



DEAN OF OCCUPATIONAL STUDIE

ARCHIVES
AURARIA LIBRAR



AURARIA LIBRARY



U18701 7535715

THE DENVER AREA COUNCIL

FOR

COMMUNITY COLLEGES

Mrs. H. C. Engdahl Chairman
(Jefferson County)

Mr. H. J. Bleakley Vice-Chairman
(Arapahoe County)

Mrs. Harold V. Anderson Secretary
(Boulder County)

Mr. Tracy J. Smith Member
(Adams County)

Mr. Richard W. Wright Member
(Denver County)

cover design by:

DWYATT H. FENN, Commercial Art Student

COMMUNITY COLLEGE OF DENVER
AURARIA CAMPUS
1201 ACOMA STREET
DENVER, COLORADO 80204



SPEER BLVD.
TO I-25

BROADWAY

LINCOLN

COLFAX AVE.

CIVIC CENTER

STATE CAPITOL

14TH AVE.

13TH AVE.

BANNOCK ST.

ACOMA ST.

12TH AVE

COMMUNITY COLLEGE
AURARIA CAMPUS

SPEER BLVD.

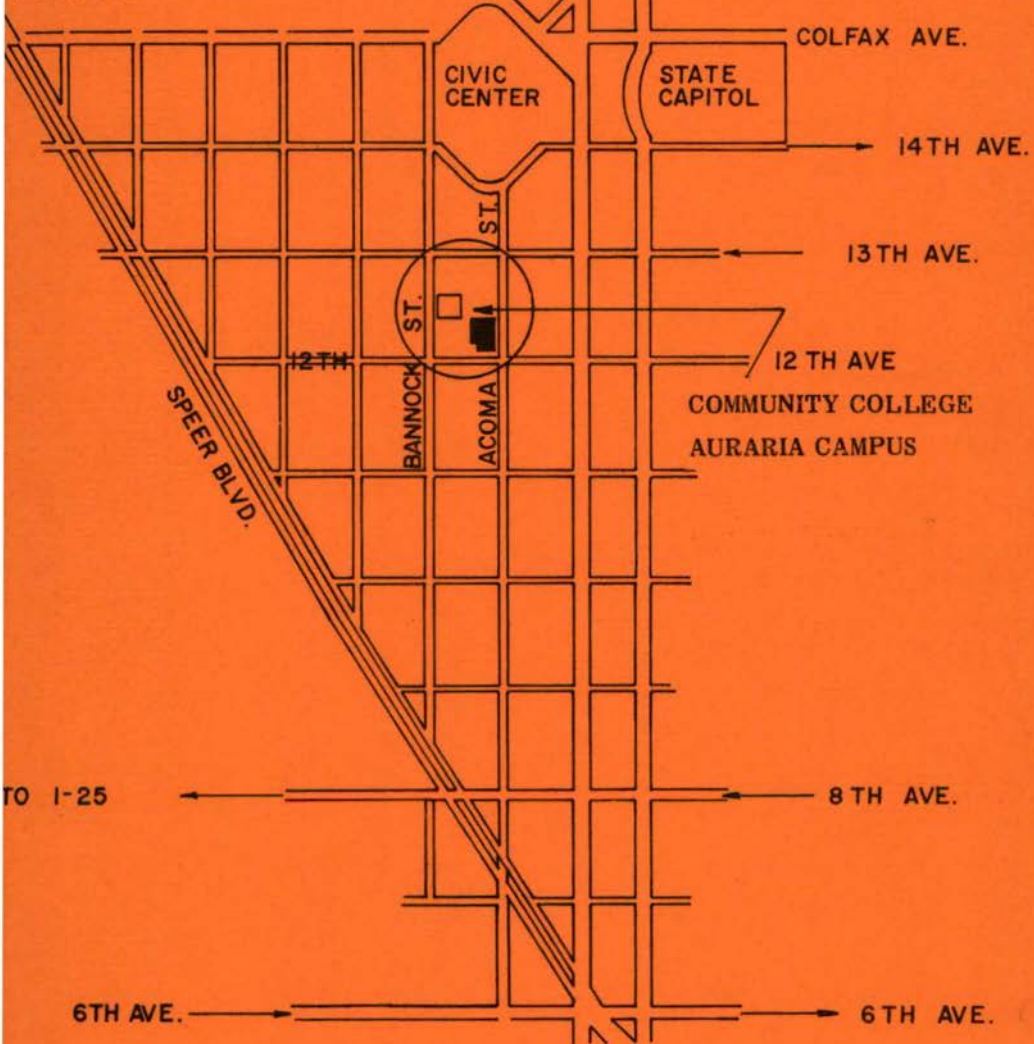
12TH

TO I-25

8TH AVE.

6TH AVE.

6TH AVE.

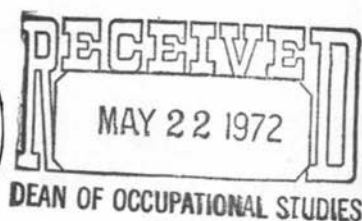


1971 - 1972

Community
College
of
Denver, Auraria Campus
1201 Acoma Street
Denver, Colorado 80204

to

COMMUNITY COLLEGE Of DENVER AURARIA CAMPUS



1971-1972 GENERAL CATALOG

1201 Acoma Street
DENVER, COLORADO 80204
Telephone 892-3464

Established by the
1967 General Assembly of the State of Colorado

Under the Jurisdiction of the
Colorado Commission on Higher Education
and the
Colorado State Board for Community Colleges
and Occupational Education

Representation in the
Colorado Association of Junior College Presidents

Institutional Member of the
American Association of Junior Colleges

Member of the
Council of North Central Junior Colleges

Correspondent Status in the
North Central Assoc. of Colleges and Secondary Schools

TABLE OF CONTENTS

1971-72 College Calendar	4
General Information	6
Admissions Information	9
Tuition and Fees	9
General Regulations	10
Student Services	14
Community Service	18
Denver M.D.T.A. Skill Center	19
Key to Course Prefix Letters	20
General Studies Program	21
Learning Resources Center	23
Occupational Studies Programs	24
Consortium of Ethnic Studies	111
Course Descriptions	122
General Administration	214
Index	215
Map of Auraria Campus Location	Inside back cover

1971-1972 COLLEGE CALENDAR

SUMMER QUARTER—1971

May 24	Registration Begins for Students Returning Summer Quarter
June 9	Registration and Orientation for New Students Begins
June 17	Classes Begin
July 21	Mid-Term
Aug. 17	Registration Begins for Students Returning Fall Quarter
Aug. 26	Quarter Ends
Aug. 27	Commencement

FALL QUARTER—1971

Sept. 22-23	Registration
Sept. 27	Classes Begin
Nov. 23	Classes End for Thanksgiving Recess
Nov. 29	Classes Resume
Dec. 9	Quarter Ends
Dec. 10	Commencement

WINTER QUARTER—1972

Jan. 3-4	Registration
Jan. 6	Classes Begin
Mar. 16	Quarter Ends
Mar. 17	Commencement

SPRING QUARTER—1972

Mar. 27-28	Registration
Mar. 30	Classes Begin
May 29	School Closed—Memorial Day Holiday
June 8	Quarter Ends
June 9	Commencement

SUMMER QUARTER—1972

June 19	Registration
June 21	Classes Begin
July 4	School Closed—Independence Day Holiday
Aug. 30	Quarter Ends
Aug. 31	Commencement

Students are better served when applications and transcripts of previously earned credits are submitted in advance of counseling appointments, advising and registration for classes.

1971

JANUARY							MAY							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	2	3	4	5	6	7	8	5	6	7	8	9	10	11
3	4	5	6	7	8	9	9	10	11	12	13	14	15	12	13	14	15	16	17	18
10	11	12	13	14	15	16	16	17	18	19	20	21	22	19	20	21	22	23	24	25
17	18	19	20	21	22	23	23	24	25	26	27	28	29	26	27	28	29	30		
24	25	26	27	28	29	30	30	31												
31																				
FEBRUARY							JUNE							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							6	7	8	9	10	11	12	3	4	5	6	7	8	9
7	8	9	10	11	12	13	13	14	15	16	17	18	19	10	11	12	13	14	15	16
14	15	16	17	18	19	20	20	21	22	23	24	25	26	17	18	19	20	21	22	23
21	22	23	24	25	26	27	27	28	29	30				24	25	26	27	28	29	30
28														31						
MARCH							JULY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							4	5	6	7	8	9	10	7	8	9	10	11	12	13
7	8	9	10	11	12	13	11	12	13	14	15	16	17	14	15	16	17	18	19	20
14	15	16	17	18	19	20	18	19	20	21	22	23	24	21	22	23	24	25	26	27
21	22	23	24	25	26	27	25	26	27	28	29	30	31	28	29	30				
28	29	30	31																	
APRIL							AUGUST							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	26	27	28	29	30	31	
25	26	27	28	29	30		29	30	31											

1972

JANUARY							MAY							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	3	4	5	6	7	8	9	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	10	11	12	13	14	15	16
9	10	11	12	13	14	15	14	15	16	17	18	19	20	17	18	19	20	21	22	23
16	17	18	19	20	21	22	21	22	23	24	25	26	27	24	25	26	27	28	29	30
23	24	25	26	27	28	29	28	29	30	31										
30	31																			
FEBRUARY							JUNE							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							4	5	6	7	8	9	10	1	2	3	4	5	6	7
6	7	8	9	10	11	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14
13	14	15	16	17	18	19	18	19	20	21	22	23	24	15	16	17	18	19	20	21
20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	23	24	25	26	27	28
27	28	29												29	30	31				
MARCH							JULY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	3	4	5	6	7	8	5	6	7	8	9	10	11
5	6	7	8	9	10	11	9	10	11	12	13	14	15	12	13	14	15	16	17	18
12	13	14	15	16	17	18	16	17	18	19	20	21	22	19	20	21	22	23	24	25
19	20	21	22	23	24	25	23	24	25	26	27	28	29	26	27	28	29	30		
26	27	28	29	30	31		30	31												
APRIL							AUGUST							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	6	7	8	9	10	11	12	3	4	5	6	7	8	9
2	3	4	5	6	7	8	13	14	15	16	17	18	19	10	11	12	13	14	15	16
9	10	11	12	13	14	15	20	21	22	23	24	25	26	17	18	19	20	21	22	23
16	17	18	19	20	21	22	27	28	29	30	31			24	25	26	27	28	29	30
23	24	25	26	27	28	29														
30																				

GENERAL INFORMATION

History of the College and the Auraria Campus

The 1967 Colorado General Assembly in the enactment of House Bill 1448, established a state system of Community Colleges under a State Board for Community Colleges and Occupational Education. The first college to be created under the State Board, by the passage of House Bill 1449, was the Community College of Denver. The new law called for the establishment of three campuses, in successive years beginning in the fall of 1968, to serve primarily the area of Adams, Arapahoe, Boulder, Denver and Jefferson Counties.

The five-member governing council of the Community College of Denver, officially named the Denver Area Council for Community Colleges, was appointed by the Governor and held its organizational meeting on September 27, 1967. The initial task of the Council was to engage the services of a president. Candidates were interviewed in October and Dr. Leland B. Luchsinger was named as the first president of the Community College of Denver on November 1, 1967.

A lease-purchase arrangement for a temporary site and facilities was completed, and two relocatable buildings were constructed on a six and one-fourth acre site at the intersection of East 62nd Avenue and Downing. This initial campus of the College, designated the North Campus, enrolled 1,861 students for the Fall Quarter, 1968. In the summer and fall of 1969 building space was nearly doubled at the North Campus and in September 2,800 students registered for North Campus classes. A further expansion of classroom facilities permitted approximately 3,290 students to enroll for classes during the Fall Quarter, 1970.

In order to open West Campus classes in the fall of 1969, arrangements were made for the construction and rental of facilities at 1209 Quail Street, a mile east of the permanent site. Two buildings, comprising a total of 45,000 square feet of space, were occupied in early September and 780 students began classes on September 22, 1969. Enrollment increased dramatically to more than 1,000 students during the second quarter of operation.

The Auraria Campus, the third provided for by the 1967 legislative enactment, opened its doors in the inner-city of Denver in September 1970. Although the College's operations are housed in renovated, temporary facilities at 1201 Acoma Street, plans call for the Auraria Campus to occupy a permanent site in the Auraria Higher Education Center together with Metropolitan State College and the University of Colorado Denver Center.

In its existing facilities, the Auraria Campus was able to enroll 793 students for the Fall Quarter 1970. However, in order to provide viable educational opportunities for an anticipated enrollment of 4,650 students by 1975, a program of physical planning and acquisition of additional rental space to house the program through 1975 must be given immediate attention.

The College offers a comprehensive program with sixty (60) different occupational study areas, ranging in length from three to thirty-three months. These are strong programs for transfer to four-year institutions and include other offerings designed to meet a variety of individual and community interests and needs.

A five-year master plan has been developed which will, along with special planning for each campus, help assure the orderly growth of course offerings and the proper locations and facilities for each of the permanent campuses.

Objectives of the College

The Community College of Denver is a comprehensive state community college established within the five-county area of Adams, Arapahoe, Boulder, Denver and Jefferson counties to help meet the educational needs of youth and adults. More interested in what the student is ready to do than in what he has done, the college is open to all irrespective of educational background and academic attainments. The program of offerings includes:

1. Occupational courses and programs of several weeks to two years duration, the satisfactory completion of which may lead to job entry in an occupation of the student's choice or advancement in a current job.
2. Pre-professional and liberal arts courses which, upon completion of the first and second years, will enable a student to transfer to a four-year college or university and earn a baccalaureate degree.
3. Other educational opportunities for youth and adults, both credit and non-credit, including developmental programs, cultural opportunities and community services.
4. An emphasis on meeting the individual needs of the learners including the provision of specialized learning laboratories and a student-oriented learning materials center.
5. A comprehensive guidance program staffed by counselors who are genuinely concerned with the education, vocational and personal welfare of students.

Degrees and Certificates Offered

The Associate Degree is awarded to students successfully completing two-year programs. For shorter programs, Certificates of Achievement and Certificates of Completion are granted.

Accreditation

The Community College of Denver currently has Correspondent Status in the North Central Association of Colleges and Secondary Schools, the association which accredits all institutions of higher learning in this area. Correspondent Status indicates that the institution has provided evidence of sound planning and the resources to implement these plans, and has indicated an intent to work toward accreditation. A team appointed by the North Central Association has visited the Campus facilities and a Status Study will be submitted to the Association in support of the College's application for eventual accreditation.

Transfer of Credit

The Community College of Denver is under the jurisdiction of the Colo-

rado State Board for Community Colleges and Occupational Education. The Community College Division of the State Board has received letters from officials of four-year colleges and universities in Colorado stating that transfer credit will be granted to students who have successfully completed appropriate courses at the several colleges operating under the State Board. Students who plan to transfer to baccalaureate programs at four-year institutions can be confident that college-parallel credits earned at the Community College of Denver will transfer without difficulty.

Students enrolled in transfer programs should familiarize themselves with the degree requirements of the four-year institution to which they plan to transfer. Then, with the assistance of a counselor and a copy of the catalog from that institution, follow the recommendations as accurately as possible for the program the student wishes to enter upon completion of the Community College program.

Since the Community College offers the first two years of a baccalaureate degree program, the student should expect to earn at least one-half of the baccalaureate degree academic requirements exclusive of Physical Education Activity courses, from an accredited four-year degree-granting institution.

Location of Campuses of the College

The temporary location for the Auraria Campus of the Community College of Denver is at 1201 Acorn Street in the downtown area of the City of Denver, approximately two blocks southwest of the Main Public Library. (Student Services Telephone: 892-3464)

The North Campus of the Community College of Denver is temporarily located at 1001 East 62nd Avenue in Adams County, just outside the north central boundary of the City of Denver, approximately five miles from the State Capitol in the downtown Denver area. (Student Services Telephone: 287-3311)

The temporary location of the West Campus of the Community College of Denver is at 1209 Quail Street in Jefferson County, approximately four miles west of the west central boundary of the City of Denver and just north of the Denver Federal Center. (Student Services Telephone: 238-7531)

Limitations of Catalog Information

This catalog should not be considered a contract between the Community College of Denver and any prospective student. The College must retain the customary right to cancel programs or course offerings where enrollments are insufficient to permit them on an educationally sound and economically efficient basis, or to alter them for other reasons. This policy also implies that all courses listed under the Course Description Section of this Catalog will not be offered each quarter of the Academic Calendar year.

Similarly, published charges for tuition and fees are subject to change as circumstances may require.

ADMISSIONS INFORMATION

Admissions Policy

The College will admit high school graduates, non-graduates of high school who are eighteen years of age or older, and any other person who can profit from the instruction for which he enrolls. However, admission to the College does not assure acceptance of an individual student in a particular course or program. Some students may be requested to enroll in special courses for correction of scholastic or other deficiencies.

Application for Admission

Persons planning to enroll at Community College of Denver are required to submit an application form, available from Colorado high schools or the College Admissions Office.

Admission is based on one of the following:

1. **High School Graduation** – submit an official transcript showing graduation.
2. **G.E.D.** (General Educational Developmental) test scores – accepted in lieu of High School Graduation.
3. **Transfer from another college** – submit official transcripts of previous college work. (High School transcript not required)
4. **Individual approval** – Non-graduates of high school under age eighteen. (Require special approval from the Dean of Student Services).
5. **Other** – (Transcript optional at discretion of Director of Admissions)
 - a. Non-graduates of high school, eighteen and over
 - b. College graduates
 - c. Persons completing high school more than eight years prior to entering Community College of Denver.
 - d. Persons who have attended another college more than eight years prior to attending Community College of Denver.

Students are served more adequately when applications and transcripts of previously earned credits are submitted in advance of counseling appointments, advising and registration for classes.

All required documents must be on file in the Office of Admissions and Records prior to subsequent registration.

The College does not require a physical examination as a general condition of admission but reserves the right to require evidence of good health in individual instances when such seems appropriate. Physical disabilities and chronic illnesses should be indicated to the Admissions Office. A doctor's statement should be presented in such cases.

Entrance examinations are not required as a condition for admission to the College.

Tuition

Tuition for 1971-1972 is \$72 per quarter for Colorado residents for 12 or more credit hours. The comparable rate for eleven or fewer quarter hours of credit is \$6 per credit hour.

Tuition for out-of-state residents is \$336 per quarter for 12 or more credit hours and \$28 per credit hour for eleven or fewer hours.

The College must reserve the right to alter tuition and fees at any time prior to the first day of registration for any quarter.

Fees

The Student Services Fee amount is 50 cents per credit hour up to a maximum of \$6.00. The money is used by the students to help pay for various student activities including student publications, operation of student government, cultural activities, recreational activities, club activities, reserve for a permanent student center, and other approved activities or purchases.

In some cases, depending on the course of study, students will be required to purchase certain individual supplies and materials and rent uniforms.

Residency Policy

At the time of application for admission, students are classified for tuition purposes as Colorado residents or out-of-state registrants according to the provisions of Colorado law. The classification remains unchanged in the absence of satisfactory evidence to the contrary. If a student becomes eligible for a change in classification, whether from out-of-state to Colorado resident or the reverse, it is his responsibility to notify the Office of Admissions and Records. Final decisions relative to residency rest with the Community College of Denver.

As approved by the United States Department of Justice Immigration and Naturalization Service, the College has been granted the authority to admit non-immigrant alien students who possess student visas. To be considered for admission by the College, a foreign student must file Form I-20A with the Office of Admissions and Records.

GENERAL REGULATIONS

Students entering college for the first time might need to be reminded of the additional responsibilities of attending college. They must recognize that the College must have a minimum number of rules and regulations if its objectives are to be accomplished. Regulations are based upon respect for the rights of others and observing civil and moral laws. Students who display a pattern of unacceptable conduct are subject to official sanction. Official sanction may consist solely in an admonition. However, a more serious breach of conduct may result in a dismissal from college. In accordance with their rights of due process, a dismissal may be appealed to the proper authority.

All who enroll in the Community College of Denver must realize that success rests upon personal efforts, attitudes, honor, integrity, and common sense. In the right to attend the Community College of Denver, students are held accountable for the above-mentioned attributes.

Credit Hours

Generally, one credit hour is earned by attending a non-laboratory class for a fifty-minute period, once a week, for a full quarter. In a laboratory course, one credit hour is granted for from two to four, fifty-minute periods per week in a laboratory.

Course Load

The normal course load for a full-time student is fifteen credit hours.

Special permission must be obtained from the faculty advisors and the Dean of Student Services to register for more than eighteen credit hours.

It is recommended that employed students consult with a counselor about their course load.

Classification of Students

For various record and reporting purposes, students are classified as follows:

Full-time – a student who carried twelve or more credit hours.

Part-time – a student who carried less than twelve credit hours.

First year – a student who has completed fewer than forty-five credit hours.

Second year – a student who has completed forty-five or more credit hours, but has not received an associate degree or has not qualified for upper division classification in a four-year college or university.

Unclassified – a student who has earned a degree (associate, bachelors, etc.) or who has qualified for upper division classification at a four-year college or university.

Financial Obligations of Students

The financial obligations of students to the College – such as payments for tuition, fees, health insurance and books – are due and payable on specified dates or at the times the obligations are incurred. In unusual circumstances of an emergency nature, where it may be impossible for a student to pay at the proper time, special arrangements may be considered for approval by the Office of Business Services. Students who owe money from a previous quarter will not be allowed to register until their indebtedness is cleared.

Attendance

College officials believe that regular attendance is necessary if a student is to receive maximum benefits from his work and students are expected to attend all sessions of the classes for which they are registered. Students who anticipate absences are required to discuss these in advance with instructors. Students with excessive unexcused absences will be dropped from official class rosters.

Adding and Dropping Courses

Specified days are set aside, usually during the second week of classes, when students may add or drop courses. All adds and drops must be initiated at the Office of Admissions and Records. Schedule changes may be processed after the specified days only with the approval of the counselor and the Director of Admissions and Records.

Withdrawal and Refunds

If for some reason a student must completely withdraw from college (complete withdrawal meaning dropping all classes) the student's interests

are served best if he notifies his faculty advisor or counselor, reports to Student Services and completes the appropriate withdrawal forms for the Office of Admissions and Records and Counseling Services. Students who are receiving G.I. benefits are obligated to notify the Veterans' Office on campus when there is a change in their training status. The student may claim a seventy-five percent refund of tuition and fees if a complete withdrawal is made before the eleventh day of classes of the new quarter.

Tuition refund request forms are available in the Office of Admissions and Records. No refunds are possible after the tenth day of class nor are refunds made if students drop a partial course load at any time. Under unusual circumstances, a student may petition the Dean of Students for a refund on a partial withdrawal from classes.

Allowance of Credit

Within the strict limitations of an established policy, students are permitted to apply for an allowance of credit for competency they have attained through previous study and informal educational experience which may be equivalent to the more organized classroom instruction. This procedure is restricted to the challenging of courses which coincide with the study program and career objective and involves special approval, the payment of fees and a comprehensive examination.

Evaluation and Grading

The Community College of Denver is philosophically committed to a program that focuses on the student and on activities that foster his learning. Student evaluation, when properly conducted, is seen as one of these activities. Although the College utilizes continuous and varied evaluation of student progress, it has departed from tradition in adopting a system of grading. The system emphasizes accomplishment rather than penalty for failure and utilizes only the grade symbols listed below.

Grade Symbol	Quality of Work Denoted by Symbol	Grade Points Per Credit Hour
A	Superior	4
B	Excellent	3
C	Average	2
D	Below Average	1

If a student earns a grade of D, he may choose either to have it recorded on his permanent record or disregarded. Incomplete work and learning accomplishment at a level judged to be failing receive no credit and are not made part of the permanent record.

Grades are issued at the end of each quarter for all students and grade slips ordinarily may be picked up approximately one week after the last day of each quarter. Students who wish to have grade slips mailed to them may supply the Office of Admissions and Records with a stamped, self-addressed envelope.

Grade-Point Average

Under this system grade points measure the achievement of the student for the number of credit hours he has completed at an accomplishment

level of D or above. They are determined by multiplying the grade points per credit hour by the credit-hour value of the course completed. The following example will enable the student to compute his grade-point average.

Course	Completed Credit Hours	Final Grade	Grade Points
English	3	B	3 grade points (3x3) equals 9
Mathematics	3	C	2 grade points (2x3) equals 6
Electronics	2	A	4 grade points (4x2) equals 8
Physics	5	C	2 grade points (2x5) equals 10
Physical Education	1	D	1 grade point (1x1) equals 1
	14		34

Total grade points are divided by total credit hours completed to get the grade-point average. For example, 34 divided by 14 equals a 2.43 grade-point average.

The cumulative grade-point average is the total number of grade points recorded divided by the total number of credit hours.

Graduation Requirements

Commencement ceremonies for all Community College of Denver graduates are held at the end of each quarter. The conferring of Associate Degrees, the granting of Certificates of Achievement and Completion and the giving of honors highlight the graduation exercises.

To receive the ASSOCIATE DEGREE a student must:

1. Complete a minimum of ninety credit hours (the last fifteen must be earned at the Community College of Denver), including the specific subject of course requirements in the selected program. Certain programs may require more than the minimum of ninety credit hours and these must also be completed.
2. Earn a minimum cumulative grade-point average at the Community College of Denver of 2.0.
3. Complete three credit hours of English.
4. File the Application for Graduation form at the beginning of registering for the final quarter. This form is available from the Office of Admissions and Records.

To receive the CERTIFICATE OF ACHIEVEMENT a student must:

1. Complete a minimum of forty-five credit hours (the last fifteen must be earned at the Community College of Denver), including the specific subject matter or course requirements of the selected program. Certain programs may require more than the minimum of forty-five credit hours and these must also be completed.

Certificate of Completion

The College offers many short courses, conferences, workshops and seminars. These will vary in length from one to two meetings of short duration to units necessitating many clock hours accumulated over a period of several weeks. Successful completion of short courses of this type will result in the granting of a Certificate of Completion.

Request for Transcripts

A student requesting that a transcript of his grades be sent to an educational institution or to a prospective employer must complete the appropriate form in the Admissions and Records Office. There is no charge for this service, provided the student has fulfilled all financial obligations to the Community College of Denver.

Course Numbers

Course numbers consist of prefix letters, which constitute an abbreviation of the subject area or program, and a series of three digits, the first of which indicates its classification according to the year it should be taken. Courses numbered 100 to 199 are usually taken during the first year of college; in most cases they are prerequisite courses. Courses numbered 200 to 299 are usually taken during the second year of college.

A key to course prefix letters is given on page 21 of the catalog.

STUDENT SERVICES

In addition to the programs of study available at the College, a number of related or special services are provided for the assistance of students and others who may be interested. These are briefly outlined in the paragraphs of this section.

Admissions, Records and Registration

Registration for classes is normally conducted over a period of several weeks in a manner which is designed for the convenience of students. As a part of the registration process, new full-time students are asked to participate, on a small group basis, in a two-hour orientation program which provides a counseling interview, if necessary, and which orients students to programs of study, a tour of campus facilities, student services, and College policies and regulations.

A system of record keeping assures the student of a complete and confidential file of information on previous educational experience, credits earned at the Community College of Denver, test data and other information. Transcripts of appropriate records are available to students without charge.

Counseling Services

The College is committed to the provision of a comprehensive guidance program staffed by specially selected counselors who are genuinely concerned with the interests, achievements, aspirations and goals of students. All students new to the Community College of Denver, who wish to pursue a degree or certificate program, should meet with a counselor prior to the beginning of their first quarter of study. After the student applications are received, students are assisted in the selection of programs by counselors, in cooperation with appropriate advisors. Counseling and advising services continue to be available thereafter to assist students with educational, vocational and personal matters.

Counselors provide education and vocational counsel and assist students in clarifying their educational-vocational goals. A variety of counseling tools are used for this purpose. In order to aid the student in planning for his future education, an extensive collection of college catalogs and career information is maintained in the Office of Counseling Services.

The professionally trained counseling staff is also available to work with students experiencing personal or emotional problems and may refer them to an appropriate agency or service for specialized assistance.

All students are encouraged to utilize the services provided by their counselors. Counselors are available both during the day and evening to aid all students in clarifying their occupational and educational objectives. Interest inventories and aptitude tests are employed in assisting the student to plan his program at the College. The Counseling Office also maintains a Career Center containing an extensive collection of career information and college catalogs. The Career Center is open to students at all times.

The entire faculty of the College is guidance oriented and has a major commitment to help each individual student pursue a course of study planned to fulfill his goals. In order to accomplish this, instructors are committed to assisting students on an individual basis. Students are encouraged to confer with their instructors when problems or questions arise.

Testing

No entrance examinations or tests are required for admission to the College. However, individuals contemplating transfer to another college are encouraged to take the ACT or SAT required by such institution and have a copy of the results sent to the Community College of Denver. A testing program is available to assist students in determining their interests, aptitudes and level of competency in certain subject-matter areas. With these data, counselors are able to aid the individual student in planning his educational program and to make the most appropriate use of the resources available to him.

Advising

Faculty advisors and counselors are available to all students on the basis of the major division of study and specific field of interest.

Each student should accept the responsibility to:

1. Meet with his counselor or advisor to discuss career objectives.
2. Discuss program and classes prior to each registration.
3. Make an appointment with his counselor or advisor when problems arise in the program or if class changes are necessary.

Financial Aid

The Office of Financial Aid will endeavor to help deserving students obtain financial assistance in meeting their college related expenses. The College participates in several federal, state and institutional financial aid programs including loans, grants, tuition waivers and work-study jobs.

Student loans are available through the National Defense Student Loan Program and the Guaranteed Loan Program. Each represents a long-term,

low-interest loan repayable after the student completes his education or terminates his student status.

Grants are available through the Educational Opportunity Grant (EOG) Program, Student Aid Fund, and the Tuition Waiver Program. EOG grants are awarded to students who have graduated from high school or attained equivalency status and are from low-income families demonstrating financial need. Grants range from \$200 to \$1,000 per academic year. Tuition Waivers are awarded to students primarily on the basis of need.

Part-time jobs are available through the College Work-Study and the Colorado Work-Study programs. These programs are for students from low-income families and permit the student to earn a portion of his educational expenses through part-time jobs on campus.

Health Services

College officials recognize the importance of good health to happy and productive study and citizenship and wish to encourage students in the development and maintenance of good-health practices.

At the present time the College does not provide hospital care for its students. In the event of a severe emergency, students are referred to one of the neighborhood hospitals for emergency care at their own expense.

An inexpensive student accident and hospitalization plan is offered to students having the equivalent of six or more credit hours per quarter. Additional coverage is available at low rates for dependents of students and for maternity care if desired. Brochures describing these plans are available in the Office of Admissions, also application cards for student accident and sickness insurance may be secured from the source identified above and should be submitted at the time of payment of tuition and fees.

Housing

The College does not provide housing facilities for students. Because of the many inquiries made about housing available, and in an effort to serve the housing needs of students, the Counseling Office maintains a listing of housing available in the local community.

Job Placement

The Placement Office and instructors and division directors in the area of Occupational Studies maintain close contact with business and industry concerning job opportunities and training needs, and a record of available positions, both full- and part-time, is kept in the Placement Office. This office coordinates all of the College's efforts to assist students in obtaining suitable full-time employment in occupations for which they have been prepared at the College. Students interested in part-time jobs should contact the Placement Office and complete an application for employment.

Student Activities

While the principal function of the College is to provide an intellectual environment for students through classroom instruction, laboratories, and

dedicated and stimulating instructors, it will cooperate in the development of those student-initiated activities which supplement the more formal instructional program. Such activities are expected to provide constructive experiences which will stimulate the total development of the individual — personal, social and physical — and increase the student's possibilities of enjoying a full life. Opportunities for the development of leadership, cooperative planning and special interests must be fostered through participation in these activities. All student activities will be coordinated through the Office of Student Activities.

The student activity programs will include the involvement of students in self-government, participation by students in the College decision-making process, student leadership programs and conferences, and student-selected clubs and organizations.

Veterans' Educational Benefits

Veterans seeking higher education are eligible for direct financial assistance from the Veterans Administration. Any veteran who served on active duty for more than 180 days, any part of which occurred after January 31, 1955, or anyone released from active duty for a service-connected disability after that date is eligible for educational benefits. If the veteran served less than 18 months, he is entitled to one and one-half months of training for each month of active duty. If the veteran served on active duty for 36 months or more, he is eligible to receive the maximum of 36 months of training. If the veteran's release from active duty occurred prior to March 3, 1966, he must use his benefits before May 31, 1974. When a veteran's release occurs after March 3, 1966, he has eight years from his date of release to apply for educational benefits.

Prospective students who are eligible for veterans' benefits should make application for benefits at the Veterans Administration Regional Office. Immediately upon receipt of an application, the Veterans Administration will mail the veteran information acknowledging the claim and providing a claim number. After processing the application, the V.A. will issue eligible veterans a Certificate of Eligibility valid only at the institution named and only for the objective indicated. The prospective student should bring the Certificate of Eligibility to the Office of Admissions and Records at the time of initial registration. Students receiving veterans' benefits must report immediately any changes in their programs of studies to the Office of Admissions and Records.

The Community College of Denver will maintain adequate records on all veterans receiving educational assistance. These records will include all courses completed with "C" or better grades and all courses attempted with grades below "C." Also, positive attendance records indicating beginning and ending dates will be provided on all veterans certified for vocational classes based on clock hours.

Business Services

The Office of Business Services of the College is responsible for a number of functions which support the instructional and other services provided by the College. Included among these are assistance with budget preparation, collection of tuition and fees, financial accounting and reporting, preparation of payrolls, purchasing of equipment and supplies, and maintenance and operation of buildings and grounds.

Bookstore

The College Bookstore sells books and other supplies to students on a non-profit basis. Used textbooks, which will continue in use at the College, are bought and sold each quarter. Student help is utilized in the operation of the Bookstore, supervised by the Office of Student Services.

Food Services

Automated food services will be provided at all hours in the food-vending area, supplemented by manned service when possible.

COMMUNITY SERVICES

The Auraria Campus recognizes the need to provide a program of services above and beyond the regular course offerings which it makes available. Such a program is often referred to as "community services." Located geographically to serve specific communities and oriented closely to community interests and needs, the campuses of the College are uniquely qualified to provide such services as:

1. Facilitating the provision of community services by other agencies, institutions and organizations, especially through cooperative effort, by (a) serving as the catalyst which brings resources to bear on individual and community problems, (b) providing the coordination necessary when action involves the efforts of several groups, (c) making College facilities available, and (d) assisting in the reporting and publicizing of actions and results.
2. Providing assistance to community groups in the planning and conducting of conferences, institutes and workshops, and encouraging community use of College facilities by making them readily accessible and by assisting groups in their use.
3. Collecting and analyzing significant data which reflect existing and emerging needs of the community and which are basic to the solution of community problems.
4. Increasing the accessibility to the community at large of the regular courses, counseling and testing, and other services of the College.
5. Providing a variety of newer kinds of educational opportunities, both on and off-campus, such as tutorial assistance, short courses, seminars, institutes and others, some of which may be of special assistance to disadvantaged persons.
6. Expanding opportunities for community members to participate in a variety of both cultural and recreational activities.

Members of the faculty and student body are often available to assist various community groups, either on or off-campus, by serving as consultants, discussion leaders, speakers, or in other ways.

Evening Classes

The instructional program of the College includes a large number of evening course offerings, scheduled between 5:00 and 10:00 p.m. five evenings a week. These often make it possible for adults to help satisfy special cultural and hobby interests which they may have, in addition to

their pursuing the regular degree and certificate programs entirely through evening study.

DENVER MDTA SKILL CENTER

The Community College of Denver is officially designated as a Skill Center under the provisions of the Manpower Development and Training Act. This is the only such center in the five-state region of Colorado, Idaho, Montana, Utah and Wyoming.

Individuals are referred to the College for training by the State Employment Service. The objective of the Skill Center is for the student to learn the necessary skills to qualify him for a position in his chosen occupational area as soon as possible. The College provides training in over thirty different areas for Skill Center students. The length of each individual program is determined by the occupation for which the individual is training and his ability to do the work.

Other agencies which refer students to the Skill Center through the Employment Service are the Youth Opportunity Center, the Concentrated Employment Program, and Operation SER.

KEY TO COURSE PREFIX LETTERS

NOTE: This is a listing of course prefix letters and the general course areas they denote. The reader should understand that several specific course areas may be included in a general course area. For example, EG — English includes such specific course areas as business communications, journalism, literature and others as well as English. The number, title and course description of all courses are listed, by division, in the course descriptions section of the catalog beginning as follows:

AB — Auto Body Repair	LT — Library Technology
AC — Accounting	
AE — Appliance and Refrigeration Mechanics	M — Mathematics
AM — Automotive Mechanics	MA — Medical Assisting
AR — Art	MG — Management
	MR — Medical Record
	MS — Machine Shop
B — Biology	
BI — Building Inspection	NA — Nurse Assisting
BM — Building Maintenance	
BU — Business	OM — Office Machine Service
C — Chemistry	P — Physics
CM — Commercial Art	PE — Physical Education
CT — Civil Technology	PH — Philosophy
	PS — Political Science
	PT — Photography
	PY — Psychology
D — Drafting	
DP — Data Processing	S — Speech
	SC — Secretarial
EC — Economics	SO — Sociology
EG — English	SP — Spanish
EH — Executive Housekeeping	ST — Surgical Technology
ET — Electronics Technology	
	TA — Teacher Assisting
FO — Food Serving	
GA — Graphic Arts	TI — Technical Illustration
GE — Geography	
	TT — Traffic and Transportation Management
HE — Health Education	
HM — Hotel-Motel Aide	VN — Vocational Nursing
HS — History	
IN — Insurance	
IT — Inhalation Therapy Technology Assisting	WC — Ward Clerk
	WE — Welding and Fabrication

General Studies Programs

CONTENTS

Arts	22
Science	22
General Education	23
Developmental Education	23
Learning Resources Center	23

GENERAL STUDIES PROGRAMS

The General Studies Programs are intended to provide educational opportunities in support of the student's selected career emphasis in Occupational Studies, in preparation for transfer to a four-year college or university, and in general and developmental education interests.

Students enrolled in Occupational Studies Programs may enroll in General Studies courses to meet the specific requirements of particular occupational curricula and to select desired elective courses.

Students who intend to transfer to a four-year college or university should review the catalog of the particular institution to which they plan to transfer in order to determine specific course requirements. Copies of catalogs for other Colorado colleges, universities and out-of-state schools may be obtained through the office of Student Services.

The Associate Degree is awarded by the Community College of Denver upon successful completion of the general requirements set forth on page 13 and the following specific requirements in Arts, Science and General Education:

Arts

1. Successful completion of English 111, 112, and 113.
2. Successful completion of at least:
 - a) nine quarter hours of course work in the Division of Communication and Arts (in addition to EG 111, 112, and 113);
 - b) twelve quarter hours of course work in the Division of Science and Mathematics;
 - c) twelve quarter hours of course work in the Division of Social Sciences.

and/or*
3. Successful completion of a curriculum designed for transfer to a four-year college or university.

Science

1. Successful completion of EG 111, 112, and 113.
2. Successful completion of at least:
 - a) nine quarter hours of course work in the Division of Communication and Arts (in addition to EG 111, 112, and 113);
 - b) twelve quarter hours of course work in the Division of Social Sciences;
 - c) thirty quarter hours of course work in the Division of Science and Mathematics.

In every program, the school does require three hours of English (no literature courses apply).

and/or*

3. Successful completion of a curriculum designed for transfer to a four-year college or university.

General Education

1. Successful completion of at least nine quarter hours of course work in English language. (May include any nine quarter hours of course work in English language selected by the student but may not include literature courses.)
2. Successful completion of at least:
 - a) nine quarter hours of course work in the Division of communication and Arts (in addition to nine quarter hours in English language);
 - b) twelve quarter hours of course work in the Division of Science and Mathematics;
 - c) eighteen quarter hours of course work in the Division of Social Sciences.

Developmental Education

The program of studies in Developmental Education is intended to be highly individualized in order to provide opportunity for students to strengthen and develop their learning skills, to complete high school diploma equivalency requirements, or to prepare for entry into Occupational or General Studies programs. Student needs are diagnosed and individual programs are planned, including study in learning laboratories and participation in fundamental and preparatory classes. The following program opportunities will be available according to individual needs.

Learning Laboratories:

Vestibule

Communications (reading, writing, speech-listening)

Mathematics

English Language (basic written Communication)

Developmental

Communications (outlining, report writing, research techniques, scholarly writing)

Mathematics (fundamentals of arithmetic, algebra, and geometry)

Science (basic life sciences and physical science)

Social Science (fundamentals of world and U.S. history, U.S. government, and consumer economics)

LEARNING RESOURCES CENTER

At the Community College of Denver, the library plays a more vital role in the instructional program than libraries in traditional settings. Since it serves simultaneously as a library, study center, learning laboratory and instructional materials center, it is called the LEARNING RESOURCES CENTER, or LRC. The goal of the LRC is not to be simply a repository for books and materials that are required in courses but also to assemble useful and interesting collateral materials. In order to meet realistically the many different needs of students, the LRC circulates to faculty and students a variety of educational media including books, periodicals, records, tapes, slides, transparencies, films, filmstrips, programmed materials, microfiche and microfilm for reading, viewing and listening.

Interlibrary loans are available through the Denver Bibliographic Center for Research, Colorado universities and colleges, the Colorado State Library and special libraries.

Audio-tutorial equipment is available for individual student use.

Occupational Studies Programs

CONTENTS

Division of Business and Management Occupations	25
Division of Community and Personal Service Occupations	60
Division of Health Occupations	70
Division of Industrial Occupations	81

Division of Business and Management Occupations

CONTENTS

Information for Transfer Students	27
Accounting	29
Business Management	32
Credit Management	35
Data Processing	37
General Clerical	40
Insurance	41
Legal Secretarial	42
Machine Shorthand	44
Medical Office Assistant	46
Medical Records Technology	48
Medical Secretarial	49
Merchandising	51
Mid-Management Merchandising	52
Office Administration	54
Secretarial Science	55
Stenographic	56
Transportation and Traffic Management	59



DIVISION OF BUSINESS AND MANAGEMENT PROGRAMS FOR THE TRANSFER STUDENT

A student whose primary purpose in attending the Community College of Denver is preparation for transfer to another institution should familiarize himself with that institution's lower-division requirements. Although many institutions award two full years of credit to any transfer student who has earned an Associate degree, others grant transfer credit only for courses which meet their specific program requirements.

Several institutions set up rigid requirements for completion of a specified number of credit hours in areas such as the natural sciences, social sciences, humanities, language, and mathematics. Some encourage business majors to select only the basic business courses (typically introduction to business, mathematics, accounting, marketing and principles of economics) during the first two years.

The Associate degree for the transfer student in Business is awarded by the Community College of Denver upon successful completion of the general requirements indicated on page 22 and a program of studies designed in conference with the student's counselor or faculty advisor.

A student who is interested primarily in earning an Associate degree while preparing for a business career should follow the program suggested in this catalog for his area of specialization. If this student decides later to continue at a four-year institution, he should be able to transfer those credits which are applicable to the program he selects. In many instances, unless he changes his major, he will receive full transfer credit for all courses completed satisfactorily at the Community College of Denver. In those instances in which a Community College of Denver course is classified at the senior institution as an upper-division course, the student may receive only elective credit for the completed course.

**Advisory Committee
for
Accounting, Business Management,
Distributive Education and Merchandising**

- | | |
|-------------------------------------|--|
| Mr. R. E. Colvard | Home Address: |
| Sales Manager, May D & F | 3243 Raleigh Street
Denver, Colorado 80212 |
| Mr. Richard L. Kellogg | Denver Wholesale Florists Co. |
| Personnel Manager | 4800 Dahlia Street
Denver, Colorado 80216 |
| Mr. James Moore | First National Bank of Denver |
| Assistant Cashier, Accounting Dept. | P.O. Box 5808
Denver, Colorado 80217 |
| Mr. Harry A. Peters | Home Address: |
| Sales Manager, May D & F | 3840 South Yosemite
Denver, Colorado 80237 |
| Mr. H. D. Seymour, Jr. | Royal Typewriter Company |
| Sales Supervisor | 100 West 11th Avenue
Denver, Colorado 80204 |
| Mr. Patrick Stout | Mountain Bell Telephone Co. |
| | 931 - 14th Street
Denver, Colorado 80202 |

ACCOUNTING

Twelve-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AC 111 Accounting	5	AC 112 Accounting	5	AC 113 Accounting	5
English Elective: ¹		English Elective: ¹		EC 109 Fund. of Econ.	3
EG 131 Bus. Comm. or		EG 132 Bus. Comm. or		MG 207 Business Law	3
EG 111 Eng. Comp.	3	EG 112 Eng. Comp.	3	Bus. Mgt. Elective	3
Math Elective: ¹		Math Elective: ¹		Soc. Sci. Elective	3
M 110 Math for Bus. & Ind. or		M 110 Math for Bus. & Ind. or			
M 105 Intro. Alg. or		M 105 Intro. Alg. or			
M 106 Inter. Algebra	3	M 106 Inter. Alg. or			
MG 105 Intro. to Bus.	3	M 111 College Alg.	3		
MG 103 Bus. Machines	3	DP 101 Intro. to Data Proc.	3		
		Elective ¹	3		
	17		17		17

Fourth Quarter	Cr. Hrs.
Acct. Electives	6
MG 205 Bus. Fin.	3
AC 297 Coop-Work Exp. or Bus. Electives	6
	15

Selection of electives should be made in conference with a faculty advisor or counselor.

Employment Opportunities: Completion of this course leads to employment opportunities at beginning accountant-level positions in business and industry.

Total Credit Hours: 66

ACCOUNTING
Two-Year Associate Degree Program
(Transfer Program)

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AC 111 Prin. of Acctg.	5	AC 112 Prin. of Acctg.	5	AC 113 Prin. of Acctg.	5
MG 105 Intro. to Bus.	3	EC 211 Economics I	3	EC 212 Economics II	3
EG 111 English Comp.	3	EG 112 English Comp.	3	EG 113 English Comp.	3
Math Elective ¹	3	Math Elective ¹	3	MG 205 Bus. Finance	3
MG 213 Prin. of Mktg.	3	Soc. Sci. Elective	3	Soc. Sci. Elective	3
	<u>17</u>		<u>17</u>		<u>17</u>

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
AC 211 Inter. Acctg.	3	AC 212 Inter. Acctg.	3	M. 120 Stat. for Bus. & Ind.	3
EC 213 Economics 111	3	AC 217 Inc. Tax Acctg.	3	Electives ²	12
MG 207 Business Law	3	MG 208 Business Law	3		
AC 214 Cost Acctg.	3	Electives ²	6		
Soc. Sci. Elective	3				
	<u>15</u>		<u>15</u>		<u>15</u>

¹ Math electives should be chosen in consultation with qualified advisor or counselor. Students should complete college algebra prior to transfer.

² Electives taken in the second year should be those courses which will fulfill requirements at the four-year institution to which the student is going to transfer.

Total Credit Hours: 96

ACCOUNTING

Two-Year Associate Degree Program

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AC 111 Accounting	5	English Elective: ¹		English Elective: ¹	
English Elective: ¹		EG 132 Bus. Comm. or		EG 133 Bus. Comm. or	
EG 131 Bus. Comm. or		EG 112 Eng. Comp.	3	EG 113 Eng. Comp.	3
EG 111 Eng. Comp.	3	MG 103 Bus. Mach.	3	MG 213 Prin. of Mark.	3
MG 105 Intro. to Bus.	3	Math Elective: ¹		SC 100 Typing or Equiv.	3
Math Elective: ¹		M 120 Stat. for Bus.		AC 113 Accounting	5
M 110 Math for Bus.		& Ind.		Elective	3
& Ind.		M 105 Intro. Algebra			
M 105 Intro. Alg.		M 106 Inter. Algebra			
M 106 Inter. Alg.	3	M 111 College Alg.	3-5		
Psychology Elective:		(5 credit hours)			
PY 100 Hum. Rel. in		AC 112 Accounting	5		
Bus. & Ind. or		DP 101 Intro. to Data			
PY 111 Gen. Psych.	3	Proc.	3		
	17		17-19		17

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
MG 201 Office Mgt.		MG 209 Bus. Org.		Accounting Elective:	
& Proc.	3	& Mgt.	3	AC 215 Intro. to	
AC 211 Accounting	3	AC 212 Accounting	3	Acctg. Systems or	
MG 207 Business Law	3	AC 214 Cost Acctg.	3	AC 217 Inc. Tax Acctg.	
EC 109 Fund. of Econ.	3	EC 211 Prin. of Econ.	3	or	
Science Elective: ¹	3	Business Elective: ¹	3	AC 220 Prin. of Gvt.	
				Acctg.	3
				AC 297 Coop. Work Exp.	
				or	
				Bus. Electives ¹	6
				MG 205 Bus. Fin.	3
				Elective	3
	15		15		15

¹ Consult faculty advisor or counselor for recommended elective.

Employment Opportunities: Completion of this program leads to employment opportunities in business and industry or at various levels within governmental agencies.

Total Credit Hours: 96-98

BUSINESS MANAGEMENT Two-Year Program

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AC 111 Accounting	5	AC 112 Accounting	5	AC 113 Accounting	5
MG 105 Intro. to Bus.	3	EG 132 Bus. Comm.	3	EG 133 Bus. Comm.	3
EG 131 Bus. Comm.	3	Math Elective: ¹	3	DP 101 Intro. to Data Proc.	3
PY 100 Hum. Rel. in Bus. & Ind.	3	M 105 Intro. Alg.		Econ. Elective: ¹	
M 110 Math for Bus. & Ind.	3	M 106 Inter. Alg.		EC 109 Fund. of Econ.	
		M 111 College Alg.	3-5	EC 211 Prin. of Econ.	3
		MG 213 Prin. of Mktg.	3	M 120 Stat. for Bus. & Ind.	3
		S 110 Intro. to Speech	3		
	17		17-19		17

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
MG 209 Bus. Org. & Mgt.	3	MG 205 Bus. Finance	3	MG 240 Small Bus. Admin.	3
MG 207 Bus. Law	3	MG 201 Office Mgt. & Proced.	3	MG 216 Pers. Admin.	3
Soc. Sci. Elective: ¹	3	MG 297 or Bus. Elective: ¹	3	Management Elective: MG 210 Bus.	
DP 111 Auto. Data Proc. Fund.	3	DP 112 Comp. Prog.	5	Policies or MG 212 Case Studies in Adm. Assist.	3
EC 108 Labor Rel.	3	Elective	3	MG 297 Coop. Work Exp. or Bus. Elective	3
				Management Elective	3
	15		17		15

¹ Consult faculty advisor or counselor for recommended elective.

Employment Opportunities: Supervisory and administrative or managerial trainee positions in a variety of businesses and industries.

Total Credit Hours: 98-100

BUSINESS MANAGEMENT
Two-Year Associate Degree Program
(Transfer Program)

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	MG 213 Marketing	3	Eg 113 English Comp.	3
EG 111 English Comp.	3	EG 112 English Comp.	3	AC 113 Accounting	5
AC 111 Accounting	5	AC 112 Accounting	5	EC 212 Prin. of Econ.	3
Math Elective	3	EC 211 Prin. of Econ.	3	MG 207 Business Law	3
Soc. Sci. Elective	3	PY 100 Human Rel. in Bus. & Ind.	3	Math or Science Elective ¹	3
	17		17		17

Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
EC 213 Prin. of Econ.	3	Electives ²	15	Electives ²	15
M 120 Stat. for Bus. and Industry	3				
Electives ²	9				
	15		15		15

**Advisory Committee
for
Credit Management**

- | | |
|-----------------------------------|---------------------------------|
| Mr. Howard Engleberg | Advance Loan Company |
| Assistant Manager | 811 Lincoln Street |
| | Denver, Colorado 80203 |
| Mr. Roger C. Gifford | Rocky Mountain Association of |
| Executive Vice President | Credit Management |
| and Secretary | 1074 Bannock Street |
| | Denver, Colorado 80204 |
| Mr. William R. Mason | Capitol Federal Savings |
| | 2625 So. Colorado Boulevard |
| | Denver, Colorado 80222 |
| Mr. Donald H. Puffer | Credit Bureau of Greater Denver |
| | 600 18th Street |
| | Denver, Colorado |

CREDIT MANAGEMENT Two-Year Program

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 130 Credit Fund.	3	MG 131 Credit Fund.	3	MG 132 Credit Fund.	3
MG 105 Intro. to Bus.	3	M 120 Stat. for Bus. & Ind.	3	MG 213 Prin. of Mktg.	3
AC 111 Accounting	3	AC 112 Accounting	3	EC 109 Fund. of Econ.	3
M 110 Math for Bus.	3	EG 132 Bus. Comm.	3	EG 133 Bus. Comm.	3
EG 131 Bus. Comm.	3	Soc. Sci. Elective ²	3	Science Elective ²	3
	15		15		15
Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
MG 230 Cred. Oper. & Proc.	3	MG 231 Cred. Counsl. & Acct. Handling	3	MG 237 Cred. Mgmt.	3
MG 209 Bus. Org. & Mgt.	3	MG 201 Off. Mgt. & Proc.	3	MG 233 Case Studies in Credit	3
MG 207 Bus. Law	3	MG 205 Bus. Fin.	3	MG 232 Cred. Report	3
DP 101 Intro. to Data Proc.	3	MG 297 Coop. Work Exp. or Elective ³	3	MG 297 Coop. Work Exp. or	
Gen. Studies Elec. ²	3	Elective ²	3	BU 299 Ind. Study ³	6
	15		15		15

¹Students intending to transfer to a 4-year institution refer to "Division of Business and Management Programs for the Transfer Student."

²Consult **faculty advisor** or counselor for recommended electives.

³BU 299 (Independent Study) or Elective may be chosen only in event appropriate work station is not available.

Employment Opportunities: Supervisory and administrative or managerial trainee opportunities in a variety of businesses or industries.

Total Credit Hours: 90

**Advisory Committee
for
Data Processing and Computer Programs**

- | | |
|--|--|
| Mr. Ronald G. Buch | FTS Corporation |
| Data Processing Manager | 5995 Washington Street
Denver, Colorado 80216 |
| Mr. Richard E. Ehmke | Automated Data Processing |
| Data Processing Manager | State Capitol Building,
Room 36
Denver, Colorado 80203 |
| Mr. Paul Magnuson | St. Joseph's Hospital |
| Data Processing Manager | 1835 Franklin Street
Denver, Colorado 80218 |
| Mr. T. P. O'Mara | Samsonite Corporation |
| Director of Management
Information Services | 1050 South Broadway
Denver, Colorado 80217 |
| Mr. Larry Torshiem | Air Force Accounting &
Finance Center |
| Deputy Director
Data Automation | 3800 York Street
Denver, Colorado 80205 |

DATA PROCESSING Two-Year Program

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
DP 111 Auto. Data Process. Fund.	3	AC 111 Accounting	5	DP 105 Documentation	3
Math Elective: ² M 110 Math for Bus. M 105 Intro. to Alg.	3	DP 112 Comp. Prog. Fundamentals	5	DP 113 Assem. Lang.	5
Psychology Elective: ² PY 100 Human Rel. in Bus. & Indus. PY 107 Psy. of Pers. Development PY 111 Gen. Psy.	3	English Elective: ² EG 132 Bus. Comm. EG 112 Eng. Comp.	3	Math Elective: ² M 106 Inter. Alg. M 111 Col. Alg. (5 credit hours)	3-5
English Elective: ² EG 131 Bus. Comm. EG 111 Eng. Comp.	3	Math Elective: ² M 105 Intro. to Alg. M 106 Inter. Alg.	3	AC 112 Accounting	5
MG 105 Intro. to Bus.	3				
	15		16		16-18

Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
AC 113 Accounting	5	S 110 Speech or EG 250 Tech. Writ.	3	DP 119 Program II & Process. Sys.	3
DP 116 Cobol I	5	DP 117 Cobol II	5	DP 221 FORTRAN	5
Elective: ²	3	MG 201 Office Man.	3	DP 222 Report Prog. Generator	3
EC 211 Prin. of Econ.	3	DP 118 Process. Sys. and Program I	3	MG 209 Bus. Org. & Management	3
		DP 297 Coop. Wk. Ex. or Elective: ³		DP 297 Coop. Wk. Ex. or BU 299 Ind. Std.	3
	16		17		17

¹ Students intending to transfer to a 4-year institution read page 28.

² Consult counselor or faculty advisor for recommended electives

³ BU 299 or Elective may be chosen only in event appropriate work station is not available.

Employment Opportunities: Entry occupations include data processing applications, data systems and procedures analysis, and computer programming in private businesses, industrial firms, governmental agencies and educational institutions.

Total Credit Hours: 97-99



**Advisory Committee
for
General Clerical and Secretarial**

Mr. Harry H. Hollearin	Chevron Oil Company
Employee Relations	1700 Broadway
Representative	Denver, Colorado 80202
Mr. P. J. Kronenberger Jr.	Public Service Company
Director of Employment	550 - 15th Street
	Denver, Colorado 80202
Mr. Andrew McKean	Fashion Bar
Distribution Center Manager	695 S. Broadway
	Denver, Colorado 80223
Mrs. Madelyn Nold	National Secretaries Science
Secretary President,	9647 West Ohio Avenue
	Denver, Colorado 80226

**GENERAL CLERICAL
Nine-Month Program**

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	AC 100 Cler. Rec.		MG 103 Bus. Mach.	3
EG 131 Bus. Comm.	3	and Acctg.	5	Psychology Elective: ²	
SC 101 Alpha Shtnd.	4	EG 132 Bus. Comm.	3	PY 100 Hum. Rel. in	
Typing: ¹ (by		SC 103 Alpha Shtnd.		Bus. & Ind. or	
Placement)		Speedbuilding	4	PY 107 Psych. of	
SC 100 Typing or		Typing: ² (by		Pers. Dev.	3
SC 102 Typing	3	placement)		SC 202 Office Prac.	3
Elective	3	SC 102 Typing or		SC 110 Mach. Trans.	3
		SC 104 Typing	3	Business Elective ²	3
		DP 101 Intro. to			
		Data Proc.	3		
	<u>16</u>		<u>18</u>		<u>15</u>

¹ Students who have had previous instruction and/or experience in typing will be given a proficiency examination to determine proper placement.

² Consult counselor or advisor for recommended elective.

Employment Opportunities: Various businesses, industries, governmental agencies, banks, institutions and private offices which employ general clerical personnel to carry on many office functions.

Total Credit Hours: 49

INSURANCE Two-Year Program

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AC 111 Acct.	5	AC 112 Acct.	5	AC 113 Acct.	5
MG 105 Intro. to Business	3	IN 123 Prin. of Prop. & Liability Ins.	3	IN 133 Life & Prop. Ins. Law	3
M 110 Math for Bus. & Ind.	3	MG 207 Bus. Law	3	EC 212 Prin. of Econ.	3
PY 107 Psych. of Pers. Dev.	3	EC 211 Prin. of Economics	3	IN 131 Bus. Insurance	3
IN 110 Intro. to Insurance	3	IN 121 Prin. of Life & Health Ins.	3		
	<u>17</u>		<u>17</u>		<u>14</u>

Second-Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
EG 131 Bus. Comm.	3	EG 132 Bus. Comm.	3	MG 201 Office Mgmt. Proc.	3
MG 213 Prin. of Marketing	3	MG 214 Prin. of Marketing	3	MG 240 Small Bus. Administration	3
IN 205 Analysis of Ins. Funct.	3	IN 221 Ins. & Taxation	3	MG 205 Bus. Finance	3
IN 203 Prin. of Risk Mgmt.	3	IN 223 Prin. of Ins. & Prop. Loss Adjusting	3	IN 231 Estate Plan. & Life Insurance	3
MG 225 Salesmanship	3	Elective ¹	3	Elective ¹	3
	<u>15</u>		<u>15</u>		<u>15</u>

¹Consult counselor or faculty advisor for recommended electives.

Employment Opportunities: Students successfully completing the Insurance program are qualified for employment by life insurance companies and agencies; included in this group are property and liability insurance companies.

Total Credit Hours: 93

LEGAL SECRETARIAL
Two-Year Associate Degree Program

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	SC 106 Gregg Shtnd.		DP 101 Intro. to Data	
SC 100 Typing ¹	3	Prin. ¹	4	Proc.	3
English Elective: ²		SC 102 Typing	3	SC 107 Gregg Shtnd.	
EG 131 Bus. Comm.		English Elective: ²		Prin.	4
EG 111 Eng. Comp.	3	EG 132 Bus. Comm.		SC 104 Prod. Typing	3
Math Elective: ²		EG 112 English Comp.	3	English Elective: ²	
M 110 Math for Bus.		MG 103 Bus. Machines	3	EG 133 Bus. Comm.	
& Ind.		Psy. Elective: ²		EG 113 Eng. Comp.	3
M 105 Intro. Algebra		PY 100 Hum. Rel. in		SO 111 Intro. to Soc.	3
M 106 Inter. Algebra	3	* Bus. & Ind.			
Soc. Sci. Elective: ²	3	PY 107 Psy. of Pers. Dev.			
		PY 111 General Psy.	3		
	15		16		16

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
SC 108 Shorthand		SC 109 Shtnd. Trans.	3	SC 206 Legal Dic. &	
Speedbuilding	4	AC 112 Accounting	5	Trans.	3
AC 111 Accounting	5	SC 210 Legal Sec.		SC 110 Mach. Trans.	3
MG 209 Bus. Organ. &		Procedures &		Economics Elective: ²	
Mgt.	3	Terminology	3	EC 109 Fund. of Econ.	
MG 207 Business Law	3	MG 208 Business Law	3	EC 211 Prin. of Econ.	3
SC 200 Secretarial		SC 297 Coop. Work		SC 297 Coop. Work Exp.	
Procedures	3	Exp. or		or Bus. Elective	3
		Elective	3	Elective ²	3
	18		17		15

1 Students who have had previous instruction and/or experience in typing and shorthand will be given proficiency examinations to determine proper placement.

2 Consult faculty advisor or counselor for recommended electives.

Employment Opportunities: Persons with legal secretarial competencies are eligible for employment by public and private organizations of varying dimensions. More specifically, large numbers of legal secretaries are employed by attorneys, judges, large corporations and many governmental agencies.

Total Credit Hours: 97

**Advisory Committee
for
Secretarial To Court Reporting
Machine Shorthand**

Miss Susan Canzoneri	International Federation of Petroleum and Chemical Workers 165 Cook Street Denver, Colorado 80206
Mrs. June Nussbaum	Mountain States Telephone and Telegraph 931 14th Street Denver, Colorado 80202
Mrs. Dorothy Smith	Denver U.S. National Bank Denver, Colorado 80202
Mr. Harold Adams	C.A.M.P.S. 1251 Bannock
Mr. Laurence Phelps Coordinator	Denver, Colorado
Mrs. Melba Anderson	
Mrs. Abrahamson	Colorado State Department of Employment 251 E. 12th Street Denver, Colorado
Mr. Jameson	

MACHINE SHORTHAND
Jr. Secretary (Stenographer)
 or
Jr. Administrative Assistant

Nine-Month Program**

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus. English Elective: 1	3	M 110 Math for Bus. and Industry	3	AC 110 Sec. Acctg.	3
EG 106 Occ. Comm. or		EG 132 Bus. Comm. ¹	3	SC 110 Mach. Trans.	3
EG 131 Bus. Comm.		SC 122 Touch Shtnd. 80-100 WPM*	3	SC 123 Touch Shtnd. 90-120*wpm	3
EG 111 Eng. Comp.	3	SC 102 Typing or		Psychology:	
SC 121 Touch Shtnd. Prin.—60 WPM*	3	SC 104 Typing or		PY 107 Psych. of Pers. Dev. or	
Typing: ² (by placement)		SC 202 Off. Pract.	3	PY 100 Hum. Rel. in Bus. & Ind.	3
SC 100A Typing or		DP 101 Intro to Data Proc.	3	Bus. Elective	
SC 100B Typing or				SC 104 Typing ³	
SC 102 Typing	3			SC 202 Off. Pract. or	
MG 103 Bus. Mach.	3			SC 200 Sec. Proceed.	3
	<u>15</u>				<u>15</u>

¹ The Stenographic or Jr. Administrative Assistant students are given a choice of English electives in the first quarter of their program; however, all stenographic students must take EG 132 Business Communications at the same time during the program.

² Students who have had previous instructions and/or experience in typing will be given a proficiency examination to determine proper placement.

³ All students in this program are required to take SC 104 Typing. Therefore, these students who began the typing sequence with SC 100 and continued with SC 102 in the second quarter must enroll in SC 104 in the third quarter of their program.

*Recommend additional Touch Shorthand lab period each day. Students to be assigned individual study on phonetics, English, reading Touch Notes, and other non-keyboard activities.

**Students who have studied Touch Shorthand and can pass a proficiency test at 60 words per minute may elect to continue the Touch program described above.

Employment Opportunities: Various businesses, industries, governmental agencies, banks, institutions, and private offices employing clerk-typists to carry on many office functions.

**Advisory Committee
for
Medical Office Assistant**

Mrs. Genieve Gustafson
Medical Assistant

715 South Clinton
Denver, Colorado

Mrs. Norma Laurie
Medical Assistant

90 Corona, Apt. 404
Denver, Colorado 80218

John Simon, Jr., M.D.
General Practitioner

2866 South Broadway
Englewood, Colorado

MEDICAL OFFICE ASSISTANT

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MA 100 Intro to Medical Assisting	4	MA 110 Med. Assist.	6	MA 120 Advanced Medical Assisting	7
HE 107 Basic Science (or Biology 100)	5	HE 105 Nursing Proced. and Professional Relationship	3	MG 105 Intro. to Business	3
HE 100 Medical Terminology	2	SC 102 Typing ²	3	SC 111 Comprehensive Mach. Transcr.	3
EG 131 Bus. Comm.	3	Psychology Elective ²	3	SC 200 Sec. Proced.	3
SC 100 Typing ¹	3				
	17		15		16

¹ Consult counselor or faculty advisor for recommended electives.

² Students who have had previous instruction and/or experience in typing will be given proficiency examinations to determine proper placement.

Employment Opportunities: Prepares medical assistants for positions assisting professionals in the medical field. Employment in hospitals, clinics and physicians' offices.

Total Credit Hours: 48

**Advisory Committee
for
Medical Records Technology**

- | | |
|------------------------------------|--------------------------------|
| W. E. Graham, R.R.L. | Fitzsimons General Hospital |
| Chief, Records | Denver, Colorado 80240 |
| Wayne Sheller, R.R.L. | University of Colorado Medical |
| Director, Medical Records | Center |
| | 4200 East 9th Avenue |
| | Denver, Colorado 80220 |

MEDICAL RECORD TECHNICIAN
Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
SC 100 Typing ¹	3	SC 102 Typing ¹	3	SC 104 Typing ¹	3
B 100 Basic Hum. Biology	4	SC 110 Intro. to Machine Trans.	3	MR 105 Machine Transcription- Medical	3
HE 100 Medical Terminology	2	PY 100 Psych. of Bus. & Ind.	3	MR 104 Medical Record Spec.	3
EG 106 Occ. Communications	3	MR 102 Medical Record Proced.	6	MR 106 Medical Record Practice	6
MR 100 Intro. to Medical Record Tech.	3				
	<u>15</u>		<u>15</u>		<u>15</u>

¹ Students who have had previous instruction and/or experience in typing will be given a proficiency examination to determine proper placement

Employment Opportunities: Employment in medical record departments of a variety of health care resources and/or admission units.

Total Credit Hours: 45

**MEDICAL SECRETARIAL
Nine-Month Program**

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus. English Elective: ¹	3	Psy. Elective: ¹		MG 103 Bus. Mach. English Elective: ¹	3
EG 131 Bus. Comm.		PY 100 Hum. Rel. In Bus. & Ind.		EG 133 Bus. Comm.	
EG 111 Eng. Comp.	3	PY 107 Psy. of Pers. Development	3	EG 113 Eng. Comp.	3
SC 106 Gregg Shtnd. Prin. ² or		Eng. Elective: ¹		SC 110 Machine Transcription	3
SC 101 Alpha Shorthand ²	4	EG 132 Bus. Comm.		SC 202 Office Practice	3
SC 100 Typing ²	3	EG 112 Eng. Comp.	3	SC 104 Typing ²	3
HE 100 Medical Term.	2	SC 107 Gregg Shtnd. Prin. ² or			
		SC 103 Alpha Shtnd. Speed Building ²	4		
		SC 102 Typing ²	3		
		HE 105 Nursing Proc. & Prof. Ethics	3		
	<u>15</u>		<u>16</u>		<u>15</u>

1 Consult counselor or faculty advisor for recommended electives.

2 Students who have had previous instruction and/or experience in typing and shorthand will be given proficiency examinations to determine proper placement.

Employment Opportunities: Prepares medical secretaries for positions assisting professionals in the medical field. Employment in hospitals, clinics and physicians' offices.

Total Credit Hours: 46

MEDICAL SECRETARIAL Two-Year Program

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus. English Elective: ¹	3	Psy. Elective: ¹		MG 103 Bus. Mach. English Elective: ¹	3
EG 131 Bus. Comm.		PY 100 Hum. Rel. In Bus. & Ind.		EG 133 Bus. Comm.	
EG 111 Eng. Comp.	3	PY 107 Psy. of Pers. Development	3	EG 113 Eng. Comp.	3
SC 106 Gregg Shtnd. Prin. ² or		Eng. Elective: ¹		SC 110 Machine Transcription	3
SC 101 Alpha Shorthand ²	4	EG 132 Bus. Comm.		SC 202 Office Practice	3
SC 100 Typing ²	3	EG 112 Eng. Comp.	3	SC 104 Typing ²	3
HE 100 Medical Term.	2	SC 107 Gregg Shtnd. Prin. ² or			
		SC 103 Alpha Shtnd. Speed Building ²	4		
		SC 102 Typing ²	3		
		HE 105 Nursing Proc. & Prof. Ethics	3		
	15		16		15
Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
M 110 Math for Bus. & Ind.	3	Science Elective ¹	4-5	DP 101 Intro to Data Proc.	3
Business Elective: ¹	6	Business Elective	3	Soc. Sci. Elective ¹	3
Science Elective: ¹		MG 201 Office Mgt.	3	MG 204 Office Proc. & Adm.	3
B 111 Intro. to Biology		AC 111 Accounting	5	SC 297 Coop. Work Experience	3
B 123 Hum. Anat. & Physiology	4-5				
Soc. Sci. Elective ¹	3				
	16-17		15-16		15

¹ Consult counselor or faculty advisor for recommended electives.

² Students who have had previous instruction and/or experience in typing and shorthand will be given proficiency examinations to determine proper placement.

Employment Opportunities: Prepares medical secretaries for positions assisting professionals in the medical field. Employment in hospitals, clinics and physicians' offices.

Total Credit Hours: 92-94

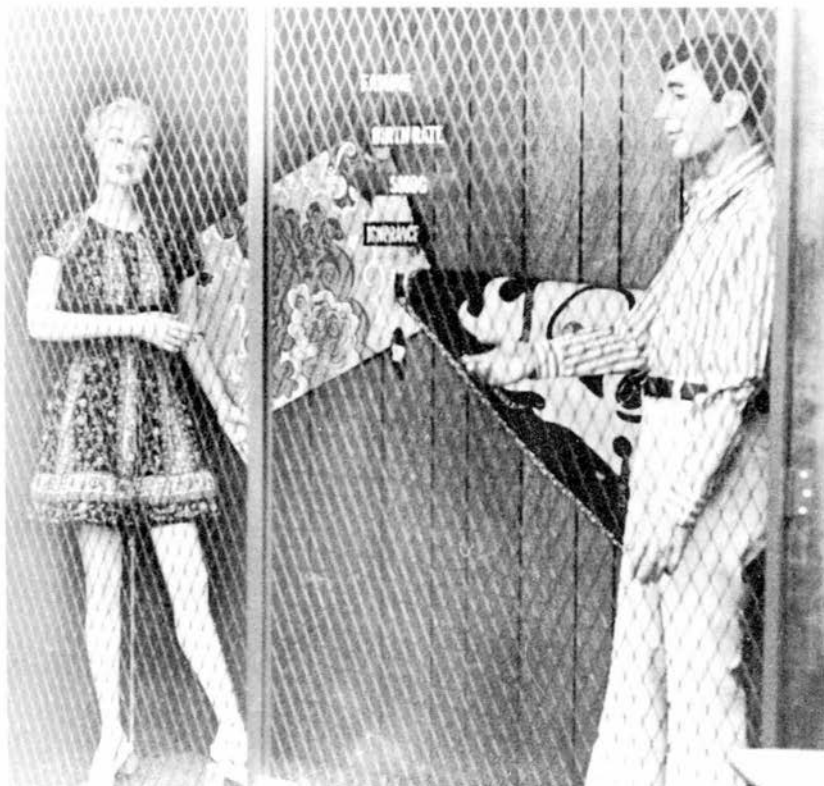
**MERCHANDISING
DISTRIBUTIVE EDUCATION
Nine-Month Program**

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	MG 214 Marketing	3	EG 132 Bus. Comm.	3
M 110 Math for Bus. & Ind.	3	EG 131 Bus. Comm.	3	MG 216 Pers. Mgmt.	3
PY 100 Hum. Rel. in Bus. and Ind.	3	MG 217 Prin. of Retailing	3	MG 211 Prin. of Buying	3
AC 111 Accounting	5	MG 225 Salesmanship	3	MG 218 Credit Proc.	3
MG 213 Marketing	3	MG 215 Prin. of Merchandising	3	MG 297 Coop. Work Exp. or Bus. Elective	3
	<u>17</u>		<u>15</u>		15

1 Consult counselor or faculty advisor for recommended electives.

Employment Opportunities: Intermediate entry level employment in sales positions in retail, wholesale, and marketing with opportunity for advancement.

Total Credit Hours: 47



MID-MANAGEMENT MERCHANDISING
Two-Year College Transfer

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	MG 213 Prin. of Mktg.	3	MG 217 Prin. of Ret.	3
EG 111 English Comp.	3	EG 112 English Comp.	3	EG 113 English Comp.	3
AC 111 Prin. of Acctg.	5	AC 112 Prin. of Acctg.	5	AC 113 Prin. of Acctg.	5
Math Elective: ¹	3-5	MG 200 Prin. of Adv.	3	MG 218 Credit Proc.	3
M 105 Intro. Algebra		MG 225 Prin. of		EC 212 Prin. of Econ.	3
M 110 Math for Bus.		Salesmanship	3		
& Ind.					
M 111 College Algebra					
EC 211 Prin. of Econ.	3				
	17-19		17		17

Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
EC 213 Prin. of Econ.	3	Electives ²	15	Electives ²	15
M 120 Stat. for Bus.	3				
& Ind.					
MG 207 Business Law	3				
MG 216 Personnel Mgt.	3				
MG 215 Prin. of Merch.	3				
	15		15		15

¹ The Math elective should be chosen so that a student can attain his highest level of competency in this program. Ideally, he should complete college Algebra M-111.

² These electives should be chosen to fulfill course requirements at the 4-year institution to which the student plans to transfer.

Employment Opportunities: Sales, supervision, and managerial trainee opportunities in a variety of retail, wholesale and marketing businesses.

Total Credit Hours: 96-98

MID-MANAGEMENT MERCHANDISING
Two-Year Associate Degree Program

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AC 111 Accounting	5	MG 213 Prin. of Mktg.	3	MG 214 Prin. of	
MG 105 Intro. to Bus.	3	MG 225 Salesmanship	3	Mktg.	3
EG 131 Bus. Comm.	3	EG 132 Bus. Comm.	3	AC 113 Acctg.	5
PY 100 Hum. Rel. in		AC 112 Accounting	5	EG 133 Bus. Comm.	3
Bus. & Ind.	3	MG 200 Prin. of		M 110 Math for	
DP 101 Intro. to Data		Advertising	3	Bus. & Ind.	3
Proc.	3			MG 215 Prin. of Mdsg.	3
	17		17		17
Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
MG 209 Bus. Org.		MG 227 Sales Mgt.	3	MG 230 Fashion	
& Mgt.	3			Mdsg.	3
MG 207 Business Law	3	MG 217 Prin. of		MG 211 Prin. of Buying	3
M 120 Stat. for Bus.		Retailing	3	MG 210 Business	
& Industry	3	MG 297 Coop. Work Exp.		Policies	3
MG 103 Bus. Mach.	3	or Bus. Elec-		MG 297 Coop. Work Exp.	
S 110 Intro. to Speech	3	tive ¹	3	or Bus. Elective ¹	3
		MG 216 Pers. Adm.	3	Elective	3
		Elective ¹	3		15
	15		15		15

¹ Consult counselor or faculty advisor for recommended electives.

Employment Opportunities: Sales, supervision and managerial trainee opportunities in a variety of retail, wholesale and marketing businesses.

Total Credit Hours: 96

OFFICE ADMINISTRATION
Two-Year Associate Degree Program

		First Year			
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	AC 111 Accounting	5	AC 112 Accounting	5
English Elective: ¹		English Elective: ¹		English Elective: ¹	
EG 111 Eng. Comp. or		EG 112 Eng. Comp. or		EG 132 Bus. Comm.	
EG 131 Bus. Comm.	3	EG 132 Bus. Comm.	3	EG 133 Bus. Comm.	3
Math Elective: ¹		Math Elective: ¹		DP 101 Intro. to	
M 110 Math for Bus.		M 120 Stat. for Bus.		Data Proc.	3
& Ind.		& Ind.			
M 105 Intro. Alg.		M 105 Intro. Algebra		MG 209 Bus. Org.	
				& Mgt.	3
		M 106 Inter. Algebra		SC 105 Filing &	
M 106 Inter. Algebra	3	M 111 College Alg.	3-5	Records	
Typing (by placement): ¹		SC 202 Office Prac. or		Control	3
SC 100 Typing or		SC 102 Typing	3		
SC 102 Typing	3	MG 103 Bus. Machines	3		
PY 100 Hum. Rel. in					
Bus. & Ind.	3				
	15		17-19		17

		Second Year			
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
AC 113 Accounting	5	MG 201 Off. Mgt. & Proc.		3MG 213 Prin. of Mktg.	3
PY 107 Psy. of Pers.		Mgt. Elective: ³		MG 207 Bus. Law	3
Develop.	3	MG 216 Pers. Admin.		MG 212 Case Studies in	
Economics Elective:		MG 210 Bus. Policies		Admin. Assist.	3
EC 109 Fund. of Econ.		MG 130 Credit Fund.		MG 297 Coop. Work Exp.	
or		MG 240 Small Bus.		or Bus. Elective	3
EC 211 Prin. of Econ.	3	Admin.	6	Elective	3
Elective	3	Soc. Sci. Elective ¹	3		
Bus. Elective	3	MG 297 Coop. Work Exp.			
		or Bus.			
		Elective ¹			
	17		15		15

¹ Consult counselor or faculty advisor for recommended electives.

Employment Opportunities: Supervisory and administrative or managerial trainee opportunities in a variety of businesses and industries.

Total Credit Hours: 96-98

SECRETARIAL SCIENCE
Two-Year Associate Degree Program

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	SC 106 Gregg Shtnd.		SC 107 Gregg Shtnd.	
SC 100 Typing ¹	3	Prin.	4	Prin.	4
EG 131 Bus. Comm.	3	SC 102 Typing ¹	3	SC 104 Prod. Typing ¹	3
M 110 Math for Bus.		EG 132 Bus. Comm.	3	EG 133 Bus. Comm.	3
& Ind.	3	MG 103 Bus. Mach.	3	Psy. Elective ²	
Elective ²	3	Soc. Sci. Elective ²	3	PY 100 Hum. Rel. in	
				Bus. & Ind.	
				PY 107 Psy. of Pers.	
				Development	
				PY 111 Gen. Psy.	3
				SC 105 Filing &	
				Rec. Control	3
	15		16		16
Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
SC 108 Shtnd. Speed-		SC 109 Shtnd. Trans.	3	SC 205 Spec. Prof.	
building	4	AC 112 Accounting	5	Dictation	3
AC 111 Accounting	5	MG 201 Office Mgt.		MG 212 Case Studies	
MG 209 Bus. Org. &		& Proc.	3	in Admin.	
Mgt.	3	SC 200 Sec. Proced.	3	Assist. or	
DP 101 Intro. to		SC 297 Coop. Work		MG 216 Pers. Admin.	3
Data Proc.	3	Exp. or Bus.		SC 297 Coop. Work Exp.	
EC 109 Fund. of Econ.	3	Elective ²	3	or Bus. Elective	3
				Elective ²	3
				SC 110 Mach. Trans.	3
	18		17		15

¹ Students who have had previous instruction and/or experience in typing will be given a proficiency examination to determine proper placement.

² Consult faculty advisor for recommended electives.

Employment Opportunities: Business, industry, banks, institutions, private offices and governmental agencies seeking highly trained secretarial personnel to perform the more responsible functions in operating an office.

Total Credit Hours: 97

STENOGRAPHIC Nine-Month Program

Students who have studied Gregg Shorthand and can pass a proficiency test at 60 words per minute may elect to continue the Gregg program indicated below. All students who have had no previous shorthand training, or those not electing the above option, will be assigned to Alphabetic Shorthand.

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	EG 132 Bus. Comm.	3	AC 111 Accounting	5
EG 131 Bus. Comm.	3	Shorthand:		SC 110 Mach. Trans.	3
Shorthand:		SC 108 Shtnd. Speed		SC 109 Shtnd. Trans.	4
SC 107 Gregg Shtnd.		Development		Psy. Elective: ¹	
Prin.		SC 103 Alpha Shtnd.	4	PY 100 Hum. Rel. in	
SC 101 Alpha Shtnd.	4	Typing: ²		Bus. & Ind.	
Typing: ²		SC 102 Typing		PY 107 Psy. of Pers.	
SC 100 Typing or		SC 104 Production		Develop.	3
SC 102 Typing	3	Typing	3	Bus. Elective: ¹	
MG 103 Bus. Mach.	3	DP 101 Intro. to Data		SC 104 Prod. Typing	
		Proc.	3	SC 202 Office	
		M 110 Math for Bus.		Practice	
		& Ind.	3	SC 200 Secretarial	
				Procedures	3
	<hr/> 16		<hr/> 16		<hr/> 18

¹ Consult counselor or faculty advisor for recommended electives.

² Students who have had previous instructions and/or experience in typing will be given a proficiency examination to determine proper placement.

Employment Opportunities: Various businesses, industries, governmental agencies, banks, institutions, and private offices employing clerical employees with some skill in typing and shorthand.

STENOGRAPHIC
Twelve-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
MG 105 Intro. to Bus.	3	M 110 Math for Bus.		AC 111 Acctg.	5
EG 131 Bus. Comm.	3	& Ind.	3	EG 133 Bus. Comm	3
SC 106 Gregg Shtnd.		EG 132 Bus. Comm.	3	SC 108 Shtnd. Speed	4
Prin. or		SC 107 Gregg Shtnd.		Dev.	
SC 101 Alpha Shtnd.	4	Prin. or		SC 200 Sec. Proced.	3
Typing (by place-		SC 103 Alpha Shtnd.		SC 104 Typing	3
ment)		Speed Bldg.	4		
SC 100 Typing or		Typing: ¹ (by			
SC 102 Typing	3	placement)			
Elective	3	SC 102 Typing or			
		SC 104 Typing	3		
		DP 101 Intro. to Data			
		Proc.	3		
	<hr/> 16		<hr/> 16		18
		Fourth Quarter	Cr.		
			Hrs.		
		SC 202 Office Prac.	3		
		MG 103 Bus. Mach.	3		
		SC 110 Mach. Trans.	3		
		Psychology Elective:			
		PY 107 Psych. of			
		Pers. Dev. or			
		PY 100 Hum. Rel. in			
		Bus. & Ind.	3		
		SC 297 Coop. Work Exp.	3		
		SC 109 Shtnd. Trans.	3		
			<hr/> 18		

Students who have had previous instruction and/or experience in typing will be given a proficiency examination to determine proper placement.

Employment Opportunities: Various businesses, industries, governmental agencies, banks, institutions, and private offices employing personnel to carry on many office functions.

Total Credit-Hours: 68

**Advisory Committee
for
Transportation and Traffic Management**

Dr. Joseph K. Bailey, Dean	Occupational Studies Community College of Denver 1001 E. 62nd Avenue Denver, Colorado 80216
Mr. Gerald T. Boyle	President Mountain States Commerce and Traffic Services, Inc. 2100 E. Colfax Avenue Denver, Colorado 80206
Mr. H. N. Bull	Ass't Traffic Manager American Crystal Sugar Company P.O. Box 419 Denver, Colorado 80201
Mr. Donald R. Cook	District Sales Manager Ringsby Truck Lines 3201 Ringsby Court Denver, Colorado
Mr. Howard D. Hicks	Manager Transportation Division Denver Chamber of Commerce 1301 Welton Street Denver, Colorado 80204
Mr. Winston A. Hollard	Pricing Analyst Rio Grande Railroad Company 1531 Stout Street Denver, Colorado 80202
Mr. Dean Kofford	Regional Sales Manager Illinois-California Express, Inc. 510 East 51st Avenue Denver, Colorado 80216
Mrs. Maria Marcott	Coordinator Distributive Education Emily Griffith Opportunity School 1250 Welton Street Denver, Colorado 80204
Mr. Charles G. Parisen	Traffic Manager Gardner-Denver Company P.O. Box 1020 Denver, Colorado 80201
Mr. George J. Schmidt	Traffic Manager Missouri-Pacific-Texas- Pacific Railroad Room 320-321 70 West Building 70 West 6th Avenue Denver, Colorado 80204
Mr. J. R. Smith	Chief, Traffic Bureau Colorado Motor Carriers Association 4060 Elati Street Denver, Colorado 80216

TRANSPORTATION AND TRAFFIC MANAGEMENT Two-Year Program

First Year					
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
TT 101 Intro. to Traf. & Trans.	3	TT 102 Intro. to Traf. & Trans.	3	TT 103 Logistics & Traf. Mgt.	3
TT 130 Mgt. Tools & Concepts	3	TT 131 Mgt. Tools & Concepts	3	TT 132 Mgt. Tools & Concepts	3
English Elective: ¹		English Elective: ¹		English Elective: ¹	
EG 131 Bus. Comm.		EG 112 Eng. Comp.		EG 133 Bus. Comm.	
EG 111 Eng. Comp.		EG 107 Occ. Comm.	3	EG 107 Occ. Comm.	3
EG 106 Occ. Comm.	3	Math Elective: ¹		Econ. Elective: ¹	
Math Elective: ¹		M 102 Applied Math		EC 109 Fund. of Econ.	
M 110 Math. for Bus. & Ind.		M 105 Intro. Algebra		EC 211 Prin. of Econ.	3
M 105 Intro. Alg.		M 106 Inter. Alg.		Elective: ¹	3
M 106 Inter. Alg.	3	M 111 Col. Alg.	3		
MG 105 Intro. to Bus.	3	EC 108 Labor Relat.	3		
	15		15-17		15

Second Year					
Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
TT 120 International Trade	3	TT 121 International Trade	3	TT 122 International Trade	3
TT 110 Trans. Regulations	3	TT 111 Trans. Regulations	3	TT 143 Trans. Econ.	2
TT 141 Trans. Econ.	2	TT 142 Trans. Econ.	2	TT 112 Trans. Regulations	3
TT 105 Traf. Mgt. & Phy. Distr.	3	TT 106 Traf. Mgt. & Phy. Distr.	3	TT 107 Traf. Mgt. & Phy. Distr.	3
EG 132 Bus. Comm. Elective: ¹	3	MG 213 Prin. of Mktg. Elective: ¹	3	MG 207 Bus. Law	3
	17		17	Elective: ¹	3
					17

¹ Consult faculty advisor or counselor for recommended electives.

Employment Opportunities: Those who complete the curriculum are prepared for positions in traf-
fic, claims, shipping, receiving, and as freight-rate specialists as well as many other transporta-
tion positions such as agents, sales representatives, and consultants.

Total Credit Hours: 96-98

Division of Community and Personal Service Occupations

CONTENTS

Building Maintenance	61
Institutional Housekeeping	64
Motel-Hotel Operations	67
Teacher Assisting	69

BUILDING MAINTENANCE
Three-Month Program

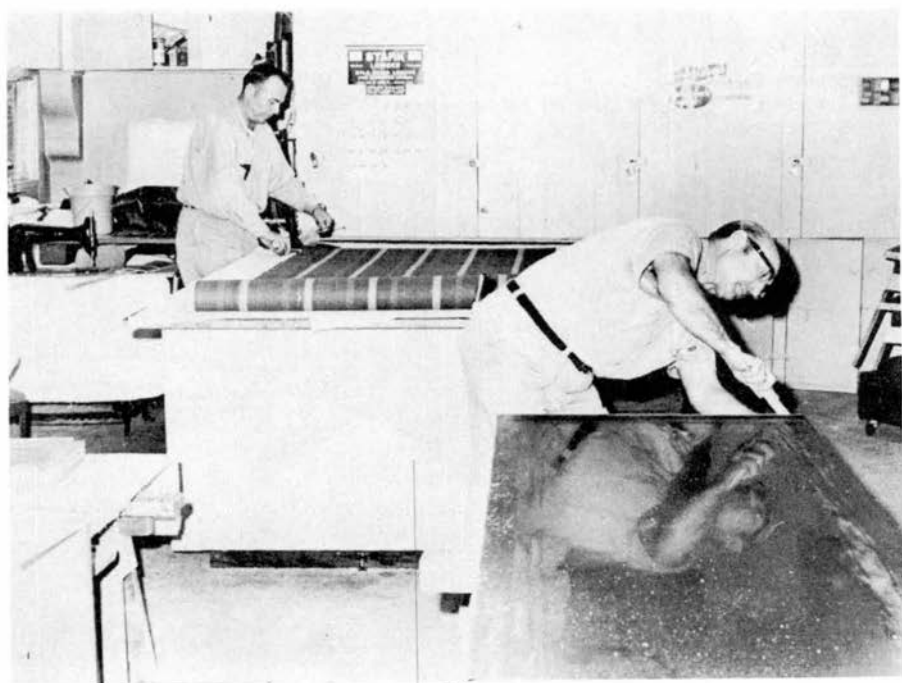
First Quarter	Cr. Hrs.
HE 101 First Aid	1
BM 100 Safety and Orientation	1
BM 102 Operational Tasks	5
BM 104 Floor Maintenance	2
BM 106 Equipment and Materials	2
BM 108 Heating and Ventilation	2
BM 110 Maintenance of Grounds	1
BM 112 Security and Protective Measures	1
	<u>15</u>

Employment Opportunities: This program has been designed to prepare for employment in building maintenance. Those who complete the curriculum are prepared for positions in schools, offices, public institutions, and all types of businesses and industries demanding custodial work.

Total Credit Hours: 15

**Advisory Committee
for
Institutional Housekeeping**

Josephine Gilberg	St. Joseph's Hospital 1835 Franklin Street Denver, Colorado 80218
Robert Mac Cogan	Fitzsimons General Hospital Peoria and Montview Boulevard Aurora, Colorado 80240
Pauline Moses	Radisson-Denver Hotel 1790 Grant Street Denver, Colorado 80203
Rosalie Hinderleider	Brown Palace Hotel 17th and Tremont Place Denver, Colorado 80202
Jerry Bayouth	Mercy Hospital East 17th and Milwaukee Denver, Colorado 80206
Jean Gerbase	Cosmopolitan Hotel 18th and Broadway Denver, Colorado 80202



INSTITUTIONAL HOUSEKEEPING

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
EG 106 Occ. Comm.	3	PY 111 Psychology	3	EC 109 Economics	3
SO 111 Sociology	3	EH 105 Maintenance & Controls	3	Elective	3
EH 100 Intro. to Inst. Housekeeping	3	M 100 Dev. Math	3	EH 109 Basic Interior	3
EH 107 Safety & Sanitation	3	Elective	3	AC 111 Pric. of Accounting	5
HM 100 Intro. to Hospitality Field	1	HM 297 Coop. Work Exp. or Elective	4	HM 297 Coop. Work. Exp. or Elective	3
Elective	3				3
	16		16		17

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
EM 100 Purchasing Budget & Rec.	4	MG 216 Pers. Adm.	3	EH 115 Pers. Mgt.	4
HM 115 Hotel & Motel Law	3	PY 100 Human Rel. in Bus. & Ind.	3	MG 212 Case Studies in Adm. Asst.	3
MG 209 Bus. Org. & Mgt.	3	HM 297 Coop. Work Exp. or Electives	6	HM 297 Coop. work Exp. or Elec. Elective	6
PY 107 Psychology of Pers. Dev.	3		6		3
	13		12		16

Employment Opportunities: Upon successfully completing the requirements of the Institutional Housekeeping Program, the graduate will be qualified for immediate job entry level assignments in hospitals, educational institutions and business and industry.

Total Credit Hours: 90

Advisory Committee for Hotel-Motel Operations

Harry Boner	Boner Hotel Enterprise
President	11800 E. Colfax Avenue Denver, Colorado
Dick Carleton	Colo.-Wyo. Restaurant Assoc.
Executive Secretary	1239 Elati Street Denver, Colorado
H. S. Fischback	Colo.-Wyo. Restaurant Assoc.
	1239 Elati Street Denver, Colorado
Sid J. Stine	Sundial Restaurant
Owner	4181 N. Colorado Boulevard Denver, Colorado
Rob Krebill	William XVI
	16th & Williams Denver, Colorado
Bob Kumpt	Inland Frosted Foods
	2101 - 31st Street Denver, Colorado
Donald Lane	Keaney Restaurant
Owner	6090 Smith Road Denver, Colorado
Bob Lee	Colo.-Wyo. Restaurant Assoc.
President	1239 Elati Street Denver, Colorado
Carl Nehlman	Brown Palace Hotel
General Manager	17th and Tremont Place Denver, Colorado
Donald Padon	Albany Hotel
General Manager	17th and Stout Denver, Colorado
Robert Paine	Western Motor Inn
Owner	4757 Vasquez Boulevard Denver, Colorado
Pete Stevens	Chief Sanitation Division
	City & County of Denver Health & Hospital 659 Cherokee Street Denver, Colorado

C. J. Sturrock	Barth's Hotel
Owner	1514 - 17th Street Denver, Colorado
Frank Thompson	Radisson-Denver Hotel
General Manager	1790 Grant Street Denver, Colorado
Paul Whistle	Burger King
Owner	4390 Sheridan Boulevard Denver, Colorado
Roger White	Colorado National Bank
Public Relations Manager	17th and Champa Street Denver, Colorado
Bob Wilhelm	Cosmopolitan Hotel
Manager	East 18th and Broadway Denver, Colorado



HOTEL-MOTEL OPERATIONS First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
EG 106 Occ. Comm.	3	M 100 Dev. Math	3	AC 100 Cler. Rec. Kp. & Acctg.	3
*HM 105 Front Office Procedures	3			MG 215 Prin. of Mdg.	3
*HM 100 Intro. to Hospitality Field	1	SO 111 Sociology	3	*HM 111 Supervisory Development or	
*HM 103 Intro. to Hotel-Motel Mgt.	3	*HM 115 Hotel-Motel Law	3	*HM 205 Training & Coaching Tech.	3
*HM 203 Motel-Motor Mgt. or		*HM 109 Supervisory Housekeeping	3	*HM 107 Maint. & Engr.	3
MG 209 Bus. Org. & Mgt.	3	*HM 297 Coop. Work Exp. or Elec.	4	HM 297 Coop. Work Exp. or Elective	4
	13		16		16

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
MG 209 Bus. Org. & Mgt.	3	MG 216 Pers. Adm.	3	*HM 201 Hotel- Motel Sales	3
PY 107 Psy. of Pers. Dev.	3	PY 100 Hum. Rel. in Bus. & Ind.	3	*HM 121 Food & Bev. Control	3
*HM 117 Hotel- Motel Acctg.	3	MG 212 Case Studies in Adm. Asst.	3	Elective	2
*HM 297 Coop. Work Exp. or Elective	6	*HM 119 Food & Bev. Mgt. & Serv. or		*HM 297 Coop. Work Exp. or Elective	6
		*HM 123 Food & Bev. Purchasing	3		
		*HM 297 Coop. Work Exp. or Elective	4		
	15		16		14

* These courses fulfill the requirements for a Professional Certificate of Recognition awarded by the American Hotel-Motel Educational Institute.

Employment Opportunities: Successful completion of this program affords students the opportunity for immediate job entry level assignments. Graduates will be offered employment in hotels, motels, clubs, commercial food establishments, hospitals and other private and public institutions.

Total Credit Hours: 90

**Advisory Committee
for
Teacher Assistant**

Mrs. Margaret Bremmer Supervisor of Licensing	Social Services Building 1575 Sherman Street Denver, Colorado 80203
Mrs. Nancy Burkey Director	Toddle In South 2670 South Sheridan Blvd. Denver, Colorado 80216
Mrs. Erma Ford Director	George Washington Carver Day Nursery 2270 Humboldt Street Denver, Colorado
Mrs. Margaret Hanson	Coordinator HSST East 108 Rockwell University Fort Collins, Colorado 80521
Mrs. Leonese Hudspeth Director	Lakewood Preschool Kindergarten 2000 Lee Street Lakewood, Colorado 80215
Mr. Wayne Klish Specialist	Office of Child Development 9017 Federal Building 1901 Stout Street Denver, Colorado 80202
Mr. Michael Malone Associate Director	Metropolitan Denver Child Care Association 1845 High Street Denver, Colorado 80203
Mr. Robert Morrow HSRTO	Box 49, University of Northern Colorado Greeley, Colorado 80631
Mrs. Virginia Plunkett	Consultant in Early Childhood Education State Office Building 201 East Colfax - 4th Floor Denver, Colorado 80203

TEACHER ASSISTING Three-Month Program

First Quarter	Cr. Hrs.
TA 110 Public School Admin. Orientation	3
LT 200 Audio-Visual Graphics	4
PY 107 Psychology of Personal Development	3
EG 106 Occupational Communications	3
SJ Typing	3
HC 101 First Aid	1
	17

Alternate Courses:

LT 100	Intro. to Library Organizations	3
CC 102	Creative Activities	3

Employment Opportunities: The demand for trained assistants in the teaching field is steadily increasing. Qualified persons will be employed to assist the professional public school teacher from kindergarten to 6th grade.

Total Credit Hours: 17



Division of Health Occupations

CONTENTS

Continuing Education	71
Inhalation Therapy Assisting	74
Licensed Practical Nursing	76
Nurse Assisting	77
Surgical Technician	79
Ward Clerk	80

CONTINUING EDUCATION

Two basic types of continuing education programs are available to the practitioners in the Health Occupations.

Refresher courses will be offered, as indicated by community needs, to renew the knowledge and skills of the practitioners who have been inactive. For example, a nurse refresher course will be offered for nurses currently licensed in Colorado who feel the need for additional theory and clinical practice of nursing.

The second group of programs is designed to augment the knowledge and skills of the practitioner in the health occupations. These courses will enable the practitioner to acquire an increased depth of knowledge in basic areas; an awareness of progress; developments and new therapy measures; and to meet requirements for re-certification.



Advisory Committee Inhalation Therapy

Paul Hackett, M.D. Chief of Anesthesiology	Department of Anesthesiology Denver Children's Hospital 1056 19th Avenue Denver, Colorado 80218
Mrs. Barbara McPhie Technical Director	Department of Inhalation Therapy General Rose Memorial Hospital 1050 Clermont Denver, Colorado 80220
Boyd Bigelow, M.D. Pulmonary Dept.	St. Anthony's Hospital West 16th Ave. and Raleigh Denver, Colorado 80204
Miss Frances Green Supervisor	Department of Anesthesiology Denver Children's Hospital 1056 19th Avenue Denver, Colorado 80218
Richard F. Negri 	Allied Medical Services Mercy Hospital East 16th Avenue at Milwaukee Denver, Colorado 80206

INHALATION THERAPY ASSISTING

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
M 100 Dev. Math	3	HE 105 Nursing Proc. & Ethics	3	HE 100 Med. Term.	2
EG 106 Occ. Com.	3	EG 107 Occ. Com.	3	PY 100 Psych. for Bus. & Ind.	3
HE 107 Basic Science	5	HE 106 Basic Science	5	HE 108 Basic Science	3
IT 101 Ther. Dev.	5	IT 103 Bas. Ther. Meas.	5	IT 105 Patient Care Measures Elective	5 3
	16		16		16

Employment Opportunities: The need for a prepared Inhalation Therapist has been recognized in the provision of health care services. The completely prepared therapist, under the supervision of the physician, will contribute to improved patient care through a communication with the physician. As the role of the therapist is more clearly defined it is evident that an assistive level of personnel, directly supervised by the qualified therapist, will enable more complete provision of health care services.

Total Credit Hours: 48

Advisory Committee
for
Licensed Practical Nursing Program

- | | |
|---------------------------------------|--|
| Miss M. Sue Bradford | Pediatric Clinic
University of Colorado Medical
Center
4200 East 9th Street
Denver, Colorado |
| Mrs. Philip Frieder | 75 South Forest
Denver, Colorado |
| Mrs. Mary Saxon | Rocky Mountain Osteopathic
Hospital |
| Assistant Director of Nursing Service | 4701 East 9th Avenue
Denver, Colorado 80220 |
| Mrs. Clara Weigel | Practical Nurse Association
of Colorado |
| Executive Director | 847 East Colfax
Denver, Colorado 80218 |

LICENSED PRACTICAL NURSING PROGRAM

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
HE 107 Basic Science	5	HE 106 Basic Science	5	HE 108 Basic Science	3
VN 100 Personal Care of Patients	6	VN 110 Maternal and Child Health	7	VN 120 Medical-Surgical Nursing	10
VN 102 Nutrition	2	English Elective	3	VN 122 Personal and Vocational Relationships	1
English Elective	3	Psychology Elective	3	Sociology Elective	3
	16		18		17

Employment Opportunities: Following successful completion of this program and the State Board for Practical Nursing Examination for licensure, the graduate will be prepared to work in beginning licensed practical nurse positions. He or she will be qualified to administer basic nursing care to people of all ages who have common illnesses. Positions may be obtained in hospitals, doctor's offices, clinics, or nursing homes. Many opportunities for employment are available.

Total Credit Hours: 51

NURSE ASSISTING Three-Month Program

This one quarter (10-12 week) course is to prepare the student for employment as a nurse assistant. The nurse assistant will work as a part of the health team, under the direction and supervision of a registered nurse, caring for patients in hospitals, extended care facilities and nursing homes.

The student will spend 22 to 27 hours each week in classes at the College or in supervised patient care experiences in a hospital or nursing home.

First Quarter	Cr. Hrs.
NA 110 Basic Personal Care	6
NA 120 Home Health Care	1
NA 130 Nurse Assistant and Her Job	1
NA 140 Patient Care Measures	7
	<hr/> 15

Employment Opportunities: Graduates will qualify for service in hospitals, extended care facilities, nursing homes, and home-care agencies. Persons who qualify for a more advanced program will be counseled to enter practical, technical or professional nursing programs.

Total Credit Hours: 15



**Advisory Committee
for
Surgical Technician Program**

- | | |
|------------------------------------|---------------------------|
| Mr. Douglas Cook | Valley View Hospital |
| Administrator | 8451 Pearl Street |
| | Denver, Colorado 80229 |
| Mrs. Kay Hill | Colorado General Hospital |
| Assistant Head Nurse, Surgery | 4200 East 9th Avenue |
| | Denver, Colorado 80220 |
| Mrs. Mary Ann Philson | St. Luke's Hospital |
| Inservice Coordinator | 601 East 19th Avenue |
| | Denver, Colorado 80206 |
| Miss Myra Slavens | 8005 East Prentice Avenue |
| Educational Director, AORN | Englewood, Colorado |

SURGICAL TECHNICIAN

Nine-Month Program

A basic program to prepare a technician for the operating room. The practice of this worker may be adapted for preparation as a delivery room technician.

First Quarter	Ct. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
English Elective	3	HE 107 Basic Sci.	5	HE 108 Basic Sci.	3
He 105 Nrsng. Proc. Ethics	3	Psychology Elec.	3	ST 110 Applied Surgery Tech.	12
HE 106 Basic Sci.	5	ST 105 Operating Room Tech.	9		
HE 100 Medical Termin.	2				
ST 100 Intro. to Surgery Tech.	4				
	<u>17</u>		<u>17</u>		<u>15</u>

Employment Opportunities: The program is designed to prepare students to become direct assistants in hospital operating rooms.

Total Credit Hours 49

WARD CLERK
Three-Month Program

A short-term course to prepare the individual to assume routine clerical duties related to the provision of Health Care Services.

First Quarter	Cr. Hrs.
WC 100 Intro to Unit Management	3
WC 105 The Ward Clerk and Her Job	5
HE 100 Medical Terminology	2
HE 105 Nursing Procedures and Professional Relationships	3
English Elective	3
	<u>16</u>

Employment Opportunities: Graduates will qualify for services in hospitals, with limited opportunities in extended-care facilities, nursing homes, and home-care agencies.

Total Credit Hours: 16

Division of Industrial Occupations

CONTENTS

Appliance and Refrigeration	
Mechanics	83
Auto Body Service	85
Automotive Mechanics	88
Commercial Art	91
Drafting And Design Technology	93
Electronics Technology	96
Electronics Technology- Instrumentation Option	97
Electrical Electronics- Drafting Option	98
Graphic Arts	100
Industrial Drafting	103
Office Machine Service	104
Commercial Photography	106
Technical Illustration	107
Welding Fabrication	109

**Advisory Committee
for
Appliance and Refrigeration Mechanics**

Mr. Rex Hampton	Continental Air Conditioning
Service Manager	2308 Walnut Street Denver, Colorado 80205
Mr. Robert Jones	Ward Terry & Company
Whirlpool Representative	70 Rio Grande Boulevard Denver, Colorado 80204
Mr. Richard Jorgensen	Frigidaire Sales Corporation
Service Representative	6666 South Stapleton Denver, Colorado 80217
Mr. Robert Owen	Montgomery Ward and Company
Shop Manager, Service Repair	Repair Service Center 35 West Alaska Place Denver, Colorado 80223
Mr. William Parkinson	Sears Roebuck and Company
Parts and Service Manager	1701 West 6th Avenue Denver, Colorado 80204
Mr. Claude Thoemke	Empire Gas and Electric Equipment
Service Repair	1635 West 13th Avenue Denver, Colorado 80204

APPLIANCE AND REFRIGERATION MECHANICS

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AE 100 Basic Appliance Mech.	10	AE 120 Appliance and Ref. Mech.	10	AE 130 Adv. App. and Ref. Mech.	10
Math Elective	3	English Elective	3	Elective	3
Elective	3	PY 100 Hum. Rel. in Bus. & Ind.	3	-297 Coop. Work Exp. or Technical Proj.	
	<u>16</u>		<u>16</u>		<u>16</u>
Optional Courses					
EM 100 Refrigeration and Air Conditioning					
EM 101 Advanced Refrigeration and Air Conditioning					

Employment Opportunities: Installing and repairing appliances, refrigeration and air conditioning equipment. Students are qualified (when successfully completing the course) to enter service departments of appliance sales and service firms or to be self-employed.

Total Credit Hours: 48



Advisory Committee for Auto Body

Mr. James Allen	Allen Paint Supply Company
Owner	141 South Broadway Denver, Colorado
Mr. Elmer C. Boehm	E. I. DeNemours and Company
Representative	Finishes Division Denver, Colorado 80204
Mr. Edwin J. Burke	Motors Insurance Company
General Manager	333 Logan Street Denver, Colorado
Mr. Raymond J. Campbell	Independent Garage Owners
Executive Secretary	of Metropolitan Denver Box 18233, E. Colfax Station Denver, Colorado 80218
Mr. Ezzra Gardner	Kimsey Auto Body
Owner	8601 North Pearl Thornton, Colorado
Mr. Robert Lane	Forbes Appraisal Service
Insurance Adjuster	11895 - 14th Avenue Aurora, Colorado
Mr. Joseph Pargola	Refinishing Materials, Inc.
Owner	1150 South Broadway Denver, Colorado
Mr. Anthony Vacchiarelli	Hank's Auto Body
Owner	3815 Perry Street Denver, Colorado 80212
Mr. Victor Wise	Vic Wise Auto Body
Owner	3654 Marion Street Denver, Colorado 80205

AUTO BODY SERVICE

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AB 111 Auto Body Repair	6	AB 112 Auto Body Repair	6	AB 113 Auto Body Service	3
AB 101 Auto Refinish.	5	AB 102 Auto Refinish.	5	AB 103 Auto Refinish.	5
WE 100 Fund. of Weld.	3	WE 101 Fund. of Weld.	3	D 114 Occ. Draft.	3
EG 106 Occ. Comm.	3	EG 107 Occ. Comm.	3	PY 100 Hum. Rel.	3
AM 100 Seminar	1			M 102 App. Math	3
	18		17		17

Employment Opportunities: Body repairman or helper, painter or painter's helper in automobile dealership, independent body shop, or automotive maintenance department of business or industry.

Total Credit Hours: 52



AUTO BODY SERVICE

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AB 111 Auto Body Repair	6	AB 112 Auto Body Repair	6	AB 113 Auto Body Service	3
AB 101 Auto Refin.	5	AB 102 Auto Refin.	5	AB 103 Auto Refin.	5
WE 100 Fund. of Weld.	3	WE 101 Fund. of Weld.	3	D 114 Occ. Draft.	3
EG 106 Occ. Comm.	3	EG 107 Occ. Comm.	3	PY 100 Hum. Rel.	3
AM 100 Seminar	1			M 102 Appl. Math.	3
	<u>18</u>		<u>17</u>		<u>17</u>

Second Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AB 214 Frame & Unit Body Straight.	5	AB 215 Major Straight. & Body Align.	5	AB 216 Body Rebuild. Meth.	5
AB 224 Major Body Repair	5	AB 225 Major Body Repair	5	AB 226 Shop Mgt.	3
M 103 Appl. Math.	3	AB 297 Coop. Work Exp. or elective	3	AB 236 Collision Est.	5
Social Science Elective	3	Elective	3	Elective	3
	<u>3</u> 16		<u>3</u> 16		<u>3</u> 16

Employment Opportunities: Auto body repairman and/or painter in an automotive dealership, independent body shop or maintenance department of business and industry; or may be employed as insurance adjuster trainee, manager trainee, order writer in dealership, salesman in automotive supply house.

Total Credit Hours: 100

**Advisory Committee
for
Automotive Mechanics**

Mr. R. E. Alred	Quaker State Oil Corporation 1244 Regina Lane Denver, Colorado 80233
Mr. James Babcock	Metropolitan Denver Auto Dealers 70 West 6th Avenue Denver, Colorado 80222
Mr. Earl Barrett	Miller Tire Sales 505 W. Cedar Denver, Colorado
Mr. William Cunningham	Car Parts, Inc. Denver, Colorado 80216
Mr. Joseph B. Dowd	Doenges-Glass Ford First and Havana Street Aurora, Colorado 80010
Mr. Clifford R. Hoffman	Cliff's Automatic Transmission Service P. O. Box 1284 Adams City, Colorado 8002
Mr. Albert E. Miller	Griffith Motors, Inc. 2770 N. Speer Blvd. Denver, Colorado
Mr. Albert Rose	Bert's Home Service Aurora, Colorado 80010

AUTOMOTIVE MECHANICS

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AM 111 Basic Eng. & Ignition	5	AM 112 Power Plants	3	AM 113 Charging Systems	3
AM 121 Brake Systems	3	AM 122 Wheel Align. Bal. & Steer. Gears	3	AM 123 Trans. Power Trains & Clutches	3
WE 100 Fund. Weld.	3	AM 132 Carb. & Tune-up	3	AM 133 Basic Service Repair	3
EG 106 Occ. Comm.	3	EG 107 Occ. Comm.	3	PY 100 Hum. Rel.	3
AM 100 Seminar	1	D 114 Occ. Draft.	3	M 102 Appl. Math.	3
	<u>17</u>		<u>15</u>		<u>15</u>

Employment Opportunities: Entry level mechanic in a service station or garage.

Total Credit Hours: 47



AUTOMOTIVE MECHANICS

First-Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
AM 111 Basic Eng. & Ignition	5	AM 112 Power Plants	3	AM 113 Charging Systems	3
AM 121 Brake Systems	5	AM 122 Wheel Align. Bal. & Steer. Gears	3	AM 123 Trans., Power Trains & Clutches	3
WE 100 Fund. Weld.	3	AM 132 Carb. & Tune-Up	3	AM 133 Basic Service Repair	3
EG 106 Occ. Comm.	3	EG 107 Occ. Comm.	3	PY 100 Hum. Rel.	3
AM 100 Seminar	1	D 114 Occ. Draft.	3	M 102 Appl. Math	3
	<hr/> 17		<hr/> 15		<hr/> 15

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
AM 214 Dynamometer Operator	3	AM 215 Engine Diagnosis	3	AM 216 Diagnosis & Repair	3
AM 230 Sus. Systems	3	AM 225 Auto. Air Cond.	5	AM 226 Auto. Trans.	5
AM 234 New & Used Car Make-Ready	5	AM 235 Engine Rebuilding	5	AM 297 Coop. Work Experience or elective	3
M 103 Appl. Math.	3	Soc. Science Elec.	3	EC 108 Labor Relations	3
Elective	3				
	<hr/> 17		<hr/> 16		<hr/> 16

Employment Opportunities: Entry into automotive service field as a line mechanic in a garage or service station; Often finds employment in specialty shops rebuilding engines, transmissions, or charging systems. Many opportunities also in automotive parts, sales or as manufacturer's service representative. This program is a good foundation for the potential service manager or garage foreman.

Total Credit Hours: 96

**Advisory Committee
for
Commercial Art**

Mr. Hib Bender	May D & F
Dir. of Merchandise Presentation	16th Street and Tremont Place Denver, Colorado 80202
Mr. Victor Drake	Bradford-Robinson Printing Company
Art Director	1824 Stout Street Denver, Colorado 80202
Mr. Merritt Esmiol	U. S. Forest Service
Chief Illustrator	Regional Office, I & E Division Denver, Colorado 80225
Mr. William W. Johnston	Denver Regional Council of Govts.
Chief Planner	2475 West 26th Avenue Denver, Colorado 80211
Mr. Louis Kern	A. B. Hirschfield
Art Director	Speer Boulevard and Acoma Denver, Colorado 80204
Mr. Angelo B. O'Doroso	The Denver Post, Inc.
Editorial Art Department Director	650 - 15th Street Denver, Colorado 80202

COMMERCIAL ART

Two-Year Program

FIRST YEAR

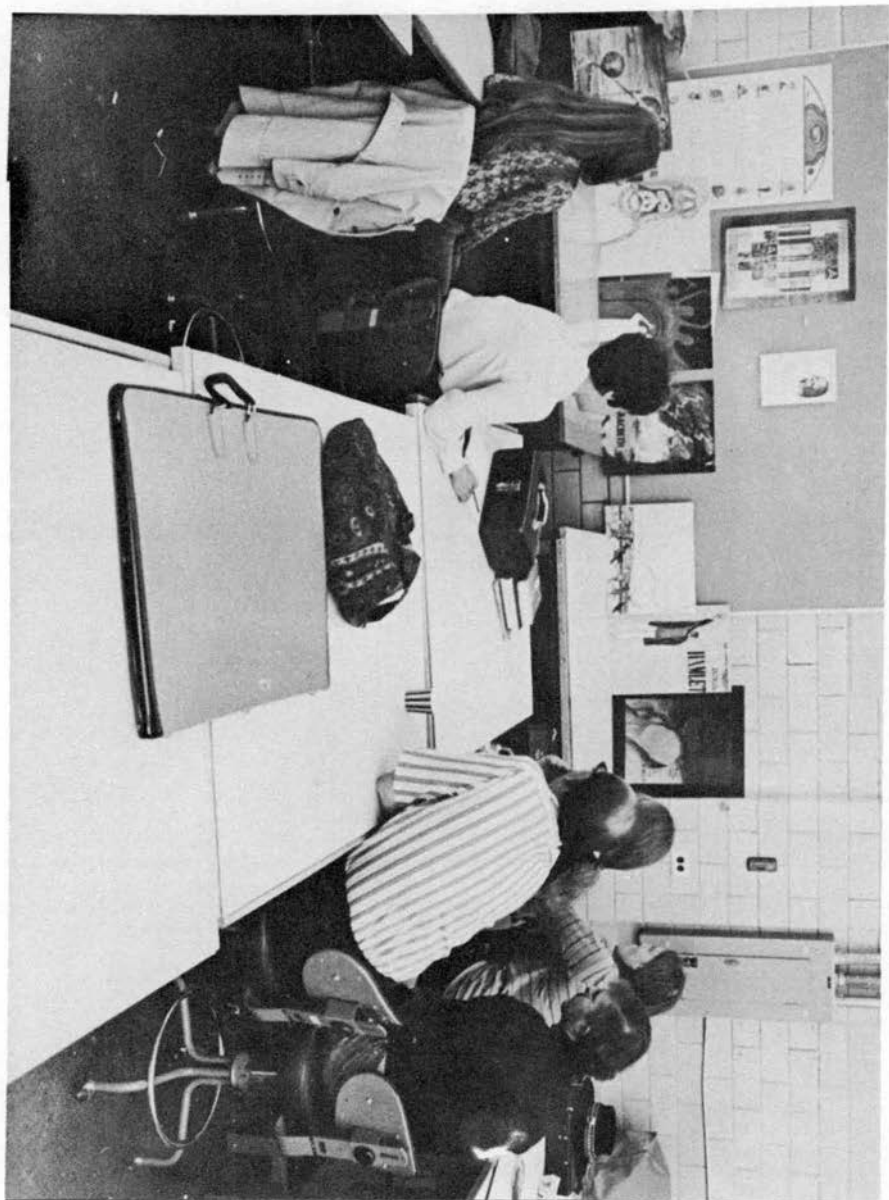
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
English Elective	3	English Elective	3	S 110 Fund. of Spk.	3
AR 101 Basic Draw.	3	AR 102 Basic Draw.	3	AR 103 Basic Draw.	3
AR 105 Basic Design	3	AR 106 Basic Design	3	AR 107 Basic Design	3
CM 100 Lettering and Typography	3	CM 101 Typography & Layout	3	CM 103 Typography & Layout	3
CM 150 Descriptive Drawing	3	PY 100 Hum. Rel. in Bus. & Ind.	3	Math Elective	3
	<u>15</u>		<u>15</u>		<u>15</u>

SECOND YEAR

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
PT 101 Basic Photog.	3	PT 102 Intermediate Photog.	3	CM 209 Adv. Illus.	3
CM 201 Adv. Design & Rendering	3	CM 202 Adv. Design & Rendering	3	CM 203 Adv. Design & Rendering	3
GA 100 Intro. to Graphic Arts	3	CM 204 Visual Merch.	3	PY 107 Psych. of Pers. Development	3
GA 105 Graphic Arts Processes & Production	5	CM 297 Coop. Work Exp.	2	CM 297 Coop. Work. Exp. or elective	3
	<u>14</u>	AR 245 Printmaking Elective	3	Elective	3
			<u>17</u>		<u>15</u>

Employment Opportunities: The program is organized to develop skills in design, layout, lettering, typography, illustration, production, art services and studio procedure. Job opportunities as illustrators, layout men, letterers, paste-up and mechanical men in advertising agencies, art studios, art services, department stores, publishing house packaging services and product manufacturers.

Total Credit Hours: 91



DRAFTING AND DESIGN TECHNOLOGY

A two-year curriculum which provides comprehensive training for the industrial-mechanical draftsman. Most first year courses are applicable to either the first-year Civil Technology program or the two-year Architectural Drafting Technology program.

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
D 101 Intro. to Draft.	3	D 102 Occup. Draft.	5	D 103 Adv. Tech. Drafting	5
D 100 Draft. Occup. Seminar	1	D 104 Matls. in Ind.	3	CT 121 Statics & Str. of Materials	4
Related Elective 1	3	P 101 Fund. of Phys.	3	CT 224 Est. Const. Costs	3
EG 106 Occ. Comm.	3	EG 107 Occ. Comm.	3	PY 107 Psych. of Pers. Development	3
M 102 Appl. Math.	3	M 103 Appl. Math.	3	M 104 Appl. Math.	3
Elective	3				
	16		17		18

Note: The first year of the Industrial-Mechanical Drafting Technology curriculum is a prerequisite to allow the student a choice of the following second-year options:

1. An expanded major in Industrial-Mechanical Drafting
2. A major in Industrial-Mechanical Drafting with a seven to nine-hour approved minor in one of the following:
 - a) Architectural Drawing
 - b) Structural Drafting
 - c) Architectural-Structural Drafting
 - d) Civil Technology
3. A major in Electrical-Electronic Drafting

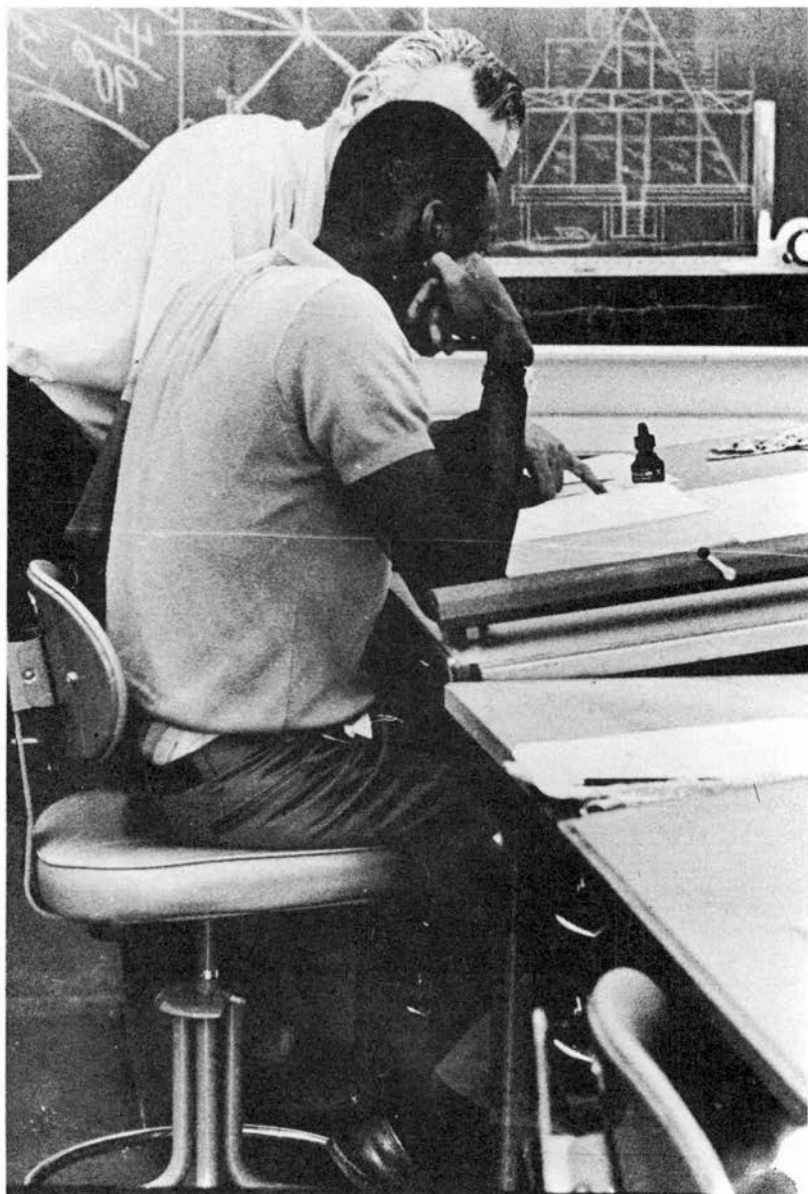
D 261, Technical Project in Drafting, may be taken in conjunction with either D 244 or D250, if desired.

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
D 242 Ind. Mech. Drafting I	5	D 243 Ind. Mech. Drafting	5	D 244 Ind. Facil. Layout	5
Related Elect. II	3	D 241 Basic Mech.	5	D 250 Tool & Jig Design	3
MG 209 Bus. Org. & Mgmt.	3	MS 265 Fund. of Hydr. and Pneumatics	3	D 261 Tech. Project in Drafting	3
PY 100 Human Rel. in Bus. and Industry	3	Related Elective III	2	Related Elective IV	3
Elective	3	Elective	3	Elective	3
	17		18		17

Employment Opportunities: At the end of the two-year Drafting, students are prepared to enter industry in a beginning position in industrial plants, engineering firms, manufacturing concerns, and electrical and electronic companies. As a member of a drafting and design team, he may become a detailer, draftsman, designer, or junior engineer working with various projects and their related drawing, materials and processes.

Total Credit Hours: 103



**Advisory Committee
for
Electronics Technology**

Mr. Charles Bell	Mc Fall & Konkell
Vice President—Electrical Coordination	Consulting Engineers, Inc. 2160 S. Clermont Denver, Colorado 80222
Mr. William King	Educational Science
Consultant	Equipment 1951 Fillmore Street Denver, Colorado 80206
Mr. Robert E. Stringer	Hewlett-Packard Corporation
Sales Manager	7965 East Prentice Avenue Englewood, Colorado 80110
Mr. Wilbur Weir	Public Service Company
Director of Education	of Colorado 550 15th Street Denver, Colorado 80202
Mr. Richard D. White	Telemation Colorado, Inc.
Regional Manager	3501 Kalamath Street Denver, Colorado 80211

ELECTRONICS TECHNOLOGY

OBJECTIVE: The objective of the total curriculum in Electronics Technology is to produce a competent electronics technician. The electronics technician must be capable of working and communicating with engineers, scientists and production personnel in his specialized work.

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
ET 101 Basic Elect. DC Theory	5	ET 102 AC Theory & Vac. Tube Dev.	5	ET 103 Solid State Devices	5
ET 111 Basic Elect. LAB-DC	4	ET 112 AC & Vac. Tube Dev. Lab.	4	ET 113 Solid State Devices Lab.	4
ET 100 Seminar	1	D 101 Intro. Draft.	3	ET 104 Elect. Layout & Fabrication	3
M 102 Appl. Math.	3	M 104 Appl. Math.	3	M 105 Intro. Algebra	3
EG 106 Occu. Comm.	3	EG 107 Occu. Comm.	3	PY 107 Psy. Per. Dev.	3
	16		18		18

Second Year General Option

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ET 202 Appl. Elect.	6	ET 203 Intro. to Digital Elect. I	4	ET 204 Digital Elect. II	4
ET 201 Instru. & Measurements	4	ET 231 Electro-Mech. Devices I	5	ET 222 Comm. Systems II	4
P 101 Fund. of Physics	3	ET 221 Comm. Systems I	4	ET 205 Electronic Troubleshooting	3
M 106 Inter. Algebra	3	PY 100 Hum. Rel.	3	ET 297 Coop. Work Exp. or elective	3
	16		16	Elective	3
					17

Employment Opportunities: Opportunities include work as research and development technicians, sales and service technicians, operations technicians, assembly technicians. The program will provide the general knowledge required for the technician to advance into positions of increasing responsibility.

Total Credit Hours: 101

ELECTRONICS INSTRUMENTATION TECHNOLOGY (OPTION)

Second Year

First Quarter	Cr. Hrs.	Second Quarter	CR. Hrs.	Third Quarter	Cr. Hrs.
ET 201 Instrument and Measurement	4	ET 207 Measuring Principles II (Electrical)	5	ET 209 Control System Analysis	4
ET 206 Measuring Principles (Mech.)	6	ET 208 Computer Principles & systems	4	ET 210 Calibration & standardization	4
M 106 Inter. Algebra	3	ET 221 Communication systems	4	ET 205 Electronic Trouble-shooting	3
P 102 Physics for Instrumentation I	3	PY 100 Hum. Relations	4	ET 297 Coop. Work Experience or Elective	3
	<hr/> 16		<hr/> 16		<hr/> 17
Total Credit Hours: 49					



ELECTRICAL-ELECTRONIC DRAFTING OPTION

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ET 100 Basic Elec. & Magnetism	5	ET 120 Elec. Dev.	5	D 261 Tech. Project in Drafting	5
		ET 121 Basic Elec. Lab.	4		
ET 101 Basic Elec. Lab	4	D 272 Adv. Electrical & Electronic Draft.	4	ET 231 Elect. Design & Fabrication	3
D 271 Elec. Drafting	4			Related Elective V	3
MG 209 Bus. Org. & Mgmt.	3	PY 100 Human Rel. in Business & Indus.	3	Math Elective Elective I	3
	<hr/> 16		<hr/> 16		<hr/> 17

Employment Opportunities: At the end of the two-year Industrial-Mechanical Drafting Technology program, students are prepared to enter industry in a beginning position in industrial plants, engineering firms, manufacturing concerns, and electrical and electronic companies. As a member of a drafting and design team, he may become a detailer, draftsman, designer, or junior engineer working with various projects and their related drawings, materials and processes. Working from written, oral and field notes he may be working in one of the following areas: architectural, civil, electrical, electronic, industrial plant facilities, mechanical and machine design, piping and structural.

Total Credit Hours: 100

**Advisory Committee
for
Graphic Arts**

Mr. Allan White	Rocky Mountain Bank Note (P. I. C.)
Mr. Jerry Tewel	Tewel Printing
Mr. Mike Gardner	Bradford Robinson Press Superintendent (Litho Club)
Mr. Jim Burcham	Ad Photo (Litho Club)
Mr. Koil Felberg	Eagle Printing (Craftsmen Club)
Mr. Bill Grove	Denver Public Schools West High School (Craftsmen Club)

GRAPHIC ARTS Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
GA 100 Intro. to Graphic Arts	3	GA 110 Theory of Offset Litho.	3	GA 120 Theory in Offset Press Operations	3
GA 105 Graphic Arts Processes and Production	5	GA 115 Off-set Lithography Fundamentals	5	GA 125 Offset Litho-graphic Press Operations	5
English Elective	3	Math Elective	3	PY 107 Psych. of Pers. Dev.	3
Typing	3	PY 100 Hum. Rel. in Bus. and Ind.	4	Electives:	
				297 Coop. Work Exp. or Elective	
				299 Independent Study	6
	<u>14</u>		<u>15</u>		<u>17</u>
one night		GA 150 Process Camera and Stripping Theory			1
per week		GA 155 Process Camera and Stripping Operations			1
		Total			<u>2</u>

Pre-Requisite — Prior classroom work experience in Graphic Arts

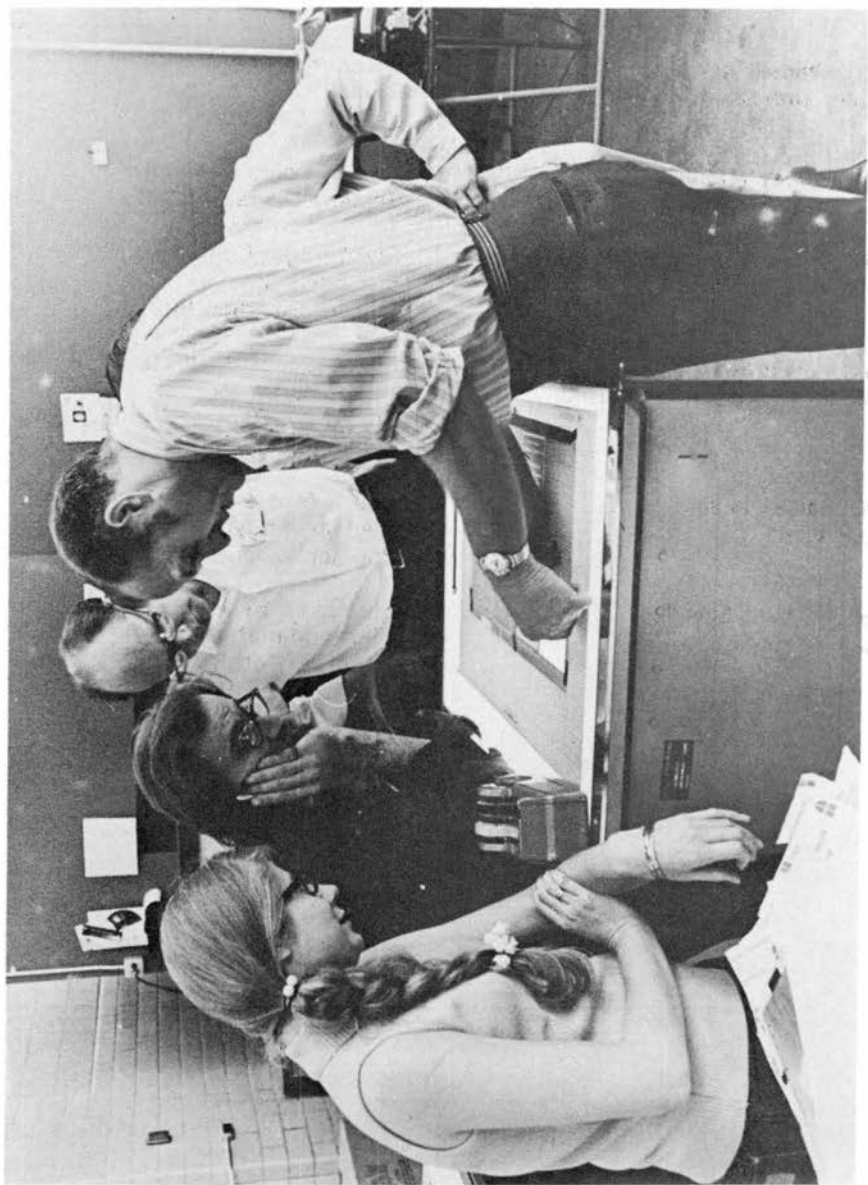
one night	GA 160 Platemaking and Offset Press Theory	1
per week	GA 165 Platemaking and Offset Press Operations	1
	Total	<u>2</u>

Pre-Requisite — Prior classroom or Work Experience in the Graphic Arts

Employment Opportunities: There are an increasing number of opportunities to enter the skilled printing and publishing industry. These opportunities exist because of technological modification in production methods. Students who successfully complete the Graphic Arts Program may be employed in newspaper plants, commercial printing shops, in book and periodical plants and in typographic composition firms, as well as in advertising departments of large business firms.

Total Credit Hours: 46

1964-1965
1965-1966



Advisory Committee for Industrial Drafting

Mr. Kenneth Kopplinger	Gardner-Denver
Chief Draftsman	Box 1020
	Denver, Colorado
Mr. Harvey Martin	Adolph Coors Company
Engineering Manager	Golden, Colorado 80401
Mr. R. James A. Thomson	Stern-Roger Corp.
Manager	Box 5888
	Denver, Colorado 80217
Mr. Ronald Giese	International Business
Manager, Design & Drafting	Machines Corp.
	Box 1900, Dept. 293, Bldg. 910
	Boulder, Colorado
Mr. James Reed	Ball Brothers Research Corp.
Designer	Boulder Industrial Park
	Boulder, Colorado 80302
Mr. Richard Schall	Electronic Research Department
Senior Engineer	Martin-Marietta
	Littleton, Colorado 80120

INDUSTRIAL DRAFTING

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
D 111 Ind. Draft. I	8	D 112 Ind. Draft. II	8	D 113 Ind. Draft. III	8
EG 106 Occu. Comm.	3	D 104 Materials in		PY 100 Hum. Rel. in	
D 100 Draft Seminar	1	Industry	3	Bus. & Ind.	3
M 102 Appl. Math.	3	EG 107	3	Related Elective	3
Related Elective	3	M 103 Appl. Math.	3	Elective	3
	<u>18</u>		<u>17</u>		<u>17</u>

NOTE: New students may enter the above Industrial Drafting program during the quarter if space is available.

Employment Opportunities: Graduates of the nine-month Industrial Drafting program will be prepared to enter employment as a beginning or junior draftsman.

Total Credit Hours: 52



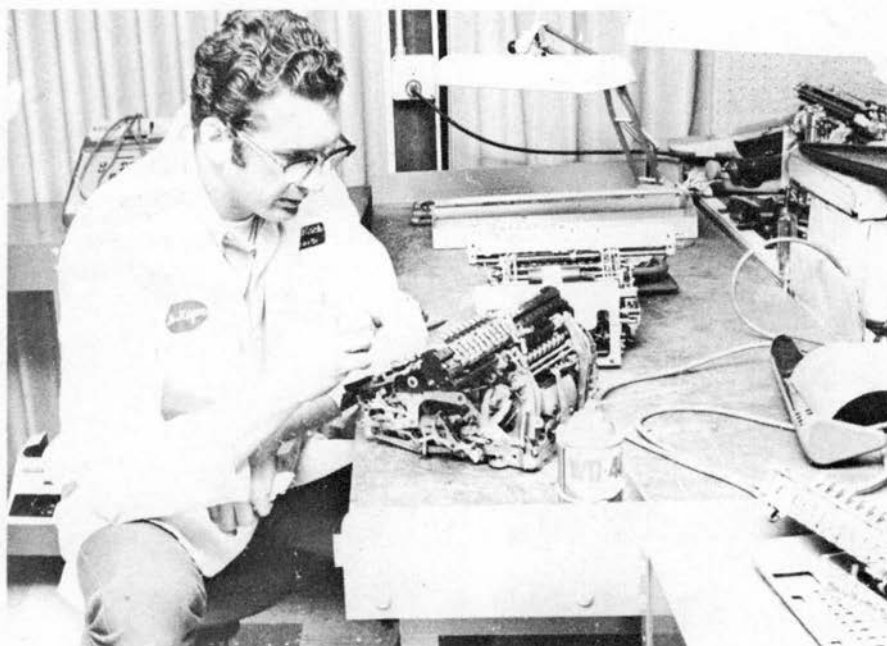
OFFICE MACHINE SERVICE

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
English Elective	3	PY 100 Hum. Rel. in Bus. & Ind.	3	MG 225 Salesmanship	3
Math Elective	3	OM 102 Typewriters: Preventative Maintenance	4	OM 104 Intro. to Adding Machines	4
SC 100A Typing or SC 100B Typing	3	OM 103 Basic Electri- city for Office Machines	3	OM 112 Office Mach. Business Management	3
OM 101 Intro. to Typewriters	4	OM 110 Serv. Work II	4	OM 115 Serv. Work III	4
OM 105 Serv. Work I	4				
Total	<u>17</u>		<u>14</u>	Total	<u>14</u>

Employment Opportunities: Employment opportunities upon completion of the nine-month program can be found with office machine manufacturers, sales agencies, and public institutions.

Total Credit Hours: 45



OFFICE MACHINE SERVICE

Two-Year Program First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
English Elective	3	PY 100 Hum. Relations in Bus. & Ind.	3	MG 225 Salesmanship	3
Math Elective	3			OM 104 Intro. to Adding Machines	4
SC 100A Typing or SC 100B Typing	3	OM 102 Typewriters: Preventative Maintenance	4	OM 112 Office Machine Bus. Mgmt.	3
OM 101 Intro. to Typewriters	4	OM 103 Basic Elec. for Office Machines	3	OM 115 Serv. Work III	4
OM 105 Serv. Work I	4	OM 110 Serv. Work II	4		
Total	17	Total	14	Total	14

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
OM 201 Intro. to Calculators	4	OM 204 Serv. Work V	8	OM 206 Cooperative Work Exper.	4
OM 202 Product Testing	4	OM 205 Cooperative Work Exper.	4	OM 207 Serv. Work VI	8
OM 203 Serv. Work IV Elective	4 3	Elective	3	Elective	3
Total	15	Total	15	Total	15

Employment Opportunities: The Office Machine Serviceman has interesting work, pleasant surroundings, and good employment opportunities in his field. Men with pleasing personalities and mechanical skill will find employment with sales agencies, manufacturing firms, service companies or as self-employed business men.

Total Credit Hours: 90

COMMERCIAL PHOTOGRAPHY

Nine-Month Program

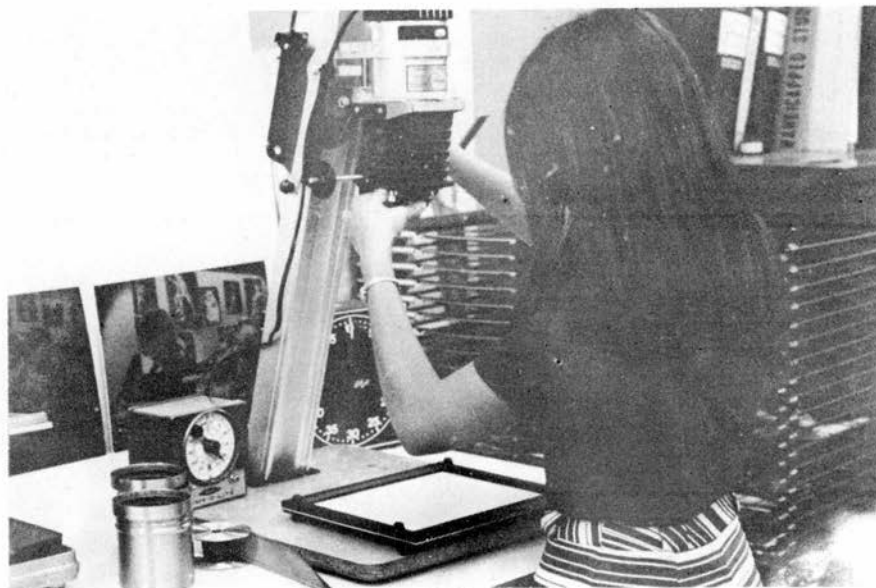
First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
PT 101 Basic Photography	3	PT 102 Intermediate Photography	3	PT 103 Advance Photography	3
AR 101 Basic Drawing	3	AR 102 Basic Drawing	3	AR 103 Basic Drawing	3
AR 105 Basic Design	3	AR 106 Basic Design	3	AR 107 Basic Design	3
GA 100 Graphics	3	GA 101 Off-set Lithography	3	AR 245 Print Making	3
GA 105 Graphics arts, Processes and Production	3	English Elective	3	CM 100 Lettering and Typography	3
English Elective	3			English Elective	3
	18		15		18

Alternate Courses:

- PT 200 Photography and Art
- GA 115 Off-set Lithography
- PT 297 Cooperative Work Experience or Elective
- PT 299 Independent Study

Employment Opportunities: After successful completion of the Commercial Photography program, students are qualified for employment in portrait and commercial studios. Employment may also be secured in industry, various government agencies, and on the staffs of newspaper and magazine publishers.

Total Credit Hours: 51



TECHNICAL ILLUSTRATION

Two-Year Program

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
English Elective	3	Math Elective	3	Math Elective	3
Math Elective	3	D 102 Occupational Drafting	4	D 103 Advanced Technical Drafting	4
D 101 Intro. to Drafting	3	D 201 Perspective & Pictorial Drafting	2	TI 112 Isometric, Dimetric & Trimetric Drawing	3
TI 111 Freehand Sketching Elective	4 3	AR 101 Basic Drawing Elective	3 3	PY 100 Hum. Rel. in Bus. & Ind. Elective	3 3 3
	16		15		16

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
TI 211 Rendering I	4	TI 213 Rendering II	4	TI 216 Airbrush Techniques II	4
TI 212 Layout & Design	3	TI 214 Air Brush Techniques I	3	TI 217 Reproduction Methods	3
PY 107 Psy. of Pers. Development	3 3	MG 209 Bus. Organ. & Mgt.	3	TI 218 Special Problem Elective	6 3
MG 226 Salesmanship Elective	3 3	TI 215 Technical Illustration Elective	3 3		
	16		16		16

Employment Opportunities: Technical Illustrator with any industry that designs, manufactures, repairs or maintains a product. These jobs consist of preparing company handbooks, manufacturers' sales catalogs, maintenance and repair manuals, assembly manuals, structural repair manuals, flight handbooks, operations' manuals and charts.

Total Credit Hours: 95

**Advisory Committee
for
Welding and Fabrication**

- | | |
|-------------------------------------|---------------------------|
| Mr. Donald Drommond | Dow Chemical Company |
| Pipe Shop Supervisor | Box 888 |
| | Golden, Colorado |
| Mr. Richard E. Edwards | Honeywell Test |
| Supervisor | Instruments Division |
| | 4800 East Dry Creek Road |
| | Denver, Colorado 80217 |
| Mr. A. A. Lambrecht | American Steel and |
| Vice-President | Iron Works |
| | 4245 Fox Street |
| | Denver, Colorado |
| Mr. Raymond Tarter | Western Welding Supply |
| General Manager | 2805 South Roritan |
| | Englewood, Colorado 80110 |

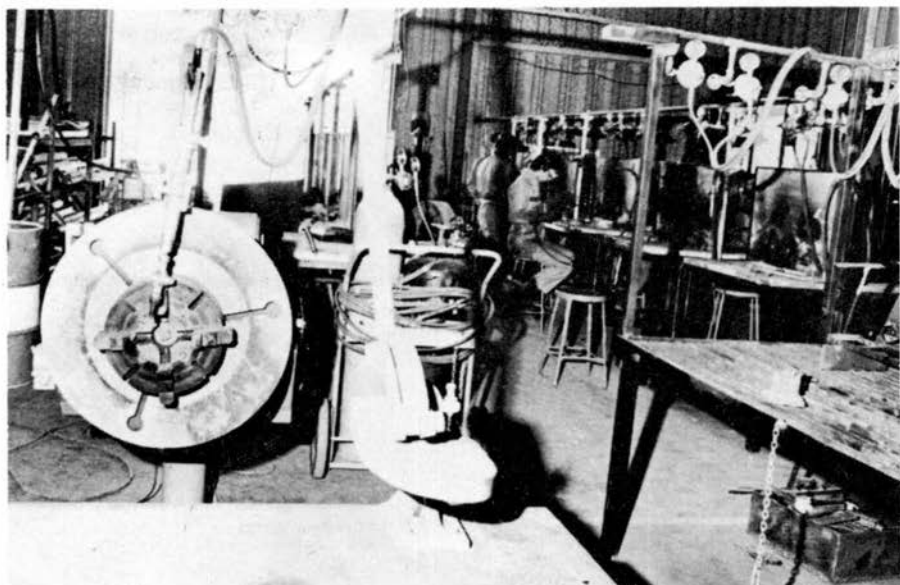
WELDING & FABRICATION

Nine-Month Program

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
WE 111 Gas Weld.	8	WE 112 Arc Weld.	8	WE 113 Arc Weld. Advanced	8
M 102 Appl. Math.	3	M 103 Appl. Math.	3	M 104 Appl. Math.	3
EG 106 Occ. Com. MS 100 Seminar	3 1	EG 107 Occ. Com.	3	D 182 Blueprint Reading II	3
D 114 Occ. Draft.	3	D 181 Blueprint Reading I	3	Elective PY 100 Hum. Rel.	3
	<u>18</u>		<u>17</u>		<u>17</u>

Employment Opportunities: Mechanic in any facility requiring experienced or specialized welding repair or fabrication.

Total Credit Hours: 52



WELDING & FABRICATION

First Year

First Quarter	Cr. Hrs.	Second Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
WE 111 Gas Weld.	8	WE 112 Arc Weld.	8	WE 113 Arc Weld., Advanced	8
M 102 Appl. Math.	3	M 103 Appl. Math.	3	M 104 Appl. Math.	3
EG 106 Occ. Com.	3	EG 107 Occ. Com.	3	D 182 Blueprint Reading II	3
MS 100 Seminar	1	D 181 Blueprint Reading	3	Elective	3
D 114 Occ. Draft.	3			PY 100 Hum. Rel.	3
	18		17		17

Second Year

Fourth Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
WE 204 Weld & Fab	8	WE 205 Ornamental iron work	8	WE 206 Pipe Weld & Fabrication	3
MS 111 Theory Mach. Shop	3	D 251 Pipe Draft.		WE 297 Coop. Work Experience	3
MS 112 Pract. Mach. Shop	5	PY 100 Hum. Rel. in Bus. & Ind.	3	CT 121 Strength of Materials	4
Elective	3	Elective	3	Elective	3
		MS 137 Struct. metals			
	19		17		13

Employment Opportunities: Welding Technicians for entrance into a welding and/or fabrication trade.

Total Credit Hours: 101

CONSORTIUM OF ETHNIC STUDIES

The Ethnic Studies Program is interdisciplinary and is administered by an advisory committee composed of members of divisions offering work in the program as well as community representatives. Students are urged to confer with counselors concerning the purposes of the program, and should consult with a member of the advisory committee whose discipline closely approximates their particular interest in the Ethnic Studies Program.

In the interest of making education at the community college level relevant for students seeking satisfying experiences in the affairs of society, a serious attempt is being made to establish a curriculum which will provide exposure to a wide variety of values, culture and art peculiar to ethnic groups in this nation. As the thrust of curriculum revision deals more realistically with significantly different cultures and life styles of various ethnic and social groups, the institution is in a position to transmit more effectively the history and culture of a pluralistic society and still be responsive to the needs of individual students. To this end the institution is committed, both attitudinally and through the appropriate utilization of human and material resources at its command.





Consortium of Ethnic Studies

Advisory Committees

Asian Studies

Mr. John Yee Aurora Public Schools
Instructor Aurora, Colorado

Black Studies

Dr. Welton Flemon Metropolitan State College
Asst. Professor on Chemistry 250 West 14th Avenue
Director, Black Studies Denver, Colorado 80202

Mr. Ottawa Harris Community College of Denver
Counselor 1201 Acoma Street
Denver, Colorado 80204

Mr. Stephen Juniel Community College of Denver
Student 1201 Acoma Street
Denver, Colorado 80204

Mr. Ron Morrow Community College of Denver
Student 1201 Acoma Street
Denver, Colorado 80204

Mrs. Rachael Noels Denver Public Schools
Member Board of Education

Mr. James Reynolds Civil Rights Commission
Director 312 State Services Building
1525 Sherman Street
Denver, Colorado 80203

Dr. Frank Robinson Community College of Denver
Social Science Division 1201 Acoma Street
Denver, Colorado 80204

Mr. Alfred Williams 3360 Bellaire Street
Community Representative Denver, Colorado 80206
D. U. Law Student

Chicano Studies

- Mr. Rueben Aguirre** Metropolitan State College
Professor of Spanish 250 West 14th
Denver, Colorado 80202
- Mr. Santos Blan, Student** Community College of Denver,
Auraria Campus
1201 Acoma Street
Denver, Colorado 80204
- Mr. John Jaramillo, Instructor** Community College of Denver
Communication & Arts Division 1201 Acoma Street
Denver, Colorado 80204
- Mr. Tom Maes, Principal** Lucy Auld Elementary School
1200 E. 78th
Denver, Colorado
- Mr. Art Marquez, Student** Community College of Denver,
Auraria Campus
1201 Acoma Street
Denver, Colorado 80204
- Mrs. Fernie Baca Moore** Community College of Denver,
Financial Aids Officer Auraria Campus
1201 Acoma Street
Denver, Colorado 80204
- Judge Don Pacheco** District Court, Division 9
City and County Building
Denver, Colorado 80202
- Professor Salvador Ramirez** University of Colorado
Director of Mexican American Ketchum F8
Affairs Boulder, Colorado 80302

Native American (Indian)

- Dr. Roger Buffalohead** University of Minnesota
Chairman, Dept. of American Minneapolis, Minnesota 55401
Indian Studies
- Mr. John Gill** Community College of Denver
Student 1201 Acoma Street
Denver, Colorado 80204
- Miss Tillie Walker** United Scholarship Service, Inc.
941 East 17th Avenue
Denver, Colorado 80218

ETHNIC STUDIES

ART

AR 110 Art of the Southwest 3 credit hours

The architecture, painting and sculpture of the American Southwest from pre-Columbian civilizations to present times. Emphasis is on regional adaptation and assimilation of art forms brought about by the different cycles of conquest.

AR 112 Basic Black Art 3 credit hours

This course will deal with the basic skills and techniques of art development. The relationship between the community, the mass media, culture, and the function of Black Art will also be incorporated into the class structure.

BIOLOGY

B 150 Biology of the Human Races 3 credit hours

The biological aspects of race formation will be considered, including the genetic foundations, the range of human variability and race mixtures, and the usefulness of biological factors in understanding racial problems.

CHINESE

CH 111 Chinese I 5 credit hours

This course is primarily designed for the beginner who wishes to learn Chinese. The spoken language will be Mandarin, the official language of China, with emphasis on pronunciation drill and conversation practice.

CH 112 Chinese II 5 credit hours

Prerequisite: Chinese I

This course will emphasize continued practice in conversation and aural comprehension. Also, the introduction to the reading and writing of Chinese characters.

CH 113 Chinese III 5 credit hours

Prerequisite: Chinese I & II

This course will emphasize the reading of selected texts from Chinese publications. Also, grammatical analysis of basic Chinese sentence structure.

ECONOMICS

EC 161 Black Economics 4 credit hours

Introduction to the concepts of Labor, Land, Capital, Ownership and control of Economic Institutions as they have affected and continue to affect the lives of Black and poor Americans. The course will span the concepts of slavery to the idea of Black Power.

EC 162 Black Community Economics and Federal Taxes 3 credit hours

Individual economic stability and development are essential for the little man in the community before he can make any meaningful attempt to utilize his educational skills. This course is designed to give some basic understanding of four areas of taxes and credit. Relevant information on taxes and credit and guidelines for its use will be made to enable the student to make better use of his funds.

EC 170 Economic History of the Southwest 3 credit hours

Introduction of the concepts of Labor, Land, Capital, Ownership and control of Economic Institutions as they have affected and continue to affect the lives of the Chicano and poor Americans.

ENGLISH

EG 125 The Black Writer in America 4 credit hours

A beginning course in the study of Black literature, which includes the methods of evaluation and analysis essential for understanding and appreciating the literary contribution of the Black Writer in America.

EG 144 Afro-American Literature 3 credit hours

Study of the contribution of Afro-American writers to American literature and civilization.

EG 147 Contemporary Chicano Literature in Translation 3 credit hours

A contemporary look at the Southwest through the works of its authors. Attention to the writings of the present and how it underlines the Chicano's search for an identity.

EG 220 The Rhetoric of Social Protest 3 credit hours

An analytical and critical study of the rhetoric of social protest in America with special emphasis on racial agitation.

HISTORY

HS 107 Hang-ups and Happenings in American History 3 credit hours

A one quarter topical survey of American History from its origin to 1971.

HS 110 History of Chicano People 3 credit hours

Discussion of contemporary social, cultural, political and economic problems of the Chicano people and the study of these problems in relation to their historical roots.

HS 120 History of the Black People 3 credit hours

The historical development of the Black peoples of the World. Tracing this development from the early African civilizations through the American slave systems to the modern day Black cultures of the U.S.

HS 125 Black Civilization – Africa 3 credit hours

The culture and the development of the area of Africa south of the Sahara from earliest times to the present. This includes tribes, slavery, colonialism, and the new independent nations.

HS 130 History of the Southwest 3 credit hours

The cultural and historical development of what is now the Southwestern United States with particular emphasis on the Spanish and Indian influence on that portion of the American frontier.

HS 131 The Spanish Southwest 3 credit hours

The historical and cultural development of the Spanish in the Southwestern United States. This examines the history and problems of the Spanish from early exploration to the present.

HS 132 History of Mexico 3 credit hours

The historical and cultural development of Mexico from pre-history to the present. This includes an examination of present day politics and society of Mexico.

HS 145 Chicano Civilization – Spain 3 credit hours

The development of culture and the history of Spain from Roman times to the present including a brief study of efforts and colonization, and the colonies that Spain owns today. This course covers the origin and power of the Catholic Church, the government, and the social structure of Spain.

HS 146 Chicano Civilization – Early Colonies 3 credit hours

The expansion of Spanish power into the New World and Asia from the 15th century to 1800. This covers the changes in culture, as society brought about, by colonization. It traces the expansion of the power of Spain to its peak.

HS 147 Chicano Civilization – Independence to Present 3 credit hours

The fall of the Spanish Empire, the rise of the new nations and the problems that they face today. This covers North and South America and Asia in relation to Spanish heritage and Modern Society.

HS 224 Black Civilization – The Americas to 1865 3 credit hours

The culture and the development of the Black people in the Americas following the American Civil War. Includes the Black nations and peoples in South and Central America, the Indies and the United States.

HS 225 Black People and the American Frontier 3 credit hours

Examines the role of Black people in the winning of the west. Covers colonial days, Black settlers, homesteaders, cowboys, gunfighters, and soldiers in the Indian wars.

HS 226 The Urban History of Black People in the U.S. 3 credit hours

Examines the Black city dweller in relation to other peoples including the Irish, Spanish, Italian, etc. This provides the basis for an examination of the Black in the city by demographic and social comparison with other minority groups at different times.

HS 261 Cultural History of China: 1 (Prehistoric to 1644) 3 credit hours

This course will examine the roots of Chinese civilization, the culture in traditional Chinese society — Confucianism, Taoism and Buddhism. An attempt will be made to compare and contrast Chinese and American societies as two ways of life and the bases for similarities and points of departure. The influence of Chinese civilization will also be studied.

HS 262 Cultural History of China: 11 (1644 to the present) 3 credit hours

The course will deal with modern Chinese history, beginning with a brief survey of Chinese society from the 17th to the 19th century when the convergence of Chinese and Western history ended Chinese seclusion. More emphasis will be placed on examining the interplay of foreign and domestic elements which gave rise to revolutionary changes in every aspect of Chinese society up to the present.

HS 265 Cultural History of Japan 3 credit hours

The course will briefly survey Japanese traditional society and culture. More emphasis will be placed on more recent historical developments from the Tokugawa Shogunate and the Meiji Reforms to the present. Japanese national character, religion (particularly Zen) and arts will also be examined.

HS 267 Cultural History of India 3 credit hours

This course will examine the roots of Indian civilization as well as the intense impact major invasions had on India, from the growth of Hinduism to the development of Western democracy. The influence India has had on other cultures will also be studied.

HS 269 Cultural History of Southeast Asia 3 credit hours

Special emphasis on anthropologic-political structure. This course will use an interdisciplinary approach to explore the complex and diverse cultures of southeast Asia and its variety of racial and linguistic groups. The cross cultural influence of India and China as well as the Western World will be carefully examined.

HUMANITIES

HU 145 Chicano Culture 3 credit hours

Study of the Indian Folklore of Mexico and the Southwest and its fusion with Hispanic Folklore.

HU 147 Folklore of Mexico and the Southwest 3 credit hours

Study of the Indian Folklore of Mexico and the Southwest and its fusion with Hispanic Folklore.

MUSIC

MU 120 Music of Mexico and the Southwest 3 credit hours

An examination of selected works in Mexican music from pre-Colombian times to present, concentrating on regional works and on Twentieth Century composers and their relationship to Chicano society.

POLITICAL SCIENCE

PS 240 Politics of the Chicano 3 credit hours

A critical evaluation of leading issues affecting Chicanos in American society. Includes a survey of social, cultural and political organizations within the community.

PS 260 Black Political Experience 4 credit hours

A survey of the role played (or not played) by the Black man in the development of American political institutions. An analysis of the impact of those institutions upon Black life in America. Special attention given to the Presidency, Congress, and Supreme Court in an attempt to surface the Black perspective on those bodies.

PS 265 Black Political Thought 4 credit hours

Carries the development of Black political thought from Frederick Douglass to the present, making the student aware of the forces which direct the Black man in his struggle to achieve personal and community goals.

PSYCHOLOGY

PY 140 Chicano Psychology 3 credit hours

This course is designed to develop an understanding from a psychological viewpoint of the impact of the Chicano situation on the Chicano personality.

PY 250 Psychology of Prejudice 3 credit hours

Prerequisite: PY 113 or equivalent

A course designed to assist students so that they understand in depth the basic causes of prejudice and the etiology of prejudicial behavior. Experiences are provided for greater understanding of people and the processes for abating or ameliorating the degree of prejudice by the individual.

PY 255 Black Psychology 3 credit hours

This course is designed to develop an understanding from a psychological viewpoint of the impact of the Black situation on the Black personality.

SCIENCE

SC 110 The Black Scientist Contributes 3 credit hours

A survey of the contributions of the Black man to the scientific world, with in-depth studies of some of the major figures.

SOCIOLOGY

SO 140 Field Work in Barrio Studies 3 credit hours

Field study observation of selected barrios, institutions, and agencies to be conducted under supervision and after preparatory instruction to acquaint student with the barrio.

SO 151 The Chicano and the Schools 3 credit hours

Problems of Chicano students adapting to the schools and the teacher's response to them. Includes observation of school facilities and classroom techniques.

SO 152 Urbanization and the Chicano 3 credit hours

Study of rural folk values of the Chicano and their erosion in the urban setting. Includes an analysis of the changing values within the Chicano community.

SO 220 Minority Groups in American Society 3 credit hours

The processes and consequences of labeling whereby certain groups come to be defined as "minorities" and treated in particular ways are studied. Various groups including homosexuals, prostitutes, dance musicians, race and ethnic minorities are treated.

SO 225 Racism and American Institutions 3 credit hours

This course is designed to analyze American institutions in relationships to racism. The historical development of racism and what it has done to influence the American way of life will be the foundation of this class.

SO 230 Hispano Culture 3 credit hours

Designed for all students. The purpose of the course is to develop an understanding of the cultural attainments and activities of the Hispanic Culture. The emphasis will be on the arts, music, religious beliefs, traditions, language, and how all these relate to contemporary cultural patterns.

SO 240 Black Sociology 3 credit hours

Fundamental concepts and theories of sociology with comparative emphasis on the Black man and his culture in white America.

SO 241 Chicano Sociology 3 credit hours

Fundamental concepts and theories of sociology with comparative emphasis on the Chicano and his culture in America.

SO 245 Urban Renewal and the Black Community 3 credit hours

This course is designed to provide the student with an overview of the economic, political, and social dynamics of urban renewal and the urban change process and how it effects Black individuals, organizations, and institutions. In the course students will explore and evaluate the significance of urban renewal, and investigate the variety of actions that community organizations can adopt as alternatives.

SPANISH

SP 141 Survey of Latin American Literature 3 credit hours

Each quarter concentrates on representative authors, themes and genres that reflect the literature of Latin America. (3 hours per week)

SP 142 Survey of Latin American Literature 3 credit hours

Continuation of SP 141 (3 hours per week)

SP 143 Survey of Latin American Literature 3 credit hours

Continuation of SP 142 (3 hours per week)

SP 121 Spanish to the Chicano 5 credit hours

Designed for the bi-vocal Chicano student. Instruction takes into consideration the interference of English in the development of the Spanish language skills for the student.

SP 122 Spanish to the Chicano 5 credit hours

Continuation of SP 121

SP 123 Spanish to the Chicano 5 credit hours

Continuation of SP 122

Course Descriptions

CONTENTS

Business and Management	123
Communication and Arts	143
Community and Personal Service	160
Health	165
Industrial	169
Science and Mathematics	191
Social Sciences	200

Business and Management

CONTENTS

Accounting	124
Data Processing	125
Insurance	128
Management	129
Medical Record	134
Secretarial	134
Traffic and Transportation	139
Cooperative Work Experience	142
Independent Study	142

ACCOUNTING

AC 100 Clerical Recordkeeping and Accounting 5 credit hours

Deals with the maintenance of records covering a wide variety of basic office procedures and kinds of business enterprises. The student receives realistic instruction and practice in the use of case records, checks and bank statements, budgets, retail sales and purchase records, etc. (5 hours per week)

AC 110 Secretarial Accounting 3 credit hours

This study of the basic elements of accounting for the secretarial student includes the handling of cash receipts and disbursements, and payroll records for various small business enterprises. A summary treatment of the accounting cycle and the preparation of financial statements is provided. (3 hours per week plus lab as needed)

AC 111 Accounting 5 credit hours

Recommended prerequisite or co-requisite:
MG 105 Introduction to Business and suitable math background

An introductory study of accounting principles to acquaint the student with the theory and logic that underlie accounting procedures. Course coverage includes the accounting cycle, debit and credit theory, financial statements, controlling accounts, subsidiary ledgers, special columnar journals, and fundamental data processing applications. (5 hours per week)

AC 112 Accounting 5 credit hours

Prerequisite: AC 111

An in-depth continuation of accounting principles as they pertain to purchases, sales ownership, accruals, deferrals, and end-of-year reporting of business enterprises. Special emphasis is placed on the interpretation of accounting data. Course content is related to partnerships and corporate forms of business organization. (5 hours per week)

AC 113 Accounting 5 credit hours

Prerequisite: AC 112

This intermediate accounting course treats the specialized phases of accounting such as the processing of cash and temporary investments, receivables, inventories, long-term investments, plant and equipment, intangibles deferred charges, liabilities, capital stock and surplus, and complex financial statements. (5 hours per week)

AC 211 Intermediate Accounting 3 credit hours

Prerequisite: AC 113

In-depth study of fundamental accounting processes with emphasis on working capital as related to a corporate form of business organization. (5 hours per week)

AC 212 Intermediate Accounting 3 credit hours

Prerequisite AC 211

In-depth study of fundamental accounting process with emphasis on non-current assets, liabilities and owners equity as related to a corporate form of business organization. (5 hours per week)

AC 214 Accounting (Cost Accounting) 3 credit hours

Prerequisite: AC 113

A study of the fundamental elements of production costs and their distribution. Concepts and procedures applicable to job order, process, and standard cost systems are covered. Emphasis is placed on the use and interpretation of cost data for managerial decision-making. (3 hours per week)

AC 215 Introduction to Accounting Systems 3 credit hours

Prerequisite: AC 113 and DP 101 Introduction to Data Processing

Installation and Control of systems of accounting in various organizations and situations. Analysis of cases and research in types of tools available for implementation of an accounting system or procedure. (3 hours per week plus lab as needed)

AC 217 Income Tax Accounting 3 credit hours

Prerequisite: AC 113 or equivalent

Practice in the application of the Internal Revenue Code to the determination of income taxes for individuals. Familiarization with the Code provisions for businesses, with Colorado income tax laws and with resources available for use in preparation of returns. (3 hours per week plus lab as needed)

AC 220 Principles of Governmental Accounting and Budgeting 3 credit hours

Prerequisite: AC 113

Orientation in the concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls. (3 hours per week)

DATA PROCESSING

DP 101 Introduction to Data Processing 3 credit hours

An introduction to basic methods, techniques and systems of manual, mechanical, and electronic data processing. Objective of this course is to give the student a general understanding of the field of data processing. (3 hours per week)

DP 105 Data Processing Documentation 3 credit hours

A thorough analysis of all programming and operations documentation necessary to operate, understand, and modify another programmer's package. Developing program documentation; tape and disc library procedures; understanding flow charting standards.

DP 111 Automated Data Processing Fundamentals 3 credit hours

Manual, Mechanical, punched card and computer data processing concepts. Basic operation and wiring of IBM punched card equipment. (3 hours per week, plus lab. 1 hour per week)

DP 112 Computer Programming Fundamentals 5 credit hours

A basic course in computer programming and operation. Includes simple flow charting and programming techniques to acquaint the student with decision branches, indexing, and report generation. Permits basic assembler language and FORTRAN exposure, and covers functional characteristics, and general principles of computer operating systems. (5 hours per week)

DP 113 Computer Programming Assembler Language 5 credit hours

Instruction in coding simple programs in Assembler Language using standard and decimal instructions and linking these programs to preceded I/O routines. (5 hours per week)

DP 116 Computer Programming — COBOL I 5 credit hours

Prerequisite: DP 115

A beginning course in the characteristics of the COBOL programming language. Covers card to printer, card to tape, tape to tape, sorting and tape to printer basic operations. (5 hours per week)

DP 117 Computer Programming — COBOL II 5 credit hours

Prerequisite: DP 116

Continuation of COBOL I. Applications include complicated file maintenance diagram, and program. (5 hours per week)

**DP 118 Computer Data Processing Systems and Programming —
Part I 3 credit hours**

Prerequisite: DP 117

Courses DP 118 and DP 119 constitute a two-quarter sequence in which the student will be given an accounting problem which includes the handling of expenditures and encumbrances. The student will analyze the problem, define it, and design its solution by data processing techniques, using COBOL as the programming language. (3 hours per week)

**DP 119 Computer Data Processing Systems and Programming —
Part II 3 credit hours**

Prerequisite: DP 118

Continuation of the sequence begun in DP 118, using the accounting problems initiated in that course. Includes debugging programs for system and system documentation. (3 hours per week)

DP 220 Computer Programming Assembler Language 3 credit hours

Prerequisite: DP 115

Instruction in coding simple programs in Assembler Language using standard and decimal instructions and linking these programs to preceded I/O routines. (3 hours per week)

DP 221 Computer Programming FORTRAN Language 5 credit hours

Prerequisite: DP 115 and M 105 Introductory Algebra or equivalent collegiate course

Language useful in mathematical, scientific and business applications. Instruction in coding simple mathematical and business problems. (5 hours per week)

DP 222 Report Generator Programming (RPG) 3 credit hours

Developing and testing programs using RPG. Use RPG to implement programs for a phase of accounting. (3 hours per week)



INSURANCE

IN 110 Introduction to Insurance 3 credit hours

This course deals with the basic principles of insurance and risk. Various kinds of insurance are discussed; the primary objective of the course is an orientation to the many kinds of insurance and their purposes. (3 hours per week)

IN 121 Principles of Life and Health Insurance 3 credit hours

Nature and functions of life insurance, annuities, and health insurance with particular attention to types of policies and their provisions, programming, rate making, reserves, taxation, regulation, and company organization and management. (3 hours per week)

IN 123 Principles of Property and Liability Insurance 3 credit hours

The more important property and casualty insurance policies, and, from the insurer's viewpoint, problems of rate making, underwriting, loss adjustment, reinsurance, financial statements and reserves, loss prevention, and insurance surveys. Variations among various property and casualty lines, including fire, marine, automobile, workmen's compensation, liability, and bonding. (3 hours per week)

IN 131 Business Insurance 3 credit hours

Various kinds of insurance for the business firm are studied. The special needs of the individual proprietor, partnerships, and corporations receive attention. Special disability insurance, life insurance on key men, and split dollar plans are discussed. (3 hours per week)

IN 133 Life and Property Insurance Law 3 credit hours

This course applies basic principles of business law to the life and property insurance field. Special attention is given to the law of contract and agency, law of liability, the life insurance contract, policy provisions, settlement options and beneficiary designations. (3 hours per week)

IN 203 Principles of Risk Management 3 credit hours

This course defines the major categories of risk and how insurance handles each. It also reviews the basic theories of risk management. (3 hours per week)

IN 205 Analysis of Insurance Functions 3 credit hours

This course covers in detail an analysis of the various insurance functions especially applicable to property and casualty insurance. Some of the topics covered will be underwriting practices, loss prevention, rate making. (3 hours per week)

IN 221 Insurance and Taxation 3 credit hours

The effect of income, estate, and gift taxation on an insurance program are discussed in this course. These taxes are considered for the individual and the business enterprise also. (3 hours per week)

**IN 223 Principles of Insurance and Property Loss
Adjusting 3 credit hours**

Reviews basic concepts in loss adjusting as well as defining practical applications of loss adjusting. (3 hours per week)

IN 231 Estate Planning and Life Insurance 3 credit hours

Topics studied include: disposition of property in estates and trusts, administration of estates, federal estate taxation, federal gift taxation, planning through trusts and will, and the place of life insurance in estate planning. (3 hours per week)

MANAGEMENT

MG 103 Business Machines 3 credit hours

Prerequisite or co-requisite: M 110 Mathematics for
Business and Industry

Fundamental instruction in the basic mathematical process – addition, subtraction, multiplication, division – on full-key, 10-key, and printing calculators. Following basic familiarization on a variety of makes and models, the student will return to the 10-key machines to develop employable proficiency at high levels of speed and accuracy. (Also, the student will be introduced to specialized machine processes such as employing constants, using machine memory devices, figuring lapsed time, chain discounts, mark-ups and mark-downs, percentages of increase and decrease, etc.) (5 hours per week)

MG 105 Introduction to Business 3 credit hours

A survey of the structure and functions of the American business system. Provides an overview of business organization, finance, managerial control, production, distribution, personnel, and the interdependence of business and government. (3 hours per week)

MG 120 Credit Management 3 credit hours

Surveys all areas of credit and collections, including principles, policies, and techniques relating to banks, consumer finance and retail credit. The course is structured around the following divisional topics: acquisition of new business, controlling of accounts, collection of accounts. (3 hours per week)

MG 130 Credit Fundamentals 3 credit hours

A comprehensive study of the background of credit, how it came into being, securing new business, controlling the account, and collecting the account. This first quarter concentrates on retail credit and treats the development and mechanics of installment credit. (3 hours per week)

MG 131 Credit Fundamentals 3 credit hours

Prerequisite: MG 130

A continuation of MG 130, this quarter develops the background, function, and growth of wholesale and industrial credit, including a brief resume of the procedures used in securing, approving, and collecting such accounts*. Also acquaints the student with the domestic and international media through which the American credit system operates.

Financial statement analysis, (Introduced in Accounting 111), is thoroughly integrated at this point. (3 hours per week)

MG 132 Credit Fundamentals 3 credit hours

Prerequisite: MG 130

Covers the principles of mortgage lending as related to credit. Also includes a thorough explanation of foreclosure and bankruptcy and how these factors affect mortgage loan credit. Offers in detail the various methods of securing new business by savings and loan associations and mortgage bankers. (3 hours per week)

MG 200 Principles of Advertising 3 credit hours

An introductory course handling the theory, practice and techniques in advertising. Considers the role of advertising and sales promotion in our economy, and includes a general survey of the kinds and purposes of different media, the psychological implications of typical appeals, and limited student practice in promotional programming. (3 hours per week)

MG 201 Office Management 3 credit hours

The emphasis in this course is on the functions of the office and office organization; work in the office, office layout, equipment, supplies and forms; personnel problems in the office; and costs and control of office work. (3 hours per week)

MG 204 Office Procedures and Administration 3 credit hours

Develops a knowledge of office services and procedures in order to foster an understanding of the interrelationship of office functions, office services, and office facilities. Presents methods of recognizing and solving office communications problems, and an awareness of successful human relations, changing technologies, and philosophies of business, and the technical terminology used in business. (3 hours per week)

MG 205 Business Finance 3 credit hours

Examines the sources of short-term, intermediate-term, and long-term funds for a business. Principles and motives of financial management are stressed. Designed primarily for second-year students and community businessmen. (3 hours per week)

MG 207 Business Law 3 credit hours

Introduction to ordinary legal aspects of business transactions including such topics as contracts, agency, and negotiable instruments. Designed to give a general understanding of the subject and to provide information useful in determining the need for professional counsel. (3 hours per week)

MG 208 Business Law 3 credit hours

Prerequisite: MG 207

Continuation of MG 207. Covers law of partnerships, corporations, real property, estates and bankruptcy. (3 hours per week)

MG 209 Business Organization and Management 3 credit hours

Prerequisite: MG 105

Reviews the primary purposes and responsibilities of business, legal forms of ownership, types of organizational structure, and the promotion and operation of business. This is followed by an application of these principles to the areas of personnel, production, plant and equipment, working conditions, and the relations between the business, the community and society. (3 hours per week)

MG 210 Business Policies 3 credit hours

Prerequisites: MG 105 and MG 209

A study of policy construction and its relationship to effective management, sound personnel administration, and financial stability. Various areas previously studied are related to policy decision making through the use of case studies. (3 hours per week)

MG 211 Principles of Buying 3 credit hours

Prerequisite: MG 217

Designed for the student who wishes to specialize in this area, the course covers both principles and practices in the buying field. Professional buyers from the Metropolitan area will be invited to teach various units and lead discussions of typical buying problems. (3 hours per week)

MG 212 Case Studies in Administrative Assistance 3 credit hours

This is an upper-level course for secretarial science and office administration students, though it has value implications for all business majors. Using the case-study seminar approach, it encourages critical thinking and decision making in those office situations where a person must project himself into the capacity of his own supervisor, associate, or staff employee in determining a course of action or an appropriate response. (3 hours per week)

MG 213 Principles of Marketing 3 credit hours

Prerequisite: MG 105

Marketing as an institution and as a managerial variable is studied in this course. Covers a survey of the distributive fields, their function, and interrelationship. (3 hours per week)

MG 214 Principles of Marketing 3 credit hours

Prerequisite: MG 213

A continuation of MG 213. Covers pricing policies, promotional activities, marketing in special fields, and market analysis. Especially suited to students planning career objectives in the field of distribution. (3 hours per week)

MG 215 Principles of Merchandising 3 credit hours

A practical examination of the total process of merchandising, including the selection, buying, pricing, advertising, display and analysis associated with the handling of merchandise. (3 hours per week)

MG 216 Personnel Administration 3 credit hours

Prerequisite: MG 105 or MG 213

A study of the principles and techniques of personnel management, including an examination of managerial practices in the selection, development, and motivation of employees. Considers factors underlying employee participation in policy formation; the effect of the work environment; administration of wages, salaries and benefits; and the evaluation of personnel programs. (3 hours per week)

MG 217 Principles of Retailing 3 credit hours

Prerequisite: MG 105 or MG 213

Designed to acquaint the student with the fundamentals of retail-store organization and management, including store location, layout, buying, pricing and operation. (3 hours per week)

MG 218 Credit Operations and Procedures 3 credit hours

Course concerns itself with the actual operation of a credit department. Includes a comprehensive evaluation of such things as credit approval and credit identification, authorization, accounts receivable procedure, collection fundamentals and methods, and rehabilitating the delinquent account. (3 hours per week)

MG 225 Salesmanship 3 credit hours

Covers the fundamentals of selling from the determination of customer needs to the close of the sale. Treats such factors as customer problems, merchandising knowledge, and personality traits of successful salesmen. (3 hours per week)

MG 227 Sales Management 3 credit hours

Prerequisite: MG 225 or MG 209

A study of sales management, the methods, techniques and problems involved, and the relationship of sales management to the total business operation. (3 hours per week)

MG 228 Techniques of Fashion Merchandising 3 credit hours

Prerequisite: MG 215

A specialized course concentrating on the dynamic field of fashion. It examines the factors to be weighed in selecting fashion goods, considering all the sub-markets, the short- and long-term trends, creative techniques of promotion, and cost factors. (3 hours per week)

MG 230 Credit Operation and Procedures 3 credit hours

Prerequisite: MG 132

Course concerns itself with the actual operation of a credit department. Includes a comprehensive evaluation of such things as credit approval and credit identification, authorization, accounts receivable procedure, collection fundamentals and methods, and rehabilitating the delinquent account. (3 hours per week)

MG 231 Credit Counseling and Account Handling 3 credit hours

Prerequisite: MG 230

Techniques in interviewing and counseling credit applicants. (3 hours per week)

MG 232 Credit Reporting 3 credit hours

Prerequisite: MG 230

Course will provide up-to-date procedures of the credit reporting industry. Details involved in the securing and maintenance of credit files, both individual and commercial, will be analyzed. (3 hours per week)

MG 233 Case Studies in Credit 3 credit hours

Prerequisite: MG 232

Using the case study method, students will have an opportunity to apply their business knowledge to actual credit problems and evaluate various solutions under professional guidance. (3 hours per week)

MG 237 Credit Management 3 credit hours

Prerequisite: MG 233 or permission of instructor

A concluding course to bring together all the many facets of credit procedure, with emphasis on the administrative and decision-making functions of the qualified credit manager. (3 hours per week)

MG 239 Wage and Salary Administration **3 credit hours**
Prerequisite: MG 216

Systematic administration of wages and salaries as a means of motivation and control in business and other enterprises. Job analysis, descriptions and specification; job evaluation methods; wage structure; community wage and salary surveys; principles and administration of wage incentive plans and their effectiveness. (3 hours per week)

MG 240 Small Business Administration **3 credit hours**
Prerequisite: MG 105 and AC 111 Accounting

A study of small business and its importance in the American Economy. Problems of small business operation will be analyzed through the use of case studies. A business simulation game will be an integral part of this course. (3 hours per week)

MEDICAL RECORD

MR 100 Introduction to Medical Records Tech. **3 credit hours**

An introduction to the field of Medical Records Technology, the hospital and medical record department. The student is introduced to methods of obtaining, preserving and using medical records and coding according to SNDO and ICDA.

MR 102 Medical Record Procedures **6 credit hours**

A continuation of MR 100 to include collection of statistical data, admission and discharge procedures, ethics, legal aspects. (4 hours lecture – 6 hours laboratory per week)

MR 104 Medical Record Specialties **3 credit hours**

A continuation of MR 102 emphasizing legal procedures, preparation of statistical data, and preparation of insurance reports.

MR 105 Machine Transcription – Medical **3 credit hours**

Intensive practice in the use of magnetic tape and belt transcribing machines in the preparation of records, reports common to Medical Record Technology.

MR 106 Medical Record Practice **6 credit hours**

Practical experience aimed to prepare the student for technical duties in the Medical Record Department. Limited experience in patient admission & discharge is included. (18 hours/week)

SECRETARIAL

SC 100 Typing **3 credit hours**

Introduces the keyboard and machine parts, and develops correct techniques for attaining acceptable levels of speed and accuracy. While primary emphasis is placed on straight-copy skills, the course covers a range of basic typing applications; reports, manuscripts, business communications, tabulation problems and common business forms. Designed to meet the needs of students with vocational as well as non-business objectives. (5 hours per week)

SC 101 Alphabetical Shorthand 4 credit hours

An accelerated introductory course for those not electing Gregg Shorthand Principles. Covers the theory of ABC Stenographic Shorthand, a totally alphabetical system. Provides both reading and writing techniques and introduces short dictation exercises at minimum speeds. (5 hours per week)

SC 102 Typing 3 credit hours

Prerequisite: SC 100 or proficiency

Reinforces skills acquired in typing, identifies and handles individual typing deficiencies, and covers a comprehensive program of vocational typing application. Serves as a refresher course for those who have not used their typing skills for an extended period of time and strengthens their speed and accuracy. (5 hours per week)

SC 103 Alphabetical Shorthand Speed Building 4 credit hours

Prerequisite: SC 101

Develops speed in taking business-letter dictation at employable levels and introduces typed transcription. Basic rules of sentence structure, punctuation, capitalization, etc., are reviewed in preparation for job-entrance tests and business proficiency is expected. Attention is directed to the ability to take dictation for longer periods and to transcribe job assignments at employable production rates. (5 hours per week)

SC 104 Typing 3 credit hours

Prerequisite: SC 102 or proficiency

Emphasizes the attainment of high professional levels in speed and accuracy, especially in the rate of production output in those activities frequently performed by a secretary or full-time typist. Typing projects will be selected to meet the individual objectives and needs of students enrolled in this class. (5 hours per week)

SC 105 Filing and Records Control 3 credit hours

The primary aim of this course is to acquaint the student with the rules, procedures, and techniques of filing that are so important to every business worker. It includes a knowledge of the principles of records management. (3 hours per week)

SC 106 Gregg Shorthand Principles 4 credit hours

Prerequisite: SC 100 or consent of instructor

Introduces the theory of Gregg Shorthand, Diamond Jubilee Series, and develops reading speeds from book plates and handwritten notes. Shorthand writing of familiar matter demonstrating all Gregg principles is developed to average speeds of 60 and 80 words per minute. Unfamiliar material of short duration is introduced. This course is intended for students who have had no previous Gregg Shorthand instruction or for those whose proficiency examinations indicate a need for basic retrieval. (5 hours per week)

SC 107 Gregg Shorthand Principles 4 credit hours

Prerequisite: SC 106 or proficiency examination

Reinforces basic theory principles and develops the ability to take dictation of both familiar and unfamiliar matter. Transcription at the typewriter is developed, and special attention is placed on building shorthand vocabulary. (5 hours per week)

SC 108 Gregg Shorthand Speed Development 4 credit hours

Prerequisite: SC 107 or proficiency examination

Intensive dictation practice from programmed multi-channel laboratory equipment permits the student to reach optimum speeds in shorthand skill. A comprehensive review is provided in punctuation, spelling, letter style, and vocabulary improvement. (5 hours per week plus 6 to 8 hours of lab practice)

SC 109 Shorthand Transcription 3 credit hours

Prerequisite: SC 108 or SC 103

Optimum speed and accuracy in dictation and transcription are fully realized in this course, with emphasis on the production of mailable letters. Total business proficiency is expected, and attention is directed to the ability to take dictation for longer periods and to transcribe job assignments at employable production rates. (5 hours per week)

SC 110 Machine Transcription 3 credit hours

Prerequisite: SC 102 or equivalent proficiency

Intensive practice in the use of magnetic tape and belt transcribing machines in the preparation of business correspondence. Includes a review of letter styles, rules of transcription and punctuation, and the mechanics of producing mailable letters at high production rates. (3 hours per week, plus lab, as needed)

SC 111 Comprehensive Machine Transcription 3 credit hours

Prerequisite: SC 110

Designed primarily for students seeking certification as word-processing typists, this course provides intensive practice in the transcription of business letters from machine sources. Students may elect to concentrate in specific professional or business forms of correspondence, such as medical, legal, or educational transcription. Open to any student on an elective basis. (3 class hours per week, plus lab, practice)

TOUCH SHORTHAND (MACHINE)

SC 121 Touch Shorthand 1 – Principles – 60 wpm 3 credit hours

Prerequisite: SC 100A or SC 100B or equivalent

Touch Shorthand applies shorthand theory to a compact keyboard so that writing speed and efficiency are obtained through touch control of 22 keys. Touch shorthand is written phonetically all sounds that make up spoken language. Permits the attainment of writing skills up to a speed equal to the maximum speed of human speech. Develops reading speeds from book plates and machine written notes. Shorthand writing of familiar matter demonstrating all Touch Shorthand principles is developed to average speeds of 60 and 80 words per minute. Unfamiliar material of short duration is introduced. This course is intended for students who have had no previous Touch Shorthand instruction, or for those whose proficiency examinations indicate a need for review. (3 hours per week, plus practice as directed)

SC 122 Touch Shorthand 11 – Principles 80-100 3 credit hours

Prerequisite: SC 121 or proficiency examination

Reinforces basic theory principles and develops the ability to take dictation of both familiar and unfamiliar matter. Transcription at the typewriter is introduced and special attention is placed on building shorthand vocabulary. (3 hours per week, plus lab.)

SC 123 Touch Shorthand 111 – Speed Development 90-120 wpm ... 3 credit hours

Prerequisite: SC 122 or proficiency examination

Intensive dictation, practice from programmed multi-channel laboratory equipment permits the student to reach optimum speeds in shorthand skill. A comprehensive review is provided in punctuation, spelling, letter style, and vocabulary improvement. (3 hours per week, plus 6 to 8 hours of lab. practice)

SC 200 Secretarial Procedures 3 credit hours

Prerequisite: SC 104 and SC 107

Designed to introduce the student to the secretarial field and to acquaint the student with the duties of a secretary. Units are covered on organization of secretarial work, incoming and outgoing mail, dictating processes, postal and shipping services, telegrams, indexing and filing, etc. (3 hours per week)

SC 202 Office Practice 3 credit hours

Prerequisite: SC 102 Typing

Training is given in efficient office methods, business routines, extensive typing of diverse business forms and correspondence, plus short units on indexing and filing, transcribing machines, liquid and stencil duplicating, etc. Electric typewriters are used in this course. (3 hours per week)

SC 205 Specialized Professional Dictation 3 credit hours

Prerequisite: SC 108 and SC 109

This program familiarizes the student with the specific vocabulary related to a field of special secretarial interest: law, medicine, education, etc., programmed tapes selected and transmitted through personal listening stations provide highly individualized instruction for this course. (3 hours per week)

SC 206 Legal Dictation and Transcription 3 credit hours

Prerequisite: SC 210

Specialized course for legal reporting and transcription. Student will continue to build mastery of legal terminology and forms. Individual taped, programmed dictation is used extensively in this course. (3 hours per week, plus lab. as needed)

SC 210 Legal Secretarial Procedures and Terminology 3 credit hours

Prerequisite: SC 200

Provides intensive practice in preparing many types of legal documents. Student is introduced to the routines of a legal office. This course is designed for the legal secretarial student, and attention will be given to mastering meanings, spellings, and shorthand forms established for legal terms in preparation for legal dictation and transcription. (5 hours per week, plus lab. as needed)



TRAFFIC AND TRANSPORTATION

TT 101 Fundamentals of Commercial Transportation 3 credit hours
(Formerly Introduction to Traffic and Transportation)

A survey of the air, highway, rail and water transportation industry. Covers the importance of transportation, location theory, historical factors, geographical consideration, inherent advantages of each mode, relationship of carrier and user and the current economic status of each mode. (3 hours per week)

TT 102 Fundamentals of Commercial Transportation 3 credit hours
(Formerly Introduction to Traffic Transportation)

Prerequisite: TT 101 or permission of instructor

A continuation of TT 101. (3 hours per week)

TT 103 Fundamentals of Commercial Transportation 3 credit hours
(Formerly Logistics and Traffic Management)

Prerequisite: TT 102 or permission of instructor

A continuation of TT 102, completing a three-quarter sequence essential to the further study of all courses in the Transportation Division of the College. Reviews, in-depth, the significance of the various facets of transportation. (3 hours per week)

TT 105 Traffic Management and Physical Distribution 3 credit hours

Prerequisite: TT 101, TT 102 and TT 103

Advanced studies of management concepts as they relate to traffic management and physical distribution. This first quarter deals with the organization, management, and analytical methods of physical and traffic management. (3 hours per week)

TT 106 Traffic Management and Physical Distribution 3 credit hours

Prerequisite: TT 105

A continuation of TT 105 covering warehousing, inventory control, material handling and packaging. (3 hours per week)

TT 107 Traffic Management and Physical Distribution 3 credit hours

Prerequisite: TT 106

Concludes a three-quarter sequence. Deals with the development of rates, classifications relative to transportation, documentation and services offered by or used in connection with various modes of transportation, etc. Also treated in this quarter will be the liabilities of carriers and the managerial procedures involved in claims. (3 hours per week)

TT 110 Transportation Regulations 3 credit hours

Prerequisite: TT 101

A professional course providing intensive and advanced work in regulations for transportation specialists who are candidates for admission to practice before the Interstate Commerce Commission. A study of the promotion and restriction of transportation enterprises from colonial times to the present; economic and political climate extant as each mode of transport emerged; general effect of transportation legislation. (3 hours per week)

TT 111 Transportation Regulations 3 credit hours

Prerequisite: TT 110

A comprehensive study of cases applying policies for transportation regulations and employing decisions of special interests in traffic administration. (3 hours per week)

TT 112 Transportation Regulations 3 credit hours

Prerequisite: TT 110

A study of the Rules of Procedure before the Interstate Commerce Commission, the Practitioner's Code of Ethics, due process, and the preparation of cases. (3 hours per week)

TT 120 International Trade 3 credit hours

Prerequisite: Permission of instructor

A comprehensive course in the field of Import – Export Operations combining basic theory with practical applications, such as the facets of including credits, documentation, government controls, promotion sales and transportation legislation. (3 hours per week)

TT 121 International Trade 3 credit hours

Prerequisite: TT 120 or permission of instructor

Continuation of TT 120. Covers export trade throughout the world and import business within the United States. (3 hours per week)

TT 122 International Trade 3 credit hours

Prerequisite: TT 121 or permission of instructor

Conclusion of a three-quarter sequence in International Trade. This is an advanced course based on case history method with active student participation. Can serve as a refresher course for export executives and their assistants. (3 hours per week)

TT 130 Management Tools and Concepts 3 credit hours

Prerequisite: MG 105 or permission of instructor

The first of three related courses will focus on managerial accounting: Accounting reports and their use, Cost Accounting introduction, and accounting methodology. For Transportation students only. (3 hours per week)

TT 131 Management Tools and Concepts 3 credit hours

Prerequisite: TT 130

Introduces principles of corporate finance, financial analysis and procedures. Introduction to money and banking, fiscal and monetary institutions and tools. For transportation students only. (3 hours per week)

TT 132 Management Tools and Concepts 3 credit hours

Prerequisite: TT 131

Concluding section of a three-quarter sequence, providing an introduction to marketing and statistics, as they pertain to the field of transportation. (3 hours per week)

TT 141 Economics of Transportation 2 credit hours

Prerequisite: TT 101, TT 102 and TT 103

An in-depth study of transportation economics. Such specifics as the development of transportation systems theory of pricing, cost structures and rate making, competition between modes, transportation regulation, finance and national transportation policy will be considered. (2 hours per week)

TT 142 Economics of Transportation 2 credit hours

Prerequisite: TT 141

A continuation of TT 141. An in-depth study of the theory of pricing and rate-making. Examines the regulation of various modes of transportation. (2 hours per week)

TT 143 Economics of Transportation 2 credit hours

Prerequisite: TT 142

Concludes the Transportation Economics sequence. Studies national transportation policies, competition, integration of transportation, transportation financing, labor, and regulations governing the field of transportation. (2 hours per week)

TT 151 Workshop in Freight Rates 2 credit hours

A practical workshop designed specifically to prepare the Student for tariff interpretation of rates by rail, motor carrier, air cargo, air express, trailer on flat car, container on flat car, freight forwarder and water. (2 hours per week)

TT 152 Workshop in Freight Rates 2 credit hours

Prerequisite: TT 151

A continuation of TT 151. An intensive, practical workshop extending tariff interpretations. (2 hours per week)

TT 153 Workshop in Freight Rates **2 credit hours**

Prerequisite: TT 152

Concludes the Workshop in Freight Rates sequence. Particular emphasis placed on tariff interpretation of rates in view of the various vehicles employed in transportation. (2 hours per week)

COOPERATIVE WORK EXPERIENCE

BU 297 Cooperative Work Experience **0 to 6 credit hours**

In some program areas, cooperative work experience is a part of the course of study. The student is placed at a work station, somewhere in the Metropolitan Denver area, which is related to his educational program and occupational objective. He works under the immediate supervision of experienced personnel at the business, industry or agency involved, with a college instructor providing general coordination. Prerequisites for enrollment in Cooperative Work Experience are permission of the instructor and approval of the division director.

INDEPENDENT STUDY

BU 299 Independent Study **1 to 3 credit hours**

Provides an opportunity for the mid-management or transfer student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of the Division of Business and Management Occupations, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

Communications and Arts

CONTENTS

Art	144
Basic Education	146
English	147
Foreign Language	151
Chinese	151
French	152
Spanish	153
Humanities	154
Guidance and Counseling	155
Music	155
Speech	156
Physical Education	157
Independent Study	159

ART

AR 100 Art Appreciation 3 credit hours

Designed primarily for the non-art major interested in understanding art as an important force in contemporary living. A study of the world's art masterpieces, various aspects and types of art works as a basis for broadening knowledge and appreciation of the subject. (3 hours per week)

AR 101 Basic Drawing 3 credit hours

Freehand drawing covering a selection of subject, proportion, perspective, line, texture, value and composition. Media includes pencil, conte crayon, charcoal, and ink. (6 hours per week)

AR 102 Basic Drawing 3 credit hours

Prerequisite: AR 101 or permission of instructor

Drawing fundamentals with a stronger emphasis on the idea or concept of drawing, introduction of color into drawing and a wider selection of drawing media. (6 hours per week)

AR 103 Basic Drawing 3 credit hours

Prerequisite: AR 101 or 102 or permission of instructor

Drawing in varied and mixed media, emphasizing experimentation. Broad range of size and material stressing composition and concept. Introduction to drawing human figure. (6 hours per week)

AR 105 Basic Design 3 credit hours

Fundamentals of form, color, visual perception, principles of composition, organization and structure introduced with experimentation in two-dimensional problems in design. (6 hours per week)

AR 106 Basic Design 3 credit hours

Prerequisite: AR 105 or permission of instructor

Continuation of AR 105 with problems in form, color, visual perception, principles of composition, organization and structure in both two and three dimensional design. (6 hours per week)

AR 107 Basic Design 3 credit hours

Prerequisite: AR 105 or 106 or permission of instructor

Advanced problems in two and three dimensional design. (6 hours per week)

AR 110 Art of the Southwest 3 credit hours

The architecture, painting and sculpture of the American Southwest from pre-Columbian civilizations to present times. Emphasis is on regional adaptation and evolution of art forms brought about by the different cycles of conquest. (5 hours per week)

AR 112 Basic Black Art 3 credit hours

This course will deal with the basic skills and techniques of art development. The relationship between the community, the mass media, culture, and the function of Black Art will also be incorporated into the class structure. (3 hours per week)

AR 201 Second Year Drawing 3 credit hours

Prerequisite: AR 103 or permission of instructor

Advanced problems in freehand drawing. Emphasis on experimentation using a variety of media, and greater emphasis on drawing the human figure. (6 hours per week)

AR 202 Second Year Drawing 3 credit hours

Prerequisite: AR 201 or permission of instructor

Continuation of AR 201. (6 hours per week)

AR 203 Second Year Drawing 3 credit hours

Prerequisite: AR 202 or permission of instructor

Continuation of AR 202. (6 hours per week)

AR 211 Basic Water Painting 3 credit hours

Introduction to transparent and opaque water color media through problems in creative design involving landscape and still life. (6 hours per week)

AR 212 Basic Water Painting 3 credit hours

Prerequisite: AR 211 or permission of instructor

Continuation of AR 211. (6 hours per week)

AR 213 Basic Water Painting 3 credit hours

Prerequisite: AR 212 or permission of instructor

Continuation of AR 211 and 212. (6 hours per week)

AR 221 Oil and Acrylic Painting 3 credit hours

Introduction to oil or acrylic painting with basic investigation of the materials of the painter and their employment in control of form and space through the use of color and other elements of design. (6 hours per week)

AR 222 Oil and Acrylic Painting 3 credit hours

Prerequisite: AR 221 or permission of instructor

Continuation of AR 221. (6 hours per week)

AR 223 Oil and Acrylic Painting **3 credit hours**

Prerequisite: AR 222 or permission of instructor

Continuation of AR 221 and 222. (6 hours per week)

AR 231 Ceramics **3 credit hours**

This is an opportunity for students to discover their potential in design as applied to pottery. Various methods of building and glazing ceramic forms are made possible through laboratory experiences. (6 hours per week)

AR 241 History of Art **3 credit hours**

Earliest stone age to the Roman Era: painting, sculpture, architecture, minor arts. (3 hours per week)

AR 242 History of Art **3 credit hours**

Beginning of the Roman Era to the 18th Century: architecture, painting, sculpture, minor arts. (3 hours per week)

AR 243 History of Art **3 credit hours**

Eighteenth Century to contemporary, European and American; primitive African and Oceanic: architecture, painting, sculpture, and minor arts. (3 hours per week)

AR 245 Printmaking **3 credit hours**

Prerequisite: AR 105, 106, and 107 Basic Design or permission of instructor

A study of basic hand printing techniques in the fine arts area. Lithography and etching are studied and problems in wood engraving, block printing with emphasis on silkscreen printing are given. (6 hours per week)

AR 246 Advanced Printmaking **3 credit hours**

Prerequisite: AR 245

An advanced study of basic hand printing techniques in the fine arts area. Concentration on one specific printmaking technique. (6 hours per week)

BASIC EDUCATION

Though designed primarily to assist Skill Center (MDTA) students in pre-vocational preparation any student who can benefit from individualized work in the following courses is welcome.

SK 100 Reading Improvement **3 credit hours**

In order to determine special needs, each student's reading ability will first be diagnosed and evaluated. Adequate word attack and comprehension skills will be developed. Where appropriate, training to increase speed will be given. Special attention will be paid to developing good study techniques with students. (Minimum 3 hours per week)

SK 101 Pre-Voc-Mathematics 3 credit hours

An individualized program designed to prepare the student for the entering level of math required for his occupation.

For students whose curriculums call for college Math courses, specific preparation will be given for Developmental Math, Math for Business and Industry, Introductory Algebra and Accounting 111. (Minimum 3 hours per week)

SK 102 Pre-vocational Communication 3 credit hours

Will focus on advancing the student's standard English expression in written and oral skills. After his present level is evaluated, the fundamentals of standard writing will be taught, concentrating on his least strong areas. This may include: capitalization, punctuation, parts of speech and agreement of predicate and subject. Vocational goals and habits will be stressed in oral English. (Minimum 3 hours per week)

SK 103 Spelling 3 credit hours

Students usually succeed through the use of new and different spelling techniques, although work on root words, endings and occupational terms are included. (Minimum 3 hours per week)

SK 104 Social Science 3 credit hours

Will develop social awareness of ideas. Stress will be on thinking, oral communication and listening to others' ideas. This course cannot be taken in lieu of any social science requirement. (Minimum 3 hours per week)

ENGLISH

EG 90 Communication Laboratory 1-9 credit hours

This course is designed to guide and assist students who have difficulty in any of the communication skills — especially in reading, spelling, written composition and oral communication (including listening). Through counseling and tests these laboratory experiences help the student recognize his problem, define it, and then through highly individualized teaching, work toward some meaningful solution of that problem in order to prepare him to go on with his college work. Students may also be referred to the laboratory for special work with no credit. (1 hour credit for each 2 hours of work in the Lab.)

EG 100 Basic Reading 2 credit hours

Emphasis on improving reading speed and comprehension and vocabulary development. Reading techniques and study skills appropriate to academic materials are developed. Course work may be supplemented with reading laboratory experiences according to individual needs. (3 hours per week)

EG 102 Developmental Reading 2 credit hours

Developmental Reading is designed for students who want to improve their reading ability above the EG 100 level. It includes further development of comprehension skills, word attack skills, rate, and efficiency. Study skills and application of reading skills to other college courses are also included. (3 hours per week)

EG 106 Occupational Communication 3 credit hours

EG 106, 107, and 108 constitute a practical program designed not to emphasize grammar, but designed to develop the occupational student's skills and understanding in reading, writing, speaking and listening. Special emphasis is placed on business and industrial needs. EG 106 develops these skills in written communication and focuses on the student's abilities to read and write within his chosen field. In conjunction with these skills will be some emphasis on study habits, the use of the dictionary, simple instructions, resumes, etc. (3 hours per week)

EG 107 Occupational Communication 3 credit hours

EG 107 is designed to develop the student's abilities in oral communication (speaking and listening) in his chosen occupational field. This course focuses on study habits related to listening, or simple group processes, on telephone communication, and on labor union, community and other group meetings. (3 hours per week)

EG 108 Occupational Communication 3 credit hours

EG 108 should be taken only by students who need three quarters of English for their occupational program requirements and should be taken after EG 106 and 107. Here, the focus is on introductory technical writing and will cover letters, work on progress reports and one informal technical report. (3 hours per week)

EG 111 English Composition 3 credit hours

EG 111 is designed to introduce the student to the broad field of communication and, above all, to develop ability in the writing of short papers and reports through the application of the techniques of clear thinking — (1) the definition of problems, (2) classification, (3) structure and process analysis and (4) logical transitions. (3 hours per week)

EG 112 English Composition 3 credit hours

Prerequisite: EG 111

EG 112 is designed to teach the student to write long reports and research papers. The emphasis is on the library paper: (1) defining the problem, (2) collecting data, (3) organizing logical sequence, (4) recording (footnoting, editing, typing, etc.). Independent study, under guidance, characterizes this quarter. (3 hours per week)

EG 113 English Composition 3 credit hours

EG 113 is designed to develop the student's understanding of creative forms in all areas of communication and problem solving. This includes (1) introduction to the characteristics of creativity, (2) meaningful forms of creative expression and (3) experiences in the search for personal expression, with particular emphasis on contemporary involvement. EG 111 and 112 are not prerequisites for EG 113. (3 hours per week)

EG 120 Speed Reading 2 credit hours

Speed reading is designed to increase speed, develop a more flexible reading pace and promote better comprehension. (3 hours per week for 10 weeks or 6 hours per week for 5 weeks)

EG 125 The Black Writer in America 4 credit hours

A beginning course in the study of Black literature, which includes the methods of evaluation and analysis essential for understanding and appreciating the literary contribution of the Black Writer in America. (3 hours per week)

EG 131 Business Communications 3 credit hours

Presents a comprehensive coverage of English fundamentals, especially those needed in written communications directly pertinent to daily business activities. Intensive practice in the mechanics of language used by management and office personnel is provided. The aspects of business writing most often included in job-entrance and government tests, as well as the errors most commonly made by office workers, are treated in detail. Instruction in correct transcription and typing style is correlated with this curriculum. (3 hours per week)

EG 132 Business Communications 3 credit hours

Prerequisite: EG 131 or equivalent

Applies the techniques of written communication to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of business letters that commonly pass between a businessman and his customers, dealers, and associates. Business reports, inter-office bulletins, news releases, and other forms of business composition will receive attention. The legal and ethical responsibilities involved in written communications will be considered. (3 hours per week)

EG 133 Business Communications 3 credit hours

Prerequisite: EG 131 or equivalent

Various applications of the writing, speaking and listening skills in business communications are covered in this course. Oral business reporting for staff meetings, public speaking, correct telephone usage, techniques in business dictation, listening for notetaking, and other commercial facets of written and oral communications are practiced. (3 hours per week)

EG 141 Introduction to Literature – Poetry and Drama 3 credit hours

An introduction to the study of poetic and dramatic literature. Designed to give an understanding of literature through reading and discussion of selected works. (3 hours per week)

EG 142 Introduction to Literature – Essay and Non-Fiction 3 credit hours

Introductory study of the characteristics and impact of the essay, pamphlet and non-fiction in general. (3 hours per week)

EG 143 Introduction to Literature – Short Story and Novel 3 credit hours

Introductory study of selected short stories and novels as forms of literature. (3 hours per week)

EG 144 Afro-American Literature 3 credit hours

Study of the contribution of Afro-American writers to American literature and civilization. (3 hours per week)

EG 145 Literature for Children 3 credit hours

A general survey of the illustrated books, prose and poetry suitable for the younger child. Emphasis on the evaluation and selection of quality literature for different age groups. (Intended for library and early childhood education students, and for interested parents.) (3 hours per week)

EG 147 Contemporary Chicano Literature in Translation 3 credit hours

A contemporary look at the Southwest through the works of its authors. Attention to the writings of the present and how it underlines the Chicano's search for an identity. (3 hours, per week)

EG 200 Advanced Reading 2 credit hours

This course is designed for students who have normal reading ability or better than normal but would like to improve their speeds and comprehension as well as develop analytical techniques. (3 hours per week)

EG 220 The Rhetoric of Social Protest 3 credit hours

An analytical and critical study of the rhetoric of social protest in America with special emphasis on racial agitation. (3 hours per week)

EG 221 Introduction to Journalism 3 credit hours

An introduction to the basic principles of journalism including reporting, editing, layout and advertising. This is an applied course and work on the college publications is encouraged. (3 hours per week)

EG 222 Introduction to Journalism 3 credit hours

Prerequisite: EG 221

A continuation of EG 221 with emphasis placed on the feature story, the editorial, in-depth reporting, writing headlines, etc. This is an applied course and work on the college publications is encouraged. (3 hours per week)

EG 223 Introduction to Journalism 3 credit hours

Prerequisite: EG 221, 222

A continuation of EG 222 with emphasis placed on the interpretative article, the review, the personality profile and perfecting the newspaper layout. This is an applied course and work on the college publications is encouraged. (3 hours per week)

EG 241 Survey of American Literature 3 credit hours

Each quarter concentrates on representative authors, themes and genres that reflect the literature of America. (3 hours per week)

EG 242 Survey of American Literature **3 credit hours**

Continuation of EG 241. (3 hours per week)

EG 243 Survey of American Literature **3 credit hours**

Continuation of EG 242. (3 hours per week)

EG 245 Contemporary Poetry **3 credit hours**

Prerequisite: EG 143 or equivalent with permission of instructor

An in-depth analysis of poetical works by contemporary world poets. Will also include lesser known, but highly regarded poets of the 1950's and 1960's. (3 hours per week)

EG 247 World Literature **3 credit hours**

An introductory study to primitive literature throughout the world. (3 hours per week)

EG 248 World Literature **3 credit hours**

A study of selected works from the Classic and Renaissance Periods in the Western World and stylistically related works from Asia. (3 hours per week)

EG 249 World Literature **3 credit hours**

A study of contemporary world literature. (3 hours per week)

EG 250 Technical Writing **3 credit hours**

Prerequisite: Successful completion of a sequence of 3 quarters of Occupational Communications, or Business Communications, or English Composition or equivalent

EG 250 is designed as a professional introductory course in technical writing. This course will teach the student to prepare a formal technical report for the printer through (1) the development of definition and analyses, (2) the definition of problems, (3) collection and organization of data, (4) mastery of structure, style and mechanics of the written report and (5) the use of graphics. (3 hours per week)

FOREIGN LANGUAGE

NOTE: Students who plan to take a second year of a foreign language, either at the Community College of Denver or at some other institution of higher learning, must successfully complete the entire first year three-quarter sequence of that particular language.

CHINESE

CH 111 Chinese 1 **5 credit hours**

This course is primarily designed for the beginner who wishes to learn Chinese. The spoken language will be Mandarin, the official language of China, with emphasis on pronunciation drill and conversation practice. (5 hours per week, plus laboratory)

CH 112 Chinese 11 **5 credit hours**

Prerequisite: Chinese 1

This course will emphasize continued practice in conversation and oral comprehension. Also, the introduction to the reading and writing of Chinese Characters. (5 hours per week plus laboratory)

CH 113 Chinese 111 5 credit hours

Prerequisite: Chinese 1 & 11

This course will emphasize the reading of selected texts from Chinese publications. Also, grammatical analysis of basic Chinese sentence structure. (5 hours per week, plus laboratory)

FRENCH

FR 111 First Year French 5 credit hours

This course is designed to enable the student (1) to gain control of the basic sounds of the French language and the basic elements of French grammar, (2) to become familiar with common French phrases, and (3) to be introduced to some of the chief figures in French Literature and to a rudimentary understanding of the culture, geography and history of France. (5 hours per week, plus laboratory)

FR 112 First Year French 5 credit hours

Prerequisite: FR 111

A continuation and expansion of FR 111. (5 hours per week, plus laboratory)

FR 113 First Year French 5 credit hours

Prerequisite: FR 112

A continuation and expansion of FR 112. (5 hours per week, plus laboratory)

FR 200 Conversation and Composition French 2 credit hours

Prerequisite: FR 113 or equivalent

Conversation and Composition French is designed to increase vocabulary and develop oral and written proficiency at the intermediate level through discussions, reports, and situation dialogues. (2 hours per week, plus laboratory)

FR 201 Conversation and Composition French 2 credit hours

Prerequisite: FR 200

Continuation and expansion of FR 200. (2 hours per week, plus laboratory)

FR 202 Conversation and Composition French 2 credit hours

Prerequisite: FR 201

Continuation and expansion of FR 201. (2 hours per week, plus laboratory)

FR 211 Intermediate French 3 credit hours

Prerequisite: FR 113 or equivalent

In Intermediate French the student will (1) review and intensify the grammar learned in first year French, (2) develop greater fluency in the French language, (3) learn to express himself with ease in written French and (4) study selected readings in Contemporary French Literature. (5 hours per week, plus laboratory)

FR 212 Intermediate French 3 credit hours

Prerequisite: FR 211

A continuation and expansion of FR 211. (5 hours per week, plus laboratory)

FR 213 Intermediate French 3 credit hours

Prerequisite: FR 212

A continuation and expansion of FR 212. (5 hours per week, plus laboratory)

SPANISH

SP 111 First Year Spanish 5 credit hours

Designed to develop basic principles of grammar and syntax; reading, writing of simple Spanish prose; correct pronunciation and rudimentary conversation. (5 hours per week, plus laboratory)

SP 112 First Year Spanish 5 credit hours

Prerequisite: SP 111

Continuation and expansion of SP 111. (5 hours per week, plus laboratory)

SP 113 First Year Spanish 5 credit hours

Prerequisite: SP 112

Continuation and expansion for SP 112. (5 hours per week, plus laboratory)

SP 121 Spanish to the Chicano 5 credit hours

Designed for the bi-vocal Chicano student. Instruction takes into consideration the interference of English in the development of the Spanish language skills for the student. (5 hours per week, plus laboratory)

SP 122 Spanish to the Chicano 5 credit hours

Continuation of SP 121. (5 hours per week, plus laboratory)

SP 123 Spanish to the Chicano 5 credit hours

Continuation of SP 122. (5 hours per week, plus laboratory)

SP 141 Survey of Latin American Literature 3 credit hours

Each quarter concentrates on representative authors, themes and genres that reflect the literature of Latin America. (3 hours per week)

SP 142 Survey of Latin American Literature 3 credit hours

Continuation of SP 141. (3 hours per week)

SP 143 Survey of Latin American Literature 3 credit hours

Continuation of SP 142. (3 hours per week)

SP 200 Conversation and Composition Spanish 2 credit hours

Prerequisite: SP 113 or equivalent

Conversation and Composition Spanish is designed to increase vocabulary and develop oral and written proficiency at the intermediate level through discussions, reports, and situation dialogues. (2 hours per week, plus laboratory)

SP 201 Conversation and Composition Spanish 2 credit hours

Prerequisite: SP 200

Continuation and expansion of SP 200. (2 hours per week, plus laboratory)

SP 202 Conversation and Composition Spanish 2 credit hours

Prerequisite: SP 201

Continuation and expansion of SP 201. (2 hours per week, plus laboratory)

SP 211 Intermediate Spanish 3 credit hours

Prerequisite: SP 113 or equivalent

This course will (1) review and reinforce skills and knowledge gained in first year Spanish, (2) develop further skills in listening, speaking, reading, and writing, (3) develop sense of linguistic structure and increase vocabulary and (4) provide readings in plays, short stories and poems. (3 hours per week, plus laboratory)

SP 212 Intermediate Spanish 3 credit hours

Prerequisite: SP 211

A continuation and expansion of SP 211. (3 hours per week, plus laboratory)

SP 213 Intermediate Spanish 3 credit hours

Prerequisite: SP 212

A continuation and expansion of SP 212. (3 hours per week, plus laboratory)

HUMANITIES

HU 145 Chicano Culture 3 credit hours

Study of the Indian Folklore of Mexico and the Southwest and its fusion with Hispanic Folklore. (3 hours per week)

HU 147 Folklore of Mexico and the Southwest 3 credit hours

Study of the Indian Folklore of Mexico and the Southwest and its fusion with Hispanic Folklore. (3 hours per week)

GUIDANCE AND COUNSELING

GC 100 Self-Exploration and Understanding 3 credit hours

This seminar is designed as a type of discussion group to help provide the student with the opportunity to gain in self-understanding and acceptance. Good mental health for each student and how it may be achieved is emphasized. The importance of being sensitive to our own individual psychological needs and the needs of others is given considerable attention. Other topics of student concern may be discussed. (3 hours per week)

MUSIC

MU 100 Music Appreciation 3 credit hours

General overview of music from its inception to the present day. Some general and detailed knowledge of composers, compositions, periods, styles, etc. (3 hours per week)

MU 111 Theory and Harmony 5 credit hours

Study of theory and harmony of music dealing with scales, meter, rhythm, intervals, chord structure, voice leading, chord succession and part writing. Course completion will require keyboard work and laboratory work in sight-singing and ear-training, outside of class time. (4 hours lecture, 3 hours laboratory)

MU 112 Theory and Harmony 5 credit hours

Prerequisite: MU 111

Continued study of harmony and theory with emphasis on sight-singing and ear-training. Sight-singing aptitude and ability to take musical dictation. Course completion will require keyboard work and laboratory work in sight-singing and ear-training, outside of class time. (4 hours lecture, 3 hours laboratory)

MU 113 Theory and Harmony 5 credit hours

Prerequisite: MU 112

Application of information from the first two quarters by arranging music from the masters for instruments and voices, and some creative writing. Course completion will require keyboard work and laboratory work in sight-singing and ear-training, outside of class time. (4 hours lecture, 3 hours laboratory)

MU 120 Music of Mexico and the Southwest 3 credit hours

An examination of selected works in Mexican music from pre-Colombian time to present, concentrating on regional works and on Twentieth Century composers and their relationship to Chicano society. (3 hours per week)

MU 130 Band 1 credit hour

Study of instrumental styles and literature from marches to large contemporary works. Can be repeated up to six hours credit. (2 hours per week)

MU 140 Chorus 1 credit hour

Study of choral literature from the classics to the modern day and from religious through secular music. Special emphasis on rhythm and tone. Can be repeated up to six hours credit. (2 hours per week)

MU 145 Music for Children 3 credit hours

Introductory study of the fundamentals of music. Emphasis is placed on selection of activities and methods for musical participation by the children rather than on perfection of performance skills. (A general survey of materials, activities and instruments pertinent to the area.) (3 hours per week)

MU 165, 166, 167 Guitar Class for the Guitar Beginner 1 credit hour

For students with no formal guitar training. Will lead to an understanding of the instrument, its limits, its possibilities. Appropriate literature will be used. Will require at least three hours outside practice per week. (1 hour per week)

MU 171, 172, 173 Applied Music 2 credit hours

Emphasis on an instrument, to increase or maintain individual's ability to perform. Literature pertinent to the chosen instrument will be studied and performed. One-half hour lessons will necessitate at least 6 hours individual practice per week. May be repeated up to 12 quarter hours credit. Weekly class session may be required of all applied music students. (One lesson a week)

SPEECH

S 110 Introduction to Speech 3 credit hours

A beginning course in communication and public speaking. Completion of course requirements in language, speaking poise, speech composition, mastery of listening techniques and ability to oralize ideas in order to enable students to become more effective speakers. (3 hours per week)

S 111 Drama Workshop 3 credit hours

Drama Workshop introduces the student to the basic principles of acting, scenery and costume construction, elementary problems of production and sales and promotion. (3 hours of class plus a minimum of 3 hours of production activity per week)

S 112 Drama Workshop 3 credit hours

Continuation of Drama Workshop. S 111 not required as prerequisite. (3 hours of class plus a minimum of 3 hours of production activity per week)

S 113 Drama Workshop 3 credit hours

Continuation of Drama Workshop. S 111 and 112 not required as prerequisite. (3 hours of class plus a minimum of 3 hours of production activity per week)

S 131 Forensic Activity 3 credit hours

Prerequisite: S 110

Course will acquaint students with techniques of debate and extemporaneous speaking. Debate activities are encouraged. (3 hours per week)

S 132 Forensic Activity 3 credit hours

Prerequisite: S110

Course will acquaint students with techniques used in oratory and in oral interpretation. (3 hours per week)

S 133 Oral Interpretation of Literature 3 credit hours

Prerequisite: None

Emphasis on learning to select, analyze and perform poetry, drama, fiction, and non-fiction for the beginner.

S 134 Reader's Theatre 3 credit hours

Prerequisite: S 133

For the advanced student of oral interpretation. Emphasis on learning to select, cut, cast, produce and direct small scale productions.

S 210 Advanced Public Speaking 3 credit hours

Prerequisite: S 110

The study of advanced persuasion techniques including those skills necessary for argumentation. Improving the ability to analyze problems logically with emphasis on persuasion and refutation. Investigating two-way and group discussion skills to determine the best methods of problem solving. (3 hours per week)

S 221 History of Theatre 3 credit hours

Survey of great plays, playwrights, performers and critics. Includes weekly workshops on fundamentals of play-reading, acting, and dramatic production. Features historical backgrounds of dramatic creativity both lecture and film.

PHYSICAL EDUCATION

NOTE: Due to limited facilities and equipment, it may not be possible for the College to offer all of the Physical Education activity courses listed here. Physical Education courses may be repeated to gain and develop proficiency.

PE 110 Group Activities (Men) 1 credit hour

Participation and instruction in such activities as basketball, soccer and touch football. (2 hours per week)

PE 112 Group Activities (Women) 1 credit hour

Participation in activities designed to develop poise, improve physical fitness and teach some of the skills of various team sports. (2 hours per week)

PE 120 Conditioning Activities 1 credit hours

A slimnastics program with emphasis in fundamental movements, body mechanics, and conditioning exercises on mats. (2 hours per week)

PE 121 Archery 1 credit hour

Designed to teach basic skills and techniques, including target competition, field shooting, equipment and terminology used. (2 hours per week)

- PE 122 Bowling** 1 credit hour
 Designed to instruct students in basic and advanced skills of bowling. (2 hours per week)
- PE 123 Golf** 1 credit hour
 Introduction to golf, its origins and development, with emphasis on basic skills, techniques and their improvement. (2 hours per week)
- PE 124 Swimming** 1 credit hour
 Emphasis on skill and proficiency in beginning, intermediate and advanced swimming. (2 hours per week)
- PE 125 Tennis** 1 credit hour
 Instruction in tennis techniques. (2 hours per week)
- PE 126 Modern Dance** 1 credit hour
 Modern dance techniques, including vocabulary of movement and skills to develop elasticity, balance and coordination of the body. (2 hours per week)
- PE 127 Skiing** 1 credit hour
 Course will offer basic instruction in skiing, beginning and advanced. Classes will be held in nearby ski areas. Student must supply own equipment. Transportation and area use charges will be made. (2 hours per week)
- PE 128 Social and Folk Dance** 1 credit hour
 Emphasis on fundamental rhythms and basic structure of social and folk dance. (2 hours per week)
- PE 129 Scuba Diving** 1 credit hour
 Prerequisite: PE 124 or permission
 Course designed to offer basic instruction in scuba diving. Individuals must furnish own equipment. Specialized equipment rental will be charged. (2 hours per week)
- PE 130 Ice Skating** 1 credit hour
 Instruction on skills involved in ice skating. (2 hours per week)
- PE 131 Self-Defense** 1 credit hour
 Basic skills of self-defense for men and women. (2 hours per week)
- PE 132 Tumbling-Gymnastics** 1 credit hour
 Practical experience and sequential development of stunts, tumbling and apparatus activities. (2 hours per week)
- PE 227 Intermediate Skiing** 1 credit hour
 (2 hours per week)

INDEPENDENT STUDY

299 Independent Study **1 to 3 credit hours**

Independent study (Course No. 299) is available in each of the major areas within the Division of Communication and Arts (i.e., English, foreign language, speech, etc.) **except** physical education and communications laboratory. The course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Director of the Division of Communication and Arts and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Director.

Community and Personal Service

CONTENTS

Building Maintenance	161
Early Childhood Education and Management	162
Institutional Housekeeping	162
Library Technology	162
Hotel-Motel	163
Teacher Assisting	164
Cooperative Work Experience	164
Independent Study	164

BUILDING MAINTENANCE

BM 100 Safety and Orientation 1 credit hour

Safety procedures as applied to building maintenance. Orientation to the occupation including basic human relations. (12 hours per week)

BM 102 Operational Tasks 5 credit hours

Involves a study of making work schedules such as grouping, routine jobs and frequency, job-time requirements and scheduling. Emphasis on dusting, mopping, stairway cleaning, lavatory cleaning, furniture cleaning, glass cleaning, acoustical tile cleaning, chalkboard care and cleaning, light fixture cleaning, and insect and rodent control. (15 hours per week)

BM 104 Floor Maintenance 2 credit hours

Considers types of floors and their proper care. Studies the various types of cleaners and use of equipment. (3 hours per week)

BM 106 Equipment and Materials 2 credit hours

A study of all types of equipment and materials used by custodians. Also involves the purchasing of equipment and supplies. (3 hours per week)

BM 108 Heating and Ventilation 2 credit hours

A study of the various types of heating and ventilation equipment and necessary preventive maintenance. (3 hours per week)

BM 110 Maintenance of Grounds 1 credit hour

Equipment, methods, and use of various chemicals in the proper care of outside grounds. (3 hours per week)

BM 112 Security and Protective Measures 1 credit hour

A study of various devices, methods and measures used in the security and protection of buildings and facilities. (1 hour per week)

EARLY CHILDHOOD EDUCATION AND MANAGEMENT

CC 102 Creative Activities 3 credit hours

The intent of this course is to provide learning experiences encouraging creativity and self-expression in children through the use of suitable activities and materials. Experiences in basic drawing, painting, posting, cutting, clay and play dough are included. (3 hours per week)

INSTITUTIONAL HOUSEKEEPING

EH 100 Introduction to Institutional Housekeeping 3 credit hours

Defines and discusses responsibilities assigned to the housekeeping department. Established the relations of a housekeeper to the paying guests, visitors, other employees and the employer. (3 hours per week)

EH 105 Maintenance & Control 3 credit hours

Emphasizes the care and maintenance of rooms, floors, walls, miscellaneous areas and equipment. Also includes the supervision of personnel and the management of equipment, materials, and laundry. (3 hours per week)

EH 107 Safety and Sanitation 3 credit hours

Develops procedures for coping with fire and planning evacuations; analyzes component elements of disaster planning and accident prevention. Principles and methods of controlling bacteria and pest; familiarization with isolation cleaning. Knowledge of state, city and county regulations for sanitation and safety and their application to actual operations. (3 hours per week)

EH 109 Basic Interior 3 credit hours

Principles of decorating involving color schemes, styles, room planning and furnishing, lighting and psychological effects on occupants. (3 hours per week)

EH 111 Budgeting, Records & Purchasing 4 credit hours

Projection of expenses involving equipment, labor, and supplies; analysis of principles of accounting and typing; conducting research on the quality and utilization of textiles, construction characteristics of furniture, rugs, mattresses, springs and institutional equipment. Consideration for linen control and room arrangement. (4 hours per week)

EH 115 Personnel Management 3 credit hours

Functions of departmental organization with particular emphasis on job designation, work simplification and daily inspection routines. Application of theoretical concepts to conducting interviews, employee training and supervision. (4 hours per week)

LIBRARY TECHNOLOGY

LT 100 Introduction to Library Organization 3 credit hours

Introduces the student to a brief history of books and libraries with equipment vocabulary and use of information. Surveys library and information tasks, operations and the technical assistant's staff role. (3 hours per week)

HOTEL-MOTEL MANAGEMENT

HM 100 Introduction to Hospitality Field 1 credit hour

This course explores areas pertaining to the hospitality field, such as hotel-motel hospitality, food service and executive housekeeping. Course assists students in selecting a major area of training to be pursued. (1 hour per week)

HM 103 Introduction to Hotel-Motel Management 3 credit hours

This course is designed to give the background of hotel-motel management from early innkeeping to the modern skyscraper hotel. Organization of hotel operations, opportunities and trends will be stressed. (3 hours per week)

HM 105 Front Office Procedures 3 credit hours

Develops the area of human and public relations responsibilities of the front office salesmanship, cashier's charges, posting machines and some legal aspects of innkeeping. (3 hours per week)

HM 107 Maintenance and Engineer 3 credit hours

Examines the organization of the engineering department. Discusses plumbing, heating ventilation, refrigeration and air conditioning, and electrical systems. Vertical transportation, structural maintenance, painting, landscaping, contracts, communication, acoustics, fire protection and maintenance of kitchen equipment represent the content of this course. (3 hours per week)

HM 109 Supervisory Housekeeping 3 credit hours

Provides a functional knowledge of the supervisor's duties such as record keeping, staffing, and employee training. (3 hours per week)

HM 111 Supervisory Development 3 credit hours

Critical study of selected areas such as interpersonal relations in the industry, understanding and motivating people, handling grievance, training and evaluation, and cost control. (3 hours per week)

HM 115 Hotel-Motel Law 3 credit hours

An exploration of problems related to theories of liability, casual relationships and intentional torts, negligence, hold automobile and sold products, labor law, liens, evictions and crimes. (3 hours per week)

HM 117 Hotel-Motel Basic Accounting 3 credit hours

Develops the basic principles of accounting as applied to the hospitality industry. Student progresses from an initial transaction to an analysis of the financial statement. (3 hours per week)

HM 119 Food & Beverage Management and Service 3 credit hours

An overview for complete food and beverage operations which extends from purchasing, receiving and storage to preparation and service. (3 hours per week)

HM 121 Food and Beverage Controls 3 credit hours

Outlines the essentials of effective food and beverage control. Establishes a system for determining sale values for food and beverages. (3 hours per week)

HM 123 Food and Beverage Purchasing 3 credit hours

A detailed study of the major groups of food purchased by quantity buyers. Establishes quality procurement procedures for food, beverage, and related items. (3 hours per week)

HM 201 Hotel-Motel Sales 3 credit hours

A critical study of effective techniques for promoting the industry through application of principles of sales, service, marketing, advertising media, and public relations. (3 hours per week)

HM 203 Hotel-Motel Motor Management 3 credit hours

A study for operators of small properties. Emphasizes administrative techniques for today's motel operators such as history, space utilization and business practices. (3 hours per week)

**HM 205 Training and Coaching Techniques for
Hotel-Motel Supervisor 3 credit hours**

Course is designed to assist the student in learning supervisory skills and organizational methods for maximizing the employer's day-to-day work performance. (3 hours per week)

TEACHER ASSISTING

TA 110 Public School Administration Orientation 3 credit hours

An overview to the structure of public school system. Defines duties and limitations of teacher assistant within Colorado Public Schools. (3 hours per week)

COOPERATIVE WORK EXPERIENCE

297 Cooperative Work Experience 0 to 6 credit hours

In some program areas, cooperative work experience is a part of the course of study. The student is placed at a work station, somewhere in the Metropolitan Denver area, which is related to his educational program and occupational objective. He works under the immediate supervision of experienced personnel at the business, industry or agency involved, with a College instructor providing general coordination. Prerequisites for enrollment in Cooperative Work Experience are permission of the instructor and approval of the division director.

INDEPENDENT STUDY

299 Independent Study 1 to 3 credit hours

Independent study is available in each of the major areas within the Division of Community and Personal Service Occupations. The course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic of interest under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Director of the Division and the assigned instructor. The number of quarter hours of credit (1-3) to be awarded for successful completion of the course will be determined by the Division Director.

Health

CONTENTS

Health Education	166
Inhalation Therapy Assisting	166
Medical Assisting	167
Nurse Assisting	167
Surgical Technology	167
Licensed Practical Nursing	168
Ward Clerk	168

HEALTH EDUCATION

HE 100 Medical Terminology 2 credit hours

A study designed to acquaint the student with the origin and structure of medical terms. The intent of his course is to help the student interpret and understand medical terms, reports and therapy requests applicable to his field. (2 hours per week)

HE 105 Nursing Procedures and Professional Relationship. 3 credit hours

Nursing measures common to the health occupations. Roles of members of health professions, principles of ethics and professional relationships and simple nursing techniques needed for care, evaluation of the patient and treatment recording are included. Measures for common hospital emergencies are included. (3 hours per week)

HE 106 Basic Science 5 credit hours

This course provides an opportunity to acquire knowledge of selected and fundamental principles in the fields of Chemistry, Physics, and Microbiology. The Chemistry and Physics module will consist of selected principles and their application in health fields. A module in Medical Microbiology deals with methods of identification and control of those organisms which are responsible for infectious disease. Emphasis is placed on individual and community role in prevention and control.

HE 107 Basic Science 5 credit hours

A study of the structure and function of the human body. The course consists of 2 modules which deal with the erect and moving body and body metabolism. The main focus is on principles of anatomy and physiology which are used as a base for practice in health occupations.

HE 108 Basic Science 3 credit hours

A study of the major classes of drugs used as therapeutic agents and their effect on the human body. Emphasis is placed on anticipated effects of a drug, and appropriate response if anticipated effects do not appear.

INHALATION THERAPY ASSISTING

IT 101 Care and use of Therapy Devices 5 credit hours

An introduction to the field of Respiratory Therapy. Oxygen, humidity, aerosol therapy, safety measures, cleaning and maintenance or related equipment. (5 hours lecture per week)

IT 103 Basic Therapy Measures 8 credit hours

Therapy with gases other than oxygen, airway management, pressure breathing treatments. Cleaning and maintenance of basic equipment included. (5 hours lecture per week)

IT 105 Patient Care Measures 10 credit hours

Continuation of IT 103, more complex therapy measures related to pulmonary pathophysiology (mechanical ventilation, resuscitation, chest physiotherapy). Emergency care and adaptation to special needs of patients. (3 hours lecture and 8 hours of laboratory and clinical experience per week)

MEDICAL ASSISTING

MA 100 Introduction to Medical Assisting 4 credit hours

An introductory course for the Medical Office Assistant intended to develop an understanding of the roles of health work and the specific role of the medical assistant. Content will include interviewing techniques and problem solving techniques.

MA 110 Medical Assisting 6 credit hours

A course dealing with the development of basic skills to assist the physician in the office or clinic. Content will include principles of asepsis, emergency measures and methods of assisting with physical examinations. Observation and practice in offices and clinics will be included.

MA 120 Advanced Medical Assisting 7 credit hours

A continuation of MA 110 with emphasis on diagnostic tests done in offices or clinics. Emphasis will be placed on the application of acquired skills with more supervised clinical practice.

NURSE ASSISTING

NA 110 Basic Personal Care 6 credit hours

Emphasis on the total nursing needs of the individual according to type of needs; physical, cultural, social, emotional, and spiritual. Instruction and supervision of basic nursing skills related to meeting the above needs. Opportunities for practice in lab session, hospitals, extended care facilities and nursing homes.

NA 120 Home Health Care 1 credit hour

Adapting basic nursing skill measures to the home care needs of patients. Introduction to the home health aide; functions and relationship to community services.

NA 130 Nurse Assistant and Her Job 1 credit hour

This course involves job description, health team concept, job limitations, job responsibilities, and safety factors. Attempt made to stress the importance of the nurse assistant role as a member of the health team. Opportunities provided for pre-employment group conferences.

NA 140 Patient Care Measures 7 credit hours

Includes the discussion of common conditions and diseases, with introduction of specific procedures relating to the condition or disease.

SURGICAL TECHNOLOGY

ST 100 Introduction to Surgical Technology 4 credit hours

An introduction to the relationship of surgical therapy to the health care field. Basic functional areas such as sterilization, environmental and supply-care measures are included. (2 hours lecture and 4 hours laboratory-clinical per week)

ST 105 Operating Room Techniques 9 credit hours

Prerequisite: ST 100 and HE 107 or consent of instructor

An introduction to disease entities and related surgical therapy. The student will become thoroughly familiar with instruments, suture, etc., directly related to each surgical therapy measure. (5 hours lecture and 16 hours laboratory-clinical per week)

ST 110 Applied Surgical Technology **12 credit hours**

Prerequisite: ST 105 and HE 106 and HE 107 or consent of instructor

A continuation of ST 105 emphasizing the application of basic knowledge through clinical experience. (3 hours of lecture and 32 hours laboratory-clinical per week)

LICENSED PRACTICAL NURSING

VN 100 Personal Care of Patients **6 credit hours**

This course is designed to introduce the student to basic principles and practices that relate to the health care of individuals. Practical application of principles will take place in an environment essential for meeting the health needs of these individuals. (3 hours lecture and 12 hours lab-clinical experience per week)

VN 102 Nutrition **2 credit hours**

This course is designed to orient the student to normal nutritional needs of individuals throughout the developmental phases of life. Therapeutic modifications of the normal diet will be included. (2 hours per week)

VN 110 Maternal and Child Care **7 credit hours**

This course focuses on the assisting role of the practical nurse in meeting the individual needs of the mother and the newborn, and the child from infancy through adolescence in both wellness and illness. Practical application will occur in institutions, clinic, and doctor's offices. (3 hours lecture and 16 hours clinical experience per week)

VN 120 Medical-Surgical Nursing (assisting role of the LPN) **10 credit hours**

This course is designed to prepare the practical nurse to identify, discuss, and assume an appropriate role in meeting the needs of patients with medical and/or surgical conditions. Pharmacology, applied nutrition, and mental health concepts are integrated. Practical application of these principles will take place in an institution designated for the care of patients with medical and surgical problems. (5 hours lecture and 20 hours clinical experience per week)

VN 122 Personal and Vocational Relationships **1 credit hour**

This course is designed to explore the changing general trends in nursing with emphasis on the specific legal and ethical implications for the practical nurse. It is intended to assist the practical nurse in identifying her role with other members of the health team.

WARD CLERK

WC 100 Introduction to Unit Management **3 credit hours**

A comprehensive course in individual, group and departmental relations, stressing communication. Ordering, inventory of basic supplies, environmental regulation, inter-departmental relationships are included. (3 hours per week)

WC 105 The Ward Clerk and Her Job **5 credit hours**

Discussion and supervised experience in the specific ward clerk function. (2 hours lecture and 12 hours laboratory-clinical experience per week)

Industrial

CONTENTS

Auto Body Service	170
Automotive Mechanics	172
Appliance and Refrigeration	174
Commercial Art	175
Civil Technology	176
Drafting	176
Electronics Technology	180
Graphic Arts	183
Office Machines	185
Photography	186
Technical Illustration	187
Welding and Fabrication	189
Machine Shop	190
Cooperative Work Experience	190
Independent Study	190

AUTO BODY SERVICE

AB 101 Auto Refinishing 5 credit hours

An introductory course in the methods and procedures used with auto refinishing materials. Proper use of refinishing materials and equipment are stressed. Lacquer, acrylic lacquer, enamel and acrylic enamel are used to spray paint auto body panels. (9 hours per week)

AB 102 Auto Refinishing 5 credit hours

Prerequisite: AB 101, Auto Refinishing

Improvement of skills, sanding, masking, complete preparation of surface to be painted, spot painting and complete painting pen striping on customer cars with acrylic lacquer, enamels, acrylic enamels, simulated vinyl top finishing. (9 hours per week)

AB 103 Auto Refinishing 5 credit hours

Prerequisite: AB 102, Auto Refinishing

An advanced course in auto refinishing. Speed and quality workmanship are stressed in spot repair and complete auto refinishing. Mixing and matching of metallic colors. Painting problems, causes and cures will be studied and practiced. Special color effects including candy and metal flake will be studied. (9 hours per week)

AB 111 Auto Body Repair 6 credit hours

An introductory course in auto body repair and study of body and component nomenclature. Fundamental use of body filling material lead and plastic. Basic methods of door, hood and trunk lid alignment. (12 hours per week)

AB 112 Auto Body Repair 6 credit hours

Prerequisite: AB 111, Auto Body Repair

A detailed study of automobiles damaged by collision. Typical repairs are made with hydraulic jacks and accessories to the front, side and rear sections of cars. Additional repair jobs are selected to provide the student diversified experience on body trim and hardware, panel replacement, and aligning various body components. (12 hours per week)

AB 113 Auto Body Service 3 credit hours

Prerequisite: AB 112, Auto Body Repair

Advanced assessment and repair of damaged auto body parts. Individual work on a project from initial inspection to final repair inspection of the auto for other body damage will be stressed. (6 hours per week)

AB 214 Frame and Unit Body Straightening 5 credit hours

The problems involved in repairing various frame designs. Instructions in using the portable frame straightening equipment to diagnose and straighten common damage conditions. Wheel balancing and alignment as related to frame damage on conventional and unitized construction. (9 hours per week)

AB 215 Major Straightening and Body Alignment 5 credit hours

Assessment and repair of major auto body damage, reinforcing methods and sectioning of unitized body and conventional frames. (9 hours per week)

AB 216 Body Rebuilding Methods 5 credit hours

The procedures and problems involved in sectioning automobile bodies. Repair jobs will be selected as being representative of front end, unit body and rear-end collisions. (9 hours per week)

AB 224 Major Body Repair 5 credit hours

Advanced instruction in the use of portable frame and body straighteners to repair major body damage. Three common types of damage are selected for study as being representative of front end, rear end, and side collision damage. (9 hours per week)

AB 225 Major Body Repair 5 credit hours

Advanced assessment and repair of major frame damage in passenger and utility vehicles. Individual work on a project from initial inspection to final repair. Independent thinking and decision making will be stressed. (9 hours per week)

AB 226 Shop Management 3 credit hours

This course is designed to cover basic automobile body shop management and organization. (3 hours per week)

AB 236 Collision Estimation 5 credit hours

An introductory course designed to expose the student to the use of flat rate manuals to establish parts and labor prices for damage estimates. Modern methods of repair are demonstrated and emphasis is placed on the economics of repairing as opposed to replacing damaged body sections. Procedures used to obtain complete estimates are included. (9 hours per week)

AUTOMOTIVE MECHANICS

AM 100 Seminar 1 credit hour

This seminar is provided for all auto mechanic, auto body and sport craft students. Suggested topics would include orientation, safety, field trips, employment possibilities, new products and procedures. (2 hours per week)

AM 105 Engines and Carburetion 3 credit hours

The principles, design, construction, and operation of modern automotive engines and carburetors are studied both in theory and practical application on live cars (6 hours per week)

AM 111 Basic Engines and Ignition 5 credit hours

The principles, design, construction, and operation of modern automotive engines and carburetors are studied both in theory and practical application. An introduction to fundamentals of electricity, storage batteries and battery ignition. The operation of the storage battery and battery ignition systems is covered both in theory and practical application. (9 hours per week)

AM 112 Power Plants 3 credit hours

A study of construction, operation, parts and service procedure for two and four cycle engines, cooling systems and lubrication systems. Special instruction on micrometers, gauges and engine hand tools. (6 hours per week)

AM 113 Charging Systems 3 credit hours

Prerequisite: AM 111, Basic Engines and Ignition

A continuation of Basic Ignition including the operation and service of the charging systems, both A.C. and D.C. and service of current starting systems. Tests and adjustments are made on live vehicles whenever possible. (6 hours per week)

AM 121 Brake System 5 credit hours

Specialized instruction in hydraulic principles as applied to automotive hydraulic brake systems, including the operation and service of these systems on live vehicles. (9 hours per week)

AM 122 Wheel Alignment, Balancing and Steering Gears 3 credit hours

A detailed study of wheel alignment, balancing, theory and service of front suspension systems on live units. Diagnosis, service and overhaul techniques on standard and power steering. (6 credit hours)

AM 123 Transmissions, Power Trains, and Clutches 3 credit hours

A detailed study of construction, operation, and service techniques for standard transmissions, drive lines, rear axle assemblies and clutches. Students will receive practical experience on passenger cars and light trucks. (6 hours per week)

AM 132 Carburetion and Tune-up 3 credit hours

Prerequisite: AM 111, Basic Engines and Ignition

Theory of operation and the diagnosis and service of one, two, and four barrel carburetors are covered, as well as service procedures for complete tune-ups. Modern test equipment and procedures are stressed. (6 hours per week)

AM 133 Basic Service Repair 3 credit hours

A study of service procedures used on car inspection and adjustment of engine, electrical system and overall operation of the vehicle. Also the adjustments of doors and locks, windows, hoods and trunk lids. Course will primarily include services performed in a service station such as lubrication and general car care and State safety inspection. (6 hours per week)

AM 214 Dynamometer Operation 3 credit hours

Specialized instruction in chassis and engine dynamometer operation. Basic methods of testing horsepower and torque capacities at engine and rear wheels will be studied. (6 hours per week)

AM 215 Engine Diagnosis 3 credit hours

Prerequisite: AM 132 Carburetion and Tune-up

Diagnosis of engines and components with the latest test equipment and procedures. The engine, cranking systems, fuel system, ignition system, and charging systems are covered, as well as the equipment needed to make the correct diagnosis. (6 hours per week)

AM 216 Diagnosis and Repair 5 credit hours

A detailed study in diagnosis procedures that is used in dealerships and garages. Shop work will be based upon diagnosis and will follow the pattern of most commercial garages. (9 hours per week)

AM 225 Automotive Air Conditioning 5 credit hours

Specialized instruction in the operation and service of automotive air conditioning, including diagnosing and charging of units on live vehicles. (9 hours per week)

AM 226 Automatic Transmission 5 credit hours

A detailed study of automatic transmissions including principles of operation and repair procedures. Classroom instruction in coordination with experience in servicing live units. (9 hours per week)

AM 230 Suspension Systems 3 credit hours

Prerequisite: AM 120

Nomenclature, theory, and service of the suspension systems on modern passenger cars and light trucks are covered in the classroom with service performed on live vehicles. (6 hours per week)

AM 234 New and Used Car Make-Ready 5 credit hours

A study of service procedures used on new car inspection and adjustment. Includes inspection of engine, electrical system and overall operation of the vehicle. Also the adjustment of doors and locks, windows, hoods, and trunk lids. Course also includes practical application of service procedure for used cars. (9 hours per week)

AM 235 Engine Rebuilding 5 credit hours

Instruction in procedures to completely rebuild an engine and mechanical operations such as cylinder reconditioning, piston and ring service, valves and bearings. (9 hours per week)

APPLIANCE AND REFRIGERATION MECHANICS

AE 100 Basic Appliance & Refrigeration Mechanics 10 credit hours

Lecture and study assignments to acquaint the student with the basic fundamentals of electricity, electrical and mechanical components, their functions and trouble diagnosis, how to dismantle, repair and reassemble appliance. Laboratory experiences in studying electrical circuits, drawing circuit diagrams, locating electrical and mechanical components from schematics and pictorials; working with the appliance, testing, replacing, repairing, adjusting and final testing in regard to safety and performance dependability. Learning to properly use and care for tools and test equipment. Theory and performance evaluation. (20 hours per week)

AE 120 Appliance and Refrigeration Mechanics 10 credit hours

Lecture and study assignments on electrical and electronic components, their functions and relative locations in the major appliances. Vacuum tubes and semi-conductors, control devices, drives, science of heats and gases. Laboratory experiences in the safe diagnosis, dismantling, repairing, reassembly, adjusting and testing of performance and dependability of major appliances. Theory and performance evaluation (20 hours per week)

AE 130 Advanced Appliance and Refrigeration Mechanics 10 credit hours

Lecture and study assignments on diagnosis of trouble and recommended procedures for repair of refrigeration, heating and air-conditioning equipment used in domestic and light industrial applications. Laboratory experience in diagnosis and repair of heat-transfer equipment, adjustments; calculations and estimates of installation, repair, redesign of existing equipment and/or modification. This includes air conditioning used in domestic and light industry. (20 hours per week)

EM 100 Refrigeration & Air Conditioning 5 credit hours

Designed, through lecture and study assignments, to aid the student in assembling the basic and advanced fundamentals of the trade. It is fast moving heavy study assignments and lecture in the study and related areas whereby the student is able to accomplish, in one quarter, what is normal to cover in three quarters of lecture.

EM 101 Advance Refrigeration and Air Conditioning 4 credit hours

Designed, through lab and shop job assignments, to develop the manipulative skills of the student sufficient for job entry. The student fabricates piping, solders, brazes, installs flare and sweat fittings, tests electrical circuits, controls etc. Repairs existing equipment as well as dismantles, assembles, evacuates and charges systems with some of the latest testing device of the trade.

COMMERCIAL ART

CM 100 Lettering and Typography 3 credit hours

Designed to develop lettering skills, techniques of drawing letter forms and letter spacing. In addition to developing lettering skills, the course familiarizes students with the historical development of type faces and their terminology. (6 hours per week)

CM 101 Typography and Layout 3 credit hours

Appreciation of relationship of lettering and typography to layout design, applied problems in layout, letter forms, symbols, illustrations and systems of measurement. (6 hours per week)

CM 103 Typography and Layout 3 credit hours

Prerequisite: CM 101 or permission of instructor

Continuation of CM 101 with addition of mechanicals and larger range of media. (6 hours per week)

CM 150 Descriptive Drawing 3 credit hours

Fundamentals of mechanical drawing, orthographic and isometric projection, one-and-two point perspective, as applied to specific design and drawing problems. (6 hours per week)

CM 201 Advertising Design and Rendering 3 credit hours

Prerequisite: AR 105, 106, 107 Basic design or permission of instructor

Problems in advertising illustration and graphic design. Various media explored with stress in individuality, critical judgment and creativity. Emphasis on preparing problems for reproduction. (6 hours per week)

CM 202 Advertising Design and Rendering 3 credit hours

Problems in designing packages, brochures, and three dimensional advertising projects. Continuation of CM 201, with a wider range of media. (6 hours per week)

CM 203 Advertising Design and Rendering 3 credit hours

Continuation of CM 202 with a wider range of media including the use of the air-brush. (6 hours per week)

CM 204 Visual Merchandising 3 credit hours

Application of the principles of three-dimensional design and construction as they apply to phases of merchandising display. Emphasis on building an image and consumer appeal. (6 hours per week)

CM 209 Advertising Illustration 3 credit hours

Problems and techniques relating to technical and pictorial illustration, magazines and newspapers with emphasis on the human figure in advertising. Variety of media involved. (6 hours per week)

CIVIL TECHNOLOGY

CT 121 Statics and Strength of Materials 4 credit hours

Prerequisites: Algebra and trigonometry

Basic principles of statics and their application to the analysis of various systems of forces including coplanar, parallel, concurrent, nonconcurrent and noncoplanar. Engineering materials and their properties are examined. (8 hours per week)

CT 224 Estimating Construction Costs 3 credit hours

Interpretation of construction drawings and specifications. Introduction to estimating quantities, costs of materials, and labor costs of residential and commercial building projects. One comprehensive case study will be used in the preparation of a cost estimate. (3 hours per week)

DRAFTING

D 100 Drafting Occupational Seminar 1 credit hour

A lecture course covering the various occupational specialties of the draftsman. Architectural, structural, industrial, mechanical, machine, electrical, electronic, heating-ventilating-air conditioning, piping and plumbing occupations will be discussed by faculty members and professionals. Field trips to selected drafting rooms, industrial plants, and fabricating facilities. Course should be taken upon initial entry into a drafting program and concurrently with D 101, Introduction to Drafting. (2 hours per week)

D 101 Introduction to Drafting 3 credit hours

Basic drafting techniques and principles of three-dimensional projection concepts. The following areas are covered: Use and care of drafting instruments, lettering, sketching, geometric construction, orthographic projection, isometric drawing, sections and conventions. (6 hours per week)

D 102 Technical Drafting 5 credit hours

Prerequisite: D 101 Introduction to Drafting

Various systems and techniques of projection and presentation used in the diverse occupational drafting areas. Special attention will be given to lettering, linework, conventions and dimensioning systems used by the architectural, structural, machine and civil draftsman. (9 hours per week)

D 103 Advanced Technical Drafting 5 credit hours

Prerequisite: D 102 Occupational Drafting

Introduction to assembly and detail drawings; drafting practices in planning and layout of complex drawings. Preliminary sketches will be required for each drawing, and a term or individual project will be assigned. Problems involve sections, pictorial drawings, basic D.G., intersections and developments. Handbooks, previous texts and manufacturers' catalogs will be used as references. (9 hours per week)

D 104 Materials in Industry 3 credit hours

Familiarization with the various materials used in industry and construction trades. Methods of working, forming and assembling these materials into a finished product, assembly or structure. Economic aspects and structural functional properties will be considered. (3 hours per week)

D 111 Industrial Drafting I 8 credit hours

Introduction to the basic drafting techniques and principles, the use of drafting equipment, and the development of three-dimensional visualization. The following areas will be covered: sketching, lettering, geometric construction, orthographic projection, isometric drawing, sections and conventions, dimensioning, auxiliary views and basic descriptive geometry. Emphasis is placed on industrial-mechanical problems, the quality of a student's work in preparing a good working drawing, interpretation of drawings and the application of tables and specifications. (15 hours per week)

D 112 Industrial Drafting II 8 credit hours

Prerequisite: D 111 Industrial Drafting I

Students will be given individual or team projects and areas of specialization will be discussed. Handbooks and manufacturers' catalogs will be used as references. (15 hours per week)

D 113 Advanced Industrial Drafting III 8 credit hours

Prerequisite: D 112 Industrial Drafting II

The specialization area is broadened and depth becomes evident in industry oriented problems. Emphasis is placed upon assigned projects, team and individual initiative and independent study to help develop thinking, creativity, responsibility and decision making. (15 hours per week)

D 114 Occupational Drafting I 3 credit hours

An introductory drafting course offered primarily as a supportive course for Welding and Fabrication and Machine Shop majors. May also be taken as an elective by a student desiring a one-quarter introduction to drafting. Introduction to basic drafting techniques, lettering, sketching, visualization, multi-view and isometric projections. (6 hours per week)

D 181 Blueprint Reading for Welders I 3 credit hours

Introductory course in the reading and interpretation of blueprints used by welders. Emphasis is placed on visualization, sketching and various systems of projection. (3 hours per week)

D 182 Blueprint Reading for Welders II 3 credit hours

Reading and interpretation of fabrication and design drawings for the welder. Special attention will be given to welding symbols, dimensioning systems and drafting conventions. (3 hours per week)

D 201 Perspective and Pictorial Drafting 2 credit hours

Various methods of mechanical perspective and other means of pictorial representation. Freehand sketching, shades and shadows, pencil rendering will be introduced. (4 hours per week)

D 241 Basic Mechanisms 5 credit hours

Prerequisite: D 102 Technical Drafting

The study of motion in mechanisms including the analysis and design of linkages, cams, gears, and other machine components. Gear, belt, and chain drives and their applications will be studied in terms of their motion characteristics and their applications in the overall design. Graphical solutions are stressed. (9 hours per week)

D 242 Industrial-Mechanical Drafting I 5 credit hours

Prerequisite: D 103 Advanced Technical Drafting

An advanced mechanical drafting course in the areas of sections, dimensioning, tolerancing, fits, shop terms and processes. Also covered are materials and properties, basic applied drafting mathematics, welding and fastener considerations and other basic production drawing requirements. A practical individual project with mechanical problems involving various forming and fabricating processes will be given. (9 hours per week)

D 243 Industrial-Mechanical Drafting II 5 credit hours

Prerequisite: D 242 Industrial-Mechanical Drafting I

Loads and stresses are discussed along with various elements of mechanical and machine design and related drafting practices. An introduction to piping may be made at this time. Students will be encouraged to do independent study and projects. (9 hours per week)

D 244 Industrial Facility Layout 5 credit hours

Prerequisite: D 243 Industrial-Mechanical Drafting II

Application to various in-plant problems. These may include modification to equipment, piping and structures, the installation of equipment, design of needed equipment or plant facilities, and some material handling requirements for plant layout. Prior texts, handbooks, manufacturers' catalogs and industrial research visits will be included. Students will work on group projects as plant engineering or design team. May be taken as an extension of D 261, Technical Project in Drafting. (9 hours per week)

D 245 Advanced Industrial-Mechanical Drafting Concepts 3 credit hours

Prerequisite: D Industrial-Mechanical Drafting III

The student will have the opportunity to round out various concepts in mechanical drafting. The first half of the course will concentrate on the concepts generally relating to machine design. The second half of the course will deal primarily with the application of principles to problems that are likely to be encountered with large mechanical equipment used in industrial applications. May be taken as an extension of D 261, Technical Project in Drafting. (6 hours per week)

D 251 Introduction to Pipe Drafting 1 3 credit hours

Prerequisite: Permission of instructor

Introductory course to prepare the student for employment as a professional pipe draftsman. Includes a review of lettering, sketching, and projection techniques and an introduction to piping methods, conventions, materials, symbols, and methods of representation. (6 hours per week)

D 261 Technical Project in Drafting 3 credit hours

Prerequisite: D 243 Industrial-Mechanical Drafting II

Carefully selected projects will require the student to use initiative, planning, outside study and research. This project will be as close to actual industrial experiences as possible. The student may also desire to work this project in conjunction with D 244, Industrial Facility Layout or D 245, Advanced Industrial-Mechanical Drafting concepts. In some instances, team assignments may be made. (Hours to be arranged with instructor)

D 262 Technical Project in Electronic Drafting 5 credit hours

Prerequisite: D 272 Advanced Electrical and Electronic Drafting

Carefully selected project that will require the student to use initiative, planning, outside study and research. This project will be as close to actual industrial experience as possible. In some instances, team assignments may be made. The drafting project can be worked concurrently with applied electronic courses. (hours to be arranged with instructor)

D 271 Electrical Drafting 5 credit hours

Prerequisite: D 103, ET 102 and ET 112

Introduction to the basic techniques and principles, symbols, production drawings and schematic diagnosis. (9 hours per week)

D 272 Advanced Electronic Drafting 5 credit hours

Prerequisite: D 271, ET 103 and ET 113

Course in the presentation of advanced electronic drafting methods, media and equipment. The student will become familiar with the application of the drafting methods to the field of electronics. (9 hours per week)

ELECTRONICS TECHNOLOGY

ET 100 Seminar 1 credit hour

This course introduces the student to his field of study in Electronics Technology. Items included are: Course contents, job descriptions, what is offered in industry in the electronic field. (1 hour per week)

ET 101 Basic Electricity-DC Theory 5 credit hours

A study of current, voltage, resistance and power in direct current circuits. Series, parallel and series-parallel circuits are computed and measured. The ability to develop systematic and logical step by step trouble shooting procedures is emphasized. Properties of conductors and insulators are studied. Basic magnetism, electromagnetic induction, alternating voltages and currents are covered. To facilitate problem solving, use of the slide rule and scientific notation principles also are studied. (5 hours per week)

ET 102 AC Theory and Vacuum Tube Devices 5 credit hours

Prerequisite: ET 101

The fundamentals of alternating current circuits is the principle theme of this course. The vacuum tube diode, triode and selected multigrid tubes are introduced. The semi-conductor diode is used in power supply and bias arrangements including a functional circuit using these components. (5 hours per week)

ET 103 Solid State Devices 5 credit hours

Prerequisite: ET 102

This course provides the student with a working knowledge of the different types of solid state devices, the theory of "How they work" using the electron flow principle, and their application in various circuits. The student will learn how to analyze and interpret various solid state devices in different configurations. This unit is given in conjunction with a laboratory class (ET 113), where circuits discussed in this class can be constructed for examination and proof. (5 hours per week)

ET 104 Electronic Layout and Fabrication 3 credit hours

This course is designed to teach the manual skills an Electronic Technician requires on the job. Basic soldering techniques are studied and applied to actual electronic equipment. Selection of proper heat for a given soldering tack is demonstrated. The actual makeup of wiring routing and cabling plans are studied and applied. Connectors, cables and coaxial conductors are constructed to given specifications and the techniques studied. The layout and planning of vector board and printed circuits are reinforced by actual construction of circuits using standard electronic components. Emphasis is placed on modern integrated circuit packaging to insure the student demonstrates ability to place and remove integrated circuits on printed circuit boards. Instruction is included in circuit tracing so that the student is able to associate schematic drawings with actual equipment. (5 hours per week)

ET 111 Basic Electricity Lab – DC 4 credit hours

Experiments are performed closely relating to subject matter covered in ET 101. To insure a firm foundation in basic electricity, experiments have been arranged in logical order, progressing from simple to more complex devices and circuits. The use of basic test equipment is emphasized. Basic circuitry analysis is studied and troubleshooting with practical applications is stressed. (7 hours per week)

ET 112 AC Theory and Vacuum Tube Devices – Lab 4 credit hours

Prerequisite: ET 111

Practical laboratory work using vacuum tubes and the semi-conductor diode. Application of alternating current fundamentals and parameter checks are included in building and analyzing various circuits. Written lab book reports are considered as part of this course. (8 hours per week)

ET 113 Solid State Devices Laboratory 4 credit hours

Prerequisite: ET 112

In this laboratory course the student will gain an understanding of solid State devices through experiments using integrated circuits, Field Effect Transistors, Uni-junction transistors, Silicon Controlled Rectifier devices as well as constructing basic transistor circuits. This course is co-ordinated with the text used in ET 109. (7 hours per week)

ET 201 Instruments and Measurements 4 credit hours

Prerequisite: ET 108

A course concerned with the calibration and use of general test instruments. Covers the accuracy of measurements, theory of operation, proper use and calibration techniques used with electronic and digital metering equipment, frequency counters, wave analyzers, frequency generators, waveform generators, general purpose and special purpose oscilloscopes. Actual test instruments are used for lab experience. (4 hours per week)

ET 202 Applied Electronics 8 credit hours

Prerequisite: ET 108

This course is designed to teach the operational characteristics and performance of electronic circuits. It is accomplished in a two-fold manner. First, in a classroom, individual electronic circuits are examined from a theoretical approach. Secondly, in the lab, the circuits are actually built by the student and analyzed by meters, oscilloscopes and additional test instruments to determine the actual performance of the circuit. Circuits studied include: diode and transistor logic, pulse generation, multivibrators, silicon controlled rectifiers, photo-conductive, field effect transistors and control circuits. (3 hours classroom, 6 hours laboratory per week)

ET 203 Introduction to Digital Electronics I 4 credit hours

Prerequisite: ET 202

An introduction to digital solid state circuits as applicable to computer, digital, and instrument technology. Codes, memory systems, counters, computer circuits, and Boolean Algebra are a few of the topics studied. (4 hours per week)

ET 204 Digital Electronics II 4 credit hours

Prerequisite: ET 203

A continuation of ET 203 with in-depth study given to digital, digital to analog conversion, integrated and other special purpose circuits. (4 hours per week)

ET 205 Electronic Trouble-shooting 3 credit hours

This course is directed towards development of trouble analysis and proper trouble-shooting procedures. Actual units of electronic equipment are diagnosed for alignment and defective components using systematic procedures. (5 hours laboratory per week)

ET 221 Communications Systems I 4 credit hours

Prerequisite: ET 202

This course pertains to the many specialized areas of electronics and communications. Basic electronic circuits are analyzed on a system basis so that the student may utilize their principles in many different applications. This analysis includes circuitry and equipment associated with amplifiers, oscillators, power supplies, radio transmitters, receivers, antennas and transmission lines. (4 hours per week)

ET 222 Communications Systems II 4 credit hours

Prerequisite: ET 221

A continuation of ET 221. The study of receiver principles, types of circuitry and applications. Military electronics, radar, directional equipment, special navigation aids and antenna systems are studied. (4 hours per week)

ET 231 Electromechanical Devices I 5 credit hours

The first phase of a three quarter lecture-lab course containing functional instruction-oriented equipment with specifically designed laboratory modules covering the area of alternating and direct current machines. Single phase and three phase machines, motors, generators, and associated control and measurement methods are studied. (3 hours classroom, and 3 hours lab per week)

ES 100 Seminar 1 credit hour

This seminar is provided for all radio and television repair and electronic technology students. Suggested topics include orientation, safety, field trips, employment opportunities, new products and procedures. (2 hours per week)

INSTRUMENTATION TECHNOLOGY (OPTION)

ET 206 Measuring Principles (Mechanical) 6 credit hours

A study of the more common sensing devices and components employed for the measurement of temperature, pressure, flow and related. It is designed to coordinate with the material presented in Physics for Instrumentation I.

ET 207 Measuring Principles II (Electrical) 5 credit hours

A study of the basic types of transducers, employing electrical or electronic energy. Photoelectric, potentiometric and position responsive devices are considered. Data logging and recording devices are also studied.

ET 208 Computer Principles and Systems 4 credit hours

This course employs virtually all previous courses as it familiarizes the student with both analog and digital computers for measurement, comparison logging, and control. Numerical control is an integral part of the course.

ET 209 Control System Analysis 4 credit hours

A study of the response of systems to instrumental control based upon consideration of system components. Negative and positive feedback along with the implications of closed loop control are covered.

ET 210 Calibration and Standardization 4 credit hours

A laboratory course designed to illustrate the philosophy of measurement and control, emphasizing the meaning of validity, sensitivity of control devices, units of measurement, and levels of accuracy and traceability.

GRAPHIC ARTS

GA 100 Introduction to Graphic Arts 3 credit hours

The objective of this course is to have the student acquire a knowledge as to the rise of graphic communications. History and technological development of the industry is given, terms and measurements, copy preparation, layout procedures, type faces and styles, methods of composition, theory of good paste-up, basic camera and line photography, legal restrictions on copying, estimating, management, and production. (5 hours per week)

GA 105 Graphic Arts Processes and Production 5 credit hours

The objective of this course is to develop in the students a measure of skill in the use of common tools and machines, and an understanding of the problems involved in the production visual communication products. Some of the specific areas covered are: preparation of design and copy, preparation of composition for printing, copyfitting, preparing estimating sheets and production forms, line photography and reproduction. (10 hours per week)

GA 110 Theory of Offset Lithography 3 credit hours

In depth study of offset Lithography with emphasis on the development of skill in camera work, stripping and plate making. Some of the specific areas are: theory of half-tone photography, stripping for color and multiple exposures, plate making, theory of color reproduction, basic press operation and paper and bindary operations. (5 hours per week)

GA 115 Offset Lithography Fundamentals 5 credit hours

Objective of this course is to provide the necessary knowledge and skills in the production of half-tones, preparation of the printing plate and basic press practices, laying out and stripping the flat, and color reproductions. Emphasis on half-tone photography, laying out and stripping the flat, plate making, basic press operations and bindery operations. (10 hours per week)

GA 120 Theory in Offset Press Operations 3 credit hours

Objective of this course is to develop an understanding of the operation adjustments and maintenance procedures of offset presswork. Specific areas covered: operation and general nomenclature, safety procedures, physics in lithography, offset presses and duplicators, offset presswork and trouble shooting, offset inks and buying techniques. (5 hours per week)

GA 125 Offset Lithographic Press Operations 5 credit hours

The specific areas studied in this course are: press operations, preparation of the presses (feeder, inking systems, dampening systems, printing units, etc.) preparing plates and impressions, press maintenance (10 hours per week)

GA 150 Process Camera and Stripping Theory 1 credit hour

Objective of this course is to develop an understanding of the operation of the process camera and stripping up the flat for offset press operations. Specific areas covered: theory and general nomenclature of the process camera, line and half-tone photography, stripping for black and white, color, and multiple plate exposures. (1 hour per week)

GA 155 Process Camera and Stripping Operations 1 credit hour

The specific areas covered: operation of the process camera making both line and half-tone negatives, practice stripping and laying out flats for basic and multiple plate exposures. (2 hours per week)

GA 160 Platemaking and Offset Press Theory 1 credit hour

Object of this course is to develop an understanding of the operation, adjustments, and maintenance procedures of offset and plate making. (1 hour per week)

GA 165 Platemaking and Offset Press Operations 1 credit hour

The specific areas studied in this course are: plate making, offset press operation and preparation and press maintenance. (2 hours per week)

OFFICE MACHINE SERVICE

OM 101 Introduction to Electric Typewriters 4 credit hours

To familiarize the student with the drive, power roll, type action and operational controls of typewriters. (9 hours per week)

OM 102 Typewriters: Preventative Maintenance 4 credit hours

A continuation of OM 101. The principles offered in this course are designed to familiarize the student with the operation, preventative maintenance and checking of typewriters. The student gains a knowledge of troubleshooting employed by various manufacturers and service men. (9 hours per week)

OM 103 Basic Electricity for Office Machines 3 credit hours

Basic lecture and lab assignments to acquaint the student with the fundamentals of electricity and magnetism as related to office machines. (6 hours per week)

OM 104 Introduction to Adding Machines 4 credit hours

Adding machine models, ribbons, machine tapes, hand drive, electric machine control keys, full keyboard and ten key adding machine operation. (9 hours per week)

OM 105 Service Work I 4 credit hours

An analytic lab of typewriter sections and removal and replacement of mechanisms, to give the student an understanding of the structure of these machines — the relation of one machine section to all other sections. (9 hours per week)

OM 110 Service Work II 4 credit hours

A lecture-laboratory course designed to upgrade the student in the proper and safe use of hand tools, special tools, judging adjustments as close as 0.02 mm or .001 inches. Development of diagnostic ability. (9 hours per week)

OM 112 Office Machine Business Management 3 credit hours

Training in this course is intended to give the individual a more comprehensive picture of the office machine industry. During this course, you actually meet the various types of approaches used in the world of office machine service. Field trips are included. (6 hours per week)

OM 115 Service Work III 4 credit hours

An elective lecture-lab course that should be included in the two year program. An advanced continuation of OM 110 including proper techniques. (Co-op work experience will be arranged for students in the 9 month program). (9 hours per week)

OM 201 Introduction to Calculators 4 credit hours

Machine models, printing calculators, rotary calculators, electronic calculators, and electronic printing calculators. Basic theory in the various mechanical and electronic processes employed in digital computation. (9 hours per week)

OM 202 Product Testing 3 credit hours

Techniques used in maintaining a standard of performance on typewriters, electric, manual, adding machine, 10-key, full-key, and all types of calculators. (3 hours per week)

OM 203 Service Work IV 4 credit hours

A continuation of OM 115 designed to complement OM 104 or OM 115, depending on direction of student's desire, due to the nature of the Office Machine Industry. The individual must select a specialization of either adding machines and calculators or typewriters. (9 hours per week)

OM 204 Service Work V 8 credit hours

Advanced lecture-lab course in service and preventative maintenance, machine check techniques, advanced math (-9 method) for fast and accurate test on adding and calculating machines, or if so oriented, advanced continuation of OM 115, Service Work III (Typewriters) - Introduction to IBM Selectric, executive and decimal tab. (17 hours per week)

OM 205 and OM 206 Co-op Work Experience 8 credit hours

Training in this course will consist of actual job experience, such as shop work, service work of calculators and customer relations. (Hours arranged) A more comprehensive picture of the Office Machine World in Business and Industry through actual on-the-job training. Will climax the individual's knowledge (this is a two quarter sequence - 4 hours in the fifth quarter, 4 credit hours in the sixth quarter). (17 hours per week)

OM 207 Service Work VI 4 credit hours

A lecture-lab course, specializing in upgrading trainee to the level required in his particular field of endeavor. Attention will be directed to actual situations within the area of specialization. (9 hours per week)

PHOTOGRAPHY

PT 211 Basic Photography 3 credit hours

Prerequisite: English Elective, Basic Drawing, Basic Design, Graphics, or the consent of the instructor

The camera, reflex, 3mm, view cameras. Basic darkroom procedures and techniques; composition and critiques. Emphasis will be put on darkroom procedures.

PT 212 Intermediate Photography 3 credit hours

Prerequisite: Basic Photography, English Elective, Basic Drawing, Basic Design, Graphics, or the consent of the instructor

(Continuation of PT 101) The camera as a reporting tool; reflex, 35mm; view camera as a communicative device. Darkroom techniques, printing, developing, films cropping, composition, critiques.

PT 214 Advance Photography 3 credit hours

Prerequisite: English Elective, Basic Photography, Basic Drawing, Basic Design or consent of instructor

PT 200 Photography and Art 3 credit hours

Prerequisite:

Study of photography as an art and how it relates to the other arts. Darkroom procedures will be based on distortions, photographic images, photograms and photo-sculptures.

PT 299 Independent Study 0-6 credit hours

Students majoring in photography commercial art may enroll in independent study.

TECHNICAL ILLUSTRATION

TI 111 Freehand Sketching 4 credit hours

Freehand drawing covering the different systems of making a three-dimensional drawing. Different media are employed and basic techniques are studied. (8 hours per week)

TI 112 Isometric, Dimetric, and Trimetric Drawing 3 credit hours

Instrument drawing of three-dimensional axonometric drawings, showing objects at different angles with the plane projection. (6 hours per week)

TI 211 Rendering I 4 credit hours

This course provides fundamental training necessary to produce line and continuous tone drawings through use of graphic pencil, carbon pencil, litho pencil, as well as various types of pens and ink. (9 hours per week)

TI 212 Layout and Design 3 credit hours

This course provides training in the basic fundamentals of layout. The student is required to make sketches, designs, thumbnail sketches, comprehensives, with emphasis on technique, structure, mechanics, awareness, and communication. (6 hours per week)

TI 213 Rendering II 4 credit hours

This course is a continuation of Rendering I. It provides the necessary skills required to produce pictures in the following mediums: wash, tempera color rendering and other shading techniques. (9 hours per week)

TI 214 Airbrush Techniques I 3 credit hours

This course provides training in preparing art for technical manuals and diversified art. Various technical manuals, trade magazines, and advertising publications are studied. Airbrush techniques are used in shading techniques and photo retouching. (6 hours per week)

TI 215 Technical Illustration Seminar 3 credit hours

This course is devoted to giving the student an opportunity to explore various combinations of art and technical illustrations. Field trips are planned. (3 hours per week)

TI 216 Airbrush Techniques II 4 credit hours

A continuation of Airbrush Techniques I. Advanced shading techniques and photo retouching. (9 hours per week)

TI 217 Reproduction Methods 3 credit hours

A practical course in the use of cameras in photo-lithography. Laboratory experiences are provided in set-up operation and darkroom procedures employed in reproduction work. (6 hours per week)

TI 218 Special Problem 6 credit hours

Prerequisite: Five Quarter work in Technical Illustration

The student prepares a presentation folio preparatory to employment. This includes work in black and white, as well as color showing assemblies, cutaways, exploded views, spot drawings, visual aids, lettering aids and art aids. (hours arranged)

WELDING AND FABRICATION

WE 100 Fundamentals of Welding 3 credit hours

A basic welding course dealing with oxy-acetylene welding. Designed to meet the needs of students enrolled in Auto Mechanics, Detailer and Draftsman. Typical applications are made in a laboratory setting. (6 hours per week)

WE 101 Fundamentals of Welding (Intermediate) 3 credit hours

Prerequisite: WE 100, Fundamentals of Welding

An advanced welding course dealing with arc welding. Designed to meet the need of students enrolled in other areas of study. Typical applications are made in a laboratory setting. (6 hours per week)

WE 111 Gas Welding 8 credit hours

The use of oxy-acetylene equipment to perform butt, lap and fillet welds with mild steel plate. Introduction to filler rod, brazing, cast iron welding and silver soldering. (15 per week)

WE 112 Arc Welding 8 credit hours

Prerequisite: WE 111 Gas Welding

Beginning welding course for welding and fabrication majors. The course includes related safety, electrode selection and power supplies. The following operations will be performed, butt, lap, and fillet welds using straight and reverse polarity on mild steel plate, cast iron welding, handsurfacing and carbon arc cutting (15 hours per week)

WE 113 Arc Welding 8 credit hours

Prerequisite: WE 112 Arc Welding

Tungsten-inert-gas shield arc welding with manually operated torch on mild steel, aluminum and stainless steel. Technical theory directly related to tig welding including the composition and properties of metals. (15 hours per week)

WE 204 Welding and Fabrication 8 credit hours

Prerequisite: All first year welding courses

Specialized oxy-acetylene welding, inert-gas-shielded arc, and consumable carbon dioxide welding. Emphasis on welding of various metals such as aluminum, stainless steel, highly alloyed steels, and cast iron. Procedures for welding of the exotic metals such as titanium, tantalum, columbium, zirconium, and molybdenum are included. (15 hours per week)

WE 205 Ornamental Iron Work 8 credit hours

A basic course in ornamental iron designs, teaching in detail the materials used in the fabrication of ornamental iron posts, railings, fencing, various guards, wrought iron furniture and etc; with emphasis on Layout, scroll bending, bill of materials and time estimating. (15 hours per week)

WE 206 Pipe Welding and Fabrication 3 credit hours

Includes flame cutting with oxy-acetylene torch using both hand and machine methods. Also stressed will be joint preparation and layout. All position welding will be included using E 6010 and E 7018 Electrodes. (6 hours per week)

MS 100 Seminar 1 credit hour

This seminar is provided for all machine shop, mechanical technology and welding students. Suggested topics include orientation, safety, field trips, employment possibilities, new products and procedures. (2 hours per week)

MS 111 Theory of Machine Shop 3 credit hours

Theory of bench tools, measuring tools, lathes, and shapers. Emphasis on purpose, use, care, safety and problems. Material will be covered by lecture discussion, practical demonstrations and text book study. This course should be taken concurrently with MS 112 Practice of Machine Shop. (3 hours per week)

MS 112 Practices of Machine Shop 5 credit hours

Practical application of the theory of bench tools, measuring tools, lathes and shapers. The student will be required to make a work piece to the proper dimensions and tolerances from a planned shop drawing. (9 hours per week)

MS 137 Introduction to the Structure of Metals 3 credit hours

The course provides a working knowledge of the methods of treating ferrous and nonferrous metals; the effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Students will then be given the opportunity to acquaint themselves with the equipment and processes of heat treating and testing procedures. (6 hours per week)

297 Cooperative Work Experience 0 to 6 credit hours

In some program areas cooperative work experience is a part of the course of study. The student is placed at a work station somewhere in the Metropolitan Denver area which is related to his educational program and occupational objective. He works under the immediate supervision of experienced personnel in the business, industry or agency involved, with a College instructor providing general coordination. Prerequisites for enrollment in Cooperative Work Experience are approval of the instructor and Division Director.

299 Independent Study 1 to 3 credit hours

Independent study is available in each of the major areas within the Division of Industrial Occupations. The course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic of interest under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Director of the Division and the assigned instructor. The number of quarter hours of credit (1-3) to be awarded for successful completion of the course will be determined by the Division Director.

Science and Mathematics

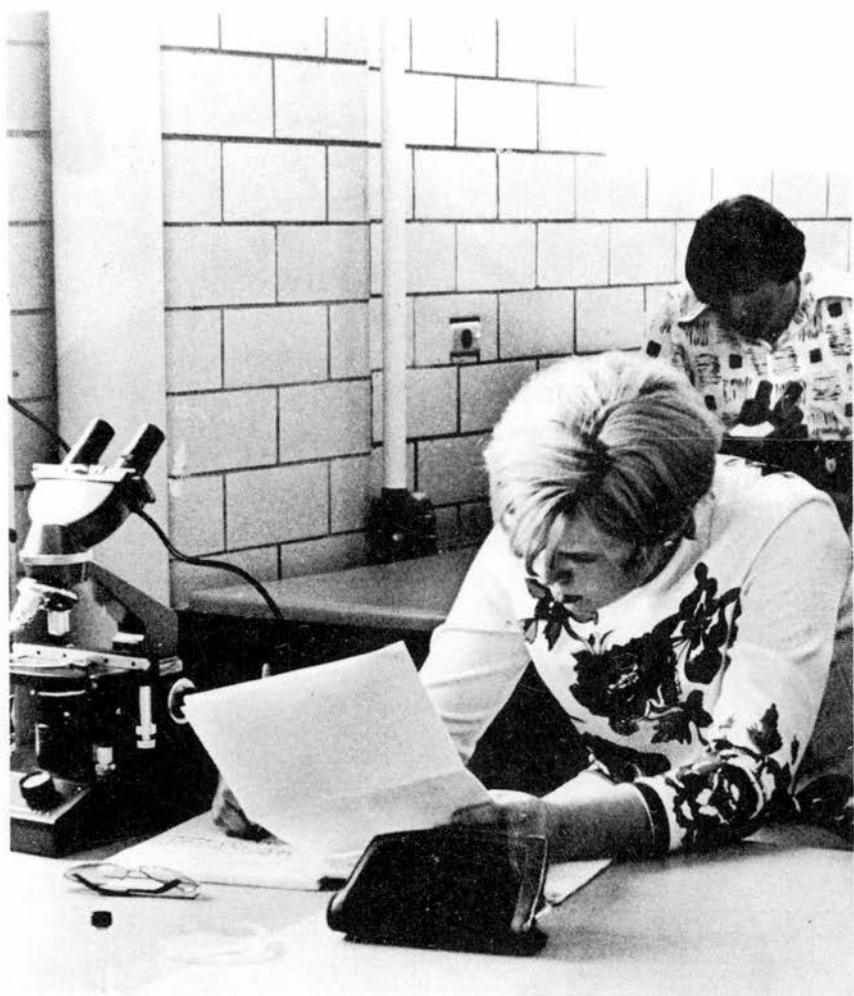
CONTENTS

Biology	192
Chemistry	194
Mathematics	195
Physics	198
Science	199
Independent Study	199

BIOLOGY

B 100 Basic Human Biology 4 credit hours

A survey course for health occupation students and others needing an understanding of basic biological and chemical concepts, as applied to the human body. Chemistry relevant to living systems will be discussed in conjunction with a survey of human organ systems. Primarily for students with insufficient background to enroll in B 123 — Human Anatomy and Physiology. (3 hours of lecture and 3 hours of laboratory per week)



BIOLOGY

B 110 Introduction to the Environment 3 credit hours

A study of the ecosystem, population dynamics, man's impact upon the ecosystem, and possible solutions to the problems posed to man in his environment. (3 hours of lecture per week, no laboratory)

B 111 General Biology 5 credit hours

An integrated introduction to biology emphasizing molecular, cellular, developmental and genetic biology. (4 hours of lecture and 3 hours of laboratory per week)

B 112 General Biology 5 credit hours

Prerequisite: B111

A study of living forms stressing the functional basis of life, chemical and neural control of life, and the coordination of the organism. (4 hours of lecture and 3 hours of laboratory per week)

B 113 General Biology 5 credit hours

Prerequisite: B 112

A survey of both the plant and animal kingdoms with additional emphasis placed upon population and community biology. (4 hours of lecture and 3 hours of laboratory per week)

B 123 Human Anatomy and Physiology 4 credit hours

Prerequisite: B 100 or B 111 or C 101 or equivalent

A detailed study of the gross and microscopic anatomical structure of the human body and of the relationship of these structures to their function. (3 hours of lecture and 3 hours of laboratory per week)

B 124 Human Anatomy and Physiology 4 credit hours

Prerequisite: B 123

A continuation of B 123. (3 hours of lecture and 3 hours of laboratory per week)

B 140 Introduction to Microbiology 3 credit hours

Prerequisite: B 124

An introduction to microbiology with an emphasis on epidemiology and its relationship to the health science occupations. (2 hours of lecture and 3 hours of laboratory per week)

B 150 Biology of the Human Races 3 credit hours

The biological aspects of race formation will be considered, including the genetic foundations, the range of human variability and race mixtures, and the usefulness of biological factors in understanding racial problems.

B 231 Environmental Biology 5 credit hours

Prerequisites: B 113 or equivalent, C 113 or consent of the instructor.

An introduction to the principles of ecology, population dynamics and genetics, and evolutionary mechanisms. (4 hours of lecture and 3 hours of laboratory per week; Saturday field trips may replace laboratories)

B 232 Cell Biology 5 credit hours

Prerequisite: B 231 or consent of the instructor.

An introduction to the cell as the fundamental unit of function and structure in all living systems. Morphological and physiological characteristics common to all cells will be emphasized. (4 hours of lecture and 3 hours of laboratory per week)

B 233 Developmental Biology 5 credit hours

Prerequisite: B 232 or consent of the instructor.

An introduction to the changes occurring during organismic development and differentiation; gene action, biochemical regulation, and environmental factors will be stressed. (4 hours of lecture and 3 hours of laboratory per week)

CHEMISTRY

C 101 Fundamentals of Chemistry 4 credit hours

Prerequisites: One year high school algebra or M 100 Developmental Mathematics and P 100 Survey of Physical Science or equivalent

An introduction to the basic principles of chemistry and their application to the various occupational programs. Emphasis is on atomic structure, chemical bonding, physical states of matter, solutions, and modern acid-base theory. Students who lack a basic understanding of the scientific method and the nature of physical science, or who have not acquired basic mathematical skills should enroll in P 100 as well as in M 100 before pursuing C 101. (3 hours of lecture and 3 hours of laboratory per week)

C 102 Fundamentals of Chemistry 4 credit hours

Prerequisite: C 101

A continuation of the study of the principles of chemistry. Topics will include chemical equilibrium, kinetics, radioactivity, electrochemistry, and a survey of the chemistry of selected non-metals and metals. (3 hours of lecture and 3 hours of laboratory per week)

C 103 Fundamentals of Chemistry 4 credit hours

Prerequisite: C 101

An introduction to organic chemistry including a brief survey of aliphatic and aromatic compounds with emphasis on compounds of interest to the health science and the biological science student. (3 hours of lecture and 3 hours of laboratory per week)

C 111 General College Chemistry 5 credit hours

Prerequisites: One year high school algebra or M 105 Introductory Algebra and one year high school chemistry or C 101

C 111, 112, 113 constitute a three quarter sequential course in the principles of college chemistry. Designed to take into consideration the superior background of today's high school graduates, the first quarter concentrates on the fundamental concepts of atomic structure, chemical bonding, the kinetic theory, chemical equations and stoichiometry. Students who lack the necessary prerequisites should first enroll in the appropriate mathematics course and/or C 101. (4 hours of lecture and 3 hours of laboratory per week)

C 112 General College Chemistry 5 credit hours

Prerequisite: C 111 or equivalent

Continuation of General College Chemistry with an emphasis on electrochemistry, modern acid-base theory, thermodynamics, chemical equilibrium, and kinetics. (4 hours of lecture and 3 hours of laboratory per week)

C 113 General College Chemistry 5 credit hours

Prerequisite: C 112 or equivalent

Continuation of C 111 and C 112 with major emphasis on ionic equilibrium, complex compounds, chemistry of selected metals and an introduction to quantitative analysis. (4 hours of lecture and 3 hours of laboratory per week)

MATHEMATICS

M 90 Mathematics Laboratory 1-3 credit hours

An opportunity for students to work on any mathematical difficulty or project under the direction and supervision of the mathematics staff. Students may avail themselves of this opportunity voluntarily or may be referred to the laboratory by an instructor.

M 100 Developmental Mathematics 3 credit hours

This course is designed for students who need a comprehensive review of arithmetic. Topics include the fundamental operations of whole numbers, fractions, decimals, and percentages, areas of plane figures, volume, proportion, operations with signed numbers and equations. (3 hours per week)

M 102 Applied Mathematics 3 credit hours

Prerequisite: M 100 or equivalent

FOR INDUSTRIAL OCCUPATIONS

This course is directed toward the application of the fundamental mathematical operations needed to solve problems related to these occupations. Topics include fractions, decimals, percentage, ratio and proportion, powers and roots, weights and measures. The slide rule will be introduced. (3 hours per week)

M 103 Applied Mathematics 3 credit hours

Prerequisite: M 102

FOR INDUSTRIAL OCCUPATIONS

The development and application of mathematical skills relating to geometry. Topics covered include areas of polygons, triangles, the circle, prisms, cylinders, pyramids, cones, frustums, the sphere and special solids. (3 hours per week)

M 104 Applied Mathematics 3 credit hours

Prerequisite: M 103

FOR INDUSTRIAL OCCUPATIONS

The development and application of mathematical skills relating to trigonometry. Topics covered are trigonometric functions, trigonometric tables, relation between trigonometric functions, right triangles, graphical representation of trigonometric functions, oblique triangles and application of the above. Also the slide rule covered in M 102 is reviewed and extended to include application to trigonometry. (3 hours per week)

M 105 Introductory Algebra 3 credit hours

Prerequisite: M 100 or equivalent

Designed for the student who has had less than one year of high school algebra or for those who need a review. Manipulation of algebraic expressions, factoring, radicals, solving 1st and 2nd degree equations, and solutions of systems of two linear equations in two variables. (3 hours per week)

M 106 Intermediate Algebra 3 credit hours

Prerequisite: M 105 or successful completion of 1½ years of high school algebra

Introduction to sets, introduction to an axiomatic approach to the set of real numbers, factoring, rational, expressions, absolute values and inequalities, functions and graphs, solutions to systems of linear and/or quadratic functions or equations. (4½ hours per week)

M 110 Mathematics for Business 3 credit hours

FOR BUSINESS AND MANAGEMENT OCCUPATIONS

Consists of an integrated development of the concepts and computational skills of arithmetic that are commonly used in business. Topics covered are percentages, fractions, ratios and proportions, graphs, interest, banking, insurance, taxes and investments. (3 hours per week)

M 111 College Algebra 5 credit hours

Prerequisite: Successful completion of two years of high school algebra, or M 106 or the equivalent

Sets, operations on sets, an axiomatic approach to the system of real numbers, absolute value, inequalities, algebraic, exponential, and logarithmic functions solving 1st, 2nd, and 3rd degree equations, and inequalities, solutions of systems of equations, complex numbers, polynomials, sequences, permutations, and combinations. (5 hours per week)

M 112 Trigonometry and Functions 5 credit hours

Prerequisite: M 111 or equivalent

Review of sets, introduction to symbolic logic, trigonometric functions, identities, graphs, logarithms, solutions of triangles, and complex numbers. Functions as mappings, associations and ordered pairs. Limits and asymptotes. (5 hours per week)

M 113 Calculus I **5 credit hours**

Prerequisite: M 111 and M 112 or equivalent

Calculus of algebraic and transcendental functions of one variable. Limits, differentiation, indefinite, definite, and improper integrals, mean value theorem, maxima and minima, increasing and decreasing functions, concavity, volumes by slicing. (5 hours per week)

M 120 Statistics for Business and Industry **3 credit hours**

Prerequisite: M 105 or equivalent

Designed to provide an opportunity for the business student to develop critical and functional understandings of statistical data. Attention is given to the basic concepts of statistical methodology and procedures which are used as media in the business world. The principles of statistical investigation, technique in data presentation, measures of central tendency, etc., are studied in their practical business application. (3 hours per week)

M 121 Fundamentals of Modern Mathematics **3 credit hours**

Prerequisite: M 105 or equivalent

FOR ELEMENTARY EDUCATION AND LIBERAL ARTS MAJORS

The M 121, 122, and 123 sequence is designed for students who desire a greater knowledge of some of the techniques and concepts of modern mathematics. Sets, Venn diagrams, truth tables, deductive proofs, number bases other than ten. (3 hours per week)

M 122 Fundamentals of Modern Mathematics **3 credit hours**

Prerequisite: M 121

FOR ELEMENTARY EDUCATION AND LIBERAL ARTS MAJORS

An introduction to groups and modulo arithmetic. Decimals, structure of arithmetic, properties of the natural numbers, integers, and rational numbers. (3 hours per week)

M 123 Fundamentals of Modern Mathematics **3 credit hours**

Prerequisite: M 122

FOR ELEMENTARY EDUCATION AND LIBERAL ARTS MAJORS

Properties of real numbers, inequalities, absolute value, exponents, and roots. Solutions of equations and inequalities of 1st and 2nd degree in one of two variables. Introduction to finite probability, permutations, and combinations. (3 hours per week)

M 211 Calculus II **5 credit hours**

Prerequisite: M 113 or the equivalent

Rigorous development of the concepts studied in M 113 such as limits, differentiation and integration of algebraic and transcendental functions. Chain rule, techniques of integration, applications. (5 hours per week)

M 212 Calculus III **5 credit hours**

Prerequisite: M 211

Multivariable differential and integral calculus, Taylor's theorem, infinite series, and differential equations. (5 hours per week)

M 220 Introduction to Linear Algebra **4 credit hours**

Prerequisite: M 113

A nonrigorous introduction to some basic concepts encountered in linear algebra. Matrices, matrix algebra, finite dimensional vector spaces, systems of linear equations, linear transformations. (4 hours per week)

PHYSICS

P 100 Survey of Physical Science **3 credit hours**

A core physical science course for health science students and others who need an understanding of the scientific method and the nature of the physical sciences. Emphasis is on observation, experimentation, and quantitative results drawn from chemistry and physics. (2 hours of lecture and 3 hours of laboratory per week)

P 101 Fundamental Physics **3 credit hours**

Prerequisites: One year high school algebra or M 100
Developmental Mathematics and P 100 or equivalent

An introduction to some of the more important basic concepts of physics with applications to practical problems relating to various occupational programs. Primarily for occupational students and non-science majors. Recommended as a preparatory course for students with inadequate background in physics who wish to take P 111, 112 and 113. (3 hours of lecture and 2 hours of laboratory per week)

P 102 Physics for Instrumentation I **3 credit hours**

A study of the basic principles of Physics, emphasizing mechanics and heat, with particular emphasis on those principles embodied in the design of mechanical indicating and sensing devices.

P 111 College Physics **5 credit hours**

Prerequisite: M 111 College Algebra or equivalent or concurrent enrollment in M 111

A noncalculus study of kinematics, linear and rotational dynamics, conservation of energy and momentum, and topics in special relativity. Students who have not had college algebra should concurrently be enrolled in M 111. (4 hours of lecture and 3 hours of laboratory per week)

P 112 College Physics **5 credit hours**

Prerequisites: P 111 or equivalent and M 112 Trigonometry and Functions or concurrent enrollment in M 112

A continuation of P 111. Topics include properties of matter, wave motion, thermal phenomena, optics, and electricity and magnetism. (4 hours of lecture and 3 hours of laboratory per week)

P 113 College Physics **5 credit hours**

Prerequisite: P 112

A continuation of P 112. Topics include atomic and nuclear structure, behavior of gases, liquids, and solids, oscillations, electromagnetic waves, and matter waves. (4 hours of lecture and 3 hours of laboratory per week)

SCIENCE

SC 110 The Black Scientist Contributes **3 credit hours**

A survey of the contributions of the black man to the scientific world, with in-depth studies of some of the major figures.

INDEPENDENT STUDY

299 Independent Study **1 to 3 credit hours**

Students majoring in one of the areas of the Division of Science and Mathematics may enroll in Independent Study (Course No. 299).

This enables the serious-minded student to engage in intensive library and/or laboratory research on a specific topic under the direction of a qualified member of the Division faculty. To be eligible the student must have successfully completed one or more second year courses in the subject matter area in which he is majoring and give evidence that he can successfully engage in independent study.

Independent Study carries 1-3 hours credit involving a minimum of 3-9 hours per week. Permission to enroll must be obtained from the instructor under whose direction the independent study will be carried out and from the Director of the Division.

Social Science

CONTENTS

Anthropology	201
Economics	201
Geography	202
History	203
Philosophy	207
Political Science	207
Psychology	209
Sociology	213
Independent Study	213

ANTHROPOLOGY

AN 201 Human Evolution 3 credit hours

Study of the evolutionary mechanics of race formation and the utility of anthropological factors in improving our understanding of the social problems of race.

AN 211 Cultural Anthropology 3 credit hours

The development of human races and cultures through the ages; the nature, growth and change of our own culture and the cultures of other peoples of the world.

AN 212 Cultural Anthropology 3 credit hours

Continuation of AN 211 with emphasis placed upon language in culture, kinship and social structure, as revealed by an examination of the ethnographic record.

ECONOMICS

EC 107 Consumer Economics 3 credit hours

Survey of the American economic system from the point of view of the consumer, including such topics as personal and household finance, consumer credit, taxes, insurance, mortgages, social security, medicare and medicaid.

EC 108 Labor Relations 3 credit hours

The development, structure, and philosophy of American trade unionism, collective bargaining, the role of government, productivity and wages, unemployment and automation, case studies in labor management relations.

EC 151 Economic History of Europe 3 credit hours

The evolution of economic thought and institutions in Europe from Greece to the Common Market. Includes the rise of capitalism, Feudalism, and the modern economy.

EC 152 Economic History of United States 3 credit hours

The evolution of economic thought and institutions in the United States from colonial days to the present.

EC 161 Black Economics 4 credit hours

Introduction to the concepts of Labor, Land, Capital, Ownership and control of Economic Institutions as they have affected and continue to affect the lives of Black Americans. The course will span the concepts of slavery to the idea of Black Power.

EC 162 Black Community Economics and Federal Taxes 3 credit hours

Individual economic stability and development are essential for a minority member of the community before he can make any meaningful attempts to utilize his education skills. This course is designed to give some basic understanding of four areas of taxes and credit. Students will be made aware of relevant information about taxes and credit and guidelines for their use.

EC 170 Economic History of the Southwest 3 credit hours

Introduction of the concepts of Labor, Land, Capital, Ownership and control of Economic Institutions as they have affected and continue to affect the lives of the Chicano and poor Americans.

EC 211 Principles of Economics 3 credit hours

The principles and theory of economics, emphasizing the American economic system but including international economics and economic growth. Principles of money, banking, public finance, distribution of income, pricing and allocation of resources, volume of economic activity, etc.

EC 212 Principles of Economics 3 credit hours

Continuation of EC 211.

EC 213 Principles of Economics 3 credit hours

Continuation of 212.

GEOGRAPHY

GE 107 Economic Geography 3 credit hours

Distribution, production and trade of the world's major mineral resources, manufacturing products and causes for the location of manufacturing.

GE 108 Conservation 3 credit hours

Analysis of the problems facing man in the conservation of natural resources and implications for the future.

GE 109 Urban Geography 3 credit hours

Introductory study of geographic factors related to the development of modern urban areas; population growth, land use and future planning.

GE 111 Principles of Human Geography 3 credit hours

Investigates the relationship of man and environmental forces; the uses man makes of the physical resources of the earth.

GE 112 Principles of Human Geography 3 credit hours

Continuation of GE 111.

GE 113 Principles of Human Geography 3 credit hours

Continuation of GE 112.

GE 211 Fundamentals of Geography 5 credit hours

A three-quarter sequence which systematically investigates the relationship between man and his physical environment. The first quarter of the sequence will include a study of earth form, earth-sun relationships, mineralogy, and the study of land forms (4 hours of lecture and 3 hours of laboratory per week)

GE 212 Fundamentals of Geography 5 credit hours

Continuation of 211. The second quarter will examine the fundamentals of climatology, soil science, and world vegetation resources. The primary objective will be to gain an understanding of the relationship between man and these geographic factors. (4 hours of lecture and 3 hours of laboratory per week)

GE 213 Fundamentals of Geography 5 credit hours

Continuation of GE 212. The third quarter will be an investigation of the "human" elements of geography. The basic principles of urban geography, economic geography, conservation, settlement patterns, and population problems will be examined. (4 hours of lecture and 3 hours of laboratory per week)

HISTORY

HS 107 Hang-ups and Happenings in American History 3 credit hours

A one quarter topical survey of American History from its origin to 1971.

HS 110 History of Chicano People 3 credit hours

Discussion of contemporary social, cultural, political and economic problems of the Chicano people and the study of these problems in relation to their historical roots.

HISTORY

HS 111 History of World Civilization 3 credit hours

A three quarter sequence covering the historical development of world civilization from ancient times to the present. The cultures examined during the first quarter include East Asia, India and Southeast Asia.

HS 112 History of World Civilization 3 credit hours

Covers Middle East and Moslem culture, the Slavic culture, and that of Western Europe.

HS 113 History of World Civilization 3 credit hours

Covers the cultures of Anglo-America, Latin America, and Africa south of the Sahara.

HS 120 History of the Black People 3 credit hours

The historical development of the Black peoples of the world. Tracing this development from the early African civilizations through the American slave systems to the modern day Black cultures of the U.S.

HS 125 Black Civilization — Africa 3 credit hours

The culture and the development of the area of Africa south of the Sahara from earliest times to the present. This includes tribes, slavery, colonialism, and the new independent Nations.

HS 130 History of the Southwest 3 credit hours

The cultural and historical development of what is now the Southwestern United States with particular emphasis on the Spanish and Indian influence on that portion of the American frontier.

HS 145 Chicano Civilization — Spain 3 credit hours

The development of culture and the history of Spain from Roman times to the present including a brief study of efforts and colonization, and the colonies that Spain owns today. This course covers the origin and power of the Catholic Church, the government, and the social structure of Spain.

HS 146 Chicano Civilization — Early Colonies 3 credit hours

The expansion of Spanish power into the New World and Asia from the 15th century to 1800. This covers the changes in culture, as society brought about, by colonization. It traces the expansion of the power of Spain to its peak.

HS 147 Chicano Civilization — Independence to Present 3 credit hours

The fall of the Spanish Empire, the rise of the new nations and the problems that they face today. This covers North and South America and Asia in relation to Spanish heritage and Modern Society.

HS 150 History of the Modern World 3 credit hours

The culture and history of modern man since 1900. A study of the important events in the world including the wars, peace, the depression, and the cold war.

HS 211 The History of the United States — to 1789 3 credit hours

The Colonial and Revolutionary period of American History 1620-1789.

HS 212 History of the United States — 1789 to 1877 3 credit hours

Post Revolutionary period and the Civil War Reconstruction, 1789-1877.

HS 213 History of the United States 3 credit hours

The New Nation, 1877 to the present.

HS 220 Colorado History 3 credit hours

The historical development of Colorado with emphasis on the cultural, political and economic; from pre-historic Indians to modern missile factories.

HS 224 Black Civilization — The Americas to 1865 3 credit hours

The culture and the development of the Black people in the Americas following the American Civil War. Includes the Black nations and peoples in South and Central America, the Indies and the United States.

HS 225 The Black People and the American Frontier 3 credit hours

Examines the role of Black People in the winning of the west. Covers colonial days, black settlers, homesteaders, cowboy, gunfighters, and soldiers in the Indian wars.

HS 226 The Urban History of Black People in the U.S. 3 credit hours

Examines the black city dweller in relation to other peoples including the Irish, Spanish, Italian, etc. This provides the basis for an examination of the Black in the city by demographic and social comparison with other minority groups at different times.

HS 245 The Spanish Southwest 3 credit hours

The historical and cultural development of the Spanish in the southwest United States. This examines the history and problems of the Spanish from early exploration to the present.

HS 246 A History of Mexico 3 credit hours

The historical and Cultural development of Mexico from pre-history to the present. This includes an examination of present day politics and society of Mexico.

HS 250 The History of Democratic Ideas 3 credit hours

A study of individual and social freedom culminating in America's Jeffersonian ideals, including utopian and revolutionary ideas and experiments.

HS 251 The History of Cities 3 credit hours

A study of cities in the United States in their beginning and developmental stages since the Colonial period.

HS 261 Cultural History of China: I (Prehistoric to 1644) 3 credit hours

This course will examine the roots of Chinese civilization, the culture in traditional Chinese society – Confucianism, Taoism and Buddhism. An attempt will be made to compare and contrast Chinese and American societies as two ways of life and the bases for similarities and points of departure. The influence of Chinese civilization will also be studied.

HS 262 Cultural History Of China: II (1644 to the present) 3 credit hours

The course will deal with modern Chinese history, beginning with a brief survey of Chinese society from the 17th to the 19th century when the convergence of Chinese and Western history ended Chinese seclusion. More emphasis will be placed on examining the interplay of foreign and domestic elements which gave rise to revolutionary changes in every aspect of Chinese society up to the present.

HS 265 Cultural History of Japan 3 credit hours

The course will briefly survey Japanese traditional society and culture. More emphasis will be placed on more recent historical developments from the Tokugawa Shogunate and the Meiji Reforms to the present. Japanese national character, religion (particularly Zen) and arts will also be examined.

HS 267 Cultural History Of India 3 credit hours

This course will examine the roots of Indian civilization as well as the intense impact major invasions had on India, from the growth of Hinduism to the development of Western Democracy. The influence India has had on other cultures will also be studied.

HS 269 Cultural History Of Southeast Asia 3 credit hours

Special emphasis on anthropologic-political structure. This course will use an interdisciplinary approach to explore the complex and diverse cultures of southeast Asia and its variety of racial and linguistic groups. The cross cultural influence of India and China as well as the Western World will be carefully examined.

HS 271 History Of England – Early years 3 credit hours

The culture and the development of England through Elizabeth I and the Spanish Armada.

HS 272 History of England – Colonial Years 3 credit hours

The culture and the development of the United Kingdom from James I to the start of Victoria.

HS 273 History of England – Modern times 3 credit hours

The expansion and decline of Great Britain from Victoria to the present time.

PHILOSOPHY

PH 111 Introduction to Philosophy 3 credit hours

Basic philosophical principles, methods and theories as exemplified in the works of representative philosophers. Emphasizes analytical and speculative functions to aid in understanding the world in which man lives and works.

PH 112 Introduction to Philosophy 3 credit hours

Continuation of PH 111.

PH 120 The Faiths by Which Men Live 3 credit hours

A comparative study of primitive religions and of the great living religions of the contemporary world such as Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity, from an Anthropological perspective. Attention will be given to the beliefs and convictions that influence men as they seek to interpret experience and find meaning and direction in life, and to the role of religion in the development of culture.

PH 220 Introduction to Ethics 3 credit hours

Representative ethical theories and their application to contemporary moral problems and issues.

PH 230 Logic 3 credit hours

A study of the principles and practice of reflective thinking and problem solving, of the proposition and syllogism, of evidence and evaluation, and the various approaches to scientific method and the reasoning process. The aim is the achievement of more precise and creative thinking.

POLITICAL SCIENCE

PS 111 American National Government 3 credit hours

Present day American government interpreted in the light of constitutional and other influences; emphasis on the role of institutions, individuals, and groups in forming American political behavior.

PS 112 American State and Local Government 3 credit hours

Governmental structure and political behavior in states and municipalities; critical study of the federal-state-local relationship as it exists today; urban problems and the role of government in their solution; application is given to Denver and Colorado.

PS 113 Introduction to Political Science 3 credit hours

Approaches to the study of politics; the political process, including the roles ideology and political behavior; the types, purposes, and determinants of government structure.

PS 150 European Political Systems 3 credit hours

A comparative functional analysis of the political systems of selected European nations, including Great Britain, France, West Germany and the Soviet Union.

PS 165 Practical Politics 3 credit hours

An introduction to political action, with speakers from the Democratic, Republican, and other parties, legislators and campaigners, environmental groups, the League of Women Voters, community action groups, the New Left, Youth Movements, etc.

PS 200 International Relations 3 credit hours

A study of the power relationships existing in a world of sovereign nations states. Emphasis is placed on international law, ideology and diplomatic procedure. Special mention is given to the United Nations.

PS 220 American Foreign Policy 3 credit hours

An analysis of recent and contemporary problems of American foreign policy. Emphasis is placed on the relations between the United States and the Soviet Union.

PS 240 Politics of the Chicano 3 credit hours

A critical evaluation of leading issues affecting Chicanos in American society. Includes a survey of social, cultural and political organizations within the community.

PS 250 Comparative Government 3 credit hours

Introductory survey and analysis of political behavior and institutions in the twentieth century; authoritarian and democratic, Western and Asian, industrialized and "underdeveloped" countries will be included in the comparison.

PS 260 Black Political Experience 4 credit hours

A survey of the role played (or not played) by the black man in the development of American Political institutions. An analysis of the impact of those institutions upon black life in America. Special attention given to the presidency, congress, and supreme court in an attempt to surface the black perspective on those bodies.

PS 265 Black Political Thought 4 credit hours

Carries the development of black political thought from Frederick Douglas to the present, making the student aware of the forces which direct the black man in his struggle to achieve personal and community goals.

PSYCHOLOGY

PY 100 Human Relations in Business and Industry 3 credit hours

Primarily focuses on the personal problems encountered by employees in a business relationship with fellow employees and with the employer. Deals with the effect of these problems on others and various methods of handling them or minimizing their effect.

PY 107 Psychology of Personal Development 3 credit hours

The study of the individual and the social factors which contribute to the development of both healthy and unhealthy personalities. Intended to meet occupational studies requirements.

PY 111 General Psychology 3 credit hours

A broad overview of the general field and fundamental principles of psychology. Will study areas of perception, motivation and emotion, learning, maturation, social, individual differences, etc. Intended primarily to meet college transfer requirements but also meets occupational studies requirements.

PY 112 General Psychology 3 credit hours

Prerequisite: PY 111

Continuation of PY 111.

PY 113 General Psychology 3 credit hours

Prerequisite: PY 112

Continuation of PY 112.

PY 121 Child Growth and Development 3 credit hours

A survey of some of the general principles of development from conception through adolescence, including sensory-motor and personality development.

PY 122 Child Growth and Development 3 credit hours

Continuation of PY 121 with more intensive study of child psychology and development.

PY 123 Child Guidance Techniques 3 credit hours

Prerequisite: PY 121 and 122 or equivalent

Guides to speech and action on the parts of adults responsible for children. Considers voice, comparisons and competition, independence, reinforcement and suggestions, limits and the prevention of difficulties.

PY 140 Chicano Psychology 3 credit hours

This course is designed to develop an understanding from a psychological viewpoint of the impact of the Chicano situation on the Chicano personality.

PY 210 Social Psychology 3 credit hours

Social factors which influence the behavior of the individual as he interacts with other individuals and groups. Consideration of such problems as leadership fashions, prejudice, public opinion and social attitudes.

PY 240 Personality 3 credit hours

Psychological theory which deals with the development, structure, and functioning of the normal personality.

Prerequisite: PY 113 or equivalent

PY 250 Psychology of Prejudice 3 credit hours

A course designed to assist students so that they understand in depth the basic causes of prejudice and the etiology of prejudicial behavior. Experiences are provided for greater understanding of people and processes for abating or ameliorating the degree of prejudice by the individual.

PY 255 Black Psychology 3 credit hours

This course is designed to develop an understanding from a psychological viewpoint of the impact of the Black situation on the Black personality.

SOCIOLOGY

SO 111 Introduction to Sociology 3 credit hours

Basic principles of sociology are introduced: investigating social behavior, man and culture, institutions, social interaction and social change. Theoretical principles are introduced and applied to field projects where students seek to acquire familiarity with the community as a laboratory.

SO 112 Introduction to Sociology 3 credit hours

Continuation of SO 111. The issues, concepts and understandings treated in SO 111 are developed by treating major issues and concerns through the writings of major sociologists. Theoretical principles dealing with power, interaction, deviance, etc. are explored in depth.

SO 113 Introduction to Sociology 3 credit hours

Continuation of SO 111 and 112. Methods and techniques of investigating and for developing understandings of society are given primary focus here. The student spends sizable periods outside of the classroom undertaking methods of research appropriate to different situations.

SO 120 Marriage and the Family 3 credit hours

Designed for all students, the purpose of the course is to develop an understanding of the social role of marriage and family living and to promote stable marital relations. Special emphasis are placed on courtship and preparation for marriage, conflict situations and adjustments between husband and wife, parent-child relationships, the family in the community and other factors related to successful family life.

SO 130 Sociology of Medical Care 3 credit hours

A systematic attempt to relate sociological concepts to the fields of physical health and illness. An overview of socio-cultural aspects of the institution we know as "medicine." The community and medical care, which will include medical education, the hospital as a social institution, concepts of medical practice.

SO 140 Field Work in Barrio Studies 3 credit hours

Field study observation of selected barrios, institutions, and agencies to be conducted under supervision and after preparatory instruction to acquaint student with the barrio.

SO 151 The Chicano and the Schools 3 credit hours

Problems of Chicano students adapting to the schools and the teacher's response to them. Includes observation of school facilities and classroom techniques.

SO 152 Urbanization and the Chicano 3 credit hours

Study of rural folk values of the Chicano and their erosion in the urban setting. Includes an analysis of the changing values within the Chicano community.

SO 200 Urban Sociology 3 credit hours

City and metropolitan growth are examined in terms of the human factors and social issues involved. Social structures, forms and processes of interaction, residential and institutional patternings, are looked at as these relate to urban planning, community change, transitional neighborhoods and urban tensions.

SO 211 Current Social Issues 3 credit hours

Introductory consideration of some major current social issues designed to improve the student's ability to understand and systematically investigate concerns vital to everyday life. Issues to be treated will include the major "P's" of poverty, power, pollution, and population; conflict, intergroup relations, social change and alienation.

SO 212 Current Social Issues 3 credit hours

Continuation of SO 211. Increased emphasis is given here to the interrelationship of issues. The issues to be dealt with are primarily of a national and international flavor.

SO 213 Current Social Issues 3 credit hours

Prerequisite: SO 212

Continuation of SO 212.

SO 220 Minority Groups in American Society 3 credit hours

The processes and consequences of labeling whereby certain groups come to be defined as "minorities" and treated in particular ways are studied. Various groups including homosexuals, prostitutes, dance musicians, race and ethnic minorities are treated.

SO 223 Youth in Society 3 credit hours

Presentation of issues and patterns of behavior confronting youth in society: drugs, crime, formation of gangs, relations with adults, education, political involvement, alienation, the creation of counter-cultures, racial tensions and cultural factors affecting individual and group action. The impact of the mass media, advertising, and the arts upon youth groups and the impact of youth groups upon these areas are examined. The role of the above-30 and the elderly in a youth-oriented society are explored.

SO 225 Racism and American Institutions 3 credit hours

This course is designed to analyze American institutions in relationships to racism. The historical development of racism and what it has done to influence the American way of life will be the foundation of this class.

SO 230 Hispano Culture 3 credit hours

Designed for all students. The purpose of the course is to develop an understanding of the cultural attainments and activities of the Hispanic Culture. The emphasis will be on the arts, music, religious beliefs, traditions, language, and how all these relate to contemporary cultural patterns.

SO 240 Black Sociology 3 credit hours

Fundamental concepts and theories of sociology with comparative emphasis on the black man and his culture in white America.

SO 241 Chicano Sociology 3 credit hours

Fundamental concepts and theories of sociology with comparative emphasis on the Chicano and his culture in America.

SO 245 Urban Renewal and the Black Community 3 credit hours

This course is designed to provide the student with an overall view of the economic, political, and social dynamics of urban renewal and the urban change process and how it effects Black individuals, organizations, and institutions. In the course students will explore and evaluate the significance of urban renewal, and investigate the variety of actions that community organizations can adopt as alternatives.

SO 250 Field Practicum: Community Studies 3 credit hours

Aimed at the service professions (social work etc.) as well as those adults interested in becoming involved in on-going social change activities, the course seeks through guided field experiences to aid the student in developing the perspective skills, methods vital to activating and carrying through community organization, community development, and field study programs.

SO 260 Research Methods in the Social Sciences 3 credit hours

An interdisciplinary course designed to aid the student develop the skills, methods and techniques of research required for systematically exploring the social-psychological world in which he lives. An introduction to statistical methods — including validity, reliability, correlation, and other forms of analysis — is also undertaken.

INDEPENDENT STUDY

299 Independent Study 1 to 3 credit hours

Independent Study (Course No. 299) is available in each of the major areas within the Division of Social Sciences (i.e., history, political science, sociology, etc.). The course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission by the Director of the Division of Social Sciences and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Director.

ADMINISTRATION

PRESIDENT'S CABINET

Luchsinger, Leland B., B.S., M.S., Texas Agricultural and Mechanical University; Ed.D., University of Texas

President

McGregor, William T., B.S., Texas Agricultural and Mechanical University; M.S., West Texas State University

Business Manager

Godbold, Donald H., B.S., M.Ed., Wayne State University; Ph.D., University of Michigan

Campus Director, Auraria Campus

Swenson, John H., B.A., Augustana College, Illinois; M.Ed., University of Colorado; Ed.D., University of Colorado

Campus Director, North Campus

Bailey, Joseph K., B.S., M.S., West Virginia University; Ph.D., Ohio State University

Campus Director, West Campus

AURARIA CAMPUS ADVISORY COUNCIL

Donald H. Godbold, Campus Director

George F. Yee, Dean of Student Services

Waymond Tinsley, Director of Admissions and Records

Harold Tibbs, Director of Business Services

Gerald F. Ulrich, Director of Counseling Services

Loren R. Belker, Division Director of Industrial Occupations

Maxine Foreman, Division Director of Science and Mathematics

John Jaramillo, Division Director of Communication and Arts

Frank J. Robinson, Division Director of Social Sciences

Janice S. Smith, Coordinator of Health Multi-Programs

John L. Killeen, President of Faculty Association

Jennie Rucker, Faculty Member

David Sumner, Faculty Member

Arthur H. Marquez, President of Student Government

A complete listing of faculty will be published in the fall.

Index

	Page No.		Page No.
Accounting		Art Appreciation	
Accreditation	7	Arts	22
Adding and Dropping Courses	11	Associate Degree	7, 13, 22
Administrative Staff	214	Attendance	11
Admissions Information	9	Auraria Campus	
Admissions Policy	9	Advisory Council	214
Admissions, records and		Auraria Campus map	
Registration	14	(inside back cover)	
Advising	15	Auraria Higher	
Advisory Committee		Education Center	6
Accounting and		Auto body service	85-86, 170-171
Business Management	28	Automotive mechanics	88-89,
Appliance and refrigeration	82	172-173	
Auto body	84	Basic education	146-147
Automotive mechanics	87	Biology	115, 192-193
Commercial art	90	Bookstore	18
Credit Management	34	Building Maintenance	61, 161
Drafting, industrial	102	Business and management	61, 161
Data processing	36	suggested transfer programs	27
Electronics	95	Business and management	32-33,
Consortium of ethnic		129-131	
studies	113-114	Business communications	149
General clerical and		Business services	17
secretarial	39	Calculus	197
Graphic arts	99	Calendar	4-5
Hotel-motel	65-66	Campus director	114
Inhalation therapy	73	Campuses	8
Institutional housekeeping	62	Certificate of achievement	7, 13
Machine shorthand	43	Certificate of completion	7, 13
Medical office assistant	45	Challenging courses	12
Medical record	47	Chemistry	194-195
Nursing	75	Chinese	115, 151
Surgical technology	78	Civil technology	176
Teacher assistant	68	Classification of students	11
Traffic and transportation	58	College objectives	7
Welding and fabrication	108	Colorado Commission on	
Algebra	196	Higher Education	2
Allowance of Credit	12	Colorado General Assembly	2
American national government	207	Commercial art	91, 175-176
American state and local		Communication and	
government	207	arts (courses)	144-157
Anthropology	201	Community and personal	
Appliance and refrigeration	83, 174	services division	60
Application for admissions	9	Community services	18
Applied Mathematics	195	Conduct	10
Art (courses)	115, 144-146	Consortium of	
		ethnic studies	111-121

	Page No.
Continuing education	
health occupations	71
Cooperative work experience	142, 164, 190
Cost	9
Counseling services	14
Course descriptions	122-213
Course load	
Course numbers	14
Course prefix letters	10
Credit Management	35
Cumulative grade-point average	13
Data processing	37, 125
Degrees	7
Denver Area Council for Community Colleges	inside front cover
Denver MDTA skill center	19
Developmental education	23
Dismissal	10
Drafting	176-179
Design technology	93
Electronic	98
Industrial	103
Early childhood education and management	162
Economics	115-116, 201-202
Electronics	180-183
Electronics technology	
Electrical drafting	98
General	96
Instrumentation	97
English	116, 147-151
Evaluation and grading	12
Evening classes	18
Fees	10
Financial aid	15
Financial obligations of students	11
Foreign language	115, 120-121, 151-154
French	152-153
Full-time student	11
General administration	214
General clerical	40
General education	23
General studies program	22
General information	6
General regulations	10

	Page No.
Geography	202-203
Grade-point average	12
Grading	12
Graduation requirements	13
Graphic arts	100, 183-184
Guidance and counseling	155
Health occupations	74, 76, 77, 79, 80, 166-168
Health education (courses)	166
Health services	16
History	116-117, 203-206
History of the college	6
Hotel-motel	67, 163
House Bill 1448 and 1449	6
Housing	16
Humanities	118, 154
Independent study	142, 159, 164, 190
Industrial drafting	103
Industrial occupations	81-110, 172-190
Inhalation therapy assisting	74, 166
Institutional housekeeping	64, 162
Insurance (student health)	16
Insurance program	41, 128-129
Job placement	16
Key to course prefix letters	20
Languages	115, 120-121, 151-154
Learning resources center	23
Library technology	162
Limitations of catalog information	8
Machine shop	190
Machine shorthand	44, 137
Management (courses)	129-133
Master plan	6
Mathematics	195-197
MDTA	19
Medical office assisting	46, 167
Medical records technician	48, 134
Medical secretarial	49-50
Merchandising	51-53
Music	118, 155-156
North campus	8
North central association	2, 7
Nursing assisting	77, 167
Nursing, licensed practical	76, 168
Objectives of the college	7
Office administration	54

	Page No.
Office machine service	104, 185-186
Part-time student	11
Philosophy	207
Photography	106, 186-187
Physical education	157-158
Physics	198-199
Placement	16
Political science ...	119, 207-208
President	6, 214
President's cabinet	214
Psychology	119, 209-210
Records	14
Refunds	11
Registration	14
Request for transcripts	14
Residency	9
Science	119, 199
Science and mathematics (courses)	191-199
Secretarial, legal	42
Secretarial science	55, 134
Self exploration and understanding	155

	Page No.
Shorthand	135-136
Sociology	119-120, 211-213
Spanish	120-121, 153-154
Speech	154-156
State Board	2, 6
Stenographic	56, 57
Student activities	16
Student Services	14-17
Surgical technology ..	79, 167-168
Table of contents	3
Technical illustration	107, 187-188
Teacher assisting	69, 164
Testing	15
Traffic and transportation	139-142
Transcript requirements	9
Tuition	9
Veteran's eligibility	17
Ward clerk	80, 168
Welding and fabrication	109-110, 189-190
West campus	8
Withdrawal	11

NOTES

THIS BOOK PRODUCED BY;
GRAPHIC ARTS AND PHOTOGRAPHY CLASSES OF 1971