

COMMUNITY COLLEGE OF DENVER



2001-2002 CATALOG



COMMUNITY COLLEGE OF
DENVER

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COMMUNITY COLLEGE OF
DENVER



2001-2002 CATALOG

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Member of Community Colleges of Colorado

GOVERNANCE AND LOCATIONS



CCD AURARIA MAIN CAMPUS

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P. O. Box 173363
Denver, CO 80217-3363
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Voice/TDD 303-556-3622

CCD WEST

2420 W. 26th Ave., Ste. 100D
Denver, CO 80211
Phone 303-477-5864
Fax 303-477-5894

BRANCH CAMPUSES

CCD EAST

3532 Franklin St.
Denver, CO 80205
Phone 303-293-8737
Fax 303-292-4315

CCD LOWRY

Health Education Center
1070 Yosemite St., Bldg. 849
Denver, CO 80230
Phone 303-365-8300
Fax 303-365-8396

Dental Hygiene Clinic

960 Xanthia, Bldg. 753
Denver, CO 80230
Phone 303-365-8338

CCD NORTH

6221 Downing St.
Denver, CO 80216
Phone 303-289-2243
Fax 303-289-1044

CCD PARKWAY

1391 N. Speer Blvd., Ste. 200
Denver, CO 80204-2552
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Fax 303-226-5302

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Community Colleges of Colorado



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TELEPHONE DIRECTORY

Academic Support Center	303-556-2497
Admissions, Registration and Records	303-556-2430
Auraria Interfaith Center	303-556-8591
Auraria Operator	303-556-2400
Book Center, Auraria	303-556-3230
Cashier	303-556-2075
Campus Closure	303-556-2401
Campus Police and Security	303-556-3271
Campus Recreation	303-556-3210
Career Services	303-477-5864

303-629-9226

Cashier 303-556-2075

Center for Business and Technology 303-556-2487

Accounting, Business & Industry Services, Business Administration, Business Technology, Computer Training for People with Disabilities, E-Commerce, Economics, Electronics, Engineering Graphics, Geography, Information Technology, Machine Tool Operator, Political Science, Travel & Tourism, Welding & Fabrication

Center for Educational Advancement 303-556-8455

Academic Computer Lab, Academic Support Center, Child Development Center, Developmental English, Developmental Math, Early Childhood Professions, Education & Paraeducator, English as a Second Language, GED & Adult Basic Education, Personal Growth & Development, Reading, Special Learning Support Program, Student Support Services, Testing Center, Vocational Tutoring Services

Center for Health, Math & Science 303-556-2460

*Lowry Health Education Center 303-365-8300
Dental Hygiene Program 303-365-8338
Administrative Health Assistant, Astronomy, Biology, Central Supply Technician, Chemistry, Computer Science, Critical Care Nursing, Electroneurodiagnostic Technology, Dental Hygiene, Geology, Psychiatric Technician, Massage Therapy, Math, Nursing, Nutrition, Operating Room Nurse, Physics, Pre-Dental, Pre-Engineering, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Science, Radiologic Technology, Science, Surgical Technology, Technical Health Assistant, Veterinary Technician*

Center for Language, Arts & Behavioral Sciences 303-556-2473

Anthropology, Arabic, Art, Arts Management, American Sign Language, Chinese, Communications, English, French, Graphic Communication Technology, Graphic Design, History, Human Services, Humanities, Japanese, Journalism, Literature, Multimedia, Music, Paralegal, Philosophy, Photography, Psychology, Sociology, Spanish, Speech, Theatre

Center for Learning Outreach 303-556-3511

Branch Campus Coordination, CCD/CCC Online, Link to Cooperative Education, Corporate Training Center, Customized & Contract Training, Distance Learning Program, Evening and Weekend College, Lucent Project, Service Learning, Small Business Development Center, Teaching/Learning Center, Workforce Initiatives

Branch Campuses

East	303-293-8737
North	303-289-2243
West	303-477-5864
Corporate Training Center	303-226-5300
Distance Learning Program	303-556-6304
Evening and Weekend College	303-556-3573
Teaching/Learning Center	303-556-3598
Workforce Initiatives	303-226-5561

CCD Information 303-556-2600

Center for Persons with Disabilities 303-556-3300

Child Development Center 303-556-2439

Computer Labs 303-556-3628

Computer Training for People

with Disabilities 303-556-3300

Cooperative Education 303-556-3607

Corporate Training Center 303-226-5300

Dental Hygiene, CCD Lowry Campus 303-365-7771

Educational Opportunity Center 303-629-9226

Educational Planning and

Advising Center 303-556-2481

EMERGENCY 911

Financial Aid 303-556-2420

First Generation Student Success 303-556-4964

Institutional Advancement 303-556-3587

International Student Admissions 303-556-2430

Learning Development Center 303-556-2497

Library, Auraria 303-556-2741

Parking and Transportation, Auraria 303-556-2000

President 303-556-2411

Recruitment and Student Outreach 303-556-6089

Refugee Student Services 303-556-2600

Student Life 303-556-2597

Student Support Services 303-556-6309

Testing Center 303-556-3810

Title V Access & Success 303-556-4964

Transfer Coordinator 303-556-3608

Veteran's Office 303-556-3564

Vocational Tutoring Services 303-556-2520

VP for Learning 303-556-2414

VP for Student Services 303-556-2413

Workforce Initiatives 303-226-5561



CCD ON THE AURARIA CAMPUS

CCD AURARIA MAIN CAMPUS

1111 W. Colfax Ave.
 P. O. Box 173363
 Denver, CO 80217-3363
 303-556-2600

**RTD LIGHT RAIL STATION
 ON AURARIA CAMPUS**

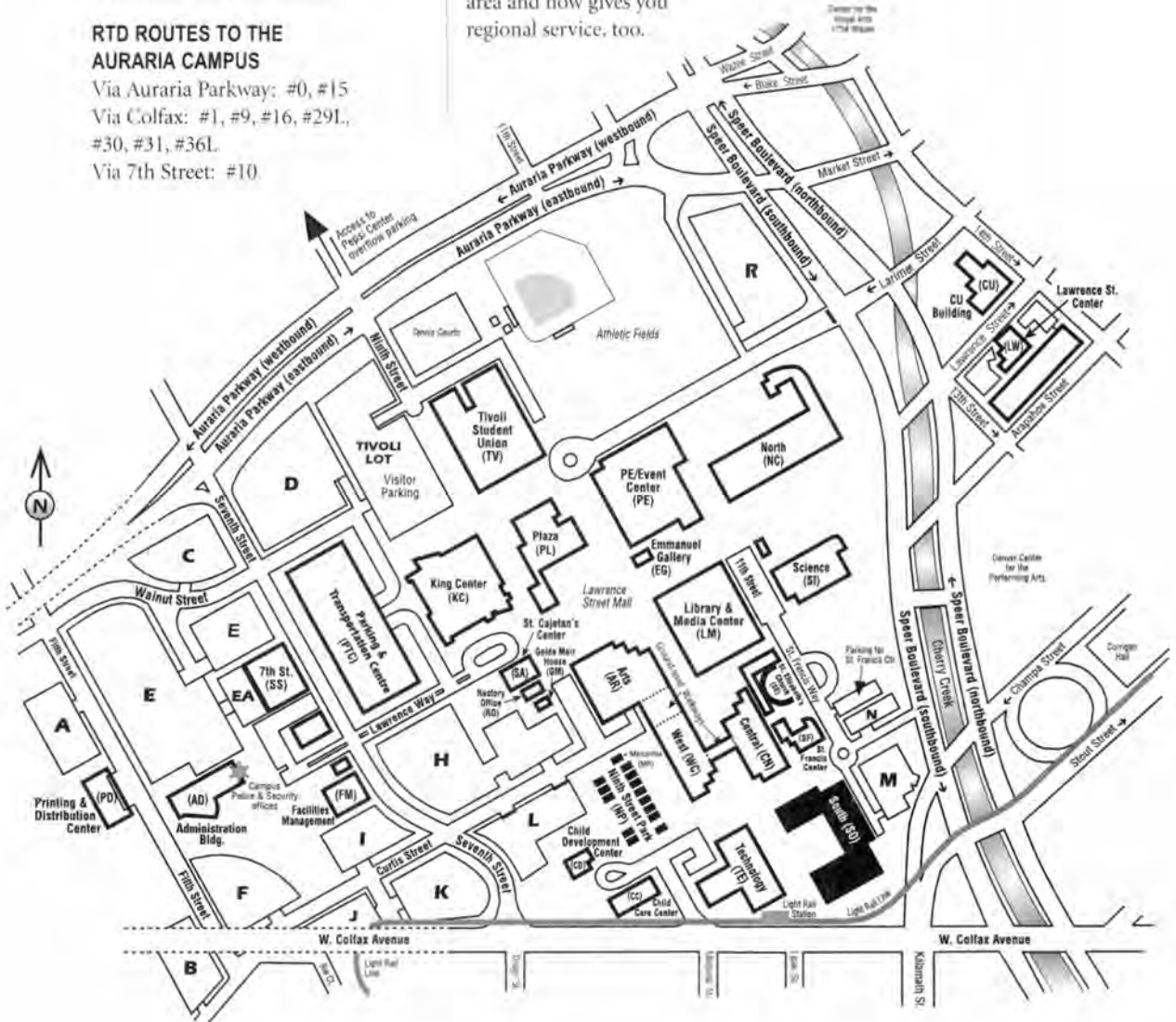
West Colfax Avenue, between
 Lipan and Mariposa Streets

**RTD ROUTES TO THE
 AURARIA CAMPUS**

Via Auraria Parkway: #0, #15
 Via Colfax: #1, #9, #16, #29L,
 #30, #31, #36L
 Via 7th Street: #10

***4 Hours of Free Parking** in Tivoli
 Lot for prospective students who are
 being assessed and/or registering.
 Bring your ticket to South Classroom
 Building 134 for validation.

Your student fee-paid Regional
 Transportation District (RTD) bus
 pass entitles you to ride buses and
 Light Rail free in the Denver
 area and now gives you
 regional service, too.



BRANCH CAMPUS SITES



BRANCH CAMPUSES

CCD EAST
3532 Franklin St.
Denver, CO 80205
Phone 303-293-8737

CCD LOWRY
Health Education Center
1070 Yosemite St., Bldg. 849
Denver, CO 80230
303-365-8300

CCD Dental Hygiene Program
960 Xanthia, Bldg. 753
Denver, CO 80230
303-365-8338

CCD NORTH
6221 Downing St.
Denver, CO 80216
303-289-2243

CCD PARKWAY
1391 N. Speer Blvd., Ste. 200
Denver, CO 80204-2552
303-226-5300

CCD WEST
Diamond Hill Complex
2420 W. 26th Ave., #100D
Denver, CO 80211
303-477-5864

ACADEMIC CALENDAR



FALL 2001

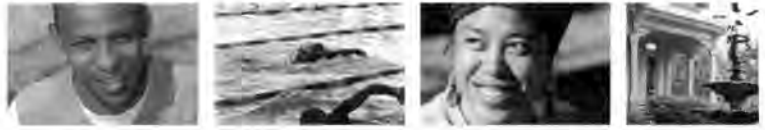
- April 18-August 20 Advising and Registration
- August 1 Graduation Application
deadline Fall 2001
- August 7-17 New Student Orientation
- August 20 Classes Begin
- September 3 Labor Day Holiday
(No Classes/Campus Closed)
- September 5 Census Day
Last Day to Drop a Class
and Receive a Refund
- September 7 Fall Convocation, 2 p.m.-7p.m.
- October 2 Project Success Day
- November 12-16 Spring 2002 Advising and Priority
Registration Week
- November 14 Faculty Advising Day
- November 15 Last Day to Withdraw from Class
and Receive a "W"
- November 22-23 Thanksgiving Holiday
(No Classes)
- December 8 Last Day of Classes
- December 10 MSCD/UCD Final Exams Begins
- December 15 MSCD/UCD Final Exams End

SPRING 2002

- November 12-
January 22 Advising and
Registration Continues
- December 3 Graduation Application
Deadline-Spring 2002
- January 14-18 New Student Orientation
- January 21 Martin Luther King, Jr. Holiday
(No Classes/Campus Open)
- January 22 Classes Begin
- February 6 Census Day
Last Day to Drop a Class and
Receive a Refund
- March 6 Project Success Day
- March 25-29 Spring Break
(No Classes/Campus Open)
- April 15-19 Summer and Fall 2002 Advising
& Priority Registration Week
- April 16 Faculty Advising Day
- April 16 Last Day to Withdraw from a
Class and Receive a "W"
- May 14 Last Day of Classes
- May 15 Graduation Day
- May 11 MSCD/UCD Final Exams Begins
- May 18 MSCD/UCD Final Exams Ends

SUMMER 2002

- April 15-June 3 Advising and
Registration Continues
- May 27-31 New Student Orientation
- May 7 Graduation Application Deadline
Summer 2002
- May 27 Memorial Day Holiday
(No Classes/Campus Closed)
- June 3 Classes Begin
- June 12 Census Day
Last Day to Drop a Class and
Receive a Refund
- July 4 Independence Day Holiday
(No Classes/Campus Closed)
- July 15 Last Day to Withdraw from a
Class and Receive a "W"
- August 10 Last Day of Classes



DEGREE AND CERTIFICATE PROGRAMS

ASSOCIATE OF ARTS DEGREE EMPHASES

Art
 Arts Management
 Behavioral Sciences
 Anthropology
 Psychology
 Sociology
 Communications
 Economics
 English/Literature
 History
 Humanities/Philosophy
 Multimedia Design
 Music
 Photography
 Political Science
 Speech
 Theatre
 Technical Theatre Track
 Theatre Performance Track

ASSOCIATE OF SCIENCE DEGREE EMPHASES

Biology
 Chemistry
 Computer Science
 Earth Science
 Pre-Engineering
 Mathematics
 Medical Cluster
 Pre-Dental
 Pre-Medical
 Pre-Medical Technology (under review)
 Pre-Pharmacy
 Pre-Physical Therapy
 Pre-Physician Assistant
 Pre-Veterinary Science
 Physics

ASSOCIATE OF GENERAL STUDIES DEGREES AND EMPHASES

Business Administration
 General Studies - Generalist
 Early Childhood Education (MSCD)
 Early Childhood Education
 Early Childhood Education/Violence Prevention
 Graphic Design (MSCD/CU-Denver)
 Human Services (MSCD)
 Paralegal (CU-Denver)
 Photography (MSCD/CU-Denver)
 Teacher Education, Elementary Education (MSCD)

ASSOCIATE OF APPLIED SCIENCE DEGREES AND EMPHASES

Accounting
 Managerial Accountant
 Operational Accountant
 Applied Technology
 Business Administration
 Business Generalist
 Finance
 Insurance
 International Business
 Management
 Marketing
 Real Estate
 Travel and Tourism Associate
 Business Technology
 Administrative Assistant
 Legal Administrative Assistant
 Medical Administrative Assistant
 Office Manager
 Secretarial/Computer Applications
 Dental Hygiene
 Early Childhood Education
 Early Childhood Education
 Early Childhood Education/Violence Prevention
 Electroneurodiagnostic Technology
 Electronics Technology (under review)
 Engineering Graphics
 Architectural Drafter
 Mechanical Drafter
 Graphic Communication Technology



Graphic Design
 Health and Wellness
 Clinical Medical Assistant
 Comprehensive Medical Assistant
 Health Information Specialist
 Massage Therapy
 Medical Transcriber
 Medical Unit Coordinator
 Psychiatric Technician
 Radiology/Orthopedic Assistant
 Surgical Technology
 Health and Wellness Management (under review)
 Human Services
 Information Technology
 CISCO Network Associate
 Computer Programmer
 Computer Specialist
 Computer Training for People with Disabilities
 Computer Programmer
 Computer Training for People with Disabilities
 Network Administrator
 Information Technology Associate
 Network Administrator
 Oracle Database Specialist
 Telecommunications Technician
 Web Site Administrator
 Windows 2000 Network Administrator

Multimedia Design
 Computer Graphics
 Graphic Communication Technology
 Graphic Design
 Music
 Photography
 Video Production/Communications
 Nursing
 Nursing: Advanced Placement
 Paralegal
 Photography
 Radiologic Technology
 Recreational Assistant (under review)
 Trades and Industry
 Airframe/Power Plant
 Trades
 CNC Machine Tool Operator
 Fabrication Welder
 Veterinary Technician

CERTIFICATES

Accounting
 Managerial Accountant
 Operational Accountant
 Billing/Payroll Technician
 Administrative Health Assistant
 Health Information Specialist (Medical Records)
 Medical Clerk
 Medical Transcriber
 Medical Unit Coordinator
 Business Administration
 Entrepreneurship
 Finance/Commercial Credit Management
 International Business
 Marketing
 Supermarket Management
 Travel and Tourism Associate
 Business Technology
 Administrative Assistant
 Data Entry Clerk
 Executive Assistant
 General Clerical
 General Office Clerk
 Medical Administrative Assistant
 Microsoft Office Specialist
 Stenographic

Early Childhood Education
 Early Childhood Education Director
 Group Leader
 Group Leader/Child Development Associate (CDA)
 Electronics Technology (under review)
 Engineering Graphics
 Architectural Drafter
 Mechanical Drafter
 Essential Skills
 Central Supply Technician
 Early Childhood Professions
 Financial Services
 Information Technology
 Graphic Communication Technology
 Electronic Pre-press
 Printing Technology
 Graphic Design
 Computer Graphics
 Graphic Design
 Health and Wellness
 Nurse Aide (under review)
 Medical Clerk
 Massage Therapy
 Psychiatric Technician — Singular Emphasis,
 Mental Illness
 Psychiatric Technician — Dual Emphasis, Developmental
 Disabilities and Mental Illness (under review)
 Psychiatric Technician — Advanced Placement,
 Mental Illness
 Surgical Technology
 Human Services
 Case Management/Residential Service Aide
 Information Technology
 CISCO Network Associate
 Computer Programmer
 Visual Basic Programmer
 PC Help Desk Specialist
 Computer Service Technician
 Computer Training for People with Disabilities
 Computer Programmer
 Computer Training for People with Disabilities
 Network Administrator
 Office Specialist
 Network Administrator
 Network Specialist

Oracle Database Specialist
 Telecommunications Technician
 Web Page Developer
 Windows 2000 Network Administrator
 Multimedia Design
 Nursing
 Critical Care Nursing
 Perioperative Nursing
 Practical Nursing
 Paralegal — General
 Photography
 Radiologic Technology
 Limited Scope Radiologic Technology
 Recreational Assistant (under review)
 Teacher Education, Paraeducator
 Special Education Emphasis
 Bilingual Emphasis
 Literacy Emphasis
 Technical Health Assistant
 Clinical Medical Assistant
 Comprehensive Medical Assistant
 Radiology/Orthopedic Assistant
 Trades and Industry
 Arc Welder
 Basic Welder
 CNC Machine Tool Operator
 Fabrication Welder
 Lathe Operator
 Machine Tool Operator
 Mill Operator



**DEGREE AND CERTIFICATE PROGRAMS
BY OCCUPATION OR EMPHASIS AREA**

Accounting

Managerial AccountantAAS, C
Operational AccountantAAS, C
Billing/Payroll TechnicianC

Administrative Health Assistant

Health Information Specialist (Medical Records)C
Medical ClerkC
Medical TranscriberC
Medical Unit CoordinatorC

Anthropology

Anthropology (see Behavioral Sciences)AA

Art

Art EmphasisAA

Arts Management

Arts Management EmphasisAA

Behavioral Sciences

Anthropology EmphasisAA
Psychology EmphasisAA
Sociology EmphasisAA

Biology

Biology EmphasisAS

Business Administration

Business AdministrationAAS, AGS
Business Generalist EmphasisAAS
EntrepreneurshipC
Finance EmphasisAAS
Finance/Commercial Credit ManagementC
Insurance EmphasisAAS
International Business EmphasisAAS, C
Management EmphasisAAS
Marketing EmphasisAAS, C
Real Estate EmphasisAAS
Supermarket ManagementC
Travel and Tourism AssociateAAS, C

Business Technology

Administrative AssistantAAS, C
Data Entry ClerkC
General Office ClerkC
Microsoft Office SpecialistC
Legal Administrative AssistantAAS
Medical Administrative AssistantAAS, C
Office ManagerAAS
Secretarial/Computer Applications EmphasisAAS
Executive AssistantC
General ClericalC
StenographicC

Chemistry

Chemistry EmphasisAS

Communications

Communications EmphasisAA

Computer Science

Computer Science EmphasisAS

Dental Hygiene

.....AAS

Early Childhood Education

Early Childhood EducationAAS-ECE, AGS-ECE
Early Childhood Education/
Violence PreventionAAS-ECE/VP, AGS-ECE/VP
Early Childhood Education DirectorC
Early Childhood Education Group LeaderC
Early Childhood Education Group Leader/
Child Development AssociateC

Earth Science

Earth Science EmphasisAS

Economics

Economics EmphasisAA

Electroneurodiagnostic Technology

.....AAS

key

AA • Associate of Arts Degree **AS** • Associate of Science Degree **AGS** • Associate of General Studies Degree
AAS • Associate of Applied Science Degree **C** • Certificate

Engineering	
Pre-Engineering Emphasis	.AS
Engineering Graphics	
Architectural Drafter	.AAS, C
Mechanical Drafter	.AAS, C
English	
English/Literature Emphasis	.AA
Electronics Technology (under review)	.AAS, C
Essential Skills	
Central Supply Technician	.C
Early Childhood Professions	.C
Financial Services	.C
Information Technology	.C
General Studies	
General Studies - Generalist	.AGS
Graphic Communication Technology	
Graphic Communication Technology	.AAS
Electronic Pre-press	.C
Printing Technology	.C
Graphic Design	
Graphic Design	.AGS-GRD (MSCD/CU-Denver), AAS, C
Computer Graphics	.C
Health and Wellness	
Clinical Medical Assistant	.AAS
Nurse Aide (under review)	.C
Comprehensive Medical Assistant	.AAS
Health Information Specialist	.AAS
Massage Therapy	.AAS, C
Medical Transcriber	.AAS
Medical Unit Coordinator	.AAS
Psychiatric Technician	.AAS
Singular Emphasis, Mental Illness	.C
Dual Emphasis, Developmental Disabilities and Mental Illness (under review)	.C
Advanced Placement, Mental Illness	.C
Radiology/Orthopedic Assistant	.AAS
Surgical Technology	.AAS, C
Health and Wellness Management	.AAS (under review)
History	
History Emphasis	.AA
Humanities	
Humanities/Philosophy Emphasis	.AA
Human Services	
Case Management/Residential Service Aide	.C
Human Services	.AGS-HSE (MSCD), AAS
Information Technology	
CISCO Network Associate	.AAS, C
Computer Programmer	.AAS, C
Visual Basic Programmer	.C
Computer Specialist	.AAS
PC Help Desk Specialist	.C
Computer Service Technician	.C
Computer Training for People with Disabilities Computer Programmer	.AAS, C
Computer Training for People with Disabilities Network Administrator	.AAS, C
Information Technology Associate	.AAS
Office Specialist	.C
Network Administrator	.AAS, C
Network Specialist	.C
Oracle Database Specialist	.AAS, C
Telecommunications Technician	.AAS, C
Web Site Administrator	.AAS
Web Page Developer	.C
Windows 2000 Network Administrator	.AAS, C
Mathematics	
Mathematics Emphasis	.AS
Medical Cluster	.AS
Pre-Dental Emphasis	
Pre-Medical Emphasis	
Pre-Medical Technology (under review)	
Pre-Pharmacy Emphasis	
Pre-Physical Therapy Emphasis	
Pre-Physician Assistant Emphasis	
Pre-Veterinary Science Emphasis	

Multimedia Design	
Multimedia Design	.AA, C
Computer Graphics Emphasis	.AAS
Graphic Communication Technology Emphasis	.AAS
Graphic Design Emphasis	.AAS
Music Emphasis	.AAS
Photography Emphasis	.AAS
Video Production/Communications Emphasis	.AAS
Music	
Music Emphasis	.AA
Nursing	
Nursing	.AAS
Nursing: Advanced Placement	.AAS
Critical Care Nursing	.C
Practical Nursing	.C
Perioperative Nursing	.C
Paralegal	
Paralegal	.AGS-PAR (CU-Denver), AAS
Paralegal: General	.C
Photography	
Photography Emphasis	.AA
Photography	.AGS-PHO (MSCD/CU-Denver), AAS, C
Physics	
Physics Emphasis	.AS
Political Science	
Political Science Emphasis	.AA
Psychology	
Psychology (See Behavioral Sciences)	.AA
Radiologic Technology	
Radiologic Technology	.AAS
Limited Scope Radiologic Technology	.C
Recreational Assistant	
Recreational Assistant	.AAS, C (under review)
Sociology	
Sociology (See Behavioral Sciences)	.AA
Speech	
Speech Emphasis	.AA
Teacher Education	
Elementary Education	.AGS-EE
Paraeducator	
Special Education Emphasis	.C
Bilingual Emphasis	.C
Literacy Emphasis	.C
Technical Health Assistant	
Clinical Medical Assistant	.C
Comprehensive Medical Assistant	.C
Radiology/Orthopedic Assistant	.C
Theatre	
Theatre Emphasis	
Technical Theatre Track	.AA
Theatre Performance Track	.AA
Trades and Industry	
Airframe/Power Plant	.AAS
Arc Welder	.C
CNC Machine Tool Operator	.AAS, C
Fabrication Welder	.AAS, C
Lathe Operator	.C
Machine Tool Operator	.C
Mill Operator	.C
Trades	.AAS
Basic Welder	.C
Veterinary Technician	
Veterinary Technician	.AAS

key

AA • Associate of Arts Degree **AS** • Associate of Science Degree **AGS** • Associate of General Studies Degree
AAS • Associate of Applied Science Degree **C** • Certificate

GUARANTEE FOR JOB COMPETENCY

To graduates of Certificate programs and Associate of Applied Science (AAS) degrees, Community College of Denver (CCD) guarantees job skills. Within one year of graduation, if an employer finds a Certificate or AAS graduate lacking in the technical job skills identified as exit competencies for his/her program, CCD will provide up to nine tuition-free credits of retraining related to the identified skill deficiencies.

The graduate must have passed the CCD Certificate or AAS capstone course. The employer must identify the job skill deficiencies in writing. The graduate, employer and program faculty must develop a written retraining plan for the student to complete within one year.

GUARANTEE FOR TRANSFER

To graduates of the Associate of Arts (AA) and Associate of Science (AS) degrees, CCD guarantees that AA and AS credits, as identified in the CCD catalog, will transfer to all Colorado public colleges and universities.

To graduates of articulated Associate of General Studies (AGS) degrees and articulated Associate of Applied Science (AAS) degrees, CCD guarantees that the articulated AGS and articulated AAS degrees or credits, as identified in the CCD catalog, will transfer into Colorado college and university professional schools as identified in the CCD catalog.

To students who complete the CCD general education core curriculum, CCD guarantees that the general education core curriculum will fulfill the lower-division general education requirements for liberal arts and sciences majors at all Colorado public colleges and universities.

To students who have completed the AA, AS, articulated AGS or general education core curriculum, CCD will refund the tuition paid for any course identified in the CCD catalog as an accepted part of these curriculums that does not transfer under this guarantee.

Degrees other than AA, AS or AGS do not transfer except on a course-by-course basis with any given four-year school.





Excellence Through Accountability

- Between 1987 and 2000, CCD increased total graduates by 33 percent.
- Between 1987 and 2000, people of color as a percent of total graduates increased from 20 percent to 51.5 percent.
- Between 1987 and 2000, CCD increased graduates of color by 320 percent (from 83 to 266 graduates).
- 91 percent of all CCD graduates between 1993 and 1997 who applied for transfer were accepted into Colorado four-year public colleges and universities.
- The average cumulative GPA of CCD transfer graduates in 1996-97 at four-year schools was 3.0 on a 4.0 scale.
- 95 percent of 1998-99 graduates were satisfied with their CCD educational program.
- 97 percent of spring 2000 currently enrolled students and 98 percent of 1995-96 graduates were satisfied with the teaching they received.
- 100 percent of employers surveyed in 1996 were satisfied with the skills of CCD graduates.

Of graduates who completed their educational goals at CCD in 1998-99:

- 96 percent either continued their education or were employed within one year of program completion.
- 81 percent of those who entered the job market entered directly into degree-related employment.
- 4 percent were unemployed, seeking employment.

Of CCD students who transferred to Colorado public colleges or universities in 1998:

- 51.3 percent transferred to the Metropolitan State College of Denver.
- 36 percent transferred to the University of Colorado at Denver.
- 12.7 percent transferred to another Colorado public or private college or university.
- 49.5 percent of the transfers were students of color.

Of CCD AA/AS/AGS Degree graduates who transferred to Colorado public four-year colleges during academic years 1992-1995:

- 64.4 percent had either attained a bachelor's degree or were still enrolled at their transfer institutions as of fall 1997.

GENERAL INFORMATION

CCD FACULTY, ADMINISTRATION AND STAFF WILL GET YOU ON THE RIGHT TRACK AND HELP YOU STAY THERE, WHETHER YOU ARE TAKING A FEW REFRESHER COURSES OR YOU ARE WORKING TOWARD A CERTIFICATE OR ASSOCIATE DEGREE.

GENERAL INFORMATION

Welcome to Community College of Denver (CCD). You have taken a step in the right direction to prepare for your future.

CCD faculty, administration and staff will get you on the right track and help you stay there, whether you are taking a few refresher courses or you are working toward a certificate or associate degree. We will give you the individualized attention you need and want. CCD provides many learner-support services, including tutoring, advising, mentoring and career planning. We guarantee job competencies — what you learn here will apply to your work. And we guarantee that the credits you earn here will transfer from our school to any four-year Colorado public college or university. (See College Guarantees.)

Education at CCD is affordable, whether you study at CCD Auraria (the main campus), or at one of our five Denver-area branch campuses. Financial aid is available to qualified students, and we offer convenient payment options. You can choose from day, evening or weekend classes or classes over the Internet. CCD will help you learn any way, anyplace and anytime.

CCD Auraria is in the heart of the city and within walking distance of downtown, Larimer Square, the 16th Street Mall, LoDo, the Denver

Pavilions, Colorado Convention Center and the Denver Center for the Performing Arts Complex. At Auraria, you're also close to Invesco Field at Mile High, home of the Denver Broncos; Coors Stadium, home of the Colorado Rockies baseball team; the new Pepsi Center, home of the NHL Colorado Avalanche and NBA Nuggets; Six Flags Elitch Gardens; and the new Ocean Journey.

We know you'll get a lot out of your CCD experience, and we're glad you are here! We want you to succeed. Your success is our success!

CCD'S HISTORY

The Colorado Legislature created CCD in 1967. Three years later, classes began in a renovated auto showroom close to Denver's Civic Center. Enrollment increased so rapidly, the college immediately expanded into rental storefronts near the main building.

In 1975, CCD moved to the 124-acre Auraria Higher Education Center Campus in downtown Denver. It sits on the west bank of Cherry Creek, originally the site of the 1858 frontier town of Auraria. We even have the oldest-standing structure in Denver on our campus, the former Temple Emmanuel. Today, the Emmanuel Gallery is an exhibition space for student and faculty artwork.

CCD is one of 14 institutions in the Community Colleges of Colorado





System. It is the fifth largest with more than 4,000 full-time equivalent students enrolled in its programs. CCD is the only community college in the city and county of Denver and the only truly urban community college in the state. It also is the only community college in the nation to share a campus with a four-year college and a university — the Metropolitan State College of Denver and the University of Colorado at Denver. They share classroom buildings, a regional library, recreational facilities and a student union. At Auraria, CCD offers all two-year programs, awards all two-year degrees and occupational certificates, and provides basic skills instruction, adult basic skills education and GED preparation.

In 1985, CCD became responsible for the system's fast-track skills center, CCD North, at 6221 Downing St. in Adams County, six miles north-east of Auraria. CCD East, at 3532 Franklin St. in the Cole neighborhood, opened in 1993. CCD West, at 2420 W. 26th Ave. in the Diamond

Hill Complex, also opened that year. These three branch campuses offer traditional general education college courses. They also are open-entry/open-exit fast-track training centers that meet the industry employment needs of the metropolitan community.

Our newest branch campus is CCD Lowry at the Higher Education and Advanced Technology (HEAT) Center on the former Lowry Air Force Base bordering east Denver and west Aurora. CCD Lowry is home to the Health Education Center, the Dental Hygiene Clinic and all Health and Wellness programs. The CCD Parkway Campus is the site of CCD's Corporate Training Center and Customized and Contract Training programs, Small Business Development Center and Workforce Initiatives program.

OUR PHILOSOPHY

CCD is a comprehensive, student and learning-centered urban college. It provides open access and admission to a diverse population. CCD offers lifelong learning opportunities any way, anyplace and anytime, along with the appropriate academic and personal support to any learner who asks for help to achieve success. CCD students are full partners in a collaborative experience.

Educated people make an impact on the economy, their local communities and the nation. CCD continually looks at the community and offers transfer educational and occupational programs that meet community and workforce needs and that create positive change in individual learners.

CCD'S MISSION STATEMENT

Community College of Denver pledges responsibility for:

- transfer programs for the baccalaureate degree.
- occupational programs for job-entry skills or upgrading.
- general education courses.
- remedial instruction and GED preparation.
- continuing education and community services.
- cooperative inter-institutional programs.

CULTURAL PLURALISM AT CCD

CCD believes all learners are entitled to a quality education. This education must provide the learner with an understanding and appreciation of our interdependence as individuals and nations.

The education must be meaningful to multi-ethnic students. In addition, it must provide the student body, faculty and staff with an understanding of cultural pluralism. To that end, CCD provides an educational environment that fosters cultural diversity, international understanding and global awareness.

CCD recognizes that the environment can exist only with an administration, faculty and staff that reflect the cultural diversity of its students. Therefore, the administration unconditionally endorses affirmative action.

STATEMENT OF VALUES FOR TEACHING AND LEARNING

CCD's faculty and staff are committed to a teaching/learning process that:

1. enables students to become independent learners.

2. demonstrates a commitment to student outcomes (job readiness, computer literacy, skill levels, mastery of subject matter).
3. provides an opportunity for critical thinking and problem solving.
4. demonstrates an excitement about teaching and learning.
5. maintains high but realistic expectations.
6. demonstrates an appreciation and an understanding of a diverse student population.
7. practices an individualized, student-centered approach to encourage growth in student self-esteem.

STATEMENT OF VALUES FOR ADVISING EXCELLENCE

Community College of Denver's faculty, staff and administrators:

1. are personally and professionally committed to helping students,
2. understand the value of active listening, focusing on students' strengths and potential.
3. commit the time and effort to know college policy and practice to provide students with accurate, usable information.
4. view long-range planning and immediate problem solving as an essential part of effective advising.
5. share advising skills with their colleagues who also are involved with advising.
6. improve both the style and substance of their advising roles by staying current with the trends in advising, such as continuing education and professional development.
7. respect the diverse cultural background of each person at CCD and create positive advising and communications with each CCD student.

CAMPUS CHOICES

We offer traditional semester courses, English as a Second Language, GED preparation and a number of "enroll-anytime" courses on the main Auraria Campus. CCD's administrative offices also are located at Auraria. CCD provides fast-track job training, English as a Second Language, GED preparation, adult basic education and general education courses at its branch campuses. In addition, the college offers adult basic education, GED preparation and English as a Second Language at more than 10 community sites around the city. The college's Center for Learning Outreach offers homestudy, television and online courses, and provides employee training programs at the work site or other convenient locations. All major CCD facilities are accessible to individuals with disabilities.

CAMPUS POLICE AND SECURITY

The Auraria Campus Police and Security Office has prepared a report to comply with the Student-Right-to-Know and Campus Security Act of 1990. The report describes security practices and procedures at Auraria and lists crime statistics for the most recent calendar year and the two preceding calendar years. A copy of the report can be obtained from the vice president for Student Services in South Classroom Building, room 301.

CAMPUS CRIME INFORMATION

During the past three years, the following crimes were committed on campus at the Auraria Higher Education Center, serving CCD, the Metropolitan State College of Denver and the University of Colorado at Denver.

Reported criminal offenses on the Auraria campus:****

Offense	2000	1999	1998
Murder	0	0	0
Sex Offenses: Forcible	3***	1*	1*
Sex Offenses: Non-Forcible	0	0	0
Robbery	0	2**	0
Aggravated Assault	3	2	7
Burglary	6	11	6
Vehicle Theft	16	13	9
Hate Crimes	0	0	2*
Arson	0	3	2
Manslaughter	0	0	0

* Forcible fondling

** Offense, two victims, business and individual

*** One offense, two victims, ethnic intimidation

**** Includes branch campuses

Arrests for the following reported crimes on campus

Offense	2000	1999	1998
Murder	0	0	0
Liquor Law Violations*	2	3	4
Drug Abuse Violations	28	47	41
Weapons possession	5	2	6***

* Excluded DUI arrests

** Zero reported for 1998 to avoid double reporting in conjunction with drug abuse violation arrests

*** Includes arrests made for more serious offenses that involved use of a weapon.

The Auraria Campus Police and Security Department provides the above statistics in compliance with the Cleary Crime Awareness and Campus Security Act of 1990.

NOTICE OF NONDISCRIMINATION

CCD does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in its



educational programs or activities. Inquiries concerning Title VI, TITLE IX and Section 504 may be referred to the vice president for Student Services, Campus Box 200, Community College of Denver, P.O. Box 173363, Denver, CO 80217-3363, 303-556-2413 or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

AMERICANS WITH DISABILITIES ACT

Discrimination based on disability in admission to, access to and the operation of programs, services or activities of CCD is prohibited by the Americans with Disabilities Act.

Questions, complaints and requests for additional information may be directed to Felicia Sykes, vice president for Student Services, Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, 303-556-2413.

APPROVAL

The operation of CCD is approved by the state of Colorado. All pro-

grams are approved by the Colorado State Board for Community Colleges and Occupational Education. In addition, the Colorado Commission on Higher Education reviews and approves all programs leading to the associate degree.

ACCREDITATION

Community College of Denver is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Other accreditations include:

Comprehensive Medical Assistant/ CCD East

- American Association of Medical Assisting

Dental Hygiene

- American Dental Association

Human Services

- Council for Standards in Human Service Education

Nursing

- Colorado State Board of Nursing

Radiologic Technology

- Committee on Allied Health Education and Accreditation
- Joint Review Committee on Education for Radiologic Technology

Real Kids Center, Auraria Campus

- National Association for Education of Young Children (NAEYC) Center accredited

Surgical Technology

- American Medical Association
- Committee on Allied Health Education and Accreditation

CCD is a member of the American Association of Community Colleges and the Hispanic Association of Colleges and Universities.

ALUMNI ASSOCIATION

Organized in October 1991, the CCD Alumni Association encourages graduates and students who have completed at least three credit hours to become members.

CCD alumni sponsor special events and an annual meeting and reception.

Joining the Alumni Association is an opportunity to meet and network with fellow alumni while serving CCD. Sign up by calling the Alumni Office at 303-556-4089.

AFRICAN AMERICAN COUNCIL

CCD's African American Staff Council brings college faculty, staff, students and administrators of the same heritage together. The council provides a forum to discuss ethnicity issues and other problems, and helps the college develop programs to address diversity, collaborative sensitivity, retention of students and staff and create an accessible environment for African Americans. For more information, contact Ken Swiney, 303-556-2424.

HISPANIC COUNCIL

Comprised of Hispanic administrators, faculty and staff, the Hispanic Council promotes retention and recruitment of Hispanic students. For additional information, contact the vice president for Student Services, 303-556-2413.



GETTING STARTED

CCD'S AA AND AS DEGREES ARE GUARANTEED TO TRANSFER TO COLORADO PUBLIC FOUR-YEAR COLLEGES AND UNIVERSITIES. CCD ALSO HAS A NUMBER OF PROGRAMS LEADING TO THE AGS DEGREE THAT TRANSFERS TO THE METROPOLITAN STATE COLLEGE OF DENVER OR TO THE UNIVERSITY OF COLORADO AT DENVER.

CAMPUS VISITS

For individual and group tours of the campus or to visit classes, contact Student Life at 303-556-2597.

ADVISING PHILOSOPHY

Advising is critical to your success, so our advising program includes the exploration of life and career goals, an examination of academic and career skills, and the selection of instructional programs and courses. You and your advisor share responsibility for the advising process.

We recommend the Educational Planning and Advising Center be your first point of contact at CCD. Our advisors can help you enroll, plan your college programs and remove barriers that may interfere with your success in school and life. You can stop by at any time. It is in the South Classroom Building, room 134, 303-556-2481.

After taking 12 credits of courses numbered 100 or above, you should choose a major field of study, be assigned a center case manager and complete a signed educational planning guide.

The Educational Planning and Advising Center staff also provides information on and interpretation of assessment programs and advises students who have not been accepted into a major area of programs and courses.

Advisors also can refer you to community and campus resources. The International Student Advisor assists refugee and international students.

ADMISSION POLICY

As an open-door institution, CCD admits students who are 16 years of age or older. Admission to the college does not guarantee enrollment in specific programs that may have prerequisites. The college may deny admission to individuals whose backgrounds indicate their presence would endanger the health, safety, welfare or property of others, or would interfere with the function of the college. CCD has the right to deny admission or continued enrollment to persons who have misrepresented their credentials or backgrounds.

MANDATORY BASIC SKILLS ASSESSMENT AND PLACEMENT

In accordance with Colorado House Bill 1464, fall 2001 first-time entering college students who declare a degree or certificate program are required to place into courses based on their Basic Skills Assessment Test (BSAT) results. Also, students registering for any English or mathematics course, or any course that requires English, mathematics or reading prerequisite skills, are required to test and place into these courses based on the BSAT

results. This new legislative regulation is to ensure that students are prepared to succeed in college-level courses.

CCD faculty and staff will advise and help students register for appropriate-level courses. Students will be prevented from registering for courses for which they do not have the appropriate test score or for which they have not completed the prerequisite course(s). House Bill 1464 requires students, within their first 30 credit hours of enrollment, to complete all mandatory basic skills courses. Students who receive state financial aid may lose funding if basic skill course work is not completed within the 30-credit-hour limit. There are no exceptions to this policy.

Please see the Assessment section of the catalog for more information on the Basic Skills Assessment Test.

Follow These Steps

1. If you are a new student and wish to attend one of the CCD Branch Campuses, make an appointment with a case manager at
CCD East, 303-293-8737;
CCD North, 303-289-2243;
CCD West, 303-477-5864;
CCD Parkway, 303-226-5300;
CCD Lowry, 303-365-8300.
Your case manager will assist you with all the registration and enrollment processes.
2. If you are a new student and plan to attend CCD at Auraria or Lowry, submit an Application for Admission (form at end of the catalog) to Admissions, Registration and Records. You also will receive official notification by mail of your acceptance to CCD.

3. Next, take the Basic Skills Assessment Test. For assessment dates and times, check the current Schedule of Classes, stop by room 223 in South Classroom Building or call 303-556-3810. After you take the test, sign up in the South Classroom Building, room 134, to attend an orientation.
4. After you attend an orientation, stop by or call the Educational Planning and Advising Center (South Classroom Building, room 134, 303-556-2481) and make an appointment with an advisor or case manager to help you plan your educational goals and schedule classes.
5. Your next step is to register for your classes, either by telephone or at the Admissions, Registration and Records Office during scheduled registration dates each semester.
Veterans using VA benefits also must submit transcripts of all previous postsecondary education and training no later than the end of the first semester of attendance.

INTERNATIONAL STUDENT INFORMATION

This school is authorized under federal law to enroll nonimmigrant, alien students with F-1 Visas. (We are not authorized to accept students without English proficiency.)

International students on M, J, B, H or any other status visas must contact the International Student Advisor before submitting an application.

International students who want to enroll at CCD must submit the following documents.

1. International Student Application for Admission.

2. Official copies of a high school or college transcript from your country. If not in English, a translated certified version must be submitted. See the International Student Advisor for a list of agencies.
3. A financial affidavit from either a United States or international bank showing that you or your parents have a minimum of \$18,000 U.S. dollars for a nine-month academic year for tuition, books and living expenses for your stay in the U.S. Add another optional \$5,300 for summer semester enrollment.

or

If you have an American sponsor you may submit an Affidavit of Support with other financial statement(s) bank affidavits. You can get the Affidavit at CCD or the Office of Immigration and Naturalization Services.

4. Evidence of proficiency in the English language:
A minimum score of 475 on the Test of English as a Foreign Language (TOEFL). Students are required to take the English Writing Test at CCD. If CCD Assessment Test scores are below English Composition level, mandatory placement in lower English classes must be pursued.

or

A Michigan score of 75 or higher and successful passage of a high/intermediate level at an English Language Center in the U.S. with English language instructor's permission. Students are required to take the English Writing Test at CCD. If CCD

Assessment Test scores are below English composition level, mandatory placement in lower English classes must be pursued.

or

ELS Language Centers completion of level 109 or completion of ELS level 108 with a letter of recommendation from an ELS administrator. Please send official transcript. Student are required to take the English Writing Test at CCD. If CCD Assessment Test scores are below English composition level, mandatory placement in lower English classes must be pursued.

or

Spring International Language Center completion of level 6 with letter of recommendation from a SILC administrator. Please send official transcript. Students are required to take the English Writing Test at CCD. If CCD Assessment Test scores are below English Composition level, mandatory placement in lower English classes must be pursued.

International students on F-1 visas **DO NOT** qualify for financial aid or scholarships. The college will not issue the I-20 until all the above documents are on file at the office of the International Student Advisor (room 134 in the South Classroom Building) and the student has been officially admitted. Please submit all the necessary documents to the address below by the deadline date of the semester you plan to enroll. All International Students on F-1, M-1 Visas must register and complete a full

course of study (minimum of 12 semester hours per semester or 24 per year) and complete their educational objectives within a reasonable period of time (usually two to three years).

If applying from abroad, you must take the I-20, valid passport and Financial Affidavit to the American Embassy or Consulate in your country to obtain the F-1 Visa.

If transferring from another U.S. educational institution, official transcripts and a copy (of the student copy) of the I-20 issued by that institution must be submitted in addition to current financial statement(s), passport, I-94 and proof or purchase of health insurance upon enrollment.

During orientation, you will be asked to submit a copy of your passport, I-94 card and proof of health insurance (or you may purchase health insurance when you enroll). International students must establish themselves in full-time status and maintain status (grade point average of at least 2.0). Internships and/or work off campus may be recommended under specific circumstances and should be discussed with an advisor prior to commencing work.

CCD does not have dormitory housing for students. Students are referred to Rocky Mountain Interactive Homestay or to postings on campus of roommates seeking international students to share apartments. Housing costs range from \$350 to \$650 monthly, depending on number of bedrooms or roommates.

Please call or write if you need more information:

International Student Admissions
303-556-2430
Campus Box 201
P.O. Box 173363
Denver, CO 80217-3363
Auraria Campus
Location: South Classroom
Building, room 133

DIRECTORY INFORMATION

Community College of Denver designates the following items as Directory Information.

- Student name
- Permanent address
- Dates of attendance
- Degrees
- Awards received

The college may disclose any of these items without prior written consent, unless notified in writing to the contrary by the fifth day of classes each semester.

CCD complies fully with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of students' educational records. Refer questions to Admissions, Registration and Records, South Classroom Building, room 133, or call 303-556-2430.

RELEASE OF INFORMATION

Other than Directory Information, which may be released to the general public, the college will not permit release of educational records without the student's written consent. This consent must be signed and dated by the student and must indicate which records to release.

Parents of a dependent student can obtain release of that student's

records only with written consent of the student, since the rights given to parents transfer to the student when he or she attends a postsecondary educational institution.

TRANSCRIPTS REQUESTS

You may request copies of your academic records accumulated while at CCD. Transcripts are available from Admissions, Registration and Records. Cost of transcripts is \$2 per copy, payable in advance. All transcripts must be requested by the student, and all requests must be made in writing.

Transcript requests cannot be honored from students whose financial and academic records at the college are not cleared.

The Community Colleges of Colorado launched a common course-numbering and common-competency project to improve student transfer and to ensure curriculum quality across our system. The project will not jeopardize student credit and transfer. The college will provide an electronic addendum as it completes course numbers and course competencies within a program area.

TRANSFERRING CREDIT TO CCD

1. Transfer of academic credit is done for current applicants and/or currently enrolled students by the academic credential evaluator in Admissions, Registration and Records on request from the student. Students may obtain an Application for Transfer of Credit from Admissions, Registration and Records or their advisor/case manager. Official transcripts are sent

by the previous institution and received by CCD through the U.S. Postal Service. Hand-carried transcripts or transcripts issued to the student are not considered official, although they may be used for informal advising purposes.

Issuing institutions should address transcripts to CCD Admissions, Registration and Records, Campus Box 201, P.O. Box 173363, Denver, CO 80217-3363. Documents become the property of the college and will not be released to the student or transferred to other institutions.

2. CCD reserves the right to evaluate all credits according to the policies of Admissions, Registration and Records. Evaluation is done for general acceptance of all transferable credit and is not confined to any specific degree or certificate program, unless otherwise specified. Students will need to meet with their program advisors/case manager to determine how accepted transfer credits will apply to their intended program. Note: Credits evaluated for general acceptance may or may not be applicable to specific degree or certificate programs.
3. CCD will accept transfer credit from postsecondary institutions that are accredited by one of the six regional accrediting associations. Transfer credit also may be accepted from CC of C-approved institutions with which CCD has current articulation agreements.
4. Credits earned by a student enrolled in another state system community college that are appli-

cable to the AA, AS or AAS degrees or a certificate program will be accepted as meeting degree or certificate requirements in comparable or equivalent programs at CCD.

5. Lower-division credits earned by students enrolled in baccalaureate-granting institutions that are applicable to BA or BS degrees shall be accepted as meeting requirements for comparable or equivalent programs leading to an AA or AS degree at CCD.
6. Students who have attended international institutions and wish evaluation of transfer credit will need to provide official transcripts and/or other educational documents in the native language along with certified English translations. Accepted documents become the property of the college. Contact the academic credentials evaluator in Admissions, Registration and Records for additional information.

AUDITING CLASSES

Students may audit (take for no credit) courses at the regular tuition rate. Deadline for registering for audit is the census date. An audit cannot change after this date. The grade of AU will appear on all official transcripts.

CREDIT FOR PRIOR LEARNING

Students may earn credit for college-equivalent education acquired through earlier schooling, work or other life experiences. Such prior learning must be comparable to CCD courses or curricula and must relate to the student's educational objectives.

Prior learning may be documented through standardized tests (AP, CLEP, challenge examinations, published

guides [ACE-Military and ACE-Non-Collegiate]) or portfolio assessment.

1. Standardized Tests

- a. **Advanced Placement Program (AP)** — High school students can receive credit through the AP examinations.
- b. **College Level Examination Program (CLEP)** — CCD recognizes selected CLEP general examinations and subject examinations. A list of CLEP exams, their cut-off scores and their CCD course equivalents are available from the Credit for Prior Learning Office, South Classroom Building, room 134, 303-556-4614. The CLEP examination may be taken in the CCD Testing Center.
- c. **DANTES Subject Standardized Tests (DSST)** — Most of the DSSTs also are recognized by CCD as acceptable tests for college credit. Contact the Credit for Prior Learning Office for a list of tests and their cut-off scores. The DSSTs may be taken in the CCD Testing Center.

2. Challenge Examinations

Currently enrolled students may challenge a course by taking a comprehensive examination. Only one exam for a particular course may be arranged (\$25/credit) during any one semester.

3. Published Guides

ACE-Military — CCD uses the credit recommendation of the American Council on Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, to evaluate military training and learning experiences.

ACE-Non-Collegiate — CCD uses the credit recommendations from the ACE program on Non-Collegiate Sponsored Instruction, as published in *The National Guide to Educational Credit for Training Programs*, to evaluate industrial and corporate training programs.

4. Portfolio of Learning Outcomes

Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in CCD courses. A faculty member in the appropriate program area evaluates the portfolio and determines commensurate credit. Only one portfolio evaluation for a particular course will be arranged during any one semester. (\$25/credit)

You may receive a maximum of 50 percent of the requirements for a degree or certificate through CLEP, Portfolio Assessment, AP, Challenge Exams or Published Guides. For more details on Credit for Prior Learning options contact the Educational Planning and Advising Center, South Classroom Building, room 134, 303-556-4614.

ADD/DROP/WITHDRAWAL

The final date to add or drop a course is set and printed in the current semester's Schedule of Classes. After the first week of classes, you may not add courses. Evening and Weekend College and Extended Campus courses require the written approval of an advisor in the Educational Planning and Advising Center or the director of these programs. This requirement does not apply to open-entry or modular classes. On, or before the census

date, you may drop courses and receive a full refund. Courses you drop before the census date will not appear on your official transcript.

After the census date, you may withdraw from courses, but you will not be eligible for refunds. Courses you drop after the census date will appear on the transcript with a grade of W. You may not withdraw from courses after the date published in the Schedule of Classes (usually four to five weeks before the end of term in the fall and spring semesters).

To drop or withdraw from courses, fill out appropriate forms in Admissions, Registration and Records, South Classroom Building, room 133. To add courses after the first week of classes, obtain the appropriate form from Admissions, Registration and Records, South Classroom Building 133.

Definitions

Census date — The census date for a standard or module course is that point when 15 percent of the days for the term of the class are over. The census date for standard courses is listed in the Schedule of Classes. The census date for open-entry courses is that point when 15 percent of the balance of the term from the date of registration has passed.

Add — An add occurs when you enroll in a class after initial registration.

Drop — A drop occurs when you officially exit a class before census date.

Withdrawal — A withdrawal occurs when you exit a class after census date, but before 80 percent of the class is ended.

TRANSFERRING TO FOUR-YEAR INSTITUTIONS

CCD's AA and AS degrees are guaranteed to transfer to Colorado public four-year colleges and universities. Students with AA and AS degrees enter four-year institutions as juniors. CCD also has programs leading to the AGS degree that transfer to the Metropolitan State College of Denver or to the University of Colorado at Denver. Consult the Degree and Certificate section in this catalog for more information about these transfer degrees.

On some occasions the Associate of Applied Science degree may transfer.

If you intend to transfer, familiarize yourself with the requirements of the school you wish to attend. You also should consult the transfer advisor in the Transfer Center in South Classroom Building, room 134.

The Transfer Center stocks catalogs from Colorado and many U.S. four-year colleges and universities. Admissions counselors from four-year colleges and universities make regular visits to CCD. Inquire about specific visitations in the Transfer Center or call 303-556-2481. A transfer bulletin board by South Classroom 125 has postings of visits from four-year college representatives and other pertinent information.

Orientations for CCD students who intend to transfer are on the first Monday of the month at 10 a.m. and 6 p.m. in South Classroom Building, room 136A.

VETERANS' ACADEMIC STANDARDS OF PROGRESS

The following policy applies to all students who are eligible to receive Veterans educational benefits, i.e., veterans and their dependants.

1. Grade Point Requirements

Veterans must maintain a cumulative grade point average of 2.0 for all course work attempted.

Veterans whose cumulative GPA is below 2.0 will be placed on academic probation for the following term. If the GPA is not raised to 2.0 during the probationary term, the veteran will be suspended for one academic term. Reinstatement will occur only after approved counseling.

Suspension of the veteran under the Veterans' Academic Standards of Progress Policy will result in CCD's not certifying enrollment to the VA. Veterans in this status may still attend CCD; however, they will be subject to the provisions of the Academic Standards of Progress Policy requirements for continuation of enrollment.

2. Other Special Grades

AU Grade — indicates the student "audited" the course. No credit is allowed for audited courses, nor is the grade certifiable to the VA.

I Grade — indicates "incomplete." An incomplete or "I" grade must be made up no later than the next consecutive 15-week semester. For veterans, if an "I" grade is not completed in this required period, the "I" will revert to a NC (no credit) and the veteran's certification will be adjusted back to the

beginning date of the term in which the "I" grade was received.

SP Grade — indicates "satisfactory progress," which will be treated the same as an "I," incomplete grade.

3. Attendance

Veterans who stop attending class, but who do not officially withdraw, may be dropped administratively. VA certification will be adjusted accordingly.

4. Mitigating Circumstances

(As defined by P.L. 94-502)

Mitigating circumstances that directly hinder an eligible veteran's or other person's pursuit of a course are judged to be out of the student's control. Following are some general categories of mitigating circumstances (not all conclusive):

- a. serious illness of the eligible veteran or person.
- b. serious illness or death in the eligible veteran's or other person's immediate family.
- c. immediate family or financial obligations that require a change in terms or place of employment, precluding pursuit of course work.
- d. discontinuance of a course by the college.
- e. active military duty, including active duty for training.
- f. withdrawal from a course or receipt of a non-punitive grade upon completion of a course due to unsatisfactory work may be considered mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion. You must submit evidence that you

applied for tutorial aid, consulted a VA counselor or consulted a CCD academic counselor or advisor in an attempt to remedy the unsatisfactory work before withdrawal or completion.

When mitigating circumstances prevail, CCD will attempt to intervene on behalf of the veteran with the VA.

EXTRA SERVICES AVAILABLE

We encourage you to take advantage of CCD's many learner services, listed under the Learner Services section of this catalog. For all your academic, personal and career needs, you can save time by regularly talking to your advisor.

Good luck!



MONEY MATTERS

TUITION AND FEES*

The State Board for Community Colleges and Occupational Education determines tuition, which is subject to change annually. Fees also can change.

Tuition for 2001-2002 is set at \$60.05 per credit hour for resident students and \$291.30 per credit hour for non-resident students. A Student Fee is set at \$4 per credit hour. The non-refundable registration fee is \$9.60. Instructional fees, as applicable and mandated by the Colorado community college system, are set at \$5.10 per credit hour for high- and medium-cost classes. Course prefixes for these classes are: AHA, APP, APT, ART, BIO, BSS, CAD, CHE, CHO, CIS, CNT, COA, COL, CSC, CST, CWE, DEH, DRE, DRI, DRM, DRP, ELT, FAM, GBS, GCT, GEY, GNA, GRD, HOC, HSE, HWM, LPG, LPT, MAM, MIT, MRI, MTO, MUM, MUS, NUR, NUT, ORN, PHO, PHY, RAC, RTR, STE, TEL, TDR, THA, THE and WEF. Select courses also charge a special instructional fee (see schedule of classes). Fees are not assessed for home-study or online courses. Special fees are not refundable.

All students at the CCD Auraria Campus pay student fees. This money is for student activities and benefits, including student publications, operation of Student Government, cultural activities, recreational activities, and clubs and organizational activities. Student fees also help pay off construction debts (Auraria Bond Fee) for the Student Union, Child Care Center, and the Physical Education and Recreation Events Center. Student Government approves expenditure of student fee monies. Fees are charged on a four-

level per-credit-hour basis: 1-3 credit hours, \$35.25; 4-6 credit hours, \$48.75; 7-11 credit hours, \$65; and 12+ credit hours, \$72.75. Auraria Campus students also pay \$20 per semester for the Regional Transportation District (RTD) bus pass.

Updated tuition and fee information may be found on CCD's Web site at <http://webcom.com/ccdam/tf02.html>.

The college will continue to assess a "bad check" fee of \$17 for checks returned by the banking system.

Tuition rates, senior citizen and state employee discount rates and refund deadlines vary for CCC Online courses. Contact the Cashier's Office at 303-556-2075 with questions about CCC Online tuition and payment.

* *Rates are subject to change without advanced notice.*

Residency Classification

For residency classification, you must have lived in Colorado for 365 days before the first day of the semester in which you enroll. Active duty military personnel and their dependents qualify as residents. Classification of students under age 23 is determined by the residency of their parents or legal guardian. Call Admissions, Registration and Records for details at 303-556-2430.

If you are classified as non-resident and believe you qualify for resident status, you may file a petition for In-state Residency at Admissions, Registration and Records by the first day of the semester. Late petitions are not accepted.

Senior Citizens

In-state residents over the age of 60 may take courses for credit and pay 50 percent of the tuition charges and 100 percent of student fees. Resident senior citizens who do not want credit may attend classes on a space-available basis at no charge. Visit Admissions, Registration and Records, South Classroom Building, room 133, for a Senior Citizen/Non-Credit application form, or call 303-556-2430. Senior citizens may not take courses listed as "non-credit" for free.

State Employee Benefit

State employees can take CCD classes and pay 50 percent of in-state tuition and 100 percent of fees. Employees must present a signed eligibility form from their employer at registration.

Veterans' Benefits

Veterans seeking VA educational benefits may apply for advanced payment. Veterans who have not applied for advanced payment must make full payment of tuition before applications can be forwarded to the VA. The last date to apply for VA advanced payment is 45 days prior to the first day of classes. Visit Admissions, Registration and Records, South Classroom 133, or call 303-556-3564.

Tuition Refund Policy

Students may receive a 100 percent refund of tuition and fees through the census date for any class(es) dropped and/or for any class canceled by the college. The census date for standard classes is listed in the Schedule of Classes. Call Admissions, Registration and Records for the census date of open-entry courses.



No refunds or financial credits are given after the census date of the class or for courses concentrated into one week or less. Students may obtain drop forms from Admissions, Registration and Records.

Students may receive a 100 percent refund of tuition and fees (except for the non-refundable registration fee) through the census date. Call the cashier, 303-556-2075, for the census date of continuous enrollment courses.

No refunds or financial credits will be given after the census date of the class. Students may obtain drop forms from Admissions, Registration and Records.

CCD normally mails tuition refund checks each Friday to students eligible for refunds as of the close of business Tuesday. Students owed a refund as of Tuesday will be required to pay for all classes added after refunds are issued. Please check your class schedule for any amount owed to the college. Please direct questions regarding your account balance to the Cashier's Office.

FINANCIAL AID

Early Application

The Financial Aid Office administers federal and state programs to assist eligible students in meeting the cost of their CCD education. Financial aid funds are limited, and we encourage students to start the application process several months before enrolling. Information brochures and applications are available in Financial Aid, South Classroom Building, room 135, 303-556-2420, and at all branch campuses (see listing/addresses on page vii).

Application Procedures

To apply for grants, scholarships, work-study employment, William D. Ford Federal Direct Loans and PLUS, complete the Free Application for Federal Student Aid (FAFSA). Loans and scholarships require an additional application.

Financial aid applicants also may have to supply supporting documents, such as Federal Income Tax forms or statements of assistance from Social Services, Social Security, vocational rehabilitation benefits, unemployment, etc.

Priority in awarding financial aid goes to students who apply early. To be on time, you must have mailed your application by March 1, and completed your file and submitted all documents by May 1. Applications received after the above dates will be considered based on the availability of funds.

Four to six weeks after applying, you will receive a Student Aid Report (SAR). Review it for correctness. CCD will receive the results of your financial aid status electronically if you included our school code (009542) on your application.

Student Budget

The cost of a CCD education includes tuition, fees, books and supplies. Additional expenses include room and board, transportation, medical and personal items. We base our standard student budget on current estimated living costs. Budgets are adjusted for living arrangements (such as living with parents) and the length of enrollment. The standard monthly living allowances are as follows.

Living with parents
\$700

Living away from parents
\$1,110

A child care allowance may be added if you use day care. Allowances are subject to change without advance notice.

Ability to Benefit

If you are entering CCD without a high school diploma or GED and are applying for financial aid, you are classified as an Ability to Benefit Student. Ability to Benefit Students:

1. are admitted as regular students, seeking a degree or certificate.
2. must complete the regular assessment process and plan a schedule with an advisor.
3. must meet minimum qualifications on a test approved by the U.S. Department of Education for determining eligibility to receive financial aid.
4. are eligible to apply for financial aid for up to 30 credits of remedial courses (numbered 099 or below). Students who have not successfully completed the required remedial courses by the end of 30-attempted remedial credit hours are no longer eligible for financial aid.

If you pass the GED test before attempting 30 credit hours, you no longer are classified as an Ability to Benefit Student.

Eligibility

Financial need determines most types of financial aid awards. Financial need is the difference between the cost of attending college and your available resources. Resources include parents' contributions, your earnings, spouse's earnings, and veteran's, Social Security, vocational rehabilitation, welfare and unemployment benefits.

If you have a baccalaureate, master's or other advanced degrees, you must appeal to be eligible to apply for student loans and Colorado Scholars. Contact Financial Aid for more information.

You must complete applications for financial aid once each year to determine eligibility.

Financial aid applicants must maintain satisfactory academic and measurable progress both prior to applying and during the semester(s) aid is received. The minimum requirements are a 2.0 cumulative grade point average and 75 percent cumulative completion rate for all attempted course work. Students may receive aid for up to 150 percent of the credits required to complete their program. All credit hours taken at CCD, as well as transfer hours, are counted to determine satisfactory/measurable progress, even if no financial aid was received. Students denied aid, based on this policy, may appeal. Appeal forms and copies of the complete policy are available from Financial Aid, South Classroom Building, room 135.

Students enrolled in programs that require fewer than 16 credits are not eligible for financial aid.

All Colorado state financial aid programs require Colorado state residency for tuition purposes.

All financial aid programs except Pell Grants require a minimum enrollment of 6 credits. Pell Grants require 3 credits.

Students registering for CCC Online classes should check with Financial Aid about procedures for this online degree program.

FINANCIAL AID PROGRAMS

Grants and Work-Study

- **Federal Pell Grant** — Federally funded Pell Grants assist with educational expenses. Award amounts range up to \$3,750 depending on student eligibility and enrollment status.
- **Colorado Student Grant (CSG)** — Available to Colorado residents based on financial need. Awards range up to \$5,000 per academic year.
- **Colorado Leveraging Educational Assistance Partnership Program (CLEAP)** — Available on a needs basis. The maximum award is \$5,000 per year. Colorado and the federal government contribute to the award.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** — Federally funded grants range from \$200 to \$5,000 depending on financial need. Pell Grant recipients with the lowest family contributions receive priority.
- **Diversity Grant** — Colorado provides grants of \$200 to \$5,000 to members of underrepresented

populations. Awards are based on financial need.

- **Colorado Work-Study** — The Colorado Work-study program provides part-time employment opportunities for Colorado residents who demonstrate financial need.
- **Federal Work-Study** — The federal Work-study program provides part-time employment for students who demonstrate financial need.
- **Colorado Work-Study (No Need)** — Colorado also provides limited funds to employ students part-time who do not demonstrate financial need and who are Colorado residents for tuition purposes.

Scholarships

Colorado Scholars Program — Scholarships are available through the undergraduate merit programs to Colorado residents who have completed a minimum of 12 credit hours at CCD with at least a 3.0 grade point average in all courses attempted. Apply using the Free Application for Federal Student Aid (FAFSA). Scholarship awards depend on the availability of funds. Award amounts range up to resident tuition and fees.

High school graduates with a 3.0 grade point average or counselor's recommendation can apply by using a separate application available at their high schools.

Institutional and community scholarships are posted on the Financial Aid scholarship board. Other scholarship listings and information resources include the Educational Opportunity Center, 303-629-9226; and fastweb.com on the Internet.

William D. Ford Federal Direct Loan Programs

Loan applicants first must complete the FAFSA form. In addition, you must attend an entrance and an exit loan counseling interview to ensure you understand your loan repayment responsibilities.

CCD restricts first-year students' loan borrowing from all loan programs to \$2,625 per academic year, or \$1,313 per semester. We also restrict total student loan borrowing to a maximum of \$12,000, including any loans borrowed at other schools. Call Financial Aid, 303-556-2420, to learn more about student loan eligibility.

• **Federal Direct Subsidized**

Loan — This program provides loans at a variable rate. Federal program limits allow students to borrow up to \$2,625 per year as freshmen. Sophomores who have finished 30 credit hours of college-level work may borrow up to \$3,500 per year. Loans have a six-month grace period prior to the first payment. The Federal Direct Subsidized Loan is a need-based program. The interest rate is variable and paid by the Federal Government until the grace period ends.

• **Federal Direct Unsubsidized**

Stafford Loan — The Direct Unsubsidized Loan program provides loans for students' remaining loan eligibility. Independent students may borrow an additional unsubsidized loan of up to \$4,000. You may borrow the cost of education minus any other aid. No family contribution is subtracted from the loan. You will pay the interest rate from the date of disbursement.

• **Federal Direct Loans to**

Parents — Parents may borrow for their students from the Federal Direct PLUS Loan program. Repayment begins within 60 days after disbursement. The interest rate is variable, and the parent has up to 10 years to repay the loan. A credit check is required.

REFUND AND REPAYMENT POLICIES

If you do not begin attending a class, you will not receive financial aid for the class, but will be charged tuition and fees if you fail to officially withdraw by the published census date.

If you receive Title IV financial aid from CCD and then withdraw from classes or stop attending prior to the completion of 60 percent of the term, you will be subject to repayment of a portion of the financial aid you received. The institution is required to pay back a portion to the financial aid accounts from which you were paid.

You will pay the amount owed to the federal government. CCD must report the amount that you owe to the U.S. Department of Education, and you are ineligible to receive aid at ANY school until the funds are repaid.

Title IV funds include the Federal Direct Loan programs, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Colorado Leveraging Educational Assistance Partnership.

The following formula is used to calculate refund by CCD and student repayment for Title IV fund recipients.

% of term prior to withdrawal	% to be refunded by CCD	% to be repaid by student
0-15	100	100
16-60	16-60	16-60
61-100	0	0

Any amount owed by the student to a grant program is reduced by 50 percent. Any amount owed by the student to a loan program will be repaid using the normal repayment schedule.

Financial aid refunds by CCD and repayments by the student will be distributed in the following order.

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. FFEL PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Colorado Leveraging Educational Assistance Partnership Program
7. Colorado State Financial Aid
8. Private Funds
9. CCD Funds
10. The Student

The complete policy is available from the Financial Aid Office and will be included with every financial aid award mailed to students. This policy does not include State of Colorado funding because the return of state financial aid requirements was not determined at the time this catalog was printed.



LEARNER SERVICES

LEARNER SERVICES — COMMUNITY COLLEGE OF DENVER (CCD) OFFERS AN ARRAY OF LEARNER SERVICES THAT HAVE ONE GOAL — TO INCREASE YOUR ACCESS TO QUALITY EDUCATION AND HELP YOU ACHIEVE YOUR EDUCATIONAL GOALS. OUR SERVICES ARE LISTED IN ALPHABETICAL ORDER FOR YOUR CONVENIENCE.

CAREER SERVICES

On the Auraria Campus, the Educational Opportunity Center offers free career counseling services, including testing, educational planning, information and assistance. The EOC is located in the CCD Auraria Administration Building, 1201 5th St., room 325. An EOC counselor also is available in the South Classroom on set weekdays. You can call 303-629-9226 to make an appointment at either location.

The CCD West Campus Career Services Center serves all CCD students. The Career Services Center is in Room 108, at 2420 W. 26th Ave., Bldg. D. Parking is limited, but free. The center's staff offers assistance with job searches, career direction and resume development. For more information, you can contact Anne Reeder at 303-477-5864, or you may e-mail her at areeder@ccd.ccoes.edu. All CCD Auraria and branch campus advisors and case managers will provide some career consulting. Be sure to ask!

CENTER FOR PERSONS WITH DISABILITIES

Students with disabilities should contact the Center for Persons with Disabilities (CPD) about free services to assist them at CCD. Services include academic advising and regis-

tration assistance; tutoring, classroom assistance, and curriculum and test modification; consultation with instructors; text recording, notetaking and use of adaptive equipment; accessible parking and campus orientation; sign language and oral interpreting; liaison with rehabilitation agencies and other Colorado postsecondary institutions; and housing and transportation information. CPD is in the South Classroom Building, room 134, 303-556-3300.

In addition to CPD, other resources useful to students with disabilities are:

- **Computer Training for People with Disabilities** — certificate and degree programs in computers for students with disabilities, 303-556-3300.
- **Academic Support Center** — tutoring services available for students, 303-556-2497.
- **Special Learning Support Program** — services for students with learning disabilities, 303-556-4705.
- **Computer Access Center** — serves all students with disabilities, 303-556-6252.

CCD complies with and fully supports Section 504 of the Rehabilitation Act of 1973, with amendments of 1974, regarding

nondiscrimination on the basis of disability. Inquiries concerning Title VI, TITLE IX and Section 504 may be referred to Vice President for Student Services, Felicia Sykes, CCD Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, South Classroom Building, Room 301, 303-556-2413, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294.

CHILD CARE SERVICES

CCD provides quality child care at CCD Auraria. The center provides a full-day program in early childhood care and education. Children have numerous opportunities to practice being competent, creative, caring and self-sufficient. Materials, equipment and activities are nonsexist and multicultural to prepare children for a diverse society.

The Auraria Campus Child Development Center is licensed by the Colorado Department of Human Resources and accredited by the National Academy for the Education of Young Children. Center hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. The center accepts children between the ages of 2 1/2 and 6 years old. The Real Kids Center is popular, so enroll early. Call for current information: 303-556-2439.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) is a community service program that provides educational planning, information and assistance, including:

- career counseling;
- college/university admission assistance;

- vocational-technical school enrollment assistance;
- academic assessment coordination;
- federal and state student financial aid application assistance; and
- educational planning workshops.

Services are free. EOC is located in the CCD Auraria Administration Building, third floor. Call 303-629-9226 for an appointment.

EDUCATIONAL PLANNING AND ADVISING CENTER

The Educational Planning and Advising Center (EPAC) is the first contact many students have with the college. Its purpose is to help students enroll, plan their college programs and remove barriers that interfere with their success in school and life.

EPAC helps new students with the admissions process, provides information on and interpretation of assessment programs and advises students who have not been chosen or accepted into a major. Advisors refer students to a wide range of community and campus resources.

All new students are encouraged to contact the Educational Planning and Advising Center. The center offers campus tours. Special advisors assist refugee and international students.

EPAC is located in the South Classroom Building, room 134, 303-556-2481.

EVENING SERVICES

Students who attend college during the evening hours can obtain help and information in the Educational Planning and Advising Center in the South Classroom Building, room 134.

The offices of Admissions, Registration and Records, Financial Aid, Educational Planning and Advising, Career Services and Business Services also are open until 6 p.m. on Tuesday and Wednesday evenings when classes are in session. Call 303-556-2600 for more information.

GED INSTITUTE — CCD AURARIA

The GED Institute conducts GED classes in the Academic Support Center on the Auraria Campus. It also offers GED and ESL classes at off-campus sites in the City and County of Denver. Learners who are interested in obtaining a Colorado High School Equivalency Diploma or learning English as a second language (ESL) are invited to participate. GED and pre-GED classes are self-paced labs, while ESL classes are directed by an instructor. For more information, including locations, days, times and admission requirements, please call 303-556-3805 at CCD Auraria.

GED BRANCH CAMPUSES

Call 303-293-8737 at CCD East; 303-289-2243 at CCD North; and 303-477-5864 at CCD West.

HEALTH SERVICES

CCD students taking at least one credit hour are eligible for services at the Auraria Student Health Center. Student health insurance is NOT required to use the Health Center. Physicians, physician assistants, nurse practitioners, radiological technologists and medical assistants staff the facility. Students will be asked to complete a sign-in sheet and show a current ID at check in.

Services include treatment of illness and injuries, lab testing, medications, physicals, annual gynecological exams, sexually transmitted disease information/testing, birth control information/services, minor surgery, cholesterol screening, immunizations, HIV testing, blood pressure checks, casting, suturing and X-ray. All services listed above are low cost. Payment is required at time of service. Health-related classes are taught each semester and are offered free to students.

Walk-in services begin at 8 a.m., Monday-Friday. Access is on a first-come, first-served basis. The daily closure time for walk-in care varies, contingent on when all patient slots have been filled. Patients are encouraged to check in as early as possible. The Student Health Center is located in the Plaza Building, room 150, on the lower level. Brochures with additional information are available at the Health Center. For more details, call 303-556-2525.

Students who have concerns about infectious diseases should contact Felicia Sykes, vice president for Student Services, SO 301, 303-556-2413.

The college will follow procedures defined by the Colorado Department of Human Services to ensure the health and safety of all students, faculty and staff.

HEALTH INSURANCE

Students may purchase an accident and sickness insurance plan after registering. Brochures are available from the Student Health Center, Student Life (Tivoli Student Union) and the office of the vice president for Student

Services, South Classroom Building, room 301, 303-556-2413.

PLACE — PROGRAM FOR LICENSING ASSESSMENTS FOR COLORADO EDUCATORS

All candidates (whether prepared in Colorado or other states) for initial educator licenses (provisional licenses) in Colorado are required to take and pass the PLACE assessments, including basic skills, liberal arts and sciences, professional knowledge and content areas, such as elementary education. Please contact the Center for Educational Advancement for more information at 303-556-8455.

RECRUITMENT AND STUDENT OUTREACH

Community College of Denver's new Recruitment and Student Outreach (RSO) Office is located in South Classroom Building, 136. RSO staff may be some of the first to greet you from the new Welcome Center when you visit South Classroom. They will help get you to the right location to meet your needs.

CCD's RSO recruiting activities include on- and off-campus presentations, campus tours, counselor updates, day/night programs, high school visits, college fairs, Postsecondary Enrollment Options program, Fast-track program and APEX (achieving personal excellence) with the Denver Public Schools.

Recruitment and Student Outreach also will serve as liaison with the following associations.

- American Association of Collegiate Registrars and Admissions Officers
- Colorado Council on High School and College Relations

- Colorado Educational Services and Development Association
- Local Education Adult Resource Network
- National Association for College Admission Counseling
- Rocky Mountain Association of Collegiate Registrars and Admissions Offices
- Rocky Mountain Association for College Admission Counseling

To learn more about Recruitment and Student Outreach activities, contact Director Benita J. Olivas at 303-556-6089.

STUDENT LIFE

The Office of Student Life develops and implements programs and activities to meet the academic, social and recreational interests of CCD Students and the community. Student Life also provides crisis counseling services, referrals to legal assistance, day care, health, housing and employment services.

Programs offered through or supported by Student Life include: Student Government and student organizations, intramural and recreational activities, new student orientation, social and cultural activities, health services, student leadership training programs and student publications, including The Community News student newspaper. These activities provide constructive experiences to stimulate personal growth and social development and add to students' enjoyment of life. In addition, Student Life operates an in-house food bank and book-lending library. Student Life is located on the



third floor of the Tivoli Student Union, room 309.

For more information on our services or programs, please call Student Life at 303-556-2597, or visit our Web site at: <http://ccdweb.ccd.cccoes.edu/stulife/>.

STUDENT LEGAL SERVICES

Student Legal Services is a tri-institutional student-fee-funded program. It provides students with legal advice and assistance. Services are offered at no cost. They include legal counseling, document preparation, legal self-help workshops and related activities. Services do not include representation in court or action against the college or any state or local government entity. Legal Services is located in the Tivoli Student Union, room 308, 303-556-6061.



TESTING CENTER

The Testing Center offers a variety of testing services to CCD students and staff. Please contact the center for information about dates, times, applications and registration fees, South Classroom Building, room 223, 303-556-3810.

Academic Profile

The Academic Profile is a test of general education knowledge and skills. It is required of graduating students. Test data help measure institutional effectiveness and improve the quality of instruction and learning.

Basic Skills Assessment

Basic Skills Assessment is required of all first-time entering freshmen students by State Board policy. It assesses the areas of English (writing), mathematics, reading and study skills that are minimally required for student success in college-level course work. ESL (English as a second language) skills also are assessed. Advisors/case managers and instructors advise students based on the results of the assessments.

Class Testing

Self-paced and distance education course exams are administered in the Testing Center. Make-up exams can be taken with faculty permission. Students also may arrange to take exams from other colleges or universities at the Testing Center for a small fee.

Credit for Prior Learning Exams

The Testing Center offers CLEP, the College-Level Examination program tests, and DSST, the DAN TES Subject Standardized tests. These nationally recognized tests give you the opportunity to receive college credit for learn-

ing acquired outside the traditional college classroom. (See page 8, Credit for Prior Learning.)

Official GED Testing Center

CCD North is an official, state-sanctioned GED testing center. Testing times are Monday from 8 a.m. to 4 p.m., Tuesday from 8 a.m. to 11:30 a.m., and Thursday from 5 p.m. to 9 p.m.

CCD West is a satellite testing center, with testing on Fridays from 8:30 a.m. to 4:30 p.m.

CCD East is also a satellite testing center, with testing on Tuesdays from 12:30 p.m. to 4:30 p.m.

Test fees are \$10 for each of the five GED tests and \$10 for each test retake. Tests are available in Spanish and English. For more information, contact the CCD North GED testing center at 303-289-2243.

Psychological Testing

This testing is available by referral to the Special Learning Support program.

Workman's Compensation

A Physicians Accreditation Test is required by the State of Colorado for certain specialties. This test assesses knowledge of Workman's Compensation laws as they relate to physicians, rights and responsibilities.

VETERANS AFFAIRS OFFICE

The Veterans Affairs Office provides information about veterans' federal, state and community benefits; assistance with VA inquiries; and gives referrals for emergency food, clothing, housing, legal aid and employment. The Veterans Affairs Office is located in the South Classroom Building, room 133, 303-556-3564.



ACADEMIC SUPPORT CENTER

LOCATED IN SOUTH CLASSROOM BUILDING, ROOM 142, THE ACADEMIC SUPPORT CENTER (ASC) PROVIDES FREE TUTORIAL ASSISTANCE IN BASIC SKILLS TO ALL CCD STUDENTS. OTHER TUTORING IN VARIOUS SUBJECTS ALSO IS AVAILABLE. FOR MORE INFORMATION ON ASC SERVICES, OR TO MAKE AN APPOINTMENT FOR COUNSELING OR TUTORING, CALL 303-556-2497.

You may request tutoring in any course at the college. For some classes, you may be referred to the academic centers for tutoring. Numerous tutoring services are available on a drop-in or appointment basis. In addition to finding help with individual courses, you are invited to use services provided in the following specialized labs.

LAB TUTORING

Lab Schedules are posted at the entrance to South Classroom, room 142 and outside each lab.

English as a Second Language (ESL)

ESL tutors help you with pronunciation, conversation, grammar, reading, and other subject areas such as math, biology, chemistry and computer science. Computers, language-learning software and other equipment also are available for you to use. (South Classroom Building, room 142M)

Colorado High School Equivalency Diploma (CHSED, formerly GED)

You can prepare to pass the CHSED test battery and earn a CHSED diploma (South Classroom Building, room 142J). For additional information, see "GED Institute", page 16.

Mathematics

Tutors and instructors help you gain greater experience and knowledge of mathematical principles. Practice your skills on IBM computer tutorials, watch course videos and participate in specialized workshops and study groups. (South Classroom Building, room 142Q, R & S)

Reading and Study Skills

Tutors and computerized assistance help you strengthen your abilities in reading, note taking, organizational skills, test taking and other techniques designed to enhance your success in college. (Open area and South Classroom Building, room 139)

Special Learning Support

Tutors help you learn compensatory techniques for your special learning needs. At the same time, you also can strengthen your skills in math, reading, study skills and many other academic content areas. (South Classroom Building, room 142L, U & V)

Writing Center

Students may drop in to the Writing Center any time during operating hours. Tutors are immediately available and can help as much or as little

as a student needs. The Writing Center is open six days a week and is located in the South Classroom Building, rooms 142 N, P and T. Monday through Thursday it is open 8 a.m. to 7 p.m., on Friday from 8 a.m. to 4 p.m. and on Saturday from 9 a.m. until 2 p.m.

Students receive one-to-one writing instruction with an experienced tutor. Sessions can deal with any facet of the writing process, from brainstorming to editing, and our tutors are prepared to help with writing assignments from any discipline. Tutors seek to teach students about writing and to give them tools or knowledge that they may take from a given session and then apply to other writing situations.

The Writing Center has 36 Macintosh computers that are available for word processing, Internet research or e-mail retrieval. Tutors will help with introductory and advanced word processing concerns, searching the Internet or the Auraria Media Center's Skyline system and setting up a personal e-mail account via the Web.

The Writing Center also offers online writing tutorials through its Online Writing Lab (OWL). Students may visit the Web site at www.owl.ccd.ccoes.edu/owl. Students can send a paper electronically and a tutor will read and respond to the essay within 24 hours. Students also may send in a specific writing question, such as whether to use that or which, or how to brainstorm for a topic. The OWL also provides links and resources for writing and research.



SPECIAL LEARNING SUPPORT PROGRAM (SLSP)

The Special Learning Support program meets the needs of adults with learning disabilities and different learning needs at CCD. It is dedicated to enhancing the quality of education for these students through innovative curricula, highly trained instructors and tutors and exemplary support. It also actively promotes community awareness of learning disability issues and is a primary resource for students, staff and faculty.

What SLSP offers

- Screenings for learning disabilities
- Advising for academic, financial aid and personal needs
- Tutoring in math, writing, reading, study skills and other academic areas
- Specialized instructors
- Classroom and testing accommodations (note takers, recorded books, extended test time)
- Student advocacy
- Consulting with instructors and students about learning disabilities

SLSP classes

- Spelling
- Math
- Reading, writing and study skills
- Learning and skills development

The Special Learning Support program serves nearly 200 students per semester. Students apply for this service. For more information, please call 303-556-4705 or stop by the Academic Support Center, South Classroom Building, room 142L.

STUDENT SUPPORT SERVICES (SSS)

Student Support Services (SSS) at CCD is a member of the TRIO branch of federally-funded programs designed to help low-income, first-generation college students and/or students with disabilities achieve academic success. SSS full-time counselors help students on an individual basis with personal and academic concerns. Peer support also is provided by carefully selected and trained peer mentors and tutors who can help students with school and everyday issues. SSS helps students develop responsibility, self-confidence, self-awareness and college-life skills during their study at CCD, so they can complete their studies and successfully graduate and/or transfer to a four-year college or university. Eligible students receive a wide range of services, including:

- counseling, support and advocacy;
- academic advising and course selection;
- goal-setting;
- tutoring;
- assistance with financial aid forms;
- transfer assistance;
- career guidance and exploration; and
- cultural event services.

The CCD SSS program serves up to 200 students a semester who qualify for services. For more information on eligibility requirements and applications, call 303-556-6309, or stop by the SSS office located in the Academic

Support Center, South Classroom Building, room 142E.

VOCATIONAL TUTORING SERVICES (VTS)

Vocational Tutoring Services (VTS), housed in the Academic Support Center, is a federally funded, Carl Perkins program that serves vocational students who need extra assistance in their classes. The VTS serves more than 1,000 students a year. Vocational students are served at the Auraria Campus, CCD branch campuses and at Lowry.

In conjunction with other Academic Support Center programs, VTS is dedicated to:

- providing one-on-one tutoring assistance;
- providing lab support;
- providing student advocacy;
- providing vocational ESL;
- providing referrals to other support programs or agencies;
- providing a point of unity and support of all programs at the college;
- helping students to clarify and attain their academic goals;
- facilitating communication between students and faculty;
- teaching students how to learn by focusing on individual needs;
- providing students with a sense of community and connection to the college; and
- serving as an entry point and learning environment for teachers.

Students apply for services through the VTS Office in South Classroom 142F or by calling 303-556-2520. Program staff interacts with the faculty and advisors to gain a complete profile of students to ensure that the most appropriate services are provided.



SPECIAL ACADEMIC PROGRAMS

ACADEMIA DE COMPUTACIÓN

The Academia de Computación provides computer training to students in both English and Spanish from the Microsoft suite of programs, including Windows, Word, Excel, Access, PowerPoint and Office. Upon completing this 19-credit-semester-hour program, the student will be awarded a certificate of training from CCD. The demand for computer support specialists in Colorado will number more than 8,000 new positions beyond 2000, with an average wage of \$16.55 per hour, according to the Occupational Outlook Handbook, published by the Federal Bureau of Labor Statistics. Mostly Spanish-speaking persons now have the opportunity to enter this growing and dynamic technical field by pursuing computer training that can lead to gainful employment and new career options.

For more information, please call the Center for Business and Corporate Technology at 303-556-2487.

CHALLENGE PROGRAM

The Challenge program is an employment and educational support program for young adult and adult ex-offenders released from the Colorado Department of Corrections.

Challenge provides services to help ex-offenders successfully re-enter society as law-abiding citizens.

Challenge staff coordinates with parole officers, community corrections officers and correctional facilities.

Services may include pre-employment and job placement assistance, basic skills development, GED preparation and testing, academic advising and

vocational training. Program services meet the needs of the ex-offender. The goal of Challenge is to reduce recidivism in Colorado.

Challenge staff is located at CCD West, 303-477-5864.

COMPUTER TRAINING FOR PEOPLE WITH DISABILITIES

The Computer Training for People with Disabilities (CTPD) program is a nationally recognized and award-winning computer training program. You can apply for both certificate and associate degree programs in either CTPD Computer Programmer or CTPD Network Administrator. If you have a disability, we encourage you to apply to the CTPD program. Our program offers special services, support and placement for participants.

CTPD program admission requirements include:

1. completed CTPD application;
2. successful completion of a computer aptitude test battery;
3. personal interview with members of the CTPD Business Advisory Council.
4. personal interview with CTPD director; and
5. availability of space in the CTPD program.

You can obtain application information from the Center for Persons with Disabilities, South Classroom Building, room 134, 303-556-3300, or from the Center for Business and Technology, Plaza Building, room 262, 303-556-3830.

COOPERATIVE EDUCATION PROGRAM

CCD's Cooperative Education program provides opportunities to sup-

plement course work with practical work experience related to your educational and occupational objectives. You can earn credit for working part-time in an area directly related to your educational program. We encourage you to apply at least one semester prior to the semester during which you wish to work. For more information, call Student Services at 303-556-2413.

DENVER PREP/PROYECTO ACCESS

CCD offers a summer learning opportunity for pre-high school freshmen called Denver PREP/Proyecto Access. The enrichment program is free and open to Denver middle school students who currently have a B or better grade point average. The high school pre-freshman enrichment program is a three-summer commitment for students who are interested in engineering, science and math careers. In addition to science, math and engineering courses, Denver PREP participants learn problem solving, research and study skills, explore careers and practice for the SAT/CPT college entrance exams.

Sponsors of the program include the National Aeronautics and Space Administration (NASA), the Hispanic Association of Colleges and Universities, the United States Department of Agriculture, the Texas Pre-freshman Engineering program and CCD.

The 2002 Denver PREP/Proyecto Access program starts in June and runs eight weeks, with classes 8:30 a.m. to 2:30 p.m., Monday through Friday. Application deadline is March 24. For more information and an application, call Dr. James Weber, assistant professor of Mathematics, 303-556-2461.

DEVELOPMENTAL STUDIES PROGRAM

To be successful at CCD, you must be able to use your reading, math, writing and study skills. We offer a comprehensive academic program in these skill areas. It includes:

1. assessment of basic academic skills;
2. test results interpretation by skilled faculty and advisors;
3. a variety of skill development courses in reading, mathematics, writing and study skills;
4. support with computer-assisted instruction;
5. preparation for GED; and
6. English-as-a-second language instruction and support.

For more information, contact the Center for Educational Advancement, South Classroom Building, room 313, 303-556-8455.

FIRST GENERATION STUDENT SUCCESS PROGRAM

The First Generation Student Success (FGSS) program provides a model environment for first-generation students in higher education that attends to the academic, social, technological, career and life goals of students.

Students enrolled in the program participate in first-year experience classes, learning community initiatives, tutoring and peer mentor programs, service learning and community service activities. First-generation students also have access to computerized classrooms and drop-in labs provided for supplemental support and/or enrichment.

The FGSS program staff works closely with other CCD faculty and staff to help students adapt to college life so that they stay in college and receive

their two-year degrees, transfer to a four-year college or university, and achieve their academic and career goals.

HONORS PROGRAM

The Honors program allows qualified students to receive honors credit by contracting with instructors to do individual honors work within existing courses or by taking designated honors courses. Honors work can help you develop sophisticated, creative, critical thinking and research skills while enhancing your academic résumé. For more information, visit the Honors program office in South Classroom, room 244A, or contact the Honors Program coordinator at 303-556-3861.

INTERNATIONAL STUDY PROGRAMS

CCD is a member of the Colorado Consortium for International Programming (CCIP). Through this organization you may find opportunities to live and study abroad while earning CCD credit. For more information about study possibilities in foreign countries, contact the Center for Language, Arts and Behavioral Sciences dean, at 303-556-2473.

LEARNING COMMUNITIES

You can be on the leading edge of education's future in a CCD Learning Community. Learning Communities link together courses or course work to provide you with greater meaning in what you are learning, as well as increased intellectual interaction with faculty and fellow students.

- You'll get daily personal one-to-one tutoring, conversation and work evaluation.
- You will create collaborative net-

works, build competence and confidence and become a mentor.

- Learning Communities focus on student-led efforts.

Learning Communities have a national and CCD record of raising academic outcomes, including learning, retention, graduation and transfer. Permission is required, and you must register for both classes. For more information about this new style of learning, contact Peggy Valdez-Ferguson, director of the First Generation Student Success program, South Classroom Building 244, 303-556-4964.

NORTH LINCOLN CAMPUS OF LEARNERS PROJECT

The North Lincoln Campus of Learners project is a joint partnership between CCD and the Denver Housing Authority. The project provides access to education, training and related services for adults who live in the North Lincoln Park Homes. Residents who enroll at CCD are provided with an Educational Case Manager, one-semester child care stipends and motivational tuition scholarships. The college's First-Generation Student Success program works collaboratively with the North Lincoln Campus of Learners to transition residents into the college and help them attain their educational and career goals.

POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

The Postsecondary Enrollment Options Act allows 11th- and 12th-grade students at Colorado public high schools to enroll in courses offered by CCD that substitute for

courses required for high school graduation. These courses will appear on a CCD transcript, and credit for courses successfully completed may be applied toward a certificate or degree at CCD. For more information, contact the Educational Planning and Advising Center, South Classroom Building, room 134, 303-556-2481.

SUMMER BRIDGE PROGRAM

The Summer Bridge program is a well-established, intensive program that offers participants a firm foundation on which to begin and build a successful college education.

For more than nine years, CCD has worked diligently to develop the curriculum for a thorough summer program, including financial assistance, first-year experience courses, academic development courses, student support services, career exploration, college program sampling and a variety of enrichment activities. The Summer Bridge program motivates students to pursue a college education and equip them with the skills and confidence needed to complete that education.

Applications are accepted from January through April; the eight-week program begins in June. Applicants should be recent high school or Colorado High School Equivalency graduates between the ages of 18 and 22. However, any student intending to enroll in CCD's fall classes, and who can benefit from instruction is welcome to apply.

For more information and for specific entrance requirements, contact Student Support Services, South Classroom Building, room 142E, 303-556-6308.

TITLE V HISPANIC SERVING INSTITUTIONS (HIS) ACCESS AND SUCCESS PROJECT

The Title V HIS Access and Success Strengthening Institutions project is a five-year grant-funded project to strengthen the retention and success rates of degree-seeking, low-income, first-generation and minority students. Educational Case Management (ECM) Teams in the college instructional centers provide support for students. Each ECM Team, comprised of educational case managers, program coordinators, faculty advisors and student ambassadors, provides students with holistic advising. The ECM Team helps students in refining educational and career plans, obtaining internships and making college transfer connections as they complete their academic programs.

Educational Case Management Teams, working with learning community faculty, develop instructional strategies to increase the retention and success of students. Through this project, students participate in first-year experience learning communities, pre-professional learning communities, and supplemental/enrichment activities to help ensure their success in health, math, science and information technology disciplines. The Title V staff works across disciplines, programs and centers to provide support for all students.



ALTERNATIVE LEARNING OPTIONS



CENTER FOR LEARNING OUTREACH

The Center for Learning Outreach offers alternative learning options to CCD students. Open-entry/open-exit programs are offered year-round at CCD East, North, and West. Evening and Weekend College at Auraria and the Distance Learning Program offer programs for students who choose to study at times convenient for them. Online degrees and certificates can be obtained through CCC Online.

CCD EAST, NORTH AND WEST

These campuses offer fast-track job-training certificate programs and Associate of Applied Science degrees. Fast-track training permits students to complete certificate programs in as little as three months and as much as seven months, assuming full-time attendance and depending on the training program. CCD grants college credit for all courses successfully completed.

Certificate programs are open entry/open exit and operate year-round. Instruction is provided in an individualized and self-directed format that allows students to enroll at any time throughout the year and complete a program at any time when requirements are met. Students may attend classes an average of six hours a day, five days each week.

CCD East, North and West also provide classes in Career Exploration, GED preparation, Basic Academic Skills and English as a Second Language (ESL). Career assessment, GED testing, case management and job placement assistance are available.

CORPORATE TRAINING CENTER

Customized and Contract Training meets our business community's training needs through credit and noncredit offerings at the work site or at CCD's Corporate Training Center.

Companies may select from current college programs or from tailored courses and workshops. We develop customized training programs to meet the needs of the business. Contact the Corporate Training Center, 1391 N. Speer Blvd., Suite 200, Denver, 303-226-5303 or 303-226-5304

As part of its Corporate Training Center, CCD has a state-of-the-art, networked, Pentium-based computer lab offering beginning, intermediate and advanced computer instruction in an expanding range of software packages. The computer lab also is available for rental at extremely competitive rates. Call the Computer Information System coordinator at 303-226-5311.

The Small Business Development Center

The Small Business Development Center (SBDC) provides small business owners and would-be entrepreneurs with guidance in small business planning and start-up preparation, loan and bid package preparation, contract identification and marketing plan development. SBDC personnel work extensively with grant writing and funding for small businesses, small business computerized databases and information networking. The SBDC is at 1445 Market St., Denver, CO 80202, 303-620-8076.

DIRECTED INDEPENDENT LEARNING

Directed Independent Learning (DIL) courses are for mature adults who: a) are self-motivated/independent learners; b) can rarely leave their homes to meet on campus; and c) do not have access to the Internet. DIL courses are not open entry/open exit, so students must complete all course work by the end of each semester.

DIL courses demand as much commitment from students as do courses that meet on a weekly basis. Students and instructors meet at least four times to discuss assignments and course policies and are expected to stay in weekly communication through phone and mail service. To register for these courses, students must have the permission of the DIL director and their instructor.

Credit earned through Directed Independent Learning is identical to credit earned through any other CCD course or program. Students may earn general education core credits toward the Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS) and Associate of General Studies (AGS) degrees.

Please see the Schedule of Classes' Directed Independent Learning section for complete listings. For more information, contact Bob Fulton at 303-556-3573 or bob.fulton@ccd.ccoes.edu.

DISTANCE LEARNING PROGRAM CCC Online

CCD is part of a consortial group of community colleges in Colorado offering an Associate of Applied Science (AAS) degree in Business and other courses. All classes are offered online. Tuition is \$118 per credit hour for in-state and out-of-state students. Information is available at: www.cconline.org. See page 55 for CCC Online program information.

Online courses have a professor and a class of 12 to 25 learners. Online courses have specific beginning and ending dates. Week by week, learners cover specific material, and there may be due dates for assign-

ments. On a day-to-day basis, learners retain control over their schedules; you don't need to be at your computer at a specific time on a specific day. Class participation and the exchange of ideas is the foundation of CCD's Distance Learning program; although your classmates and professors may be geographically remote, you will definitely be well-connected to them.

EVENING AND WEEKEND COLLEGE

Weekend College offers a wide variety of courses and programs to meet the needs of students who prefer to take classes on Fridays, Saturdays, Sundays and evenings. We are especially sensitive to the needs of working adults. Weekend College offers the highest quality customer service to students, using innovative learning methods at times and locations that meet adults' needs. Our programs are convenient, learner friendly, outcome oriented and market sensitive. Students attend classes one day per week and are able to complete many of the certificate options in less than one year.

Credit earned through the Weekend College is identical to credit earned through any other CCD course or program. In addition to the general education Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS) and Associate of General Studies (AGS) core, students may earn a variety of degrees and certificates in high-demand professional careers.

For complete listings, see the Schedule of Classes' Weekend College section. For more information, contact Bob Fulton at 303-556-3573 or bob.fulton@ccd.ccoes.edu.

WORKFORCE INITIATIVES

Workforce Initiatives offers credit and noncredit courses in the areas of essential skills to businesses interested in expanding and upgrading the skills of their workforce. An Essential Skills certificate in several career tracks is available, consisting of three components:

1. training in workplace core courses, such as communication for the workplace, reading, writing and speaking for the workplace, English as a Second Language, math and computational skills;
2. vocational core courses specific to each vocational track; and
3. cooperative education involving job coaching/mentoring through placement in the student's field of interest.

For more information, contact Workforce Initiatives, 1391 N. Speer Blvd., Ste. 200, Denver, 303-226-5560 or 303-226-5561.

AURARIA CAMPUS FACILITIES



AURARIA CHILD CARE CENTER

The center provides child care for children of students, faculty and staff on the Auraria Campus. It is fully licensed by the Colorado Department of Social Services. Space is available for 30 toddlers, aged 18 months to 3 years, and 120 children, aged 3 to 8 years. Professional staff provides a toddler, preschool and state-certified kindergarten program. Call 303-556-3188.

AURARIA LIBRARY

The Auraria Library has more than 560,000 volumes of books, microforms and bound periodicals, and more than 1,700 current periodical and newspaper subscriptions. As a member of the Colorado Alliance of Research Libraries (CARL), the Auraria Library has access to an additional six million volumes through inter-library loans.

You can take a 50-minute, self-guided, audiotape tour of the library to become familiar with its services and resources, including: computerized bibliographic searches, library orientation and instruction for groups and individuals, a depository of U.S. and Colorado government publications and media listening and viewing facilities. Rooms for individual study, group conferences and typing also are available. For information about library services and hours, call 303-556-2741.

CAMPUS POLICE AND SECURITY

Campus Police and Security provides professional 24-hour crime prevention and law enforcement services for the Auraria Campus. For routine calls, phone 303-556-3271; for emergencies calls, dial 911.

CAMPUS RECREATION

Campus Recreation offers unique opportunities to develop athletic skills, leadership abilities and team spirit. Major campus attractions include noon-hour aerobics, swimming pool, weight room and handball/racquetball courts. The outdoor adventure program offers a variety of one-day and multi-day trips for wind surfing, skiing, snow-shoeing, bicycling, cross-country skiing and ice sailing. The intramural program includes touch football, basketball, racquetball, tennis, 3-on-3 basketball, floor hockey, volleyball and inner-tube water polo.

Club sports provide a high level of competition in rugby, lacrosse, Tae Kwon Do, weight lifting, soccer, football, karate, skiing and volleyball.

Stop by room 108 of the Events Center for semester schedules and to check out team sports equipment. For more information, call 303-556-3210. Make handball/racquetball reservations and check in for these activities at room 111, 303-556-3211.

INTERFAITH MINISTRY

The Auraria Interfaith Ministry (AIM) is a cooperative endeavor of several church denominations. AIM provides programs and counseling and promotes individual spiritual growth. AIM offices are in the St. Francis Center. For more information, call 303-556-8591.

PARKING AND TRANSPORTATION SERVICES

Prospective students and new students coming to the college for advising, orientation, Basic Skills Assessment,

financial aid workshops or registration may park in the Tivoli Lot at the corner of Auraria Parkway and 9th Street. Validate your parking ticket for four hours of free parking in South Classroom Building, room 134. Once you register, you no longer are eligible for free parking.

Parking is available in daily fee lots ranging in price from \$1.50 to \$10. The parking garage at Seventh St. and Lawrence Way is currently \$3.25 all day. The parking fees may be paid in cash or by debit card. Debit cards may be purchased for \$1 on the second floor of the Tivoli Student Union next to the postal vending machines, or at the Parking and Transportation Center Office in the elevator lobby on the first level of the parking garage. Debit cards are good only in the garage and Lots D and K.

A student ID is required for parking in Lot R. A limited number of monthly permits are available and are sold at the beginning of each semester. Students also may park free for 20 minutes in the Tivoli Lot. Please bring your ticket for validation to the Parking Office. Four-hour parking meters are available for student use on the east side of the South Classroom Building and in Lot N.

The Parking Office, located on the first floor of the parking garage, is open Monday through Friday, 7:30 a.m. to 5:30 p.m. For more information about the Parking Services listed below, call 303-556-2000.

- Free carpool-matching assistance
- Carpool parking discounts
- Free on-campus transportation for disabled students on the wheelchair-accessible handivan

- Free campus shuttle service for evening students on the Auraria Evening Express (Monday through Thursday, dusk to 10 p.m.)

REAL KIDS CENTER

The Auraria Campus Real Kids Center provides a full-day program in early childhood care and education. The center is licensed by the Colorado Department of Human Services and accredited by the National Academy for the Education of Young Children (NAEYC). Hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. The center accepts children between the ages of 2 1/2 and 6 years old. Call 303-556-2439 for current information.





COLLEGE POLICIES AND ACADEMIC STANDARDS

SO YOU'LL KNOW WHAT YOU CAN EXPECT OF US AT THE COMMUNITY COLLEGE OF DENVER (CCD), AND WHAT WE'LL EXPECT OF YOU, PLEASE READ THIS ALPHABETIZED SECTION CAREFULLY. YOUR COUNSELOR, ADVISOR, CASE MANAGER OR A STAFF MEMBER IN STUDENT SERVICES, SOUTH CLASSROOM BUILDING, ROOM 134, CAN HELP IF YOU HAVE ADDITIONAL QUESTIONS.

ACADEMIC STANDARDS

Attendance

Your regular and punctual attendance is expected, and each instructor will keep a complete record of your attendance for the entire length of each course. You will be counted absent from missed class meetings, beginning with the first official date of enrollment or the first day of classes, whichever is later.

Faculty may give a failing grade to any student who has a 15 percent or greater absence from a class, starting from the first class meeting. You are responsible for informing the instructor of the reason for an absence and for doing so in a timely fashion. You, whether present or absent, are responsible for obtaining all material presented and completing all course assignments.

The attendance policy for certain programs, such as health careers, may differ from the general policy because of clinical requirements or requirements of approving agencies.

You are responsible for properly processing a withdrawal.

Course Load

A full-time course load is 12 to 15 credits. If you are registered for fewer than 12 credits, you are classified as a part-time student.

Eighteen credits is considered a heavy load. Twenty credits is the maximum load for all students without special permission of the instructional center dean.

ACADEMIC STANDARDS OF PROGRESS

1. You are required to maintain a cumulative grade point average of 2.0 for all course work attempted.
2. If your cumulative grade point average falls below the required 2.0 on an attempted six or more credits, you will be placed on academic probation for the following term of enrollment.
3. Should you fail to raise your cumulative GPA to 2.0 by the end of the probationary instructional term, CCD will consider suspending you academically for a minimum of one term.
4. If you are placed on academic suspension, you must meet with the vice president for Student Services to determine eligibility for continued enrollment.
5. You may appeal your suspension to the Suspension Review Board. Decisions of the board are final.

APPEAL PROCEDURE

Students wishing to appeal academic suspension or seeking information about the appeal procedure, should

contact the vice president for Student Services, 303-556-2413.

ASSESSMENT

The Testing Center is located in South Classroom Building, room 223. The phone number is 303-556-3810 and fax 303-556-8027. Some testing services also are available at the branch campuses. Our Web site is ccd.rightchoice.org/test_cntr.

Basic Skills Assessment Test (BSAT)

Students who plan to earn a degree or certificate must meet the assessment requirement when they apply to the college and before they meet with an advisor to enroll in classes. This involves taking a test in reading, English, math and study skills. The purpose of assessment is to help you succeed by placing you into courses appropriate to your academic skill level.

You may be exempt from one or more of the tests if you meet one of the following criteria.

- You submit proof of an associate or higher degree.
- You submit transcripts showing that you have successfully completed basic-skills instruction in reading, writing or mathematics from another institution.
- You submit transcripts showing that you have successfully completed ("C" or better or its equivalent) in a college-level course in English and/or math from another institution.
- You submit minimum ACT scores of 18 in reading, 18 in English, and 19 in math, or SAT scores of 450 in verbal and 440 in math.

NOTE: Submit copies of your college transcripts or test scores to the Testing Center to receive an exemption from taking all or part of the assessment test.

English as a Second Language Test (ESLT)

If English is your second language, you will be required to take tests to assess your level of English. You will take a reading test, a grammar test and a listening comprehension test. If you score high on one or more of these tests, you will also take the BSAT.

All students will meet with an academic advisor for interpretation of their test scores. If your score is below program-entry level in reading, English and/or math, you will be required to take review courses beginning with your first semester at CCD. You must pursue basic skills until you reach college-level competency.

Assessment for Distance Education Students

Students taking classes over the Internet also must meet the assessment requirement. Contact the Testing Center by phone or visit our Web site to receive instructions on how to complete your testing online.

Academic Profile (AP)

All degree-seeking students must take the Academic Profile test during their last semester at CCD. This test usually is given in your capstone course; however, you may also take it in the Testing Center. You must take this test before CCD will issue your diploma.

The Academic Profile test provides CCD with information about the effectiveness of its degree programs. This data is used to compare CCD to other institutions, as well as to provide the state legislature with information on the effectiveness of our programs. We encourage you to do your best on the AP exam.

CCD RIGHTS

CCD reserves the right to change provisions, requirements and fees in this catalog. Without notice, CCD may cancel any course or program or change its content, description, timing, availability, location, academic credit, or any other aspect.

COOPERATIVE PROGRAMS WITH EMILY GRIFFITH OPPORTUNITY SCHOOL

CCD provides advanced placement status in various programs to students who have credits from many Emily Griffith programs. See your advisor for details.

DRUG-FREE SCHOOLS

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, CCD informs all students and employees about its drug and alcohol abuse prevention program.

- I. Standard of Conduct. Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or use as a part of college activities.
- II. Legal Sanctions for Violation of the Standards of Conduct. Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, production, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$8,000,000.

III. Penalties which may be imposed by the College. Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under student and employee disciplinary policies. The sanctions include, but are not limited to: a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from college or termination of employment; and/or referral to authorities for prosecution; possible loss of financial aid.

IV. Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse. Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies and babies with drug addictions.

V. Available Counseling, Treatment, Rehabilitation or Re-entry Programs. Information on available counseling, treatment, rehabilitation or re-entry programs is available through the Colorado Department of Health.

For information on substance abuse, contact:

Auraria Student Health Center
Plaza Building, room 150,
303-556-2525

Bethesda PsychHealth System
303-758-1123 (24 hours)

CCD Referral
Student Life, Tivoli 309
303-556-2597



For Information on treatment centers, call:

Adams Community Mental Health Center

303-287-8001 (24 hours)

Arapahoe Mental Health Center

303-761-0620

Boulder County Mental Health Center

303-447-1665 (24 hours)

Denver Mental

Health Corporation

303-377-4300

Jefferson County Mental Health Center

303-425-0300 (24 hours)

ELECTRONIC COMMUNICATIONS POLICY

CCD has adopted the following policy to guide usage of all forms of electronic communication. For purposes of this policy statement, electronic communication includes, but is not limited to, electronic mail, Internet services, voice mail, audio and video conferencing, and facsimile messages that are sent or received by faculty, staff, students and other authorized users of CCD resources.

I. Ownership of Electronic Communication and Permissible Uses

CCD provides various forms of electronic communication to facilitate the conduct of academic pursuits and other CCD business. The records created are the property of CCD and not of the individuals sending or receiving such messages. Individuals who are authorized to use electronic and voice mail may make incidental and occasional personal use of these facilities when such use does not generate a direct cost for CCD. In doing so, users acknowledge CCD's ownership of the systems and its rights with regard to use.

Electronic communications conduct is expected to meet the standards of conduct, laws, regulations, etc., published in official CCD, state, or federal documents including, but not limited to, the CCD catalog, CCD Student Code of Conduct, the Faculty Handbook and the Colorado State Employees Handbook.

II. Prohibited Uses

Prohibited uses include, but are not limited to:

- use of electronic communication for commercial purposes.
- use of electronic communication to send copies of documents in violation of copyright laws.
- transmission of information, access to which is restricted by laws or regulations.
- use of electronic communication to intimidate, threaten, or harass other individuals, or to interfere with the ability of others to conduct CCD business.
- forging of communication so it appears to be from someone else.

- obtaining or attempting to obtain unauthorized access to data, files, other electronic communication, etc. Any unauthorized attempt to breach security measures to access or acquire electronically stored information is prohibited. These acts are prohibited regardless of the methods utilized. The term "access" includes reading, deleting, moving, changing access privileges, or affecting files, data, etc., in any unauthorized manner.
- sending chain letters or "jokes" of any nature.

III. CCD Access and Disclosure

The contents of e-mail messages, backups and archives may be required to be disclosed as a result of legal discovery, writ, warrant or subpoena, or as a result of a request under the Colorado Open Records Law. CCD will not monitor electronic communication as a routine matter. E-mail will not be backed up. Message contents will be inspected as needed to protect health, safety or security.

IV. Disciplinary Action

If a violation of policy is suspected, computer support staff and other CCD personnel will refer the matter to the vice president for Information Resources and Planning. If a condition exists where Information Resources and Planning staff believes there is a need for immediate action, that action (account deactivation, etc.) will be taken and the matter referred to the authorities listed above. These cases will be limited to instances involving safety, security, matters of an emergency nature, or those items described in Section II, Prohibited Uses.

V. E-mail Ethics and Good Practices

- E-mail is not like a phone call. More information, including copies of the content of your messages, is routinely recorded about the use of e-mail than about your use of the telephone. A broader, less controlled set of people have access to that information.
- E-mail is not like a letter in an envelope, and there is no easy way to mark a message "confidential."
- E-mail is most like a postcard. The contents of your message may be viewed during the mailing process. If there is a problem with routing, a "postmaster" may read your message to try to redirect it correctly. Your message can be forwarded or printed.
- Don't put anything in an e-mail message that you would not want posted on a bulletin board, used in a lawsuit or shared with the wrong person.
- Do use professional, courteous language that will not embarrass you later. It's much easier to edit a message before you send it, than to send an apology later. If you receive mail that was not intended for you, send an appropriate reply to the sender.
- CCD's e-mail systems are developed and maintained to accomplish the work of the college. They can be used for academic pursuits and related administrative tasks, abiding by all applicable guidelines and policies. A minimal amount of personal use is acceptable, however use good judgment and limit the amount and frequency of such use. CCD e-mail systems cannot be used for personal gain.

- Help conserve e-mail resources. If you flood the system with trivia, it will not be available for other, more worthwhile uses. Never send junk mail or "Who are you?" messages.
- Limit your use of lists as much as possible. Many of the global e-mail lists are available in other forms such as the World Wide Web. If you subscribe to a list, always make sure you know how to unsubscribe from that list, and do so when you no longer have a use for the information from the list, or when you are going to be away from the CCD for an extended time.
- Be careful when sending to e-mail lists. Sending large messages to lists that have hundreds of users can dramatically impact both the e-mail system you are using to send the message and the e-mail systems receiving the message.
- Before sending to any list or replying to any message from a list, make sure you know the guidelines and policies of that list and you are aware of where your message is going (to the whole list, or just the person that sent the original message).

Let integrity and honesty guide your use of e-mail, and it will be an effective, useful tool.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

This act protects the privacy of education records, establishes the right of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by CCD to comply with the act.

The CCD policy explains in detail the procedures to be used by the institution for compliance with the act's provisions. Copies of the policy are available from Admissions, Registration and Records and the vice president for Student Services. These offices also maintain a Directory of Records that lists all educational records maintained on students by CCD.

Please refer questions about the Family Education Rights and Privacy Act to Admissions, Registration and Records, 303-556-2430.

GRADES

Grade A — A distinguished grade for superior work

1. You mastered the content and objectives of the course, can apply what you learned to new situations and can relate it to other knowledge.
2. You consistently distinguish yourself in examinations, reports, projects, class participation and laboratory or training situations.
3. You show independent thinking in assignments and class discussion.
4. Your work is consistently in proper form, shows satisfactory evidence of careful research (where required) and is submitted punctually.
5. Where achievement in the course involves development of hand or body skills, you consistently demonstrate superior skills, ability and performance.
6. You complied with the instructor's attendance requirements.

Grade B — A better-than-acceptable grade

1. You consistently show mastery of the course content and objectives and usually apply what you learned to new situations or relate it to other knowledge.
2. Your work is in proper form, shows satisfactory evidence of research (where required) and is submitted punctually.
3. Where achievement in the course involves development of hand or body skills, you consistently demonstrate above average skills, ability and performance.
4. You complied with the instructor's attendance requirements.

Grade C — An acceptable grade permitting progress forward in course sequence

1. You show evidence of a reasonable comprehension of the subject matter of the course and have an average mastery of the content sufficient to indicate success in the next course in the same field.
2. You consistently make average scores in examinations, reports, projects, class participation and laboratory or training situations.
3. If the subject carries transfer credit, your work indicates sufficient competence in the content to continue in the subject field upon transfer.
4. You complete your assignments in good form and on time.
5. Where achievement in the course involves development of hand or body skills, you consistently demonstrate average skills, ability and performance.
6. You complied with the instructor's attendance requirements.

Grade D — A less-than-acceptable, passing grade

1. You fall below the average in examinations, projects, reports, class participation and laboratory or training situations, but show some competence in the assigned subject matter of the course.
2. The competence demonstrated is insufficient to indicate success in the next course in the subject field.
3. Assignments are completed in imperfect form, are sometimes late, or of inconsistent quality.
4. Where achievement in the course involves development of hand or body skills, you consistently demonstrate below-average skills, ability and performance.
5. You complied with the instructor's attendance requirements.

Grade F — A failing grade

1. With respect to examinations, projects, reports, class participation and laboratory or training situations, you fail to perform at the "D" grade level.
2. You show little or no competence in the assigned subject matter of the course.
3. Where achievement in the course involves development of hand or body skills, you fail to perform at the "D" or above grade level.
4. You did not comply with the instructor's attendance requirements.

Credit/No Credit

CCD offers some courses on a credit/no credit basis. Upon successful completion of such a course, unit credit is awarded. However, courses taken on a credit/no credit basis are

not used in the computation of a student's grade point average (GPA). Regulations for such courses follow.

1. In authorized credit/no credit courses, the credit grade is granted for performance equivalent to the letter grade of "C" or better.
2. Credit/no credit-graded courses must be designated by the respective instructional center. Each term, CCD will specify courses that fall into this category in the class schedule. Programs may require majors to obtain letter grades in that program's major subjects.

Grade SP — Satisfactory progress

Some courses, designated as open-entry/open-exit, may extend beyond the normal end of a semester. Upon successful completion of such courses, CCD will award unit credits and grades. Regulations for such courses follow.

1. In courses for which this grade is authorized, the SP will be given in either of the following cases.
 - a. You attended for a full term and show satisfactory progress, but have not yet mastered required course objectives.
 - b. Under the college's continuous enrollment policy, you enrolled late in the semester and are making satisfactory progress, but have not had sufficient time to master required course objectives.
2. You may be required to reregister for a course in which you received an SP grade, if you do not complete the course work by the end of the next consecutive 15-week semester. When the remaining time needed for completion is short, or when other extenuating circumstances

occur, the dean may waive the requirement for re-enrollment.

3. You must, before the end of the term, make arrangements with the instructor to complete the course. If you receive financial aid, you must finish the course within the semester you register. Contact Financial Aid for more information, 303-556-2420.
4. An SP grade will be changed to NC (no credit) after the end of the next consecutive 15-week term.
5. Home study and online courses are open-entry/open-exit and must comply with the above regulations. If you receive financial aid, you must complete the class in the semester in which you enroll for the class.

Grade I — Incomplete

1. You have not completed the course requirements due to extenuating circumstances.
2. A minimum of two-thirds of the course work has been satisfactorily completed.
3. You must, before the end of the term, make arrangements with the instructor to complete the course. These arrangements include a formal contract with a deadline date on or before the end of the next 15-week semester.
4. You must complete the necessary course work prior to the deadline date.
5. An "I" grade that is not made up becomes an "NC" grade.
6. Home study and open-entry/open-exit courses are not eligible for incomplete grades.

Grade W — Withdrawal

You officially withdrew from the class after the add/drop deadline as published in the class schedule.

Grade AU — Audit

You audited the course.

Grade AW — Administrative Withdrawal

You attended one or more class sessions, but too few to be appropriately evaluated or to receive an "I" grade.

GRADE CHANGES

Grade changes are made by the faculty member who administered the grade. In cases where the faculty is not available to consider a grade change, such change may be made by the instructional dean in consultation with the vice president for Learning. Grade appeals go to the dean responsible for the course, then to the vice president for Learning.

GRADE POINT AVERAGE

Grade points measure your achievement for the number of credits completed. To calculate your grade point average (GPA), multiply the number of grade points by the number of credits for each course. Total the credits and points, then divide the grade points by the total number of credits.

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

Note: All other grades (Credit/No Credit, SP, I, W, AU, AW) are not calculated into the CCD GPA.

The following example will help you calculate your grade point average:



Course	Credits	Grade	Points
ANT 111 Physical Anthropology	3	A	12 (3 x 4)
BIO 111 General College Biology	15	A	20 (5 x 4)
CIS 115 Intro. to Computing	3	B	9 (3 x 3)
ENG 121 English Comp. Essay Writing	3	D	3 (3 x 1)
POS 111 American Government	3	F	0 (3 x 0)
TOTALS	17		41

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example is 41 divided by 17 for a 2.41 GPA.

RECOGNITION OF ACHIEVEMENT OR CONTINUING EDUCATION UNITS (CEU)

CCD offers many courses, conferences, workshops and seminars for upgrading job skills and for personal enrichment. Successful completion of courses of this type may result in the

granting of a Recognition of Achievement or a CEU that may be requested from the appropriate instructional center.

REPEATING COURSES

- A. You may repeat a course only once if you receive a "D" or "F" grade.
- B. You must request a "Petition to Repeat a Course" form. Complete and submit to Admissions, Registration and Records after you have received a higher grade for the same course.
- C. You may, while enrolled at CCD, register inter-institutionally to repeat a course originally taken at CCD, at the Metropolitan State College of Denver or the University of Colorado at Denver.
- D. The GPA will be changed only once for the same class.
- E. Under extenuating circumstances, you may appeal to the dean of the instructional center responsible for offering a course for permission to retake a course and/or adjust a grade more than once.

STUDENT CODE OF CONDUCT

Community College of Denver has the right to protect its educational purpose and its students from the irresponsible conduct of others. To ensure this right, the following regulations have been set forth.

A violation of any one of these codes of student conduct may result in serious, appropriate consequences, ranging from a reprimand, to suspension and permanent removal from the Community College of Denver. Conduct that could subject a student to disciplinary action includes, but is not limited to, the following.

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the college.
2. Forgery, alteration or misuse of college documents, records, identification materials, educational material, and Internet access or college property. (Students are required to present identification when requested by authorized college officials.)
3. Obstruction or disruption of teaching, administration, disciplinary proceedings, or other college activities, e.g.:
 - a. deliberate interference with academic freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by any section of the college community to express his/her views.
 - b. forcible interference with the freedom of movement of any member or guest of the college.
 - c. blocking entryways to buildings, rooms, sections of buildings, hallways or stairways in such a way that people find it difficult or impossible to pass.
 - d. blocking vehicular traffic.
4. Physical abuse or action that threatens the health and safety of any person on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
5. Theft, misuse, or damage to property on college premises or at authorized college functions. (Students involved are subject to college disciplinary action, as well as to arrest and prosecution by legal authorities. Students are required to make full restitution.)
6. Unauthorized entry or use of college facilities and college equipment.
7. Manufacture, possession, control, sale, transmission or use of any alcohol or substance in violation of state and federal laws. (The college has the policy to cooperate fully with law enforcement agencies in such cases.) (See State Liquor Code.)
8. Disorderly, indecent, or obscene conduct on college-owned or college-controlled property or at college-sponsored functions.
9. Failure to comply with the verbal or written directions of college employees acting in the performance of their duties.
10. Condoning any act by another student that violates college policy. (Students witnessing any such acts are required to report them to the proper authorities immediately.)
11. Unauthorized representation or contracting in the name of CCD. (A student may not claim to be an official representative of the college for any commercial purpose.)
12. Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
13. Dress that fails to meet the established public safety standards in specific classes on college-owned or controlled property and at college-sponsored activities.
14. Engaging in any kind of hazing action or situation on or off campus that endangers the mental health, physical health, or safety of a student for the purpose of

initiation or admission to any student organization.

15. Unauthorized distribution or sale of goods on campus.
16. Failure to comply with reasonable requests by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable request for students to meet appointments in administrative offices and at disciplinary investigations and hearings.)
17. Violations of college policies regarding parking.
18. Violation of "No Smoking" policy within any building on campus.
19. Violation of "Responsible Electronic Communication" policy.
20. Illegal possession and/or sale of college property. (Students involved are subject to college disciplinary action, as well as to arrest and prosecution by legal authorities. Students will be required to make full restitution.)
21. Operation of any motorized or non-motorized vehicle (including skateboards, roller skates and bicycles) on any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor-traffic hazard, or which imperil the health and safety of a person or property on the campus.
22. Possession of weapons, fireworks or explosives. (No students, except law enforcement officers, may have weapons in their possession at any time on college property. Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.)



23. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in the class only with the instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting.
24. Engaging in behavior that may constitute sexual harassment, such as sexually suggestive looks, comments or gestures, prolonged staring, stalking, sexual teasing or jokes, pressure for dates; sexually demeaning comments; pressure for sex; requests for sex in exchange for grades or favors; or to avoid poor grades or suspension; other actions of a sexual nature that

- interfere with school performance or create an intimidating, hostile or offensive learning environment.
25. Knowingly pursuing malicious, frivolous, or fraudulent charges against a student or staff member without cause.
26. Aiding and/or encouraging others to commit any act of misconduct set forth in 1 through 25 above.

STUDENT GRIEVANCE PROCEDURE

CCD has a grievance procedure for students who believe their rights have been violated. If you have a grievance, contact the vice president for Student Services no later than 15 days after the occurrence.

The Grievance Procedure for Students begins on page 37 of this catalog. Additional copies are available from Student Life (Tivoli Student

Union, room 309) and the vice president for Student Services (South Classroom Building, room 301).

STUDENT RECOGNITION

President's Honors List

Students are selected for the President's Honors List during the semester preceding their graduation from CCD. To be eligible for this academic honor, you must be completing at least 30 semester credit hours in a certificate program, or be completing the requirements for one of the four associate degrees. In addition, you must have a cumulative grade point average of at least 3.85, based on all courses attempted while enrolled at CCD. Selection for the President's Honors List is printed on your permanent academic transcript.

Vice President's Honors List

Each semester, students who take six or more credits may be considered for the Vice President's Honors list. To be eligible for this academic honor, you must have completed at least 15 semester credit hours toward a certificate or degree program. In addition, you must have a cumulative grade point average of at least 3.5, based on all courses attempted while enrolled at CCD. Selection for the Vice President's Honors List is printed on your permanent academic transcript.

Dean's Honors List

Each semester, students who take six or more credits may be considered for the Dean's Honors List. To be eligible for this academic honor, you must have completed at least nine semester credit hours in a certificate or degree pro-

gram. In addition, you must have a cumulative grade point average of at least 3.0, based on all courses attempted while enrolled at CCD. Selection for the Dean's Honors List is printed on your permanent academic transcript.

Phi Theta Kappa

Phi Theta Kappa, the international scholastic honorary society for two-year community and junior colleges, recognizes student academic excellence at CCD and promotes academic community at the college.

To be eligible for membership in CCD's Alpha Mu Mu Chapter, you must have a 3.5 grade point average after completing 12 or more credit hours of college-level work, and carry three or more credit hours during the current academic year. Phi Theta Kappa members are honored at graduation for their outstanding academic achievements. Eligible students are invited to join each semester.

In spring 1999, Alpha Mu Mu once again was named a five-star Distinguished Chapter, and it received the international "Fellowship Hallmark Award." In addition, its 1999 president was tapped the Distinguished Chapter President and the immediate past president received the Distinguished Regional Officer Award. CCD's PTK chapter is ranked number eight among the top 100 U.S. chapters.

For more information, interested and eligible students should contact any current executive board member or the faculty sponsors by calling 303-556-3845, or 303-365-8300.

STUDENT RIGHTS AND RESPONSIBILITIES

CCD students have all the rights and responsibilities of other citizens and are subject to the same federal, state and local laws as non-students. As members of the college community, you also are subject to the rules and regulations of the college. If you believe your rights have been violated, you may file a grievance using the Grievance Procedure for Students that begins on page 36 of this catalog.

A detailed copy of "Students' Rights and Responsibilities" is available from Student Life Tivoli Student Union, room 309) and the vice president for Student Services (South Classroom Building, room 301).

STUDENT RIGHT-TO-KNOW INFORMATION

Of the 418 first-time, full-time, degree-seeking students who entered CCD in the fall of 1996, 39 percent had either graduated or transferred to another Colorado public postsecondary institution at the end of three academic years (by the end of summer 1999). Another 12 percent were still enrolled at CCD in fall 1999. The overall completion, transfer and persistence rate of 51 percent (39 percent plus 12 percent) is comparable to the statewide average during the same time period.



GRIEVANCE PROCEDURE FOR STUDENTS

THE OBJECTIVE OF THESE PROCEDURES IS TO PROVIDE FOR THE PROMPT, FAIR AND EQUITABLE RESOLUTION OF ALL STUDENT GRIEVANCES. IF YOU BELIEVE YOUR RIGHTS OR FREEDOMS HAVE BEEN VIOLATED, YOU ARE ADVISED TO USE THE GRIEVANCE PROCEDURE.

THIS PROCEDURE IS NOT INTENDED TO BE USED WHEN THE COLLEGE TAKES DISCIPLINARY ACTION AGAINST A STUDENT FOR VIOLATION OF THE STUDENT CODE OF CONDUCT OR RELATED STUDENT ACTIONS. GRIEVANCE PROCEDURES COULD APPLY TO COLLEGE ADMISSIONS, ACCESS TO THE COLLEGE, TREATMENT BY THE COLLEGE IN ITS EDUCATIONAL PROGRAMS, OR COLLEGE ACTIVITIES.

Student rights and freedoms include, but are not limited to, such things as nondiscrimination on the basis of race, color, national origin, disability, religion, age and sexual preference, as well as sexual harassment and other provisions of the Students Rights and Responsibilities College Policy.

We hope our students will attempt to resolve problems first through the informal grievance procedure (Step 1 below). If the grievance is not resolved satisfactorily through the informal procedure as detailed in Step 1, students may file a formal written grievance (Step 2). Petitions for change of grade are limited to Step 1. Where a student is uncomfortable discussing the harassment with the alleged harasser, s/he may satisfy the first step by working directly with Felicia Sykes, vice president for Student Services, SO 301, 303-556-2413.

DEFINITIONS

A. Grievant: Enrolled student, a client or volunteer who is provid-

ing a service to benefit the college under the supervision and control of a college employee. A client or volunteer may only grieve a decision that bans him or her from the campus.

- B. Grievance: A grievable offense is any alleged action that violates or inequitably applies written college policies or procedures. The grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.
- C. Vice President for Student Services: The college employee designated by the college president to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.
- D. Remedy: The relief the grievant is requesting.

- E. Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the grievant as causing or contributing to the grievance.
- F. Non-grievable matters: The following matters are not grievable under this procedure except as noted: any matter over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to SBCCOE Policy 4-30.

STEP 1 — INFORMAL GRIEVANCE PROCEDURE

Grievant is encouraged to resolve the issue with the respondent or his/her supervisor. In the case of grievances based on race, color, creed, national origin or ancestry, disability, age or gender, the grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts that might constitute a violation of state policy SP3-120B, concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure. While the grievant is encouraged to resolve the issues through the informal process, he or she may at any time elect to go to the formal stage by following the process outlined below.

STEP 2 — FORMAL GRIEVANCE PROCEDURE

- A. Grievant timely files a written statement of the actions complained of and describes the



remedy he or she is seeking with the vice president for Student Services or designee. A matter could also be referred to this process by the college president or his/her designee. Once a written grievance is filed or referred, the vice president for Student Services or designee will determine whether or not the situation is a grievable offense. The matter will be closed if the situation is determined not grievable and the grievant will be notified of the reasons.

B. If the matter is determined to be grievable, the vice president for Student Services or designee (may be an individual or a committee) shall hear the grievance. A hearing will be held that will give the grievant, respondent and others

invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the vice president for Student Services or designee shall issue a decision within 10 calendar days of close of the hearing. The decision shall be served upon the grievant and the respondent personally or by certified mail to the addresses on file in Admissions, Registration and Records. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s).

The vice president for Student Services or designee's decision is final unless a Petition for Review is filed with the president by either party within five (5) calendar days of service of the decision.

- C. Upon receipt of a Petition for Review, the college president will review the record and issue a written decision within 10 calendar days of receipt of the Petition for Review. The president's decision is final.
- D. The vice president for Student Services or designee may extend the scheduling timelines described above for good cause.
- E. If the grievance is against the vice president for Student Services, the vice president for Learning or other person designated by the president shall perform the duties of the vice president for Student Services.



GRADUATION REQUIREMENTS

THE OFFERINGS WITHIN THE CORE CURRICULUM PROVIDE A BALANCED, BROADLY-BASED PROGRAM THAT WILL REQUIRE STUDENTS TO DEVELOP CRITICAL THINKING AND PROBLEM-SOLVING SKILLS, TO ANALYZE, SYNTHESIZE AND COMMUNICATE INFORMATION, AND TO USE KNOWLEDGE AND TECHNOLOGY INTELLIGENTLY AND RESPONSIBLY.

DEGREE REQUIREMENTS

All degrees and certificates will list the degree or certificate only, not the emphasis.

If you are applying for a Community College of Denver (CCD) degree program, you must meet all of the following requirements. The vice president for Learning may approve exceptions.

1. Complete a minimum of 60 semester hours of credit in approved course work.
2. Earn a cumulative grade point average of 2.0 ("C" average). Courses counting toward the general education core curriculum must be completed with a grade of "C" or higher. Some programs, as stated in the current catalog, may require a student to earn at least a "C" in specific course work. Students should check with their instructional center, case manager or advisor for information about the minimum grade point average requirement.
3. Complete a minimum of 15 credits at CCD in the program area.
4. Complete the Academic Profile, a general education assessment, during your final academic semester.
5. Complete your program's Capstone course with a "C" or better grade.

6. Complete all courses taken to fulfill general education requirements with a "C" or better.
7. Complete the required survey of all graduating students.

GENERAL EDUCATION REQUIREMENTS

All associate degrees have general education requirements that meet goals for general education established by the State Board for Colorado Community Colleges and Occupational Education. They are:

1. to build skills for advanced and lifelong learning.
2. to expose students to the mainstream of thought and interpretation in the humanities, sciences, mathematics, social sciences, communications and the arts.
3. to integrate learning in ways that cultivate a student's broad understanding and ability to think about a large and complex subject, formulate and analyze valid concepts, solve problems and clarify values.

In addition, the following rationale for the Associate of Arts (AA) and Associate of Science (AS) general education core curriculum was developed by AA/AS faculty and adopted by CCD, the Community Colleges of Colorado System and the Colorado Commission on Higher Education.

General education addresses the needs of all students — regardless of program area, degree sought, or major — since all people share certain experiences and have certain life goals that are unrelated to any specific discipline of study. The core curriculum is that set of courses that satisfies the general education portion of the requirements for an AA, an AS, or an Associate of General Studies (AGS) degree. All courses in the core curriculum are designed to transfer to baccalaureate, degree-granting colleges and universities. Core courses are academically rigorous and of such quality that transfer students may be assured of their ability to compete successfully on transfer.

The offerings within the core curriculum are designed to stimulate students to think deeply, clearly and logically about a variety of human questions. These offerings provide a balanced, broadly-based program that will require students to develop critical thinking and problem-solving skills, to analyze, synthesize and communicate information, and to use knowledge and technology intelligently and responsibly.

These core offerings:

- expose students to the mainstreams of thought and interpretation in humanities, sciences, communications, mathematics, social sciences and arts, and develop students' understanding of the interrelationships among these fields of study.
- expand students' interpersonal, intercultural and international understanding and develop their perceptions of the evolving nature of societies and the interdependence among all peoples.

- develop students' skills in self-understanding, oral and written communication, numerical calculations and reasoning to help them achieve personal independence.
- develop students' skills in leadership and in group dynamics.
- increase students' knowledge of the value of physical and environmental well-being to help them fulfill their roles as citizens within a free and changing society.

CERTIFICATE REQUIREMENTS

All CCD certificate program graduates must meet the following requirements. The vice president for Learning may approve exceptions.

1. Complete the specified requirements of an approved vocational/technical program.
2. Earn a cumulative grade point average of 2.0 ("C"). Some programs, as stated in the current catalog, may require you to earn at least a "C" grade in specific course work. Check with your instructional center and your advisor for information about the minimum grade point average required for graduation.
3. Complete a minimum of 15 credits in the program area at CCD.
4. Complete the Capstone course.

GRADUATION REQUIREMENTS

Degrees and certificates will be granted during the semester in which the final requirements are completed. Students need to apply for graduation by the deadline date published in the class schedule. If the deadline date is missed, the student will automatically be added to the next semester's graduating class.

If you receive an "I" grade in a course required for graduation in your final semester, you will not graduate until the semester in which the "I" grade is replaced by a letter grade. During that semester, you must reapply for graduation. You will not need to retake the Academic Profile.

Students must take at least 15 credit hours at CCD to receive a diploma from this institution.

OTHER GRADUATION POLICIES

1. You must apply for graduation one semester prior to the semester in which you wish to graduate.
2. You can apply no more than six semester hours of courses numbered "299" (independent study course work) toward an associate degree program.
3. There is no limit on special topics courses allowed to count toward a degree. In individual cases, the limit is determined by the program area. If you take special topic courses, consult with your advisors about how these credits apply toward a degree.
4. Degrees and certificates will be granted during the semester in which the final requirements are completed. For example, if you receive an "I" grade in a course required for graduation in your final semester, you will not graduate until the semester in which the "I" grade is replaced by a letter grade. During that semester, you must reapply for graduation. You will not need to retake the Academic Profile.

CATALOG REQUIREMENTS FOR GRADUATION

You may graduate under the catalog requirements listed for the academic year in which you were first enrolled. If you interrupt attendance for one year or more and then return, the catalog of the re-admission year is the document of authority. If graduation requirements and policies change, you may choose to follow the catalog of the year of initial entry or the current catalog. Obtain and keep a copy of the catalog published the year in which you enter or are re-admitted. The instructional center or program will determine the extent to which semester credit hours previously earned will apply to degree requirements listed in the most current college catalog.

The catalog should not be considered a contract between you and CCD. The college retains the right to cancel or change programs or course offerings where enrollments are insufficient or for any other reason. Every course listed in the catalog may not be offered every semester.

PETITIONING FOR WAIVERS AND/OR PROGRAM SUBSTITUTIONS

Due to extenuating circumstances, you may wish to petition for a waiver and/or substitution of program requirements.

You must complete a "Waiver/Program Substitution Request Form." The form is available in each learning center office.

Please complete the request and have it approved by the program coordinator, the center dean and the vice president for Learning. Admissions, Registration and Records will keep the form on file.

GRADUATION CHECKLIST

All students must apply for graduation one semester prior to the semester in which they wish to graduate.

Graduation deadline dates are posted in class schedules each semester and in the college catalog calendar. (No exception to deadline dates.)

1. Pick up an application from Admissions, Registration and Records, South Classroom 133, at any time during the semester.
2. Go to the center in your area of study (major) and complete a program plan with your instructor or faculty advisor in the center.
3. Have all official transcripts from other college(s) evaluated.
4. Check with Admissions, Registration and Records to verify correct name changes to be printed on certificate or applied for degrees.
5. Students applying for Credit for Prior Learning must have all paperwork completed.
6. Students with a grade of "I" or "SP" on the unofficial transcripts must have grade changes into Admissions, Registration and Records two weeks after the semester ends.
7. Degree-seeking students must take the Academic Profile (AP) in the Testing Center, South Classroom Building, room 223.
8. All financial obligations to the college must be cleared before a diploma, certificate or a transcript will be released.



READING GUIDE TO DEGREE AND CERTIFICATE PROGRAMS

DEFINITIONS

Area of Emphasis

In the Associate of Arts (AA) and Associate of Science (AS) degree programs, the area of emphasis refers to 12 or more credit hours in a subject field in preparation for transfer and selection of a major at a baccalaureate college.

Capstone Courses

These are courses, usually taken during the final semester, in which program competencies are reviewed and assessed. All courses identified as capstone courses require a grade of C or better for graduation. Capstone courses must be taken at CCD.

Core Curriculum

These are courses that fulfill lower-division general education requirements as defined and agreed on between the State Board for Community Colleges and Occupational Education and the governing boards of all public four-year institutions in Colorado.

Corequisite

This is a course or requirement that must be completed during the same semester as the course that identifies the corequisite.

Credit Hour

This is the basic unit of academic credit. Generally, one-credit hour is earned by attending a lecture class for a 50-minute period, once a week, for a full semester. In a laboratory course, one-credit hour is granted for two-to-three 50-minute periods per week in the laboratory.

Credit Hours in Parenthesis

Course options from which you may choose. These options are not individ-

ually included in the total credit hours listed below the numbers in parentheses.

General Education

General education is the liberal arts component of a baccalaureate degree that may include lower-division and upper-division courses as defined by each institution.

Open Entry

This course designation allows the student to start at any time prior to the last date to drop classes published in the Schedule of Classes. The student must complete all course requirements by the end of the semester, regardless of entry date.

Open Entry/Open Exit

This course designation allows students to enroll at any time prior to the last date to drop classes and progress at their own learning pace. If the student does not complete course requirements by the end of the semester, an "SP" (Satisfactory Progress) grade is given, and the student may continue in the course the following semester at no additional tuition charge.

Prerequisite

This is a required course that must be completed satisfactorily before registering for the course that identifies that prerequisite.

Speech Intensive Courses

Associate of Applied Science "Speech Intensive" courses combine the requirements of SPE 115 with the content of vocational classes. Students who transfer a course from another college that is noted as "speech intensive" at CCD may meet the SPE 115 requirements only by taking SPE 115 as a separate course.

PROGRAM TITLES AND COURSE PREFIXES



Accounting	ACC	Humanities	HUM
Advancing Academic Achievement	AAA	Information Technology	
Administrative Health Assistant	AHA CIS, CNT, CSC, CWB, MAR	
American Sign Language	ASL	Japanese	JPN
Anthropology	ANT	Journalism	JOU
Arabic	ARB	Literature	LIT
Art	ART	Machine and CNC Tool Operator	MTO
Arts Management	AMG	Massage Therapy	MST
Astronomy	AST	Mathematics	MAT
Biology	BIO	Multimedia Design	MUM
Business Administration	BUS	Music	MUS
Business Technology	BTE	Nursing	NUR
Career Development Facilitator	CDF	Nutrition	NUT
Central Service Technician	CST	Operating Room Nurse	ORN
Chemistry	CHE	Paralegal	PAR
Chinese	CHN	Personal Growth and Development	PGD
Communications	COM	Philosophy	PHI
Critical Care Nursing	CCN	Photography	PHO
Dental Hygiene	DEH	Physics	PHY
Early Childhood Professions	ECP	Political Science	POS
Economics	ECO	Psychiatric Technician	LPT
Education	EDU	Psychology	PSY
Electroneurodiagnostic Technology	END	Radiologic Technology	RTR
Engineering Graphics	CAD, DRT	Reading	REA
English	ENG	Real Estate	
English as a Second Language	ESL	(Emily Griffith Opportunity School)	REE
Fitness, Health and Recreation	FHR	Recreational Assistant	RAE
French	FRE	Science	SCI
General Education Development	GED	Sociology	SOC
Geography	GEO	Spanish	SPA
Geology	GEY	Special Learning Support Program	SLS
Graphic Communication Technology	GCT	Speech	SPE
Graphic Design	GRD	Surgical Technology	STE
Health and Wellness	HWE	Technical Health Assistant	THA
Health Occupations	HOC	Theatre	THE
History	HIS	Travel and Tourism	TRA
Human Services	HSE	Veterinary Technician	VET
		Welding and Fabrication	WEF

DEGREE AND CERTIFICATE PROGRAMS



AN ASSOCIATE OF ARTS (AA) DEGREE PROVIDES A LEARNING FOUNDATION IN COMMUNICATIONS, SOCIAL SCIENCES, ARTS OR HUMANITIES. THE ASSOCIATE OF SCIENCE (AS) DEGREE PROVIDES A LEARNING FOUNDATION IN MATHEMATICS AND THE SCIENCES. CCD OFFERS TWO TYPES OF ASSOCIATE OF GENERAL STUDIES (AGS) DEGREES. THE ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE PREPARES STUDENTS FOR ENTRY-LEVEL EMPLOYMENT IN A GIVEN OCCUPATION OR UPGRADES EMPLOYABLE SKILLS. IN ADDITION TO ASSOCIATE DEGREE PROGRAMS, SPECIALLY DESIGNED COURSES AND SEQUENCES LEADING TO THE AWARDING OF CERTIFICATES HAVE BEEN DESIGNED IN COOPERATION WITH BUSINESS, COMMERCE AND LOCAL GOVERNMENT.

ASSOCIATE OF ARTS DEGREE

University Parallel, Transfer Program

CCD Auraria

An Associate of Arts (AA) degree provides a learning foundation in communications, social sciences, arts or humanities. Some students work toward the Associate of Arts degree for purposes of personal enrichment. Many others plan to transfer to four-year colleges and universities to continue their work toward baccalaureate degrees and pre-professional training in such fields as law, education, the arts and social sciences. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

The Associate of Arts degree is sometimes referred to as a "university parallel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public baccalaureate colleges and universities in the state of Colorado. Students graduating with the AA degree may transfer into liberal arts programs in all public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of C or higher. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend. These are available in the Transfer Center in South Classroom Building, room 134.

Student Performance Objectives for Transfer Education (AA Degree)

Students will plan and write well-structured compositions demonstrating the writing capabilities to express, inform, analyze, evaluate, persuade, argue, conduct research, and use primary and secondary sources logically and stylistically.

Students will compose and deliver oral presentations, providing ideas and information and using delivery skills suitable to the topic, purpose and audience. Students will demonstrate an understanding of speeches and be able to evaluate speeches.

Students will read and think critically about a variety of interdisciplinary topics, demonstrating college-level reading skills in a variety of disciplines, including humanities, social sciences and the natural sciences.

Students will demonstrate orally and in writing the critical-thinking skills of analysis, synthesis and evaluation.

Students will analyze and use numerical data and qualitative reasoning skills, including applying proper formulas to mathematical data and calculating results, illustrating quantitative data graphically, rearranging general formulas to solve for any missing information, and interpreting graphic data and assessing the importance of the portrayed trends.

AA Degree Program Entry

Students must apply for entry to the AA degree program.

Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level college-transfer courses. At the time of application, students are encouraged to identify an area of emphasis. Program application forms are in South Classroom Building, room 134, and all academic center offices. Students should obtain an Advising Transcript from Admissions, Registration and Records and attach it to the program application.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

1. Meet with a faculty program advisor and obtain an authorized signature.

AA Degree Program Requirements

Within the AA degree, the college offers 14 areas of program emphasis: Art, Arts Management, Behavioral Sciences, Communications, Economics, English/Literature, History, Humanities/Philosophy, Music, Photography, Political Sciences, Speech or Theatre. The same course may not count toward both general education requirements and toward an area of emphasis. An area of emphasis consists of four identified courses in one academic area. If students do not select an area of emphasis or have fewer than 60 credit hours with their core courses and area of emphasis, they should take transfer electives as needed to complete the 60 credit hours required for the AA degree. Up to 3 credits of physical education may apply toward this degree. All general education core and capstone courses must be completed with a C grade or better. All graduates of the AA degree must meet the following program requirements.

General Education AA Core	Credit Hours
I. English ENG 121, 122	6
II. Speech SPE 115	3
III. Mathematics (Select any 1 of the following) MAT 160, 171, 175, 201, 202	3-5
IV. Physical & Biological Sciences (Select any 1 of the following) AST 101, 102 BIO 105, 111, 112 CHE 101, 102, 111, 112 GEY 111 PHY 105, 111, 112, 211, 212	4-5

V. Social & Behavioral Sciences	9
<i>(Select 9 credit hours from a minimum of 2 disciplines)</i>	
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
PSY 101, 102	
SOC 101, 102	
VI. Humanities	9
<i>(Select 9 credit hours from a minimum of 2 disciplines)</i>	
ART 110, 111, 112	
HUM 121, 122, 123	
Any foreign language 111 or higher	
LIT 115, 201, 202	
MUS 120, 121, 122	
PHI 111, 112, 113	
THE 105, 211, 212	

General Education Sub-Total 34-37

Area of Emphasis (Optional)

The optional area of emphasis and/or electives must include a minimum of 6 credit hours in 200-level courses, such as HIS 201, 202, HUM 251, LIT 201, 202, THE 211, 212 and others.

Sub-Total 23

Capstone Course (Required in all emphases)	3
HUM 285 Seminar in Critical Thinking	
or	
PSY 285 Leadership Development	
or	
SCI 285 Critical Thinking	

Total Hours 60-63

Approved Electives for the AA Degree

- AAA - 109 (CCD and MSCD only)
- ANT - all courses
- ART - all courses
- ASL - all courses
- AST - all courses
- BIO - 105 and higher
- CHE - 101 and higher
- COM - all courses
- CIS - 118
- ECO - 201 and higher
- ENG - 121 and higher
- Any foreign language 111 or higher
- GEO - all courses
- GEY - all courses
- HIS - all courses
- HPL - all courses (limit to 4 credits)

- HUM - all courses
- JOU - all courses
- LIT - all courses
- MAT - 160 and higher
- MUS - all courses
- PHI - all courses
- PHY - all courses
- POS - all courses
- PSY - all courses
- REA - 151, 223 (approved by MSCD only)
- SOC - all courses
- SPE - all courses
- THE - all courses

Courses in any prefix whose numbers begin with "0" will not meet requirements for the AA degree. English and math courses with numbers below 121 will not meet requirements for the AA degree.

Credit Hours

Credits are the hours of credit awarded to the course. An associate degree requires a minimum of 60 credits. Credit hours in parenthesis, e.g., (3), are options from which students may choose. They are not included in the total credit hours listed below. An average full-time student course load is 15 credit hours. An AA degree takes four semesters of 15 credits each semester, assuming that all courses taken count toward the degree.

AA DEGREE AREAS OF EMPHASIS

ART EMPHASIS		<i>Credit Hours</i>
ART 121	Drawing I	3
ART 122	Drawing II/Mixed Media (Prerequisite ART 121, Drawing I)	3
ART 131	Two-Dimensional Design - Color	3
ART 211	Painting I	3
ART 212	Painting II	3
Total		15

The following may be taken as Art electives.

AMG 280	Intro. to Arts Management	(3)
ART 132	Three-Dimensional Design - Space	(3)
ART 151	Fundamentals of Photography	(3)
GRD 100	Lettering & Typographic Design	(3)
MUM 101	Intro. to Multimedia	(3)
ART 213	Painting III	(3)
ART 214	Painting IV	(3)
ART 231	Watercolor I	(3)
ART 232	Watercolor II	(3)
ART 270	Figure Drawing I	(3)
ART 271	Figure Drawing II	(3)
ART 290	Special Topics (with instructor consent)	(1-3)
ART 299	Independent Study (with instructor consent)	(1-3)

ARTS MANAGEMENT EMPHASIS*		<i>Credit Hours</i>
ACC 121	Accounting Principles I	4
AMG 280	Intro. to Arts Management	3
AMG 282	Grant Writing for Arts Management	3
AMG 297	Arts Management Internship	6
BUS 227	Human Resources Management	3
BUS 236	Principles of Marketing	3
CIS 118	Intro. to PC Applications	3

Total **23-25**

* Please note that Arts Management students have a specific humanities core requirement.

Humanities menu in general education for Arts Management
 Select any 3 courses or 9- credit hours from the following
 Humanities courses in at least two different disciplines that relate to Arts Management

- ART 110, ART 111, ART 112
- MUS 120, MUS 121, MUS 122
- THE 105, THE 211, THE 212

BEHAVIORAL SCIENCES EMPHASIS

Select 4 courses, either from one option, or from among the three options listed below. At least 3 must be 200-level courses.

Anthropology Emphasis		<i>Credit Hours</i>
ANT 101	Cultural Anthropology	(3)
ANT 107	Intro. to Archaeology	(3)
ANT 111	Physical Anthropology	(3)
ANT 203	Urban Socio-Anthropology	(3)
ANT 265	Violence & Culture	(3)

Psychology Emphasis		<i>Credit Hours</i>
PSY 101	General Psychology I	(3)
PSY 102	General Psychology II	(3)
PSY 227	Psychology of Death & Dying	(3)
PSY 235	Psychology of Human Growth & Development	(3)
PSY 249	Abnormal Psychology	(3)
PSY 260	Psychology of Aging	(3)
PSY 265	Violence & Culture	(3)
PSY 285	Leadership Development (Capstone)	(3)

Sociology Emphasis		<i>Credit Hours</i>
SOC 101	Intro. to Sociology	(3)
SOC 102	Intro. to Sociology II	(3)
SOC 201	Intro. to Gerontology	(3)
SOC 203	Urban Socio-Anthropology	(3)
SOC 205	Sociology of Marriage & Family	(3)
SOC 215	Contemporary Social Problems	(3)
SOC 220	Race, Gender, Class, Culture	(3)
SOC 237	Death & Dying	(3)
SOC 260	Sociology of Deviance	(3)
SOC 265	Violence & Culture	(3)

Total **12**

COMMUNICATIONS EMPHASIS

Transfers to CU-Denver Literature major with a Film Studies track; contingent upon acceptance into the CU-Denver program.

		<i>Credit Hours</i>
COM 126	Intro. to Mass Media	3
COM 225	Intro. to Film	3
COM 251	Intro. to Digital Videography/Editing	3
COM 252	Intro. to Television Studio Production	3
ENGL 2310	Documentary and Experimental Film & Video	3

Select either

COM 258	Advanced Digital Field Production/ Post Production	3-6
or		
ENGL 2390	Writing the Short Film Script and	(3)
COM 257	Advanced Television Production	(3)

Suggested elective if the AA degree is the final degree

COM 297	Communications Internship	(3)
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Courses taught at CU-Denver (inter-institutional registration is possible)

Total **18-21**

ECONOMICS EMPHASIS

		<i>Credit Hours</i>
ECO 201	Principles of Macro Economics	3
ECO 202	Principles of Micro Economics	3

Total **6**

ENGLISH/LITERATURE EMPHASIS

		<i>Credit Hours</i>
Select 4 courses, at least 2 of which are ENG		12
ENG 131	Technical Writing I	(3)
ENG 221	Creative Writing I	(3)
ENG 222	Creative Writing II	(3)
LIT 115	Intro. to Literature	(3)
LIT 201	Masterpieces of Literature I	(3)
LIT 202	Masterpieces of Literature II	(3)

Total **12**

HISTORY EMPHASIS

		<i>Credit Hours</i>
Select 4 courses from the following		12
HIS 101	Western Civilization I	(3)
HIS 102	Western Civilization II	(3)
HIS 201	United States History I	(3)
HIS 202	United States History II	(3)
HIS 225	Colorado History	(3)

Total **12**

HUMANITIES/PHILOSOPHY EMPHASIS		<i>Credit Hours</i>
PHI 111	Intro. to Philosophy	3
<i>*Select 1 course from the following</i>		3
HUM 121	Survey of Humanities I	(3)
HUM 122	Survey of Humanities II	(3)
HUM 123	Survey of Humanities III	(3)
<i>Select 2 courses from the following</i>		6
PHI 112	Ethics	(3)
PHI 113	Logic	(3)
PHI 115	World Religions — West	(3)
PHI 116	World Religions — East	(3)
PHI 290	Topics in Philosophy	(3)
HUM 116	Intro. to African American Studies	(3)
HUM 121	Survey of Humanities I	(3)
HUM 122	Survey of Humanities II	(3)
HUM 123	Survey of Humanities III	(3)
HUM 185	Cultural Diversity in the Humanities	(3)
HUM 225	Contemporary Chicano Culture	(3)
HUM 290	Topics in Humanities	(3)
Total		12

* Students wishing to take the entire sequence of HUM 121, HUM 122, and HUM 123 may do so. These three courses also are listed in the third grouping.

MULTIMEDIA DESIGN EMPHASIS		<i>Credit Hours</i>
CIS 231	HTML	3
MUM 101	Intro. to Multimedia	3
MUM 103	Computer Art Graphics	3
MUM 204	Design for the Computer	3
MUM 207	Intro. to Digital Videography/Editing	3
MUM 209	Multimedia Animation	3
MUM 220	Photoshop	3
MUM 225	Web Page Design	3
Total		24

MUSIC EMPHASIS		<i>Credit Hours</i>
MUS 101	Music Theory I	3
MUS 102	Music Theory II	3
MUS 111	Ear Training and Rhythm Drill I	3
MUS 112	Ear Training and Rhythm Drill II	3
MUS 141	Private Instruction I (Guitar, Piano, Voice or Woodwinds)	2
MUS 142	Private Instruction II (Guitar, Piano or Voice)	2
<i>Select 1 course from the following</i>		3
MUS 120	Music Appreciation	(3)
MUS 121	Survey of Music History I	(3)
MUS 122	Survey of Music History II	(3)
Total		19

PHOTOGRAPHY EMPHASIS		<i>Credit Hours</i>
ART 151	Fundamentals of Photography	3
ART 152	Fundamentals of Color Photography	3
<i>Select a total of 6 credits from the following</i>		6
ART 157	History of Photography	(3)
ART 153	Intermediate Black & White Photography	(3)
ART 154	Intermediate Color Photography	(3)
ART 253	View Camera Technique	(3)
Total		12

POLITICAL SCIENCE EMPHASIS		<i>Credit Hours</i>
POS 105	Intro. to Political Science	3
POS 111	American Government	3
POS 125	American State & Local Government	3
POS 205	International Relations	3
Total		12

SPEECH EMPHASIS		<i>Credit Hours</i>
SPE 125	Interpersonal Communication	3
SPE 205	Voice & Diction	3
SPE 216	Principles of Speech Communication II	3
SPE 219	Group Dynamics	3
Total		12

THEATRE EMPHASIS, TECHNICAL THEATRE TRACK		<i>Credit Hours</i>
ART 121	Drawing I	3
CAD 101	Computer-Aided Drafting I	3
DRT 100	Intro. to Engineering Graphics	3
THE 107	Elements of Theatrical Craft & Design	3
THE 109	Stagecraft	3
THE 118	Practicum in Technical Theatre (over a minimum of 3 semesters)	4-6
THE 297	Theatre Internship	4
Total		23-25

In addition to the Technical Theatre track, Technical Theatre students may need to take the 3-credit CIS 110, Introduction to Operating Systems, to give them the basic background in the subject.

THEATRE EMPHASIS, THEATRE PERFORMANCE TRACK		<i>Credit Hours</i>
SPE 205	Voice & Diction	3
THE 109	Stagecraft	3
THE 111	Acting I	3
THE 112	Acting II	3
THE 115	Stage Movement for Actors	3
THE 116	Practicum in Stage Acting (over a minimum of 2 semesters)	3

THE 206	Oral Interpretation	3
THE 297	Théâtre Internship	2
THE 108	Play Reading (Optional, based on the total of core-curriculum credits earned.)	2
Total		23-25

ASSOCIATE OF SCIENCE DEGREE

University Parallel, Transfer Program

CCD Auraria

The AS degree provides a learning foundation in mathematics and the sciences. Although some students work toward the AS degree for personal enrichment, many plan to transfer to four-year colleges and universities to continue work toward a baccalaureate degree and professional training in such fields as engineering, medicine, mathematics, biology, chemistry and physics. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

The AS degree is sometimes referred to as a "university parallel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public Colorado baccalaureate colleges and universities in the state of Colorado. Students graduating with the AS degree may transfer into liberal arts or sciences programs in all public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of C or higher. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend. These are available in the Transfer Center in South Classroom Building, room 134.

Student Performance Objectives for Transfer Education (AS Degree)

Students will plan and write well-structured compositions demonstrating the writing capabilities to express, inform, analyze, evaluate, persuade, argue, conduct research, and use primary and secondary sources logically and stylistically.

Students will compose and deliver oral presentations, providing ideas and information and using delivery skills suitable to the topic, purpose and audience. Students will demonstrate an understanding of others' speeches and be able to evaluate others' speeches.

Students will read and think critically about a variety of interdisciplinary topics, demonstrating college-level reading skills in a variety of disciplines, including humanities, social sciences and the natural sciences.

Students will demonstrate orally and in writing the critical-thinking skills of analysis, synthesis and evaluation.

Students will analyze and use numerical data and qualitative reasoning skills, including applying proper formulas to mathematical data and calculating results, illustrating quantitative data graphically, rearranging general formulas to solve for any missing information, and interpreting graphic data and assessing the importance of the portrayed trends.

AS Degree Program Entry

Students must apply for entry into the AS degree program.

Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level college transfer courses. At the time of application, students are encouraged to identify an area of emphasis. Program application forms are in South Classroom Building, rooms 134 and 306. Students should obtain an Advising Transcript from Admissions, Registration and Records and attach it to the program application. To complete the program application, the student will need to meet with a designated advisor for his or her probable emphasis area.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

AS Degree Program Requirements

Within the AS degree, the college offers 13 areas of emphasis: Biology, Chemistry, Computer Science, Earth Science, Pre-engineering, Mathematics, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Science, and Physics. An associate degree can be earned without completing an emphasis area. Students must complete a total of 60 credit hours for the associate degree. Of the 60 hours, 24 credit hours may come from courses within an emphasis area. The same course cannot count toward both a general education and an area of emphasis requirement. Courses shown in italics under the emphasis area meet core requirements. Any courses completed beyond those required for an associate degree may be applied toward a four-year degree program. Requirements in four-year or professional programs sometimes change yearly. Students should meet regularly with their faculty advisor to ensure satisfactory progress is being made toward completion of the AS degree and transferability of credit to a four-year institution or professional program.

<i>General Education AS Core</i>	<i>Credit Hours</i>
I. English	6
ENG 121, 122	
II. Speech	3
SPE 115	
III. Mathematics	4-5
(Select any 1 of the following)	
MAT 160, 171, 201, 202	

IV. Physical & Biological Sciences (Select any 2 of the following)	8-10
AST 101, 102	
BIO 111, 112	
CHE 111, 112	
GEY 111	
PHY 111, 112, 211, 212	
V. Social & Behavioral Sciences (Select 6 credit hours from 2 disciplines)	6
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
PSY 101, 102	
SOC 101, 102	
VI. Humanities (Select 6 credit hours from 2 disciplines)	6
ART 110, 111, 112	
HUM 121, 122, 123	
Any foreign language 111 or higher	
LIT 115, 201, 202	
MUS 120, 121, 122	
PHI 111, 112, 113	
THE 105, 211, 212	
General Education Sub-Total	33-36
Area of Emphasis (Optional) and/or electives (12 credits must be in science or math prefixes, 6 credits must be in 200-level courses)	24
Capstone Course	3
HUM 285 Seminar in Critical Thinking or SCI 285 Critical Thinking	
Total	60-63

Approved Electives for the AS Degree

An area of emphasis consists of 4 identified courses in one academic area. Students who do not select an area of emphasis or who have fewer than 60 credit hours with their core courses and their area of emphasis should take general electives as needed to complete the 60 credit hours required for the AS degree.

Approved Electives for the AS Degree

AAA	-	109 (CCD and MSCD only)
ANT	-	all courses
ART	-	all courses
AST	-	all courses
BIO	-	111 and higher
CHE	-	111 and higher
COM	-	all courses

CIS	-	118
CSC	-	150, 230
ECO	-	201 and higher
ENG	-	121 and higher
Any foreign language 111 or higher		
GEO	-	all courses
GEY	-	all courses
HIS	-	all courses
HUM	-	all courses
JOU	-	all courses
LIT	-	all courses
MAT	-	160 and higher
MUS	-	all courses
PER	-	all courses
PHI	-	all courses
PHY	-	111 and higher
POS	-	all courses
PSY	-	all courses
REA	-	151, 223 (approved by MSCD only)
SOC	-	all courses
SPE	-	all courses
THE	-	all courses

Any course whose number begins with a "0" in any prefix will not meet requirements for the AS degree. English and mathematics courses must be numbered 121 or above.

Credit Hours

Credits are the hours of credit awarded to the course. An associate degree requires a minimum of 60 credits. Credit hours in parenthesis, e.g., (3), are options from which students may choose. They are not included in the total credit hours listed below. An average full-time student course load is 15 credit hours. An AS degree takes four semesters of 15 credits each semester, assuming that all courses taken count toward the degree.

AS DEGREE AREAS OF EMPHASIS

Students should complete the courses listed under the emphasis area if they plan to transfer to a four-year degree program in one of these emphasis areas, or plan to enter a professional school in an area listed. An associate degree can be earned without completing an emphasis area, and associate degree requirements may be fulfilled before all the courses listed under an area of emphasis have been completed. Any courses completed beyond those required for an associate degree can be applied toward a four-year degree program. Courses shown in italics under the emphasis area meet core requirements. Students must complete a total of 60 credit hours for the associate degree. Of these, 21 to 24 credits must be from courses listed below having science or math prefixes and not used to fulfill the core requirements. Requirements in four-year or professional programs sometimes change yearly. We recommend that students meet frequently with the appropriate advisor in the Center for Health, Math and Science, South Classroom Building, room 306, while completing degree requirements.

BIOLOGY EMPHASIS			<i>Credit Hours</i>
BIO	111	General College Biology I	(5)
BIO	112	General College Biology II	(5)
CHE	111	General College Chemistry I	(5)
CHE	112	General College Chemistry II	(5)
MAT	160	College Algebra	(4)
MAT	161	Trigonometry	(3)
PHY	111	Physics: Algebra-Based I	(5)
PHY	112	Physics: Algebra-Based II	(5)
Total			24

CHEMISTRY EMPHASIS			<i>Credit Hours</i>
CHE	111	General College Chemistry I	(5)
CHE	112	General College Chemistry II	(5)
MAT	160	College Algebra	(4)
MAT	161	Trigonometry	(3)
MAT	201	Calculus I	(5)
MAT	202	Calculus II	(5)
PHY	111	Physics: Algebra-Based I	(5)
PHY	112	Physics: Algebra-Based II	(5)
Total			24

COMPUTER SCIENCE EMPHASIS			<i>Credit Hours</i>
CHE	111	General College Chemistry I	(5)
CIS	118	Intro. to PC Applications	(3)
CIS	119	Intro. to Programming	(3)
CSC	230	C Language Programming (C++)	(3)
MAT	201	Calculus I	(5)
MAT	202	Calculus II	(5)
MAT	203	Calculus III	(4)
PHY	211	Physics: Calculus-Based I	(5)
PHY	212	Physics: Calculus-Based II	(5)
Total			24

EARTH SCIENCE EMPHASIS			<i>Credit Hours</i>
BIO	112	General College Biology II	(5)
GEY	111	Physical Geology	(4)
GEO	105	Geography	(3)
<i>Select 1 course from the following</i>			
BIO	118	Human Ecology & the Environment	(3)
GEO	200	Human Ecology	(3)
GEY	225	Planet Earth	(3)
Total			24

PRE-ENGINEERING EMPHASIS			<i>Credit Hours</i>
MAT	201	Calculus I	(5)
MAT	202	Calculus II	(5)
MAT	203	Calculus III	(4)
CHE	111	General College Chemistry I	(5)
PHY	211	Physics: Calculus-Based I	(5)
PHY	212	Physics: Calculus-Based II	(5)
Total			24

MATHEMATICS EMPHASIS			<i>Credit Hours</i>
MAT	160	College Algebra	(4)
MAT	161	Trigonometry	(3)
MAT	175	Intro. to Statistics	(3)
MAT	201	Calculus I	(5)
MAT	202	Calculus II	(5)
MAT	203	Calculus III	(4)
MAT	265	Ordinary Differential Equations	(3)
Total			24

MEDICAL CLUSTER			<i>Credit Hours</i>
Pre-Dental Emphasis			
BIO	111	General College Biology I	(5)
BIO	112	General College Biology II	(5)
CHE	111	General College Chemistry I	(5)
CHE	112	General College Chemistry II	(5)
MAT	160	College Algebra	(4)
MAT	161	Trigonometry	(3)
PHY	111	Physics: Algebra-Based I	(5)
PHY	112	Physics: Algebra-Based II	(5)
Total			24

Pre-Medical Emphasis			<i>Credit Hours</i>
BIO	111	General College Biology I	(5)
BIO	112	General College Biology II	(5)
CHE	111	General College Chemistry I	(5)
CHE	112	General College Chemistry II	(5)
MAT	160	College Algebra	(4)
MAT	161	Trigonometry	(3)
PHY	111	Physics: Algebra-Based I	(5)
PHY	112	Physics: Algebra-Based II	(5)
<i>Select 2 courses from the following</i>			
LIT	115	Intro. to Literature	(3)
LIT	201	Masterpieces of Literature I	(3)
LIT	202	Masterpieces of Literature II	(3)
Total			24

Pre-Pharmacy Emphasis		<i>Credit Hours</i>
BIO 111	General College Biology I	(5)
BIO 112	General College Biology II	(5)
BIO 201	Anatomy & Physiology I	(4)
BIO 205	General College Microbiology	(5)
CHE 111	General College Chemistry I	(5)
CHE 112	General College Chemistry II	(5)
ECO 202	Principles Of Microeconomics	(3)
MAT 160	College Algebra	(4)
MAT 161	Trigonometry	(3)
MAT 201	Calculus I	(5)
PHY 111	Physics: Algebra-Based I	(5)

Select 1 social science course from the following

ANT 101	Cultural Anthropology	(3)
PSY 101	General Psychology I	(3)
PSY 102	General Psychology II	(3)
SOC 101	Intro. to Sociology I	(3)
SOC 102	Intro. to Sociology II	(3)

Total **24**

Pre-Physical Therapy Emphasis		<i>Credit Hours</i>
BIO 111	General College Biology I	(5)
BIO 112	General College Biology II	(5)
BIO 201	Anatomy & Physiology I	(4)
CHE 111	General College Chemistry I	(5)
CHE 112	General College Chemistry II	(5)
MAT 160	College Algebra	(4)
MAT 161	Trigonometry	(3)
MAT 175	Intro. to Statistics	(3)
PHY 111	Physics: Algebra-Based I	(5)
PHY 112	Physics: Algebra-Based II	(5)
PSY 235	Psychology of Human Growth & Development	(3)
PSY 249	Abnormal Psychology	(3)

Total **24**

Pre-Physician Assistant Emphasis		<i>Credit Hours</i>
BIO 111	General College Biology I	(5)
BIO 112	General College Biology II	(5)
BIO 201	Human Anatomy & Physiology I	(4)
BIO 202	Human Anatomy & Physiology II	(4)
CHE 111	General College Chemistry I	(5)
CHE 112	General College Chemistry II	(5)
MAT 160	College Algebra	(4)
MAT 161	Intro. to Statistics	(3)
PSY 101	General Psychology I	(3)
PSY 102	General Psychology II	(3)

Total **24**

Pre-Veterinary Science Emphasis		<i>Credit Hours</i>
BIO 111	General College Biology I	(5)
BIO 112	General College Biology II	(5)
CHE 111	General College Chemistry I	(5)
CHE 112	General College Chemistry II	(5)
MAT 160	College Algebra	(4)
MAT 161	Trigonometry	(3)
MAT 175	Intro. to Statistics	(3)
PHY 111	Physics: Algebra-Based I	(5)
Total		24

PRE-MEDICAL TECHNOLOGY EMPHASIS

The AS degree in Pre-Medical Technology is under review. Please contact the Center for Health, Math and Science, 303-556-2460, for additional information.

PHYSICS EMPHASIS		<i>Credit Hours</i>
MAT 160	College Algebra	(4)
MAT 161	Trigonometry	(3)
MAT 201	Calculus I	(5)
MAT 202	Calculus II	(5)
PHY 211	Physics: Calculus-Based I	(5)
PHY 212	Physics: Calculus-Based II	(5)

Total **24**

ASSOCIATE OF GENERAL STUDIES DEGREE

CCD Auraria

CCD offers two types of Associate of General Studies degrees. Both require the lower division core general education courses that transfer to all majors at all state baccalaureate colleges and universities. Only grades of C or better are acceptable for the core general education requirements. Up to three credits of physical education may apply toward this degree.

I. Associate of General Studies-Generalist Degree (AGS-G)

In addition to the general education core requirements, the degree allows students to self-select 23 credits of transfer and/or career courses. The general education core courses fully meet the general education requirements of all baccalaureate schools. Transferability of career courses is not guaranteed. If students select this option, they should consult with a faculty advisor/career manager. Students are encouraged to develop specific career goals and to transfer to the CCD degree program appropriate to those goals. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

The AGS-G degree is the only degree that does not require application for program entry. All CCD certificate and degree-seeking students are classified AGS-Generalist students until

they apply and are accepted into another certificate or degree program. Any CCD career/vocational course from any CCD campus may count as an elective for the AGS-G degree. All students who pursue this degree plan should be assigned to a faculty advisor after completing 12 credit hours.

Program Admission Requirements
None

2. All other Associate of General Studies (AGS) Degrees
Most AGS degrees (with the exception of the AGS-G degree) are the result of articulation agreements and provide a transfer option for students in vocational programs. The career courses are fully transferable only into the particular program and college identified by the articulation agreement. Consult with a faculty advisor.
- Students must apply for entry. Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level courses. At the time of application, students must identify which Associate of General Studies degree program they want to enter. Program application forms are in South Classroom Building, room 134, and appropriate academic center offices. Entry requirements are the same as for the matching AAS degree.

Program Admission Requirements
See individual articulated degree options.

Credit Hours
Credits are the hours of credit awarded to the course. An associate degree requires a minimum of 60 credits. Credit hours in parenthesis, e.g., (3), are options from which students may choose. They are not included in the total credit hours listed below. An average full-time student course load is 15 credit hours. An AGS degree of 60 credit hours takes four semesters of 15 credits each semester, assuming that all courses count toward the degree. AGS degrees of more than 60 credit hours may take more than four semesters to complete.

AGS Degree Program Requirements
All AGS degrees require the following

	<i>Credit Hours</i>
General Education Core Courses	34-37
Electives or Courses Prescribed by Articulation Agreements	20-23
Capstone Course	3
Total	60

Courses to be counted toward the core general education requirement must be completed with a grade of C or better.

ASSOCIATE OF GENERAL STUDIES-GENERALIST DEGREE (AGS-G)

CCD Auraria
All CCD certificate and degree-seeking students are classified as AGS-G students until they apply and are accepted into another certificate or degree program. Students remain in the AGS-G program if they want to complete a broad program of both career and transfer courses without the constraints of specialization.

The AGS-G general education core curriculum transfers to and fully meets the lower-division general education requirements of all public baccalaureate colleges and universities in Colorado. Transferability of AGS-G career courses depends on the courses taken and the receiving institution. All students who have completed 12 college-level credits should see a faculty advisor in their area of interest.

Students may take either the AA core curriculum or the AS core curriculum. The AA core follows.

<i>General Education AA Core</i>	<i>Credit Hours</i>
I. English ENG 121, 122	6
II. Speech SPE 115	3
III. Mathematics (Select any 1 of the following) MAT 160, 171, 175, 201, 202	3-5
IV. Physical & Biological Sciences (Select any 1 of the following) AST 101, 102 BIO 105, 111, 112 CHE 101, 102, 111, 112 GEY 111 PHY 105, 111, 112, 211, 212	4-5
V. Social & Behavioral Sciences (Select 9 credit hours from a minimum of 2 disciplines) ANT 101, 111 ECO 201, 202 GEO 105 HIS 101, 102, 201, 202 POS 105, 111 PSY 101, 102 SOC 101, 102	9
VI. Humanities (Select 9 credit hours from a minimum of 2 disciplines; many four-year schools prefer a concentration of 2 classes in same prefix) ART 110, 111, 112 HUM 121, 122, 123 Any foreign language 111 or higher LIT 115, 201, 202 MUS 120, 121, 122 PHI 111, 112, 113 THE 105, 211, 212	9
General Education Sub-Total	34-37
* Elective Sub-Total	20-23
<i>(Must include a minimum of 6 hours in 200-level courses.)</i>	

Capstone Course		3
HUM 285	Seminar in Critical Thinking or	
PSY 285	Leadership Development or	
SCI 285	Critical Thinking	

Total **60**

Please note: Any course whose number begins with "0" in any prefix will not meet requirements for the AGS-G degree. English and mathematics courses numbered before the core general education courses will not meet requirements for the AGS-G. All general education and capstone courses must be completed with a C grade or better for all AGS degrees.

ASSOCIATE OF APPLIED SCIENCE DEGREE

CCD Auraria

The AAS degree prepares students for entry-level employment in a given occupation or upgrades employable skills.

While not intended for transfer to a baccalaureate degree program, all AAS degrees have limited transferability. In each AAS program, some of the courses are articulated with and accepted by at least one specific baccalaureate program. Talk with an advisor for specific details.

Student Performance Objectives for Vocational Education (AAS degree programs)

Students who complete vocational programs will be able to perform the following.

1. Basic and advanced academic skills appropriate to the profession.
 - a. Basic skills: reading, writing, mathematics, speaking, listening.
 - b. Thinking skills: ability to learn, reason, make decisions, solve problems.
2. General occupational skills appropriate to the profession.
 - a. Information: ability to acquire and evaluate data, organize and maintain files, use computers to process information.
 - b. Interpersonal: ability to work on teams and with people, teach others, serve customers, lead, negotiate; value and serve, work well with and for people from diverse cultures.
 - c. Personal: responsibility, self-management, integrity; personal, professional and social ethics.
 - d. Resources: ability to allocate time, money, materials, space and staff.
 - e. Systems: understand technological, organizational and social systems; monitor and correct performance, design or improve systems.
 - f. Technology: select equipment, apply technology to specific tasks.
3. Specific occupational skills that involve all aspects of the profession include planning, management, finances, underlying principles of technology, technical skills, labor and community issues, and health and safety and environmental issues.

Each vocational program area has identified student performance objectives. These performance objectives are given to

students during the advising process. Performance objectives are collectively bound and published for general distribution and constitute the college's guarantee to the employer. Copies are available in center and counseling offices.

AAS Degree Program Entry

Students must apply for entry to all AAS degree programs. Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level courses. At the time of application, students must identify which Associate of Applied Science degree program they desire to enter. Program application forms are in South Classroom Building, room 134, and program offices.

AAS Degree Program Requirements

The AAS degree requires a minimum of 60 credit hours, 15 of which must meet general education requirements (completed with a C grade or better) and 45 of which must meet specific program requirements.

<i>General Education Requirements</i>	<i>Credit Hours</i>
I. English - ENG 121 or Higher	3
II. Mathematics - MAT 103 or higher	3-5
III. One course from 3 of the following 4 areas:	9-13
A. Speech	
SPE 115	
SPE 115 may be earned through "Speech Intensive" programs. (See specific AAS program recommendations or an advisor)	
B. Physical and Biological Sciences	
AST 101, 102	
BIO 105, 111, 112*	
CHE 101, 102, 111, 112**	
GEY 111	
PHY 105, 111, 112, 211, 212	
* Nursing requires BIO 201, 202 and 205.	
* Health Related programs require BIO 201 and 202, or BIO 120	
** Dental Hygiene requires CHE 106	
C. Social & Behavioral Science	
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
PSY 101, 102*	
POS 105, 111	
SOC 101, 102	
* Nursing requires PSY 235	
ECP and HSE allow PSY 235	
D. Humanities	
ART 110, 111, 112	
CIS 118	
HUM 121, 122, 123	
LIT 115, 201, 202	

MUS 120, 121, 122
PHI 111, 112, 113
Any foreign language 111 or higher
THE 105, 211, 212

Program-specific requirements including a Capstone Course

Total **60-66**

Individual departments may specify particular courses that may count toward the general education requirements.

Credit Hours

Credits are the hours of credit awarded to the course. An associate degree requires a minimum of 60 credits. Credit hours in parenthesis, for example (3), are options from which students may choose and are not individually included in the total credit hours listed below the numbers in parentheses. An average full-time student course load is 15 credit hours. An AAS degree of 60 credit hours takes four semesters of 15 credits each semester, assuming that all courses count toward the degree. AAS degrees of more than 60 credit hours may take more than four semesters to complete.

CERTIFICATES

In addition to associate degree programs, specially designed courses and sequences leading to the awarding of certificates have been designed in cooperation with business, commerce and local government. These certificates provide opportunity and rewards for persons seeking to improve skills in their occupational fields. Courses in certificate sequences apply to appropriate associate degree programs.

Student Performance Objectives for Vocational Education (Certificate Programs)

Students who complete vocational programs will be able to perform the following.

1. Basic and advanced academic skills appropriate to the profession.
 - a. Basic skills: reading, writing, mathematics, speaking, listening.
 - b. Thinking skills: ability to learn, reason, make decisions, solve problems.
2. General occupational skills appropriate to the profession.
 - a. Information: ability to acquire and evaluate data, organize and maintain files and use computers to process information.
 - b. Interpersonal: ability to work on teams and with people, teach others, serve customers, lead, negotiate; value and serve, work well with and for people from diverse cultures.
 - c. Personal: responsibility, self-management, integrity; personal, professional and social ethics.
 - d. Resources: ability to allocate time, money, materials, space and staff.
 - e. Systems: understand technological, organizational and social systems; monitor and correct performance, design or improve systems.
 - f. Technology: select equipment, apply technology to specific tasks.
3. Specific occupational skills that involve all aspects of the profession include planning, management, finances, underlying prin-

ciples of technology, technical skills, labor and community issues, and health and safety and environmental issues.

Each vocational program area has identified student performance objectives. These performance objectives are given to students during the advising process. Performance objectives are collectively bound and published for general distribution and constitute the college's guarantee to the employer. Copies are available in program and counseling offices.

Certificate Program Entry Requirements

Students must apply for entry to all certificate programs. Program application forms are available in South Classroom Building, room 134, at branch campuses and in learning program offices.

CCC ONLINE

CCD is a partner in the Colorado Community Colleges Online (CCC Online) program. The degrees and courses offered through CCC Online are fully accredited and recognized by all of the partner colleges. This means students can take courses any time, any where at their convenience. CCC Online also has established transfer agreements for the business core and general education core courses with most four-year public and private colleges in Colorado. In addition, there are transfer agreements with colleges both in and out of state that offer baccalaureate completion programs using distance/electronic technology.

For more information, go to <http://www.cconline.org> or call 1-800-801-5040.

Affiliated Colleges and Universities

CCC Online is affiliated with many colleges and universities from around the country. For a full listing of affiliated colleges, visit the Website at www.cconline.org or call 1-800-801-5040.

Franklin University

Colorado community college students can earn a bachelor's degree through Franklin University by taking advantage of an alliance agreement between the schools. Most of the classes are taken at the student's community college, in both an online format and a traditional face-to-face format.

This program offers the following degrees.

Business Administration
Technical Administration
Computer Science
Health Services Administration
Management Information Systems

Regis University

Regis University's School for Professional Studies is nationally renowned for its high-quality educational programs specialized to directly address the unique learning styles and needs of the adult learner. Regis Online offers students the benefits of convenience, flexibility, independence and highly personalized and relevant education using electronic delivery. Students can complete a bachelor's degree in the following areas.

Business Administration
Business Administration, Insurance Emphasis

Northwest Missouri State University (NWMSU)

Colorado community college students can also transfer their online and traditional campus delivered courses to NWMSU in pursuit of a Bachelor of Science degree in Business Management.

Associate Degree Programs Online

- Arts-General Education
- Business
- Public Administration

Certification Programs Online

- Networking

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS

The Associate of Applied Science (AAS) degree is awarded to a student who successfully completes a program designed primarily to prepare the student for immediate employment in a full-time skilled and/or paraprofessional occupation. Each of the colleges' AAS degree programs is in a specified occupational field.

Although most college credits with this AAS Business program are accepted for transfer by particular four-year colleges and universities, AAS degrees are not specifically designed to facilitate transfer. The student who anticipates transferring is encouraged to check carefully the requirements of the respective institution.

Graduation Requirements and Policies

Complete a minimum of 60 semester credits of approved course work as outlined in each college's catalog. Since each AAS program is designed for a specified career or technical field, the minimum requirements will vary with the particular program. A minimum of 15 semester credits of the total must be in general education courses. The difference of 45 semester credits must be earned either in general education or specific career courses as noted in each degree program.

1. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
2. Earn at least 15 credit hours of your degree at any one of the CC of C colleges or through CCC Online.
3. Be recommended for graduation by the student's faculty advisor.
4. File an Application for Graduation in the Records Office of the degree-granting college and pay the graduation fee.
5. Resolve all financial obligations to the college and return all college-owned materials.

General Education Requirements

The outcomes of general education and related studies are recognized as integral components of associate degree education. Increasingly, the ability to think, reason, compute and communicate are essential if citizens are to remain employable and compete with expanding knowledge. General education also includes human development in civic, consumer, environmental and social responsibilities. Related studies typically achieve a dual purpose of enhancing general human development and providing a basic foundation for the pursuit of more advanced degrees and careers.

Transfer of Courses and a Complete Online Degree

The degrees described here are designed for the student who wishes to complete the degree entirely over the Internet. If all courses are taken, the student will have met all the course requirements for the AAS degree and, along with the above stated requirements, be eligible to graduate from any of the CCC Online colleges. If students wish to mix their course work between online courses and campus-based courses, students may use the courses they take onsite, transfer in courses taken at other colleges, and may receive credit for prior learning to gather the necessary requirements.

<i>General Education Requirements</i>		<i>Credit Hours</i>
ECO 201	Principles Of Macroeconomics	3
ECO 202	Principles Of Microeconomics	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
MAT 160	College Algebra	4
SPE 115	Speech Communications	3

<i>Business Requirements</i>		
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication and Report Writing	3
BUS 226	Business Statistics	3
MAN 216	Small Business Management	3
MAN 226	Principles Of Management	3
MAR 111	Principles of Sales	3
MAR 216	Principles Of Marketing	3
BUS 158	Human Resource Management	3

<i>Information Technology Requirements</i>		
CIS 115	Introduction to Computer Information Systems	3
CIS 118	Introduction to Microcomputer Applications	3
CIS 155	Introduction to Spread Sheets	3

Total	63
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**ASSOCIATE OF ARTS DEGREE IN PUBLIC ADMINISTRATION
University Parallel, Transfer Program**

An Associate of Arts (AA) degree provides a learning foundation in communications, social science, arts or humanities. Some students work toward the Associate of Arts degree in Public Administration for the purposes of career enrichment. Many others plan to transfer to four-year colleges and universities to continue their work toward baccalaureate degrees and pre-professional training in such fields as government, law, education, the arts and social sciences.

The Associate of Arts degree in Public Administration general education core requirements meet the lower-division general education requirements of public baccalaureate colleges and universi-

ties in the state of Colorado. Students graduating with the AA degree may transfer into liberal arts programs in public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of "C" or higher. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend.

Student Performance Objectives for Transfer Education (AA Degree)

Students will plan and write well-structured compositions demonstrating the writing capabilities to express, inform, analyze, evaluate, persuade, argue, conduct research, and use primary and secondary sources logically and stylistically.

Students will compose and deliver oral presentations, providing ideas and information, and using delivery skills suitable to the topic, purpose and audience. Students will demonstrate an understanding of speeches and be able to evaluate speeches.

Students will read and think critically about a variety of interdisciplinary topics, demonstrating college-level reading skills in a variety of disciplines, including humanities, social sciences and the natural sciences.

Students will demonstrate orally and in writing the critical-thinking skills of analysis, synthesis and evaluation.

Students will analyze and use numerical data and qualitative reasoning skills, including applying proper formulas to mathematical data and calculating results, illustrating quantitative data graphically, rearranging general formulas to solve for any term, and interpreting graphic data and assessing the importance of the portrayed trends.

<i>General Education Requirements</i>		<i>Credit Hours</i>
ENG 121	English Composition I	3
ENG 122	English Composition II	3
MAT 160	College Algebra	4
SPE 115	Speech Communications	3
POS 105	Intro. to Political Science	3
POS 111	American Government	3
SOC 101	Intro. to Sociology	3
PHI 112	Ethics	3
Total		25

<i>Required Courses</i>		
ACC 121	Principles of Accounting I	4
BUS 158	Human Resource Management	3
MAN 226	Principles Of Management	3
POS 121	Intro. to Public Administration	3
POS 125	State and Local Government	3
POS 211	Intro. to Public Finance	3
POS 215	Current Political Issues in Government	3
POS 221	Community Development and Planning	3
Total		25

Humanities (select two of the following):

ART 110	Art Appreciation	3
HUM 121	Survey of Humanities I	3
LIT 115	Introduction to Literature	3
MUS 120	Music Appreciation	3
MUS 121	Music History I	3
PHI 111	Introduction to Philosophy	3
SPA 111	First-Year Spanish I	5
SPA 112	First-Year Spanish II	5
Total		6

Physical & Biological Sciences (select one of the following):

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
PHY 111	Physics: Algebra Based I	5
PHY 211	Physics Calculus-Based I	5
Total		4-5

Total 60-61

CERTIFICATE IN COMPUTER NETWORKING

This certificate covers the basics of networking. The certificate is comprised of eight courses, all vendor-neutral, that provide a fundamental grounding in the components of networks — both wide area and local area.

You will receive college credit and you can also receive National Association of Communications Systems Engineers (NACSE) certification. Once you have completed CNT 200-203, you can take the NACSE Associate Network Specialist exam. Once you have completed CNT 204-207, you can take the NACSE Senior Network Specialist exam. For more information on completing these exams online, visit www.webu.net.

		<i>Credit Hours</i>
Major Core Requirements		30
CIS 118	Introduction to PC Applications	3
CNT 200	Introduction to Networking	3
CNT 201	Local Area Networks	3
CNT 202	Wide Area Networks	3
CNT 203	TCP/IP and Network Architectures	3
CNT 204	Introduction to Internet Technologies	3
CNT 205	Internetworking	3
CNT 206	Processes and Protocols	3
CNT 207	Network Analysis and Design	3
CNT 209	Computer Networking Lab/Practicum (On-campus or proctored on-the-job-practicum experience required)	3
Total		60

DEGREE & CERTIFICATE PROGRAMS (ALPHABETICAL LISTING)



LIFE OFFERS ABUNDANT CHOICES. SOME CHOICES ARE EASIER TO MAKE AND SOME ARE HARDER. COMMUNITY COLLEGE OF DENVER MAKES IT EASY WHEN IT COMES TO PICKING A DEGREE OR CERTIFICATE PROGRAM, EVEN THOUGH WE HAVE MORE THAN 125 FROM WHICH TO CHOOSE. CCD OFFERS ASSOCIATE OF ARTS, ASSOCIATE OF SCIENCE, ASSOCIATE OF GENERAL STUDIES AND ASSOCIATE OF APPLIED SCIENCE DEGREES IN MORE THAN 100 EMPHASES. IN ADDITION, WE OFFER 20 CERTIFICATE PROGRAMS IN MORE THAN 78 DIFFERENT AREAS. THE FOLLOWING ALPHABETICAL LISTING TELLS YOU ABOUT PROGRAM ADMISSION REQUIREMENTS, AS WELL AS GENERAL EDUCATION, CORE AND MAJOR COURSE COMPLETION REQUIREMENTS. YOUR ADVISOR OR CASE MANAGER ALSO CAN HELP TO ANSWER YOUR QUESTIONS.

ACCOUNTING

Associate of Applied Science Degree in Accounting

CCD Auraria, CCD East, CCD North, CCD West

The AAS Accounting degree includes two program emphases: Managerial Accountant and Operational Accountant. There are also three certificates with emphases in Management, Operations and Billing/Payroll. If you wish to transfer to a senior institution, you may design, with assistance from an accounting advisor, an associate degree program for maximum transferability. Contact an accounting advisor early to plan your program.

Associate of Applied Science Degree in Accounting MANAGERIAL ACCOUNTANT EMPHASIS

CCD Auraria

Accounting, Managerial Accountant emphasis prepares students for job-entry positions such as cost accountant, accounting technician, tax examiner, accounts payable or receivable clerk, payroll clerk and the like. Students are prepared to work in managerial and managerial support positions in both the public and private sectors.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of ACC 121 with a C or better,
or
3. completion of the Managerial Accountant certificate program.

General Education Requirements

		Credit Hours
CIS	118 Intro. to PC Applications	3
ECO	201 Principles of Macro Economics	3
ENG	121 English Composition I	3
MAT	160 College Algebra	4
SPE	115 Principles of Speech	3

Major Requirements

ACC	110 Accounting Techniques	3
ACC	121 Accounting Principles I	4
ACC	122 Accounting Principles II	4
ACC	125 Computerized Accounting	3
ACC	131 Income Tax I	3
ACC	211 Intermediate Financial Accounting	4
ACC	215 Accounting Systems	3
ACC	226 Cost Accounting (Capstone)	3
BUS	115 Intro. to Business	3
BUS	230 Principles of Finance	3
CIS	145 Complete PC Databases/Access	3
CIS	155 Complete PC Spreadsheets/Excel	3

Select at least 9 credits with advisor approval

ACC	297 Cooperative Education	3
BTE	102 Basic Keyboarding Applications	3
BUS	217 Business Communications	3
BUS	221 Legal Environment of Business	3
BUS	236 Principles of Marketing	3
BUS	260 Business Process Foundations	3
CIS	135 Complete PC Word Processing/Word	3

Total **64**

Certificate in Accounting MANAGERIAL ACCOUNTANT CCD Auraria

This program prepares students for job entry into positions such as accounting technician, tax clerk, accounts payable or receivable clerk and the like. All program credits apply to the AAS degree in Accounting, Managerial Accountant emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better

Requirements	Credit Hours
ACC 110 Accounting Techniques	3
ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
ACC 131 Income Tax I	3
ACC 215 Accounting Systems	3
BUS 115 Intro. to Business	3
BUS 230 Principles of Finance	3
CIS 118 Intro. to PC Applications	3
CIS 145 Complete PC Databases/Access	3
CIS 155 Complete PC Spreadsheets/Excel	3

Total **32**

Associate of Applied Science Degree in Accounting OPERATIONAL ACCOUNTANT EMPHASIS

CCD Auraria

Accounting, Operational Accountant emphasis prepares students for job-entry positions such as accounting technician I, bookkeeper, computerized accounting clerk, accounts payable or receivable clerk, billing clerk, payroll clerk and the like. Students are prepared to work in operational and applications tasks of the business cycle in both the public and private sectors.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of ACC 121 with a C or better.
or
3. Completion of the Managerial Accountant certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ECO 201	Principles of Macro Economics	3
ENG 121	English Composition I	3
MAT 160	College Algebra	4
SPE 115	Principles of Speech	3

Major Requirements

ACC 110	Accounting Techniques	3
ACC 115	Payroll Accounting	3
ACC 116	Computerized Billing	3
ACC 121	Accounting Principles I	4
ACC 125	Computerized Accounting (Capstone)	3
ACC 131	Income Tax I	3
BUS 115	Intro. to Business	3
BUS 237	Customer Service	3
BUS 260	Business Process Foundations	3
CIS 135	Complete PC Word Processing/Word	3
CIS 145	Complete PC Databases/Access	3
CIS 155	Complete PC Spreadsheets/Excel	3

Select at least 9 credits with advisor approval

ACC 101	Fundamentals of Accounting	3
ACC 122	Principles of Accounting II	4
ACC 297	Cooperative Education	3
BTE 102	Basic Keyboarding Applications	3
BUS 217	Business Communications	3
BUS 230	Principles of Finance	3

Total	62
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Certificate in Accounting**OPERATIONAL ACCOUNTANT***CCD Auraria, CCD East, CCD West*

This program prepares students for job entry into positions such as computerized accounting clerk, accounts payable or receivable clerk, bookkeeper, general journal/ledger clerk and the like. All program credits apply toward the AAS degree in Accounting, Operational Accountant emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

<i>Requirements</i>		<i>Credit Hours</i>
ACC 110	Accounting Techniques	3
ACC 115	Payroll Accounting	3
ACC 116	Computerized Billing	3
ACC 121	Accounting Principles I	4

ACC 131	Income Tax I	3
BUS 115	Intro. to Business	3
BUS 237	Customer Service	3
CIS 118	Intro. to PC Applications	3
CIS 135	Complete PC Word Processing/Word	3
CIS 145	Complete PC Databases/Access	3
CIS 155	Complete PC Spreadsheets/Excel	3

Total	34
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Certificate in Accounting**BILLING/PAYROLL TECHNICIAN***CCD Auraria, CCD East, CCD North, CCD West*

This program builds skills in billing and payroll applications and prepares students for job entry into positions such as billing clerk, payroll clerk and general office clerk. All program credits apply to the AAS degree in Accounting, Operational Accountant emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better

<i>Requirements</i>		<i>Credit Hours</i>
ACC 101	Fundamentals of Accounting	3
ACC 110	Accounting Techniques	3
ACC 115	Payroll Accounting	3
ACC 116	Computerized Billing	3
ACC 121	Accounting Principles I	4
BTE 102	Basic Keyboarding Applications	3
BUS 237	Customer Service	3
CIS 118	Intro. to PC Applications	3
CIS 155	Complete PC Spreadsheets/Excel	3

Total	28
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ADMINISTRATIVE HEALTH ASSISTANT**Certificate in Administrative Health Assistant***CCD East*

The Administrative Health Assistant certificate program prepares the student for a career as an allied health professional. Students will be prepared to work as a health information specialist (medical records), medical transcriber, medical office technologist (medical clerk), health unit coordinator (ward clerk), or front office medical assistant. Students will be trained in the use of a computer, telephone techniques, patient scheduling, management of medical record files, written communication, insurance billing, ICD-9CM and CPT coding techniques, transcription, medical software, and medical law and ethics.

**Certificate in Administrative Health Assistant
HEALTH INFORMATION SPECIALIST
(MEDICAL RECORDS) EMPHASIS**

CCD East

Health Information Specialist is a program designed for completion in two, 17-week semesters. It prepares students to use Microsoft Word, manage medical files, use medical coding, prepare admissions and discharge records, and assemble and analyze medical data, usually in hospital or clinic settings. Graduates are prepared to enter positions as medical records clerks and health information specialists.

The Health Information Specialist certificate program credits apply toward the requirements of the AAS degree in Health and Wellness, Health Information Specialist emphasis.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
AHA 120	Medical Filing	2
AHA 155	The Medical Manager	3
AHA 200	Medical Transcription I	4
AHA 204	Medical Records I	3
AHA 250	Medical Records II (Capstone)	4
AHA 297	Internship Work	3
BTE 101	Keyboarding I	4
BTE 160	Data Entry I	3
CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2
SOC 103	Sociology of Health Care	3
THA 111	The Human Body	4
THA 212	Internship Seminar	1
Total		43

**Certificate in Administrative Health Assistant
MEDICAL CLERK EMPHASIS**

CCD East

Medical Clerk is a program designed for completion in two, 15-week semesters. It prepares students to use Microsoft, prepare basic medical office papers and forms, and process office files and records, usually in hospital or clinic settings. Graduates are prepared to enter positions as medical clerks.

All Medical Clerk certificate program credits apply toward the Health Information Specialist certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
AHA 120	Medical Filing	2
AHA 155	The Medical Manager (Capstone)	3
BTE 101	Keyboarding I	4
CIS 118	Intro. to PC Applications	3

HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2
SOC 103	Sociology of Health Care	3
THA 111	The Human Body	4

Total **25**

**Certificate in Administrative Health Assistant
MEDICAL TRANSCRIBER EMPHASIS**

CCD East

The Medical Transcriber program is designed for completion in two, 17-week semesters. It prepares students to use Microsoft Word, use medical coding, prepare insurance billings, and transcribe general, medical, surgical and radiological data. Graduates are prepared to enter positions as medical transcribers.

All Medical Transcriber certificate program credits apply toward the requirements of the AAS degree in Health and Wellness, Medical Transcriber emphasis.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
AHA 152	Medical Office Communications	3
AHA 155	The Medical Manager	3
AHA 156	Basic Coding	2
AHA 200	Medical Transcription I	4
AHA 207	Medical Transcription II (Capstone)	6
AHA 297	Internship Work Experience	3
BTE 101	Keyboarding I	4
CIS 135	Complete PC Word Processing/Word	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2
SOC 103	Sociology of Health Care	3
THA 111	The Human Body	4
THA 212	Internship Seminar	1
Total		42

**Certificate in Administrative Health Assistant
MEDICAL UNIT COORDINATOR EMPHASIS**

CCD East

Medical Unit Coordinator is a program designed for completion in two, 17-week semesters. It prepares students to use Microsoft Word; organize non-clinical functions of the nursing unit; provide liaison between physicians, nurses, patients, family members and other departments; and plan/coordinate the daily activities of the nursing unit, usually in hospital or clinic settings. Graduates are prepared to enter positions as medical unit coordinators.

All Medical Unit Coordinator certificate program credits apply toward the requirements of the AAS degree in Health and Wellness, Medical Unit Coordinator emphasis.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
AHA 158	Medical Unit Coordinating I	7
AHA 209	Medical Unit Coordinating II (Capstone)	7
AHA 297	Internship Work Experience	3
BTE 101	Keyboarding I	4
BTE 160	Data Entry I	3
CIS 135	Complete PC Word Processing/Word	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2
SOC 103	Sociology of Health Care	3
THA 111	The Human Body	4
THA 212	Internship Seminar	1
Total		41

ANTHROPOLOGY**Associate of Arts Degree with a Behavioral Sciences Emphasis, ANTHROPOLOGY EMPHASIS**

(See AA Degree, page 47)

ART**Associate of Arts Degree with an Art Emphasis**

(See AA Degree, page 46)

ARTS MANAGEMENT**Associate of Arts Degree with an Arts Management Emphasis**

(See AA Degree, page 47)

BEHAVIORAL SCIENCES**Associate of Arts Degree with a Behavioral Sciences Emphasis ANTHROPOLOGY EMPHASIS****PSYCHOLOGY EMPHASIS****SOCIOLOGY EMPHASIS**

(See AA Degree, page 47)

BIOLOGY**Associate of Science Degree with a Biology Emphasis**

(See AS Degree, page 51)

BUSINESS ADMINISTRATION**Associate of General Studies Degree Business Administration (AGS-BUS)****CCD Auraria**

This is an educational transfer agreement in Business Administration between Colorado public community colleges and Colorado public post secondary education institutions. In accor-

dance with Colorado Revised Statute Title 23, Article 1, Section 103.5, the state's schools of business agree to the following policies and conditions governing the transfer of credit earned at a Colorado community college into a business program offered at a participating Colorado public four-year college and university.

Specifically, community college students who complete the Colorado community college core curriculum, as certified on their community college transcript, are considered to have satisfied Colorado four-year colleges' lower-division general education requirements. All of these general education and business courses represent the CCD/Colorado Commission on Higher Education transfer agreement in Business Administration.

Students completing the listed courses will be admitted as juniors at one of the following Colorado public four-year colleges and universities that participate in this agreement: Adams State College, Colorado State University, Fort Lewis College, Mesa State College, Metropolitan State College of Denver, University of Colorado at Denver and Western State College.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of ACC 121 with a grade of C or better.

General Education AA Core

(AS General Education Core is acceptable)

	<i>Credit Hours</i>
I. English 6	
ENG 121, 122	
II. Speech	3
SPE 115	
III. Mathematics	3-5
(Select any 1 of the following)	
MAT 160, *161, 175, 201, 202	
IV. Physical & Biological Sciences	4-5
(Select any 1 of the following)	
AST 101, 102	
BIO 105, 111, 112	
CHE 101, 102, 111, 112	
GEY 111, 121	
PHY 105, 111, 112, 211, 212	
V. Social & Behavioral Sciences	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ANT 101, 111	
*ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
*PSY 101, 102	
SOC 101, 102	
*recommended for all Business majors	
VI. Humanities	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ART 110, 111, 112	
HUM 121, 122, 123	

Any foreign language 111 or higher
 LIT 115, 201, 202
 MUS 120, 121, 122
 PHI 111, 112, 113
 THE 105, 211, 212

General Education Sub-Total 34-37

The following Business courses are required for the AGS-BUS degree. Also, these business courses will be accepted for transfer at a participating Colorado public four-year college or university.

		<i>Credit hours</i>
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Intro. to Business	3
BUS 217	Business Communications	3
BUS 221	Legal Environment of Business	3
BUS 226	Business Statistics	3
*BUS 228	Principles of Management	3
*BUS 236	Principles of Marketing	3
CIS 118	Intro. to PC Applications	3

* The following courses are required before enrolling in BUS 228 and BUS 236: ACC 121, 122, ECO 202, MAT 175 (or BUS 226), BUS 115 and sophomore standing.

Business Course Sub-Total Hours 29

Capstone course (required)		
HUM 285	Critical Thinking	3
	or	
SCI 285	Critical Thinking	(3)

Total **66-67**

Associate of Applied Science Degree in Business Administration

This program provides a broad exposure to general business functions and fundamental management concepts. Upon completion, students are qualified for an entry-level position in a wide variety of general business occupations such as sales managers, management trainees, supervisors and service coordinators. Students already employed are able to acquire skills necessary for personal development directed toward job security and advancement. A grade of C or better must be maintained in the business core area and capstone course.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Overall GPA of 2.0 on all college-level work after completing 12 credit hours.

Associate of Applied Science Degree in Business Administration BUSINESS GENERALIST EMPHASIS

CCD Auraria

		<i>Credit Hours</i>
<i>General Education Requirements</i>		
CIS 118	Intro. to PC Applications	3
ECO 201	Principles of Macro Economics	3
ENG 121	English Composition I	3
MAT 103, 160, 170 or 171		3-4
SPE 115	Principles of Speech	3

Core Requirements

ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Intro. to Business	3
BUS 217	Business Communications	3
BUS 221	Legal Environment of Business	3
BUS 226	Business Statistics	3
BUS 227	Human Resources Management	3
BUS 228	Principles of Management	3
BUS 230	Principles of Finance	3
BUS 236	Principles of Marketing	3
BUS 285	Business Policy & Ethics (Capstone)	3

General Electives (with advisor approval)

BUS 297	Cooperative Education	3
CIS 135	Complete PC Word Processing/Word	3
CIS 155	Complete PC Spreadsheets/Excel	3
ECO 202	Principles of Micro Economics	3
Elective		3

Total **65-66**

Custom programs can be designed with an advisor, or students may choose one of the following areas of program emphasis: Finance, Insurance, International Business, Management, Marketing or Real Estate. Within each emphasis, there exists multiple study options. See each specific program emphasis for available study options. All custom programs must be approved by an advisor. All general electives for custom programs must have a course number greater than 100.

All electives must be approved by your advisor. Several of the option courses of the various emphases are offered in cooperation with Emily Griffith Opportunity School and the American Institute of Banking. For more information, contact your advisor in the Center for Business and Technology, Plaza Building, room 262, 303-556-2487.

Certificate in Business Administration

ENTREPRENEURSHIP

CCD Auraria

This certificate provides the concepts and skills necessary to succeed in business. Enrollment in this curriculum will engage students in entrepreneurial activities. Students will learn key concepts of various commercial disciplines that affect small businesses.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

	<i>Credit Hours</i>
ACC 101 Fundamentals of Accounting	3
BUS 115 Intro. to Business	3
BUS 185 Business Certificate (Capstone)	1
BUS 205 Small Business Management	3
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 227 Human Resources Management	3
BUS 230 Principles of Finance	3
BUS 231 Principles of Sales	3
CIS 118 Intro. to PC Applications	3
ECO 202 Principles of Micro Economics	3
Total	31

**Associate of Applied Science Degree in Business Administration
FINANCE EMPHASIS**

CCD Auraria

<i>General Education Requirements</i>	<i>Credit Hours</i>
CIS 118 Intro. to PC Applications	3
ECO 201 Principles of Macro Economics	3
ENG 121 English Composition I	3
MAT 103, 160, 170 or 171	3-4
SPE 115 Principles of Speech	3

Core Requirements

ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
BUS 115 Intro. to Business	3
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 226 Business Statistics	3
BUS 227 Human Resources Management	3
BUS 228 Principles of Management	3
BUS 230 Principles of Finance	3
BUS 236 Principles of Marketing	3
BUS 285 Business Policy & Ethics (Capstone)	3

Major requirements

ACC 215 Accounting Information Systems & E-Business	3
BUS 297 Cooperative Education	3
CIS 155 Complete PC Spreadsheets/Excel	3
CIS 156 Advanced Spreadsheet Concepts	3
ECO 202 Principles of Micro Economics	3

Total **65-66**

**Certificate in Business Administration
FINANCE/COMMERCIAL CREDIT MANAGEMENT**

CCD Auraria

This certificate provides students with the fundamentals for success in the financial or commercial credit industry. In addition, this certificate provides specific training toward the upgrade

of skills for credit managers, assistants and other commercial credit personnel.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

	<i>Credit Hours</i>
ACC 121 Accounting Principles I	4
BUS 115 Intro. to Business	3
BUS 185 Business Certificate (Capstone)	1
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 226 Business Statistics	3
BUS 227 Human Resources Management	3
BUS 230 Principles of Finance	3
BUS elective	3
CIS 155 Complete PC Spreadsheets/Excel	3

Total **29**

**Associate of Applied Science Degree in Business Administration
INSURANCE EMPHASIS**

CCD Auraria

The AAS degree program in Business Administration, Insurance, is offered jointly by CCD and Emily Griffith Opportunity School. An official school transcript showing completion of Emily Griffith Opportunity School's Insurance courses is required for program advising. For more information about programs affiliated with Emily Griffith Opportunity School, contact your advisor in the Center for Business and Technology, Plaza Building, room 262, 303-556-2487.

This emphasis consists of a total of 15 credit hours of insurance-specific credits. Students may earn these credits via technical education course work at Emily Griffith Opportunity School, plus a minimum of 51 credit hours of general education and program core courses at CCD. Four study options are listed below.

<i>General Education Requirements</i>	<i>Credit Hours</i>
CIS 118 Intro. to PC Applications	3
ECO 201 Principles of Macro Economics	3
ENG 121 English Composition I	3
MAT 103, 160, 170 or 171	3-4
SPE 115 Principles of Speech	3

Core Requirements

ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
BUS 115 Intro. to Business	3
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 226 Business Statistics	3
BUS 227 Human Resources Management	3
BUS 228 Principles of Management	3
BUS 230 Principles of Finance	3
BUS 236 Principles of Marketing	3
BUS 285 Business Policy & Ethics (Capstone)	3

<i>Choose one of the following four options</i>	15
General Insurance	
Chartered Property Casualty Underwriter (CPCU)	
Chartered Life Underwriter (CLU)	
Life Office Management Associate (LOMA)	

Total 65-66

**Associate of Applied Science Degree in Business Administration
INTERNATIONAL BUSINESS EMPHASIS**

CCD Auraria

The AAS degree program in Business Administration, International Business, is offered jointly by CCD and Emily Griffith Opportunity School. An official school transcript showing completion of Emily Griffith Opportunity School's International Business courses is required for program advising. Contact your advisor in the Center for Business and Technology, Plaza Building, room 262, 303-556-2487.

This emphasis consists of a total of 15 credit hours of International Business-specific credits. Students may earn 9 of these credits via technical education course work at Emily Griffith Opportunity School. A minimum of 51 credit hours of general education and program core courses, and an additional 6 credits from courses listed below, must be completed at CCD.

<i>General Education Requirements</i>	<i>Credit Hours</i>
CIS 118 Intro. to PC Applications	3
ECO 201 Principles of Macro Economics	3
ENG 121 English Composition I	3
MAT 103, 160, 170 or 171	3-4
SPE 115 Principles of Speech	3

Core Requirements

ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
BUS 115 Intro. to Business	3
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 226 Business Statistics	3
BUS 227 Human Resources Management	3
BUS 228 Principles of Management	3
BUS 230 Principles of Finance	3
BUS 236 Principles of Marketing	3
BUS 285 Business Policy & Ethics (Capstone)	3

Major requirements

BUS 210 International Business	3
BUS 211 International Marketing	3
BUS 215 International Business Environments	3
POS 205 International Relations	3

Emily Griffith courses or approved elective 3

Total 65-66

Certificate in Business Administration

INTERNATIONAL BUSINESS

This program is designed for individuals and businesses to explore the possibilities of conducting or improving their business in international markets. Basic essentials of foreign trade and cultural understanding are necessary for an effective business relationship.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

	<i>Credit Hours</i>
ACC 121 Accounting Principles I	4
BUS 115 Intro. to Business	3
BUS 185 Business Certificate (Capstone)	1
BUS 210 International Business	3
BUS 211 International Marketing	3
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 227 Human Resources Management	3
CIS 118 Intro. to PC Applications	3
ECO 201 Principles of Macro Economics	3
POS 205 International Relations	3

Total 32

**Associate of Applied Science Degree in Business Administration
MANAGEMENT EMPHASIS**

CCD Auraria

<i>General Education Requirements</i>	<i>Credit Hours</i>
CIS 118 Intro. to PC Applications	3
ECO 201 Principles of Macro Economics	3
ENG 121 English Composition I	3
MAT 103, 160, 170 or 171	3-4
SPE 115 Principles of Speech	3

Core Requirements

ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
BUS 115 Intro. to Business	3
BUS 217 Business Communications	3
BUS 221 Legal Environment of Business	3
BUS 226 Business Statistics	3
BUS 227 Human Resources Management	3
BUS 228 Principles of Management	3
BUS 230 Principles of Finance	3
BUS 236 Principles of Marketing	3
BUS 285 Business Policy & Ethics (Capstone)	3

Choose one of the following two options

General Management

BUS 205 Small Business Management	3
BUS 229 Motivation & Management	3
BUS 297 Cooperative Education	3

Emily Griffith courses or approved elective 3

Total 65-66

Supermarket Management

BUS 170	Supermarket Loss Prevention	3
BUS 229	Motivation & Management	3
BUS 235	Retail Marketing & Management (Capstone)	3
BUS 270	Business Ethics	3
ECO 118	Labor Economics	3
Total		65-66

**Associate of Applied Science Degree in Business Administration
MARKETING EMPHASIS**

CCD Auraria

General Education Requirements

		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ECO 201	Principles of Macro Economics	3
ENG 121	English Composition I	3
MAT 103, 160, 170 or 171		3-4
SPE 115	Principles of Speech	3

Core Requirements

ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Intro. to Business	3
BUS 217	Business Communications	3
BUS 221	Legal Environment of Business	3
BUS 226	Business Statistics	3
BUS 227	Human Resources Management	3
BUS 228	Principles of Management	3
BUS 230	Principles of Finance	3
BUS 236	Principles of Marketing	3
BUS 285	Business Policy & Ethics (Capstone)	3

Major Requirements

BUS 211	International Marketing	3
BUS 231	Principles of Sales	3
BUS 235	Retail Marketing & Management	3
BUS 239	Advertising & Promotion	3
BUS 297	Cooperative Education	3

Total 65-66**Certificate in Business Administration
MARKETING**

CCD Auraria

This program is part of a two-year associate degree in Business Administration. All courses apply to the advanced degree.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

		<i>Credit Hours</i>
BTE 139	Professional Development	3
BUS 115	Intro. to Business	3
BUS 185	Business Certificate (Capstone)	1
BUS 211	International Marketing	3
BUS 217	Business Communications	3
BUS 231	Principles of Sales	3
BUS 235	Retail Marketing & Management	3
BUS 236	Principles of Marketing	3
BUS 239	Advertising & Promotion	3
CIS 118	Intro. to PC Applications	3
SPE 115	Principles of Speech	3
Total		31

**Associate of Applied Science Degree in Business Administration
REAL ESTATE EMPHASIS**

CCD Auraria

The AAS degree program in Business Administration, Real Estate, is offered jointly by CCD and Emily Griffith Opportunity School. An official school transcript showing completion of Emily Griffith Opportunity School's Real Estate courses is required for program advising. Contact your advisor in the Center for Business and Technology, Plaza Building, room 262, 303-556-2487.

This program emphasis consists of a total of 15 credit hours of Real Estate-specific credits. Students may earn 9 of these credits for the Real Estate Appraiser option, or 12 of these credits for the Real Estate Broker option, via technical education course work at Emily Griffith Opportunity School. A minimum of 51 credit hours of general education and program core, plus the courses listed below, must be completed at CCD.

General Education Requirements

		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ECO 201	Principles of Macro Economics	3
ENG 121	English Composition I	3
MAT 103, 160, 170 or 171		3-4
SPE 115	Principles of Speech	3

Core Requirements

ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Intro. to Business	3
BUS 217	Business Communications	3
BUS 221	Legal Environment of Business	3
BUS 226	Business Statistics	3
BUS 227	Human Resources Management	3
BUS 228	Principles of Management	3
BUS 230	Principles of Finance	3
BUS 236	Principles of Marketing	3
BUS 285	Business Policy & Ethics (Capstone)	3

Choose one of the following two options

Real Estate Appraiser		
BUS elective or Emily Griffith courses		12
BUS 297	Cooperative Education	3

Total 65-66

Real Estate Broker

BUS 297	Cooperative Education	3
BUS	elective or Emily Griffith courses	12
Total		65-66

Certificate in Business Administration**SUPERMARKET MANAGEMENT***CCD Auraria*

This program is designed to give the student the necessary knowledge and skills to gain employment and/or to advance to positions of increased responsibility within the supermarket industry.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

		<i>Credit Hours</i>
ACC 121	Accounting Principles I	4
BUS 115	Intro. to Business	3
BUS 170	Supermarket Loss Prevention	3
BUS 185	Business Certificate (Capstone)	1
BUS 221	Legal Environment of Business Law	3
BUS 227	Human Resources Management	3
BUS 228	Principles of Management	3
BUS 229	Motivation & Management	3
BUS 235	Retail Marketing & Management (Capstone)	3
BUS 236	Principles of Marketing	3
BUS 270	Business Ethics	3
ECO 118	Labor Economics	3
Total		35

Associate of Applied Science Degree in Business Administration**TRAVEL AND TOURISM ASSOCIATE***CCD Auraria*

The Travel and Tourism Associate program prepares students for job-entry positions such as travel agent, reservations agent, cruise specialist, tour manager, and meeting and convention planner. CCD is licensed by the Institute of Certified Travel Agents (ICTA) and is an ICTA approved Travel Agent Proficiency (TAP) test site. Destination Specialist program courses prepare students for ICTA Destination Specialist certification exams.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Or, completion of the Travel and Tourism certificate program.

General Education Requirements

		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics	3
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

BTE 100	Intro. to Keyboarding	3
BUS 115	Intro. to Business	3
BUS 217	Business Communications	3
BUS 231	Principles of Sales	3
BUS 236	Principles of Marketing	3
BUS 237	Customer Service	3
PAR 101	Legal Writing	3

Major Requirements

TRA 110	The Travel Industry	3
TRA 111	Domestic Destinations	3
TRA 112	International Destinations	3
TRA 113	Selling Cruises & Leisure Travel	4
TRA 150	Destination Specialist — Latin America	2
TRA 152	Destination Specialist — Special Interest Travel	2
TRA 153	Destination Specialist — Western Europe	2
TRA 210	Travel Sales & Customer Service	3
TRA 211	Corporate Travel & Conference Planning	2
TRA 212	Computer Reservations (Capstone)	2
Total		62

Certificate in Business Administration**TRAVEL AND TOURISM ASSOCIATE***CCD Auraria*

The Travel and Tourism Associate program prepares students for job-entry positions such as travel agent, reservations agent, cruise specialist, tour manager, and meeting and convention planner. CCD is licensed by the Institute of Certified Travel Agents (ICTA) and is an ICTA approved Travel Agent Proficiency (TAP) test site. Destination Specialist program courses prepare students for ICTA Destination Specialist certification exams. All program credits apply toward the AAS degree in Business Administration, Travel and Tourism Associate emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements

		<i>Credit Hours</i>
BTE 100	Intro. to Keyboarding	3
BUS 217	Business Communications	3
CIS 118	Intro. to PC Applications	3
TRA 110	The Travel Industry	3
TRA 111	Domestic Destinations	3
TRA 112	International Destinations	3
TRA 113	Selling Cruises & Leisure Travel	4
TRA 150	Destination Specialist — Latin America	2
TRA 152	Destination Specialist — Special Interest Travel	2
TRA 153	Destination Specialist — Western Europe	2
TRA 210	Travel Sales & Customer Service	3
TRA 211	Corporate Travel & Conference Planning	2
TRA 212	Computer Reservations	2
Total		35

BUSINESS TECHNOLOGY

Associate of Applied Science Degree in Business Technology
These Business Technology program options are designed to prepare students for entry-level positions and advancement in business, governmental and medical agencies, and other institutions that employ persons in secretarial and administrative support areas.

Occupational opportunities and salaries vary by skill, educational training, level of work experience and geographic location. As businesses increase the use of word processing and as electronic and voice message systems improve and expand, secretaries and administrative assistants will continue to increase their efficiency. While these modernizations reduce demand for some secretarial services, there is a trend toward delegating some administrative and managerial work to secretaries. Given the many technological advances, there are many personal skills, such as scheduling meetings and conferences, training other office-support workers and making travel arrangements that cannot be automated. The Bureau of Labor Statistics projects nearly 514,000 openings per year in the future, primarily from replacement needs. Highly qualified secretaries and administrative assistants with the ability to integrate software systems increasingly will be in demand.

Associate of Applied Science Degree in Business Technology**ADMINISTRATIVE ASSISTANT EMPHASIS**

CCD Auraria, CCD West

Administrative Assistant is a program designed to prepare students to use and understand personal computers; use e-mail, the Internet and the World Wide Web; use office software that includes word processing, database, spreadsheet, graphic presentation and Web page development applications; write business letters; and input data. Graduates are prepared to enter positions as word processors, office assistants, office specialists, administrative assistants, receptionists and data-entry clerks.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

General Education Requirements

		<i>Credit Hours</i>
CIS	118 Intro. to PC Applications	3
ENG	121 English Composition I	3
MAT	103 Contemporary College Mathematics	3

Select 1 course from the following

ECO	201 Principles of Macro Economics	(3)
POS	105 Intro. to Political Science	(3)
PSY	115 Psychology of Adjustment	(2)

Core Requirements

BTE	101 Keyboarding I	4-5
BTE	104 Keyboarding SpeedBuilding	3-4
BTE	139 Professional Development (Speech Intensive)	3

BTE	288 Model Office	3
BUS	217 Business Communications (Speech Intensive)	3
BUS	237 Customer Service	3
CIS	135 Complete PC Word Processing/Word	3
CIS	139 Integration Software	3
CIS	155 Complete PC Spreadsheets/Excel	3

Major Requirements

BTE	160 Data Entry I	3
CIS	145 Complete PC Databases/Access	3
CIS	165 Complete PC Presentation Graphics/PowerPoint	3
CIS	201 FrontPage	3

Select an additional 12 or more credit hours of courses with BTE advisor approval 12

Total **60-63**

Certificate in Business Technology**ADMINISTRATIVE ASSISTANT**

CCD Auraria, CCD West

Administrative Assistant is a program designed for completion in two, 17-week semesters. Students are prepared to use and understand personal computers; use e-mail, the Internet and the World Wide Web; use office software that includes word processing, database, spreadsheet, graphic presentation and Web page development applications; write business letters; and input data. Graduates are prepared to enter positions as word processors, office assistants, office specialists, administrative assistants, receptionists and data-entry clerks.

All Administrative Assistant certificate program credits apply toward the requirements of the AAS degree in Business Technology, Administrative Assistant.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060, MAT 033 and/or ENG 060.

		<i>Credit Hours</i>
BTE	101 Keyboarding I	4
BTE	104 Keyboarding SpeedBuilding	3
BTE	160 Data Entry I	3
BTE	288 Model Office	3
BUS	217 Business Communications	3
BUS	237 Customer Service	3
CIS	118 Intro. to PC Applications	3
CIS	135 Complete PC Word Processing/Word	3
CIS	139 Integration Software (Capstone)	3
CIS	145 Complete PC Databases/Access	3
CIS	155 Complete PC Spreadsheets/Excel	3
CIS	165 Complete PC Presentation Graphics/PowerPoint	3
CIS	201 FrontPage	3
PSY	115 Psychology of Adjustment	2
Total		42

Certificate in Business Technology

DATA-ENTRY CLERK

CCD North, CCD East, CCD West

Data-Entry Clerk is a program designed for completion in one, 15-week semester. It prepares students to perform general office functions, input data and use word processing applications. Graduates are prepared to enter positions as data-entry and office clerks.

All Data-Entry Clerk certificate program credits apply toward the Administrative Assistant certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>	
BTE	101	Keyboarding I	4
BTE	104	Keyboarding SpeedBuilding	3
BTE	160	Data Entry I (Capstone)	3
BTE	288	Model Office	3
CIS	135	Complete PC Word Processing/Word	3
Total			16

Certificate in Business Technology

GENERAL OFFICE CLERK

CCD Auraria, CCD North, CCD East, CCD West

General Office Clerk is a program designed for completion in one, 15-week semester. It prepares students to perform general office functions; use and understand personal computers; use word processing applications; and use e-mail, the Internet and the World Wide Web. Graduates are prepared to enter positions as receptionists and office clerks.

All General Office Clerk certificate program credits apply toward the Administrative Assistant certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060, MAT 033 and/or ENG 060.

			<i>Credit Hours</i>
BTE	101	Keyboarding I	4
BTE	288	Model Office	3
BUS	237	Customer Service	3
CIS	118	Intro. to PC Applications	3
CIS	135	Complete PC Word Processing/Word	3
Total			16

Certificate in Business Technology

MICROSOFT OFFICE SPECIALIST

CCD Auraria, CCD North, CCD East, CCD West

Microsoft Office Specialist is a program designed for completion in one, 15-week semester. It prepares students to use and understand personal computers; use Microsoft Office Word, Access, Excel, PowerPoint and FrontPage; and use e-mail, the Internet and

the World Wide Web. Graduates are prepared to enter positions as Microsoft applications specialists and office specialists.

All Microsoft Office Specialist certificate program credits apply toward the Administrative Assistant certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

			<i>Credit Hours</i>
BTE	101	Keyboarding I	4
BUS	237	Customer Service	3
CIS	118	Intro. to PC Applications	4
CIS	135	Complete PC Word Processing/Word	3
CIS	139	Integration Software (Capstone)	3
CIS	145	Complete PC Databases/Access	3
CIS	155	Complete PC Spreadsheets/Excel	3
CIS	165	Complete PC Presentation Graphics/PowerPoint	3
CIS	201	FrontPage	3
PSY	115	Psychology of Adjustment	2
Total			31

Associate of Applied Science Degree in Business Technology

LEGAL ADMINISTRATIVE ASSISTANT

CCD Auraria

The Legal Administrative Assistant emphasis is a program designed to prepare students for entry-level positions in an attorney's office, law firm, or legal aid organization. The student will be trained to understand and use legal terminology, gain knowledge of business law, write business letters, maintain a filing system of law cases and legal records, use and understand personal computers, use e-mail, conduct basic searches on the Internet and the World Wide Web, and use office software that includes word processing, spreadsheets and software integration applications. Graduates are prepared to enter positions as legal administrative assistants with both private-sector and public sector law offices and nonprofit legal aid organizations.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

			<i>Credit Hours</i>
CIS	118	Intro. to PC Applications	3
ENG	121	English Composition I	3
MAT	103	Contemporary College Mathematics	3

			<i>Credit Hours</i>
<i>Select 1 course from the following</i>			2-3
ECO	201	Principles of Macro Economics	(3)
POS	105	Intro. to Political Science	(3)
PSY	115	Psychology of Adjustment	(2)

Core Requirements

BTE 101	Keyboarding I	4-5
BTE 104	Keyboarding SpeedBuilding	3-4
BTE 139	Professional Development (Speech Intensive)	3
BTE 288	Model Office	3
BUS 217	Business Communications (Speech Intensive)	3
CIS 135	Complete PC Word Processing/Word	3
CIS 139	Integration Software	3
CIS 155	Complete PC Spreadsheets/Excel	3

Major Requirements

BTE 120	Records Management	4
BTE 121	Alpha Speedwriting I	4
BTE 133	Word Processing Communications & Applications	3
BTE 139	Professional Development (Speech Intensive)	3
BTE 209	Legal Terminology	2
BTE 230	Machine Transcription	5
BTE 297	Cooperative Education	3
BUS 221	Legal Environment of Business	3
PAR 124	Legal Research	3

Total **63-66**

Associate of Applied Science Degree in Business Technology**MEDICAL ADMINISTRATIVE ASSISTANT EMPHASIS***CCD Auraria*

The Medical Administrative Assistant emphasis is a program designed to prepare students for entry-level positions in a doctor's office, medical clinic, or hospital. The student will be trained to understand and use medical terminology, write business letters, maintain medical records, code and submit medical insurance claims; use and understand personal computers, use e-mail, conduct basic searches on the Internet and the World Wide Web; and use office software that includes word processing, spreadsheets and software integration applications. Graduates are prepared to enter positions as medical administrative assistants with private and public medical offices, clinics and hospitals.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

General Education Requirements

		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics	3

Select 1 course from the following

ECO 201	Principles of Macro Economics	(3)
POS 105	Intro. to Political Science	(3)
PSY 115	Psychology of Adjustment	(2)

Core Requirements

BTE 101	Keyboarding I	4-5
BTE 104	Keyboarding SpeedBuilding	3-4
BTE 139	Professional Development (Speech Intensive)	3
BTE 288	Model Office	3
BUS 217	Business Communications (Speech Intensive)	3
BUS 237	Customer Service	3
CIS 135	Complete PC Word Processing/Word	3
CIS 139	Integration Software	3
CIS 155	Complete PC Spreadsheets/Excel	3

Major Requirements

ACC 101	Fundamentals of Accounting	3
AHA 155	The Medical Manager	3
AHA 156	Basic Coding	2
BTE 120	Records Management	4
BTE 121	Alpha Speedwriting I	4
BTE 133	Word Processing Communications & Applications	3
BTE 139	Professional Development (Speech Intensive)	3
BTE 230	Machine Transcription	5
BTE 297	Cooperative Education	3
HWE 100	Medical Terminology I	2

Total **68-71**

Certificate in Business Technology**MEDICAL ADMINISTRATIVE ASSISTANT***CCD Auraria, CCD East*

Designed to prepare students for jobs such as medical records clerks, medical secretaries, etc.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Major Requirements

		<i>Credit Hours</i>
ACC 101	Fundamentals of Accounting	3-4
	or	
ACC 121	Accounting Principles I	
AHA 155	The Medical Manager	3
BTE 101	Keyboarding I	5
	or	
BTE 202	Keyboarding II	
BTE 104	Keyboarding SpeedBuilding	4
BTE 108	Business Machines: 10-Key by Touch	2
BTE 120	Records Management	4
BTE 133	Word Processing Communications & Applications	3
BTE 139	Professional Development	3
BTE 230	Machine Transcription	5
BTE 288	Model Office	3
BTE 297	Cooperative Education (Capstone)	3
CIS 135	Complete PC Word Processing/Word	3
HWE 100	Medical Terminology I	2

Total **43-44**

**Associate of Applied Science Degree in Business Technology
OFFICE MANAGER EMPHASIS**

CCD Auraria

The Office Manager emphasis prepares students for entry-level to mid-level office administrative and supervisory positions. The student will be trained to write business letters, maintain records, manage projects, administer bookkeeping data, supervise a clerical staff and coordinate events; use and understand personal computers, use e-mail, conduct basic searches on the Internet and the World Wide Web; and use office software that includes word processing, spreadsheets and software integration applications. Graduates are prepared to enter positions as office managers or program assistants with business/industry, government agencies and nonprofit organizations.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics	3

<i>Select 1 course from the following</i>		<i>2-3</i>
ECO 201	Principles of Macro Economics	(3)
POS 105	Intro. to Political Science	(3)
PSY 115	Psychology of Adjustment	(2)

<i>Core Requirements</i>		
BTE 101	Keyboarding I	4-5
BTE 104	Keyboarding SpeedBuilding	3-4
BTE 139	Professional Development (Speech Intensive)	3
BTE 288	Model Office	3
BUS 217	Business Communications (Speech Intensive)	3
BUS 237	Customer Service	3
CIS 135	Complete PC Word Processing/Word	3
CIS 139	Integration Software	3
CIS 155	Complete PC Spreadsheets/Excel	3

<i>Major Requirements</i>		
ACC 101	Fundamentals of Accounting	3
BTE 108	Business Machines: 10-Key by Touch	2
BTE 120	Records Management	4
BTE 133	Word Processing Communications & Applications	3
BTE 297	Cooperative Education (Capstone)	3
BUS 115	Intro. to Business	3
BUS 228	Principles of Management	3

Total **60-63**

**Associate of Applied Science Degree in Business Technology
SECRETARIAL/COMPUTER APPLICATIONS EMPHASIS**

CCD Auraria

The Secretarial/Computer Applications emphasis prepares students for entry-level positions in a general office environment characterized by technological change. The student will be trained to administer office records, write business letters, take dictation and use and understand personal computers; use e-mail, conduct basic searches on the Internet and the World Wide Web; and use office software that includes word processing, spreadsheets, database management and software integration applications. Graduates are prepared to enter positions as secretarial/computer applications assistants with business/industry public-sector agencies and nonprofit organizations.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics	3

<i>Select 1 course from the following</i>		<i>3</i>
ECO 201	Principles of Macro Economics	(3)
POS 105	Intro. to Political Science	(3)

<i>Core Requirements</i>		
BTE 101	Keyboarding I	4-5
BTE 104	Keyboarding SpeedBuilding	3-4
BTE 139	Professional Development (Speech Intensive)	3
BTE 288	Model Office	3
BUS 217	Business Communications (Speech Intensive)	3
BUS 237	Customer Service	3
CIS 135	Complete PC Word Processing/Word	3
CIS 139	Integration Software	3
CIS 155	Complete PC Spreadsheets/Excel	3

<i>Major Requirements</i>		
BTE 108	Business Machines: 10-Key by Touch	2
BTE 120	Records Management	4
BTE 121	Alpha Speedwriting I	4
BTE 133	Word Processing Communications & Applications	3
BTE 297	Cooperative Education	4
CIS 145	Complete PC Databases/Access	3

Total **60-62**

Certificate in Business Technology**EXECUTIVE ASSISTANT***CCD Auraria*

This program enhances and upgrades the skill level of those individuals currently working as office managers or other administrative support personnel.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Major Requirements

	<i>Credit Hours</i>
BTE 139 Professional Development	3
BUS 217 Business Communications	3
BUS 228 Principles of Management	3
CIS 139 Integration Software	3
CIS 155 Complete PC Spreadsheets/Excel	3

Total	15
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Certificate in Business Technology**GENERAL CLERICAL***CCD Auraria*

This certificate prepares students for jobs in offices where general clerical opportunities exist (filing, word processor, clerk, etc.).

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Option I - 1 Semester*(with permission of BTE faculty advisor)*

	<i>Credit Hours</i>
BTE 104 Keyboarding SpeedBuilding	4
BTE 108 Business Machines: 10-Key by Touch	2
BTE 120 Records Management	4
BTE 297 Cooperative Education (Capstone)	3
CIS 135 Complete PC Word Processing/Word	3

Total	16
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Option II - 2 Semesters*(with permission of BTE faculty advisor)*

ACC 101 Fundamentals of Accounting	3-4
or	
ACC 121 Accounting Principles I	
BTE 101 Keyboarding I	5
or	
BTE 202 Keyboarding II	
BTE 104 Keyboarding SpeedBuilding	4
BTE 108 Business Machines: 10-Key by Touch	2
BTE 120 Records Management	4
BTE 133 Word Processing Communications & Applications	3
BTE 139 Professional Development	3
BTE 297 Cooperative Education (Capstone)	3
CIS 135 Complete PC Word Processing/Word	3

Total	30-31
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Certificate in Business Technology**STENOGRAPHIC***CCD Auraria*

This program prepares students for jobs such as a secretary, stenographer, word processor and office assistant/specialist.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Major Requirements

	<i>Credit Hours</i>
BTE 101 Keyboarding I	5
or	
BTE 202 Keyboarding II	
BTE 104 Keyboarding SpeedBuilding	4
BTE 108 Business Machines: 10-Key by Touch	2
BTE 120 Records Management	4
BTE 121 Alpha Speedwriting I	4
BTE 133 Word Processing Communications & Applications	3
BUS 217 Business Communications	3
BTE 288 Model Office	3
BTE 297 Cooperative Education (Capstone)	3
CIS 135 Complete PC Word Processing/Word	3

Total	34
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CHEMISTRY**Associate of Science Degree with a Chemistry Emphasis***(See AS Degree, page 51)***COMMUNICATIONS****Associate of Arts Degree with a Communications Emphasis***(See AA Degree, page 47)***COMPUTER INFORMATION SYSTEMS**

Computer Information Systems is now **Information Technology**.
(See page 92)

COMPUTER SCIENCE**Associate of Science Degree with a Computer Science Emphasis***(See AS Degree, page 51)***DENTAL HYGIENE****Associate of Applied Science Degree in Dental Hygiene***CCD Lowry*

This program prepares the student to practice as a professional dental hygienist following successful completion of two semesters of pre-professional prerequisites and four semesters of professional study. Completion of the prerequisites and the full, two-year Dental Hygiene program curriculum with a grade of C or better

results in an AAS degree. After receiving the AAS degree and a grade of B or better in the capstone course, students are eligible to take the licensure exam to become registered dental hygienists.

Dental hygienists are licensed preventive oral health professionals who provide educational, clinical and therapeutic services in dentistry. Dental hygienists perform procedures such as oral prophylaxis, application of preventive agents, exposure of dental radiographs, patient education and nutritional counseling. Career opportunities for hygienists are available in a variety of settings, including private dental practices, community dental health clinics, public schools, clinical and basic science research laboratories, state and federal health facilities and management positions. Licensure by national and state examination is required.

Application materials must be submitted no later than February 1 to be considered for admission into the class beginning fall of the next academic year. Eligible applicants are selected according to overall GPA, GPA for prerequisite science courses, prior experience in health care, a commitment to a health care career and interpersonal skills. Because of the competitive admissions process, all prerequisite courses must be taken for a letter grade. Applicants not accepted are considered for the following year; however, reapplication is necessary. Graduate exit competency is measured by successful completion of the capstone course, DEH 252, Clinic Care III.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Submit the CCD application to Admissions, Registration and Records, South Classroom Building, room 133, on the Auraria Campus.
3. Submit a completed Dental Hygiene application form and packet. Dental Hygiene application packets can be requested by calling 303-365-7771.
4. Complete the following general education prerequisites with a grade of C or better, or a cumulative GPA of 2.8 or better. Science courses must show cumulative GPA of 3.0 or better prior to the beginning of the fall semester of the intended year of entry. Courses in progress will be considered. Proof of successful completion of these courses must be submitted to both the CCD registrar and the CCD Dental Hygiene program at the end of each semester in which they are taken. An official, final transcript must be forwarded to Admissions, Registration and Records and the CCD Dental Hygiene program as soon as it becomes available.
5. All prerequisite courses must be taken for a letter grade. Foreign students must take the Anatomy and Physiology I and II, Microbiology and Chemistry courses in an accredited institution within the United States or Canada to prepare them with medical terminology/nomenclature skills.
6. A personal interview with the Dental Hygiene Admissions Committee is required. The interview will be scheduled by the Dental Hygiene program following a preliminary applicant screening.
7. Following acceptance into the program, the student must present documentation of health insurance, CPR certification, and Dental, Medical and Vision examination that includes up-to-date immunization records. More information on this subject will be sent to the applicant following acceptance into the program.

General Education Requirements

1. Must be completed with a grade of C or better.
2. Science courses must show cumulative GPA of 3.0 or better prior to enrollment date.

			<i>Credit Hours</i>
BIO	201	Human Anatomy & Physiology I	4
BIO	202	Human Anatomy & Physiology II	4
BIO	205	General College Microbiology	5
CHE	106	General, Organic & Biochemistry	4
ENG	121	English Composition I	3
MAT	160	College Algebra	4
SOC	101	Intro. to Sociology	3
		or	
PSY	101	General Psychology I	3
		or	
PSY	235	Psychology of Human Growth & Development	3
SPE	115	Principles of Speech	3
NUT	100	Foundations of Nutrition	3
Total			33

First Semester

			<i>Credit Hours</i>
DEH	101	Pre-Clinic Dental Hygiene Science	2
DEH	102	Pre-Clinic Care	2
DEH	103	Embryology & Histology	2
DEH	105	Dental Radiology	3
DEH	109	Dental Anatomy	3
DEH	111	Medical & Dental Emergencies	3
DEH	116	Preventive Dentistry	3
DEH	195	Success Seminar	1

Second Semester

DEH	144	Periodontics I	2
DEH	150	Dental Hygiene Clinic Science I	2
DEH	152	Dental Hygiene Clinic Care I	3
DEH	156	Applied Pharmacology	3
DEH	158	General & Oral Pathology	3
DEH	160	Head & Neck Anatomy	2

Total First Year

33

Third Semester

			<i>Credit Hours</i>
DEH	201	Dental Hygiene Clinic Science II	2
DEH	203	Dental Hygiene Clinic Care II	4
DEH	205	Dental Materials	3
DEH	209	Local & Regional Dental Anesthesiology	3
DEH	211	Community Dental Health	3
DEH	264	Periodontics II	2

Fourth Semester

DEH	250	Clinic Science III	2
DEH	252	Clinic Care III (Capstone)	4
DEH	256	Community Field Experience	3
DEH	258	Ethics & Issues in Dental Hygiene	2
DEH	260	Practice Management	2
DEH	284	Advanced Periodontics	2

<i>Optional</i>	
DEH 294 National Board Review	(2)
Total Second Year	32
Total for Program	99
<i>(Includes General Education Courses)</i>	

DRAFTING

Drafting is now **Engineering Graphics**.
(See page 79)

EARLY CHILDHOOD EDUCATION

Associate of General Studies Degree in
Early Childhood Education

EARLY CHILDHOOD EDUCATION (AGS-ECE)

CCD Auraria

The following courses represent the CCD/MSCD Early Childhood Education (ECE) Teacher Education 2-plus-3 transfer agreement. Students completing degree requirements will be admitted to Metropolitan State College of Denver as juniors in the ECE Teacher Education program. A grade of C or better is required in all degree classes. Students completing the degree requirements will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate.

Graduate exit competency is measured by successful development (80 percent) of ECP capstone portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students may take ECP 101 and 102 without enrolling in CCD's Teacher Education program. Students must apply to the Teacher Education program with an Early Childhood major for subsequent course work.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>General Education Core</i>	<i>Credit Hours</i>
I. English	6
ENG **121, **122	
II. Speech	3
SPE **115	
III. Mathematics	3-5
(Select any 1 of the following)	
MAT **160, 171, **175, 201, 202	
IV. Physical & Biological Sciences	4-5
(Select any 1 of the following)	
AST 101, 102	
BIO **105, 111, 112	
CHE 101, 102, 111, 112	
GEY 111	
PHY 105, 111, 112, 211, 212	

V. Social & Behavioral Sciences	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
PSY *101, *102	
SOC 101, 102	
VI. Humanities	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ART 110, 111, 112	
HUM 121, 122, 123	
Any foreign language 111 or higher	
LIT 115, 201, 202	
MUS 120, 121, 122	
PHI 111, 112, 113	
THE 105, 211, 212	

* Required for Colorado Department of Human Services Director License

** Required courses to complete MSCD ECE Teacher Education requirements

General Education Sub-Total	34-37
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Teacher Education majors will need to declare an academic major when they transfer to MSCD. Courses from the CCD core may be used for lower-division major or minor courses.

Major Requirements

The MSCD courses that will substitute for CCD courses are listed in parentheses.

ECP 101	Intro. to Early Childhood Professions (MSCD 234-3)	3
ECP 102	Intro. to Early Childhood Lab Techniques (MSCD 235-2)	3
ECP 110	Child Growth & Development (MSCD PSY 180-4)	4
ECP 215	Creativity & the Young Child (MSCD EDU 236-3)	3

MSCD Electives or Contract Minor

These courses may be used as electives or contract minor courses, but DO NOT substitute for MSCD-ECE licensure courses.

ECP 148	Guidance Strategies for Children	3
ECP 205	Nutrition & the Young Child	3
ECP 206	Working with Parents, Families & Community Systems	3
ECP 227	Curriculum Development: Methods/Techniques	3

Capstone Course

ECP 226	Administration of Early Childhood Care & Education Programs	3
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ECP Subtotal	28
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Total	62-64
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**Associate of General Studies Degree in
Early Childhood Education**

**EARLY CHILDHOOD EDUCATION/VIOLENCE PREVENTION
(AGS-ECE/VP)**

CCD Auraria

The following courses represent the CCD/MSCD Early Childhood Education/Violence Counseling (ECE/VC) 2-plus-3 transfer agreement. Students completing degree requirements will be admitted to MSCD as juniors in the ECE Teacher Education program. A grade of C or better is required in all degree classes. Students completing the degree requirements will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate. The student completes a 9-credit emphasis in Violence Counseling.

Graduate exit competency is measured by successful development (80 percent) of the ECP capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students may take ECP 101 and 102 without enrolling in CCD's Teacher Education program. Students must apply to the Teacher Education program with an Early Childhood major for subsequent course work.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>General Education Core</i>	<i>Credit Hours</i>
I. English	6
ENG **121, **122	
II. Speech	3
SPE **115	
III. Mathematics	3-5
(Select any 1 of the following)	
MAT **160, 171, **175, 201, 202	
IV. Physical & Biological Sciences	4-5
(Select any 1 of the following)	
AST 101, 102	
BIO **105, 111, 112	
CHE 101, 102, 111, 112	
GEY 111	
PHY 105, 111, 112, 211, 212	
V. Social & Behavioral Sciences	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
PSY *101, *102	
SOC 101, 102	
VI. Humanities	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ART 110, 111, 112	

HUM 121, 122, 123

Any foreign language 111 or higher

LIT 115, 201, 202

MUS 120, 121, 122

PHI 111, 112, 113

THE 105, 211, 212

* *Required for Colorado Department of Human Services Director License*

** *Required courses to complete MSCD ECE Teacher Education requirements*

General Education Sub-Total 34-37

CCD Teacher Education majors will need to declare an academic major when they transfer to MSCD. Courses from the CCD core may be used for lower-division major or minor courses.

Major Requirements

The MSCD courses that will substitute for CCD courses are listed in parentheses.

ECP 101	Intro. to Early Childhood Professions (MSCD 234-3)	3
ECP 102	Intro. to Early Childhood Lab Techniques (MSCD 235-2)	3
ECP 110	Child Growth & Development (MSCD PSY 180-4)	4
ECP 215	Creativity & the Young Child (MSCD EDU 236-3)	3

MSCD Electives or Contract Minor

These courses may be used as electives or contract minor courses, but DO NOT substitute for MSCD-ECE licensure courses.

ECP 148	Guidance Strategies for Children	3
ECP 205	Nutrition & the Young Child	3
ECP 206	Working with Parents, Families & Community Systems	3
ECP 210	Curriculum: First Start: Including Children with Disabilities	3
ECP 225	Curriculum: Anti-Bias	3
ECP 227	Curriculum Development: Methods/Techniques	3
ECP 275	Curriculum: Violence Prevention	3

Capstone Course

ECP 226	Administration of Early Childhood Care & Education Programs	3
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ECP Subtotal 37

Total **71-74**

**Associate of Applied Science Degree in
Early Childhood Education**

EARLY CHILDHOOD EDUCATION (AAS-ECE)

CCD Auraria

This program meets the vocational training needs for personnel involved in the care and education of young children (birth through 8 years) and all Colorado Department of Human Services licensing academic requirements. A grade of C or better is required in all degree classes. Students completing the degree requirements will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate. The student completes a 9-credit emphasis in Violence Counseling.

Graduate exit competency is measured by successful development (80 percent) of the ECP capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students may take ECP 101 and 102 without enrolling in the Teacher Education program. Students must apply to the Teacher Education program with an Early Childhood major for subsequent course work.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
MAT 070 or higher		3-5
ENG 090	Basic Composition	3
SPE 115	Principles of Speech	3
PSY 235	Psychology of Human Growth & Development	3
	or	
PSY 101	General Psychology	
Course from AAS Humanities Requirement		3
Total		15-17

Major Requirements

ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 148	Guidance Strategies for Children	3
ECP 205	Nutrition & the Young Child	3
ECP 206	Working with Parents, Families & Community Systems	3
ECP 226	Administration of Early Childhood Care & Education Programs	3
ECP 227	Curriculum Development: Methods/Techniques:	3
ECP 235	Curriculum: Music/Movement & the Young Child	3
ECP 250	Supervised Student Practicum/Seminar I	5
ECP 251	Supervised Student Practicum/ Seminar II (Capstone)	5

ECP 253	Children's Assessment Systems	1
ECP 254	Observing & Utilizing Young Children's Assessment Instruments	1

<i>Select 9 credits from the following curriculum electives</i>		9
ECP 111	Infant & Toddler Theory & Practice	(3)
ECP 210	First Start: Including Children with Disabilities	(3)
ECP 215	Creativity & the Young Child	(3)
ECP 225	Curriculum: Anti-Bias	(3)
ECP 245	Curriculum: Art & the Young Child	(3)
ECP 275	Curriculum: Violence Prevention	(3)

Total **64-66**

**Associate of Applied Science Degree in
Early Childhood Education**

EARLY CHILDHOOD EDUCATION/VIOLENCE PREVENTION (AAS-ECE/VP)

CCD Auraria

This program meets the vocational training needs for personnel involved in the care and education of young children (birth through 8 years) and all Colorado Department of Human Services licensing academic requirements. A grade of C or better is required in all degree classes. Students completing the degree requirement will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate. The student completes a 9-credit emphasis in Violence Counseling.

Graduate exit competency is measured by successful development (80 percent) of the ECP capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students may take ECP 101 and 102 without enrolling in CCD's Teacher Education program. Students must apply to the Teacher Education program with an Early Childhood major for subsequent course work.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
MAT 070 or higher		3-5
ENG 090	Basic Composition	3
SPE 115	Principles of Speech	3
PSY 235	Psychology of Human Growth & Development	3
	or	
PSY 101	General Psychology	
Course from AAS Humanities Requirement		3
Total		15-17

Major Requirements

ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 148	Guidance Strategies for Children	3
ECP 205	Nutrition & the Young Child	3
ECP 206	Working with Parents, Families & Community Systems	3
ECP 210	First Start: Including Children with Disabilities	3
ECP 225	Curriculum: Anti-Bias	3
ECP 226	Administration of Early Childhood Care & Education Programs	3
ECP 227	Curriculum Development: Methods/Techniques:	3
ECP 235	Curriculum: Music/Movement & the Young Child	3
ECP 250	Supervised Student Practicum/Seminar I	5
ECP 251	Supervised Student Practicum/Seminar II (Capstone)	5
ECP 253	Children's Assessment Systems	1
ECP 254	Observing & Utilizing Young Children's Assessment Instruments	1
ECP 275	Curriculum: Violence Prevention	3
<i>Optional: Select any of the following electives</i>		
ECP 111	Infant & Toddler Theory & Practice	(3)
ECP 215	Creativity & the Young Child	(3)
ECP 245	Curriculum: Art & the Young Child	(3)
Total		64-66

Certificate in Early Childhood Education

EARLY CHILDHOOD EDUCATION DIRECTOR

CCD Auraria

This program prepares graduates for director-qualified positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs.

Students completing the degree requirements also will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate.

This curriculum meets Colorado Human Services licensing education requirements. In addition to this academic requirement, the Colorado Department of Human Services requires 24 months (3,640 hours) of work experience.

Graduate exit competency is measured by successful development (80 percent) of the Early Childhood Professions (ECP) capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students may take ECP 101 and 102 without enrolling in CCD's Teacher Education program. Students must apply to the Teacher Education program with an Early Childhood major for subsequent course work.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

		<i>Credit Hours</i>
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 148	Guidance Strategies for Children	3
ECP 205	Nutrition & the Young Child	3
ECP 226	Administration of Early Childhood Care & Education Programs (Capstone)	3
ECP 227	Curriculum Development: Methods/Techniques	3
ECP	Elective	3
PSY 101	General Psychology	3
or		
PSY 235	Psychology of Human Growth & Development	3
Select 1 course from the following		3
ECP 111	Infant & Toddler Theory & Practice	(3)
ECP 210	Curriculum: First Start: Including Children with Disabilities	(3)
ECP 215	Creativity & the Young Child	(3)
Total		31

Certificate in Early Childhood Education

GROUP LEADER

CCD Auraria

This program prepares graduates for group leader positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing this sequence will receive a Colorado Group Leader certificate from CCD.

In addition to this academic requirement, the Colorado Department of Human Services requires nine months (1,392 hours) of work experience.

All Early Childhood Education Group Leader certificate program credits apply toward the requirements of the AAS degree in Early Childhood Education.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Choose one of the following two options

		<i>Credit Hours</i>
Preschool		
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 148	Guidance Strategies for Children	3
ECP 227	Curriculum Development: Methods/Techniques	3
Total		16

Infant/Toddler		<i>Credit Hours</i>
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 111	Infant & Toddler Theory & Practice	3
ECP 148	Guidance Strategies for Children	3
Total		16

Certificate in Early Childhood Education**GROUP LEADER/CHILD DEVELOPMENT ASSOCIATE (CDA)***CCD Auraria*

This program prepares graduates for group leader positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing this sequence will receive a Colorado Group Leader certificate from CCD.

In addition to this academic requirement, the Colorado Department of Human Services requires nine months (1,392 hours) of work experience. Students desiring a CDA will need to contact the Council for Early Childhood Professional Recognition prior to beginning the process.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Choose one of the following two options

CDA-Preschool		<i>Credit Hours</i>
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 148	Guidance Strategies for Children	3
ECP 227	Curriculum Development: Methods/Techniques	3
ECP 290	CDA Assessment	3
Total		19

CDA-Infant/Toddler		<i>Credit Hours</i>
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3
ECP 110	Child Growth & Development	4
ECP 111	Infant & Toddler Theory & Practice	3
ECP 148	Guidance Strategies for Children	3
ECP 290	CDA Assessment	3
Total		19

EARTH SCIENCE**Associate of Science Degree with an Earth Science Emphasis***(See AS Degree, page 51)***ECONOMICS****Associate of Arts Degree with an Economics Emphasis***(See AA Degree, page 47)***ELECTRONEURODIAGNOSTIC TECHNOLOGY****Associate of Applied Science Degree in****Electroneurodiagnostic Technology***CCD Lowry*

This program prepares the student for an entry-level position as an Electroneurodiagnostic (END) technologist in a variety of clinical settings, including the hospital. The program consists of five semesters of course work that include classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists Inc. (ABRET).

Applicants are accepted first come, first served, and are placed on the acceptance list according to the date their application packet is received. Once the class is filled for the current year, students are placed on a waiting list.

Program Admission Requirements

1. Submit the CCD application to Admissions, Registration and Records, South Classroom Building, room 133, on the Auraria Campus.
2. Meet minimum assessment scores or prerequisites required for general education courses in the program.
3. Attend the mandatory Electroneurodiagnostic program orientation.
4. Submit a completed Electroneurodiagnostic application form and packet. The completed application packet includes the Electroneurodiagnostic program application form, immunization forms, a copy of the high school diploma or GED and an official transcript from any other college attended.
5. Complete the following general education requirements with a grade of C or better.

General Education Requirements are shown in italics.

Fall Semester First Year:		<i>Credit Hours</i>
<i>BIO 201</i>	<i>Human Anatomy & Physiology I</i>	<i>4</i>
<i>CIS 118</i>	<i>Intro. to PC Applications</i>	<i>3</i>
<i>ENG 121</i>	<i>English Composition I</i>	<i>3</i>
<i>MAT 103</i>	<i>Contemporary College Mathematics</i>	<i>3-5</i>
	<i>or higher</i>	
Spring Semester First Year:		
<i>BIO 202</i>	<i>Human Anatomy & Physiology II</i>	<i>4</i>
<i>PSY 235</i>	<i>Psychology of Human Growth & Development</i>	<i>3</i>
	<i>or</i>	
<i>SOC 101</i>	<i>Intro. to Sociology</i>	
<i>END 102</i>	<i>Electroencephalography I</i>	<i>4</i>
<i>END 103</i>	<i>END Instrumentation Principles</i>	<i>3</i>

Summer Semester First Year:

END 104	Clinical Internship I	3
END 112	Electroencephalography II	4
END 115	Patient Care & Safety	3

Fall Semester Second Year:

END 206	Neuroanatomy & Physiology	3
END 207	Evoked Potential	6
END 214	Clinical Internship II	5

Spring Semester Second Year:

END 210	Clinical Neurology (Speech Intensive)	3
END 224	Clinical Internship III	8
END 285	Electroneurodiagnostic Technology Capstone	3

Total		65-67
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ELECTRONICS TECHNOLOGY

The Electronics Technology program is under review. Please contact the Center for Business and Technology, 303-556-2487, for additional information.

ELEMENTARY EDUCATION**Associate of General Studies Degree in Elementary Education (AGS-EE)**

(See *Teacher Education*, page 111)

PRE-ENGINEERING**Associate of Science Degree with a Pre-Engineering Emphasis**

(See *AS Degree*, page 51)

ENGINEERING GRAPHICS**Associate of Applied Science Degree in Engineering Graphics**

CCD Auraria

The AAS Engineering Graphics degree includes two program emphases: Architectural and Mechanical Drafter. There are also certificates in Architectural and Mechanical Drafter. All drafting exit competencies in programs are measured by portfolio review at the end of the program. Students may request advanced standing via various transfer agreements that are in place with Denver Public Schools and other local high school drafting programs; or, students may request course waiver based on proof of experience in the field of drafting.

Associate of Applied Science Degree in Engineering Graphics**ARCHITECTURAL DRAFTER EMPHASIS**

CCD Auraria

Engineering Graphics, Architectural Drafter emphasis, prepares students for job-entry positions on drafting teams for local, state and federal agencies, architectural companies, and various planning and development companies.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of DRT 100 and CAD 101 with a C or better.

General Education Requirements

		<i>Credit Hours</i>
ENG 131	Technical Writing I	3
MAT 103	Contemporary College Mathematics	3
PHY 105	Conceptual Physics	4
SPE 115	Principles of Speech	3
CIS 118	Intro. to PC Applications	3

Major Requirements

CAD 101	Computer-Aided Drafting I	3
CAD 102	Computer-Aided Drafting II	3
CAD 201	Computer-Aided Drafting — Customized	3
CAD 202	Computer-Aided Drafting — 3-D	3
CAD 225	Architectural Desktop	3
CAD 278	Projects in 3-D — Architectural Desktop	3
DRT 100	Intro. to Engineering Graphics	3
DRT 101	Pictorial Drawing	3
DRT 102	Descriptive Geometry/Auxiliary Views	3
DRT 174	Architectural Dimensioning	3
DRT 176	Intro. to Architectural Drafting	3
DRT 274	Architectural Codes and Style	3
DRT 276	Advanced Architectural Drafting	6
DRT 290	Graduation Portfolio Architectural Project (Capstone)	6

Total		64
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Certificate in Engineering Graphics**ARCHITECTURAL DRAFTER**

CCD Auraria

Engineering Graphics, Architectural Drafter, prepares students for job-entry positions on drafting teams for local, state and federal agencies, architectural companies, and various planning and development companies. All program credits apply toward the AAS degree in Engineering Graphics, Architectural Drafter emphasis.

Program Admission Requirements

1. Completion of DRT 100 and CAD 101 with a C or better.

Requirements

		<i>Credit Hours</i>
CAD 101	Computer-Aided Drafting I	3
CAD 102	Computer-Aided Drafting II	3
CAD 201	Computer-Aided Drafting — Customized	3
CAD 202	Computer-Aided Drafting — 3-D	3
CAD 225	Architectural Desktop	3
CAD 278	Projects in 3-D — Architectural Desktop	3
DRT 100	Intro. to Engineering Graphics	3
DRT 101	Pictorial Drawing	3
DRT 102	Descriptive Geometry/Auxiliary Views	3
DRT 174	Architectural Dimensioning	3
DRT 176	Intro. to Architectural Drafting	3
DRT 274	Architectural Codes and Style	3

Total		36
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**Associate of Applied Science Degree in Engineering Graphics
MECHANICAL DRAFTER EMPHASIS**

CCD Auraria

Engineering Graphics, Mechanical Drafter emphasis, prepares students for job-entry positions on drafting teams in industrial plants, engineering and manufacturing firms and various governmental agencies.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of DRT 100 and CAD 101 with a C or better.

General Education Requirements		Credit Hours
ENG 131	Technical Writing I	3
MAT 103	Contemporary College Mathematics	3
PHY 105	Conceptual Physics	4
SPE 115	Principles of Speech	3
CIS 118	Intro. to PC Applications	3

Major Requirements

CAD 101	Computer-Aided Drafting I	3
CAD 102	Computer-Aided Drafting II	3
CAD 201	Computer-Aided Drafting — Customized	3
CAD 202	Computer-Aided Drafting — 3-D	3
CAD 254	Mechanical Desktop	3
CAD 258	Projects in 3-D — Mechanical Desktop	3
DRT 100	Intro. to Engineering Graphics	3
DRT 101	Pictorial Drawing	3
DRT 102	Descriptive Geometry/Auxiliary Views	3
DRT 164	Dimensioning and Tolerancing	3
DRT 166	Intro. to Mechanical Drafting	3
DRT 264	Geometric Tolerancing	3
DRT 266	Advanced Mechanical Drafting	6
DRT 280	Graduation Portfolio Mechanical Project (Capstone)	6

Total **64**

**Certificate in Engineering Graphics
MECHANICAL DRAFTER**

CCD Auraria

Engineering Graphics, Mechanical Drafter, prepares students for job-entry positions on drafting teams in industrial plants, engineering and manufacturing firms and various governmental agencies. All program credits apply toward the AAS degree in Engineering Graphics, Mechanical Drafter emphasis.

Program Admission Requirements

1. Completion of DRT 100 and CAD 101 with a C or better.

Requirements		Credit Hours
CAD 101	Computer-Aided Drafting I	3
CAD 102	Computer-Aided Drafting II	3
CAD 201	Computer-Aided Drafting — Customized	3
CAD 202	Computer-Aided Drafting — 3-D	3
CAD 254	Mechanical Desktop	3
CAD 258	Projects in 3-D — Mechanical Desktop	3

DRT 100	Intro. to Engineering Graphics	3
DRT 101	Pictorial Drawing	3
DRT 102	Descriptive Geometry/Auxiliary Views	3
DRT 164	Dimensioning and Tolerancing	3
DRT 166	Intro. to Mechanical Drafting	3
DRT 264	Geometric Tolerancing	3

Total **36**

ENGLISH/LITERATURE

Associate of Arts Degree with an English/Literature Emphasis
(See AA Degree, page 47)

ESSENTIAL SKILLS

The Essential Skills certificate is a collaboration that addresses the need of employers for entry-level workers with a baseline of skills and the need to provide skills training in the context of a "work-first" format. The program combines vocational and workplace core requirements with practical work experience or internships, for which students receive cooperative education credit.

Each student's educational plan will have a minimum of 16 credit hours, not to exceed a maximum of 29 credit hours. All participants will complete a minimum of 12 credit hours of core course work. This includes at least 9 credit hours of workplace core courses (communication, computer and reading/writing courses), which includes no fewer than 2 credit hours of cooperative education. The remaining minimum of 7 credit hours (depending on the vocational track) will include a combination of vocational core courses and electives.

For more information on the Essential Skills certificate program, call the Workplace Learning Project at 303-226-5561.

Certificate in Essential Skills

CENTRAL SUPPLY TECHNICIAN

CCD Lowry

This track prepares students to work in the central supply area of a hospital, processing, distributing, decontaminating, and sterilizing medical instruments and equipment. This program can be completed in one or two semesters. A high school diploma or GED is necessary to obtain employment in this field.

Vocational Core Requirements		Credit Hours
CST 100	Central Service Technician	3
CST 107	Central Service Technology Clinical Experience	2
HWE 100	Medical Terminology I	2

Workplace Core Requirements		Credit Hours
CST 297	Cooperative Education	2
CIS 118	Intro. to PC Applications	3
REA	100-level course or higher	1-3
COM 113	Communication for the Workplace	2
	or	
PSY 115	Psychology of Adjustment	2

Total **17-22**

Certificate in Essential Skills

EARLY CHILDHOOD PROFESSIONS

CCD Auraria

The Essential Skills certificate in Early Childhood Professions is a professional program designed to train students to become teachers of young children. It is a two-semester program that combines academics with internships in a supervised child-care setting. To become Group Leader certified (see page ___ of the catalog), you must receive a grade of C or higher in all ECP courses.

<i>Vocational Core Requirements</i>		<i>Credit Hours</i>
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Intro. to Early Childhood Lab Techniques	3

Workplace Core Requirements

ECP 297	Cooperative Education	2-7
CIS 118	Intro. to PC Applications	3
REA 100-level	course or higher	3
COM 113	Communication for the Workplace or	2
PSY 115	Psychology of Adjustment	2

Total 18-23

Certificate in Essential Skills

FINANCIAL SERVICES

CCD West

The Essential Skills certificate in Financial Services prepares students for entry-level positions in a bank, such as teller, phone bank, or wire transfers. Students typically complete the program in one semester.

<i>Vocational Core Requirements</i>		<i>Credit Hours</i>
ACC 110	Accounting Techniques	3
BUS 240	Customer Service for the Retail & Financial Industries	3

Workplace Core Requirements

BUS 297	Cooperative Education	2-7
BTE 100	Intro. to Keyboarding	3
BTE 108	Business Machines: 10-Key by Touch	2
REA 100-level	or higher	3
COM 113	Communication for the Workplace or	2
PSY 115	Psychology of Adjustment	2

Total 20-25

Certificate in Essential Skills

INFORMATION TECHNOLOGY

CCD Auraria, CCD East, and CCD West

The Essential Skills certificate in Information Technology trains students for computer support positions (such as help desk) in the field of information technology. The capstone course, CIS 261, A+ Certification Preparation, prepares students to pass the A+ certification examination sponsored by CompTIA.

Vocational Core Requirements

		<i>Credit Hours</i>
BTE 100	Intro. to Keyboarding	3
CIS 118	Intro. to PC Applications	3
CIS 180	Microcomputer Hardware	3
CIS 110	Intro. to Operating Systems	3
CIS 250	Computer Diagnosis & Repair	3
CIS 261	A+ Certification Preparation	3

Workplace Core Requirements

COM 113	Communication for the Workplace	2
REA 080	Workshop in Reading, Writing & Speaking	3
CIS 297	Cooperative Education	2-7

Total 25-30

GOLF COURSE MANAGEMENT

The Golf Course Management Program has been discontinued. Please contact the Center for Health, Math and Science, 303-365-8300, for additional information.

GRAPHIC COMMUNICATION TECHNOLOGY

Associate of Applied Science Degree in Graphic Communication Technology

(Printing)

CCD Auraria

The field of Graphic Communication Technology encompasses all phases of the graphic communication process from origination of the idea through reproduction, finishing and distribution of two-dimensional products or electronic transmissions. It comprises the evolving technologies of computer-age pre-press, image generation, data repurposing, posting to Internet Web pages, digital photography, electronic digital imaging and desktop publishing. It includes all of the printing methods of offset, inkjet, direct digital, laser printing and other electronic imaging or specialty image reproduction methods.

The curriculum prepares graduates for positions of responsibility in the printing, publishing and allied professions.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

General Education Requirements

		<i>Credit Hours</i>
ENG 131	Intro. to Technical Writing	3
MAT 103	Contemporary College Mathematics	3
PSY 101	General Psychology I	3

Select 1 Humanities course from the following AAS general education requirements:

- ART 151; any modern language 101;
- LIT 115, 201, 202; SPA 101, 111

Major Requirements

GCT 101	Intro. to Graphic Technology	3
GCT 102	Electronic Composition Art & Copy Prep	3
GCT 103	Intro. to Visual Communications	3
GCT 104	Intro. to Web & Homepage	3
GCT 105	Resume & Portfolio (Capstone)	3
GCT 111	Line & Halftone Photography	3
GCT 112	Beginning Offset Press	3
GCT 113	Intermediate Offset Press	3
GCT 114	Paper Management & Estimating	3
GCT 185	Bindery & Portfolio (Capstone)	3
GCT 201	Electronic Graphics	3
GCT 202	Electronic Page Layout	3
GCT 203	Electronic Scan & Color Theory	3
GCT 204	Electronic Pre-press	3
GCT 205	Digital Photography & Portfolio (Capstone)	3
GCT 285	Printing Production Management (Capstone)	3
GCT 297	Graphic Communication Technology Internship	3-6
GRD**299	Independent Study	(1-3)
Total		63-66

** Students may arrange independent study for credit for special projects; not included as requirements or counted toward the degree

Certificate in Graphic Communication Technology ELECTRONIC PRE-PRESS

CCD Auraria

The electronic publishing and imaging concentration emphasizes computerization of the printing and publishing processes. This concentration covers traditional print media and emerging digital media such as Internet publishing and direct, on-demand digital printing. This concentration leads to careers in management of electronic imaging and publishing systems, and beginning positions in pre-press, scanning, customer service, scheduling, estimating, sales and preflight.

Students in this program also pursue careers with hardware and software manufacturers that service the graphic communication technology industry.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

		<i>Credit Hours</i>
GCT 101	Intro. to Graphic Technology	3
GCT 102	Electronic Composition Art & Copy Prep	3
GCT 103	Intro. to Visual Communications	3
GCT 104	Intro. to Web & Homepage	3
GCT 105	Resume & Portfolio (Capstone)	3
GCT 201	Electronic Graphics	3
GCT 202	Electronic Page Layout	3
GCT 203	Electronic Scan & Color Theory	3
GCT 204	Electronic Pre-press	3
GCT 205	Digital Photography & Portfolio (Capstone)	3
Total		30

Certificate in Graphic Communication Technology PRINTING TECHNOLOGY

The printing concentration is a flexible program for the student interested in pursuing employment as a printer, quality control specialist, production scheduler, customer service representative, print buyer, print broker, estimator, or sales representative.

The program also prepares students for management of technology-related graphic communication businesses, including newspapers, commercial printing, magazines, books, business forms and documents, service bureaus and specialized printing operations.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

		<i>Credit Hours</i>
GCT 111	Line & Halftone Photography	3
GCT 112	Beginning Offset Press	3
GCT 113	Intermediate Offset Press	3
GCT 114	Paper Management & Estimating	3
GCT* 185	Bindery & Portfolio (Capstone)	3
GCT 201	Electronic Graphics	3
GCT 202	Electronic Page Layout	3
GCT 203	Electronic Scan & Color Theory	3
GCT 204	Electronic Pre-press	3
GCT* 205	Digital Photography & Portfolio (Capstone)	3
Total		30

* Speech intensive capstone; substitutes for SPE 115

GRAPHIC DESIGN

Associate of General Studies Degree: MSCD/CU-Denver Graphic Design (AGS-GRD)

CCD Auraria

The following courses represent CCD/MSCD and CCD/CU-Denver Fine Arts transfer agreements. Students completing these degree requirements will have completed their lower-division general education requirements and will be admitted to MSCD or CU-Denver as juniors in Fine Arts.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

		<i>Credit Hours</i>
<i>General Education AA Core</i>		
I.	English	6
	ENG 121, 122	
II.	Speech	3
	SPE 115	
III.	Mathematics	3-5
	(Select any 1 of the following)	
	MAT 160, 171, 175, 201, 202	

IV. Physical & Biological Sciences (Select any 1 of the following)	4-5
AST 101, 102	
BIO 105, 111, 112	
CHE 101, 102, 111, 112	
GEY 111	
PHY 105, 111, 112, 211, 212	
V. Social & Behavioral Sciences (Select 9 credit hours from a minimum of 2 disciplines.)	9
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
PSY 101, 102	
SOC 101, 102	
VI. Humanities	9
(Select 9 credit hours from a minimum of 2 disciplines.)	
ART 110, 111, 112	
HUM 121, 122, 123	
Any foreign language 111 or higher	
LIT 115, 201, 202	
MUS 120, 121, 122	
PHI 111, 112, 113	
THE 105, 211, 212	

General Education Sub-Total 34-37

Major Requirements (MSCD ONLY)

ART* 111 Art History I	3
ART* 112 Art History II	3
ART 121 Drawing I	3
ART 131 Two-Dimensional Design - Color	3
ART 132 Three-Dimensional Design - Space	3
GRD 100 Lettering & Typographic Design	3
GRD 103 Computer Art Graphics	3
GRD 105 Advertising Typo. & Layout	3
GRD 207 Graphic Design Prod. & Pre-press II	3

Capstone Course

GRD 285 Creative Graphic Design & Portfolio Preparation	3
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* Students who take ART 111 and ART 112 as General Education should add ART 122 and GRD 200

Arts Subtotal 30

Total 64-67

Major Requirements (CU-Denver ONLY)

ART 121 Drawing I	3
ART 131 Two-Dimensional Design - Color	3
ART 211 Painting I	3
GRD 100 Lettering & Typographic Design	3

GRD 103 Computer Art Graphics	3
GRD 105 Advertising Typography & Layout	3
GRD 200 Advertising Design & Portfolio Preparation (Speech Intensive)	3
GRD 206 Graphic Design Production & Pre-press I	3
GRD 207 Graphic Design Production & Pre-press II	3

Capstone Course

GRD 285 Creative Graphic Design & Portfolio Preparation	3
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Arts Subtotal 30

Total 64-67

Associate of Applied Science Degree in Graphic Design

CCD Auraria

This program provides the skills necessary for entry into the field of graphic design. The graphic design profession involves graphic and advertising design, illustration, electronic output and pre-press. The Graphic Design program allows students to develop basic skills common to all three specialties, while developing an emphasis in one.

Students are expected to buy their own tools and materials. The beginning program courses require an original investment of between \$100 and \$300; and students are expected to add needed tools and materials as the program progresses.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

General Education Requirements

	<i>Credit Hours</i>
SPE 115 Principles of Speech	3
ENG 121 English Composition I	3
MAT 103 Contemporary College Mathematics	3

Select 2 AAS general education courses from the following 3 areas:

- Arts and Humanities
- Physical and Biological Sciences
- Social and Behavioral Sciences

Major Requirements

ART 121 Drawing I	3
ART 131 Two-Dimensional Design - Color	3
GRD 100 Lettering & Typographic Design	3
GRD 103 Computer Art Graphics	3
GRD 105 Advertising Typography & Layout	3
GRD 107 Illustration	3
GRD 200 Advertising Design & Portfolio Preparation	3
GRD 203 Adobe Illustrator	3
GRD 206 Graphic Design Production & Pre-press I	3

GRD 207	Graphic Design Production & Pre-press II	3
GRD 209	QuarkXpress	3
GRD 220	Photoshop	3
GRD 297	Graphic Design Internship	3
GRD 285	Creative Graphic Design & Portfolio Preparation (Capstone)	3

<i>Select 2 courses from the following</i>		6
ART 122	Drawing II/Mixed Media	(3)
ART 132	Three-Dimensional Design - Space	(3)
ART 151	Fund. of Black & White Photography	(3)
ART 211	Painting I	(3)
GRD 225	Web-Page Design	(3)
MUM 101	Intro. to Multimedia	(3)

Total **63**

Certificate in Graphic Design

COMPUTER GRAPHICS

CCD Auraria

Courses in the certificate sequence are applicable to the AAS degree and normally can be completed in two semesters. Upon completion of major requirements, students may choose one of three emphases, each of which will prepare students for a career in graphic design. GRD 103 is prerequisite to all computer classes.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>Major requirements:</i>		<i>Credit Hours</i>
ENG 090	Basic Composition	3
ART 121	Drawing I	3
ART 131	Two-Dimensional Design - Color	3
GRD 100	Lettering & Typographic Design	3
GRD 103	Computer Art Graphics	3
GRD 105	Advertising Typography & Layout	3
GRD 220	Photoshop	3
GRD 209	QuarkXpress (Capstone)	3

Total **24**

<i>Select 2 courses with advisor approval:</i>		6
GRD 107	Illustration	(3)
GRD 200	Advertising Design and Portfolio Preparation	(3)
GRD 203	Adobe Illustrator	(3)
GRD 225	Web-Page Design	(3)
MUM 101	Intro. to Multimedia	(3)
MUM 206	Painter I	(3)
MUM 210	3-D Modeling & Animation	(3)

Total **30**

Certificate in Graphic Design

GRAPHIC DESIGN

CCD Auraria

Courses in the certificate sequence are applicable to the AAS degree and normally can be completed in two semesters. On completion of major requirements, students may choose one of three emphases, each of which will prepare students for a career in graphic design. GRD 103 is prerequisite to all computer classes.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>Major requirements:</i>		<i>Credit Hours</i>
ENG 090	Basic Composition	3
ART 121	Drawing I	3
ART 131	Two-Dimensional Design - Color	3
GRD 100	Lettering & Typographic Design	3
GRD 103	Computer Art Graphics	3
GRD 105	Advertising Typography & Layout	3
GRD 200	Advertising Design & Portfolio Preparation	3

Total **21**

<i>Select 2 courses with advisor approval:</i>		6
ART 122	Drawing II/Mixed Media	(3)
GRD 206	Graphic Design Production & Pre-press I	(3)
GRD 209	QuarkXpress	(3)
GRD 220	Photoshop	(3)
GRD 225	Web Page Design	(3)
GRD 285	Creative Graphic Design & Portfolio Preparation (Capstone)	3

Total **30**

GRIEF AND BEREAVEMENT SPECIALIST

The Grief and Bereavement Specialist Program has been discontinued. Please contact the Center for Health, Math and Science, 303-365-8300, for additional information.

HEALTH AND WELLNESS

Associate of Applied Science Degree in Health and Wellness

This degree and its emphases are designed to prepare graduates for entry-level employment in the broad field of health and wellness. Students may choose among 12 emphases depending on their interests, the skills acquired and program requirements. In addition, students may complete a certificate and become employed while continuing to work on their degree.

Students completing the degree requirements also will have met the certificate requirements in their chosen career emphasis. Certificate and degree emphases are as follows.

Clinical Medical AssistantAAS
Comprehensive Medical AssistantAAS
Health Information SpecialistAAS

Massage Therapy	AAS, C
Medical Transcriber	AAS
Medical Unit Coordinator	AAS
Psychiatric Technician	AAS
Singular Emphasis, Mental Illness	C
Advanced Placement, Mental Illness	C
Radiology/Orthopedic Assistant	AAS
Surgical Technology	AAS, C

**Associate of Applied Science Degree in Health and Wellness
CLINICAL MEDICAL ASSISTANT EMPHASIS**

CCD East

The Clinical Medical Assistant program prepares students to conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings. Graduates are prepared to enter positions as clinical medical assistants and medical assistants.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Clinical Medical Assistant certificate program.

<i>General Education Requirements</i>			<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology		4
	or		
BIO 201	Anatomy & Physiology I	(4)	
ENG 121	English Composition I	3	
MAT 103	Contemporary College Mathematics	3-5	
	or higher		
SOC 101	Intro. to Sociology	3	
SPE 115	Principles of Speech	3	

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2-3
	or	
PSY 235	Psychology of Human Growth & Development	
SOC 103	Sociology of Health Care	3

Major Requirements

BTE 102	Basic Keyboarding Applications	3
THA 111	The Human Body	4
THA 151	Technical Procedures	3
THA 153	Medical Terminology II	2
THA 200	Patient Care	3
THA 205	Pharmacology Practices	4
THA 212	Internship Seminar	1
THA 230	Clinical Procedures	7
THA 297	Internship Work Experience (Capstone)	4

Total **59-62**

Nurse Aide Certificate

CCD Lowry

This certificate program is under review. Please contact the Center for Health, Math and Science, Health Education Center, at 303-365-8300, for additional information.

**Associate of Applied Science Degree in Health and Wellness
COMPREHENSIVE MEDICAL ASSISTANT EMPHASIS**

CCD East

The Comprehensive Medical Assistant program prepares students to perform front office tasks, complete insurance forms, make office appointments, perform ICD-9 and CPT coding, conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings. Graduates are prepared to enter positions as certified medical assistants and medical assistants. This program is certified through the American Association of Medical Assisting. Graduates can obtain national certification by examination through this association.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Comprehensive Medical Assistant certificate program.

<i>General Education Requirements</i>			<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology		4
	or		
BIO 201	Anatomy & Physiology I	(4)	
ENG 121	English Composition I	3	
MAT 103	Contemporary College Mathematics	3-5	
	or higher		
SOC 101	Intro. to Sociology	3	
SPE 115	Principles of Speech	3	

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2-3
	or	
PSY 235	Psychology of Human Growth & Development	
SOC 103	Sociology of Health Care	3

Major Requirements

AHA 152	Medical Office Communications	3
AHA 155	Medical Manager	2
AHA 156	Basic Coding	2
AHA 211	Medical Secretary Skills	4
BTE 102	Basic Keyboarding Applications	3
THA 111	The Human Body	4
THA 151	Technical Procedures	3
THA 153	Medical Terminology II	2

THA 200	Patient Care	3
THA 205	Pharmacology Practices	4
THA 212	Internship Seminar	1
THA 230	Clinical Procedures	7
THA 297	Internship Work Experience (Capstone)	4

Total **70-73**

**Associate of Applied Science Degree in Health and Wellness
HEALTH INFORMATION SPECIALIST EMPHASIS**

CCD East

The Health Information Specialist program prepares students to use Microsoft Word, manage medical files, use medical coding, prepare admissions and discharge records, and assemble and analyze medical data, usually in hospital or clinic settings. Graduates are prepared to enter positions as health information specialists and medical records clerks.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Health Information Specialist certificate program.

General Education Requirements *Credit Hours*

BIO 120	Basic Anatomy & Physiology	4
	or	
BIO 201	Anatomy & Physiology I	(4)
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics or higher	3-5
SOC 101	Intro. to Sociology	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2-3
	or	
PSY 235	Psychology of Human Growth & Development	3
SOC 103	Sociology of Health Care	3

Major Requirements

AHA 120	Medical Filing	2
AHA 155	The Medical Manager	3
AHA 200	Medical Transcription I	4
AHA 204	Medical Records I	3
AHA 250	Medical Records II	4
AHA 297	Internship Work Experience (Capstone)	3
BTE 101	Keyboarding I	4
BTE 160	Data Entry I	3
THA 111	The Human Body	4
THA 212	Internship Seminar	1

Total **59-62**

**Associate of Applied Science Degree in Health and Wellness
MASSAGE THERAPY EMPHASIS**

CCD Lowry

The Massage Therapy program prepares students with the knowledge and skills necessary to practice massage at an entry-level position. Graduates are prepared for the certification exam for massage therapists.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Massage Therapy certificate program.
3. Submit a completed Massage Therapy program application at CCD Lowry, 1070 Yosemite St.
4. Meet with the program advisor to plan course work. Call the Massage Therapy program at 303-365-8300 to schedule an appointment.

General Education Requirements *Credit Hours*

BIO 201	Human Anatomy & Physiology I	4
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics or higher	3-5
SOC 101	Intro. to Sociology	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
HWM 201	Health Psychology	3
PSY 235	Psychology of Human Growth & Development	3

Major Requirements

MST 100	Self Care for Massage Professionals	1
MST 110	Anatomy for Massage	4
MST 111	Basic Massage Therapy	4
MST 112	Ethics of Touch	2
MST 114	Massage for the Elderly	2
MST 195	Success Seminar	1
MST 211	Pathophysiology for Massage Therapists	3
MST 212	Neuromuscular Massage	3
MST 215	Business for Massage Professionals	3
MST 221	Advanced Massage Therapies	3
MST 285	Massage Therapy Internship (Capstone)	5
NUT 100	Foundations of Nutrition	3

Recommended: 2 massage workshops

Total **63-65**

Massage Therapy Certificate

CCD Lowry

The Massage Therapy certificate program prepares students with the knowledge and skills necessary to practice massage at an entry-level position. Graduates are prepared for the certification exam for massage therapists.

The Massage Therapy certificate consists of 49-51 credit hours of course work. The certificate prepares the student to sit for the certification exam for massage therapists. Students receive education and skill practice in anatomy and physiology, business, English composition, nutrition, mathematics and psychology, in addition to massage therapy.

CCD has a particular emphasis on recruiting, admitting and retaining qualified minority students into the Massage Therapy program. The college wants its graduates to reflect the rich diversity of the region.

Admission to the program requires evidence of high school graduation, or the equivalent, submission of the completed CCD application form, completed Massage Therapy program application, copies of completed college course work (if applicable) and a copy of the applicant's Basic Skills Assessment scores.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Submit a completed Massage Therapy program application at CCD Lowry, 1070 Yosemite St.
3. Meet with the program advisor to plan course work. Call the Massage Therapy program at 303-365-8300 to schedule an appointment.

<i>General Education Requirements</i>		<i>Credit Hours</i>
BIO 201	Human Anatomy & Physiology I	4
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics or higher	3-5

Core Requirements

HWE 103	First Aid/CPR: Emergency Response	2
PSY 235	Psychology of Human Growth & Development	3

Major Requirements

MST 100	Self Care for Massage Professionals	1
MST 110	Anatomy for Massage	4
MST 111	Basic Massage Therapy	4
MST 112	Ethics of Touch	2
MST 114	Massage for the Elderly	2
MST 195	Success Seminar	1
MST 211	Pathophysiology for Massage Therapists	3
MST 212	Neuromuscular Massage	3
MST 215	Business for Massage Professionals	3
MST 221	Advanced Massage Therapies	3
MST 285	Massage Therapy Internship (Capstone)	5
NUT 100	Foundations of Nutrition	3

Recommended: 2 massage workshops

Total 45-47

Associate of Applied Science Degree in Health and Wellness MEDICAL TRANSCRIBER EMPHASIS

CCD East

The Medical Transcriber program prepares students to use Microsoft Word, use medical coding, prepare insurance billings and transcribe general, medical, surgical and radiological data, usually in hospital or clinic settings. Graduates are prepared to enter positions as medical transcribers.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Medical Transcriber certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology or	4
BIO 201	Anatomy & Physiology I	(4)
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics or higher	3-5
SOC 101	Intro. to Sociology	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment or	2-3
PSY 235	Psychology of Human Growth & Development	
SOC 103	Sociology of Health Care	3

Major Requirements

AHA 152	Medical Office Communications	3
AHA 155	The Medical Manager	3
AHA 156	Basic Coding	2
AHA 200	Medical Transcription I	4
AHA 207	Medical Transcription II (Capstone)	6
AHA 297	Internship Work Experience	3
BTE 101	Keyboarding I	4
CIS 135	Complete PC Word Processing/Word	3
THA 111	The Human Body	4
THA 212	Internship Seminar	1

Total 61-64

Associate of Applied Science Degree in Health and Wellness MEDICAL UNIT COORDINATOR EMPHASIS

CCD East

The Medical Unit Coordinator program prepares students to use Microsoft Word; organize non-critical functions of the nursing unit; provide liaison between physicians, nurses, patients, family

members and other health departments; and plan and coordinate the daily activities of the nursing unit, usually in hospital or clinic settings. Graduates are prepared to enter positions as medical unit coordinators.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Medical Unit Coordinator certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology	4
	or	
BIO 201	Anatomy & Physiology I	(4)
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics or higher	3-5
SOC 101	Intro. to Sociology	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2-3
	or	
PSY 235	Psychology of Human Growth & Development	
SOC 103	Sociology of Health Care	3

Major Requirements

AHA 158	Medical Unit Coordinating I	7
AHA 209	Medical Unit Coordinating II (Capstone)	7
AHA 297	Internship Work Experience	3
BTE 101	Keyboarding I	4
BTE 160	Data Entry I	3
CIS 135	Complete PC Word Processing/Word	3
THA 111	The Human Body	4
THA 212	Internship Seminar	1

Total **59-63**

**Associate of Applied Science Degree in Health and Wellness
PSYCHIATRIC TECHNICIAN EMPHASIS**

CCD Lowry

The Psychiatric Technician program is designed to prepare the student to practice as a psychiatric technician in specialized health care settings with client populations experiencing psychiatric disorders and/or mental cognitive changes. Graduates are eligible for state licensing and prepared to enter positions working with the mentally disabled and/or mentally impaired.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for

general education courses in the program.

2. Or, in place of the above requirements, have completed the Psychiatric Technician certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology	4
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics or higher	3-5
SOC 101	Intro. to Sociology	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2-3
	or	
PSY 235	Psychology of Human Growth & Development	
SOC 103	Sociology of Health Care	3

Major Requirements

HSE 113	Human Services for Persons with Developmental Disabilities	3
NUR 109	Basic Nursing Skills	3
LPT 100	Fundamental Concepts & Clinical Application	4
LPT 101	Core Concepts of Pharmacology	1
LPT 111	Nursing Principles of Psychiatric Care	7

Select an additional 15 credit hours with LPT advisor approval 15

Total **61-64**

**Psychiatric Technician Certificate — Singular Emphasis,
Mental Illness**

CCD Lowry

This program prepares the student to practice as a psychiatric technician in specialized health care settings with client populations experiencing psychiatric disorders and behavior disruptions secondary to mental health issues. Major requirements/course work is completed in two semesters and may begin in either fall or spring semester of an academic year. After completing the second semester, students are eligible for state licensing as a psychiatric technician with an emphasis in mental illness.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program. All prospective students must take the Basic Skills Assessment. There are no exceptions.
2. Contact program admission assistant at 303-365-8301 to obtain program application.

- Submit a Psychiatric Technician program application with official transcripts of previous college course work, two sealed letters of reference dated within the past two years (one letter must be from a supervisor or teacher) to the program coordinator. Students also must send an official transcript to CCD's Office of Admissions, Registration and Records.

<i>Major Requirements</i>		<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology	4
LPT 101	Core Concepts of Pharmacology	1
LPT 109	Essential Concepts of Care	6
LPT 111	Nursing Principles of Psychiatric Care	7
NUR 109	Basic Nursing Skills	3
Total		21

Psychiatric Technician Certificate — Dual Emphasis, Developmental Disabilities and Mental Illness

CCD Lowry

This certificate program is under review. Please contact the Center for Health, Math and Science, Health Education Center, at 303-365-8300, for additional information.

Psychiatric Technician Certificate — Advanced Placement, Mental Illness

CCD Lowry

Graduates of Colorado Board of Nursing-approved program. Either an emphasis in Developmental Disabilities (DD) or Licensed Practical Nurse (LPN) may enter the psychiatric technician program for Mental Illness certificate.

Program Admission Requirements

- Meet minimum assessment scores or prerequisites required for general education courses in the program. All prospective students must take the Basic Skills Assessment. There are no exceptions.
- Contact the program admissions assistant at 303-365-8301 to obtain a program application.
- Submit a copy of a current Colorado license as Psychiatric Technician with Developmental Disabilities, the CCD Psychiatric Technician program application with official transcripts of previous college course work and two sealed letters of reference dated within the past two years (one letter must be from a supervisor or teacher) to the program admissions assistant. Students also must send an official transcript to CCD's Admissions, Registration and Records, Campus Box 201, PO Box 173363, Denver, CO 80217-3363.

<i>Major Requirements</i>		<i>Credit Hours</i>
Credits received from previous		
Developmental Disabilities training		14
LPT 110	Nursing Concepts for Advanced Placement PT	1
LPT 111	Principles of Psychiatric Nursing	7
Total		22

Associate of Applied Science Degree in Health and Wellness RADIOLOGY/ORTHOPEDIC ASSISTANT EMPHASIS

CCD East

The Radiology Orthopedic Assistant program prepares students to conduct patient evaluations, take and record clinical measurements, assist in radiological procedures, process radiological film and assist in orthopedic procedures, usually in hospital or clinic settings. Graduates are prepared to enter positions as radiology assistants and orthopedic assistants.

Program Admission Requirements

- Meet minimum assessment scores or prerequisites required for general education courses in the program.
- Or, in place of the above requirements, have completed the Radiology/Orthopedic Assistant certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
BIO 120	Basic Anatomy & Physiology	4
or		
BIO 201	Anatomy & Physiology I	(4)
ENG 121	English Composition I	3
MAT 103	Contemporary College Mathematics	3-5
or higher		
SOC 101	Intro. to Sociology	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 118	Intro. to PC Applications	3
HWE 100	Medical Terminology I	2
HWE 103	First Aid/CPR: Emergency Response	2
PSY 115	Psychology of Adjustment	2-3
or		
PSY 235	Psychology of Human Growth & Development	
SOC 103	Sociology of Health Care	3

Major Requirements

BTE 102	Basic Keyboarding Applications	3
THA 111	The Human Body	4
THA 151	Technical Procedures	3
THA 153	Medical Terminology II	2
THA 210	Radiology Assisting	6
THA 212	Internship Seminar	1
THA 220	Orthopedic Assisting	8
THA 297	Internship Work Experience (Capstone)	4

Total		59-62
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Associate of Applied Science Degree in Health and Wellness SURGICAL TECHNOLOGY EMPHASIS

CCD Lowry

This program is designed to prepare the student for an entry-level position as a surgical technologist who scrubs and assists in the operating room. Graduates are eligible for certification examination. Applications and all applicable documentation and test

results need to be submitted to the Surgical Technology program coordinator by March 1 of each calendar year for the program starting the following summer. Admission information may be obtained from the Auraria Educational Planning and Advising Center or the Health Education Center at CCD Lowry, 1070 Yosemite St. Enrollment is limited to 20 students.

The Surgical Technology program at CCD depends on voluntary affiliation by clinical affiliates for clinical practicum spaces. Students must recognize that due to the need to use all available clinical resources, they may have to travel some distance to sites outside the Denver metropolitan area.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
All prospective Surgical Technology students must take the Basic Skills Assessment. There are no exceptions.
2. All applicants must schedule an interview with the program coordinator. Please call 303-365-8378 to schedule an interview.
3. All applicants must submit two sealed letters of reference dated within the past two years (one letter must be from a supervisor or teacher), a copy of a high school diploma or GED and an official transcript from any other college attended. Students also must send an official transcript to CCD's Admissions, Registration and Records, Campus Box 201, PO Box 173363, Denver, CO 80217-3363.
4. Application materials must be submitted by March 1 to be considered for admission into the class beginning summer of the academic year. Eligible applicants are selected first come, first served, based on the dates applications are received in the Surgical Technology Office at the Health Education Center at CCD Lowry, 1070 Yosemite St.

General Education Requirements

		<i>Credit Hours</i>
	Select either BIO 120, or both BIO 201 and 202:	4-8
BIO	120 Basic Anatomy & Physiology or both	(4)
BIO	201 Anatomy & Physiology I and	(4)
BIO	202 Anatomy & Physiology II	(4)
BIO	205 General College Microbiology	5
ENG	121 English Composition I	3
MAT	103 Contemporary College Mathematics or higher	3-5
SPE	115 Principles of Speech	3

Core Requirements

CIS	118 Intro. to PC Applications	3
HWE	100 Medical Terminology I	2
HWE	103 First Aid/CPR: Emergency Response	2
PSY	115 Psychology of Adjustment or	2-3
PSY	235 Psychology of Human Growth & Development	
SOC	103 Sociology of Health Care	3

Major Requirements

STE	100 Intro. to Surgical Technology	5
STE	106 Surgical Skills	7
STE	107 Surgical Instrumentation	3
STE	109 Surgical Technology Laboratory Experience	3
STE	110 Surgical Technology Practicum (Capstone)	7
STE	115 Surgical Pathology & Intervention	4

Total	60-67
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Surgical Technology Certificate

CCD Lowry

This program begins the summer term and continues for 12 months. Applications and all applicable documentation and test results need to be submitted to the Surgical Technology coordinator by March 1 of each calendar year for the program starting the following summer. Admission information may be obtained from the Auraria Educational Planning and Advising Center or the Health Education Center at CCD Lowry, 1070 Yosemite St. Enrollment is limited to 20 students.

The Surgical Technology program at CCD depends on voluntary affiliation by clinical affiliates for clinical practicum spaces. Students must recognize that due to the need to use all available clinical resources, they may have to travel some distance to sites outside the Denver metropolitan area.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. All prospective Surgical Technology students must take the Basic Skills Assessment. There are no exceptions.
3. All applicants must schedule an interview with the program coordinator. Please call 303-365-8378 to schedule an interview.
4. All applicants must submit two sealed letters of reference dated within the past two years (one letter must be from a supervisor or teacher), a copy of a high school diploma or GED and an official transcript from any other college attended. Students also must send an official transcript to CCD's Admissions, Registration and Records, Campus Box 201, PO Box 173363, Denver, CO 80217-3363.
5. Application materials must be submitted by March 1 to be considered for admission into the class beginning summer of the academic year. Eligible applicants are selected first come, first served, based on the dates applications are received in the Surgical Technology Office at the Health Education Center at CCD Lowry, 1070 Yosemite St. Applicants not accepted are considered for the following year.

General Education Requirements

		<i>Credit Hours</i>
	Select either BIO 120, or both BIO 201 and 202:	4-8
BIO*	120 Basic Anatomy & Physiology or both	(4)

BIO*	201	Anatomy & Physiology I and	(4)
BIO*	202	Anatomy & Physiology II	(4)
ENG	121	English Composition I	3
Summer			
HWE	100	Medical Terminology I	2
STE	100	Intro. to Surgical Technology	5
Fall			
STE	105	Pharmacology for Surgical Technology	2
STE	106	Surgical Skills	7
STE	107	Surgical Instrumentation	3
Spring			
STE	109	Surgical Technology Laboratory Experience	3
STE	110	Surgical Technology Practicum (Capstone)	7
STE	115	Surgical Pathology & Intervention	4
Total			40-44

HEALTH AND WELLNESS MANAGEMENT

The Health and Wellness Management degree program is under review. Please contact the Center for Health, Math and Science, Health Education Center, at 303-365-8300, for additional information.

HISTORY

Associate of Arts Degree with a History Emphasis

(See AA Degree, page 47)

HUMANITIES/PHILOSOPHY

Associate of Arts Degree with a Humanities/Philosophy Emphasis

(See AA Degree, page 48)

HUMAN SERVICES

Associate of General Studies Degree: MSCD

Human Services (AGS-HSE)

CCD Auraria

The following courses represent the CCD/Metropolitan State College of Denver Human Services transfer agreement. Students completing these degree requirements will be admitted to MSCD as juniors in Human Services.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Signature authorization on program application from HSE faculty advisor.

<i>General Education AA Core</i>		<i>Credit Hours</i>
I.	English ENG 121, 122	6
II.	Speech SPE 115	3
III.	Mathematics (Select any 1 of the following) MAT 160, 171, 175, 201, 202	3-5
IV.	Physical & Biological Sciences (Select any 1 of the following) AST 101, 102 BIO 105, 111, 112 CHE 101, 102, 111, 112 GEY 111 PHY 105, 111, 112, 211, 212	4-5
V.	Social & Behavioral Sciences (Select 9 credit hours from a minimum of 2 disciplines.) ANT 101, 111 ECO 201, 202 GEO 105 HIS 101, 102, 201, 202 POS 105, 111 PSY 101, 102 SOC 101, 102	9
VI.	Humanities (Select 9 credit hours from a minimum of 2 disciplines.) ART 110, 111, 112 HUM 121, 122, 123 Any foreign language 111 or higher LIT 115, 201, 202 MUS 120, 121, 122 PHI 111, 112, 113 THE 105, 211, 212	9
General Education Sub-Total		34-37
<hr/>		
<i>Major Requirements</i>		
HSE	106 Survey of Human Services	3
<i>Offered Fall Semester Only:</i>		
HSE	107 Interviewing Principles & Practices	3
HSE	205 Human Services for Groups	3
HSE	206 Human Services for Families	3
HSE	211 Human Services Practicum II	4
<i>Offered Spring Semester Only:</i>		
HSE	108 Intro. to Therapeutic Systems	3
HSE	115 Human Services Practicum I	4
HSE	285 Human Services Practicum III (Capstone)	7
Total		64-67

Associate of Applied Science Degree in Human Services

HUMAN SERVICES

CCD Auraria

This program prepares students for entry-level employment in communities and institutions that serve clients with a variety of human needs. Students may choose to focus on specific skill areas, such as social service agencies, health care centers, youth services, substance abuse programs, geriatric centers, child abuse programs, community corrections facilities, crisis centers and domestic violence programs.

With the exception of MAT 103, the AAS in Human Services degree at CCD may be transferred to the Human Services Department at MSCD. Students who wish to meet the MSCD Human Services Department's mathematics requirement while at CCD are advised to take MAT 175. AAS students in Human Services must earn a grade of C or better in all general education and major course requirements.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Signature authorization on program application from Human Services faculty advisor.

General Education Requirements

	<i>Credit Hours</i>
ENG 131 Technical Writing I or	3
ENG 121 English Composition I	
MAT 103 Contemporary College Mathematics or higher	3-5
SPE 115 Principles of Speech	3
PSY 101 Intro. to Psychology or	3
SOC 101 Intro. to Sociology or	
PSY 235 Psychology of Human Growth & Development	
AAS Humanities requirement	3

Major Requirements

HSE 105 Intro. to Social Welfare	3
HSE 106 Survey of Human Services	3

Offered Fall Semester Only:

HSE 107 Interviewing Principles & Practices	3
HSE 109 Social Issues in Human Services	3
HSE 205 Human Services for Groups	3
HSE 206 Human Services for Families	3
HSE 207 Community Organization	3
HSE 211 Human Services Practicum II	4

Offered Spring Semester Only:

HSE 108 Intro. to Therapeutic Systems	3
HSE 115 Human Services Practicum I	4
HSE 208 Social Welfare Policy	3

HSE 209 Crisis Theory & Intervention	3
HSE 285 Human Services Practicum III (Capstone)	7

Total **60-62**

Certificate in Human Services

CASE MANAGEMENT/RESIDENTIAL SERVICE AIDE

CCD Auraria and Regional Assessment and Training Center, Fort Logan

This program prepares students for entry-level positions as case management aides or residential aides. The certificate program is transferable to the AAS and AGS in Human Services. Students must complete all certificate course work with a C grade or better.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

	<i>Credit Hours</i>
Electives	6
HSE 106 Survey of Human Services	3
HSE 107 Interviewing Principles & Practices	3
Elective HSE or Core	5

Offered Spring Semester Only:

HSE 209 Crisis Theory & Intervention	3
HSE 115 Human Services Practicum I (Capstone)	4

Total **24**

INFORMATION TECHNOLOGY

Associate of Applied Science Degree in Information Technology

CCD Auraria, CCD East, CCD North, CCD West

The Information Technology degrees, certificates and courses prepare students for careers in computers, information networks, communications and data management. Program emphases are on job-entry skills for employment as well as job advancement; technical certification(s) in each program is an important feature. CCD is a member of the Computing Technology Industry Association (CompTIA) and a supporter of the National Association of Communication Systems Engineers (NACSE).

Associate degree and certificate programs are designed with courses in sequence to ensure an appropriate learning experience for the student; course prerequisites and corequisites maintain this sequence. Students, however, may enroll into courses without having the required prerequisites or corequisites with instructor consent.

Associate of Applied Science Degree in Information Technology

CISCO NETWORK ASSOCIATE EMPHASIS

CCD Auraria

CCD, in partnership with CISCO Systems, is a certified CISCO Regional Academy. This program prepares students as entry-level CISCO network associates with skills to design, build

and maintain CISCO networks. Students are prepared for the CISCO Certified Network Associate (CCNA) certification exam, as well as the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the CISCO Network Associate certificate program.

General Education Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 250	Computer Diagnosis & Repair	3
CNT 160	Basic Telecommunications	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 260	CISCO Network Associate I	5
CNT 261	CISCO Network Associate II	5
CNT 262	CISCO Network Associate III	5
CNT 263	CISCO Network Associate VI (Capstone)	5

Total **63**

Certificate in Information Technology

CISCO NETWORK ASSOCIATE

CCD Auraria, CCD North and CCD West

CCD, in partnership with CISCO Systems, is a certified CISCO Regional Academy. This program prepares students as entry-level CISCO network associates with skills to design, build and maintain CISCO networks. Students are prepared for the CISCO Certified Network Associate (CCNA) certification exam. All program credits apply toward the AAS degree in Information Technology, CISCO Network Associate emphasis.

Program Admission Requirements

1. Completion of CNT 200 with a C or better.

Core Requirements		Credit Hours
CNT 260	CISCO Network Associate I	5
CNT 261	CISCO Network Associate II	5
CNT 262	CISCO Network Associate III	5
CNT 263	CISCO Network Associate VI	5

Total **20**

Associate of Applied Science Degree in Information Technology COMPUTER PROGRAMMER EMPHASIS

CCD Auraria

This program prepares students as entry-level programmers with an emphasis in Visual Basic programming and applications. Students are prepared for the Microsoft Certified Professional (MCP) examination, #70-176. This AAS degree is articulated with Colorado Technical University and transfers into their Bachelor of Science degree in Information Technology.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Programmer certificate program.

General Education Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 145	Complete PC Databases/Access	3
CIS 231	HTML	3
CSC 150	Visual Basic Programming	3
CSC 151	Advanced Visual Basic Programming	3
CSC 152	Database Programming with Visual Basic (Capstone)	3
CSC 153	Visual Basic Certification Preparation	3
CSC 230	C Language Programming (C++)	3
CSC 231	Advanced C Language Programming (C++)	3
CSC 240	Java Programming	3
MAT 175	Intro. to Statistics	3

Total **61**

Certificate in Information Technology COMPUTER PROGRAMMER

CCD Auraria, CCD East

This program prepares students as entry-level programmers with an exposure to today's most popular programming languages. All program credits apply toward the AAS degree in Information Technology, Computer Programmer emphasis.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.

Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
CIS 119	Intro. to Programming	3
CSC 150	Visual Basic Programming	3
CSC 151	Advanced Visual Basic Programming	3
CSC 230	C Language Programming (C++)	3
CSC 231	Advanced C Language Programming C++	3
CSC 240	Java Programming	3
MAT 160	College Algebra	4
Total		25

Certificate in Information Technology VISUAL BASIC PROGRAMMER

CCD Auraria, CCD North

This program prepares students as entry-level programmers in the Visual Basic programming language. Students are prepared for the Microsoft Certified Professional (MCP) examination, #70-176. All program credits apply toward the AAS degree in Information Technology, Computer Programmer emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
CIS 119	Intro. to Programming	3
CIS 145	Complete PC Databases/Access	3
CSC 150	Visual Basic Programming	3
CSC 151	Advanced Visual Basic Programming	3
CSC 152	Database Programming with Visual Basic	3
CSC 153	Visual Basic Certification Preparation	3
Total		21

Associate of Applied Science in Information Technology COMPUTER SPECIALIST EMPHASIS

CCD Auraria

This program prepares students as entry-level computer specialists. Students are prepared for certification in NACSE Associate Network Specialist (NANS) or CompTIA Network+ and

CompTIA A+. Graduates can configure and repair personal computers and peripherals, install and use office software applications, and manage communications and networks.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the PC Help Desk Specialist certificate program or the Computer Service Technician certificate program.

General Education Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

BTE 100	Intro. to Keyboarding or Elective approved by Information Technology advisor	3
CIS 135	Complete PC Word Processing/Word	3
CIS 145	Complete PC Databases/Access	3
CIS 155	Complete PC Spreadsheets/Excel	3
CIS 165	Complete PC Presentation Graphics/PowerPoint	3
CIS 250	Computer Diagnosis & Repair	3
CIS 261	A+ Certification Preparation (Capstone)	3
CNT 160	Basic Telecommunications	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3

Total **61**

Certificate in Information Technology PC HELP DESK SPECIALIST

CCD East, CCD North, CCD West

This program is prepares students as entry-level computer specialists. Students are prepared for certification in CompTIA A+. Graduates can configure and repair personal computers and peripherals, install and use office software applications, and function in a help desk environment for external and internal customers. All program credits apply toward the AAS degree in Information Technology, Computer Specialist emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements

BTE 100	Intro. to Keyboarding or Elective approved by Information Technology advisor	3
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CIS 135	Complete PC Word Processing/Word	3
CIS 145	Complete PC Databases/Access	3
CIS 155	Complete PC Spreadsheets/Excel	3
CIS 180	Microcomputer Hardware	3
CIS 250	Computer Diagnosis & Repair	3
CIS 251	PC Help Desk Skills	3
CIS 261	A+ Certification Preparation	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Total **36**

Certificate in Information Technology

COMPUTER SERVICE TECHNICIAN

CCD Auraria, CCD East, CCD North, CCD West

This program prepares students as entry-level computer service technicians. Students are prepared for certification in CompTIA A+. Graduates can configure and repair personal computers and peripherals and install software applications. All program credits apply toward the AAS degree in Information Technology, Computer Specialist emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements	Credit Hours	
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CIS 250	Computer Diagnosis & Repair	3
CIS 261	A+ Certification Preparation	3
CNT 200	Intro. to Networking	3
CNT 201	Intro. to Local Area Networks	3
CNT 204	Internet Technologies	3

Total **27**

Associate of Applied Science Degree in Information Technology

CTPD COMPUTER PROGRAMMER EMPHASIS

CCD Auraria

This program serves the general population, but is designed and operated by the Computer Training for People with Disabilities (CTPD) program. The program begins each summer

and trains selected disabled persons as entry-level programmers with an emphasis in Visual Basic applications. Students are prepared for the Microsoft #70-176 (MCP) certification exam.

Applications should be submitted by March 1. Admissions information may be obtained from the Center for Persons with Disabilities, South Classroom Building, room 134, 303-556-3300. Students are selected into this program based on screening, selection and assessment criteria.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Successful completion of a computer aptitude test battery.
3. Personal interview with members of the Business Advisory Council.
4. Students who require adaptive equipment must be functioning at a proficient level as determined and evaluated by the CTPD coordinator.

General Education Requirements

	Credit Hours	
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 145	Complete PC Databases/Access	3
CNT 160	Basic Telecommunications	3
CSC 150	Visual Basic Programming	3
CSC 151	Advanced Visual Basic Programming	3
CSC 152	Database Programming with Visual Basic	3
CSC 153	Visual Basic Certification Preparation	3
CSC 230	C Language Programming (C++)	3
CSC 231	Advanced C Language Programming (C++)	3
CSC 297	Cooperative Education (Capstone)	6

Total **61**

Certificate in Information Technology

CTPD COMPUTER PROGRAMMER

CCD Auraria

This program serves the general population, but is designed and operated by the Computer Training for People with Disabilities (CTPD) program. The program begins each summer and trains selected disabled persons as entry-level programmers with an emphasis in Visual Basic applications. Students are prepared for the Microsoft #70-176 (MCP) certification exam. All

program credits apply toward the AAS degree in Information Technology, CTPD Computer Programmer.

Applications should be submitted by March 1. Admissions information may be obtained from the Center for Persons with Disabilities, South Classroom building, room 134, 303-556-3300. Students are selected into this program based on screening, selection and assessment criteria.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Successful completion of a computer aptitude test battery.
3. Personal interview with members of the Business Advisory Council.
4. Students who require adaptive equipment must be functioning at a proficient level as determined and evaluated by the CTPD coordinator.

<i>Requirements</i>	<i>Credit Hours</i>
CIS 110 Intro. to Operating Systems	3
CIS 118 Intro. to PC Applications	3
CIS 119 Intro. to Programming	3
CIS 145 Complete PC Databases/Access	3
CIS 180 Microcomputer Hardware	3
CNT 160 Basic Telecommunications	3
CNT 200 Intro. to Networking	3
CNT 204 Internet Technologies	3
CSC 150 Visual Basic Programming	3
CSC 151 Advanced Visual Basic Programming	3
CSC 152 Database Programming with Visual Basic	3
CSC 153 Visual Basic Certification Preparation	3
CSC 230 C Language Programming (C++)	3
CSC 231 Advanced C Language Programming (C++)	3
CSC 297 Cooperative Education	6
ENG 131 Technical Writing I	3
Total	51

Associate of Applied Science Degree in Information Technology CTPD NETWORK ADMINISTRATOR EMPHASIS

CCD Auraria

This program serves the general population, but is designed and operated by the Computer Training for People with Disabilities (CTPD) program. The program begins each summer and trains selected disabled persons as entry-level network administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam, the Windows 2000 #70-210 and #70-215 certification exams, and the NACSE Certified Linux Administrator (NCLA) and Certified Novell Administrator (CNA) certification exams.

Applications should be submitted by March 1. Admissions information may be obtained from the Center for Persons with Disabilities, South Classroom Building, room 134, 303-556-3300. Students are selected into this program based on screening, selection and assessment criteria.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Successful completion of a computer aptitude test battery.
3. Personal interview with members of the Business Advisory Council.
4. Students who require adaptive equipment must be functioning at a proficient level as determined and evaluated by the CTPD coordinator.

General Education Requirements

	<i>Credit Hours</i>
CIS 118 Intro. to PC Applications	3
ENG 131 Technical Writing I	3
MAT 160 College Algebra	4
PSY 101 General Psychology I	3
SPE 115 Principles of Speech	3

Core Requirements

CIS 110 Intro. to Operating Systems	3
CIS 119 Intro. to Programming	3
CIS 180 Microcomputer Hardware	3
CNT 200 Intro. to Networking	3
CNT 204 Internet Technologies	3

Major Requirements

CIS 250 Computer Diagnosis & Repair	3
CNT 201 Intro. to Local Area Networks	3
CNT 203 Intro. to TCP/IP	3
CNT 212 UNIX/Linux Administration	3
CNT 213 Novell Netware Administration	3
CNT 225 Web Server Management	3
CNT 230 Windows 2000 Professional	3
CNT 231 Windows 2000 Server	3
CNT 297 Cooperative Education (Capstone)	6

Total	61
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Certificate in Information Technology

CTPD NETWORK ADMINISTRATOR

CCD Auraria

This program serves the general population, but is designed and operated by the Computer Training for People with Disabilities (CTPD) program. The program begins each summer and trains selected disabled persons as entry-level network administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam, the Windows 2000 #70-210 and #70-215 certification exams, and the NACSE Certified Linux Administrator (NCLA) and Certified Novell Administrator (CNA) certification exams. All program credits apply toward the AAS degree in Information Technology, CTPD Network Administrator.

Applications should be submitted by March 1. Admissions information may be obtained from the Center for Persons with Disabilities, South Classroom Building, room 134, 303-556-3300. Students are selected into this program based on screening, selection and assessment criteria.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Successful completion of a computer aptitude test battery.
3. Personal interview with members of the Business Advisory Council.
4. Students who require adaptive equipment must be functioning at a proficient level as determined and evaluated by the CTPD coordinator.

<i>Requirements</i>		<i>Credit Hours</i>
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CIS 250	Computer Diagnosis & Repair	3
CNT 200	Intro. to Networking	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 204	Internet Technologies	3
CNT 212	UNIX/Linux Administration	3
CNT 213	Novell Netware Administration	3
CNT 225	Web Server Management	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3
CNT 297	Cooperative Education	6
ENG 131	Technical Writing I	3
Total		51

Associate of Applied Science Degree in Information Technology INFORMATION TECHNOLOGY ASSOCIATE EMPHASIS

CCD Auraria

This program is designed to prepare students with a variety of information technology skills. Students may select from a wide variety of courses, with approval by their information technology advisor, to design a program that meets their individual needs and interests.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Office Specialist certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

BTE 100	Intro. to Keyboarding	3
	or	
	Elective approved by Information Technology advisor	
CIS 135	Complete PC Word Processing/Word	3
CIS 145	Complete PC Databases/Access	3
CIS 155	Complete PC Spreadsheets/Excel	3
CIS 285	Capstone Project	1

Additional Requirements

Select at least 18 additional credits, with Information Technology advisor approval, from courses with ACC, BTE, BUS, CIS, CNT, CWB, or CSC prefixes.

Total **62**

Certificate in Information Technology

OFFICE SPECIALIST

CCD Auraria, CCD East, CCD North, CCD West

This program prepares students for job entry into positions such as office specialist, office communications specialist, office data processor and the like. All program credits apply toward the AAS degree in Information Technology, Information Technology Associate.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

<i>Requirements</i>		<i>Credit Hours</i>
BTE 100	Intro. to Keyboarding	3
	or	
	Elective approved by Information Technology advisor	
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CIS 135	Complete PC Word Processing/Word	3
CIS 145	Complete PC Databases/Access	3
CIS 155	Complete PC Spreadsheets/Excel	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Additional Requirements

Select at least 3 additional credits, with Information Technology advisor approval, from courses with ACC, BTE, BUS or CIS prefixes.

Total **30**

Associate of Applied Science Degree in Information Technology NETWORK ADMINISTRATOR EMPHASIS

CCD Auraria

This program prepares students as entry-level network administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam, the Windows 2000 #70-210 and #70-215 certification exams, the Certified Novell Administrator (CNA) and NACSE Certified Linux Administrator (NCLA) certification exams, and the NACSE Senior Network Specialist (NSNS) certification exam.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Network Administrator certificate program.

General Education Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 250	Computer Diagnosis & Repair	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 205	Internetworking Devices	3
CNT 206	Protocol Analysis	3
CNT 207	Network Analysis and Design	3
CNT 212	UNIX/Linux Administration	3
CNT 213	Novell Netware Administration	3
CNT 225	Web Server Management	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3

Total **64**

Certificate in Information Technology NETWORK ADMINISTRATOR

CCD Auraria

This program prepares students as entry-level network administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam, the Windows 2000 #70-210 and #70-215 certification exams, and the Certified Novell Administrator (CNA) and NACSE Certified Linux Administrator (NCLA) certification exams. All

program credits apply toward the AAS degree in Information Technology, Network Administrator emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 204	Internet Technologies	3
CNT 212	UNIX/Linux Administration	3
CNT 213	Novell Netware Administration	3
CNT 225	Web Server Management	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3

Total **36**

Certificate in Information Technology NETWORK SPECIALIST

CCD Auraria

This program is designed in partnership with CCC Online. All classes, except CNT 209, may be completed through enrollment and study at CCC Online, or enrollment and attendance at the Community College of Denver. CNT 209 must be completed at CCD or proctored on the job as a practicum experience. Enrollment at CCC Online can be started at the Web site [HYPERLINK http://www.CCCOnline.org](http://www.CCCOnline.org) www.cconline.org.

This program prepares students as entry-level network specialists. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam and the NACSE Senior Network Specialist (NSNS) certification exam. Most program credits apply toward the AAS degree in Information Technology, Network Administrator emphasis, or Telecommunications Technician emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements		Credit Hours
CIS 118	Intro. to PC Applications	3
CNT 200	Intro. to Networking	3
CNT 201	Intro. to Local Area Networks	3
CNT 202	Wide Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 204	Internet Technologies	3
CNT 205	Internetworking Devices	3
CNT 206	Protocol Analysis	3
CNT 207	Network Analysis & Design	3
CNT 209	Computer Networking Lab	3

Total **30**

**Associate of Applied Science Degree in Information Technology
ORACLE DATABASE SPECIALIST EMPHASIS**

CCD North

This program prepares students as entry-level Oracle database specialists. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams. Graduates are prepared to setup and manage Oracle databases, users, roles and privileges.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Oracle Specialist certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 145	Complete PC Databases/Access	3
CIS 243	Intro. to SQL	3
CIS 244	SQL PL/SQL	3
CIS 245	Data Modeling & Relational Databases	3
CIS 246	Oracle Database Administration I	3
CIS 247	Oracle Database Administration II (Capstone)	3
CSC 150	Visual Basic Programming	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3

Total **64**

**Certificate in Information Technology
ORACLE DATABASE SPECIALIST**

CCD North

This program prepares students as entry-level Oracle database specialists. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams. Graduates are prepared to setup and manage Oracle databases and perform basic database administrative activities. All program credits apply toward the AAS degree in Information Technology, Oracle database Specialist emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

<i>Requirements</i>		<i>Credit Hours</i>
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CIS 119	Intro. to Programming	3
CIS 145	Complete PC Databases/Access	3
CIS 243	Intro. to SQL	3
CIS 244	SQL PL/SQL	3
CIS 245	Data Modeling & Relational Databases	3
CIS 246	Oracle Database Administration I	3
CIS 247	Oracle Database Administration II	3
CNT 200	Intro. to Networking	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3
Total		36

**Associate of Applied Science in Information Technology
TELECOMMUNICATIONS TECHNICIAN EMPHASIS**

CCD Auraria

This program prepares students as entry-level telecommunications technicians. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams, and the NACSE Telecommunications Technician 2 (NTT2) and NACSE Senior Network Specialist (NSNS) certification exams.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Telecommunications Technician certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 250	Computer Diagnosis & Repair	3
CNT 160	Basic Telecommunications	3
CNT 161	Advanced Telecommunications	3

CNT 162	Strategic Solutions in Telecommunications	3
CNT 163	Emerging Technologies in Telecommunications	3
CNT 164	Project Analysis and Design — Capstone	3
CNT 201	Intro. to Local Area Networks	3
CNT 202	Wide Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 205	Internetworking Devices	3
CNT 206	Protocol Analysis	3
Total		64

Certificate in Information Technology TELECOMMUNICATIONS TECHNICIAN

CCD Auraria

This program prepares students as entry-level telecommunications technicians. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams and the NACSE Telecommunications Technician 2 (NTT2) certification exam. All program credits apply toward the AAS degree in Information Technology, Telecommunications Technician emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements	Credit Hours	
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CIS 180	Microcomputer Hardware	3
CIS 250	Computer Diagnosis & Repair	3
CNT 160	Basic Telecommunications	3
CNT 161	Advanced Telecommunications	3
CNT 162	Strategic Solutions in Telecommunications	3
CNT 200	Intro. to Networking	3
CNT 201	Intro. to Local Area Networks	3
CNT 202	Wide Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 204	Internet Technologies	3
Total		36

Associate of Applied Science Degree in Information Technology WEB SITE ADMINISTRATOR EMPHASIS

CCD North

This program prepares students as entry-level Web site administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams and the NACSE Certified Webmaster (NCW) or CompTIA i-net+ certification exams.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.

3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Web Page Designer certificate program.

General Education Requirements	Credit Hours	
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CNT 160	Basic Telecommunications	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CWB 101	Mastering the Web	3
CWB 110	Web Layout & Design Concepts	3
CWB 135	Complete Web Editing/Dreamweaver	3
CWB 136	Advanced Web Editing/Flash	3
CWB 140	Intro. to Multimedia/Director	3
CWB 160	Graphics Technology I /PhotoShop	3
CWB 161	Graphics Technology II /Premier (Capstone)	3
CWB 173	Complete Web Authoring/HTML/JavaScript	3

Total **64**

Certificate in Information Technology WEB PAGE DEVELOPER

CCD East, CCD North

This program prepares students as entry-level Web page developers. Students are prepared for the NACSE Certified Webmaster (NCW) or CompTIA i-net+ certification exams. All program credits apply toward the AAS degree in Information Technology, Web Site Administrator emphasis.

Program Admission Requirements

1. Completion of CIS 118 with a C or better.

Requirements	Credit Hours	
CIS 110	Intro. to Operating Systems	3
CIS 118	Intro. to PC Applications	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3
CWB 101	Mastering the Web	3
CWB 110	Web Layout & Design Concepts	3
CWB 135	Complete Web Editing/Dreamweaver	3
CWB 136	Advanced Web Editing/Flash	3
CWB 140	Intro. to Multimedia/Director	3

CWB 160	Graphics Technology I /PhotoShop	3
CWB 161	Graphics Technology II /Premiere	3
CWB 173	Complete Web Authoring/HTML/JavaScript	3
Total		36

Associate of Applied Science in Information Technology
WINDOWS 2000 NETWORK ADMINISTRATOR EMPHASIS

CCD Auraria

This program prepares students as entry-level Microsoft 2000 Network Administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams and the Windows 2000 #70-210, #70-215, #70-216, #70-217, #70-219, #70-220 and #70-221 (MCSE) certification exams.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of CIS 118 with a C or better.
3. Completion of 6 credit hours of college-level work.
4. Or, in place of the above, have completed the Microsoft 2000 Network Administrator certificate program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
ENG 131	Technical Writing I	3
MAT 160	College Algebra	4
PSY 101	General Psychology I	3
SPE 115	Principles of Speech	3

Core Requirements

CIS 110	Intro. to Operating Systems	3
CIS 119	Intro. to Programming	3
CIS 180	Microcomputer Hardware	3
CNT 200	Intro. to Networking	3
CNT 204	Internet Technologies	3

Major Requirements

CIS 250	Computer Diagnosis & Repair	3
CNT 160	Basic Telecommunications	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3
CNT 232	Windows 2000 Network Infrastructure Administration	3
CNT 233	Windows 2000 Active Directory Services	3
CNT 234	Windows 2000 Directory Services Infrastructure Design	3
CNT 235	Windows 2000 Network Security Design	3
CNT 236	Windows 2000 Network Infrastructure Design — Capstone	3

Total **64**

Certificate in Information Technology

WINDOWS 2000 NETWORK ADMINISTRATOR

CCD Auraria, CCD North

This program prepares students as entry-level Microsoft 2000 Network Administrators. Students are prepared for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exams and the Windows 2000 #70-210, #70-215, #70-216, #70-217, #70-219, #70-220 and #70-221 (MCSE) certification exams. All program credits apply toward the AAS degree in Information Technology, Microsoft 2000 Network Administrator emphasis.

Program Admission Requirements

1. Completion of CNT 200 with a C or better.

<i>Requirements</i>		<i>Credit Hours</i>
CIS 110	Intro. to Operating Systems	3
CNT 200	Intro. to Networking	3
CNT 201	Intro. to Local Area Networks	3
CNT 203	Intro. to TCP/IP	3
CNT 204	Internet Technologies	3
CNT 230	Windows 2000 Professional	3
CNT 231	Windows 2000 Server	3
CNT 232	Windows 2000 Network Infrastructure Administration	3
CNT 233	Windows 2000 Active Directory Services	3
CNT 234	Windows 2000 Directory Services Infrastructure Design	3
CNT 235	Windows 2000 Network Security Design	3
CNT 236	Windows 2000 Network Infrastructure Design	3

Total **36**

INTERGENERATIONAL STUDIES

Associate of Science Degree in Intergenerational Studies

The Intergenerational Studies program has been discontinued. For more information, please call the Center for Language, Arts and Behavioral Sciences at 303-556-2473.

MATHEMATICS

Associate of Science Degree with a Mathematics Emphasis

(See AS Degree, page 51)

MEDICAL CLUSTER

Associate of Science Degree with a

Pre-Dental Emphasis

Pre-Medical Emphasis

Pre-Medical Technology Emphasis

Pre-Pharmacy Emphasis

Pre-Physical Therapy Emphasis

Pre-Physician Assistant Emphasis

Pre-Veterinary Science Emphasis

(See AS Degree, page 51)

MULTIMEDIA DESIGN

Associate of Arts Degree with a Multimedia Design Emphasis
(See AA Degree, page 48)

Associate of Applied Science Degree in Multimedia Design
CCD Auraria

This program provides students with skills necessary for entry into the field of multimedia design. Students may choose to focus on specific skill areas, such as computer graphics, graphic design, music, video production or graphic arts. The Multimedia Design program allows students to develop basic skills common to all five specialties, while developing an emphasis in one.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Signature authorization on program application from MUM faculty advisor.
3. All students are required to be computer literate before entering the program.

<i>General Education Requirements</i>		<i>Credit Hours</i>
SPE 115	Principles of Speech	3
ENG 121	English Composition I	3
MAT 105	Intermediate Algebra	4

Select 2 AAS general education courses from the following 3 areas: 6-8

- Arts and Humanities
- Physical and Biological Sciences
- Social and Behavioral Sciences

Total **16-18**

Major Requirements

CIS 231	HTML	3
GRD 103	Computer Art Graphics	3
MUM 101	Intro. to Multimedia	3
MUM 204	Design for the Computer	3
MUM 206	Painter I	3
MUM 207	Intro. to Digital Videography/Editing	3
MUM 220	Photoshop	3
MUM 225	Web Page Design	3
MUM 285	Multimedia Portfolio Preparation (Speech Intensive Capstone)	3
MUM 297	Multimedia Internship	3-6
MUS 220	Computer Sound & Music	3

Total **33-36**

COMPUTER GRAPHICS EMPHASIS

ART 131	Two-Dimensional Design - Color	3
GRD 203	Adobe Illustrator	3
GRD 209	QuarkXpress (Capstone)	3
GRD 220	Photoshop	3
	or	
MUM 230	Advanced Photoshop	(3)

MUM 210	3-D Modeling & Animation	3
Total		15

GRAPHIC COMMUNICATION TECHNOLOGY EMPHASIS

GCT 102	Electronic Composition, Art & Copy Preparation	3
GCT 103	Intro. to Visual Communications	3
GCT 104	Intro. to Web & Homepage	3
GCT 202	Electronic Page Layout	3
Total		12

GRAPHIC DESIGN EMPHASIS

GRD 100	Lettering & Typographic Design	3
GRD 105	Advertising Typography & Layout	3
GRD 200	Ad Design & Portfolio Preparation	3
GRD 206	Graphic Design Production & Pre-press I	3
GRD 285	Creative Graphic Design & Portfolio Preparation (Capstone)	3
Total		15

MUSIC EMPHASIS

MUS 101	Music Theory I	3
MUS 102	Music Theory II	3
MUS 299	Independent Study	6
Total		12

PHOTOGRAPHY EMPHASIS

PHO 101	Fundamentals of Photography	3
PHO 102	Fundamentals of Color Photography	3
PHO 107	History of Photography	3
PHO 204	Intro. to Digital Imaging	3
PHO 205	Non-Chemical Printing	3
Total		15

VIDEO PRODUCTION/COMMUNICATIONS EMPHASIS

COM 225	Intro. to Film	3
COM 251	Intro. to Digital Videography/Editing	3
COM 252	Intro. to Television Studio Production	3
COM 258	Advanced Digital Field Production/Post Production	3
ENGL 2310	Documentary and Experimental Film & Video	3
Total		15

Courses taught at CU-Denver (interinstitutional registration is possible)

Program Total

Music Emphasis	61-66
All Other Emphases	64-69

Certificate in Multimedia Design

CCD Auraria

This program provides students with skills necessary for entry into the field of Multimedia Design.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

	<i>Credit Hours</i>
CIS 231 HTML	3
GRD 103 Computer Art Graphics	3
HUM 121 Survey of Humanities I	3
MUM 101 Intro. to Multimedia	3
MUM 204 Design for the Computer	3
MUM 206 Painter I	3
MUM 210 3-D Modeling & Animation	3
MUM 220 Photoshop	3
MUM 225 Web Page Design	3
<i>Select an additional 6 credit hours from the following electives with MUM advisor approval.</i>	<i>6</i>
GRD 105 Advertising Typography & Layout	(3)
GRD 203 Adobe Illustrator	(3)
MUM 207 Intro. to Digital Videography/Editing	(3)
MUM 285 Multimedia Portfolio Preparation (Speech Intensive Capstone)	(3)
MUM 297 Multimedia Internship	(3)
Total	33

MUSIC

Associate of Arts Degree with a Music Emphasis

(See AA Degree, page 48)

NURSING

Associate of Applied Science Degree in Nursing

CCD Lowry

This program prepares the graduate to practice as a professional nurse. Applicants must complete prerequisite courses with a grade of C or better prior to admission. Beginning in fall 1998, classes are accepted for each fall and spring semester. After the successful completion of NUR 109 during the first semester, students are eligible for state certification as a nursing aide. Successful completion of first-level courses with a grade of C or better results in a Certificate of Practical Nursing and eligibility to take the licensure exam for practical nursing. Students must obtain licensure as practical nurses and successfully complete BIO 205 and the Humanities elective before continuing into the second level of the program.

The Nursing program participates in the Colorado Nursing Articulation model through which nursing credits are accepted by other Colorado nursing programs for applicants seeking a baccalaureate degree in nursing.

Applicants are accepted first come, first served, according to the date their completed application packets are received in the

Nursing Office. Applicants will be notified of their status by the end of the semester in which they apply. Applicants are selected for admission in both fall and spring semesters. More specific program information may be obtained from the Center for Health, Math and Science.

Program Application and Admission Requirements

1. Take the CCD Basic Skills Assessment in the Testing Center in South Classroom Building, room 223, 303-556-3810. All prospective nursing students must take the Basic Skills Assessment without exception.
2. Attend the mandatory Nursing program orientation held the first Tuesday of every month at 5 p.m. in the Nursing Lab at the Lowry Health Education Center, with a copy of Basic Skills Assessment scores. All applicants will be advised about their eligibility for admission and given a Nursing program application form if they have achieved the minimum required Basic Skills Assessment scores.
The assessment must be met before a student will be admitted to the program regardless of previous course work. Exceptions are made by the program coordinator in unusual circumstances.
3. Submit the completed application packet as soon as possible. The completed application packet includes the program application form, two sealed letters of reference dated within the past 12 months, and a copy of the Basic Skills Assessment scores. Incomplete packets will not be considered for admission.
4. Submit proof of general education courses when completed with a grade of C or better. Proof of completion of all general education courses (except BIO 205 and Humanities elective) must be submitted to the Nursing program office before enrolling into NUR courses.

Prerequisites and/or

<i>General Education Requirements</i>		<i>Credit Hours</i>
BIO*	201 Human Anatomy & Physiology I	4
BIO*	202 Human Anatomy & Physiology II	4
BIO*	205 General College Microbiology	5
PSY*	235 Psychology of Human Growth & Development	3
ENG	121 English Composition I	3
NUR	102 Pharmacology Math	1
NUT+	100 Foundations of Nutrition	3
Humanities Core Elective (See AAS curriculum for a list of approved courses)		2-3

* Must have been completed within the past 10 years

+ On acceptance to the program, complete just prior to starting the first semester of NUR courses

Major Requirements

NUR	103 Pharmacology for Nursing	2
NUR	108 Intro. to Nursing	5
NUR	109 Basic Nursing Skills	3
NUR	110 Clinical Concepts of Nursing	4
NUR	112 Nursing Care of the Hospitalized Client I	7

NUR 114	Family-Centered Nursing I	5
NUR 208	Nursing Assessment & Diagnosis	3
NUR 210	Family-Centered Nursing II	6
NUR 211	Principles of Psychiatric Nursing	5
NUR 212	Nursing Care of Hospitalized Client II	8
NUR 214	Leadership & Management in Nursing	2
NUR 285	Comprehensive Nursing Internship (Capstone)	3
NUR 195	Success Seminar	1
<i>Strongly Recommended</i>		
HWE 100	Medical Terminology I	(2)
Total		79-82

Associate of Applied Science Degree in Nursing

NURSING: ADVANCED PLACEMENT

CCD Lowry

Licensed practical nurses who are graduates of approved schools of practical nursing may enter the second year of the Nursing program to become professional nurses. Applicants are accepted for admission each fall and spring semester. The Nursing program participates in the Colorado Nursing Articulation model through which the college grants 38 practical nursing credits when the student completes articulation requirements. Educational validation through testing is required if the applicant graduated more than 10 years prior to entry into the program. Applicants must complete all general education courses and the bridge course, NUR 126, before admission into the program.

Applicants are accepted first come, first served, according to the date their completed application packet is received in the Nursing Office.

Program Application and Admission Requirements

1. Take the CCD Basic Skills Assessment in the Testing Center in South Classroom Building, room 223, 303-556-3810. All prospective nursing students must take the Basic Skills Assessment without exception.
2. Attend the mandatory Nursing program orientation held the first Tuesday of every month at 5 p.m. in the Nursing Lab at the Lowry Health Education Center, with a copy of Basic Skills Assessment scores. All applicants will be advised about their eligibility for admission and given a Nursing program application form if they have achieved the minimum required Basic Skills Assessment scores. The assessment must be met before a student will be admitted to the program, regardless of previous course work. There are no exceptions.
3. Submit the completed application packet as soon as possible. The completed application packet includes the program application form, two sealed letters of reference dated within the past 12 months, and a copy of the Basic Skills Assessment scores. Incomplete packets will not be considered for admission.
4. Submit proof of successful completion of general education courses as early as possible. Proof of completion of all general education courses must be submitted to the Nursing program office before enrolling in NUR courses.
5. Submit copy of a valid Colorado license for practical nursing.

Prerequisites and/or

General Education Requirements		Credit Hours
BIO*	201 Human Anatomy & Physiology I	4
BIO*	202 Human Anatomy & Physiology II	4
BIO*	205 General College Microbiology	5
PSY*	235 Psychology of Human Growth & Development	3
ENG	121 English Composition I	3
	Humanities Core Elective	3
(See AAS curriculum for a list of approved courses)		
NUR	126 Nursing Process Concepts & Skills	2

Credit awarded for Practical Nurse Education under Colorado Nursing Articulation Agreement. 31

* Must be completed within past 10 years of entry into NUR courses

Major Requirements

NUR 195	Success Seminar	1
NUR 208	Nursing Assessment & Diagnosis	3
NUR 210	Family-Centered Nursing II	6
NUR 211	Principles of Psychiatric Nursing	5
NUR 212	Nursing Care of Hospitalized Client II	8
NUR 214	Leadership & Management in Nursing	2
NUR 285	Comprehensive Nursing Internship (Capstone)	3
Total		83

Certificate in Practical Nursing

CCD Lowry

This program prepares the graduate to practice as a practical nurse. Applicants must complete prerequisite courses with a grade of C or better prior to admission. Beginning in fall 1998, a new class of students will be accepted for each fall and spring semester. After the successful completion of NUR 109 during the first semester, students are eligible for state certification as a nursing aide. Successful completion of practical nursing courses with a grade of C or better results in a Certificate of Practical Nursing, eligibility to take the licensure exam for practical nursing and eligibility for admission into the second level of the AAS Nursing program to become a registered nurse. Following completion of the certificate in Practical Nursing and successful completion of the NCLEX-PN exam, students are encouraged to continue and complete the AAS in Nursing.

The Nursing program participates in the Colorado Nursing Articulation model through which practical nursing credits are accepted by other Colorado nursing programs for applicants seeking an Associate degree in Nursing.

Applicants are accepted first come, first served, according to the date their completed application packets are received in the Nursing Office. Applicants will be notified of their status by the end of the semester in which they apply. More specific program information may be obtained from the Center for Health, Math and Science.

Program Application and Admission Requirements

1. Take the CCD Basic Skills Assessment in the Testing Center in South Classroom Building, room 223, 303-556-3810. All prospective nursing students must take the Basic Skills Assessment without exception.
2. Attend the mandatory Nursing program orientation held the first Tuesday of every month at 5 p.m. in the Nursing Lab at the Lowry Health Education Center, with a copy of Basic Skills Assessment scores. All applicants will be advised about their eligibility for admission and given a Nursing program application form if they have achieved the minimum required Basic Skills Assessment scores.

The assessment must be met before a student will be admitted to the program regardless of previous course work. Exceptions are made by the Program Coordinator in unusual circumstances.

3. Submit the completed application packet as soon as possible. The completed application packet includes the program application form, two sealed letters of reference dated within the past 12 months, and a copy of the Basic Skills Assessment scores. Incomplete packets will not be considered for admission.
4. Submit proof of successful completion of general education courses as early as possible. Proof of completion of all general education courses must be submitted to the Nursing program office before enrolling in NUR courses.

Prerequisites and/or

General Education Requirements		Credit Hours
BIO*	201 Human Anatomy & Physiology I	4
BIO*	202 Human Anatomy & Physiology II	4
PSY*	235 Psychology of Human Growth & Development	3
ENG	121 English Composition I	3
NUR+	102 Pharmacology Math	1
NUT	100 Foundations of Nutrition	2-3

* Must have been completed within the past 10 years.

+ Complete just prior to starting the first semester of NUR courses.

Requirements		Credit Hours
NUR	103 Pharmacology for Nursing	2
NUR	108 Intro. to Nursing	5
NUR	109 Basic Nursing Skills	3
NUR	110 Clinical Concepts of Nursing	4
NUR	112 Nursing Care of Hospitalized Client I	7
NUR	114 Family-Centered Nursing Care I	5
NUR	195 Success Seminar	1

Strongly Recommended

HWE	100 Medical Terminology I	(2)
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Total **44-45**

Critical Care Nursing Certificate

CCD Lowry

This program prepares the nurse for entry-level critical care nursing practice in a critical care unit. The program includes didactic courses and clinical instruction to help apply the concepts and principles learned in the classroom to the bedside.

The didactic courses include classroom lecture, discussion and case studies of all the major body systems. The content is based on the American Association of Critical Care Nurses (AACN) curriculum. Various guest speakers will share their critical care nursing expertise.

The critical care internship takes place in a critical care unit working with a critical care nurse preceptor. Critical competencies must be met with 80 percent proficiency to successfully complete the program and obtain the Critical Care Nursing certificate.

Program Admission Requirements

1. Currently licensed with the state of Colorado as a registered nurse.
2. Completion of CCN 230, or proof of prior successful completion of a basic ECG course, or pass the challenge exam with a minimum proficiency of 80 percent.
3. Current CPR certification.
4. Current vaccinations and immunizations.
5. Malpractice insurance (either individual or group through employer). CCD will provide malpractice insurance for a nominal fee if requested.

Application Process

Submit a Critical Care Nursing program application packet to the Critical Care Nursing program coordinator at the Health Education Center at CCD Lowry, 1070 Yosemite St., Denver, CO 80230. The application packet must include the completed Critical Care Nursing program application, a copy of Colorado nursing license or permit to practice and one letter of reference from current employer or recent professional affiliation. Incomplete program applications will be returned to the applicant.

Call to schedule an interview with the Critical Care Nursing program coordinator at 303-365-8300.

Major Requirements		Credit Hours
CCN	230 Basic ECG Interpretation	2
CCN	231 Care of the Critically Ill Patient	6
CCN	285 Critical Care Clinical Internship	4
Total		12

Perioperative Nursing Certificate

CCD Lowry

This program prepares the student to practice as an operating room nurse after completing 14 credit hours of study. Students enrolled in this program are not eligible for financial aid. The program begins in the fall semester and continues through the spring semester with an individualized practicum experience. After successfully completing the program, students receive a certificate in Perioperative Nursing.

Application materials must be submitted by May 1 to be considered for admission into the class beginning fall of the academic year. Eligible applicants are selected first come, first served, based on the dates applications are received in the Surgical Technology/ Perioperative Nursing Office, Health Education Center at CCD Lowry, 1070 Yosemite St. Applicants not accepted are considered for the following year. Graduate exit competency is measured by successful completion of the capstone course, ORN 231, Perioperative Nursing II.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. All applicants must be eligible for licensure as registered nurses.
3. Applicants must submit a Perioperative Nursing program application available from the Health Education Center at CCD Lowry, 1070 Yosemite St., or by calling 303-365-8300 to have an application mailed.

A completed application packet includes the program application; a copy of current licensure as a registered nurse, or documentation of pending licensure as a registered nurse; two sealed letters of reference dated within the past two years (one letter must be from a supervisor or teacher); and official transcripts from other colleges attended. Official transcripts also must be submitted to CCD Admissions, Registration and Records, Campus Box 201, PO Box 173363, Denver, CO 80217-3363.

4. Applicants must submit a separate application to the college. Applications are available in South Classroom Building, room 133, or by calling 303-556-2600 to have an application mailed.
5. Applicants must schedule an interview with the Perioperative Nursing program coordinator. Please call 303-365-8300 for an appointment.

<i>Major Requirements</i>	<i>Credit Hours</i>
Fall	
ORN 230 Perioperative Nursing	4
Spring	
ORN 231 Perioperative Nursing Clinical Applications	3
ORN 299 Elective Perioperative Nursing Clinical Applications	1-3
Total	8-11

PARALEGAL

Associate of General Studies Degree in Paralegal (AGS-PAR): CU-Denver

CCD Auraria

The following courses represent the CCD/CU-Denver paralegal transfer agreements. Students completing these degree requirements will have completed their lower-division general education requirements and will be admitted to CU-Denver as juniors in sociology or political science in the College of Liberal Arts and Sciences (CLAS).

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

<i>General Education AA Core</i>	<i>Credit Hours</i>
I. English ENG 121, 122	6
II. Speech SPE 115	3
III. Mathematics (Select any 1 of the following) MAT 160, 171, 175, 201, 202	3-5
IV. Physical & Biological Sciences (Select any 1 of the following) AST 101, 102 BIO 105, 111, 112 CHE 101, 102, 111, 112 GEY 111 PHY 105, 111, 112, 211, 212	4-5
V. Social & Behavioral Sciences (Select 9 credit hours from a minimum of 2 disciplines) ANT 101, 111 ECO 201, 202 GEO 105 HIS 101, 102, 201, 202 POS 105, 111 PSY 101, 102 SOC 101, 102	9
VI. Humanities (Select 9 credit hours from a minimum of 2 disciplines) ART 110, 111, 112 HUM 121, 122, 123 Any foreign language 111 or higher LIT 115, 201, 202 MUS 120, 121, 122 PHI 111, 112, 113 THE 105, 211, 212	9
General Education Sub-Total	34-37

Major Requirements

CIS 118 Intro. to PC Applications	3
CIS 135 Complete PC Word Processing/Word	3
PAR 121 Intro. to Paralegal	3
PAR 124 Legal Research	3
PAR 221 Civil Procedures	3
PAR 222 Evidence	3
PAR 280 Paralegal Internship	6
PAR 285 Paralegal II Synthesis (Capstone)	3
Total	28

<i>Select 9 hours from any of the following</i>		9
PAR 101	Legal Writing	(3)
PAR 105	Torts	(3)
PAR 109	Property	(3)
PAR 115	Domestic Relations	(3)
PAR 125	Tax Law	(3)
PAR 126	Creditor/Debtor/Bankruptcy	(3)
PAR 201	Business Organizations	(3)
PAR 205	Probate	(3)
PAR 207	Legal Research Seminar I	(3)
PAR 208	Legal Research Seminar II	(3)
PAR 214	Administrative Law	(3)
PAR 231	Investigations I	(3)
PAR 239	Criminal Law	(3)
PAR 241	Environmental Law	(3)
PAR 252	Constitutional Law	(3)
PAR 258	Contracts	(3)
PAR 299	Independent Study	(1-3)
Total		70-73

Certificate in Paralegal

GENERAL

CCD Auraria

This program prepares individuals with job-entry skills for the general paralegal field. Emphasis is placed on practical skills such as interviewing, researching and document drafting.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
PAR 101	Legal Writing	3
PAR 121	Intro. to Paralegal	3
PAR 124	Legal Research	3
PAR 221	Civil Procedures	3
PAR 222	Evidence	3
PAR 280	Paralegal Internship	6
Elective	PAR	3
CIS 135	Complete PC Word Processing/Word	3
PAR 185	Paralegal Synthesis I (Capstone)	3
Total		33

Associate of Applied Science Degree in Paralegal

CCD Auraria

This program prepares students with job-entry skills for the general paralegal field. Emphasis is placed on practical skills such as interviewing, research and document drafting.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

2. Meet with a faculty program advisor and obtain an authorized signature.

<i>General Education Requirements</i>		<i>Credit Hours</i>
ENG 121	English Composition I	3
MAT 160	College Algebra	4
	or	
MAT 103	Contemporary College Mathematics	3
SPE 115	Principles of Speech	3

Select 1 course from the following

<i>AAS Humanities requirements:</i>	3-5
ART 111, 112; CIS 118;	
HUM 121, 122, 123; LIT 115, 201, 202	
MUS 120, 121, 122; PHI 111, 112, 113	
Any foreign language 111 or higher;	
THE 105, 211, 212	

Select 1 course from the following AAS Social &

<i>Behavioral Sciences requirements:</i>	3
ANT 101, 111; ECO 201, 202; GEO 105;	
HIS 101, 102, 201, 202; PSY 101, 102;	
POS 105, 111; SOC 101, 102	

Major Requirements

CIS 118	Intro. to PC Applications	3
PAR 121	Intro. to Paralegal	3
PAR 124	Legal Research	3
PAR 221	Civil Procedures	3
PAR 222	Evidence	3
PAR 280	Paralegal Internship	6
CIS 135	Complete PC Word Processing/Word	3

Select 9 courses from the following

		25-30
PAR 105	Torts	(3)
PAR 109	Property	(3)
PAR 115	Domestic Relations	(3)
PAR 125	Tax Law	(3)
PAR 126	Creditor/Debtor/Bankruptcy	(3)
PAR 185	Paralegal Synthesis I	(3)
PAR 201	Business Organizations	(3)
PAR 205	Probate	(3)
PAR 207	Legal Research Seminar I	(3)
PAR 208	Legal Research Seminar II	(3)
PAR 214	Administrative Law	(3)
PAR 231	Investigations I	(3)
PAR 239	Criminal Law	(3)
PAR 241	Environmental Law I	(3)
PAR 252	Constitutional Law	(3)
PAR 258	Contracts	(3)
PAR 299	Independent Study	(1-3)
PAR 285	Paralegal Synthesis II (Capstone)	3

Total		64-72
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PHOTOGRAPHY

Associate of Arts Degree with a Photography Emphasis
(See AA Degree, page 48)

Associate of General Studies Degree: MSCD/CU-Denver Photography (AGS-PHO)
CCD Auraria

The following courses represent the CCD/Metropolitan State College of Denver and CCD/CU-Denver Fine Arts transfer agreements. Students completing these degree requirements will meet their lower-division general education requirements and will be admitted to MSCD or CU-Denver as juniors in fine arts.

Recommended Humanities General Education Requirement:
ART 111, 112, Art History I & II

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

<i>General Education Core</i>	<i>Credit Hours</i>
I. English	6
ENG 121, 122	
II. Speech	3
SPE 115	
III. Mathematics	3-5
(Select any 1 of the following)	
MAT 160, 171, 175, 201, 202	
IV. Physical & Biological Sciences	4-5
(Select any 1 of the following)	
AST 101, 102	
BIO 105, 111, 112	
CHE 101, 102, 111, 112	
GEY 111	
PHY 105, 111, 112, 211, 212	
V. Social & Behavioral Sciences	9
(Select 9 credit hours from a minimum of 2 disciplines)	
ANT 101, 111	
ECO 201, 202	
GEO 105	
HIS 101, 102, 201, 202	
POS 105, 111	
PSY 101, 102	
SOC 101, 102	
VI. Humanities	9
(Select 9 credit hours from a minimum of 2 disciplines)	
*ART 110, 111, 112	
HUM 121, 122, 123	
Any foreign language 111 or higher	
LIT 115, 201, 202	
MUS 120, 121, 122	
PHI 111, 112, 113	
THE 105, 211, 212	
* <i>Must be taken as general education or extra electives</i>	
General Education Sub-Total	34-37

Major Requirements

ART 121	Drawing I	3
ART 131	Two-Dimensional Design - Color	3
PHO 101	Fundamentals of Photography	3
PHO 102	Fundamentals of Color Photography	3
PHO 107	History of Photography	3
PHO 111	Intermediate Black & White Photography	3
PHO 112	Intermediate Color Photography	3

<i>Select 1 course from the following</i>		3
PHO 201	View Camera Techniques	(3)
PHO 202	Studio Lighting	(3)
PHO 203	The Fine Print	(3)

<i>Select 1 course from the following</i>		3
PHO 211	Portrait Photography	(3)
PHO 212	Landscape Photography	(3)
PHO 213	Creative Process	(3)

<i>Select a minimum of 1 elective course from the following</i>		3
PHO 205	Photography Workshop	(3)
GRD 103	Computer Art Graphics	(3)
GRD 105	Advertising Typography & Layout	(3)
BUS* 115	Intro. to Business	(3)
PHO 107	History of Photography	(3)
PHO* 297	Cooperative Education	(3)

* *CU-Denver will not accept these courses.*

Capstone Course

PHO 285	Seminar in Photography	3
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Total **67-70**

Associate of Applied Science Degree in Photography

CCD Auraria

This program provides technical and aesthetic training to give graduates the skills necessary to enter the field of professional photography, including freelance, portrait and creative photography.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

<i>General Education Courses</i>	<i>Credit Hours</i>
ENG 121 English Composition I	3
MAT 160 College Algebra	3-4
or	
MAT 103 Contemporary College Mathematics	
SPE 115 Principles of Speech	3

Select 2 AAS general education courses from the following 3 areas 6

- Arts and Humanities
- Physical and Biological Sciences
- Social and Behavioral Sciences

Major Requirements

ART 121	Drawing I	3
ART 131	Two-Dimensional Design - Color	3
PHO 101	Fundamentals of Photography	3
PHO 102	Fundamentals of Color Photography	3
PHO 107	History of Photography	3
PHO 111	Intermediate Black & White Photography	3
PHO 112	Intermediate Color Photography	3

Select 2 courses from the following 6

PHO 201	View Camera Techniques	(3)
PHO 202	Studio Lighting	(3)
PHO 203	The Fine Print	(3)

Select 2 courses from the following 6

PHO 211	Portrait Photography	(3)
PHO 212	Landscape Photography	(3)
PHO 213	Creative Process	(3)

Select a minimum of 9 credit hours from the following 9

ART 211	Painting I	(3)
ART 132	Three-Dimensional Design - Space	(3)
BUS 115	Intro. to Business	(3)
GRD 103	Computer Art Graphics	(3)
GRD 105	Advertising Typography & Layout	(3)
GRD 220	Photoshop	(3)
PHO 290	Special Topics	(1-3)
PHO 295	Job Search Workshop	(1)
PHO 297	Cooperative Education (variable credit)	(3-6)
PHO 285	Seminar in Photography (Capstone)	3

Total 60-61

Certificate in Photography

CCD Auraria

This program provides technical and aesthetic training and gives students the skills necessary to enter the field of professional photography, including freelance, portrait and creative photography.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Credit Hours

ART 121	Drawing I	3
ART 131	Two-Dimensional Design - Color	3
ENG 121	English Composition	3
PHO 101	Fundamentals of Photography	3
PHO 102	Fundamentals of Color	3
PHO 111	Intermediate Black & White	3
PHO 112	Intermediate Color Photography	3

Select a minimum of 6 credits from the following 6

GRD 105	Advertising Typography & Layout	(3)
BUS 115	Intro. to Business	(3)
PHO 201	View Camera Techniques	(3)
PHO 202	Studio Lighting	(3)
PHO 203	The Fine Print	(3)
PHO 205	Photography Workshop	(3)
PHO 211	Portrait Photography	(3)
PHO 213	Creative Process	(3)
PHO 215	Photography Seminar	(3)
PHO 297	Cooperative Education	(3-6)
PHO 185	Advanced Photography (Capstone)	3

Total 30

PHYSICS

Associate of Science Degree with a Physics Emphasis

(See AS Degree, page 52)

POLITICAL SCIENCE

Associate of Arts Degree with a Political Science Emphasis

(See AA Degree, page 48)

PSYCHOLOGY

Associate of Arts Degree with a Behavioral Sciences Emphasis, Psychology Emphasis

(See AA Degree, page 47)

RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree in Radiologic Technology

CCD Lowry

The Radiologic Technology program prepares the student for an entry-level position as a radiographer in a variety of medical settings, including the hospital. The program consists of five semesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Registry of Radiologic Technologists.

The program begins fall semester of each year. Information and requirements can be obtained from the Auraria Educational Planning and Advising Center or the Radiologic Technology program coordinator at CCD Lowry, 303-365-8300. Students who are interested in articulating their career with a Bachelor of Science degree should contact the degree-awarding institution for information about transferable prerequisite course work.

Program Admission Requirements

There are two steps for admission into the Radiologic Technology program.

1. Meet minimum assessment scores or prerequisites required for general education courses in the program. All prospective Radiologic Technology students must take the Basic Skills

Assessment. The assessment must be met before a student will be admitted to the program regardless, of previous course work. There are no exceptions.

To get an application, students must meet with a Radiologic Technology program advisor. Call 303-365-8300 to make an appointment. Bring a copy of the Basic Skills Assessment test results and student transcripts of course work at CCD, or other colleges attended.

It is important to submit an application as soon as the above qualifications are met. Applicants are accepted for admission by the date the completed application packet is received.

A completed application packet includes the program application, copies of Basic Skills Assessment results, previous college transcripts and an educational plan.

- Complete the following general education requirements with a C grade or better prior to starting the program.

<i>General Education Requirements</i>			<i>Credit Hours</i>
ENG 121	English Composition I		3
<i>Select either BIO 120, or both BIO 201 and 202</i>			4-8
BIO* 120	Basic Anatomy & Physiology or both		(4)
BIO* 201	Anatomy & Physiology I and		(4)
BIO* 202	Anatomy & Physiology II		(4)
<i>Select 1 course from the following</i>			3-4
MAT 103	Contemporary College Mathematics		(3)
MAT 105	Intermediate Algebra		(4)
MAT 160	College Algebra		(4)
MAT 175	Intro. to Statistics		(3)
<i>Select 1 course from the following</i>			3
SOC 101	Intro. to Sociology I		(3)
PSY 101	General Psychology I		(3)
PSY 235	Psychology of Human Growth & Development		(3)

* Must have been completed within the past five years

Radiologic Technology Program

Fall

RTR 102	Radiographic Imaging I	3
RTR 103	Radiographic Equipment	3
RTR 104	Radiographic Internship I	5
RTR 105	Radiographic Patient Care I	3
RTR 195	Success Seminar	1

Spring

RTR 112	Radiographic Imaging II	3
RTR 113	Radiographic Equipment II	3
RTR 114	Radiographic Internship II	5
RTR 115	Radiographic Patient Care II	2

Summer

RTR 124	Radiographic Internship III	7
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Fall

RTR 202	Imaging III (Speech Intensive)	3
RTR 203	Radiation Biology/Protection	2
RTR 204	Radiographic Internship IV	8

Spring

RTR 214	Radiographic Internship V	11
RTR 216	Radiography Capstone	3

Total **75-80**

Certificate in Limited Scope Radiologic Technology

CCD Lowry

This program prepares the student as a limited scope radiographer who practices in the physician's office or small clinic. Limited scope radiographers are not prepared to practice in the hospital. The program consists of three semesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn a certificate and are eligible to take the state of Colorado Limited Scope Radiography exam.

The program begins fall semester of each year. Information and requirements can be obtained from the Auraria Educational Planning and Advising Center, or the Radiologic Technology program coordinator at CCD Lowry, 303-365-8300.

Program Admission Requirements

There are two steps for admission into the Radiologic Technology program.

- Meet minimum assessment scores or prerequisites required for general education courses in the program. All prospective Radiologic Technology students must take the Basic Skills Assessment. The assessment must be met before a student will be admitted to the program regardless, of previous course work. There are no exceptions.

To get an application, students must meet with a Radiologic Technology program advisor. Call 303-365-8300 to make an appointment. Bring a copy of the Basic Skills Assessment test results and student transcripts of course work at CCD, or other colleges attended.

It is important to submit an application as soon as the above qualifications are met. Applicants are accepted for admission by the date the completed application packet is received.

A completed application packet includes the program application, copies of Basic Skills Assessment results, previous college transcripts and an educational plan.

- Complete the following general education requirements with a C grade or better prior to starting the program.

<i>General Education Requirements</i>			<i>Credit Hours</i>
ENG 121	English Composition I		3

Select either BIO 120, or both BIO 201 and 202 4-8

BIO*	120	Basic Anatomy & Physiology or both	(4)
BIO*	201	Anatomy & Physiology I and	(4)
BIO*	202	Anatomy & Physiology II	(4)

<i>Select 1 course from the following</i>			3-4
MAT	103	Contemporary College Mathematics	(3)
MAT	105	Intermediate Algebra	(4)
MAT	160	College Algebra	(4)
MAT	175	Intro. to Statistics	(3)

<i>Select 1 course from the following</i>			3
SOC	101	Intro. to Sociology I	(3)
PSY	101	General Psychology I	(3)
PSY	235	Psychology of Human Growth & Development	(3)

* Must have been completed within the past five years

Limited Scope Radiologic Technology Program

Fall			
RTR	102	Radiographic Imaging I	3
RTR	103	Radiographic Equipment	3
RTR	104	Radiographic Internship I	5
RTR	105	Radiographic Patient Care I	3

Spring			
RTR	112	Radiographic Imaging II	3
RTR	113	Radiographic Equipment II	3
RTR	114	Radiographic Internship II	5
RTR	115	Radiographic Patient Care II	2

Summer			
RTR	120	Radiography Limited Scope Internship	3
RTR	185	Radiography Limited Scope Capstone	2

Total			45-50
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RECREATIONAL ASSISTANT

The Recreational Assistant degree and certificate programs are under review. Please contact the Center for Health, Math and Science, Health Education Center, at 303-365-8300 for additional information.

SOCIOLOGY

Associate of Arts Degree with a Behavioral Sciences Emphasis, Sociology Emphasis

(See AA Degree, page 47)

SPEECH

Associate of Arts Degree with a Speech Emphasis

(See AA Degree, page 48)

TEACHER EDUCATION

Associate of General Studies Degree in Elementary Education (AGS-EE)

CCD Auraria

The following courses represent the new CCD/Metropolitan State College of Denver Elementary Education (EE) Teacher Education 60-plus-60 transfer agreement. Students completing degree requirements will be admitted to MSCD as juniors in the EE Teacher Education program. Other transfer options are available.

All interested students should call the Education program advisor at 303-556-4278 for more details and to select appropriate electives.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Maintain a 2.0 cumulative GPA.

General Education Core		Credit Hours
ENG	121 English Composition I	3
ENG	122 English Composition II	3
SPE	115 Principles of Speech	3
MAT	155 Math for Elementary Educators I	4
MAT	156 Math for Elementary Educators II or	4
MAT	160 College Algebra	
PHY	105 Conceptual Physics	4
GEO	105 World Regional Geography	3
HIS	201 United States History I	3
ART	110 Art Appreciation or	3
MUS	120 Music Appreciation	

Major Requirements

ECP	110 Child Growth & Development	4
EDU	200 Expressive Arts in the Elementary Classroom	3
EDU	210 Social Foundations & Multicultural Education	4
EDU	216 Children's Literature	3
EDU	285 Educational Technology Portfolio Development (Capstone)	3

Courses selected with advisor approval to satisfy MSCD's lower-division major requirements, per most recent MSCD Transfer Guide.

OR, for those students needing Core Stamp for transfer to another institution, 3 credits of Social Science core and 6 credits of Humanities core are required.

Total		60
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Certificate in Teacher Education

PARAEDUCATOR, SPECIAL EDUCATION EMPHASIS

CCD North

The Paraeducator certificate, with an emphasis in Special Education, is designed for completion in two, 15-week semesters.

It prepares students to provide services to special populations in the public school or agency environment. Working under the direct supervision of a teacher or other professional, the special education paraeducator communicates with, supervises and instructs students in different environments, including general education classrooms and the community. Employment often requires a Colorado Bureau of Investigation background check.

Certificate program credits apply toward the Associate of General Studies degree in Elementary Education that transfers to a bachelor's degree and a K-6 teaching license. See an advisor for specific transferability requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
CIS 118	Intro. to PC Applications	3
EDU 110	Overview of Special Populations	4
EDU 111	Comm. Skills/Special Populations	3
EDU 112	Health & Safety Issues in Schools	1
EDU 114	Student Behavior Management	3
EDU 115	Paraeducator Practicum I	3
EDU 141	Basic Instructional Techniques	3
EDU 210	Social Foundations & Multicultural Education	4
EDU 211	Paraeducator Practicum II (Capstone)	3
PSY 115	Psychology of Adjustment	2
Total		29

Certificate in Teacher Education PARAEDUCATOR, BILINGUAL EMPHASIS CCD North

The Paraeducator certificate with an emphasis in bilingual education is designed for either pre-service or inservice paraeducators working with children in metro schools. The program emphasizes classroom instruction and hands-on, supervised experience of the paraprofessional's primary instructional and supervision duties.

Certificate program credits apply toward the Associate of General Studies degree in Elementary Education that transfers to a bachelor's degree and a K-6 teaching license. See an advisor for specific transferability requirements.

For more information call 303-289-2243 or 303-556-6639.

Program Admission Requirements

1. Acceptance into Collaborative Bilingual Education Teacher Training (CBETT) grant.
2. Meet minimum assessment scores, or completion of REA 060, ENG 060, and MAT 055 with C or better.

		<i>Credit Hours</i>
EDU 111	Comm. Skills/Special Populations	3
EDU 114	Student Behavior Management	3
EDU 141	Basic Instructional Techniques	3
EDU 251	Intro. to Bilingual Education	4
EDU 261	Literacy in the Multicultural/ Multilingual Classroom	3

<i>Select a minimum of 6 credits from the following</i>		6
SPA 111	First-Year Spanish I	(5)
SPA 112	First-Year Spanish II	(5)
SPA 211	Second-Year Spanish I	(3)
SPA 212	Second-Year Spanish II	(3)

Total **22-26**

Certificate in Teacher Education PARAEDUCATOR, LITERACY EMPHASIS CCD Auraria, CCD North

The Paraeducator certificate, with an emphasis in literacy instruction, is designed for either pre-service or inservice paraeducators working with children in grades K-6. The program emphasizes classroom instruction and hands-on, supervised experience of the paraprofessional's primary instructional and supervision duties. Certificate program credits apply toward the Associate of General Studies degree in Elementary Education that transfers to a bachelor's degree and a K-6 teaching license. See an advisor for specific transferability requirements.

Courses may be taught on the CCD Auraria or CCD North campuses, as well as off-site locations through Extended Campus to accommodate cohort groups. Contact the Education program coordinator at 303-556-4278 or CCD's Extended Campus at 303-556-3573 to develop a cohort program at your school site.

Program Admission Requirements

1. Meet minimum assessment scores, or completion of REA 060, ENG 060, and MAT 055 with C or better.

		<i>Credit Hours</i>
ECP 110	Child Growth & Development	4
EDU 111	Comm. Skills/Special Populations	3
EDU 114	Student Behavior Management	3
EDU 115	Paraeducator Practicum I	3
EDU 141	Basic Instructional Techniques	3
EDU 211	Paraeducator Practicum II	3
EDU 240	Literacy Instructional Techniques	4
EDU 261	Literacy in the Multicultural/ Multilingual Classroom	3
ECP 275	Curriculum: Violence Prevention	3
Total		29

TECHNICAL HEALTH ASSISTANT Certificate in Technical Health Assistant CCD East

The Technical Health Assistant Certificate program prepares students for a career as allied health professionals. Graduates are prepared to enter positions as clinical medical assistants, comprehensive medical assistants or radiology/orthopedic assistants in hospitals, clinics and physicians' offices. Comprehensive medical assistants also can obtain national certification by examination through the American Association of Medical Assistants.

Students are prepared to perform front-office tasks (comprehensive medical assistants only), conduct patient evaluations, give injections, perform venopunctures and provide other patient treatments. Radiology/orthopedic assistants also assist in radiological procedures, process radiological films and assist in orthopedic procedures.

**Certificate in Technical Health Assistant
CLINICAL MEDICAL ASSISTANT EMPHASIS**

CCD East

Clinical Medical Assistant is a program designed for completion in two, 17-week semesters. It prepares students to conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings. Graduates are prepared to enter positions as clinical medical assistants and medical assistants.

All Clinical Medical Assistant certificate program credits apply toward the requirements of the AAS degree in Health and Wellness, Clinical Medical Assistant emphasis.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

	<i>Credit Hours</i>
BTE 102 Basic Keyboarding Applications	3
HWE 100 Medical Terminology I	2
HWE 103 First Aid/CPR: Emergency Response	2
PSY 115 Psychology of Adjustment	2
SOC 103 Sociology of Health Care	3
THA 111 The Human Body	4
THA 151 Technical Procedures	3
THA 153 Medical Terminology II	2
THA 200 Patient Care	3
THA 205 Pharmacology Practices	4
THA 212 Internship Seminar	1
THA 230 Clinical Procedures	7
THA 297 Internship Work Experience (Capstone)	4
Total	40

**Certificate in Technical Health Assistant
COMPREHENSIVE MEDICAL ASSISTANT EMPHASIS**

CCD East

Comprehensive Medical Assistant is a program designed for completion in three, 15-week semesters. This program is certified through the American Association of Medical Assisting. Students are prepared to perform front office tasks, complete insurance forms, make office appointments, perform ICD-9 and CPT coding, conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings.

Graduates can obtain national certification by examination through the American Association of Medical Assisting. Graduates are prepared to enter positions as certified medical assistants and medical assistants.

All Comprehensive Medical Assistant certificate program credits apply toward the requirements of the AAS degree in Health and Wellness, Comprehensive Medical Assistant emphasis.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

	<i>Credit Hours</i>
AHA 152 Medical Office Communications	3
AHA 155 Medical Manager	2
AHA 156 Basic Coding	2
AHA 211 Medical Secretary Skills	4
BTE 102 Basic Keyboarding Applications	3
HWE 100 Medical Terminology I	2
HWE 103 First Aid/CPR: Emergency Response	2
PSY 115 Psychology of Adjustment	2
SOC 103 Sociology of Health Care	3
THA 111 The Human Body	4
THA 151 Technical Procedures	3
THA 153 Medical Terminology II	2
THA 200 Patient Care	3
THA 205 Pharmacology Practices	4
THA 212 Internship Seminar	1
THA 230 Clinical Procedures	7
THA 297 Internship Work Experience (Capstone)	4
Total	51

**Certificate in Technical Health Assistant
RADIOLOGY/ORTHOPEdic ASSISTANT EMPHASIS**

CCD East

Radiology/Orthopedic Assistant is a program designed for completion in two, 17-week semesters. It prepares students to conduct patient evaluations, take and record clinical measurements, assist in radiological procedures, process radiological film and assist in orthopedic procedures, usually in hospital or clinic settings. Graduates are prepared to enter positions as radiology and orthopedic assistants.

All Radiology/Orthopedic Assistant certificate program credits apply toward the requirements of the AAS degree in Health and Wellness, Radiology/Orthopedic Assistant emphasis.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033

	<i>Credit Hours</i>
BTE 102 Basic Keyboarding Applications	3
HWE 100 Medical Terminology I	2
HWE 103 First Aid/CPR: Emergency Response	2
PSY 115 Psychology of Adjustment	2
SOC 103 Sociology of Health Care	3
THA 111 The Human Body	4
THA 151 Technical Procedures	3
THA 153 Medical Terminology II	2
THA 210 Radiology Assisting	6

THA 212	Internship Seminar	1
THA 220	Orthopedic Assisting	8
THA 297	Internship Work Experience (Capstone)	4
Total		40

THEATRE

Associate of Arts Degree with a Theatre Emphasis

(See AA Degree, page 48)

TRADES AND INDUSTRY

Associate of Applied Science Degree in Airframe/Power Plant
CCD Auraria

Students must register for airframe/power plant courses at Emily Griffith Opportunity School. On completion of airframe/power plant courses, students will receive an FAA certificate. With an additional 15 credit hours at CCD, students may receive an AAS degree. Other FAA certificates may be substituted for Emily Griffith Opportunity School courses. This program also allows students to readily transfer into a Bachelor of Science degree program with a major in Technical and Industrial Administration. Please see the dean in the Center for Business and Technology for information on this program.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

Associate of Applied Science Degree in Trades

CCD Auraria

The Trades AAS degree program consists of a maximum of 58 credit hours of trade-specific credits. Students may earn these credits via apprenticeship training (classroom and on-the-job hours) or technical education course work and training, plus a maximum of 20 credit hours of core general education courses at CCD. For those registered apprentices who complete a three-year registered apprenticeship program, 20 CCD credit hours are required. For those completing a four-year or five-year apprenticeship program, 17 CCD general education credits are required. Students completing certificate course sequences and wishing to pursue the AAS degree must complete a minimum of 25 credit hours of general education credit and a minimum of 60 credit hours as noted below.

This program is offered jointly by CCD, Emily Griffith Opportunity School and the Joint Apprenticeship Training Committee. Students enrolled in the apprenticeship-training part of this program are not eligible for financial aid from CCD.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Official transcript showing completion of Emily Griffith Opportunity School's Apprenticeship program.

<i>Apprenticeship Training</i>	<i>Credit Hours</i>
Four- to five-year training and Capstone	43
Three-year training and Capstone	40

General Education Requirements	
ENG 121 or 131	3
MAT 103 or 160	4

<i>Select 1 course from the following</i>	
<i>AAS Physical & Biological Sciences requirements:</i>	4-5
AST 101, 102; BIO 105, 111, 112*	
CHE 101, 102, 111, 112; GEY 111;	
PHY 105, 111, 112, 211, 212	

<i>Select 1 course from the following</i>	
<i>AAS Humanities requirements:</i>	3-5
ART 111, 112; CIS 118;	
HUM 121, 122, 123; LIT 115, 201, 202	
MUS 120, 121, 122; PHI 111, 112, 113	
Any foreign language 111 or higher;	
THE 105, 211, 212	

<i>Select 1 course from the following</i>	
<i>AAS Social & Behavioral Sciences requirements:</i>	3
ANT 101, 111; ECO 201, 202; GEO 105;	
HIS 101, 102, 201, 202; PSY 101, 102;	
POS 105, 111; SOC 101, 102	

SPE 115 Intro. to Speech	3
(3-year apprenticeship program only)	

Total	63-68
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Associate of Applied Science Degree In Trades

CNC MACHINE TOOL OPERATOR

CCD North

This program prepares the student as an entry-level specialist to work with CNC lathes, CNC mills and most other machine tools. Students are prepared to work with common metrology processes, various types of drawings and prints, AutoCAD software and CNC programming. Graduates are prepared to enter positions as CNC machine tool operators.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the CNC Machine Tool Operator certificate program.

<i>General Education Requirements</i>	<i>Credit Hours</i>
CIS 118 Intro. to PC Applications	3
ENG 121 English Composition I	3
or	
ENG 131 Technical Writing I	
MAT 130 Intermediate Algebra	4
SPE 115 Principles of Speech	3

<i>Select one course from the following</i>			2-3
ECO 201	Principles of Macro Economics		(3)
POS 105	Intro. to Political Science		(3)
PSY 115	Psychology of Adjustment		(2)

Major Requirements

MTO 130	Intro. to Machine Shop		2
MTO 131	Machine Math & Prints I		3
MTO 132	Mills I		4
MTO 133	Engine Lathes I		4
MTO 140	Metrology		2
MTO 141	Mills II		4
MTO 142	Machine Math & Prints II		1
MTO 143	Engine Lathes II		3
MTO 221	Engine Lathes III		2
MTO 223	Job Shop Machining I		3
MTO 250	Auto Cad I		3
MTO 251	CNC Operations (Capstone)		3
MTO 252	CNC Principles		4
MTO 253	CNC Mathematics I		2

Select an additional 6 or more credit hours with MTO advisor approval 6

Total **61-63**

CNC Machine Tool Operator Certificate

CCD North

CNC Machine Tool Operator is a program designed for completion in two, 17-week semesters. It prepares students with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe, grinder/shaper, CNC mill and CNC lathe. Graduates are prepared to enter positions as CNC machine tool operators.

All CNC Machine Tool Operator certificate program credits apply toward the requirements of the AAS degree in Trades, CNC Machine Tool Operator.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

Credit Hours

MTO 130	Intro. to Machine Shop		2
MTO 131	Machine Math & Prints I		3
MTO 132	Mills I		4
MTO 133	Engine Lathes I		4
MTO 140	Metrology		2
MTO 141	Mills II		4
MTO 142	Machine Math & Prints II		1
MTO 143	Engine Lathes II		3
MTO 221	Engine Lathes III		2
MTO 223	Job Shop Machining I		3
MTO 250	Auto Cad I		3
MTO 251	CNC Operations (Capstone)		3
MTO 252	CNC Principles		4

MTO 253	CNC Mathematics I		2
PSY 115	Psychology of Adjustment		1
Total			41

Machine Tool Operator Certificate

CCD North

Machine Tool Operator is a program designed for completion in two, 15-week semesters. It prepares students with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe and grinder/shaper. Graduates are prepared to enter positions as machine tool operators.

All Machine Tool operator certificate program credits apply toward the CNC Machine Tool Operator certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

Credit Hours

MTO 130	Intro. to Machine Shop		2
MTO 131	Machine Math & Prints I		3
MTO 132	Mills I		4
MTO 133	Engine Lathes I		4
MTO 140	Metrology		2
MTO 141	Mills II		4
MTO 143	Engine Lathes II (Capstone)		3
MTO 223	Job Shop Machining I		3
PSY 115	Psychology of Adjustment		1
Total			26

Lathe Operator Certificate

CCD North

Lathe Operator is a program designed for completion in one, 15-week semester. It prepares students with the job-entry skills necessary to perform most operations on the lathe. Graduates are prepared to enter positions as lathe operators.

All Lathe Operator certificate program credits apply toward the Machine Tool Operator certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

Credit Hours

MTO 130	Intro. to Machine Shop		2
MTO 131	Machine Math & Prints I		3
MTO 133	Engine Lathes I		4
MTO 140	Metrology		2
MTO 143	Engine Lathes II		3
MTO 223	Job Shop Machining I (Capstone)		2
Total			16

Mill Operator Certificate

CCD North

Mill Operator is a program designed for completion in one, 15-week semester. It prepares students with the job-entry skills necessary to perform most operations on mills. Graduates are prepared to enter positions as mill operators.

All Mill Operator certificate program credits apply toward the Machine Tool Operator certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

	<i>Credit Hours</i>
MTO 130 Intro. to Machine Shop	2
MTO 131 Machine Math & Prints I	3
MTO 132 Mills I	4
MTO 140 Metrology	2
MTO 141 Mills II	4
MTO 223 Job Shop Machining I (Capstone)	2
Total	17

Associate of Applied Science Degree In Trades

FABRICATION WELDER

CCD North

This program prepares the student as an entry-level specialist to work with most operations in oxy-acetylene welding, shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding on metals that range from heavy plate and pipe to thin-gauge sheet metals. Various steels and aluminum metal are used. Graduates are prepared to enter positions such as arc welders, industrial welders, production welders, fabrication welders, and TIC or MIG welders.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Fabrication Welder certificate program.

	<i>Credit Hours</i>
<i>General Education Requirements</i>	
CIS 118 Intro. to PC Applications	3
ENG 121 English Composition I	3
or	
ENG 131 Technical Writing I	
MAT 130 Intermediate Algebra	4
SPE 115 Principles of Speech	3
<i>Select one course from the following</i>	<i>2-3</i>
ECO 201 Principles of Macro Economics	(3)
POS 105 Intro. to Political Science	(3)
PSY 115 Psychology of Adjustment	(2)

Major Requirements

WEF 100 Oxyacetylene Welding I	3
WEF 102 Air Arc Gouging	2
WEF 108 SMAW Set Up & Padding	4

WEF 109 SMAW I	4
WEF 110 SMAW II	4
WEF 111 SMAW Structural I	4
WEF 112 SMAW Structural II	3
WEF 114 Welding Math & Prints I	3
WEF 130 GMAW Set Up	2
WEF 203 Pipe Welding	3
WEF 205 GMAW Thin Gauge & Structural	4
WEF 207 GTAW Set Up	2
WEF 208 GTAW Thin Gauge & Alloy (Capstone)	4

Select an additional 3 or more credit hours with WEF advisor approval 3

Total **60-62**

Fabrication Welder Certificate

CCD North

Fabrication Welder is a program designed for completion in two, 17-week semesters. It prepares students with the job-entry skills necessary to perform most operations in oxyacetylene welding, shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding on materials that range from heavy plate to thin-gauge sheet metals and are composed of various steels and aluminum. Graduates are prepared to enter positions as arc, plate, industrial, production, fabrication, TIG or MIG and construction welders.

The Fabrication certificate program credits and the previously listed General Studies Core credits complete the requirements of the AAS degree in Trades, Fabrication Welder.

Program Admission Requirements

1. Minimum TABE assessment score of 8th grade on reading and mathematics, or co-enrollment in REA 060 and/or MAT 033.

	<i>Credit Hours</i>
PSY 115 Psychology of Adjustment	1
WEF 100 Oxyacetylene Welding I	3
WEF 102 Air Arc Gouging	2
WEF 108 SMAW Set Up & Padding	4
WEF 109 SMAW I	4
WEF 110 SMAW II	4
WEF 111 SMAW Structural I	4
WEF 112 SMAW Structural II	3
WEF 114 Welding Math & Prints I	3
WEF 130 GMAW Set Up	2
WEF 203 Pipe Welding	3
WEF 205 GMAW Thin Gauge & Structural	4
WEF 207 GTAW Set Up	2
WEF 208 GTAW Thin Gauge & Alloy (Capstone)	4
Total	43

Arc Welder Certificate

CCD North

Arc Welder is a program designed for completion in two, 15-week semesters. It prepares students with the job-entry skills necessary to perform most operations in oxyacetylene and shielded

metal arc welding on various sizes of steel materials. Graduates are prepared to enter positions as arc, plate and construction welders.

All Arc Welder certificate program credits apply toward the Fabrication Welder program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
PSY	115 Psychology of Adjustment	1
WEF	100 Oxyacetylene Welding I	3
WEF	102 Air Arc Gouging	2
WEF	108 SMAW Set Up & Padding	4
WEF	109 SMAW I	4
WEF	110 SMAW II	4
WEF	111 SMAW Structural I	4
WEF	112 SMAW Structural II (Capstone)	3
WEF	114 Welding Math & Prints I	3
Total		28

Basic Welder Certificate

CCD North

Basic Welder is a program designed for completion in one, 15-week semester. It prepares students with job-entry skills necessary to perform most operations in shielded metal arc welding on common sizes of steel materials. Graduates are prepared to enter positions as welders and arc welders.

All Basic Welder certificate program credits apply toward the Arc Welder certificate program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060 and/or MAT 033.

		<i>Credit Hours</i>
WEF	108 SMAW Set-Up & Padding	4
WEF	109 SMAW I	4
WEF	110 SMAW II	4
WEF	111 SMAW Structural I (Capstone)	4
Total		16

VETERINARY TECHNICIAN

Associate of Applied Science Degree in Veterinary Technician

CCD Lowry

This program prepares the graduate to practice as a veterinary technician. The program begins fall semester and continues for five semesters, including summer. Completion of the curriculum with a grade of C or better results in an Associate of Applied Science degree. At program completion, and upon program accreditation, students are eligible for a state certification examination. This exam is not mandatory for the state of Colorado at present, but may assist in employment opportunities.

Veterinary technicians are paraprofessional members of a veterinary team, assisting a doctor of veterinary medicine. Veterinary technicians perform a variety of tasks, including preparing examination rooms and surgery suites, holding and restraining animals during the exam and/or treatment, collecting specimens, perform-

ing routine laboratory procedures, taking diagnostic X-rays, administering medication or treatments, assisting in surgery, performing office skills, maintaining inventory of supplies and assisting with client education.

Career opportunities for veterinary technicians are available in a variety of settings, including private veterinary practices, research laboratories, kennels, zoos, and local, state and federal agencies. These experiences can lead to other job opportunities such as sales, hospital administration, teaching in a veterinary technician program and animal advocacy.

The Veterinary Technician program at CCD is partnered with the Animal Assistance Foundation. Clinical experience will be obtained at various metro-Denver-area veterinary clinics and shelters.

Application materials must be submitted by May 1 to be considered for admission into the class beginning fall of the academic year. Eligible applicants are selected first come, first served, based on the dates applications are received by the program coordinator at CCD Lowry, 1070 Yosemite St. Applicants not accepted are considered for the following year. Graduate exit competency is measured by successful completion of the capstone course, VET 285, Veterinary Technician Internship IV.

Program Admission Requirements

1. Take the CCD Basic Skills Assessment in the Testing Center in South Classroom Building, room 223, 303-556-3810. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Schedule an appointment with the Veterinary Technician program advisor to obtain program application. Call the Health Education Center at CCD Lowry at 303-365-8300.

General Education Requirements

		<i>Credit Hours</i>
BIO	111 General College Biology I	5
CIS	118 Intro. to PC Applications	3
ENG	121 English Composition I	3
MAT	103 Contemporary College Mathematics	3
SPE	115 Principles of Speech	3
PSY/SOC	Elective	3

Major Requirements

BIO	205 General College Microbiology	5
HWE	100 Medical Terminology I	2
VET	101 Veterinary Technician Internship I	5
VET	111 Veterinary Technician Internship II	3
VET	195 Success Seminar	1
VET	201 Veterinary Technician Internship III	5
VET	202 Veterinary Nursing Procedures	3
VET	205 Veterinary Anatomy and Physiology I	4
VET	206 Veterinary Anatomy and Physiology II	4
VET	208 Parasitology	2
VET	215 Veterinary Critical Care	2
VET	217 Veterinary Pathology	3
VET	220 Client & Employee Relations	2
VET	224 Pharmacology for Veterinary Technicians	3
VET	225 Anesthesiology	2
VET	285 Veterinary Technology Internship IV	8

Total **74**

COURSE DESCRIPTIONS



WITH MORE THAN 600 GENERAL EDUCATION, DEVELOPMENTAL, MAJOR AND ELECTIVE COURSES OFFERED EACH YEAR, HOW WILL YOU KNOW WHAT COURSE YOU REALLY WANT OR NEED TO TAKE? THIS ALPHABETICAL LIST OF COURSE DESCRIPTIONS THAT ARE COMMON TO MORE THAN ONE PROGRAM WILL HELP YOU DECIDE. YOUR ADVISOR OR CASE MANAGER ALSO CAN HELP MAKE THE DECISION EASIER.

COURSES COMMON TO MORE THAN ONE PROGRAM

085 Recitation

Variable credit hours

Designed for students with limited science or mathematics background. Provides opportunities for the student to practice study skills and strategies for learning biology, chemistry, mathematics and physics.

290 Special Topics Course

1 - 6 credit hours

Course titles (topics) will vary.

Permission of the instructor and center dean is required prior to registration. Four-year institutions vary in their acceptance policies for special topics courses. Students planning to transfer should keep a portfolio of their work.

295 Job Search Workshop

Variable credit hours

Presents information on the nature of work, employer expectations, résumé writing, job interview techniques and job search skills.

297 Cooperative Education (Co-op.)

Variable credit hours

Provides opportunities to supplement course work with practical work experiences related to the student's educational program and occupational objective. Credit hours vary. Permission of the instructor/ coordinator and the cooperative job supervisor is required. Four-year institutions vary in their policies regarding acceptance of cooperative education credit. Students who plan to transfer should consult an advisor.

199, 299 Independent Study

Variable credit hours

Students contract with a faculty member for a program-related, independent project not covered by existing curriculum. Each credit hour assigned corresponds to a plan for a minimum of 30, 50-minute hours of student time. Permission of the faculty and center dean is required prior to registration. Students who plan to transfer should consult

with an advisor; four-year institutions vary in their independent study acceptance policies. Students with fewer than 30 college-level credits take 199-numbered courses. Students with more than 30 college-level credits take 299-numbered courses.

ACCOUNTING

ACC 101 Fundamentals of Accounting

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Emphasizes the basic elements of the accounting cycle through statement preparation. Includes common bookkeeping procedures for handling cash receipts and disbursements and working with accounts receivable and payable. Includes practice in handling journals and ledgers.

ACC 110 Accounting Techniques

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Covers the skills of problem definition and identification, math applications and problem solving.

ACC 115 Payroll Accounting

3 credit hours

Prerequisite: ACC 121

Studies federal and state employment laws and their effects on personnel and payroll records. This course is non-technical, gives students a practical working knowledge of current payroll tax laws and actual experience in applying regulations. Students will learn computerized payroll procedures.

ACC 116 Computerized Billing

3 credit hours

Prerequisite: ACC 121

Introduces the concepts and operations of a computerized billing system. Topics include searches, queries, entering and posting account charges and payments, corrections and audits of journals, and preparation and printing of reports.

ACC 121 Accounting Principles I

4 credit hours

Corequisite: ACC 110 or equivalent

Introduces the study of accounting principles to give the student an understanding of the theory and logic that underlie procedures and practices.

ACC 122 Accounting Principles II

4 credit hours

Prerequisite: ACC 121

Introduces the study of partnership and corporate accounting systems and issues. Provides an overview of financial statement analysis, manufacturing cost control, and management planning and budgeting techniques.

ACC 125 Computerized Accounting

3 credit hours

Prerequisite: ACC 121

Introduces computerized accounting in a microcomputer environment. Topics include a review of basic accounting theory and training in both manual and computerized accounting procedures. Using a pre-designed accounting software package, students learn the principles and techniques required for computerized processing of accounting data, and for generating accounting reports and financial statements. Students will have extensive hands-on experience with computerized systems.

ACC 131 Income Tax I

3 credit hours

Corequisite: ACC 121

Studies the basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships.

ACC 211 Intermediate Financial Accounting

4 credit hours

Prerequisite: ACC 122

Studies the asset valuation process. Acquaints students with the historical, conceptual and pragmatic dimension of a wide range of major accounting issues that are integral to the development of balance sheets, income statements and statements of changes in financial positions for the complex organization.

ACC 215 Accounting Systems

3 credit hours

Corequisite: ACC 122

Studies the principles, concepts and tools used in the analysis, design, implementation and integration of accounting systems, internal control systems and accounting procedures. Students learn key elements of systems analysis, business systems design, accounting software

selection, and the acquisition and implementation of systems. Explores techniques and systems for electronic control systems, electronic data exchange, electronic funds transfer and web commerce.

ACC 226 Cost Accounting

3 credit hours

Prerequisite: ACC 122

Introduces the theory, concept and procedures of cost accounting. Gives students a basic understanding of managerial and cost accounting systems used in manufacturing businesses.

ADMINISTRATIVE HEALTH ASSISTANT**AHA 120 Medical Filing**

3 credit hours

Introduces the student to the basic rules and principles of filing in medical facilities. Topics include numeric filing, terminal digit filing, cross-referencing, color-coding, alphabetic filing, medical records control, computer-assisted filing and interactive participation in a model unit.

AHA 152 Medical Office Communication

3 credit hours

Develops the skills of expression of ideas when speaking and writing; addresses listening skills and improves awareness of correct speech patterns and listening for incorrect grammar usage; and introduces beginning medical filing with an emphasis placed on alphabetic and numeric methods.

AHA 155 The Medical Manager

3 credit hours

Prerequisite: BTE 101, CIS 120, THA 114

Uses the Medical Manager software package to explore activities such as making appointments, entering patient information, recording superbills, billing insurance companies and posting payment receipts. Also covers regulations governing insurance billing.

AHA 156 Basic Coding

2 credit hours

Prerequisite: BTE 101, CIS 120, THA 114

Introduces the basic coding principles for using the International Classification of Diseases, 9th Revision, Clinical Modifications (ICD-9-CM), as well as some special coding situations. The student also will learn about procedure codes through the Current Procedural Terminology (CPT).

AHA 158 Medical Unit Coordinating I

7 credit hours

Prerequisite: BTE 102, THA 110, 114

Introduces the history, growth and development of medical unit coordinating and provides an orientation to the work environment. Includes the knowledge and skills necessary to perform the coordination duties needed in a medical facility, including safety for patients and others, transcription of doctors' orders and other medical tasks as required.

AHA 160 Coding I

2 credit hours

Prerequisite: BTE 101, CIS 120, THA 114

Introduces the basic rules and principles of medical coding, using International Classification of Diseases (ICD-9-CM) formats and conventions, including V Codes and E Codes. Also introduces procedural codes through the Current Procedural Terminology (CPT).

AHA 200 Medical Transcription I

4 credit hours

Prerequisite: BTE 101, CIS 120, THA 114

Introduces the use of transcription equipment, principles of grammar, proofreading and word processing skills. Provides practice in transcribing history and physical reports, discharge summaries and other reports used in common medical procedures.

AHA 204 Medical Records I

3 credit hours

Prerequisite: BTE 101, CIS 120, THA 114

Explores the development and content of the hospital medical record, medical records for ambulatory care, long-term care and mental health. Also presents management of record content, medical forms and filing methods.

AHA 207 Medical Transcription II

6 credit hours

Prerequisite: AHA 200

Continues the topics of Medical Transcription I and introduces advanced terminology and technical reports. Covers specialty areas of surgery, radiology and general reports. Practice tapes contain various medical background noise and use dictators with foreign accents.

AHA 209 Medical Unit Coordinating II

7 credit hours

Prerequisite: AHA 158

Continues the topics of AHA 158, Medical Unit Coordinating I, and includes laboratory orders, diagnostic orders, treatment orders, miscellaneous orders, health unit coordinator procedures, management techniques, communications and medical/legal considerations.

AHA 211 Medical Secretarial Skills

4 credit hours

Prerequisite: AHA 152, 155, 200

Covers secretarial topics such as record-keeping duties, bank reconciliation, accounting terminology and basic accounting practices. Also presents types of mailing procedures, basic insurance filing and making referral appointments.

AHA 250 Medical Records II

4 credit hours

Prerequisite: AHA 204

Continues the topics of AHA 204, Medical Records I, and presents indexes, registers, statistics, medical records in reimbursement, computer and information systems, legal aspects and quality assurance.

AMERICAN SIGN LANGUAGE

ASL 101 American Sign Language I 3 credit hours

Introduces American Sign Language (ASL). Includes both an awareness of the American deaf culture and methods by which the American deaf interrelate. Includes basic ability to communicate with deaf individuals using ASL, and topics of places, names and the ability to ask and answer questions that include "who, what, when, where and how" questions.

ASL 102 American Sign Language II 3 credit hours

Prerequisite: ASL 101

Continues topics introduced in ASL 101. Emphasizes critical and logical thinking in ASL. Assists the non-native user of ASL to better integrate signing into the larger deaf community. Also, students will add to their basic ability to communicate with the deaf in social and individual settings.

ANTHROPOLOGY

ANT 101 Cultural Anthropology 3 credit hours

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change and applied anthropology.

ANT 107 Introduction to Archaeology 3 credit hours

Prerequisite: ANT 101

Surveys the recovery of human prehistoric and historic past through excavation, analysis and interpretation of material remains, including the archaeology and prehistory of several areas of the world. Covers the work of archaeologists along with discussions of major theories and excavations.

ANT 111 Physical Anthropology 3 credit hours

Prerequisite: ANT 101

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variations and ecology.

ANT 203 Urban Socio-Anthropology 3 credit hours

Prerequisite: ANT 101 or SOC 101 or SOC 102

Examines how cities and city life are shaped by cultural, social, political and economic forces operating at many different levels. Examines the history and theoretical roots of urban anthropology and sociology, ethnographic fieldwork in urban environments, and urban social organization in cross-cultural perspective. Students will be able to apply general principles in a global context.

ANT 265 Violence and Culture 3 credit hours

Prerequisite: ANT 101, or PSY 101, or PSY 102, or SOC 101, or SOC 102

Examines violence in multiple cultural contexts. Develops an understanding of societal and institutional causes of violence, explores resources for intervention and treatment and provides service learning applications in violence treatment. Topics include culture, gender and ethnicity, the media, family violence, sexual violence, the state, prevention and treatment.

ARABIC

ARB 111 First-Year Arabic I 5 credit hours

Gives students a fundamental understanding of the Arabic language and develops their basic listening, speaking, reading and writing skills.

ARB 112 First-year Arabic II 5 credit hours

Prerequisite: ARB 111

Teaches the student how to establish and maintain an advanced conversation in Arabic and introduces more advanced grammatical structures and writing. Gives more detailed cultural background and flavor of the Arab world.

ART

ART 110 Art Appreciation 3 credit hours

Introduces cultural significance of the visual arts, including painting, photography, sculpture, crafts, design and architecture. Surveys the techniques, terminology and traditions of art, as well as current trends. Provides students with opportunities to visit galleries and museums of art in the Denver area.

ART 111 Art History I 3 credit hours

Provides the knowledge base to understand the visual arts, including works from Western and non-Western cultures. Surveys the visual arts from the ancient through the medieval periods.

ART 112 Art History II 3 credit hours

Provides the knowledge base to understand the visual arts, including works from Western and non-Western cultures. Surveys the visual arts from the Renaissance through the modern periods.

ART 121 Drawing I 3 credit hours

Introduces various approaches and media designed to develop drawing skills and visual awareness.

ART 122 Drawing II/Mixed Media 3 credit hours

Prerequisite: ART 121

Continues topics introduced in ART 121 with emphasis in the use of a variety of contemporary media and drawing materials, individual expressive style, color and advanced composition.

ART 131 Two-Dimensional Design - Color 3 credit hours

Studies basic design elements, visual perception, form and composition.

ART 132 Three-Dimensional Design - Space 3 credit hours

Prerequisite: ART 131

Continues ART 131 with further examination of composition, modular repetition, color effect and three-dimensional design.

ART 151 Fundamentals of Photography 3 credit hours

Covers basic black and white photographic craft. Places special emphasis on approaching photography as a visual language. Includes the language of photography, the camera, film exposure and processing, printing, print finishing and photographic criticism.

ART 152 Fundamentals of Color Photography

3 credit hours

Prerequisite: ART 151 (PHO 101)

Introduces color theory, the nature of light and light sources, the reproduction of color, color films and processing. Emphasizes building individual experiences with color transparency films and potential expression through color photography.

ART 153 Intermediate Black and White Photography

3 credit hours

Prerequisite: ART 151 (PHO 101) and ART 152 (PHO 102)

Familiarizes the student with the basic principles of the Zone System for black and white photography; use of mathematics in photography; basic sensitometry and film analysis; data plotting, graphing and interpreting; testing procedures; light metering techniques; controlling film exposure and development; and visualization for expressive black and white prints.

ART 154 Intermediate Color Photography

3 credit hours

Prerequisite: PHO 101, 102 or instructor consent

Presents the basic principles of color printing and provides practical experience in the areas of physics of light, color film and paper, and human color vision.

ART 157 History of Photography

3 credit hours

Surveys the history of photography from its beginnings to the present. Emphasizes individual photographers who have made significant contributions to the field. Includes technical, artistic, commercial and social development of photography as a form of visual communication.

ART 210 Asia, Africa and the Americas: An Introduction to Non-Western

3 credit hours

Prerequisite: ART 111 or 112

Introduces the art of non-Western culture. Provides a knowledge base to understand the visual arts outside the Western tradition.

ART 211 Painting I

3 credit hours

Introduces a technical and formal foundation for the beginning student, including composition, color, materials and techniques of acrylic painting.

ART 212 Painting II

3 credit hours

Prerequisite: ART 211

Emphasizes color, composition, techniques and formal visual concepts as they relate to oil painting.

ART 213 Painting III

3 credit hours

Prerequisite: ART 212

Continues advanced work with consistent thematic development, sophisticated color relationships, formal and technical concerns.

ART 214 Painting IV

3 credit hours

Prerequisite: ART 213

Continues advanced work with thematic development, sophisticated color relationships, formal and technical concerns and consistent progression of subject matter.

ART 231 Watercolor I

3 credit hours

Prerequisite: ART 121

Introduces a technical and formal foundation for the beginning student, to include color, composition, materials and techniques of watercolor painting.

ART 232 Watercolor II

3 credit hours

Prerequisite: ART 231

Continues the study of watercolor techniques with an emphasis on subject development, form, color and theme.

ART 252 Studio Lighting

3 credit hours

Prerequisite: ART 151, 152, 153

Introduces basic concepts and principles needed to produce personally expressive photographs with studio lighting equipment, especially electronic flash. Includes working with a variety of camera formats, from 35mm to 4x5 view camera.

ART 253 View Camera Techniques

3 credit hours

Prerequisite: ART 151, 152

Provides each student with an introduction to the visual aesthetics of photographic images and light, making use of hands-on photographic experience with the 4x5 view camera. Covers processing techniques.

ART 270 Figure Drawing I

3 credit hours

Prerequisite: ART 121

Introduces the basic techniques of drawing the human figure, to include general anatomy and gesture drawing using a variety of media.

ART 271 Figure Drawing II

3 credit hours

Prerequisite: ART 270

Continues the study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

ARTS MANAGEMENT**AMG 280 Introduction to Arts Management**

3 credit hours

Prerequisite: ENG 121, SPE 115

Introduces students to the principles and practices involved in creating and operating arts organizations in the profit and not-for-profit world.

AMG 282 Grant Writing for Arts Management

3 credit hours

Prerequisite: ENG 121

Introduces students to the principles of and the skills needed for grant writing and fund-raising in the arts management field.

AMG 297 Arts Management Internship

3 - 6 credit hours

Prerequisite: AMG 280, 282

Introduces students to an on-site internship experience in a wide variety of Arts Management-related situations.

ASTRONOMY

AST 101 Astronomy I

4 credit hours

Examines methods of science, overall content and structure of the universe, motions of the sun, moon and stars, history of astronomy, tools of the astronomer, the composition, structure, characteristics, and origins of the solar system and potential for extraterrestrial life. Course includes laboratory and observational experience.

AST 102 Astronomy II

4 credit hours

Studies the nature of light, stellar spectra, stellar energy sources, structure and life cycle of stars, the sun, galaxies, and the origin and evolution of the universe. Course includes laboratory and observational experience.

BIOLOGY

BIO 105 Science of Biology

4 credit hours

Prerequisite: ENG 100, MAT 070, REA 090

Designed for non-science majors. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science and the impact of biological science on society. Includes laboratory experiences.

BIO 111 General College Biology I

5 credit hours

Prerequisite: ENG 100, MAT 105, REA 090

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure, function and the metabolic processes of respiration and photosynthesis, as well as cell reproduction and basic concepts of heredity. Includes laboratory experience.

BIO 112 General College Biology II

5 credit hours

Prerequisite: BIO 111

Continues General College Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. Includes laboratory experience.

BIO 116 Human Biology

3 credit hours

Introduces human anatomy and physiology for those who have no background in science. Does not substitute for a year-long anatomy and physiology course with a laboratory. Topics include: atoms, molecules, cells, energetics, genetics and a brief survey of systems.

BIO 118 Human Ecology and the Environment

3 credit hours

Explores the ways in which human population ecology has an impact on global environmental balance and is, in turn, affected by it. Topics focus on population, natural resources and land use. Introduces selected principles of general ecology such as food webs and biogeochemical cycles.

BIO 120 Basic Anatomy and Physiology

4 credit hours

Provides a detailed survey of the anatomy and physiology of all human body systems. Designed for the Health and Wellness, Massage Therapy, Psychiatric Technician, Radiographic, Recreation Therapy and Surgical Technology programs.

BIO 201 Human Anatomy and Physiology I

4 credit hours

Prerequisite: BIO 116, CHE 106 or one year high school chemistry

Includes atomic, molecular, cellular, tissue, and gross morphology of the skeletal, muscular, nervous and endocrine systems. Includes required laboratory.

BIO 202 Human Anatomy and Physiology II

4 credit hours

Prerequisite: BIO 201 or instructor consent

Includes atomic, molecular, cellular, histology, gross morphology, and physiology of the reproductive, integumentary, urinary, cardiovascular, lymphvascular, digestive and respiratory systems, plus homeostatic mechanisms. Includes required laboratory.

BIO 205 General College Microbiology

5 credit hours

Prerequisite: BIO 111 or equivalent, or instructor consent

Surveys microorganisms with an emphasis on their structure, development, physiology, classification and identification. Major topics include microbial diversity,

functional anatomy, biochemistry, genetics, ecology and disease. Mandatory hands-on laboratory experience includes sterile techniques, microscopy, culture procedures and biochemical and genetic analysis.

BIO 228 Field Biology

3 - 4 credit hours

Prerequisite: BIO 112 or GEY 111

Introduces students to field experiences in biology, geology and ecology. Includes identification of plants and animals in their natural environment and geologic features. The course includes mandatory field trips to nearby natural areas.

BUSINESS ADMINISTRATION

BUS 115 Introduction to Business

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces students to the broad spectrum of business activities. Introduces and defines appropriate vocabulary used in the various aspects of business.

BUS 117 Time Management

1 credit hour

Provides the student with the conceptual knowledge and tools to make better use of time in management functions and for personal use.

BUS 170 Supermarket Loss Prevention

3 credit hours

Familiarizes supermarket managers with the broad spectrum of supervisory issues that can cause profit loss within the overall supermarket environment. Presents prevention methods.

BUS 185 Business Certificate (Capstone)

1 credit hour

Prerequisite: ACC 121, BUS 115, 217, 221, ECO 201

Reviews and focuses on preceding management and business studies; completed during the final semester before receiving a management certificate.

BUS 205 Small Business Management*3 credit hours**Prerequisite: ACC 101, BUS 115*

Explores the fundamentals of organizing and operating a small business. Recognizes variations in application suited to individual needs. Studies problems of labor, location, financing, management, accounting, entrepreneurship and research. Provides a view of entrepreneurship in the economy.

BUS 207 Teleservices*3 credit hours*

Introduces the various components of the teleservices industry, including outsourcing. Emphasizes on the telephone as a vehicle for customer service.

BUS 210 International Business*3 credit hours**Prerequisite: BUS 115*

Introduces students to the concept, development, present and future importance of international business.

BUS 211 International Marketing*3 credit hours**Prerequisite: BUS 115*

Provides a foundation for developing marketing strategies that apply to export and import operations with international businesses.

BUS 215 International Business Environments*3 credit hours*

Examines the business relationships among nation states, including business environments, business relations, economics power, diplomacy, nationalism, conflict and cooperation, and economic balance of power and influence.

BUS 217 Business Communications*3 credit hours*

Helps students meet the demands of today's businesses that seek employees with good communication skills. Introduces students to the principles of good communications and alerts them to communication barriers.

BUS 221 Legal Environment of Business*3 credit hours**Prerequisite: BUS 115*

Introduces the study of business law and includes topics such as foundations of the legal system, contracts, antitrust law, bankruptcy law, employment law, sales and

the uniform commercial code (UCC), principal/agency relationships, entity structure and liability issues, and real and personal property.

BUS 226 Business Statistics*3 credit hours**Prerequisite: BUS 115, and MAT 070 or 103*

Covers statistical applications in business, including descriptive statistics, probability and sampling distributions, statistical inference, confidence intervals, hypothesis testing for large and small samples, correlation, and single and multiple variable regression.

BUS 227 Human Resources Management*3 credit hours**Prerequisite: BUS 115*

Designed to assess the role, organization and evaluation of one of an organization's most valuable resources — personnel. Covers skills and knowledge of human resource (HR) managers, strategic plans and decision making and their contributions toward the achievement of organizational objectives.

BUS 228 Principles of Management*3 credit hours*

Presents the basic fundamentals of management practice and acknowledges that management concepts have universal application to all problem-solving situations. Completion of this course should occur during the final semester before completing a degree in business administration.

BUS 229 Motivation and Management*3 credit hours*

Introduces motivation as an inner force that results from an individual's desire to satisfy unmet needs. Productivity is a result of the behavior of members of an organization; influencing behavior through motivation is a manager's key to increasing productivity.

BUS 230 Principles of Finance*3 credit hours**Prerequisite: ACC 121, BUS 115*

Surveys financial markets, the place of finance in the business economy, the role of the financial manager, the organization of finance intermediaries and the basic techniques of financial analysis.

BUS 231 Principles of Sales*3 credit hours**Prerequisite: BUS 115*

Introduces proper sales techniques. Covers the role of selling in the marketing process, consumer behavioral consideration in the buying-selling process, sales techniques and sales management.

BUS 235 Retail Marketing and Management*3 credit hours**Prerequisite: BUS 115*

Familiarizes students with the business activities collectively referred to as "retailing."

BUS 236 Principles of Marketing*3 credit hours*

Enables the student to obtain a broad understanding of marketing as a functional process and managerial variable. Presents marketing strategies as an integrated system of the marketing mix designed to plan, promote, price, and distribute goods and services to businesses and consumers.

BUS 237 Customer Service*3 credit hours*

Students learn the relationship of self to customers, problem solving and understanding the importance of communicating with customers.

BUS 238 Customer Service II*3 credit hours**Prerequisite: BUS 237*

Covers voice quality and the telephone, telephone technology, effective teamwork, service delivery, job enrichment and career paths.

BUS 239 Advertising and Promotion*3 credit hours**Prerequisite: BUS 115*

Offers an overview of the social, economic and marketing environment that involves advertising.

BUS 240 Customer Service for the Retail and Financial Industries
3 credit hours

Covers the communication process, the purpose of business, customers, customer service excellence, service delivery, customer and employee behaviors, customer loss, complaints, career paths and job enrichment. This course provides the student with the conceptual knowledge and tools to provide customer service in the retail and financial industries.

BUS 241 Introduction to Retail Concepts
3 credit hours

Covers the concepts and history of retail business, the retail environment, the retail image, service professionals, merchandising, pricing and customer service. This course is designed for the student who is interested in the retail industry.

BUS 260 Business Process Foundations
3 credit hours
Prerequisite: MAR 221, CWB 221

Provides a thorough knowledge of three industry business process models and how e-commerce solutions help streamline these processes. The three industries studied are: financial services, manufacturing and telecommunications.

BUS 270 Business Ethics
3 credit hours
Prerequisite: BUS 115 and 228

Teaches students to discern ethical issues and the influence these issues have on management decision making. Considers the social, ethical and public issues from a strategic perspective. Includes appropriate business response and management approaches for dealing with social issues.

BUS 285 Business Policy and Ethics (Capstone)
3 credit hours
Prerequisite: Sophomore status and course taken in the last semester of study

Designed to integrate the skills learned in prior business studies by building on them through a critical examination of such classic issues as the role of business in society, business policy, business ethics, the complex roles of government and business in a global economic community and the nature of corporate social responsibility.

BUSINESS TECHNOLOGY

BTE 100 Introduction to Keyboarding
3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces touch keyboarding, as well as basic operations and functions of equipment. Emphasizes learning the alphanumeric keyboard, proper techniques, and speed and control. Designed for students who have minimal or no keyboarding skills.

BTE 101 Keyboarding I
5 credit hours
Prerequisite: BTE 100

Introduces keyboard, machine parts, correct techniques and accuracy in keyboarding applications of centering, tabulating letters and manuscripts.

BTE 102 Basic Keyboarding Applications
2 - 3 credit hours
Prerequisite: BTE 100 or typing speed of 15 wpm

Designed for students with minimal keyboarding skills. Introduces tables, memos and reports. Emphasizes speed and accuracy.

BTE 103 Typing Development I
2 - 3 credit hours
Prerequisite: BTE 101

Improves typing speed and accuracy using the Cortez Peters Championship Typing Method.

BTE 104 Keyboarding SpeedBuilding
4 credit hours
Prerequisite: BTE 100

Builds keyboarding speed and improves accuracy through course technique and concentrated effort using the Cortez Peters Championship Typing Method.

BTE 108 Business Machines: 10- Key by Touch
1 - 2 credit hours

Introduces the student to touch control of a 10-key pad. The class emphasizes the development of speed and accuracy using proper technique.

BTE 120 Records Management
4 credit hours
Corequisite: BTE 101 or instructor consent

Develops the ability to file and retrieve documents using alphabetic, numeric, subject and geographic systems. Provides the participant with records management skills, including emphasis on PC computer management.

BTE 121 Alpha Speedwriting I
4 credit hours
Prerequisite: BTE 101

Covers the theory of an alphabetic system of shorthand. Develops skills in brief forms, theory, dictation speed and transcription.

BTE 133 Word Processing Communications and Applications
3 credit hours
Prerequisite: BTE 101

Corequisite: CIS 135
Reinforces language-arts skills using application materials of realistic office communications. Stresses decision-making skills and enables students to process data and prioritize the demands they may encounter while working in an office.

BTE 138 Windows 95
2 credit hours

Introduces the functions of the environment of Windows 95. Demonstrates the use of Graphic User Interface (GUI), showing the mechanisms of control and file manipulation, as well as program and graphic regulation.

BTE 139 Professional Development
3 credit hours

Examines the role of professional ethics, job search strategies and personal image as it relates to career development.

BTE 160 Data Entry I
3 credit hours

Introduces basic data-entry activities for the microcomputer. A number of activities provide source documents with fields for entering information; speed and accuracy in keyboarding will be stressed.

BTE 200 Office Procedures*3 credit hours**Prerequisite: BTE 101*

Introduces the business world of the 21st century and the various office duties and skills required. Includes organization of office work, incoming and outgoing mail, telephone techniques, office equipment, office communications and business ethics.

BTE 202 Keyboarding II*5 credit hours**Prerequisite: BTE 101*

Reinforces fundamentals of keyboarding procedures. Develops speed and accuracy in more advanced levels of production work, using the prevailing business forms. Emphasizes quality of output.

BTE 204 Advanced Keyboarding SpeedBuilding*4 credit hours**Prerequisite: BTE 100*

Builds greater keyboarding speed and improves accuracy through the use of course technique and concentrated effort.

BTE 209 Legal Terminology*2 credit hours**Prerequisite: BTE 101*

Provides a background in basic legal terminology.

BTE 230 Machine Transcription*5 credit hours**Prerequisite: Prerequisite: ENG 100, BTE 101 or equivalent*

Develops skills and competencies in three major areas, including language arts, transcribing from machine dictation and correct formatting of business documents. Dictation represents the voices of executives from throughout the world.

BTE 288 Model Office*3 credit hours**Prerequisite: BTE 100, 108, CIS 135, minimum English assessment score required*

Provides students with the highest quality technical and office education through training on state-of-the-art equipment within a simulated office environment.

CAREER DEVELOPMENT FACILITATOR**CDF 105 Introduction to Career Development***3 credit hours*

Introduces career development theory, various career development programs, case management skills, adult development issues, ethical/legal issues and career facilitation skills for special populations. Emphasizes enhanced skills and knowledge that can apply immediately on the job. First of four classes required for national Career Development Facilitator certification.

CDF 106 Helping and Assessment Process*3 credit hours*

Teaches the five-step helping process and skills, focusing on application in the workplace. Reviews formal and informal career assessments, including theory, technical considerations, administration and interpretation. Second of four classes required for national Career Development Facilitator certification.

CDF 107 Career Information and Program Design*3 credit hours*

Introduces career and labor market information resources, including print and computer resources. Studies the design of a career resource center and the process of designing a career development program. Introduces effective training skills. Third of four classes required for national Career Development Facilitator certification.

CDF 108 Goal Setting and Action Plans*3 credit hours*

Reviews career decision making, client goal setting and planning processes; introduces job portfolios, job search techniques, job retention and client follow-up issues; and reviews the application process for national certification. Fourth of four classes required for national Career Development Facilitator certification.

CENTRAL SERVICE TECHNICIAN**CST 100 Central Service Technician***3 credit hours**Prerequisite: High school diploma or GED, or concurrent enrollment in GED and HWE 100, Medical Terminology I*

Corequisite: HWE 100 Familiarizes students with principles of central service supply, processing and distribution. Course emphasizes medical terminology, anatomy and physiology, microbiology, sterilization, inventory, storage and communication skills. On successful course completion, eligible candidates are qualified to sit for the National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel (NICHSPDP).

CST 105 Central Service Instrument Technician*3 credit hours**Prerequisite: High school diploma or GED, or concurrent enrollment in GED and HWE 100, Medical Terminology I**Corequisite: HWE 100*

Emphasizes theoretical and practical aspects of medical instrument identification, cleaning, assembly, sterilization and storage. Prepares students for entry-level positions in medical instrument processing facilities, including hospitals, clinics and free-standing surgical units. Classroom and laboratory instruction is included with clinical site placement for work-related experiences.

CST 107 Central Service Technology Clinical Experience*2 credit hours**Prerequisite: High school diploma or GED*
Corequisite: CST 100

Provides students with hands-on experience in a central service clinical setting.

CST 150 Central Service Technology Certification Examination Review*1 credit hour**Prerequisite: Graduate of, or current enrollment in a CST program, or employment as a central service/sterile processing technician for at least one year; or instructor consent. Assessment test will be waived.*

Reviews principles of Central Service Technology, including human anatomy and physiology, surgical instrumentation, microbiology, infection control, decontamination, packaging, sterilization, sterile storage and distribution for the national Central Service Technology certifying examination.

CHEMISTRY

CHE 085 Problem Solving

1 credit hour

Corequisite: for All CHE Courses.

A tutorial class designed to help students develop problem-solving skills.

CHE 101 Introduction to Chemistry I

5 credit hours

Prerequisite: ENG 110, MAT 130

For non-science majors, students in occupational and health programs, or students with no chemistry background. Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws and condensed states. Laboratory experiments demonstrate the concepts qualitatively and quantitatively.

CHE 102 Introduction to Chemistry II

5 credit hours

Prerequisite: CHE 101

Includes the study of hybridization of atomic orbitals for carbon, nomenclature of organic compounds, properties of different functional groups, nomenclature of various biologically important compounds, their properties and their biological pathways. Laboratory experiments demonstrate the topics quantitatively and qualitatively.

CHE 106 General, Organic and Biochemistry

4 credit hours

Introduces the fundamentals of inorganic, organic and biochemistry. Primarily for students in health or life sciences.

CHE 111 General College Chemistry I

5 credit hours

Prerequisite: CHE 101, ENG 121, MAT 160
Corequisite: ENG 121, MAT 160

Includes the study of thermodynamics, chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry and organic chemistry. Also includes problem-solving skills and descriptive contents for these topics. May include organic chemistry if time permits. Laboratory experiments will demonstrate qualitative and quantitative analytical techniques.

CHE 112 General College Chemistry II

5 credit hours

Prerequisite: CHE 111

Includes the study of thermodynamics, chemical kinetics, chemical equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry and organic chemistry. Also includes problem-solving skills and descriptive contents for these topics. May include organic chemistry if time permits. Laboratory experiments demonstrate both qualitative and quantitative analytical techniques.

CHINESE

CHN 101 Conversational Chinese I

3 credit hours

Gives students a fundamental understanding of the Chinese language, and develops basic listening, speaking, reading and writing skills.

CHN 111 First-Year Chinese I

5 credit hours

Gives students a fundamental understanding of the Chinese language and develops their listening, speaking, reading and writing skills.

CHN 112 First-Year Chinese II

5 credit hours

Prerequisite: CHN 111

Continues to develop students' skills in listening, speaking, reading and writing. Emphasizes basic competency in further use of the Chinese language.

CHN 212 Second Year Chinese II

3 credit hours

Prerequisite: CHN 211

Continues to develop students' abilities in listening, speaking, reading and writing the Chinese language through learning more complex sentence structures and vocabulary, reading stories and writing compositions.

COMMUNICATIONS

COM 113 Communication for the Workplace

2 credit hours

Provides the student with necessary communication skills such as active listening, communicating nonverbally, giving and receiving feedback and understanding diverse communication styles. Also challenges students to engage in problem solving for the workplace, as well as conflict management and people skills. Reinforces the importance of these skills in making a successful transition into a work environment.

COM 126 Introduction to Mass Media

3 credit hours

Corequisite: ENG 121 or SPE 115 or instructor consent

Examines the basic concepts, principles and social issues related to various traditional and emerging mass media for communication and journalism studies and general students.

COM 225 Introduction to Film

3 credit hours

Prerequisite: ENG 121 or instructor consent

Corequisite: ENG 122 or instructor consent

Introduces students to the critical study of cinema as an art form and a cultural phenomenon. Topics covered include cinematography, editing, mise-en-scene and sound; the connections between cinema and related art forms; film genres, both narrative and non-narrative; and the social dimensions of film production and reception.

COM 251 Introduction to Digital Videography/Editing

3 credit hours

Corequisite: ENG 121 or SPE 115 or instructor consent

Familiarizes the student with the use of digital video cameras, software and editing. Introduces video aesthetics. Students will film and edit short video productions.

COM 252 Introduction to Television Studio Production

3 credit hours

Prerequisite: COM 251 or MUM 207 or instructor consent

Introduces students to television studio production. Emphasizes skills in the operation of video equipment and production of a short studio television program.

COM 257 Advanced Television Production

3 credit hours

Prerequisite: COM 126, 251, 252, ENG 121, 122 and UCD course ENGL 2390, or instructor consent

Teaches students how to produce a videotape based on the script developed in CU-Denver course ENGL 2315, Writing the Short Film Script. Students will create a shooting script, storyboard, production design and timeline. Students then will film, edit and analyze their productions.

COM 258 Advanced Digital Field Production/Post Production

3 credit hours

Prerequisite: COM 126, 225, 251, 252, ENG 121, 122, and ENGL 2310 (UCD or instructor consent)

Continues to develop students' skills in digital field production. Students will shoot and edit a cable television-level documentary or experimental production. The course will stress advanced production, post-production techniques, and aesthetics, with a focus on third-party editing software and Web casting.

COM 297 Communications Internship

3 credit hours

Prerequisite: COM 126, 251, 252, ENG 121, 122 and UCD course ENGL 2250 or instructor consent
Corequisite: UCD course ENGL 2310

Introduces the student to an "on-site" experience as an intern, working in a video production facility.

CRITICAL CARE NURSING**CCN 199 Independent Study**

1 - 2 credit hours

Prerequisite: Instructor consent

Provides elective study of selected topics in the critical care program.

CCN 230 Basic ECG Interpretation

2 credit hours

Prerequisite: Colorado licensure as a registered nurse

Develops the ability of the registered nurse to read and interpret the electrocardiogram of the critically ill client and identify treatment modalities for arrhythmias. Requires critical thinking and analytical skills.

CCN 231 Care of the Critically Ill Patient

6 credit hours

Prerequisite: Colorado licensure as a registered nurse, CCN 230
Corequisite: CCN 285

Synthesizes the applied physiology, physical, diagnostic, psychosocial and spiritual assessment of the critically ill patient into a comprehensive treatment plan using critical thinking and analytical and clinical skills.

CCN 285 Critical Care Clinical Internship

4 credit hours

Prerequisite: Colorado licensure as a registered nurse, CCN 230
Corequisite: CCN 231

Applies didactic learning of ECG interpretation and care of the critically ill patient to the clinical practice of nursing in a critical care environment.

DENTAL HYGIENE**DEH 101 Pre-Clinic Dental Hygiene Science**

2 credit hours

Prerequisite: Program acceptance

Corequisite: First-semester DEH courses

Explores the practice of dental hygiene, including infection control, recording medical and dental histories, providing oral health care instructions, oral cancer screening, scaling and polishing teeth. Lab work includes application of diagnostic, preventive and therapeutic procedures.

DEH 102 Pre-Clinic Care

2 credit hours

Prerequisite: Program acceptance

Corequisite: First semester DEH courses

Introduces the basics of clinical care in a laboratory setting. Students practice on manikins, fellow students and patients from the community. Emphasis is on fundamental instrumentation and patient examination skills.

DEH 103 Embryology and Histology

2 credit hours

Prerequisite: Program acceptance

Corequisite: First-semester DEH courses

Explores the microscopic origin and structures of the body with special emphasis on the tissues of the teeth, face and oral cavity. Covers basic building blocks of the cell, including complex tissues and their arrangement.

DEH 105 Dental Radiology

3 credit hours

Prerequisite: Program acceptance

Corequisite: First-semester DEH courses

Introduces basic concepts of radiation physics, radiation biology and protection, radiograph exposure, processing quality assurance, and radiographic appearance of normal anatomic landmarks, anomalies and pathologies.

DEH 109 Dental Anatomy

3 credit hours

Prerequisite: Program acceptance

Corequisite: First-semester DEH courses

Explores the anatomy of the teeth, including crown and root morphology. Students become proficient at identifying extracted specimens as to their dentition, arch, class and order of eruption.

DEH 111 Medical and Dental Emergencies

3 credit hours

Prerequisite: Program acceptance

Corequisite: First-semester DEH courses

Provides practicum instruction and introduces beginning skills in evaluating the reason for the emergency, suggestions for preventing these occurrences, and familiarity with equipment, emergency medications and procedures.

DEH 116 Preventive Dentistry

3 credit hours

Prerequisite: First-semester DEH courses

Corequisite: Second-semester DEH courses

Provides an in-depth study of the principles of interpersonal communication to practice nutritional counseling. Explores the problems associated with special populations and their dental needs. Emphasizes flourides, oral physiotherapy aids and home-care instruction.

DEH 144 Periodontics I

2 credit hours

Prerequisite: First-semester DEH course work

Corequisite: Second-semester DEH course work

Introduces the principles of periodontics. Emphasizes the structures of the periodontium. Explores epidemiology and histopathology of periodontal diseases. Studies periodontal assessment, etiology, progression, classification and diagnosis.

DEH 150 Dental Hygiene Clinic Science I
2 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Second-semester DEH courses

Provides the theory and discussion of beginning dental hygiene clinical practice with emphasis on patient management, therapeutic aids and advanced instrumentation techniques.

DEH 152 Dental Hygiene Clinic Care I
3 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Second-semester DEH courses

Provides clinical experience in treating patients, including providing health assessment, dental charting, oral and periodontal evaluations, oral health instructions, scaling and polishing of tooth surfaces and application of therapeutic agents.

DEH 156 Applied Pharmacology
3 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Second-semester DEH courses

Provides the background to understand drug therapy and to inform patients about drugs that may be employed in the treatment of their dental conditions.

DEH 158 General and Oral Pathology
3 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Second-semester DEH courses

Prepares students to understand, describe and identify disease. Provides skills necessary to detect deviations from normal in the evaluation of patient's health status; helps students identify appropriate referral mechanisms to render a definitive diagnosis.

DEH 160 Head and Neck Anatomy
2 credit hours

Prerequisite: Program acceptance
Corequisite: First-semester DEH courses

First-semester DEH course. Introduces the anatomy of the head and neck with special emphasis on the mouth and oral cavity. Emphasizes surface anatomy, landmarks and the use of descriptive terms.

DEH 195 Success Seminar
1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

DEH 201 Dental Hygiene Clinic Science II
2 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Third-semester DEH courses

Examines pulpal vitality testing, amalgam polishing/margination, bleaching and mouth guards. Special emphasis on caring for handicapped persons and those with medical complications.

DEH 203 Dental Hygiene Clinic Care II
4 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Third-semester DEH courses

Provides continued clinical experience to treat patients with more advanced levels of periodontal disease. The placement of occlusal sealants and amalgam polishing/margination, bleaching mouth guards and night-guard fabrication is added to the services available.

DEH 205 Dental Materials
3 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Third-semester DEH courses

Provides a survey of materials used in dentistry, as well as training in common dental laboratory procedures. Provides practical experience in the manipulation of dental materials.

DEH 209 Local and Regional Dental Anesthesiology
3 credit hours

Prerequisite: First-semester DEH courses
Corequisite: DEH 201, 203, 205, 207, 211

Provides a working knowledge of the theory and practice of local anesthesia and nitrous oxide sedation as applied to the practice of dentistry/dental hygiene. Provides the student with the knowledge and skills necessary to administer local anesthetics and nitrous oxide proficiently and safely.

DEH 211 Community Dental Health
3 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Third-semester DEH courses

Explores the principles, methods and materials related to community dental health. Includes a service learning component.

DEH 250 Clinic Science III
2 credit hours

Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses

Provides learning activities designed to help the graduating dental hygiene student make the transition from school to private practice. Explores dental specialty skills.

DEH 252 Clinic Care III (Capstone)
4 credit hours

Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses

Facilitates the integration of clinical skills with the development of time management skills necessary for private practice.

DEH 254 Periodontology II
3 credit hours

Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses

Explores applied periodontics with patients presenting advanced levels of periodontal disease. Explores surgical options and examines mechanisms and rationale for referral to specialists.

DEH 256 Community Field Experience
3 credit hours

Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses

Provides practical application of community dental health theory and opportunities to conduct needs assessments on a variety of populations. Emphasizes meeting the needs of specific populations through program planning, implementation and evaluation. Supervised rotations are in low-income, public health facilities.

DEH 258 Ethics and Issues in Dental Hygiene
2 credit hours

Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses

Explores the legal and ethical implications of practicing dental hygiene. Prepares students to benefit the profession, the community and themselves by practicing dental hygiene in an ethically and legally correct manner.

DEH 260 Practice Management

2 credit hours

*Prerequisite: Third-semester DEH courses**Corequisite: Fourth-semester DEH courses*

Provides practical guidelines and applications of dental hygiene practice management principles.

DEH 264 Periodontics II

2 credit hours

*Prerequisite: Second-semester DEH course work**Corequisite: Third-semester DEH course work*

Continues exploration of theoretical and clinical preparations for planning and delivery of non-surgical dental hygiene care. Studies immunology, micro and macro anatomy, and radiological features of the periodontium in health and disease. Stresses recognition, classification and treatment planning of the compromised periodontal tissue.

DEH 284 Advanced Periodontics

2 credit hours

*Prerequisite: Third-semester DEH course work**Corequisite: Fourth-semester DEH course work*

Features advanced study of the radiographic, clinical, macroscopic and histological features of the periodontium. Explores alternative and surgical options of treatment and examines mechanisms and rationale for referral to specialists. Guest lecturers from the dental community discuss current concepts in periodontal therapy.

DEH 294 National Board Review

2 credit hours

*Prerequisite: Third-semester DEH course work**Corequisite: Fourth-semester DEH course work*

An elective course designed to provide formal review sessions for students preparing to take the National Board Examination. Components of the course include test-taking skills and strategies, practice test sessions and evaluation, case studies, and organized group review of all aspects of the Dental Hygiene curriculum. The goal is to ensure adequate understanding of the concepts and applications of the Dental Hygiene knowledge base.

EARLY CHILDHOOD PROFESSIONS**ECP 101 Introduction to Early Childhood Professions**

3 credit hours

Corequisite: ECP 102

Provides an introduction to Early Childhood Professions. Topics include the eight key areas of professional knowledge: child growth and development, nutrition and safety, developmentally appropriate practices, guidance, family and community relationships, diversity, professionalism, and administration and supervision. Ages addressed: birth through age 8.

ECP 102 Introduction to Early Childhood Lab Techniques

3 credit hours

Corequisite: ECP 101

Includes a classroom seminar and a placement in a child care setting. Provides a supervised placement for the student with an opportunity to observe children, to practice appropriate interactions and to develop effective guidance and management techniques. Ages addressed: birth through age 8.

ECP 110 Child Growth and Development

4 credit hours

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains, and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12.

ECP 111 Infant and Toddler Theory and Practice

3 credit hours

Prerequisite: ECP 110

Presents an overview of theories and applications, including observations and issues pertinent to infant and toddler development in group or family settings. Includes state requirements for licensing, health, safety and nutrition issues. Ages addressed: prenatal through age 2.

ECP 148 Guidance Strategies for Children

3 credit hours

Prerequisite: ECP 110

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues and prosocial skills. Ages addressed: birth through age 8.

ECP 205 Nutrition and the Young Child

3 credit hours

Focuses on nutrition as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, food management and safety, appropriate nutrition activities and communication about nutrition with families. Ages addressed: prenatal through age 8.

ECP 206 Working with Parents, Families and Community Systems

3 credit hours

Examines attitudes and family value systems and how they affect parent/professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Ages addressed: birth through age 8.

ECP 210 Curriculum: First Start: Including Children with Disabilities

3 credit hours

Prerequisite: ECP 110

Covers services for infants, toddlers, and young children with disabilities and chronic health conditions. Focuses on strategies, activities, and adaptations that assist with the inclusion of children with disabilities and chronic conditions in child care programs. Ages addressed: birth through age 8.

ECP 215 Creativity and the Young Child

3 credit hours

Provides an emphasis on encouraging and supporting creative self-expression and problem-solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Ages addressed: birth through age 8.

ECP 225 Curriculum: Anti-Bias

3 credit hours

Prerequisite: ECP 110, 227

Presents an analysis of anti-bias issues that have an impact on the early childhood care and education workforce. Emphasizes planning curriculum and creating an atmosphere in the classroom through an anti-bias lens, embracing Developmentally Appropriate Practices (DAP) philosophy, technique and content. Ages addressed: birth through age 8.

ECP 226 Administration of Early Childhood Care and Education

3 credit hours

Prerequisite: ECP 101, 102, 110, 148, 227

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Includes a focus on the human relations component of an early childhood professional's responsibilities. Focuses on a new director's administrative skills and administration from a teacher's perspective. Ages addressed: birth through age 12.

ECP 227 Curriculum Development: Methods/Techniques

3 credit hours

Prerequisite: ECP 110

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences and quality in early childhood programs. Ages addressed: birth through age 8.

ECP 235 Curriculum: Music/Movement and the Young Child

3 credit hours

Prerequisite: ECP 110, 227

Teaches early childhood educators techniques for facilitating music and movement with young children. Ages addressed: birth through age 8.

ECP 245 Curriculum: Art and the Young Child

3 credit hours

Prerequisite: ECP 110, 227

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children. Ages addressed: birth through age 8.

ECP 250 Supervised Student Practicum/Seminar I

5 credit hours

Prerequisite: ECP 101, 102, 110, 148, 227

Develops understanding of children's growth and behavior, and the ability to meet their individual and group needs. Focuses on teaching styles and ways of relating to children and adults. Requires a weekly seminar. Ages addressed: birth through age 8.

ECP 251 Supervised Student Practicum/Seminar II (Capstone)

5 credit hours

Prerequisite: ECP 250

Includes organization, management and implementation of instruction, resources and administration. Requires a weekly seminar. Ages addressed: birth through age 8.

ECP 253 Children's Assessment Systems

1 credit hour

Prerequisite: ECP 110 or PSY 101 or PSY 235

Corequisite: ECP 250

Examines the objectives, instruments and outcomes for assessment of young children.

ECP 254 Observing and Using Young Children's Assessment

1 credit hour

Prerequisite: ECP 110 or PSY 101 or PSY 235

Corequisite: ECP 251

Examines the current research on the continuous practice of observing children. Students practice with a variety of assessment instruments currently used in Colorado ECE programs.

ECP 275 Curriculum: Violence Prevention

3 credit hours

Prerequisite: ECP 110, 227

Examines curriculum development in the emotional and social developmental domain. Addresses the classroom setting, as well as family and community participation. Provides strategies that will be used as guiding principles for a peaceful, non-violent classroom. Ages addressed: birth through age 8.

ECONOMICS

ECO 118 Labor Economics

3 credit hours

Introduces national labor trends and analyzes labor trends using contemporary labor market theory. Explores the economics of collective bargaining, labor law, the role of government, and additional union labor topics affecting business.

ECO 201 Principles of Macro Economics

3 credit hours

Prerequisite: Minimum assessment scores in reading, math and English, or instructor consent.

Presents an overview of the American economy, stressing the interrelationships among the consumer, business and government sectors. Provides analysis of savings and investment decisions, underemployment, inflation, national income accounting, Federal Reserve system, and the money and banking systems.

ECO 202 Principles of Micro Economics

3 credit hours

Prerequisite: Minimum assessment scores in reading, math and English, or instructor consent.

Analyzes the firm as it relates to the economy as a whole and economic issues. Students construct and study several economic models related to the firm: perfect competition, monopoly, oligopoly and monopolistic competition.

EDUCATION

EDU 110 Overview of Special Populations

3 - 4 credit hours

Provides students with knowledge in the areas of laws and history of special education; roles and responsibilities of paraprofessionals in schools; basic learning concepts; cognitive, communicative, physical and affective needs of typical and non-typical learners; transitioning students; job coaching; and student self-advocacy.

EDU 111 Communication Skills with Special Populations

2 - 3 credit hours

Provides knowledge in the areas of effective communication skills, problem-solving skills and analyzing self as a communicator.

EDU 112 Health and Safety Issues in Schools

1 credit hour

Provides students with knowledge in the areas of health and safety issues in schools, basic first aid and CPR procedures, and the feeding and positioning of physically challenged students.

EDU 114 Student Behavior Management
2 - 3 credit hours

Provides students with knowledge in the areas of behavior modification, teaching appropriate behaviors, contingency contracts, observing and recording behavior, and lunchroom and playground supervision.

EDU 115 Paraeducator Practicum I
3 credit hours

Prerequisite: Instructor consent

Provides initial supervised experience in a school setting where students apply the theories and practices learned in course work. Students complete a variety of paraeducator duties with emphasis on reflection and self-evaluation in relation to children's learning. This course is appropriate for both preservice and inservice paraeducators.

EDU 141 Basic Instructional Techniques
2 - 3 credit hours

Provides students with knowledge in the areas of delivering instruction, grouping students, reading with students, modifying instructional materials, and using technology and adaptive equipment.

EDU 200 Expressive Arts in the Elementary Classroom
3 credit hours

Prerequisite: ART 110 or MUS 120

Explores the integration of visual arts, music and physical education/movement into the self-contained elementary classroom curriculum based on the theory of multiple intelligences. Students become familiar with the Colorado Model Content Standards for each area, learn basic curriculum development and practice their skills with elementary students through field experiences.

EDU 210 Social Foundations and Multicultural Education
4 credit hours

Introduces students to the social foundations and diverse contexts involved in K-12 education. Student will critically investigate historical, philosophical, financial and legal constraints, as well as cultural variations, socio-economic status, gender equity, language background, human relations and the school as a social institution.

EDU 211 Paraeducator Practicum II
3 credit hours

Prerequisite: EDU 115 and instructor consent

Provides the final supervised experience in a school setting where students

apply the theories and practices learned in additional course work. Students complete a variety of paraeducator duties with emphasis on reflection and self-evaluation in relation to children's learning. This course is appropriate for both preservice and inservice paraeducators.

EDU 216 Children's Literature
3 credit hours

Explores a wide variety of types of literature for children, from picture books to books for young adults, and examines major issues and concepts related to teaching and reading children's literature. Presents criteria for examining and evaluating children's fiction and non-fiction selections for quality and worth, as well as for incorporating them into the curriculum.

EDU 240 Literacy Instructional Techniques
4 credit hours

Prerequisite: EDU 141 or instructor consent

Provides students with more knowledge of instructional techniques in the teaching of language, reading and writing. It introduces students to the phases of literacy development and explores the best practices in literacy instruction for grades K through 6th. Accommodating the needs of learners with special needs, including learning disabilities or second-language considerations, are also covered. It emphasizes theory and practical classroom applications methods.

EDU 251 Introduction to Bilingual Education
3 - 4 credit hours

Introduces bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues that have an impact on bilingual educational programs.

EDU 261 Literacy in the Multicultural/Multilingual Classroom
3 credit hours

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. The course includes field experience, applying course work with children.

EDU 285 Educational Technology Portfolio Development (Capstone)
3 credit hours

Prerequisite: Instructor consent

Prepares preservice teacher educators to integrate technology into their teaching curriculum. The goal is to provide students with the skills and knowledge to make appropriate decisions regarding the role of technology in supporting content standards, learning, and assessment in early childhood, elementary, or secondary education.

ELECTRONEURODIAGNOSTIC TECHNOLOGY**END 102 Electroencephalography I**
4 credit hours

Prerequisite: BIO 201, CIS 118, ENG 121, MAT 103

Corequisite: END 103

Introduces the history and development of electroencephalography. Introduces electrode design, application methods, taking patient history and basic principles of laboratory management. Examines the International 10-20 system of electrode management to include the practice of electrode placement during lab sessions.

END 103 END Instrumentation Principles
3 credit hours

Prerequisite: BIO 201, CIS 118, ENG 121, MAT 103

Corequisite: BIO 202, END 102, PSY 235 or SOC 101

Concentrates on basic END principles; electrode types and characteristics, application techniques, machine instrumentation, basic electronic principles, electrical theory and safety, equipment maintenance and troubleshooting. Includes concepts of digital EEG and clinical observation.

END 104 Clinical Internship I
3 credit hours

Prerequisite: END 102, 103

Corequisite: END 112

Focuses on Electroencephalography (EEG) testing at clinical sites and develops skills in the International 10-20 system of electrode placement.

END 112 Electroencephalography II

4 credit hours

Prerequisite: END 102

Corequisite: END 104

Concentrates on operational Electroencephalography (EEG) techniques, including standard and intermediate electrode placements, recording procedure, activation procedures, operational controls, artifacts, visual analysis of EEG, special electrodes, ICU recording techniques, sleep recordings, ECS recordings and other non-EEG physiologic monitoring techniques. Provides opportunities for hands-on use of digital EEG and monitoring techniques.

END 115 Patient Care and Safety

3 credit hours

Prerequisite: END 102

Emphasizes basic techniques in patient handling and communication skills with patients, family and staff. Examines patients with special needs and discusses management of medical emergencies and seizure first aid will also be discussed.

END 206 Neuroanatomy and Physiology

3 credit hours

Prerequisite: END 112

Provides in-depth study of the central and peripheral nervous systems, including structure and function, cranial nerves, central nervous system maturational changes, as well as basic neurophysiology.

END 207 Evoked Potential

6 credit hours

Prerequisite: END 112

Corequisite: END 214

Presents the concepts, terminology and techniques of Evoked Potential (EP) technology. Provides an overview of instrumentation related to EPs. Introduces each of three modalities (VEP, BAEP and SEP). Lab sessions will include practice recordings of each EP modality on classmates.

END 210 Clinical Neurology

3 credit hours

Prerequisite: END 206

Presents diseases relevant to Electroneurodiagnostic Technology and electrographic clinical correlation. Includes study of seizure types, classifications and EEG correlation, encephalopathies, infections, psychiatric and cerebral vascular disease, neoplasm, coma, headaches and related clinical disciplines. Introduces neuropharmacology. Combines concepts with

the basic oral communication techniques necessary for the END profession.

END 214 Clinical Internship II

5 credit hours

Prerequisite: END 104

Corequisite: END 207

Emphasizes electroencephalography (EEG) testing at clinical sites and includes history taking, electrode application and recording. Emphasis is on development of basic techniques and interpersonal skills.

END 224 Clinical Internship III

8 credit hours

Prerequisite: END 214

Emphasizes Evoked Potential technology, including VEP, BAEP and SEP. May include observation/performance of more specialized procedures. Develops additional skills in EEG recording and analysis.

END 285 Electroneurodiagnostic Technology Capstone

3 credit hours

Prerequisite: END 214

Corequisite: END 224

Prepares the student for a job search in the electroneurodiagnostic field, and reviews the major areas covered during the two-year program prior to the student sitting for the National Registry Examination.

ENGINEERING GRAPHICS**CAD 101 Computer-Aided Drafting I**

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces computer-aided drafting and includes an overview of equipment and CAD applications using the latest Autocad 2-D software. Concepts include basic CAD menus, two-dimensional drawing commands, drawing entities editing techniques, dimensioning and text commands and drawing layouts.

CAD 102 Computer-Aided Drafting II

3 credit hours

Prerequisite: CAD 101 or instructor consent

Continues computer-aided drafting and includes customization of CAD menus, blocks and symbols, and drawing set-up procedures, including use of model and paper space.

CAD 201 Computer-Aided Drafting - Customized

3 credit hours

Corequisite: CAD 102

Introduces the student to concepts such as the menu and tool bar customization, basic CAD programming, attribute extraction and other advanced customizing tools.

CAD 202 Computer-Aided Drafting - 3-D

3 credit hours

Corequisite: CAD 201

Introduces the student to Autocad Desktop 3-D solid-modeling techniques in either the architectural or mechanical emphasis.

CAD 225 Architectural Desktop

3 credit hours

Prerequisite: CAD 202, DRT 276

Introduces advanced architectural modeling schemes and production drawing development.

CAD 254 Mechanical Desktop

3 credit hours

Prerequisite: CAD 202, DRT 266

Introduces advanced mechanical modeling schemes, large assembly management and production drawing development.

CAD 258 Projects in 3-D - Mechanical Desktop

3 credit hours

Corequisite: CAD 254

Develops student skills in advanced mechanical areas such as castings, weldments and sheet metal to produce various complete 3-D models.

CAD 278 Projects in 3-D - Architectural Desktop

3 credit hours

Corequisite: CAD 225

Develops student skills in advanced architectural areas to produce various complete 3-D models.

DRT 100 Introduction to Engineering Graphics

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces Engineering Graphics for drafting students. Topics include lettering, line work, reproduction methods and geometric constructions, orthographic projections and sketching, isometric sketching, and orthographic and sectioning drafting practices.

DRT 101 Pictorial Drawing

3 credit hours

Prerequisite: DRT 100 or instructor consent

Introduces the principles of pictorial practices. Topics covered are axonometric projects (isometric, dimetric and trimetric), oblique projections (general, cabinet and cavalier) and perspective drawing (one- and two-point perspectives).

**DRT 102 Descriptive Geometry/
Auxiliary Views**

3 credit hours

Prerequisite: DRT 101

Introduces the student to projections, including simple and complex, inclined and oblique, and line and plane applications. The student will learn specific procedures that allow the determination of a line, true length and point of view of a line, an edge view and true size.

DRT 164 Dimensioning and Tolerancing

3 credit hours

Prerequisite: CAD 102

Instructs students how to correctly dimension various objects and features on drawings using proper SME Y14.5 1995 standards. Students learn to calculate and dimension fit tolerances and determine tolerances from standard fit tables.

**DRT 166 Introduction to
Mechanical Drafting**

3 credit hours

Corequisite: DRT 164

Introduces the drawing of threads, fasteners and springs. Covers welding drawings, gear and cam drawings, sheet metal developments and manufacturing processes.

DRT 174 Architectural Dimensioning

3 credit hours

Prerequisite: CAD 102

Introduces dimensioning and how to correctly dimension, using standard architectural schemes.

**DRT 176 Introduction to
Architectural Drafting**

3 credit hours

Corequisite: DRT 174 or instructor consent

Introduces the field of architectural drafting. Prepares students to draw a small, single-family residence, including floor plans, foundation and framing plans and all necessary detail plans.

DRT 264 Geometric Tolerancing

3 credit hours

Prerequisite: CAD 201

Introduces the principles of geometric tolerancing. Concepts covered include datums, straightness, flatness, roundness, cylindricity, parallelism, perpendicularity, angularity, concentricity, runouts and how each relates to modern machine shop practices.

DRT 274 Architectural Codes and Style

3 credit hours

Prerequisite: CAD 201

Introduces the elements of how local codes have an impact on the architectural community and how the architectural drafter understands and supports the licensed architect in the design process. Introduces major architectural styles.

**DRT 276 Advanced
Architectural Drafting**

6 credit hours

Corequisite: DR 274

Introduces the modeling of entire structures in 3-D space, from the simple extruded 2x4 stud to entire walls, framed structures, roofs and foundations. Students become proficient in the use of existing plug-ins from vendors and the development of a complete bill of materials.

**DRT 280 Graduation Portfolio
Mechanical Project**

6 credit hours

Corequisite: CAD 258

Completes the Mechanical emphasis in Engineering Graphics. Students produce a complete 3-D model of an entire mechanical device. Tasks include modeling individual parts at each level of manufacturing, assembling in 3-D space and developing a complete set of plans for production. The project demonstrates understanding of the development cycle, revisions and the skills needed to perform in an engineering firm.

**DRT 290 Graduation Portfolio
Architectural Project**

6 credit hours

Corequisite: DRT 278

Completes the Architectural emphasis in Engineering Graphics. Students produce a complete 3-D model of an entire structure. Tasks include modeling individual parts at each level of manufacturing, assembling in 3-D space, and developing a complete set of plans for production of the

building. The project demonstrates understanding of the development cycle, revisions and the skills needed to perform in an architectural firm.

ENGLISH**ENG 030 Basic Writing Skills**

3 - 4 credit hours

Prerequisite: Appropriate assessment score

Focuses on sentence and basic paragraph structure and development. Student will review and improve grammar, usage, and punctuation skills while employing critical-thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060 Writing Fundamentals

3 - 4 credit hours

Prerequisite: Appropriate assessment score or ENG 030

Focuses on paragraph structure and development and introduces the basic essay. Students will review and improve grammar, usage and punctuation skills while employing critical-thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090 Basic Composition

3 credit hours

Prerequisite: Appropriate assessment score or ENG 060 or ESL 053

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Students will develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 121 English Composition I

3 credit hours

Prerequisite: Minimum assessment score in English or ENG 090

Emphasizes the planning, writing and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five (5) compositions that may include expressive and informative writing, but stress analytical, evaluative and persuasive writing.

ENG 122 English Composition II

3 credit hours

Prerequisite: ENG 121

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative and/or persuasive papers that incorporate research.

ENG 131 Technical Writing I

3 credit hours

Prerequisite: ENG 100

Develops proficiency in technical writing, emphasizing principles for organizing, drafting and revising a variety of documents for industry, business and government.

ENG 143 Writing Your Autobiography

3 credit hours

Prerequisite: ENG 121

Explores autobiographical writing with an emphasis on anecdotes and remembrances in narrative presentations. This 3 credit hour course is designed for English majors and non-majors.

ENG 221 Creative Writing I

3 credit hours

Prerequisite: ENG 121

Begins development of expression through writing; provides an introduction to literary forms such as poetry, fiction, creative non-fiction and drama; introduces techniques for developing and controlling such forms; and stresses the multicultural and diverse nature of language.

ENG 222 Creative Writing II

3 credit hours

Prerequisite: ENG 221

Continues development of expression through writing; provides instruction in literary forms such as poetry, fiction and/or nonfiction; emphasizes techniques for developing and controlling such forms; and stresses the multicultural and diverse nature of language.

ENGLISH AS A SECOND LANGUAGE (ESL)**ESL 001 Spelling**

3 credit hours

Introduces ESL students to techniques that increase basic spelling skills in English. Study includes structured word analysis, rule analysis and spelling strategies for words not governed by rules.

ESL 011 Basic Pronunciation

1 - 3 credit hours

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

ESL 012 Intermediate Pronunciation

1 - 3 credit hours

Prerequisite: ESL 041 or LOEP reading score of 46+

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Focuses on helping ESL students speak and read English more clearly and confidently.

ESL 021 Basic Grammar

1 - 3 credit hours

Helps the non-native speaker of English master basic structures in English grammar.

ESL 022 Intermediate Grammar

1 - 3 credit hours

Prerequisite: ESL 021

Reviews basic structures in English grammar and introduces more advanced structures.

ESL 023 Advanced Grammar

1 - 3 credit hours

Prerequisite: ESL 022

Helps the non-native speaker of English develop and use more advanced English grammar structures. Prepares the student for ESL composition courses.

ESL 031 Basic Conversation

3 credit hours

Provides speaking and listening activities that help the student communicate more competently. Develops vocabulary use and also helps develop clearer pronunciation.

ESL 032 Intermediate Conversation

3 credit hours

Prerequisite: ESL 031 or minimum Listening Comprehension test score of 26

Provides speaking and listening activities that increase the student's communication skills. Continues to help the student increase vocabulary range and improve pronunciation skills.

ESL 033 Advanced Conversation

3 credit hours

Prerequisite: ESL 022, 032, 041

Provides student with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening, and note-taking strategies, as well as questioning, discussion and presentation skills.

ESL 041 Basic Reading

3 credit hours

Improves comprehension of simple written texts by discussing the meaning, developing word analysis skills and enhancing vocabulary range.

ESL 042 Intermediate Reading

3 credit hours

Prerequisite: ESL 041 or LOEP Reading score of 46-70

Helps the student read more quickly and accurately and understand a variety of more complex reading material.

ESL 043 Advanced Reading

1 - 3 credit hours

Prerequisite: ESL 042 or LOEP reading score of 71-95

This course will help the student to read more quickly and accurately through the development of vocabulary knowledge and reading skills. Prepares students for academic reading assignments.

ESL 052 Intermediate Composition

3 credit hours

Prerequisite: ESL 022 or 023

Corequisite: ESL 023 (if not completed as a prerequisite)

Introduces the fundamentals of paragraph organization and development. Assists the students in developing sentence variety and grammatical competency within well-organized paragraphs.

ESL 053 Advanced Composition

3 credit hours

Prerequisite: ESL 052 or placement on the basis of Testing Center-administered Writing Sample

Reviews paragraph organization and introduces the student to essay writing. Course emphasizes writing as a process, and continues to help the student improve grammatical competency in English.

ESL 061 Vocational ESL I

1 - 4 credit hours

Prerequisite: Instructor consent

Teaches limited English vocational students basic communication skills in preparation for vocational training and work.

ESL 062 Vocational ESL II

1 - 4 credit hours

Prerequisite: Instructor consent

Provides intermediate to advanced level English language learners with instruction in language skills needed for vocational training and employment.

ESL 080 High Intermediate Language Skills

6 - 15 credit hours

Prerequisite: ESL 021 and 041, or ESL Grammar score of 40+ and LOEP Reading score of 50+

Provides high-intermediate English language students with intensive instruction and practice in reading, writing and speaking English. Teaches intermediate- and advanced-level grammar concepts. Prepares students for further academic and vocational study.

ESL 295 Job Search Skills

1 - 3 credit hours

Prerequisite: Instructor consent

Provides ESL students with basic pre-employment skills, which include developing a resume, completing applications, interviewing for a job, calling for information about a job, focusing the job search, and discussing other job search skills.

FITNESS, HEALTH AND RECREATION**FHR 100 Rhythmic Aerobics**

2 credit hours

Introduces the student to the field of rhythmic aerobics. Includes an overview of health benefits, practical applications in public and private facilities, and choices and opportunities in fitness/recreation/ health care centers. A program of choreographed movements will be designed to improve cardiovascular endurance, agility, flexibility, balance, strength, rhythm and coordination.

FHR 101 Aerobics Walk/Jog/Step

2 credit hours

Introduces the student to the field of aerobics. Includes health benefits with practical applications in public and private facilities. Emphasis is on the development of an individual walking/jogging/stepping program designed to improve or maintain cardiovascular endurance, agility, flexibility, balance, strength, coordination, health and longevity.

FHR 102 Volleyball

2 credit hours

Develops the skills of volleyball. Emphasis is on rules, strategies, safety and sportsmanship involved in playing both competitively and recreationally.

FHR 104 Weight Training

2 credit hours

Provides basic knowledge of weight training and importance in an overall fitness program. Students will, under the direct supervision of the instructor, develop and practice an individualized weight-training program.

FHR 105 Swimming I

2 credit hours

Introduces basic floating and breathing techniques. Teaches elementary crawl-stroke, breaststroke, sidestroke and backstroke. Review of health benefits and lap swimming designed to improve cardiovascular endurance.

FHR 106 Water Exercise

2 credit hours

Provides instruction and practice in a variety of aerobic exercises conducted in the swimming pool. Designed to review health benefits and improve cardiovascular endurance. An aerobic fitness opportunity for students who cannot participate in traditional aerobic activities due to physical limitations.

FHR 110 Golf I

2 credit hours

Introduces golf as a lifetime recreational sport. Instruction of and practice in basic golf skills, set-up posture, stance, grip, short and full swings and equipment selection.

FHR 118 Self-Defense

2 credit hours

Prepares students to acquire a sense of control for personal safety. These basic common sense techniques and tactics require knowledge and skills in key components. To ensure you build a complete and effective safety strategy, you need awareness within your surroundings to feel a sense of security and well-being and to avoid being a victim or becoming a statistic.

FHR 208 Biomechanics of Movement

3 credit hours

Corequisite: BIO 116 or higher

Provides health and wellness majors and those in related areas of movement science with the basic knowledge and understanding of analytical techniques that can be used to improve human performance and avoid injury in sports and exercise.

FRENCH**FRE 111 First-year French I**

5 credit hours

Instructs the student in the pronunciation of all the French sounds and introduces first-semester basic grammatical structures. Immerses students in the culture and flavor of France through the innovative materials of French in Action.

FRE 112 First-Year French II

5 credit hours

Prerequisite: FRE 111

Teaches the student how to establish and maintain average conversation in French and introduces second-semester grammatical structure. Immerses student in detailed culture and flavor of France through the innovative materials of "French in Action."

FRE 211 Second-Year French I

3 credit hours

Prerequisite: FRE 112

Teaches the student how to establish and maintain an advanced conversation in French and introduces third-semester grammatical structure and writing. Gives more detailed cultural background and flavor of France.

GENERAL EDUCATION DEVELOPMENT

GED 001 GED Preparation

1 - 12 credit hours

Prepares the student for the five areas of the Colorado High School Equivalency Examination (formerly GED test): writing, social studies, science, mathematics and interpreting literature and the arts. Includes diagnostic and simulated GED test practice.

GED 052 GED Preparation (Off-campus)

1 - 12 credit hours

Prerequisite: Student must be 17 years of age

Prepares the student for the five areas of the Colorado High School Equivalency Examination (formerly GED Test): writing, social studies, science, mathematics and interpreting literature and the arts. Includes diagnostic assessment and simulated test practice. Offered by the GED Institute at community-based sites.

GEOGRAPHY

GEO 105 World Regional Geography

3 credit hours

Includes concepts of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic and historic) forces related to the physical environments of selected regions. Analyzes interrelationships between developed and developing regions.

GEO 200 Human Ecology

3 credit hours

Surveys world resources, the nature of world resources, attitude toward resources, environmental principles and the impact of population on resource bases.

GEOLOGY

GEY 111 Physical Geology

4 credit hours

Studies earth's materials, its structure, surface features and the geologic processes involved in its development. Includes laboratory experience.

GEY 112 Historical Geology

4 credit hours

Prerequisite: GEY 111 or instructor consent

Investigates the events that formed the earth and the evolution of flora and fauna. Students will study rock and fossil records to determine the geological, geochemical

and biological evolution that has shaped, formed and modified earth. Includes laboratory and field trip experiences.

GEY 225 Planet Earth

3 credit hours

Introduces students to an interdisciplinary approach to earth sciences and human ecology. Topics include continental drift, paleomagnetism, theories of climate change, the origin of the solar system, the sun's effect on earth, earth resources and humans' impact on the environment.

GEY 228 Field Biology

3 - 4 credit hours

Prerequisite: BIO 112 or GEY 111

Introduces students to field experiences in biology, geology and ecology. Includes identification of plants, animals in their natural environment and geologic features. The course includes mandatory field trips to nearby natural areas.

GRAPHIC COMMUNICATION TECHNOLOGY

GCT 101 Introduction to Graphic Technology

3 credit hours

Surveys the development of graphic communications, past and present. It includes a study of history, design, processes, terminology, materials and the importance of graphic communication in contemporary society.

GCT 102 Electronic Composition, Art and Copy Preparation

3 credit hours

Prerequisite: GCT 101

Covers treatment of original art and graphics for reproduction and paste up of electronic mechanicals, including display type, illustrations, registration work and typesetting elements.

GCT 103 Introduction to Visual Communications

3 credit hours

Prerequisite: GCT 101, 102

Introduces principles, emphasizing effective and efficient communication of information through type, graphic elements, screens, photographs, illustrations, templates, style sheets and spot process color separations.

GCT 104 Introduction to Web and Homepage

3 credit hours

Prerequisite: GCT 101, 102, 103

Emphasizes browsing the World Wide Web on the computer. Includes researching the Web, using e-mail, learning file transfer protocol, exploring news groups and creating Web pages.

GCT 105 Resume and Portfolio

3 credit hours

Prerequisite: GCT 101, 102, 103, 104, or instructor consent

Develops a professional presentation of work that demonstrates potential in graphic communications technology, as well as a variety of experiences. Students will develop the concept of self-promotion, a resume and a cover letter needed to secure employment.

GCT 111 Line and Halftone Photography

3 credit hours

Enables the student to perform basic graphic arts darkroom work and produce halftone photographs for camera-ready art. This includes how to: use the halftone screen, determine the range of tones in a photo, recognize various methods of exposure and development necessary to reproduce all tones and operate a process camera.

GCT 112 Beginning Offset Press

3 credit hours

Prerequisite: GCT 111

Introduces a fundamental understanding of offset presses, including delivery, printing head and operation. Uses the presses with an ink and water fountain solution for a simple job.

GCT 113 Intermediate Offset Press

3 credit hours

Prerequisite: GCT 111, 112

Introduces the student to T-Head presses and the quick-copy system, while presenting more detailed information on small presses. Students learn pressure settings and adjustments, registration techniques and multicolor registering for print jobs.

GCT 114 Paper Management and Estimating

3 credit hours

Prerequisite: GCT 111, 112, 113

Introduces the different facets of paper management and estimating, while students prepare and produce small production jobs. The course teaches students how to estimate paper and press and production times.

GCT 151 Introduction to Desktop Publishing

3 credit hours

Prerequisite: GCT 201 or instructor consent

Introduces the concepts and techniques used in the successful creation and management of desktop publishing projects. Covers document, art and color management; art creation for reproduction, emphasizing format and pre-production control; software; and concepts related to creation, output, workflow and problem solving.

GCT 185 Bindery and Portfolio (Capstone)

3 credit hours

Prerequisite: GCT 111, 112, 113, 114

Introduces small and large bindery operations. Students gain expertise in press operations while learning about paper, job pricing, job planning, scheduling, work flow and plant layout.

GCT 201 Electronic Graphics

3 credit hours

Introduces fundamentals and basic electronic operating procedures. Emphasizes practical application and principles of layout and typography. It requires creation of camera-ready documents for the reproduction process.

GCT 202 Electronic Page Layout

3 credit hours

Prerequisite: GCT 201 or instructor consent

Places emphasis on the leading page layout software program, emphasizing efficient communication of information. The course covers type, graphic elements, screens, photographs, illustrations, templates, style sheets, spot color and process color separations.

GCT 203 Electronic Scan and Color Theory

3 credit hours

Prerequisite: GCT 201 and 202, or instructor consent

Provides experience in computer-generated art and digitizing artwork and photographs for production. Students will learn color theory and tone manipulation through electronic scanning.

GCT 204 Electronic Pre-Press

3 credit hours

Prerequisite: GCT 201, 202 and 203, or instructor consent

Explores electronic methods of art production, as well as digital and film-color proofing techniques.

GCT 205 Digital Photography and Portfolio

3 credit hours

Prerequisite: GCT 201, 202, 203 and 204, or instructor consent

Emphasizes the development of visual problem-solving, alternative image generation methods, electronic pre-press, laser writers, and electronic printing and publishing. This course culminates in the creation of a professional portfolio and discussion of current professional practices.

GCT 285 Printing Production Management (Capstone)

3 credit hours

Prerequisite: GCT 201, 202, 203, and 204

Continues to prepare the student for printing presentation and job interviewing techniques. Students will develop skills for competing in the local job market. Course work includes developing specifications and estimating for the industry.

GCT 297 Graphic Communication Technology Internship

3 - 6 credit hours

Prerequisite: Instructor consent

Introduces students to an "on-site" experience as an "intern-in-training" in a wide variety of Graphic Communication Technology-related situations.

GRAPHIC DESIGN**GRD 100 Lettering and Typographic Design**

3 credit hours

Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design and advertising applications, emphasizing hand and digital lettering. Covers type recognition and typographic terms. Explores career possibilities with tours.

GRD 103 Computer Art Graphics

3 credit hours

Prerequisite: GIS 118 or instructor consent

Introduces methods for creating artistic output with current computer software programs used by the graphic design industry. Emphasizes skills with two-dimensional media that are applicable to a variety of visual communication professions.

GRD 105 Advertising Typography and Layout

3 credit hours

Prerequisite: GRD 100

Covers the creation and production of graphic projects, emphasizing the creative design process, problem solving, research, strategic planning and target marketing. Provides experience producing thumbnails, roughs and digital layouts, as well as skills for client interaction.

GRD 107 Illustration

3 credit hours

Prerequisite: ART 121 or instructor consent

Introduces product rendering in a variety of media for both two- and three-dimensional design projects. Prepares for print production, both traditionally and digitally. Explores freehand and electronic methods.

GRD 200 Advertising Design and Portfolio Preparation

3 credit hours

Prerequisite: GRD 100, 103, 105

Covers the process of comprehensive problem solving of complex and advanced print design. Provides experience in digital production of designs, using multiple computer applications and exploring a variety of color output options.

GRD 203 Adobe Illustrator

3 credit hours

Prerequisite: GRD 103 or instructor consent

Uses the computer to create object-based graphics for color illustration applications that range from designing ads, brochures and packing, to logos or any other print project. Students work with scanners to input existing art and photographs for manipulation on the computer.

GRD 206 Graphic Design Production and Pre-Press I

3 credit hours

Prerequisite: GRD 100, 103, 105

Introduces the production of final print-ready art, both mechanically and electronically. Emphasizes black and white, one-, two- and three-color processes and the production of digital pre-press files for printed projects.

GRD 207 Graphic Design Production and Pre-Press II

3 credit hours

Prerequisite: GRD 100, 103, 105, 206

Continues to explore digital pre-press production, emphasizing more complex, multi-color printing projects, including four-color process. Includes problem solving from initial concept to the final printed piece and mastering the necessary computer applications.

GRD 209 QuarkXpress (Capstone)

3 credit hours

Prerequisite: GRD 103 or instructor consent

Corequisite: GRD 209

Uses advanced electronic software on the computer to create all types of publications. Instructs students on black and white page layout and multicolor magazine layouts with Quark, demonstrating how the graphic design industry uses this desktop publishing software.

GRD 220 Photoshop

3 credit hours

Prerequisite: GRD 103 or instructor consent

Corequisite: GRD 109

Acquaints students with Adobe Photoshop software, its tools and features. Provides exercises in photo retouching and manipulation, and in image generation for preparation of print medium or as a finished product. Features hands-on computer experience.

GRD 225 Web-Page Design

3 credit hours

Prerequisite: GRD 103, MUM 101, or instructor consent

Introduces and explains concepts of Web-page design, then assigns relevant laboratory projects for designing and creating Web pages, using the latest Web-page-design software. Features hands-on computer experience.

GRD 285 Creative Graphic Design and Portfolio Preparation (Capstone)

3 credit hours

Prerequisite: GRD 100, 103, 105, 200

Corequisite: GRD 209

Continues to explore the production of comprehensive and complex design projects to display advanced design and computer skills. Provides more experience in digital production of designs, in application of multiple computer programs and in preparation of a portfolio.

GRD 297 Graphic Design Internship

3 - 6 credit hours

Prerequisite: GRD 207, 285

Introduces students to an on-site internship experience in a wide variety of graphic design-related situations.

HEALTH AND WELLNESS

HWE 100 Medical Terminology I

2 credit hours

Introduces the origin and structure of the medical language used by those in the healing arts. Teaches students to interpret, spell and pronounce common medical terms through using word parts and a set of rules.

HWE 103 First Aid/CPR:

Emergency Response

2 credit hours

Provides knowledge and skill in procedures for emergency care, accident prevention, injury and/or sudden illness until medical help is available. Educates student in Universal Precautions with populations at risk. Students will earn an American Red Cross card for first aid and cardiopulmonary resuscitation for infant, child and adult.

HWE 115 Health and Fitness

Beyond 2000

3 credit hours

Provides students with the skills they need to meet health challenges and optimize their physical and psychological well-being. Each topic emphasizes self-empowerment, prevention, an understanding of the health impact of human diversity, and the importance of critical thinking.

HWE 235 Exercise Testing and Prescription

3 credit hours

Prerequisite: BIO 201 or 111, BIO 202 or 112, FHR 208

Provides students with the opportunity to conduct laboratory fitness assessments, evaluate test results and develop exercise prescription. Health appraisals, metabolic calculations, exercise principles and prescriptions are discussed and practiced in detail.

HEALTH AND WELLNESS MANAGEMENT

HWM 101 Essentials of Total

Fitness and Wellness

3 credit hours

Prerequisite: PSY 101 or SOC 101

Provides a systematic introduction to explore health-related fitness and wellness issues; general principles of exercise for health and fitness; nutrition, health and fitness connections; and exercise, diet and weight control connections. Explores relationships of exercise to the environment, to rehabilitation and to disease prevention.

HWM 195 Success Seminar

1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

HWM 201 Health Psychology

3 credit hours

Prerequisite: HWM 101

Provides systematic introduction to and exploration of the psychological procedures in prevention, diagnosis and treatment of such medical problems as cardiovascular disorders, headaches, obesity, asthma and chronic pain. Explores psychological factors that contribute to promotion and maintenance of good health and to recovery from existing illness.

HWM 205 Health and Wellness Marketing and Promotion*3 credit hours**Prerequisite: HWM 101*

Provides a systematic introduction to the principles of health and wellness. Provides opportunity for students to analyze various methods of marketing to promote health and wellness in different ways and to design an educational marketing program for health and wellness.

HWM 285 Health and Wellness Management Practicum (Capstone)*5 credit hours**Prerequisite: HWM 101, 201, 205, HWE 103*

Provides practical experience in health and wellness management that facilitates students' ability to apply theoretical concepts to hands-on situations and to problem solve given practical limitations of real-world environments. Emphasizes developing professional behaviors and skills, addressing individual needs of clients, and developing research, entrepreneurial and job-search skills.

HEALTH OCCUPATIONS**HOC 107 Speedy Spanish for Medical Personnel***2 credit hours*

Provides health professionals the opportunity to learn basic conversational Spanish needed to communicate with clients and families in a variety of situations.

HISTORY**HIS 101 Western Civilization I***3 credit hours*

Explores the major political, historical, economic, social, cultural and intellectual events in Western civilization from beginnings to 1650.

HIS 102 Western Civilization II*3 credit hours*

Explores the major political, historical, economic, social, cultural and intellectual events in Western civilization from 1650 to the present.

HIS 201 United States History I*3 credit hours*

Examines the major political, historical, economic, social, cultural and intellectual events in United States' history from beginnings to 1865.

HIS 202 United States History II*3 credit hours*

Examines the major political, historical, economic, social, cultural and intellectual events in United States' history from 1865 to present.

HIS 205 Women in History*3 credit hours*

Conveys the primary ideas of women's history, and uses these ideas to analyze the lives of American women from many cultures and to assess the impact of their lives on the history of the United States.

HIS 225 Colorado History*3 credit hours*

Examines the major political, historical, economic, social, cultural and intellectual events in Colorado history from beginnings to the present. The course meets for 16 weeks and carries credits of 3 hours lecture or independent study.

HIS 226 History of Denver*3 credit hours*

Focuses primarily on the history of Denver from its founding during the Pikes Peak Gold Rush to the present time. The prime focus is on the colorful people and the major events by which Denver established itself as the "Queen City of the High Plains."

HUMAN SERVICES**HSE 105 Introduction to Social Welfare***3 credit hours*

Examines the historical and philosophical background of statutes, ideologies, political process, policy making, decision rules and influential leaders who have had an impact on shaping the social welfare institutions in the United States. Offered spring semester only.

HSE 106 Survey of Human Services*3 credit hours*

Provides a philosophical, political, statutory and contemporary overview of the role, values, knowledge and intervention strategies encountered by human service professionals in addressing social problems.

HSE 107 Interviewing Principles and Practices*3 credit hours*

Provides a beginning level of information on theoretical concepts, primary principles, strategies and interventions

implemented in the practice and delivery of human services to individuals and families, using the human services interview.

HSE 108 Introduction to Therapeutic Systems*3 credit hours**Prerequisite: HSE 107 or PSY 101 or PSY 235 or instructor consent*

Introduces basic concepts of major therapeutic systems, including backgrounds, developmental theories and practices of specific systems from psychoanalysis to reality therapy.

HSE 109 Social Issues in Human Services*3 credit hours*

Provides an analytical overview of the social functions of human services. Examines the welfare system from various political perspectives. Presents idealism and pragmatism of the present state of human services and trends for the future. Offered fall semester only.

HSE 113 Human Services for Persons with Developmental Disabilities*3 credit hours**Prerequisite: REA 060, 109, MAT 055, ENG 060*

Provides a basic overview of the historical development, philosophy and values of rehabilitative services for those who plan to work with persons with developmental disabilities. Offered fall semester only.

HSE 115 Human Services Practicum I (Certificate Capstone)*4 - 6 credit hours**Prerequisite: Admission as a Human Services program major or instructor consent*

Provides experience in various service agencies to familiarize students with agency work. Emphasizes developing observational skills, individual growth in self-awareness, interviewing skills, introduction to agencies and client systems. A weekly classroom seminar complements the agency experience. Offered spring semester only.

HSE 116 Public Assistance Practicum*3 credit hours*

Provides practical experience in a social setting where students learn to apply human services theoretical concepts to hands-on situations. Presents students with the practical limitations and specialized program offerings available to clients in the context of a public assistance service-delivery setting.

HSE 117 Confidentiality

1 credit hour

Emphasizes working with mental health and substance abuse clients and using confidentiality in a clinical practice. Details specific provisions of federal and state statutory regulations involved with client confidentiality.

HSE 121 Psychosocial Interventions for Persons with Developmental

3 credit hours

Prerequisite: AAA 109, ENG 060, MAT 055, REA 060

Provides students with an overview of models and methods that can prevent and treat behavior problems in individual adults with developmental disabilities.

HSE 205 Human Services for Groups

3 credit hours

Prerequisite: HSE 108 or instructor consent

Introduces the concepts, principles, goals and skills of group work as a method of providing human services. Emphasis is on basic practice skills and intervention techniques. Offered fall semester only.

HSE 206 Human Services for Families

3 credit hours

Prerequisite: HSE 107 and HSE 108 or instructor consent

Introduces family theory and practice. Covers such topics as systems theory, communication theories, structure therapists, developmental theory and future directions in family therapy research. Offered fall semester only.

HSE 207 Community Organization

3 credit hours

Prerequisite: HSE 108 or instructor consent

Examines the theory and practice of organizing communities, neighborhoods, committees and advisory boards as they relate to the social services delivery system. Offered fall semester only.

HSE 208 Social Welfare Policy

3 credit hours

Prerequisite: HSE 109 or instructor consent

Presents models for social policy analysis, program planning and evaluation. Applies models to relevant social welfare issues. Offered spring semester only.

HSE 209 Crisis Theory and Intervention

3 credit hours

Prerequisite: HSE 107 and 108 or instructor consent

Introduces basic theories and principles of crisis intervention from a historical and practical orientation. Offered spring semester only.

HSE 211 Human Services Practicum II

4 credit hours

Prerequisite: HSE 115 or instructor consent

Provides placement in a service agency where the student applies the values, concepts and skills gained in theory courses to the actual process of helping people. Emphasis is on sharpening skills and knowledge, use of self in the helping process, understanding systems and use of community resources. Offered fall semester only.

HSE 213 Substance Abuse:**A Multi-Model Approach**

3 credit hours

Prerequisite: HSE 108

Provides a study of major treatment modalities in the area of substance abuse. Topics include the history of treatment approaches, prevention with emphasis on adolescent groups and the families. Emphasizes the delivery of services in helping people with substance abuse problems. Offered spring semester only.

HSE 215 Introduction to Delinquency and Justice

3 credit hours

Prerequisite: HSE 107, 108 or instructor consent

Provides a historical and philosophical background of theories, ideologies, statutes, political processes and policies of the American Juvenile Justice System. Examines juvenile processes from predelinquency and adjudication, through corrections.

HSE 221 Substance Abuse Counseling

4 credit hours

Emphasizes two areas of drug and alcohol counselor preparatory work for state certification, including basic counseling skills and client records management. Prepares students for entry-level work in the substance abuse treatment field. Includes the development of treatment plans, clinical notes, discharge summary and demonstration.

HSE 225 Clinical Techniques in Substance Abuse

3 credit hours

Prerequisite: HSE 221

Corequisite: HSE 107, 108

Applies advanced counseling skills and staff supervision techniques to clinical practices in substance abuse and mental health settings. Reviews the role of a clinical supervisor and details the process of therapeutic counseling practices.

HSE 285 Human Services Practicum III

1 - 6 credit hours

Prerequisite: HSE 211

Provides practical experience working in an approved social service agency. The student participates in various service agency functions as a group member and leader, and further develops skills and knowledge in the use of self and systems in the helping process. Offered spring semester only.

HSE 297 Internship Work Experience

1 - 6 credit hours

Prerequisite: HSE 114 or 217

Provides students who desire jobs as paraprofessionals with the guided opportunity to practice the skills they learned in the classroom.

HUMANITIES**HUM 115 Introduction to Chicano Studies**

3 credit hours

Introduces students to skills development in multicultural education. Consists of Chicano history, migration and labor, education, law and Chicano culture.

HUM 116 African American Studies

3 credit hours

Emphasizes significant contributions of African American writers, artists, scientists and political leaders to American civilization. Examines key African American cultural contributors.

HUM 121 Survey of Humanities I

3 credit hours

Introduces, through a study of the visual arts, literature, music and philosophy, the history of ideas that have defined cultures. Emphasizes connections among the arts and values of diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. Survey of Humanities I, II and III may be taken in any order.

HUM 122 Survey of Humanities II

3 credit hours

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 1000 C.E. to 1750 C.E. Survey of Humanities I, II and III may be taken in any order.

HUM 123 Survey of Humanities III

3 credit hours

Introduces, through a study of the visual arts, literature, music and philosophy, evolution and confluence of world cultures from 1750 C.E. to the present. Survey of Humanities I, II and III may be taken in any order.

HUM 185 Cultural Diversity in the Humanities

3 credit hours

Introduces students to the various aspects of social and cultural diversity. Promotes development of critical thought and growth of multicultural, multisocial and multilingual understanding.

HUM 225 Contemporary Chicano Culture

3 credit hours

Examines current issues of Chicano culture. General themes include alienation, community identity, political organization, cultural change, ideology and power.

HUM 251 Curanderismo: A Cultural Approach to Holistic Medicine

3 credit hours

Introduces students to intercultural, alternative and holistic approaches to health, diet and medical care.

HUM 285 Seminar in Critical Thinking (Capstone)

3 credit hours

Prerequisite: ENG 121, MAT 175, SPE 115

Shows the interconnections among the various courses required for CCD's AA and AGS degrees. Reviews both the common and unique properties of the subject areas studied.

INFORMATION TECHNOLOGY**CIS 110 Introduction to Operating Systems**

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

CIS 118 Introduction to PC Applications

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces computer concepts and components, as well as application-suite software and the Internet. Included are descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages.

CIS 119 Introduction to Programming

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces major programming concepts, including numbering systems, program documentation and design, the DOS operating system and authoring computer programs, using BASIC programming language.

CIS 135 Complete PC Word Processing/Word

3 credit hours

Prerequisite: CIS 118, BTE 100 or 20 WPM typing speed, or instructor consent

Provides complete word processing skills and covers the use of basic commands and functions and originating, processing and editing business documents with Microsoft Word.

CIS 139 Integration Software

3 credit hours

Prerequisite: BTE 101 and CIS 135 or instructor consent

Introduces sharing files and information among software applications and users. To facilitate successful integration, the student will learn the basics of presentation, spreadsheet and database software applications, as well as advanced features of a word processing software application.

CIS 145 Complete PC Databases/Access

3 credit hours

Prerequisite: CIS 118 or instructor consent

Introduces the operation of a PC database management system. Students use Microsoft Access to develop skills in database design, table operations, searches, sorts, edits, queries, forms and reports.

CIS 155 Complete PC Spreadsheets/Excel

3 credit hours

Prerequisite: CIS 118 or instructor consent

Introduces the concepts and principles of PC spreadsheets. Students use Microsoft Excel to develop skills in spreadsheet design, formatting, formulas, functions, charts, and macros, and to perform statistical and what-if analyses.

CIS 156 Advanced Spreadsheet Concepts

3 credit hours

Prerequisite: CIS 155 or instructor consent

Helps individuals improve their analytical, mathematical, written and oral skills for financial analysis, accounting reports, managerial analysis and business decisions, using advanced techniques in a spreadsheet software package.

CIS 165 Complete PC Presentation Graphics/PowerPoint

3 credit hours

Prerequisite: CIS 118 or instructor consent

Introduces the concepts and techniques of computer graphics. Students use Microsoft PowerPoint to create and deliver various presentation projects.

CIS 180 Microcomputer Hardware

3 credit hours

Prerequisite: CIS 110 and 118, or instructor consent

Covers the maintenance and installation of microcomputers and peripheral devices, including printers, expanded memory, modems, video display terminals and secondary storage devices. Introduces electronics and microcomputer architecture.

CIS 201 FrontPage

3 credit hours

Prerequisite: CIS 118 or instructor consent

Covers the skills of designing, creating and editing basic Web pages for delivery and use on the World Wide Web.

CIS 231 HTML

3 credit hours

Prerequisite: CIS 118 or instructor consent

Introduces Hypertext Markup Language (HTML) as a programming tool to create and edit web pages. Includes links, backgrounds, text and graphics control, tables, frames and forms.

CIS 243 Introduction to SQL

3 credit hours

Prerequisite: CIS 119 or instructor consent

Corequisite: CIS 145

Introduces students to creating database structures and storing, retrieving and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. This course also will use SQL*Plus to manipulate SQL statements.

CIS 244 SQL PL/SQL

3 credit hours

Prerequisite: CIS 243

Develops skills to create and maintain database objects; store, retrieve and manipulate data; and create PL/SQL blocks of application code that are shared by multiple forms and reports.

CIS 245 Data Modeling and Relational Databases

3 credit hours

Prerequisite: CIS 244

Provides students with the understanding to create entity relationship models. Students will learn to define requirements as entities, attributes and relationships. From there, students will develop an entity-relationship (ER) diagram and map the ER diagram to an initial database design.

CIS 246 Oracle Database Administration I

3 credit hours

Prerequisite: CIS 244

Designed to give students a foundation in basic Oracle architecture, storage structure and database administrative tasks. Students will gain the knowledge and skills to create databases and data dictionary views, and to manage Oracle instances, tables, tablespaces, data files, control files, redo log files and rollback segments.

CIS 247 Oracle Database Administration II

3 credit hours

Prerequisite: CIS 246

Designed to give students basic administrative skills that build on those learned in CIS 246. Students will gain the knowledge and skills to manage indexes, restraints and data integrity; load and reorganize data; use national support language; create and manage users and their profiles, resources, privileges and roles; and manage password security.

CIS 250 Computer Diagnosis and Repair

3 credit hours

Prerequisite: CIS 180

Covers the hands-on troubleshooting, configuration and installation of micro-computers and their peripherals.

CIS 251 PC Help Desk Skills

3 credit hours

Prerequisite: CIS 250

Enables the student to understand and develop appropriate help-desk techniques. Includes roles of help-desk personnel, and how to troubleshoot hardware and software problems.

CIS 261 A+ Certification Preparation

3 credit hours

Prerequisite: CIS 250

Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CIS 285 Computer Capstone (Degree)

1 credit hour

Prerequisite: Course taken in graduating semester, student no more than 15 hours from graduation or instructor consent

Designed to ensure the student understands the more advanced concepts and principles of a specific computer area. These concepts may include the computer system, software use and applications, networking principles, programming techniques and other concepts as appropriate.

CNT 160 Basic Telecommunications

3 credit hours

Prerequisite: CNT 203 or instructor consent

Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols.

CNT 161 Advanced Telecommunications

3 credit hours

Prerequisite: CNT 160

Continues the topics covered in CIS 175. Covers, in detail, the emerging technologies in the telecommunications area such as X.25, ISDN, ATM and frame relays.

CNT 162 Strategic Solutions in Telecommunications

3 credit hours

Prerequisite: CNT 161

Covers the integration of telecommunications services through the use of integration scenarios and case studies.

CNT 163 Emerging Telecommunications Technologies

3 credit hours

Prerequisite: CNT 161

Covers the latest technologies in telecommunications, telephony and networking. Wireless communication, fiber optic utilization and other recent technology developments are studied through student research. This course and CNT 160, 161, 162 and 202 prepare students for the NACSE Telecomm Technician 2 (NTT2) certification exam.

CNT 164 Project Analysis and Design

3 credit hours

Prerequisite: CNT 161

Develops skills to analyze, design and manage a telecommunications system. Typical systems from business and industry are analyzed and discussed. This course and CNT 205 and 206 prepare students for the NACSE Senior Network Specialist (NSNS) certification exam.

CNT 200 Introduction to Networking

3 credit hours

Corequisite: CIS 118 or instructor consent

Introduces the concepts of data communications, telecommunications and networking. Covers network concepts, acronyms, protocols and components.

CNT 201 Introduction to Local Area Networks

3 credit hours

Prerequisite: CNT 200, 204

Introduces the concepts, technologies, components and acronyms used in local area network environments. Focuses on computer connections at the physical layer, as well as how data is moved between computers in the logical layer. Discusses peer-to-peer networks and client/server models and covers network operating system (NOS) data management.

CNT 202 Wide Area Networks

3 credit hours

Prerequisite: CNT 203 or instructor consent

Covers the concepts, functions and acronyms of wide-area networks. Discusses analog and digital transmission, circuit types, communication modes, modems, microwaves, satellites and multiplexers. Also cover physical, data link and higher-layer protocol technology, as well as voice-over wide-area and virtual private networks.

CNT 203 Introduction to TCP/IP

3 credit hours

Corequisite: CNT 201

Covers the skills required to set up, configure and support transmission control protocol and internet protocol (TCP/IP). Also covers DNS, ICMP, IPv6, telnet, SMTP for e-mail, SNMP management and HTTP browsers.

CNT 204 Internet Technologies

3 credit hours

Corequisite: CIS 118 or instructor consent

Covers the growth of the Internet and typical duties of a webmaster. Introduces how data, graphics and servers are interrelated and indexed through the use of HTTP protocol and Hypertext Markup Language (HTML). This course and CNT 200, 201 and 203 prepare the student for the NACSE Associate Network Specialist (NANS) or CompTIA Network+ certification exam.

CNT 205 Internetworking Devices

3 credit hours

Prerequisite: CNT 203 or instructor consent

Provides a detailed understanding of internetworking. Focuses on the problems of network growth and the internetworking components that solve these problems.

CNT 206 Protocol Analysis

3 credit hours

Corequisite: CNT 205

Provides a survey of the most common encoding schemes and protocols used in local-area networks, wide-area networks and point-to-point networks. Focus is on TCP/IP, NCP/SPX/IPX, SMB/ Netbios/ Netbeui, web browser to web server and client/service information transfer via HTTP.

CNT 207 Network Analysis and Design

3 credit hours

Prerequisite: CNT 206

Covers the skills needed to analyze, design and manage local area and point-to-point networks. Discusses network diagrams from several corporate networks. This course and CNT 205 and 206 prepare students for the NACSE Senior Network Specialist (NSNS) certification exam.

CNT 209 Computer Networking Lab

3 credit hours

Prerequisite: CNT 207 or instructor consent

Demonstrates problem-solving skills in data communications, telecommunications and networking. Covers workstation operation, wiring and cabling, network construction using a variety of network/internet devices, and configuring and managing Novell and Windows 2000 operating systems.

CNT 212 UNIX/Linux Administration

3 credit hours

Prerequisite: CNT 203 or instructor consent

Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system. Designed to prepare students for the NACSE Certified Linux Administrator (NCLA) certification exam.

CNT 213 Novell Netware Administration

3 credit hours

Prerequisite: CNT 203 or instructor consent

Covers Novell networking products such as IntraNet Ware, Net Ware 3, GroupWise 4 and GroupWise 5; and provides the skills required for installation, implementation, administration, support, network management and troubleshooting of these systems. Prepares students for the Certified Novell Administrator (CNA) exam.

CNT 225 Web Server Management

3 credit hours

Prerequisite: CNT 213

Covers the installation, configuration and management of internet web servers. Includes the installation of Apache Web Server and Microsoft IIS Web Server software. Also covers default web site configuration, virtual hosts, file and directory security, management of log files and HTTP protocol.

CNT 230 Windows 2000 Professional

3 credit hours

Prerequisite: CNT 203 or instructor consent

Covers Windows 2000 Client installation, implementation, administration, support, network management and troubleshooting. Prepares students for Windows 2000 exam #70-210.

CNT 231 Windows 2000 Server

3 credit hours

Corequisite: CNT 230

Covers the operation and configuration of Windows 2000 on the server side and provides the skills required for installation, implementation, administration and troubleshooting of the system. Prepares students for the Windows 2000 #70-215 exam.

CNT 232 Windows 2000 Network Infrastructure Administration

3 credit hours

Prerequisite: CNT 231

Covers the installation, configuration and administration of Windows 2000 networking services. Prepares students for the Windows 2000 #70-216 exam.

CNT 233 Windows 2000 Active Directory Services

3 credit hours

Corequisite: CNT 232

Covers the installation, configuration and troubleshooting of Windows 2000 Active Directory components, DNS for Active Directory and Active Directory security solutions. Prepares students for the Windows 2000 #70-217 exam.

CNT 234 Windows 2000 Directory Services Infrastructure Design

3 credit hours

Prerequisite: CNT 233

Builds student skills to analyze business requirements and design of a directory service architecture within a Windows 2000 domain. Prepares students for the Windows 2000 #70-219 exam.

CNT 235 Windows 2000 Network Security Design

3 credit hours

Corequisite: CNT 234

Builds student skills to analyze business requirements and design a security solution for Windows 2000. Covers resource access control, resource access auditing, authentication and encryption. Prepares students for the Windows 2000 #70-220 exam.

CNT 236 Windows 2000 Network Infrastructure Design

3 credit hours

Prerequisite: CNT 233

Builds student skills to analyze business requirements, design and analyze a Windows 2000 network infrastructure. Covers topologies, routing, addressing, name resolution, virtual private networks and remote access. Prepares students for the Windows 2000 #70-221 exam.

CNT 260 CISCO Network Associate I

5 credit hours

Prerequisite: CNT 203 or instructor consent

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.

CNT 261 CISCO Network Associate II

5 credit hours

Prerequisite: CNT 260

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching.

CNT 262 CISCO Network Associate III

5 credit hours

Prerequisite: CNT 261

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design.

CNT 263 CISCO Network Associate IV

5 credit hours

Prerequisite: CNT 262

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNT 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam.

CSC 150 Visual Basic Programming

3 credit hours

Prerequisite: CIS 119 or instructor consent

Introduces the student to programming concepts, using the Visual Basic Programming language. Topics may include program design, loops, arrays, functions, arithmetic, and VB topics such as form layout and design, control properties and methods, event and general procedures and modules.

CSC 151 Advanced Visual Basic Programming

3 credit hours

Prerequisite: CSC 150

Continues the study of Visual Basic programming. Emphasis is placed on developing more complex programs. Topics may include OLE, DDE, DLLs, custom controls, database and telecommunications.

CSC 152 Database Programming with Visual Basic

3 credit hours

Prerequisite: CSC 150, CIS 145

Covers the uses of Visual Basic language in database programming applications and problems. Topics include ADO, multi-tier components, remote data access, Active X data bound controls, SQL and ASP.

CSC 153 Visual Basic Certification Preparation

3 credit hours

Prerequisite: CSC 151

This course and CSC 150, 151 and 152 prepare students for the Microsoft Certified Professional (MCP) #70-176 exam, Designing and Implementing Desktop Applications with Visual Basic.

CSC 230 C Language Programming (C++)

3 credit hours

Prerequisite: CIS 119 or instructor consent

Introduces the C++ programming language. Topics may include data types, decision making, input and output processes, and common programming structures, functions and pointers.

CSC 231 Advanced C Language Programming (C++)

3 credit hours

Prerequisite: CSC 230

Continues the study of C language. Topics include pointers, arrays, linked lists,

stacks and queues, trees, and advanced interfaces such as menus, windows and cursor control.

CSC 240 Java Programming

3 credit hours

Prerequisite: CIS 119 or instructor consent

Introduces students to Java programming basics such as threads, event handlers, procedures, user interfaces and multimedia. Student will write and test multiple applets.

CWB 101 Mastering the Web

3 credit hours

Prerequisite: CNT 203 or instructor consent

Covers the numerous aspects of creating and managing web pages, and the tasks and tools involved in building and maintaining a web site. Provides an overview of web master responsibilities, including administration, programming, site security, content and design.

CWB 110 Web Layout and Design Concepts

3 credit hours

Prerequisite: CWB 136

Introduces the development of web pages using structured design for page layout. Includes text manipulation, cross-platform calibration, graphics formats, data tables and file down-loading requirements.

CWB 135 Complete Web Editing/Dreamweaver

3 credit hours

Corequisite: CWB 101

Explores the complete set of web-editing tools provided by the Dreamweaver software. Includes links, backgrounds, control of text and graphic placement, tables, image maps, frames and forms.

CWB 136 Advanced Web Editing - Flash

3 credit hours

Prerequisite: CWB 160

Continues the topics and skill development of web editing through the use of Flash software.

CWB 140 Introduction to Multimedia/Director

3 credit hours

Corequisite: CWB 110

Introduces the hardware and software used to develop multimedia and computer-based training applications.

CWB 160 Graphics Technology I/PhotoShop

3 credit hours

Corequisite: CWB 135

Introduces the skills of computer graphics applications. Covers the use of hardware and software for the management of digital image media.

CWB 161 Graphics Technology II/GoLive

3 credit hours

Corequisite: CWB 140

Continues the development of skills in graphics technology and the use of hardware and software for management of digital video and sound media. This course and CWB 101, 110, 135, 140, 160 and 173, prepare students for the NACSE Certified Webmaster (NCW) or CompTIA i-net+ certification exam.

CWB 173 Complete Web Authoring/HTML/JavaScript

3 credit hours

Corequisite: CWB 136

Develops web authoring skills using HTML and JavaScript. Includes links, backgrounds control of text and graphic placement, tables, image maps, frames and forms.

JAPANESE**JPN 101 Conversational Japanese**

3 credit hours

Introduces basic vocabulary and grammar to students with no knowledge of Japanese. Includes simple vocabulary and basic sentence structure and emphasizes practical conversational skills to develop a basic understanding of and cultural competence in the daily use of the language.

JPN 111 First-Year Japanese I

5 credit hours

Emphasizes continued development of conversational and listening abilities, reading and writing skills and cultural competence. Includes basic and more complex grammatical forms. Intended for students having no minimum prior understanding of Japanese phrases and simple sentence structure.

JPN 112 First-Year Japanese II

5 credit hours

Prerequisite: JPN 111

Emphasizes conversational ability, while introducing complex grammatical structures, colloquial forms and more kanji characters. Intended for students who have a good

understanding of Japanese sentence structure, vocabulary and the writing system.

JPN 211 Second-Year Japanese I

3 credit hours

Prerequisite: JPN 112

Introduces complex grammatical structures, emphasizes development of conversational ability and stresses additional reading/writing skills for students who have a good understanding of Japanese sentence structure, vocabulary and the writing system.

JOURNALISM**JOU 105 Introduction to Mass Media**

3 credit hours

Corequisite: ENG 121 or SPE 115 or instructor consent

Examines the basic concepts and principles of various mass media for the journalism student and average consumer of mass media.

JOU 106 Fundamentals of Reporting

3 credit hours

Examines the basic principles of print media reporting. Designed for journalism students and for other students interested in learning to write clearly, succinctly and accurately.

LITERATURE**LIT 115 Introduction to Literature**

3 credit hours

Introduces students to fiction, poetry and drama. Emphasizes active and responsive reading.

LIT 150 The Bible as Literature

3 credit hours

Prerequisite: ENG 121 or instructor consent

Introduces various Biblical texts and exegetical methods of reading and interpreting such texts. The course emphasizes the aesthetics and multiplicity of meaning in Biblical literature through the discussion of various Biblical writings, published academic exegeses and student interpretation.

LIT 201 Masterpieces of Literature I

3 credit hours

Prerequisite: ENG 121

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 202 Masterpieces of Literature II

3 credit hours

Prerequisite: ENG 121

Examines significant writings in world literature from the 17th century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 225 Introduction to Shakespeare

3 credit hours

Prerequisite: ENG 121 or instructor consent

Provides guided reading and interpretation of Shakespeare's most popular plays. Examines their cultural background, as well as their significance to contemporary society.

LIT 235 Science Fiction

3 credit hours

Examines the techniques and issues of science fiction through a close reading of a variety of writers in the genre.

MACHINE AND CNC TOOL OPERATOR**MTO 130 Introduction to Machine Shop**

2 credit hours

Provides basic instruction on the use of bench tools, power saws, drill presses, pedestal grinders, lathes, mills, heat-treat equipment, belt sanders and hardness-testing equipment.

MTO 131 Machine Math and Prints I

3 credit hours

Provides instruction for basic math and blueprints for machine tool operation. Includes whole numbers, fractions, decimals, direct and computer measure, English and metric measure, blueprint fundamentals, drawing views and tolerances.

MTO 132 Mills I

4 credit hours

Prerequisite: MTO 130

Introduces the parts and functions of horizontal and vertical mills, including feeds and speeds settings, cutter selection and identification, vise usage, and edge locator and indicator uses.

MTO 133 Engine Lathes I

4 credit hours

Prerequisite: MTO 130

Introduces the student to the engine lathe, including how to use and mount the three-jaw chuck on the spindle of the lathe; how to set lathe tools on center drill; and drill, ream, knurl, tap and chamfer.

MTO 140 Metrology

2 credit hours

Introduces the student to English and metric measurements by using outside, inside, depth and internal micro-meters, scales, combination square set, protractors, vernier gauges, sine bar, gauge blocks, indicators, inspection devices, optical comparator, and telescoping and small hole gauges.

MTO 141 Mills II

4 credit hours

Prerequisite: MTO 132

Develops advanced skills and knowledge of horizontal and vertical mills, including rotary-table operation, computation of coordinate locations for hole circles, slots and angles and the selection of metals.

MTO 142 Machine Math and Prints II

1 credit hour

Prerequisite: MTO 131

Provides advanced machine shop math: includes decimal fractions, speed and feed calculations for cylindrical tools, taper calculations, equations, print sketching, geometric tolerancing, datums, ANSI symbols and numerical control drawing fundamentals.

MTO 143 Engine Lathes II

3 credit hours

Prerequisite: MTO 133

Provides the knowledge and skills required to perform lathe operations at tolerances of plus/minus .005". Includes single-point external and internal threads holding tolerances of class 2 and 3 and use of the taper attachment and "radius" forming.

MTO 150 Machine Shop Lab

1 - 5 credit hours

Allows students to practice on basic machine equipment for the purpose of upgrading job skills.

MTO 221 Engine Lathes III

2 credit hours

Prerequisite: MTO 143

Provides advanced skills and knowledge on the engine lathe, holding to .002" and .0005" tolerances.

MTO 223 Job Shop Machining I

2 - 3 credit hours

Prerequisite: MTO 221

Covers the fabrication process. Students will produce machine parts and machinist tools from an already prepared

shop blueprint, write process sheets, select metal and estimate machining time to performance level expected in industry.

MTO 250 AutoCAD I

3 credit hours

Prerequisite: MTO 251

Provides more advanced instruction on using the CNC for production of parts, and introduces the student to the use of AutoCAD computer software.

MTO 251 CNC Operations

3 credit hours

Prerequisite: MTO 221

Provides introductory skills in the use of CNC digital readouts and the operations of a CNC vertical mill and CNC lathe.

MTO 252 CNC Principles

4 credit hours

Prerequisite: MTO 141, 221

Provides skills and knowledge on preparatory functions and operations of a CNC milling machine and a CNC lathe. Includes safety, system start up, and use of prewritten programs, as well as macros.

MTO 253 CNC Mathematics I

2 credit hours

Prerequisite: MTO 142

Provides skill in calculations and mathematical operations used in the operation of CNC mills and lathes: includes circles, polygons, angles, geometric figures, trigonometry and numerical control fundamentals.

MTO 261 DOS and Windows for CNC

1 credit hour

Provides an overview of the basic use of the computer Disk Operating System.

MTO 262 CNC Office 97 Word

1 credit hour

Provides basic instruction in the use of Office 97 Word software for word-processing activities in CNC operational programming.

MTO 263 CNC Programming I

3 credit hours

Prerequisite: MTO 251, 252, 253

Provides beginning instruction, using BOSS 10, on programming for the CNC, including word-processing skills, language, blocks, coordinate words, and functions of G and M Codes.

MTO 264 AutoCAD II

3 credit hours

Prerequisite: MTO 250

Provides advanced instruction in the use of AutoCAD computer software and DXF files.

MTO 265 CNC Programming II

3 credit hours

Prerequisite: MTO 261, 263

Provides advanced instruction in CNC programming. Includes Z-Axis canned cycles, canned milling cycles, cutter diameter compensation, feed functions, auxiliary machine control functions and CAD/CAM EZ feature mill 3-D.

MASSAGE THERAPY**MST 100 Self Care for Massage Professionals**

1 credit hour

Provides information for the massage professional in therapeutic exercise, movement exercises and stretching for self-care and client care. Designed to reduce the risk of injury to the practitioner due to overuse or misuse. Identifies problems and how to avoid them.

MST 101 Reiki Level I

1 credit hour

Introduces students to an ancient form of energy therapy that uses the electromagnetic field surrounding and permeating the human body. Provides students with Level I techniques to balance and clear energy pathways that will allow the recipient to return to a state of health and well-being.

MST 102 Reiki I Level II

1 credit hour

Prerequisite: MST 101

Further expands knowledge of the principles of Reiki. Provides students with level II techniques used to balance and clear all energy pathways.

MST 110 Anatomy for Massage

4 credit hours

Provides students with conceptual and factual information to understand the interrelationship between massage therapy and the relative position of anatomical structures within the body. Students receive in-depth study of the musculoskeletal system and various other body systems and anatomical terminology with an emphasis on pertinence to massage therapy.

MST 111 Basic Massage Therapy

4 credit hours

Corequisite: MST 110 or BIO 201

Provides an overview of massage therapy in the United States, the effects, benefits and indications, the contraindications and cautions, and basic strokes and general principles for giving massages. Classic/Swedish massage and chair massage will be taught and practiced by the students.

MST 112 Ethics of Touch

2 credit hours

Corequisite: MST 100, 111

Examines historical, societal and personal views surrounding appropriate and respectable behavior in professions that cross the normal boundaries of touch. In-depth study of legal and professional implications of using touch in the profession. Students explore their own history of touch through an autobiography and journal.

MST 114 Massage for the Elderly

2 credit hours

Corequisite: MST 100, 111, 112

Examines techniques that massage professionals use to help those with special needs in the geriatric and chronically/critically ill populations.

MST 195 Success Seminar

1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

MST 211 Pathophysiology for Massage Therapists

3 credit hours

*Prerequisite: MST 100, 110, 111, 112, 114**Corequisite: MST 212*

Prepares students to recognize the major characteristics of diseases and injuries to understand how massage therapy would be beneficial or detrimental when applied. Students will be able to communicate with clients and health care professionals intelligently and accurately about disease and its response to massage therapy.

MST 212 Neuromuscular Massage

3 credit hours

*Prerequisite: BIO 201, MST 110, 111, 112, 114**Corequisite: MST 211*

Gives students a specific holistic approach to bodywork that is designed to achieve quick relief and long-lasting results for people in pain. Based on the principles of ischemia, trigger points, nerve entrapment/compression and postural distortion, neuromuscular therapy allows a reversal of the stress-tension-pain cycle. Nutrition and wellness are important components.

MST 215 Business for Massage Professionals

3 credit hours

Prerequisite: MST 111

Introduces students to fundamental business principles as they apply to massage therapy.

MST 221 Advanced Massage Therapies

3 credit hours

*Prerequisite: MST 211, 212**Corequisite: MST 215*

Explores a variety of related treatment modalities and physical-based therapies.

MST 231 Deep-Tissue/Sports Massage

3 credit hours

Prerequisite: MST 111

Introduces various methods and techniques of deep-tissue massage. Students practice in a clinical setting under supervision of certified instructors.

MST 285 Massage Therapy Internship (Capstone)

5 credit hours

Prerequisite: MST 201, 211 and 222

Students will demonstrate their academic and clinic skills under the direction of certified instructors. This is a capstone course for the Massage Therapy certificate.

MATHEMATICS**MAT 013 Basic Operations I**

1 - 12 credit hours

Provides review of basic math through multiplication.

MAT 014 Basic Operations II

1 - 12 credit hours

Provides review of multiplication, place values, long division and word problems.

MAT 033 General Skills in Math

1 - 10 credit hours

Reviews arithmetic principles, including fractions, decimals, percents, and ratios and proportions. Prepares students for basic math skills needed in vocational programs.

MAT 048 Mathematics Foundations

3 - 4 credit hours

Prerequisite: Minimum assessment score in math

Includes basic operations and applications, vocabulary, computations of whole numbers, decimals, fractions, proportions and applications of percents. Students will use a scientific calculator.

MAT 055 Pre-Algebra

3 - 4 credit hours

Prerequisite: MAT 048 or minimum assessment score in math

Includes basic operations and applications, vocabulary, computations of whole numbers, decimals, fractions, proportions, measurements of perimeters, areas and volumes, algebraic expressions and equations, and applications of percents. Students will use a scientific calculator.

MAT 060 Elementary Algebra I

4 - 5 credit hours

Prerequisite: MAT 055 or minimum assessment score in math

Teaches students operations and applications of integers, algebraic expressions, and properties of real numbers, equations and inequalities, graphing and problem solving.

MAT 070 Elementary Algebra II

4 - 5 credit hours

Prerequisite: MAT 060 or minimum assessment score in math

Studies real number system, polynomials, factoring, rational expressions, quadratic equations, coordinate geometry, systems of linear equations and inequalities, and applications.

MAT 103 Contemporary College Mathematics

3 credit hours

Prerequisite: MAT 060 or minimum assessment score

Presents a practical approach to basic operations in arithmetic, fractions, decimals, percents, elements of algebra, geometry, ratios and proportion, triangular trigonometry, graphing, business applications and problem solving. Optional material may include one or more of the following topics: inequalities, probability and statistics, and sets and logic.

MAT 130 Intermediate Algebra

4 credit hours

Prerequisite: Minimum assessment score in math or MAT 070

Emphasizes problem solving with further study of equations, slope inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing, applications and an introduction to logarithms.

MAT 155 Math for Elementary Educators I

4 credit hours

Prerequisite: MAT 130 or Accuplacer score of 72 in Elementary Algebra

Develops a sound background in the concepts underlying the pre-secondary mathematics curriculum, including set theory, whole numbers (properties and operations), fractions, statistics, probability, problem-solving and geometric concepts.

MAT 156 Math for Elementary Educators II

4 credit hours

Prerequisite: MAT 155

Expands students' understanding of the math concepts underlying a mathematics curriculum aligned with the Colorado Model Content Standards for Mathematics to the level needed by K-6 teachers. This is the second in a sequence of math courses for prospective elementary teachers.

MAT 160 College Algebra

4 credit hours

Prerequisite: Minimum assessment score in math or MAT 130

Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear

systems, selection of topics from among graphing of the conic sections, introduction to sequences and series, progressions, permutations and combinations, the binomial theorem and theory of equations.

MAT 161 College Trigonometry

3 credit hours

Prerequisite: MAT 160 or equivalent

Designed primarily for students who are continuing into the calculus sequence. This course examines trigonometric functions and their graphs, identities and equations and solutions of triangles. Vectors, polar coordinates and equations of conic sections are introduced.

MAT 170 Finite Mathematics

3 - 4 credit hours

Prerequisite: Minimum assessment score in math or MAT 130

Designed primarily for students majoring in business, social science, or computing. Includes function evaluation and graphing, matrix operations, linear equations and inequalities, and introduction to set theory, combinatorics and probability. Fourth credit hour is used for extended topics and applications.

MAT 171 Survey of Calculus

4 credit hours

Prerequisite: MAT 160 or 170

Includes derivatives, integrals and their applications, with attention restricted to algebraic, exponential and logarithmic functions. For business, life science and/or social science majors.

MAT 175 Introduction to Statistics

3 credit hours

Prerequisite: Minimum assessment score in math or MAT 130

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference estimation, hypothesis-testing comparison of populations, correlation and regression.

MAT 201 Calculus I

5 credit hours

Prerequisite: MAT 160 and 161

Introduces single-variable calculus and analytic geometry.

MAT 202 Calculus II

5 credit hours

Prerequisite: MAT 201

Extends and further develops concepts of single-variable calculus and analytic geometry studies as found in MAT 201. Emphasis is on applications of differentiation, integration, and techniques of integration and infinite series.

MAT 203 Calculus III

4 credit hours

Prerequisite: MAT 202

Completes the traditional subject matter of single-variable calculus not covered in MAT 201 and MAT 202, and introduces vector analysis, multi-variable calculus, solid analytic geometry and dimensional vector space.

MAT 265 Ordinary Differential Equations

3 credit hours

Prerequisite: MAT 202

Introduces ordinary differential equations. Includes equations of first and second order with applications, linear equations, series methods and transformation methods.

MULTIMEDIA DESIGN

MUM 101 Introduction to Multimedia

3 credit hours

Prerequisite: GRD 103 or instructor consent

Examines the latest developments in the field of multimedia production. Produces a multimedia project on the computer.

MUM 103 Computer Art Graphics

3 credit hours

Prerequisite: CIS 118 or instructor consent

Introduces methods for creating artistic output with current computer software programs used by the graphic design industry. Emphasizes skills with two-dimensional media that are applicable to a variety of visual communication professions.

MUM 204 Design for the Computer

3 credit hours

Prerequisite: GRD 103 or instructor consent

Introduces the student to the computer skills necessary for visual production for multimedia presentations, color theory, shape, design and composition. Teaches continuity for the storyboard.

MUM 206 Painter I

3 credit hours

Prerequisite: GRD 103 or instructor consent

Introduces the student to a paint software for digital illustration and painting for multimedia applications.

MUM 207 Introduction to Digital Videography/Editing

3 credit hours

Corequisite: ENG 121 or SPE 115 or instructor consent

Familiarizes the student with the use of digital video cameras, software and editing. Introduces video aesthetics. Students will film and edit short video productions.

MUM 209 Multimedia Animation

3 credit hours

Prerequisite: GRD 103 and MUM 101 or instructor consent

Introduces the student to 2-D and 3-D solid modeling with animation for the production of multimedia assets.

MUM 210 3-D Modeling and Animation

3 credit hours

Prerequisite: GRD 103 or MUM 101 or MUM 207 or instructor consent

Familiarizes students with desktop multimedia using the Macintosh. Includes color illustration, 3-D illustration, animation, audio processing and video imaging. Due to the advanced nature of the material, students must have prior Macintosh experience.

MUM 220 Photoshop

3 credit hours

Prerequisite: GRD 103 or instructor consent

Introduces skills necessary to process and manipulate visual images from photographic and videographic input for the production of multimedia assets.

MUM 225 Web Page Design

3 credit hours

Prerequisite: GRD 103 or MUM 101, or instructor consent

Introduces and explains concepts of Web-page design, then assigns relevant laboratory projects for designing and creating Web pages, using the latest Web-page-design software. Features hands-on computer experience.

MUM 230 Advanced Photoshop

3 credit hours

Prerequisite: GRD 220 or MUM 220 or instructor consent

Introduces students to the advanced functions of Photoshop for image manipulation, Web-page design and multimedia applications. Designed to include both lecture and hands-on computer experience.

MUM 285 Multimedia Portfolio Preparation

3 credit hours

Prerequisite: GRD 103 or MUM 101 or instructor consent

Introduces the student to the processes involved in producing a visual and audio computer-animated CD-ROM portfolio of work produced in previous multimedia courses.

MUM 297 Multimedia Internship

3 credit hours

Prerequisite: GRD 103 or MUM 101 or instructor consent

Introduces the student to an "on-site" experience as an intern, working in a multimedia production facility.

MUSIC**MUS 100 Fundamental Music Theory**

3 credit hours

Provides each student with a working knowledge of musicianship and includes the study of melody, harmony and rhythm.

MUS 101 Music Theory I

3 credit hours

Corequisite: MUS 111

Reviews music fundamentals and emphasizes diatonic, four-part harmony, analysis, ear training and keyboard harmony.

MUS 102 Music Theory II

3 credit hours

*Prerequisite: MUS 101**Corequisite: MUS 112*

Continues the study of harmony from MUS 101 and the study of diatonic harmony in the area of common practice.

MUS 111 Ear Training and Rhythm Drill I

2 credit hours

*Prerequisite: MUS 100**Corequisite: MUS 101*

Provides instruction and drill in the aural perception of intervals, chords, rhythmic patterns and the interpretation of these in performance.

MUS 112 Ear Training and Rhythm Drill II

2 credit hours

*Prerequisite: MUS 111**Corequisite: MUS 102*

Continues instruction and drill in the aural perception of intervals, chords and rhythmic patterns and the interpretation of these in performance.

MUS 120 Music Appreciation

3 credit hours

Emphasizes the development of tools needed for intelligent appreciation of music. Introduces students to basic musical terms and concepts, and discusses selected historical eras and their musical styles.

MUS 121 Introduction to Music History I

3 credit hours

Studies the various periods of music history with regard to the composers, aesthetics, forms and genres of each period. Considers music from the Middle Ages through the classical period.

MUS 122 Introduction to Music History II

3 credit hours

Continues Introduction to Music History I with a study of music from the early romantic movement to the present.

MUS 131 Performance Class I (Guitar, Piano or Voice)

2 credit hours

Prerequisite: MUS 100

Applies the fundamentals of music to the piano, voice or guitar, plus introduces basic technique, repertoire and sight reading. Evaluation will be on written and practical skills.

**MUS 132 Performance Class II
(Guitar, Piano or Voice)**

2 credit hours

Prerequisite: MUS 131 or 141

Continues the application of fundamentals of music to the piano, voice or guitar, and continues basic technique, repertoire and sight reading.

**MUS 141 Private Instruction I
(Guitar, Piano, Voice or Woodwinds)**

1 - 2 credit hours

Prerequisite: MUS 100

Emphasizes practical skills and information relevant to performing and includes the study of techniques and repertoire. Intended for musicians with more than an elementary knowledge of performance techniques. Consists of one, 30-minute lesson a week, and 30-plus minutes of practice.

**MUS 142 Private Instruction II
(Guitar, Piano or Voice)**

1 - 2 credit hours

Prerequisite: MUS 100 and 141

Emphasizes practical skills and information relevant to performing and intensifies the study of technique and repertoire. Intended for musicians with more than an elementary knowledge of performance techniques. Consists of one, 30-minute lesson a week, and 30 plus minutes of practice. Continues practical skills and information relevant to performing.

**MUS 143 Private Instruction III
(Guitar, Piano or Voice)**

1 - 2 credit hours

Prerequisite: MUS 100 and 142

Emphasizes practical skills and information relevant to performing and intensifies the study of technique and repertoire. Intended for musicians with more than an elementary knowledge of performance techniques. Consists of one, 30-minute lesson a week, and 30-plus minutes of practice. Continues practical skills and information relevant to performing.

**MUS 144 Private Instruction IV
(Guitar, Piano or Voice)**

1 - 2 credit hours

Prerequisite: MUS 100 and 143

Emphasizes practical skills and information relevant to performing and intensifies the study of technique and repertoire. Intended for musicians with more than an elementary knowledge of performance

techniques. Consists of one, 30-minute lesson a week, and 30-plus minutes of practice. Continues practical skills and information relevant to performing.

MUS 180 Music and the Media

3 credit hours

Provides students with an understanding of career opportunities and survival skills within the music industry and an understanding of the relationship of music to the media world.

MUS 201 Music Theory III

3 credit hours

Prerequisite: MUS 102 and 112

Corequisite: MUS 211

Presents chromatic and harmonic materials, form, and analysis and modulation formulae.

MUS 202 Music Theory IV

3 credit hours

Prerequisite: MUS 201 and 211

Presents 20th century composition techniques.

MUS 209 Introduction to Salsa Music

1 credit hour

Introduces music of the Caribbean in general with a specific focus on Salsa music, including history and development of the music of the area, traditional instruments and how to use them, and specific dances and dance steps.

**MUS 211 Performance
(Ear Training and Rhythm Drill) III**

2 credit hours

Prerequisite: MUS 102, 112

Corequisite: MUS 201

Provides the student with instruction and drill in the complex rhythmic and melodic patterns of 20th century musical performance.

**MUS 212 Performance
(Ear Training and Rhythm Drill) IV**

2 credit hours

Prerequisite: MUS 201 and 211

Corequisite: MUS 202

Provides instruction and drill in the complex rhythmic and melodic patterns of 20th century musical performance.

MUS 220 Computer Sound and Music

3 credit hours

Acquaints the student with the fundamentals of writing music on the personal computer, including sequencing and music engraving.

NURSING

NUR 100 Nurse Aide Procedures and Patient Care

1 - 9 credit hours

Demonstrates and provides practice of clinical skills essential for five nurse aide roles. Focuses on basic understanding of health care principles for the patient, including illness and patient needs, patient care skills, critical thinking, and effective oral and written communication skills for nursing.

NUR 102 Pharmacology Math

1 credit hour

Prerequisite: Conditional acceptance into the Nursing Program.

Builds on basic math principles to develop the skills required for conversion between drug-dosing systems and calculation of drug doses when administering medications.

NUR 103 Pharmacology for Nursing

2 credit hours

Prerequisite: NUR 101, 109, 111 and 113

Corequisite: NUR 112 and 114

Continues the concepts and ethical/legal implications of pharmacology from NUR 101, including the nursing process and biopsychosocial aspects of medication administration. Emphasis also is placed on caring as the core of nursing practice, while developing skills of critical thinking, communication and health care education.

NUR 108 Introduction to Nursing

5 credit hours

Prerequisite: BIO 201, 202, ENG 121, HWE 100, NUR 102, NUT 100, PSY 235 and acceptance into the Nursing Program.
Corequisite: NUR 109

Introduces concepts and behaviors of nursing roles within the contexts of the nursing process, holistic health care and the health care community. It emphasizes caring as the core of nursing practice, while students develop skills in critical thinking, communication and health care education.

NUR 109 Basic Nursing Skills

3 credit hours

Prerequisite: BIO 201, 202, ENG 121, MAT 070 or higher, NUT 100, PSY 235 and acceptance into NUR or LPT program

Corequisite: NUR 101 and 111 for Nursing students; NUR 101, BIO 114, HSE 113 and LPT 110 for Psychiatric Technician students

Demonstrates and provides practice of clinical skills essential for the nursing role of care provider, including maintenance of a safe, effective clinical environment, skill preparation, implementation and documentation. Emphasizes using caring, critical thinking and communication while delivering nursing skills.

NUR 110 Clinical Concepts of Nursing

4 credit hours

Prerequisite: NUR 108

Corequisite: NUR 109

Provides theory and practice of generalized nursing care with emphasis on caring, communication skills, critical thinking, providing a safe environment, and protecting physiological and psychosocial integrity. It includes cause, pathology, treatment, rehabilitation, ethical dilemmas and practical nursing care of selected disorders.

NUR 112 Nursing Care of the Hospitalized Client I

7 credit hours

Prerequisite: NUR 114

Corequisite: NUR 103

Provides theory and practice of nursing care for the hospitalized client, while maintaining a safe environment and protecting physiological and psychosocial integrity. Includes causes, pathology, treatment, potential ethical dilemmas and practical nursing care of commonly occurring diseases. Encourages caring while developing skills of critical thinking, communication and health education.

NUR 114 Family-Centered Nursing I

5 credit hours

Prerequisite: NUR 101, 109, 113

Corequisite: NUR 103

Presents concepts of and provides practice for the nursing care of growing families, including obstetrical care, growth and development across the life span, common health problems in children, and health promotion and maintenance of the entire family. Caring, effective communication, critical thinking and nursing roles are emphasized.

NUR 126 Nursing Process Concepts and Skills

2 credit hours

Prerequisite: BIO 201 and 202,

MAT 070 or higher

Corequisite: ENG 121, PSY 235 and BIO 205 if not already completed

Prepares the advanced placement student to enter the Nursing program through orientation to the program, introduction to the nursing process and exploration of the role change from practical to professional nurse. Reviews practical nursing concepts of communication, mental health, basic nursing skills, care of the hospitalized adult and family-centered nursing.

NUR 195 Success Seminar

1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

NUR 208 Nursing Assessment and Diagnosis

3 credit hours

Prerequisite: BIO 205 and acceptance into Level II of Nursing program

Corequisite: NUR 210 and 211

Develops skills of nursing assessment of the health client across the life span, using effective communication, interviewing and examination. Develops critical thinking skills of data analysis to identify actual or potential health needs or nursing diagnoses. Reinforces concepts of the caring environment, health promotion, and maintenance of physiologic and psychosocial integrity.

NUR 210 Family-Centered Nursing II

6 credit hours

Prerequisite: NUR 211

Corequisite: NUR 208

Provides theory and practice in the nursing care of families facing health concerns in clinical and community settings. Includes family theory concepts, issues of contraception, infertility, unwanted pregnancy, teen pregnancy, and disturbances of psychosocial and physiologic integrity of family members. Emphasizes caring, communication, critical thinking and health teaching.

NUR 211 Principles of Psychiatric Nursing

5 credit hours

Prerequisite: BIO 205 and acceptance into Level II of the Nursing program

Corequisite: NUR 208

Develops introductory concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. Heavy emphasis in communication and caring through the use of the therapeutic relationship and nursing process. Critical thinking skills are applied throughout course work in classroom and clinical exercises.

NUR 212 Nursing Care of the Hospitalized Client II

8 credit hours

Prerequisite: NUR 210

Corequisite: NUR 214

Presents causes, pathology and collaborative treatment of complex illnesses of adults requiring hospitalization. Provides clinical practice of professional nursing care, while maintaining a safe environment and protecting physiological and psychosocial integrity. Emphasizes caring nursing practice, while developing skills of critical thinking, communication and health care education.

NUR 214 Leadership and Management in Nursing

2 credit hours

Prerequisite: NUR 210

Corequisite: NUR 212 and 285

Examines basic principles of leadership and management, including creation of a caring environment, effective communication, leadership styles, management issues, professional responsibilities and critical thinking in decision making.

NUR 285 Comprehensive Nursing Internship

3 credit hours

Prerequisite: NUR 212

Corequisite: NUR 214

Facilitates transition from student to graduate nurse through application of nursing principles and skills. Faculty, preceptor and student design an internship to individualize student's learning needs and prepare for job readiness. Reviews nursing theory, while applying test-taking skills. Competencies emphasize caring, critical thinking and communicating during nursing care.

NUR 295 Nursing Review for Licensure Exam

3 credit hours

Prerequisite: NUR 208, 211, 212

Corequisite: NUR 210, 214 and 285, or instructor consent

Reviews nursing concepts, information and clinical competencies expected of the professional nursing graduate to prepare for licensure examination.

NUTRITION

NUT 100 Foundations of Nutrition

2 - 3 credit hours

Prerequisite: ENG 100, REA 090

Introduces basic nutrition with emphasis on personal nutrition. Satisfies the nutrition requirement for students entering the health care professions. Attendance at first session is required.

NUT 101 Nutrition as Therapy

2 credit hours

Prerequisite: NUT 100

Provides the student with an understanding of the ways in which modifications of the normal diet can assist in attaining or maintaining total well-being of the individual. Suggestions for specific interventions and client teaching will be provided for such conditions as arthritis, diabetes and heart disease.

NUT 250 Human Nutrition

3 credit hours

Prerequisite: BIO 201, CHE 101 or higher
Corequisite: BIO 202

Provides the student with an understanding of the fundamental concepts of human nutrition, including digestion, absorption, metabolism and function of macro- and micro-nutrients as they relate to maintenance of cellular homeostasis, human health and disease.

OPERATING ROOM NURSE

ORN 230 Perioperative Nursing

4 credit hours

Prerequisite: Registered Nurse, Colorado license, or graduate Registered Nursing pending licensure. *Basic skills assessment test will be waived.*

Corequisite: ORN 231

Prepares the student for an entry-level position as an operating room nurse. Focuses on intraoperative nursing care.

Includes traditional, endoscopic and laser surgical procedures in specialty areas.

ORN 231 Perioperative Nursing Clinical Applications

3 credit hours

Prerequisite: Registered Nurse, Colorado license, or graduate Registered Nursing pending licensure. *Basic skills assessment test will be waived.*

Corequisite: ORN 230

Provides Perioperative Nursing students with basic supervised laboratory and clinical experience. Includes a directed introduction to the operating room environment with nursing process applications. Includes standards and recommended practices in operating room technique to create conditions necessary for assessment of technical and cognitive objectives of the course.

ORN 299 Elective Perioperative Nursing Clinical Applications

1 - 3 credit hours

Prerequisite: Acceptance into the ORN program. *Basic skills assessment test will be waived.*

Corequisite: ORN 230, 231

Provides Perioperative Nursing students with supervised clinical experience for additional credit. This elective course provides students who desire more hands-on experience with an opportunity to gain an additional 45 hours (1 credit hour), 90 hours (2 credit hours), or 135 hours (3 credit hours) of clinical experience in Perioperative Nursing.

PARALEGAL

PAR 101 Legal Writing

3 credit hours

Begins development of legal thinking through legal terminology, effective legal writing, legal interviewing, legal reading skills and professional conduct.

PAR 105 Torts

3 credit hours

Introduces basic area of law dealing with civil wrongs, with emphasis in negligence, defamation and products liability.

PAR 109 Property

3 credit hours

Emphasizes substantive legal rules related to property law with added emphasis in real estate law practice.

PAR 115 Domestic Relations

3 credit hours

Emphasizes substantive legal rules related to domestic relations law with an emphasis in dissolution of marriage.

PAR 121 Introduction to Paralegal

3 credit hours

Introduces students to the paralegal field, including, but not limited to, legal terminology and scope of paralegal skills and responsibilities, vis-à-vis the practice of law.

PAR 124 Legal Research

3 credit hours

Introduces basic concepts and methods of legal research, emphasizing practical applications by the preparation of two case opinion briefs and two memorandums.

PAR 126 Creditor/Debtor/Bankruptcy

3 credit hours

Gives students basic understanding of bankruptcy law, covering the various types of bankruptcy cases with emphasis on the documentation used in such cases.

PAR 185 Paralegal Synthesis I (Capstone)

3 credit hours

Prerequisite: PAR 124, 221, 222

Emphasizes a synthesis of the information and skills that students have learned throughout their paralegal studies.

PAR 201 Business Organizations

3 credit hours

Emphasizes substantive legal rules related to corporations, partnerships, agency and securities law.

PAR 205 Probate

3 credit hours

Emphasizes the drafting of wills, settling estates and the creation of trusts, plus the impact of tax law in these areas.

PAR 207 Legal Research Seminar I

3 credit hours

Prerequisite: PAR 124

Introduces students to computer-assisted legal research. Students will draft legal memorandums and a trial court brief.

PAR 208 Legal Research Seminar II

3 credit hours

Prerequisite: PAR 124, 207

Continues from Legal Research Seminar I with computer-assisted legal research used in drafting appeals and court briefs.

PAR 214 Administrative Law

3 credit hours

Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes and how the paralegal can work within the legal context.

PAR 221 Civil Procedures

3 credit hours

Provides students with an introduction to civil procedural rules and their application by use of a trial notebook assignment and other related exercises.

PAR 222 Evidence

3 credit hours

Introduces the student to the basic concepts and terminology of evidence as they apply in Colorado courts and to the basic methods of marshaling evidence and investigative procedures.

PAR 231 Investigation

3 credit hours

Prerequisite: Instructor consent

Introduces general techniques of investigation of cases pertaining to a wide variety of law situations, civil and criminal.

PAR 239 Criminal Law

3 credit hours

Introduces basic concepts of criminal law and criminal procedure, including Colorado and procedural rules related to this area.

PAR 241 Environmental Law

3 credit hours

Emphasizes federal and Colorado regulations and their application in environmental cases.

PAR 252 Constitutional Law

3 credit hours

Introduces basic concepts of constitutional law, including information relating to federal government structure and powers and individual liberties granted under the U.S. Constitution.

PAR 258 Contracts

3 credit hours

Introduces basic terminology and concepts in contract law as applied in Colorado and a basic system for contract preparation.

PAR 280 Paralegal Internship

6 credit hours

Prerequisite: To be taken in student's last semester in program

Introduces students to an "on-site" experience as an "Intern in Training" in a wide variety of law situations.

PAR 285 Paralegal Synthesis II (Capstone)

3 credit hours

Prerequisite: All required courses in Certificate and AAS degree programs

Emphasizes a synthesis of the information and skills that students learned throughout their paralegal studies.

PERSONAL GROWTH AND DEVELOPMENT**PGD 098 Career Exploration**

1 credit hour

Directs students to select a career using interest testing, aptitude testing, values clarification, field trips, market research and job opportunity evaluation.

PHILOSOPHY**PHI 111 Introduction to Philosophy**

3 credit hours

Prerequisite: ENG 121

Introduces significant human questions. Emphasizes understanding the meaning and methods of philosophy. Includes the human condition, knowledge, freedom, history, ethics, the future and religion.

PHI 112 Ethics

3 credit hours

Prerequisite: ENG 121

Examines human life, experience and thought to discover and develop the principles and values for pursuing a more fulfilled existence. Applies ethical theories to a selection of contemporary social issues.

PHI 113 Logic

3 credit hours

Prerequisite: ENG 121, REA 090, or minimum assessment score in reading

Studies effective thinking. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving skills.

PHI 115 World Religions — West

3 credit hours

Introduces students to the concepts predominant in religions originating in the Middle East, which became major religions of the Western Hemisphere. Includes sociological, political, psychological and philosophical aspects of a variety of belief systems.

PHI 116 World Religions — East

3 credit hours

Introduces students to the variety of Eastern beliefs and social practices. Philosophical concepts such as fate, free will, moral accountability, the problem of evil and reincarnation will be analyzed. The application and relevance of such beliefs to contemporary society and the human condition will be emphasized.

PHOTOGRAPHY**PHO 101 Fundamentals of Photography**

3 credit hours

Covers basic black and white photographic craft. Places special emphasis on approaching photography as a visual language. Includes the language of photography, the camera, film exposure and processing, printing, print finishing and photographic criticism.

PHO 102 Fundamentals of Color Photography

3 credit hours

Prerequisite: PHO 101 (ART 151)

Introduces color theory, the nature of light and light sources, the reproduction of color, color films and processing. Emphasizes building individual experiences with color transparency films and potential expressions through color photography.

PHO 107 History of Photography

3 credit hours

Surveys the history of photography from its beginnings to the present. Emphasizes individual photographers who have made significant contributions to the field. Includes technical, artistic, commercial and social development of photography as a form of visual communication.

PHO 109 Photo Lab

1 credit hour

Corequisite: One or more courses from the CCD PHO courses

Introduces operations, lab safety, and proper operation of equipment to beginning and advanced students as a corequisite for taking one or more courses from the CCD Photography Department.

PHO 111 Intermediate Black and White Photography

3 credit hours

Prerequisite: PHO 101, 102

Familiarizes the student with the basic principles of the Zone System for black and white photography: use of mathematics in photography; basic sensitometry and film analysis; data plotting, graphing and interpretation; testing procedures; light metering techniques; controlling film exposure and development; and visualization for expressive black and white prints.

PHO 112 Intermediate Color Photography

3 credit hours

Prerequisite: PHO 101, 102 or instructor consent

Presents the basic principles of color printing and provides practical experience in the areas of physics of light, color film and paper and human color vision.

PHO 185 Advanced Photography (Capstone)

3 credit hours

Prerequisite: PHO 111, 112

Introduces professional quality techniques, the Zone System, the view camera, photographic chemistry, proper use of the light meter, and how to produce a professional quality black and white print. Emphasizes practical testing and application of the technical controls that augment expression.

PHO 201 View Camera Techniques

3 credit hours

Prerequisite: PHO 101, 102

Provides each student with an introduction to the visual aesthetics of photographic images and light, making use of hands-on photographic experience with the 4x5 camera. Covers theory of lenses, depth-of-field practice and sheet film exposure/processing techniques.

PHO 202 Studio Lighting

3 credit hours

Prerequisite: PHO 101, 111, 112

Introduces basic concepts and principles needed to produce personally expressive photographs with studio lighting equipment, especially flash. Includes working with a variety of camera formats, from 35 mm to 4x5 view camera.

PHO 203 The Fine Print

3 credit hours

Prerequisite: PHO 101, 102, 111, 112

Introduces and refines advanced skills of the student interested in producing professional quality black and white prints. Integrates concepts of Zone System with tone reproduction.

PHO 204 Introduction to Digital Imaging

3 credit hours

Prerequisite: PHO 101, 111

Introduces digital imaging to students who have no previous computer experience, but are familiar with still photography. Covers film formats, basic color, and black and white scanning and image manipulation in Photoshop.

PHO 205 Non-Chemical Printing

3 credit hours

Prerequisite: PHO 101, 111

Explores a variety of digital imaging printing methods from scanned photographs and image files. Includes an introduction to color separation, halftone screens and photographic style printing by electronic means.

PHO 211 Portrait Photography

3 credit hours

Prerequisite: PHO 101, 111

Explores personal style of portraiture, history of the field, and portraiture as visual language and creative expression.

PHO 212 Landscape Photography

3 credit hours

Prerequisite: PHO 101, 102

Introduces basic concepts in landscape photography, including an overview of the history of landscape photography, artistic and technical aspects of final prints, landscape photography as creative expression, criticism and production of portfolio.

PHO 213 Creative Process

3 credit hours

Prerequisite: PHO 101, 111

Integrates creative expression and photographic craft — two sides of the same coin. Encourages students to produce inner-directed work.

PHO 285 Seminar in Photography

3 credit hours

Prerequisite: PHO 111, 112

Provides an opportunity to compile a professional portfolio as a preparation for job entry. Provides the advanced student with an opportunity to receive personal attention from the photography faculty in her/his specific area of professional expertise.

PHO 297 Photography Internship

3 credit hours

Prerequisite: Instructor consent

Introduces the student to an "on-site" experience as an intern, working in a multimedia production facility.

PHYSICS**PHY 105 Conceptual Physics**

4 credit hours

Prerequisite: Minimum assessment score in reading or REA 060

Studies mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Includes laboratory. Some algebra is desired, but not required.

PHY 111 Physics: Algebra-Based I

5 credit hours

Prerequisite: MAT 160 and minimum assessment score in reading or REA 090

Corequisite: MAT 161

Offers the first semester of a two-semester sequence of classical physics, namely mechanics, heat and thermodynamics and wave motion.

PHY 112 Physics: Algebra-Based II

5 credit hours

Prerequisite: PHY 111

Offers the second semester of a two-semester sequence of classical physics, including electromagnetism, optics and modern physics.

PHY 211 Physics: Calculus-Based I

5 credit hours

Prerequisite: MAT 201

Studies mechanics and heat. Includes laboratory experience.

jPHY 212 Physics: Calculus-Based II

5 credit hours

Prerequisite: PHY 211

Studies wave motion, electricity, and magnetism and light. Includes laboratory experience.

PHY 281 Modern Physics

3 credit hours

Prerequisite: PHY 211, 212, MAT 201, 202

Offers a one-semester introduction to Modern Physics. The topics include quantum mechanics, atomic and nuclear physics, superconductivity, the special and general theories of relativity and elementary particles. Discusses theoretical and experimental foundations with examples of major applications.

POLITICAL SCIENCE**POS 105 Introduction to Political Science**

3 credit hours

Prerequisite: ENG 121 or instructor consent

Surveys political science, including political philosophy and ideology, democratic and nondemocratic governments and processes and international relations.

POS 111 American Government

3 credit hours

Prerequisite: ENG 121 or instructor consent

Introduces the theoretical and practical workings of the U.S. government. Examines a practical history of the nation's founding; the background and general principles of the U.S. Constitution; civil liberties; public opinion; political parties and the electoral process; the functions of the national government; and domestic and foreign policy patterns.

POS 125 American State and Local Government

3 credit hours

Prerequisite: ENG 121 or instructor consent

Studies structure and function of state, county and municipal governments, including their relations with each other and with the national government. Emphasizes Colorado government and politics.

POS 205 International Relations

3 credit hours

Prerequisite: ENG 121 or instructor consent

Examines relations among modern nation-states, including diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors and theoretical attempts at international behavior.

POS 215 Current Political Issues

3 credit hours

Prerequisite: ENG 121 or instructor consent

Analyzes critical issues in political science. Topics determined each term.

PSYCHIATRIC TECHNICIAN**LPT 100 Fundamental Concepts and Clinical Applications**

4 credit hours

*Prerequisite: NUR 109**Corequisite: BIO 119, HSE 113, NUR 101, NUR 109*

Introduces concepts of wellness, death/dying, culture, communication, nutritional aspects of care and dual diagnosis of developmental disabilities. Nursing process is introduced as the framework in which the psychiatric technician cares for clients.

LPT 101 Core Concepts of Pharmacology

1 credit hour

Corequisite: BIO 119, NUR 109

Introduces core concepts of pharmacology, including basic principles of drug actions and dosage calculations, with an emphasis on developing communication and critical thinking skills when administering medications within a caring health care environment.

LPT 109 Essential Concepts of Care

6 credit hours

*Prerequisite: BIO 119, NUR 101, NUR 109**Corequisite: LPT 111*

Develops introductory concepts of caring, wellness, death/dying, communication, nutritional aspects of care, issues of retardation for clients with psychiatric disabilities and dementia, particularly of the Alzheimer's type. Nursing process is presented as critical-thinking context in which psychiatric technicians perform role and function.

LPT 110 Nursing Concepts for Advanced Placement PT

1 credit hour

Prerequisite: Admission to LPT program

Introduces the concepts of the nursing process and critical thinking for the advanced placement psychiatric technician. Reviews medication administration, emphasizing fundamental skills, ethical/legal and biopsychosocial implications, and providing practice of parenteral medication administration and dose calculations.

LPT 111 Principles of Psychiatric Nursing

7 credit hours

*Prerequisite: BIO 119, HSE 113, LPT 100, LPT 101, NUR 109**Corequisite: LPT 110*

Develops the concepts of psychosocial integrity and emphasizes the function and responsibility of the psychiatric technician in promoting and maintaining mental health of individuals and families through the use of the therapeutic relationship and nursing process.

PSYCHOLOGY**PSY 101 General Psychology I**

3 credit hours

Examines the biological foundations of behavior, including physiological psychology, consciousness, sensation, perception, learning, memory, language, intelligence and research methods. As a survey course, the goal is to expose students to the broad subdisciplines of psychology and to stimulate further interest in the field.

PSY 102 General Psychology II

3 credit hours

Examines the psycho-social foundations of behavior, including child, adolescent and adult development, motivation, emotion, personality, psychological disorders, psychotherapy, social psychology, stress and mental health, diversity and research methods. As a survey course, the goal is to expose students to the broad subdisciplines of psychology and to stimulate further interest in the field.

PSY 109 Career Development

1 - 3 credit hours

Explores individual interests, abilities, personality types, values and decision-making techniques. Examines tools that help access current labor market information and market trends to match career options with the realities of the current labor market. Develops professional goals that assist in strategically managing professional development.

PSY 115 Psychology of Adjustment

1 - 3 credit hours

Studies how individuals act, react, cope and interact with the surrounding environment. Teaches the development of interpersonal skills and focuses on a practical application of psychological theory and principle.

PSY 201 Health Psychology

3 credit hours

Prerequisite: HWM 101

Provides systematic introduction to explore the psychological procedures in prevention, diagnosis, and treatment of such medical problems as cardiovascular disorders, headaches, obesity, asthma and chronic pain. Explores psychological factors that contribute to promotion and maintenance of good health and to recovery from existing illness.

PSY 227 Death and Dying

3 credit hours

Prerequisite: PSY 101, or PSY 102, or SOC 101, or SOC 102, or instructor consent

Examines concepts, relationships, organizations and statistics as they relate to the American experience of death and dying. Attention is given to cross-cultural and historical influences on the American attitude toward death. Health care systems' response to death, the political economy and right-to-die and euthanasia issues also will be examined.

PSY 235 Psychology of Human Growth and Development

3 credit hours

Surveys human development from conception to death, emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 249 Abnormal Psychology

3 credit hours

Prerequisite: PSY 101, or PSY 102, or instructor consent

Gives a comprehensive study of psychological disorders. Focuses on psychological theory, assessment, treatment and current definitions of mental illness in Western society.

PSY 260 Psychology of Aging

3 credit hours

Prerequisite: Gerontology program admission or instructor consent

Studies adult development and aging with specific focus on middle and late adulthood. Emphasis is placed on biological, cognitive, emotional and psychosocial factors of aging.

PSY 265 Violence and Culture

3 credit hours

Prerequisite: ANT 101, or PSY 101, or PSY 102, or SOC 101, or SOC 102

Examines violence in multiple cultural contexts. Develops an understanding of societal and institutional causes of violence, explores resources for intervention and treatment, and provides service learning applications in violence treatment. Topics include culture, gender and ethnicity, the media, family violence, sexual violence, the state, prevention and treatment.

PSY 285 Leadership Development (Capstone)

3 credit hours

Prerequisite: ENG 121, MAT 135 and SPE 115

Studies and applies the theories and techniques of leadership and group processes. Introduces leadership skills and experience with applications in a group setting.

RADIOLOGIC TECHNOLOGY**RTR 102 Radiographic Imaging I**

3 credit hours

Prerequisite: ENG 121, MAT 103 or higher, BIO 119 or BIO 201 and 202, PSY 101 or SOC 101

Corequisite: RTR 103, 104, 105

Introduces fundamentals of radiographic positioning, including use of radiographic equipment and safety, positioning terminology, anatomy, pathology, and skill necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems.

RTR 103 Radiographic Equipment I

3 credit hours

Prerequisite: ENG 121, MAT 070 or higher, BIO 201, 202, PSY 101, SOC 101

Corequisite: RTR 102, 104, 105

Introduces the fundamental aspects of radiographic equipment including a basic review of Physics fundamentals pertaining to X-ray production, the X-ray machine, image receptors and control of scatter radiation.

RTR 104 Radiographic Internship I

5 credit hours

Prerequisite: ENG 121, MAT 070 or higher, BIO 201, 202, PSY 101, SOC 101

Corequisite: RTR 102, 103, 105

Introduces the clinical education experience at the Clinical Education Center. Students will apply knowledge learned in the classroom to the actual practice of radiography.

RTR 105 Radiographic Patient Care I

3 credit hours

Prerequisite: ENG 121, MAT 070 or higher, BIO 201, 202, PSY 101, SOC 101

Corequisite: RTR 102, 103, 104

Provides an introduction to radiology and the knowledge necessary for the radiography student to provide safe patient care, including communication skills, legal and ethical issues in medicine, body mechanics, patient transfer, medical terminology, valuing diversity, universal precautions and radiography as a profession.

RTR 112 Radiographic Imaging II

3 credit hours

Prerequisite: RTR 102, 103, 104, 105

Corequisite: RTR 113, 114, 115

Introduces material in addition to that covered in RTR 102, including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine and bony thorax.

RTR 113 Radiographic Equipment II

3 credit hours

Prerequisite: RTR 102, 103, 104, 105

Corequisite: RTR 112, 114, 115

Introduces material in addition to that covered in RTR 103 and gives the student an in-depth knowledge of radiographic exposure technique and the factors affecting radiographic film quality, including radiographic film quality and quality control, technique chart formulation, sensitometry, film processing, fluoroscopic equipment and how pathophysiological change relates to exposure.

RTR 114 Radiographic Internship II

5 credit hours

Prerequisite: RTR 102, 103, 104, 105

Corequisite: RTR 112, 113, 115

Introduces additional concepts and more complex radiographic procedures to those learned in Internship I.

RTR 115 Radiographic Patient Care II

2 credit hours

Prerequisite: RTR 102, 103

Corequisite: RTR 112, 113, 114

Expands the information presented in RTR 105 and includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, medical emergencies, assistance with drug administration, patients with special needs, EKG, and death and dying.

RTR 120 Radiography Limited Scope Internship

3 credit hours

Prerequisite: RTR 102, 103, 104, 105, 112, 113, 114 and 115

Corequisite: RTR 185

Applies knowledge learned in the classroom and previous internship experience to the practice of radiography in the private medical office.

RTR 124 Radiographic Internship III

7 credit hours

Prerequisite: RTR 112, 113, 114, 115

Reinforces the basic concepts of Internships I and II.

RTR 185 Radiography Limited-Scope Capstone

2 credit hours

Prerequisite: RTR 102, 103, 104, 105, 112, 113, 114 and 115

Corequisite: RTR 120

Introduces the concepts of radiobiology necessary to practice radiation safety. Prepares the student for job search and provides a comprehensive review of the state of Colorado Limited-Scope Radiography Exam.

RTR 195 Success Seminar

1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

RTR 202 Radiographic Imaging III

3 credit hours

Prerequisite: RTR 124

Corequisite: RTR 203, 204

Introduces advanced imaging techniques, including radiography of the cranium, facial bones and special radiographic procedures. Combines these concepts with the basic oral communication techniques necessary for the professional radiographer.

RTR 203 Radiation Biology/Protection

2 credit hours

Prerequisite: RTR 124

Corequisite: RTR 202, 204

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation protection and safety.

RTR 204 Radiographic Internship IV

8 credit hours

Prerequisite: RTR 124

Corequisite: RTR 202, 203

Encourages independent assessment, develops proficiency in the radiographic procedures introduced in Internships I, II and III and applies the knowledge learned in the classroom during the first year of the program.

RTR 214 Radiographic Internship V

11 credit hour

Prerequisite: RTR 202, 203, 204

Corequisite: RTR 216

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the outpatient clinic, as well as increasing proficiency in general radiography.

RTR 216 Radiographic Capstone

3 credit hours

Prerequisite: RTR 202, 203, 204

Corequisite: RTR 214

Prepares the student for a job search and emphasizes the five major areas covered during the two-year study program, prior to the student sitting for the National Registry Examination.

READING**AAA 090 Academic Achievement Strategies**

3 credit hours

Prerequisite: Score below 70 on CSSAT test or minimum CPT Reading score of 60

Corequisite: CPT 40-59 if enrolled in REA 060

Develops personalized approaches to learning and success for students transitioning into college.

AAA 109 Advanced Academic Achievement

3 credit hours

Prerequisite: CPT Reading score of 83 or Compass 75, or a grade of C or better in REA 090 or AAA 090, or instructor consent

Examines theories and practices associated with successful learning and adopting those that enhance the student's college success. Critical areas for study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership and techniques for successful academic performance.

REA 005 ACT Exam Preparation

3 credit hours

Prepares students to take the American College Test, a college admissions test frequently required of matriculating students by colleges and universities.

REA 015 Basic Reading Skills

1 - 5 credit hours

Intended for those who score at 1-1.5 reading level using the AVT Placement Test. Includes beginning phonics, spelling, vocabulary, comprehension, and writing skills.

REA 020 Vocabulary Development I

3 credit hours

Emphasizes various vocabulary strategies, dictionary and thesaurus skills, words in context, word analysis, sight vocabulary and pronunciation, personalized vocabulary cards, spelling, analogies and other unique strategies for vocabulary improvement.

REA 030 Essential Skills for College Reading

3 credit hours

Prerequisite: CPT score of 39 or less

Provides skills for effective reading and clear thinking. Includes vocabulary development, phonics, dictionary use, finding main ideas and supporting details, and understanding the relationship between main ideas and supporting details.

REA 060 Foundations of Reading

3 credit hours

Prerequisite: Reading assessment score 40-59

Provides strategies for vocabulary development, improved reading comprehension, and enrichment activities.

REA 090 College Preparatory Reading

3 credit hours

Prerequisite: CPT Reading score of 60-82

Applies strategies for improving comprehension, developing vocabulary, and increasing reading rate for college textbooks.

REA 095 Computerized Speed Reading

3 credit hours

Designed to meet the needs of students who want to develop reading power, reading speed and reading comprehension. Built on the fundamental principles of increasing speed and comprehension, this course focuses on the mechanics of reading, the purpose for reading, the various components of comprehension, reading rate and vocabulary enrichment.

REA 151 College Reading

3 credit hours

Prerequisite: REA 090 and minimum assessment scores in English, reading and study skills

Develops cognitive and metacognitive strategies for improving reading comprehension in a college environment. Areas covered include critical thinking and analysis, inferential comprehension, concept development, textbook reading strategies, questioning techniques, patterns of organization, evaluating evidence, and reasoning logically. Emphasizes the application of reading techniques to academic fields of study.

REA 223 Critical Analysis Reading

3 credit hours

Prerequisite: REA 090 or REA 151 and minimum assessment scores in English, reading and study skills

Designed for those who want to sharpen their abilities to think and read critically when analyzing, synthesizing, and evaluating reading material in various fields of study. Some areas of emphasis are problem solving, argumentation, logic, reasoning processes, and evaluating inferences, judgments, facts, and opinions.

REA 225 Exploring Diversity Issues

3 credit hours

Prerequisite: CPT 80, REA 151, or REA 223 or instructor consent

Assists college students in developing diversity awareness. Emphasizes the strengths inherent in mastering a developmental framework for awareness, understanding and application of diversity-related concepts to a wide variety of reading situations.

RECREATIONAL ASSISTANT

RAE 201 Introduction to Recreational Leisure

3 credit hours

Prerequisite: (for degree or certificate enrollees only): ENG 121 or 131, SPE 115, SOC 101, PSY 101, BIO 201, AAS Humanities requirement, PSY 235, MAT 175, plus BUS 115, CIS 118 for degree enrollees

Corequisite: (for degree or certificate enrollees only): RAE 202, 205, SOC 103

Introduces the field of Recreational Leisure. Topics include an overview, health benefits, practical applications in public and private facilities, and choices and opportunities in recreation and leisure. Open to any student considering the Recreational Assistant program.

RAE 202 Recreation and Leisure in Special Populations

3 credit hours

Prerequisite: RAE 201

Corequisite: RAE 204, 285

Examines and analyzes each of six recreational processes and models (e.g. medical, long-term care, youth centers, recreational centers, etc.) from the perspective of the recreational assistant, recreational therapist, private business manager and recipient of recreational services. Open only to Recreational Assistant program students.

RAE 203 Introduction to Therapeutic Recreation

3 credit hours

Corequisite: RAE 201, 205

Introduces the field of Therapeutic Recreation. Topics include an overview, communication skills in special populations, facilitating special needs, practical applications in public and private facilities, and choices and opportunities as an assistant in recreational therapy. Open only to Recreational Assistant program students.

RAE 204 Health and Safety in Recreation and Leisure

3 credit hours

Prerequisite: RAE 201, 202, 205, SOC 103

Corequisite: RAE 203, 285

Provides instruction and practice in recognition, prevention and treatment of medical emergencies. Topics include an overview, practical applications in public and private facilities and facilitating special needs. Open to Recreational Assistant program students only.

RAE 215 Recreational Assistant Externship I

4 credit hours

Prerequisite: RAE 201 and 202

Corequisite: RAE 203

Provides the opportunity to practice basic skills in services and care giving in three different field settings. Open only to Recreational Assistant program students.

RAE 285 Recreational Assistant Externship II (Capstone)

5 credit hours

Prerequisite: RAE 201, 202, 205, SOC 103

Corequisite: RAE 203, 204

Continues RAE 205, Recreational Assistant Externship I. Provides the opportunity to continue practices, refine skills and specialize in a leisure service or recreational care-giving area. Students select one specific field setting. Open only to Recreational Assistant program students.

SCIENCE**SCI 285 Critical Thinking (Capstone)**

3 credit hours

Prerequisite: AS core courses, minimum of 45 credit hours

Shows interconnections among the various courses required for CCD's AA, AS and AGS degrees. Focuses on the common and unique properties of courses in the sciences, arts, humanities and social sciences. Activities foster problem-solving strategies and integrative and critical thinking skills. Summarizes the associate degree educational experience, stressing those skills that are useful to further studies and the world of work.

SOCIOLOGY**SOC 101 Introduction to Sociology**

3 credit hours

Examines social institutions, mores and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class and race.

SOC 102 Introduction to Sociology II

3 credit hours

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements and conflicts, and trends within education, religion, family, political and economic structures.

SOC 103 Sociology of Health Care

3 credit hours

Introduces the social issues in the health care industry to include medical ethics, law, the cultural perspective, client communication aspects, integrative healing practices and professionalism. Explores the array of career opportunities available in health care with a 15-hour service-learning project in a health care setting.

SOC 201 Introduction to Gerontology

3 credit hours

Prerequisite: Instructor consent

Acquaints students with the major issues and concepts pertinent to the field of gerontology. Introduces various theoretical perspectives on aging, changing trends in life expectancy and other demographic considerations and the interrelationships between factors associated with aging.

SOC 203 Urban Socio-Anthropology

3 credit hours

Prerequisite: ANT 101 or SOC 101 or SOC 102

Examines how cities and city life are shaped by cultural, social, political and economic forces operating at many different levels. Examines the history and theoretical roots of urban anthropology and sociology, ethnographic fieldwork in urban environments, and urban social organization in cross-cultural perspective. Students will apply general principles in a global context.

SOC 205 Sociology of Marriage and Family

3 credit hours

Prerequisite: SOC 101 or 102 instructor consent

Develops an understanding of marriage and family. Examines the family as an institution and how social, cultural and personal factors influence family relations. Explores the stability and diversity of the family, along with current trends and some alternative lifestyles.

SOC 215 Contemporary Social Problems

3 credit hours

Prerequisite: SOC 101, or SOC 102, or instructor consent

Explores current social issues that result in societal problems. Focuses on issues such as civil liberties, gender discrimination, substance abuse, crime, poverty and social change.

SOC 220 Race, Gender, Class, Culture

3 credit hours

Prerequisite: SOC 101, or SO 102, or instructor consent

Explores the variety of intergroup relations: race, nationality, ethnicity, income groups and other minority classifications. Examines patterns of prejudice, discrimination and possible solutions to these issues.

SOC 237 Death and Dying

3 credit hours

Prerequisite: PSY 101, or PSY 102, or SOC 101, or SOC 102, or instructor consent

Examines concepts, relationships, organizations and statistics as they relate to the American experience of death and dying. Attention is given to cross-cultural and historical influences on the American attitude toward death. Health care systems' response to death, the political economy and right-to-die and euthanasia issues also will be examined.

SOC 260 Sociology of Deviance

3 credit hours

Prerequisite: SOC 101, or SOC 102, or instructor consent

Studies the nature and origin of deviant behavior, including crime, mental disorders and counter-cultural lifestyles. Theories of deviance and problems in social control are examined.

SOC 265 Violence and Culture

3 credit hours

Prerequisite: ANT 101, SOC 101, or SOC 102

Examines violence in multiple cultural contexts. Develops an understanding of societal and institutional causes of violence, explores resources for intervention and treatment, and provides service learning applications in violence treatment. Topics include culture, gender and ethnicity, the media, family violence, sexual violence, the state, prevention and treatment.

SPANISH**SPA 101 Conversational Spanish I**

3 credit hours

Introduces the student to basic vocabulary, grammar, sentence structure, expressions, and practical communication skills used in daily situations and travel.

SPA 102 Conversational Spanish II

3 credit hours

Prerequisite: SPA 101

Continues to cover basic conversational patterns, expressions and grammar in a second course of sequence for beginning students who wish to understand and speak Spanish.

SPA 111 First-Year Spanish I

5 credit hours

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Spanish language.

SPA 112 First-Year Spanish II

5 credit hours

Prerequisite: SPA 111 or instructor consent

Continues Spanish I in the development of functional proficiency in listening, speaking, reading and writing the language.

SPA 211 Second-Year Spanish I

3 credit hours

Prerequisite: SPA 111, 112

Reviews and reinforces skills and abilities gained in first-year Spanish courses. Emphasis will be on the works of Nobel Prize-winning Spanish language authors, discussing them, and writing reactions to each piece studied.

SPA 212 Second-Year Spanish II

3 credit hours

Prerequisite: SPA 211

Reviews and reinforces skills and abilities gained in first-year Spanish courses. Emphasizes reading, discussing and producing written responses to Spanish language literature. The goal is to expand functional proficiency in speaking, reading, writing and listening to the language.

SPECIAL LEARNING SUPPORT PROGRAM (SLSP)**SLS 001 Spelling Strategies I**

3 credit hours

Corequisite: SLS 005

Develops techniques to improve spelling strategies and to increase basic spelling skills. Includes structured word analysis, rule analysis and word attack for words not governed by rules.

SLS 002 Process and Procedures in Mathematics I

3 credit hours

Provides special learning techniques and compensatory strategies, including retention of math facts, organization of materials and conceptualization of principles. Emphasizes alternative approaches to basic operations on whole numbers, decimals, fractions and percentages.

SLS 004 Reading, Writing and Study Skills

6 credit hours

Provides special learning techniques for students with learning disabilities to develop and integrate oral communication, reading and writing skills and reasoning ability.

SLS 005 Learning and Skills Development

1 credit hour

Emphasizes compensatory strategies for attention and concentration, organization skills, memorization, following directions and instructions, problem solving and time management. Serves students with learning disabilities and other special learning needs.

SLS 011 Spelling Strategies II

3 credit hours

Corequisite: SLS 005

Reviews skills introduced in SLS 001 and develops advanced strategies for English spelling exceptions. Includes analysis of words with difficult spellings, frequently misspelled words and commonly confused word pairs.

SLS 012 Process and Procedures in Math II

3 credit hours

Prerequisite: SLS 002

Designed for students with learning disabilities who require alternative approaches to learning mathematics, including the use of manipulatives and an emphasis on problem solving and field perception.

SPEECH**SPE 115 Principles of Speech**

3 credit hours

Combines the basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support and audience analysis.

SPE 125 Interpersonal Communication

3 credit hours

Introduces students to the theory and practices of interpersonal communication. The course will teach students to observe and analyze basic interpersonal communication concepts in family, social and organizational settings.

SPE 205 Voice and Diction

3 credit hours

Studies the physiological production of the speaking voice and methods for improving the quality of the spoken word in general American speech.

SPE 216 Principles of Speech Communication II

3 credit hours

Prerequisite: SPE 115

Emphasizes the intensification of ideas and styles with a focus on persuasive speaking. Includes additional studies in rhetorical analysis and oral interpretation of speeches.

SPE 219 Group Dynamics

3 credit hours

Prerequisite: SPE 115

Examines group communication theories with an emphasis on leadership and group behaviors. Provides opportunities for group participation.

SURGICAL TECHNOLOGY**STE 100 Introduction to Surgical Technology**

5 credit hours

Prerequisite: BIO 119, or BIO 201 and 202, ENG 121, HWE 100

Introduces principles of surgical technology. Emphasizes theoretical and clinical applications in areas of asepsis, anesthesia, hemostasis, diagnostic criteria, ethics, interpersonal communication, stress management, positioning, medical terminology and care of the surgical patient in the operating room.

STE 105 Pharmacology for Surgical Technology

2 credit hours

Prerequisite: STE 100 or instructor consent
Corequisite: STE 106, 107, or instructor consent

Explores pharmaceutical therapy used preoperatively, intraoperatively and postoperatively for the patient undergoing surgical intervention. Emphasizes drug types, effects/side effects, principles of administration and appropriate personnel actions.

STE 106 Operating Room Skills

7 credit hours

Prerequisite: STE 100, BIO 119 or 201, HWE 100, or instructor consent

Presents principles and applications of basic operating room skills with emphasis on safe and efficient use of mechanized and non-mechanized equipment common to surgery.

STE 107 Surgical Instrumentation

3 credit hours

Prerequisite: STE 100, BIO 119 or 201, and BIO 202; or instructor consent
Corequisite: STE 106

Presents applications of principles related to use and management of instruments, sutures, needles, sponges and dressings commonly used in major surgical procedures.

STE 109 Surgical Technology Laboratory Experience

3 credit hours

Prerequisite: STE 105, 106, 107, or instructor consent
Corequisite: STE 110, 115

Applies surgical principles in the clinical setting under instructor supervision. Emphasizes skill refinement and performance evaluation.

STE 110 Surgical Technology Practicum

7 credit hours

Prerequisite: STE 105, 106, 107
Corequisite: STE 109, 110

Refines the interdependent functions of the surgical technologist related to surgical procedures, instrumentation, supplies and equipment, with appropriate interventions by operating room staff. Presents surgical intervention theory related to pathology of body systems, focusing on preoperative, intraoperative and postoperative surgical patient care.

STE 115 Surgical Pathology and Intervention

4 credit hours

Prerequisite: STE 105, 106, 107, or instructor consent
Corequisite: STE 109, 110

Reinforces and expands principles of surgical technology acquired in the clinical practicum. Pathophysiology requiring surgical intervention is emphasized. Additionally, this course prepares students for the Surgical Technologist National Certifying Examination.

STE 150 Surgical Technology Certification Examination Review

3 credit hours

Prerequisite: Graduate of a Surgical Technology program or instructor consent

Reviews principles of anatomy, physiology, microbiology, infection control pharmacology, asepsis, suture and wound management, instrumentation and surgical procedures for the Surgical Technologist National Certifying Examination.

STE 195 Success Seminar

1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

TECHNICAL HEALTH ASSISTANT**THA 111 The Human Body**

4 credit hours

Explores the human body through a systems approach. Presents human anatomy, physiology and pathology.

THA 151 Technical Procedures

3 credit hours

Develops the knowledge and skills necessary to perform technical medical procedures, including aseptic technique and infection control, patient history, vital signs, height and weight, examination preparation, assisting with physical exams, medical office emergencies and transporting patients.

THA 153 Medical Terminology II

2 credit hours

Introduces commonly used medical abbreviations, symbols, names of laboratory tests, common drugs, use of the Physician's Desk Reference, and words used in specialties such as surgery, pathology and radiology.

THA 200 Patient Care

3 credit hours

Prerequisite: THA 151

Provides student with knowledge of clinical skills essential for Colorado State Board Nurse Aide certification. Includes basic understanding of health care standards, the patients' illnesses and their needs,

patient care skills, critical skills, critical thinking, and sensible oral and written communication skills for nursing. Incorporates clinical skills practicum in clinical simulation.

THA 205 Pharmacology Practices

4 credit hours

Prerequisite: THA 151, 153

Provides an overview of medication measurement, regulation forms, classifications, dosage parameters, safety and routes of administration.

THA 210 Radiology Assisting

6 credit hours

Prerequisite: THA 151, 153

Develops the knowledge and skills needed to assist the radiologic technologist with radiologic procedures, radiographic film processing, filing systems, contrast media preparation, special radiologic modalities, department organization, patient education and professionalism.

THA 212 Internship Seminar

1 credit hour

Corequisite: THA 297

Examines the skills and applications learned in a medical facility through an internship; contrasts practical procedures against the ideal; and explores workplace relationships, team skills and conflict management. Provides a faculty advisor to assist with special workplace problems.

THA 220 Orthopedic Assisting

8 credit hours

Prerequisite: THA 151, 153

Presents basic anatomy in its relation to location, positioning and treatment of orthopedic conditions. Provides practice in the application and removal of plaster and fiberglass casts.

THA 230 Clinical Procedures

7 credit hours

Prerequisite: THA 151, 153

Develops the knowledge and skills needed to perform clinical medical assisting activities, including drug administration, office surgical procedures, basic laboratory procedures, electrocardiography and radiology. Also examines the assistant's role, legal aspects and professionalism.

THEATRE

THE 105 Introduction to Theatre Arts

3 credit hours

Includes discussions, workshops and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory.

THE 106 Cross-Cultural Storytelling

4 credit hours

Prerequisite: Instructor consent

Offers international students and American students the opportunity to share ethnic/cultural experiences by using the theatre techniques of storytelling, improvisation, mime, verbal and non-verbal language, scripting and staging techniques resulting in performance projects.

THE 107 Elements of Theatrical Craft and Design

3 credit hours

Explores the theory and practice of technical theatre craft and design. Through lecture, discussion and class projects, students learn about evolving forms and styles of architecture, scenery and decoration, properties, costume/make-up, lighting and sound.

THE 108 Play Reading

2 credit hours

Introduces methods of reading plays fluently. Through discussions and projects, students analyze texts and exercise their imaginations on how a play can look and sound when produced.

THE 109 Stagecraft

3 credit hours

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 111 Acting I

3 credit hours

Introduces fundamentals of stage acting. The course helps students develop technique, write and analyze scripts, evaluate performances, and develop a personal aesthetic sense through rehearsal, performance, readings, exercises and observations.

THE 112 Acting II

3 credit hours

Helps students refine basic techniques, develop character vision, orchestrate performances, project character and develop a personal aesthetic sense through rehearsal, performance, readings, exercises and constructive criticism.

THE 115 Stage Movement for Actors

3 credit hours

Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery.

THE 116 Practicum in Stage Acting

1 - 3 credit hours

Prerequisite: Instructor consent

Offers credit to students who gain hands-on experience in theatre by researching, rehearsing and performing roles in college theatre productions.

THE 118 Practicum in Technical Theatre

1 - 3 credit hours

Prerequisite: Instructor consent

Offers credit to students who gain hands-on experience in college productions in areas of the technical capacities, including settings, lighting, sound, costumes, properties, house management or stage management.

THE 206 Oral Interpretation

3 credit hours

Prerequisite: Pre- or Corequisite: SPE 205

Explores writers' experiences in drama, prose and poetry, and employs performance techniques that make the literature come alive for readers and audiences.

THE 211 Development of the Theatre I

3 credit hours

Traces the evolution of the theatre in the Western world from primitive rites in prehistoric times through theatre of the European Renaissance. Emphasizes historical developments and major plays written in key periods.

THE 212 Development of the Theatre II

3 credit hours

Traces the evolution of the theatre of the Western world from the neo-classic period through modern drama. Emphasizes historical development and major plays written in key periods.

THE 218 Readers Theatre

3 credit hours

Prerequisite: SPE 205 and THE 206, or instructor consent

Studies ensemble interpretation of literature — poetry, prose and drama — primarily through the medium of the spoken word.

THE 297 Theatre Internship

Variable credit hours

Introduces the student to an "on-site" experience as an intern, working in a theatre production facility.

TRAVEL AND TOURISM

TRA 110 The Travel Industry

3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Introduces the student to career opportunities and job requirements of all segments of the travel and tourism industry, including travel agencies, airlines, car and hotel rental companies, cruise lines, corporate travel and conference planning.

TRA 111 Domestic Destinations

3 credit hours

Corequisite: TRA 110

Develops skills to identify and locate popular domestic travel destinations. Covers the elements that determine the popularity of various types of destinations and factors to consider in the selection of various destinations. Students develop an in-depth analysis of a domestic destination.

TRA 112 International Destinations

3 credit hours

Corequisite: TRA 110

Develops skills to identify and locate popular international travel destinations. Covers the elements that determine the popularity of various types of destinations and factors to consider in the selection of various destinations. Students develop an in-depth analysis of an international destination.

TRA 113 Selling Cruises and Leisure Travel

4 credit hours

Prerequisite: TRA 110

Develops skills to identify potential consumers of cruise and leisure travel products. Covers cruise and ship types, deck plans, ship activities, shore excursions, cruise itineraries, cruise promotional materials and methods to convert customers to higher-yield cruise vacations.

TRA 150 Destination Specialist - Latin America

2 credit hours

Prerequisite: TRA 110 or instructor consent

Develops skills needed for certification as a Latin America destination specialist as required by the Institute of Certified Travel Agents (ICTA).

TRA 152 Destination Specialist - Special Interest Travel

2 credit hours

Prerequisite: TRA 110 or instructor consent

Develops skills needed for certification as a Special Interest destination specialist as required by the Institute of Certified Travel Agents (ICTA).

TRA 153 Destination Specialist - Western Europe

2 credit hours

Prerequisite: TRA 110 or instructor consent

Develops skills needed for certification as a Western Europe destination specialist as required by the Institute of Certified Travel Agents (ICTA).

TRA 210 Travel Sales and Customer Service

3 credit hours

Prerequisite: TRA 110

Covers effective selling techniques, client qualification, selecting the right product for the client, managing client objections, telephone techniques, client follow up, and problem/complaint resolution.

TRA 211 Corporate Travel and Conference Planning

2 credit hours

Prerequisite: TRA 110

Develops skills needed to perform all travel functions in a corporate travel management company setting. Also covers the planning and implementation of various-sized meetings and conventions.

TRA 212 Computer Reservations

2 credit hours

Prerequisite: TRA 110 or instructor consent

Develops skills needed to effectively use the United Airlines Apollo reservation system. Includes basic and advanced ticketing formats, reservation planning, fares and fees. Rental car and hotel sales are also covered.

VETERINARY TECHNICIAN**VET 101 Veterinary Technician Internship I**

5 credit hours

Prerequisite: VET 205

Introduces the field of veterinary technology, the role of veterinary technicians and their responsibility as an integral part of the veterinary team. Studies include hospital orientation and administration, basic and clinical sciences, clinical applications, and principles and practical application of aseptic technique.

VET 111 Veterinary Technician Internship II

3 credit hours

Prerequisite: VET 101

Gives the student a basic understanding of radiographic equipment and film development; develops skills in taking diagnostic radiographs for evaluation by a veterinarian; teaches how to evaluate quality of radiographs; and to troubleshoot problems in radiography.

VET 195 Success Seminar

1 credit hour

Prerequisite: Official acceptance into one of the allied health programs.

Explores and engages success strategies for students entering the allied health programs. Includes topics related to support team building, learning styles, study skills, note taking and testing taking specific to health care professional programs.

VET 201 Veterinary Technician Internship III

5 credit hours

Prerequisite: BIO 205, VET 111

Provides practice of clinical skills necessary for the veterinary technician role, including maintenance of a safe and effective clinical environment, skill preparation, implementation and documentation. The student will become familiar with common

conditions encountered in a veterinary hospital, etiologies, treatments and the nursing skills required.

VET 202 Veterinary Nursing Procedures

3 credit hours

Prerequisite: BIO 205, VET 111*Corequisite:* VET 201

Provides instruction in nursing skills of common conditions encountered in a veterinary hospital.

VET 205 Veterinary Anatomy and Physiology I

4 credit hours

Prerequisite: BIO 111 or waiver test

Reviews the cells, tissues and pertinent medical terminology; and then provides instruction in the structure and function of the skeletal, muscular, circulatory, integumentary and respiratory systems of domestic animals.

VET 206 Veterinary Anatomy and Physiology II

4 credit hours

Prerequisite: VET 205

Provides instruction in structure and function of the digestive, neurologic, urinary and reproductive systems of domestic animals. Includes required laboratory.

VET 208 Parasitology

2 credit hours

Prerequisite: BIO 111 or instructor consent

Presents the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

VET 215 Veterinary Critical Care

2 credit hours

Prerequisite: VET 201, 202, 224, 225

Provides instruction in appropriate nursing assessment, monitoring and intervention with emergencies. Uses knowledge and understanding of overall anatomy, physiology, and the disease or accident process to diagnose and treat the emergency patient.

VET 217 Veterinary Pathology

3 credit hours

Prerequisite: VET 201, 202*Corequisite:* VET 285

Provides principles of general veterinary pathology, covering basic reactions of cells and tissues to abnormal stimuli that underlie all diseases.

VET 220 Client and Employee Relations

2 credit hours

Prerequisite: VET 201, 202

Presents techniques in dealing with the client, client counseling, grief counseling, working effectively among coworkers, telephone etiquette and job search skills. The course explores human interactions in the veterinary workplace to ensure professional behavior when dealing with clients and other employees.

VET 224 Pharmacology for Veterinary Technicians

3 credit hours

Prerequisite: BIO 205, VET 111

Provides instruction in fundamentals of pharmacology, drug dosage, calculations and therapeutic use of drugs.

VET 225 Anesthesiology

2 credit hours

Prerequisite: VET 206

Corequisite: VET 224

Provides the student with a basic understanding of anesthetic methods and equipment, anesthetic monitoring, emergency procedures and control of post-surgical pain.

VET 285 Veterinary Technology Internship IV

8 credit hours

Prerequisite: VET 201, 202

Corequisite: VET 217

Culminates final competency for practice of clinical skills essential for the veterinary technician, including skill preparation, implementation and documentation. Student will demonstrate nursing management in commonly encountered medical and surgical conditions of animals.

WELDING AND FABRICATION**WEF 100 Oxyacetylene Welding I**

3 credit hours

Provides the student with a thorough technical understanding of oxyacetylene welding, flame cutting and brazing fundamentals and welding safety.

WEF 102 Air Arc Gouging

2 credit hours

Prerequisite: WEF 100

Provides the student with the fundamentals of carbon air arc cutting and gouging, including equipment set-up operations,

WEF 108 SMAW Set Up and Padding

4 credit hours

Provides the student with a thorough technical understanding of arc welding fundamentals, welding safety, arc welding machines, electrode classifications and selection.

WEF 109 SMAW Welding I

4 credit hours

Prerequisite: WEF 108

Continues WEF 108, SMAW Set Up and Padding. Provides reinforcement on safety and health in welding and practical application of arc welding fundamentals.

WEF 110 SMAW Welding II

4 credit hours

Prerequisite: WEF 109

Continues WEF 109, SMAW Welding I. Provides review in health and safety for welding, practical application of welding techniques and an introduction to structural welding.

WEF 111 SMAW Structural Welding I

4 credit hours

Prerequisite: WEF 110

Continues WEF 110, SMAW Welding II. Provides review of major health and safety issues and continues development of application skills necessary to produce quality welds.

WEF 112 SMAW Structural Welding II

3 credit hours

Prerequisite: WEF 111

Continues WEF 111, SMAW Structural Welding I. Provides continued practical application of welding skills and ways to recognize destructive testing and non-destructive testing.

WEF 114 Welding Math and Blueprints

3 credit hours

Prerequisite: WEF 109

Provides the student with an understanding of the principles, systems of views, lines and symbols, and dimensional data for fit up and welding, as provided on engineered drawings of blueprints.

WEF 130 GMAW Set Up

2 credit hours

Prerequisite: WEF 100

Provides the student with a thorough technical understanding of welding safety, gas metal arc welding fundamentals, gas metal arc equipment adjustments, metal

transfer and shielding gases. Develops skills to produce high quality GMA Welds in all positions on mild steel using short-circuit transfer.

WEF 150 Welding Lab

1 - 5 credit hours

Allows students to practice on all welding skills to prepare for certification tests for upgrading job skills.

WEF 203 Pipe Welding

3 credit hours

Prerequisite: WEF 110

Corequisite: WEF 102, 111, 112, 130, 205, 207 and 208

Prepares students to weld pipe using SMAW, Oxyfuel, GTAW and GMAW processes.

WEF 205 GMAW Thin Gauge and Structural

3 credit hours

Prerequisite: WEF 140

Provides the student with a thorough technical understanding of welding safety and gas metal arc welding of aluminum, including basic fundamentals, types of equipment and metal transfers.

WEF 207 GTAW Set Up

2 credit hours

Prerequisite: WEF 130

Provides the student with a thorough technical understanding of gas tungsten arc welding fundamentals, preparation for welding pipe and pipe-welding defects.

WEF 208 GTAW Thin Gauge and Alloy

3 credit hours

Prerequisite: WEF 130

Provides training to develop the manual skill necessary to make high-quality gas tungsten arc welds in all positions on 16- and 11-gauge mild steel, 16-gauge stainless and 11-gauge aluminum, using both direct and alternating current.



COLLEGE STAFF

PRESIDENT'S OFFICE

Christine Johnson, PhD, MA, BS
President

Wanda Underwood, MA, BS
Program Assistant II

ADMINISTRATIVE SERVICES

Niles Downen, BS
Vice President

CONTROLLER'S OFFICE

Donna Blecha
Payroll Officer

Kevin Callison
Budget and Finance Director

Jeannie Coronado, AAS
Administrative Assistant II

Jerri Dahl
Accountant

Ray Hasslock, BS
General Ledger Accountant

William Hudak
Business Office Accountant

Barrie Nitcher
Accounts Payable Supervisor

Melissa Wilbourn
Payroll Officer

Sue Zinn, AA
Sponsored Programs Accountant

ADMISSIONS, REGISTRATION AND RECORDS

Emita Samuels, MA, BS
Director

Audrey Champion
Administrative Assistant III

Paula Martinez, AAS
Data Specialist II

Lia Nelson, BS
Transcript Evaluator/VA Certifying Official

Rosie Sanchez
Graduation Coordinator

BUSINESS AND TECHNOLOGY

James C. Hall, PhD, MEd, BE
Interim Dean

Shirley Brown
Administrative Assistant II

Teri Higgins, AAS
Office Manager

CISCO

James C. Hall, PhD, MEd, BE
Coordinator

Computer Training for People with Disabilities

H. Marie Kenkel, MBA, BS
Director

CENTER FOR PERSONS WITH DISABILITIES

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Instructional Support Services Manager

Nancy Aeschlimann, BA
Interpreter

Darlene Powell, BS
Counselor

CCD EAST

Pia Smith, MA, BA
Campus Director

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Youth Opportunities Case Manager

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Youth Opportunities Case Manager

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Utility Worker I

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ABE/ESL Coordinator

Sharron McCormack
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Sofia Hernandez
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Youth Opportunity Coach

Valerie Hunt, MA, BA
Roots Director/Coordinator

Francisco Miera
Youth Offenders Case Manager

Lemule Pulley, BA
Youth Opportunity Coach

Anne Reeder, CPM, BA
Career Services Specialist

Frank Rodriguez, BA
Project Counselor/Case Manager

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Child Development Center
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Sophie Maestas, AGS
Master Teacher

GED Institute
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Program Coordinator

Testing Center
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Director

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Vocational Tutoring Services
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Coordinator

EDUCATIONAL OPPORTUNITY CENTER

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General Professional II

Delmar Hamilton
General Professional II

Jessica Lanfranco-Cabellero
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Lisa Lonneman-Doroff, MA, BA
General Professional II

Larry Porter, MA, BA
General Professional II

EDUCATIONAL PLANNING AND ADVISING CENTER

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Director, Student Development

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Academic Advisor/Transfer Coordinator

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*Academic Advisor/School-to-Work,
Credit-for-Prior-Learning Coordinator*

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General Professional II

Marta Mata
General Professional II

FINANCIAL AID

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Director

Anne Allen, BA
Financial Aid Counselor

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Financial Aid Counselor

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Program Director

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Health Education Programs, CCD Lowry
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Director, Marketing and Publications

Gretchen Occhionero
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Nguyen, Lam, AA
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Assistant Professor, Nursing

Monica Stoupa, MA, BS
Assistant Professor, Mathematics

Shirley Stovall, DVM, BS
Assistant Professor, Veterinary Technician

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Assistant Professor, Mathematics

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*Professor, Sociology
Coordinator, Vocational Tutoring Services*

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Professor, Business Technology

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Associate Professor, English

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Administrative Health Assistant*

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*Assistant Professor/Coordinator,
Behavioral Sciences*

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Professor, English

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Professor, Mathematics

Kathleen (Smith) Whalen, MN, BSN
Associate Professor, Nursing

Leonard Winograd, MFA, MA, BA
Professor, English

Ron Wohlauer, MA, MA, BA
Professor, Photography

Ann Wolf, EdD, MA, BA
Assistant Professor, Reading

Carolyn Wolfe, BS
Assistant Professor, Basic Skills

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Campus Box 201
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(303) 556-2430

Application for Admission

Responses to items marked by an asterisk () are voluntary, will be kept confidential, will not be used in discriminatory manner, and are intended to support actions designed to promote students participation in the education programs offered by the College. They will not be used as a factor in acceptance to the College. The information will not be used as a factor in acceptance to the College. If you do not elect to respond to the request for this information you will not be subject to any adverse treatment.

INSTRUCTIONS - Please complete all sections of this application in **Black Ink**.

PLEASE PRINT LEGIBLY

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL 20 SUMMER FALL SPRING

- -

*Social Security Number/Student I.D.

MR MS OR LIST OTHER: _____

BIRTHDATE
MO DAY YR

Gender
 (M) Male
 (F) Female

LAST NAME

FIRST NAME

MIDDLE NAME

*Current Employment Status

- (F) full time (30+ hrs/week)
- (P) part time (1-29 hrs/week)
- (U) unemployed

*Ethnic Origin:

- (I) American Indian or Alaskan Native
- (O) Asian or Pacific Islander
- (H) Hispanic
- (B) Black Non-Hispanic
- (W) White Non-Hispanic

PREVIOUS NAME

*Veteran/Military Service

- None
- (1) Veteran or Dependent Eligible for VA Educational Benefits
- (2) Veteran Not Eligible for VA Educational Benefits
- (3) Active Duty Veteran
- (4) Active Duty Military

Are you a U.S. Citizen? Yes No
If NO, Country of Citizenship: _____ Visa Type: _____

You must attach photocopy of I-94 (Arrival-Departure Record), or I-551 (Resident Alien Card) (both sides) and copy of parent(s) if you are under the age of 23.

Office Use Only

VISA
RESIDENCY
LOCAL COUNTY

LOCAL ADDRESS

COUNTY OF LOCAL ADDRESS

CITY STATE ZIP CODE - COUNTRY (AREA) RESIDENCE PHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

E-MAIL ADDRESS

CITY STATE ZIP CODE - COUNTRY (AREA) BUSINESS PHONE NUMBER

STUDENT GOALS

While at this institution, do you intend to

- (1) Earn an academic degree (AA/AS/AGS)
- (2) Earn a vocational - technical degree (AAS)
- (3) Earn a vocational - technical certificate
- (4) None of the above

Do you plan to transfer to another institution?

- (1) Yes, to a 4 year school after graduation
- (2) Yes, to a 4 year school before graduation
- (3) Yes, to a 2 year school after graduation
- (4) Yes, to a 2 year school before graduation
- (5) No, I do not plan to transfer

Are you enrolling at this college for job or career reasons?

- (Y) Yes (N) No

Please indicate planned length of study at this institution:

- (1) semester (3) 2 years
- (2) 1 year (4) More than 2 years

Program/Major area of study:

ENROLLMENT DATA

Which best describes your current status?

- (RA) Re-entering former student at this institution
- TRANSFER, attended another college
- (TR) will transfer credit in
- (TN) will not transfer credit in
- (NE) New Student, first college attended

*Do you consider yourself economically disadvantaged?

- yes no

*Do you consider yourself academically disadvantaged?

- yes no

*Is your primary language other than English?

- yes no

Language _____

Name of Last High School Attended _____

City State

Name of Last College Attended _____

City State

Which best describes the level of education you have completed? (choose one)

- (LH) Less than High School
- (HS) High School Graduate/GED
- (CE) Certificate
- (AD) Associate Degree
- (BD) Bachelor's Degree
- (PD) Professional Degree (MD, JD, MBA, Ed S)
- (DD) Doctorate (Ed D, Ph D)

Have your parents earned a baccalaureate (4 -year) degree?

- (M) Mother (F) Father (B) Both (N) Neither
- (U) Unknown

Type of Secondary Diploma

- High School Diploma, (Y) Year Received 19/20
- (G) G.E.D. - Year Received 19/20
- (C) Currently enrolled in High School
- Expected Graduation Date 19/20
- (N) Non-Graduate

OFFICE USE ONLY

COLLEGE CLASS DEGREE MAJOR MINOR SPEC HIGH SCHOOL CODE COLLEGE CODE

SELECTIVE SERVICE STATEMENT

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information are subject to penalty of law.

Are you required to be registered with the Selective Service? Yes No

If yes, are you registered? Yes No

TUITION CLASSIFICATION: (Has no effect on admission to the college)

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION

Please answer the following questions carefully. If appropriate indicate "none" or "not applicable". You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word "present" for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

CURRENT AGE

YOU

and

**YOUR PARENT or
LEGAL GUARDIAN**
(if you are under 23)

Dates of continuous physical presence in Colorado.....

to
mo day yr mo day yr

to
mo day yr mo day yr

Dates of extended absences from Colorado during the last two years.....

to
mo yr mo yr

to
mo yr mo yr

List the last two years Colorado income taxes have been filed.....

and
yr yr

and
yr yr

List the last two years of employment or source of income.

to
Employer State mo yr mo yr

to
Employer State mo yr mo yr

to
Employer State mo yr mo yr

to
Employer State mo yr mo yr

Date current Colorado Driver's License or Colorado I.D. was issued

New Renewal
mo yr

New Renewal
mo yr

List the last two years of Colorado Motor Vehicle Registration.....

and
mo yr mo yr

and
mo yr mo yr

Date of Colorado Voter Registration.....

mo yr

mo yr

*Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date).....
mo yr

*Response to these items is voluntary, and will be kept confidential. Marital status may be relevant to determine whether you are entitled to be declared a Colorado resident for tuition purposes.

If you are on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office.

All items are subject to change without notice.

STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for rejection or dismissal.

Student Signature _____

AND Parent or Legal Guardian Signature if applicant is under 18 _____

Date _____

Institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.

THANK YOU FOR YOUR INTEREST IN OUR COLLEGE

COMMUNITY COLLEGES OF

COLORADO

