencies.

6. Make prompt, written reports to the Security Office and the appropriate law enforcement agencies of all criminal activity, emergencies, and incidents involving injuries.

7. Encourage students, faculty, and staff members to report any incidents involving criminal activity, emergency situations, injuries, or suspicious behavior to security personnel.

BUILDING ACCESS

It is in the best interest of the Community College of Aurora to maintain a campus free of restraints that may limit access to CCA staff and students. However, this is tempered by the need to provide a safe and secure environment for all staff and visitors to the campus. The campus is open from 7 am to 11 pm Monday through Friday, from 7 am to 4 pm Saturday, and is closed on Sunday.

When alone in a building, personnel must inform Security of their presence both on their arrival and departure. Personnel should lock themselves in their office and ensure that the building is locked when they leave. In no case shall the outside doors to any building remain unlocked during non-business hours.

GENERAL SECURITY GUIDELINES

A Security Officer must be present whenever activities take place on the main campus. Outer sites have supervisory and/or support personnel already in place (i.e., Aurora Public Library, Pickens Tech, Aurora Chamber of Commerce, the Lowry campus, and Customized Training Locations).

The buddy system should be used whenever possible during unusual-hour work sessions and when leaving a building at night. Employees and students should request that a security officer escort them to their cars if they feel uneasy about the situation.

The Facilities Director is responsible for monitoring outdoor lighting to ensure prompt maintenance and repair of site lighting when necessary.

INFORMATION ABOUT CRIMINAL INCIDENTS

The Vice-President for Administrative Services and the college President shall be notified by Security personnel about criminal incidents occurring on or about the Community College of Aurora.

The Vice-President and the President, with the advice and guidance of the Campus Security Office and appropriate law enforcement agencies, will assess the need to issue special warnings or institute other special security measures. Students, instructors, and staff will be advised whenever a pattern of events suggests that a special security risk exists. The decision whether, and in what manner, to issue a specific warning or notice about a recent event involves a wide range of institutional concerns and is the responsibility of the Vice-President for Administrative Services. It is recognized that it is improper and potentially dangerous to misrepresent the state of security out of concern for the institutional image.

MASTER KEY CONTROL

The Facilities Director establishes appropriate procedures for the issuance and return of college keys, and to ensure that keys are restricted to authorized personnel. Supervisors of temporary or contract employees will limit key authorizations to the term of employment and specify a return date on the Request for Key form. Master keys are to be issued only in circumstances of clearly defined need.

Transferability of CCA Credit

Students who complete an Associate of Arts (AA) or an Associate of Science (AS) degree program at a Colorado public community college have a distinct advantage over other transfer students.

- These degrees are designed to transfer into baccalaureate degree programs in the Colleges of Liberal Arts and Sciences with junior standing for most majors at Colorado public four-year

Academic Standards, Information, and Policies

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colleges, if students earn a C grade or better in all courses. For a list of applicable majors, visit gtPathways at www.state.co.us/cche/academic/transfer/index.html. Special articulation agreements exist for Teacher Education, Business, and Engineering. **Certain majors require essential lower-division prerequisites.** Please see an advisor and consult the transfer guide for assistance in selecting lower-division credits that will apply directly toward the baccalaureate degree. Information on Statewide Guaranteed Courses is on page ?

Credit earned through Credit for Prior Learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which students transfer will evaluate these credits according to their own policies.

CCA has articulation agreements with many of the private 4-year institutions in Colorado as well, and many of these colleges accept over 60-90 credits from CCA. Contact an advisor for more information.

- If students follow the transfer guide for a specific degree program, their courses will apply toward the graduation requirements in their majors.

Students who do not complete an AA or AS degree may transfer credits into four-year colleges on a course-by-course basis.

Contact CCA's website for transfer information. Transfer guides can be found on the Colorado Commission on Higher Education's website at http://www.state.co.us/cche/academic/transfer/guides.html.

Note: Some Colorado colleges and universities have special scholarship programs designated for community college students who complete an AA or AS degree. To learn more about these opportunities, contact the Transfer Coordinator or Admission Director at the chosen institution as soon as possible to start the financial aid planning process.

Degrees and Certificates Awarded

The Community College of Aurora awards the following degrees and certificates:

DEGREES and CERTIFICATES

Associate of Arts Degree (AA)
Business Transfer Distinction
Early Childhood Education Transfer Distinction
Elementary Education Transfer Distinction

Associate of Science Degree (AS)
Biotechnology Option
Engineering Transfer Distinction

Associate of General Studies Degree (AGS)
Generalist degree
Articulated degree
      Criminal Justice (Metro)
      Film/Video Technology (University of Colorado at
          Denver, and Metro)
      Paralegal (University of Colorado at Denver)

Associate of Applied Science Degree (AAS)

Accounting – AAS Degree and Certificates
Computerized Certificate Emphasis
Governmental Certificate Emphasis

Applied Technology – AAS Degree (Area Vocational Schools)

Biotechnology Technician – Certificate

Business – AAS Degree (CCC Online)

Business Technology – Certificate

Computer Information Systems – AAS Degree and Certificates
"C" Language Programming Certificate
Cisco Certified Networking Associate Program Certificate
Computer Information Systems Degree Emphasis and Certificate
IT Tech and Support Degree Emphasis and Certificate
Java Language Programming Certificate
Linux/Unix System Administrator Certificate
Management Information Systems Degree Emphasis
Networking Degree Emphasis
Networking/Security Certificate
PC Application Specialist Certificate
Programming Degree Emphasis and Certificate
Visual Basic Language Programming Certificate
Web Development Degree Emphasis and Certificate

Criminal Justice – AGS or AAS Degree and Certificates
Basic Law Enforcement Training Academy Certificate
Criminal Justice Systems Certificate
Criminal Justice Operations Certificate
Criminal Justice Law Certificate
Criminal Justice Detention Certificate
Criminal Justice Court Administrative Services Certificate
Criminal Justice Community Policing Certificate

Diesel Power Mechanics – AAS Degree

Early Childhood Education – AAS Degree and Certificates
Adult Education and Family Literacy Certificate
Group Leader Certificate
Director Certificate

Emergency Medical Provider – Certificate (For AAS Degree program, see Public Service)

Essential Skills for the Workplace – Certificates
Basic Computer Skills Certificate
Customer Service Certificate

Film/Video Technology – AGS or AAS Degree and Certificates
Acting for the Screen Certificate
Videography/Cinematography Degree Emphasis and Certificate
Video Post-Production Degree Emphasis and Certificate
Writing/Directing for Film & Video Degree Emphasis and Certificate
Writing/Producing Degree Emphasis and Certificate

Firefighter (See Public Service)

Management – AAS Degree and Certificate
Accounting Management Degree Emphasis
Computer Information Systems Management Degree Emphasis
General Management Degree Emphasis and Certificate
Human Resource Management Degree Emphasis
Paralegal Degree Emphasis
Tech Management Degree Emphasis (Pickens Technical College)

Marketing – AAS Degree

Mediation – Certificate
Employment Law
Family Law

Paralegal Certificate, AGS or AAS Degree and Certificate (Emphasis)

Public Service – AAS Degree (For certificate program, see Emergency Medical Provider)
Emergency Medical Provider Degree Emphasis
Firefighter Degree Emphasis

Real Estate Certificate

RECOGNITION OF ACHIEVEMENT CERTIFICATES

Management
Colorado Mortgage Lenders Program
Entrepreneurial Program
Real Estate Appraisal

Degree and Certificate Policies and Procedures

1. Students enrolling at the Community College of Aurora will follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance at CCA for three consecutive terms, or change their degree or certificate program, they will become subject to the provisions of the catalog current with their next enrollment.

2. The college reserves the right to substitute or delete course work requirements based on current curriculum. Students are assured that if the curriculum does change, the college will make every effort to determine an equitable solution.

3. No more than six semester hours of special topics (courses numbered 175-177 or 275-277) may be applied to any associate degree program.

4. No more than six semester hours of independent study courses (numbered 299) may be applied to any associate degree program.

5. No more than six semester hours of directed study courses (generally numbered 295-298) may be applied to any associate degree program.

6. Courses numbered 100 and above apply to degrees (MAT 106 is an exception).

7. Credit for Prior Learning will apply toward degree requirements, but not toward guaranteed transfer or residency requirements.

8. To obtain a second degree from CCA, a student must meet all degree requirements as well as complete 15 additional semester hours at CCA.

DEGREE AND CERTIFICATE PROCEDURES

1. Students should meet with an advisor the semester before they expect to graduate for a degree or certificate check or verification. Upon completion of that meeting, a Graduation Application should be submitted.

2. Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must apply for graduation the semester before graduation is anticipated. This early application allows CCA's graduation evaluator to review their records and ensure that they register for the appropriate courses in the final semester.

Application deadlines are as follows:

If students plan to graduate at the end of:	The application deadline is:
Spring	December 1
Summer	April 1
Fall	July 1

3. Students should complete the course requirements as prescribed by the specific degree or certificate program.

4. Students should complete appropriate general education requirements for the degree.

5. Students should maintain a required cumulative grade point average of 2.0 (C) in all credit counted toward a degree or certificate.

6. Students should earn at least a C in all major area or "emphasis" courses listed in each degree or certificate requirement.

7. Students must satisfactorily complete a minimum of 15 credit hours at the institution from which the degree is offered. For certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency hours.

AN AA OR AS DEGREE WILL TRANSFER TO ALL COLORADO PUBLIC FOUR-YEAR COLLEGES AND UNIVERSITIES

If you

- complete your AA or AS degree, including 35 credits of state-guaranteed general education courses, and

- earn a C grade or better in each course

Then

- at least 60 hours of your AA/AS degree will transfer completely, upon admission, to a baccalaureate Liberal Arts and Sciences major in Colorado's public four-year institutions*

AND

- You are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree* in just another 60 hours.

*Special articulation agreements exist for Teacher Education, Business, and Engineering that specify which lower-division prerequisites are needed. Certain majors require essential lower-division prerequisites. Links to transfer guides that will help students select lower-division credits that will speed them on their way to finishing the baccalaureate degree are available on the college website.

Transfer credits, earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The transfer institution will evaluate these credits according to its own policies.

A list of guaranteed majors is available at www.state.co.us/cche/gened/gtpathways/programs.pdf.

The Community College of Aurora has Articulation (Transfer) agreements with most four-year colleges and universities in Colorado. These agreements cover a wide variety of majors. To transfer to a four-year college or university in Colorado, contact Advising, CentreTech Campus, A102, or the Lowry Campus, Bldg. 903, for specific information.

STATEWIDE GUARANTEED TRANSFER COURSES

Colorado has identified courses that are guaranteed to transfer to any public institution of higher education in Colorado. Courses approved for statewide guaranteed transfer are noted in the course description. More transfer information is available at the Colorado Commission of Higher Education website at www.state.com.us/cche/academic/transfer/index.htm.

Prefix/Number	Title
ANT 101	Cultural Anthropology
ANT 111	Physical Anthropology
ART 110	Art Appreciation
ART 111	Art History I
ART 112	Art History II
ART 207	Art History, 1900 - Present
AST 101	Astronomy I
AST 102	Astronomy II
BIO 105	Science of Biology
BIO 111	General Science Biology I with Lab
BIO 112	General Science Biology II with Lab
BIO 201	Human Anatomy & Physiology
BIO 202	Human Anatomy & Physiology
BIO 204	Microbiology
BIO 220	General Zoology
CHE 101	Introduction to College Chemistry I with Lab
CHE 102	Introduction to College Chemistry II with Lab
CHE 105	Chemistry in Context
CHE 111	General College Chemistry I with Lab
CHE 112	General College Chemistry II with Lab
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
ECO 245	Environmental Economics
ENG 121	English Composition I
ENG 122	English Composition II
FRE 211	French III
FRE 212	French IV
GEO 105	World Regional Geography
GEO 106	Human Geography
GER 211	German III
GER 212	German IV
GEY 111	Physical Geology
GEY 121	Historical Geology
HIS 101	Western Civilization I
HIS 102	Western Civilization II
HIS 111	World Civilization I
HIS 112	World Civilization II
HIS 201	U.S. History I
HIS 202	U.S. History II
HIS 247	Contemporary World History
HUM 121	Humanities: Early Civilization
HUM 122	Humanities: Medieval – Modern
HUM 123	Humanities: Modern World
ITA 211	Italian Language III
ITA 211	Italian Language IV
JPN 211	Japanese III
JPN 212	Japanese IV
LIT 115	Introduction to Literature
LIT 201	Masterpieces of Literature I
LIT 202	Masterpieces of Literature II
LIT 205	Ethnic Literature
LIT 211	Survey of American Literature I
LIT 212	Survey of American Literature II
LIT 221	Survey of British Literature I
LIT 222	Survey of British Literature II
MAT 120	Math for Liberal Arts
MAT 121	College Algebra
MAT 122	College Trigonometry
MAT 123	Finite Mathematics
MAT 125	Survey of Calculus
MAT 135	Introduction to Statistics
MAT 155	Integrated Mathematics
MAT 156	Integrated Mathematics
MAT 166	Pre-Calculus
MAT 201	Calculus I
MAT 202	Calculus II
MAT 203	Calculus III
MAT 265	Differential Equations
MET 150	General Meteorology
MUS 120	Music Appreciation
MUS 121	Music History I
MUS 122	Music History II
PHI 111	Introduction to Philosophy
PHI 112	Ethnics
PHI 113	Logic
PHI 114	Comparative Religions
PHI 214	Philosophy of Religions
PHY 105	Conceptual Physics
PHY 111	Physics: Algebra-Based I with Lab
PHY 112	Physics: Algebra-Based II with Lab

PHY 211	Physics: Calculus-Based I with Lab
PHY 212	Physics: Calculus-Based II with Lab
POS 105	Introduction to Political Science
POS 111	American Government
POS 205	International Relations
POS 225	Comparative Government
PSY 101	General Psychology I
PSY 102	General Psychology II
PSY 205	Psychology of Gender
PSY 226	Social Psychology
PSY 227	Psychology of Death and Dying
PSY 235	Human Growth & Development
PSY 238	Child Development
RUS 211	Russian III
RUS 212	Russian IV
SCI 155	Integrated Science I
SCI 156	Integrated Science II
SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II
SOC 215	Contemporary Social Problems
SOC 216	Sociology of Gender
SOC 231	Sociology of Deviant Behavior
SPA 211	Spanish III
SPA 212	Spanish IV
THE 105	Introduction to Theatre
THE 211	Development of Theatre I
THE 212	Development of Theatre II

Associate of Arts Degree

The AA degree incorporates statewide guaranteed transfer courses and is transferable to four-year institutions. Admission is up to the discretion of the four-year institution. When choosing electives, it is important to contact an advisor and the transfer institution's transfer guide. For guides to CO public colleges and universities, visit http://www.state.co.us/cche/academic/transfer/guides.html. Some majors require specific electives.

Special articulation agreements exist for Elementary Education, Early Childhood Education, Business, and Engineering. Be sure to follow the correct program and contact an advisor and your college of transfer intent early in your program.

ASSOCIATE OF ARTS (AA) DEGREE: 60 credits

Communications
(9 credits – GT-CO1, GT-CO2)

English – take both courses; Speech – select 1 course

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II
SPE 115	3	Public Speaking
	OR	
SPE 125*	3	Interpersonal Communication

This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics
(3 credits – MA1)

Select one course
Credits over 3 will be applied to electives

Course #	Credits	Course Title
MAT 120	4	Mathematics for Liberal Arts
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 123	4	Finite Math
MAT 125	4	Survey of Calculus
MAT 135	3	Introduction to Statistics
MAT 155*	4	Integrated Math I
MAT 156*	4	Integrated Math II
MAT 166	3	Pre-Calculus
MAT 201	5	Calculus I
MAT 202	5	Calculus II
MAT 203	5	Calculus III
MAT 265	3	Differential Equations

Physical and Life Sciences
(8 credits– GT-SC1)

Select 2 courses
Credits over 8 will be applied to electives

Course #	Credits	Course Title
AST 101/102	4/4	Astronomy I/II
BIO 105	4	Science of Biology
BIO 111/112	5	General College Biology I/II with Lab
BIO 201/202	4/4	Human Anatomy & Physiology I/II
BIO 204	4	Microbiology
BIO 220	5	Zoology
CHE 101/102	5/5	Introduction to Chemistry I/II with Lab
CHE 111/112	5/5	General College Chemistry I/II with Lab
GEY 111	4	Physical Geology
GEY 121	4	Historical Geology
PHY 105	4	Conceptual Physics
PHY 111/112	5/5	Physics: Algebra-based I/II with Lab
PHY 211/212	5/5	Physics: Calculus-Based I/II with Lab

* SCI 155 and 156 Integrated Science I and II
* You must take both SCI 155 and 156 to meet this requirement

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 3 courses. One must be History and no more than 2 others from any 1 category

Course #	Credits	Course Title
	Category I (GT-HI1)	
HIS 101/102	3/3	Western Civilization I/II
HIS 111/112	3/3	World Civilization I/II
HIS 201/202	3/3	U.S. History I/II
HIS 247	3	Contemporary World History

	Category II (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
POS 205	3	International Relations
	Category III (GT-SS2)	
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography
	Category IV (GT-SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101/102	3/3	General Psychology I/II
PSY 205	3	Psychology of Gender
PSY 226	3	Social Psychology
PSY 235	3	Human Growth & Development
PSY 238	3	Child Development
SOC 101/102	3/3	Introduction to Sociology I/II
SOC 215	3	Contemporary Social Problems

Arts and Humanities

(9 Credits)

Select 3 courses with no more than 2 from any 1 category

Course #	Credits	Course Title
	Category I (GT-AH1)	
ART 110	3	Art Appreciation
ART 111/112	3/3	Art History I/II
MUS 120	3	Music Appreciation
MUS 121/122	3/3	Music History I/II
THE 105	3	Introduction to Theatre
THE 211/212	3/3	Development of Theatre I/II
	Category II (GT-AH2)	
HUM 121/122/123	3/3/3	Humanities I/II/III
LIT 115	3	Introduction to Literature
LIT 201/202	3/3	Masterpieces of Literature I/II
LIT 205	3	Ethnic Literature
LIT 211/212	3/3	Survey of American Literature I/II
LIT 221/222	3/3	Survey of British Literature I/II
	Category III (GT-AH3)	
PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic
PHI 114	3	Comparative Religions
PHI 214	3	Philosophy of Religion
	Category IV (GT-AH4)	
FRE 211/212	3/3	French III/IV
GER 211/212	3/3	German III/IV
JPN 211/212	3/3	Japanese III/IV

RUS 211/212	3/3	Russian III/IV
SPA 211/212	3/3	Spanish III/IV

Many CO 4-year institutions require foreign language for admission. Check with your college of transfer intent.

COMPUTER REQUIREMENT:** 3-4 credits

Select 1 course

Course #	Credits	Course Title
CIS 118*	3	Introduction to Computer Applications
	OR	
CIS 160	4	Computer Science I

CIS 118 requires a 1 credit hour co-requisite of CIS 161

**This is a CCA requirement and is in addition to the statewide guaranteed transfer courses. Many 4-year institutions require computer knowledge for admission.*

ASSOCIATE OF ARTS ELECTIVES: 18 credits

See a CCA advisor and transfer guide to assist in selecting appropriate electives/courses for your major/transfer institution. Certain majors have specific prerequisites. Electives must be numbered 100 or above, unless specifically noted. Courses may only apply once toward degree requirements.

Academic Achievement Strategies: AAA
Accounting: ACC 121, 122
Anthropology: ANT
Art: ART
American Sign Language: ASL
Astronomy: AST
Biology: BIO
Business: BUS 115, 216, 217, 226
Chemistry: CHE
Chinese: CHI
Communications: COM
Computer Information Systems: CIS 115, 118
Computer Science: CSC
Criminal Justice: CRJ 110
Dance: DAN
Early Childhood Education: ECE 101, 102, 205, 238, 241
Economics: ECO
Education: EDU
English: ENG 121+
Ethnic Studies: ETH
Foreign Language: FOR 111+
French: FRE 111+
Geography: GEO
Geology: GEY

German: GER 111+
Health Professional: HPR
Health Wellness: HWE
Hebrew: HEB
History: HIS
Humanities: HUM
Japanese: JPN 111+
Literature: LIT
Management: MAN 226
Marketing: MAR 216
Math: MAT 111+
Music: MUS
Philosophy: PHI
Photography: PHO
Physics: PHY
Political Science: POS
Psychology: PSY
Russian: RUS 111+
Science: SCI 155, 156
Sociology: SOC
Spanish: SPA 111+
Speech: SPE
Theatre: THE
Women's Studies: WST

Total General Education Credits... **38**

Total Computer Credits **3-4**

Total Elective Credits... **18-19**

TOTAL REQUIRED CREDITS... **60**

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

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing, as well as exempt majors in the colleges of liberal arts and sciences.

Associate of Arts

Business Transfer Distinction

STATEWIDE BUSINESS TRANSFER AGREEMENT

Colorado community college students who have completed the degree requirements for an Associate of Arts (AA) degree with an emphasis in Business, maintained a minimum 2.0 cumulative GPA, and earned a C or better in all business courses shall be fully considered for admission into the business programs offered by the participating four-year public colleges. If offered admission, the student will enter with junior standing in the school of business, provided that all courses follow the guidelines. See an advisor for more information.

This agreement does not guarantee admission to the School of Business. It does guarantee, however, that admitted students who follow the conditions of this agreement will be guaranteed complete transfer of the AA degree up to the maximum allowable course credits.

Students who have earned other two-year degrees, or who have not fully completed the degree requirements for an AA degree, 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 course equivalents specified in the curricula of the four-year Business Administration degree programs.

GENERAL EDUCATION REQUIREMENTS: 40 credits

English
(6 credits – GT-CO1, GT-CO2)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Mathematics
(8 credits – GT-MA1)

Select 121 or 123, 125 is required

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 123	4	Finite Mathematics
MAT 125	4	Survey of Calculus

Physical and Life Sciences
(8 credits – GT-SC1)

Select 2 courses.
(credits over 8 will be applied to electives)

Course #	Credits	Course Title
AST 101	4	Astronomy I
AST 102	4	Astronomy II
BIO 105	4	Science of Biology
BIO 111	5	General College Biology I with Lab
BIO 112	5	General College Biology II with Lab
BIO 201	4	Human Anatomy & Physiology I
BIO 202	4	Human Anatomy & Physiology II
BIO 204	4	Microbiology
BIO 220	5	Zoology
CHE 101	5	Introduction to Chemistry I with Lab
CHE 102	5	Introduction to Chemistry II with Lab
CHE 111	5	General College Chemistry I with Lab
CHE 112	5	General College Chemistry II with Lab
GEY 111	4	Physical Geology
GEY 121	4	Historical Geology
PHY 105	4	Conceptual Physics
PHY 111	5	Physics: Algebra-based I with Lab
PHY 112	5	Physics: Algebra-based II with Lab
PHY 211	5	Physics: Calculus-Based I with Lab
PHY 212	5	Physics: Calculus-Based II with Lab

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course and 1 or 2 courses
from at least one other category

Course #	Credits	Course Title
	Category I (GT-HI1)	
HIS 101	3	Western Civilization I
HIS 102	3	Western Civilization II
HIS 111	3	World Civilization I
HIS 112	3	World Civilization II
HIS 201	3	U.S. History I
HIS 202	3	U.S. History II
HIS 247	3	Contemporary World History
	Category II (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
POS 205	3	International Relations
	Category III (GT-SS2)	
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography

Category IV (GT-SS3)

Course #	Credits	Course Title
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101	3	General Psychology I
PSY 102	3	General Psychology II
PSY 205	3	Psychology of Gender
PSY 226	3	Social Psychology
PSY 235	3	Human Growth & Development
PSY 238	3	Child Development
SOC 101	3	Introduction to Sociology I
SOC 102	3	Introduction to Sociology II
SOC 215	3	Contemporary Social Problems

Arts and Humanities

(9 Credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses with no more than 2 courses from any one of the following categories

Course #	Credits	Course Title
		Category I (GT-AH1)
ART 110	3	Art Appreciation
ART 111	3	Art History I
ART 112	3	Art History II
MUS 120	3	Music Appreciation
MUS 121	3	Music History I
MUS 122	3	Music History II
THE 105	3	Introduction to Theatre
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
		Category II (GT-AH2)
HUM 121	3	Humanities I
HUM 122	3	Humanities II
HUM 123	3	Humanities III
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II
LIT 205	3	Ethnic Literature
LIT 211	3	Survey of American Literature I
LIT 212	3	Survey of American Literature II
LIT 221	3	Survey of British Literature I
LIT 222	3	Survey of British Literature II
		Category III (GT-AH3)
PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic
PHI 114	3	Comparative Religions
PHI 214	3	Philosophy of Religion

Category IV (GT-AH4)

Course #	Credits	Course Title
FRE 211	3	French III
FRE 212	3	French IV
GER 211	3	German III
GER 212	3	German IV
JPN 211	3	Japanese III
JPN 212	3	Japanese IV
RUS 211	3	Russian III
RUS 212	3	Russian IV
SPA 211	3	Spanish III
SPA 212	3	Spanish IV

*Many CO 4-year institutions require foreign language for admission.

Check with your college of transfer intent.

Community College System Requirement

(3 credits)

Course #	Credits	Course Title
SPE 115	3	Public Speaking

Total General Education Credits.. 40

BUSINESS ELECTIVES: 20 credits

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
ACC 122	4	Principles of Accounting II
BUS 115	3	Introduction to Business
BUS 216	3	Legal Environment of Business I
BUS 217	3	Business Communication and Report Writing
BUS 226	3	Business Statistics

Total Elective Credits... 20

ASSOCIATE OF ARTS, BUSINESS TRANSFER EMPHASIS, TOTAL CREDITS.. 60

The four-year college or university will accept all eligible credits earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis.

CCA and Regis University have recently collaborated to provide students with a "crosswalk" degree program. The Associate of Applied Science in Accounting can now be used toward a bachelor's degree in Accounting at Regis University. Interested students should contact an Academic Advisor at CCA for further information about the ninety (90) credits to be completed at CCA before transferring.

Associate of Arts

Early Childhood Education Transfer Distinction

STATEWIDE EARLY CHILDHOOD EDUCATION TRANSFER AGREEMENT

A Colorado community college student who is planning to become an early childhood educator will sign a graduation plan at the community college that identifies the first 54 hours guaranteed to transfer to all teacher education programs at the following Colorado public four-year colleges: Adams State College, Colorado State University (Human Development), Fort Lewis College, Mesa State College, Metropolitan State College of Denver (Human Development), University of Northern Colorado (Interdisciplinary Studies). This program is designed for students who want to teach through 3rd grade with state certification, or through age 4 without certification.

GENERAL EDUCATION REQUIREMENTS: 35 credits

English
(6 credits – GT-CO1, GT-CO2)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Mathematics
(6 credits – GT-MA1)

Course #	Credits	Course Title
MAT 155	3	Integrated Math I
MAT 156	3	Integrated Math II

Science
(8 Credits – GT-SC1)

Course #	Credits	Course Title
SCI 155	4	Integrated Science I
SCI 156	4	Integrated Science II

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2)

Course #	Credits	Course Title
		GT-HI1
HIS 201	3	US History I
		GT-SS1
POS 111	3	American Government
		GT-SS2
GEO 105	3	World Regional Geography

Arts and Humanities
(3 credits)

Select one from each category

Course #	Credits	Course Title
		Category I
ART 110	3	Art Appreciation
MUS 120	3	Music Appreciation
		Category II
LIT 115	3	Introduction to Literature
LIT 255	3	Children's Literature

Total General Education Credits... 35

EARLY CHILDHOOD EDUCATION GRADUATION REQUIREMENTS: 24 credits

Course #	Credits	Course Title
ECE 101	3	Introduction to Early Childhood Education
ECE 102	3	Introduction to Early Childhood Lab
ECE 205	3	Nutrition, Health & Safety
ECE 241	3	Human Relations for Child Development
PSY 238	3	Child Development
SPE 115	3	Public Speaking (grade B or higher)

Total Early Childhood Education Credits 24

Electives determined jointly by CCA and transfer institution   6

ASSOCIATE OF ARTS, EARLY CHILDHOOD EDUCATION TRANSFER DISTINCTION TOTAL CREDITS 60

*(Depending on your selection of science courses, you may have 59 credits. In this case, please contact the ECE Dept. at 303-340-7563)

Associate of Arts

Elementary Education Transfer Distinction

STATEWIDE ELEMENTARY EDUCATION TRANSFER AGREEMENT

A community college student who is planning to become an Elementary Education Teacher will sign a graduation plan at the community college that identifies the first 41 credit hours guaranteed to transfer to particular teacher education programs offered by Colorado public institutions of higher education. The courses are listed below.

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

This agreement is between the Colorado Public Community/Junior Colleges and Adams State College, Colorado State University at 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: 32 credits

English
(6 credits – GT-CO1, GT-CO2)
Must complete ENG 121 with a B or better

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Mathematics
(6 credits – GT-MA1)

Course #	Credits	Course Title
MAT 155	3	Integrated Math I
MAT 156	3	Integrated Math II

Science
(8 Credits – GT-SC1)

Course #	Credits	Course Title
SCI 155	4	Integrated Science I
SCI 156	4	Integrated Science II

Social and Behavioral Sciences
(9 Credits)

Course #	Credits	Course Title
		GT-SS2
GEO 105	3	World Regional Geography
		GT-HI1
HIS 201	3	US History I
		GT-SS1
POS 111	3	American Government

Humanities
(3 Credits – AH2)

Course #	Credits	Course Title
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II

EDUCATION GRADUATION REQUIREMENTS: 9 credits

Education (9 Credits)

EDU 221	Introduction to Education	3
PSY 238	Child Development	3
SPE 115	Public Speaking	3

Total CCA Education Requirements Credits............................ **41**

ELECTIVE CREDITS BASED ON TRANSFER INSTITUTION: 19 credits

Total Electives determined jointly by CCA and transfer institution... **19**

Consult an advisor at the transfer institution to determine appropriate electives.

ASSOCIATE OF ARTS, ELEMENTARY EDUCATION TRANSFER DISTINCTION TOTAL CREDITS **60**

Associate of Science Degree

The AS degree incorporates statewide guaranteed transfer courses and is transferable to four-year institutions. Admission, however, is up to the discretion of the four-year institution. When choosing electives, it is important to contact an advisor and the transfer institution's transfer guide. For guides to CO public colleges and universities, visit http://www.state.co.us/cche/academic/transfer/guides.html. Some majors require specific electives.

Special articulation agreements exist for Elementary Education, Early Childhood Education, Business, and Engineering. Be sure to follow the correct program and contact an advisor and your college of transfer intent early in your program.

ASSOCIATE OF SCIENCE (AS) DEGREE: 60 credits

Communications

(9 credits – GT-CO1, GT-CO2)

English – take both courses; Speech – select 1 course

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II
SPE 115	3	Public Speaking
	OR	
SPE 125*	3	Interpersonal Communication

*This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics

(3 credits – GT-MA1)

*Select from the following
(credits over 3 will be applied to electives)*

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 125	4	Survey of Calculus
MAT 201	5	Calculus I
MAT 202	5	Calculus II
MAT 203	5	Calculus III
MAT 265	3	Differential Equations

Physical and Life Sciences

(8 credits – GT-SC1)

*Select 2 courses
(credits over 8 will be applied to electives)*

Course #	Credits	Course Title
AST 101/102	4/4	Astronomy I/II
BIO 111/112	5/5	General College Biology I/II with Lab
BIO 201/202	4/4	Human Anatomy & Physiology I/II
BIO 204	4	Microbiology
BIO 220	5	Zoology
CHE 111/112	5/5	General College Chemistry I/II with Lab
GEY 111	4	Physical Geology
GEY 121	4	Historical Geology
PHY 111/112	5/5	Physics: Algebra-based I/II with Lab
PHY 211/212	5/5	Physics: Calculus-Based I/II with Lab

Social and Behavioral Sciences

(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

*Select 1 HIS course and
1 or 2 courses from at least 1 other category*

Course #	Credits	Course Title
	Category I – (HI1)	
HIS 101/102	3/3	Western Civilization I/II
HIS 111/112	3/3	World Civilization I/II
HIS 201/202	3/3	U.S. History I/II
HIS 247	3	Contemporary World History
Select 1 or 2 courses from the categories below		
	Category II – (SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
POS 205	3	International Relations
	Category III – (SS2)	
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography
	Category IV – (SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101/102	3/3	General Psychology I/II
PSY 205	3	Psychology of Gender
PSY 226	3	Social Psychology
PSY 235	3	Human Growth & Development
PSY 238	3	Child Development
SOC 101/102	3/3	Introduction to Sociology I/II
SOC 215	3	Contemporary Social Problems

Arts and Humanities

(9 credits – GT-AH1, GT-AH2, GT-AH3)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
Category I (AH1)		
ART 110	3	Art Appreciation
ART 111/112	3/3	Art History I/II
MUS 120	3	Music Appreciation
MUS 121/122	3/3	Introduction to Music History I/II
THE 105	3	Introduction to Theatre Arts
THE 211/212	3/3	Development of Theatre I/II
Category II (AH2)		
HUM 121/122/123	3/3/3	Humanities I/II/III
LIT 115	3	Introduction to Literature
LIT 201/202	3/3	Masterpieces of Literature I/II
LIT 205	3	Ethnic Literature
LIT 211/212	3/3	Survey of American Literature I/II
LIT 221/222	3/3	Survey of British Literature I/II
Category III (AH3)		
PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic
PHI 114	3	Comparative Religions
PHI 214	3	Philosophy of Religion
Category IV (AH4)*		
FRE 211/212	3/3	French III/IV
GER 211/212	3/3	German III/IV
JPN 211/212	3/3	Japanese III/IV
RUS 211/212	3/3	Russian III/IV
SPA 211/212	3/3	Spanish III/IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

COMPUTER REQUIREMENT:** 3-4 credits

Select 1 course

Course #	Credits	Course Title
CIS 118*	3	Introduction to Computer Applications
	OR	
CIS 160	4	Computer Science I

*CIS 118 requires a 1 credit hour co-requisite of CIS 161

**This is a CCA requirement and is in addition to the statewide guaranteed transfer courses.
Many 4-year institutions require computer knowledge for admission.

General Education Credits 38

ASSOCIATE OF SCIENCE ELECTIVES: 18-19 credits

See a CCA advisor and consult the transfer guide to assist in selecting appropriate electives/courses for your intended major/transfer institution. Certain majors have specific prerequisites.

*Select from the following
(Courses must be 100-level and above, except when noted)*

Astronomy: AST	Health Professional: HPR
Biology: BIO	Health Wellness: HWE
Chemistry: CHE	History: HIS
Computer Information Systems: CIS 115, 118	Japanese: JPN 111+
Computer Science: CSC	Math: MAT 111+
Economics: ECO	Physics: PHY
French: FRE 111+	Russian: RUS 111+
Geology: GEY	Science: SCI 155, 156
German: GER 111+	Spanish: SPA 111+

*Courses may be applied only once toward degree requirements.

Total General Education Credits... 38

Total Computer Credits 3-4

Total Elective Credits.. 18-19

TOTAL REQUIRED CREDITS.. 60

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

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing, and certain Liberal Arts and Sciences majors.

Associate of Science

Biotechnology Option

This degree is designed for students intending transfer to a public college or university in Colorado; however, taking biotech courses may not work for all science majors, and prerequisite courses may be needed upon transfer. Students should discuss transfer with their advisors and the intended transfer institution early in the program.

GENERAL EDUCATION REQUIREMENTS: 38 credits

Communication
(9 credits – GT-CO1, GT-CO2)

English – take both courses, Speech – select 1

Course #	Credits	Course Title
	English	
ENG 121	3	English Composition I
ENG 122	3	English Composition II
	Speech (select 1)	
SPE 115	3	Public Speaking
	OR	
SPE 125*	3	Interpersonal Communication

This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics
(3 credits – GT-MA1)

*Select 1 course
(credits over 3 will be applied to electives)*

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 125	4	Survey of Calculus
MAT 201	5	Calculus I
MAT 202	5	Calculus II
MAT 203	5	Calculus III
MAT 265	3	Differential Equations

Physical and Life Sciences
(8 credits – GT-SC1)

*Select 2 courses
(Credits over 8 will be applied to electives)*

Course #	Credits	Course Title
AST 101	4	Astronomy I
AST 102	4	Astronomy II
BIO 111	5	General College Biology I with Lab
BIO 112	5	General College Biology II with Lab
BIO 201	4	Human Anatomy & Physiology I
BIO 202	4	Human Anatomy & Physiology II
BIO 204	4	Microbiology
BIO 220	5	Zoology
CHE 111	5	General College Chemistry I with Lab
CHE 112	5	General College Chemistry II with Lab
GEY 111	4	Physical Geology
GEY 121	4	Historical Geology
PHY 111	5	Physics: Algebra-based I with Lab
PHY 112	5	Physics: Algebra-based II with Lab
PHY 211	5	Physics: Calculus-Based I with Lab
PHY 212	5	Physics: Calculus-Based II with Lab

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

*Select 1 HIS course and
1 or 2 courses from at least 1 other category*

Course #	Credits	Course Title
	Category I (GT-HI1)	
HIS 101	3	Western Civilization I
HIS 102	3	Western Civilization II
HIS 111	3	World Civilization I
HIS 112	3	World Civilization II
HIS 201	3	U.S. History I
HIS 202	3	U.S. History II
HIS 247	3	Contemporary World History
	Category II (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
POS 205	3	International Relations
	Category III (GT-SS2)	
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography
	Category IV (GT-SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101	3	General Psychology I
PSY 102	3	General Psychology II
PSY 205	3	Psychology of Gender
PSY 226	3	Social Psychology
PSY 235	3	Human Growth & Development
PSY 238	3	Child Development
SOC 101	3	Introduction to Sociology I
SOC 102	3	Introduction to Sociology II
SOC 215	3	Contemporary Social Problems

Arts and Humanities

(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
Category I (GT-AH1)		
ART 110	3	Art Appreciation
ART 111	3	Art History I
ART 112	3	Art History II
MUS 120	3	Music Appreciation
MUS 121	3	Introduction to Music History I
MUS 122	3	Introduction to Music History II
THE 105	3	Introduction to Theatre Arts
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
Category II (GT-AH2)		
HUM 121	3	Humanities I
HUM 122	3	Humanities II
HUM 123	3	Humanities III
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II
LIT 205	3	Ethnic Literature
LIT 211	3	Survey of American Literature I
LIT 212	3	Survey of American Literature II
LIT 221	3	Survey of British Literature I
LIT 222	3	Survey of British Literature II
Category III (GT-AH3)		
PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic
PHI 114	3	Comparative Religions
PHI 214	3	Philosophy of Religion
Category IV (GT-AH4)		
FRE 211	3	French III
FRE 212	3	French IV
GER 211	3	German III
GER 212	3	German IV
JPN 211	3	Japanese III
JPN 212	3	Japanese IV
RUS 211	3	Russian III
RUS 212	3	Russian IV
SPA 211	3	Spanish III
SPA 212	3	Spanish IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.*

General Education Credits **38**

COMPUTER REQUIREMENT: 3-4 credits

Course #	Credits	Course Title
CIS 118*	3	Introduction to Computer Applications
CIS 160**	3	Computer Science I

* CIS 118 requires a 1 credit hour co-requisite of CIS 161.

** This is a CCA requirement and is in addition to the statewide guaranteed transfer courses.
Many 4-year institutions require computer knowledge for admission.

Computer Requirement Credits **3**

ELECTIVES: 21 credits

Electives from Science requirements above (18 credits)

Course #	Credits	Course Title
BIO 204	4	Microbiology
CHE 112	5	General College Chemistry II
BIO 269	4	Nucleic Acid Techniques
BIO 268	4	Cell Biology & Immunology
CHE 211L	1	Organic Chemistry I Lab

Other Electives (3 credits)

Course #	Credits	Course Title
ENG 131	3	Technical Writing

Elective Credits **18**

**ASSOCIATE OF SCIENCE,
  BIOTECH OPTION REQUIREMENTS**............................... **61**

Associate of Science

Earth/Space Science Option

This degree is designed for students intending transfer to a public college or university in Colorado to major in earth or space science. Students should discuss transfer with their advisors and the intended transfer institution early in the program.

GENERAL EDUCATION REQUIREMENTS: 38 credits

Communication

(9 credits – GT-CO1, GT-CO2)

English – take both courses, Speech – select 1

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II
Speech (select 1)		
SPE 115	3	Public Speaking
OR		
SPE 125*	3	Interpersonal Communication

This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics

(3-5 credits – GT-MA1)

Select from the following
(credits over 3 will be applied to electives)

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 201	5	Calculus I
MAT 202	5	Calculus II

Physical and Life Sciences

(8 credits – GT-SC1)

Select 2

Course #	Credits	Course Title
AST 101	4	Astronomy I
AST 102	4	Astronomy II
GEY 111	4	Physical Geology
GEY 121	4	Historical Geology

Social and Behavioral Sciences

(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course and
1 or 2 courses from at least 1 other category

Course #	Credits	Course Title
	Category I – (GT-HI1)	
HIS 101	3	Western Civilization I
HIS 102	3	Western Civilization II
HIS 201	3	U.S. History I
HIS 202	3	U.S. History II
HIS 247	3	Contemporary World History

Select 1 or 2 courses from the categories below

Course #	Credits	Course Title
	Category II – (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
	Category III – (GT-SS2)	
GEO 105	3	World Regional Geography
	Category IV – (GT-SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101	3	General Psychology I
PSY 102	3	General Psychology II
PSY 235	3	Human Growth & Development
SOC 101	3	Introduction to Sociology I
SOC 102	3	Introduction to Sociology II

Arts and Humanities

(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
	Category I – (GT-AH1)	
ART 110	3	Art Appreciation
ART 111	3	Art History I
ART 112	3	Art History II
MUS 120	3	Music Appreciation
MUS 121	3	Introduction to Music History I
MUS 122	3	Introduction to Music History II
THE 105	3	Introduction to Theatre Arts
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
	Category II – (GT-AH2)	
HUM 121	3	Humanities I
HUM 122	3	Humanities II
HUM 123	3	Humanities III
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II
LIT 205	3	Ethnic Literature
LIT 211	3	Survey of American Literature I
LIT 212	3	Survey of American Literature II
LIT 221	3	Survey of British Literature I

LIT 222	3	Survey of British Literature II

Category III – (GT-AH3)

PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic

Category IV – (GT-AH4)

FRE 211	3	French III
GER 211	3	German III
GER 212	3	German IV
JPN 211	3	Japanese III
JPN 212	3	Japanese IV
RUS 211	3	Russian III
RUS 212	3	Russian IV
SPA 211	3	Spanish III
SPA 212	3	Spanish IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

General Education Credits **38-40**

MATH/SCIENCE
ELECTIVES: 20-22 credits

Select from the following

Course #	Credits	Course Title
BIO 105	4	Science of Biology
BIO 111	5	General College Biology I with Lab
BIO 112	5	General College Biology II with Lab
CHE 111	5	General College Chemistry 1 with Lab
CHE 112	5	General College Chemistry II with Lab
GEY 275	3	Earth Science
PHY 111	5	Physics: Algebra-based I with Lab
PHY 112	5	Physics: Algebra-based II with Lab

Elective Credits **20**

**ASSOCIATE OF SCIENCE DEGREE,
  EARTH/SPACE OPTION REQUIREMENTS** **60**

Associate of Science

Biology Option

This degree is designed for students intending transfer to a public college or university in Colorado to major in biology. Students should discuss transfer with their advisors and the intended transfer institution early in the program.

GENERAL EDUCATION REQUIREMENTS: 38 credits

Communication

(9 credits – GT-CO1, GT-CO2)

English – take both courses, Speech – select 1

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II
	Speech (select 1)	
SPE 115	3	Public Speaking
	OR	
SPE 125*	3	Interpersonal Communication

This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics

(3-5 credits – GT-MA1)

Select from the following
(credits over 3 will be applied to electives)

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 201	5	Calculus I
MAT 202	5	Calculus II

Physical and Life Sciences

(8 credits – GT-SC1)

Take both courses

Course #	Credits	Course Title
BIO 111	5	General College Biology I
BIO 112	5	General College Biology II

Social and Behavioral Sciences

(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course and
1 or 2 courses from at least 1 other category

Course #	Credits	Course Title
	Category I – (GT-HI1)	
HIS 101	3	Western Civilization I
HIS 102	3	Western Civilization II
HIS 201	3	U.S. History I
HIS 202	3	U.S. History II
HIS 247	3	Contemporary World History
	Category II – (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
	Category III – (GT-SS2)	
GEO 105	3	World Regional Geography
	Category IV – (GT-SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101	3	General Psychology I
PSY 102	3	General Psychology II
PSY 235	3	Human Growth & Development
SOC 101	3	Introduction to Sociology I
SOC 102	3	Introduction to Sociology II

Arts and Humanities

(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
	Category I – (GT-AH1)	
ART 110	3	Art Appreciation
ART 111	3	Art History I
ART 112	3	Art History II
MUS 120	3	Music Appreciation
MUS 121	3	Introduction to Music History I
MUS 122	3	Introduction to Music History II
THE 105	3	Introduction to Theatre Arts
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
	Category II – (GT-AH2)	
HUM 121	3	Humanities I
HUM 122	3	Humanities II
HUM 123	3	Humanities/III
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II
LIT 205	3	Ethnic Literature

LIT 211	3	Survey of American Literature I
LIT 212	3	Survey of American Literature II
LIT 221	3	Survey of British Literature I
LIT 222	3	Survey of British Literature II

Category III – (GT-AH3)

PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic

Category IV – (GT-AH4)

FRE 211	3	French III
GER 211	3	German III
JPN 212	3	Japanese IV
RUS 211	3	Russian III
SPA 212	3	Spanish IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

General Education Credits 40

MATH/SCIENCE
ELECTIVES: 20 credits

Chemistry classes are required

Course #	Credits	Course Title
CHE 111	5	General College Chemistry 1 with Lab
CHE 112	5	General College Chemistry II with Lab

Select 10 credits from the following

BIO 204	4	General College Microbiology
BIO 220	5	Zoology
BIO 221	5	Botany
MAT 135	3	Introduction to Statistics

Elective Credits 20

**ASSOCIATE OF SCIENCE DEGREE,
BIOLOGY OPTION CREDITS... 60**

Associate of Science

Chemistry Option

This degree is designed for students intending transfer to a public college or university in Colorado to major in chemistry. Students should discuss transfer with their advisors and the intended transfer institution early in the program.

GENERAL EDUCATION REQUIREMENTS: 38 credits

Communication

(9 credits – GT-CO1, GT-CO2)

English – take both courses, Speech – select 1

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II
	Speech (select 1)	
SPE 115	3	Public Speaking
	Or	
SPE 125*	3	Interpersonal Communication

*This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics

(3-5 credits – GT-MA1)

*Select from the following
(Credits over 3 will be applied to electives)*

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 201	5	Calculus I
MAT 202	5	Calculus II

Physical and Life Sciences

(8 credits – GT-SC1)

Both courses required

Course #	Credits	Course Title
CHE 111	5	General College Chemistry I
CHE 112	5	General College Chemistry II

Social and Behavioral Sciences

(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

*Select 1 HIS course and
1 or 2 courses from at least 1 other category*

Course #	Credits	Course Title
	Category I – (GT-HI1)	
HIS 101	3	Western Civilization I
HIS 102	3	Western Civilization II
HIS 201	3	U.S. History I
HIS 202	3	U.S. History II
HIS 247	3	Contemporary World History

Select 1 or 2 courses from the categories below

Course #	Credits	Course Title
	Category II – (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
	Category III – (GT-SS2)	
GEO 105	3	World Regional Geography
	Category IV – (GT-SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101	3	General Psychology I
PSY 102	3	General Psychology II
PSY 235	3	Human Growth & Development
SOC 101	3	Introduction to Sociology I
SOC 102	3	Introduction to Sociology II

Arts and Humanities

(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories)

Course #	Credits	Course Title
	Category I – (GT-AH1)	
ART 110	3	Art Appreciation
ART 111	3	Art History I
ART 112	3	Art History II
MUS 120	3	Music Appreciation
MUS 121	3	Introduction to Music History I
MUS 122	3	Introduction to Music History II
THE 105	3	Introduction to Theatre Arts
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
	Category II – (GT-AH2)	
HUM 121	3	Humanities I
HUM 122	3	Humanities II
HUM 123	3	Humanities III
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II
LIT 205	3	Ethnic Literature
LIT 211	3	Survey of American Literature I
LIT 212	3	Survey of American Literature II
LIT 221	3	Survey of British Literature I

LIT 222	3	Survey of British Literature II

PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic

FRE 211	3	French III
GER 211	3	German III
GER 212	3	German IV
JPN 211	3	Japanese III
JPN 212	3	Japanese IV
RUS 211	3	Russian III
RUS 212	3	Russian IV
SPA 211	3	Spanish III
SPA 212	3	Spanish IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

General Education Credits 40

MATH/SCIENCE
ELECTIVES: 20 credits

Select from the following

Course #	Credits	Course Title
PHY 211	5	Physics: Calculus Based I with Lab
PHY 212	5	Physics: Calculus Based II with Lab
CHE 211	5	Organic Chemistry 1
CHE 212	5	Organic Chemistry II
MAT 203	4	Calculus III

Elective Credits 20

ASSOCIATE OF SCIENCE DEGREE,
   CHEMISTRY OPTION 60

Associate of Science

Pre-Health Option

This degree is designed for students intending transfer to a public college or university in Colorado to major in one of the Health Sciences. Students should discuss transfer with their advisors and the intended transfer institution early in the program.

GENERAL EDUCATION REQUIREMENTS: 38 credits

Communication
(9 credits – GT-CO1, GT-CO2)

English (take both courses)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Speech (select 1)

Course #	Credits	Course Title
SPE 115	3	Public Speaking
Or		
SPE 125*	3	Interpersonal Communication

*This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics
(3-5 credits – GT-MA1)

Select from the following
(credits over 3 will be applied to electives)

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 201	5	Calculus I
MAT 202	5	Calculus II

Physical and Life Sciences
(10 credits – GT-SC1)

Take both courses

Course #	Credits	Course Title
BIO 111	5	General College Biology I
CHE 111	5	General College Chemistry I

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course
and 1 or 2 courses from at least one other category

Course #	Credits	Course Title
	Select at least 1 course	
	Category I – (GT-HI1)	
HIS 101	3	Western Civilization I
HIS 102	3	Western Civilization II
HIS 201	3	U.S. History I
HIS 202	3	U.S. History II
HIS 247	3	Contemporary World History
	Select 1 or 2 courses from the categories below	
	Category II – (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
	Category III – (GT-SS2)	
GEO 105	3	World Regional Geography
	Category IV – (GT-SS3)	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101	3	General Psychology I
PSY 102	3	General Psychology II
PSY 235	3	Human Growth & Development
SOC 101	3	Introduction to Sociology I
SOC 102	3	Introduction to Sociology II

Arts and Humanities
(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
	Category I – (GT-AH1)	
ART 110	3	Art Appreciation
ART 111	3	Art History I
ART 112	3	Art History II
MUS 120	3	Music Appreciation
MUS 121	3	Introduction to Music History I
MUS 122	3	Introduction to Music History II
THE 105	3	Introduction to Theatre Arts
THE 211	3	Development of Theatre I
THE 212	3	Development of Theatre II
	Category II – (GT-AH2)	
HUM 121	3	Humanities I
HUM 122	3	Humanities II
HUM 123	3	Humanities III
LIT 115	3	Introduction to Literature
LIT 201	3	Masterpieces of Literature I
LIT 202	3	Masterpieces of Literature II
LIT 205	3	Ethnic Literature

LIT 211	3	Survey of American Literature I
LIT 212	3	Survey of American Literature II
LIT 221	3	Survey of British Literature I
LIT 222	3	Survey of British Literature II

Category III – (GT-AH3)

PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic

Category IV – (GT-AH4)

FRE 211	3	French III
GER 211	3	German III
GER 212	3	German IV
JPN 211	3	Japanese III
JPN 212	3	Japanese IV
RUS 211	3	Russian III
RUS 212	3	Russian IV
SPA 211	3	Spanish III
SPA 212	3	Spanish IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

General Education Credits 40

MATH/SCIENCE
ELECTIVES: 20 credits

Select from the following

Course #	Credits	Course Title
BIO 201	4	Human Anatomy and Physiology I
BIO 202	4	Human Anatomy and Physiology II
BIO 204	4	General College Microbiology

Select 8 or more credits from the following:

HWE 100	3	Human Nutrition
HPR 178	2	Medical Terminology
BIO 112	5	General College Biology II
MAT 135	3	Introduction to Statistics

Elective Credits 20

**ASSOCIATE OF SCIENCE DEGREE,
PRE-HEALTH OPTION.. 60**

Associate of Science

Physics Option

This degree is designed for students intending transfer to a public college or university in Colorado to major in physics or engineering. Students should discuss transfer with their advisors and the intended transfer institution early in the program.

GENERAL EDUCATION REQUIREMENTS: 38 credits

Communication
(9 credits – GT-CO1, GT-CO2)

English (take both courses)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Speech (Select 1)

Course #	Credits	Course Title
SPE 115	3	Public Speaking

Or

Course #	Credits	Course Title
SPE 125*	3	Interpersonal Communication

This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics
(3-5 credits – GT-MA1)

Select from the following
(credits over 3 will be applied to electives)

Course #	Credits	Course Title
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 201	5	Calculus I

Physical and Life Sciences
(10 credits – GT-SC1)

Take both courses

Course #	Credits	Course Title
PHY 211	5	Physics: Calculus Based I with Lab
PHY 212	5	Physics: Calculus Based II with Lab

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course and
1 or 2 courses from at least one other category

Course #	Credits	Course Title
Category I – (GT-HI1)		
HIS 101/102	Western Civilization I/II	3/3
HIS 201/202	U.S. History I/II	3/3
HIS 247	Contemporary World History	3

Select 1 or 2 courses from the categories below

Course #	Credits	Course Title
Category II – (GT-SS1)		
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
Category III – (GT-SS2)		
GEO 105	World Regional Geography	3
Category IV – (GT-SS3)		
ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
PSY 101/102	General Psychology I/II	3/3
PSY 235	Human Growth & Development	3
SOC 101/102	Introduction to Sociology I/II	3/3

Arts and Humanities
(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
Category I – (GT-AH1)		
ART 110	Art Appreciation	3
ART 111/112	Art History I/II	3/3
MUS 120	Music Appreciation	3
MUS 121/122	Introduction to Music History I/II	3/3
THE 105	Introduction to Theatre Arts	3
THE 211/212	Development of Theatre I/II	3/3
Category II – (GT-AH2)		
HUM 121/122/123	Humanities I/II/III	3/3/3
LIT 115	Introduction to Literature	3
LIT 201/202	Masterpieces of Literature I/II	3/3
LIT 205	Ethnic Literature	3
LIT 211/212	Survey of American Literature I/II	3/3
LIT 221/222	Survey of British Literature I/II	3/3

PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3

Category IV – (GT-AH4)

FRE 211	French III	3
GER 211/212	German III/IV	3/3
JPN 211/212	Japanese III/IV	3/3
RUS 211/212	Russian III/IV	3/3
SPA 211/212	Spanish III/IV	3/3

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.*

General Education Credits **40**

MATH/SCIENCE ELECTIVES: 20 credits

Select from the following

Course #	Credits	Course Title
CHE 111/112	5/5	General College Chemistry I/II
MAT 202/203	5/4	Calculus II/III
MAT 255	3	Linear Algebra
MAT 265	3	Differential Equations

Elective Credits **20**

ASSOCIATE OF SCIENCE DEGREE,
  PHYSICS AND ENGINEERING OPTION CREDITS **60**

STATE GUARANTEED GENERAL EDUCATION FOR ENGINEERING TRANSFER DISTINCTION*

This agreement is between the Colorado Public Community/ Junior Colleges and the Colleges of Engineering at Colorado School of Mines, Colorado State University, Colorado State University at Pueblo, University of Colorado at Boulder, University of Colorado at Colorado Springs, and the University of Colorado at Denver. It is vital that students speak to the college of transfer intent early in the program.

Mathematics

(20 credits, 15 credits transfer)

Course #	Credits	Course Title
MAT 201	5	Calculus I
MAT 202	5	Calculus II
MAT 203	4	Calculus III
MAT 255	3	Linear Algebra
MAT 265	3	Differential Equations

Science

(10 credits, 8 credits transfer)

Course #	Credits	Course Title
PHY 211	5	Physics: Calculus-based I
PHY 212	5	Physics: Calculus-based II
	OR	
CHE 111	5	General College Chemistry

Humanities and Social Sciences

(9 credits, 9 credits transfer)

Course #	Credits	Course Title
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
HIS 247	3	Contemporary World History

TOTAL CCA CREDITS **39**

Depending upon the intended transfer institution, students may be able to fit these 39 credits into an Associate of Science degree, or they may be advised to complete just these 39 credits and not complete a degree. Contact an advisor and the transfer college for more information.

Associate of General Studies

There are two types of Associate of General Studies degrees available: Articulated and Generalist

Articulated Degree

These degrees are based on written agreements with certain four-year institutions. They are designed as technical, pre-professional transfer degrees with a major field specified for students to transfer into a baccalaureate degree program with junior standing.

CRIMINAL JUSTICE

This degree is articulated with Metropolitan State College of Denver. Contact a CCA and Metro advisor for details.

GENERAL EDUCATION REQUIREMENTS: 30 credits

English/Speech

(9 credits – GT-CO1, GT-CO2)

English (take both courses)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II
Speech (Select 1)		
SPE 115	3	Public Speaking
OR		
SPE 125*	3	Interpersonal Communication

*This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics

(3 credits – GT-MA1)

Select from the following

Course #	Credits	Course Title
MAT 120	4	Mathematics for Liberal Arts
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 123	3	Finite Mathematics
MAT 125	4	Survey of Calculus
MAT 135	3	Introduction to Statistics
MAT 155/156	3	Integrated Math I/II
MAT 166	5	Pre-Calculus
MAT 201	5	Calculus I
MAT 202	5	Calculus II
MAT 203	5	Calculus III
MAT 265	3	Differential Equations

Social and Behavioral Sciences

(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

*Select 1 HIS course and
2 courses from at least 1 other category*

Course #	Credits	Course Title
Category I – (GT-HI1)		
HIS 101/102	3/3	Western Civilization I/II
HIS 111/112	3/3	World Civilization I/II
HIS 201/202	3/3	US History I/ II
HIS 247	3	Contemporary World History
Category II – (GT-SS1)		
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American National Government
POS 205	3	International Relations
Category III – (GT-SS2)		
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography
Category IV – (GT-SS3)		
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101/102	3	Gen Psychology I/II
PSY 205	3	Psychology of Gender
PSY 226	3	Social Psychology
PSY 235	3	Human Growth & Development
PSY 238	3	Child Development
SOC 101/102	3	Introduction to Sociology I/II
SOC 215	3	Contemporary Social Problems

Humanities

(9 credits GT-AH1. GT-AH2, GT-AH3, GT-AH4)

Select 3 courses from at least 2 different categories

Course #	Credits	Course Title
Category I – (GT-AH1)		
ART 110	3	Art Appreciation
ART 111/112	3	Art History I/II
MUS 120	3	Music Appreciation
MUS 121/122	3	Introduction to Music History I/ II
THE 105	3	Introduction to Theatre Arts
THE 211/212	3	Development of Theatre I/II
Category II – (GT-AH2)		
HUM 121/122/123	3	Survey of Humanities I/II/III
LIT 115	3	Introduction to Literature
LIT 201/202	3	Masterpieces of Literature I/II
LIT 205	3	Ethnic Literature
LIT 211/212	3	Survey of American Literature I/II
LIT 221/222	3	Survey of British Literature I/II

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

Category IV – (GT-AH4)

FRE 211/212	3/3	French III/IV
GER 211/212	3/3	German III/IV
JPN 211/212	3/3	Japanese III/IV
RUS 211/212	3/3	Russian III/IV
SPA 211/212	3/3	Spanish III/IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

General Education Credits **30**

CRIMINAL JUSTICE
REQUIREMENTS: 30 credits

Course #	Credits	Course Title
CRJ 110	3	Introduction to Criminal Justice
CRJ 111	3	Substantive Criminal Law
CRJ 112	3	Procedural Criminal Law
CRJ 119	3	Legal and Ethical Concepts
CRJ 125	3	Law Enforcement Operations
CRJ 135	3	Judicial Functions
CRJ 145	3	The Correctional Process
CRJ 210	3	Constitutional Law
CRJ 220	3	Human Relations and Social Conflicts
CRJ 230	3	Criminology

Criminal Justice Required Credits **30**

**ASSOCIATE OF GENERAL STUDIES DEGREE,
CRIMINAL JUSTICE TRANSFER TO METRO STATE
TOTAL CREDITS**... **60**

Associate of General Studies

Articulated Degree

FILM/VIDEO TECHNOLOGY*

This degree program is intended for students seeking a Bachelor of Fine Arts degree in Film Video Production with the University of Colorado at Denver, College of Arts and Media, or a Bachelor of Science in Technical Communications at the Metropolitan State College of Denver. The programs are all located at the Colorado Film School, Building #965, at the CCA Lowry Campus.

Upon completion of degree and certificate programs, students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries, or for entry into the articulated BFA program at CU Denver.

GENERAL EDUCATION REQUIREMENTS: 30 credits

English
(6 credits – GT-CO1, GT-CO2)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Mathematics
(3 credits)

Course #	Credits	Course Title
MAT 120	4	Mathematics for Liberal Arts

Or higher (excludes MAT 155 and 156)

Physical and Life Sciences
(6 credits – GT-SC1)

Select 2 courses.
(credits over 6 will be applied to electives)

Course #	Credits	Course Title
AST 101/102	4/4	Astronomy I/II
BIO 105	4	Science of Biology
BIO 111/112	5/5	General College Biology I/II with Lab
BIO 201/202	4/4	Human Anatomy & Physiology I/II
BIO 204	4	Microbiology
CHE 101/102	5/5	Introduction to Chemistry I/II with Lab
CHE 111/112	5/5	General College Chemistry I/II with Lab
GEY 111	4	Physical Geology
PHY 105	4	Conceptual Physics
PHY 111/112	5/5	Physics: Algebra-based I/II with Lab
PHY 211/212	5/5	Physics: Calculus-Based I/II with Lab

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course and 1 or 2 courses
from at least one other category

Course #	Credits	Course Title
		Category I
HIS 101/102	3/3	Western Civilization I/II
HIS 201/202	3/3	U.S. History I/II
HIS 247	3	Contemporary World History
		Category II
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
		Category III
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography
		Category IV
ANT 101	3	Cultural Anthropology
PSY 101/102	3/3	General Psychology I/II
PSY 235	3	Human Growth & Development
SOC 101/102	3/3	Introduction to Sociology I/II

Humanities
(6 credits – GT-AH2)

Select 2 courses from the following

Course #	Credits	Course Title
		Category II – (GT-AH2)
HUM 121/122/123	3	Survey of Humanities I/II/III
LIT 115	3	Introduction to Literature
LIT 201/202	3	Masterpieces of Literature I/II
LIT 205	3	Ethnic Literature
LIT 211/212	3	Survey of American Literature I/II
LIT 221/222	3	Survey of British Literature I/II

General Education Credits 30

It is very important to meet with a transfer representative at the University of Colorado at Denver regarding transfer requirements early in your program.

AREAS OF EMPHASIS

Select 1 emphasis area from the following:

Writing and Directing for Film & Video, Videography/Cinematography, Video Post-Production, Writing/Producing Emphasis.

Writing and Directing for Film & Video

(36 credits)

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 205* OR	3	Film/Video Camera
FVT 107* OR	3	Production Visualization I
FVT 206*	3	Film/Video Lighting and Grip
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I
FVT 200	3	Video Production II
FVT 209	3	Production Management Techniques
FVT 215	3	Video Post Production II
FVT 220	3	16mm Production
FVT 250	3	Scriptwriting for Film Video

* Select 205, 107, or 206.

Writing and Directing for Film Video Required Credits........... **36**

Videography/Cinematography

(36 credits)

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 107** OR	3	Production Visualization I
FVT 205**	3	Film/Video Camera
FVT 117*** OR	3	Understanding the Actor's Process
*FVT 213***	3	Cinematography I
FVT 150	3	Development of Film Expression
FVT 153	3	Introduction to Film Production
FVT 160	3	Video Post Production I
FVT 200	3	Video Production II
FVT 205**** OR	3	Production Visualization II
FVT 206****	3	Film/Video Lighting and Grip
FVT 209	3	Production Management Tech.
FVT 215	3	Video Post Production II
FVT 220	3	16 mm Production
FVT 136***** OR	3	Short Script Analysis
FVT 264*****	3	Introduction Digital FX

* Course pending approval.

** Select 107 or 205.

*** Select 117 or 213.

**** Select 205 or 206.

***** Select 136 or 264.

Videography/Cinematography Required Credits.................... **36**

Video Post-Production

(36 credits)

Course #	Credits	Course Title
FVT 105	3	Video Production I
MGD 111	3	Photoshop for Editors
FVT 150	3	Development of Film Expression
FVT 160	3	Video Post Production I
FVT 164	3	Digital Editing: FCP
FVT 164/275	3	Digital Editing: Avid
FVT 200	3	Video Production II
FVT 208	3	Sound for Film & Video
FVT 215	3	Video Post Production II
FVT 264	3	Digital FX for Post I
		Select Two:
FVT 248	3	Audio Sweetening; Pro Tools
MGD 143	3	Motion Graphics- Web: Flash
MGD 141	3	Web Design I: Dreamweaver
MGD 153	3	3D Animation I: Maya I
MGD 253	3	3D Animation II: Maya II
FVT 136	3	Short Script Analysis

Video Post-Production Required Credits **36**

Writing/Producing

(36 credits)

Course #	Credits	Course Title
FVT 105	3	Video Production I
FTV 116	3	Film/Video Business
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I
FTV 185** OR	3	Documentary Film and Video
FVT 181**	3	The Contemporary Documentary
FVT 209	3	Production Management Techniques
FTV 216	3	Producing the Independent Film
FVT 220	3	16mm Production
FVT 250	3	Scriptwriting for Film Video
*FVT 236	3	Producing I

* Course pending approval

** Select 185 or 181.

Writing/Producing Required Credits **36**

ASSOCIATE OF GENERAL STUDIES DEGREE,
FILM TRANSFER TO UCD, TOTAL CREDITS **61**

*Program approval pending

Associate of General Studies

Articulated Degree

PARALEGAL

A paralegal is a person, qualified by education, training, or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

This program combines an understanding of legal principles, legal analysis, and ethical considerations with practical application. Courses lead to an American Bar Association (ABA) approved Paralegal certificate. Students must complete the emphasis requirements and degree requirements, including ENG 121. All Paralegal students must consult with an academic advisor.

This degree program is designed to transfer to the University of Colorado at Denver, Political Science and Sociology majors only. The paralegal course work will transfer as a maximum of 30 credits toward a major in Political Science or 26 credits toward a major in Sociology. Students wishing to continue in a baccalaureate degree program after completing their associate degree should contact an academic advisor at the University of Colorado at Denver.

GENERAL EDUCATION REQUIREMENTS: 34 credits

English/Speech
(9 credits – GT-CO1, GT-CO2)

Course #	Credits	Course Title
English (take both courses)		
ENG 121	3	English Composition I
ENG 122	3	English Composition II
Speech (Select 1)		
SPE 115	3	Public Speaking
OR		
SPE 125*	3	Interpersonal Communication

*This is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics
(3 credits – GT-MA1)

Select from the following

Course #	Credits	Course Title
MAT 120	4	Mathematics for Liberal Arts
MAT 121	4	College Algebra
MAT 122	3	College Trigonometry
MAT 125	4	Survey of Calculus
MAT 135	3	Introduction to Statistics
MAT 155/156	3/3	Integrated Math I/II
MAT 201	5	Calculus I
MAT 202	5	Calculus II

Science
(4 credits – GT-SC1)

Select from the following

Course #	Credits	Course Title
AST 101/102	4/4	Astronomy I/II
BIO 105	4	Science of Biology
BIO 111/112	5/5	General College Biology I/II
BIO 201/202	4/4	Human Anatomy & Physiology I/II
BIO 204	4	Microbiology
BIO 220	4	Zoology
CHE 101/102	5/5	Introduction to Chemistry I/II
CHE 111/112	5/5	General College Chemistry I/II
GEY 111	4	Physical Geology
GEY 121	4	Historical Geology
PHY 105	4	Conceptual Physics
PHY 111/112	5/5	Physics: Algebra Based I/II
PHY 211/212	5/5	Physics: Calculus Based I/II

Social and Behavioral Sciences
(9 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 HIS course and
2 courses from at least one other category

Course #	Credits	Course Title
	Category I – (GT-HI1)	
HIS 101/102	3/3	Western Civilization I/II
HIS 201/202	3/3	U.S. History I/II
HIS 247	3	Contemporary World History
	Category II – (GT-SS1)	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government

GEO 105	3	World Regional Geography

Category IV – (GT-SS3)

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

Arts and Humanities

(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select from at least 2 different categories

Course #	Credits	Course Title
	Category I – (GT-AH1)	
ART 110	3	Art Appreciation
ART 111/112	3/3	Art History I/II
MUS 120	3	Music Appreciation
MUS 121/122	3/3	Introduction to Music History I/II
THE 105	3	Introduction to Theatre Arts
THE 211/212	3/3	Development of Theatre I/II
	Category II – (GT-AH2)	
HUM 121/122/123	3/3/3	Humanities I/II/III
LIT 115	3	Introduction to Literature
LIT 201/202	3/3	Masterpieces of Literature I/II
LIT 205	3	Ethnic Literature
LIT 211/212	3/3	Survey of American Literature I/II
LIT 221/222	3/3	Survey of British Literature I/II
	Category III – (GT-AH3)	
PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic
	Category IV – (GT-AH4)	
FRE 211/212	3/3	French III/IV
GER 211/212	3/3	German III/IV
JPN 211/212	3/3	Japanese III/IV
RUS 211/212	3/3	Russian III/IV
SPA 211/212	3/3	Spanish III/IV

*Many CO 4-year institutions require foreign language for admission.
Check with your college of transfer intent.*

General Education Credits **34**

PARALEGAL REQUIRED COURSES: 21 credits

Course #	Credits	Course Title
PAR 115	3	Introduction to Law
PAR 116*	3	Torts
	OR	
PAR 205*	3	Criminal Law
PAR 118	3	Contracts
PAR 201	3	Civil Litigation
PAR 213	3	Legal Research and Writing I
PAR 214	3	Legal Research and Writing II
PAR 280**	3	Internship
	OR	
PAR 285**	3	Directed Study

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they
may take both courses, one as an elective.*

**Course may not transfer. Student must consult with 4-year institution.*

Paralegal Emphasis, Required Credits **21**

ELECTIVES: 9 credits

Select three courses from the following

Course #	Credits	Course Title
MED 101	3	Introduction to Mediation
PAR 116*	3	Torts
PAR 117	3	Family Law
PAR 125	3	Property Law
PAR 205*	3	Criminal Law
PAR 206	3	Business Organizations
PAR 207	3	Current Issues in Law
PAR 208	3	Probate and Estates
PAR 209	3	Constitutional Law
PAR 216	3	Employment Law
PAR 227	3	Immigration Law
PAR 275	3	Special Topics

Elective Credits **9**

ASSOCIATE OF GENERAL STUDIES DEGREE, PARALEGAL TRANSFER TO UCD, TOTAL CREDITS........ 64

Associate of General Studies

Generalist Degree

This degree is designed to meet individual career and personal goals and allows students the flexibility of taking a broad range of courses without the constraints of specialization. It is not designed for transfer to four-year institutions; however, courses may be transferable on a course-by course basis, depending on the transfer institution.

ASSOCIATE OF GENERAL STUDIES DEGREE: 60 credits

Communication
(3 credits – GT-CO1)

Course #	Credits	Course Title
ENG 121	3	English Composition I

Mathematics

Select 3 credit hours minimum
(credits over 3 will be applied to electives)

Course #	Credits	Course Title
MAT 120	4	Mathematics for the Liberal Arts
	Or higher level Math	

Physical and Life Sciences

Select 3 credits
(credits over 3 will be applied to electives)

Astronomy: AST	Biology: BIO
Chemistry: CHE	Geology: GEY
Health Professional: HPR	Health Wellness: HWE
Physics: PHY	Science: SCI

Social and Behavioral Sciences
(3 credits – GT-HI1, GT-SS1, GT-SS2, GT-SS3)

Select 1 course

Course #	Credits	Course Title
	GT-HI1	
HIS 101/102	3/3	Western Civilization I/II
HIS 111/112	3/3	World Civilization I/II
HIS 201/202	3/3	U.S. History I/II
HIS 247	3/3	Contemporary World History
	GT-SS1	
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics
POS 105	3	Introduction to Political Science
POS 111	3	American Government
POS 205	3	International Relations
	GT-SS2	
GEO 105	3	World Regional Geography
GEO 106	3	Human Geography
	GT-SS3	
ANT 101	3	Cultural Anthropology
ANT 111	3	Physical Anthropology
PSY 101/102	3/3	General Psychology I/II
PSY 205	3	Psychology of Gender
PSY 226	3	Social Psychology
PSY 235	3	Human Growth & Development
PSY 238	3	Child Development
SOC 101/102	3/3	Introduction to Sociology I/II
SOC 215	3	Contemporary Social Problems

Arts and Humanities
(9 credits – GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Select 1 course

Course #	Credits	Course Title
	GT-AH1	
ART 110	3	Art Appreciation
ART 111/112	3/3	Art History I/II
MUS 120	3	Music Appreciation
MUS 121/122	3/3	Introduction to Music History I/II
THE 105	3	Introduction to Theatre Arts
THE 211/212	3/3	Development of Theatre I/II
	GT-AH2	
HUM 121/122/123	3/3/3	Humanities I/II/III
LIT 115	3	Introduction to Literature
LIT 201/202	3/3	Masterpieces of Literature I/II
LIT 205	3	Ethnic Literature
LIT 211/212	3	Survey of American Lit. I/II
LIT 221/222	3/3	Survey of British Lit. I/II
	GT-AH3	
PHI 111	3	Introduction to Philosophy
PHI 112	3	Ethics
PHI 113	3	Logic
PHI 114	3	Comparative Religions
PHI 214	3	Philosophy of Religion

FRE 211/212	3/3	French III/IV
GER 211/212	3/3	German III/IV
JPN 211/212	3/3	Japanese III/IV
RUS 211/212	3/3	Russian III/IV
SPA 211/212	3/3	Spanish III/IV

*Many 4-year institutions require foreign language for admission.
Check with your college of transfer intent.

GENERAL EDUCATION ELECTIVES: 15 credits**

Select an additional 15 credits from the courses listed above.

ENG 122, SPE 115, SPE 125 also apply.

**Courses may only apply once toward degree requirements.

COMPUTER REQUIREMENT:**
3-4 credits

Select one course

Course #	Credits	Course Title
CIS 118*	3	Introduction to Computer Applications
	OR	
CIS 160	4	Computer Science I

*CIS 118 requires a 1 credit hour co-requisite of CIS 161

**This is a CCA requirement and is in addition to the statewide guaranteed transfer courses.
Many 4-year institutions require computer knowledge for admission.

ELECTIVES: 26-27 credits

See a CCA advisor and transfer guide to assist in selecting appropriate electives/courses for your objective. Electives must be numbered 100 or above, unless specifically noted. Courses may only apply once toward degree requirements.

Select from the following

Academic Achievement Strategies: AAA

Accounting: ACC 121, 122	Film and Video Technology: FVT
Anthropology: ANT	Fire Science Technology: FST
Art: ART	Foreign Language: FOR
American Sign Language: ASL	French: FRE
Astronomy: AST	Geography: GEO
Biology: BIO	Geology: GEY
Biotechnology: BIO	German: GER
Business: BUS	Health Professional: HPR
Chemistry: CHE	Health Wellness: HWE
Chinese: CHI	Hebrew: HEB
Communications: COM	History: HIS
Computer Information Systems: CIS	Humanities: HUM
Computer & Networking Technology: CNG	Japanese: JPN
Computer Science: CSC	Literature: LIT
Computer Web Based: CWB	Management: MAN 226
Criminal Justice: CRJ	Marketing: MAR 216
Dance: DAN	Math: MAT 107+
Diesel Powered Mechanics: DPM	Music: MUS
Early Childhood Education: ECE	Paralegal: PAR
Economics: ECO	Philosophy: PHI
Education: EDU	Photography: PHO
Emergency Medical Services: EMS	Physics: PHY
English: ENG 121+	Political Science: POS
Ethnic Studies: ETH	Public Security Management: PSM

Psychology: PSY	Speech: SPE
Real Estate: REE	Theatre: THE
Russian: RUS	Women's Studies: WST
Science: SCI	World Languages: WOL
Sociology: SOC	
Spanish: SPA	

Total General Education Requirements 15

Total General Education Electives 15

Total Computer Requirements 3-4

Total Electives 26-27

ASSOCIATE OF GENERAL STUDIES, GENERALIST DEGREE
    TOTAL CREDITS 60

Associate of Applied Science Degree

The Associate of Applied Science (AAS) Degree prepares students for entry-level employment in a given occupation or for upgrading/stabilizing employment. These programs are not intended for transfer to baccalaureate degree programs; however, certain courses and degrees may be accepted toward a bachelor's degree at some institutions. All occupational degree programs have been approved by the State Board for Community Colleges and Occupational Education. A student who is interested in earning the AAS degree must successfully complete a minimum of 60 credits. The number of general education courses, degree required courses, and electives are specified for each AAS degree program. In many cases, certificates also are offered in the same program as an AAS degree. Examples include Accounting, Computer Information Systems, Criminal Justice, Management, and Public Service. Students are urged to consult an academic advisor for further information about the specific program of interest to them.

Accounting

The accounting programs are designed for students whose objectives are to obtain technical degrees and/or certificates. Graduates find employment in many areas of business and government.

Students should consult an academic advisor before selecting courses. ACC 101 is not applicable toward either the CCA certificate in Accounting or the Associate of Applied Science degree in Accounting, but is a good introductory course for students who are new to accounting. The Accounting degree and certificate program (Computerized Emphasis or Governmental Emphasis) can be designed to specific student needs with the approval of the Accounting Coordinator.

ACCOUNTING AAS DEGREE

GENERAL EDUCATION REQUIREMENTS: 18 credits

English
(3 credits)

Course #	Credits	Course Title
ENG 121	3	English Composition I

Mathematics or Science
(3 credits)
Select from the following

Credits	Course Discipline
3	Astronomy, Biology, Chemistry, Geology, Health Professions, Human Wellness Education, Mathematics (120 or higher), Physics, or Science

Social and Behavioral Sciences
(3 credits)
Select from the following

Credits	Course Discipline
3	Anthropology, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, or Women's Studies

Humanities
(3 credits)
Select from the following

Credits	Course Discipline
3	Art, Communication, English, Foreign Language 111 or higher, Humanities, Literature, Music, Philosophy, Speech, Theatre

Additional General Education Requirements
(6 credits)
Take both courses

Course #	Credits	Course Title
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics

General Education Credits 18

DEGREE REQUIREMENTS: 31 credits

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
ACC 122	4	Principles of Accounting II
ACC 211	4	Intermediate Accounting I
ACC 232	3	Auditing
BUS 216	3	Legal Environment of Business I
BUS 217	3	Business Communication and Report Writing
CIS 118	3	Introduction to PC Applications
CIS 155	3	Complete PC Spreadsheet
CIS 161	1	Presentation Graphics I
MAN 225	3	Managerial Finance

Required Degree Credits... 31

ELECTIVES: 12 credits

Select a minimum of 12 credit hours from the following – at least 6 credit hours must be 200 level ACC courses:

Course #	Credits	Course Title
ACC 115		Payroll Accounting 3
ACC 125		Computerized Accounting............................... 3
ACC 131		Individual Income Tax 3
ACC 212		Intermediate Accounting II............................... 4
ACC 216		Governmental and Not-for-Profit Accounting ... 3
ACC 225		Computerized Accounting II 3
ACC 226		Cost Accounting I 3
ACC 227		Cost Accounting II 3
CIS 145		Complete PC Database 3
MAT 112		Financial Mathematics.................................... 3

Elective Credits 12

ACCOUNTING DEGREE TOTAL CREDITS............................ 61

ACCOUNTING CERTIFICATE
COMPUTERIZED EMPHASIS REQUIREMENTS: 21 credits

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
ACC 122	4	Principles of Accounting II
ACC 125	3	Computerized Accounting I
BUS 217	3	Business Communication and Report Writing
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
CIS 155	3	Complete PC Spreadsheet

Required Computer Emphasis Credits 21

COMPUTERIZED EMPHASIS ELECTIVES: 6 credits

Select from the following

Course #	Credits	Course Title
ACC 115	3	Payroll Accounting
ACC 125	3	Computerized Accounting
ACC 131	3	Income Tax
ACC 212	3	Intermediate Accounting II
ACC 216	3	Governmental and Not-for-profit Accounting
ACC 225	3	Computerized Accounting II
ACC 226	3	Cost Accounting
ACC 227	3	Cost Accounting II
CIS 145	3	Complete PC Database
MAT 112	3	Financial Math

Accounting Degree elective credits 6

ACCOUNTING CERTIFICATE, COMPUTERIZED EMPHASIS
    TOTAL CREDITS... 27

ACCOUNTING CERTIFICATE
GOVERNMENTAL EMPHASIS REQUIREMENTS: 25 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
ACC 122	4	Principles of Accounting II
ACC 211	4	Intermediate Accounting I
ACC 216	3	Governmental and Not-for-Profit Accounting
ACC 232	3	Auditing
BUS 217	3	Business Communication and Report Writing
CIS 110	2	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems

Required Governmental Emphasis Credits............................. 25

GOVERNMENTAL EMPHASIS ELECTIVES: 3 credits

Select one course from the following

Course #	Credits	Course Title
ACC 225	3	Computerized Accounting II
ACC 226	3	Cost Accounting I
ACC 227	3	Cost Accounting II
BUS 216	3	Legal Environment of Business I
CIS 155	3	Complete PC Spreadsheet

Certificate Elective Credits.. 3

ACCOUNTING CERTIFICATE, GOVERNMENTAL EMPHASIS
    TOTAL CREDITS 28

Applied Technology AAS Degree

See CCA and area vocational schools AAS Degree Programs, page 61.

Biotechnology

BIOTECHNOLOGY TECHNICIAN CERTIFICATE

The Biotechnology Certificate is designed to prepare students to work as technicians in the biotech industry. The certificate program is also a valuable supplement to other educational programs in biology, chemistry, medical technology, or education.

The certificate provides the minimal essential background for students who are interested in careers in biomedical research. Students are strongly urged to work with the Biotech Department in planning their course of study. Register early, as space is limited.

RESEARCH and DEVELOPMENT CERTIFICATE REQUIREMENTS: 34 credits

Select from the following

Course #	Credits	Course Title
BIO 111	5	General College Biology I
BIO 160	3	Introduction to Biotechnology
BIO 204	4	Microbiology
BIO 268	4	Methods in Cell Biology and Immunology
BIO 280	3	Biotechnology Internship
BIO 269	4	Nucleic Acid Techniques and Molecular Cloning
CHE 111	5	General College Chemistry I
CHE 112	5	General College Chemistry II
CHE 211L	1	Organic Chemistry I Lab
ENG 131	3	Technical Writing

BIOTECHNOLOGY RESEARCH and DEVELOPMENT CERTIFICATE, TOTAL CREDITS 34

Business

Business Technology

BUSINESS TECHNOLOGY CERTIFICATE

This program allows students who are unemployed i.e. Arapahoe Douglas Works clients, who have a degree seek additional skills needed to re-enter the job market and complete a certificate to add to their portfolio.

BUSINESS TECHNOLOGY CERTIFICATE REQUIREMENTS: 23 credits

Take all of the following

Course #	Credits	Course Title
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
CIS 118	3	Introduction to the PC Applications
CIS 161	1	Presentation Graphics I
CIS 128	3	Windows Complete
BUS 217	3	Business Communications and Report Writing
BUS 115	3	Introduction to Business
MAN 216	3	Principals of Management
MAR 160	1	Customer Service

Select 2 courses from the following

Course #	Credits	Course Title
COM 260	1	Listening at Work
COM 262	1	Communicating with Impossible People
COM 263	1	Conflict Resolution
COM 266	1	Decision Making
COM 267	1	Team Work

Certificate Requirements.. 23

BUSINESS TECHNOLOGY CERTIFICATE ELECTIVES: 9 credits

Select 9 credits from the following

Course #	Credits	Course Title
CIS 129	3	Advanced Windows
CIS 135	3	Completed PC Word Processing
CIS 145	3	Completed PC Database (Access)
CIS 155	3	PC Spreadsheet (Excel)
CIS 165	3	Complete Presentation Graphics (PP)
CIS 218	3	Advanced PC Applications
CIS 162	1	Advanced Presentation Graphics
CWB 163	3	Introduction to HTML
CWB 205	3	Web Scripting
CNG 101	3	Introduction to Networking
CNG 160	3	Telecommunications
CNG 121	3	Computer Technician I-A+
CNG 122	3	Computer Technician II-A+
CSC 116	3	Logic and Program Design
CSC 154	3	Visual Basic.Net Programming
ACC 101	3	Fundamentals of Accounting
ACC 121	4	Principles of Accounting I
BUS 216	3	Legal Environment I
MAN 116	3	Principles of Supervision
MAN 200	3	Human Resources Management I
MAR 216	3	Principles of Marketing

Certificate Electives.. 9

TOTAL CERTIFICATE REQUIREMENTS.................................. 32

Computer Information Systems

The objective of this program is to prepare students as entry-level employees in the selected emphasis area(s). The program provides a choice of the following emphasis areas: Computer Information Systems, Computer Programming, Management Information Systems, Networking, IT Tech and Support, and Web Development.

Only grades of C or better in courses with a CIS or CSC, CNG or CWB prefix will count toward a degree or certificate.

COMPUTER INFORMATION SYSTEMS AAS DEGREE

COMPUTER INFORMATION SYSTEMS EMPHASIS

GENERAL EDUCATION REQUIREMENTS: 15 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BUS 217	3	Business Communication and Report Writing
MAT 121	4	College Algebra

General Education Credits 15

DEGREE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 268	3	Systems Analysis and Design I
CNG 101	3	Introduction to Networking
CSC 116	3	Logic & Program Design

Degree Requirements... 12

EMPHASIS REQUIREMENTS: 10 credits

Select from the following

Course #	Credits	Course Title
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 220	3	Fundamentals of Unix
CNG 130	3	Basic Hardware (PC Technology)

Emphasis Requirements 10

EMPHASIS ELECTIVES: 23 credits

Select a minimum of 23 credits:

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
CIS 124	3	Introduction to Operating Systems (DOS and Windows)
CIS 129	3	Advanced Windows (Power Users)
CIS 162	1	Advanced Presentation Graphics
CIS 218	3	Advanced PC Applications (Office)
CIS 232	3	Advanced Unix: Unix Shell Programming
CNG 121	4	Computer Technician I: A+
CNG 122	4	Computer Technician II: A+
CNG 131	3	Network Security Fundamentals
CNG 132	3	Principles of Information Security
CNG 160	3	Introduction to Telecommunications
CNG 260	5	CISCO Network Associate I
CNG 261	5	CISCO Network Associate II
CSC 154	3	Visual Basic.NET Program
CSC 160	4	Computer Science I (C++)
CSC 236	4	C# Programming
CSC 240	3	Java Programming
CWB 110	3	Complete Web Authoring (HTML)
CWB 130	3	Complete Web Editing Tools (FrontPage)
CWB 205	3	Complete Web Scripting
FVT 266	3	Flash
FVT 267	3	Dreamweaver

Electives (minimum) 23

COMPUTER INFORMATION SYSTEMS DEGREE, CIS EMPHASIS, TOTAL CREDITS..................................... 60

COMPUTER INFORMATION SYSTEMS
AAS DEGREE

MANAGEMENT INFORMATION SYSTEMS EMPHASIS

This emphasis is designed to prepare students for employment in the computer information field with an emphasis in business, management, and accounting skills.

GENERAL EDUCATION REQUIREMENTS: 15 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BUS 217	3	Business Communication and Report Writing
MAT 121	4	College Algebra

General Education Credits 15

DEGREE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 268	3	Systems Analysis and Design I
CNG 101	3	Introduction to Networking
CSC 116	3	Logic and Program Design

Degree Requirements.. 12

EMPHASIS REQUIREMENTS: 27 credits

Select from the following

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
CIS 118	4	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 218	3	Advanced PC Applications
CIS 162	1	Advanced Presentation Graphics
CIS 220	3	Fundamentals of Unix
CNG 130	3	PC Technology (Basic Hardware)
MAN 226	3	Principles of Management
MAN 241	3	Project Management
MAN 289	3	Management Information Systems

Emphasis Requirements... 27

EMPHASIS ELECTIVES: 7 credits

Select a minimum of 7 credits

Course #	Credits	Course Title
CIS 124	3	Introduction to Operating Systems (DOS and Windows)
CIS 129	3	Advanced Windows (Power Users)
CIS 232	3	Advanced Unix: Unix Shell Programming
CIS 263	3	PC Help Desk Skills
CNG 131	3	Network Security Fundamentals
CNG 132	3	Principles of Information Security
CNG 160	3	Introduction to Telecommunications
CNG 260	5	CISCO Network Associate I
CSC 154	3	Introduction to MS Visual Basic.NET
CSC 160	4	Computer Science I (C++)
CSC 236	4	C# Programming
CSC 240	3	Java Programming
CWB 110	3	Complete Web Authoring (HTML)
CWB 130	3	Complete Web Editing Tools (FrontPage)
CWB 205	3	Complete Web Scripting
FVT 266	3	Flash
FVT 267	3	Dreamweaver

Electives (minimum) 7

COMPUTER INFORMATION SYSTEMS DEGREE,
   MANAGEMENT INFORMATION SYSTEMS EMPHASIS
   TOTAL CREDITS... 61

Computer Information Systems
AAS Degree

IT TECH AND SUPPORT EMPHASIS

This program prepares students as entry-level computer specialists. Graduates can configure and repair personal computers and peripherals, install and use both operating systems and application software packages, and gain a basic understanding of networking concepts.

GENERAL EDUCATION REQUIREMENTS: 15 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BUS 217	3	Business Communication and Report Writing
MAT 121	4	College Algebra

General Education Credits 15

DEGREE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 268	3	Systems Analysis and Design I
CNG 101	3	Introduction to Networking
CSC 116	3	Logic and Program Design

Degree Requirements.. 12

EMPHASIS REQUIREMENTS: 20 credits

Select from the following

Course #	Credits	Course Title
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 124	3	Introduction to Operating Systems (DOS and Windows)
CIS 220	3	Fundamentals of Unix
CIS 263	3	PC HelpDesk Skills
CNG 121	4	Computer Technician I: A+
CNG 122	4	Computer Technician II: A+

Emphasis Requirements Credits 20

EMPHASIS ELECTIVES: 13 credits

Select a minimum of 12 credits

Course #	Credits	Course Title
CIS 129	3	Advanced Windows (Power Users)
CIS 218	3	Advanced PC Applications (Office)
CIS 162	1	Advanced Presentation Graphics
CIS 222	3	Unix (Linux) System Administrator
CIS 232	3	Advanced Unix: Unix Shell Programming
CNG 131	3	Network Security Fundamentals
CNG 132	3	Principles of Information Security
CNG 160	3	Introduction to Telecommunications

Electives (minimum) 13

COMPUTER INFORMATION SYSTEMS DEGREE, COMPUTER SUPPORT EMPHASIS, TOTAL CREDITS 60

Computer Information Systems
AAS Degree

WEB DEVELOPMENT EMPHASIS

This area of emphasis is designed to prepare the student for an entry-level position in Internet or Web development.

GENERAL EDUCATION REQUIREMENTS: 15 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BUS 217	3	Business Communication and Report Writing
MAT 121	4	College Algebra

General Education Credits 15

DEGREE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 268	3	Systems Analysis and Design I
CNG 101	3	Introduction to Networking
CSC 116	3	Logic and Program Design

Degree Requirements.. 12

EMPHASIS REQUIREMENTS: 26 credits

Select from the following

Course #	Credits	Course Title
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 145	3	Complete PC Database: MS Access
CSC 154	3	Visual Basic.NET Program
CSC 157	4	Advanced Visual Basic.NET Program
CWB 110	3	Complete Web Authoring (HTML)
CWB 130	3	Complete Web Editing Tools (FrontPage)
CWB 205	3	Complete Web Scripting
FVT 266	3	Flash

Emphasis Requirements Credits 26

EMPHASIS ELECTIVES: 9 credits

Select a minimum of 9 credits

Course #	Credits	Course Title
CIS 220	3	Fundamentals of Unix
CNG 130	3	PC Technology (Basic Hardware)
MGD 141	3	Dreamweaver
MGD 111	3	Photoshop or Illustrator

Electives (minimum) 9

COMPUTER INFORMATION SYSTEMS DEGREE, WEB DEVELOPMENT EMPHASIS TOTAL CREDITS 62

COMPUTER INFORMATION SYSTEMS
AAS DEGREE

NETWORKING EMPHASIS

This degree program prepares students with the general entry level skills and knowledge requisite to establish and monitor local area networks and offers a brief introduction to wide area networks. The CCA Networking emphasis program provides students with a tier one skill-set sought by employers hiring network engineer technicians. The program is intended to provide an overall or broad exposure to networks without concentrating on any specific proprietary certification.

GENERAL EDUCATION REQUIREMENTS: 15 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BUS 217	3	Business Communication and Report Writing
MAT 121	4	College Algebra

General Education Credits 15

DEGREE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 268	3	Systems Analysis and Design I
CNG 101	3	Introduction to Networking
CSC 116	3	Logic and Program Design

Degree Requirements... 12

EMPHASIS REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 220	3	Fundamentals of Unix
CNG 130	3	PC Technology (Basic Hardware)
CNG 131	3	Network Security Fundamentals
CNG 160	3	Introduction to Telecommunications

Emphasis Requirements... 12

EMPHASIS ELECTIVES: 21 credits

Select a minimum of 21 credits

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
CIS 124	3	Introduction to Operating Systems (DOS and Windows)
CIS 129	3	Advanced Windows (Power Users)
CIS 222	3	Unix: (Linux) System Administrator
CIS 232	3	Advanced Unix: Unix Shell Programming
CNG 132	3	Principles of Information Security
CNG 260	5	Cisco Network Associate I

Emphasis Electives (minimum)... 21

COMPUTER INFORMATION SYSTEMS DEGREE, NETWORKING EMPHASIS, TOTAL CREDITS 60

COMPUTER INFORMATION SYSTEMS AAS DEGREE

PROGRAMMING EMPHASIS

The objective of this degree is to prepare students with the skills necessary for entry-level programming positions.

GENERAL EDUCATION REQUIREMENTS: 15 credits

Select from the following

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BUS 217	3	Business Communication and Report Writing
MAT 121	4	College Algebra

General Education Credits 15

DEGREE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 268	3	Systems Analysis and Design I
CNG 101	3	Introduction to Networking
CSC 116	3	Logic and Program Design

Degree Requirements.. 12

EMPHASIS REQUIREMENTS: 16 credits

Select from the following

Course #	Credits	Course Title
CSC 154	3	Introduction to MS Visual Basic.Net
CSC 157	4	Advanced Visual Basic.Net Programming
CSC 230	3	"C" Language Programming
CIS 220	3	Fundamentals of Unix
CIS 232	3	Advanced Unix: Unix Shell Programming

Emphasis Requirements... 16

EMPHASIS ELECTIVES: 17 credits

Select a minimum of 17 credits

Course #	Credits	Course Title
CSC 160	4	Computer Science I: C ++
CIS 222	3	Unix (Linux) System Administrator
CSC 231	3	Advanced C Language Programming
CSC 240	3	Java Programming
CSC 241	3	Advanced Java Programming
CSC 236	4	C# Programming
CSC 237	4	Advanced C# Programming

Emphasis Electives (minimum)............................... 17

COMPUTER INFORMATION SYSTEMS DEGREE, PROGRAMMING EMPHASIS, TOTAL CREDITS............... 60

COMPUTER INFORMATION SYSTEMS CERTIFICATES

C LANGUAGE PROGRAMMING CERTIFICATE

This certificate program is designed to provide students with the C Language Programming skills necessary for entry level C Language programming positions in industry.

C LANGUAGE CERTIFICATE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 220	3	Fundamentals of Unix
CSC 116	3	Logic and Program Design
CSC 230	3	"C" Language Programming
CSC 231	3	Advanced "C" Language Programming

C LANGUAGE CERTIFICATE, TOTAL CREDITS 12

CISCO CERTIFIED NETWORKING ASSOCIATE PROGRAM CERTIFICATE

This certificate program is intended to provide students with the skills and knowledge needed to prepare for the Cisco Certified Networking Associate exam. The CCNA certification test covers materials from all four of the CCNA courses listed below.

CISCO CCNA CERTIFICATE REQUIREMENTS: 20 credits

Select from the following

Course #	Credits	Course Title
CNG 260	5	Cisco Network Associate I
CNG 261	5	Cisco Network Associate II
CNG 262	5	Cisco Network Associate III
CNG 263	5	Cisco Network Associate IV

CISCO CERTIFIED NETWORKING ASSOCIATE PROGRAM CERTIFICATE, TOTAL CREDITS........................... 20

COMPUTER INFORMATION SYSTEMS CERTIFICATE

This certificate prepares students for employment in the computer information field. The certificate allows for specialty areas of study within the computer information systems discipline. Students may select a course of study from networking, programming, and Web development.

CERTIFICATE REQUIREMENTS: 17 credits

Select from the following

Course #	Credits	Course Title
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
CIS 118	3	Introduction to PC Applications (Office)
CIS 161	1	Presentation Graphics I
CIS 128	3	PC Windows Complete
CNG 101	3	Introduction to Networking
CSC 116	3	Logic and Program Design

Required Credits 17

CERTIFICATE ELECTIVES: 9 credits

Select a minimum of 9 credits

Course #	Credits	Course Title
CIS 218	3	Advanced PC Applications (Office)
CIS 162	1	Advanced Presentation Graphics
CNG 131	3	Network Security Fundamentals
CNG 160	3	Introduction to Telecommunications
CSC 154	3	Introduction to MS Visual Basic.NET
CSC 240	3	Java Programming
CWB 130	3	Complete Web Editing Tools (FrontPage)
FVT 266	3	Flash

Certificate Elective Credits (minimum)..................................... 9

COMPUTER INFORMATION SYSTEMS CERTIFICATE, TOTAL CREDITS... 26

IT TECH AND SUPPORT CERTIFICATE

This certificate program prepares students as entry-level computer specialists. Graduates can configure and repair personal computers and peripherals and install and use PC operating systems and application software. Students are prepared for the CompTIA A+ Certification.

CERTIFICATE REQUIREMENTS: 24 credits

Select from the following

Course #	Credits	Course Title
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 124	3	Introduction to Operating Systems (DOS and Windows)
CIS 128	3	PC Windows Complete
CIS 220	3	Fundamentals of Unix
CIS 263	3	PC HelpDesk Skills
CNG 121	4	Computer Technician I: A+
CNG 122	4	Computer Technician II: A+

COMPUTER SERVICE TECHNICIAN CERTIFICATE, TOTAL CREDITS.. 24

JAVA LANGUAGE PROGRAMMING CERTIFICATE

This certificate program is designed to provide students with the Java programming skills necessary for entry level Java programming position ins industry.

JAVA CERTIFICATE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 220	3	Fundamentals of Unix
CSC 116	3	Logic and Program Design
CSC 240	3	Java Programming
CSC 241	3	Advanced Java Programming

JAVA LANGUAGE PROGRAMMING CERTIFICATE, TOTAL CREDITS... 12

LINUX/UNIX SYSTEM ADMINISTRATOR CERTIFICATE

This certificate program prepares students as entry-level Unix or Linux administrators. Graduates can configure, troubleshoot, and install Unix/Linux and create networks of machines running Unix/Linux.

CERTIFICATE REQUIREMENTS: 12 credits

Select from the following

Course #	Credits	Course Title
CIS 220	3	Fundamentals of Unix
CIS 222	3	Unix: (Linux) System Administrator
CIS 232	3	Advanced Unix: Unix Shell Programming
CNG 101	3	Introduction to Networking

LINUX/UNIX SYSTEMS ADMINISTRATION CERTIFICATE, TOTAL CREDITS... 12

Networking/Security Certificate (Beginning)

This certificate program prepares students with the general entry level skills and knowledge requisite to securely establish and monitor local area networks and offers a brief introduction to wide area networks. The program is intended to provide an overall or broad exposure to networks and their security issues without concentrating on any specific proprietary certification.

CERTIFICATE REQUIREMENTS: 18 credits

Select from the following

Course #	Credits	Course Title
CIS 128	3	PC Windows Complete
CIS 220	3	Fundamentals of Unix
CIS 232	3	Advanced Unix: Unix Shell Programming
CNG 101	3	Introduction to Networking
CNG 131	3	Network Security Fundamentals
CSC 116	3	Logic and Program Design

BEGINNING NETWORKING/SECURITY CERTIFICATE TOTALCREDITS... 18

PC Application Specialist Certificate

This certificate program prepares students for careers as micro-computer specialists with an emphasis in applications software, integration, and application programming.

CERTIFICATE REQUIREMENTS: 17 credits

Select from the following

Course #	Credits	Course Title
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 128	3	PC Windows Complete
CIS 218	3	Advanced PC Applications (Office)
CIS 162	1	Presentation Graphics II
CSC 116	3	Logic and Program Design
CSC 154	3	Introduction to MS Visual Basic.NET

PC APPLICATION SPECIALIST CERTIFICATE, TOTAL CREDITS... 17

Programming Certificate

This certificate program is designed to provide students with the programming skills necessary for entry level programming positions in the industry.

PROGRAMMING CERTIFICATE REQUIREMENTS: 6 credits

Select from the following

Course #	Credits	Course Title
CIS 220		Fundamentals of Unix.......................................3
CSC 116		Logic and Program Design.............................3

Required credits 6

PROGRAMMING ELECTIVES: 12 credits

Select a minimum of 12 Credits

Course #	Credits	Course Title

Note: One advanced programming class is required. CIS 232 does not satisfy this advanced programming requirement.

Course #	Credits	Course Title
CIS 232	3	Advanced Unix: Unix Shell Programming
CSC 154	3	Introduction to MS Visual Basic.NET
CSC 157	4	Advanced Visual Basic.NET Program
CSC 160	3	Computer Science I (C++)
CSC 230	3	"C" Language Programming
CSC 231	3	Advanced "C" Language Programming
CSC 236	4	C# Programming
CSC 237	4	Advanced C# Programming
CSC 240	3	Java Programming
CSC 241	3	Advanced Java Programming

Total Electives (minimum).. 12

PROGRAMMING CERTIFICATE TOTAL 18

Visual Basic Language Programming Certificate

This certificate program is designed to provide students with the Visual Basic.Net programming skills necessary for entry level Visual Basic.Net programming positions in industry.

VISUAL BASIC CERTIFICATE REQUIREMENTS: 13 credits

Select from the following

Course #	Credits	Course Title
CIS 145	3	Complete PC Database: MS Access
CSC 116	3	Logic and Program Design
CSC 154	3	Introduction to MS Visual Basic.NET
CSC 157	4	Advanced Visual Basic.Net Programming

VISUAL BASIC CERTIFICATE, TOTAL CREDITS..................... 13

Web Development Certificate

This certificate prepares students as entry-level Web developers. Graduates can analyze, design, implement, and support web applications. This program is intended to provide students with broad exposure to web development.

REQUIRED COURSES: 12 credits

Select from the following

Course #	Credits	Course Title
CWB 110	3	Complete Web Authoring (HTML)
CWB 130	3	Complete Web Editing Tools
CWB 205	3	JavaScript (Complete Web Scripting)
FVT 266	3	Flash

WEB DEVELOPMENT CERTIFICATE, TOTAL CREDITS.......... 12

Criminal Justice

The Criminal Justice programs are designed for students whose objectives are to obtain AAS degrees or certificates in pursuit of upgrading, or employment in the areas of corrections, courts, and law enforcement.

Working in the law enforcement or criminal justice field demands individuals of high character and ability. Students considering careers in the criminal justice field, please note that, by law, those with prior felony and certain misdemeanor convictions, including those involving theft, moral turpitude, domestic violence, and other crimes against persons, cannot apply for law enforcement positions or the academy, but may be eligible to work in the fields of counseling, mediation, private security, and other legal fields under certain conditions.

CRIMINAL JUSTICE AAS DEGREE
GENERAL EDUCATION REQUIREMENTS: 18 credits

English (6 credits)
Take both courses

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 131	3	Technical Writing I

Mathematics or Science (3 credits)
Select from the following

Credits	Disciplines
3	Astronomy, Biology, Biotechnology, Chemistry, Geology, Mathematics (120 or higher), Physics, or Science

Social and Behavioral Sciences (6 credits)
Select from the following

Course #	Credits	Course Title
POS 111	3	American Government
	OR	
POS 125	3	American State and Local Government
	AND	
	Select one of the following courses:	
SOC 101	3	Introduction to Sociology I
	OR	
PSY 101	3	General Psychology I

Communication (3 credits)
Select 1 course

Course #	Credits	Course Title
SPE 115	3	Public Speaking
	OR	
SPE 125	3	Interpersonal Communication

General Education Required Credits 18

CRIMINAL JUSTICE GENERAL EDUCATION REQUIREMENTS: 36 credits

Students must complete all General Education courses

Course #	Credits	Course Title
CRJ 110	3	Introduction to Criminal Justice
CRJ 111	3	Substantive Criminal Law
CRJ 112	3	Procedural Criminal Law
CRJ 125	3	Law Enforcement Operations
CRJ 135	3	Judicial Functions
CRJ 145	3	Correctional Process
CRJ 210	3	Constitutional Law
CRJ 220	3	Human Relations and Social Conflicts
CRJ 230	3	Criminology
PSM 132	3	Threat/Vulnerability Assessment and Counterintelligence
PSM 133	3	Homeland Security: WMD
PSM 204	3	Terrorism

Degree Credits 36

CRIMINAL JUSTICE ELECTIVES: 6 credits

Students must complete an additional 6 credit hours from any of the remaining criminal justice courses

Course #	Credits	Course Title
CRJ 101	6	Basic Law Enforcement Academy
CRJ 102	12	Basic Law Enforcement Academy II
CRJ 103	2	Basic Law Enforcement Academy III
CRJ 104	1	Basic Law Enforcement Academy IV
CRJ 105	8	Basic Law
CRJ 106	3	Arrest Control
CRJ 107	3	Driving
CRJ 108	3	Firearms
CRJ 109	2	Culture and Conflict Resolution
CRJ 118	3	Report Writing
CRJ 119	3	Legal and Ethical Concepts
CRJ 126	3	Patrol Procedures
CRJ 127	3	Crime Scene Investigation
CRJ 141	2	Introduction to Industrial Security
CRJ 146	3	Community Based Corrections
CRJ 150	3	Victims of Crime and Trauma
CRJ 151	3	Domestic Violence
CRJ 190	3	Financial Investigations
CRJ 209	3	Criminal Investigation I
CRJ 211	3	Criminal Investigation II
CRJ 212	2	Criminal Investigation III
CRJ 215	3	Constitutional Rights of Inmates
CRJ 216	3	Juvenile Law and Procedure
CRJ 218	3	Drug Investigative Strategies
CRJ 219	2	Police Intelligence
CRJ 225	3	Crisis Intervention
CRJ 232	3	Court Jury Management
CRJ 234	3	Court Case Management
CRJ 239	3	Managing Emergency Worker Stress
CRJ 240	3	Criminal Investigation
CRJ 241	3	Security of Specialized Facilities

CRJ 245	3	Interviewing and Interrogation
CRJ 246	3	Traffic Investigation and Management
CRJ 248	1	Simunitions® Tactical Officer Training
CRJ 256	3	Classification and Treatment of Offenders
CRJ 260	3	Police Photography
CRJ 264	3	Practical Homicide Crime Scene Investigation
CRJ 275	1-6	Special Topics
CRJ 280	1-6	Internship
CRJ 285	5-6	Independent Study
CRJ 286	1-6	Directed Studies
MED 101	3	Introduction to Mediation

Total Electives.. 6

CRIMINAL JUSTICE AAS DEGREE
  TOTAL CREDIT HOURS 60

Criminal Justice Certificate Programs

CRIMINAL JUSTICE SYSTEMS CERTIFICATE

Course #	Credits	Course Title
CRJ 110	3	Introduction to Criminal Justice
CRJ 119	3	Legal and Ethical Concepts
CRJ 220	3	Human Relations and Social Conflicts
CRJ 230	3	Criminology

CRIMINAL JUSTICE SYSTEMS CERTIFICATE
  TOTAL CREDIT HOURS 12

CRIMINAL JUSTICE OPERATIONS CERTIFICATE

Course #	Credits	Course Title
CRJ 110	3	Introduction to Criminal Justice
CRJ 125	3	Law Enforcement Operations
CRJ 135	3	Judicial Functions
CRJ 145	3	Corrections

CRIMINAL JUSTICE OPERATIONS CERTIFICATE
  TOTAL CREDIT HOURS 12

CRIMINAL JUSTICE LAW CERTIFICATE

Course #	Credits	Course Title
CRJ 110	3	Introduction to Criminal Justice
CRJ 111	3	Substantive Criminal Law
CRJ 112	3	Procedural Criminal Law
CRJ 210	3	Constitutional Law

CRIMINAL JUSTICE LAW CERTIFICATE
  TOTAL CREDIT HOURS 12

CRIMINAL JUSTICE DETENTION CERTIFICATE

Course #	Credits	Course Title
CRJ 146	3	Community Based Corrections
CRJ 215	3	Constitutional Rights of Inmates
CRJ 225	3	Crisis Intervention
CRJ 256	3	Classification and Treatment of Offenders

CRIMINAL JUSTICE DETENTION CERTIFICATE
  TOTAL CREDIT HOURS 12

CRIMINAL JUSTICE COURT SERVICES CERTIFICATE

Course #	Credits	Course Title
CRJ 119	3	Legal and Ethical Concepts
CRJ 135	3	Judicial Functions
CRJ 232	3	Court Jury Management
CRJ 234	3	Court Case Management
CRJ 280	3	Legal Studies Internship

CRIMINAL JUSTICE COURT SERVICES CERTIFICATE
  TOTAL CREDIT HOURS 15

CRIMINAL JUSTICE COMMUNITY POLICING CERTIFICATE

Course #	Credits	Course Title
CRJ 110	3	Introduction to Criminal Justice
CRJ 119	3	Legal and Ethical Concepts
CRJ 125	3	Law Enforcement Operations
CRJ 220	3	Human Relations and Social Conflicts

CRIMINAL JUSTICE COMMUNITY POLICING CERTIFICATE
  TOTAL CREDIT HOURS 12

BASIC LAW ENFORCEMENT TRAINING ACADEMY CERTIFICATE (POLICE ACADEMY)

The Colorado Peace Officers Standards and Training (POST) Board certifies the CCA Basic Law Enforcement Training Academy. Individuals desiring this POST course of study must file an application with the Academy Director before registering. Colorado state law requires that students meet specific guidelines prior to admission.

Those seeking to enter the CCA P.O.S.T.-approved Police Academy to be trained and receive state P.O.S.T. certification to be police officers:

1. CANNOT have a felony conviction or certain misdemeanor convictions including those involving theft, moral turpitude, domestic violence, and other crimes against persons.

2. WILL have an extensive background check conducted, and will have to pass an oral board interview prior to admittance into the academy.

3. CANNOT have been convicted of a DUI/DWAI offense in the past five years, or a total of five or more moving violations in the past five years.

4. CANNOT have used marijuana within the past three years.

5. CANNOT have EVER sold, manufactured, or transported for hire, ANY illegal drugs. Illegal use of certain illegal narcotic, stimulant, or steroid drugs requires a 5-year waiting period.

6. MUST pass the Accuplacer assessment test with a score of 84 or higher on the written and reading portions, or show similar proof by a transcript of relevant completed college courses with a C grade or higher.

7. MUST be in good physical condition with no limitations, cannot be pregnant, and not currently be on medication which will cause safety concerns during driving, firearms, or arrest control instruction.

8. MUST be at least 21 years of age by the completion date of the academy. Certain other conditions apply.

Graduates of the Aurora Police Academy and the Basic Law Enforcement Training Academy will receive credit for the following courses:

Course #	Credits	Course Title
CRJ 101	6	Basic Law Enforcement Academy
CRJ 102	12	Basic Law Enforcement Academy II
CRJ 103	2	Basic Law Enforcement Academy III
CRJ 104	1	Basic Law Enforcement Academy IV
CRJ 105	8	Basic Law
CRJ 106	3	Arrest Control
CRJ 107	3	Driving
CRJ 108	3	Firearms

POLICE ACADEMY CERTIFICATE TOTAL CREDIT HOURS ... 38

Diesel Power Mechanics

DEGREE PROGRAM

Diesel Power Mechanics (formerly called Equipment & Transportation Technology, ETT) trains entry-level diesel mechanics for any industries where the power comes from diesel engines. This can include over the road Truck and Trailer, Earth Moving/Construction Equipment, Agriculture Farm Equipment, Power Generation Equipment, and even Diesel Automobiles. Service Technicians are equipment experts responsible for diagnosing problems, finding solutions, and performing the necessary service or repairs on the equipment. They use cutting-edge diagnostic maintenance systems, advanced technologies, and high-tech tools to service machines and engines in a variety of industries.

Students are not allowed to register for individual courses during the year. Registration for the DPM program is done in the fall for all courses taught that semester. Only continuing students can register for the spring and summer DPM courses. Students may complete general education requirements prior to enrolling in DPM courses, or they can take them as part of the DPM program.

Students interested should contact the department chair at 303-340-7246.

This program is not restricted to students working in the field but is restricted in class size. A maximum of 21 students will be allowed to start. The Wagner Equipment Apprenticeship Program has priority in filling the AAS degree. Any open slots after the Wagner registration will then be filled to a maximum of 21 students. Any qualifying student turned away from the daytime program may sign up for the night certificate program and still complete the AAS degree.

DIESEL POWER MECHANICS SERVICE TECHNICIAN AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

Course #	Credits	Course Title
ENG 131	3	Technical Writing I
ENG 132	3	Technical Writing II
MAT 107	3	Career Mathematics
SPE 125	3	Interpersonal Communications
CIS 110	1	Introduction to Computers
CIS 115	3	Introduction to Computer Information Systems

General Education Credits 16

DEGREE REQUIREMENTS: 44 credits

Course #	Credits	Course Title
DPM 101	2	Diesel Shop Safety
DPM 100	2	Introduction to Diesel Mechanics
DPM 105	3	H/D Powertrain I
DPM 205	3	H/D Powertrain II
DPM 207	3	H/D Brakes II
DPM 140	3	H/D Steering and Suspension I
DPM 121	3	Hydraulic Systems I
DPM 122	3	Hydraulic Systems II
ASE 120	3	Basic Electricity
ASE 123	3	Battery/Starting/Charging
ASE 221	4	Vehicle Electrical
DPM 103	4	Diesel Engines I
DPM 203	4	Diesel Engines II
DPM 106	3	Diesel Fuel Systems
DPM 210	4	Air Induction and Engine Analysis
DPM 111	3	Preventive Maintenance I

Degree required credits 50

DIESEL POWER MECHANICS SERVICE TECHNICIAN AAS DEGREE, TOTAL CREDIT HOURS 66

Early Childhood Education

The Early Childhood Education program is designed to meet the vocational needs of people seeking employment or who are already employed in the early childhood field. Colorado Department of Human Services, Division of Child Care, licensing requirements can be met upon completion of selected courses. The program emphasis is on children ages 8 and under.

EARLY CHILDHOOD EDUCATION AAS DEGREE

GENERAL EDUCATION REQUIREMENTS: 21 credits

English
(6 credits)

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Mathematics or Science
(3 credits)*

Select 1 course from the following

Course #	Credits	Course Title
MAT 155/156	3/3	Integrated Math I/II
	OR	
SCI 155/156	3/3	Integrated Science I/II

Social and Behavioral Sciences
(6 credits)

Select 2 of the following

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

Humanities
(3 credits)

Course #	Credits	Course Title
ART 110	3	Art Appreciation
	OR	
MUS 120	3	Music Appreciation

ADDITIONAL GENERAL EDUCATION REQUIREMENTS (3 CREDITS)

**Select 1 course from the following

Credits	Course #
3	MAT 156, SCI 156, LIT 115, LIT 255, or POS 111

General Education Credits 21

DEGREE REQUIREMENTS: 30 credits

Course #	Credits	Course Title
ECE 101	3	Introduction to Early Childhood Education
ECE 102	3	Introduction to ECE Lab Techniques
ECE 103	3	Guidance Strategies for Children
ECE 205	3	Nutrition, Health, and Safety
ECE 220	3	Curriculum Development: Methods & Techniques
PSY 238	3	Child Development
ECE 240	3	Administration of Early Childhood Care and Education Programs
ECE 241	3	Administration: Human Relations for the Early Childhood Professions
ECE 260	3	The Exceptional Child
ECE 288	3	Practicum: Early Childhood Education

Required Degree Credits... 30

DEGREE ELECTIVES: 9 credits**

Select 9 hours from ECE/EDU courses

Early Childhood Education Elective Credits 9

EARLY CHILDHOOD EDUCATION AAS DEGREE, TOTAL CREDITS... 60

See an advisor for transfer requirements.

** *Each course may apply only once toward degree requirements.*

Early Childhood Education Certificates

ADULT EDUCATION AND FAMILY LITERACY CERTIFICATE

Educators teaching or wishing to teach adult learners in any of the following areas – adult basic education, GED, English as a second language, and family literacy – have the opportunity to receive college credit and a certificate upon completion of the following five courses:

Course #	Credits	Course Title
EDU 131	3	Introduction to Adult Education
EDU 132	3	Planning, Organizing, and Delivering Adult Education
EDU 133	3	Adult Basic/Adult Secondary Education
EDU 134	3	Teaching English as a Second Language to Adult Learners
EDU 135	3	Family Literacy in Adult Education

ADULT EDUCATION and FAMILY LITERACY CERTIFICATE TOTAL CREDIT HOURS 15

GROUP LEADER CERTIFICATE

The Group Leader Certificate is based on the Colorado Department of Human Services, Division of Child Care, and Colorado Community College and Occupational Education System Early Childhood Education requirements for child care providers in a licensed setting. Students must complete 15 credit hours of required Early Childhood Education courses to satisfy the academic requirements. Division of Child Care requires 1395 hours (nine months) of work experience in a group care environment.

Required Courses

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

EARLY CHILDHOOD EDUCATION GROUP LEADER CERTIFICATE TOTAL CREDIT HOURS 15

DIRECTOR CERTIFICATE

The Director Certificate is based on the Colorado Department of Human Services, Division of Child Care, and Colorado Community College and Occupational Education System Early Childhood Education requirements for directors of child care centers. Students must complete 30 Childhood Education courses to satisfy the academic requirement. The Division of Child Care also requires 3640 hours (24 months) of experience working directly with children under first grade in a child development program.

Required Courses

Course #	Credits	Course Title
ECE 101	3	Introduction to Early Childhood Professions
ECE 102	3	Introduction to ECE Lab Techniques
ECE 103	3	Guidance Strategies for Young Children
ECE 205	3	Nutrition, Health, and Safety
ECE 220	3	Curriculum Development: Methods and Techniques
PSY 238	3	Child Development
ECE 240	3	Administration of EC Care and Educational Programs
ECE 241	3	Administration: Human Relations for EC Professions
ECE 260	3	The Exceptional Child
ECE Elective	3	Select an ECE Elective

EARLY CHILDHOOD EDUCATION DIRECTOR CERTIFICATE, TOTAL CREDITS 30

EARLY CHILDHOOD EDUCATION TRANSFER

The Early Childhood Education program permits students to complete general education requirements and some specific education course work in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the Associate of Arts Early Childhood Education transfer distinction on page 56 of this catalog for more information.

ELEMENTARY EDUCATION TRANSFER

The Elementary Education program permits students to complete general education requirements and some specific education course work in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the Associate of Arts Elementary Education transfer distinction on page 56 of this catalog for more information.

Emergency Medical Provider Certificate

The Emergency Medical Provider (EMP) program is designed for students seeking careers in emergency medicine. This program provides students with the knowledge and skills required to function within the Emergency Medical Services System. Unlike other EMS programs, there are no work related prerequisites to enter advanced level courses. Courses progress from EMT-Basic to EMT-Paramedic. All programs meet or exceed the Colorado Department of Public Health and Environment requirements for certification eligibility.

All EMS courses must be taken as an emphasis block of instruction as indicated below.

www.CCAurora.edu/ems

EMERGENCY MEDICAL TECHNICIAN – BASIC EMPHASIS CERTIFICATE

Course #	Credits	Course Title
EMS 125	9	EMT Basic
EMS 136	1	EMT/Paramedic Safety Issues in the Field
EMS 170	1	EMT/Basic Clinical

EMERGENCY MEDICAL TECHNICIAN – BASIC EMPHASIS CERTIFICATE, TOTAL CREDITS 11

Enrollment in EMT-Paramedic level courses require Colorado EMT-B Certification, IV, EKG and CPR Certification. Contact EMS Dept. for information at 303-340-7212 or donna.jones@ccaurora.edu

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC EMPHASIS CERTIFICATE

Students must be EMT-Basic certified from another institution, or complete the courses above and earn the EMT-Basic Emphasis Certificate at CCA

Phase 1 – 12 credits

Course #	Credits	Course Title
EMS 225	3	Fundamentals of Paramedic Practice
EMS 226	2	Fundamentals of Paramedic Practice Lab
EMS 227	3	Paramedic Special Considerations
EMS 235	4	Paramedic Trauma Emergencies

Phase II – 12 credits

Course #	Credits	Course Title
EMS 229	3	Paramedic Pharmacology
EMS 231	5	Paramedic Cardiology
EMS 233	4	Paramedic Medical Emergencies

Phase III – 15 credits

Course #	Credits	Course Title
EMS 280	6	Paramedic Internship I
EMS 228	2	Paramedic Special Considerations Lab
EMS 230	2	Paramedic Pharmacology Lab
EMS 232	2	Paramedic Cardiology Lab
EMS 234	1	Paramedic Medical Emergencies Lab
EMS 236	1	Paramedic Trauma Emergencies Lab
EMS 237	2	Paramedic Internship Preparatory
EMS 281	6	Paramedic Internship II

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC EMPHASIS CERTIFICATE, TOTAL REQUIRED **45-56**

Essential Skills For The Workplace Certificates

BASIC COMPUTER SKILLS CERTIFICATE

Course #	Credits	Course Title
BTE 100	1	Computer Keyboarding
BTE 111	2	Keyboarding Speed Building I
CIS 128	3	Windows Complete
CIS 135	3	Complete PC Word Processing
CIS 155	3	Complete PC Spreadsheet

BASIC COMPUTER SKILLS CERTIFICATE,
   TOTAL CREDITS... 12

CUSTOMER SERVICE CERTIFICATE

Course #	Credits	Course Title
BUS 100	3	New Directions
COM 273	1	Conflict Resolution
COM 266	1	Decision Making
MAR 160	3	Customer Service
PSY 204	1	Relationships: Challenges and Choices
PSY 275	1	Self-Smart

CUSTOMER SERVICE CERTIFICATE, TOTAL CREDITS......... 10

Film/Video Technology

The Film/Video Technology program is designed for students seeking professional preparation for careers in Film/Video and related industries. Upon completion of degree requirements, students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries.

The AAS Film/Video degree transfers to Metropolitan State College of Denver for students seeking a bachelor of science in technical communications only. For other majors at Metro and at other colleges, this degree is not intended to transfer, however; individual courses may.

FILM/VIDEO TECHNOLOGY AAS DEGREE
GENERAL EDUCATION REQUIREMENTS

English
(3 credits)

Course #	Credits	Course Title
ENG 121	3	English Composition I

Mathematics
(4 credits)

Course #	Credits	Course Title
MAT 120	4	Mathematics for Liberal Arts
	OR	
MAT 121	4	College Algebra

Arts, Humanities, Social Science
(9 credits)

Select two of the following

Course #	Credits	Course Title
ART 110	3	Art Appreciation
ART 111/112	3/3	Art History I/II
HIS 101/102	3/3	Western Civilization I/II
HIS 201/202	3/3	US History I/II
HUM 121/122/123	3/3/3	Humanities I/II/III
LIT 115	3	Introduction to Literature
THE 111	3	Acting I

Select one SPE course

Course #	Credits	Course Title
SPE 115	3	Public Speaking
	OR	
SPE 125	3	Interpersonal Communication

GENERAL EDUCATION CREDITS... 16

FILM/VIDEO TECHNOLOGY AAS DEGREE

WRITING/DIRECTING FOR FILM & VIDEO EMPHASIS

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 153	3	Introduction to Film Production
		OR
FVT 116	3	Film/Video Business
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I
FVT 200	3	Video Production II
FVT 205	3	Film/Video Camera Equipment and Techniques
FVT 206	3	Film/Video Lighting and Grip
FVT 209	3	Production Management
FVT 215	3	Video Post Production II
FVT 220	3	16mm Production
FVT 250	3	Scriptwriting for Film Video
FVT 287	3	Internship

Writing & Directing Emphasis Required Credits 45

FILM/VIDEO TECHNOLOGY DEGREE, WRITING & DIRECTING FOR FILM & VIDEO EMPHASIS, TOTAL CREDITS 61

FILM/VIDEO TECHNOLOGY AAS DEGREE

CINEMATOGRAPHY/VIDEOGRAPHY EMPHASIS

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 153	3	Introduction to Film Production
FVT 160	3	Video Post Production I
FVT 181	3	The Contemporary Documentary
		OR
FVT 185	3	The Documentary Film
FVT 200	3	Video Production II
FVT 205	3	Film/Video Camera Equipment and Techniques
FVT 206	3	Film/Video Lighting & Grip
FVT 209	3	Production Management
FVT 215	3	Video Post Production II
FVT 220	3	16mm Production
FVT 264	3	Introduction to Digital Effects

Course #	Credits	Course Title
		OR
FVT 213	3	Cinematography I
FVT 287	3	Internship

Videography/Cinematography Emphasis Required Credits ... 45

FILM/VIDEO TECHNOLOGY DEGREE, CINEMATOGRAPHY/ VIDEOGRAPHY EMPHASIS, TOTAL CREDITS 61

FILM/VIDEO TECHNOLOGY AAS DEGREE

VIDEO POST-PRODUCTION EMPHASIS

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 160	3	Video Post Production I
FVT 164	3	Introduction to Digital Editing: FCP
FVT 164/275	3	Introduction to Digital Editing: Avid
FVT 200	3	Video Production II
FVT 208	3	Sound for Film & Video
FVT 215	3	Video Post Production II
FVT 264	3	Introduction Digital Effects
MGD 111	3	Adobe Photoshop I
FVT 287	3	Internship

ELECTIVES: 9 credits

Select 3 courses

Course #	Credits	Course Title
MGD 266	3	DVD Authoring
MGD 141	3	Web Design
MGD 143	3	Web Motion Design
MGD 153	3	3D Animation 1
MGD 253	3	3D Animation 2
FVT 275	3	Audio Sweetening

Video Post-Production Emphasis Required Credits 45

FILM/VIDEO TECHNOLOGY DEGREE, VIDEO POST-PRODUCTION EMPHASIS, TOTAL CREDIT 61

FILM/VIDEO TECHNOLOGY AAS DEGREE

WRITING/PRODUCING EMPHASIS

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 116	3	Business for Film & Video
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I
FVT 181	3	The Contemporary Documentary

FVT 185	3	Documentary Film
	OR	
FVT 184	3	Landmarks of Contemporary Cinema
FVT 209	3	Production Management
FVT 216	3	Producing the Independent Feature
FVT 220	3	16mm Production
*FVT 223	3	Producing I
FVT 250	3	Scriptwriting for Film & Video
FVT 287	3	Internship

* Course pending approval.

Writing/Producing Emphasis Required Credits 45

FILM/VIDEO TECHNOLOGY DEGREE, WRITING/PRODUCING EMPHASIS, TOTAL CREDITS.. 61

FILM/VIDEO TECHNOLOGY CERTIFICATES

The Film/Video Technology and Certificate programs are designed for students seeking professional preparation for careers in Film, Video, and related industries. Students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries, or for entry into graduate study programs.

ACTING FOR THE SCREEN CERTIFICATE

Course #	Credits	Course Title
FVT 117	3	Understanding the Actor's Process
FVT 118	3	Screen Actor Improvisation Techniques
FVT 150	3	Development of Film Expression
FVT 217	3	Acting for the Screen
FVT 218	3	Actor Movement & Action
FVT 219	3	Screen Performance Workshop
MGD 265	3	DVD Authoring

ACTING FOR THE SCREEN CERTIFICATE TOTAL CREDITS .. 21

WRITING/DIRECTING FOR FILM & VIDEO CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 116	3	Business for Film & Video
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I
FVT 181	3	The Contemporary Documentary
FVT 185	3	The Documentary Film
	OR	
FVT 184	3	Landmarks of Contemporary Cinema
FVT 209	3	Production Management

FVT 216	3	Producing the Independent Feature
FVT 220	3	16mm Production
*FVT 223	3	Producing I
FVT 250	3	Scriptwriting for Film Video
FVT 287	3	Internship

* Course pending approval.

WRITING and DIRECTING FOR FILM & VIDEO CERTIFICATE TOTAL CREDITS... 45

VIDEO POST-PRODUCTION CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
MGD 111	3	Photoshop for Editors
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 160	3	Video Post Production I
FVT 164	3	Introduction to Digital Editing: FCP
FVT 164/275	3	Introduction to Digital Editing: Avid
FVT 200	3	Video Production II
FVT 208	3	Sound for Film & Video
FVT 215	3	Video Post Production II
FVT 264	3	Introduction Digital FX
FVT 287	3	Internship

ELECTIVES: 9 credits

Select 3 courses

Course #	Credits	Course Title
MGD 266	3	DVD Authoring
MGD 141	3	Web Design: Dreamweaver
MGD 143	3	Web Motion Design: Flash
MGD 153	3	3D Animation 1: Maya
MGD 253	3	3D Animation 2: Maya
FVT 275	3	Audio Sweetening: ProTools

Elective Credits 9

VIDEO POST-PRODUCTION CERTIFICATE TOTAL CREDITS... 45

CINEMATOGRAPHY/VIDEOGRAPHY CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 153	3	Introduction to Film Production
FVT 160	3	Video Post Production I
FVT 181	3	The Contemporary Documentary
	OR	
FVT 185	3	The Documentary Film
FVT 200	3	Video Production II
FVT 205	3	Film/Video Camera Equipment

		and Techniques
FVT 206	3	Film/Video Lighting & Grip
FVT 209	3	Production Management
FVT 215	3	Video Post Production II
FVT 220	3	16mm Production
FVT 264	3	Introduction to Digital Effects
	OR	
FVT 213	3	Cinematography I*
FVT 287	3	Internship

*Course Pending Approval

VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE
TOTAL CREDITS.. **45**

WRITING/PRODUCING CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 116	3	Business for Film & Video
FVT 117	3	Understanding the Actor's Process
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I
FVT 181	3	The Contemporary Documentary
FVT 185	3	The Documentary Film
	OR	
FVT 184	3	Landmarks of Contemporary Cinema
FVT 209	3	Production Management
FVT 216	3	Producing the Independent Feature
FVT 220	3	16mm Production
*FVT 223	3	Producing I
FVT 250	3	Scriptwriting for Film Video
FVT 287	3	Internship

* Course pending approval.

WRITING/PRODUCING CERTIFICATE TOTAL CREDITS........ **45**

LEVEL I & II CERTIFICATE PROGRAMS**

The Film/Video Technology Level I & II Certificate programs are designed for students registered for AGS, AAS, or full 45 and 60 credit Certificate programs. These Level Certificates are designed to monitor student progress through the program, and assure that assessment goals are met. Level I Certificates are a prerequisite for Level II Certificates. All FVT Program students need to be enrolled in the appropriate Certificate Level I & II programs. Assessment testing may be required to move from Level I to Level II, and from Level II on to the upper levels of the program.

WRITING/PRODUCING LEVEL I CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 116	3	Business for Film & Video
FVT 136	3	Short Script Analysis
FVT 150	3	Development of Film Expression
FVT 160	3	Video Post Production I

WRITING/PRODUCING LEVEL I CERTIFICATE
TOTAL CREDITS.. **15**

WRITING/PRODUCING LEVEL II CERTIFICATE

Course #	Credits	Course Title
FVT 155	3	Writing the Short Script
FVT 209	3	Production Management
FVT 216	3	Producing the Independent Feature
FVT 236	3	Producing I*
FVT 250	3	Scriptwriting for Film Video

WRITING/PRODUCING LEVEL II CERTIFICATE
TOTAL CREDITS.. **15**

*Courses pending approval

CINEMATOGRAPHY/VIDEOGRAPHY LEVEL I CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 117	3	Understanding the Actor's Process
FVT 150	3	Development of Film Expression
FVT 153	3	Introduction to Film Production
FVT 160	3	Video Post Production I

CINEMATOGRAPHY/VIDEOGRAPHY LEVEL I CERTIFICATE
TOTAL CREDITS.. **15**

CINEMATOGRAPHY/VIDEOGRAPHY LEVEL II CERTIFICATE

Course #	Credits	Course Title
FVT 200	3	Video Production II
FVT 205	3	Film/Video Camera Equipment and Techniques
FVT 206	3	Film/Video Lighting & Grip
FVT 209	3	Production Management
FVT 215	3	Video Post Production II

CINEMATOGRAPHY/VIDEOGRAPHY LEVEL II CERTIFICATE
TOTAL CREDITS.. 15

WRITING/DIRECTING LEVEL I CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
FVT 117	3	Understanding the Actor's Process
FVT 150	3	Development of Film Expression
FVT 155	3	Writing the Short Script
FVT 160	3	Video Post Production I

WRITING/DIRECTING LEVEL I CERTIFICATE
TOTAL CREDITS.. 15

WRITING/DIRECTING LEVEL II CERTIFICATE

Course #	Credits	Course Title
FVT 200	3	Video Production II
FVT 205	3	Film/Video Camera Equipment and Techniques
		OR
FVT 206	3	Film/Video Lighting & Grip
FVT 209	3	Production Management
FVT 215	3	Video Post Production II
FVT 250	3	Scriptwriting for Film Video

WRITING/DIRECTING LEVEL II CERTIFICATE
TOTAL CREDITS.. 15

VIDEO POST PRODUCTION LEVEL I CERTIFICATE

Course #	Credits	Course Title
FVT 105	3	Video Production I
MGD 111	3	Photoshop for Editors
FVT 150	3	Development of Film Expression
FVT 160	3	Video Post Production I
FVT 164	3	Introduction to Digital Editing: FCP

VIDEO POST PRODUCTION LEVEL I CERTIFICATE
TOTAL CREDITS.. 15

VIDEO POST PRODUCTION LEVEL II CERTIFICATE

Course #	Credits	Course Title
FVT 164/275	3	Introduction to Digital Editing: Avid
FVT 200	3	Video Production II
FVT 208	3	Sound for Film & Video
FVT 215	3	Video Post Production II
FVT 264	3	Introduction Digital FX

VIDEO POST PRODUCTION LEVEL II CERTIFICATE
TOTAL CREDITS.. 15

**Pending program approval

Fire Science Academy

(See Public Service)

Management

This program provides the student with the broad-based business and management concepts needed for advanced and entry level positions. The program allows the student flexibility in designing a management program of study. In addition to the required core of courses, students may select courses within a program emphasis area. Graduates of this program may be employed in all areas of service and retail industries. Graduates with limited work experience will begin at entry-level positions. Graduates with extensive work experience may begin at a higher level. Individual courses may be taken by those wishing to move up the career ladder. Students who complete the degree requirements for the Paralegal emphasis will also receive the Paralegal Certificate. There are very specific general education requirements for Paralegal students. To ensure ABA compliance, students must meet with an academic advisor/program coordinator of Paralegal. The Associate of Arts, Business Transfer Distinction on page 53 is designed for students planning to transfer into a 4-year business degree.

MANAGEMENT AAS DEGREE
GENERAL EDUCATION REQUIREMENTS

English
(3 credits)

Select from the following

Course #	Credits	Course Title
ENG 121*	3	English Composition I
BUS 217	3	Business Communication and Report Writing

*Paralegal students are required to complete

Mathematics or Science
(3 credits)

Select from the following

Credits	Course Title
3	Astronomy, Biology, Chemistry, Geology,* Health Professions,* Health Wellness Education,* Mathematics 120 or higher, Physics, and Science*

*Not acceptable for Paralegal

Social and Behavioral Sciences
(6-9 credits)

Take both courses

Course #	Credits	Course Title
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics

Paralegal students must also select 1 course from the following

Course #	Credits	Course Title
HIS 201/202	3/3	U.S. History I/II
SOC 101/102	3/3	Sociology I/II

Humanities
(3 credits)

*Recommended****

Course #	Credits	Course Title
SPE 115	3	Public Speaking
	OR	
SPE 125	3	Interpersonal Communication

Or select from the following

Credits	Course Title
3	Art, Communication, Foreign Language 111, or above, Humanities, Literature, Music, Philosophy, Photography, Speech, Theatre

** Paralegal students are required to complete SPE 115 or SPE 125.

General Education Credits **15-18**

DEGREE REQUIREMENTS

Course #	Credits	Course Title
ACC 121*	3	Principles of Accounting I
BUS 216	3	Legal Environment of Business I
MAN 200	3	Human Resources Management I
MAN 226	3	Principles of Management
MAN 287/PAR 280**		Internship
	OR	
MAN 285/PAR 285**	3	Directed Studies

*Students in the paralegal program may substitute ACC 101 for ACC 121, but will need to take an additional 1 credit of a General Education Elective.

**PAR 285 or 280, is required for students in the Paralegal emphasis.

Degree Credits **16**

Select 1 area of emphasis from the following

Accounting Management, Computer Information Systems Management, General Management, Human Resources Management, Paralegal, Small Business Management, Tech Management.

Management AAS Degree

ACCOUNTING MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
ACC 211	4	Intermediate Accounting I
ACC 226	3	Cost Accounting I
ACC 227	3	Cost Accounting II
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
CIS 155	3	Complete PC Spreadsheet
MAN 116	3	Principles of Supervision

Accounting Management Emphasis, Required Credits 24

ELECTIVES: 6 credits

Select from the following –
Select at least 1 course from ACC and at least 1 course from either BUS, CIS, MAN, MAR, or PHI 112

Course #	Credits	Course Title
ACC 115	2	Payroll Accounting
ACC 125	3	Computerized Accounting
ACC 131	3	Income Tax I
ACC 216	3	Governmental and Not-for-Profit Accounting
ACC 225	3	Computerized Accounting II
ACC 232	3	Auditing
BUS 115	3	Introduction to Business
BUS 226	3	Business Statistics
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
MAN 225	3	Managerial Finance
MAN 289	3	Management Information Systems
MAR 216	3	Principles of Marketing
PHI 112	3	Ethics

Elective Credits 6

MANAGEMENT DEGREE, ACCOUNTING MANAGEMENT EMPHASIS, TOTAL CREDITS.. 61

Management AAS Degree

COMPUTER INFORMATION SYSTEMS MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

Course #	Credits	Course Title
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
CIS 128	3	PC Windows Complete
CWB 110	3	Complete Web Authoring (HTML)
MAN 116	3	Principles of Supervision

Computer Information Systems Management, Emphasis Credits 17

ELECTIVES: 13-15 credits

Select from the following –
Select at least 1 course from CIS and at least 1 course from either ACC, BUS, MAN, or MAR

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
BUS 115	3	Introduction to Business
CIS 135	3	Complete PC Word Processing
CIS 145	3	Complete PC Database
CIS 155	3	Complete PC Spreadsheets
MAN 227	3	Operations Management
MAN 289	3	Management Information Systems
MAR 216	3	Principles of Marketing
PHI 112	3	Ethics

Elective Credits 13-15

MANAGEMENT DEGREE, COMPUTER INFORMATION SYSTEMS MANAGEMENT EMPHASIS, TOTAL CREDITS.. 61-63

MANAGEMENT AAS DEGREE

GENERAL MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

Select ACC 122, or ACC 226 and ACC 227

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
	OR	
ACC 226	3	Cost Accounting I
	AND	
ACC 227	3	Cost Accounting II
BUS 115	3	Introduction to Business
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
MAN 116	3	Principles of Supervision
MAN 225	3	Managerial Finance
MAN 289	3	Management Information Systems
MAR 216	3	Principles of Marketing

General Management Emphasis, Required Credits 25-26

ELECTIVES: 7 credits

Select from the following

Accounting (all courses)

Business (all courses)

Communication (260-268 only*)

Computer Information Systems (all courses)

Finance (all courses)

Management (all courses)

Marketing (all courses)

PHI 112 Ethics

Real Estate (all courses)

Small Business Management (SBM 101)

*Note: Only 3 credits from Communication courses may apply toward electives

Elective Credits 7

MANAGEMENT DEGREE, GENERAL MANAGEMENT EMPHASIS, TOTAL CREDITS....................................... 61-63

MANAGEMENT AAS DEGREE

HUMAN RESOURCES MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

Course #	Credits	Course Title
BUS 115	3	Introduction to Business
CIS 118	3	Introduction to PC Applications
CIS 161	1	Presentation Graphics I
MAN 116	3	Principles of Supervision
MAN 129	3	Labor Relations
MAN 201	3	Human Resources Management II
MAN 289	3	Management Information Systems
MAR 216	3	Principles of Marketing

Human Resources Management Emphasis Credits 22

ELECTIVES: 7 credits

Select from the following

Business (all courses)

Communication (260-268 only*)

Computer Info. Systems (all courses)

Management (all courses)

Marketing (all courses)

PHI 112 Ethics

Real Estate (all courses)

SPE 115 Public Speaking**

*Note: Only 3 credits from Communication courses may apply toward electives

**Courses apply once toward degree requirements

Elective Credits 7

MANAGEMENT DEGREE, HUMAN RESOURCES MANAGEMENT EMPHASIS, TOTAL CREDITS 60

Management AAS Degree

PARALEGAL EMPHASIS

A paralegal is a person, qualified by education, training, or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

This program combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. Courses lead to an American Bar Association (ABA) approved Paralegal certificate. Students must complete the emphasis requirements and degree requirements, including ENG 121. All Paralegal students must consult with an academic advisor. Students wishing to continue in a baccalaureate degree program after completing their associate degrees should contact an academic advisor at the University of Colorado at Denver.

EMPHASIS REQUIREMENTS: 18 credits

Course #	Credits	Course Title
PAR 115	3	Introduction to Law
PAR 116*	3	Torts
	OR	
PAR 205*	3	Criminal Law
PAR 118	3	Contracts
PAR 201	3	Civil Litigation
PAR 213	3	Legal Research and Writing I
PAR 214	3	Legal Research and Writing II

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.

Paralegal Emphasis, Required Credits 18

ELECTIVES: 9 credits

Select three courses from the following

Course #	Credits	Course Title
MED 101	3	Introduction to Mediation
PAR 116*	3	Torts
PAR 117	3	Family Law
PAR 125	3	Property Law
PAR 205*	3	Criminal Law
PAR 206	3	Business Organizations
PAR 207	3	Current Issues in Law
PAR 208	3	Probate and Estates
PAR 209	3	Constitutional Law
PAR 216	3	Employment Law
PAR 227	3	Immigration Law
PAR 275	3	Special Topics in Paralegal

Elective Credits 9

MANAGEMENT DEGREE, PARALEGAL EMPHASIS, TOTAL CREDITS... 61

Management AAS Degree

TECH MANAGEMENT EMPHASIS

See CCA and Area Vocational Schools and Joint Degree Programs, page 61.

General Management Certificate

This program is designed for students who have a specific objective in mind but do not desire an Associate of Applied Science degree. Students may Select to earn this certificate first and apply these courses toward the AAS degree later.

CERTIFICATE REQUIREMENTS

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
BUS 115	3	Introduction to Business
BUS 216	3	Legal Environment of Business I
BUS 217	3	Business Communication and Report Writing
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
BTE 225	3	Office Management
	OR	
MAN 200	3	Human Resources Management I
MAN 226	3	Principles of Management
MAR 216	3	Principles of Marketing
PHI 112	3	Ethics
SPE 125	3	Interpersonal Communication

GENERAL MANAGEMENT CERTIFICATE, TOTAL CREDITS... 32

Marketing AAS Degree

This program provides students with the knowledge and skills needed in a variety of positions in marketing. In addition to the required core courses, students may design an individualized plan of study by selecting courses that relate to their career goals. Graduates of this program may be employed in many areas of the service, manufacturing, and retailing industries. Individual courses should be considered by those wishing to move up the career ladder.

GENERAL EDUCATION REQUIREMENTS

English
(3 credits)

Select from the following

Course #	Credits	Course Title
ENG 121	3	English Composition I
	OR	
BUS 217	3	Business Communication and Report Writing

Mathematics or Science
(3 credits)

Select from the following

Credits	Course Title
3	Astronomy, Biology, Chemistry, Geology, Health Professions, Health Wellness Education, Mathematics 120 or higher, Physics, Science

Social and Behavioral Sciences
(6 credits)

Take both courses

Course #	Credits	Course Title
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics

Humanities
(3 credits)

Recommended

Course #	Credits	Course Title
SPE 115	3	Principles of Speech Communication
	OR	
SPE 125	3	Interpersonal Communication

Or Select from the following

Credits	Course Title
3	Art, Communication, Foreign Language 111 or above, Humanities, Literature, Music, Philosophy, Photography, Speech, Theatre

General Education Credits 15

DEGREE REQUIREMENTS

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
BUS 115	3	Introduction to Business
BUS 216	3	Legal Environment of Business I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
MAN 226	3	Principles of Management
MAR 111	3	Principles of Sales
MAR 160	3	Customer Service
MAR 220	3	Advertising and Promotion
MAR 216	3	Principles of Marketing

Required Degree Credits.. 29

MARKETING AAS DEGREE

GENERAL MARKETING EMPHASIS

EMPHASIS REQUIREMENTS

Course #	Credits	Course Title
BUS 227	3	Principles of Purchasing
MAN 225	3	Managerial Finance
MAR 117	3	Retail Management
MAR 240	3	International Marketing

General Marketing Emphasis Credits...................................... 12

ELECTIVES: 6 credits

Select from the following

Business (all courses)
Communication (260-268 only)*
Computer Info. Systems (all courses)
Management (all courses)
Marketing (all courses)
PHI 112 Ethics
Real Estate (all courses)
Small Business Management (SBM 101)

*Note: only 3 credits from Communication courses may apply toward electives.

Elective Credits 4

MARKETING DEGREE, GENERAL MARKETING EMPHASIS, TOTAL CREDITS.. 60

MEDIATION CERTIFICATE

The required core courses introduce basic mediation theories and skills. Each student is required to complete these courses as part of the certificate program.

CERTIFICATE REQUIREMENTS

Course #	Credits	Course Title
MED 101	3	Introduction to Mediation
MED 104	3	Culture and Conflict Resolution
CRJ 220	3	Human Relations and Social Conflicts

Required Credits 9

Select an area of emphasis

EMPLOYMENT LAW/BUSINESS EMPHASIS

REQUIRED COURSES

Course #	Credits	Course Title
MED 203	3	Employment and Business Mediation
PAR 216	3	Employment Law

Employment Law/Business Emphasis Credits 6

MEDIATION CERTIFICATE, LAW/BUSINESS EMPHASIS,
   TOTAL CREDITS.. 15

FAMILY LAW EMPHASIS REQUIRED COURSES

Course #	Credits	Course Title
MED 202	3	Family Mediation
PAR 117	3	Family Law

Family Law Emphasis Credits 6

MEDIATION CERTIFICATE, EMPLOYMENT FAMILY LAW
   EMPHASIS, TOTAL CREDITS... 15

PARALEGAL CERTIFICATE

A paralegal is a person, qualified by education, training, or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

This program combines an understanding of legal principles, legal analysis, and ethical considerations with practical applications. Courses lead to an American Bar Association (ABA) approved Paralegal certificate. **To be awarded the Paralegal Certificate, the student must complete the certificate requirements and complete (or submit evidence of having completed) an additional 30 semester hours of academic coursework, including 18 hours of general education, and ENG 121, or the equivalent.**

Five years of law-related work experience may be substituted in some cases for the 30 semester hour academic coursework requirement. Requests for waiver based on work experience must be submitted during the student's first semester in the Paralegal Program.

CERTIFICATE REQUIREMENTS

Emphasis Requirements

Course #	Credits	Course Title
PAR 115	3	Introduction to Law
PAR 116*	3	Torts
	OR	
PAR 205*	3	Criminal Law
PAR 118	3	Contracts
PAR 201	3	Civil Litigation
PAR 213	3	Legal Research and Writing I
PAR 214	3	Legal Research and Writing II
PAR 280	3	Internship
	OR	
PAR 285	3	Independent Study

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.

Paralegal Certificate Required Credits................................... 21

ELECTIVES: 9 credits

Select three courses from the following

Course #	Credits	Course Title
MED 101	3	Introduction to Mediation
PAR 116*	3	Torts
PAR 117	3	Family Law
PAR 125	3	Property Law
PAR 205*	3	Criminal Law
PAR 206	3	Business Organizations
PAR 207	3	Current Issues in Law
PAR 208	3	Probate and Estates
PAR 209	3	Constitutional Law
PAR 216	3	Employment Law
PAR 227	3	Immigration Law
PAR 275	3	Special Topics in Paralegal

Elective Credits 9

PARALEGAL CERTIFICATE TOTAL CREDITS......................... 30

Public Service AAS Degree

The Public Service program is designed for working professionals and other students whose objectives are to obtain an AAS degree or certificate in pursuit of upgrading employment in the area of Fire Service or Emergency Medical Provider. Students intending to transfer to Baccalaureate programs should consult an academic advisor or department chair prior to selecting courses.

The Emergency Medical Services (EMS) program is designed for students seeking careers in emergency medicine. This program provides students with the knowledge and skills required to function within the Emergency Medical Services system. Unlike other EMS programs, there are no work-related prerequisites to enter advanced level courses. Courses progress from to EMT-Paramedic. All programs meet or exceed the Colorado Department of Public Health and Environment requirements for certification eligibility.

GENERAL EDUCATION REQUIREMENTS: 24 credits

English
(6 credits)
Take both courses

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 131	3	Technical Writing I

Mathematics
(4 credits)

Course #	Credits	Course Title
MAT 121	4	College Algebra

Science
(5 credits)

Course #	Credits	Course Title
CHE 101	5	Introduction to Chemistry

Social and Behavioral Sciences
(3 credits)

Course #	Credits	Course Title
POS 111	3	American Government
OR		
POS 125	3	American State and Local Government

Humanities
(6 credits)

Course #	Credits	Course Title
PHI 112	Ethics	3
AND		
SPE 115	Public Speaking	3
OR		
SPE 125	3	Interpersonal Communication

General Education Credits **24**

DEGREE REQUIREMENTS

The student must select a minimum of 36 credit hours from the list below in consultation with the Department Chairs of Public Service or Emergency Medical Provider to satisfy the occupational core degree requirements. Both prospective EMP and Fire Academy students must be accepted into their respective programs prior to enrollment by calling and meeting with either director of the program they seek to enter. Fire academy students must successfully complete EMS 125, EMS 170, and ENG 121, and be in excellent physical condition prior to applying for the Fire Academy.

Area of Emphasis, select from the following

PUBLIC SERVICE AAS DEGREE

FIREFIGHTER EMPHASIS

Course #	Credits	Course Title
FST 100	9	Firefighter I
FST 101	3	Firefighter II
FST 102	3	Introduction to Fire Science and Suppression
FST 103	3	Firefighter Occupational Health and Safety
FST 105	3	Building Plans and Construction
FST 107	3	Hazardous Materials Operations (Level I)
FST 275	1	Special Topics

Firefighter Emphasis, Total Required Credits **25**

EMERGENCY MEDICAL TECHNICIAN – BASIC EMPHASIS

Course #	Credits	Course Title
All EMS courses must be taken as an emphasis block of instruction as indicated below.		
EMS 125	9	EMT Basic
EMS 136	1	EMT/Paramedic Safety Issues in the Field
EMS 170	1	EMT/Basic Clinical

Emergency Medical Technician – Basic Emphasis, Total Credits **11**

Public Service AAS Degree

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC EMPHASIS

Course #	Credits	Course Title
11	CCA EMT – Basic Emphasis Certificate 11	
	OR	
EMS 126	3	EMT Refresher
EMS 225	3	Fundamentals of Paramedic Practice
EMS 226	2	Fundamentals of Paramedic Practice Lab
EMS 227	3	Paramedic Special Considerations
EMS 228	2	Paramedic Special Considerations Lab
EMS 229	3	Paramedic Pharmacology
EMS 230	2	Paramedic Pharmacology Lab
EMS 231	5	Paramedic Cardiology
EMS 232	1	Paramedic Cardiology Lab
EMS 233	4	Paramedic Medical Emergencies
EMS 234	1	Paramedic Medical Emergencies Lab
EMS 235	4	Paramedic Trauma Emergencies
EMS 236	1	Paramedic Trauma Emergencies Lab
EMS 237	2	Paramedic Internship Preparatory
EMS 280	6	Paramedic Internship I
EMS 281	6	Paramedic Internship II

Emergency Medical Technician Paramedic Emphasis Certificate, Total Credits.. 48-56

PUBLIC SERVICE DEGREE, TOTAL CREDITS 60

Public Service Certificate
Emergency Medical Provider Certificate

All EMS courses must be taken as an emphasis block of instruction as indicated below.

EMERGENCY MEDICAL TECHNICIAN – BASIC EMPHASIS CERTIFICATE

Course #	Credits	Course Title
EMS 125	9	EMT Basic
EMS 136	1	EMT/Paramedic Safety Issues in the Field
EMS 170	1	EMT/Basic Clinical

Emergency Medical Technician – Basic Emphasis Certificate, Total Credits 11

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC EMPHASIS CERTIFICATE

Course #	Credits	Course Title
	CCA EMT – Basic Emphasis Certificate................................... 11	
	OR	
EMS 126	3	EMT Refresher
EMS 225	3	Fundamentals of Paramedic Practice
EMS 226	2	Fundamentals of Paramedic Practice Lab
EMS 227	3	Paramedic Special Considerations
EMS 228	2	Paramedic Special Considerations Lab
EMS 229	3	Paramedic Pharmacology
EMS 230	2	Paramedic Pharmacology Lab
EMS 231	5	Paramedic Cardiology
EMS 232	1	Paramedic Cardiology Lab
EMS 233	4	Paramedic Medical Emergencies
EMS 234	1	Paramedic Medical Emergencies Lab
EMS 235	4	Paramedic Trauma Emergencies
EMS 236	1	Paramedic Trauma Emergencies Lab
EMS 237	2	Paramedic Internship Preparatory
EMS 280	6	Paramedic Internship I
EMS 281	6	Paramedic Internship II

Emergency Medical Technician Paramedic Emphasis Certificate, Total Credits.. 48-56

FIREFIGHTER EMPHASIS CERTIFICATE

Course #	Credits	Course Title
FST 100	9	Firefighter I
FST 101	3	Firefighter II
FST 102	3	Introduction to Fire Science and Suppression
FST 103	3	Firefighter Occupational Health and Safety
FST 105	3	Building Plans and Construction
FST 107	3	Hazardous Materials Operations (Level I)

Firefighter Emphasis, Total Credits... 24

Real Estate

REAL ESTATE CERTIFICATE

Students who complete this certificate program are eligible for the REC-33 form from the Enrollment Services office, required to sit for the Colorado Real Estate Associate Broker Examination.

Course #	Credits	Course Title
REE 201	6	Real Estate Broker I
REE 202	6	Real Estate Broker II

Real Estate, Total Credits **12**

Colorado Community Colleges and Area Vocational Schools Joint Degree Programs

Colorado Community Colleges, of which CCA is a part, along with area vocational schools offer joint AAS degree programs. The area vocational schools are Pickens Technical College, Emily Griffith, Delta-Montrose, and San Juan Basin.

Students who wish to complete these AAS degrees must finish the technical classes for designated occupational certificates at the area vocational school and the general education plus other requirements at CCA. The AAS degree is awarded by the Community College of Aurora.

NOTE: Pickens Technical College and Emily Griffith students are encouraged to enroll concurrently in CCA courses. They must comply with the regulations and requirements relating to admission and attendance at each institution. Students should consult an academic advisor for further information. They should also review the transfer requirements and catalogs of both institutions.

Applied Technology

The AAS degree in Applied Technology requires the completion of at least 60 semester hours. Credits from area vocational schools that apply to the degree vary in number according to the certificate program offered by the area vocational school. A maximum of 45 certificate credits may be applied toward the Applied Technology degree. Students must complete at least 15 credit hours in general education courses at CCA. Students whose certificate program taken at the area vocational school requires less than 45 hours must complete more than 15 required credit hours at CCA in order to bring the total number to 60 semester hours. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

COMMUNITY COLLEGE OF AURORA
GENERAL EDUCATION REQUIREMENTS: 15 credits

Speech
(3 credits)
Select 1 course from the following

Course #	Credits	Course Title
SPE 115	3	Public Speaking
	OR	
SPE 125	3	Interpersonal Communication

Mathematics or Science
(6 credits)
Select from the following

Credits	Course Title
6	Astronomy, Biology, Chemistry, Computer Science, Geology, Health Professions, Health Wellness Education, Mathematics 107 or higher, Physics 105, Science

Social/Behavioral Science
(3 credits)
Select from the following

Credits	Course Title
3	Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, Women's Studies

Humanities
(3 credits)
Select from the following

Credits	Course Title
3	Art, American Sign Language, Communication, English, Foreign Languages 111 or higher, Humanities, Literature, Music, Philosophy, Photography, Speech, Theatre

CCA General Education Requirements 15

Total Area Vocational School Credits .... up to 45

If credits transferred in equal less than 45, students must take enough credits to equal 60

APPLIED TECHNOLOGY DEGREE, TOTAL CREDITS............. 60

Management (Tech Management Emphasis)

The AAS degree in Management with an emphasis in Tech Management may be taken at CCA only by students who complete certificates at Pickens Technical College. This degree requires the completion of at least 60 semester credit hours. Credits from Pickens Technical College that apply to the degree vary in number according to the certificate program offered by Pickens Technical College. A maximum number of 30 certificate credits may be applied toward the Management, Tech Management Emphasis degree. Students must complete at least 30 credit hours at CCA. Students whose certificate program taken at Pickens Technical College requires less than 30 hours must complete more than the 30 required credit hours at CCA in order to bring the total number of semester credit hours to 60. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

Management AAS Degree

TECH MANAGEMENT EMPHASIS

COMMUNITY COLLEGE OF AURORA
REQUIRED GENERAL EDUCATION COURSES: 15 credits

English
(3 credits)
Select 1 course from the following

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 131	3	Technical Writing
BUS 217	3	Business Communication and Report Writing

Mathematics or Science
(3 credits)
Select from the following

Credits	Course Title
3	Astronomy, Biology, Chemistry, Geology, Health Professions, Health Wellness Education, Mathematics 107 or higher, Physics, Science

Social/Behavioral Science
(3 credits)
Select 1 course from the following

Course #	Credits	Course Title
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics

Humanities

(3 credits)

Select 1 course from the following

Course #	Credits	Course Title
SPE 115	3	Principles of Speech Communication
	OR	
SPE 125	3	Interpersonal Communication

Management

(3 credits)

Course #	Credits	Course Title
BUS 115*	3	Introduction to Business

CCA General Education Credits..15

BUS 115 may be counted as a general education elective.

CCA DEGREE REQUIREMENTS: 11 credits

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
CIS 110	1	Introduction to the PC
CIS 115	3	Introduction to Computer Information Systems
MAN 226	3	Principles of Management

CCA Required Degree Credits 11

CCA ELECTIVES: 6 credits

Select from the following

Course #	Credits	Course Title
ACC 122	4	Principles of Accounting II
BUS 102	4	Entrepreneurial Operations
BUS 216	3	Legal Environment of Business I
CIS 135	3	Complete PC Word Processing
MAN 116	3	Principles of Supervision
BTE 225	3	Office Management
MAN 200	3	Human Resource Management I
MAN 289	3	Management Information Systems
MAR 111	3	Principles of Sales
MAR 216	3	Principles of Marketing
PHI 112	3	Ethics
SBM 101	1	Start Your Own Business

CCA Elective Credits.. 6

Total CCA Requirements 32

Total Pickens Technical College Credits .... up to 30

MANAGEMENT DEGREE
(TECH MANAGEMENT EMPHASIS), TOTAL CREDITS...... 62

Recognition of Achievement Certificates

The college offers courses, conferences, workshops, and seminars for upgrading skills as well as for personal enrichment. Successful completion of courses of this type may result in the granting of a "Recognition of Achievement Certificate." This certificate may be requested from the appropriate instructional program.

Management

COLORADO MORTGAGE LENDERS PROGRAM

To satisfy the requirements for the Recognition of Achievement certificate, complete the following sequence

Course #	Credits	Course Title
FIN 131	1	Introduction to Mortgage Banking
FIN 132	1	Residential Mortgage Loans
FIN 133	1	Residential Mortgage Processing
FIN 134	1	Mortgage Banking Residential Underwriter
FIN 135	1	Residential Loan Closing
FIN 136	1	Introduction to Secondary Marketing

RECOGNITION OF ACHIEVEMENT CERTIFICATE, COLORADO LENDERS ASSOCIATION PROGRAM, TOTAL CREDITS... 6

ENTREPRENEURIAL PROGRAM

To satisfy the requirements for the Recognition of Achievement certificate, complete the following sequence:

CERTIFICATE REQUIREMENTS: 5 credits

Course #	Credits	Course Title
BUS 102	4	Entrepreneurial Operations
SBM 101	1	Start Your Own Business

RECOGNITION OF ACHIEVEMENT CERTIFICATE, ENTREPRENEURIAL PROGRAM, TOTAL CREDITS............. 5

REAL ESTATE APPRAISAL

To satisfy the requirements for this certificate and be eligible to sit for the state appraiser examination, students must successfully complete the course REE 118, Principles of Real Estate Appraisal.

CERTIFICATE REQUIREMENTS: 5 credits

Course #	Credits	Course Title
REE 118	4	Principles of Real Estate Appraisal
REE 119	1	Uniform Standards of Professional Practice

RECOGNITION OF ACHIEVEMENT CERTIFICATE, REAL ESTATE APPRAISAL, TOTAL CREDITS...................... 5

Special Programs

Colorado Community College

(CCC Online) Degree

The Colorado Community College Online is a consortium of 13 colleges in the Community Colleges of Colorado system. Through CCCOnline, students can earn some degrees and certificates. All courses are taught over the internet. For more information, visit the CCCOnline website at: www.ccconline.org or contact an academic advisor at 303-360-4797, 303-340-7093, or e-mail enrollment@CCAurora.edu. CCA offers many online courses as well that can be taken as part of this program.

Business AAS Degree

GENERAL EDUCATION REQUIREMENTS

English
(6 credits)

Take both courses

Course #	Credits	Course Title
ENG 121	3	English Composition I
ENG 122	3	English Composition II

Mathematics
(4 credits)

Course #	Credits	Course Title
MAT 121	4	College Algebra

Social and Behavioral Science
(6 credits)

Course #	Credits	Course Title
ECO 201	3	Principles of Macroeconomics
ECO 202	3	Principles of Microeconomics

Humanities
(3 credits)

Course #	Credits	Course Title
SPE 115	3	Public Speaking
OR		
SPE 125	3	Interpersonal Communication

Total General Education Credits...19

DEGREE REQUIREMENTS: 35 credits

Course #	Credits	Course Title
ACC 121	4	Principles of Accounting I
ACC 122	4	Principles of Accounting II
BUS 115	3	Introduction to Business…
BUS 216	3	Legal Environment of Business
BUS 217	3	Business Communication
BUS 226	3	Business Statistics
MAN 200	3	Human Resource Management I
MAN 216	3	Small Business Management
MAN 226	3	Principles of Management
MAR 111	3	Principles of Sales
MAR 216	3	Principles of Marketing

Total Degree Requirements 35

INFORMATION TECHNOLOGY CLASSES (9 CREDITS)

Course #	Credits	Course Title
CIS 115	3	Introduction to Computer Info Systems
CIS 118	3	Introduction to Microcomputer Applications
CIS 155	3	PC Spreadsheet Concepts

Total Information Technology Credits 9

CCCONLINE BUSINES DEGREE, TOTAL CREDITS 63

Catalog Guide

All students need to become familiar with the language of the college catalog and the necessity of planning a sequence that will provide either a certificate or degree. Every course is not offered each year. Some courses are taught only when there is a demand for specific instruction to complete a major curriculum. For a list of courses available each semester, students should consult the current class schedule. A course listing consists of the following elements:

Prefix

Each course has a three-letter code designating the instructional department or division.

Course Prefix	Instructional Department or Division
AAA	Academic Achievement Strategies
ACC	Accounting
ANT	Anthropology
ART	Art
ASL	American Sign Language
AST	Astronomy
BIO	Biology and Biotechnology
BTE	Business Technology
BUS	Business
CHE	Chemistry
CHI	Chinese
COM	Communications
CIS	Computer Information Systems
CNG	Computer & Networking Technology
CRJ	Criminal Justice
CSC	Computer Science
CWB	Computer Web Based
DAN	Dance
DPM	Diesel Power Mechanics
ECE	Early Childhood Education
ECO	Economics
EDU	Education
EMS	Emergency Medical Services
ENG	English
ESL	English as a Second Language
ETH	Ethnic Studies
FIN	Finance
FOR	Foreign Language
FRE	French
FST	Fire Science Technology
FVT	Film and Video Technology
GEO	Geography
GER	German
GEY	Geology
HEB	Hebrew
HPR	Health Professional
HWE	Health Wellness
HIS	History
HUM	Humanities
JPN	Japanese
LIT	Literature
MAN	Management
MAR	Marketing
MAT	Math
MED	Mediation
MGD	Multimedia Graphic Design
MUS	Music
PAR	Paralegal
PHI	Philosophy
PHO	Photography
PHY	Physics
POS	Political Science
PSM	Public Security Management
PSY	Psychology
REA	Reading
REE	Real Estate
RUS	Russian
SCI	Science
SOC	Sociology
SPA	Spanish
SPE	Speech
THE	Theatre
WOL	World Languages
WST	Women's Studies

Course number

A three-digit number is assigned to all college courses. Courses listed in the 100s are designed for freshman level; 200s are intended for sophomore level. (Ex. SPE 115 = Public Speaking)

Section Number

A three-digit number or letter combination is assigned to all college courses. The section number is found immediately following the course number. (Ex. SPE 115-111 = Section 111 of Public Speaking). This number is not indicative of the number of sections offered at CCA.

Course Title

This is the official course title. Class schedules and transcripts will often abbreviate the course title.

Credit hours

Each course has state approval for a specific number of "semester credit hours" that translates into a number of clock hours of interaction with the instructor. Practicums, clinicals, laboratory, and vocational skill training classes have specific clock hour requirements. Students tuition charges are based on credit hours, not clock hours. Some vocational programs have set costs because of equipment requirements.

Independent Study

The College may provide for individual student needs through independent study. All requests for independent study are subject to the approval of the Division Dean. No more than six (6) semester hours of independent study course work may be applied to any Associate degree program.

Prerequisites

Some courses require another course or special permission before enrolling. For example, students cannot enroll in MAT 121 until MAT 106 is successfully completed or an appropriate assessment score is achieved. Prerequisites are listed in the course description.

Corequisites

Some courses require special permission, or another course be taken at the same time as the current course. For example, students cannot enroll in CIS 118 without enrolling in CIS 161 because the material covered in the courses complement each other. Corequisites are listed in the course description.

Special Topics Courses

Special Topics courses provide instruction on selected topics within a program. The number of semester hours of credit is determined by the department offering the course and approved by the Instructional Leadership Team. No more than six (6) semester hours of Special Topics course work may be applied to any Associate degree program.

Supervised Field Experience

The Community College of Aurora recognizes the need for supervised field (off-campus) experience in various programs. Supervised field experience may be titled "work experience," "practicum" or "internship." These field experiences are designed to provide on-the-job training for students with the goal of increased employability upon completion of their education. In a supervised field experience, the community, its resources, and employees become an extension of the college. All supervised field experience courses include: (1) course descriptions; (2) an instructor with credentials in the program area to supervise the off-campus instruction; (3) course activities designed by the instructor; (4) attendance at a minimum of one class session per week with the assigned instructor; (5) a plan developed by the student and instructor, including all assignments required for completion of the course; (6) grading following the established grading policy of the College; and (7) instructor scheduling of the supervised field experience hours, requiring the same types of assignments and preparation as for on-campus courses.

Degree

At CCA, students can obtain Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degrees. Each degree has specific course requirements of major courses and general education courses.

Recommended Electives

College curriculums have courses that are not required, but would be helpful to the student's future. Students should consult their academic advisor before selecting electives.

Attention: Course numbers and descriptions are subject to changes.

The Colorado Community Colleges participate in a common course numbering and common competency system to provide students ease of transfer and to ensure curriculum quality across the colleges. This system includes all courses offered for credit at every community college and is available for review at www.cccs.edu.

Course Descriptions

Academic Achievement

AAA 090 Academic Achievement Strategies

3 Credit hours | 45 Contact hours

Develops personalized approaches to learn and succeed for easier transition to 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.

Course Note: Does apply to CCA degrees or certificates

AAA 101 College 101: The Student Experience

1 Credit hour | 15 Contact hours

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 Credit hours | 45 Contact hours

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for completion of end-of-period reports for small service and merchandising business.

Prerequisite: Successful completion of REA 060 (grade C or higher) or appropriate assessment scores (RC: 62+, ACT Reading 16+)

ACC 115 Payroll Accounting

3 Credit hours | 45 Contact hours

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 tax laws and actual experience in applying regulations. Students will be exposed to computerized payroll procedures

Prerequisite: Successful completion of ACC 101 or 121 (grade C or higher)

Course Note: Also available as an online course

ACC 121 Accounting Principles I

4 Credit hours | 60 Contact hours

Introduces the study of accounting principles for understanding the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals, subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems, costing, plant assets, intangible asset accounting, depreciation methods, and practices.

Prerequisite: Successful completion of REA 060 (grade C or higher) or appropriate assessment scores (RC: 62+, ACT Reading 16+) *Course Note: Also available online*

ACC 122 Accounting Principles II

4 Credit hours | 60 Contact hours

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.

Prerequisite: Successful completion of ACC 121 or equivalent (grade C or higher)

Course Note: Also available as an online course

ACC 125 Computerized Accounting

3 Credit hours | 45 Contact hours

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

Prerequisite: Successful completion of ACC 101 or ACC 121 (grade C or higher)

ACC 131 Income Tax

3 Credit hours | 45 Contact hours

Studies 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.

Prerequisite: Successful completion of ACC 121 (grade C or higher)

ACC 135 Spreadsheet Applications for Accounting

3 Credit hours | 45 Contact hours

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.

Prerequisite: Successful completion of ACC 122, CIS 155 (grade C or higher) or spreadsheet experience

ACC 211 Intermediate Accounting I

4 Credit hours | 60 Contact hours

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, 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: Successful completion of ACC 122 or equivalent (grade C or higher) & LOEP Score RS 55+, WP 3, or successful completion of ESL 041 (grade C or higher)

ACC 212 Intermediate Accounting II

4 Credit hours | 60 Contact hours

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: Successful completion of ACC 211 (grade C or higher) LOEP Score RS 55+, WP 3, or successful completion of ESL 041 (grade C or higher)

ACC 216 Governmental and Not-for-profit Accounting

3 Credit hours | 45 Contact hours

Addresses concepts of budgetary control as a matter of law and public administration theory, and accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations.

Prerequisite: Successful completion of ACC 121 or equivalent (grade of C or higher) & LOEP Score RS 55+, WP 3, or successful completion of ESL 041 (grade C or higher)

ACC 225 Computerized Accounting II

3 Credit hours | 45 Contact hours

Continues Computerized Accounting (ACC 125) with emphasis on the practical application of integrated accounting processes through the use of commercially available software. Includes software evaluation and selection, automated accounting systems controls, and system documentation.

Prerequisite: Successful completion of ACC 125 (grade C or higher)

ACC 226 Cost Accounting I

3 Credit hours | 45 Contact hours

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard and direct cost system, budgeting, planning, and control of costs.

Prerequisite: Successful completion of ACC 122 (grade C or higher)

Course Note: Also available as an online course

ACC 227 Cost Accounting II

3 Credit hours | 45 Contact hours

Continues ACC 226 and focuses on the decision-making aspects of managerial accounting, using electronic spreadsheet applications for assigned problems. Topics include product pricing strategy, capital budgeting, statement of cash, flow and application of linear programming.

Prerequisite: Successful completion of ACC 226 (grade C or higher)

Course Note: Also available as an online course

ACC 232 Auditing

3 Credit hours   45 Contact hours

Studies auditing procedures, standards, and programs; examines financial statements and preparation of audit working papers. Good working relationship features between the internal accountant and external auditor will be analyzed to assist in preparing for audits. This course will focus on the audit process, procedures, and mechanics.

Prerequisite: Successful completion of ACC 122 (grade C or higher) & LOEP Score RS 55+, WP 3, or successful completion of ESL 041 (grade C or higher)

American Sign Language (See World Languages)

Anthropology

ANT 101 Cultural Anthropology

3 Credit hours   45 Contact hours

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

Course Note: This is a statewide guaranteed transfer course.

ANT 107 Introduction to Archaeology

3 Credit hours   45 Contact hours

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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+)

ANT 111 Physical Anthropology

3 Credit hours   45 Contact hours

Studies human biology and its effect on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

Course Note: This is a statewide guaranteed transfer course.

ANT 221 Exploring Other Cultures I

3 Credit hours   45 Contact hours

Provides an anthropological understanding of a selected culture. Areas of study include the cultures language, processes of enculturation, subsistence patterns and economics, kinship and descent, political organization, religion, art, history, and its reactions to the forces of globalization.

Prerequisite: Successful completion of ENG

060 (grade C or higher) or assessment scores (SS: 70+)

ANT 260 Sex, Gender, and Culture

3 Credit hours   45 Contact hours

Explores the anthropology of gender. Includes the relationship between biology and culture in human evolution; archaeological evidence of gender distinctions in prehistory; cross-cultural constructions of masculinity, femininity, and sexuality; variations in the sexual division of labor and economic stratification; gender differences in ritual and religion; and the impact of gender issues in contemporary global culture change.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+)

ANT 275 Special Topics in Anthropology

1-3 Credit hours   15-75 Contact hours

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 a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

Art

ART 110 Art Appreciation

3 Credit hours   45 Contact hours

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

ART 111 Art History I

3 Credit hours   45 Contact hours

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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course

ART 112 Art History II

3 Credit hours   45 Contact hours

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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

ART 121 Drawing I

3 Credit hours   90 Contact hours

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122 Drawing II

3 Credit hours   90 Contact hours

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development

Prerequisite: Successful completion of ART 121 (grade C or higher) or permission of Instructor

ART 123 Watercolor I

3 Credit hours   90 Contact hours

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.

Prerequisite: Successful completion of ART 121, Art 131 or its equivalent (grade C or higher), or permission of the Instructor

ART 124 Watercolor II

3 Credit hours   90 Contact hours

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

Prerequisite: Successful completion of ART 123 (grade C or higher) or permission of Instructor

ART 131 2-D Design

3 Credit hours   90 Contact hours

Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

ART 132 3-D Design

3 Credit hours   90 Contact hours

Focuses on learning to apply the elements and principles of design to three-dimensional problems.

Prerequisite: Successful completion of ART 131 (grade C or higher) or permission of Instructor

ART 138 Photography I
3 Credit hours   45 Contact hours
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera lab operations. NOTE: Students must provide their own suitable 35 mm reflex or range finder cameras with one lens (preferably 50 mm) and purchase other supplies.

ART 139 Photography II
3 Credit hours   45 Contact hours
Further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. NOTE: Students must provide their own suitable 35 mm reflex or range finder cameras with one lens (preferably 50 mm) and purchase other supplies.
Prerequisite: Successful completion of PHO 101 (grade C or higher) or permission of Instructor

ART 143 Digital Photography I
3 Credit hours   45 Contact hours
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 146 Stained Glass I
3 Credit hours   45 Contact hours
Develops a basic understanding and approach to stained glass. Students gain an understanding of and appreciation for the properties of glass and the nature of finished stained glass construction.

ART 147 Stained Glass II
3 Credit hours   45 Contact hours
A continuation of Stained Glass I, students advance to a clearer but still basic understanding and approach to stained glass. Students gain a greater understanding of and appreciation for the properties of glass and the nature of finished stained glass construction.
Prerequisite: Successful completion of ART 146 (grade C or higher)

ART 154 Sculpture I
3 Credit hours   90 Contact hours
Introduces the fundamentals of sculpture such as the modeling, casting, carving, and the processes of assemblage.

ART 155 Sculpture II
3 Credit hours   90 Contact hours
Develops an understanding and focus on manipulation of three-dimensional form with greater concentration on individual creativity and style.
Prerequisite: Successful completion of ART 154 (grade C or higher) or permission of Instructor

ART 156 Figure Drawing I
3 Credit hours   90 Contact hours
Introduces the basic techniques of drawing the human figure.
Prerequisite: ART 121 (grade C or higher) or permission of Instructor

ART 161 Ceramics I
3 Credit hours   90 Contact hours
Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

ART 162 Ceramics II
3 Credit hours   90 Contact hours
Continues ART 161, emphasizing skill, techniques and form.
Prerequisite: Successful completion of ART 161 (grade C or higher)

ART 211 Painting I
3 Credit hours   90 Contact hours
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.
Prerequisite: Successful completion of ART 121 or ART 131 (grade C or higher)

ART 212 Painting II
3 Credit hours   90 Contact hours
Further explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.
Prerequisite: Successful completion of ART 211 (grade C or higher) or permission of Instructor

ART 213 Painting III
3 Credit hours   90 Contact hours
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: Successful completion of ART 212 (grade C or higher) or permission of Instructor

ART 214 Painting IV
3 Credit hours   90 Contact hours
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: Successful completion of ART 213 (grade C or higher) or permission of Instructor

ART 221 Drawing III
3 Credit hours   90 Contact hours
Offers continued study of expressive drawing techniques and development of individual style, with emphasis on composition and technique variation.
Prerequisite: Successful completion of ART 122 (grade C or higher) or permission of Instructor

ART 222 Drawing IV
3 Credit hours   90 Contact hours
Explores advanced drawing problems with emphasis on conceptual development and portfolio and/or exhibition quality presentation.
Prerequisite: Successful completion of ART 221 (grade C or higher) or permission of Instructor

ART 223 Watercolor III
3 Credit hours   90 Contact hours
Concentrates on the advanced study of subject development, form, color, and theme in watercolor.
Prerequisite: Successful completion of ART 124 (grade C or higher) or permission of Instructor

ART 224 Watercolor IV
3 Credit hours   90 Contact hours
Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.
Prerequisite: Successful completion of ART 223 (grade C or higher) or permission of Instructor

ART 231 Advanced 2-D Design
3 Credit hours   45 Contact hours
Provides continued study of the principles and elements of two-dimensional design with emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.
Prerequisite: Successful completion of ART 131 (grade C or higher)

ART 232 Advanced 3-D Design
3 Credit hours   45 Contact hours
Provides continued study of the principles and elements of three-dimensional design with emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.
Prerequisite: Successful completion of ART 132 (grade C or higher)

ART 238 Photography III
3 Credit hours   45 Contact hours
Explores photography techniques with emphasis on history, theory, and assimilation of ideas into the student's creative work. Includes the development of a comprehensive portfolio.
Prerequisite: Successful completion of ART 138 and ART 139 (grade C or higher) or permission of Instructor

ART 246 Stained Glass III
3 Credit hours   45 Contact hours
Provides continued instruction in which students advance to a clearer and more advanced understanding of and approach to stained glass. Students gain a greater understanding of and appreciation for the properties of glass and the nature of finished stained glass construction. Emphasizes original, personal expression.
Prerequisite: Successful completion of ART 147 (grade C or higher)

ART 251 Portrait Photography
3 Credit hours   45 Contact hours
Teaches the technical and aesthetic aspects of studio and location portrait photography. Explores the personal style of portraiture, history of the field, and portraiture as a visual language and creative expression. Also includes lighting, composition, posing, and equipment selection.

ART 256 Advanced Figure Drawing
3 Credit hours   45 Contact hours
Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

Prerequisite: Successful completion of ART 156 (grade C or higher) or permission of Instructor

ART 261 Ceramics III
3 Credit hours   90 Contact hours
Encourages students to develop an individual style of wheel thrown and hand built ceramic forms with continuing involvement in surface treatment.

Prerequisite: Successful completion of ART 162 (grade C or higher)

ART 262 Ceramics IV
3 Credit hours   90 Contact hours
Continues advanced work with emphasis on various clay bodies, unique glazes and engobes, combining different textures and shapes, and development of personal forms.

Prerequisite: Successful completion of ART 261 (grade C or higher)

ART 268 Sculpture III
3 Credit hours   90 Contact hours
Focuses on advanced individual sculpture projects, emphasizing experimentation with materials, accomplished technique, and conceptual significance.

Prerequisite: Successful completion of ART 155 (grade C or higher) or permission of Instructor

ART 269 Ceramic Sculpture
3 Credit hours   90 Contact hours
Explores a variety of processes to create three-dimensional images in clay. Focuses on hand-built sculptures without using a potter's wheel and relying on very basic tools. Encourages creative experimentation and engagement in the process.

Astronomy

AST 101 Astronomy I
4 Credit hours   60 Contact hours
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.

Prerequisite: REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

Course Note: This is a statewide guaranteed transfer course.

AST 102 Astronomy II
4 Credit hours   60 Contact hours
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.

Prerequisite: REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

Course Note: This is a statewide guaranteed transfer course.

Biology

BIO 105 Science of Biology
4 Credit hours   90 Contact hours
Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science – a process of gaining new knowledge – and the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

Prerequisite: REA 060 (Grade C or higher) or equivalent assessment score.

Course Note: This is a statewide guaranteed transfer course.

BIO 106 Basic Anatomy and Physiology
4 Credit hours   60 Contact hours
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.

Prerequisite: REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

BIO 111 General College Biology I with Lab
5 Credit hours   105 Contact hours
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.

Prerequisite: REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

Course Note: This is a statewide guaranteed transfer course.

BIO 112 General College Biology II with Lab
5 Credit hours   105 Contact hours
Continues Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

Prerequisite: Successful completion of BIO 111 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

BIO 135 Human Nutrition - refer to HWE 100 under Health Wellness Education.

BIO 201 Human Anatomy and Physiology I
4 Credit hours   90 Contact hours
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 integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissections. This is the first semester of a two-semester sequence.

Prerequisite: Successful completion of BIO 106 or 111 (grade C or higher) or equivalent or permission of Department Chair

Course Note: This is a statewide guaranteed transfer course.

BIO 202 Human Anatomy and Physiology II
4 Credit hours   90 Contact hours
Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic, immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience that includes experimentation, microscopy, observations, and dissection. This is the second semester of a two semester sequence.

Prerequisite: Successful completion of BIO 201 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

BIO 204 Microbiology
4 Credit hours   90 Contact hours
Designed for health science majors. Examines microorganisms with emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with emphasis on their role in infectious disease.

Prerequisite: Successful completion of BIO 111 or BIO 201 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

BIO 208 General College Microbiology
5 Credit hours   105 Contact hours
Designed for biology and health science majors. It is a survey of microorganisms with emphasis on their structure, development, physiology, classification, and identification. Includes microbial diversity, functional anatomy, biochemistry, genetics, ecology, and disease. Mandatory hands-on laboratory experience includes sterile technique, microscopy, culture procedures, and biochemical and genetic analysis.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

BIO 220 General Zoology

5 Credit hours   75 Contact hours

Designed for biology majors. 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.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

Course Note: This is a statewide guaranteed transfer course.

BIO 221 Botany

5 Credit hours   75 Contact hours

Designed for biology majors. Studies nonvascular and vascular plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

BIO 222 General College Ecology

4 Credit hours   60 Contact hours

Studies the interrelationships between organisms and their environment. Covers composition and function of aquatic and terrestrial ecosystems, population biology, pollution, and the effects of man on ecosystems. Includes laboratory and field experiences.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

BIO 224 Genetics

4 Credit hours   60 Contact hours

Studies the fundamental laws of heredity and their application to living organisms. Covers the basics of genetics. Focuses on the laws of Mendel, linkage, mutation concept, molecular genetics, and Hardy-Weinberg law. Includes laboratory experience.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent or permission of the Department Chair

BIO 228 Field Biology

4 Credit hours   60 Contact hours

Involves in-depth field study of natural environments within and outside of the United States. The course varies from seven to twenty-one days in length. Focus is on the identification of organisms as well as an examination of ecological concepts and principles. Requires hands-on laboratory and field experience (includes extensive hiking).

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of the Department Chair

BIO 275 Special Topics

0.5-6 Credit hours   15-90 Contact hours

Covers a specific topic within Biology as determined by the instructor. Reflects the special expertise of the faculty and/or special needs of the students.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

BIO 285 Independent Study

1-6 Credit hours   15-90 Contact hours

Allows students to pursue a specific project within Biology. The student and instructor will determine the topic outline of work and method of evaluation.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

Biotechnology

Biotechnology is a life sciences field that supports six distinct areas: molecular and cellular biology, pharmaceuticals, bio-agriculture, bioremediation, and manufacturing and material design. For students or for professionals already working in the field of biotechnology, the hands on and real-time laboratory experience will deliver the specialized training needed to excel in the industry.

BIO 160 Introduction to Biotechnology

3 Credit hours   60 Contact hours

Introduces students to modern molecular biology technologies that include DNA, RNA, and proteins, preparing them for research and industry. Laboratory experience includes sterile technique, microscopy, media preparation, and bacterial culturing.

Prerequisite: MAT 121 or higher (grade C or higher); CHE 101 or CHE 111 (grade of C or higher); BIO 105 or BIO 111 (grade of C or higher)

BIO 265 Techniques in Cell Culture and Protein Production

4 Credit hours   90 Contact hours

Teaches students the methods commonly used in biotech manufacturing facilities. Includes eukaryotic cell culture, prokaryotic fermentation, and protein production and purification. Requires hands-on laboratory experience.

Prerequisite: Successful completion of BIO 111 (grade C or higher) or equivalent, or permission of Department Chair

BIO 268 Cell Biology and Immunology

4 Credit hours   90 Contact hours

Provides an introduction to research in cell biology. Student performs hands-on laboratory techniques to include cell isolation and culture, subcelluar fractionation, protein isolation, protein and enzyme assays, electrophoresis and various monoclonal-antibody techniques. Part of the Biotechnology Program Professional/Vocational Core.

Prerequisite: Successful completion of BIO 111 AND CHE 111 (grade C or higher)

BIO 269 Nucleic Acid Techniques and Molecular Cloning

4 Credit hours   90 Contact hours

Introduces Recombinant DNA technology as it is used in Biomedical Research. Covers basic information on the structure and function of DNA as a genetic material before students are guided through a research project involving the isolation and sequence analysis of a gene. Students perform hands-on laboratory techniques on non-infectious material to include PCR, gel electrophoresis, molecular cloning, and automated DNA sequencing.

Prerequisite: Successful completion of BIO 111 AND CHE 111 (grade C or higher)

BIO 280 Biotechnology Internship

3 Credit hours   135 Contact hours

Incorporates a required component of the biotechnology certificate and serves as a capstone experience. Students gain real-time experience by working in a company laboratory.

Prerequisite: Successful completion of BIO 268 and BIO 269 (grade C or higher)

Business

BUS 100 New Directions

3 Credit hours   45 Contact hours

Designed to prepare students to enter the workforce through introduction of learning and work styles, job search and interviewing techniques, and personal strategies for workplace success.

BUS 102 Entrepreneurial Operations

3 Credit hours   45 Contact hours

Covers the major aspects of small business management to enable entrepreneurs to successfully begin their own business. Provides the basic concepts of marketing and principles of management and finance needed to manage a small business. Develops the business plan and suggests methods of obtaining the financing required to launch the business.

BUS 115 Introduction to Business

3 Credit hours   45 Contact hours

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.

Course Note: Also available as an online course

BUS 116 Personal Financial Planning

3 Credit hours   45 Contact hours

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 216 Legal Environment of Business I
3 Credit hours   45 Contact hours
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, and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.
Course Note: Also available as an online course

BUS 217 Business Communications and Report Writing
3 Credit hours   45 Contact hours
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.

Prerequisite: Appropriate assessment score

Course Note: Also available as an online course

BUS 221 Business Law I
3 Credit hours   45 Contact hours
Introduces Business Law and covers the foundations of the legal system, contract, property, and cyber law.
Course Note: Also available as an online class

BUS 226 Business Statistics
3 Credit hours   45 Contact hours
Focuses on statistical study, descriptive statistics, probability, the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for business majors.

Prerequisite: Successful completion of MAT 106 (grade C or higher) or permission of Department Chair & LOEP Score RS 55-74, WP 3, or successful completion of ESL 041 (grade C or higher)

BUS 227 Principles of Purchasing
3 Credit hours   45 Contact hours
Covers the management of the purchasing activity and the control of materials in business, government, and organizations.
Course Note: Also available as an online course

FIN 131 Introduction to Mortgage Banking
1 Credit hour   15 Contact hours
Focuses on the entire mortgage loan process. Enables students to apply the components of the mortgage loan process to a simulated workplace situation beginning with origination and sale of the loan through the secondary market or to a private investor.

FIN 132 Residential Mortgage Loan Origination
1 Credit hour   15 Contact hours
Introduces the basic procedures of Residential Mortgage Loan Origination for Conventional, Conforming/Non-Conforming and government loans. Enables students to determine the acceptability of a loan for underwriting and evaluate the market conditions effecting the loan process.

Prerequisite: Successful completion of FIN 131 (grade C or higher)

FIN 133 Residential Mortgage Processing
1 Credit hour   15 Contact hours
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.

Prerequisite: Successful completion of FIN 132 (grade C or higher)

FIN 134 Residential Banking Mortgage Underwriting
1 Credit hour   15 Contact hours
Addresses the basic guidelines and functions of Residential Mortgage Loan Underwriting. Through workplace simulations, students utilize real estate contracts, credit analysis, and loan documentation for Government and Conventional loans sold in the secondary market.

Prerequisite: Successful completion of FIN 133 (grade C or higher)

FIN 135 Residential Loan Closings
1 Credit hour   15 Contact hours
Focuses on the requirements for closing a residential loan. Enables students to apply agency and Secondary Market guidelines to the Residential Loan closing process.

Prerequisite: Successful completion of FIN 134 (grade C or higher)

FIN 136 Introduction to Secondary Marketing
1 Credit hour   15 Contact hours
Focuses on the various facets of a traditional secondary marketing department. Explores the historical implications of secondary marketing, locking/pricing an individual loan, risk management concept, pipeline management, product development, and the overall department structure.

Prerequisite: Successful completion of FIN 135 (grade C or higher)

SBM 101 Start Your Own Business
1 Credit hour   15 Contact hours
Investigates the characteristics of successful entrepreneurs, opportunities for starting a business and ways of entering a business.

Chemistry

CHE 101 Introduction to Chemistry I with Lab
5 Credit hours   90 Contact hours
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.

Prerequisite: Successful completion of MAT 090 or above (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

CHE 102 Introduction to Chemistry II with Lab
5 Credit hours   90 Contact hours
Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). Includes the study of hybridization of atomic orbitals 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. Incorporates laboratory experiments.

Prerequisite: Successful completion of CHE 101 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

CHE 111 General College Chemistry I with Lab
5 Credit hours   105 Contact hours
Focuses on basic chemistry and measurement: Matter, chemical formulas, reaction and equations, stoichiometry, and thermochemistry. 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. Includes gases, liquids, and solids. Problem solving skills are emphasized. Incorporates laboratory experiments.

Prerequisite: Successful completion of CHE 101 or one year of high school chemistry AND MAT 106 (grade C or higher)

Corequisite: MAT 121 (if not previously completed)

Course Note: This is a statewide guaranteed transfer course.

CHE 112 General College Chemistry II with Lab
5 Credit hours   105 Contact hours
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

Prerequisite: Successful completion of CHE 111 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

CHE 211 Organic Chemistry I with Lab

5 Credit hours   105 Contact hours

Focuses on compounds associated with the element carbon. Includes structure and reactions of aliphatic hydrocarbons and selected functional group families. Covers nomenclature of organic compounds, stereo chemistry, and reaction mechanisms such as SN1, SN2, E1, and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

Prerequisite: Successful completion of CHE 112 (grade C or higher)

CHE 212 Organic Chemistry II with Lab

5 Credit hours   105 Contact hours

Continues investigation into the chemistry of carbon-based compounds, their reactions and synthesis. Includes the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. Explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids, and the reactions and reaction mechanisms of aromatics 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: Successful completion of CHE 211 (grade C or higher)

Chinese (See World Languages)

Communication (See Speech)

Computer Information Systems

BTE 100 Computer Keyboarding

1 Credit hour   15 Contact hours

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding as well as basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

Corequisite: BTE 111

BTE 111 Keyboarding Speed Building I

2 Credit hours   30 Contact hours

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

Corequisite: BTE 100

CIS 102 Computer Assistive Technology (Dragon, Jaws, Zoom Text)

3 Credit hours   45 Contact hours

Introduces assistive technology and alternative methods for utilization of computer systems. Depending upon student need or interest, the student selects the AT or method. Options include voice recognition, screen readers, screen enlargement, keyboard modification, word predication, reading enhancement programs, and alternative data entry methods.

CIS 104 Word Processing with Assistive Technology

3 Credit hours   45 Contact hours

Provides training in the functions, features, and uses of assistive technology and alternative methods. Covers the introduction of standard word processing features needed for proper presentation of college or business papers and the methodology to successfully use the assistive technology/alternative method in continuing educational or employment environments.

CIS 110 Introduction to the PC

1 Credit hour   15 Contact hours

Provides the beginning computer user with hands-on experience in the elementary use of the personal computer. Introduces the basic features of and the terminology associated with personal computers, including topics such as database, spreadsheets, and word processing.

Corequisite: CIS 115

CIS 115 Introduction to Computer Information Systems

3 Credit hours   45 Contact hours

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.

Corequisite: CIS 110

CIS 118 Introduction to PC Applications

3 Credit hours   45 Contact hours

Introduces computer concepts and components, as well as application suite software and the Internet. Includes descriptions of and hands-on experience with word processing, spreadsheets, databases, operating environments, and other common PC application packages.

Corequisite: CIS 161

CIS 124 Introduction to Operating Systems

3 Credit hours   45 Contact hours

Introduces concepts, terminology, and hand-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation, and troubleshooting.

CIS 128 Windows Complete

3 Credit hours   45 Contact hours

Introduces the functions and capabilities of Microsoft Windows. Includes configuring and modifying the operating system environment.

CIS 129 Advanced Windows

3 Credit hours   45 Contact hours

Introduces the more advanced concepts of the Windows operating system. Topics include resource management, interactive booting, opening DOS sessions, customizing desktop properties, navigating folders, installing and uninstalling software, multitasking, task switching, disk optimization, troubleshooting tools, evaluating system performance, software installation, and use of the Windows Registry.

Prerequisite: Successful completion of CIS 128 (grade C or higher) or department approval

CIS 135 Complete PC Word Processing (Word)

3 Credit hours   45 Contact hours

Explores a complete array of word processing skills needed to create, edit, format, and print documents. Other topics include character, paragraph, and page formats, the use of spell checker and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

CIS 145 Complete PC Database (Access)

3 Credit hours   45 Contact hours

Explores a complete array of database skills, including 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)

3 Credit hours   45 Contact hours

Exposes students 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 utilizing simple macros.

CIS 161 Presentation Graphics I (Power Point)

1 Credit hour   15 Contact hours

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication. (Formerly CIS 168).

Corequisite: CIS 118

CIS 162 Presentation Graphics II (Power Point)

1 Credit hour   15 Contact hours

Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify, and deliver their presentations. Emphasizes the integration features of the software as students learn how to share presentations, how to work together on development of presentations, and how to integrate their presentations with other programs.

Corequisite: CIS 218

CIS 165 Complete Presentation Graphics (Power Point)

3 Credit hours   45 Contact hours

Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 218 Advanced PC Applications

3 Credit hours   45 Contact hours

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

Prerequisite: Successful completion of CIS 118 (grade C or higher) or department approval

Corequisite: CIS 162

CIS 220 Fundamentals of UNIX

3 Credit hours   45 Contact hours

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 Credit hours   45 Contact hours

Introduces the UNIX/Linux operating system and covers the skills required to install, configure, and operate a UNIX/Linux system.

Prerequisite: Successful completion of CIS 232 (grade C or higher)

CIS 232 Advanced UNIX (UNIX Shell Programming)

3 Credit hours   45 Contact hours

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: Successful completion of CIS 220 (grade C or higher)

CIS 244 SQL PL/SQL

3 Credit hours   45 Contact hours

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). Also provides a detailed introduction to the PL/SQL programming language 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.

Prerequisite: Successful completion of CIS 251 (grade C or higher)

CIS 246 Oracle Database Administration I

4 Credit hours   60 Contact hours

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: Successful completion of CIS 251 (grade C or higher)

CIS 251 Introduction to Structured Query Language (SQL)

3 Credit hours   45 Contact hours

Introduces students to ANSI SQL which is the basis for most other Structured Query Languages. Students learn to query and update data, create tables and views, use indexes, secure data, develop stored procedures and triggers learned object relational concepts, and develop applications with embedded SQL and ODBC.

CIS 263 PC Help Desk Skills

3 Credit hours   45 Contact hours

Enables students to understand and develop appropriate help-desk techniques. Includes roles of help-desk personnel and how to troubleshoot hardware and software problems.

CIS 268 Systems Analysis and Design I

3 Credit hours   45 Contact hours

Introduces students 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 and controls, project management, implementation and evaluation.
(Formerly CIS 276.)

Prerequisite: LOEP Score RS 55-74, WP 3, or successful completion of ESL 041 (grade C or higher) and Successful completion of CIS 128, CNG 101 (grade C or higher). One programming language should be taken in the final semester

Computer and Networking Technology

CNG 101 Introduction to Networking

3 Credit hours   45 Contact hours

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 networking as a basis for continued study in the field.

Prerequisite: LOEP Score RS 55-74, WP 3, or successful completion of ESL 041 (grade C or higher)

CNG 121 Computer Technician I A+

4 Credit hours   60 Contact hours

Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation, and basic maintenance and troubleshooting. Successful completion prepares students for the core hardware service technician portion of the CompTIA A+ Certification Exam.

Prerequisite: Successful completion of CIS 124 or CIS 220 (grade C or higher)

CNG 122 Computer Technician II A+

4 Credit hours   60 Contact hours

Teaches students to upgrade, install, configure, maintain, and troubleshoot current and legacy MS Window's operating systems. In addition, students learn to install, configure, and troubleshoot device drivers and will also learn to identify the network capabilities of the operating system and configure the operating system to connect to the network. Prepares students for the CompTIA A+ OS Technologies Exam.

Prerequisite: Successful completion of CNG 121 (grade C or higher)

CNG 130 PC Technology

3 Credit hours   45 Contact hours

Provides students with an introduction to microcomputer technology as it pertains to IBM-compatible personal computers.

CNG 131 Network Security Fundamentals

3 Credit hours   45 Contact hours

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 132 Principles of Information Security
3 Credit hours   45 Contact hours
Examines the field of information security to prepare information systems students for their future roles as business decision-makers. Presents a balance of the managerial and the technical aspects of information security. The concepts covered should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

Prerequisite: Successful completion of CNG 131 (grade C or higher) or approval of department

CNG 160 Introduction to Telecommunication I
3 Credit hours   45 Contact hours
Introduces the background needed to understand telephony products and services in the telecommunication industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols.

Prerequisite: Successful completion of CNG 101 (grade C or higher)

CNG 260 Cisco Network Associate I
5 Credit hours   75 Contact hours
Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks), and basic network design.

CNG 261 Cisco Network Associate II
5 Credit hours   75 Contact hours
Focuses on router theory and technologies, including router configurations, protocols, network management, and introductory LAN switching.

Prerequisite: Successful completion of CNG 260 (grade C or higher)

CNG 262 Cisco Network Associate III
5 Credit hours   75 Contact hours
Focuses on advanced routing and switching configurations, LAN switching, network management, and advanced network design.

Prerequisite: Successful completion of CNG 261 (grade C or higher)

CNG 263 Cisco Network Associate IV
5 Credit hours   75 Contact hours
Focuses on project-based learning, including advanced network design projects and advanced network management projects. This course and CNG 260, 261, and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam.

Prerequisite: Successful completion of CNG 262 (grade C or higher)

Computer Science

CSC 116 Logic and Program Design
3 Credit hours   45 Contact hours
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 154 Introduction to MS Visual Basic.Net
3 Credit hours   45 Contact hours
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: Successful completion of CSC 116 (grade C or higher)

CSC 157 Advanced Visual Basic .NET Programming
4 Credit hours   60 Contact hours
Continues the structured algorithm development and problem solving techniques begun in CSC 154. Introduce more advanced features of the Visual Basic.NET programming language. Explore the relationships between the Visual Basic.NET and the .NET framework and introduces some important .NET services. Introduce students 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.

Prerequisite: Successful completion of CSC 154 (grade C or higher)

CSC 160 Computer Science I: C++
4 Credit hours   60 Contact hours
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.

Prerequisite: Successful completion of CSC 116 (grade C or higher)

CSC 230 "C" Programming
3 Credit hours   45 Contact hours
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."

Prerequisite: Successful completion of CSC 116 (grade C or higher)

CSC 231 Advanced "C" Language Programming
3 Credit hours   45 Contact hours
Continues the study of C begun in CSC 230. Includes pointers, arrays, linked lists, stacks and queues, trees, and advanced user interfaces such as menus, windows, and cursor control.

Prerequisite: Successful completion of CSC 230 (grade C or higher)

CSC 236 C# Programming
4 Credit hours   60 Contact hours
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: Successful completion of CSC 116 (grade C or higher)

CSC 237 Advanced C# Programming
4 Credit hours   60 Contact hours
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: Successful completion of CSC 236 (grade C or higher)

CSC 240 Java Programming
3 credit hours   45 Contact hours
Introduces Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables students to write and execute a variety of Java programs. Incorporates Java applets into HTML.

Prerequisite: Successful completion of CSC 116 (grade C or higher)

CSC 241 Advanced Java Programming
3 credit hours   45 Contact hours
Continues the study of the Java programming language. Covers advanced programming topics, including multi-threading, network/Internet programming, database programming, and JavaBeans. Enables students to write advanced, large, and complex programs.

Prerequisite: Successful completion of CSC 240 (grade C or higher)

Computer Web Based

CWB 110 Complete Web Authoring (HTML)
3 Credit hours   45 Contact hours
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 Complete Web Editing Tools
3 Credit hours   45 Contact hours
Provides tools used for designing and building Web pages that are easy to use and have a pleasing look. Students will develop Web pages using the Microsoft FrontPage program. Use of images, forms, frames, tables, templates, and layers will be covered.

Prerequisite: Successful completion of CIS 128 (grade C or higher) or department approval

CWB 205 Complete Web Scripting
3 Credit hours   45 Contact hours
Explores the complete set of web scripting skills needed to develop Web applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

Prerequisite: Successful completion of CWB 110 (grade C or higher)

Correctional Services (See Criminal Justice)

Criminal Justice

PSM 132 Threat and Vulnerability Assessment and Counterintelligence
3 Credit hours   45 Contact hours
Examines the variety of new indicators, warning methodologies, and analytical tools available to analysts; reviews the extensive academic, governmental, and policy literature on terrorism forecasting developed to assess and forecast terrorism in its numerous dimensions. Students will comprehend the various analytical capabilities of the types of terrorist threats that most likely to confront the USA and its allies in the near future and predict how to develop proactive defenses for the long-term protection of society.

PSM 133 Homeland Security: Weapons of Mass Destruction
3 Credit hours   45 Contact hours
Provides an overview of the radiological, chemical, biochemical, and biological threat to Homeland Security. Analyzes the agents and means of dissemination or attack that an adversary nation, group, or terrorist cell may employ to deliver these agents; reviews the current and projected means, techniques, and procedures for defense against such agents; reviews theory and practices in chemical and biological threats to develop proactive defensive postures to defeat these threats.

PSM 204 Terrorism
3 Credit hours   45 Contact hours
Provides students with an interactive opportunity to develop enforcement strategies for investigating terrorism, intelligence gathering, and justice. The course will focus on the history and development of traditional and non-traditional terrorist acts, cells, supporting countries, and homeland defensive methodologies for the security professional. The operational strategies of law enforcement in combating terrorism, including electronic surveillance, intelligence operations, and covert operations will be discussed and applied in role-play situations.

CRJ 101 Basic Law Enforcement Training Academy
6 Credit hours   180 Contact hours
Conforms to Colorado 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: Requires acceptance to CCA Police Academy

CRJ 102 Basic Law Enforcement Training Academy II
12 Credit hours   126 Contact hours
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 police officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

Prerequisite: Requires acceptance to CCA Police Academy

CRJ 105 Basic Law
8 Credit hours   108 Contact hours
Covers constitutional and procedural considerations affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, controlled substance, and children's code. Emphasizes victim's rights and court room testimony.

Prerequisite: Requires acceptance to CCA Police Academy

CRJ 106 Arrest Control
3 Credit hours   148 Contact hours
Covers the skill, 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.

Prerequisite: Requires acceptance to CCA Police Academy

CRJ 107 Driving
3 Credit hours   40 Contact hours
Covers the skills, knowledge, and abilities required for operation of a law enforcement vehicle. Defensive driving will be stressed. Students will demonstrate skills by driving a vehicle under simulated conditions.

Prerequisite: Requires acceptance to CCA Police Academy

CRJ 108 Firearms
3 Credit hours   68 Contact hours
Covers the skills, knowledge, and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. Students will demonstrate basic safety techniques and will explain the firearm's role within the continuum of force.

Prerequisite: Requires acceptance to CCA Police Academy

CRJ 109 Culture and Conflict Resolution
3 Credit hours   45 Contact hours
Students explore the role culture plays in dispute resolution and ways that gender, race, ethnicity, national origin, age, religion, sexual orientation, and language influence conflict resolution.

CRJ 110 Introduction to Criminal Justice
3 Credit hours   45 Contact hours
Studies the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the defense attorney, the courts and corrections. Analyzes roles and problems of the criminal justice system in a democratic society, with emphasis on inter-component relations, checks and balances.

CRJ 111 Substantive Criminal Law
3 Credit hours   45 Contact hours
Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and statutory interpretations.

CRJ 112 Procedural Criminal Law
3 Credit hours   45 Contact hours
Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and analysis of case studies from arrest through final appeal.

CRJ 118 Report Writing
3 Credit hours   45 Contact hours
Identifies the areas of concern in regards to proper documentation of police-related activities. Focuses on report-writing skills, proper structuring of interviews, and chronological documentation of events. Proper sentence structure, the use of correct terminology, and accuracy in written reports will be practices.

CRJ 119 Legal & Ethical Concepts
3 Credit hours   45 Contact hours
Explores the parameters of professional responsibility for criminal justice professionals and related occupations. Value systems and clarifications will be examined. (Formerly CRJ 107)

CRJ 125 Law Enforcement Operations
3 Credit hours   45 Contact hours
Features an in-depth examination of the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values; and culture in modern America. The role and functions of the police in an occupational, social, political, and organizational context will be examined.

CRJ 126 Patrol Procedures
3 Credit hours   45 Contact hours
Features an in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish patrol procedure.

CRJ 127 Crime Scene Investigation
3 Credit hours   45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Features basic procedures in crime scene management to include photography and preparing initial reports and sketches, processing evidence, and related criminalistic procedures. Covers interviewing suspects, witnesses, and victims including the recording of identifications and descriptions.

CRJ 135 Judicial Functions
3 Credit hours   45 Contact hours
Examines the criminal process with analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 141 Introduction to Industrial Security
2 Credit hours   30 Contact hours
Includes private security practices and functions dealing with industrial-oriented problems. Covers criminal and civil laws, restrictions, total responsibilities, the development and operation of security forces, and an orientation to administration and management structures and policies.

CRJ 145 The Correctional Process
3 Credit hours   45 Contact hours
Covers 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.

CRJ 146 Community-Based Corrections
3 Credit hours   45 Contact hours
Analyzes community-based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, rehabilitation, and punishment.

CRJ 150 Victims of Crime and Trauma
3 Credit hours   45 Contact hours
Introduces students to the role the crime victim plays in the criminal justice system. The traditional responses 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.

CRJ 151 Domestic Violence
3 Credit hours   45 Contact hours
Examines theories, issues, legal strategies, and intervention applicable to abuse in intimate relationships.

CRJ 190 Financial Investigations
3 Credit hours   45 Contact hours
Introduces the current perspectives dominant in the field of financial investigations. Concepts of law and evidence, sources of information including financial institutions, business financial record keeping, tracing funds using a variety of methods, and interviewing as applied to detecting and resolving financial crimes will be discussed. Emphasizes theoretical principles.

CRJ 209 Criminal Investigation I
3 Credit hours   45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene searchers, police drawings, and recognition and collection of evidence.

CRJ 210 Constitutional Law
3 Credit hours   45 Contact hours
Studies the powers of government as they are allocated and defined by the United States Constitution; includes intensive analysis of United States Supreme Court decisions.

CRJ 211 Criminal Investigation II
3 Credit hours   45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Continuation of CRJ 209. Follow-up investigation including an examination of death in all its aspects.

Prerequisite: Successful completion of CRJ 209 (grade C or higher) or permission of Department Chair or Program Coordinator

CRJ 212 Criminal Investigation III
2 Credit hours   30 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Focuses on an in-depth study of the principles of conducting a complete and systematic interview and/or interrogation. Examines the psychological dynamics of persons falsifying information. Confessions, undercover operations, surveillance techniques, and survival skills unique to undercover operations are also components of this class.

Prerequisite: Successful completion of CRJ 209 and/or CRJ 211 (grade C or higher) or permission of Department Chair or Program Coordinator

CRJ 215 Constitutional Rights of Inmates
3 Credit hours   45 Contact hours
Presents an overview of the justice system as it pertains to the constitutional rights of inmates, including civil and criminal liabilities, legal services, and disciplinary proceedings.

CRJ 216 Juvenile Law and Procedure
3 Credit hours   45 Contact hours
Analysizes in depth the sociolegal operation of the juvenile justice system, focusing on the substantive and due process rights of minors. Analyzes the legal reasoning underlying the juvenile law as it operates at all levels of government.

CRJ 218 Drug Investigative Strategies
3 Credit hours   45 Contact hours
Focuses on laws dealing with gambling, prostitution, sex crimes, and narcotics. Emphasizes special techniques employed in the detection, suppression, and apprehension of violators. Includes effects of drugs and narcotics, identification of narcotics, and terminology. (Formerly CRJ 218 Addictive Process)

CRJ 219 Police Intelligence
2 Credit hours   30 Contact hours
Focuses on the fundamentals of how law enforcement agencies may apply intelligence in police operations and combat organized crime. Explains the structure, training, staffing, and security of intelligence units and shows operating guidelines at a command level.

Prerequisite: Class open only to CRJ majors, law enforcement and security personnel; others with permission of the Department Chair or Program Coordinator

CRJ 220 Human Relations and Social Conflicts
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of CRJ 110 (grade C or higher) or equivalent

CRJ 225 Crisis Intervention
3 Credit hours   45 Contact hours
Provides information and application of crisis theories in working with diverse populations; the interventionist role is also examined.

CRJ 230 Criminology
3 Credit hours   45 Contact hours
Examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives; includes history and development of criminology.

CRJ 232 Court Jury Management
3 Credit hours   45 Contact hours
Students will conduct analysis of the basic concepts and methodologies pertaining to the selection of individuals for potential jury service. Includds appraisal of the necessary management expertise and appropriate technology.

CRJ 234 Court Case Management
3 Credit hours   45 Contact hours
Students will analyze the basic concepts of case management used in contemporary courts. They will examine the skills required to support court operations.

CRJ 239 Managing Emergency Worker Stress
3 Credit hours   45 Contact hours
Designed to provide an understanding of trauma reaction and stress management for first line responders; i.e., police officers, victim advocates, paramedics, and fire personnel. Practical application of coping skills and stress management for first line responders will be discussed.

CRJ 240 Criminal Investigations
3 Credit hours   45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Investigation methods and procedures will be introduced, from the preliminary through the follow-up stages.

CRJ 241 Security of Specialized Facilities
3 Credit hours   45 Contact hours
Covers areas within the security field that require special knowledge, such as airport security, nuclear and atomic site control, clearance control, military and civilian integrated security systems, civil demonstrations, strikes, and riot control. Other areas included are specialized areas of accounting, computer control, and industrial espionage.

CRJ 245 Interviewing and Interrogation
3 Credit hours   45 Contact hours
A study of the technical and legal approaches used in gathering desired information from victims, witnesses, and suspects. The fundamental characteristics of questioning and the use of psychological influences will be examined.

CRJ 246 Traffic Investigation and Management
3 Credit hours   45 Contact hours
An overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Traffic management concepts, selective traffic enforcement, and safety issues are discussed.

CRJ 248 Simunitions® Tactical Officer Training
1 Credit hour   15 Contact hours
Introduces police cadets and law enforcement personnel to the use of Simunitions® tactical scenario-based training to complement their law enforcement firearms training. Through classroom and scenario-based training, students will evaluate, exercise, and critique proper legal firearms-use decisions in a variety of situations. Students will receive critical, evaluated practical experience covering a wide range of scenarios commonly encountered, including EDPs (Emotionally Disturbed Persons), domestic disputes, vehicle and pedestrian stops, arrests, felonies in progress, and terrorist events.
Prerequisite: Requires acceptance to the CCA Police Academy or permission of the Academy Director

CRJ 256 Classification and Treatment of Offenders
3 Credit hours   45 Contact hours
Focuses on the process through which the custodial, educational, vocational, and treatment needs of the offender are determined.

CRJ 260 Police Photography
3 Credit hours   45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Course consists of current methods and techniques of police photography. Use, nomenclature, and operation of 35mm, 4x4, and digital cameras and equipment at simulated crime scenes and traffic accidents are studied and practiced; development, printing, and enlargement of photos are also studied.

CRJ 264 Practical Homicide Crime Scene Investigation
3 Credit hours   45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Students will be introduced to the investigation of death from the medico-legal standpoint. The course will discuss all aspects of such an investigation from the finding and identification of the deceased to the determination of cause and time of death. The follow-up investigation to the preparation and presentation of evidence for the criminal trial will also be explored.
Prerequisite: Successful completion of one of the following: CRJ 209, CRJ 211, or CRJ 240 (grade C or higher), or permission of Department Chair

CRJ 275 Special Topics
1-6 Credit hour(s)   15-90 Contact hours
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

CRJ 280 Internship
1-6 Credit hour(s)   45-270 Contact hours
Placement in the criminal justice field to integrate theory with practice.
Prerequisite: Permission of the Department Chair or Program Coordinator

CRJ 285 Independent Study
5-6 Credit Hours   75-90 Contact hours
Course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
Prerequisite: Permission of the Department Chair or Program Coordinator

CRJ 286 Directed Studies
1-6 Credit hour(s)   15-90 Contact hours
An independent project designed to enhance the student's ability by concentrating on an assignment more complex than that achieved in a classroom setting.
Prerequisite: Permission of the Department Chair or Program Coordinator

Dance

DAN 121 Jazz I
1 Credit hour   15 Contact hours
Introduces the basic technique and vocabulary of jazz dance and the basic elements of dance. Focuses on movement-oriented dance, comprised of warm-up exercises, center combinations, traveling combinations, and cool down.

DAN 122 Jazz II
1 Credit hour   15 Contact hours
Continues Jazz I with an increased knowledge of jazz dance. Enables students to work at an intermediate level with basic understanding of body alignment, balance, and musicality. May be repeated for a maximum of three credits.
Prerequisite: DAN 121 or permission of Instructor.

DAN 131 Ballet I
1 Credit hour   15 Contact hours
Introduces the basic techniques of ballet which are built upon the knowledge of ballet terminology, fundamental exercises, and basic elements of dance.

DAN 143 Tap I
1 Credit hour   15 Contact hours
Introduces basic tap dance movements and techniques. The shuffle, ball change, brush, flap heel drop, stomp, and stamp step are covered.

DAN 224 Dance for Musical Theatre I
3 Credit hours   45 Contact hours
Introduces students to dance within the context of musical theatre. Enables students to practice non-verbal communication and expressive movement techniques.

DAN 275 Special Topics
1 Credit Hour   15 Contact Hours

Diesel Power Mechanics

DPM 100 Introduction to Diesel Mechanics
2 Credit hours   30 Contact hours
This industry entry level course teaches students to identify and describe the many different types of diesel powered vehicles found in the industry. Students will be able to research information in a maintenance manual and parts manuals. They will be able to demonstrate their abilities in properly identifying and selecting mechanical fasteners for a particular application. Students will be able to demonstrate their abilities in properly identifying and selecting lines, fittings and couplings for a particular application and will be able to describe the basic function, application, and inspection of common seals, bearings, and gaskets as they apply to diesel powered vehicles. Students will have a basic knowledge of fluids, fuels, and lubricants and be able to apply that knowledge to other course work in diesel. They will demonstrate their skills in using precision measuring tools and equipment as that technology applies to other diesel course work.
Prerequisite: DPM 101

DPM 101 Diesel Shop Orientation
2 Credit hours   30 Contact hours
Introduces students to Diesel Shop Safety and OSHA and EPA general requirements used in the Diesel Power Mechanics field. Students learn to maintain a safe and clean working environment and recognize potential shop safety hazards. They will also learn to correctly select, safely use and care for hand, electric, air and shop tools. Topics include fire extinguisher use, MSDS sheets, oil contamination, protective gear and equipment, basic first aid, and other related topics.

DPM 103 Diesel Engines I
4 Credit hours   60 Contact hours
Covers the theory and operation of diesel engines with emphasis on basic engine design, construction, and operating principles. Covers all internal sub assembly components to include short block, cylinder heads, and valve trains. Introduces the basic operating principles of the oiling, cooling, and fuel system and the importance of engine service intervals, diagnostics and repair documentation.
Prerequisites: DPM 100 & 101

DPM 105 Heavy Duty Powertrains I
3 Credit hours   45 Contact hours
Focuses on drive axles and universal joints of heavy duty trucks and construction equipment. Students will cover operations, tests, removal, inspections, and repair of heavy duty drivelines, axles, and differentials to include heavy duty track drive systems.
Prerequisites: DPM 100 & 101

DPM 106 Diesel Fuel Systems
3 Credit hours   45 Contact hours
Covers the theory of operation and repair of fuel injection systems. Students will be introduced to water separators, primary/secondary fuel filters, low pressure supply pumps, and high pressure injections systems. Provides laboratory assignments that involve disassembly, assembly, and service procedures on fuel system components. Preventive maintenance, run-ability issues, and electronic fuel management systems will be covered.
Prerequisites: DPM 100, 101, & 103

DPM 111 Preventive Maintenance I
3 Credit hours   45 Contact hours
Enables students to perform preventive maintenance on heavy equipment, trucks, and other diesel powered equipment. Designed to teach students to follow manufacture and fleet operator lubrication and inspection procedures. Students will learn to complete appropriate maintenance records, document needed service repairs, and perform routine equipment inspections. They will be exposed to the process of diagnostics and troubleshooting, focusing on the importance of preventive maintenance.
Prerequisites: DPM 100 & 101

ASE 120 Basic Vehicle Electricity
3 Credit hours   45 Contact hours
Designed to introduce students to the basics of electricity as used in diesel powered vehicles and equipment. Ohm's law, electrical component function, multimeter testing, and electrical component troubleshooting will be stressed. Students will calculate voltage, amperage, and resistance using basic electrical formulas, and test equipment. Students will also be exposed to electrical ISO symbols and basic electrical schematics.
Prerequisites: DPM 100 & 101

DPM 121 Hydraulic Systems I
3 Credit hours   45 Contact hours
Offers instruction on the fundamentals of hydraulics and their applications. The operation of hydraulic pumps, pressure control, flow control, and directional control valves will be stressed. The application of hydraulic fluids, hoses, and fittings will also be taught. Students will disassemble, explain the operation of and reassemble hydraulic components. Diagnosis, service, testing, and safety will be covered.
Prerequisites: DPM 100 & 101

DPM 122 Hydraulic Systems II
3 Credit hours   45 Contact hours
A continuation of the study of hydraulics, offering instruction on the repair, replacement, measuring, and subsequent adjustments of components. Students will design and build a hydraulic system of at least two functions, demonstrating their working design on a hydraulic simulator.
Prerequisites: DPM 100, 101, & 121

ASE 123 Battery, Starting, Charging Systems
3 Credit hours   45 Contact hours
Designed to introduce students to the operation of common battery circuits, charging circuits, and starting systems found in diesel powered equipment. In a laboratory situation, students will disassemble both a starter and alternator, explain the operation, and test the components. Students will be able to explain and demonstrate the diagnostic procedure on batteries, charging and starting systems using an electrical simulator and diagnostic equipment.
Prerequisites: DPM 100 & 101, ASE 120

DPM 140 Heavy Duty Steering & Suspension I
3 Credit hours   45 Contact hours
Emphasizes lecture and related lab in the diagnosis and service of heavy duty mechanical and air suspension systems, wheels/tires, and pressure management systems. In a lab situation, students will demonstrate the inspections and adjustment of steering components. They will be able to identify tire wear as it relates to misaligned, worn or damaged steering components.
Prerequisites: DPM 100 & 101

DPM 203 Diesel Engines II
4 Credit hours   60 Contact hours
A continuation of Diesel Engines 1 in that it covers the repair of diesel engines with emphasis on precession measuring and blueprinting an assigned engine. Students will disassemble, clean, inspect, measure, and reassemble a diesel engine. They will determine and make final adjustments on the engine, check oil pressure, and other critical aspects as the engine operates.
Prerequisites: DPM 100, 101, & 103

DPM 205 Heavy Duty Powertrains II
3 Credit hours   45 Contact hours
Teaches students to diagnose clutch and transmission problems. Focus is on clutches, manual, and automatic transmission, transfer cases, and power take-offs. Students will explain the operation of and demonstrate removal, inspection, repairing, and replacement of all components. Also covers electrical/electronic systems on transmissions and related assemblies.
Prerequisites: DPM 100, 101, & 105

DPM 207 Heavy Duty Brakes II

3 Credit hours · 45 Contact hours

An instruction in general service and maintenance procedures for the heavy-duty vehicle air brake system and its related pneumatic components. Operational checks, performance testing, and verifying system compliance with regulations (FMVSS No. 121) will be discussed. Successful students will be able to demonstrate their abilities on an air system training simulator. The new electronic anti skid systems will be discussed.

Prerequisites: DPM 100 & 101

DPM 210 Diesel Air Induction & Engine Analysis

4 Credit hours · 60 Contact hours

Explains the theory of operation and repair of turbochargers, superchargers, intercoolers, and various diesel induction systems. Examines factors related to engine performance failure and procedures for reclaiming engine performance.

Prerequisites: DPM 100, 101, & 103

ASE 221 Chassis Electrical

4 Credit hours · 40 Contact hours

Provides students with a comprehensive study of the theory, operation, diagnosis, and repair of vehicle electrical / electronic management systems. Students will use a vehicle schematic on a simulator to investigate problems associated with vehicle electrical harness, connectors, and non operational electrical components. They will use diagnostic equipment to locate, isolate, and repair common vehicle electrical malfunctions.

Prerequisites: DPM 100 & 101, ASE 120

Early Childhood Education

ECE 101 Introduction to Early Childhood Education

3 Credit hours · 45 Contact hours

Provides an introduction to Early Childhood Professions. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition & Safety; Developmentally Appropriate Practices; Guidance; Family & Community Relationships; Diversity; Professionalism; and Administration and Supervision. Focuses on ages birth through age eight.

Prerequisite or Corequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+)

ECE 102 Introduction to Early Childhood Lab Techniques

3 Credit hours · 75 Contact hours

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides students with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Focuses on ages birth through age eight.

Prerequisite: ECE 101, ENG 060, health screening, and background check

ECE 103 Guidance Strategies for Children

3 Credit hours · 45 Contact hours

Explores guidance theories, applications, goals, techniques, and factors that influence expectations, classroom management issues, and prosocial skills. Focuses on ages birth through age eight.

Prerequisite or Corequisite: ENG 060 or equivalent assessment score

ECE 111 Infant and Toddler Theory and Practice

3 Credit hours · 45 Contact hours

Presents an overview of theories, applications (including observations), and issues pertinent to infant and toddler development in group and/or family settings. Includes requirements for licensing, health, safety, and nutrition issues.

ECE 112 Introduction to Infant/Toddler Lab Techniques

3 Credit hours · 75 Contact hours

Includes a classroom seminar and placement in an infant and/or toddler setting. Supervised placement provides the student with the opportunity to learn to observe, to practice appropriate interactions, and to develop effective guidance and nurturing techniques with infants and/or toddlers. Focuses on ages prenatal through two.

Prerequisite: Successful completion of ECE 111 (grade C or higher), health screening and background check or Corequisite: ECE 111

ECE 205 Nutrition, Health, and Safety

3 Credit hours · 45 Contact hours

Focuses on nutrition, health, and safety as key factors 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. Focuses on ages from prenatal through age eight.

Prerequisite or Corequisite: ENG 060 or equivalent assessment score

ECE 220 Curriculum Development: Methods and Techniques

3 Credit hours · 45 Contact hours

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. (Offered in the Fall only)

Prerequisite: ENG 060 or equivalent assessment score

ECE 226 Creativity and the Young Child

3 Credit hours · 45 Contact hours

Emphasizes 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. Focuses on ages birth through age eight. (Offered in the Summer only)

ECE 228 Language and Literacy

3 Credit hours · 45 Contact hours

Presents strategies for optimum language development, literacy, and social and emotional development. Supports children's language and literacy (including English language learners) in home, classroom, and community settings. Provides appropriate teacher/children verbal interactions, classroom environments, and activities. Focuses on ages birth through age eight. (Offered in the Spring only)

Prerequisite: ENG 060 or equivalent assessment score

ECE 240 Administration of Early Childhood Care and Education Programs

3 Credit hours · 45 Contact hours

Examines and interprets Colorado's minimal licensing requirement 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. Focuses on ages birth through age twelve. (Offered in Fall and Summer only)

Prerequisite: ENG 060 or equivalent assessment score

ECE 241 Administration: Human Relations of the Early Childhood Profession

3 Credit hours · 45 Contact hours

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. (Offered in Spring and Summer only)

Prerequisite: ENG 060 or equivalent assessment score

ECE 256 Working with Parents, Families, and Community Systems

3 Credit hours · 45 Contact hours

Examines attitudes and family value systems and how they affect parent-professional partnerships. Addresses communication, problem solving, and conflict resolution strategies. (Offered in the Spring only)

Prerequisite: ENG 060 or equivalent assessment score

ECE 260 The Exceptional Child

3 Credit hours · 45 Contact hours

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements, accommodations and adaptations necessary to create an integrated classroom environment for children with a wide range of exceptionalities. Focuses on ages birth through age eight. (Offered in the Fall and Spring only)

Prerequisite: Successful completion of PSY 238 (grade C or higher) and ENG 060 or equivalent assessment score.

ECE 288 Practicum: Early Childhood Education

3 Credit hours   75 Contact hours

Provides students with advanced field experience opportunities in early childhood education programs.

Prerequisite: Director Certificate Coursework, approval of Department Chair

Economics

ECO 101 Economics of Social Issues

3 Credit hours   45 Contact hours

Examines the major socioeconomic issues of the past century. Covers poverty and growth, education, health care, pollution, and discrimination. (Formerly ECO 205)

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

ECO 201 Principles of Macroeconomics

3 Credit hours   45 Contact hours

Focuses on the study of the American economy, stressing the interrelationship 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. Course Note: Also available as an online course.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

ECO 202 Principles of Microeconomics

3 Credit hours   45 Contact hours

Focuses on the consumer, 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. (Also available as an online course.)

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

ECO 208 Investment Analysis

3 Credit hours   45 Contact hours

Studies commercial and investment banking tools, emphasizing personal investment strategies. Students explore issues of financing business organizations and the stock market.

Prerequisite: Successful completion of ECO 201 (grade C or higher) and ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

ECO 235 International Economics

3 Credit hours   45 Contact hours

Focuses on international economic interdependence. Analyzes the foundations of trade theory, international trade organizations and trade policies, regional trade arrangements, international financial institutions, and e-trade. (Formerly ECO 270)

Prerequisite: Successful completion of ECO 201 or ECO 202 (grade C or higher) and successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

ECO 285 Research Methods

3 Credit hours   45 Contact hours

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Formerly ECO 200)

Prerequisite: Successful completion of ECO 201 and ECO 202 (grade C or higher) and successful completion of ENG 060 (grade of C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Education

EDU 131 Introduction to Adult Education

3 Credit hours   45 Contact hours

Introduces students to the basic concepts in the instruction of adults. Emphasizes understanding adult learners and how their individual backgrounds and experiences can affect the learning process. Covers applicable federal and state legislation which affects adult learning programs and offers information on additional resources and associations in the field of Adult Education. *Course Note: Offered through CCConline only*

EDU 132 Planning, Organizing, and Delivering Adult Education Instruction

3 Credit hours   45 Contact hours

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. Addresses a wide variety of learning principles and theories in ways that show their applicability to adult learners and his/her education. *Course Note: Offered through CCConline only*

EDU 133 Adult Basic Education (ABE)/Adult Secondary Education

3 Credit hours   45 Contact hours

Specifically addresses the different levels in an Adult Education program. Addresses each level in terms of appropriate assessment tools and instructional techniques. Emphasizes 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.

Prerequisite/Corequisite: Successful completion of EDU 131 (grade C or higher).

Course Note: Offered through CCConline only.

EDU 134 Teaching English as a Second Language to Adult Learners

3 Credit hours   45 Contact hours

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 cover a wide variety of methodologies, both group and individualized, aimed at teaching the non-English speaker the written and verbal skills necessary to function successfully in the United States.

Prerequisite/Corequisite: Successful completion of EDU 131 (grade C or higher).

Course Note: Offered through CCConline only.

EDU 135 Family Literacy in Adult Education

3 Credit hours   45 Contact hours

Introduces students to the philosophy and theory behind family literacy and gives 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.

Prerequisite/Corequisite: Successful completion of EDU 131 (grade C or higher).

Course Note: Offered through CCConline only.

EDU 221 Introduction to Education

3 Credit hours   45 Contact hours

Studies the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system as students explore teaching as a career choice. Topics include current issues of educational reform, technology as it relates to education, and considerations related to becoming a teacher in Colorado.

Prerequisite: ENG 060 or equivalent assessment score

EDU 261 Teaching, Learning, and Technology

3 Credit hours   45 Contact hours

Prepares students to integrate technology into their teaching curriculum. Enables students 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: ENG 060 or equivalent assessment score

Emergency Medical Provider

EMS 115 First Responder
3 Credit hours   45 Contact hours
Provides students with core knowledge and skills to function in the capacity of first responders arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

EMS 125 EMT-Basic
9 Credit hours   272 Contact hours
Upon successful completion of the course, including written and practical examinations, and being at least 18 years of age, candidates are eligible to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment.

Corequisite: EMS 136 and EMS 170

EMS 126 EMT-Basic Refresher
3 Credit hours   60 Contact hours
Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student.

Prerequisites: Requires acceptance to CCA EMP Program, Colorado EMT Basic Certified and CPR. Corequisite: EMS 152

EMS 136 EMT/Paramedic Safety Issues in the Field
1 Credit hour   15 Contact hours
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 specific techniques for scene control.

Corequisites: EMS 125 and EMS 170

EMS 152 Wellness for Emergency Services
1 Credit hour   20 Contact hours
Offers EMS providers methods for coping with stress in the workplace and educates pre-hospital providers on finding additional options to reduce stress and make wise choices in the midst of difficult situations.

Corequisite: EMS 126

EMS 170 EMT-Basic Clinical
1 Credit hour   48 Contact hours
Provides EMT students with the clinical experience required of initial and some renewal processes.

Corequisites: EMS 125 and EMS 136

EMS 203 EMT Intermediate I
6 Credit hours   135 Contact hours
Provides preparatory information for the EMT Intermediate program.

Prerequisites: Requires acceptance to CCA EMP Program and successful completion of EMS 125 or EMS 126. Must have successfully completed or be concurrently enrolled in BIO 201 (grade C or higher). Corequisite: EMS 205 and EMS 270

EMS 205 EMT Intermediate II
6 Credit hours   135 Contact hours
Provides preparatory information for the EMT Intermediate program.

Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 203. Corequisite: EMS 203 and EMS 270

EMS 270 EMT Intermediate Clinical
3 Credit hours
Between 90 and 330 Contact hours–Dependent on advancement into EMS 225
Provides EMT Intermediate students with the clinical experience required of initial and some renewal processes.

Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 203. Corequisite: EMS 203 and EMS 205

EMT-Paramedic

PHASE I COURSES

EMS 225 Fundamentals of Paramedic Practice
3 Credit hours   45 Contact hours
First course of National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

Prerequisites: Requires acceptance to the CCA EMP Program; successful completion of EMS 125 or EMT-B certified; IV, EKG and CPR Certifications; and BIO 201. Corequisites: EMS 226, EMS 227, and EMS 235

EMS 226 Fundamentals of Paramedic Practice – Lab
2 Credit hours   60 Contact hours
Lab experience to coincide with EMS 225 topics.

Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 227 Paramedic Special Considerations
3 Credit hours   60 Contact hours
Comprehensive study of Advanced Life Support Practice.

Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 235 Paramedic Trauma Emergencies
4 Credit hours   60 Contact hours
Comprehensive study of adult and pediatric trauma emergencies.

Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

PHASE II COURSES

EMS 229 Paramedic Pharmacology
3 Credit hours   45 Contact hours
Comprehensive study of emergency pharmacology and the second phase of the course of National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

Prerequisites: Successful completion of EMS 225. Corequisites: EMS 231 and EMS 233

EMS 231 Paramedic Cardiology
5 Credit hours   75 Contact hours
Cardiology topics as presented in the National Standard Curriculum for paramedics.

Prerequisites: All requirements as listed in EMS 229.

EMS 233 Paramedic Medical Emergencies
4 Credit hours   60 Contact hours
Comprehensive study of adult medical emergencies.

Prerequisites: All requirements as listed in EMS 229.

PHASE III COURSES

EMS 280 Paramedic Internship I
6 Credit hours   250 Contact hours
Preceptor/Internship program for paramedic students and the third phase of the course of National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

Prerequisites: Successful completion of EMS 229 and BIO 202 or concurrent enrollment in BIO 202. Corequisites: EMS 228, EMS 230, EMS 232, EMS 234, EMS 236 and EMS 237

EMS 228 Paramedic Special Considerations – Lab
2 Credit hours   60 Contact hours
Lab experience for students enrolled in EMS 280.

Prerequisites: All requirements listed in EMS 280

EMS 230 Paramedic Pharmacology – Lab
2 Credit hours   60 Contact hours
Required lab course in paramedic education program.

Prerequisites: All requirements listed in EMS 280

EMS 232 Paramedic Cardiology – Lab
1 Credit hour   30 Contact hours
Hands-on application of principles of cardiac care in the hospital environment.

Prerequisites: All requirements listed in EMS 280

EMS 234 Paramedic Medical Emergencies – Lab
1 Credit hour   30 Contact hours
Clinical study of adult and pediatric medical emergencies.

Prerequisites: All requirements listed in EMS 280

EMS 236 Paramedic Trauma Emergencies – Lab
1 Credit hour   30 Contact hours
Lab presenting various acute trauma scenarios.

Prerequisites: All requirements listed in EMS 280

EMS 237 Paramedic Internship Preparatory
2 Credit hours   30 Contact hours
Reviews concepts and techniques used in the pre-hospital setting.

Prerequisites: All requirements listed in EMS 280

EMS 281 Paramedic Internship II
6 Credit hours   250 Contact hours
Preceptor/Internship program for paramedic students.

Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225. Must have successfully completed EMS 225 through EMS 280.

English

ENG 030 Basic Writing Skills
3 Credit hours   45 Contact hours
Focuses on sentence and basic paragraph structure and development. Enables students to review and improve grammar, usage, and punctuation skills while employing critical thinking, revising, and editing strategies to respond to a wide variety of writing situations.

Prerequisite: Appropriate assessment scores. (SS: 25-49, ACT English: 15)

ENG 060 Writing Fundamentals
3 Credit hours   45 Contact hours
Focuses on paragraph structure and development and introduces the formal essay. Enables students 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: Successful completion of ENG 030 (grade C or higher) or appropriate assessment scores. (SS: 50 – 69, ACT English: 16)

ENG 090 Basic Composition
3 Credit hours   45 Contact hours
Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables students to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores. (SS: 70 – 94, ACT English: 17)

ENG 121 English Composition I
3 Credit hours   45 Contact hours
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Students will compose essays that stress analytical, evaluative, and persuasive/argumentative writing. Basic word processing skills needed.

Prerequisite: Successful completion of ENG 090 (grade C or higher) or appropriate assessment score (SS: 95+, ACT English: 18, SAT Verbal: 440) & REA 090 (grade C or higher) or appropriate assessment score (RC: 80+, ACT Reading: 17, SAT Verbal 430).

Course Note: This is a statewide guaranteed transfer course.

ENG 122 English Composition II
3 Credit hours   45 Contact hours
Expands and refines the objectives of English Composition I. Emphasizes critical and logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. Basic word processing skills needed.

Prerequisite: Successful completion of ENG 121 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

ENG 131 Technical Writing I
3 Credit hours   45 Contact hours
Develops skills students can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Basic word processing skills needed.

Prerequisite: Appropriate assessment score.

ENG 132 Technical Writing II
3 Credit hours   45 Contact hours
Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral.

Prerequisite: Successful completion of ENG 131 (grade C or higher).

ENG 221 Creative Writing I
3 Credit hours   45 Contact hours
Teaches techniques for creative writing. Explores imaginative uses of language through creative genres, fiction, poetry, and literary nonfiction with emphasis on the students' unique style, subject matter, and needs.

ENG 222 Creative Writing II
3 Credit hours   45 Contact hours
Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

Prerequisite: Successful completion of ENG 221 (grade C or higher) or permission of Department Chair.

ENG 226 Fiction Writing
3 Credit hours   45 Contact hours
Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

Prerequisite: Successful completion of ENG 221 (grade C or higher) or permission of Department Chair.

ENG 227 Poetry Writing
3 Credit hours   45 Contact hours
Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

Prerequisite: Successful completion of ENG 221 (grade C or higher) or permission of Department Chair.

English as a Second Language

ESL 011 Basic Pronunciation
3 Credit hours   45 Contact hours
Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

Prerequisite: Successful completion of ESL 031 or ESL 041 (grade C or higher) or appropriate placement scores.

ESL 012 Intermediate Pronunciation
3 Credit hours   45 Contact hours
Provides listening, speaking, and reading activities that help students recognize and produce a variety of stress and intonation patterns in English.

Prerequisite: Successful completion of ESL 011

ESL 021 Basic Grammar
3 Credit hours   45 Contact hours
Assists students in mastering basic structures in English grammar through oral and written practice.

Prerequisite: Appropriate score on placement test.

ESL 022 Intermediate Grammar
3 Credit hours   45 Contact hours
Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

Prerequisite: Successful completion of ESL 021 (grade C or higher) or appropriate placement scores.

ESL 023 Advanced Grammar

3 Credit hours   45 Contact hours

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

Prerequisite: Successful completion of ESL 022 (grade C or higher) or appropriate placement scores.

ESL 031 Basic Conversation

3 Credit hours   45 Contact hours

Focuses on listening and speaking activities that help students communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

Prerequisite: Appropriate placement scores.

ESL 032 Intermediate Conversation

3-4 Credit hour(s)   45-60 Contact hours

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

Prerequisite: Successful completion of ESL 031 (grade C or higher) or appropriate placement scores.

ESL 033 Advanced Conversation

3 Credit hours   45 Contact hours

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note taking strategies, as well as questioning, discussion, and presentation skills.

Prerequisite: Successful completion of ESL 032 (grade C or higher) or appropriate placement scores.

ESL 041 Basic Reading

3-4 Credit hour(s)   45-60 Contact hours

Provides effective reading strategies. Presents techniques to develop and increase word attack skills, vocabulary use, and overall comprehension.

Prerequisite: Appropriate placement scores.

ESL 042 Intermediate Reading

3-4 Credit hour(s)   45-60 Contact hours

Assists students to read more quickly, accurately and to understand a variety of more complex reading material.

Prerequisite: Successful completion of ESL 041 (grade "C" or higher) or appropriate placement scores.

ESL 043 Advanced Reading

3 Credit hours   45 Contact hours

Prepares students for academic reading assignments. Assists them to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills.

Prerequisite: Successful completion of ESL 042 (grade "C" or higher) or appropriate placement scores.

ESL 052 Intermediate Composition

3 Credit hours   45 Contact hours

Introduces the fundamentals of paragraph organization and development. Assists students in developing sentence variety and grammatical competency within well organized paragraphs.

Prerequisite: Successful completion of ESL 022 (grade "C" or higher) or appropriate placement scores.

ESL 053 Advanced Composition

4 Credit hours   60 Contact hours

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: Successful completion of ESL 052 (grade "C" or higher) or appropriate placement scores.

ESL 055 Computer Basics for ESL Students

2 Credit hours   30 Contact hours

Introduces the basic skills for Windows, word processing, and the Internet.

Prerequisites: Successful completion of ESL 032 (grade C or higher) and BTE 100

ESL 071 Basic Language Skills

6 Credit hours   90 Contact hours

Develops and strengthens the reading, writing, listening, speaking, and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic level ESL courses.

Prerequisite: Appropriate placement scores.

ESL 072 Intermediate Language Skills

6 Credit hours   90 Contact hours

Provides intermediate and high intermediate English language students with intensive instruction and practice in reading, writing, and speaking English. Teaches intermediate and advanced level grammar concepts. Prepares students for further academic and vocational study.

Prerequisite: Successful completion of ESL 071 (grade "C" or higher) or appropriate placement scores.

Ethnic Studies

ETH 200 Introduction to Ethnic Studies

3 Credit hours   45 Contact hours

Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino, and Native descent. Students explore issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

ETH 212 African-American Studies

3 Credit hours   45 Contact hours

Explores in-depth introduction of Africans to the colonies and historical developments through modern-day America. Focuses on the decisions and choices which have impacted African-Americans through contemporary times.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

ETH 224 Introduction to Chicano Studies

3 Credit hours   45 Contact hours

Introduces students to skills development in multi-cultural education. Covers Chicano history, migration and labor, education, law, and Chicano culture.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

ETH 275 Special Topics in Ethnic Studies

1-6 Credit hour(s)   15-90 Contact hour(s)

Provides students with a vehicle to pursue in-depth explorations of special topics of interest.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

Film and Video Technology

FVT 105 Video Production I

3 Credit hours   60 Contact hours

Presents hands-on introduction to video production that must be taken with FVT 160. Students work in pairs, structuring and shooting exercises and original projects to be edited in FVT 160. Students are responsible for departmental cameras, tripods, and lights while working on projects outside class.

Corequisite: FVT 160

FVT 107 Production Visualization I

3 Credit hours   60 Contact hours

Students learn lighting and camera equipment and techniques for film and video as they acquire skills to direct the eye of the audience within the frame, creating mood and subtext through manipulation of camera, lighting, lenses, blocking, color, and composition.

FVT 117 Understanding the Actors Process

3 Credit hours   60 Contact hours

Designated for beginning directors, this course explores the actor's creative process with emphasis on how to develop collaborations that are supportive and effective. Improvisation, script work, and neutral language are explored in the context of the Stanislavski system.

FVT 118 Actor Improvisation

3 Credit hours   60 Contact hours

A course in actor improvisation for the creation of realistic, believable performances for the camera. Stresses listening, being in the moment, and attention to circumstances.

Prerequisite: Successful completion of FVT 117 (grade C or higher).

FVT 150 Development of Film Expression
3 Credit hours   60 Contact hours
Examines the nature and structure of Film/Video expression, concentrating on the way directors, editors, and cinematographers use visual techniques to serve the narrative. Students watch films in their entirety and then analyze them for their lighting, composition, camera position, movement, lens, depth of field, use of screen space, and editing techniques.

FVT 153 Introduction to Film Production I
3 Credit hours   60 Contact hours
Introduces the processes and considerations involved in 16mm film production. Covers film stock, laboratory and processing, crew positions and responsibilities, audio, lighting and exposure considerations. Students shoot a final class project.

FVT 155 Writing the Short Script
3 Credit hours   60 Contact hours
Students write, improve, and perfect their own scripts throughout the course, building a portfolio for use in student productions while writing for all manners of short subjects, including commercials, public service announcements (PSA), and informational videos.

FVT 160 Video Post Production I
3 Credit hours   60 Contact hours
Must be taken with FVT 105. Students edit projects and exercises on digital edit stations and learn the basics of storytelling in post production, including pacing, aesthetics, and audio editing techniques.
Corequisite: FVT 105

FVT 164 Introduction to Digital Editing-Avid Xpress Pro
3 Credit hours   60 Contact hours
Covers digitizing, compression, inputting, outputting, and software integration as well as the principles of nonlinear editing. Final projects are output to digital tape. Avid Xpress Pro software is thoroughly explored in a series of instructional exercises.

FVT 181 Topics in Film Studies
3 Credit hours   60 Contact hours
Surveys different genres, cultures, and movements. Various topics may include Soviet Cinema, The Musical, Film Noir, Silent Cinema, etc.

FVT 183 Italian Neo Realism and French New Wave Cinema
3 Credit hours   60 Contact hours
Surveys the Post War movements that revitalized world cinema and moved production out of the studios and into the streets. Stresses the work of Rossellini, De Sica, Goddard, Truffant, and Renais.

FVT 184 Landmarks of Contemporary Cinema
3 Credit hours   60 Contact hours
Survey course that examines standout films of popular cinema from the last few decades with inquiry into what makes them rise above their peers. Students evaluate the films and research individual film makers whose work interests them.

FVT 185 Documentary Film and Video
3 Credit hours   60 Contact hours
An overview of the subject, including historical and contemporary examples. Classroom visits with local documentary filmmakers, analysis of documentary techniques, finding the story and the challenges of the medium.

FVT 186 The Horror Movie
3 Credit hours   60 Contact hours
Provides an overview, history, and examination of the horror genre. There is a text, but supplemental reading will also be required; additionally, there will be in-class and supplemental screenings. Students will analyze films from a variety of perspectives: drama, history, culture, and film technology. The approach will be by sub-genre, i.e. Vampires, Mad Scientists, Zombies, etc.

FVT 187 The Science Fiction Movie
3 Credit hours   60 Contact hours
Provides an overview, history, and examination of science fiction movies, the ultimate "what if" films. There is a text as well as supplemental reading, but the heart of the class is centered in the in-class and supplemental screenings. Students will analyze films from a variety of perspectives: drama, history, culture, and film technology. The approach will be by sub-genre, i.e. space travel, time travel, etc. **FVT 188 The Comedy Movie**
3 Credit hours   60 Contact hours
Provides an overview, history, and examination of the film comedy genre. A text and some supplemental reading are required; additionally, there will be in-class and supplemental screenings. Students will analyze films from a variety of perspectives; drama, history, culture and film technology. Examines both style (Farce, Social Satire, Parody, etc.), and performers (Chaplin, Fields, Marx Brothers, etc.), moving chronologically.

FVT 200 Video Production II
3 Credit hours   60 Contact hours
Engages students in more advanced productions using more sophisticated techniques and equipment in completing two original video productions. Stresses pre-production planning and budgeting, working with actors and resource management with the aim of maximizing production value.
Prerequisites: Successful completion of FVT 105, 150, 117, or 155 or 164 or 107 (grade C or higher). Corequisite: FVT 215.

FVT 205 Film/Video Camera
3 Credit hours   60 Contact hours
Examines how video and 16mm film cameras work, and various techniques used in composition and the acquisition of images. Lenses, light filters formats, CCDs, cranes, dollies, and jib-arms are discussed and utilized. The narrative importance of different camera angles, movements, and focal planes are analyzed. Students are required to shoot specific exercises both in and out of class.
Prerequisites: Successful completion of FVT 105, 150, 160 (grade C or higher) or instructor permission.

FVT 206 Film/Video Lighting and Grip
3 Credit hours   60 Contact hours
Includes lighting, stands, flags, grids, diffusion, light meters, waveform, etc. Lighting aesthetics in interior, exterior, location and studio settings, lighting for close-up, large areas and product shoots and balancing for color temperature.
Prerequisites: Successful completion of FVT 105, 150, 160 (grade C or higher) or instructor permission.

FVT 207 Production Visualization II
3 Credit hours   60 Contact hours
In a continuation from FVT 107, students master advanced lighting, camera equipment, and techniques for film and video as they hone skills with camera, lighting, blocking, and color. There is a concentration on lighting for movement and blocking for actors and camera in dynamic composition.
Prerequisite: Successful completion of FVT 107 (grade C or higher) or instructor permission.

FVT 208 Sound for Film/Video
3 Credit hours   60 Contact hours
Covers sound acquisition (equipment and techniques), sound perspective and sync as well as post-production methods including an introduction to sweetening, Foley, and ProTools TDM 24 station and Digi 001 and 002 stations.
Prerequisites: Successful completion of FVT 105, 150, 160 (grade C or higher).

FVT 209 Production Management Techniques
3 Credit hours   60 Contact hours
Break down a film or TV show. This course teaches students to plan, schedule, and budget the shoot using production boards and Scheduling and Budgeting software.
Prerequisites: Successful completion of FVT 105, 150, 160 (grade C or higher).

FVT 215 Video Post Production II
3 Credit hours   60 Contact hours
Must be taken with FVT 200. Students edit exercises and their Production 2 projects utilizing our Advanced Edit Lab and FCP HD. Finding the story and cutting for character and narrative are stressed while importing sound files is covered.
Prerequisites: Successful completion of FVT 105, 150, 160, 164 or 155 or 107 (grade C or higher. Corequisite: FVT 200.

FVT 217 Acting for the Screen
3 Credit hours   60 Contact hours
Builds on FVT 117, Understanding the Actor's Process, and designed for students with an interest and aptitude for on-camera performance. Focus on circumstances, objectives (conscious and unconscious), and textual analysis in scene study work, and trusting the actor's transparency.
Prerequisite: Successful completion of FVT 117 (grade C or higher).

FVT 218 Actor Movement and Action

3 Credit hours   60 Contact hours

Features an acting workshop in physical expression for the screen. Includes stunts and choreography, and selling action to the camera.

Prerequisite: Successful completion of FVT 117 (grade C or higher).

FVT 219 Acting in Productions Workshop

3 Credit hours   60 Contact hours

Students perform in advanced student productions and professional projects in this capstone course for the Acting for the Screen Certificate Program. Students should perform a variety of roles, giving evidence of their ability to create believable characters with convincing through lines in this guided study course. Students use the class times as a workshop in textual analysis and character development with the instructor providing the role of acting coach in performance realization. The performances developed in this course should be captured to a DVD as a component of the actor's resume.

Prerequisites: Successful completion of FVT 117, 118, 217 (grade C or higher).

FVT 220 16MM Production

3 Credit hours   60 Contact hours

Provides skills to master 16mm and super 16mm cameras and the DAT for sound sync procedure. Students pitch scripts to class for selection as semester projects, then crew and produce them.

Prerequisites: FVT 105, 209, 150, 153, 160, 107 (grade C or higher).

FVT 250 Script Writing for Film and Video

3 Credit hours   60 Contact hours

Develops screen writing skills, focusing on the basic format of the craft, scene construction, genre conventions, three act structure, characterization, and idea generation. Students complete a 30-minute script suitable for shooting, or complete an act of a feature film script.

Prerequisite: Successful completion of FVT 155 (grade C or higher).

FVT 264 Introduction to Digital Effects

3 Credit hours   67 Contact hours

Introduces software and methods for creating digital effects in the post production environment. Coursework covers composing 2D and 3D effects and Adobe After Effects Pro software.

Prerequisites: Successful completion of FVT 105, 150, 160, 200 and 215 (grade C or higher).

FVT 265 DVD Authoring with DVD Studio Pro

3 Credit hours   60 Contact hours

Presents a hands-on course in DVD authoring. Students learn the ins and outs of DVD design and compression schemes, and then learn the Apple DVD Studio Pro software. A significant portion of this course is a workshop to author and burn a DVD, so students should bring a project with them into the course.

FVT 266 Flash, Motion Graphics for the Web

3 Credit hours   60 Contact hours

Introduces Flash, how to prepare motion graphics for streaming on the web, a practical, hands-on, software skills-based course. Topics include basic tool familiarity, vector drawing, symbol creation, symbol library management, key frames, frame-based animation, button creation layers, tweening, linking and targeting, and sound.

FVT 269 Audio Sweetening: Pro Tools

3 Credit hours   60 Contact hours

An advanced class in post production sound or "audio sweetening" using the industry standard ProTools software by Digi Design. Students work on exercises and projects using the TDM 24, 001, and 002 stations. Includes audio dialogue replacement (ADR) techniques.

FVT 275 Special Topics in Film Video

3 Credit hours   60 Contact hours

Offers a variety of courses such as Film Video Business I, Post Production III, and other skills-based courses.

Prerequisites: Depends on course

FVT 287 Internship

3 Credit hours   TBA Contact hours

Provides Internship in the industry. Minimum of 130 hours. Students should not take this course if they are planning to enter the UCD BFA program.

Prerequisites: Successful completion of FVT 105, 150, 160, 200 and 215, 107 or 164, 207 or 208 or 209 (grade C or higher)

MGD 111 Adobe Photoshop I

3 Credit hours   60 Contact hours

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.

MGD 141 Web Design I

3 Credit hours   60 Contact hours

Introduces web site planning, design, and creation using industry-standards-based web site development tools. Explores screen-based color theory, web aesthetics, use of graphics editors, and intuitive interface design.

MGD 143 Motion Graphic Design I: (Software)

3 Credit hours   60 Contact hours

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.

MGD 153 3-D Animation I

3 Credit hours   60 Contact hours

Encompasses all major aspects of creating 3D characters using animation software. Using developed characters, students will learn how to animate for personality.

MGD 253 3-D Animation II

3 Credit hours   60 Contact hours

Addresses more advanced aspects of creating 3D characters on the computer. Students also examine facial animation, lip synchronization, scene design, and lighting set-ups.

Prerequisite: Successful completion of MGD 153 (grade C or higher).

MGD 266 DVD Authoring

3 Credit hours   60 Contact hours

Introduces students to all aspects of DVD authoring: covering source acquisition, DVD production, interface design, organization, management, and appropriate DVD output solutions.

Finance
(See Business)

Fire Science/Fire Academy
(See Public Service)

French
(See World Languages)

Geography

GEO 105 World Regional Geography

3 Credit hours   45 Contact hours

An introductory course designed to facilitate understanding of spatial relationships between and among the geographic regions of the world. Includeds demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

GEO 106 Human Geography

3 Credit hours   45 Contact hours

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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

GEO 111 Physical Geography-Landforms
4 Credit hours   60 Contact hours
Introduces the principles of landforms and soil as a major aspect of man's natural environment. Incorporates an integrated process of lecture, discussion, and laboratory assignments. Course may be transferred to universities and colleges as a science credit.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

GEO 112 Physical Geography-Weather and Climate
4 Credit hours   60 Contact hours
Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. Course is conducted through an integrated process of lecture, discussion, and laboratory assignments and may be transferred to colleges and universities as a science credit.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

German
(See World Languages)

Geology

GEY 111 Physical Geology
4 Credit hours   90 Contact hours
Studies the materials of the earth, its structure, surface features, and the geologic processes involved in its development. Includes laboratory experience.

Prerequisite: REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

Course Note: This is a statewide guaranteed transfer course.

GEY 121 Historical Geology
4 Credit hours   90 Contact hours
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. Includes laboratory experience.

Recommended Prerequisite: Successful completion of GEY 111 (grade C or higher) or permission of Instructor.

Course Note: This is a statewide guaranteed transfer course.

GEY 145 Earth Science
4 Credit hours   60 Contact hours
Provides opportunities for students to develop comprehensive concepts basic to the earth, its materials, processes, history, and environment. Part one pertains to mineral identification, igneous, sedimentary, and metamorphic rocks, the rock cycle, the earth's interior, land formation, theory of plate tectonics, formation of rivers and streams, the hydrologic cycle, and topographic maps. Part two gives an overview of weather and climate and how they relate to earth and its processes. Part three provides an overview of the solar system, stars, galaxies, and the most recent scientific discoveries in astronomy. Part four focuses on oceanography as it studies the composition of oceans, sea floor, and diversity of ocean life. Field and in-classroom laboratory investigations of selected topics in the specific content areas are an integral part of the course. Lab and field safety training provided.

Prerequisite: Successful completion of REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

GEY 208 Geology Field Trip
3 Credit hours   113 Contact hours
Involves in-depth field studies into the geology of specific regions both within and outside Colorado. Trips lasting from one to several days length to study the area constitute the major activity of the course. The specific area of investigation will be indicated in the schedule of classes each time the course is offered.

Prerequisite: Permission of Instructor

GEY 275 Special Topics
.25-3 Credit hours   5-45 Contact hours
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, exploration of current topics, issues, and activities related to one or more aspects of the named discipline.

Prerequisite: Permission of Instructor

GEY 285 Independent Study
1-6 Credit hours   15-90 Contact hours
Course meets the individual needs of students who engage in intensive study or research under the direction of a qualified instructor.

Prerequisite: Permission of Instructor

Health Wellness Education

HWE 100 Human Nutrition
3 Credit hours   45 Contact hours
Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

Prerequisite: REA 060 and ENG 060 (Grade C or higher) or equivalent assessment score

Health Professional

HPR 178 Medical Terminology
2 credits   30 Contact hours
Introduces 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 a health care setting.

Hebrew
(See World Languages)

History

HIS 101 History of Western Civilization I
3 Credit hours   45 Contact hours
Surveys 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. A principal focus is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

HIS 102 History of Western Civilization II
3 Credit hours   45 Contact hours
Surveys 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. A principal focus is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This is a stand-alone course; HIS 101 is not a prerequisite.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

HIS 201 U.S. History I
3 Credit hours   45 Contact hours
Surveys 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. A principal focus is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

HIS 202 U.S. History II
3 Credit hours   45 Contact hours
Surveys 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. A principal focus is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This is a stand-alone course; HIS 201 is not a prerequisite.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

HIS 205 Women in World History
3 Credit hours   45 Contact hours
Surveys the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

HIS 208 Native American Experience
3 Credit hours   45 Contact hours
Analyzes historical and sociocultural change for Native Americans (Indians) from pre-colonial America to the present, emphasizing those processes and relations with non-Native Americans which have contributed to current conditions.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

HIS 215 Women in U.S. History
3 Credit hours   45 Contact hours
Surveys women's changing roles in American history from the pre-colonial native population to the present. Places special emphasis on the nature of women's work and the participation of women in family, political, religious, and cultural activities, and in social reform movements.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

HIS 225 Colorado History
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

HIS 236 Contemporary U.S. History
3 Credit hours   45 Contact hours
Surveys the major political, economic, social, and cultural developments that have shaped modern America.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

HIS 247 Contemporary World History
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

HIS 250 African-American History
3 Credit hours   45 Contact hours
Explores the experiences and contributions of African Americans from the colonial period, the early republic, the Civil War and Reconstruction, through the Civil Rights Movement in the 20th Century, and into contemporary issues.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

HIS 285 Independent Studies in History
3 Credit hours   60 Contact hours
Provides learners with an opportunity for direct experience with the problems explored by historians while working with private or non-profit agencies or private or public institutions. There are five options: archival research, oral history research, historic preservation, museum practices, or the history of social problems.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Humanities

HUM 121 Survey of Humanities I
3 Credit hours   45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the history of ideas that have defined cultures. Emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

HUM 122 Survey of Humanities II
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

HUM 123 Survey of Humanities III
3 Credit hours   45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, introduces evolution and confluence of world cultures from 1750 C.E. to the present.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

HUM 289 Capstone
3 Credit hours   3 Contact hours
Demonstrates a culmination of learning within a given program of study. Students, working individually and in groups, will integrate theories, models and research gained through their educational experiences. Practical field applications will emphasize the skills and processes needed for continuation as a lifelong learner. This course is required for students seeking the Associate of Arts degree and may be taken once they reach 45 credit hours. Other students may take the course as an elective.

Prerequisite: Successful completion of ENG 121 (grade C or higher) AND completion of 45 college-level credits,

Japanese
(See World Languages)

Literature

LIT 115 Introduction to Literature
3 Credit hours   45 Contact hours
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

LIT 201 Masterpieces of Literature I
3 Credit hours   45 Contact hours
Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

LIT 202 Masterpieces of Literature II
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

LIT 205 Ethnic Literature
3 Credit hours   45 Contact hours
Focuses on significant texts by ethnic Americans, including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

LIT 211 Survey of American Literature I
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

LIT 212 Survey of American Literature II
3 Credit hours   45 Contact hours
An overview of American literature from the mid-nineteenth century to the present. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

LIT 221 Survey of British Literature I
3 Credit hours   45 Contact hours
An overview of British literature from the Anglo-Saxon period through the seventeenth century. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

LIT 222 Survey of British Literature II
3 Credit hours   45 Contact hours
An overview of British literature from the eighteenth century to the present. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

LIT 225 Introduction to Shakespeare
3 Credit hours   45 Contact hours
Explores a selection of works by William Shakespeare. 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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

LIT 246 Literature of Women
3 Credit hours   45 Contact hours
Examines the techniques and themes in literature by and about women by examining women's issues from various genres.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

LIT 255 Children's Literature
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or equivalent assessment score.

Management

BTE 225 Administrative Office Management
3 Credit hours   45 Contact hours
Emphasizes functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.
Course Note: Available only as an online course.

MAN 116 Principles of Supervision
3 Credit hours   45 Contact hours
Studies the principles and techniques of managing and motivating personnel. Designed for the student who is interested in supervising others or for those presently in supervision. Course content focuses on human interaction in supervision.
Course Note: Also available as an online course.

MAN 129 Labor Relations
3 Credit hours   45 Contact hours
Provides an analysis of labor economics, collective bargaining, labor laws, legal issues, and the role of government in labor relations.
Course Note: Also available as an online course.

MAN 200 Human Resources Management I
3 Credit hours   45 Contact hours
Provides 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.
Course Note: Also available as an online course.

MAN 201 Human Resources Management II
3 Credit hours   45 Contact hours
Further discusses concepts of Human Resources. Topics include techniques and procedures in resources planning, appraising performance, selection and staffing, training and development, job enrichment, and wage and salary administration.

Prerequisite: Successful completion of MAN 200 (grade C or higher).

Course Note: Also available as an online course.

MAN 225 Managerial Finance

3 Credit hours   45 Contact hours

Examines concepts and techniques used to analyze financial accounting information for managerial planning, decision-making, and control. Focuses on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements.

Prerequisites: Successful completion of ACC 101 or ACC 121, ECO 201 and ECO 202 (grade C or higher)

Course Note: Also available as an online course.

MAN 226 Principles of Management

3 Credit hours   45 Contact hours

Presents a survey of the principles of management. Emphasizes the primary functions of planning, organizing, leading, and controlling with a balance between the behavioral and operational approach.

Course Note: Also available as an online course.

MAN 227 Operations Management

3 Credit hours   45 Contact hours

Covers the central role and importance of the operations function in both service and product organizations. Strategy, design, scheduling, materials handling, inventory, production, supply chain management, and distribution are covered.

MAN 285 Directed Study

3 Credit hours   45 Contact hours

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MAN 287 Internship

3 Credit hours   135 Contact hours

Provides students with the opportunity to supplement course work with practical work experience related to their educational programs and occupational objectives. Students are placed at approved work stations which are 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.

MAN 289 Capstone: Management Information Systems

3 Credit hours   45 Contact hours

Utilizes seminar and simulation techniques in management information systems. Management concepts and principles are applied to both situational and comprehensive case problems.

Prerequisite: LOEP Score RS 55-74, WP 3, or successful completion of ESL 041 (grade C or higher)

Course Note: Also available as an online course.

Marketing

MAR 111 Principles of Sales

3 Credit hours   45 Contact hours

Enables students 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.

Course Note: Also available as an online course.

MAR 117 Principles of Retailing

3 Credit hours   45 Contact hours

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.

Course Note: Also available as an online course.

MAR 158 Basic Customer Service

1 Credit hour   15 Contact hours

Focuses on basic concepts and techniques needed to effectively serve customers. Specific emphasis given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 160 Customer Service

3 Credit hour   45 Contact hours

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.

Course Note: Also available as an online course

MAR 216 Principles of Marketing

3 Credit hours   45 Contact hours

Analyzes theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer.

Course Note: Also available as an online course.

MAR 220 Advertising and Promotion

3 Credit hours   45 Contact hours

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.

Course Note: Also available as an online course.

MAR 240 International Marketing

3 Credit hours   45 Contact hours

Enables students to explore the international marketing for U.S. products and the increasing competitive international environment and recent changes in the environment that have challenged U.S. businesses. Course is designed to make students an "informed observers" of the global market place as well as enabling them to develop skills to make marketing decisions in a global context.

Recommended prerequisite: MAR 216.

Course Note: Also available as an online course

Mathematics

All Math courses are available on-line except MAT 107, MAT 108, MAT 155, MAT 156

MAT 030 Fundamentals of Mathematics

2 Credit hours   30 Contact hours

Includes the vocabulary, operations, and applications of whole numbers, decimals, and basic fractions and mixed numbers. Does not apply to CCA degrees or certificates.

Prerequisite: Appropriate assessment scores. (AR: 24-56, ACT Math: 15)

MAT 060 Pre-Algebra

3 Credit hours   45 Contact hours

Furthers the study of fractions and mixed numbers. Includes 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. Does not apply to CCA degrees or certificates.

Prerequisite: Successful completion of MAT 030 (grade C or higher) or appropriate assessment scores (AR: 57 - 120; EA: 0-44, ACT Math: 16).

MAT 090 Introductory Algebra

4 Credit hours   60 Contact hours

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included. Does not apply to CCA degrees or certificates.

Prerequisite: Successful completion of MAT 060 (grade C or higher) or appropriate assessment scores (EA: 45 – 60, ACT Math: 17).

MAT 106 Survey of Algebra

4 Credit hours   60 Contact hours

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. Does not apply to CCA degrees or certificates.

Prerequisite: Successful completion of MAT 090 (grade C or higher) or appropriate assessment scores (EA: 61 – 84, ACT Math: 18). Prerequisite or Corequisite: MAT 111

MAT 107 Career Mathematics

3 Credit hours   45 Contact hours

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: Successful completion of MAT 060 (grade C or higher) or appropriate assessment scores (EA: 45-60, ACT Math: 17)

MAT 108 Technical Mathematics

4 Credit hours   60 Contact hours

Designed for career technical students 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: Successful completion of MAT 090 (grade C or higher) or appropriate assessment scores (EA: 61+). Corequisite: MAT 111.

MAT 111 Technology Lab for Algebra

1 Credit hour   15 Contact hours

Explores and applies algebraic topics in a laboratory course using graphing calculators.

MAT 112 Financial Mathematics

3 Credit hours   45 Contact hours

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, and investments using financial calculators and spreadsheets.

Prerequisites: Successful completion of MAT 060 or appropriate assessment scores (EA: 45-60, ACT Math: 17).

MAT 120 Mathematics for Liberal Arts

4 Credit hours   60 Contact hours

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. Graphing calculator required.

Prerequisite: Successful completion of MAT 106 (grade C or higher) or appropriate assessment scores (EA: 85+, ACT Math: 19+, SAT Math: 460+).

Course Note: This is a statewide guaranteed transfer course.

MAT 121 College Algebra

4 Credit hours   60 Contact hours

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. Graphing calculator required.

Prerequisite: Successful completion of MAT 106 (grade C or higher) or equivalent or appropriate assessment scores (EA: 85+, ACT Math: 19+, SAT Math: 460+). MAT 111 is a corequisite or prerequisite.

Course Note: This is a statewide guaranteed transfer course.

MAT 122 College Trigonometry

3 Credit hours   45 Contact hours

Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. Graphing calculator required.

Prerequisite: Successful completion of MAT 121 (grade C or higher) or appropriate assessment scores (CLM 63-102, ACT Math 25)

Course Note: This is a statewide guaranteed transfer course.

MAT 123 Finite Mathematics

4 Credit hours   60 Contact hours

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. May include other topics such as statistics when time permits. Primarily intended for business, life science, or social science majors. Graphing calculator required.

Prerequisite: Successful completion of MAT 106 or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460).

Course Note: This is a statewide guaranteed transfer course.

MAT 125 Survey of Calculus

4 Credit hours   60 Contact hours

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions. For business, life science, and/or social science majors. Graphing calculator required.

Prerequisite: Successful completion of MAT 121 or 123 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

MAT 135 Introduction to Statistics

3 Credit hours   45 Contact hours

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. Graphing calculator required.

Prerequisite: Successful completion of MAT 106 (grade C or higher) or equivalent or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460). Corequisite: MAT 179

Course Note: This is a statewide guaranteed transfer course.

MAT 155 Integrated Math I

3 Credit hours   45 Contact hours

Engages students in the concepts of school mathematics. Includes the recognition of numerical and geometric patterns and their applications to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

Prerequisite: Successful completion of MAT 106 (grade C or higher) or equivalent or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460).

Course Note: This is a statewide guaranteed transfer course.

MAT 156 Integrated Math II

3 Credit hours   45 Contact hours

Furthers MAT 155 concepts; includes 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.

Prerequisite: Successful completion of MAT 155 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

MAT 166 Pre-Calculus

5 Credit hours   75 Contact hours
Review course in college algebra and college trigonometry intended for those planning to take calculus. Includes algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations. Graphing calculator required.

Prerequisite: Successful completion of MAT 106 (grade C or higher) or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460).

Course Note: This is a statewide guaranteed transfer course.

MAT 179 Computer Applications for Statistical Procedures

1 Credit hour   15 Contact hours
Uses statistical software and the World Wide Web to engage students in an active, visual approach to the topics covered in MAT 135. Students will work with real world data on problems of a practical nature.

Prerequisite: MAT 106. Corequisite: MAT 135

MAT 201 Calculus I

5 Credit hours   75 Contact hours
Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite integrals and some applications. Graphing calculator required.

Prerequisite: Successful completion of MAT 121 AND MAT 122 or MAT 166 (grade C or higher) or appropriate assessment scores (CLM 103-120, ACT Math: 28)

Course Note: This is a statewide guaranteed transfer course.

MAT 202 Calculus II

5 Credit hours   75 Contact hours
Continuation of single variable calculus which includes techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. Graphing calculator required.

Prerequisite: Successful completion of MAT 201 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

MAT 203 Calculus III

4 Credit hours   60 Contact hours
Completes the traditional subject matter of calculus. Includes vectors, vector-valued functions, and multi-variable calculus, including partial derivatives, multiple integrals, line integrals, and applications. Graphing calculator required.

Prerequisite: Successful completion of MAT 202 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

MAT 215 Discrete Mathematics

4 Credit hours   60 Contact hours
Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. Designed for mathematics and computer science students.

Prerequisite: Successful completion of MAT 125 or 201 (grade C or higher) and recommended one high-level programming language.

MAT 255 Linear Algebra

3 Credit hours   45 Contact hours
Includes vector spaces, matrices, linear transformations, matrix representations, eigenvalues, and eigenvectors. Graphing calculator required.

Prerequisite: Successful completion of MAT 202 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

MAT 265 Differential Equations

3 Credit hours   45 Contact hours
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. Graphing calculator required.

Prerequisite: Successful completion of MAT 202 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

MAT 266 Differential Equations with Linear Algebra

3 Credit hours   45 Contact hours
Covers first and second order differential equations, series solutions, Laplace transforms, linear algebra eigenvalues, first order systems of equations, and numerical techniques. Graphing calculator required.

Prerequisite: Successful completion of MAT 202 (grade C or higher). Corequisite: MAT 203

MAT 288 Practicum

6 Credit hours   90 Contact hours
Provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Mediation

MED 101 Introduction to Mediation

3 Credit hours   45 Contact hours
Introduces students to the role of the mediator in helping parties resolve their disputes. Students explore conflict resolution, communication, and problem-solving skills necessary for achieving effective dispute resolution in both professional and personal situations.

MED 104 Culture and Conflict Resolution

3 Credit hours   45 Contact hours
Explores the role culture plays in conflict and its resolution, including the ways that race, ethnicity, gender, national origin, age, religion, sexual orientation, and language influence mediation.

MED 202 Family Mediation

3 Credit hours   45 Contact hours
Examines the process of mediation as it applies to family law issues such as divorce, child custody and parenting time, division of marital assets, and domestic violence.

Prerequisite: Successful completion of MED 101 (grade C or higher) or permission of Instructor.

MED 203 Employment and Business Mediation

3 Credit hours   45 Contact hours
Examines the applications of mediation to employment issues such as interpersonal conflict, employee discipline and job performance, harassment, and discrimination.

Prerequisite: Successful completion of MED 101 (grade C or higher) or permission of Instructor.

Music

MUS 100 Fundamentals of Music Theory

3 Credit hours   45 Contact hours
Designed to help beginning music students or those students with limited background in music theory. Focuses upon the basic elements of music, including notation, rhythm, scales, key signatures, intervals, and chords.

MUS 110 Music Theory I

3 Credit hours   45 Contact hours
Reviews music fundamentals and emphasizes diatonic four-part harmony and analysis.

Prerequisite: Successful completion of MUS 100 (grade C or higher) or permission of Music Department Coordinator. Corequisite: MUS 112 Ear Training/Sight Singing I

MUS 111 Music Theory II

3 Credit hours   45 Contact hours
Emphasizes chromatic four-part harmony, analysis.

Prerequisite: Successful completion of MUS 110 and MUS 112 (grade C or higher) Corequisite: MUS 113 Ear Training/Sight Singing II

MUS 112 Ear Training/Sight Singing Lab I
1 Credit hour   30 Contact hours
Exercises in melodic, rhythmic, and harmonic dictation and sight singing.

Prerequisite: Successful completion of MUS 100 (grade C or higher) or permission of Music Department Coordinator. Corequisite: MUS 110 Music Theory I

MUS 113 Ear Training/Sight Singing Lab II
1 Credit hour   30 Contact hours
Exercises in melodic, rhythmic, and harmonic dictation and sight singing.

Prerequisite: Successful completion of MUS 110 and MUS 112 (grade C or higher). Corequisite: MUS 111 Music Theory II

MUS 120 Music Appreciation
3 Credit hours   45 Contact hours
Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

MUS 121 Music History I
3 Credit hours   45 Contact hours
Studies of various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

MUS 122 Music History II
3 Credit hours   45 Contact hours
Continues Music History I with a study of music from the early Romantic period to the present.

Prerequisite: Successful completion of MUS 120 or MUS 121 and ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

MUS 131 Music Class: Guitar
2 Credit hours   45 Contact hours
Introduces basic guitar techniques applicable to all styles of electric and acoustic guitar performance.

MUS 131 Music Class: Piano
2 Credit hours   45 Contact hours
Introduces to basic piano techniques. Emphasizing scales, chords, and beginning to intermediate music. Additional applications include sight reading, ensemble performance, and accompaniment patterns.

MUS 131 Music Class: Voice
2 Credit hours   45 Contact hours
Intended for the beginning singer or singers with previous training who wish to review the fundamentals of vocal technique. Correct breath management, range development, projection, interpretation, performance, and care of the voice are taught in both group and individual sessions.

MUS 151 -155 Aurora Symphony
1 Credit hour   30 Contact hours
Weekly rehearsals are required for the public concerts. May be repeated for credit for five semesters.

Prerequisite: If not already a member of the Aurora Symphony, students must pass an audition held at the conductor's discretion.

MUS 151 -155 Aurora Singers
1 Credit hour   30 Contact hours
Weekly rehearsals are required for the public concerts. May be repeated for credit for five semesters.

Prerequisite: If not already a member of the Aurora Singers, students must pass an audition held at the conductor's discretion.

Music Private Instruction

MUS Private Instruction
Private instruction consists of one lesson per week plus private student performance class participation.

Prerequisites: MUS 131 or audition for flute, guitar, piano, and voice; audition for all other instruments; MUS 100 or composition/song writing experience for composition. Composition students have the opportunity to utilize CCA's electronic/computer equipment. Since private lessons may be repeated for credit for a total of five semesters, they must be taken in sequence, beginning with MUS 141. A private instruction registration permission form is required for enrollment each semester. Also, a fee is added to tuition. Scheduling lessons depend on the availability of an instructor and space. To arrange for an audition, or to schedule lessons, contact the Music Department Coordinator at 303-361-7425.

Paralegal
A paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

PAR 115 Introduction to Law
3 Credit hours   45 Contact hours
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 substantive areas of law will be discussed.

PAR 116 Torts
3 Credit hours   45 Contact hours
A basic course in tort law, including negligence, intentional torts, and strict liability, with emphasis on personal injury litigation.
Course Note: Offered Spring semester only.

PAR 117 Family Law
3 Credit hours   45 Contact hours
Covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.
Course Note: Offered Spring semester only.

PAR 118 Contracts
3 Credit hours   45 Contact hours
Covers the basic principles of contract law. Includes offer, acceptance, intent, consideration, capacity, performance, and remedies.

PAR 125 Property Law
3 Credit hours   45 Contact hours
Covers real estate law. Includes ownership, sale, leasing, financing, and government regulation of land. Also covers some aspects of personal property law.
Course Note: Offered Summer semester only.

PAR 201 Civil Litigation
3 Credit hours   45 Contact hours
Intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator

Course Note: Offered Fall semester only.

PAR 205 Criminal Law
3 Credit hours 45 Contact hours
Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator.

Course Note: Offered Spring semester only.

PAR 206 Business Organizations
3 Credit hours 45 Contact hours
Studies the major types of business organizations, including sole proprietorships, partnerships, and corporations.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator.

Course Note: Offered Fall semester only.

PAR 207 Current Issues in Law
3 Credit hours 45 Contact hours
Provides an understanding of current legal issues, ethics, and morality.
Course Note: Offered Summer semester only

PAR 208 Probate and Estates
3 Credit hours 45 Contact hours
Provides an understanding of the creation and administration of estates, including wills and trusts, and the probate process.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator

Course Note: Offered Fall semester only.

PAR 209 Constitutional Law
3 Credit hours 45 Contact hours
Studies the powers of government as they are allocated and defined by the United States Constitution.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator

PAR 213 Legal Research and Writing I
3 Credit hours 45 Contact hours
Provides an introduction to legal research and writing.

Prerequisite: Successful completion of PAR 115 and ENG 121 (grade C or higher) or permission of Program Coordinator (knowledge of Word or Word Perfect required).

Note: PAR 213 and PAR 214 are not open to students who have taken former courses PAR 211 or PAR 212

PAR 214 Legal Research and Writing II
3 Credit hours 45 Contact hours
Serves as an advanced course in legal research and writing.

Prerequisite: Successful completion of PAR 115, PAR 211 or PAR 213 and ENG 121 (grade C or higher) or permission of Program Coordinator (knowledge of Word or Word Perfect required)

PAR 216 Employment Law
3 Credit hours 45 Contact hours
Provides an understanding of legal issues in the area of employer/employee relationships.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator.

Course Note: Offered Fall semester only.

PAR 275 Advanced Litigation
3 Credit hour(s) 45 Contact hours
Topics include investigation, e-discovery, document control, advanced trial support, ethics, and motion practice.

Prerequisite: Successful completion of PAR 115 and PAR 201 (grade C or higher) or permission of Program Coordinator

PAR 275 Elder Law
3 Credit hours 45 Contact hours
Addresses the legal issues facing the elderly relating to financial wellness, physical health, and psychological well-being.

Prerequisite: Successful completion of PAR 115 (grade C or higher) or permission of Program Coordinator.

Course Note: Offered Spring semester only.

PAR 280 Internship
1-6 Credit hour(s) 15-90 Contact hours
Provides students with the opportunity to supplement course work with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Prerequisite: Requires permission of Public Service Program Coordinator. Students may take either the Internship, or a Directed Study in lieu of an internship after they have taken 21 hours of related coursework.

PAR 285 Directed Study
1-6 Credit hour(s) 15-90 Contact hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

Prerequisite: Requires permission of Public Service Program Coordinator. Students may take either the Internship or a Directed Study in lieu of an internship after they have taken 21 hours of related coursework.

Philosophy

PHI 111 Introduction to Philosophy
3 Credit hours 45 Contact hours
Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PHI 112 Ethics
3 Credit hours 45 Contact hours
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilling existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PHI 113 Logic
3 Credit hours 45 Contact hours
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 skills.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PHI 114 Comparative Religions
3 Credit hours 45 Contact hours
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. Designed to transfer to any four-year college philosophy, religious studies, or humanities department.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PHI 115 World Religions-West
3 Credit hours   45 Contact hours
Introduces students 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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

PHI 116 World Religions-East
3 Credit hours   45 Contact hours
Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Analyzes concepts such as fate, reincarnation, enlightenment, and morality.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

PHI 214 Philosophy of Religion
3 Credit hours   45 Contact hours
Focuses on the critical examination of fundamental concepts, ideas, and implications of religion. Specific topics include 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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

Physics

PHY 105 Conceptual Physics
4 Credit hours   90 Contact hours
Focuses on mechanics, heat, properties of matter, electricity and magnetism, light, and modern physics. Incorporates laboratory experience.

Prerequisite: Successful completion of MAT 090 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

PHY 111 Physics: Algebra Based I with Lab
5 Credit hours   105 Contact hours
Enables students 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 recommended for all of the health sciences and other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211.

Prerequisite: Successful completion of MAT 121 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

PHY 112 Physics: Algebra Based II with Lab
5 Credit hours   105 Contact hours
Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Concepts and theories presented in class are explored through demonstrations and hands-on experiments.

Prerequisite: Successful completion of PHY 111 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

PHY 211 Physics: Calculus Based I with Lab
5 Credit hours   90 Contact hours
Enables students to examine the truth about our physical reality through reasoning, mathematics, and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids, and waves. Concepts and theories presented in class are explored through demonstrations and hands-on experiments. The first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences.

Prerequisite: Successful completion of MAT 201 (grade C or higher)

Course Note: This is a statewide guaranteed transfer course.

PHY 212 Physics: Calculus Based II with Lab
5 Credit hours   90 Contact hours
Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. Concepts and theories presented in class are explored through demonstrations and hands-on experiments.

Prerequisite: Successful completion of PHY 211 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

Political Science

POS 105 Introduction to Political Science
3 Credit hours   45 Contact hours
Surveys the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments and processes, and international relations.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

POS 111 American Government
3 Credit hours   45 Contact hours
Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

POS 125 American State and Local Government
3 Credit hours   45 Contact hours
Studies the structure and function of state, county, and municipal governments, including their relations with each other and with national government. Emphasizes Colorado government and politics.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

POS 205 International Relations
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

POS 215 Current Political Issues
3 Credit hours   45 Contact hours
An in-depth analysis of critical issues in political science. Topics will be determined each term.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

POS 225 Comparative Government
3 Credit hours   45 Contact hours
Compares the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Course Note: This is a statewide guaranteed transfer course.

POS 285 Legislative Internship
3 Credit hours   135 Contact hours
Provides direct experience with the Colorado General Assembly, to include: committee hearings, research and analysis, floor activity, constituent assistance. Students serve as an unpaid aide to a state legislator.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Psychology

PSY 101 General Psychology I
3 Credit hours   45 Contact hours
Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+ , ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PSY 102 General Psychology II
3 Credit hours   45 Contact hours
Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PSY 107 Work Group Psychology
3 Credit hours   45 Contact hours
Designed as an introduction to the psychology of work groups in the modern workplace. Emphasizes team dynamics, social diversity issues, team building, interpersonal communication skills, goal setting, time and resource management, and consensus decision making.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

PSY 110 Career Development
3 Credit hours   45 Contact hours
Assists students in recognizing their career potential and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 117 Parenting
1 Credit hour   15 Contact hours
Examines effective techniques for working with children, with emphasis on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or assessment scores (SS: 70+).

PSY 204 Relationships: Challenges and Choices
1 Credit hour   15 Contact hours
Teaches students how to preserve and enhance couple relationships by understanding the role of gender differences; conflict patterns; communication skills; problem solving; meaning of commitment, fun, and friendship.

PSY 205 Psychology of Gender
3 Credit hours   45 Contact hours
Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PSY 215 Psychology of Adjustment
3 Credit hours   45 Contact hours
Emphasizes personal growth and development of interpersonal skills. Focuses on practical application of psychological principles and theories in achieving self-understanding and personal growth.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

PSY 217 Human Sexuality
3 Credit hours   45 Contact hours
Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17, SAT Verbal: 440).

PSY 227 Psychology of Death and Dying
3 Credit hours   45 Contact hours
Covers philosophies of life and death, emphasizing dying, death, mourning, and consideration of one's own death.

Prerequisite: Successful completion of PSY 101, PSY 102 (grade C or higher) or permission of Department Chair and successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17, SAT Verbal: 440).

Course Note: This is a statewide guaranteed transfer course.

PSY 235 Human Growth and Development
3 Credit hours   45 Contact hours
Surveys of human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17, SAT Verbal: 440).

Course Note: This is a statewide guaranteed transfer course.

PSY 237 Child and Adolescent Psychology
3 Credit hours   45 Contact hours
Surveys human development from conception through adolescence, emphasizing physical, cognitive, emotional, and psychosocial factors.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

PSY 238 Child Development
3 Credit hours   45 Contact hours
Covers growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+ , ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

PSY 245 Educational Psychology
3 Credit hours   45 Contact hours
Examines the relationships between theory, research, and practice in areas of learning, child development, motivation, and educational assessment.

Prerequisite: Successful completion of PSY 101, PSY 102, and ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

PSY 247 Child Abuse and Neglect
3 Credit hours   45 Contact hours
Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Emphasizes intervention and prevention strategies.

Prerequisite: Successful completion of PSY 101, PSY 102, and ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

PSY 249 Abnormal Psychology
3 Credit hours   45 Contact hours
Studies abnormal behavior and its classification, diagnosis, causes, prevention, and treatment.

Prerequisite: Successful completion of PSY 101, PSY 102, and ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+, SAT Verbal: 440+).

PSY 268 Organizational Psychology
3 Credit hours   45 Contact hours
Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict, management supervision, human relations, and stress management.

Prerequisite: Successful completion of PSY 101, PSY 102, and ENG 060 (grade of C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

PSY 275 Special Topics
0.5-6 Credit hours   7.5-90 Contact hours
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

Public Security Management
(For PSM classes, please see "Criminal Justice")

Public Service
(Also see Emergency Medical Provider)

FST 100 Firefighter I
9 Credit hours   135 Contact hours
Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, Level I, standard using IFSTA Essentials.

Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.

FST 101 Firefighter II
3 Credit hours   45 Contact hours
Addresses the requirements necessary to perform at the second level of progression as identified in NFPA 1001, Level II Fire Fighter Professional Qualifications.

Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.

FST 102 Introduction to Fire Science and Suppression
3 Credit hours   45 Contact hours
Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local. and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents, and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience.

Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.

FST 103 Firefighter Occupational Health and Safety
3 Credit hours   45 Contact hours
Focuses on on-scene and on-the-job firefighter health, safety and fitness; the safety officer; mental well being; stress management; and standards related to health, safety, and fitness.

Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.

FST 105 Building Plans and Construction
3 Credit hours   45 Contact hours
Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishment. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications.

Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.

FST 107 Hazardous Materials Operations (Level I)
3 Credit hours   45 Contact hours
Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.

FST 121 Technical Rope Rescue
3 Credit hours   45 Contact hours
Provides students with the knowledge and skills to handle low and high angle rescues rope and associated hardware. Takes students from the introductory level up to advanced skills in three separate sessions. Belay, rappel, and raising systems are taught in a real-life setting in both high and low-angle rescue environments. Students are also taught care and maintenance of equipment.

FST 132 Structural Collapse
2 Credit hours   30 Contact hours
Covers the causes and types of structural collapse and the associated hazards; specific zones of collapse; ICS/IMS System; tools, equipment, and materials used in a structural collapse incident; shoring and equipment monitoring techniques; personal protective equipment and gear for structural collapse incidents.

FST 133 Trench Rescue
2 Credit hours   30 Contact hours
Covers trench types; trench versus excavation rescues; soil types encountered at trench rescue sites; collapse dynamics; ICS/IMS; equipment, materials, and tools used for rescue operations; personal protection issues; trench shoring; and victim extrication.

FST 134 Confined Space Rescue
2 Credit hours   30 Contact hours
Covers the definition of confined space; OSHA considerations and permit requirements; monitoring instruments; ICS/IMS; victim contact; breathing apparatus such as SABA/SCBA; communications and equipment, e.g., radio/hardwired; patient packaging; rescue versus recovery; and patient extrication.

FST 135 Ice Water Rescue
2 Credit hours   30 Contact hours
Covers types of ice encountered in ice water rescue; ICS/IMS; ice strength; patient evaluation and contact; rescue equipment; ice water rescue techniques; rescue suit safety; belay line and shore support; hypothermia; Zodiac boat techniques; and victim rescue.

FST 136 Swift Water Rescue

2 Credit hours   30 Contact hours

Covers fast water hazards and risk analysis relating to swift water rescue; low head dam; ICS/IMS; victims in vehicles; rescue equipment and techniques; rope systems and throw bags; reach/throw/go; rescuer safety and shore support; and personal protective equipment.

FST 137 Vehicle Extrication

2 Credit hours   30 Contact hours

Covers transportation emergency assessment skills as they relate to vehicle extrication; establishing safety zones; "reading" the wreck; ICS/IMS; utilities, traffic, and fuel; vehicle construction; air bags; vehicle stabilization; victim access and stabilization; dismantling the vehicle; and patient packaging.

Civic Leadership

PVS 230 Introduction to Civic Leadership

3-6 Credit hours   45-90 Contact hours

Enables students to develop critical understanding of public leadership through the study of pertinent models, theories, and research.

PVS 275 Special Topics

1 Credit hour   15 Contact hours

Provides students with a vehicle to pursue in-depth exploration of special topics of interest not previously offered. Includes National Fire Academy courses, VFIS courses, NFPA certification courses, or other special subject classes that do not fall under the standard FST curriculum.

PVS 288 Practicum in Civic Leadership

3-6 Credit hours   45-540 Contact hours

Enables students to test principles and relate theory to practice in community settings. This is a guided learning opportunity.

Reading

REA 030 Basic Reading Skills

2 Credit hours   30 Contact hours

Focuses on strategies for word recognition, vocabulary development, stages of reading, and basic reading comprehension.

Prerequisite: Appropriate assessment scores (RC: 25-39, ACT Reading: 14).

Course Note: Does not apply to CCA degrees or certificates.

REA 060 Foundations of Reading

3 Credit hours   45 Contact hours

Focuses on strategies for vocabulary development, improved reading comprehension, and identifying textbook strategies and paragraph structure, and enrichment.

Prerequisite: Successful completion of REA 030 (grade C or higher) or appropriate assessment scores (RC: 40-61, ACT Reading: 15).

Course Note: Does not apply to CCA degrees or certificates.

REA 090 College Preparatory Reading

3 Credit hours   45 Contact hours

Enables students to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. Also focuses on identifying patterns of structure and patterns of development and bias in longer readings.

Prerequisite: Successful completion of REA 060 (grade C or higher) or appropriate assessment scores (RC: 62 – 79, ACT Reading 16).

Course Note: Does not apply to CCA degrees or certificates.

Real Estate

REE 118 Principles of Real Estate Appraisal

4 Credit hours   60 Contact hours

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.

Corequisite: REE 119

REE 119 Uniform Standards of Professional Practices (USPAP)

1 Credit hour   15 Contact hours

Satisfies the 16-hour continuing education requirement (standard) for licensed real estate appraisers, including one hour of state appraisal rules and regulations.

Corequisite: REE 118

REE 201 Real Estate Broker I

6 Credit hours   90 Contact hours

Enables students, 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 Broker's license. Includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

REE 202 Real Estate Broker II

5 Credit hours   75 Contact hours

Enables students, 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 Broker's license. Includes Colorado Contracts and Regulations, and Record keeping and Trust Accounts.

Prerequisite: Successful completion of REE 201 (Grade C or higher)

Russian
(See World Languages)

Science

SCI 155 Integrated Science I

4 Credit hours   60 Contact hours

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world.

Course Note: This is a statewide guaranteed transfer course.

SCI 156 Integrated Science II

4 Credit hours   60 Contact hours

Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts.

Prerequisite: Successful completion of SCI 155 (grade C or higher).

Course Note: This is a statewide guaranteed transfer course.

Sociology

SOC 101 Introduction to Sociology I

3 Credit hours   45 Contact hours

Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class, and race.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

SOC 102 Introduction to Sociology II

3 Credit hours   45 Contact hours

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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

SOC 205 Sociology of Family Dynamics

3 Credit hours   45 Contact hours

Develops an understanding of marriage, family, and kinship. Examines the family as an institution and describes how social, cultural, and personal factors influence family relations. The stability and diversity of the family are explored, along with current trends and some alternative lifestyles.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

SOC 215 Contemporary Social Problems
3 Credit hours   45 Contact hours
Explores current social issues that result in societal problems. Focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course..

SOC 218 Sociology of Diversity
3 Credit hours   45 Contact hours
Explores the variety of inter-group relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Addresses Patterns of prejudice, discrimination, and possible solutions to these issues.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

SOC 237 Sociology of Death and Dying
3 Credit hours   45 Contact hours
Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. Provide sociological, psychological, religious, historical, and anthropological perspectives for interpreting contemporary American customs dealing with dying, death, and bereavement. Examines the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

SOC 275 Special Topics in Sociology
3 Credit hours   45 Contact hours
Analyzes contemporary issues in political and social conditions and situations in the Middle East. Discusses History, Geography, Population, Natural Resources, Culture, Economics, and Political Structure, as well as conflicts in the region.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+)

Spanish
(See World Languages)

Small Business Management
(See Business)

Speech/Communication

SPE 115 Public Speaking
3 Credit hours   45 Contact hours
Speaking in public can be a frightening experience. This course helps students overcome this fear by combining the basic theory of speech communication with public performance skills. Emphasizes speech delivery, preparation, organization, research, support, and audience analysis.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS 70+, ACT English: 17+)

SPE 125 Interpersonal Communication
3 Credit hours   45 Contact hours
Focus on the art of communicating in interpersonal relationships.. Students engage in activities and coursework to understand the role of perception, self-concept, self-disclosure, nonverbal communication, listening, and conflict negotiation in romantic, social, family, and professional relationships.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS 70+, ACT English: 17+)

SPE 219 Group Dynamics
3 Credit hours   45 Contact hours
Examines group communication theories with emphasis on leadership and group behaviors. Provides opportunities for group participation.

Prerequisite: Successful completion of SPE 115 (grade C or higher).

SPE 220 Intercultural Communication
3 Credit hours   45 Contact hours
Explores the link between culture and communication and develops and/or enhances communication skills and the abilities appropriate to a multi-cultural society. Emphasizes understanding diversity within and across cultures. Relevant concepts include perception, world view, context, ethics, language, and nonverbal communication.

Prerequisite: Successful completion of SPE 115 (grade C or higher).

SPE 225 Organizational Communication
3 Credit hours   45 Contact hours
Studies human communication systems and patterns in business and organizational settings. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors, and subordinates; and organizational communication environments, networks, and goals.

Prerequisite: Successful completion of SPE 115 (grade C or higher).

SPE 226 Oral Interpretation
3 Credit hours   45 Contact hours
Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

COM 121 College Survival Skills
3 Credit hours   45 Contact hours
Designed to jump-start academic success and teach more about CCA. Enables students to identify and develop strategies and skills necessary to successfully meet the challenges and expectations of the college experience. In addition, students will explore resources available at CCA and elsewhere to aid their success both in college and in the workplace.

COM 260 Listening At Work
1 Credit hour   15 Contact hours
More than one-half of communicating is listening, so successful business people, whether supervisors or employees, need high-level listening skills. Course will help improve student's listening through a variety of experiences.

COM 261 Basic Concepts
1 Credit hour   15 Contact hours
Meetings don't have to be unproductive. Through understanding the strengths and weaknesses of meetings as communication events, students will learn how to be effective facilitators and participants. Students will prepare agendas and discuss alternatives to meetings.

COM 262 Communicating With Impossible People
1 Credit hour   15 Contact hours
Learn effective techniques for handling impossible communicators: people who are devious, aggressive, hostile, dogmatic, stubborn, silent, indecisive, or non-listening.

COM 263 Conflict Resolution
1 Credit hour   15 Contact hours
Conflict is part of our daily lives, but it can be handled productively. Course will help students understand the roots of conflict and how to mediate interpersonal conflict in a variety of settings. Emphasizes conflict prevention techniques.

COM 265 Effective Presentations
1 Credit hour   15 Contact hours
Presentation skills are necessary in many professional settings including conferences, briefings, training sessions, and sales presentations. Formats, strategies, and presentation tips will be emphasized and practiced.

COM 266 Decision Making
1 Credit hour   15 Contact hours
Do you have difficulties making decisions? This class will help students increase their understanding of personal and professional decision-making strategies. A variety of decision-making strategies will be applied.

COM 267 Teamwork
1 Credit hour   15 Contact hours
Demonstrates how to build teamwork skills and gain insight into what makes teamwork successful. Students will use a variety of activities to understand team functioning, including in-class exercises, problem-solving simulations, and lecture.

COM 268 Problem Solving
1 Credit hour   15 Contact hours
Solving problems in people's personal and professional lives requires the ability to think and act creatively in responding to a variety of situations. Students will be introduced to several different perspectives for group and individual problem solving. Real situations and simulations will be explored.

Study Skills (See Academic Achievement)

Theatre

THE 105 Introduction to Theatre Arts
3 Credit hours   45 Contact hours
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.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

THE 111 Acting I
3 Credit hours   45 Contact hours
Covers basic acting techniques and approaches, including scene study, improvisation, and script analysis. Includes practical application through classroom and showcase performances.

THE 112 Acting II
3 Credit hours   45 Contact hours
Continues to explore basic acting techniques and approaches, including scene study, improvisation, and intermediate script analysis. Includes practical application through classroom and showcase performances.

Prerequisite: Successful completion of THE 111 (grade C or higher) or permission of instructor. THE 105 is strongly recommended.

THE 116 Technical Theatre
3 Credit hours   45 Contact hours
Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures for using shop equipment and serving on stage crews.

Prerequisite: THE 105 is recommended.

THE 131 Theatre Production I
3 Credit hours   45 Contact hours
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 132 Theatre Production II
3 Credit hours   45 Contact hours
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 135 Stage Makeup I
2 Credit hours   30 Contact hours
Covers design and application techniques, including basic corrective, character, old age, and fantasy application.

THE 152 Production Stage Management I
3 Credit hours   60 Contact hours
Examines the practical and creative side of production stage management from a participatory stance by serving as the production stage manager for the current main stage production. Participation is subject to an interviewing process with the show's director/producer and is limited to two students per semester. Interviews will start as much as three months in advance of semester enrollment and may last through the second week of the semester of enrollment.

Prerequisite: Successful completion of THE 131 (grade C or higher) or permission of instructor.

THE 153 Production Stage Management II
3 Credit hours   60 Contact hours
Examines the practical and creative side of production stage management from a participatory stance by serving as the production stage manager for the current main stage production. Participation is subject to an interviewing process with the show's director/producer and is limited to two students per semester. Interviews will start as much as three months in advance of semester enrollment and may last through the second week of the semester of enrollment.

Prerequisite: Successful completion of ENG 060, REA 060, THE 131 (grade C or higher) or permission of instructor.

THE 180 Internship: Theatre Production I
0-6 Credit hour(s)   0-240 Contact hours
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.

Prerequisite: Permission of Theatre Department Director; THE 105 is recommended.

THE 188 Internship: Theatre Production II
0-6 Credit hour(s)   0-240 Contact hours
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.

Prerequisite: Successful completion of THE 182 (grade C or higher); permission of Theatre Department Director.

THE 211 Development of Theatre I
3 Credit hours   45 Contact hours
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.

Prerequisite: THE 105 is recommended. Successful completion of ENG 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

THE 212 Development of Theatre II
3 Credit hours   45 Contact hours
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.

Prerequisite: THE 105 is recommended. Successful completion of ENG 060 or ENG 121 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+).

Course Note: This is a statewide guaranteed transfer course.

THE 218 Readers Theatre
3 Credit hours   45 Contact hours
Studies ensemble interpretation of literature – poetry, prose, and drama, primarily through the medium of the spoken word.

THE 220 Directing I
3 Credit hours   45 Contact hours
Covers the basic techniques for stage directing in contemporary theatre. Topics include stage composition, script analysis, work with actors, and the collaborative role of the director.

Prerequisite: Successful completion of THE 111 (grade C or higher) or permission of instructor.

THE 231 Theatre Production III
3 Credit hours   45 Contact hours
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

Prerequisite: Successful completion of ENG 060, REA 060, THE 111, THE 112, and/or THE 132 (grade C or higher) or permission of instructor.

THE 232 Theatre Production IV
3 Credit hours   45 Contact hours
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

Prerequisite: Successful completion of ENG 060, REA 060, THE 111, THE 112, and/or THE 231 (grade of C or higher) or permission of instructor.

THE 275 Stage Combat
3 Credit hours   45 Contact hours
Designed to introduce students to the Art of Stage Combat in a workshop format. Students will learn how to approach, prepare, and perform a fight for the stage. This is an acting class, thus the focus will be to learn and develop safe and dramatically effective techniques of staged violence.

THE 280 Practicum: Theatre Production III
1-3 Credit hour(s)   15-45 Contact hours
Allows students to continue to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

Prerequisite: Successful completion of THE 183 (grade C or higher), or permission of Theatre Department Director.

THE 281 Practicum: Theatre Production IV
2-4 Credit hour(s)   30-60 Contact hours
Allows students to continue to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

Prerequisite: Successful completion of THE 280 (grade C or higher), or permission of Theatre Department Director.

Women's Studies

WST 200 Introduction to Women's Studies
3 Credit hours   45 Contact hours
Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. Examines topics such as sex roles, socialization, political, and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues, and the family. Students will gain awareness of the limitations of traditional scholarship on women and acquire a means of practical application of the new scholarship on women's roles and nature.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

WST 225 Perspectives on Women and Social Change
3 Credit hours   45 Contact hours
Enables students to gain understanding of the role of systems of oppression in society and avenues available to them to create both individual and collective change through social action. Students become aware of their ability to enact change and the empowerment that process provides. Explores issues of diversity, including, but not limited to, race, class, gender, age, and disability. Emphasizes critical thinking skills informed by feminist pedagogy.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

WST 240 Goddesses and Women in the Ancient World
3 Credit hours   45 Contact hours
Surveys gender socialization and the roles, challenges, contributions, and images of women in the development of cultures. Through a study of arts, literature, music, politics, religion, philosophy, laws, and social standards, students are introduced to the history of ideas that have defined women's place in societies. Examines goddesses, rituals, and ceremonies and how the image of the Feminine Divine changed from matriarchal cultures through establishment of patriarchal cultures, including European and non-European, from the ancient World through the Middle ages.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

WST 275 Special Topics in Women's Studies
1-6 Credit hour(s)   15-90 Contact hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Prerequisite: Successful completion of ENG 060 (grade C or higher) or appropriate assessment score (SS: 70+, ACT English: 17+).

World Languages
(Chinese, French, German, Hebrew, Japanese, Russian, Spanish, American Sign Language) Students who have had two (2) or more years of the target language should consult with the department chair.

Core Languages

WOL 111 World Language I
5 Credit hours   75 Contact hours
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Prerequisite: Successful completion of ENG 060 and REA 060 (grade C or higher) or appropriate assessment scores (SS: 70+, ACT English: 17+ AND RC: 62+, ACT Reading: 16)

WOL 112 World Language II
5 Credit hours   75 Contact hours
Continuation of World Language I in the development of functional proficiency in listening, speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Prerequisite: Successful completion of WOL 111 (grade C or higher) or permission of Department Chair.

WOL 211 World Language III
3 Credit hours   45 Contact hours
A continuation of World Language II in the development of functional proficiency in listening, speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Prerequisite: Successful completion of WOL 112 (grade of C or higher) or permission of Department Chair.

Course Note: This is a statewide guaranteed transfer course.

WOL 212 World Language IV
3 Credit hours   45 Contact hours
Continuation of World Language III in the development of functional proficiency in listening, speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Prerequisite: Successful completion of WOL 211 (grade C or higher) or permission of Department Chair.

Course Note: This is a statewide guaranteed transfer course.

Conversational

WOL 201 Conversational III
3 Credit hours   45 Contact hours
Designed for intermediate students who wish to develop their oral proficiency in the target language. Material covered will include conversational patterns, colloquialisms, vocabulary development, and the functional development of speaking as well as listening skills.

Pre-requisite: Successful completion of WOL 112 (grade C or higher) or permission of the Department Chair.

Note: This course is a statewide guaranteed transfer course

American Sign Language

ASL 121 American Sign Language I

5 Credit hours   75 Contact hours

Exposes students to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method.

Course Note: Students must complete this course with a "B" or higher or pass an 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 at Front Range Community College or Pikes Peak Community College.

ASL 122 American Sign Language II

5 Credit hours   75 Contact hours

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. Prerequisite: Successful completion of ASL 121 (grade C or higher) or passing the ASL Proficiency Exam or permission of department chair.

Course Note: Students must complete this course with a "B" or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreter Preparation Program at Front Range Community College or Pikes Peak Community College.

Administration and Staff

The administration, faculty, and staff at CCA have what it takes to help students succeed. The College employs highly -skilled professionals who are leaders in their respective fields. Whether students need help from an instructors or are in need of specialized assistance from our Student Services division, you can be assured there's always someone qualified to help.

This section introduces students to who's who at CCA - starting with a list of administration and program leaders, as well as a complete listing of our outstanding faculty.

For phone numbers and room numbers, please consult the Schedule of Classes and the college website.

President's Office

President   Linda Bowman
B.A., University of South Alabama; M.A., University of New Orleans;
MPA, Ph.D., University of Colorado

Executive Assistant to the President   Tami Morrissey
Executive Director of Grants and Planning   Christopher Ward
B.A., Concordia College; M.Div., San Francisco Theological Seminary;
M.Ed., Ph.D., University of Pittsburgh

Director of Communications   Liz VanLandingham
Broadcast Specialist   Bryant Kehr
B.F.A., University of Colroado

Public Relations Coordinator   Tracy Williams

Human Resources

Director   Vacant
Human Resources Specialist   Dianda Coe
Human Resources Specialist   Debbie Irvine
Administrative Assistant   Victoria Crownover

CCA Foundation

Executive Director   Diana Whye
B.S., Regis University

Development Coordinator   Kacee Austin

Instruction

Vice President of Instruction   Bernice Harris
B.A., M.A., University of Wyoming; Ph.D. University of Tulsa

Facilities Scheduler   Traci Fielden
A.G.S., Community College of Aurora

Instructional Resource Center and Library Services   Jay Devaughn
B.S.W., M.L.I.S., University of Alabama

Tutoring Coordinator   Patti Molai
M.A., Webster University

Lowry Campus

Interim Dean of Career & Technical Education & Science   Bob Matoba
Administrative Assistant   Cindy Smith
A.S. Community College of Aurora

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Administration and Staff

Instructional Divisions

Computers, Mathematics and Business

Director of IT and Distance Learning — George Lesko
B.A., Park College; M.A., Webster University

Department Chair of Business, Computers, and Technology — Karla Adamson-Lesko
B.S., M.Ed University of Central Oklahoma

Professor Accounting, Business Management,
   Marketing, Real Estate — Lewis Schlossinger
B.A., Parsons College; M.A., University of Iowa

Computer Systems Administrator — Glen Murphy
Network Infrastructure Administrator — Denny Bagaporo
Integrated Communications Administrator — Eduardo Peralta
Educational Technology Training Specialist — Michael Bleacher
Computer Systems Technician — Kevin Andrews
Webmaster — Jon Sherrill
B.S., M.S., Regis University

Administrative Assistant for Business, CRS & Paralegal, Computers,
   Accounting, Economics, Management, Marketing, Real Estate — Celia Miller
English as a Second Language Director, Aurora Language Center — Christopher Ward
B.A., Concordia College, M. Div., San Francisco Theological Seminary;
M.Ed., Ph.D., University of Pittsburgh

Community ESL, Lead Teacher/Program — vacant
Department Chair, ESL — Maria Halloran
B.A., Colorado Women's College; M.A., Webster University

Humanities, Liberal Arts, Math and Social Sciences

Dean — Ted Snow
B.A., University of Northern Colorado; M.A., Colorado State University

Department Chair/Professor, Arts & Humanities — Wayne Gilbert
B.A., Morningside College, M.A., Iliff School of Theology

Department Chair, English & Communication — Nancy Jackson
B.A., M.A., Ph.D., University of Colorado

Department Chair, Early Childhood Education — vacant
Coordinator, Education Resource Center and Professional
   Development Projects Specialist — Michelle Reetz
B.S., University of Minnesota

Department Director/Director, Colorado Film School — Frederic Lahey
B.A., M.F.A., Columbia University

Department Chair, Mathematics — James Gray
A.A., Community College of Aurora; B.A., University of Northern Colorado;
M.A., University of Colorado

Department Coordinator, Dance, Ethnic Studies,
   Women's Studies — Barbara Gabriel
B.A., Ohio Wesleyan University; M.A., Xavier University

Department Coordinator, Music — Richard Italiano
M.Mus., Peabody Conservatory of Music/Johns Hopkins University

Department Coordinator, Philosophy — David Spiegel
B.A., University of California; M.A., Denver Conservative Baptist Seminary

Department Coordinator, Art — Cindy Vinson
M.F.A., University of Delaware

Theatre Director — Michael Osborne
B.A., Oberlin College; M.F.A., Western Illinois University

Professor, Developmental English — Mark Kemble
M.A., Teachers College, Columbia University

Colorado Film School Technology Manager — Scott VanOrdstrand

Administrative Assistant, EMS — Donna Jones

Administrative Assistant, Film/Video — Veronica Russell
A.A.S, Community College of Aurora

Administrative Assistant, Humanities, Liberal Arts
and Social Sciences — Cynthia Hungerford

Administrative Assistant, Humanities, Liberal Arts
and Social Sciences — Jodie Matheson

Administrative Assistant Public Service, Science — Cindy Smith
and Workforce Development — *A.A.S., Community College of Aurora*

Administrative Assistant, Science, ECE, HHP, PED — Pat Machledt

Director, Center for Workforce Development — Nicole Weller
B.A., University of Minnesota

Case Manager/CHOICES, Center for Workforce Development — Christy Bernal
B.A., Metropolitan State College of Denver

Case Manager/CHOICES, Center for Workforce Development — Desiree Westlund

TANF Job Transition Specialist, Center for Workforce Development — Naazlin Dadani

TANF Job Transition Specialist, Center for Workforce Development — Crystal Deen

Interim Director, Emergency Medical Services — Joni Briola

Simulation Coordinator, EMS — Pony Anderson
*Certified Emergency Medical Technician Paramedic,
Hazardous Material Operations and Fire Fighter I*

Primary Instructor, EMS — Gregory Scott Nelson

Primary Instructor, EMS — Ken Forinash
B.S., The American College of Prehospital Medicine

Director of Public Service Programs and the Academies — Michael Carter
B.S., M.S., Chaminade University of Honolulu

Program Assistant, Police Academy — Michelle Doucette

Coordinator, Public Service Programs/Professor, Criminal Justice — Margaret Uchner

Program Coordinator/Professor Paralegal and Mediation — Robin Rossenfeld
J.D., University of Miami, Law School

Department Chair, Sciences — Martha Jackson-Carter
(Astronomy, Biology, Chemistry, Geology, Physics) — *B.A., University of Colorado*

Associate Professor, Biology — Sheridan Samano
M.A., University of Colorado at Denver

Coordinator/Professor, Holistic Health Professions — James Ford
*B.A., Wittenberg University; M.Div., Hamma Divinity School;
M.S., Butler University;Th.D., Iliff School of Theology*

Department Chair Diesel Power Mechanics, — Dale Seiler

Coordinator/Professor, Physics — Charles Nelms
B.S., M.S., University of Texas

Professor, Biology — Todd Bergren
*B.S., Colorado State University; B.S., Colorado School of Mines; M.S.,
Ph.D., University of Colorado*

Professor, Biology — Kathryn Jill Stephens
B.S., Union University; M.S., Southeast Missouri State University

Science Lab Technician — Tara Croom

Science Outreach Coordinator — Shelley Wood

Administration and Staff

Student Services & Enrollment Management

Vice-President	Gregory Goode
	M.S., Bemidji State University
Recruiting and Pre-Enrollment Services	Anna Jansen
Recruiter	vacant
Administrative Assistant	Cheryl Tomlinson

Enrollment Services

(Admissions & Records)

Director	Kristen Cusack
	B.S., Metropolitan State College of Denver
Credentials Evaluator	Janice Davis
Grades/Computer Records Specialist	Valerie Sangiuliano
	A.A., Community College of Aurora
Registration and Records Clerk	Christy Price
Administrative Assistant	Karen Garcia
Switchboard Operator	Rita Borgonah
	A.G.S., Community College of Aurora
Transcript Specialist and Imaging	JoAnne Barnes
Registration and Records Clerk	Judy Spitz

Advising Center

Director	Libby Broughton
	M.S.M., Regis University; B.A., Metropolitan State College of Denver
Academic Advisor	Alysyn Middleton
	B.S., Metropolitan State College of Denver
Academic/Veterans Advisor	Thomas Dury,
	M.A., Graduate Theological Union
Academic Advisor	Rebecca Bernstein
	B.S., Cornell College; M.N.M., Regis University
Academic/International/ESL Advisor	Emelda Jones
	B.A., M.A., University of Denver
Academic/Career Advisor	Rebecca Fernandez Martinez
	B.A., Colorado State University
Administrative Assistant	Elaine Fergerson

Financial Aid

Director/Special Programs	Terry Campbell Caron
	B.S., Colorado State University; M.A., Webster University
Financial Aid Advisor/Operations Coordinator	John Young, Psychology
	M.A., University of Colorado at Denver
Financial Aid Advisor/Scholarships	vacant
Financial Aid Advisor	Maurice Thompson
Administrative Assistant	Mary Jones
	B.S., Loyola University
Administrative Assistant	Tracy Inserra Dewey
Administrative Assistant/Images	vacant

Administration and Staff

Learning Resource Center (LRC)

Director, Vice President — Gregory Goode,
M.S., Bemidji State University

Accessibility Services Director — Reniece Jones
*A.A.S., Front Range Community College; B.A., Metropolitan State College;
M.A., University of Northern Colorado*

Administrative Assistant — Seatoo Rounds
Administrative Assistant — Sheryl Broadnax
Administrative Assistant — Michelle Duran
Testing Center Director — Susan Yuthas

Student Life

Director — Angela Tiedeman
B.S.W., Colorado State University

Student Activities Coordinator — Misty Schroeder

Student Services – Lowry

Coordinator — Rosalie S. Moncada
Student Services Generalist — Greg Moore
B.A., Washburn University; M.S., Kansas State University

Administrative Assistant — Jamie Melies

Administrative Services

Executive Vice President — Wesley Geary
M.S., North Texas State

Fiscal Affairs

Controller — Dan Larsen
Student Accounts/Accountant — Sherie Palmer
Accounts Receivable — Christina Johnson
Accounts Payable/General Ledger — Kathy Bodemann
Billing Records System Accountant — Sherie Palmer
Grants and Bank Reconciliation — Rhonda Schuman
Payroll — Kimberly Suazo
A.A., A.G.S., Community College of Aurora

Cashier — Dianna Doyle-Edwards
Cashier — Sabrina Ward
Administrative Assistant — Eugenia Parham

Facilities

Director — James Marshall
Office Manager/Purchasing Agent — Linda Arman
Facilities Set Up Clerk — Tom Morrissey
Mail & Receiving Services — Chris Hunt
Building Maintenance - Supervisor — Chuck Socienski
Building Maintenance - Electrician — Mike Davis
Housekeeping Supervisor — Billy Downing
Custodian — Thomas Mendoza

Administration and Staff

Custodian	Hortencia Barnes
Custodian	Hoanh Nguyen
Custodian	Quang Ngo
Custodian	Trai Bao
Grounds Supervisor	Rudy Herrera
Groundskeeper	Dien Le

LOWRY CUSTODIANS

Housekeeping Supervisor	Hildon Jones
Custodian	Askale Haile
Custodian	Tsrity Gebru
Custodian	Carlos Ornelas
Custodian	Amanda Duron

Institutional Research

Director   David Bailey
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