CATALOG

www.ccd.edu

COMMUNITY COLLEGE of DENVER

Forty Extraordinary Years

CATALOG 2007-08

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Colorado Community College System

The State of Colorado approves CCD's operation. All program approval is by the Colorado State Board for Community Colleges and Occupational Education. The Colorado Commission on Higher Education reviews and approves all programs that lead to an associate's degree.

ACCREDITATION

CCD maintains continuous accreditation through the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission of the North Central Association of Colleges and Schools. Specific programs are accredited through professional organizations as follows.

Comprehensive Medical Assistant at CCD East
• Commission of Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, IL 60606.

Dental Hygiene
• American Dental Association

Human Services
• Council for Standards in Human Service Education

Nursing
• Colorado Board of Nursing

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

CCD Children's College on the Auraria Campus
• National Association for Education of Young Children (NAEYC) Center

Veterinary Technology
• American Veterinary Medical Association

Psychiatric Technician
• Colorado Board of Nursing

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

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Workforce Initiatives 303-352-6900

WELCOME TO COMMUNITY COLLEGE OF DENVER

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 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 you'll be competent for a job in your area of study — what you learn here will apply to your work. and we guarantee that the credits you earn at CCD 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 Auraria — the main campus — or at one of our four Denver-area Branch Campuses. Financial aid is available to qualified students, and we offer convenient payment options. You can choose from day, evening, weekend or online classes. CCD will help you learn any way, any place and any time.

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 Field, home of the Colorado Rockies; the Pepsi Center, home of the NHL Colorado Avalanche and NBA Nuggets; Six Flags Elitch Gardens; and 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 because your success is our success!

CCD Accountability

Community College of Denver is recognized nationally for its success in recruiting, enrolling and retaining first-generation, low income and minority college students. The college is equally acclaimed for seeing students through to graduation or transfer to a four-year institution.

To learn more about the college's accountability, visit www.ccd.edu and download CCD's Annual Report.

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, any place and any time, 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 learning experience.

Educated people make an impact on the economy, their local communities and the nation. CCD continually studies the local economy to provide appropriate transfer, educational and occupational programs that meet community and work-force needs and create positive change in individual learners.

CCD's Mission and History

Community College of Denver pledges to provide:
- programs that transfer for a baccalaureate degree.
- occupational programs for job-entry or upgrading skills.
- general education courses.
- developmental instruction and GED preparation.
- continuing education and community services.
- cooperative inter-institutional programs with Metropolitan State College of Denver and University of Colorado at Denver.

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. The campus has the oldest-standing structure in Denver — the former Temple Emmanuel, now the Emmanuel Gallery, an exhibition space for student and faculty artwork.

CCD is one of 13 institutions in the Colorado Community College System. It is the third largest with more than 5,000 full-time equivalent students and an unduplicated student headcount of more than 14,000. 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 — Metropolitan State College of Denver and University of Colorado at Denver. The three institutions share classroom buildings, a regional library, recreational facilities, a performing arts center and a student union. At Auraria, CCD offers two-year programs, awards two-year degrees and certificates, provides basic skills instruction, adult basic skills education and GED preparation.

CCD Branch Campuses

- In 1985, CCD North opened at 6221 Downing St., six miles northeast of Auraria. In addition to general education, GED and English as a Second Language classes, CCD North houses trades programs like welding and machine tool.
- In 2004, CCD West became CCD Southwest when it moved to the historic Teikyo Loretto Heights University Campus at 3001 S. Federal Blvd. In addition to general education, GED and English as a Second Language classes, CCD Southwest offers unique opportunities in international business studies.
- In 2005, CCD East relocated to the former Cole Middle School at 3240 Humboldt St. CCD East offers general education, GED and English as a Second Language classes and programs for medical office careers.
- Located in the Montbello neighborhood, at 5500 Crown Boulevard in Denver, CCD Montbello is the newest edition to our site offerings.

CCD's Montbello site offers a selection of College Preparation, Vocational and General Education courses — these courses are offered in a variety of formats. for more information, please call 720-423-5757.

CCD East at Cole

CCD's branch campuses offer vocational education college courses that fit almost any schedule. The branch campuses follow the same fall, spring and summer semester schedule as CCD Auraria, but they offer students several other start dates throughout the semester. Students can finish a class over the traditional 16-week semester or start later and complete the work before the end of the semester. CCD's branch campuses provide the classes and training that Denver businesses need their employees to have.

In 2003, CCD entered into a unique partnership with Denver Public Schools, launching the CEC Middle College of Denver. Middle College students earn dual high school and college credit for classes they take during their junior and senior years.

Under a similar arrangement with CCD in fall 2004, DPS opened Southwest Early College, a charter school, collocated with CCD Southwest on the Teikyo Loretto Heights University Campus. In the students' "13th year" of high school, they can graduate with both a high school diploma and an associate degree.

CCD Lowry, on the former Lowry Air Force Base bordering east Denver and west Aurora, is home to the college's Center for Health Sciences, Dental Hygiene Clinic and other allied health programs.

Diversity at CCD

CCD believes all learners are entitled to a quality education that provides them with an understanding and appreciation of our interdependence as individuals and nations.

The education must be meaningful to multi-ethnic students and provide CCD students, 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 who reflect the cultural diversity of its students. Therefore, the administration unconditionally endorses affirmative action.

COLLEGE GUARANTEES
We guarantee your job competency

Community College of Denver guarantees the job skills of those who graduate from certificate programs or with Associate of Applied Science (A.A.S.) degrees. Certificate and A.A.S. graduates should leave CCD with technical job skills that were part of their programs. If an employer finds a certificate or A.A.S. graduate lacking in technical job skills he or she should have learned at CCD, the college will provide up to nine tuition-free credits of retraining in the degree or certificate area.

The graduate must have passed the CCD certificate or A.A.S. 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.

We guarantee your transfer

CCD guarantees that many of the credits students earn at CCD will transfer to all Colorado public and some private colleges and universities. CCD has articulation agreements that guarantee credits a student earned at CCD will count toward a degree at those institutions.

Credits for all the degrees and certificates that CCD awards are explained later in this catalog. CCD guarantees:
- that those who graduate with Associate of Arts (AA) and Associate of Science (AS) degrees will be able to transfer credits to all Colorado public colleges and universities.
- that students who complete the CCD 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.
- that many credits earned toward an Associate of General Studies (AGS) or an Associate of Applied Science (A.A.S.) degree will transfer into Colorado college and university professional schools with which CCD has articulation agreements.

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

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

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, learning-centered approach to encourage growth in student self-esteem.

CCD AURARIA MAIN CAMPUS

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

CCD EAST AT COLE

3240 Humboldt St.
Denver, CO 80205
303-293-8737

CCD LOWRY

Center for Health Sciences
1070 Alton Way, Building 849
Denver, CO 80230
303-365-8300

CCD DENTAL HYGIENE CLINIC

1062 Akron Way, Building 753
Denver, CO 80230
303-365-8338

CCD NORTH

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

CCD SOUTHWEST

3001 S. Federal Blvd.
Denver, CO 80236
720-858-2900

Additional site:
MONTBELLO

5000 Crown Blvd.
Denver, CO 80239
720-423-5757
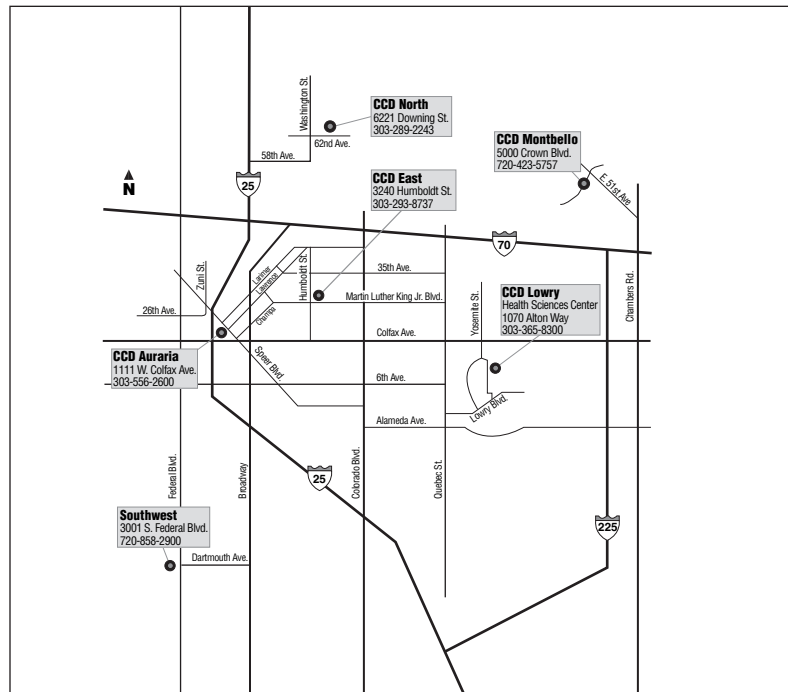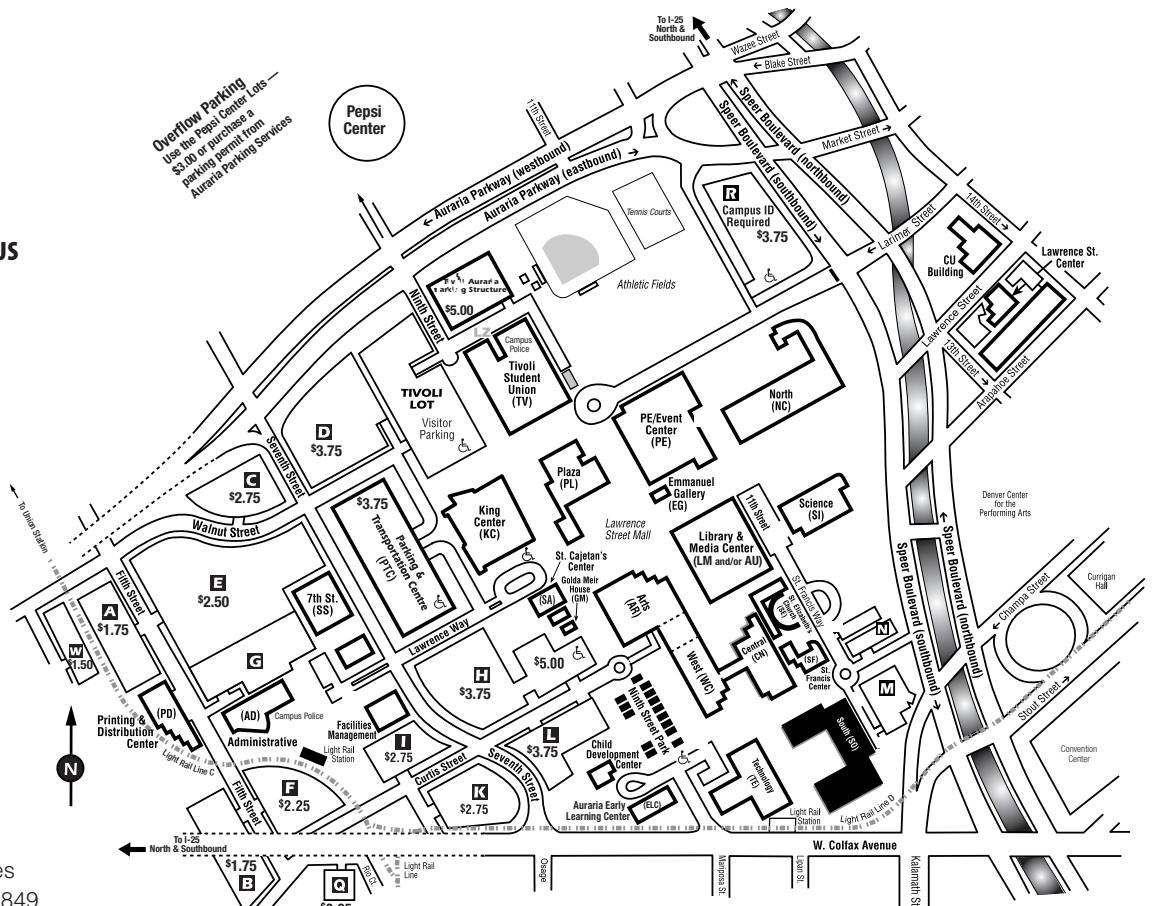
CAMPUS LOCATIONS

CCD AURARIA MAIN CAMPUS

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

RTD Light Rail Stations on Auraria Campus
- West Colfax Avenue, between Lipan and Mariposa streets
- Adjacent to the Administration Building at 1201 Fifth St.

RTD Routes to the Auraria Campus
- Via Auraria Parkway: #0, #15
- Via Colfax Avenue: #1, # #16, #29L, #30, #31, #36L
- Via Seventh Street: #10

* Four hours of free parking in Tivoli Lot are available for prospective students who are testing and/or registering. Bring your ticket to South Classroom Building 134 for validation.

Your Auraria 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.

CCD EAST AT COLE

3240 Humboldt St.
Denver, CO 80205
303-293-8737
RTD Routes: #28, #38, #43

CCD LOWRY

Center for Health Sciences
1070 Alton Way, Building 849
Denver, CO 80230
303-365-8300

CCD DENTAL HYGIENE CLINIC

1062 Akron Way, Building 753
Denver, CO 80230
303-365-8338
RTD Routes: #10, #73, #6, #3, #3L, #105, #65, #65A, #11, #15, #15L

CCD NORTH

6221 Downing St.
Denver, CO 80216
303-289-2243
RTD Route: #7

CCD SOUTHWEST

3001 S. Federal Blvd.
Denver, CO 80236
720-858-2900
RTD Routes: #32, #28B. #38L, #44L

Additional site:
MONTBELLO
5000 Crown Blvd.
Denver, CO 80239
720-423-5757

LEARNING OPTIONS AND CAMPUS CHOICES

CCD offers 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 East at Cole, North & Southwest

Students have a number of learning options. CCD East at Cole, CCD North and CCD Southwest offer a unique college experience with the flexibility to fit almost any schedule. The branch campuses follow the fall, spring and summer semester schedule, but they offer flexible enrollment — a chance to start classes at the beginning of the term or enroll on any time through the first 10 weeks of the semester. Whether you start at the beginning or some time later, you'll finish your class by the end of the 16-week semester.

CCD Branch Campus faculty help students work at their own pace in vocational classes — whether it's fast or slow. As a student, you'll meet with a case manager to set a start date that allows you to complete your class before the end of the term. The case manager will work with you to examine your other life commitments — like job and family — before determining how you schedule your classes.

In addition to traditional class formats, you can choose to work one-on-one with an instructor in a lab setting. You'll work on assignments at your own pace, with help readily available. You can finish some classes quickly or take the full semester to finish the work in the subjects you find more challenging.

These campuses offer fast-track job-training certificate programs and Associate of Applied Science degrees. With fast-track training, students can complete certificate programs in as few as three months and as many as seven months, if they attend full time and depending on the training program. CCD grants college credit for all courses successfully completed.

CCD East at Cole, North and Southwest also provide classes in GED preparation, basic academic skills and English as a Second Language (ESL). Career assessment, GED testing and case management are available.

Performance Solutions

CCD's Performance Solutions provides customized and contract training to satisfy the business community's needs. Companies may select from current college programs or from tailored courses and work-
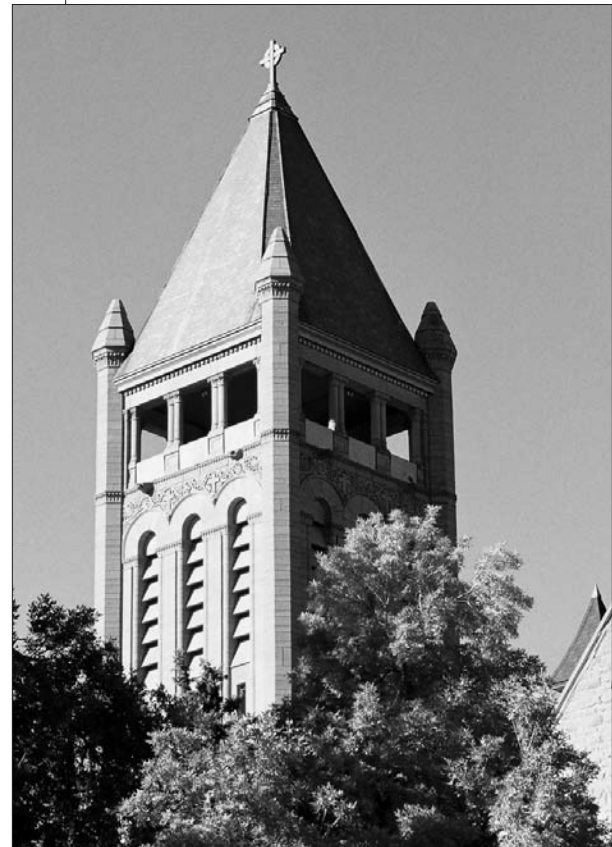
CCD Southwest

shops. Performance Solutions develops customized programs to meet the needs of each business and its employees.

It offers non-credit classes at the employer's work site or at Performance Solutions' offices in Suite 355 of the Auraria Campus Administration Building at 1201 5th St. 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 competitive rates. Contact Performance Solutions, 303-352-6921.

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, start-up preparation, loan and bid package preparation, contract identification and marketing plan development. SBDC staff works with grant writing and funding for small businesses, small business computerized databases and information networking. Visit the SBDC at 1445 Market St., or call 303-620-8076.

Online Learning

Online courses through CCD have a professor and a class of 12 to 25 learners. There are specific beginning and ending dates for online courses and, week by week, learners cover specific material and have due dates for assignments. Learners retain control over their daily schedules. They don't need to be at the computer at a specific time on a specific day. Class participation and the exchange of ideas is the foundation of CCD Online. Although students and professors are geographically remote, they definitely are well connected. E-mail access is required. for more information, call 303-556-6304.

Evening and Weekend College

Evening and Weekend College courses and programs, coordinated through the Center for Arts & Sciences, are for adult students who want the highest quality education available in a convenient evening and weekend format. The program offers classes during fall, spring and summer semesters that are taught by experienced,

effective teachers who have a master's or higher degree, are committed to academic excellence and specialize in the content areas they teach. Small class sizes allow teachers to provide students with personalized attention.

Students can earn certificates or degrees, advance their career opportunities and marketability, or prepare for transfer to a four-year college or university. Core courses lead to the Associate of General Studies, Associate of Science and Associate of Applied Science degrees. Certificate and degree programs in high-demand professional careers are available.

for complete listings, see the current schedule of classes, available online at www.ccd.edu.

CCC Online

CCD is part of a group of community colleges in Colorado offering an Associate of Applied Science (A.A.S.) degree in business, advanced placement nursing and other courses. All classes are offered online. Information is available at www.ccconline.org.

Workforce Initiatives

Workforce Initiatives offers credit and noncredit essential skills courses for employees of businesses and municipal agencies interested in expanding and upgrading their workforces' skills. An Essential Skills certificate available in several career tracks, has three components:
1. training in workplace core courses, such as communication, writing and speaking for the workplace, reading, English as a Second Language, math and computational skills;
2. vocational core courses specific to each vocational track; and
3. cooperative education in the student's field of interest involving job coaching and mentoring.

For more information, contact Workforce Initiatives, 1201 5th St., Suite 260, Denver, 303-352-6900.

Inter-Institutional Registration

Courses take at the host institutions in no way alter existing degree requirements, but may apply toward degree

CCD Auraria

requirements subject to approval by the home school. Students are advised to confer with department chairs and/or coordinators of academic advising, case managers before registering inter-institutionally. Students should ascertain before enrolling at an institution that desired courses will satisfy degree requirements at the home institution.

Inter-Institutional Instructions for MSCD or UCDHSC students taking courses at CCD.
1. Obtain inter-institutional forms at your home institution (MSCD/UCDHSC). Meet with your adviser to ensure the course(s) you will be registering for are acceptable at your home institution.
2. Submit an application by applying at www.ccd.edu, My Community Education.
3. After acceptance to CCD, an acceptance letter will be sent via e-mail or U.S. postal mail. This letter will provide you with your student identification number along with instructions to proceed with the registration process.
4. Register for course(s) according to registration dates at CCD. *The amount of **credits** taken at CCD **must***
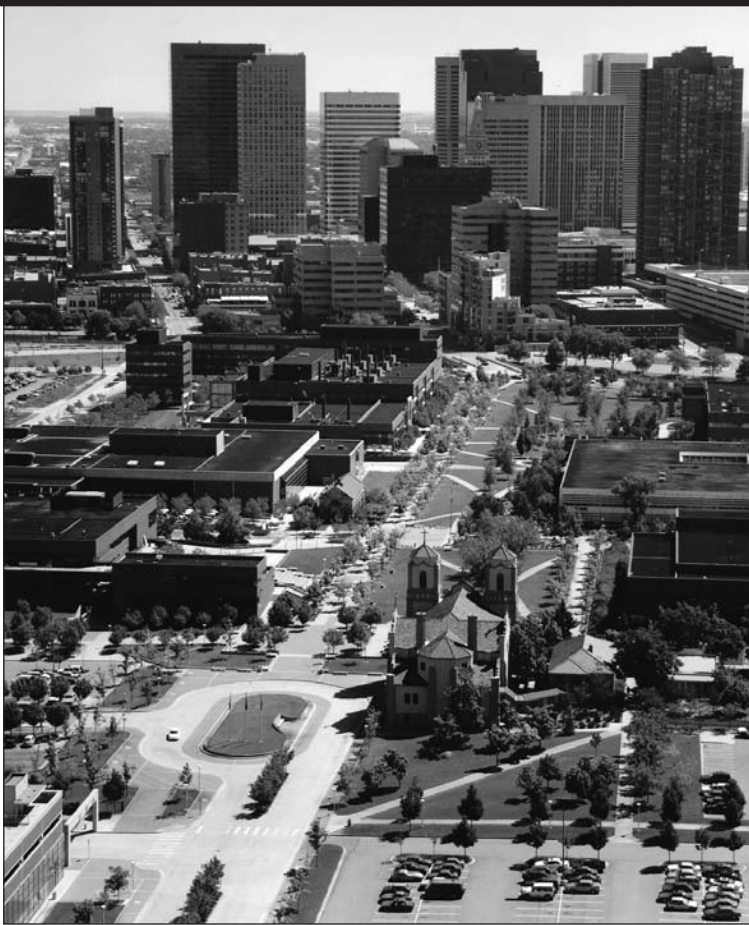
CCD Auraria Campus, Denver

be equal to or less than the amount of credits taken at your home institution. *Note: The CCC Online classes are not part of this consortium agreement; MSCD and UCDHSC students are not allowed to register for these courses.*

5. Submit inter institutional forms to your home institution; tuition will be assessed at your home institution.

6. Submit inter institutional forms to CCD after completion of the application and registration process. At this time CCD will process your forms to prevent tuition assessment. *You will be responsible for applying and registering course(s).*

7. Schedule adjustments must be processed according to the published deadlines at the home institution and CCD. Any course changes must be submitted to the home institution.

Inter Institutional Instructions for CCD students taking courses at MSCD or UCDHSC

CCD Students Taking Course(s) at Metropolitan State College (MSCD) or University of Colorado at Denver and Health Sciences Center (UCDHSC)

1. Apply according to published deadlines at host institution (MSCD/UCDHSC) with the inter-institutional application form.

2. Register for course(s) according to registration dates at CCD. You must be registered at CCD in order to register for course(s) at the host institution.

3. Register for course(s) according to registration dates at the host institution. *The amount of **credits** taken at the host institution **must be** equal to or less than the amount of credits taken at CCD (home institution).*

4. Submit inter institutional forms to CCD after completion of the inter-institutional application and registration process at the host institution including a copy of your registration from the host institution.

5. CCD must be notified of any course changes; submit a copy of your registration from the host institution. This includes, if you drop the course at the host institution. You must drop the course at CCD as well.

6. The course(s) will be registered as consortium course at CCD (the course numbers at the host institution will not appear during the registration process). The course will be entered in with a title of inter institutional course until receipt of grades at the end of the term.

7. Tuition will be assessed at CCD with the consortium course.

8. When grades are submitted by the host institution, the title of the course(s) will be added to your records with your grade.

9. Inter institutional courses may be considered as transferable course(s) at the host institution; please make sure you do not go over your limit of transfer. Verify the transferable course(s) with an adviser at the host institution.

SPRING 2008*

Jan. 15-19	**New Student Orientation**
Jan. 8-12	**Spring 2008 advising & registration continues**
Jan. 17	**New International Student Orientation**
Jan. 21	**Martin Luther King, Jr. Holiday** (No classes; campuses open.)
Jan. 22	**Classes begin**
Feb. 1	**Census Day** — Last day to drop a class and receive a refund
Feb. 8	**Spring Convocation**
Feb. 26	**Learning Success Day**
March 24-30	**Spring Break** (No classes; campuses open.)
April 16	**Advising Day** — Summer and fall 2008 advising and priority registration begins
April 18	**Last day to withdraw from class without receiving an "F"**
April 17	**Advising Day**
May 9	**Graduation application deadline for summer 2008**
May 12	**Last day of classes**
May 12	**Metro State/CU-Denver final exams end**
May 14	**CCD Graduation Day**

FALL 2007*

Aug. 10	**Graduation application deadline for fall 2007**
Aug. 14-20	**Fall 2007 advising and registration**
Aug. 14-18	**New Student Orientation**
Aug. 16	**New International Student Orientation**
Aug. 20	**Classes begin**
Sept. 3	**Labor Day Holiday** (No classes/campuses closed)
Sept. 6	**Census Day** — Last day to drop a class and receive a refund
Sept. 7	**Fall Convocation**
Oct. 2	**Learning Success Day**
Nov. 14	**Advising Day** — Spring 2008 advising and priority registration begins
Nov. 18	**Last day to withdraw from class without receiving an "F"**
Nov. 22	**Thanksgiving Holiday** (No classes; campuses closed.)
Dec. 10	**Last day of classes**
Dec. 14	**Graduation application deadline for spring 2008**
Dec. 15	**Metro State/CU-Denver final exams end**
Dec. 25-Jan. 1	**Holiday Break** (No classes; campuses closed.)

SUMMER 2008*

April 16-May 28	**Summer and fall 2008 advising and registration continues**
May 22	**New International Student Orientations**
May 20-22	**New Student Orientation**
May 26	**Memorial Day Holiday** (No classes; campuses closed.)
May 27	**Classes begin**
June 6	**Census Day** — Last day to drop a class and receive a refund
July 4	**Independence Day Holiday** (No classes; campuses closed.)
July 22	**Last day to withdraw from class without receiving an "F"**
Aug. 2	**Last day of classes**
Aug. 15	**Graduation application deadline for fall 2008**

*   This academic calendar is subject to change. Please review current class schedule for current dates.

CAREER PATHWAYS

BUSINESS

EDUCATION

ENGINEERING

ENGINEERING GRAPHICS

ESSENTIAL SKILLS

HEALTH

HUMAN SERVICES

KEY	AA . . . . .Associate of Arts Degree
	A.A.S. . . . . . Associate of Applied Science Degree
	AGS. . . . . . . Associate of General Studies Degree
	AS . . . . Associate of Science
	C . . . . Certificate

If you're new to CCD, welcome!

You may have met with a recruiter or requested information from the Welcome Center before choosing CCD. Most likely the people who have helped you work for Student & Enrollment Services.

CCD's staff will help you get comfortable with college and with CCD. They will help you plan for your education and career, choose your classes, apply for financial aid, register for classes, learn your way around, get involved and stay active with enriching student activities while you're at CCD.

You will find friendly people who can help you with many life issues that might get in the way of your success in college when you stop by:

- Recruitment & Student Outreach in SO 136
- CCD Welcome Center in the South Classroom Lobby
- Educational Planning & Advising Center in SO 134
- Enrollment Services in SO 135
- Student Life in Suite 309 of the Tivoli Student Union
- Dean of Students, SO 301

Admission policy

CCD is an open-door institution. We admit students who are 16 years of age or older, but admission to the college does not guarantee enrollment in specific programs that may have prerequisites, or classes that must be successfully completed before entering a program.

The college may deny admission to anyone whose background indicates that his or her 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 anyone who has misrepresented his or her credentials or background.

Students who are under the age of 16 need to complete the underage additional admissions form and meet with the Dean of Students, SO 301.

Come visit us!

If you're a new student or simply considering CCD for your college choice, contact the Campus Relations Coordinator at 303-556-6089 to arrange a tour of the Auraria Campus.

Students who plan to enroll at one of CCD's branch campuses should call to arrange a tour:

CCD East at Cole, 303-293-8737
CCD Montbello, 303-375-5700
CCD North, 303-289-2243
CCD Southwest, 720-858-2900
CCD Lowry, 303-365-8300

The first step: Apply! Our doors are open!

CCD is a comprehensive two-year, public higher education institution that offers a variety of certificate and degree programs.

The first step toward earning a degree is to apply to CCD. The application is available online at www.ccd.edu. You can fill it out and submit it to CCD Enrollment Services in South Classroom Building 135 or to any CCD branch campus. There is no application fee.

You'll need high school, GED, or any college transcripts plus ACT/SAT scores if you have them when you submit your application. You will receive official notification of your acceptance to CCD by e-mail if you gave us your e-mail address or by mail if you did not supply your e-mail address.

Once you receive your letter. Please follow the Steps to Enrollment and check off the steps you complete for a successful enrollment process.

Need financial assistance?

Review financial aid application steps at www.ccd.edu/main.aspx?cid=42 or contact the Educational Opportunity Center at 303-629-9226 to apply for financial aid. Financial assistance, grants, scholarships,

Work-study and loans are available to help eligible students. To find out if you're eligible, apply online at www.fafsa.ed.gov. The financial aid process can take six to eight weeks, so start early!

What should I take first? What if I don't have the skills?

Any CCD student who is studying for a degree or certificate must meet the assessment requirement by taking Accuplacer™, which covers reading, English, math and study skills. The purpose of assessment is to help you succeed by placing you in classes that are appropriate for your skill level.

You may be exempt from taking the placement test if you can do any of the following:

- submit proof of an associate's (AA or AS) or higher degree.
- submit transcripts that show you successfully completed basic skills instruction in reading, writing or math from another institution.
- submit transcripts showing you successfully completed — with a grade of "C" or better — a college-level course in English and/or math at another institution.
- submit minimum ACT scores of 17 in reading, 18 in English and 19 in math.
- submit minimum SAT scores of 430 for reading, 440 for English and 460 in math.

Colorado law requires students to complete all basic skills courses within their first 30 credit hours of enrollment. The law prevents students from registering for courses if they don't have the appropriate test scores, or if they have not completed the mandatory basic skills courses.

Veterans using VA benefits to attend CCD also must submit transcripts of all previous postsecondary education and training no later than the end of the first semester of attendance.

for more information, contact the Testing Center at 303-556-3810.

Evening Services

Students who have evening classes can still get help and information in EPAC and CCD Enrollment Services, located across the hall from each other in SO 134 and 135. The offices are open until 6 p.m. on Tuesday and Wednesday evenings when classes are in session. Call 303-556-2600 for more information.

Advising philosophy

Next stop: **Educational Planning & Advising Center (EPAC)** in SO 134. Stop by or call 303-556-2481 and make an appointment with an adviser. Advice is critical to your success in college, so our integrated advising program helps you explore your life and career goals, examine academic and career skills, and select instructional programs and courses. You and your adviser share responsibility for the advising process. CCD recommends that EPAC be your first point of contact at the college. Our advisers can help you enroll, plan your college programs and remove barriers that may interfere with your success in school and life.

All first-time, full-time, degree-seeking students and any student on academic probation must see an EPAC adviser before registering.

Your EPAC adviser will help you interpret your placement test scores and pick classes that are challenging, but not too far above your skill level. Your adviser will help you explore the programs CCD offers so you can pick a major field of study by the time you have taken 12 credits in college-level courses numbered 100 or above.

Once you've picked a major, you'll work with a case manager in the center that houses the program you choose. Your case manager will help you complete and sign an educational planning guide.

Follow (almost) the same steps to CCD branch campuses!

Enrolling at CCD's branch campuses involves all the same steps as enrolling at Auraria, but you can do it all in one stop! Just talk to a case manager at the branch campus of your choice.

1. If you want to attend one of the CCD branch campuses, fill out a CCD application and submit it to the branch campus you plan to attend. You will receive official notification by mail of your acceptance to CCD. Take the basic skills assessment test at the branch campus you choose.
2. Then make an appointment with a branch campus case manager.
   - CCD East, 303-293-8737
   - CCD North, 303-289-2243
   - CCD Southwest, 720-858-2900
   - CCD Lowry, 303-365-8300
   - Montbello site, 303-375-5700

Your case manager will assist you with all the registration and enrollment processes.

Have a great first year at CCD!

CCD wants to make college a little less overwhelming. Whether you just finished high school or are coming back to school after several years away, you'll find that college is a whole new world! You need to learn about credit hours, academic majors, degrees, certificates, financial aid and scholarships on top of what you learn in the classroom.

CCD's AAA 101: First Year Experience class could make your life a whole lot easier. This one-credit, interactive seminar class designed to help you succeed in college.

You'll learn about all resources and services that CCD offers and meet other students who are in the same boat — struggling to navigate the tricky waters of college. You may find that college is smooth sailing when you know how everything works and you've made friends who are having the same experiences.

The class will help you set academic and career goals, balance your lifestyle with your academic commitments and develop an appreciation for diversity and community involvement.

Student Life also offers New Student Orientation sessions in a four-hour format or Red Carpet Days, a full-day orientation session that includes testing, advising and registration.

Ask your adviser about AAA 101 and New Student Orientation or contact Student Life at 303-556-2597 for more information.

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;

CCD's Student & Enrollment Services staff will help you plan for your education and career, choose your classes, apply for financial aid, register for classes, learn your way around, get involved and stay active with enriching student activities while you're at CCD.

- academic assessment coordination;
- federal and state student financial aid application assistance (FAFSA); and
- educational planning workshops.

Services are free. You may stop by EOC before enrolling at CCD or to get help finding a scholarship or picking a career.

EOC is located in the Administration Building, Room 325, on the Auraria Campus. Call 303-629-9226 for an appointment. Visit www.ccd.edu/eoc for more information.

Student Life

CCD's Student Life office is a resource for students in other areas of their lives — outside of the classroom. The office has programs and activities that provide experiences to stimulate personal and social growth and add to students' enjoyment of life at CCD. The staff also provides crisis counseling services and referrals for legal assistance, day care, health, housing and employment services. Student Life operates an in-house food bank and textbook lending library to help students who are struggling financially.

Student Life also oversees New Student Orientation, CCD Student Government, The Campus Connection student newspaper, student organizations and clubs and leadership training. Visit Student Life on the third floor of the Tivoli Student Union, TV 309, call 303-556-2597, or learn more online at www.ccd.edu/Student_Life.

Testing Center

The Testing Center offers a variety of testing services, including placement and credit for prior learning tests. The Computer Based Testing Center, which is part of CCD's Testing Center, offers a number of licensure exams and entrance exams, like the Test of English as a Foreign Language (TOEFL). Contact the center at 303-556-3810 for information about dates, times, applications and registration fees, stop by SO 223, or visit www.ccd.edu/test_cntr.

Basic Skills Assessment — Assessment helps you succeed by placing you into courses that are appropriate to your academic skill level. Based on your test results, your adviser can place you in the appropriate-level classes. Non-degree seeking students under the age of 20 must take the assessment if they do not meet the exemption criteria. See our Web site at www.ccd.edu/test_cntr for study guides to review your skills before taking the exam.

All degree- or certificate-seeking students must meet the Community College of Denver (CCD) assessment requirement when they apply to the college, and before they meet with an adviser to enroll in classes. Here's how you can meet the requirement.

1. Take the Basic Skills Assessment Test (BSAT) in reading, English, mathematics and study skills. CCD administers the Accuplacer® test.
2. Submit proof of an associate (AA or AS) or higher degree.
3. Submit transcripts showing that you have successfully completed basic skills instruction in reading, writing or mathematics from another accredited institution.
4. Submit transcripts showing that you have successfully completed ('C' grade or better or its equivalent) a college-level course in English and/or math from another accredited institution.
5. Submit minimum ACT scores of 17 in reading, 18 in English, and 19 in math; or SAT scores of 430 for reading, 440 for English and SAT math scores of 460.

Exemptions: To receive an exemption from taking all or part of the BSAT, you can submit copies of your college transcripts or test scores to the CCD Testing Center at Auraria or to your case manager at one of the CCD branch campuses. All test scores must be no more than five years old, although it is strongly recommended you take the assessment test if your scores are more than two years old.

Class Testing — Students who miss a class test at the Auraria Campus can make it up in the Testing Center with the instructor's permission.

Credit for Prior Learning Exams — The Testing Center at Auraria offers CLEP, the College-Level Examination Program tests, and DSST or DANTES Subject Standardized tests. Both nationally-recognized tests give students a chance to get college credit for learn-

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

Official GED Testing Center — CCD North is an official, state-sanctioned GED testing center. Testing times are Monday at noon and 5 p.m., and Thursday at 9 a.m., 2 p.m. and 6 p.m. Call 303-289-2243 for other testing times.

CCD Southwest is a satellite center, with testing on Fridays from 8:30 a.m. to noon.

CCD East is also a satellite center, with testing on Tuesdays at 8:30 a.m.

Test fees are $16 for each of the five GED tests and $16 for each test retake, except for the writing retest, which is $20. Tests are available in Spanish and English. for more information, contact the CCD North GED Testing Center at 303-289-2243.

Online Testing Center — Many classes use the Web-based Blackboard system.

Enrollment definitions every student needs to know

Census date — The census date for a standard 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 or online at www.ccd.edu. The census date for courses at CCD East, North and Southwest branch campuses is that point when 15 percent of the balance of the term from the date of registration has passed.

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

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

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

Add, drop or withdraw from a class

The final date to add or drop a class, called the census date, is posted in the current semester's class schedule book or on the Web at www.ccd.edu. Students may drop a class and receive a full refund before the census date. The classes you drop before the census date will not appear on your official transcript. A special form is needed to add a class after the first week of classes. You must see an adviser or case manager for assistance.

After the census date, you may withdraw from classes, but you will not receive a refund. Classes you drop after the census date will appear on your transcript with a grade of W, for withdraw. You may not withdraw from classes 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 a class, go to Community Ed and access your account, select Registration, Add or Drop Classes. You also may make changes to your record online at www.ccd.edu. Add classes at CCD's branch campuses on the continuous enrollment schedule — with several different start dates each semester. Contact your branch campus case manager for more information.

Auditing classes

Students may audit (take for no credit) at the regular tuition rate. The deadline to register for audited classes is the census date. An audit cannot change to a for-credit class after this date. The grade of AU will appear on all official transcripts.

By auditing a course, a student may participate in course activities. Students must indicate intent to audit a course at registration. The course must be paid in full before the audit is processed. Audited courses are not eligible for the College Opportunity Fund stipend. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

Course load

A full-time course load is 12 to 15 credits. Students registered for fewer than 12 credits are classified as part-time students. A heavy load is 18 credits, and 18 is the maximum load for all students without special permission from the vice president for Learning & Academic Affairs.

Late Registration

Self service registration (web and phone) will be available until the first day of class, unless a more restrictive time limitation has been established for the course section. Online registration may be available until the census date, as long as the necessary approvals are obtained on the

Petition for Late Entry form. Registration after the census date will not be permitted due to COF restrictions. An adviser or case manager can assist you with enrollment options.

TUITION AND FEES*

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

Total tuition for 2007-08 is $166.15 per credit hour for Colorado resident students and $357.25 per credit hour for non-residents.

for resident students, the College Opportunity Fund (COF) stipend pays $89 per credit hour the student takes up to $2,580 per school year. Resident students who have signed up for COF at www.collegeincolorado.org may use their COF stipend to pay $89 per credit hour of their total tuition bill. The student is responsible for the remainder of the bill — $77.15 per credit hour.

for example, a full-time student who is taking 12 credit hours will get a bill showing the total tuition owed is $1,993.80. The COF stipend pays for $1,068 of that total, leaving the student to pay the remaining $925.80.

CCD students also pay an additional $5.70 per credit hour instructional program fee and a non-refundable registration fee of $10.75 on top of their tuition.

Nursing and Dental Hygiene, CCD Online and CCCOnline students pay a differential tuition rate for high-cost programs.

Colorado resident Dental Hygiene students owe total tuition of $240.40 per credit hour. With the $99 COF stipend, the student actually pays $151.40 per credit hour. Non-resident students in Dental Hygiene pay $357.25 per credit hour.

Total tuition for resident Nursing students is $201.40. Subtract the $89 COF stipend and the resident student actually pays $112.40 per credit hour. Non-resident nursing students pay $357.25 per credit hour.

Total tuition for CCCOnline and CCD Online courses is $225.40 per credit hour. Resident students can use their $99 per hour COF stipends to reduce the amount they pay to $136.40.

Cisco classes have a mandatory $15.60 per credit hour instructional program fee.

CCD students who attend classes on the Auraria Campus pay additional fees that are not charged to online, health and branch campus students. Those fees include: a student activity fee of $5.45 per credit hour up to a maximum of $65.40; an Auraria Higher Education Center (AHEC) bond fee with a maximum of $73 per hour; an Auraria Library resource fee of $4 per credit hour; and an RTD fee of $32.

The student activity fee pays for cultural, recreational and organizational activities, student publications, Student Government and clubs. The AHEC bond fee goes to pay off construction debts for the Tivoli Student Union, Child Care Center and the Physical Education & Recreation Events Center.

The RTD fee of $32 provides all Auraria students with a bus and LightRail pass.

Tuition rates and refund deadlines vary for CCCOnline courses. Contact the Cashier's Office at 303-556-2075 with questions about CCCOnline tuition and payment.

Updated information on CCD tuition and fees is online at www.ccd.edu under "Current Students."

* Rates are subject to change without advanced notice.

House Bill 1023

What is HB 1023?

On August 1, 2006, Colorado HB06S-1023 became effective, which requires that all citizens who apply for state benefits provide proof that they are lawfully present in the United States. These benefits include in-state tuition, the Colorado Opportunity Fund (COF) stipend, some types of state and institutional financial aid and any other state-funded benefits that entail any payment or financial assistance.

Who is required to show proof of lawful presence?

All students who apply to CCD and seek to qualify for in-state tuition, as well as other forms of state or institutional aid are subject to the requirements of HB 1023. Any students whose lawful presence is verified through the process of completing an application for COF or by completing a Free Application for Federal Student aid (FAFSA) will be considered to have met the requirements.

How do I provide proof of lawful presence?

Student who are not verified by Financial Aid or COF need to complete an affidavit of lawful presence and produce a valid form of identification as specified by the law and submit to College in Colorado, 1801 Broadway, suite 360, Denver, CO 80202, attn: The College Opportunity Fund.

What form of identification is acceptable?

- Valid Colorado Drivers License
- Valid Colorado Identification Card (issued by Dept. of Motor Vehicles)
- United States Military Card
- United States Military dependent Identification Card
- United States Coast guard Merchant Mariner Card
- Native American Tribal Document
- U.S. Citizenship or Naturalization Document (U.S. Passport not acceptable)
- an unexpired out-of-state driver's license from one of the following states: AL, AZ, AR, CA, CT, DC, DE, FL, GA, ID, IA, IN, KS, KY, LA, ME, MN, MS, MO, MT, NV, NH, NJ, NY, ND, OH, OK, PA, RI ,SC, SD, VA, WV, WY
- Valid immigration documents demonstrating lawful presence and verified by Metro State

What if my driver's license is suspended or revoked?

If your license is not currently valid, you must acquire and present a state-issued Colorado ID card.

Can I fax a copy of my identification card?

No. All forms of identification must be presented in person. If this is not possible, you must submit a notarized copy of your identification along with the affidavit. Submit to College in Colorado, 1801 Broadway, Suite 3601, Denver, CO 80202, attn: The College Opportunity Fund.

What if I don't bring in my identification?

You will be charged non-resident tuition and will not receive your COF stipend.

Residency Classification

To be considered a Colorado resident and be eligible for in-state tuition, you must be a citizen or an eligible non-citizen and 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. The residency of the parent or legal guardian determines residency for students under age 23. Call Enrollment Services for details at 303-556-2420.

Initial Classification Procedures

The initial tuition classification decisions are made by Enrollment Services based on their residency information provided on the application for admissions. Persons with incomplete residency information, and persons who are required to provide parent's information and do not, may be classified as non-residents. Persons may request for a supplemental application to re-review status. This

must be provided no later than the census date of each term.

Petition Procedures

The petition for in-state status is provided for current and former CCD students to request a change from out-of-state residency to in-state for tuition purposes. Students new to the college should request in-state classification by completing the supplemental application. Current and former students who wish to petition for in-state status may submit a "petition for in-state residency" form with three forms of documentation. You are required to establish residency in Colorado for one complete year prior to the first day of class. If the documentation is not provided, in-state tuition classification will be denied. Paying Colorado state income tax is considered highly persuasive evidence of intent to remain permanently in Colorado. However, no single factor will enable or prohibit a student from attaining in-state tuition. Colorado state law requires that motor vehicle registration and driver's license or identification be changed to Colorado. Enrollment Services determines if there is sufficient evidence to support a claim with the rationale for denial. The deadline to submit a petition for in-state tuition classification is the first day of the term for which the student is petitioning. Late petitions will be reviewed for the following term. The petition form is available in the Enrollment Services office.

Western Undergraduate Exchange (WUE)

WUE is a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in participating two-year and four-year public college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. In all cases, WUE tuition is considerably less than non-resident tuition. Resident students from the following states may participate, if they meet eligibility: AK, AZ, CA, CO, HI, ID, MT, NV, NM, ND, OR, SD, UT, WA, WY.

If you are interested in qualifying for WUE tuition rates, obtain a WUE application at Enrollment Services. You are still required to follow the 10-step enrollment process; however, the WUE application is required to qualify for the WUE rate.

College Opportunity Fund (COF)

The College Opportunity Fund Provides a tuition stipend for both new and continuing in-state students, completing undergraduate course work either full-or part-time, at a public or participating private college or university in Colorado. The stipend is money the State of Colorado pays to colleges and universities on behalf of individual students to help fund their education.

The tuition stipend is deducted from the total in-state tuition amount. Students who do not apply for the stipend will be responsible for the full amount of their tuition bill.

Apply early, Apply once, Apply now! — How to apply

- Students may apply for the stipend online at www.CollegeInColorado.org Click on the College Opportunity Fund logo.
- Students must be at least 13 years of age to apply for COF.
- Students are not required to know which college or university they plan to attend before applying for the stipend.
- Students need apply only once. Students then authorize use of the tuition stipend at the college or university they attend.
- There are no income qualifications for students attending participating public colleges in Colorado.

How much is the stipend?

The amount of the tuition stipend varies each year. for the 2007-08 academic year, the stipend equals $89 per credit hour for a student at a participating public college or the equivalent of $2,580 per year for a full-time student. Pell-eligible students attending participating private colleges are eligible for $44 per credit hour. for a list of participating college and universities, visit the College Opportunity Fund Website and click FAQs.

You must sign up for COF!

Once you are enrolled and registered for CCD classes, you must authorize the COF stipend payment toward your tuition bill through My Community Ed. Colorado residents who have not signed up for COF are responsible for the FULL amount of their tuition bills — both their portion and the amount the COF stipend would cover. That's why all Colorado resident undergraduate students MUST sign up for COF at www.CollegeInColorado.com and authorize every semester.

For more information:
- **Visit www.CollegeInColorado.org**
- **Call 720-264-8550. Outside the metro area, call 800-777-2757.**

Veterans Benefits

Veterans seeking VA educational benefits may apply through the VA Web site, www.va.gov, or see the VA Certifying Official in Enrollment Services, SO 135. Veterans who are eligible for educational benefits may apply for advanced payment. Full payment of tuition and fees is due by the deadline posted in the schedule. That rule applies to ALL veterans. The last date to apply for VA advanced payment is 45 days prior to the first day of classes. Visit Enrollment Services, or call 303-556-2420 for more information.

Tuition Refund Policy

Students may receive a 100 percent refund of tuition and fees for any classes they dropped and for any classes the college canceled — except for the non-refundable registration fee — through the census date. The census date for standard classes is listed in the Schedule of Classes or in the Academic Calendar online at www.ccd.edu. The census date for all classes can be found online.

No refunds or financial credits are given after the census date or for courses concentrated into one week or less.

CCD normally mails tuition refund checks each Friday to students who are eligible for refunds as of the close of business Tuesday. Students owed a refund 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. Get more information regarding your account balance online at www.ccd.edu. Sign in at My Community Education.

FINANCIAL AID

Apply Early!

Enrollment Services administers federal and state programs to help eligible students meet the cost of their CCD education. Financial aid funds are limited. We encourage students to start the application process several months before enrolling. Information brochures and applications are available in Enrollment Services, SO 135, 303-556-2420, and at all branch campuses. See page 3 of the catalog for addresses and phone numbers.

Application Procedures

To apply for grants, scholarships, Work-study employment and Federal Family Educational Loans, 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 or unemployment.

Priority in awarding financial aid goes to students who apply early. The federal processor must have received your application by March 1 to be considered on time, and you must complete your file and submit all documents by May 1. Applications received after those dates will be considered based on the availability of funds.

Four to six weeks after sending your FAFSA to the federal processor, 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.

	per year	per month
Living with Parents		
	$11,134	$1,237
Living Away from Parents		
	$16,172	$1,797

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

Ability to Benefit

To be eligible for financial aid, you must have a high school diploma or GED. If you are entering CCD without a high school diploma or GED, you are not eligible for financial aid. You may meet the ability to benefit requirements by:

1. meeting minimum qualifications on a test approved by the U.S. Department of Education for determining eligibility to receive financial aid.
2. being admitted as a regular student, seeking a degree or certificate.
3. completing the regular assessment process and planning a schedule with an adviser.

Once scores are high enough to meet the Ability to Benefit requirements, you are eligible to apply for financial aid for up to 30 credits of developmental courses, which are numbered 099 or below.

Eligibility

To be determined as eligible for financial aid, you must meet each of the following requirements:

1. be a citizen or eligible non-citizen of the United States.
2. be accepted for admission at CCD in a degree or eligible certificate program.
3. have earned a high school diploma, passed the General Educational Development test, or be over the age of 16 and have a passing score on a federally-approved Ability to Benefit test administered by the CCD Testing Center.
4. be registered with the Selective Service if you are a male between the ages of 18 and 25. Male students born during or after 1960 and who are older than 25 must have registered with Selective Service prior to age 25.
5. be in good standing at the college and maintaining "satisfactory and measurable progress."
6. not be in default on a student loan or owe a repayment on a federal grant.
7. plan to attend classes on at least a half-time basis — 6 credit hours or more. Federal Pell Grant recipients may qualify on a less-than-half-time basis.
8. have completed a FAFSA application form and had it processed.
9. have officially calculated financial need for need-based funds. Some scholarships and loans are NOT need based.
10. have supplied CCD Enrollment Services with any additional application material or documentation required to be considered for financial aid.
11. meet other state and federal eligibility requirements.

Eligible Non-Citizens

To be eligible for federal, state and most college financial assistance, you must be a U.S. citizen, national or eligible permanent resident non-citizen. An eligible non-citizen is one who:

1. has an Alien Registration Receipt Card (I-151 or I-551), or is a conditional permanent resident (I-151C);
2. has an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations:
   • refugee, asylum granted;
   • Cuban-Haitian entrant;
   • indefinite parole;
   • citizen of the Freely Associated States — Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau (may receive only Pell Grant, Federal SEOG, and federal Work-study); or
3. can provide acceptable documentation for the BCIS that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.

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

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 67 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 programs. However, at the 110 percent point, students will be placed on probation. A signed degree plan must be submitted to the Enrollment Services office. All credit hours taken at CCD and transfer hours are counted to determine satisfactory/measurable progress, even if no financial aid was received.

Contact Enrollment Services for more

information. Students denied aid, based on this policy, may appeal. Appeal forms and copies of the complete policy are available at www.ccd.edu.

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.

Financial Aid Programs
Grants and Work-study
- **Federal Pell Grant** — Federally-funded Pell Grants assist with educational expenses. Award amounts range up to $4,310 depending on student eligibility and enrollment status.
- **Colorado Student Grants** (CSG) are available to Colorado residents based on financial need. Awards average $700 per academic year.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** — Federally-funded grants range from $200 to $700 depending on financial need. Pell Grant recipients with the lowest family contributions receive priority.
- **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—A limited number of 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 3.75 GPA in all courses attempted. Apply using the Free Application for Federal Student Aid (FAFSA). Scholarship awards depend on the availability of funds and amounts range up to resident tuition and fees.

High school graduates with a 3.75 GPA or counselor's recommendation can apply by using a separate application available at their high schools.

Institutional and community scholarships are posted on the Enrollment Services scholarship board.* The Educational Opportunity Center, 303-629-9226, has other scholarship listings and information, or visit fastweb.com.

Federal Family Educational Loan Programs (FFEL) — Loan applicants first must complete the FAFSA form, have an entrance counseling experience at the beginning of each academic year and an exit counseling experience prior to graduation or leaving CCD.

In compliance with federal law, CCD restricts first-year students' loan borrowing to $3,010 per academic year, or $1,750 per semester. Call Enrollment Services, 303-556-2420, to learn more about student loan eligibility.

- The Federal Stafford Subsidized Loan is a need-based program. The interest rate is fixed at 6,8% and paid by the federal government. Loans have a six-month grace period prior to the first payment. Federal program limits allow students to borrow up to $3,500 per year as freshmen. Sophomores who have finished 30 credit hours of college-level work may borrow up to $4,500 per year.
- The Federal Stafford Unsubsidized Loan program provides loans for students' remaining loan eligibility. Independent students may borrow an additional unsubsidized loan of up to $4,000. Students may borrow the cost of education minus any other aid and will pay the interest rate from the date of disbursement. No family contribution is subtracted from the loan.
- Federal Family Education Loans to Parents — Parents may borrow for their students from the FFEL PLUS Loan program. Repayment begins within 60 days after disbursement. The interest rate is fixed at 8.5%, and the parent has up to 10 years to repay the loan. A credit check is required.

A list of institutional private scholarships is available on our website at www.ccd. edu. click on Students, Financing, Your Education, Scholarships

Financial Aid Repayment
If you don't start attending a class, you will not receive financial aid for the class. You 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 semester, you will have to repay 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. That amount will be billed to you. You will also 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 will not be eligible to receive aid at CCD or ANY school until the funds are repaid.

Title IV funds include the Federal Stafford Loan programs, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Family Education Loans to Parents and Federal Academic Competitiveness Grant.

The following formula is used to calculate the refund by CCD and the student repayment for Title IV fund recipients: Number of days not attended by number of days in the term multiplied by Federal aid received = Total to be repaid. There are no exceptions.

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 Loan
2. Subsidized Federal Loan
3. FFEL PLUS Loan
4. Federal Pell Grant
5. Federal Academic Competitiveness Grant
6. Federal Supplemental Educational Opportunity Grant

The complete policy is available from Enrollment Services and is included in the Guide to Financial Aid mailed with award letters or available online at www.ccd.edu.

Community College of Denver 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.

African American Staff Council
CCD's African American Staff Council brings college faculty, staff, students and administrators who share the same heritage together and provides a forum to discuss ethnicity and other issues. The council helps CCD develop programs to address diversity, collaborative sensitivity, student and staff retention. It creates an accessible environment for African Americans. for more information, contact Ken Swiney, 303-556-3801.

Auraria 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.

Auraria Library
The Auraria Library has more than 700,000 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.

Students can take a 50-minute, self-guided, audiotape tour of the library to become familiar with its services and resources, including: computerized biblio-graphic searches, library orientation and instruction for groups and individuals, a depository of U.S. and Colorado govern-ment 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 Recreation
Auraria Campus Recreation facilities and classes help students develop athletic skills, leadership and team spirit. Major campus attractions include aerobics, swimming pool, weight room, and handball and racquetball courts. The outdoor adventure program has a variety of one-day and multi-day trips for wind

surfing, skiing, snowshoeing, 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 include rugby, lacrosse, Tae Kwon Do, weight lifting, soccer, football, karate, skiing and volleyball.

Stop by Room 108 of the PER/Events Center for semester schedules and to check out team sports equipment. for more information, call 303-556-3210 or visit www.mscd.edu/~cra. for handball or racquetball reservations visit PE 111 or call 303-556-3211.

CCD Alumni Association
Stay connected with your CCD family — classmates, instructors, advisers and other staff — through the CCD Alumni Associa-tion. Graduates, former and current stu-dents who have taken at least three credit hours at CCD are encouraged to sign up and take advantage of this great opportu-nity to network with fellow alumni and con-tinue a great relationship with CCD. Call 303-352-3199 for more information.

Center for Persons with Disabilities
The Center for Persons with Disabilities (CPD) provides free services to assist CCD students with documented disabilities. Services include academic advising and registration assistance; furniture assistance; curriculum and test modification; consultation with instructors; text recording and use of adaptive equipment; accessible parking and campus orientation; sign language and oral interpreting; liaison with rehabilitation agencies and other Colorado postsecondary institutions. CPD is in the Educational Planning and Advising Center, in SO 134, 303-556-3300. Visit www.ccd. edu/EPAC/disabilities for more information.

In addition to CPD, the college offers other resources for students with disabilities.

- Access to Employment (ATE) offers employment-focused services to CCD students who are clients of the Colo-rado Division of Vocational Rehabilita-tion (DVR). ATE services include case management, coordination with DVR counselors, employability skills train-ing, internship and job placement

services. for more information, contact ATE Coordinator Susie Bell at 303-556-3567 or for an appointment, call Case Manager Jean Kelly at 303-556-3621.

- ROOTS is a customized work-training certificate program in financial services that provides training and paid internships for persons with disabilities, 720-858-2912.
- Learning Success Services provides tutoring for students, 303-556-2497.
- Special Learning Support provides some testing and services for students with learning disabilities, 303-556-4705.
- The Access Center, in the Auraria Library, trains all students with disabilities to use assistive technology, 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 (documentation required.) Refer questions concerning Title VI, Title IX and Section 504 may be referred to Student & Enrollment Services Vice President Felicia Patterson, CCD Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, SO 301, 303-556-2413, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite. 300, Denver, CO 80204-3582 or www.ed.gov/ocr/know.html.

CCD Children's College

The CCD Children's College, on the Auraria Campus just off of Ninth Street and Colfax Avenue, 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 CCD Children's College 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 Children's College accepts children between the ages of 2 1/2 and 6 years. The center is popular, so enroll early. Call 303-556-2439 for current information.

Auraria Child Care Center

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

GED Institute — CCD Auraria

The GED Institute conducts preparation classes for the General Education Development test in the Learning Success Services Center, SO 142J on the Auraria Campus. It also offers GED and English as a Second Language (ESL) classes at off-campus sites in the City & County of Denver. Learners who are interested in obtaining a Colorado High School Equivalency Diploma, or learning ESL are invited to participate. GED and pre-GED classes are self-paced, while an instructor teaches the ESL classes. for more information on locations, scheduled classes and admission requirements, call 303-556-3805.

GED — Branch Campuses

Call for GED information at CCD branch campuses:
- 303-293-8737 at CCD East at Cole
- 303-289-2243 at CCD North
- 720-858-2900 at Southwest

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, radiology technologists and medical assistants staff the facility. Students must complete a sign-in sheet and show a current student ID.

Services include treatment of illness and injuries, lab testing, medications, physical exams, annual gynecological exams, sexually transmitted disease information and testing, birth control information/services, minor surgery, cholesterol screening, immunizations, T Band HIV testing, blood pressure checks, casting, suturing and X-ray. All services listed are low cost. Payment is required at time of

service. Health-related classes are offered free to students each semester.

Walk-in services begin at 8 a.m., Monday through Friday. Access is on a first-come, first-served basis. The daily closure time for walk-in care varies depending on when all patient slots are filled. Patients are encouraged to check in as early as possible. The Student Health Center is in the Plaza Building 150, on the lower level. Brochures with additional information are available at the Health Center. for more details, call 303-556-2525 or visit www.mscd. edu/student/resources/health.

Students who have concerns about infectious diseases should contact vice president for Student & Enrollment Services Felicia Patterson, SO 301, 303-556-2413, felicia.patterson@ccd.edu. 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, CCD Student Life in TV 309 and the office of the vice president for Student & Enrollment Services, SO 301, 303-556-2413.

Hispanic Council

CCD's Hispanic Council helps students through various activities and programs that ensure their success in college. The organization operates for educational purposes as they pertain to all Latino students, faculty and staff at all CCD campuses. Programs and activities sponsored by Hispanic Council include, but are not limited to: scholarships available to students each year to help cover educational expenses; orientation for new Latino students on campus; participation in campus activities; Latino Graduation Recognition Reception and advocate services for Latino students, faculty and staff on campus. for additional information, contact Delma Valdez, at 303-556-8455.

The Center for Persons with Disabilities (CPD) provides free services to assist CCD students with documented disabilities.

Immunization Policy

All the colleges on the Auraria campus require all students to provide documentation of immunizations. The only three records needed for now are for Mumps, Measles, and Rubella (MMR). This will be required for continued enrollment.

International Student Information

Federal law authorizes CCD to enroll nonimmigrant, alien students with F-1 Visas. CCD is not authorized to accept students whose English proficiency is at a basic level. Read all the policies regarding international students at www.ccd.edu on the Enrollment Services page.

Call 303-556-3564, visit www.ccd.edu/international or write for more information:

> **International Student Admissions**
> 303-556-3564
> Campus Box 201
> P.O. Box 173363
> Denver, CO 80217-3363
> Auraria Campus Location: SO 135

Parking and Transportation Services

Prospective students who come to the Auraria Campus for advising, orientation, basic skills assessment, financial aid workshops or registration may park in the Tivoli Lot at the corner of Auraria Parkway and Ninth Street and get their parking tickets validated in SO 134 for four hours of free parking. Once you register, you no longer are eligible for free parking.

Parking is available in daily fee lots ranging in price from $1.75 to $10. The parking garage at Seventh Street and Lawrence Way is currently $3.75 all day.

A student ID is required for parking in Lot R, near the intersection of Speer Boulevard and Auraria Parkway. A limited number of monthly permits are available for other lots around campus and are sold at the beginning of each semester. Students may park free for 20 minutes in the Tivoli Lot if they bring their tickets 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. Use nickels to get the maximum number of minutes. The Parking Office, on the first floor of the parking garage, is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Call

303-556-2000 for more information about:
- free carpool-matching assistance
- carpool parking discounts
- free on-campus transportation for disabled students on the wheelchair-accessible Handivan
- parking at Branch Campuses is nominal or free
- free campus shuttle service for evening students on the Auraria Evening Express (Monday through Thursday, dusk to 10 p.m.)

Transcripts Requests

You may request copies of your academic records accumulated while at CCD from Enrollment Services. All transcripts must be paid for and requested in writing by the student, or ordered online at www.ccd.edu.

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

As of August 2007, the following service options are available:
- **Normal processing official/unofficial:** 3-5 working days — free
- **Next working day official/unofficial:** end of next working day — $5 per copy
- **RUSH official/unofficial:** same day — $15 per copy
- **Federal Express official/unofficial** send via FedEx — $25 per copy

For more information go to www.ccd.edu and click on Students, Transcripts.

Veterans Affairs

The Veterans Affairs Certifying Officer provides information about veterans' education benefits. The VA Certifying Officer is in SO 135, 303-556-2420. The VA Web site is www.va.gov.

TRANSFERRING CREDIT TO CCD

1. A transfer credit evaluation is performed for admitted and enrolled degree-seeking students after official transcripts are received and a request for transfer credit evaluation form is submitted to Enrollment services. A student may obtain a Request for Transfer Credit Evaluation form in Enrollment Services, EPAC, from his or her educational case manager or online at www.ccd.edu/assets/students/dpf/Request-TransferCreditEval.pdf. Official transcripts must to be 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.

   The institutions sending transcripts should send them to CCD Enrollment Services, 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 credit according to Enrollment Services policies. Students must be in a degree or certificate seeking program. Credits are transferred that meet the graduation requirements of the degree or certificate seeking program. Students must be currently enrolled in classes at CCD. Students will need to meet with their program adviser or educational case manager to determine how accepted transfer credit will apply to their intended program.

3. CCD will accept transfer credit from other colleges or universities that are accredited by one of the six regional accrediting associations. Courses at another Colorado Community College System (CCCS) institution will be automatically posted on the transcript of the student's home institution unless a request for exclusion is specifically submitted by the student during the semester following the completion of the course.

4. Credits earned by a student enrolled in another CCCS community college that are applicable to the AA, AS or A.A.S. degrees or a certificate program will be accepted as meeting degree or certificate requirements in comparable or equivalent programs at CCD.

5. CCD will accept lower-division credits earned at colleges or universities granting bachelor's degrees that are applicable to B.A. or B.S. degrees 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 want their transfer credits evaluated need to provide official transcripts and/or other educational documents in the native language along with certified English translations and American grading system. Accepted documents become the property of the college.

Transfer of credits from Emily Griffith Opportunity School to CCD Auraria

Students who register for and complete programs at Emily Griffith Opportunity School (EGOS) can take additional academic credit hours at CCD toward an A.A.S. degree in Applied Technology. Academic counselors at EGOS or an EPAC adviser can provide more information.

Emily Griffith Opportunity School certificate programs and instruction areas include:

- apprenticeships and related activities;
- business and computer technology;
- consumer and family studies;
- health occupation;
- marketing education;
- technical, trades and industrial education;
- high school and continuing education; and
- English as a second language.

Visit the EGOS Web site for more information: www.egos-school.com.

Credit for Prior Learning

Students may earn credit for college-equivalent education acquired through prior 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, challenge exams, published guides or portfolio assessment.

1. **Standardized Tests**
a. Advanced Placement Program (AP) — High school students can receive credit through the AP examinations.
b. International Baccalaureate — CCD recognizes the International Baccalaureate program and accords special consideration for students presenting I.B. credentials on an individual basis. To receive college credit, students who take the higher-level I.B. examinations must request that their scores be sent to the Enrollment Ser-

vices. When CCD receives the scores, they will be evaluated for credit. Students will be notified of the results of that evaluation. Scores of four or better on the higher-level I.B. examinations will receive three or more credits for each exam.

c. 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 EPAC, SO 134, 303-556-2481. The CLEP examinations may be taken in the CCD Testing Center.

d. DANTES Subject Standardized Tests (DSST) — Most of the DSSTs also are recognized by CCD as acceptable tests for college credit. Contact the EPAC adviser 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 most courses by taking a comprehensive examination. Only one exam for a particular course may be arranged. The cost for a Challenge Exam is 50 percent of the current tuition rate for the course being challenged.

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 experiences com-

parable to those available in CCD courses. A faculty member in the appropriate program area evaluates the portfolio and determines what, if any, credit will be given. Only one portfolio evaluation for a particular course will be arranged during any one semester. The cost for a portfolio evaluation is 50 percent of the current tuition rate for the course being challenged.

A student may receive a maximum of 50 percent of the requirements for a degree or certificate through College Level Examination Program (CLEP), Portfolio Assessment, AP, Challenge Exams or Published Guides. for more details on Credit for Prior Learning options, contact your case manager or an EPAC adviser in SO 134, 303-556-2481.

Note: Credit evaluated for general acceptance may or may not be applicable to specific degree or certificate programs. At least one CCD credit hour must be transcripted on a student's CCD record before any Credit for Prior Learning is awarded.

TRANSFERRING TO FOUR-YEAR INSTITUTIONS

CCD's Associate of Arts and Associate of Science 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 Associate of General Studies degree that transfer to Metropolitan State College of Denver or the University of Colorado at Denver.

In some circumstances, the Associate of Applied Science degree may transfer. Consult the Degree and Certificate section of this catalog for more information about these transfer degrees. If you intend to transfer, become familiar with the requirements of the school you plan to attend. Consult an Education Planning & Advising Center (EPAC) adviser or your educational case manager.

EPAC has reference catalogs, transfer guides, and application materials from Colorado's four-year colleges and universities, as well as catalogs from several

out-of-state, four-year colleges and universities. Visit http://www.cccs.edu/EdServices/Transfer.html or links to some of the four-year institutions that have articulation or transfer agreements with CCD.

Admission counselors from four-year colleges and universities visit CCD regularly. Ask about campus visits in EPAC or call 303-556-2481. A transfer bulletin board by SO 134 has postings of campus visits and a display case near SO 134 contains a monthly calendar of upcoming visits from four-year college representatives and pertinent information about transferring.

60 + 60 transfer
If you
1. complete your AA or AS degree including 35 credits of state-guaranteed general education courses, AND
2. earn a 'C' grade or better in each course

Then
1. at least 60 hours of your AA or AS degree will transfer completely, if you are admitted to a baccalaureate liberal arts and sciences major at any of Colorado's public four-year institutions AND
2. you are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 hours.

See a transfer adviser in EPAC as soon as possible for a list of applicable degrees. CCD has special articulation —or transfer — agreements for its Teacher Education, Business, and Engineering programs that specify which lower-division credits students need to transfer.

Certain majors require that students take essential lower-division prerequisites before transfer to a four-year institution. More information and a transfer guide from an EPAC adviser will help you select lower-division credits that will speed you on your way to finishing the baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit that CCD approved might not transfer. The institution you transfer to will evaluate these credits according to its own policies.

Veterans' Academic Standards of Progress
The following policy applies to all students who are eligible to receive veterans educational benefits, including U.S. military 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 next term of study. If the GPA is not raised to 2.0 during the probationary term, the veteran will be suspended for one academic term and may only be reinstated after approved counseling.

2. **Other Special Grades**
    AU Grade — The Veterans Administration will not certify a grade of AU, indicating a course that was audited, or taken for no credit.
    I Grade — 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 during the required period, the "I" will revert to "F" — and the veteran's certification will be adjusted back to the beginning date of the term in which the "I" grade was received.
    SP: Developmental Studies courses, (course numbers start with 0). Students must have met course attendance requirements and successfully completed at least 60 percent of course work requirements. All course objectives must be complete before the end of the next consecutive semester (fall or spring) or the "SP" will revert to a "U."

3. **Attendance**
    Students who stop attending class, but don't officially withdraw, will earn a grade of "F" for the course. Veterans who fail to inform the VA Certifying Official in Enrollment Services of a withdrawal may get an overpayment. The veteran is financially responsible for reimbursement of any VA overpayment.

4. **Mitigating Circumstances for Veterans**
    Mitigating circumstances — as defined by P.L. 94-502 — that directly hinder an eligible veteran's or dependant's pursuit of a course and are judged to be out of the student's control include, but are not limited to:
    a. serious illness of the eligible veteran or dependant.
    b. serious illness or death in the eligible veteran's or other dependant's immediate family.
    c. immediate family or financial obligations that require a change in terms or place of employment and preclude the veteran or dependant from pursuing course work.
    d. the college discontinues a course.
    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 because of 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 adviser 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.
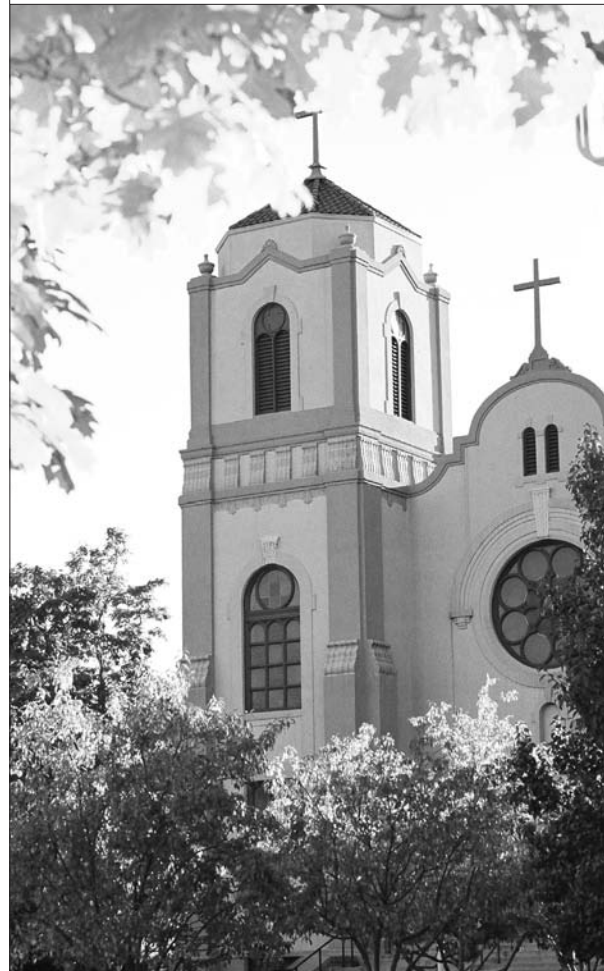
FASTSTART@CCD

CCD recognizes that young working adults may have academic needs that are different from other students. FastStart@CCD Learning Communities help adults who require developmental courses in reading, English and math accelerate through those classes. FastStart orients first-year students to the college environment on a schedule that is compatible with their family and job obligations and keeps them from feeling socially isolated.

FastStart students can take two levels of developmental reading and English at the same time they take two levels of developmental math. They complete the first sequence during the first seven weeks of the semester and the second during the second seven weeks. Students also enroll in the 1-credit AAA 101 College 101 course. Students meet for three hours each day, two days a week for each sequence and an additional day for College 101 and review sessions.

FastStart provides students with one-on-one instruction throughout the semester and an opportunity to share their knowledge and experiences with other students in the learning community setting. An educational case manager — with help from three student ambassadors — monitors FastStart students' progress and directs them to whatever services they need to succeed.

LEARNING SUCCESS SERVICES

CCD's Learning Success Services provides tutoring and access to the latest technology for qualified Auraria Campus students. Our mission is to provide on alternative learning environment that supports students in multiple ways. We want you to succeed in your college courses and we provide the services that will help you do just that!

Anyone who uses Learning Success Services must sign in and out and provide a valid student ID. Learning Success Services is located in the South Classroom Building 142 and Technology Building 104. Stop by or call 303-556-2497.

Academic Support Center (ASC)

Tutors are available in each of the Academic Support Center (ASC) labs. Students can also use computers with tutorial software and Internet access. ASC tutors address students' individual learning needs – either one-on-one or in small groups in the areas of English as a Second Language, math, reading, study skills and writing.

Lab schedules are posted at the entrance to SO 142 and outside each lab. Computerized tutorials are available in all labs.

AAA 175 or AAA 099 — Enhanced Learning Support is a required one-credit, lab-based course that is a co-requisite for all developmental courses with prefixes MAT, ENG, REA, ESL and AAA. Students who register for AAA 175 or AAA 099 have unlimited access to the Reading, Writing, Math and ESL labs in SO 142 at Auraria or the Basic Skills Labs at CCD East, North and Southwest branch campuses throughout the semester. Students not registered in those classes may pay a semester charge of $80 to take advantage of ASC support services, including unlimited access for the entire semester.

English as a Second Language tutors help with pronunciation, conversation, grammar, reading and other subject areas such as math, biology, chemistry and computer science. The ESL Lab has computers, language learning software and other equipment to help students.

GED Lab (Colorado High School Equivalency Diploma — Instructors prepare students to pass the GED tests and earn a Colorado High School Equivalency Diploma in SO 142J, the GED Institute Lab.

Mathematics tutors help students gain greater experience with math principles and practice their skills using personal computer tutorials, course videos, specialized workshops and study groups. Students also can get help with online NetTutor.

Reading and Study Skills tutors help students strengthen their reading, note taking, organization, test taking and other skills. Personal computers enhance and reinforce students' learning.

Writing tutors work with students on all types of writing at every level. The Writing Lab staff helps students plan, compose and revise their college papers. Students can use the lab's computers to work on assignments, do Internet research or connect to the Auraria Library.

The Online Writing Lab (OWL) is another resource to help students with writing assignments. Students can e-mail a paper or a specific writing question to the lab and a tutor will read it and respond with comments within 24 hours. Please visit us online at owl.ccd.edu.

Academic Technology Center (ATC)

The Academic Technology Center, located in TE 104, provides access to personal computers with Windows XP and Microsoft Office 2003 for all students. In the ATC, students can access e-mail and the Internet, print class work up to 10 pages, access Blackboard for online classes, get help on programming or software support, burn CDs and use DVD-ROM. All computers are virus protected. Students may check out materials from the ATC with a valid student ID.

Career and Technical Tutoring Services (CTTS) — Tutoring Services is federally funded Perkins program that serves hundred of CCD students each year, providing free tutoring in any subject for students who have declared a vocational major or concentration, and are registered and attending classes at CCD. CTTS program staff work with faculty and advisers to provide the most appropriate services for each student. In fact, 89 percent of the students CTTS has served completed their classes with a 'C' or higher. CTTS has up to 40 tutors available. To access this free service, visit www.ccd.edu/vts or stop by SO 142 or TE 104 for application assistance.

PRE-COLLEGIATE AND FIRST GENERATION STUDIES
Postsecondary Enrollment Options

The state's Postsecondary Enrollment Options Act (PSEO) allows 11th- and 12th-grade students at Colorado public high schools to enroll in college courses as a substitute for classes they must take for high school graduation. CCD provides its PSEO students with a CCD transcript of the college credits they earned. Credits for classes they successfully completed may apply toward a certificate or degree at CCD. for more information, contact the director of Pre-Collegiate Programs at 303-352-3301.

CENTER FOR ACADEMIC SUPPORT & ACHIEVEMENT (CASA)

If you are the first in your family to go to college, you might need some help finding your way around, filling out forms, meeting deadlines, learning how to study, making and sticking to a plan for your education and career. The people you trust the most — your family — can provide plenty of encouragement, but not much help if they haven't had the college experience.

Two programs to help students succeed are now together in one center — the Center for Academic Support & Achievement (CASA).

CASA's staff includes case managers, student ambassadors and peer mentors who will help you balance college with all your other obligations. If you need help in a class, your case manager can help you find a tutor or help you enroll in classes that are right for you. Student ambassadors and peer mentors will be your role models. They've been where you are. They can help you overcome any obstacles that stand between you and your educational success.

The CASA staff have a mission: To create a supportive environment to address the needs of the whole student, promoting intellectual growth and ensuring academic success for students from all backgrounds.

First Generation Student Success

CCD wants you to stay in college and graduate. As a first-generation college student, you have some unique needs. In the FGSS program, you'll get the help you need to get through your first 12 credit hours of college-level classes at CCD.

TRiO Scholars

The federal government funds TRiO Scholars, a Student Support Services program for low-income, first generation college students and students with documented disabilities. CCD's TRiO program has an amazing track record! Of the 200 students the program works with each year, more than 80 percent stay in school to reach their goals!

CASA helps students in a variety of ways! We provide:

- Counseling, support and advocacy
- Academic advising and course selection
- Learning Communities
- Goal setting
- Tutoring
- Financial aid application assistance
- Scholarship search assistance
- Transfer assistance
- College visits to four-year institutions
- Career guidance and exploration
- Cultural events and services
- Workshops on college and life survival skills
- A connection to community resources

New and current CCD students can apply to any of the CASA programs. Stop by the office in South Classroom 244 to pick up an application or call 303-556-4964.

CCD CELEBRATES STUDENT SUCCESS
Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at their home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average. Only college level courses completed with this college will be included in the GPA calculation. The three levels of recognition are defined as follows and will be posted on the students transcript. Cum Laude ("with honor") – 3.50 to 3.749 cumulative GPA; Magna Cum Laude ("with great honor") – 3.75–3.99 cumulative GPA; Summa Cum Laude ("with highest honor") – 4.0 cumulative GPA

Semester Honors

Each semester, students taking 12 or more hours may be eligible for honors. All eligible hours must have been completed.

S/U grades and grades for Developmental Education course work (beginning fall 2006) are not included in the Grade Point Average Calculation. The semester Grade Point Average (GPA) required to qualify for the Dean's Honors List must be 3.50 to 3.749. To qualify for the Vice President's Honors List the Grade Point Average must be 3.75 to 3.999. The President's Honors List consists of students with a 4.0 Grade Point Average the semester before graduation. The President's Honor List, the Vice President's Honor List and the Dean's Honor List recipients will have the honor printed on their academic transcript.

Phi Theta Kappa

Phi Theta Kappa, the international honor 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, students 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 2005, Alpha Mu Mu once again was designated as a five-star Distinguished Chapter. Alpha Mu Mu has also earned the Pinnacle Award for the group's recruitment success and increased membership.

for more information, interested and eligible students should contact any current executive board member at 303-556-4521 (voice mail) or the faculty sponsors by calling 303-919-1128, or 303-352-3208.

Cooperative Education Program

Students in CCD's Cooperative Education program do supplemental course work or get practical work experience related to their educational and career goals. They can earn credit for working part-time in a job that is directly related to their field of study. Students must apply at least one semester before their cooperative education experience is supposed to start. for more information, contact your adviser in the appropriate center.

Denver PREP/Proyecto Access

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

for more information on deadlines or an application, call 303-556-4964.

Developmental Studies Program

To be successful at CCD, students must be able to use reading, math, writing and study skills. CCD has a comprehensive academic program for those who need to upgrade these skills. It includes:
1. an evaluation or assessment of a student's basic academic skills;
2. an interpretation of assessment test results by skilled faculty and advisers;
3. 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, SO 313, 303-556-8455. The Developmental Studies Program is also available at the branch campuses.

Early/Middle College Initiative

Denver Public Schools has partnered with CCD to open the Career Education Center Middle College of Denver High School and Southwest Early College. Both are very untraditional "high schools." Students take the regular high school curriculum during their freshman and sophomore years, then take the assessment test to determine if they're ready for college. During their junior and senior years, the students take CCD classes and earn dual credit in high school and college. One year out of high school, the early and middle college students can earn their associate's degrees and enter a four-year institution as a junior.

Honors Program

The Honors Program gives qualified students honors credit for signing a contract with an instructor and doing individual honors work within existing courses or by taking designated honors courses. Honors work helps students develop sophisticated, creative, critical thinking and research skills while enhancing their academic résumés. for more information, visit the Honors Program office in SO 244A, or contact the program coordinator at 303-556-3861.

International Study Programs

CCD is a member of the Colorado Consortium for International Programming (CCIP). Through CCIP, students may find opportunities to live and study abroad while earning CCD credit. for more information about study possibilities in foreign countries, contact the International Student Program at 303-556-2420.

North Lincoln Campus of Learners Project

The North Lincoln Campus of Learners project is a joint partnership between CCD and the Denver Housing Authority. North Lincoln helps its residents get access to education, training and related services. Residents who enroll at CCD are assigned to an educational case manager, get one-semester of 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 help residents get into college and attain their educational and career goals.

ROOTS

ROOTS — Recognizing Ongoing Opportunities Through Success — is a customized work-training certificate program that trains participants in financial services and finds them meaningful, paid internships. The program is targeted specifically at people who have disabilities, are age 17 or older and are clients of the Colorado Division of Vocational Rehabilitation. ROOTS provides reasonable student accommodations, including interpreters, books on tape, adaptive equipment, learning support, advocacy, job coaching and shadowing, job search assistance, case management, one-on-one tutoring, workshops and job fairs. When they finish their classes, ROOTS participants are placed in paid internships with supportive job coaching.

ROOTS graduates enter the high-demand job market for entry-level financial services workers at a starting pay averaging $10 per hour. Entry-level positions include bank tellers, proof operators, bookkeepers, administrative assistants, customer service representatives, and accounting, mailroom and general office clerks.

The ROOTS program is at CCD Southwest. for more information and to schedule a tour, call 720-858-2912.

Summer Bridge Program

The Summer Bridge program is a well-established, intensive learning program that gives participants a firm foundation for successful college education. Students prepare for taking classes and navigating college. They learn about financial assistance and other student services at CCD, take first-year experience, academic development, computer applications courses, explore their career options and participate in a variety of enrichment activities. Summer Bridge motivates students to pursue a college education and equips them with the skills and confidence needed to complete it.

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 Diploma — formerly GED — graduates between the ages of 18 and 22. However, any student who intends to enroll in CCD's fall classes and can benefit from instruction is welcomed to apply.

For more information and for specific entrance requirements, contact Center for Academic Support & Achievement, in SO 244, 303-556-4964.

Colorado Community College System Guidelines

Colorado Community College System (CCCS) colleges have adopted guidelines for graduating with an Associate of Arts or an Associate of Science degree in two calendar years. for more information on those guidelines, or to develop an education plan, students can contact the Educational Planning & Advising Center at 303-556-2481, or stop by SO 134 on the Auraria Campus. Branch campus or center case managers also can provide information.

The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 24 months and 60 credit hours.

Students must satisfy all the following conditions to be eligible for this guarantee.

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed all required developmental course work before beginning the count of two years to degree completion.
4. Enroll in and pass (with a "C" or better in each course) an average of 15 credit hours in course work that applies to the AA/AS in each of four consecutive semesters.
5. Obtain a recommended Plan of Study for the AA or AS degree, signed by the student and community college adviser, prior to registration for the second semester, and according to the requirements of the community college.
6. Follow the signed Plan of Study.
7. Continue with the same degree (AA or AS) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied (advising records, transcripts, etc.).

Degree Requirements

The document you receive at graduation will list the degree or certificate only, not the area of emphasis you chose.

If you are applying for a CCD degree program, you must meet all of the following requirements. The vice president for Learning & Academic Affairs 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 — a 'C' average. Some programs may require a student to earn at least a 'C' in specific course work. Students should check with their instructional center, case manager or adviser 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 program's capstone course with a 'C' or better grade.

General Education Requirements

All associate degrees have general education requirements that meet goals for general education established by the Colorado State Board for 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.

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

General education addresses the needs of all students — regardless of the 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 a 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 four-year baccalaureate, degree-granting colleges and universities. Core courses are academically rigorous, high-quality classes. Students who successfully complete the core courses at CCD can be sure they will be able to compete successfully when they transfer to a four-year institution.

The core curriculum classes stimulate students to think deeply, clearly and logically about a variety of human questions. These classes provide a balanced, broad-based program that requires 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:
- develop students' understanding of the inter-relationships among the humanities, sciences, communications, mathematics, social sciences and arts 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.
- to help students achieve personal independence and develop self-understanding, communication, math and reasoning skills.
- develop students' leadership and group dynamics skills.

- 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 & Academic Affairs 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 may require you to earn at least a 'C' grade in specific course work. Check with your instructional center and your adviser for information about the minimum grade point average required for graduation.
3. Complete a minimum of 15 credits or 25 percent of your program area at CCD.
4. Complete the capstone course.

Before You Can Graduate

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 graduation application is submitted after the deadline, the student automatically will be added to the next semester's graduating class.

An "I" grade in a course required for graduation in the final semester will delay graduation until the semester in which the "I" grade is replaced by a letter grade. The student must reapply for graduation by the posted deadline for that semester.

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

Other Graduation Policies

1. You can apply no more than six semester hours of courses numbered "299" (independent study course work) toward an associate degree program.
2. 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 topics courses, consult with your advisers about how these credits apply toward a degree.

CCD Catalog Requirements for Graduation

The graduation requirements in the CCD catalog published during the year a student starts a program at the college are the rules that apply for up to seven years or through completion. If a student interrupts attendance for a year or more and then returns, the catalog published during the year he or she returns to CCD is the document of authority.

If graduation requirements and policies change, students may choose to follow the catalog of the year they first came to CCD or the current catalog. Students should keep a copy of the catalog published the year they enter or are re-admitted, but no catalog can be used that is seven years old. The instructional center or program will determine which previously earned credit hours will apply to degree requirements listed in the most current college catalog.

The catalog is not 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.

Students may petition for waivers or program substitutions by completing a "Waiver/Program Substitution Request Form" available in each academic center and getting approval from the program coordinator, the center dean and the vice president for Learning & Academic Affairs. Enrollment Services will keep the form on file.

Graduation Checklist

- All prospective graduating students must be accepted into a program of study or major at CCD before applying for graduation. File a program application in the appropriate academic center and you will be assigned a faculty adviser or educational case manager.

- Meet with your academic adviser or case manager to review your record and make sure you are a viable candidate for graduation.

- Students requesting credit for previous college course work must have all official transcripts sent to Enrollment Services. The evaluation must be completed prior to submitting your graduation application. Check your student record to ensure that your transcript has been received and credit has been posted to your record.

- Credit for Prior Learning can be applied toward a student's degree or certificate only after formal processing in the Education Planning & Advising Center. The evaluation must be completed prior to submitting your graduation application.

- Name Changes. All documentation for name changes to be printed on diplomas must be submitted to Enrollment Services before or during the semester the graduation application was submitted. Otherwise all diplomas will be printed with names on current school records.

- Submit your completed graduation application to Enrollment Services by the posted deadlines as found on www.ccd.edu and in the schedule of classes.

- Submit a program plan with your graduation application. You can get a graduation form online at www.ccd.edu or from your academic adviser or case manager. He or she also must sign the form.

All degree, certificate, catalog and general education requirements and other graduation policies are posted in the CCD catalog and at www.ccd.edu. Refer to the catalog or contact your academic adviser, case manager or center with questions.

All financial obligations to CCD must be cleared before a degree, certificate, or transcript will be released.
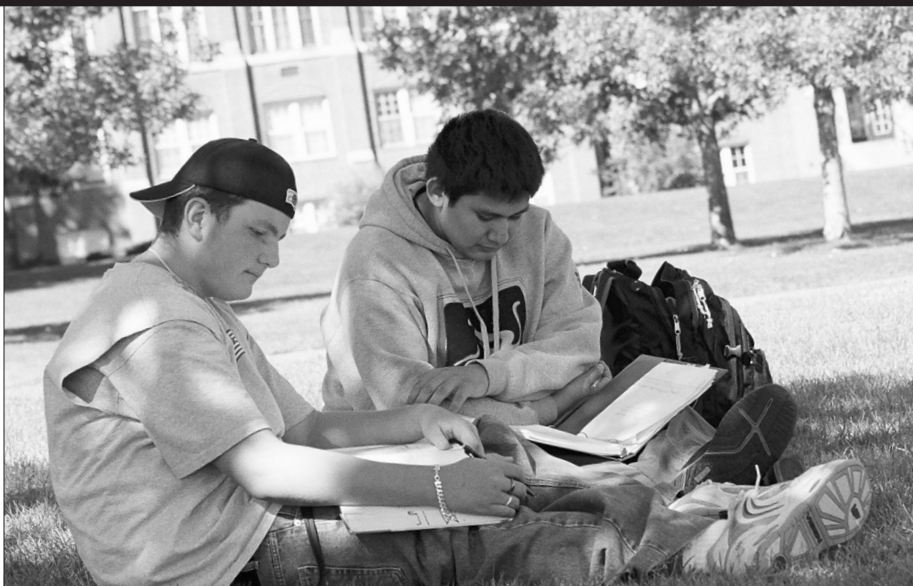
CCD Grade Policy

CCD students are evaluated using a letter-grade system that uses A, B, C, D and F for most classes. The following explains what each grade means. for more information, visit www.ccd.edu, consult the course syllabus, ask the instructor to explain his or her grade system, or contact the vice president for Learning & Academic Affairs at 303-556-3598.

Colorado Community College System Inventory of Common Grading Symbols
Effective Fall 2006

A ....**Excellent or Superior**

B ....**Good**

C ....**Average**

D ....**Deficient**

F ....**Failure**

I ....**Incomplete**

S ....**Satisfactory**

U ....**Unsatisfactory**

S/A ....**Satisfactory (A-level) work in a developmental course**

S/B ....**Satisfactory (B-level) work in a developmental course**

S/C ....**Satisfactory (C-level) work in a developmental course**

U/D ....**Unsatisfactory (D-level) work in a developmental course**

U/F ....**Unsatisfactory (F-level) work in a developmental course**

W ....**Withdrawal**

AW ....**Administrative Withdrawal**

AU ....**Audit (No credit awarded)**

SP ....**Satisfactory Progress**

I- Incomplete

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

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

In requesting an "Incomplete" grade the student must present the instructor with documentation of circumstances justifying an "Incomplete" grade.

The instructor will sign an "Incomplete Grade Contract" and submit it to the Academic Chair with final grades for the semester. While waiting for the work to be completed, the instructor will assign an Incomplete Grade on the regular grade roster.

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the vice president of Learning & Academic Affairs.

Incomplete grades that are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.

S- Satisfactory

The satisfactory grade is equivalent to a grade of "C or better". The course will count in attempted and earned credits, but will not carry quality points.

U- Unsatisfactory

The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

S/A, S/B, S/C

These are satisfactory grades awarded only for developmental courses. The A, B and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

U/D, U/F

These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

W- Withdrawal

The "Withdrawal" grade is assigned when a student officially withdraws from a course after the census date published in the class schedule. A withdrawal can only be processed during the first 80 percent of the course. Withdrawal dates are published in the class schedule. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

AW: Administrative Withdrawal

AW grades are given only for extenuating circumstances that are documented, appealed and approved by the center dean or the vice president for Learning & Academic Affairs.

- In some programs it may be necessary to repeat the course to advance. Credit will not transfer.
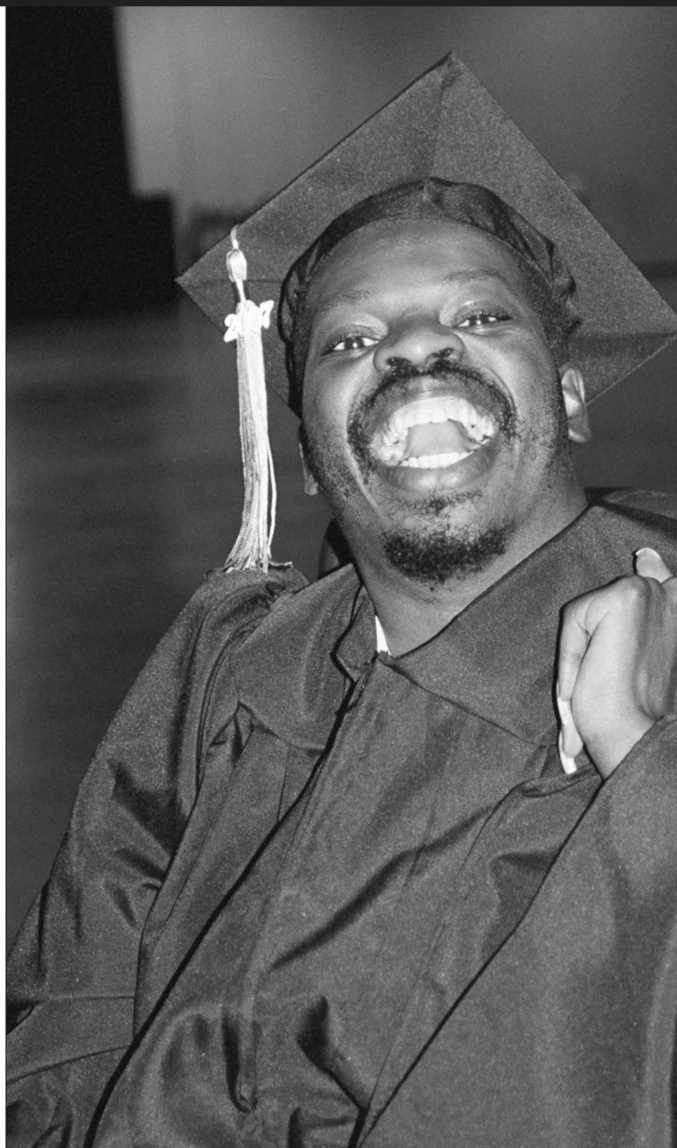
Last Date of Attendance

Faculty is required to provide the last date of attendance for each student who is awarded a withdrawal grade of W or a grade of I, F, U or U/F

SP- Satisfactory Progress

Developmental Studies courses, (course numbers start with 0). Students must have met course attendance requirements and successfully completed at least 60 percent of course work requirements. All course objectives must be complete before the end of the next consecutive semester (fall or spring) or the "SP" will revert to a "U."

Americans with Disabilities Act and CCD Compliance

The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at CCD. The college is committed to providing an environment where all students have the opportunity to attain their educational goals. CCD provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for all students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to the vice president for Student & Enrollment Services, Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, 303-556-2413. Or visit www.ccd.edu and look under Educational Planning and Advising Center.

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 & Enrollment 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, 1244 Speer Blvd., Ste. 300, Denver, CO 80204-3582, 303-844-5695.

Directory Information

The following items will be designated as "directory information". Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester.

- student name
- date of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- most recent educational institution attended

CCD complies fully with the Family Educational Rights and Privacy Act (FERPA) that protects the privacy of students' educational records. Ask questions in Enrollment Services, SO 135, or call 303-556-2420.

Release of Information

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

Parents of a dependent student can obtain release of that student's records only with written consent of the student. The rights given to parents transfer to the student when he or she attends a postsecondary or college-level educational institution.

STATUS OF CAMPUS SAFETY

Although located in an urban environment, the Auraria Campus has one of the lowest campus crime rates in the state primarily because most CCD students commute.

Timely adviseries are made to the campus community on crimes that are reported to Auraria Campus Police or local police and may be considered a threat to other students or employees. These reports are made using one or a combination of the following methods:

- news releases;
- crime adviseries;
- making reports available to the media through campus newspaper, radio and television;
- advertising in campus publications; and
- distributing the above information to campus employees.

LAW ENFORCEMENT ON CCD CAMPUSES

Call the police at any CCD campus if:

- you need to report a crime
- someone is injured or ill
- you see fire or smell smoke
- you see anyone or anything suspicious
- you see someone stealing something
- you think you see a drunken driver
- you see a chemical spill

Auraria Campus

Auraria Campus Police Department employs certified officers who receive their police authority via the provisions of the Colorado Revised Statutes, Title 24, Article 7, Part 1. The Auraria Campus Police Department is authorized to enforce campus rules and regulations as well as Municipal, State Laws and Federal Statutes.

If you are a victim or a witness of a crime, you should report it to the Auraria Campus Police Department immediately. The department's services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

Colorado Revised Statutes, 18-8-115, "Duty to Report a Crime," require all persons who believe a crime has been committed to report the suspected crime promptly to law enforcement authorities. To report a crime on campus, use one of the emergency telephones located in every classroom building for immediate, direct access. Call 911 from any campus phone for emergencies or dial 6-5000 for other police assistance. From off campus call 303-556-3271.

Victims of stalkers or persons with restraining orders against another party are strongly encouraged to notify the Auraria Campus Police Department of the threat and to provide Campus Police a copy of the restraining order so that campus officers may enforce it.

Auraria Campus Police Department has the primary responsibility to coordinate locking and unlocking of most campus buildings. Campus Police work closely with Facilities Management to maintain building security and key control. Access to facilities after normal building hours is limited and coordinated with Campus Police. A satellite police and security unit is located in the Tivoli Student Union — which houses student and media operations plus a variety of retail outlets, a movie theater, a bar and restaurants. Police patrol the Tivoli 24 hours a day because of its open nature.

CCD East at Cole

The campus is monitored during regular business hours by Cole maintenance and facilities staff. Campus personnel are not certified police and cannot make arrests or

other legal decisions. The Denver Police Department is the official law enforcement agency for the campus.

If you are a victim of a crime, witness of a crime or need the fire department, law enforcement, or an ambulance while at CCD East, you should immediately contact the Denver Police Department by calling 911 from any phone or call 303-640-2011 for non-emergencies. Always report crimes and other emergencies to CCD East security and to CCD East faculty or staff.

The facilities office at Cole has the primary responsibility for opening and closing the campus. Regular business hours are Monday through Thursday from 8 a.m. to 8 p.m. and on Fridays from 8 a.m. to 5 p.m. Buildings are generally open from 6 a.m. to 10 p.m. Access to the East Campus at Cole after regular business hours is not permitted.

CCD Lowry

The campus facilities staff monitor the premises from 6 a.m. until 11 p.m. Monday through Friday and from 7 a.m. until 5 p.m. on Saturdays and Sundays. Campus personnel are not certified police officers and can not make arrests. The Denver Police and Aurora Police departments are the official law enforcement agencies for the campus and both patrol the campus frequently

The Lowry Campus is divided between the City of Denver and the City of Aurora . Different cities have jurisdiction depending on the building where an incident occurs. However, if you are a victim of a crime, witness a crime or need the fire department, law enforcement, or an ambulance while at CCD Lowry, contact the Denver metro-area emergency response system by dialing 911 or 303-892-9111 from any telephone including pay phones.

Report all crimes and other emergencies to Center Security at 303-419-5557 or pager 303-855-9970. The security supervisor can be reached at 303-739-9874. for non-emergency crimes, contact Aurora Police at 303-739-6402 or Denver Police at 303-640-2011.

The Lowry Campus buildings are open during normal business hours, Monday through Friday, 8 a.m. until 5 p.m. Classroom buildings are open between 6 a.m. and 7 a.m. and locked as scheduled activities end, which may be as late

as 11 p.m. Contact the Facilities Department at 303-739-9874 with questions on building access and maintenance.

CCD North

The campus is monitored during regular business hours by CCD North maintenance staff. Campus personnel are not certified police and cannot make arrests or other legal decisions. The Adams County Sheriff is the official law enforcement agency for the campus.

If you are a victim of a crime, a witness to a crime or need the fire department, law enforcement or an ambulance while at CCD North, contact the Adams County Sheriff's Department by calling 911 from any telephone, including pay phones. Report crimes and other emergencies immediately to the nearest CCD North faculty, staff or administrator. for non-emergency crimes, contact the Adams County Sheriff's Department at 303-288-1535.

CCD North's maintenance staff has the primary responsibility for opening and closing the campus. Buildings are generally open Monday through Thursday from 7:30 a.m. to 9 p.m. and on Fridays from 7:30 a.m. to 5 p.m. Access to CCD North after regular business hours is limited and coordinated with the campus director and the maintenance department, or as arranged by individual instructors.

CCD Southwest

The Teikyo Loretto Heights Security Office monitors the campus during regular business hours. Campus personnel are not certified police and cannot make arrests or other legal decisions. The Denver Police Department is the official law enforcement agency for the campus.

If you are a victim of a crime, witness of a crime or need the fire department, law enforcement, or an ambulance while at CCD Southwest, contact the Denver City Police Department by calling 911 from any phone or call 303-640-2011 for non-emergencies. Always report crimes and other emergencies to Teikyo security and CCD Southwest faculty or staff.

The security office for Teikyo Loretto Heights University Campus has the primary responsibility for opening and closing the CCD Southwest building.

Faculty and staff members are responsible for opening and closing individual classrooms. Buildings are generally open Monday through Friday at 7 a.m. The buildings close at 9 p.m. Monday through Thursday and at 5 p.m. on Friday. There are currently no weekend classes. Access to CCD Southwest after regular business hours is limited and coordinated with the campus.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

This report was prepared by the Auraria Higher Education Center (AHEC) Campus Police Department and the Community College of Denver Dean of Students to comply with Federal Law No.101- 542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

for a paper copy of this report, contact the Dean of Students at 303-556- 2413. The report describes security practices and procedures at the Auraria Higher Education Center and Community College of Denver Branch Campuses, and lists crime statistics for the most recent calendar year the two preceding calendar years. Since 1992, these institutions have been required to report each year on the status of campus security to all current students and employees.

Campus Crime Information

During the past three years, the following crimes were reported to have been committed on the Auraria Higher Education Center Campus, and at CCD Satellite Locations, including CCD West, CCD North, CCD East, CCD Health Sciences Center at Lowry and CCD Southwest.

CCD strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus and participate in activities with a feeling that they are in an environment that is safe and secure. The college provides to all prospective students and CCD employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student

Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

Reported criminal offenses on the Auraria campus**

Offense	2003	2004	2005
Murder	0	0	0
Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	0
Sex Offenses: Non-Forcible	0	0	0
Robbery	1	0	0
Aggravated Assault	5	2	3
Burglary	7	46*	45*
Vehicle Theft	9	12	8
Hate Crimes	0	0	0
Arson	1	0	1

* The reason for the marked increase is due to the definition provided in the "Handbook for Campus Crime Reporting" published by the US Dept of Education/2005 stating "If lawful entry cannot be proven, classify as a burglary." Many of these crimes were previously classified as a theft which is a non-reportable offense for Clery.

** Does not include branch campuses

Arrests for the following reported crimes on the Auraria Campus

Offense	2003	2004	2005
Liquor Law Violations	6	0	0
Drug Abuse Violations	16	9	6
Weapons possession	1	1	2

Statement Regarding Registered Sex Offenders

Colorado Revised Statuses requires that "each institution of post secondary education in the state shall provide a statement to its campus community identifying the name and location at which members of the community may obtain the law en-forcement agency information collected pursuant to 19-3-412(6.3), C.R.S., concerning registered sex offenders."

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at CCD, may be obtained from the Denver Police Department, 1331 Cherokee St. (720-913-2000) or the Auraria Campus Police (303-556-3271).

CCD Sexual Harassment Policies

Within the provisions of our Policies and Practices, CCD assures that all employees and students or users of college facilities are able to enjoy a campus environment free of all forms of unlawful discrimination.

It is CCD's intent that no employee or student, male or female, shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. It is the employees' role and responsibility to address concerns of sexual harassment and to discourage inappropriate behavior in the classroom and workplace. In general, guidelines for determining sexual harassment are as follows:

• Unwelcome sexual advances, requests for sexual favors and other like verbal, visual, or physical conduct.
• Submission being expressed or implied as a condition of employment or education.
• Interference with an individual's work or academic performance or creating a hostile, intimidating or offensive working or learning environment.
• Such conduct or behavior was known by the actor to be unwelcome, harmful or offensive; or a person of average sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

If you believe that you may have been a victim of sexual harassment you should:
• Immediately inform the alleged offender to stop the unwelcome, harmful or offensive behavior
• Contact the Executive Vice President, the Dean of Students, CCD Human Resources Office, or a responsible supervisor for guidance and support.

Auraria Campus Sexual Assault Policy

I. **Statement of Purpose:** This Policy was developed collaboratively by the Auraria Higher Education Center ("Center") and its constituent institutions—the Community College of Denver, the Metropolitan State College of Denver, and the University of Colorado at Denver and Health Sciences Center—for the purpose of implementing provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.C.S. § 1092(f), relating to the response of the Auraria Campus Police Department and the constituent institutions to students who are victims of sexual assault. The Auraria Campus is committed to responding appropriately to all reports of sexual assaults and to working collaboratively with other law enforcement and government and community agencies.

In the development of this Policy, the Auraria Campus also collaborated with the Sexual Assault Interagency Council and adhered to the spirit of the Denver Sexual Assault Response Protocol, which was signed by the chief executives of the constituent institutions on November 7, 2005. This Protocol is available online at http://www.denversaic.org.

This Policy provides general guidelines for responding to students of the constituent institutions who are victims of sexual assault on the Auraria Campus or during other institutionally-sponsored activities. for institution-specific procedures and resources, contact the following representatives or campus judicial officers:

Community College of Denver
Dean of Students
Office of the Vice President for Student & Enrollment Services
South Classroom, Room 301
CCD Box 200, PO Box 173363
Denver, CO 80217-3363
303-556-2413

University of Colorado at Denver and Health Sciences Center
Assistant Director of Students, Student Conduct
Office of Student Life, Tivoli 303
UCDHSC Box 83, PO Box 173364
Denver, CO 80217-3364
303-556-3399

Metropolitan State College of Denver
Assistant Dean of Student Life,
  Judicial Officer
Office of Student Life, Tivoli 311
Campus Box 74, PO Box 173362
Denver, CO 80217-3362
303-556-3559

Auraria Higher Education Center
Chief of Police
Auraria Campus Police Department
1201 5th Street
Campus Box E , PO Box 173361
Denver, CO 80217-3361
303-556-5000

II. **Policy Statement:** The Center and its constituent institutions prohibit sexual assault, attempted sexual assault and other sexual offenses on property owned or controlled by the Center or its constituent institutions, at institutionally-sponsored or supervised activities, or at functions of recognized student organizations. The Federal Bureau of Investigation's National Incident Based Reporting System of the Uniform Crime Report defines a sex offense in general as "any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent."

Penalties for violations of this policy or the internal polices of the Center or its constituent institutions by their employees or students are determined by their specific internal policies and procedures but may include termination or expulsion for instances of sexual assault or attempted sexual assault, and lesser penalties, including suspension, probation and assessment of financial penalties for other offenses, as appropriate.

III. **Sexual Assault Prevention on the Auraria Campus:** The Auraria Campus institutions provide ongoing education about sexual assaults and prevention through new student orientation programs that take place during each fall and spring semester, and through scheduled educational programming through campus activities offices. The Auraria Campus Police Department offers sexual assault education and information programs to Auraria Campus students and employees upon request. for Center or institution specific information or literature on sexual assault education and campus response, contact the representatives listed in Section I of this Policy.

IV. **Sexual Assaults / Offenses:** Students who believe they have been the victims of a sexual assault or attempted sexual assault on the Auraria Campus should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment.

Students should report any incident of sexual assault or attempted sexual assault immediately to the Auraria Campus Police Department at 303-556-5000, or by dialing '911' from any campus telephone. Reports may be made anonymously. Students may also report to their institution's representative listed in Section I, a faculty member or an administrative official. In the interests of campus safety, the representative, faculty or staff member should immediately notify the Auraria Campus Police of the incident and also may be required to report the incident in accordance with their institution's internal policies—see paragraph V.5 below. The identity of the student involved in or reporting the incident is not essential for reporting—see paragraph V.6 below.

If they wish, students may have the assistance of campus administrative staff in reporting incidents of sexual assault. Care should be taken in such instances to file the report as soon as possible after the incident and to preserve all physical evidence of the crime to aid in the police investigation. These procedures are particularly important in the case where the assailant is unknown to the victim and may be a threat to the campus community.

V. **Options for Student Victim of Sexual Assaults / Other Sexual Offenses:** The victim of an alleged sexual assault, a threatened sexual assault, or other sexual offenses on the Auraria Campus has several options that may be pursued individually or in combination with other options:

1. To get immediate crisis counseling (24 hours a day) contact the Rape Assistance and Awareness Program (RAAP) hotline (303-322-7273).
2. To file criminal charges with the police department. (In this case, the victim will likely be interviewed by police investigators and possibly by government attorneys, and if the case goes to trial, will likely be called to testify in court.)
3. To file a civil lawsuit or restraining order request against the accused. (In this case, the victim may need a private attorney to assist with these options, and the victim will likely be required to give testimony in court.)
4. To file charges against an accused assailant through the Center or institution's appropriate process. If the victim chooses this option, he or she can expect:
    a. To be interviewed by an official designated by the Center or institution, who will develop a written incident statement and explain the complaint and disciplinary process;
    b. To be notified whether the charge will result in a hearing following the preliminary review by the Center or institution's officials;
    c. To give testimony and to answer questions about the case before an official or board, the accused and an advocate for the accused, should the charge result in a hearing;
    d. To be afforded those rights available to the accused as outlined in the Center or institution's specific student code of conduct or employment policies;
    e. That both the victim and the accused will be informed of the outcome, except when prohibited by law, of any hearing that may take place;
    f. That the incident may be referred for criminal prosecution independent of the Center or institution's internal process.
5. Inform Center or institution officials without filing formal charges. However, the Center or institution may have a legal obligation to investigate the incident and take action against the accused. In that case, the victim can have the same expectations as described in subparagraphs 4.a-f above.
6. Make an anonymous report to a campus official without including student identifiers.

Special notes:
1. Student victims have the option to request adjustments to their academic schedules after a reported sexual as-

sault, if such changes are reasonably available. Each such request will be handled on a case-by-case basis by the student's institution.

2. Both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary hearing.

3. Both the accuser and the accused will be informed of the outcome, except when prohibited by law, of any Center or institutional disciplinary proceeding that is brought alleging a sex offense.

VI. Support for Victims: Students who are victims of sexual offenses have access to various confidential counseling options with staff that are specifically trained in the area of sexual offenses and crisis intervention. Victims of sexual offenses can be seen confidentially through the Health Center at Auraria. During regular business hours, victims should call the Health Center at 303-556-2525 for immediate care or an appointment. After hours, victims should seek immediate assistance from Denver Health Medical Center at 8th and Bannock in Denver. for additional resources, see below or contact the institutional representative listed in Section I.

ON THE AURARIA CAMPUS:
MSCD Counseling Center
(for MSCD Students only—at no charge)
Tivoli 651 • 303-556-3132
http://www.mscd.edu/~counsel/
UCDHSC Student & Community Counseling Center
(for UCDHSC students — at no charge; fees may apply to MSCD and CCD students)
North Classroom 4036 • 303-556-4372
http://www.cudenver.edu/Resources/
Counseling+Center/default.htm
Health Center at Auraria
(available to any student—fees may apply)
Plaza 150 • 303-556-2525
http://www.mscd.edu/student/resources/health/
MSCD Institute for Women's Studies & Services
(referrals and community resources)
1033 9th Street Park • 303-556-8441
http://www.mscd.edu/~women

LOCAL LAW ENFORCEMENT AGENCIES:
Denver District Attorney's Office
720-913-9000
Victims Compensation: 720-913-9253
www.denverda.org

Denver Police Department
Emergency: 911
TDD/TTY: 720-913-2000
Non-Emergency: 720-913-2000
Victim Assistance Unit: 720-913-6035
Sex Crimes Unit: 720-913-6050
Sex Crimes Hotline: 720-913-6359
www.denvergov.org/police

COMMUNITY AGENCIES/RESOURCES AVAILABLE IN THE DENVER/METRO AREA:
Colorado Coalition against Sexual Assault (CCASA)
303-861-7033
www.ccasa.org
Denver Center for Crime Victims
Hotline: 303-894-8000
TTY: 303-860-9555
Administrative line: 303-894-0660
www.denvervictims.org
Moving to End Sexual Assault (MESA)
(formerly the Boulder County Rape Crisis Team)
Hotline: 303-443-7300
Administrative Office: 303-443-0400
www.joinmesa.org
Rape Assistance and Awareness Program (RAAP)
Hotline: 303-322-7273
Spanish: 303-329-0031
TTY: 303-329-0023
Administrative Office: 303-329-9922
(M-F 9am-5pm)
www.raap.org
WINGS Foundation
(Survivors of childhood sexual abuse; support groups for men and women. Groups available for men and women.)
303-238-8660 Toll free: 800-373-8671
www.wingsfound.org

COMMUNITY SPECIFIC SERVICES/RESOURCES:
Anti-Violence Project of Colorado
(gay, lesbian, bisexual & transgender)
303-839-5204
24-hour crisis: 303-852-5094/
1-888-557-4441
www.coavp.org
Asian Pacific Development Center
(Asian American / Pacific Islander)
303-393-0304 (24 hours)
303-365-2959 x116 (Interpreters bank, fee for service)
www.apdc.org
Denver Indian Health & Family Services
(Native American/ Indigenous)
303-781-4050
303-936-2688 (8-12, 1-5pm M-F)
www.denverindiancenter.org
Domestic Violence Initiative for Women with Disabilities *(Not a shelter)*
Hotline & TDD: 303-839-5510
Toll free: 1-877-839-5510
dvidenver@aol.com

DOVE, Advocacy Services for Abused Deaf Women and Children
24 hour hotline: 303-831-7874
www.deafdove.org
Servicios De La Raza *(Chicano / Mexicano / Latino & Spanish speaking)*
303-458-5851
24 hour crisis line: 303-458-7088
www.serviciosdelaraza.org

CCD has policies and standards that help students know what to expect of CCD and what CCD expects of them. The full text of all college policies and standards is at www.ccd.edu or available by contacting the dean of students in SO 301, 303-556-2413. Following is a summary of the information students need to know. An adviser, educational case manager or anyone on the Student & Enrollment Services staff can help you understand these policies, standards and your rights as a CCD student.

Academic Standards
Attendance
Regular and punctual attendance is expected, and each instructor will keep a complete record of student attendance for the entire length of each course. Students 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 missed at least 15 percent of a class, after the first class meeting. Students are responsible for properly processing a withdrawal from a class if they want to avoid receiving a failing grade. Students must provide instructors with a valid reason for an absence in a timely manner. Students are responsible for learning the material that was taught during the absence and completing all class assignments.

The attendance policy for health care and certain other programs, may differ because of clinical requirements or rules set by approving agencies.

Academic Standards of Progress
1. CCD students must maintain a cumulative grade point average of 2.0 for all course work attempted.
2. Students whose cumulative grade point average falls below 2.0, will be placed on academic probation for the following semester of enrollment and advising is mandatory.
3. CCD may suspend a student academically for a minimum of one semester if he or she fails to bring the cumulative GPA to 2.0 by the end of the probationary instructional semester.
4. Students placed on a second academic suspension must meet with the Dean of Students to determine eligibility for continued enrollment at CCD.

Academic Renewal
Students may apply to have a maximum of 30 credit hours excluded from their Grade Point Average. In order to be eligible, you must have been out of school for two years. Since returning, you must have enrolled and completed 6 credit hours with a 2.0 minimum GPA. You can only apply for Academic Renewal once and it is not reversible.

CCD Rights
CCD reserves the right to change provisions, requirements and fees published 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.

Drug-Free Schools
In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, CCD has a strict rule against students or employees unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or illicit drugs on college property or during college activities. Any student or employee convicted of any such drug violation is subject to criminal penalties under local, state and federal law, as well as disciplinary action by the college.

for information on substance abuse, contact the Auraria Student Health Center in PL 150, 303-556-2525; or for a referral, contact CCD Student Life in TV 309 or at 303-556-2597

The Colorado Department of Health offers counseling, treatment, rehabilitation and re-entry programs for drug and alcohol abusers. for more information visit www.cdphe.state.co.us or e-mail cdphe.information@state.co.us.

Electronic Communications Policy
CCD has adopted a policy to guide usage of all forms of electronic communication, including e-mail, Internet services, voice mail, audio and video conferencing, and fax messages that are sent or received by faculty, staff, students and other authorized users of CCD resources.

In general, CCD provides various forms of electronic communication for teaching, learning and college operations. All records created through the electronic communication equipment CCD provides are the property of the college. People who are authorized to use e-mail and voice mail provided by CCD may make personal use of those media as long as there is no direct cost to the college.

All electronic communication at CCD must meet the standards of conduct, laws and regulations published in such official CCD, state and federal documents as the CCD catalog, CCD Student Code of Conduct, any CCD faculty handbook and the Colorado State Employees Handbook.

CCD electronic communications may not be used for commercial purposes; to send copies of documents in violation of copyright laws; to transmit information that is restricted by laws or regulations; to intimidate, threaten, or harass other individuals, or to interfere with the ability of others to conduct CCD business; forge communication so it appears to be from someone else; to get unauthorized access to data, files or other communication; to breach security measures to access electronically stored information in any way; sending chain letters or jokes of any nature.

CCD does not routinely monitor electronic communication, nor is e-mail backed up. Message contents are inspected only to protect health, safety or security. Still, the contents of e-mail messages can 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.

for information about the student e-mail accounts that CCD provides, visit www.ccdstudents.net. CCD requires that all students learn to use e-mail as many courses require it.

Family Education Rights & Privacy Act of 1974
The Family Education Rights and Privacy Act — FERPA — protects the privacy of education records, establishes the students' right to inspect and review their educational records, and provides guidelines for correcting inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints about FERPA if they believe CCD failed to comply with the act.

CCD's policy explains in detail the procedures the institution uses to comply with the act's provisions. Copies of the

policy are available from Enrollment Services, SO 135, and the vice president for Student & Enrollment Services, SO 301. These offices also maintain a Directory of Records that lists all educational records CCD maintain on students.

Please refer questions about FERPA to Enrollment Services, 303-556-2420.

Grade Changes

The faculty member who gave the grade is the only one who can change it. If the instructor is not available to consider the grade change, the instructional dean will work with the vice president for Learning & Academic Affairs to approve the change.

Grade Point Average

Grade points measure a student's achievement for the number of credits completed. The grade point average — or GPA — is calculated by multiplying 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 (Satisfactory, Unsatisfactory, 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	5	A	20 (5 x 4)
CIS 115 Introduction 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.

Repeating Courses

Students must fill out a "Petition to Repeat a Course" form in Enrollment Services. All college courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. There will be no limitation on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours.

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development.

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. The rules and regulations in the Student Rights, Freedom and Code of Conduct have been established to explain how CCD expects its students to conduct themselves. A student who violates the student code of conduct may face disciplinary action which includes, but is not limited to: probation, suspension or permanent removal from CCD. Every CCD student should read and understand this policy. Visit www.ccd.edu for the entire text or pick up a hard copy from the Dean of Students in the office of the vice president Student & Enrollment Services, SO 301.

Academic Integrity Policy

CCD students are expected to behave as responsible members of the college community, and to be honest and ethical in their academic work. CCD strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Any student who presents false or "made-up" research; plagiarizes or presents the work of someone else as his or her own; or cheats on an examination corrupts the essential process of higher education. That student performs a great disservice to him or herself and to the college. Everyone in the CCD community — students, faculty and staff — share the responsibility of challenging or reporting academic dishonesty. Read the entire policy including the Guidelines for Academic Integrity and Academic Dishonesty Complaint Procedures at www.ccd.edu. A detailed, printed copy of the "Academic Integrity Policy" is available in the office of the vice president for Student & Enrollment Services, SO 301.

Student Grievance Procedure

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, students 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. A detailed, printed copy of "Students' Rights and Responsibilities" is available from CCD Student Life in TV 309 or in the office of the vice president for Student & Enrollment Services, SO 301.

CCD advisers, case managers and faculty are expecting your questions so don't be afraid to ask!

CATALOG 101

College catalogs contain so much information! This reference page should help you understand the importance of the catalog and how it can help you set your educational goals. No one at CCD expects you to navigate college by yourself! The college has services to help you make the most of your time at CCD so that you leave with all the knowledge and skills you need for your career or transfer to a four-year institution. CCD advisers, case managers and faculty are expecting your questions so don't be afraid to ask! Here are some quick tips.

New to CCD? Visit the Educational Planning & Advising Center (EPAC) in SO 134 and get to know an adviser. Once you have been at CCD for a semester or more, you will find others who can answer your questions, but don't forget your EPAC advisers! They are always there to help. Stop by or call 303-556-2481.

Enjoying your classes? CCD faculty are experts in their subject areas. They've also been to college, usually for more than one degree. Get to know your instructors! Ask them about their own careers. They can tell you about jobs, salaries and four-year colleges and universities where you can continue your education. CCD faculty have been where you want to go. Don't be afraid to ask questions! Your instructors are expecting questions and are eager to provide answers.

Life getting in your way? Most CCD students have jobs, families and commitments outside of school. Your Educational Case Manager is there to help you succeed in college and manage your other responsibilities. Don't feel like you're alone! CCD has case managers in each of its academic centers, at all of its branch campuses, and in special programs for first-generation college students. Student ambassadors who work for CCD case managers will help track your progress, remind you about deadlines and answer questions. To find your case manager, visit the academic center that houses your major area of emphasis (see the definitions that follow). Those centers include:

- Center for Arts & Sciences, SO 307
- Center for Career & Technical Education, PL 262
- Center for Health Sciences at Lowry

If you're enrolled in developmental classes — those with course numbers of 030, 060 and 090 — you can talk to the case manager in the Center for Educational Advancement.

First-generation students — those who are the first in their families to pursue a college degree — will find programs and people who can help with their unique needs in the Center for Academic Support & Achievement. Visit SO 242 or call 303-556-4964.

Still have questions? College is a whole new world with all new rules and vocabulary. CCD offers a class to help students understand the rules, define the new words and feel comfortable in college. AAA 101 College 101 will help you learn the ropes. In this one-credit class, you'll also set academic and career goals.

UNDERSTAND CCD'S DEGREE & CERTIFICATE PROGRAMS

The college offers an Associate of Arts degree and an Associate of Science degree. These degrees have a generic major of Liberal Arts. No designation of an emphasis area or concentration may appear on a transcript or diploma other than "Liberal Studies". The area of emphasis refers to the student's subject field in which the student takes 12 or more credit hours. See a faculty adviser for detailed information about the transferability of courses within an emphasis in Liberal Arts.

Capstone Courses

These courses, usually taken during the student's final semester at CCD, review and assess the skills a student has learned in his or her program of study. 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 courses 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 Parentheses

for each academic program listed in this catalog, credit hours for some classes are in parentheses. These classes are optional and you may choose to take one or more to fulfill the requirements for your program. Always review your choices with your case manager or adviser.

Statewide Guaranteed Transfer Courses

Some of the classes you take at CCD are guaranteed to transfer to any public college or university in the state and count toward your four-year degree as though you took the class at that institution. In the Course Description section of the catalog, those classes Guaranteed Transfer Courses include a code such as "GT-SC1" which indicates that the class is guaranteed to transfer as a science credit.

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

Flexible Enrollment

Courses designated as flexible allow students to start at various times. The student must complete all course requirements by the end of the semester.

Prerequisite

This is a required course that must be completed satisfactorily before registering for the course that identifies that prerequisite. All college level courses have a reading skill prerequisite and a required assessment score. If a student takes a course without the appropriate preparation, they may not have the skills needed to be successful in the course.

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.

CENTER FOR ARTS & SCIENCES

Dr. Michael Bautista, Dean — 303-556-2473
Connie Strand, Associate Dean — 303-556-3787

Art
Charles Parson 303-556-2974
charles.parson@ccd.edu

Behavioral Sciences (Anthropology, Psychology, Sociology)
Roger Carver 303-352-3055
roger.carver@ccd.edu

Communication, Speech, Theatre
Julie Ireland 303-352-3057
julie.ireland@ccd.edu

English, Journalism
Stephen Thomas.. 303-556-3748
stephen.thomas@ccd.edu

Foreign Languages
Maria Langley 303-556-3855
maria.langley@ccd.edu

Graphic Design & Multimedia
John Kjos 303-352-3075
john.kjos@ccd.edu

History, Humanities, Literature, Philosophy
Michael Mackey.. 303-556-3860
michael.mackey@ccd.edu

Human Services
Arlene Rhodes 303-556-4581
arlene.rhodes@ccd.edu

Mathematics
Gudryn Doherty 303-556-3819
gudryn.doherty@ccd.edu

Music (Dance)
Cathleen Whiles.. 303-556-3856
cathleen.whiles@ccd.edu

Paralegal
Stacey Beckman... 303-352-3054
stacey.beckman@ccd.edu

Science (Co-chairs)
Claire Miller 303-352-3195
claire.miller@ccd.edu
Terry Williams... 303-352-3168
terry.williams@ccd.edu

CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

Dr. Peg Rooney, Dean — 303-556-2487

Accounting, Business Administration, Economics, Political Science
Carol Miller... 303-556-6858
carol.miller@ccd.edu

Business Technology, Information Technology
Eric Hamilton.. 303-556-5601
eric.hamilton@ccd.edu

Early Childhood Education, Education
Alicia Biggs.. 303-352-3211
alicia.biggs@ccd.edu

Engineering Graphics, Trades & Industry
Rick Glesner 303-556-8393
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PROGRAM TITLES OR COURSE PREFIXES

Accounting .... ACC
American Sign Language .... ASL
Anthropology .... ANT
Arabic .... ARA
Art .... ART
Astronomy .... AST
Biology .... BIO
Business Administration .... BUS
Business Administration .... MAN
Business Administration .... MAR
Business Technology .... BTE
Chemistry .... CHE
Chinese .... CHI
Communications .... COM
Community Health Worker .... CHW
Computer Information Systems .... CIS
Computer Networking .... CNG
Computer Science .... CSC
Computer Web .... CWB
Critical Care Nursing .... CCN
Dance .... DAN
Dental Hygiene .... DEH
Early Childhood Education .... ECE
Economics .... ECO
Education .... EDU
Electroneurodiagnostic Therapy (END) .... END
Emergency Medical Services .... EMS
Engineering Graphics .... CAD, DRT, TEC
English .... ENG
English as a Second Language (ESL) .... ESL
Ethnic Studies .... ETH
French .... FRE
General Education Development .... GED
Geography .... GEO
German .... GER
Geology .... GEY
Graphic Design & Multimedia .... MGD
Health & Wellness .... HWE
Health Professions .... HPR
Hebrew .... HEB
History .... HIS
Human Services .... HSE
Humanities .... HUM
Japanese .... JPN
Journalism .... JOU
Lakota .... LAK
Literature .... LIT
Machine & CNC Tool Operator .... MAC
Massage Therapy .... MST
Mathematics .... MAT
Medical Office Technology .... MOT
Music .... MUS

Nurse Aide .... NUA
Nursing .... NUR
Paralegal .... PAR
Pharmacy Aide .... PHA
Philosophy .... PHI
Physics .... PHY
Political Science .... POS
Practical Nursing .... NUR
Psychiatric Technician .... PTE
Psychology .... PSY
Public Security Management .... PSM
Radiology Technology .... RTE
Reading .... AAA, REA
Russian .... RUS
Science .... SCI
Sociology .... SOC
Spanish .... SPA
Speech .... SPE
Theatre .... THE
Veterinary Technology .... VET
Welding and Fabrication .... WEL

ASSOCIATE OF ARTS DEGREE EMPHASES
University Parallel, Transfer Program

An Associate of Arts (AA) degree provides a learning foundation in communications, social sciences, arts or humanities. Some students work toward the AA 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 AA degree sometimes is 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 Colorado. Students graduating with the AA degree may transfer into liberal arts programs in most 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 134.

Student Performance Objectives for Transfer Education

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

AA Degree Program Requirements

Within the AA degree, the college offers 14 areas of program emphasis: Art, Behavioral Sciences, Business Administration, Communications, Economics, English/Literature, Graphic Design, History, Multimedia, 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.

AA Degree General Education Core Transfer Requirements

Credits above 40 will be counted toward electives.
I.   Introductory Writing: 6
       ENG 121 English Composition I
       ENG 122 English Composition II
II.   SPE 115 or 125 3
       This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses. It is not guaranteed to transfer.
III.   Mathematics: 3-5
       1 course (3 to 5) credits. MAT 120, 121, 125, 135, 155, 156, 201, 202, 203, 265.
IV.   Natural and Physical Sciences:...7
       2 courses (7 credit hours). One of the courses must be a laboratory-based course. *A classroom laboratory component is necessary for this requirement. If a classroom laboratory is not imbedded within the regular class, please remember to sign up for one. Science labs . are not listed separately.
       AST 101, 102; BIO 105, 111, 112, 201, 202, 204; CHE 101, 102, 111, 112; GEY 111,121. PHY 105, 111, 112, 211, 212; SCI 155, 156.
V.   Arts & Humanities, History & Social & Behavioral Sciences 15
       15 credit hours Arts & Humanities: 2 courses (minimum 3 credits each) ART 110, 111, 112 ; FRE 211, 212; GER 211, 212; HUM 121, 122, 123; ITA 211, 212; JPN 211, 212; LIT 115, 201, 202, 205, 211, 212; MUS 120, 121, 122; PHI 111, 112, 113; RUS 211, 212; SPA 211, 212; THE 105, 211, 212.
       History: minimum 1 course (3 credits)
       HIS 101, 102, 201, 202;

Social & Behavioral Sciences: 1 course (minimum 3 credits. ANT 101, 111; ECO 201, 202; GEO 105; POS 105, 111, 205; PSY 101, 102, 205, 226, 227, 235, 238; SOC 101, 102, 215, 216, 231. *If necessary to reach a minimum of 15 credits, select 1 additional course (minimum 3 credits) in Arts and Humanities, History, or Social and Behavioral Sciences.*

VI.   ELECTIVES 24-26
   24 to 26 additional credits must be selected in an area of study/emphasis. The required area of emphasis must include a minimum of 6 credit hours in 200 level courses. See a faculty adviser for detailed information about transferability of courses within an emphasis in Liberal Arts. See below for the list of approved CCD electives, but remember that courses that are not listed above are not part of the GT core and may not transfer. Check with your adviser.

Total Credit Hours...60
Exactly 60 credits are required for the AA degree.
Credits above that amount might not transfer.

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
CIS - 118
CSC - 160, 161
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 - 121 and higher
MUS - all courses
PHI - all courses
PHY - all courses
POS - all courses
PSY - all courses
REA - 151, 223 (approved by CCD and MSCD only)
SOC - all courses
SPE - all courses THE - all courses

Credit Hours 60

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
Students must confer with faculty advisers in the areas of emphasis in order to determine whether or not courses will transfer.

ART EMPHASIS

ART	121	Drawing I	3
ART	122	Drawing II	3
		(Prerequisite ART 121, Drawing I)	
ART	131	2-D Design	3
ART	132	3-D Design	3
		(Prerequisite ART 131, 2-D Design)	
ART	211	Painting I	3
		(Prerequisite ART 131, 2-D Design)	
ART	212	Painting II	3
		(Prerequisite ART 211, Painting I and ART 131 or permission of the program chair)	
		Total	**18**

The following may be taken as Art electives: *4-7*

ART	123	Watercolor I	(3)
		(Prerequisite ART 121, Drawing I)	
ART	138	Photography I	(3)
ART	143	Digital Photography I	(3)
		(Prerequisite ART 138, Photography I)	
ART	156	Figure Drawing I	(3)
		(Prerequisite ART 121, Drawing I)	
ART	213	Painting III	(3)
		Prerequisite ART 211, Painting I and ART 212, Painting II or permission of the program chair)	
ART	214	Painting IV	(3)
		(Prerequisite ART 211, Painting I and ART 213, Painting II or permission of the program chair)	
ART	264	Marketing for the Visual Arts	(3)
		(Prerequisite 12 credits of any combination of art courses)	
ART	275	Special Topics	(3)
		(with instructor consent)	
ART	285	Independent Study	(3)
		(with instructor consent)	
MGD	101	Introduction to Computer Graphics	(3)
MGD	116	Typography I	(3)
		(Co-requisite MGD 101, Introduction to Computer Graphics)	

Students choosing the AA Degree with an Emphasis in ART must elect to take the following courses from the Arts and Humanities list under the General Education Requirements. See the Educational Planning Guide available from your Faculty adviser.

ART	111	Art History I	3
ART	112	Art History II	3
		Total Art Emphasis	**24-26**

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

Total 12

Anthropology Emphasis (Choose 4)

ANT	101	Cultural Anthropology	(3)
ANT	107	Introduction to Archaeology	(3)
ANT	111	Physical Anthropology	(3)
ANT	225	Anthropology of Religion	(3)
SOC	203	Urban Socio-Anthropology	(3)
SOC	265	Violence and Culture	(3)

Total 12

Psychology Emphasis (Choose 4)

PSY	101	General Psychology I	(3)
PSY	102	General Psychology II	(3)
PSY	217	Human Sexuality	(1)
PSY	227	Psychology of Death and Dying	(3)
PSY	235	Human Growth and Development	(3)
PSY	238	Child Development	(3)
PSY	249	Abnormal Psychology	(3)
SOC	265	Violence and Culture	(3)
PSY	289	Capstone: Leadership Development	(3)

Total 12

Sociology Emphasis (Choose 4)

SOC	101	Introduction to Sociology I	(3)
SOC	102	Introduction to Sociology II	(3)
SOC	201	Introduction to Gerontology	(3)
SOC	203	Urban Socio-Anthropology	(3)
SOC	205	Sociology of Family Dynamics	(3)
SOC	215	Contemporary Social Problems	(3)
SOC	218	Sociology of Diversity	(3)
SOC	223	Chicanos in a Changing Society	(3)
SOC	231	Sociology of Deviant Behavior	(3)
SOC	237	Sociology of Death and Dying	(3)
SOC	265	Violence and Culture	(3)

Total 12

BUSINESS ADMINISTRATION EMPHASIS

This is an educational transfer agreement in Business Administration between Colorado public community colleges and Colorado public postsecondary education institutions. In accordance 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.

Students must complete the following Business courses for the AA-BUS degree. Also, these business courses will be accepted for transfer at a participating Colorado public four-year college or university.

Students must complete the following Business courses for the AA-BUS degree.

Also, these business courses will be accepted for transfer at a participating Colorado public four-year college or university.

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

Subtotal 20

This section addresses course requirements to be substituted within the AA degree requirements.

General Education AA Core

(AS General Education Core is acceptable)

English 6
ENG 121,122
Speech 3
SPE 115 OR SPE 125
Physical & Biological Sciences 8-10
(Select any 2 of the following)
AST 101,102
BIO 105,111, 112
CHE 101,102,111, 112
GEY 111,121
PHY 105, 111, 112, 211, 212

Mathematics 8

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

Social and Behavioral Sciences
Please select the 2 economic courses and 1 history course.......9

ECO	201	Principles of Macroeconomics: GT-SS1	3
ECO	202	Principles of Microeconomics: GT-SS1	3
HIS	101	History of Western Civilization I: GT-HI1	3
HIS	102	History of Western Civilization II	3
HIS	201	United States (U.S.) History I: GT-HI1	3
HIS	202	United States (U.S.) History II: GT-HI1	3

Humanities

Please select 2 courses for 6 credit hours instead of the 3 courses for 9 credit hours as listed in the AA requirements. 6

Total **60**

EARLY CHILDHOOD EDUCATION (AAECE) EMPHASIS

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year institutions offering teacher preparation programs. The first 54 credit hours are common for all transfer institutions. The final 6 elective credits must be determined with the assistance of an adviser as they are specific to the receiving institution.

All interested students should call the Center for Career and Professional Studies at 303-556-2487 to meet with an adviser or case manager and to select appropriate electives.

General Education Core

ENG	121	College Composition 3
ENG	122	Composition II...3
MAT	120	Math for Lib Arts ....(4)
		OR
MAT	121	College Algebra...(4)
		AND
MAT	135	Introduction to Statistics 3
MAT	155	Integrated Math I 3
		OR
MAT	156	Integrated Math II 3
		Total **12-13**

Humanities

Select 2 courses from the following 6

MUS	120	Music Appreciation..(3)
ART	110	Art Appreciation..(3)
LIT	115	Introduction to Literature ....(3)
LIT	255	Children's Literature..(3)

Science

Select 2 lab based science courses from the following..............8

GEY	111	Physical Geology...4
BIO	105	Science of Biology...(4)
		OR
BIO	111	General College Biology I with Lab ....(4)
CHE	101	Introduction to Chemistry I ....(5)
		OR
CHE	111	General College Chemistry I ....(5)
PHY	105	Conceptual Physics...(4)
		OR
PHY	111	Physics: Algebra-Based I with Lab ....(5)
		OR
PHY	211	Physics: Calculus-Based I with Lab ....(5)
SCI	155	Integrated Science I 4
SCI	156	Integrated Science II 4

Social Sciences 9

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

Early Childhood Education

ECE	101	Intro to Early Childhood Ed....................................3
ECE	102	Intro to Early Childhood Ed Lab 3
ECE	205	Nutrition, Health and Safety..................................3
ECE	236	Child Growth and Development 1
ECE	241	Human Relations for Child Development 3
SPE	115	Public Speaking...3
PSY	238	Child Development...3

Electives

To be determined jointly with advisers and case managers from the home and transferring institution.

Total **60**

ECONOMICS EMPHASIS

ECO	201	Principles of Macro Economics 3
ECO	202	Principles of Micro Economics 3
		Total **6**

ENGLISH/JOURNALISM/LITERATURE EMPHASIS

Select 4 courses from the following

ENG	131	Technical Writing I ....(3)
ENG	221	Creative Writing I ....(3)
ENG	222	Creative Writing II ....(3)
JOU	105	Introduction to Mass Media ....(3)
JOU	106	Fundamentals of Reporting ....(3)
LIT	115	Introduction to Literature I ....(3)
LIT	201	Masterpieces of Literature I.................................(3)
LIT	202	Masterpieces of Literature II................................(3)
		Total **12**

Electives:

12-15 additional credits selected from the AA/AS Approved Course List. Must include a minimum of 6 credit hours in 200-level courses. (Speak with an English/Journalism/Literature faculty to determine which of these courses will transfer to MSCD or UCD.)

FOREIGN LANGUAGE EMPHASIS

Take the following 4 courses for the French Language Emphasis:

FRE	111	French Language I 5
FRE	112	French Language II 5
FRE	211	French Language III 3
FRE	212	French Language IV 3

Choose 8 to 10 additional credits at the 200 level from an AA approved course list.. 8-10

Take the following 4 courses for the German Language Emphasis:

GER	111	German Language I 5
GER	112	German Language II 5
GER	211	German Language III 3
GER	212	German Language IV 3

Choose 8 to 10 additional credits at the 200 level from an AA approved course list.. 8-10

Take the following 4 courses for the Spanish Language Emphasis:

SPA	111	Spanish Language I	5
SPA	112	Spanish Language II	5
SPA	211	Spanish Language III	3
SPA	212	Spanish Language IV	3

Spanish Electives

SPA	115	Spanish for the Professional I	(3)
		Students who choose Spanish may elect to take SPA 115	
SPA	215	Spanish for the Professional II	(3)
		Students who choose Spanish may elect to take SPA 215	
		OR	
		may choose 6 additional credits at the 200 level from the AA approved course list	6
		AND choose 2-4 additional credits at the 200 level from an AA approved course list	
		Total Foreign Language Emphasis Requirements	**24-26**

GRAPHIC DESIGN EMPHASIS

ART	121	Drawing I	3
ART	131	2-D Design	3
MGD	101	Introduction to Computer Graphics	3
MGD	105	Typography and Layout	3
MGD	112	Adobe Illustrator I	3
MGD	116	Typography I	3

Add 2 or 3 courses from one of the following:

ART	132	3-D Design	(3)
ART	211	Painting I	(3)
MGD	114	Adobe InDesign	(3)
		Total	**24**

Students choosing the AA Degree with an Emphasis in Graphic Design must elect to take the following courses form the Art and Humanities list under the General Education Core Requirements. See the Educational Planning Guide available from your Faculty adviser

ART	111	Art History I	3
ART	112	Art History II	3

HISTORY EMPHASIS

Students choosing the AA degree with an emphasis in History must elect to take HIS 101, History of Western Civilization I from the History electives

HIS	102	History of Western Civilization II	3
HIS	201	United States (U.S.) History I: GT-HI1	3
HIS	202	United States (U.S.) History II: GT-HI1	3

Electives

9 additional credits selected from the AA/AS Approved Course List. Must include a minimum of 6 credit hours in 200-level courses. (Speak with History faculty member to determine which of these courses will transfer to MSCD or UCD.) 9

Choose 1 from the following

HUM	121	Survey of Humanities I	(3)
HUM	122	Survey of Humanities II	(3)
HUM	123	Survey of Humanities III	(3)
		Total History Emphasis Requirements	**24**

LIBERAL ARTS EMPHASIS

24 Credit Hours of courses from the list of approved elective in the AA degree (above). 24

Total 24-26

MUSIC PERFORMANCE TRACK EMPHASIS

First Semester — Fall

MUS	100	Fundamentals of Music	3
MUS	151	Ensemble I	1

Second Semester — Spring

MUS	105	Introduction to Electronic/Computer Music	3
MUS	141	Private Instruction I	2
MUS	152	Ensemble II	1

Third Semester — Fall (meet with CU Denver adviser)

MUS	110	Music Theory I	3
MUS	112	Ear Training/Sight-Singing I Lab	1
MUS	131	Piano Class I	2
MUS	142	Private Instruction II	2

Fourth Semester — Spring

MUS	111	Music Theory II	3
MUS	113	Ear Training/Sight-Singing II Lab	1
MUS	132	Piano Class II	2
		Subtotal	**24**

MUSIC INDUSTRY STUDIES/MUSIC BUSINESS/RECORDING ARTS EMPHASIS FOR TRANSFER TO UCD

First Semester — Fall

MUS	100	Fundamentals of Music	3
MUS	141	Private Instruction I	2
MUS	151	Ensemble I	1

Second Semester — Spring

MUS	142	Private Instruction II	2

Third Semester — Fall (meet with 4-year school adviser if planning to transfer)

MUS	110	Music Theory I	3
MUS	112	Ear Training/Sight-Singing I Lab	1
MUS	131	Piano Class I	2
MUS	241	Private Instruction IV (Composition, Guitar, Piano, Voice or Woodwinds)	2

Fourth Semester — Spring

MUS	111	Music Theory II	3
MUS	113	Ear Training/Sight-Singing II Lab	1
MUS	132	Piano Class II	2
MUS	242	Private Instruction III: Guitar, Piano, Voice or Woodwinds	2
		Total	**24**

POLITICAL SCIENCE EMPHASIS

POS	105	Introduction to Political Science	(3)
POS	111	American Government	(3)
POS	125	American State and Local Government	(3)
POS	205	International Relations	(3)
		Total	**12**

General Education Requirements

English/Communications			9
ENG	121	English Composition I	3
ENG	122	English Composition II	3
SPE	115	Public Speaking	(3)
		OR	
SPE	125	Interpersonal Communication	(3)

Mathematics..........3-4
Select 1 course from the following
MAT 120, MAT 121 or MAT 135
Physical & Biological Sciences 8-10

Select 2 courses from the following
AST 101,102
BIO 105,111, 112
CHE 101,102,111, 112
GEY 111,121
PHY 105, 111, 112, 211, 212

Social & (Life) Behavioral Sciences 9
3 credits must be HIS
ANT 101, 111
ECO 201, 202
GEO 105
HIS 101,102, 201, 202
PSY 101,102
SOC 101,102
Humanities..........9

Select courses from a minimum of 2 disciplines
ART 110,111,112
HUM 121,122,123

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

Total 60

SPEECH EMPHASIS

SPE	125	Interpersonal Communication	3
SPE	205	Voice and Diction	3
SPE	216	Principles of Speech Communication II	3
SPE	219	Group Dynamics	3
		Total	**12**

Electives

12-14 additional credits selected from the AA/AS Approved Course List. 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. 12-14

Total 24-26

THEATRE EMPHASIS
Technical Theatre Track Emphasis

CAD	101	Computer-Aided Drafting	(3)
THE	100	Technical Theatre Lab	1
		(Summer Semester)	
THE	105	Introduction to Theatre Arts	3
THE	116	Technical Theatre	3
		(Summer Semester)	
THE	129	Introduction to the Entertainment Industry	3
THE	130	Safety, Tools and Materials	3
		(Summer Semester)	
THE	151	Stagecraft I	3
		(Summer Semester)	
WEL	103	Basic Shielded Metal Arc I	4

In addition to the Technical Theatre track, Technical Theatre students may need to take the 3-credit CIS 124, Introduction to Operating Systems, to give them the basic background in the subject.

Total 24-26

Theatre Performance Track Emphasis

SPE	205	Voice and Diction	3
SPE	226	Oral Interpretation	3
THE	108	Play Reading	(2)
		(Optional, based on the total of core-curriculum credits earned.)	
THE	111	Acting I	3
THE	112	Acting II	3
THE	115	Stage Movement for Actors	3
THE	131	Theatre Production I	3
THE	151	Stagecraft I	3
		Total	**24-26**

ASSOCIATE OF GENERAL STUDIES DEGREES

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.

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 adviser or educational case 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, because of 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-G 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 are assigned a faculty adviser or educational case manager after completing 12 credit hours.

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 adviser/case manager.

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 SO 134, and appropriate academic center offices. Entry requirements are the same as for the matching A.A.S. 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:

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

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 adviser/case manager in their area of interest. Students may take either the AA core curriculum or the AS core curriculum. The AA core follows.

General Education AGS-Core

General Education Core Courses 40-42
    Electives or courses prescribed
    by articulation agreements 20-23
    Capstone Course..3
        Total 60-62

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

Associate of General Studies Degree in Early Childhood Education

CCD Auraria

Early Childhood Education (AGS-ECE)

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 ECE capstone portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students must apply to the Teacher Education program with an Early Childhood Education major for course work and take all mandatory prerequisites.

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

Core Requirements

Core Requirements

The MSCD courses that will substitute for CCD courses are listed in parentheses.

ECE	101	Introduction to Early Childhood Education............3	
		(MSCD 234-3)	
ECE	102	Introduction to Early Childhood Lab Techniques ..3	
		(MSCD 235-2)	
ECE	111	Infant and Toddler Theory and Practice................3	
ECE	205	Nutrition, Health and Safety..................................3	
ECE	236	Child Growth/ Development Laboratory 1	
ECE	240	Administration of Early Childhood Care and	
		Education Programs...3	
ECE	241	Administration: Human Relations for Early	
		Childhood Professions 3	
ECE	256	Working with Parents, Families and Community	
		Systems...3	
ECE	260	Exceptional Child..3	
PSY	238	Child Development...3	
LIT	255	Curriculum Development: Methods and	
		Techniques..3	
		Subtotal 31	

General Education Requirements

ART	110	Art Appreciation..(3)
		OR
MUS	120	Music Appreciation..(3)
ENG	121	English Composition I..3
ENG	122	English Composition II...3
SPE	115	Public Speaking...3
MAT	155	Integrated Mathematics I.......................................3
MAT	156	Integrated Mathematics II......................................3
BIO	105	Science of Biology..(2)
		OR
PSY	101	General Psychology I ....(3)
		OR
GEY	111	Physical Geology...(4)
SOC	101	Introduction to Sociology......................................(3)
		OR
PSY	102	General Psychology II ....(3)
		General Studies Total 23-25

Political Science — American Government

Choose one of the following:

HIS	201	United States (U.S.) History I.................................3
		OR
HIS	202	United States (U.S.) History II................................3
		POS Total 3
		ECE Total 62

Associate of General Studies Degree in General Studies

CCD Auraria

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

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 adviser in their area of interest Students may take either the AA core curriculum or the AS core curriculum. The AA core follows.

General Education AA Core

I.   English 6
     ENG 121, 122
II. Speech 3
     SPE 115 or SPE 125
III. Mathematics 3-5
     (Select any 1 of the following)
     MAT 120, 125, 135, 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, 121, 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;
     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
          * Elective Sub-Total 20-23
     (Must include a minimum of 6 hours in 200-level courses.)
     Capstone Course 3

HUM 289 Seminar in Critical Thinking
 OR
PSY 289 Leadership Development

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.

Degree Requirements

ENG 121   English Composition I...3
ENG 122   English Composition II..3
SPE 115   Public Speaking...(3)
                      OR
SPE 125   Interpersonal Communication ....(3)

Mathematics
(3-5 credits required) MAT 120, 121, 125, 135, 201, 202 3-5
Physical Sciences
(4-5 credits required) AST 101, 102; BIO 105, 111, 112; CHE 101, 102, 111, 112; GEY 111,121; PHY 105, 111, 121, 211, 212 4-5
Social Science
(9 credits required from at least 2 different disciplines)
ANT 101, 111; ECO 201, 202; GEO 105; HIS 101, 102, 201, 202; POS 105, 111; PSY 101, 102; SOC 101, 102 9
Humanities
(9 credits required from at least 2 different disciplines)
ART 110, 111, 112; HUM 121, 122, 123; Languages 111, 112; LIT 115, 201, 202; MUS 120, 121, 122; PHI 111, 112, 113; THE 105, 211, 212...9

*** Many 4-year schools prefer a concentration of 2 classes in same prefix...34-37

Electives (20-23 credits required) 20-23
Must include a minimum of 6 hours in 200-level courses. Students must complete a minimum of 6 credits in 200 level courses.
                      AGS-G Total 57-63

Associate of General Studies Degree in Human Services

CCD Auraria

Human Services (AGS-HSE)

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. The program is accredited by the Council for Standards in Human Service Education.

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 adviser.

Guaranteed General Education Core Transfer Courses   34-37

I.   Communications 9
          ENG 121, 122
          Speech
          SPE 115 or 125**

**This requirement is Colorado Community College System requirement and is in addition to the Guaranteed General Education Transfer Courses.

II.   Mathematics 3-5
          Select any 1 of the following. (Credits over 3 will be applied to the elective category.)
          MAT 120, 121, 125, 135, 201, 202
III.   Physical & Biological Sciences 4-5
          Select 2 courses. (Credits over 8 will be applied to the electives category.)
          AST 101, 102
          BIO 105, 111, 112
          CHE 101, 102, 111, 112
          GEY 111, 121
          PHY 111, 112, 211, 212
IV.   Social & Behavioral Sciences 9
          (Select 1 HIS course and 2 course from 2 other disciplines.)
          ANT 101, 111
          GEO 105
          HIS 101, 102, 201, 202
          POS 105, 111
          PSY 101,102
          SOC 101,102
V.   Humanities 9
          (Select 3 courses from 2 different disciplines)
          ART 110, 111, 112
          LIT 115, 201, 202
          MUS 120, 121, 122
          PHI 111, 112, 113
          THE 105, 211, 212
                    General Education Sub-Total 34-37

Major Requirements

HSE   106   Survey of Human Services 3
HSE   107   Interviewing Principles and Practices 3
HSE   108   Introduction to Therapeutic Systems....................3
HSE   188   Human Services Practicum I 4
HSE   205   Human Services for Groups 3
HSE   206   Human Services for Families................................3
HSE   288   Human Services Practicum II 4
HSE   289   Human Services Practicum III: Capstone..............7
                    Subtotal 30

Associate of General Studies Degree in Paralegal

CCD Auraria

Paralegal (AGS-PAR): CU-Denver

The following courses represent the CCD/CU-Denver paralegal transfer agreements. Students completing these degree require- ments 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 adviser and obtain an authorized signature.

I. English 6
    ENG 121, 122
II. Speech 3
    SPE 115
III. Mathematics 3-5
    (Select any 1 of the following)
    MAT 121, 125, 135, 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, 107, 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 211 or 212 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

CIS	118	Introduction to PC Applications............................3
CIS	135	Complete PC Word Processing/Word 3
PAR	115	Introduction to Law...3
PAR	201	Civil Litigation 3
PAR	202	Evidence...3
PAR	211	Legal Research 3
PAR	212	Legal Writing...3
PAR	280	Internship: Paralegal 6
PAR	289	Capstone: Paralegal Synthesis.............................3
		Subtotal 27

Select 9 hours from any of the following   9

PAR	116	Torts...(3)
PAR	117	Family Law...(3)
PAR	118	Contracts ....(3)
PAR	125	Property Law..(3)
PAR	126	Administrative Law ....(3)
PAR	205	Criminal Law...(3)
PAR	206	Business Organizations........................(3)
PAR	208	Probate and Estates ....(3)
PAR	209	Constitutional Law ....(3)
PAR	210	Sexual Orientation and the Law...........(3)
PAR	217	Environmental Law ....(3)
PAR	218	Bankruptcy Law.....................................(3)
PAR	278	Legal Research Seminar I ....(3)
PAR	279	Legal Research Seminar II ....(3)
PAR	286	Independent Study...............................(1)
		Total 70-73

ASSOCIATE OF SCIENCE DEGREE EMPHASES
University Parallel, Transfer Program

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 paral- lel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general educa- tion 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 avail- able in the Transfer Center in South Classroom Building 134.

Student Performance Objectives for Transfer Education (AS Degree)

Students will plan and write well-structured compositions dem- onstrating 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 inter-disciplinary 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 college-level 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 adviser 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.

AS Degree Program Requirements

Within the AS degree, the college offers 14 areas of emphasis: Biology, Biomedical Research Assistant, Chemistry, Computer Science, Earth Science, Pre-engineering, Mathematics, Pre-Dental, Pre-Aerospace Technology, 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. Requirements in four-year or professional programs sometimes change yearly. Students should meet regularly with their faculty adviser 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.

General Education AS Core
I. Communications 9
    ENG 121 (CO1) ENG 122 (CO2) SPE 115 or SPE 125
II. Mathematics 3-5
    MAT 121 (MA1), MAT 122 (MA1), MAT 125 (MA1),
    MAT 201 (MA1), MAT 202 (MA1), MAT 203 (MA1),
    MAT 265 (MA1)

III. Physical and Life Sciences 8
     Select 2 laboratory-based courses.
     AST 101 (SC1), AST 102 (SC1), BIO 105 (SC1), BIO 111 (SC1), BIO 112 (SC1), BIO 201 (SC1), BIO 202 (SC1), BIO 204 (SC1), CHE 111 (SC1), CHE 112 (SC1), GEY 111 (SC1), GEY 121 (SC1), PHY 111 (SC1), PHY 112 (SC1), PHY 211 (SC1), PHY 212 (SC1)
IV. Social and Behavioral Sciences 9
     Select 3 courses, 1 of which must be History, and no more than 2 courses from any 1 category.
     History: HIS 101 (HI1), 102 (HI1), 201 (HI1), 202 (HI1)
     Economic and Political Systems: ECO 201 (SS1), ECO 202 (SS1), POS 105 (SS1), POS 111 (SS1) Geography GEO 105 (SS2), Human Behavior and Social Systems: ANT 101 (SS3), 111 (SS3) PSY 101 (SS3), PSY 102 (SS3), PSY 235 (SS3) SOC 101 (SS3), SOC 102 (SS3)
V.   Art and Humanities 9
     Select 3 courses, with no more than 2 courses from any one category.
     Arts (3 credits ea.) ART 110 (AH1), 111 (AH1), 112 (AH1)
     FRE 211 (AH1) GER 211 (AH1), GER 212 (AH1)
     ITA 211 (AH1), ITA 212 (AH1)
     JPN 211 (AH1), JPN 212 (AH1)
     RUS 211 (AH1), RUS 212 (AH1)
     SPA 211 (AH1), SPA 212 (AH1)
     MUS 120 (AH1), MUS 121 (AH1), MUS 122 (AH1)
     THE 105 (AH1), THE 211 (AH1), THE 212 (AH1)
     Literature and Humanities HUM 121 (AH2), HUM 122 (AH2), HUM 123 (AH2) LIT 115 (AH2), LIT 201 (AH2), LIT 202 (AH2), LIT 205 (AH2), LIT 211 (AH2), LIT 212 (AH2), LIT 221 (AH2), LIT 222 (AH2)
     Ways of Thinking: PHI 111 (AH3), PHI 112 (AH3), PHI 113 (AH3)

> **General Education Sub-Total 38-40**
> **Area of Emphasis (Required) 20-22**
> (Depending on specific MAT course)
> Approved Electives for the AS Degree 20-22

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. Students must complete a total of 60 credit hours for the associate degree. Of these, 20-22 additional credits must be selected in an area of study/emphasis. The additional elective courses must be from courses listed as having science or math prefixes and not used to fulfill the core requirements, 6 credit hours must be at the 200 level number. Requirements in four-year or professional programs sometimes change yearly. We recommend that students meet frequently with the appropriate adviser in the Center for Arts and Sciences, South Classroom Building 306, while completing degree requirements.

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
CIS - 118
CSC - 160, 161
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 - 121 and higher
MUS - all courses
PHI - all courses
PHY - 111 and higher
POS - all courses
PSY - all courses
REA - 151, 223 (approved by CCD and MSCD only)
SOC - all courses
SPE - all courses
THE - all courses
       Total 60

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.

Biology Emphasis
BIO 111 General College Biology with Lab ....(5)
BIO 112 General College Biology II with Lab ....(5)
MAT 122 College Trigonometry ....(3)
PHY 111 Physics: Algebra-Based I with Lab ....(5)
PHY 112 Physics: Algebra-Based II with Lab ....(5)
       Total 23

Biomedical Research Assistant Emphasis
BIO 111 General College Biology I with Lab ....(5)
BIO 112 General College Biology II with Lab ....(5)
MAT 122 College Trigonometry ....(3)
PHY 111 Physics: Algebra-Based I with Lab ....(5)

Select from the following courses to complete the 22 credit hour minimum requirement
BIO 284 * Methods in Cell Biology and Immunology ....(4)
BIO 288 * Nucleic Acid Techniques and Molecular
              Cloning ....(4)
CHE 111 * General College Chemistry I with Lab ....(5)
CHE 112 * General College Chemistry II with Lab ....(5)

Highly recommended. CHE 111 and 112 should be used to fulfill Physical and Biological Science Core requirements.
       Total 22

Chemistry Emphasis
CHE 111 General College Chemistry I ....(5)
CHE 112 General College Chemistry II ....(5)
MAT 122 College Trigonometry ....(3)
MAT 201 Calculus I..(5)

Select from the following courses to complete the 23 credit hour minimum requirement
MAT 202 Calculus II...(5)
PHY 211 Physics: Calculus-Based I with Lab ....(5)
PHY 212 Physics: Calculus-Based II with Lab ....(5)

Highly recommended. PHY 111 and 112 should be used to fulfill Physical and Biological Science Core requirements.
       Total 23

Computer Science Emphasis
CSC 160 Computer Science I: (Language)..........................(4)
CSC 161 Computer Science II: (Language).........................(4)
MAT 122 College Trigonometry ....(3)
MAT 201 Calculus I..(5)
MAT 202 Calculus II...(5)

Select from the following courses to complete the 24 credit hour minimum requirement.
CHE 111 * General College Chemistry I...............................(5)
MAT 203 Calculus III..(4)
PHY 211 * Physics: Calculus-Based I with Lab...................(5)
PHY 212 Physics: Calculus-Based II with Lab ....(5)

Highly recommended. CHE 111 and PHY 211 should be used to fulfill Physical and Biological Science Core requirements.
       Total 24

Earth Science Emphasis
BIO 111 General College Biology I with Lab 5
BIO 112 General College Biology II with Lab 5
GEO 105 World Regional Geography 3
GEO 165 Human Ecology 3
GEY 111 Physical Geology...4
GEY 121 Historical Geology 4
       Total 24

Pre-Engineering Emphasis
MAT 122 College Trigonometry ....(3)
MAT 201 Calculus I...(5)
MAT 202 Calculus II..(5)
PHY 211 Physics: Calculus-Based I with Lab ....(5)

Select from the following courses to complete the 21 credit hour minimum requirement.
CHE 111 * General College Chemistry I..............................(5)
MAT 203 * Calculus III ....(4)
MAT 265 Differential Equations...(3)
PHY 212 * Physics: Calculus-Based II with Lab.................(5)

Highly recommended. CHE 111 and PHY 212 should be used to fulfill Physical and Biological Science Core requirements..
Total 21

Mathematics Emphasis
MAT 122 College Trigonometry ....(3)
MAT 201 Calculus I...(5)
MAT 202 Calculus II..(5)

Select from the following courses to complete the 21 credit hour minimum requirement.
CSC 160 Computer Science I: (Language)........................(4)
MAT 203 *Calculus III ....(4)
MAT 265 Differential Equations...(3)

Highly recommended.
Total 21

Physics Emphasis
MAT 122 College Trigonometry ....(3)
MAT 201 Calculus I...(5)
MAT 202 Calculus II..(5)
MAT 203 Calculus III...(4)

Select from the following courses to complete the 20 credit hour minimum requirement
AST 101 Astronomy I..(4)
AST 102 Astronomy II...(4)
MAT 265 Differential Equations...(3)
PHY 211 *Physics: Calculus-Based I with Lab...................(5)
PHY 212 *Physics: Calculus-Based II with Lab..................(5)

Highly recommended. PHY 211 and 212 should be used to fulfill Physical and Biological Science Core requirements.
Total 20

Pre-Aerospace Engineering Technology Emphasis
Students must take the courses listed below
MAT 202 Calculus II..5
PHY 212 Physics: Calculus-Based II with Lab: GT-SC1.......5
EGG 271* Theoretical Mechanics I — Statics 3
         ** Interinstitutional MSCD
MET 190B CSMARTS..3
         ** Interinstitutional MSCD

MET 120* Manufacturing Processes......................................3
         ** Interinstitutional MSCD
MET 1210* Principles of Quality Assurance............................3
         ** Interinstitutional MSCD

* offered jointly by CCD and MSCD
** Interinstitutional class MET 2150 Mechanical Statistics, MET 1010 Manufacturing Processes, MET 1310 Principles of Quality Assurance
Total 21

Pre-Dental Emphasis
BIO 111 General College Biology I with Lab......................(5)
BIO 112 General College Biology II with Lab.....................(5)
MAT 122 College Trigonometry ....(3)
PHY 111 Physics: Algebra-Based I with Lab ....(5)

Select from the following courses to complete the 21 credit hour minimum requirement
CHE 111 * General College Chemistry I..............................(5)
CHE 112 * General College Chemistry II.............................(5)
PHY 112 Physics: Algebra-Based II with Lab ....(5)

Highly recommended. CHE 111 and 112 should be used to fulfill Physical and Biological Science Core requirements.
Total 21

Pre-Pharmacy Emphasis
BIO 111 General College Biology I with Lab......................(5)
BIO 112 General College Biology II with Lab.....................(5)
BIO 201 Human Anatomy and Physiology I ....(4)
BIO 204 Microbiology ....(4)

Select from the following courses to complete the 21 credit hour minimum requirement
CHE 111 * General College Chemistry I..............................(5)
CHE 112 * General College Chemistry II.............................(5)
ECO 201 +Principles of Macroeconomics...........................(3)
ECO 202 +Principles of Microeconomics ....(3)
MAT 122 College Trigonometry ....(3)
MAT 201 Calculus I...(5)
PHY 111 Physics: Algebra-Based I with Lab ....(5)

Select 1 Social Science and Behavioral Science course from the following
ANT 101 Cultural Anthropology..(3)
PSY 101 General Psychology I ....(3)
PSY 102 General Psychology II ....(3)
SOC 101 Introduction to Sociology I...................................(3)
SOC 102 Introduction to Sociology II..................................(3)

Highly recommended. CHE 111 and 112 should be used to fulfill Physical and Biological Science Core requirements.
+ ECO 201 or 202 is a required prerequisite for University of Colorado Health Sciences Center.
Total 21

Pre-Physical Therapy Emphasis

BIO	111	General College Biology I with Lab	(5)
BIO	112	General College Biology II with Lab	(5)
BIO	201	Human Anatomy and Physiology I	(4)
MAT	122	College Trigonometry	(3)
PSY	235	Human Growth and Development	(3)
		OR	
PSY	249	Abnormal Psychology	(3)
MAT	135	Introduction to Statistics	(3)

* Highly recommend that the following courses be used to fulfill the General Education Core requirements.

CHE	111	*General College Chemistry I	(5)
CHE	112	*General College Chemistry II	(5)
MAT	121	*College Algebra	(4)
PHY	111	*Physics: Algebra-Based I with Lab	(5)
PHY	112	*Physics: Algebra-Based II with Lab	(5)
		Total	**20**

Pre-Physician Assistant Emphasis

BIO	111	General College Biology I with Lab	(5)
BIO	112	General College Biology II with Lab	(5)
BIO	201	Human Anatomy and Physiology I	(4)
BIO	202	Human Anatomy and Physiology II	(4)

Select from the following courses to complete the 20 credit hour minimum requirement

CHE	111	*General College Chemistry I	(5)
CHE	112	*General College Chemistry II	(5)
MAT	135	Introduction to Statistics	(3)
PSY	101	General Psychology I	(3)
PSY	102	General Psychology II	(3)

* Highly recommended. CHE 111 and 112 should be used to fulfill Physical and Biological Science Core requirements.

	Total	**20**

Pre-Veterinary Science Emphasis

BIO	111	General College Biology I with Lab	(5)
BIO	112	General College Biology II with Lab	(5)
MAT	122	College Trigonometry	(3)
MAT	135	Introduction to Statistics	(3)
PHY	111	Physics: Algebra-Based I with Lab	(5)

Select from the following courses to complete the 21 credit hour minimum requirement

PHY	112	Physics: Algebra-Based II with Lab	(5)
CHE	111	*General College Chemistry I	(5)
CHE	112	*General College Chemistry II	(5)

* Highly recommended. CHE 111 and 112 should be used to fulfill Physical and Biological Science Core requirements.

	Total	**21**

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

The A.A.S. 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 A.A.S. degrees have limited transferability. In each A.A.S. program, some of the courses are articulated with and accepted by at least one specific baccalaureate program. Talk with an adviser for specific details.

Student Performance Objectives for Career and Technical Education (CTE) A.A.S. degree programs

Students who complete CTE 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, health and safety and environmental issues.

Each CTE program area has identified student performance objectives. These performance objectives are given to students during the advising process.

A.A.S. Degree Program Entry

Students must apply for entry to all A.A.S. 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. If interested in Nursing or an allied health program, contact an adviser at the Lowry Campus. Program application forms are in South Classroom Building 134, and program offices.

Degree & Certificates

A.A.S. Degree Program Requirements

The A.A.S. 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. for Nursing and allied health programs, contact an adviser at the Lowry Campus.

General Education Requirements   *Credit Hours*

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 A.A.S. program recommendations
         or an adviser)
     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
         ECE 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 in some disciplines

    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 A.A.S. degree of 60 credit hours takes four semesters of 15 credits each semester, assuming that all courses count toward the degree. A.A.S. degrees of more than 60 credit hours may take more than four semesters to complete.

CERTIFICATES

Specially designed certificate courses are offered in cooperation with business, community agencies and local government. These certificates provide opportunity and rewards for persons seeking to begin work or improve skills in their occupational fields. Courses in certificate sequences usually apply to appropriate associate degree programs.

Student Performance Objectives for Career and Technical Education (CTE) Certificate Programs

Students who complete CTE 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 principles of technology, technical skills, labor and community issues, health and safety and environmental issues.

Each CTE program area has identified student performance objectives. These performance objectives are given to students during the advising process.

Certificate Program Entry Requirements

Students must apply for entry to all certificate programs. Program application forms are available in South Classroom Building 134 & 307, Plaza Building 262, Lowry Campus and all branch campuses.

ACCOUNTING

Associate of Applied Science Degree in Accounting

CCD Auraria

Accounting Emphasis

The A.A.S. Accounting degree program provides a solid foundation

of general education and occupational courses for students interested in working in the accounting field. Students are prepared for entry-level jobs such as accounting technician, accounts payable or receivable clerk, payroll clerk, tax examiner, cost accountant, and other related jobs in both the public and private sector. Students planning to transfer to a four-year institution as an accounting major should talk with their adviser about completing the AA in Business Administration.

General Education Requirements

CIS	118	Introduction to PC Applications	3
ECO	201	Principles of Macroeconomics	3
ENG	121	English Composition I	3
MAT	121	College Algebra	4
SPE	115	Public Speaking	3
		Subtotal	**16**

Core Requirements

ACC	115	Payroll Accounting	3
ACC	116	Computerized Billing	3
ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
ACC	226	Cost Accounting	3
ACC	245	Computerized Accounting with a Professional Package	3
BTE	100	Computer Keyboarding I	1
BTE	108	Ten-Key by Touch	1
BUS	217	Business Communications and Report Writing	3
CIS	145	Complete PC Database	3
CIS	155	PC Spreadsheet Concepts: Excel	3
		Subtotal	**31**

Select 5 electives from the following

ACC	131	Income Tax	(3)
ACC	287	Cooperative Education	(3)
BUS	115	Introduction to Business	(3)
ENG	131	Technical Writing I	(3)
ENG	122	English Composition II	(3)
MAN	226	Principles of Management	(3)
MAN	225	Managerial Finance	(3)
MAR	160	Customer Service	(3)
MAT	112	Financial Mathematics	(3)
PAR	211	Legal Research	(3)

Subtotal	**15**
Total	**62**

Certificate in Accounting

CCD East, CCD North, CCD Southwest

Assistant Accounting Technician

This program prepares students with the job-entry skills necessary to perform bookkeeping activities that include financial statements, general journals, ledgers, accounts payable/receivable and payroll. Students gain skills in payroll accounting, billing applications and spreadsheet applications. Graduates are prepared for jobs as bookkeepers, accounts payable and/or receivable clerks and payroll.

Requirements

ACC	101	Fundamentals of Accounting	3
ACC	115	Payroll Accounting	3
ACC	245	Computerized Accounting with Professional Package	3
ACC	121	Accounting Principles I	4
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	108	Ten-Key by Touch	1
BUS	217	Business Communications and Report Writing	3
MAT	112	Financial Mathematics	3
CIS	118	Introduction to PC Applications	3
CIS	155	PC Spreadsheet Concepts: Excel	3
		Total	**29**

Certificate in Accounting

CCD Auraria, CCD East, CCD Southwest

Bookkeeping/Payroll Technician

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.

Program Admission Requirements

Completion of CIS 118 with a C or better

Requirements

ACC	101	Fundamentals of Accounting	3
ACC	115	Payroll Accounting	3
ACC	116	Computerized Billing	3
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	108	Ten-Key by Touch	1
CIS	118	Introduction to PC Applications	3
CIS	155	PC Spreadsheet Concepts: Excel	3
MAT	112	Financial Mathematics	3
MAR	160	Customer Service	3
		Total	**25**

Certificate in Accounting

CCD East, CCD North, CCD Southwest

Computerized Accounting Technician

This certificate is for students with work experience who want to enhance or increase their accounting knowledge. It prepares students with skills necessary to complete both manual and computerized full-charge bookkeeping activities, including financial statements, general journals, ledgers, accounts payable and receivable, bank reconciliation, payroll, bad debts, depreciation, inventory, partnerships, stocks, bonds, cash flow, and manufacturing entries. Graduates are prepared for jobs and full-charge bookkeepers, computerized accounting clerks, computerized payroll clerks and accountant assistants.

Requirements

ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
ACC	135	Spreadsheets for Accounting	3
ACC	245	Computerized Accounting with a Professional Package	3
BTE	108	Ten-Key by Touch	1
BUS	115	Introduction to Business	3
BUS	217	Business Communications and Report Writing	3
CIS	118	Introduction to PC Applications	3
CIS	145	Complete PC Database	3
CIS	155	PC Spreadsheet Concepts: Excel	3
		Total	**30**

BUSINESS ADMINISTRATION

Certificate in Business Administration

CCD Auraria

Entrepreneurship

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

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

Core Requirements

ACC	101	Fundamentals of Accounting	3
ACC	245	Computerized Accounting with a Professional Package	3
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BUS	110	Working for Yourself	2
BUS	275	Special Topics: Entrepreneurship	3
BUS	115	Introduction to Business	3
CIS	118	Introduction to PC Applications	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3
		Total	**26**

Associate of Applied Science Degree in Business Administration

CCD Auraria

International Business Emphasis

The A.A.S. 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 adviser in the Center for Business and Technology, Plaza Building 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.

General Education Requirements

CIS	118	Introduction to PC Applications	3
ECO	201	Principles of Macro Economics	3
ENG	121	English Composition I	3
MAT	121	123 or 125	4
SPE	115	Public Speaking	3

Core Requirements

ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communications and Report Writing	3
BUS	226	Business Statistics	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3

Major Requirements

BUS	203	International Business	3
BUS	287	Cooperative Education	3
MAN	241	Project Management in Organizations	3
MAR	240	International Marketing	3
POS	205	International Relations	3
		Total	**61**

Certificate in Business Administration

CCD Auraria

International Business

This program is 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

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

ACC	121	Accounting Principles I...4
BUS	115	Introduction to Business.......................................3
BUS	203	International Business 3
BUS	216	Legal Environment of Business 3
BUS	217	Business Communications and Report Writing.....3
CIS	118	Introduction to PC Applications...........................3
ECO	201	Principles of Macro Economics 3
MAN	200	Human Resources Management I........................3
MAR	240	International Marketing 3
POS	205	International Relations 3
		Total 31

Associate of Applied Science Degree in Business Administration

CCD Auraria

Management Emphasis

General Education Requirements

CIS	118	Introduction to PC Applications...........................3
ECO	201	Principles of Macro Economics 3
ENG	121	English Composition I...3
MAT	121	123 or 125 4
SPE	115	Public Speaking...3

Core Requirement

ACC	121	Accounting Principles I...4
ACC	122	Accounting Principles II..4
BUS	115	Introduction to Business.......................................3
BUS	216	Legal Environment of Business 3
BUS	217	Business Communications and Report Writing.....3
BUS	226	Business Statistics...3
MAN	200	Human Resources Management I........................3
MAN	226	Principles of Management....................................3
MAR	216	Principles of Marketing 3

Major Requirement

BUS	287	Cooperative Education...3
MAN	216	Small Business Management 3
MAN	225	Managerial Finance...3
MAN	241	Project Management in Organizations 3
MAR	160	Customer Service 3
		Total 60

Associate of Applied Science Degree in Business Administration

CCD Auraria

Marketing Emphasis

General Education Requirements

CIS	118	Introduction to PC Applications...........................3
ECO	201	Principles of Macro Economics 3
ENG	121	English Composition I...3
MAT	121	123 or 125 4
SPE	115	Public Speaking...3

Core Requirements

ACC	121	Accounting Principles I...4
ACC	122	Accounting Principles II..4
BUS	115	Introduction to Business.......................................3
BUS	216	Legal Environment of Business 3
BUS	217	Business Communications and Report Writing.....3
BUS	226	Business Statistics...3
MAN	200	Human Resources Management I........................3
MAN	226	Principles of Management....................................3
MAR	216	Principles of Marketing 3

Major Requirements

BUS	287	Cooperative Education...3
MAR	111	Principles of Sales 3
MAR	160	Customer Service 3
MAR	220	Principles of Advertising......................................3

Select 3 credit elective from prefix PSY, SOC, ECO, ART, or with permission of adviser. 3

Total 60

Associate of Applied Science Degree in Business Administration

CCD Auraria

Real Estate Emphasis

The A.A.S. 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 adviser in the Center for Business and Technology, Plaza Building 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

CIS	118	Introduction to PC Applications...........................3
ECO	201	Principles of Macro Economics 3
ENG	121	English Composition I...3
MAT	121	123 or 125 4
SPE	115	Public Speaking...3

Major Requirements

ACC	121	Accounting Principles I...4
ACC	122	Accounting Principles II..4
BUS	115	Introduction to Business.......................................3
BUS	216	Legal Environment of Business 3
BUS	217	Business Communications and Report Writing.....3
BUS	226	Business Statistics...3
MAN	200	Human Resources Management I........................3
MAN	226	Principles of Management....................................3
MAR	216	Principles of Marketing 3

Choose one of the following:
BUS	287	Cooperative Education	3
REE	201	Real Estate Brokers I	6
REE	202	Real Estate Brokers II	6
		Total	**60**

Associate of Applied Science Degree in Business Administration

CCD Auraria

Supermarket Management Emphasis

This program provides current supermarket employees with the skills and education background to advance in the industry. Upon completion, students are prepared for advancement depending on individual organizational guidelines. Those not currently employed in the industry can acquire knowledge in preparation for entry-level supermarket positions.

Program Admission Requirements

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

General Education Requirements
CIS	118	Introduction to PC Applications	3
ECO	201	Principles of Macroeconomics	3
ENG	121	English Composition I	3
MAT	121	123 or 125	3
SPE	115	Public Speaking	3

Core Requirements
ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communications and Report Writing	3
BUS	226	Business Statistics	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3

Major Requirements
ECO	118	Labor Economics	3
MAN	169	Supermarket Loss Prevention	3
MAN	229	Motivation and Management	3
MAR	117	Principles of Retailing	3
PHI	205	Business Ethics	3
		Total	**60**

Certificate in Business Administration

CCD Auraria

Supermarket Management

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

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

ACC	121	Accounting Principles I	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
ECO	118	Labor Economics	3
MAN	169	Supermarket Loss Prevention	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAN	229	Motivation and Management	3
MAR	117	Principles of Retailing	3
MAR	216	Principles of Marketing	3
PHI	205	Business Ethics	3
		Total	**34**

BUSINESS TECHNOLOGY

Associate of Applied Science Degree in Business Technology

CCD Auraria, CCD East, CCD North, CCD Southwest

Administrative Assistant Emphasis

The Administrative Assistant program prepares students to use and understand personal computers; use e-mail and the Internet; use office software that includes word processing, database, spreadsheet and graphic presentation; 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
CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I	3
MAT	107	Career Math	3
SPE	115	Public Speaking	3

Select 1 course from the following: 3
ECO	201	Principles of Macro Economics	(3)
POS	105	Introduction to Political Science	(3)
PSY	101	General Psychology I	(3)

Core Requirements
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	225	Administrative Office Management	3
BUS	217	Business Communications and Report Writing	3
CIS	135	Complete PC Word Processing/Word	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3

Major Requirements

ACC	101	Fundamentals of Accounting	3
		OR	
ACC	121	Accounting Principles I	(4)
BTE	111	Keyboarding Speedbuilding I	2
		OR	
BTE	112	Keyboard Speedbuilding II	(2)
BTE	103	Keyboarding Applications II	3
BTE	108	Ten-Key by Touch	1
BTE	125	Records Management	3
CIS	145	Complete PC Database	3
CIS	165	Complete Presentation Graphics: PowerPoint	3
MAR	160	Customer Service	3
PSY	110	Career Development	3

Select an additional 3 credit hours with BTE adviser approval....3

Total 62-63

Associate of Applied Science Degree in Business Technology

CCD Auraria

Legal Administrative Assistant

The Legal Administrative Assistant emphasis program prepares 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 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

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

General Education Requirements

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I	3
MAT	107	Career Math	3
SPE	115	Public Speaking	3

Select 1 course from the following 3

ECO	201	Principles of Macro Economics	(3)
POS	105	Introduction to Political Science	(3)
PSY	101	General Psychology I	(3)

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	1
BTE	225	Administrative Office Management	3
BUS	217	Business Communications and Report Writing	3
CIS	135	Complete PC Word Processing/Word	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3

Major Requirements

ACC	101	Fundamentals of Accounting	3
		OR	
ACC	121	Accounting Principles I	(4)
BTE	103	Keyboarding Applications II	3
BTE	111	Keyboarding Speedbuilding I	2
BTE	112	Keyboard Speedbuilding II	2
BTE	125	Records Management	3
BTE	226	Machine Transcription	3
BUS	216	Legal Environment of Business	3
PAR	115	Introduction to Law	3
PAR	211	Legal Research	3
PSY	110	Career Development	3
		Total 61-62	

Associate of Applied Science Degree in Business Technology

CCD Auraria

Medical Administrative Assistant Emphasis

The Medical Administrative Assistant program prepares 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 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

   Meet minimum assessment scores, or co-enrollment in REA 060, MAT 030, and /or ENG 060.

General Education Requirements

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I	3
MAT	107	Career Math	3
SPE	115	Public Speaking	3

Select 1 course from the following 3

ECO	201	Principles of Macro Economics	(3)
POS	105	Introduction to Political Science	(3)
PSY	101	General Psychology I	(3)

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	225	Administrative Office Management	3
BUS	217	Business Communications and Report Writing	3
CIS	135	Complete PC Word Processing/Word	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3

Major Requirements

ACC	101	Fundamentals of Accounting	3
		OR	
ACC	121	Accounting Principles I	(4)
BTE	103	Keyboarding Applications II	3
BTE	108	Ten-Key by Touch	1
BTE	111	Keyboarding Speedbuilding I	2
BTE	226	Machine Transcription	3
BTE	287	Cooperative Education	3
MAR	160	Customer Service	3
HPR	178	Seminar: Introduction to Medical Terminology	2
MOT	120	Medical Office Financial Management	3
MOT	124	Medical Filing	2
MOT	130	Insurance Billing and Coding	3
		Total	**61-62**

Associate of Applied Science Degree in Business Technology

CCD Auraria, CCD Southwest

Office Manager Emphasis

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 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.

General Education Requirements

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I	3
MAT	107	Career Math	3
SPE	115	Public Speaking	3

Select 1 course from the following			3
ECO	201	Principles of Macro Economics	(3)
POS	105	Introduction to Political Science	(3)
PSY	101	General Psychology I	(3)

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	225	Administrative Office Management	3
BUS	217	Business Communications and Report Writing	3
CIS	135	Complete PC Word Processing/Word	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3

Major Requirements

ACC	101	Fundamentals of Accounting	3
		OR	
ACC	121	Accounting Principles I	(4)
BTE	103	Keyboarding Applications II	3
BTE	111	Keyboarding Speedbuilding I	2
BTE	125	Records Management	3
BUS	216	Legal Environment of Business	3
CIS	145	Complete PC Database	3
CIS	165	Complete Presentation Graphics: PowerPoint	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	160	Customer Service	3
		Total	**62-63**

Certificate in Business Technology

CCD Auraria, CCD East, CCD Southwest

Administrative Assistant

The Administrative Assistant prepares students to use and understand personal computers; use e-mail and the Internet; use office software that includes word processing, database, spreadsheet and graphic presentation; write business letters; and input data. Graduates are prepared to enter positions as word processors, office assistants, office specialists, administrative assistants and receptionists.

Program Admission Requirements
   Meet minimum assessment scores, or co-enrollment in REA 060, MAT 030 and/or ENG 060.

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	103	Keyboarding Applications II	3
BTE	225	Administrative Office Management	3
BUS	217	Business Communications and Report Writing	3
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word	3
CIS	145	Complete PC Database	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	165	Complete Presentation Graphics: PowerPoint	3
CIS	218	Advanced PC Applications	3
MAR	160	Customer Service	3
		Total	**33**

Certificate in Business Technology

CCD Auraria, CCD East, CCD Southwest

Medical Administrative Assistant

Prepares students for jobs such as medical records clerks, medical secretaries, etc.

Program Admission Requirements
   Meet minimum assessment scores or co-enrollment in REA 060, MAT 030 and ENG 060.

Major Requirements

ACC	101	Fundamentals of Accounting	(3)
		OR	
ACC	121	Accounting Principles I	(4)
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	103	Keyboarding Applications II	3
BTE	108	Ten-Key by Touch	1
BTE	111	Keyboarding Speedbuilding I	2
BTE	225	Administrative Office Management	3
BTE	226	Machine Transcription	3
BTE	287	Cooperative Education (Capstone)	3
CIS	135	Complete PC Word Processing/Word	3
HPR	178	Seminar: Introduction to Medical Terminology	2
MOT	120	Medical Office Financial Management	3
MOT	124	Medical Filing	2
		Total	**31-32**

Certificate in Business Technology

CCD Auraria, CCD North, CCD East, CCD Southwest

Microsoft Office Specialist

Microsoft Office Specialist prepares students to use and understand personal computers; use Microsoft Office Word, Access, Excel, PowerPoint; and use e-mail and the Internet. Graduates are prepared to enter positions as Microsoft applications specialists.

All Microsoft Office Specialist certificate program credits apply toward the Administrative Assistant certificate program requirements.

Program Admission Requirements

Keyboarding speed of 30 wpm or completion of BTE 100 and 102 with a grade of C or better.

Requirements

BTE	103	Keyboarding Applications II	3
BTE	108	Ten-Key by Touch	1
BTE	111	Keyboarding Speedbuilding I	2
BTE	225	Administrative Office Management	3
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word	3
CIS	136	Microsoft Office Specialist Certification: Word	1
CIS	145	Complete PC Database	3
CIS	149	Microsoft Office Certification Prep: Access	1
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	159	Microsoft Office Certification Prep: Excel	1
CIS	165	Complete Presentation Graphics: PowerPoint	3
CIS	169	Microsoft Office Specialist Certification Prep: PowerPoint	1
CIS	218	Advanced PC Applications	3
MAR	160	Customer Service	3
		Total	**34**

Certificate in Business Technology

CCD Auraria, CCD North, CCD East, CCD Southwest

Office Assistant

Office Assistant prepares students to perform general office functions; use and understand personal computers; use word processing applications; and use e-mail, as well as the Internet. Graduates are prepared to enter positions as receptionists, data-entry clerks and office clerks.

Program Admission Requirements

Meet minimum assessment scores, or co-enrollment in REA 060, MAT 030 and/or ENG 060.

Requirements

ACC	101	Fundamentals of Accounting	(3)
		OR	
ACC	121	Accounting Principles I	(4)
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	111	Keyboarding Speedbuilding I	2
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word	3
MAR	160	Customer Service	3
		Total	**17-18**

COMPUTER AIDED MACHINING (CNC)

See Machining

DENTAL HYGIENE

Associate of Applied Science Degree in Dental Hygiene
CCD Lowry

Program Admission Requirements
1. Submit a completed Dental Hygiene application form and packet to CCD Dental Hygiene, 1065 Akron Way, Bldg. 753, Denver, CO 80230. Dental Hygiene application packets on line at http://www.ccd.edu/program.aspx?CID=259
2. Complete the general education prerequisites with a cumulative GPA of 2.5 or better. Science courses must show cumulative GPA of 3.0 or better prior to enrollment date. An official, final transcript must be forwarded to Enrollment Services and the CCD Dental Hygiene program as soon as it becomes available.
3. All prerequisites must be completed by the end of the spring semester if you are applying for fall entry.
4. All prerequisite courses must be taken for a letter grade.
5. After preliminary application screening, you will be notified to complete the written essay portion of the application process.
6. 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 given to the applicant following acceptance into the program.

7. A personal interview with the Dental Hygiene Admissions Committee is required. The admissions coordinator will schedule an interview after successful preliminary applicant screening.
8. Background/fingerprint/drug screening checks are necessary for all students who are accepted into the program. for information on disqualifying offenses, visit: www.ccd.edu/dental.

Dental Hygiene

This program prepares the student to practice as a professional dental hygienist following successful completion of two semesters of pre-professional prerequisites and 58 Credit Hours of professional study. Completion of the prerequisites and the full, Dental Hygiene program curriculum with a grade of C or better results in an A.A.S. degree. After receiving the A.A.S. 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, and 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 January 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, essay scores, 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. Graduate exit competency is measured by successful completion of the capstone course, DEH 284, Clinic Practice of Dental Hygiene III.

General Education Requirements
1. Must be completed with a cumulative GPA of 3.0 or better.
2. Science courses must show cumulative GPA of 3.0 or better prior to enrollment date.
3. Math 090 or the Basic Skills Assessment score of "55" or better.

BIO	201	Human Anatomy and Physiology I	4
BIO	202	Human Anatomy and Physiology II	4
BIO	204	Microbiology	4
CHE	109	General, Organic and Biochemistry	4
ENG	121	English Composition I	3
PSY	101	General Psychology I	3
SOC	101	Introduction to Sociology I	3
SPE	115	Public Speaking	3
		Subtotal	**26**

Curriculum

DEH	101	Preclinical Dental Hygiene Lecture	2
DEH	102	Preclinical Dental Hygiene Care	2
DEH	103	Dental Anatomy and Histology	3
DEH	104	Dental Radiology	3
DEH	111	Dental and Medical Emergencies	2
DEH	116	Preventive Dentistry and Special Needs	2
DEH	122	Periodontics I	2
DEH	123	Head and Neck Anatomy	1
DEH	126	Dental Materials	3
DEH	132	Applied Pharmacology	2
DEH	134	Advanced Clinical Skills	1
DEH	153	Clinical Theory of Dental Hygiene I	2
DEH	170	Clinical Practice of Dental Hygiene I	3-4
DEH	171	Clinical Practice of Dental Hygiene 1-A	1
DEH	202	Applied Nutrition	2
DEH	204	Community Dental Health I	2
DEH	213	General and Oral Pathology	3
DEH	221	Ethics and Practice Management	2
DEH	225	Community Dental Health II: Field Experience	1
DEH	242	Periodontics II	2
DEH	268	Clinical Theory of Dental Hygiene II	2
DEH	270	Clinical Practice of Dental Hygiene II	3
DEH	271	Clinical Practice of Dental Hygiene III	4
DEH	282	Periodontics III	1
DEH	285	Clinical Theory of Dental Hygiene III	2
		Subtotal	**55-56**

Electives

DEH	133	Local Anesthesia	(2)
DEH	138	Nitrous Oxide/Oxygen Sedation	(1)
DEH	266	National Board Review	(2)
			5
		Program Total	**87-88**

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree in Early Childhood Education

CCD Auraria

Early Childhood Education (A.A.S.-ECE)

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.

Graduate exit competency is measured by successful development (80 percent) of the ECE capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

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.

General Education Requirements
ENG 121 English Composition I.............................3
MAT 107 Career Math..(3)
 OR
SPE 115 Public Speaking....................................3
MAT 155 Integrated Math I ....(3)
One course from A.A.S. Humanities Requirement 3
One course from A.A.S. Social and Behavioral Sciences
 Requirement 3
 Subtotal 15

Major Requirements
ECE 101 Introduction to Early Childhood Education............3
ECE 102 Introduction to Early Childhood Lab Techniques ..3
ECE 103 Guidance Strategies for Children.........................3
ECE 108 The Assessment Process in Early Childhood
 Education 1
ECE 188 Supervised Student Practicum/Seminar I..............3
ECE 205 Nutrition, Health and Safety...................................3
ECE 209 Observing and Using Young Children's
 Assessment Instruments 1
ECE 220 Curriculum Development: Methods and
 Techniques 3
ECE 236 Child Growth and Development Lab......................1
ECE 240 Administration of Early Childhood Care and
 Education Programs 3
ECE 241 Administration: Human Relations for Early
 Childhood Professions 3
ECE 256 Working with Parents, Families and Community
 Systems 3
ECE 288 Supervised Student Practicum/Seminar II
 (Capstone) 3
PSY 238 Child Development...3
 Subtotal 36

Select 9 credits from the following curriculum electives 9
ECE 111 Infant and Toddler Theory and Practice...............(3)
ECE 226 Creativity and the Young Child ....(3)
ECE 228 Language and Literacy ....(3)
ECE 260 Exceptional Child..(3)
 Total 60

Certificate in Early Childhood Education
CCD Auraria
Early Childhood Education Director
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 Education (ECE) capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Students must apply to the Teacher Education program with an Early Childhood major for course work.

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

Requirements
ECE 101 Introduction to Early Childhood Education............3
ECE 102 Introduction to Early Childhood Lab Techniques ..3
ECE 103 Guidance Strategies for Children.........................3
ECE 205 Nutrition, Health and Safety...................................3
ECE 220 Curriculum Development: Methods and
 Techniques 3
ECE 236 Child Growth and Development Lab......................1
ECE 240 Administration of Early Childhood Care and
 Education Programs 3
ECE 241 Administration: Human Relations for Early
 Childhood Professions 3
ECE 256 Working with Parents, Families and Community
 Systems 3
PSY 238 Child Development...3
 Subtotal 28

Select 1 course from the following 3
ECE 111 Infant and Toddler Theory and Practice...............(3)
ECE 226 Creativity and the Young Child ....(3)
ECE 228 Language and Literacy ....(3)
ECE 260 Exceptional Child..(3)
 Total 31

Certificate in Early Childhood Education
CCD Auraria
Group Leader
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 AGS and A.A.S. degree in Early Childhood Education.

Program Admission Requirements

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

Group Leader — Preschool

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab Techniques	3
ECE	103	Guidance Strategies for Children	3
ECE	220	Curriculum Development: Methods and Techniques	3
ECE	236	Child Growth and Development Lab	1
PSY	238	Child Development	3
		Total	**16**

Certificate in Early Childhood Education
CCD Auraria

Group Leader — Infant/Toddler

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.

Program Admission Requirements

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

Infant/Toddler
Infant/Toddler

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab Techniques	3
ECE	103	Guidance Strategies for Children	3
ECE	111	Infant and Toddler Theory and Practice	3
ECE	236	Child Growth and Development Lab	1
PSY	238	Child Development	3
		Total	**16**

ELECTRONEURODIAGNOSTIC TECHNOLOGY

Associate of Applied Science Degree in Electroneurodiagnostic Technology
CCD Lowry

Electroneurodiagnostic Technology

(Offered every other year starting fall, 2003.) 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 A.A.S. 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 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

Fall Semester First Year

BIO	201	*Human Anatomy and Physiology I	4
CIS	118	*Introduction to PC Applications	3
ENG	121	*English Composition I	3
MAT	107	*Career Math	3

Spring Semester First Year

BIO	202	*Human Anatomy and Physiology II	4
PSY	235	*Human Growth and Development	3
SOC	101	*Introduction to Sociology I	3
END	102	Electroencephalography (EEG) I	4
END	103	Instrumentation/Principles	3

Summer Semester First Year

END	112	Electroencephalography (EEG) II	4
END	115	Patient Care and Safety	3
END	281	Clinical Internship I	5

Fall Semester Second Year

END	206	Neuroanatomy and Physiology	3
END	207	Evoked Potential	6
END	282	Clinical Internship II	7

Spring Semester Second Year

END	210	Clinical Neurology (Speech Intensive)	3
END	283	Clinical Internship III	6
END	289	Electroneurodiagnostic Technology Capstone	3
		Total	**70**

EMERGENCY MEDICAL SERVICES

Certificate in Emergency Medical Services
CCD Lowry

Emergency Medical Technician (EMT)-Basic*
* Not Financial Aide Approved

The Emergency Medical Technician (EMT)-Basic certificate option in the Emergency Medical Services (EMS) program provides students with the knowledge and skills necessary to obtain employment in ambulance, rescue, or other pre-hospital emergency service settings. Program graduates provide direct patient care, scene management, and patient transportation under the direction of EMS service physician advisers. Courses within the EMT-Basic certificate program must be taken in specific succession for students to be eligible to sit for Colorado and National Registry certification exams.

Elective courses in the EMS program are either: 1) admission-selective courses which require that a student must be EMT-Basic certified and admitted into the EMS program to enroll in EMS courses or 2) open enrollment courses which allow students with an interest in the subject to enroll in EMS courses. Admission-selective courses provide students with EMT-Basic certification with knowledge and skills needed for additional certifications or increased job marketability. Open enrollment courses are particularly suited for students with an allied health background.

Program Application and Admission and Requirements
1. To be eligible to enroll in the EMT program, students must be 18 years of age, have a high school diploma or GED, and current vaccinations and immunizations.
2. Meet minimum assessment scores or prerequisites required for general education courses in the program.
3. Take the CCD Basic Skills Assessment Test (BSAT) in the Testing Center in South Classroom Building 223, 303-556-3810.
4. Attend an EMT program advising session held the first Wednesday of every month at 5 p.m. at the Rita Bass Trauma and EMS Education Institute, 190 W. 6th Avenue, Classroom F, Denver, Colorado, 80204 (call 303-436-8843 for directions). To attend an advising session, students must have been accepted to CCD and have in their possession a copy of their BSAT scores.

Major Requirements

HPR	102	CPR for Professionals	.5
EMS	125	EMT-Basic	9
EMS	170	EMT Basic Clinical	1

Electives

EMS	130	*EMT Intravenous Therapy	(2)
HPR	190	Basic EKG Interpretation	(2)

*Student must be EMT-Basic certified and accepted into the EMS program to enroll in this course.

Total 10.5

ENGINEERING GRAPHICS

Associate of Applied Science Degree in Engineering Graphics
CCD Auraria

Architectural Drafter Emphasis
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 101 and CAD 101 with a grade of C or better.

General Education Requirements

ENG	121	English Composition I	3
CIS	118	Introduction to PC Applications	3
MAT	107	Career Math	3
PHY	105	Conceptual Physics: GT-SC1	4
SPE	115	Public Speaking	3

Major Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	202	Computer Aided Drafting/3-D	3
CAD	224	Revit	3
CAD	240	Inventor I — AutoDesk	3
DRT	101	Technical Drafting I	3
DRT	103	Technical Drafting III	3
DRT	106	Introduction to Axonometric Views	3
DRT	107	Introduction to Sections and Auxiliary Views	3
DRT	160	Introduction to Industrial Drafting and Design	3
DRT	260	History of Architecture	3
DRT	269	Advanced Industrial Drafting and Design	6
DRT	289	Capstone: Projects in 3-D for Industrial Drafting and Design	6
		Total	**61**

Certificate in Engineering Graphics
CCD Auraria

Architectural Drafter
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 A.A.S. degree in Engineering Graphics, Architectural Drafter emphasis.

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

Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	224	Revit	3
CAD	240	Inventor I — AutoDesk	3
CIS	118	Introduction to PC Applications	3
DRT	101	Technical Drafting I	3
DRT	103	Technical Drafting III	3
DRT	106	Introduction to Axonometric Views	3
DRT	107	Introduction to Sections and Auxiliary Views	3
DRT	160	Introduction to Industrial Drafting and Design	3
		Total	**30**

Certificate in Engineering Graphics

CCD Auraria

AutoCAD for Mechanical or Architectural Drafting*

* Not Financial Aide Approved

This two-semester certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to obtain AutoCAD skills and/or mechanical/architectural drafting graduates whose skills are dated. Students with little or no background in AutoCAD should select this program that includes two introductory courses.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program adviser to plan course work. Call 303-556-8393 to schedule an appointment.

Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	202	Computer Aided Drafting/3-D	3
CAD	240	Inventor I — AutoDesk	3
		OR	
CAD	224	Revit	(3)
		Total	**12**

Certificate in Engineering Graphics

CCD Auraria

AutoCAD Upgrade for Mechanical or Architectural Drafting*

* Not Financial Aide Approved

This one-semester certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to update AutoCAD skills and/or mechanical/architectural drafting graduates whose skills are dated. Students with knowledge and familiarity with AutoCAD should select this program and should work with their adviser to select the correct second course.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program adviser to plan course work. Call 303-556-8393 to schedule an appointment.

Requirements

CAD	202	Computer Aided Drafting/3-D	3
CAD	240	Inventor I — AutoDesk	3
		OR	
CAD	224	Revit	(3)

Note: To receive a certificate, students are required to pass a capstone test by taking the AutoCAD 2002 Assessment Exam on completion of course work.

		Total	**6**

Associate of Applied Science Degree in Engineering Graphics

CCD Auraria

Mechanical Drafter Emphasis

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 101 and CAD 101 with a grade of C or better.

General Education Requirements

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I	3
MAT	107	Career Math	3
PHY	105	Conceptual Physics	4
SPE	115	Public Speaking	3
		Total	**16**

Major Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	202	Computer Aided Drafting/3-D	3
CAD	224	Revit	3
CAD	240	Inventor I — AutoDesk	3
DRT	101	Technical Drafting I	3
DRT	103	Technical Drafting III	3
DRT	106	Introduction to Axonometric Views	3
DRT	107	Introduction to Sections and Auxiliary Views	3
DRT	160	Introduction to Industrial Drafting and Design	3
DRT	269	Advanced Industrial Drafting and Design	6
DRT	289	Capstone: Projects in 3-D for Industrial Drafting & Design	6
TEC	205	Geometric Dimensioning and Tolerancing	3
		Total	**61**

Certificate in Engineering Graphics

CCD Auraria

Mechanical Drafter Certificate

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 A.A.S. degree in Engineering Graphics, Mechanical Drafter emphasis.

Program Admission Requirements

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

Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	224	Revit	3
CAD	240	Inventor I — AutoDesk	3
CIS	118	Introduction to PC Applications	3
DRT	101	Technical Drafting I	3
DRT	103	Technical Drafting III	3
DRT	106	Introduction to Axonometric Views	3
DRT	107	Introduction to Sections and Auxiliary Views	3
DRT	160	Introduction to Industrial Drafting and Design	3
		Total	**30**

ESSENTIAL SKILLS

Certificate in Essential Skills

CCD Auraria, CCD Southwest

Business Services

The Essential Skills certificate in Business Services prepares students for entry-level administrative support and accounting positions. The Business Services curriculum emphasizes customer service, business math and basic PC applications.

The certificate is completed in one semester and includes an internship.

At CCD Southwest, the program is self paced and provides additional support for people with disabilities, and includes internships. The ROOTS program requires work-place competencies that address the soft skills necessary for the job market such as punctuality, initiative, and attendance.

The ROOTS Essential Skills Business Services Certificate internship requirements are:

1. Overall GPA of 2.0
2. All certificate requirements completed successfully
3. Attendance requirement standards of 85% met.
4. Passed other workplace competencies with a minimum of 80%
5. Participated in (8) workshops and/or job shadows.

Certificate Requirements

AAA	109	Advanced Academic Achievement	3
		OR	
REA	130	Technical Reading	(2)
BTE	100	Computer Keyboarding I	1
BTE	108	Ten-Key by Touch	1
CIS	118	Introduction to PC Applications	3
COM	100	Workplace Communication	1
		OR	
MAR	158	Basic Customer Service	(1)
ACC	101	Fundamentals of Accounting	3
		OR	
MAT	112	Financial Mathematics	(3)
BTE	120	Electronic Office Procedures	3
		OR	
MAR	160	Customer Service	(3)
BUS	287	Cooperative Education	2
		Total	**15-21**

Certificate in Essential Skills

CCD Lowry

Community Health Worker

This program, offered spring only, prepares students to work in a position as a community health worker. Community health workers provide health education, such as how to access health care, information about health plans and resource referrals. Community health workers may find employment in hospitals, clinics and community-based organizations.

The program is offered as a one-semester program that combines academics and an internship in one of the above settings. A high school diploma or GED is necessary to enter the program and to obtain employment in the field.

Vocational Core Requirements

CHW	120	Community Health Issues	3
CHW	130	Community Health Resources	3

Workplace Core Requirements

CIS	118	Introduction to PC Applications	3
COM	126	Communication in Healthcare	3
ENG	121	English Composition: GT-C01	3
		OR	
AAA	109	Advanced Academic Achievement	(3)
CHW	297	Community Health Worker Field Experience	2
		Total	**17**

Certificate in Essential Skills

CCD Auraria

Early Childhood Education

The Essential Skills certificate in Early Childhood Education 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 the Group Leader requirements), you must receive a grade of C or higher in all ECE courses.

Vocational Core Requirements

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab Techniques	3
ECE	111	Infant and Toddler Theory and Practice	3
		OR	
ECE	220	Curriculum Development: Methods & Techniques	(3)

Workplace Core Requirements

AAA	101	College 101: The Student Experience	1
BTE	100	Computer Keyboarding I	1
COM	100	Workplace Communication	1
REA	130	Technical Reading	2
ECE	287	Cooperative Education	2
		OR	
BUS	287	Cooperative Education	2
		Total	**16**

Certificate in Essential Skills

Auraria

Financial Services

The Financial Services training program is a one-semester certificate program that combines college level coursework with on-the-job training through an internship at a financial institution. The curriculum was developed with input from credit unions and banks about the skills they need entry-level employees to possess.

BTE	100	Computer Keyboarding I	1
BTE	108	Ten-Key by Touch	1
CIS	118	Introduction to PC Applications	3
FIN	105	Principles of Banking	3
MAR	158	Basic Customer Service	1
MAT	112	Financial Mathematics	3
REA	130	Technical Reading	2
BUS	287	Cooperative Education	2
		Total	**16**

Certificate in Essential Skills

CCD Auraria, CCD East

Information Technology

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, CNG 120 A+ Certification Preparation, prepares students to pass the A+ certification examination sponsored by CompTIA.

Vocational Core Requirements

BTE	100	Computer Keyboarding I	1
CIS	118	Introduction to PC Applications	3
CIS	124	Introduction to Operating Systems	3
CNG	116	Microcomputer Hardware	3
CNG	120	A+ Certification Preparation	4

Workplace Core Requirements

REA	130	Technical Reading	2
CIS	287	Cooperative Education	2
		Subtotal	**18**

Electives

These courses are above and beyond the Essential Skills certificate requirements.

CNG	101	Introduction to Networking	3
CNG	102	Local Area Networks	3
CNG	211	Windows XP Configuration	3

Certificate in Essential Skills

CCD North

Medical-Clerical Career Track

This track prepares students to work in an administrative capacity in a medical setting. Entry-level occupations include patient account representative, admissions clerk, medical receptionist and medical clerk. The program is offered in an individualized, self-directed format that allows students to enroll at various times throughout the year. Assistance with job placement is provided once certain core classes have been completed. Additional classes in academic skills and GED also are available simultaneously while students are enrolled in the medical-clerical career track.

Vocational Core Requirements

HPR	178	Seminar: Intro to Medical Terminology	2
MOT	110	Medical Office Administration	4
MOT	181	Administrative Internship	2

Workplace Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Application I	2
COM	100	Workplace Communication	1
HPR	101	Customer Service in HealthCare	2
REA	130	Technical Reading	2
		Total	**16**

Certificate in Essential Skills

CCD East

Pharmacy Aide

The Essential Skills certificate in Pharmacy Aide prepares students to entry-level positions in a pharmacy setting. Students typically complete the program in one semester which includes an internship in area pharmacies. The class work includes medical terminology and a heavy emphasis on customer service.

Certificate Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
HPR	178	Seminar: Intro to Medical Terminology	2
MAR	160	Customer Service	3
PHA	101	Pharmacy Aide	4
PHA	187	Cooperative Education: Pharmacy Aide	2
REA	130	Technical Reading	2
		Total	**16**

Certificate in Essential Skills

CCD Auraria

Phlebotomy Tech

The Essential Skills certificate in Phlebotomy Tech prepares students for early-level positions in blood banks and testing centers. The certificate includes a clinical internship.

Other Requirements
1. Earn an overall grade point average of 2.0 in all credits counted towards Certificate
2. Complete at least fifteen (15) Credit hours in residence at Community College of Denver
3. File an application for Graduation by deadline date listed in current class schedule

Workplace Core

AAA	109	Advanced Academic Achievement......................(3) OR	
REA	130	Technical Reading ....(2)	
BTE	100	Computer Keyboarding I.......................................1	
CIS	110	Introduction to the PC...1	
COM	100	Workplace Communications ....(1) OR	
MAR	158	Basic Customer Service ....(1)	
		Subtotal 5-6	

Vocational Core

HPR	112	Phlebotomy...4
HPR	113	Advanced Phlebotomy 4
HPR	271	Clinical...3
		Total 16-17

Please review the Core Requirements for ALL Certificate degrees.

Certificate in Essential Skills

CCD Auraria

Telecommunications Technology

This Essential Skills certificate program is designed for entry-level installation of voce, high-speed internet and cable, combined with computer, customer service and basic workplace skills, including an internship. Design of curriculum was accomplished with cooperation from the industry.

Requirements

CIS	118	Introduction to PC Application..............................3
CTC	105	Overview of Telecommunications.........................3
CTC	106	CATV System Overview 3
CTC	107	Installer 3
CTC	109	Installer Technician...4
MAR	160	Customer Service 3
REA	130	Technical Reading...2
CIS	287	Cooperative Education..2
		Total 23

Associate of Applied Science Degree in Graphic Design

CCD Auraria

Graphic Design

This program provides the skills necessary for entry into the field of graphic design. The graphic design profession involves graphic and advertising design, illustration and pre-press. The Graphic Design program allows students to develop basic skills common to all three specialties, while developing an emphasis in one.

Successful students may enjoy careers in book/publication design, Web page design, package design, ad/promotional design, and where creative typography and image are needed to move ideas and information.

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 adviser and obtain an authorized signature.

General Education Requirements

ENG	121	English Composition I..3
MAT	107	Career Math...3
SPE	115	Public Speaking...3
ART	111	Art History I..3
ART	112	Art History II...3
		Subtotal 15

Major Requirements

ART	121	Drawing I 3
ART	131	2-D Design..3
ART	132	3-D Design..3
ART	143	Digital Photography I...3
ART	211	Painting I..3
MGD	101	Introduction to Computer Graphics.......................3
MGD	105	Typography and Layout...3
MGD	111	Adobe PhotoShop I 3
MGD	112	Adobe Illustrator I 3
MGD	114	Adobe in Design..3
MGD	116	Typography I.. 3
MGD	141	Web Design I...3
MGD	203	Design and Concept 3
MGD	213	Electronic Pre-press 3
MGD	289	Studio Art/Portfolio (Graphic Design Capstone) ...3
		Subtotal 45
		Total 60

Certificate in Graphic Design

CCD Auraria

Graphic Design

Courses in the certificate sequence are applicable to the A.A.S. 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. MGD 101 is prerequisite to all computer classes.

Program Admission Requirements

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

Major requirements:

ART	131	2-D Design..3
MGD	101	Introduction to Computer Graphics.......................3
MGD	105	Typography and Layout..3
MGD	112	Adobe Illustrator I 3
MGD	116	Typography I...3
MGD	203	Design and Concept 3
MGD	213	Electronic Pre-press 3
		Subtotal 21

Select 2 courses from the following with adviser approval:

MGD	111	Adobe PhotoShop I ....(3)
MGD	114	Adobe InDesign..(3)
MGD	141	Web Design I...(3)
ART	143	Digital Photography I...3
ART	211	Painting I...3
		Electives Subtotal...6

Capstone (Required)

MGD	289	Studio-Art/Portfolio (Graphic Design Capstone) ...3
		Total 30

HUMAN SERVICES

Associate of Applied Science Degree in Human Services

CCD Auraria

Human Services

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 A.A.S. 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 135. A.A.S. students in Human Services must earn a grade of C or better in all general education and major course requirements. The program is accredited by the Council for Standards in Human Service Education.

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 adviser.

Degree Requirements

General Education Requirements

ENG	121	Technical Writing I 3
		OR
ENG	131	English Composition I...(3)
MAT	107	Career Math...3
SPE	115	Public Speaking..3
SOC	101	Introduction to Sociology I....................................(3)
		OR
PSY	101	General Psychology I 3
		OR
PSY	235	Human Growth and Development.........................(3)
A.A.S.		A.A.S. Humanities Requirement 3
		Subtotal 15

Major Requirements

HSE	105	Introduction to Social Welfare................................3
HSE	106	Survey of Human Services 3
HSE	107	Interviewing Principles and Practices 3
HSE	108	Introduction to Therapeutic Systems.....................3
HSE	109	Social Issues in Human Services 3
HSE	188	Human Services Practicum I 4
HSE	205	Human Services for Groups 3
HSE	206	Human Services for Families..................................3
HSE	207	Community Organizations 3
HSE	208	Social Welfare Policy 3
HSE	209	Crisis Theory and Intervention...............................3
HSE	288	Human Services Practicum III 4
HSE	289	Human Services Practicum III Capstone...............7
		Subtotal 45
		Total 60

Certificate in Human Services

CCD Auraria

Case Management/Residential Service Aide

This program prepares students for entry-level positions as case management aides or residential aides. The certificate program is transferable to the A.A.S. and AGS in Human Services. Students must complete all certificate course work with a grade of C grade or better.

Program Admission Requirements

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

Certificate Requirements

Electives Basic Skills..6		
HSE	106	Survey of Human Services 3
HSE	107	Interviewing Principles and Practices 3
HSE	188	Human Services Practicum I 4-6
		(Offered Spring Semester Only)

HSE 209 Crisis Theory and Intervention..............................3
(Offered Spring Semester Only)
Electives or Core
                Choose from General Education Core courses or from the following HSE courses: HSE 215, Introduction to Deliquency and Justice; HSE 221, Substance Abuse Counseling; HSE 226, Case Management for Human Services Practitioners. 5
                Total 24-26

INDUSTRIAL MAINTENANCE TECHNOLOGIES

Certificate in Industrial Maintenance Technologies
Auraria
Industrial Maintenance Technologies Certificate
This 36 credit hour certificate is designed to provide a rounded understanding of the entry level skills in computer Aid Drafting, Machining, and Welding. This set of skills would allow a student to enter manufacturing equipment servicing and repair.

Requirements
CAD 101 Computer Aided Drafting I 3
CAD 102 Computer Aided Drafting II 3
CAD 202 Computer Aided Drafting/3-D...............................3
CAD 240 Inventor I — AutoDesk..3
MAC 101 Introduction to Machine Shop 3
MAC 110 Introduction to Engine Lathe 3
MAC 102 Blueprint Reading..3
MAC 120 Introduction to Milling Machine 3
WEL 101 Allied Cutting Processes 4
WEL 102 Oxyacetylene Joining Processes 4
WEL 103 Basic Shielded Metal Arc I 4
          Total 36

INFORMATION TECHNOLOGY

Associate of Applied Science Degree in Information Technology
CCD Auraria
Information Technology
This program prepares students to obtain an entry level position in the Information Technology industry. This degree offers students a broad educational background in computer information systems. Students can choose to specialize in a specific IT category by using the six elective credits to focus on a particular area. Students completing this degree will qualify for the COMPTIA A+ certification exams, and gain experience in networking, computer security and database management. Students will enhance their communication skills, and obtain an exposure to the business environment.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of 6 credit hours of college-level work.

General Education Requirements
CIS 118 Introduction to PC Applications.............................3
ENG 121 English Composition I...(3)
        OR
ENG 131 Technical Writing I ....(3)
MAT 121 College Algebra...(4)
        OR
MAT 135 Introduction to Statistics ....(3)
PSY 101 General Psychology I ....(3)
SPE 115 Public Speaking...3
        Subtotal 15-16

Information Technology Core Requirements
CIS 124 Introduction to Operating Systems........................3
CIS 240 Database Design and Development 3
CIS 267 Management of Information Systems....................3
CSC 119 Introduction to Programming................................3
CNG 101 Introduction to Networking 3
CNG 105 Internet Technologies ....(3)
        OR
CNG 116 Microcomputer Hardware.....................................3
CNG 120 A+ Certification Preparation 4
CNG 131 Network Security Fundamentals...........................3
CWB 110 Complete Web Authoring ....(3)
        Subtotal 28

Business Core Requirements
BTE 100 Computer Keyboarding 1
BUS 115 Introduction to Business 3
BUS 217 Business Communications and Report Writing.....3
MAR 160 Customer Service 3
        Subtotal 10

Additional Requirements
Select at least 9 additional credits from the following prefixes:
ACC, BTE, BUS, CIS, ...9
CNG, CWB, MGD, CSC with advisers written approval..
        Total 62-63

Certificate in Information Technology
CCD Auraria
Computer Service and Support
This program prepares students as entry-level computer service technicians. Students completing this certificate will be prepared for the COMPTIA A+ certification exams and the MCDST (Microsoft Certified Desktop Service Technician) certification exams. Students will obtain the skills necessary to assemble and repair personal computers and peripherals, install software applications, and configure personal computers on the network.

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

Certificate Requirements

CIS	118	Introduction to PC Applications	3
CIS	124	Introduction to Operating Systems	3
CIS	135	Complete PC Word Processing/Word	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	260	Troubleshooting Microsoft Applications	3
CNG	101	Introduction to Networking	3
CNG	102	Local Area Networks	3
CNG	116	Microcomputer Hardware	3
CNG	120	A+ Certification Preparation	4
CNG	211	Windows XP Configuration	3
		Total	**31**

Certificate in Information Technology

CCD Auraria, CCD North

Database Management

This program prepares students as entry-level database managers. Students will become exposed to database development and methodologies. Students will gain proficiency in database programming using Visual Basic and Java.

Program Admission Requirements

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

Certificate Requirements

CIS	118	Introduction to PC Applications	3
CIS	145	Complete PC Database	3
CIS	240	Database Design and Development	3
CIS	243	Introduction to SQL	3
CSC	119	Introduction to Programming	3
CSC	150	Visual Basic Programming	3
CSC	152	Database Programming with Visual Basic	3
CSC	240	Java Programming	3
CSC	241	Advanced Java Programming	3
CWB	110	Complete Web Authoring	3
CWB	206	Web Databases	3
		Total	**33**

Certificate in Information Technology

CCD Auraria, CCD North

Network Security Certificate

This program prepares students as entry-level network security specialists. Students can choose the Network Security emphasis to obtain skills in network infrastructure security and cryptography, or choose the Forensics emphasis to become versed in digital investigations and data recovery techniques.

Program Admission Requirements

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

Requirements

CIS	118	Introduction to PC Applications	3
CNG	101	Introduction to Networking	3
CNG	102	Local Area Networks	3
CNG	116	Microcomputer Hardware	3
CNG	131	Network Security Fundamentals	3
CNG	132	Principles of Information Security	3
		Subtotal	**18**

Forensics Track (Offered Through Public Security Management Program)

PSM	102	Crime Prevention and Technologies	3
PSM	221	Forensic Computer Analysis: Computer Forensics I	3
PSM	222	Forensic Computer Analysis: Computer Forensics II	3
		Forensics Total	**9**

Network Security Track

CNG	133	Network Security: Fire Walls and Intrusion Dection and Network Security	3
CNG	211	Windows XP Configuration	3
CNG	254	Data Encryption	3
CNG	260	CISCO Network Associate I	5
		Network Security Total	**14**
		Total	**41**

MACHINING COMPUTER AIDED (CNC)

Associate of Applied Science Degree in Computer Aided Machining Computer Numerical Controlled (CNC) Manufacturing & Management

CCD North

CNC Machine Tool Operator

This program prepares students with the job-entry skills necessary to perform tasks of developing 3D programming to run a Computer Numerical Controlled machining center. All program credits apply toward the CNC Machining Technology Certificate.

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.

General Education Requirements

CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I	3
HUM	123	The Modern World	3
MAT	107	Career Math	3
SPE	115	Public Speaking	3

Major Requirements

MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 202	CNC Turning Operations II	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 206	CNC Milling Operations II	3
MAC 207	CNC Milling Lab	3
MAC 240	CAD/CAM 2-D	3
MAC 245	CAD/CAM 3-D	3
MAC 252	Practical Metallurgy	3
MAN 116	Principles of Supervision	3
MAN 126	Total Quality Management	3
MTE 230	Design for Manufacturability	3
MTE 244	Lean Manufacturing Practices and Processes	3
	Total	**63**

Certificate in Computer Aided Machining (CNC)
CCD North

Basic Machining Certificate*
* Not Financial Aide Approved
This program will instruct a student in the basics of shop safety, drill presses, saws, engine lathes, milling machines, measuring instruments, and basic drafting.

MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
	Total	**12**

Certificate in Computer Aided Machining (CNC)
CCD North

Intermediate Machining Certificate
This program will instruct a student in the basics of shop safety, drill presses, saws, engine lathes, milling machines, measuring instruments, basic drafting, college level mathematics and an introduction to personal computers. This is a great starting point for the 36 credit hour certificate.

MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
CIS 118	Introduction to PC Applications	3
MAT 107	Career Math	3
	Total	**18**

Certificate in Computer Aided Machining (CNC)
CCD North

Machine Tool Technology
This program prepares students with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, late, grinder/shaper, practical metallurgy, production manufacturing concepts, college-level mathematics, and an introduction to personal computers. Graduates are prepared to enter positions as machine tool operators. All program credits apply toward the CNC Machining Technology Certificate.

Intermediate Machining Certificate (pre-requisites)

MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
CIS 118	Introductions to PC Applications	3
MAT 107	Career Math	3

Additional to Intermediate Machining Certificate

MAC 111	Intermediate Lathe	3
MAC 121	Intermediate Milling Machine	3
MAC 145	Production Manufacturing Concepts	3
MAC 112	Advanced Lathe	3
MAC 122	Advanced Milling	3
MAC 252	Practical Metallurgy	3
	Total	**36**

MASSAGE THERAPY

Certificate in Massage Therapy
CCD Southwest

Massage Therapy Certificate
This program is based on the American Massage Therapy Association guidelines for schools and meets the criteria for state certification, i.e., 500 hours of in classroom supervised instruction. The program is designed for health care professionals, as an additional certification, or for entry-level practitioners. The program is approved by the Colorado Community College System and the American Massage Therapy Association (AMTA). Most credits received at CCD will transfer to other higher learning institutions.

Program Admission Requirements
An admission committee will review materials to determine eligibility. Admission to the program is based on the following criteria: a) Completion of required courses with a grade of C or better, b) Cumulative GPA of 2.0 on required courses.

**Pre or Co Requisite

BIO 106	Basic Anatomy and Physiology	4
	Total	**4**

Program Courses

MST 111	Basic Massage Therapy	4
MST 113	Professional Massage	3
MST 178	Seminar	6
MST 184	Clinical Massage	3
MST 204	MST Business Practices	2
MST 275	Special Topics: Pathophysiology	3
MST 284	Clinical Massage	3

**CPR Certification & immunizations are required before taking MST courses.

Total	**24**

MEDICAL OFFICE TECHNOLOGY

Certificate in Medical Office Technology

CCD East

Comprehensive Medical Assistant Emphasis

The Comprehensive Medical Assistant 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.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, Florida 33756, (727) 210-2350.

Program Admission Requirements

Meet minimum Accuplacer assessment scores ENG 090, MAT 060, REA 090.

Requirements

BIO	106	Basic Anatomy and Physiology	4
BTE	100	Computer Keyboard	1
BTE	102	Keyboarding Application I	2
HPR	102	CPR for Professionals	.5
HPR	106	Law and Ethics for Health Professions	2
HPR	178	Seminar: Medical Terminology	2
MOT	110	Medical Office Administration	4
HPR	208	Seminar: Advanced Medical Terminology	2
MOT	120	Medical Office Financial Management	3
MOT	130	Insurance Billing and Coding	3
MOT	136	Introduction to Clinical Skills	2
MOT	138	Medical Assisting Laboratory Skills	4
MOT	140	Medical Assisting Clinical Skills	4
MOT	150	Pharmacology for Medical Assistants	3
MOT	183	Medical Assistant Internship	5
PSY	110	Career Development	3
		Total	**44.5**

Certificate in Medical Office Technology

CCD East

Healthcare Coding Emphasis

The certificate in Healthcare Coding prepares students to use CPT-4 and ICD-9 coding in medical insurance billing settings, such as doctor's offices, hospital patient accounts and insurance companies. The student is prepared to work as a patient account representative, medical coder, medical insurance billings specialist and similar job titles.

Program Admission Requirements

1. Completion of admission application to CCD and the ACC-UPLACER test. Contact the main office at CCD-East Branch Campus for an appointment to take the test 303-293-8737 or CCD Testing Center at 303-556-2420.
2. Meet minimum ACCUPLACRE assessment scores and/or prerequisites for courses in the program. ENG 090, REA 090, MAT 060.
3. Call 303-293-8737 to meet with a case manager or faculty member of the MOT program for advising
4. Clinical agencies used during the program require that students successfully complete immunization, criminal background checks and/or urine drug screens.

Requirements

BIO	106	Basic Anatomy and Physiology	4
BTE	100	Computer Keyboarding	2
BTE	102	Keyboarding Application I	2
CIS	118	Introduction to PC Applications	3
HPR	178	Seminar: Medical Terminology	2
HPR	106	Law and Ethics for Health Professions	2
MOT	120	Medical Office Financial Management	3
MOT	130	Insurance Billing and Coding	3
MOT	131	Advanced Insurance Billing and Coding	3
MOT	181	Administrative Internship	2
PSY	110	Career Development (optional)	(3)
		Total	**25-28**

Health Information Specialist (Medical Records) Subspecialty Option

The Health Information Specialist program prepares students to use Microsoft Word, manager medical files, medical coding, prepare admissions and discharge records, and assemble and analyze medical data in the hospital or clinical settings. Graduates are prepared to enter positions as medical records clerks and health information specialists.

HPR	208	Seminar: Advanced Medical Terminology	2
		OR	
MOT	124	Medical Filing	2
		OR	
MOT	139	Medical Records	4
MOT	181	Administrative Internship	2

Certificate in Medical Office Technology

CCD East

Medical Office Clerk Emphasis

The Medical Office Clerk program 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 office clerks.

Program Admission Requirements

Meet minimum Accuplacer assessment scores.

Requirements

BIO	106	Basic Anatomy and Physiology	4
BTE	100	Computer Keyboard	1
BTE	102	Keyboarding Applications I	2
CIS	118	Introduction to PC Applications	3
HPR	106	Law and Ethics for Health Professions	2
HPR	178	Seminar: Medical Terminology	2
MOT	120	Medical Office Financial Management	3
MOT	124	Medical Filing	2
PSY	110	Career Development	3
		Total	**21**

NURSING

Associate of Applied Science Degree in Nursing

CCD Lowry

Program Application and Admission Requirements
    Please visit the CCCS website (http://www.cccs.edu/nursing/ index.html) for admission and application information.

General Education Courses Required Prior to Admission to Nursing 14

BIO	201	*Human Anatomy and Physiology I	4
BIO	202	*Human Anatomy and Physiology II	4
PSY	235	Human Growth and Development	3
ENG	121	English Composition I	3
BIO	204	Microbiology	4

First Year Semester 1...12

NUR	109	Fundamentals of Nursing	8
NUR	112	Basic Concepts of Pharmacology	2
NUR	103	Health Assessment for the PN	1
HPR	108	Dietary Nutrition	1

First Year Semester 2...16

NUR	106	Medical and Surgical Nursing Concepts	9
NUR	150	Obstetric & Pediatric Nursing	7
NUR	169	Transition into Practical Nursing (Optional)	(5)

Courses Required for admission to 2nd Year-RN........................7

BIO	216	Pathophysiology	4

Elective in Humanities/Arts & Science 3

Second Year Semester 1 14

NUR	206	Advanced Concepts of Medical-Surgical Nursing I	8
NUR	212	Pharmacology II	2
NUR	211	Nursing Psych Clients	4

Second Year Semester 2 11

NUR	216	Advanced Concepts of Medical-Surgical Nursing II	6
NUR	230	Leadership Management Trends	5

Associate of Applied Science Degree in Nursing — Advanced Placement

CCD Lowry, CCC Online

Program Application and Admission Requirements
    Please visit the CCCS website (http://www.cccs.edu/nursing/ index.html) for admission and application information.

General Education Courses Required Prior to Admission to Nursing Courses..22

BIO	201	*Human Anatomy and Physiology I	4
BIO	202	*Human Anatomy and Physiology II	4
PSY	235	Human Growth and Development	3
ENG	121	English Composition I	3
BIO	204	Microbiology	4
BIO	216	Pathophysiology	4

Credit Awarded for valid Colorado LPN license........................27
    LPN license within last 3 years
    OR
    LPN license within last 7 years AND 1000 hours paid work experience as LPN within the past 3 years
    OR
    CCNA approved LPN refresher course

Bridge Course (required to beginning other NUR courses).........4

NUR	199	4

Second Year Semester 1 14

NUR	206	Advanced Concepts of Medical — Surgical Nursing I	8
NUR	212	Pharmacology II	2
NUR	211	Nursing Psych Clients	4

Second Year Semester 2 9

NUR	216	Advanced Concepts of Medical — Surgical Nursing II	4
NUR	230	Leadership Management Trends	5
		Total Program Requirements	**74**

Certificate in Nursing

CCD Lowry, CCD East and on site at Long Term Care Facilities

Program Admission Requirements
    Please visit the CCCS website (http://www.cccs.edu/nursing/ index.html) for admission and application information.

General Education Courses Required Prior to Admission to EPN Courses...9

BIO	106	Basic Anatomy and Physiology	4
		OR	
BIO	201	*Human Anatomy and Physiology I	(4)
		AND	
BIO	202	*Human Anatomy and Physiology II	(4)

ENG 121 English Composition I...3
HPR 108 Dietary Nutrition..1

To be Completed Prior to Starting EPN Courses........................1
NUR 101 Pharmacology Calculations...................................1

Semester 1 11
NUR 103 Health Assessment for the Practical Nurse...........1
NUR 105 Practical Nursing Arts and Skills 6.5
NUR 111 Socialization into Practice......................................1
NUR 131 Clinical I: Application Arts & Skills 4.5

Semester 2 14
NUR 102 Alterations in Adult Health I 4
NUR 110 Pharmacology Practical Nursing...........................3
NUR 113 Basic Concepts of OB Nursing 2
NUR 114 Basic Concepts of Peds Nursing 2
NUR 132 Clinical II: Application of Alterations in Adult
            Health I...3
NUR 133 Clinical III: Application of Basic Concepts of
            Maternal-Newborn Nursing and Nursing
            of Children...1.5

Semester 3...9
NUR 104 Alterations in Adult Health II.................................5
NUR 115 Basic Concepts of Mental Health and Illness........1
NUR 116 Basic Concepts of Geri: Nursing...........................1
NUR 134 Clinical IV: Adv. Adult Health 4.5

Certificate in Nursing
CCD Lowry, CCD North, CCD on site at DPS High Schools
Nurse Aide*
* Not Financial Aide Approved
The Nurse Aide Certification Program prepares the student to perform fundamental nursing skills required of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory, lab and clinical practice.. The student will learn skills that address mental health needs as well as patient/resident/client rights.

Program Admission Requirements
1. Admission to CCD. Contact Enrollment Services at 303-556-2420 or apply on-line @http://www.ccd.edu
2. Completion of Accuplacer test Contact CCD Testing Center @ 303-556-3810 for an appointment. Bring the test results with you to any orientation session.

NUA 101 Certified Nurse Aide Health Care Skills.................4
NUA 170 Nurse Aide Clinical Experience.............................1
        Total 5

** PLEASE NOTE: The Colorado Board of Nursing, which is responsible for overseeing Nurse Aides in Colorado, has varied restrictions that may affect persons with a history of a felony conviction. Community College of Denver assumes no

responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the Board of Nursing at 303-894-2432 with any questions regarding their eligibility for licensure.
    ALSO NOTE: Clinical agencies used during the program require that students successfully complete a background check and a urine drug screen. Details on these requirements will be given to the student at orientation.
    Reasonable accommodations will be made to help students meet program requirements/objectives.

Certificate in Nursing
CCD Lowry
Psychiatric Technician
This program prepares graduates with knowledge and skills for employment in psychiatric settings. Upon satisfactory completion of program requirements, the graduate is awarded a certificate and is eligible to write a standardized examination leading to state licensure. The program is approved by the Colorado State Board of Nursing.

Program Admission Requirements Requirements
    Meet minimum assessment scores or complete any developmental courses as indicated by the results of the Basic Skills Assessment.

Psychiatric Technician Program 5
BIO 106 Basic Anatomy and Physiology.............................4
        Total 4

Program Courses
NUR 101 Pharmacology Calculations...................................1
NUR 107 Nursing Concepts and Skills I 4
NUR 108 Nursing Concepts and Skills II 3
NUR 112 Basic Concepts in Pharmacology 2
PTE 110 Introduction to Psychiatric Care 5
PTE 116 Theoretical Concepts of Psychiatric Care I...........2
PTE 117 Theoretical Concepts of Psychiatric Care II..........2
PTE 118 Psychiatric Management Principles 1
PTE 170 Clinical Concepts of Psychiatric Care I 3
PTE 171 Clinical Concepts of Psychiatric Care II 3
PTE 172 Psychiatric Management Clinical 1
        Total 27

PARALEGAL

Associate of Applied Science Degree in Paralegal
CCD Auraria
Paralegal
This program prepares students for entry into the paralegal field and for transfer to four-year institutions in Colorado. 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 adviser and obtain an authorized signature.

General Education Requirements

ENG	121	English Composition I	3
MAT	107	Career Math	(3)
		OR	
MAT	121	College Algebra	4
SPE	115	Public Speaking	3
		Subtotal	**9-10**

Select 1 course from the following A.A.S. Humanities requirements
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 3-5

Select 1 course from the following A.A.S. Social & Behavioral Sciences requirements
ANT 101, 107, 111; ECO 201, 202; GEO 105; HIS 101, 102, 201, 202; PSY 101, 102; POS 105, 111; SOC 101, 102 3

Subtotal 15-18

Major Requirements

CIS	118	Introductions to PC Applications	3
CIS	135	Complete PC Word/Processing/Word	3
PAR	115	Introduction to Law	3
PAR	201	Civil Litigation	3
PAR	202	Evidence	3
PAR	211	Legal Research	3
PAR	212	Legal Writing	3
PAR	280	Internship: Paralegal	6
PAR	289	Capstone: Paralegal Synthesis	3
		Subtotal	**30**

Select 9 courses from the following

PAR	116	Torts	(3)
PAR	117	Family Law	(3)
PAR	118	Contracts	(3)
PAR	125	Property Law	(3)
PAR	126	Administrative Law	(3)
PAR	205	Criminal Law	(3)
PAR	206	Business Organizations	(3)
PAR	208	Probate and Estates	(3)
PAR	209	Constitutional Law	(3)
PAR	217	Environmental Law	(3)
PAR	218	Bankruptcy Law	(3)
PAR	278	Legal Research Seminar I	(3)
PAR	279	Legal Research Seminar II	(3)
PAR	286	Independent Study	(1)
		Subtotal	**25-27**
		Total	**64-67**

Certificate in Paralegal
CCD Auraria
General Paralegal
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
Meet minimum assessment scores or prerequisites required for general education courses in the program.

CIS	118	Introductions to PC Applications	3
CIS	135	Complete PC Word/Processing/Word	3
PAR	115	Introduction to Law	3
PAR	201	Civil Litigation	3
PAR	202	Evidence	3
PAR	211	Legal Research	3
PAR	212	Legal Writing	3
PAR	280	Internship: Paralegal	6
PAR	289	Capstone: Paralegal Synthesis	3
Elective		PAR 116; PAR 117; PAR 118; PAR 125; PAR 126; PAR 205; PAR 206; PAR 208; PAR 209; PAR 217; PAR 218; PAR 278; PAR 279; PAR 286	3
		Total	**33**

PUBLIC SECURITY MANAGEMENT

Certificate in Public Security
CCD Auraria

Applied Forensics (Digital or Investigative)
This program prepares students for jobs in the field of forensic science. Combines hands-on opportunities with theoretical research to prepare students for entry–level jobs, career enhancement and further education. Provides students with the latest technology and expertise being used in the field.

CRJ	110	Intro to Criminal Justice	(3)
CRJ	127	Crime Scene Investigations	(3)
CRJ	167	Fingerprinting	(3)
CRJ	208	Criminal Evidence	(3)
CRJ	231	Intro to Forensic Science and Criminalistics	(3)
CRJ	240	Criminal Investigations	(3)
CRJ	260	Police Photography	(3)
CRJ	264	Practical Crime Scene Investigation	(3)
PSM	102	Crime prevention and Technologies	(3)
PSM	105	Crime and Forensics	(3)
PSM	221	Forensic Computer Analysis: Computer Forensics I	(3)
PSM	222	Forensic Computer Analysis: Computer Forensics II	(3)
		Total	**36**

Certificate in Public Security

CCD Auraria

Homeland Security/Public Safety

This program prepares students for positions in Homeland Security with an emphasis in Policing. Integrates current practices and technologies used by first responders and the government to protect the public against safety threats.

CRJ	110	Intro to Criminal Justice	(3)
CRJ	239	Managing Emergency Worker Stress	(3)
PSM	104	Homeland Security — Intro to Emergency Management	(3)
PSM	105	Crime and Forensics	(3)
PSM	110	School Violence	(3)
PSM	132	Forecasting Terrorism	(3)
PSM	133	Chemical and Biological Defence	(3)
PSM	204	Terrorism, Intelligence and Justice	(3)
PSM	280	Internship	(6)
		Total	**30**

RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree in Radiologic Technology

CCD Lowry

Radiology Technology

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 se-mesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn an A.A.S. degree and are eligible to apply for registration by the American Registry of Radiology Technologists (ARRT).

The program begins fall semester of each year. Information and requirements can be obtained from the Auraria Educational Planning and Advising Center or the Radiology Technology pro-gram coordinator at CD 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 infor-mation about transferable prerequisite course work.

Program Admission Requirements

There are four steps for admission into the Radiology Tech-nology program.

1. Apply to the Community College of Denver.
2. Take the CCD Basic Skills Assessment Test (Accuplacer). Minimum scores are: Elementary Algebra (EA) - 60 Reading Comprehension (RC) - 60 Sentence Skills (SS) - 95 Only FIRST-TIME, DEGREE SEEKING students must take the test. The Accuplacer is given at the Health Sciences Center at CCD Lowry. Please call 303-365-8300 for the testing schedule and to make an appointment for testing. The test may also be taken at the Auraria Campus Testing Center in South Classroom Building 223, 303-556-3810 [Exemptions:

Certificate- and degree-seeking students who are applying for health care education programs and who already have an associate or higher degree from an accredited college or university are not required to take the Basic Skills Assessment Test. Prospective health students who have taken and successfully passed English and Math courses from another accredited institution of higher education also may be exempt from one or all of the tests. Transcripts showing proof of degree of prior college work from an accredited college or university must be submitted to the Testing Center (South Classroom Building 223, phone: 303-556-3810, fax: 303-556-8027) to receive an exemption from taking the Accuplacer.

3. To receive an application to the Radiology Technology Pro-gram, students must attend a program information and advis-ing meeting held the third Tuesday (of every month when the college is in session. Advising sessions will not be given dur-ing the months of December, March and May.) Sessions are held at 5 p.m. at the Health Sciences Center at Lowry. Bring a copy of the BSAT results or waiver, and any student transcripts of course work at CCD or other colleges attended.
4. Applications are accepted when all General Education pre-requisites are completed.
5. Complete the following general education and related course requirements with a grade C or better prior to starting the program. (Applicants are considered for admission by the following criteria: the date of application and the date all pro-gram prerequisite course work is completed. It is important to complete steps 1 and 2 as soon as possible to receive an early date on the program application and to begin a Radio-logic Technology student file.)

General Education Requirements

ENG	121	English Composition I	3

Select either BIO 106, or both BIO 201 and 202 4-8

BIO	106	Basic Anatomy and Physiology	(4)
		or both	
BIO	201	*Human Anatomy and Physiology I	(4)
		and	
BIO	202	*Human Anatomy and Physiology II	(4)

*Classes with an * must have been completed within the past five years.*

Select 1 course from the following 3-4

MAT	106	Survey of Algebra	(4)
MAT	107	Career Math	(3)
MAT	121	College Algebra	(4)
MAT	135	Introduction to Statistics	(3)
RTE	101	Introduction to Radiology*	2

* this is the Related Course

Select 1 course from the following 3
PSY   101   General Psychology I ....(3)
SOC   101   Introduction to Sociology I ....(3)
PSY   235   Human Growth and Development ....(3)

*Classes with an * must have been completed within the past five years*

Fall Semester
RTE   121   Radiologic Procedures I 3
RTE   111   Radiographic/Patient Care 2
RTE   131   Radiographic Pathology and Image
            Evaluation I...1.5
RTE   141   Radiographic Equipment/Imaging I 3
RTE   181   Radiographic Internship I....................................5

Spring Semester
RTE   122   Radiographic Procedures II 3
RTE   132   Radiographic Pathology and Image
            Evaluation II..1.5
RTE   142   Radiographic Equipment/Imaging II 3
RTE   182   Radiographic Internship II...................................5

Summer Semester
RTE   183   Radiographic Internship III..................................7

Fall Semester
RTE   221   Advanced Medical Imaging 3
RTE   231   Radiation Biology/Protection 2
RTE   281   Radiographic Internship IV..................................8

Spring Semester
RTE   282   Radiographic Internship V...................................8
RTE   289   Radiographic Capstone 3
            Total 73-78

TEACHER EDUCATION

Associate of Applied Science Degree in Teacher Education

CCD Auraria, CCD North, Other

Paraeducator Emphasis

This program meets the vocational training needs for either pre-service or in-service paraeducators working with children in local school districts, grade K-6. This program meets the mandates of "No Child Left Behind" (NCLB) for "highly qualified" paraeducators.

Program Admission/Graduation Requirements
1. Meet minimum Accuplacer assessment scores: 57 in AR, 70 in English, 62 in Reading and a 70 in Academic Achievement or pre-requisites required for general education courses in the program.
2. All students enrolling in EDU 221 Introduction to Education may be required to submit fingerprints to the Colorado Department of Education at their own expense.
3. Students must earn an overall GPA of 2.0 and a grade of 'C' or

better in all major requirement courses. Required to graduate. This degree does NOT transfer to a four year degree. Some course work may transfer to a four year institution; see adviser for specific transferability. Employment often requires a Colorado Bureau of Investigation background check.

General Education Requirements
ENG   121   English Composition I...3
ENG   122   English Composition II..3
SPE   115   Public Speaking...3
MAT   155   Integrated Mathematics I......................................3
MAT   156   Integrated Mathematics II.....................................3
GEO   105   Geography 3
HIS   201   US History I..3
POS   111   American Government 3

Physical Sciences
Choose ONE from the following: 4
GEY   111   Physical Geology...(4)
            OR
BIO   105   Biology...(4)
            OR
PHY   105   Physics ....(4)

Humanities 3-5
LIT   115   Intro to Literature
            (SPED and Literacy Certificate Holders)
            OR
SPA   212   Spanish (Bilingual Certificate Holders ONLY)

Major Requirements
EDU   221   Introduction to Education 3
EDU   275   Special Topics: Multicultural Education.................1
EDU   233   English Language Learning 3
PSY   238   Child Growth and Development 3

Degree includes courses from one of the following Certificates
            Teacher Education Paraeducator: Bilingual
            Emphasis.. 26-30
            Teacher Education Paraeducator: Special
            Education Emphasis 17
            Teacher Education Paraeducator:
            Literacy Emphasis 20

Other Requirements
EDU   289   Capstone 3

* Total credits depend upon which Spanish courses are taken for completion of the certificate.
            Program Total 61-74

Certificate in Teacher Education
CCD North
Paraeducator, Bilingual Emphasis

The Paraeducator Certificate with an emphasis in bilingual educa-
tion is for either pre-service or in-service paraeducators working
with children in local school districts, grades K-6. This program
emphasizes classroom instruction and hands on, supervised expe-
rience of the paraeducator's primary instructional and supervision
duties. Employment often requires a Colorado Bureau of Investiga-
tion background check. Courses may be taught on the CCD Aura-
ria or CCD North campuses, as well ass off-site locations. This pro-
gram assists paraeducators in meeting requirements of "No Child
Left Behind Act". This certificate does transfer into the Associate of
Applied Science Degree Paraeducator Emphasis.

Program Admission/Graduation Requirements
1. Meet minimum Accuplacer assessment scores: 57 in AR, 50
   in English, 40 in Reading and a 70 in Academic Achievement.
2. Students must earn an overall GPA of 2.0 and a grade of 'C'
   or better in all certificate courses to receive their certificate.

Bilingual Emphasis Requirements

EDU	111	Communication Skills with Special Populations for Paraeducators..3
EDU	114	Student Behavior Management for Paraeducators..3
EDU	141	Basic Instructional Techniques for Paraeducators..3
EDU	221	Introduction to Education corequisite:...................3
EDU	275	Special Topics: Multicultural Education.................1
EDU	231	Introduction to Bilingual Education.......................4
EDU	232	Literacy in the Multicultural/Multilingual Classroom 3

Select a minimum of 6 credits from the following........................6

SPA	111	Spanish Language I ....(5)
SPA	112	Spanish Language II ....(5)
SPA	211	Spanish Language III ....(3)
SPA	212	Spanish Language IV ....(3)
		Total 26-30

Certificate in Teacher Education
CCD Auraria, CCD North
Paraeducator, Literacy Emphasis

The Paraeducator Certificate with an emphasis in literacy instruc-
tion is for either pre-service or in-service paraeducators working
with children in local school districts, grades K-6. This program
emphasizes classroom instruction and hands on, supervised expe-
rience of the paraeducator's primary instructional and supervision
duties. Employment often requires a Colorado Bureau of Investiga-
tion background check. Courses may be taught on the CCD Aura-
ria or CCD North campuses, as well as off-site locations. This pro-
gram assists paraeducators in meeting requirements of "No Child
Left Behind Act". This certificate does transfer into the Associate of
Applied Science Degree Paraeducator Emphasis.

Program Admission/Graduation Requirements
1. Meet minimum Accuplacer assessment scores: 57 in AR,
   50 in English, 40 in Reading and a 70 in Academic
   Achievement.
2. Students must earn an overall GPA of 2.0 and a grade of 'C'
   or better in all certificate courses to receive their certificate.

EDU	111	Communication Skills with Special Populations for Paraeducators 3
EDU	114	Student Behavior Management for Paraeducators..3
EDU	141	Basic Instructional Techniques for Paraeducators..3
EDU	188	Practicum I 4
EDU	230	Literacy Instructional Techniques..........................4
EDU	232	Literacy in the Multicultural/Multilingual Classroom 3
		Total 20

THEATRE

Certificate in Theatre
CCD Auraria
Theater

This program prepares students for entry into the entertainment/
technical theatre industry. A Technical Theatre Certificate can
be earned by successfully completing 23 credits in the following
courses. *Ten of these credits can be completed during the sum-
mer. This certificate can be completed in one semester and one
summer. A student may chose, due to personal circumstances, to
extend the amount of time for completion.

Emphasis is placed on practical skills such as stagecraft,
safety, and the basics of technical theatre.

Requirements

CAD	101	Computer-Aided Drafting 3
THE	100	Technical Theater Lab 1
THE	105	Introduction to Theater 3
THE	116	Technical Theater 3
THE	129	Introduction to the Entertainment Industry 3
THE	130	Tools, Safety & Materials.......................................3
THE	151	Stagecraft I 3
WEL	103	Basic Shielded Metal Arc Welding 4
		Total 23

VETERINARY TECHNOLOGY

Associate of Applied Science Degree in Veterinary Technology

CCD Lowry

Veterinary Technology

This program prepares the graduate to practice as a veterinary technician. The program is designed for completion in five semesters. Completion of the curriculum with a grade of C or better results in an Associate of Applied Science degree. At program completion students are eligible for the Veterinary Technician National Exam 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, performing 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 Technology program and animal advocacy.

The Veterinary Technology 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 April 1 for the Fall semester and November 1 for the Spring semester to be considered for admission. Eligible applicants are selected first come, first served, based on the dates applications are received by the program coordinator at the CCD Health Sciences Center at Lowry, 1070 Alton Way, Building 849.

Program Admission Requirements
1. Completion of BIO 111 or equivalent, and ENG 121 or equivalent with a grade of C or better.
2. Take the CCD Basic Skills Assessment Test (Accuplacer).
   Only FIRST-TIME, DEGREE-SEEKING students must take the test. The Accuplacer is given at the Health Sciences Center at CCD Lowry. Please call 303-365-8300 for the testing schedule and to make an appointment for testing. The test may also be taken at the Auraria Campus Testing Center in South Classroom Building 223, 303-556-3810.

   [Exemptions: Certificate- and degree-seeking students who are applying for health care education programs and who already have an associate or higher degree from an accredited college or university are not required to take the Basic Skills Assessment Test. Prospective health students who have taken and successfully passed English and math courses from another accredited institution of higher education also may be exempt from one or all of the tests. Tran-

scripts showing proof of degree or prior college course work from an accredited college or university must be submitted to the Testing Center (South Classroom Building 223, phone: 303-556-3810, fax: 303-556-8027) to receive an exemption from taking the Accuplacer.
3. Must attend advisery meeting the 2nd Tuesday of every month (except for Spring Break) at 4 pm at the Lowry CCD Campus. Bring copies of your transcripts and assessment test scores.
4. Completion of Veterinary Technology Program Application.
5. All materials must be submitted by April 1 or November 1. All eligible applicants will be evaluated on date application is received and on completion of prerequisite. Documentation of classes in progress must be included. All qualified applicants will be asked to attend an orientation/interview with the program advisery committee.
6. Application materials must be sent to the Veterinary Technology program director at the CCD Health Sciences Center at Lowry, 1070 Alton Way, Building 849, Denver, Colorado, 80230, 303-365-8300.

General Education Requirements

MAT	107	Career Math*	3
SOC	101	Introduction to Sociology I	3
		OR	
PSY	101	Intro to Psych	
HPR	178	Seminar: Medical Terminology	2
ENG	121	English Composition I	3
		OR	
ENG	131	Technical Writing I	
SPE	115	Public Speaking	3
BIO	111	General Biology	5
		Total	**19**

First Semester
(August - December)

VET	116	Humane Treatment / Handling of Animals	3
VET	120	Office Procedures and Relations	2
VET	108	Introduction to Laboratory Procedures	3
VET	205	Veterinary Anatomy and Physiology I	4
HPR	178	Seminar: Medical Terminology	2
MAT	107	Career Math	3
		Total (VET 12)	**17**

Second Semester
(January - May)

VET	115	Surgical Nursing	2
VET	224	Pharmacology for Veterinary Technology	3
VET	206	Veterinary Anatomy and Physiology II	4
VET	182	Internship I	3
		Total	**12**

Third Semester
(May - August)

VET	134	Diagnostic Imaging	2
VET	187	Cooperative Education: Diagnostic Imaging	1

SPE 115 Public Speaking..3
SOC 101 Introduction to Sociology I (or Psych 101) 3
Total 9

Fourth Semester
(August - December)
VET 225 Anesthesiology 3
VET 241 Clinical Laboratory Procedures 4
VET 242 Veterinary Critical Care...2
VET 281 Internship II...4
Total 13

Fifth Semester
(January - May)
VET 227 Animal Nutrition 2
VET 240 Veterinary Medicine and Surgery 4
VET 243 Veterinary Diagnostic Microbiology.......................4
VET 282 Internship III..6
Total 16
Program Total
*This course does not fulfill degree requirements
for students planning to continue in a four-year,
science-based program. 75

FABRICATION WELDER

Associate of Applied Science Degree in Fabrication Welder
CCD North

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.

Fabrication Welder
This program prepares the student as an entry-level specialist
to work with most operations in oxyacetylene 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.
Upon successful completion of this program, graduates are pre-
pared to enter positions such as arc welders, industrial welders,
production welders, fabrication welders, and MIG or
TIG welders.

General Education Requirements
CIS 118 Introduction to PC Applications.............................3
ENG 121 English Composition I...3
MAT 107 Career Math...3
SPE 115 Public Speaking..3

Select one course from the following 3
ECO 201 Principles of Macro Economics..........................(3)
POS 105 Introduction to Political Science ....(3)

Major Requirements
WEL 101 Allied Cutting Processes 4
WEL 102 Oxyacetylene Joining Processes 4
WEL 103 Basic Shielded Metal Arc I 4
WEL 104 Basic Shielded Metal Arc II 4
WEL 106 Blueprint Reading for Welders and Fitters 4
WEL 110 Advanced Shielded Metal Arc I.............................4
WEL 111 Advanced Shielded Metal Arc II............................4
WEL 124 Introduction to Gas Tungsten Arc Welding............4
WEL 125 Introduction to Gas Metal Arc Welding..................4
WEL 202 Gas Metal Arc Welding II......................................4
WEL 224 Advanced Gas Tungsten Arc Welding 4
WEL 230 Pipe Welding I 4
Total 63

Certificate in Fabrication Welder
CCD North
Basic Welding*
* Not Financial Aide Approved
This program prepares students with entry level knowledge in
cutting processes, oxyacetylene joining processes, and basic
shielded metal arc.

WEL 101 Allied Cutting Processes 4
WEL 102 Oxyacetylene Joining Processes 4
WEL 103 Basic Shielded Metal Arc I 4
Total 12

Certificate in Fabrication Welder
CCD North
Intermediate Welding Certificate
This program prepares students with entry level knowledge in
cutting processes, oxyacetylene joining processes, and basic
shielded metal arc. Included are college level mathematics and
an introduction to personal computers.

CIS 118 Introduction to PC Applications.............................3
MAT 107 Career Math...3
WEL 101 Allied Cutting Processes 4
WEL 102 Oxyacetylene Joining Processes 4
WEL 103 Basic Shielded Metal Arc I 4
Total 18

Certificate in Fabrication Welder
CCD North
Arc Welder Certificate
Arc Welder is a program designed for completion in one, 16-week
semester. It prepares students with the job-entry skills necessary
to perform most operations in arc welding. Graduates are pre-
pared 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

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

Requirements

WEL	101	Allied Cutting Processes 4
WEL	103	Basic Shielded Metal Arc I 4
WEL	104	Basic Shielded Metal Arc II 4
WEL	110	Advanced Shielded Metal Arc I.............................4
WEL	111	Advanced Shielded Metal Arc II............................4
		Total 20

Certificate in Fabrication Welder

CCD North

Fabrication Welder Certificate

Fabrication Welder is a program designed for completion in three, 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. Upon successful completion of this program, graduates are prepared to test for certification in SMAW, MIG/TIG. 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 A.A.S. degree in Trades, Fabrication Welder.

Program Admission Requirements

Minimum TABE assessment score of 8th grade on reading and mathematics, or co-enrollment in REA 060 and/or MAT 060.

WEL	101	Allied Cutting Processes 4
WEL	102	Oxyacetylene Joining Processes 4
WEL	103	Basic Shielded Metal Arc I 4
WEL	104	Basic Shielded Metal Arc II 4
WEL	106	Blueprint Reading for Welders and Fitters 4
WEL	110	Advanced Shielded Metal Arc I.............................4
WEL	111	Advanced Shielded Metal Arc II............................4
WEL	124	Introduction to Gas Tungsten Arc Welding............4
WEL	125	Introduction to Gas Metal Arc Welding..................4
WEL	202	Gas Metal Arc Welding II.......................................4
WEL	224	Advanced Gas Tungsten Arc Welding 4
WEL	230	Pipe Welding I 4
		Total 48

COURSE DESCRIPTIONS

AAA · ACADEMIC ACHIEVEMENT

AAA 090 Academic Achievement Strategies
3 credit hours
Prerequisite: Score below 70 on CSSAT test or minimum CPT Reading score of 40
Develops personalized approaches to learn and succeed for easier transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success.

AAA 101 College 101: The Student Experience
1 - 2 credit hours
Prerequisite: N/A
Corequisite: N/A
Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

AAA 109 Advanced Academic Achievement
3 credit hours
Prerequisite: CPt 80, or Compass 72, or a 'C' grade or better in REA 090 or AAA 090, or instructor consent.
Examines theories and practices associated with successful learning to enhance college success. Areas of 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. Recommended for new and returning students.

ACC · ACCOUNTING

ACC 101 Fundamentals of Accounting
3 credit hours
Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

ACC 115 Payroll Accounting
3 credit hours
Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

ACC 116 Computerized Billing (Peachtree)
3 credit hours
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
Prerequisite: MAT 090
Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

ACC 122 Accounting Principles II
4 credit hours
Prerequisite: ACC 121
Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

ACC 131 Income Tax
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 135 Spreadsheet Applications for Accounting
3 credit hours
Prerequisite: ACC 121, ACC 122, CIS 155
Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making

ACC 226 Cost Accounting
3 credit hours
Prerequisite: ACC 121, 122
Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost systems, budgeting, planning, and control of costs.

ACC 245 Computerized Accounting with Professional Package (Quickbook)
3 credit hours
Prerequisite: ACC 101 and CIS 118 or instructor consent
Integrates accounting principles and practices with a computerized accounting package such as Peachtree, Quickbooks, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.

ANT · ANTHROPOLOGY

ANT 101 Cultural Anthropology: GT-SS3
3 credit hours
Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level English assessment score
Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change

and applied anthropology. This course is one of the Statewide Guaranteed Transfer courses.

ANT 107 Introduction to Archaeology: GT-SS3
3 credit hours

Prerequisite: ENG 090 Grade of "C: or better or minimum college level English assessment score

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. This course is one of the Statewide Guaranteed Transfer courses.

ANT 111 Physical Anthropology: GT-SS3
3 credit hours

Prerequisites: ANT 101 and grade of 'C' or better in ENG 101

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variations and ecology. This course is one of the Statewide Guaranteed Transfer courses.

ANT 225 Anthropology of Religion
3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better or equivalent assessment score

Explores the culturally universal phenomenon of religion. Cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds are examined.

ARA • ARABIC

ARA 101 Conversational Arabic I
3 credit hours

Introduces beginning students to conversational Arabic and focuses on understanding and speaking Arabic. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ARA 102 Conversational Arabic II
3 credit hours

Prerequisite: ARA 101

Continues the sequence for students who wish to understand and speak Arabic. Covers basic conversational patterns, expressions, and grammar.

ARA 111 Arabic Language I
5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

ARA 112 First-Year Arabic II
5 credit hours

Prerequisite: ARA 111

Continues Arabic Language I in the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 211 Arabic Language III
3 credit hours

Prerequisite: ARA 111 and ARA 112

Continues Arabic I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 212 Arabic Language IV
3 credit hours

Prerequisite: ARA 211

Continues Arabic Language I, II, and III in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ART • ART

ART 110 Art Appreciation: GT-AH1
3 credit hours

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This course is one of the Statewide Guaranteed Transfer courses.

ART 111 Art History I: GT-AH1
3 credit hours

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. This course is one of the Statewide Guaranteed Transfer courses.

ART 112 Art History II: GT-AH1
3 credit hours

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods. This course is one of the Statewide Guaranteed Transfer courses.

ART 121 Drawing I
3 credit hours

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122 Drawing II
3 credit hours

Prerequisite: ART 121

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 123 Watercolor I
3 credit hours

Prerequisite: ART 121

Provides on introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 131 2-D Design
3 credit hours

Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

ART 132 3-D Design
3 credit hours

Prerequisite: ART 131

Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 138 Photography I

3 credit hours

Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139 Photography II

3 credit hours

Prerequisite: ART 138

This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

ART 140 Color Photography I

3 credit hours

Prerequisite: ART 138

Covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives.

ART 143 Digital Photography I

3 credit hours

Prerequisite: MGD 101 or instructor consent

Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

ART 156 Figure Drawing I

3 credit hours

Prerequisite: ART 121

Introduces the basic techniques of drawing the human figure.

ART 211 Painting I

3 credit hours

Prerequisite: ART 131, 2-D Design

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212 Painting II

3 credit hours

Prerequisite: ART 211, Painting 1 and ART 131, 2-D design or permission of Program Chair.

Further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 213 Painting III

3 credit hours

Prerequisite: ART 121, Drawing I and ART 212, Painting II

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 214 Painting IV

3 credit hours

Prerequisite: ART 213, Painting III and Art 121, Drawing I or permission of the Program Chair.

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

ART 264 Marketing for the Visual Arts

3 credit hours

Prerequisite: 12 credits of any combination of ART courses

Provides students with the framework, tools, and professional materials necessary for the practicing visual artist. Guidelines for writing proposals, artist's statements, and resumes are discussed and practiced. Explores theoretical and practical considerations related to portfolio presentation and exhibiting artwork through hands-on activities, readings, and discussion.

ASL · AMERICAN SIGN LANGUAGE

ASL 121 American Sign Language I

5 credit hours

Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a `B` or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ASL 122 American Sign Language II

5 credit hours

Prerequisite: ASL 121

Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a `B` or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program.

ASL 123 American Sign Language III

5 credit hours

Prerequisite: ASL 122

Provides the student an opportunity to develop a stronger grasp of American Sign Language (ASL), as well as the cultural features of the language. ASL vocabulary is also increased. The direct experience method is used to further enhance the learning process. This course is a continuation of ASL 122 with more emphasis on expressive skills in signing.

AST · ASTRONOMY

AST 101 Astronomy I: GT-SC1

4 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or and MAT 090

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses.

AST 102 Astronomy II: GT-SC1

4 credit hours

Prerequisite: Grade of 'C' or better in AST 101

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmol-

ogy and relativity. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses.

BIO · BIOLOGY

BIO 090 Basic Biology Concepts
4 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 090 or minimum college level English and Math assessment scores.

Examines the molecular, cellular, genetic, and laboratory concepts necessary to succeed in a 200-level Biology course. This course includes a study of chemistry, cell structure and function, cellular metabolism, and basic concepts of molecular biology. This course includes laboratory experience.

BIO 105 Science of Biology: GT-SC1
4 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 090 or minimum college level English and Math assessment scores.

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. This course is one of the Statewide Guaranteed Transfer courses.

BIO 106 Basic Anatomy and Physiology
4 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 090 or minimum college level English and Math assessment scores.

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

BIO 111 General College Biology I with Lab: GT-SC1
5 credit hours

Prerequisite: Grade of 'C' or better in MAT 090 and ENG 090 or minimum college level English and Math assessment scores.

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. This course is one of the Statewide Guaranteed Transfer courses.

BIO 112 General College Biology II with Lab: GT-SC1
5 credit hours

Prerequisite: Prerequisite: Grade of 'C' or better in BIO 111

A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses.

BIO 115 Human Genetics
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 090 or minimum college level English and Math assessment scores.

Focuses on a study of the inheritance of human traits. It is a non-mathematical study for the non-science major. Includes Mendelian, non-Mendelian, sex-linked, blood type traits, inherited diseases and ethics.

BIO 201 Human Anatomy and Physiology I: GT-SC1
4 credit hours

Prerequisite: Grade of 'C' or better in BIO 090 or BIO 111 or BIO 109

Focuses on an integrated study of the human body including the histology, anatomy and physiology of each system. Examines molecular, cellular and tissue levels of organization plus integuments, skeletal articulations, muscular, nervous and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations and dissection. This is the first semester of a two-semester sequence.

BIO 202 Human Anatomy and Physiology II: GT-SC1
4 credit hours

Prerequisite: Grade of 'C' or better in BIO 201

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid, endocrine, and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence. This course is one of the Statewide Guaranteed Transfer courses.

BIO 204 Microbiology: GT-SC1
4 credit hours

Prerequisite: Grade of 'C' or better in BIO 202 or BIO 111

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

BIO 208 General College Microbiology
5 credit hours

Prerequisite: Grade of 'C' or better in BIO 111

Designed for biology majors. Surveys microorganisms with an emphasis on their structure, development, physiology, classification, and identification. Includes microbial diversity, functional anatomy, biochemistry, genetics, ecology, and disease. Mandatory hands-on laboratory experience covers sterile technique, microscopy, culture procedures, and biochemical and genetic analysis.

BIO 216 Pathophysiology
4 credit hours

Prerequisite: A grade of 'C' or better in BIO 204 and ENG 121

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

BIO 220 General Zoology
5 credit hours

Prerequisite: Grade of 'C' or better in BIO 111, or BIO 105 with instructor permission.

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions, and classification of animal phyla and major classes. Requires hands-on laboratory and field experience. Designed for biology majors.

BIO 221 Botany
5 credit hours

Prerequisite: Grade of 'C' or better in BIO 111

This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience.

BTE · BUSINESS TECHNOLOGY

BTE 100 Computer Keyboarding I
1 credit hours

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102 Keyboarding Applications I
2 credit hours

Prerequisite: BTE 100 or Instructor's permission (Keyboarding skills of 20 wpm)

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos and manuscripts. Emphasizes speed and accuracy.

BTE 103 Keyboarding Applications II
3 credit hours

Prerequisite: BTE 102

Designed to reinforce basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Speed and accuracy is also emphasized.

BTE 108 Ten-Key by Touch
1 credit hours

Introduces the student to touch control of a ten-key pad. The class emphasizes the development of speed and accuracy using proper technique.

BTE 111 Keyboarding Speedbuilding I
2 credit hours

Prerequisite: BTE 100 or instructor consent

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 112 Keyboard Speedbuilding II
2 credit hours

Prerequisite: BTE 111 or Instructor Permission

Continues the skill building sets from BTE 111. This course is designed to further increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 120 Electronic Office Procedures
3 credit hours

Provides instruction in the latest electronic office procedures using business technologies which include: e-mail, FAX, Windows, presentation graphics, telephone techniques, internet, electronic calendaring and appointment scheduling.

BTE 125 Records Management
3 credit hours

Provides instruction on how records are created, stored and retrieved. Covers the basic filing rules — classifying, indexing, coding, storing, and retrieving as applied to the basic methods — alphabetic, chronological, subject, numeric, and geographic. The student performs "hands-on" records management through the use of simulations, which includes manual and/or computer software.

BTE 225 Administrative Office Management
3 credit hours

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

BTE 226 Machine Transcription
3 credit hours

Prerequisite: Keyboard II or acceptable keyboarding proficiency.

Designed to help students become more proficient in transcribing memos, letters and other documents from machine transcription. Includes exercises to improve language arts skills. Introduces proper dictation techniques.

BTE 287 Cooperative Education/Internship
3 credit hours

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work sites that are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

BUS · BUSINESS ADMINISTRATION

Also see MAN — Management & MAR — Marketing

BUS 110 Working for Yourself
2 credit hours

Prerequisite: BUS 115

Introduces small business start-up and offers practical training designed to provide students with a fundamental understanding of the special concerns of self-employment. The course also provides an overview of the subjects needed to become an entrepreneur, including financing, law insurance, government regulations, record keeping, and taxes. Guest speakers with expertise in the various topics add to the weekly discussion.

BUS 115 Introduction to Business
3 credit hours

Prerequisite: Minimum assessment score of 60 in math, 60 in English, 60 in reading and 60 in study skills

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

BUS 203 Intro to International Business
3 credit hours

Prerequisite: BUS 115

Provides students with an understanding of the interdisciplinary nature of international business, including: the development of theories and methods of international trade, financing mechanisms, and terms used in export documentation and finance; impacts of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

BUS 216 Legal Environment of Business
3 credit hours

Prerequisite: BUS 115

Emphasizes public law, regulation of business, ethical considerations, and various relationships that exist within society, government and business. Specific attention will be devoted to economic regulation, social regulation, laws that have an impact on labor management and environmental concerns. Students will develop an understanding of the role of law in social, political and economic change.

BUS 217 Business Communications and Report Writing
3 credit hours

Emphasizes effective business writing: letters, memoranda, reports, application letters and resumes. Includes the fundamentals of business communication and an introduction to international communication.

BUS 226 Business Statistics
3 credit hours

Prerequisite: BUS 115, and MAT 090 or 107

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

BUS 287 Cooperative Education
3 credit hours

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

CAD · COMPUTER ASSISTED DESIGN

CAD 101 Computer Aided Drafting I
3 credit hours

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing setups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

CAD 102 Computer Aided Drafting II
3 credit hours

Prerequisite: CAD 101 or instructor consent

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. references, and printing/plotting.

CAD 202 Computer Aided Drafting/3-D
3 credit hours

Prerequisite: CAD 101 permission of instructor

Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, materials and advanced lighting, walkthrough and flyby animations and 3D to 2D construction.

CAD 224 Revit
3 credit hours

Prerequisite: CAD 101 or instructor consent

Provides students with the software application training in AutoDesk Revit necessary to produce 3D Architectural models and 2D drawings utilizing AIA standards.

CAD 240 Inventor I — AutoDesk
3 credit hours

Prerequisite: CAD 101 or instructor consent

Introduces basic parametric 3-D concepts to build confidence in 3-D thinking and moves on to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3-D space as well as how to produce 2-D drawings from the 3-D models.

CHE · CHEMISTRY

CHE 101 Introduction to Chemistry I: GT-SC1
5 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 106

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is one of the Statewide Guaranteed Transfer courses.

CHE 102 Introduction to Chemistry II: GT-SC1
5 credit hours

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

CHE 109 General, Organic and Biochemistry
4 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 090

Focuses on fundamentals of inorganic, organic and biochemistry primarily for students in health science, non-science majors and/or students in the occupational and health related career areas. Includes the study of measurement, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base chemistry, gas laws, condensed states of matter and nuclear chemistry, nomenclature of organic compounds, properties of different

functional groups, nomenclature of various biological compounds, their properties and biological pathways.

CHE 111 General College Chemistry I: GT-SC1
5 credit hours
Prerequisite: Grade of 'C' or better in ENG 121 and MAT 121

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses.

CHE 112 General College Chemistry II: GT-SC1
5 credit hours
Prerequisite: Grade of 'C' or better in CHE 111

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This course is one of the Statewide Guaranteed Transfer courses.

CHI • CHINESE

CHI 101 Conversational Chinese I
3 credit hours
Introduces beginning students to conversational Chinese and focuses on understanding and speaking Chinese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

CHI 102 Conversational Chinese II
3 credit hours
Prerequisite: CHI 101
Continues the sequence for students who wish to understand and speak Chinese. Covers basic conversational patterns, expressions, and grammar.

CHI 111 Chinese Language I
5 credit hours
Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and instructors.

CHI 112 Chinese Language II
5 credit hours
Prerequisite: CHI 111
Continues Chinese Language I in the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

CHI 211 Chinese Language III
3 credit hours
Prerequisite: CHI 112
Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language

CHI 212 Chinese Language IV
3 credit hours
Prerequisite: CHI 211
Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language. A continuation of Chinese III.

CHW • COMMUNITY HEALTH WORKER

CHW 120 Community Health Issues
3 credit hours
Prerequisite: High school diploma or GED
Corequisite: CHW 100, 130, 297
Introduces students to the multiple health issues for community health workers. Develops core competencies to function as a community health worker.

CHW 130 Community Health Resources
3 credit hours
Prerequisite: High school diploma or GED
Corequisite: CHW 100, 120, 297
Introduces students to the skills and resources necessary for community health work with clients in the community.

CHW 297 Community Health Worker Field Experience
2 credit hours
Prerequisite: High school diploma or GED
Corequisite: CHW 100, 120, 130
Provides students with an opportunity to apply community health worker knowledge and practice community health worker skills in community settings.

CIS • COMPUTER INFORMATION SYSTEMS

CIS 118 Introduction to PC Applications
3 credit hours
Prerequisite: Minimum assessment scores of 60 in math, English, reading, and study skills
Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages

CIS 124 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 130 Introduction to Internet
1 credit hours
Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 135 Complete PC Word Processing/Word (software package)
3 credit hours

Prerequisite: CIS 118

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

CIS 136 Microsoft Office Specialist Certification: Word
1 credit hours

Prerequisite: CIS 135 or instructor consent based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam.

CIS 140 Microsoft Outlook
1 credit hours

Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 145 Complete PC Database
3 credit hours

Prerequisite: CIS 118 or instructor consent

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 149 Microsoft Office Certification Prep: Access
1 credit hours

Prerequisite: CIS 145 or instructor consent based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

CIS 155 PC Spreadsheet Concepts: Excel
3 credit hours

Prerequisite: CIS 118 or instructor consent

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis placed on using it as a business tool. Topics include fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 159 Microsoft Office Certification Prep: Excel
1 credit hours

Prerequisite: CIS 155 or instructor consent

Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOUS test is not included in this course.

CIS 165 Complete Presentation Graphics: PowerPoint
3 credit hours

Prerequisite: CIS 118 or instructor consent

Focuses on the development of presentation graphics materials including graphs, charts, illustrations and diagrams. Emphasizes effective communication through computerized presentations. Covers features of Microsoft PowerPoint and effective presentation techniques.

CIS 169 Microsoft Office Specialist Certification Prep: Powerpoint
1 credit hours

Prerequisite: CIS 165 or instructor consent based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for PowerPoint. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam.

CIS 218 Advanced PC Applications
3 credit hours

Prerequisite: CIS 135, CIS 145, CIS 155, CIS 165 or Instructor Consent

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides and forms are produced to communicate information.

CIS 220 Fundamentals of UNIX
3 credit hours

Prerequisite: CIS 124, CSC 119

Covers the structure and fundamentals of the UNIX operating system. Includes the files system and file processing, various utility programs, and shell, multi-user operation, text processing and communications.

CIS 222 UNIX System Administration
3 credit hours

Prerequisite: CNG 104
Corequisite: CIS 220

Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system.

CIS 240 Database Design and Development
3 credit hours

Prerequisite: CIS 145 or Instructor Approval

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

CIS 243 Introduction to SQL
3 credit hours

Prerequisite: CSC 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 260 Troubleshooting Microsoft Applications
3 credit hours

Prerequisite: CIS 218, CIS 124

Focuses on troubleshooting techniques and procedures that are used in Microsoft applications. Includes learning how to manage the advanced configuration of Word, Excel, Access and PowerPoint.

CIS 267 Management of Information Systems
3 credit hours

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement integration of information systems resources within the organization.

CIS 287 Cooperative Education
1 credit hours

Prerequisite: Instructor consent

Provides students an opportunity to gain practical experience in applying their occupational skills and /or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

CNG • COMPUTER & NETWORK TECHNOLOGY

CNG 101 Introduction to Networking
3 credit hours

Prerequisite: CIS 118

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

CNG 102 Local Area Networks
3 credit hours

Prerequisite: CNG 101 or instructor consent

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing and supporting networks.

CNG 104 Introduction to TCP/IP
3 credit hours

Prerequisite: CNG 102 or instructor consent

Outlines four important networking architectures in corporate environments today — TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions or each of these architectures, as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 105 Internet Technologies
3 credit hours

Prerequisite: CIS 118

Outlines the important Internet Technologies in use today. Focuses on the major components and functions of each of these technologies as well as methods used to connect different technologies. Provides the students with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

CNG 116 Microcomputer Hardware
3 credit hours

Corequisite: CIS 118

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.

CNG 120 A+ Certification Preparation
4 credit hours

Prerequisite: CNG 116

Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CNG 131 Network Security Fundamentals
3 credit hours

Prerequisite: CNG 101 - Introduction to Networking

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced, Cryptography basics are incorporated, and operation/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132 Principles of Information Security
3 credit hours

Prerequisite: CNG 131 - Network Security Fundamentals

Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of managerial and the technical aspects of information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

CNG 133 Network Security: Fire Walls and Intrusion Diction & Network Security
3 credit hours

Prerequisite: CNG 132

Teaches students the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting.

CNG 160 Telecommunications I
3 credit hours

Prerequisite: CIS 118

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.

CNG 210 Windows 2000 Network and Operating Essentials
3 credit hours

Prerequisite: CNG 102 or instructor consent

Provides individuals new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. Introduces an overview of networking concepts and how they are implemented in Windows 2000. Provides students with the prerequisite knowledge and skills required for CNG 212, Implementing Windows 2000 Professional and Server.

CNG 211 Windows XP Configuration
3 credit hours

Prerequisite: CNG 102 or instructor consent

Provides students with the knowledge and skills necessary to address the

implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows XP Professional in a variety of network operating system environments.

CNG 251 Anti Virus Concepts
3 credit hours

Prerequisite: CNG 101 or instructor consent
Prepares the student for virus eradication. Focuses on how viruses work, how they are designed and how viruses are written. Emphasizes virus eradication and cleaning.

CNG 252 Security Modeling
3 credit hours

Prerequisite: CNG 101 or instructor consent
Designs various security models using rights and permissions. Covers Microsoft, CISCO, Novell Netware and UNIX, and Standard based security calls. Focuses on security theory with some practical security applications.

CNG 253 Firewalls and How They Work
3 credit hours

Prerequisite: CNG 261 or instructor consent
Introduces students to the design and implementation of firewalls. Covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls.

CNG 254 Data Encryption
3 credit hours

Prerequisite: CNG 102 or instructor consent
Exposes the student to data encryption models. Examines the differences between data storage, including Microsoft, Novell Netware and UNIX. Includes encryption and data transmission. Covers encryption over various networks, including the Internet.

CNG 260 CISCO Network Associate I
5 credit hours

Prerequisite: CNG 101
Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.

COM · COMMUNICATIONS

COM 100 Workplace Communication
1 credit hours

Covers topics that teach students how to communicate effectively in the workplace. Includes listening, speaking, reading, and writing and emphasizes the importance of these four modes of communication in the workplace.

COM 105 Career Communications
3 credit hours

Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

COM 126 Communication in Healthcare
3 credit hours

Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting.

CRJ · CRIMINAL JUSTICE

CRJ 110 Introduction to Criminal Justice
3 credit hours

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 127 Crime Scene Investigation
3 credit hours

Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interview-

ing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

CRJ 167 Fingerprinting
3 credit hours

An in-depth instruction of the interpretation, classification, and presentation in court of the Henry System of classification of fingerprint patterns. Instructor includes the discussion of lifting and preserving fingerprints from crime scenes. The processing of a crime scene using basically powders and a magna brush. The student will be proficient in the Henry System and use all kits and allied equipment in a high level at the completion of the course.

CRJ 208 Criminal Evidence
3 credit hours

Reviews the basic principals of evidence in state and Federal criminal proceedings. Includes analysis of the Federal Rules of Evidence and the Colorado Evidence Rules, as well as evidentiary and procedural requirements in the courts. The course will focus on evidence questions in the context of the examination of witnesses, competency, privilege, relevancy, hearsay, burden of proof and the presentation of scientific and demonstrative evidence. Constitutional guidelines affecting evidence collection and admissibility will also be reviewed.

CRJ 231 Introduction to Forensic Science and Criminalistics
3 credit hours

Focuses on the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 240 Criminal Investigations
3 credit hours

Introduces investigation methods and procedures from preliminary through the follow-up stages.

CRJ 260 Police Photography
3 credit hours

Focuses on current methods and techniques of police photography. Includes the use, nomenclature, and operation of 35mm and 4x4 cameras at simulated crime scenes and traffic accidents.

Incorporates the development, printing, and enlargement of photos.

CRJ 264 Practical Crime Scene Investigation
3 credit hours

Introduces the investigation of death from the edico-legal standpoint. Discusses all aspects of an investigation from the initial findings to identification of the deceased and the determination of cause and time of death. Includes the follow-up investigation and the preparation and presentation of evidence for the criminal trial. and enlargement of photos.

CSC · COMPUTER SCIENCE

CSC 105 Computer Literacy
3 credit hours
Prerequisite: N/A

Introduces computers and includes the history of computers and their impact on society. Focuses on microcomputer terminology, as well as criteria for evaluating hardware and software. Enables students to develop a working knowledge of an operating system, the Internet, and several microcomputer applications.

CSC 119 Introduction to Programming
3 credit hours
Corequisite: CIS 118 or instructor consent

Focuses on general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language will be used to implement the student's program design.

CSC 150 Visual Basic Programming
3 credit hours
Prerequisite: CSC 119 or instructor consent

Introduces programming and applications development for the Microsoft Windows programming environment using Visual Basic for Windows.

CSC 151 Advanced Visual Basic Programming
3 credit hours
Prerequisite: CSC 150 or instructor consent

Builds on the skills learned in CSC 150. Focuses on more involved applications, work with advanced controls, and additional advanced topics.

CSC 152 Database Programming with Visual Basic
3 credit hours
Prerequisite: CSC 150

Provides an in-depth look at Visual Basic as a database application development language. Topics may include ADO, multi-tier components, data-bound controls, remote data access, SQL, and ASP.

CSC 153 Visual Basic Certification Preparation
3 credit hours
Prerequisite: CSC 151 or instructor consent

Focuses on the Visual Basic experience to achieve credibility by preparing to become certified according to industry standards. Prepares the student to pass the Microsoft Certified Professional Examination #70-176.

CSC 160 Computer Science I: (Language)
4 credit hours
Prerequisite: MAT 106 or 109

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 161 Computer Science II: (Language)
4 credit hours
Prerequisite: CSC 160 or instructor consent

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

CSC 240 Java Programming
3 credit hours
Prerequisite: CSC 119 or instructor consent

Introduces students to Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML.

CSC 241 Advanced Java Programming
3 credit hours
Prerequisite: CSC 119

Continues the study of the Java programming language. Covers advanced programming topics including multi-threading, network/Internet programming, database programming, and JavaBeans. Enables the student to write advanced, large, and complex programs.

CTC · COMMUNICATION TECHNOLOGY

CTC 105 Overview of Telecommunications
3 credit hours

Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology.

CTC 106 CATV System Overview
1 credit hours

Provides technical, sales/marketing, customer service, dispatch and management personnel with general understanding of CATV System equipment operation and terminology.

CTC 107 Installer
3 credit hours

Teaches the proper procedures for performing aerial, underground and interior CATV drop installations.

CTC 109 Installer Technician
4 credit hours

Teaches an experienced installer the CATV signal level fundamentals, test equipment, signal leakage detection procedures, and servicing single and multiple dwelling unit drops.

CWB · COMPUTER WEB BASE

CWB 110 Complete Web Authoring
3 credit hours
Prerequisite: CIS 118 or instructor consent

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text, and graphic placement, tables, image maps, frame and forms.

CWB 206 Web Database

3 credit hours

Corequisite: CIS 145

Emphasizes scripting languages used to create and manage web data bases. Targets to multimedia authors who wish to add data base management and search functionality to their web sites. Enables students to build an inexpensive portable data base solution.

DAN · DANCE

DAN 130 Dance Sampler

3 credit hours

Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa`s Mambo, Cha-Cha, and Rumba; Swing`s Lindy Hop (jitterbug); and Country Western`s Two Step, Cowboy Waltz, Cotton-Eyed Joe and various Country Western line dances.

DEH · DENTAL HYGIENE

DEH 101 Preclinical Dental Hygiene Lecture

2 credit hours

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: DEH 102

Explores basic dental hygiene theory and development of basic skills. Focuses on the application of diagnostic, preventative and therapeutic procedures and includes an introduction to dentistry and dental hygiene, dental and medical terminology, infection control, the removal of tooth deposits, patient medical and dental histories, preventive instruction and treatment planning.

DEH 102 Preclinical Dental Hygiene Care

2 - 3 credit hours

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: DEH 101

Focuses on clinical experiences in basic dental hygiene procedures and techniques including basic instrumentation, infection control, and patient assessment skills. Students participate in a variety of clinical learning experiences.

DEH 103 Dental Anatomy and Histology

3 credit hours

Prerequisite: Enrollment in the Dental Hygiene Program

Corequisite: DEH 123

Focuses on a study of the anatomical and histological features of the teeth and other oral structures of the oral cavity. Includes terminology, anatomical landmarks, and tooth identification. Introduces histology, the embryology of the face an doral and nasal cavities, development of the teeth, and the histological features of the various components of the teeth and surrounding structures.

DEH 104 Dental Radiology

3 credit hours

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: DEH 101, 102, 103

Introduces principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating radiographs; identification of normal anatomic landmarks and pathologic conditions. Focuses on utilization of the laboratory in performing procedures necessary to produce quality radiographs.

DEH 111 Dental and Medical Emergencies

2 credit hours

Prerequisite: Enrollment in the Dental Hygiene program

Corequisite: DEH 103

Introduces the management of emergency situations in the dental office setting. Emphasizes reduction of risk for emergencies, identification and management of anxiety, and stress recognition protocol. Provides practical skills applicable to dental hygienists and the scope of responsibility for medical emergency management as dictated by state dental practice law. Covers the basic categories of emergencies, causes and management. Includes content and use of emergency kits and oxygen support systems.

DEH 116 Preventive Dentistry and Special Needs Patients

2 credit hours

Prerequisite: Enrollment in DH Program

Corequisite: DEH 103

Focuses on application of the basic sciences in maintaining healthy oral tissues for all patient populations. Emphasizes plaque and plaque related diseases and the basic philosophy involved in controlling and/or preventing disease. Addresses the role of the dental hygienist in etiology, epidemiology of disease, primary preventive efforts, oral health education, nutrition and dietary measures, and preventive agents.

DEH 122 Periodontics I

2 credit hours

Prerequisite: First-semester DEH course work

Corequisite: DEH 124 , DEH 153

Introduces the principles of periodontics. Focuses on recognition of the tissues in health and disease, macro and micro-anatomy of the periodontium, and histopathology of periodontal diseases and other related gingival conditions. Provides the theory and discussion of periodontal assessment, etiology, epidemiology, inflammatory process/immune response, and the AAP classification system.

DEH 123 Head and Neck Anatomy

1 credit hours

Prerequisite: Enrolled in the Dental Hygiene program

Corequisite: First-semester DEH courses

Focuses on the study of head anatomy with emphasis on the muscles of mastication, the lymphatics, the TMJ, the nerve and vascular supply, and the oral cavity.

DEH 126 Dental Materials

3 credit hours

Prerequisite: DEH 101, 102, 103

Provides the dental hygiene student with a sound knowledge of the science of dental materials. Covers didactic and laboratory experiences and the physical properties, basic chemistry, and the clinical applications of the materials used in the practice of dentistry.

DEH 132 Applied Pharmacology

2 credit hours

Prerequisite: First-semester DEH courses

Corequisite: Second-semester DEH courses

Covers general pharmacology and reviews drugs that may influence the management of dental hygiene patients. Enables the student to develop sufficient

knowledge of pharmacology to permit safe and effective medical evaluation of patients for dental hygiene treatment.

DEH 133 Local Anesthesia
2 credit hours

Prerequisite: First-year DEH courses
Corequisite: DEH 103, 111, 123, 124, 132

Provides a working knowledge of the theory and practice of local anesthesia as applied to the practice of dentistry/dental hygiene. Emphasizes mastery of the armamentarium and techniques of regional anesthesia. Covers the knowledge and skills necessary to administer local anesthetics proficiently and safely.

DEH 134 Advanced Clinical Skills
1 credit hours

Prerequisite: Successful completion of first year dental hygiene courses.

Focuses on dental hygiene theory and laboratory experiences with major topics related to advanced clinical skills, including advanced instrumentation fulcrums, root morphology, periodontal files, periodontal file sharpening, mini curettes, after five curettes, nabors probe, universal focus spray ultrasonics, and scaling

DEH 138 Nitrous Oxide/Oxygen Sedation
1 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 111, DEH 124, DEH 132, DEH 153

Provides a working knowledge of the latest equipment and methods of nitrous oxide/oxygen sedation administration in the dental office.

DEH 153 Clinical Theory of Dental Hygiene I
2 credit hours

Prerequisite: First-semester DEH courses
Corequisite: DEH 124

Builds on the broad theoretical basis provided in DEH 101 and 102. Focuses on enhancing patient assessment skills, instrumentation and additional information on preventative and prophylactic clinical procedures.

DEH 170 Clinical Practice of Dental Hygiene I
1 - 8 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104
Corequisite: DEH 153

Provides clinical experience in patient skills assessment, instrumentation and additional preventative and prophylactic clinical procedures.

DEH 171 Clinical Practice of Dental Hygiene I-A
1 - 8 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123, DEH 124, DEH 153

Continues patient care sessions for the performance of traditional dental hygiene treatment. Enables the student to provide treatment to periodontally involved patients utilizing advanced instrumentation and power scaling.

DEH 202 Applied Nutrition in Dentistry
2 credit hours

Corequisite: DEH 124

Gives students a fundamental understanding of general nutrition with an emphasis on the interrelationship between nutrition and dental health. Focuses on recognizing nutritional deficiencies and how to conduct and evaluate nutritional surveys on patients.

DEH 204 Community Dental Health I
2 credit hours

Prerequisite: First-semester DEH courses
Corequisite: Third-semester DEH courses

Provides instruction in the concepts, methods and issues of dental public health. Emphasis is placed on evidence-based criteria for effective promotion and prevention of dental disease in the public health setting. Concepts of dental health education and program planning in the community setting are reinforced through case based materials, including methods of assessment, planning, implementation and evaluation of effectiveness. Course activities will reinforce skills in speaking and writing effectively in preparation for the subsequent community dental health field experience course.

DEH 213 General and Oral Pathology
3 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123
Corequisite: Second-semester DEH courses

Focuses on the fundamentals of general pathology and the disease process. Covers oral pathology with emphasis on recognition and identification of pathologic conditions that most frequently occur

around the oral cavity. Helps students identify appropriate referral mechanisms to render a definitive diagnosis.

DEH 221 Ethics and Practice Management
2 credit hours

Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses

Focuses on the transition from an educational environment to a working dental business. Enables the student to learn management skills of operating a dental office. Emphasizes opportunities for self-exploration in development of personal and professional goals. Examines professional ethics, legal issues, and the relationship to the licensed practice of dental hygiene.

DEH 225 Community Dental Health II: Field Experience
1 credit hours

Prerequisite: All 100 level courses, DEH 204, 242
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 educational needs of specific populations through program planning, implementation and evaluation. Incorporates supervised field experiences in low-income, school and other public health facilities, as well as private health and education oriented organizations.

DEH 242 Periodontics II
2 credit hours

Prerequisite: All DEH 100 Level
Corequisite: DEH 264

Continues to explore theoretical/clinical preparations with emphasis on dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with use of library and Internet resources relating to risk factors, etiologic agents, and treatment modalities. Includes comprehensive periodontal assessment, supplemental diagnostics, periodontal pharmacology, and evidence based treatment planning.

DEH 266 National Board Review
2 credit hours

Prerequisite: Third-semester DEH course work

Corequisite: Fourth-semester DEH course work

Provides formal review sessions for second year dental hygiene students preparing to sit for the National Board Examination in March.

DEH 268 Clinical Theory of Dental Hygiene II
2 credit hours

Prerequisite: All 100 Level DEH course
Corequisite: DEH 264

Provides the didactic theory for clinical practice of dental hygiene skills at the beginning of the second year of dental hygiene curriculum. Builds on clinic theory from first year curriculum to provide the knowledge base needed for treatment of patients with more advanced periodontal disease and medical/health factors. Focuses on: periodontal charting and documentation, interpretation of periodontal factors on radiographs, use of treatment planning in the dental hygiene process of care, legal parameters of record keeping and informed consent, use of oral photography, application of sealants, treatment of dental hypersensitivity, application of chemotherapeutics and professional oral irrigation, application of ergonomics in dentistry, clinical dental hygiene treatment considerations for patients with history of cardiac complications and diabetes.

DEH 270 Clinical Practice of Dental Hygiene II
1 - 8 credit hours

Covers patient care sessions for the performance of traditional dental hygiene treatment. Continues and expands periodontal patient care and special patient care sessions. Focuses on clinical competence in margination and polishing of restorations, nutrition counseling, oral irrigation, chemotherapeutics and OSHA compliance.

DEH 271 Clinical Practice of Dental Hygiene III
1 - 8 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 122, DEH 123, DEH 124, DEH 126, DEH 132, DEH 153, DEH 202, DEH 204, DEH 213, DEH 242, DEH 264
Corequisite: DEH 285

Continues patient care session with emphasis on attaining a level of competency and efficiency for successful performance in clinical board exams and private practice. Focuses on clinical skill development in tobacco cessation, product selection, patient communications, curettage and special topics developed patient treatments. Provides elective extra-mural clinical sites for additional practice.

DEH 282 Periodontics III
1 credit hours

Prerequisite: Third-semester DEH course work

Corequisite: Fourth-semester DEH course work

Provides comprehensive dental hygiene clinical management techniques for periodontal patients supported by application of basic clinical research sciences. Focus is on the 'therapy" component of periodontics including instructional sessions covering the general principles of periodontal surgery, the surgical management of soft tissues and osseous defects, wound healing, implants, and the role of occlusion in periodontal therapy.

DEH 285 Clinical Theory of Dental Hygiene III
2 credit hours

Prerequisite: All 100 Level DEH courses, DEH 264, 268,
Corequisite: DEH 284

Serves as the capstone course of the final semester of a two-year curriculum. Prepares the student for two major goals: basic competence for transition to provision of dental hygiene services in private practice; and the ability to successfully pass both written National Boards examinations and regional dental hygiene clinical examinations. Emphasizes the application of case based learning. Major topics include: cosmetic bleaching, air powered polishing devices, application of the re-evaluation process in treatment planning for periodontally involved cases, preparation for the CRDTS regional clinical exam process, application of an effective tobacco cessation process, technique and process for gingival curettage, technique and process for amalgam polishing and margination, care of cosmetic dental restorations, and maintenance of implants.

DRT · DRAFTING

DRT 101 Technical Drafting I
3 credit hours

Introduces the student to basic engineering graphics technology principles through development of basic entry-level drafting skills. Enables the student to develop skills in sketching, reading drafting scales, interpreting line types, lettering techniques, geometric construction, orthographic projection, and drawing reproduction.

DRT 103 Technical Drafting III
3 credit hours

Prerequisite: DRT 101 or instructor consent
Introduces the student to industrial dimensioning practices. Enables the student to develop skills in dimensioning techniques and learn to apply the ASME Y14. 5M-1994 dimensioning standard.

DRT 106 Introduction to Axonometric Views
3 credit hours

Prerequisite: DRT 101 or instructor consent
Introduces the principles of pictorial practices. Covers axonometric projection (isometric, oblique/cabinet and cavalier) and perspective drawing (one and two point perspectives).

DRT 107 Introduction to Sections and Auxiliary Views
3 credit hours

Prerequisite: DRT 101 or instructor consent
Introduces the principles of how parts are represented in 2D space by using sectional views of parts to clarify internal detail, and projection of inclined plains that need to be shown in their true shape and size.

DRT 160 Introduction to Industrial Drafting and Design
3 credit hours

Prerequisite: CAD 102 or instructor consent
Introduces the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines.

DRT 260 History of Architecture
3 credit hours

Introduces the student to the history of architecture. Covers styles, building techniques, the influences of history, people and time from the earliest days of man`s struggles, to modern industrial and

DRT 269 Advanced Industrial Drafting and Design
6 credit hours

Prerequisite: DRT 160 or instructor consent
Continues to build upon the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines. Enables the student to develop a broader understanding of how production documents are generated.

DRT 289 Capstone-Projects in 3D for Industrial Drafting & Design
6 credit hours

Prerequisite: CAD 102 or instructors consent
Demonstrates that the student has mastered the drafting principles that are expected to be understood by drafters in either the mechanical or architectural disciplines.

ECE • EARLY CHILDHOOD EDUCATION

ECE 101 Introduction to Early Childhood Education
3 credit hours

Prerequisite: Minimum assessment scores. Corequisite: ECE 102
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102 Introduction to Early Childhood Lab Techniques
3 credit hours

Prerequisite: Minimum Assessment Scores
Corequisite: ECE 101
Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

ECE 103 Guidance Strategies for Children
3 credit hours

Prerequisite: Minimum assessment scores
Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8.

ECE 108 The Assessment Process in Early Childhood Education
1 credit hours

Prerequisite: Minimum Assessment scores
Focuses on exposing students to a wide variety of screening tools and evaluations appropriate for children birth to eight years of age. Enables students to gain beginning knowledge in the selection of developmental screening tools and evaluations important to the IFSP/IEP.

ECE 111 Infant and Toddler Theory and Practice
3 credit hours

Prerequisite: Minimum assessment scores
Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 188 Practicum: Early Childhood Education
3 credit hours

Prerequisite: ECE 101, ECE 102, ECE 103, ECE 220, ECE 236, ECE 240, ECE 241, ECE 256
Corequisite: ECE 108
Provides students with field experience in early childhood programs.

ECE 205 Nutrition, Health and Safety
3 credit hours

Prerequisite: Minimum assessment scores
Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

ECE 209 Observing and Utilizing Young Children's Assessment Instruments
1 credit hours

Prerequisite: Minimum assessment scores
Corequisite: ECE 288
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.

ECE 220 Curriculum Development: Methods and Techniques
3 credit hours

Prerequisite: Minimum assessment scores.
Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE 226 Creativity and the Young Child
3 credit hours

Prerequisite: Minimum assessment scores
Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

ECE 228 Language and Literacy
3 credit hours

Prerequisite: Minimum assessment scores
Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8.

ECE 236 Child Growth / Development Laboratory
1 credit hours

Prerequisite: Minimum assessment scores
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. Addresses ages from prenatal through age 12.

ECE 238 Child Growth and Development

4 credit hours

Prerequisite: ECE 101
Corequisite: ECE 102

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. This course has an early childhood laboratory component.

ECE 240 Administration of Early Childhood Care and Education Programs

3 credit hours

Prerequisite: Minimum assessment scores
Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE 241 Administration: Administration: Human Relations for Early Childhood Education

3 credit hours

Prerequisite: Minimum assessment scores
Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE 256 Working with Parents, Families and Community System

3 credit hours

Prerequisite: Minimum assessment scores
Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Addresses ages birth through 8.

ECE 260 Exceptional Child

3 credit hours

Prerequisite: ECE 236 Minimum Assessment Scores

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptions that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8.

ECE 287 Cooperative Education

2 credit hours

Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

ECE 288 Practicum: Early Childhood Education

3 credit hours

Prerequisite: ECE 188
Corequisite: ECE 209

Provides students with advanced field experience opportunities in early childhood education programs.

ECO • ECONOMICS

ECO 201 Principles of Macroeconomics: GT-SS1

3 credit hours

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This course is one of the Statewide Guaranteed Transfer courses.

ECO 202 Principles of Microeconomics: GT-SS1

3 credit hours

Prerequisite: Minimum assessment scores in reading, math and English, or instructor consent.

Focuses on the consumer, the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. This course is one of the Statewide Guaranteed Transfer courses.

EDU • EDUCATION

EDU 110 Overview of Special Populations for Paraeducators

3 credit hours

Prerequisite: Instructor consent or minimum assessment scores

Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of paraeducators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills.

EDU 111 Communication Skills with Special Populations for

3 credit hours

Prerequisite: Instructor consent or minimum assessment scores

Provides knowledge in areas of effective communication skills; problem solving techniques; and analyzing self as communicator.

EDU 112 Health and Safety Issues in Schools for Paraeducators

1 credit hours

Prerequisite: Instructor consent or minimum assessment scores

Provides students with the 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 for Paraeducators
3 credit hours

Prerequisite: Instructor consent or minimum assessment scores

Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground

EDU 130 Test Prep for Paraeducator WorkKeys
1 credit hours

Reviews format and content for the ACT Paraeducator WorkKeys assessment. Students will become familiar with the knowledge needed for the applied math, reading for information and writing assessments. Test taking strategies will also be discussed.

EDU 141 Basic Instructional Techniques for Paraeducators
3 credit hours

Prerequisite: Instructor consent or minimum assessment scores

Provides students with knowledge in the areas of delivering instruction; grouping students; reading with students; modifying instructional materials; using technology; and utilizing adaptive equipment.

EDU 187 Cooperative Education
1 - 6 credit hours

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

EDU 188 Practicum I
4 credit hours

Prerequisite: EDU 110, EDU 111, EDU 112, EDU 114, EDU 141 or instructor consent

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

EDU 221 Introduction to Education
3 credit hours

Prerequisite: Minimum assessment scores or instructor consent
Corequisite: EDU 275

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado.

EDU 230 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. Introduces students to the phases of literacy development and explores the best practices in literacy instruction for grades K-6. Accommodating the needs of learners with special needs, including learning disabilities or second language considerations, are also covered. Theory and practical classroom applications methods are emphasized.

EDU 231 Introduction to Bilingual Education
4 credit hours

Focuses on 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 which impact bilingual educational programs.

EDU 232 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. Includes field experience applying coursework with children.

EDU 233 English Language Learning (K-6)
3 credit hours

Prerequisite: Child Development Class (EDU 238) or Instructor consent

Prepares teachers with strategies to develop English language learners' social

and academic English and support their transition to US culture and schools. This course is appropriate in a variety of program models — mainstream classrooms, self-contained ESL classrooms, and bilingual programs — and can be adapted for use with pre-service teachers.

EDU 242 Expressive Arts in the Elementary Classroom
3 credit hours

Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EDU 261 Teaching, Learning and Technology
3 credit hours

Prerequisite: Minimum assessment scores
Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

EDU 275 Special Topics: Multicultural Education
1 credit hours

Prerequisite: Minimum assessment scores or instructor consent
Corequisite: EDU 221

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

EDU 289 Capstone
3 credit hours

Focuses on a demonstrated culmination of learning within a given program of study.

EGG · ENGINEERING

EGG 271 Theoretical Mechanics - Statics
3 credit hours

Prerequisite: Grade of 'C' or better ENG 090 and MAT 201

Emphasizes vectors, resolution and composition of forces in two and three dimensions, vector notation, free body diagrams, static equilibrium of rigid bodies, moments, couples, centroids, and moments of inertia.

EMS · EMERGENCY MEDICAL SERVICES

EMS 125 EMT Basic
9 credit hours

Corequisite: EMS 103, 170

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

EMS 130 EMT Intravenous Therapy
2 credit hours

Prerequisite: EMT Basic Certification

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

EMS 170 EMT Basic Clinical
1 credit hours

Corequisite: EMS 103, 125

Provides the EMT student with the clinical experience required of initial and some renewal processes.

END · ELECTROENCEPHALOGRAPHIC TECHNOLOGY

END 102 Electroencephalography (EEG) I
4 credit hours

Prerequisite: BIO 201, ENG 121, MAT 107, CIS 118
Corequisite: END 103

Introduces the history and develop-ment of EEG, electrode design and ap-plication methods, patient assessment and basic principles of laboratory management. Examines the International 10-20 system of electrode placement. Includes the laboratory sessions to practice the International 10-20 system of electrode placement.

END 103 Instrumentation/Principles
3 credit hours

Prerequisite: BIO 201, ENG 121, MAT 107, CIS 118
Corequisite: END 102, BIO 202, PSY 235

Concentrates on basic Electroneurodiagnostic (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 112 Electroencephalography (EEG) II
4 credit hours

Prerequisite: BIO 202, PSY 235, END 102, END 103
Corequisite: END 104, END 115

Practices electronencephalography (EEG) testing at clinical sites. Develops skills in the 10-20 system.

END 115 Patient Care and Safety
3 credit hours

Prerequisite: END 102, END 103, PSY 235, BIO 202
Corequisite: END 104, END 112

Emphasizes basic techniques in patient handling and in communication skills with patient, family and staff. Examines patients with special needs, management of medical emergencies and seizure first aid.

END 206 Neuroanatomy and Physiology
3 credit hours

Prerequisite: BIO 202, END 112, END 115, END 104
Corequisite: END 214, END 207

Expands and explores information covered in END 102. Provides in-depth knowledge of the central nervous system (CNS) maturation and specific pertinent changes.

END 207 Evoked Potential
6 credit hours

Prerequisite: EEG 185

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 102, END 103, END 104, END 112, END 115, END 206, END 214, END 207
Corequisite: END 224, END 285

Presents diseases relevant to Electroneurodiagnostic Technology and clinical correlation of EEG patterns. Includes seizure types, classifications with EEG correlation, encephalopathies, infections, psychiatric and cerebrovascular disease, neoplasms, coma, headaches and related clinical disorders. Introduces neuropharmacology.

END 281 Clinical Internship
5 credit hours

Prerequisite: END 102, END 103, END 181, END 112, END 115
Corequisite: END 206, END 207

Emphasizes electroencephalographic (EEG) testing at clinical sites and includes history taking, electrode application, and recording. Emphasis will be placed on development of basic techniques and interpersonal skills.

END 282 Clinical Internship II
5 credit hours

Prerequisite: END 102, END 103, END 181, END 112, END 115
Corequisite: END 206, END 207

Emphasizes evoked potential testing (EP) at clinical sites and includes evoked potential testing (EP) in the somatosensory, visual and auditory modalities. Emphasis will be placed on the observation and performance of other more specialized neurodiagnostic procedures such as intraoperative monitoring.

END 283 Clinical Internship III
6 credit hours

Offers practical experience and continues to build upon the principles that are expected to be understood by students in the nursing discipline.

END 289 Electroneurodiagnostic Technology Capstone

3 credit hours

Prerequisite: END 102, END 103, END 104, END 112, END 115, END 206, END 281, END 207

Corequisite: END 210, END 282

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.

ENG · ENGLISH

ENG 030 Basic Writing Skills

2 credit hours

Prerequisite: Appropriate assessment score

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060 Writing Fundamentals

3 credit hours

Prerequisite: Appropriate assessment score or ENG 030

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

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. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 121 English Composition I: GT-CO1

3 credit hours

Prerequisite: ENG 090 with a grade 'C' or better or minimum college level English assessment score

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This course is one of the Statewide Guaranteed Transfer courses.

ENG 122 English Composition II: GT-CO1

3 credit hours

Prerequisite: Grade of 'C' or better in 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. This course is one of the Statewide Guaranteed Transfer courses.

ENG 131 Technical Writing I

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

ENG 221 Creative Writing I

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

ENG 222 Creative Writing II

3 credit hours

Prerequisite: ENG 221 or instructor consent.

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 227 Poetry Writing

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better.

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENGINEERING GRAPHICS

See CAD — Computer Assisted Design and DFT — Drafting

ENT · ENGINEERING

ENT 120 Manufacturing Processes

3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 106

Studying the fundamentals in the operation of machine tools, including measuring tools, benchwork and layout, and tool grinding. The student performs various machine operations using the engine lathe, milling machine, vertical drills, and surface grinders.

ENT 125 Principles of Quality Assurance

3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 106

Introduces the scope and function of quality assurance, including basic definitions, statistics, quality policy and objectives, manuals and procedures, concept of variation, inspection and sampling techniques, metrology process control, methods and the elements of reliability. Current (TQM) and ISO 9000 standards are reviewed.

ENT 237 Mechanics I — Statics

3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 and MAT 201

Focuses on the study of mechanics involving forces and the effects of forces on bodies in equilibrium. Includes force systems, coplanar force systems, structure analysis, friction spatial force systems gravity and centroids.

ESL • ENGLISH AS A SECOND LANGUAGE

ESL 001 Spelling
3 credit hours
Prerequisite: ESL 041 or LOEP Reading Assessment Score of 46+

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 012 Intermediate Pronunciation
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. Helps ESL students to produce problematic English sounds.

ESL 013 Advanced Pronunciation
2 - 4 credit hours
Prerequisite: ESL 012

Continues instruction and practice in rhythm, stress, and intonation patterns, as well as the production of vowel and consonant sounds.

ESL 021 Basic Grammar
3 - 5 credit hours
Prerequisite: Minimum assessment score

Assists the student in mastering basic structures in English grammar through oral and written practice.

ESL 022 Intermediate Grammar
3 - 5 credit hours
Prerequisite: ESL 021, ESL 071 or minimum assessment score

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar
3 - 5 credit hours
Prerequisite: ESL 022 or ESL 072 or minimum assessment score

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation
3 - 4 credit hours
Prerequisite: LOEP Listening Score of 35-49

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

ESL 032 Intermediate Conversation
3 credit hours
Prerequisite: ESL 031 or ESL 071 or LOEP Listening score of 50-69

Teaches listening, pronunciation and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

ESL 033 Advanced Conversation
3 credit hours
Prerequisite: ESL 022 or ESL 072 or LOEP Listening score of 70-89

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
Prerequisite: LOEP Reading score of 25-45

Improves comprehension of simple written texts through vocabulary building and reading strategies.

ESL 042 Intermediate Reading
3 - 4 credit hours
Prerequisite: ESL 041 or ESL 071 or LOEP Reading Score of 46-70

Helps the student read more quickly and accurately and understand a variety of intermediate-level reading material.

ESL 043 Advanced Reading
3 credit hours
Prerequisite: ESL 042 or ESL 072 or LOEP Reading score of 71-95

Prepares the student for academic reading assignments. Assists the student to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills.

ESL 051 English As A Second Language (Off-Campus)
1 credit hour
Prerequisite: Appropriate score on entrance test

Serves as an open-entry, open-exit course of study from basic to intermediate to advanced (5 levels) in speaking, listening, reading, and writing English.

ESL 052 Intermediate Composition
3 credit hours
Prerequisite: ESL 022 or 023 or ESL 072 or Writing Placement Test
Corequisite: ESL 023 (if not completed as a prerequisite)

Introduces the fundamentals of paragraph organization and development. Assists the student in developing sentence variety and grammatical competency within well-organized paragraphs.

ESL 053 Advanced Composition
3 credit hours
Prerequisite: ESL 052 or ESL 175/176 Writing Placement Test

Reviews paragraph organization and develops the skills of writing essays using selected rhetorical modes. Stresses accurate use of advanced grammatical structures. Includes summarizing, paraphrasing and research writing.

ESL 055 Computer Basics for ESL Students
2 credit hours
Prerequisite: REA 042 or ESL 072 or LOEP Reading score of 46+

Introduces the basic skills for computer use, including word processing, text entry, document appearance, editing, spelling, and printing.

ESL 061 Vocational ESL I
1 credit hour
Prerequisite: Instructor consent

Teaches limited English vocational students basic communication skills in preparation for vocational training and work.

ESL 062 Vocational ESL II
1 credit hour
Prerequisite: Instructor consent

Provides intermediate to advanced level English language learners with instruction in language skills needed for vocational training and employment.

ESL 064 Job Search Skills
3 credit hours

Prerequisite: Instructor consent

Provides ESL students with basic pre-employment skills that include developing a resume, completing applications, interviewing for a job, calling for information about a job and focusing the job search.

ESL 071 Basic Language Skills
9 credit hours

Prerequisite: LOEP Listening score of 35-49 or LOEP Reading Score of 25-45 or minimum grammar assessment score

Develops and strengthens the reading, writing, listening, speaking and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic-level ESL

ESL 072 Intermediate Language Skills
9 credit hours

Prerequisite: ESL 021 and 041, or intermediate level test scores

Provides intermediate and high-intermediate English language students with intensive instruction and practice in reading, writing and speaking English. Teaches intermediate and advanced-level grammar concepts. Prepares students for further academic and vocational study.

ESL 175 Special Topics Advanced Language Skills
6 credit hours

Prerequisite: ESL 022 and either ESL 032 or ESL 042. Or ESL 072. ESL Grammar score of 46-65 and LOEP Reading score of 71-95

Provides advanced level English as Second Language students with intensive instruction and integrated practice in the areas of reading, writing and speaking English. Teaches advanced level grammar concepts. Prepares students for further academic and vocational studies.

ESL 176 Special Topics: Advanced Language Skills
6 credit hours

Prerequisite: ESL 022 and either ESL 032 or ESL 042. Or ESL 072. Grammar score of 46-65 and LOEP Reading score of 71-95

Pairs with ESL 175 to provide advanced level English as Second Language students with intensive

instruction and integrated practice in the areas of reading, writing and speaking English. Teaches advanced level grammar concepts. Prepares students for further academic and vocational studies.

ETH • ETHNIC STUDIES

ETH 212 African-American Studies
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level English assessment score.

Explores in-depth introduction of Africans to the colonies and historical developments through modern-day America. Focuses on the decisions and choices which have impacted African-Americans through contemporary times.

ETH 224 Introduction to Chicano Studies
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Introduces students to skills development in multicultural education. Covers Chicano history, migration and labor, education, law and Chicano culture.

FIN • FINANCE

FIN 105 Principles of Banking
3 credit hours

Explores nearly every aspect of banking as a solid foundation for any career in the financial services industry. Just as the industry is constantly changing, this course is continually being revised to provide specific up-to-date information.

FRE • FRENCH

FRE 101 Conversational French I
3 credit hours

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FRE 102 Conversational French II
3 credit hours

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

FRE 111 French Language I
5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 112 French Language II
5 credit hours

Prerequisite: FRE 111 or instructor permission.

Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 211 French Language III: GT-AH4
3 credit hours

Prerequisite: FRE 112 or instructor permission.

Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

FRE 212 French Language IV: GT-AH4
3 credit hours

Prerequisite: FRE 211 or instructor consent

Continues French I, II, and III in the development of increased functional proficiency in listening, speaking and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

GED · GENERAL EDUCATION DEVELOPMENT

GED 010 Pre-GED Preparation
1 credit hours

Presents material for the students who needs review before doing GED preparation. Diagnostic tests determine skill level; help is available in writing skills, reading, and math.

GED 011 GED Preparation
1 - 3 credit hours

Prerequisite: Must be at least 17 years of age. Must complete GED 010 or must meet minimum established assessment scores in reading and mathematics as measured by the Test of Adult Basic Education (TABE).

Presents material for students who need to prepare for the GED tests (Colorado High School Equivalency Diploma): Language Arts, Writing; Language Arts, Reading; Mathematics; Science; and Social Studies.

GEO · GEOGRAPHY

GEO 105 World Regional Geography: GT-SS2
3 credit hours

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is one of the Statewide Guaranteed Transfer courses.

GEO 165 Human Ecology
3 credit hours

Provides a current outlook for the global environment, describing the threats imposed on different natural ecological systems. Enables the student to develop a set of intellectual tools and ways of thinking about the environment to evaluate for themselves how serious a given environmental problem will be.

GER · GERMAN

GER 101 Conversational German I
3 credit hours
Prerequisite: N/A
Corequisite: N/A

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

GER 102 Conversational German II
3 credit hours
Prerequisite: GER 101

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

GER 111 German Language 1
5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

GER 112 German Language II
5 credit hours
Prerequisite: GER 111

Continues German Language I in the development of functional proficiency in listening, speaking, reading and writing the German language. Note: the order of the topics and the methodology will vary according to individual texts and instructors.

GER 211 German Language III: GT-AH4
3 credit hours
Prerequisite: GER 111

Continues German Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

GER 212 German Language IV: GT-AH4
3 credit hours
Prerequisite: GER 111, GER 112 and GER 211

Continues German Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

GEY · GEOLOGY

GEY 111 Physical Geology GT-SC1
4 credit hours
Prerequisite: Grade of 'C' or better in ENG 090

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses.

GEY 121 Historical Geology: GT-SC1
4 credit hours
Prerequisite: Grade of 'C' or better in GEY 111

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil lifeforms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses.

GRAPHIC DESIGN

See MGD — Multimedia Graphic Design

HEB 111 Introduction to the Hebrew Language
5 credit hours

Deals with the development of functional proficiency in listening, speaking, reading and writing the Hebrew language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

HIS · HISTORY

HIS 101 History of Western Civilization I: GT-HI1
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses.

HIS 102 History of Western Civilization II: GT-HI1
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 111 World Civilization I: GT-HI1
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures.

HIS 112 World Civilization II: GT-HI1
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures.

HIS 201 United States (U. S.) History I: GT-HI1
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 202 United States (U. S.) History II: GT-HI1
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is one of the Statewide Guaranteed Transfer courses.

HIS 205 Women in World History
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events.

HIS 225 Colorado History
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level assessment score.

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

HPR · HEALTH PROFESSIONAL

HPR 101 Customer Service in Healthcare
2 credit hours

Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

HPR 102 CPR for Professionals
0. 5 credit hours

Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients.

HPR 104 Health Career Options
1 credit hours

Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, letters of inquiry, and interviewing techniques, as well as job search information is provided. This course is pri-

Course Descriptions

marily informational and provides information to the student about aspects of career choices of Medical Office Technology career-chosen avenues : Medical Assisting, Medical Transcription, and Phlebotomy.

HPR 106 Law and Ethics for Health Professions
2 credit hours

Advances student knowledge in the study and application of medico-legal concepts in medical careers, establishes a foundation for ethical behavior and decision making.

HPR 108 Dietary Nutrition
1 credit hours

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 112 Phlebotomy
4 credit hours

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

HPR 113 Advanced Phlebotomy
4 credit hours

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

HPR 175 Special Topics-First Aid/CPR
1 - 0 credit hours

Provides students with the knowledge and skill in procedures for emergency care, accident prevention, injury and/or sudden illness until medical help is available. Students will earn American Red Cross certification in first aid and cardio-pulmonary resuscitation for infant, child, and adult.

HPR 178 Seminar: Intro to Medical Terminology
1 - 4 credit hours

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 190 Basic EKG Interpretation
2 credit hours

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 208 Advanced Medical Terminology
2 credit hours

Continues from a beginning medical terminology course for the student with emphasis on combining complex prefixes, roots and suffixes. Includes pathophysiology for major body systems. Includes terms related to diagnostic tools per body systems, as well as commonly used medical abbreviations.

HPR 271 Clinical
3 credit hours
Prerequisite: HPR 112, HPR 113

Continues to build upon the principals that are expected to be understood by students in the construction discipline.

HSE • 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: ENG 060, REA 060, MAT 060, or instructor consent

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 121 Psychosocial Interventions for Persons with Developmental Disabilities
3 credit hours
Prerequisite: ENG 060, REA 060, MAT 060, HSE 113, or instructor consent

Provides students with an overview of models and methods that can prevent and treat behavior problems in individual adults with developmental disabilities.

HSE 188 Human Services Practicum I
4 - 6 credit hours

Prerequisite: 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 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, 108, or instructor consent

Introduces family theory and practice. Covers such topics as systems theory, communications 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.

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 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 226 Case Management for Human Service Practitioners
3 credit hours

Prerequisite: HSE 107, 108 or instructor consent

Introduces an advanced program of study incorporating the theory and practice strategies of case management utilizing the specialist model approach.

HSE 288 Human Services Practicum II
4 credit hours

Prerequisite: HSE 188 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 289 Human Services Practicum III Capstone
7 credit hours

Prerequisite: HSE 288 or instructor consent

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.

HUM · HUMANITIES

HUM 121 Early Civilizations: GT-AH2
3 credit hours

Prerequisite: ENG 090 or test scores at the ENG 121 level

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C. E. This course is one of the Statewide Guaranteed Transfer courses.

HUM 122 From Medieval to Modern: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C. E. to 1750 C. E. Any two of the three Survey of Humanities courses equal a sequence. This course is one of the Statewide Guaranteed Transfer courses.

HUM 123 The Modern World: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples.

HUM 266 Documentary Film: From Traditional to Experimental

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Explores documentary film as an art form, cultural artifact, and rhetorical strategy.

INFORMATION TECHNOLOGY

See CIS — Computer Information Systems
See CNT — Computer Network Technology
See CSC — Computer Science
See CWB — Computer Web Base

ITA • ITALIAN

ITA 101 Conversational Italian I

3 credit hours

Prerequisite: N/A
Corequisite: N/A

Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ITA 102 Conversational Italian II

3 credit hours

Prerequisite: ITA 101

Provides the second course in a sequence for students who wish to understand and speak Italian. The material continues to cover basic conversational patterns, expressions, and grammar.

ITA 111 Italian Language I

5 credit hours

Prerequisite: N/A

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

ITA 112 Italian Language II

5 credit hours

Prerequisite: ITA 111

Continues Italian Language I in the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the top-

ics and the methodology will vary according to individual texts and instructors.

ITA 211 Italian Language III: GT-AH4

3 credit hours

Prerequisite: ITA 112

Continues Italian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ITA 212 Italian Language IV: GT-AH4

3 credit hours

Prerequisite: ITA 211

Continues Italian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors

JOU • JOURNALISM

JOU 105 Introduction to Mass Media

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

JOU 106 Fundamentals of Reporting

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 206 Intermediate Newswriting and Editing

3 credit hours

Prerequisite: JOU 106

Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agen-

cies function, and how to cover other challenges as the environment, religion, science, medical, public safety and business.

JOU 221 Newspaper Design I

3 credit hours

Prerequisite: JOU 106

Provides students with experience in newswriting, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.

JOU 222 Newspaper Design II

3 credit hours

Prerequisite: JOU 221

Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.

JPN • JAPANESE

JPN 101 Conversational Japanese I

3 credit hours

Introduces beginning students to conversational Japanese and focuses on understanding and speaking Japanese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

JPN 102 Conversational Japanese II

3 credit hours

Prerequisite: JPN 101

Continues the sequence for students who wish to understand and speak Japanese. Covers basic conversational patterns, expressions and grammar.

JPN 111 Japanese Language I

5 credit hours

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

JPN 112 Japanese Language II

5 credit hours

Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the

Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

JPN 211 Japanese Language III: GT-AH4
3 credit hours

Prerequisite: JPN 112

Continues Japanese Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

JPN 212 Japanese Language IV: GT-AH4
3 credit hours

Prerequisite: JPN 211

Continues Japanese Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

LAK • LAKOTA

LAK 101 Conversational Lakota Sioux Language I
3 credit hours

Introduces the skills necessary to acquire proficiency in communication skills (listening, speaking, writing and reading) in the Lakota Sioux language. Introduces students to an understanding of the Lakota Sioux culture.

LIT • LITERATURE

LIT 115 Introduction to Literature I: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment score.

Introduces students to fiction, poetry and drama. Emphasizes active and responsive reading. This course is one of the Statewide Guaranteed Transfer courses.

LIT 201 Masterpieces of Literature I: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses.

LIT 202 Masterpieces of Literature II: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses.

LIT 205 Ethnic Literature: GT-AH2
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 121.

Focuses on significant texts by ethnic Americans including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is one of the Statewide Guaranteed Transfer courses.

LIT 211 Survey of American Literature I: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better of minimum college level English assessment score.

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses. GT AH2. This course is one of the Statewide Guaranteed Transfer courses.

LIT 212 Survey of American Literature II: GT-AH2
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or Minimum College level English assessment score.

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses.

LIT 225 Introduction to Shakespeare
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.

LIT 235 Science Fiction
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines the techniques and issues of science fiction through a close reading of a variety of writers in the genre.

LIT 255 Children's Literature
3 credit hours

Prerequisite: REA 090 and ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

LIT 267 The Bible as Literature
3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Introduces the Bible as the textual centerpiece of Western literature. Students will encounter the various literary genres represented in Biblical texts, the

process of canonization, ways in which the Bible has been read by its various interpretive communities, and some impacts of the Bible in such areas as law, poetry, fiction, psychology, ethics, and theology.

MAC • MACHINE AND CNC TOOL OPERATOR

MAC 101 Introduction to Machine Shop
3 credit hours

Covers safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

MAC 102 Blueprint Reading
3 credit hours

Students read blueprints and interpret symbols, notes dimensions and tolerances.

MAC 110 Introduction to Engine Lathe
3 credit hours
Prerequisite: MAC 101

Introduces basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, tapers, knurling, and single point threading. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

MAC 111 Intermediate Engine Lathe
3 credit hours
Prerequisite: MAC 110

Teaches students to prepare single point external and internal unified screw threads to a Class 3 fit, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing and turning operations.

MAC 112 Advanced Engine Lathe
3 credit hours
Prerequisite: MAC 110

Prepares students to form radius, single-point isometric threads, turn spherical radius, use a radius gauge, and work within .0005 inches tolerance externally.

MAC 120 Introduction to Milling Machine
3 credit hours
Prerequisite: MAC 101

Teaches students to identify the major parts of the vertical mill, align a vise, use an indicator, edge finder, and boring head, determine speeds and feeds perform simple indexing, mill flat, square surfaces and slots, drill, bore, and tap holes, and work within a plus or minus .002 inch tolerance.

MAC 121 Intermediate Milling Machine
3 credit hours
Prerequisite: MAC 120

Prepares students to determine hole locations by coordinates and degrees, use a rotary table, use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance.

MAC 122 Advanced Milling Machine Operations
3 credit hours
Prerequisite: MAC 121

Prepares students to indicate the head of a vertical mill, bore holes, drill holes at an angle, and work with tolerances of . 0008 inches location and diameter.

MAC 145 Production Manufacturing Concepts
3 credit hours
Prerequisite: To be determined by department lead.

Familiarizes the student to concepts related to manufacturing environments. Topics will consist of, but not be limited to Material Identifications, Shop Floor Management, Just-In Time Manufacturing, Kan-Ban Systems, Statistical Quality Control, Total quality Management. Various lectures and demonstrations of these processes will be delivered.

MAC 201 Introduction to CNC Turning Operations
3 credit hours
Prerequisite: To be determined by department lead.

Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G&M codes, control functions, the letter address system, and math issues related to CNC are included.

MAC 202 CNC Turning Operations II
3 credit hours

Prepares students to write basic computer numerical control (CNC) lathe part programs. G and M codes, math related to CNC, setups, speeds and feeds, straight turning, spherical turning, threading, chamfering, tapering, drilling, tapping, boring, and grooving will be covered. Cutter compensations, sub-programming techniques, repetitive cycles, and both absolute and incremental will be incorporated into programs. Students will also proof and edit the programs to make them valid. This class is NOT offered on an open-entry, open-exit basis.

MAC 205 Introduction to CNC Milling Operations
3 credit hours
Prerequisite: CAD 101 & MAC 122

Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines will be required.

MAC 206 CNC Milling Operations II
3 credit hours

Exposes the student to the principle operations of both vertical and horizontal CNC milling machines via lecture instruction methods, multi-media instruction methods, and manufacturing

hands-on methods. The student will be exposed to the basic CNC machining center, principle operations, manual controls, programming methods, tool-offsets, G54-G59 work offsets, cutter radius compensation and tool selection methods. General operator skills and basic setup skills will be stressed.

MAC 207 CNC Milling Lab
3 credit hours
Prerequisite: MAC 205

Prepares students to write programs and run parts from both blueprints provided and per individual student designs. Proofing and editing programs, sub-programs, managing cutter compensations, fixture offsets, and overall execution at the machine will be the primary focus.

MAC 240 CAD/CAM 2-D
3 credit hours
Prerequisite: MAC 207

Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 245 CAD/CAM 3-D
3 credit hours
Prerequisite: MAC 240 or instructor consent

Covers both the production and surfacing of three-dimensional geometry in a self-paced setting. Issues will be covered related to the production of wire frames, solids, surfaces, the joining of surfaces, joining of solids, managing construction planes, sweeping, rotating, and controlling parameter settings. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended. A familiarity with CAM Software, CNC programming techniques, and CNC operations is recommended.

MAC 252 Practical Metallurgy
3 credit hours
Prerequisite: Instructor consent

Offers a study of metallurgical terms and definitions in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistances is investigated.

MAN • MANAGEMENT

**Also see BUS — Business &
MAR — Marketing**

MAN 116 Principles of Supervision
3 credit hours

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

MAN 126 Total Quality Management
3 credit hours

Covers the rationale for, method of implementing and key characteristics of TQM. Topics include developing a vision of a quality culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies students learn to apply TQM in manufacturing and service environments.

MAN 169 Supermarket Loss Prevention
3 credit hours

Familiarizes managers from all area of King Soopers with the broad spectrum of supervisory area that can cause losses to profits within an overall supermarket company environment and what they might do prevent those occurrences.

MAN 200 Human Resources Management I
3 credit hours
Prerequisite: BUS 115

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Includes hiring, compensation, development, employee relations and legal issues.

MAN 216 Small Business Management
3 credit hours
Prerequisite: ACC 101, BUS 115

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

MAN 225 Managerial Finance
3 credit hours
Prerequisite: ACC 121, BUS 115

Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision making and control. Focuses on decision making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements.

MAN 226 Principles of Management
3 credit hours

Presents a survey on the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

MAN 229 Motivation and Management
3 credit hours

Introduces 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.

MAN 241 Project Management in Organizations
3 credit hours

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

MAN 242 Project Management Tools and Techniques
3 credit hours

Emphasizes project management techniques and tools wherein students will learn the necessary skills to track a project, keeping it on time and within budget. Students will apply software to solve project cases and to construct scheduling charts and reports.

MAR • MARKETING

Also see BUS — Business & MAN — Management

MAR 111 Principles of Sales
3 credit hours
Prerequisite: BUS 115

Enables students to understand and develop ethical sales techniques and covers the role of selling the marketing process. Emphasizes behavioral considerations in the buying and selling process along with sales techniques.

MAR 117 Principles of Retailing
3 credit hours
Prerequisite: BUS 115
Corequisite: BUS 115

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 158 Basic Customer Service
1 credit hours

Focus on basic concepts and techniques needed to effectively serve customers. Specific emphasis given to manage customer expectations by building customer rapport and create positive outcomes.

MAR 160 Customer Service
3 credit hours
Prerequisite: ENG 090, REA 060

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 216 Principles of Marketing
3 credit hours

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 220 Principles of Advertising
3 credit hours

Examines the principles and practices of advertising and it's relationship to business in order to promote a business organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout and ethical considerations.

MAR 240 International Marketing
3 credit hours
Prerequisite: BUS 115

Enables the student to explore the international marketing for U. S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U. S. business. The course is designed to make the reader an "informed observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context.

MAT • MATHEMATICS

MAT 030 Fundamentals of Mathematics
2 credit hours
Prerequisite: Minimum Assessment Score

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.

MAT 060 Pre-algebra
3 credit hours
Prerequisite: MAT 030 or minimum assessment score in math

Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

MAT 090 Introductory Algebra
4 credit hours

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included.

MAT 106 Survey of Algebra
4 credit hours
Prerequisite: Grade of 'C' or better in MAT 090 or minimum assessment score in math

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

MAT 107 Career Math
3 credit hours
Prerequisite: Grade of 'C' or better in MAT 090 or minimum assessment score in math

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 109 Geometry
3 credit hours
Prerequisite: Grade of 'C' or better in Math 090 or minimum assessment score in math.

Teaches basic geometric principals involving lines, triangles, circles, polygons, and three-dimensional figures. Geometric constructions and measurement in the metric and US systems are covered.

MAT 111 Technology Lab for Algebra
1 credit hours
Prerequisite: Grade of 'C' or better in MAT 106

Explores and applies algebraic topics in a laboratory course using graphing calculators.

MAT 112 Financial Mathematics
3 credit hours

Covers topics including pricing, taxes, insurance, interest, annuities, amoritization, investments using financial calculators and spreadsheets.

MAT 120 Mathematics for the Liberal Arts: GT-MA1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 090 or minimum college level Math assessment score

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision. This course is one of the Statewide Guaranteed Transfer courses.

MAT 121 College Algebra: GT-MA1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 106 or minimum assessment score in math

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. This course is one of the Statewide Guaranteed Transfer courses.

MAT 122 College Trigonometry: GT-MA1
3 credit hours

Prerequisite: Grade of 'C' or better in MAT 121 or minimum college level Math assessment score

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This course is one of the Statewide Guaranteed Transfer courses.

MAT 123 Finite Mathematics: GT-MA1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 106 or minimum college level Math assessment score

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. This course is one of the Statewide Guaranteed Transfer courses.

MAT 125 Survey of Calculus: GT-MA1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 121 or MAT 123

Includes derivatives, integrals and their applications, with attention restricted to algebraic, exponential and logarithmic functions. for business, life science and/or social science majors. This course is one of the Statewide Guaranteed Transfer courses.

MAT 135 Introduction to Statistics: GT-MA1
3 credit hours

Prerequisite: Grade of 'C' or better in MAT 106 or minimum college level Math assessment score

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference estimation, hypothesis-testing comparison of populations, correlation and regression. This course is one of the Statewide Guaranteed Transfer courses.

MAT 155 Integrated Math I: GT-MA1
3 credit hours

Prerequisite: Grade of 'C' or better in MAT 106 or minimum assessment score in math

Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions. This course is one of the Statewide Guaranteed Transfer courses.

MAT 156 Integrated Mathematics II : GT-MA1
3 credit hours

Prerequisite: Successful completion of MAT 155 with a grade of 'C' or better

Furthers MAT 155 concepts, the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.

MAT 201 Calculus I: GT-MA1
5 credit hours

Prerequisite: Grade of 'C' or better in MAT 121 and MAT 122 OR minimum college level Math assessment score

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This course is one of the Statewide Guaranteed Transfer courses.

MAT 202 Calculus II: GT-MA1
5 credit hours

Prerequisite: Grade of 'C' or better in MAT 201 or minimum college level MATH assessment score

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. This course is one of the Statewide Guaranteed Transfer courses. GT MA1. This course is one of the Statewide Guaranteed Transfer courses.

MAT 203 Calculus III: GT-MA1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 202 or minimum college level Math assessment score

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. This course is one of the Statewide Guaranteed Transfer courses.

MAT 265 Differential Equations: GT-MA1
3 credit hours

Prerequisite: Grade of 'C' or better in MAT 202 or minimum college level Math assessment score

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

MAT 266 Differential Equations with Linear Algebra
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 202

Covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

MGD · MULTIMEDIA GRAPHIC DESIGN

MGD 101 Introduction to Computer Graphics
3 credit hours

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the internet connection.

MGD 105 Typography and Layout
3 credit hours

Prerequisite: MGD 101 Intro to Computer Graphics MGD 116 Typography I

Covers the creation and production of graphic projects, emphasizing the layout creative-design process, problem solving and research. Provides experience producing thumbnails, roughs and digital layouts, emphasizing refined creative typography.

MGD 111 Adobe PhotoShop I
3 credit hours

Prerequisite: MGD 101 Intro to Computer Graphics
Corequisite: MGD 116 Typography I

Concentrates on the high-end capabilities of photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

MGD 112 Adobe Illustrator I
3 credit hours

Prerequisite: MGD 101 Intro to Computer Graphics MGD 116 Typography I

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

MGD 114 Adobe InDesign
3 credit hours

Prerequisite: MGD 101 Intro to Comp. Graphics MGD 116 Typography I

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. In design delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 116 Typography I
3 credit hours

Corequisite: MGD 111 Adobe Photoshop I

Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms.

MGD 141 Web Design I
3 credit hours

Prerequisite: MGD 101 or instructor consent. MGD 116 or instructor consent

Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames.

MGD 203 Design and Concept
3 credit hours

Prerequisite: MGD 101, 105 and 116 or instructor consent

Covers the process of comprehensive problem solving of complex and advanced print design. Provides experience in digital production of designs, using multiple computer applications emphasizing concept.

MGD 213 Electronic Pre-press
3 credit hours

Prerequisite: MGD 101, 105 or instructor consent

Explores in detail the electronic pre-press process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered.

MGD 289 Studio Art/Portfolio (Graphic Design Capstone)
1 - 6 credit hours

Prerequisite: Instructor consent

A demonstrated culmination of learning within a given program of study.

MOT · MEDICAL OFFICE TECHNOLOGY

MOT 110 Medical Office Administration
4 credit hours

Prerequisite: BIO 120, MOT 102 and 112

Introduces the administrative duties specifically used in medical offices.

MOT 120 Medical Office Financial Management
3 credit hours

Prerequisite: BIO 120, BTE 101, CIS 135, MOT 102

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

MOT 124 Medical Filing
2 credit hours

Introduces the student to the basic rules and principles of filing in medical facilities. Topics include numeric, terminal digit, alphabetic, and computer-assisted filing methods. Cross-referencing, color-coding, and medical records control will also be introduced.

MOT 130 Insurance Billing and Coding
3 credit hours

Prerequisite: BIO 106, HPR 178, HPR 279

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 131 Advanced Insurance Billing and Coding
3 credit hours

Prerequisite: HPR 279, MOT 130

Prepares the student to code correctly, and optimize reimbursements for a full range of medical services by expanding coverage of diagnostic and therapeutic procedures, official coding guidelines, APG`s, APC`s, DRGs, Medicare fraud and abuse.

MOT 136 Introduction to Clinical Skills
2 credit hours

Prerequisite: BIO 120, MOT 102

Provides hands on experience with the basic clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of blood borne pathogens/OSHA regulations, medical asepsis, procedural gloving, patient gowning, positioning and measurement of vital signs.

MOT 138 Medical Assisting Laboratory Skills
4 credit hours

Prerequisite: HPR 279 and MOT 136

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

MOT 139 Medical Records
4 credit hours

Prerequisite: HPR 178, HPR 279, MOT 120

Explores the development and content of the medical record for the hospital, ambulatory care, long-term care, and mental health. Management of record content, medical forms and filing methods are also presented.

MOT 140 Medical Assisting Clinical Skills
4 credit hours

Prerequisite: HPR 279, MOT 136
Corequisite: MOT 138

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

MOT 150 Pharmacology for Medical Assistants
3 credit hours

Prerequisite: HPR 279, MOT 136

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medication, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

MOT 181 Administrative Internship
2 credit hours

Prerequisite: MOT 135, 133 or MOT 110, 120

Provides supervised placement in contracted facility for guided experience in the application of knowledge and skills acquired in the classroom. Positions are non-paid for students seeking administrative medical assistant certification as per CAAHEP requirements. Students must have permission of the program coordinator to begin internship.

MOT 183 Medical Assistant Internship
5 credit hours

Prerequisite: MOT 110, MOT 120, MOT 130, MOT 136, MOT 138, MOT 140, MOT 150, MOT 183

Provides supervised placement in contracted facility for guided experience in the application of knowledge and skills acquired in the classroom. Students assist with a variety of business and clinical procedures. Positions are non-paid due to CAAHEP requirements. Students must have permission of program coordinator to begin internship.

MOT 189 Review for Medical Assistant National Examination
1 credit hours

Prepares the candidate sitting for the National Registration/Certification Examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, therefore supporting quality care in the office or clinic.

MST · MASSAGE THERAPY

MST 111 Basic Massage Therapy
4 credit hours

Corequisite: MST 100, 110, 118

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

MST 113 Professional Massage
3 credit hours

Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

MST 178 Seminar
6 credit hours

Provides students with an experiential learning opportunity.

MST 184 Clinical Massage
3 credit hours

Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

MST 204 MST Business Practices
2 credit hours

Assists the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.

MST 275 Special Topics: Pathophysiology
3 credit hours

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MST 284 Clinical Massage
3 credit hours

Provides an application of massage therapy skills in a clinical setting. This course focuses on improvement of techniques, communication with clients and other health professionals as well as documentation of massage sessions.

MTE • MANUFACTURING TECHNOLOGY

MTE 120 Manufacturing Processes
3 credit hours
Prerequisite: Grade of 'C' or better in ENG 090 and MAT 106

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

MTE 230 Design for Manufacturability
3 credit hours

Provides students with an understanding on how to design a product for test, assembly, service, rebuild/reuse/recycle, postponement and several other product attributes. The student learns the role and development of design specifications, the importance and benefits of DFM, the design rules and their application, the design/manufacturing integration, the concept of designed-in quality, the role of design tolerances, the need for standard part use and the application and importance of concurrent engineering practices. In addition the student learns the application of tools CAD, CAM, CAB, PDMS and CIM in product development.

MTE 244 Lean Manufacturing Practices and Processes
3 credit hours

Provides a study of the Toyota Production System (TPS), also known as Lean Manufacturing, Just-in- Time (JIT), Demand Flow, or Build-to-Order. The course covers the build-to-forecast batch-process method and compares it with TPS. The students study and develop in the lab the following TPS concepts/methods: customer expectations, seven fundamental wastes, plan-do-check-act cycle, kanban system and kanban types, material flow, group technology, manufacturing cells, point-of-use storage and support, and setup/changeover time reduction. This course also covers application of the following problem solving tools: flowchart, cause-and-effect diagram, check sheet, pareto chart, root cause analysis, statistical process control. Students investigate the basics of high-mix, low-volume manufacturing.

MUS • MUSIC

MUS 100 Fundamentals of Music
3 credit hours

Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords.

MUS 105 Introduction to Electronic/Computer Music
3 credit hours

Explores the elements of electronic music and demonstrates some of the most popular music software for the Macintosh and IBM computers, including music notation and music sequencing programs. Achieving a fundamental working knowledge of setup and recording procedures on a personal computer is stressed. Equipment is provided and beginner's knowledge on either the Macintosh or IBM computer is helpful but not essential.

MUS 110 Music Theory I
3 credit hours
Corequisite: MUS 112 and MUS 131

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. for music majors transferring to a 4-year program.

MUS 111 Music Theory II
3 credit hours
Prerequisite: MUS 110
Corequisite: MUS 113 AND MUS 132

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

MUS 112 Ear Training/Sight-Singing I Lab
1 credit hours
Corequisite: MUS 110 and MUS 131

Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 113 Ear Training/Sight-Singing II Lab
1 credit hours
Prerequisite: MUS 112
Corequisite: MUS 111 and MUS 132

Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 120 Music Appreciation: GT-AH1
3 credit hours

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This course is one of the Statewide Guaranteed Transfer courses.

MUS 121 Music History I: GT-AH1
3 credit hours

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This course is one of the Statewide Guaranteed Transfer courses.

MUS 122 Music History II: GT-AH1
3 credit hours

Continues Music History I with a study of music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses.

MUS 123 Survey of World Music
3 credit hours

Provides an overview of non-Western music from around the world; provides basic listening skills and the historical / cultural context for a variety of world music styles to enable an understanding and appreciation of non-Western musical expression.

MUS 131 Music Class I: Guitar, Piano, Voice or Woodwinds
2 credit hours

Prerequisite: MUS 100 or instructor consent
Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

MUS 132 Music Class II: Guitar, Piano, Voice or Woodwinds
2 credit hours

Prerequisite: MUS 131 or 141 or instructor consent
Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

MUS 141 Private Instruction I (Composition, Guitar, Piano,
2 credit hours

Prerequisite: MUS 100 or instructor consent
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term.

MUS 142 Private Instruction II (Composition, Guitar, Piano)
2 credit hours

Prerequisite: MUS 141 or instructor consent
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term.

MUS 151 Ensemble I
1 credit hours

First year, first term. Rehearses and performs various types of musical literature.

MUS 152 Ensemble II
1 credit hours

Prerequisite: MUS 151 or instructor consent.
First year, second term. Rehearses and performs various types of musical literature.

MUS 153 Ensemble III
1 credit hours

Prerequisite: MUS 152 or instructor consent.
Rehearses and performs various types of musical literature. First year, third term.

MUS 154 Ensemble IV
1 credit hours

Prerequisite: MUS 153 or instructor consent.
Rehearses and performs various types of musical literature. First year, fourth term.

MUS 210 Music Theory III
3 credit hours

Prerequisite: MUS 110 or permission of the instructor.
Corequisite: MUS 212
Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions

MUS 211 Music Theory IV
3 credit hours

Prerequisite: MUS 210 and 212
Corequisite: MUS 112
Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.

MUS 212 Advanced Ear Training/ Sight-Singing I Lab
1 credit hours

Prerequisite: MUS 111 and 113
Corequisite: MUS 210
Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 213 Advanced Ear Training/ Sight-Singing II Lab
1 credit hours

Prerequisite: MUS 210 and 212
Corequisite: MUS 211
Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 241 Private Instruction III: Guitar, Piano, Voice or
1 - 2 credit hours

Prerequisite: MUS 142 or instructor consent.
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term.

MUS 242 Private Instruction IV (Composition, Guitar, Piano, Voice or Woodwinds
2 credit hours

Prerequisite: MUS 241 or instructor consent.
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, second term.

MUS 244 Private Instruction IV: Guitar, Piano, Voice or W
1 - 2 credit hours

Prerequisite: MUS 241
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, fourth term. May be repeated for credit more than once per individual institution policy.

MUS 251 Ensemble I
1 credit hours

Prerequisite: MUS 152
Second year, first term. Rehearses and performs various types of musical literature.

MUS 252 Ensemble II
1 credit hours

Prerequisite: MUS 251

Second year, second term. Rehearses and performs various types of musical literature.

NUA · NURSE AIDE

NUA 101 Certified Nurse Aide Health Care Skills
4 credit hours

Corequisite: NUA 170

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

NUA 170 Nurse Assistant Clinical Experience
1 credit hours

Corequisite: NUA 101

Applies knowledge gained from NUA 101 in a clinical setting.

NUR · NURSING

Also see HPR — Health Professionals

NUR 101 Pharmacology Calculations
1 credit hours

Prerequisite: Application on file in the Nursing program. Students cannot go further without passing this course.

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration.

NUR 102 Alterations in Adult Health I
3 credit hours

Prerequisite: NUR 101, 103, 105, 111
Corequisite: NUR 113, 114, 132 and 133

Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, perioperative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculoskeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethno cultural concepts and legal and ethical implications are integrated throughout.

NUR 103 Health Assessment for the PN
1 credit hour

Prerequisite: NUR 101 and admission to the program.
Corequisite: NUR 105, 110, & 131

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.

NUR 104 Alterations in Adult Health II
5 credit hours

Prerequisite: NUR 102, 113, 114, 132 & 133
Corequisite: NUR 111, 115, 116, & 134

Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethno cultural concepts are integrated throughout.

NUR 105 Practical Nursing Arts and Skills
6. 5 credit hours

Prerequisite: NUR 101
Corequisite: NUR 103, 110, 131

Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethno cultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. (1 or more credits may be given for students completing a Community College of Colorado approved CNA program.)

NUR 106 Medical and Surgical Nursing Concepts
9 credit hours

Prerequisite: NUR 109, 112, MAT 103 HPR 108

Introduces nursing students to roles of the nurse in assessing and meeting medical/surgical nursing needs of adults across the life span in various health care settings. Students learn nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology and nutrition, along with the continued integration of mental health and cultural concepts, provides foundations for nursing care planning for medical and surgical clients.

NUR 109 Fundamentals of Nursing
8 credit hours

Prerequisite: Admission to the program

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

NUR 110 Pharmacology Practical Nursing
3 credit hours

Prerequisite: Admission to the program

Focuses on the classifications of drugs as they relate to body systems as an introductory pharmacology course. Emphasis is placed on current drug

therapy and specific prototype drugs. The discussion of each drug classification concentrates on the mechanism of action, main therapeutic effects, and the adverse reactions produced by the drug. Nursing considerations and patient teaching aspects for each drug classification are stressed throughout. Students learn how to use drug reference sources in gathering data for delivering effective and safe nursing care.

NUR 111 Socialization into Practical Nursing
1 credit hours

Prerequisite: NUR 102, 113, 114, 132 & 133
Corequisite: NUR 104, 115, 116 & 134

Introduces roles and responsibilities of the graduate practical nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasizes accountability, delegation, and perspectives in health care. Develops career and job readiness skills.

NUR 112 Basic Concepts of Pharmacology
2 credit hours

Prerequisite: Admission to the program
Corequisite: HPR 108, MAT 103 NUR 109

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis nursing considerations and client education, with application of clinical knowledge in caring for clients across the lifespan.

NUR 113 Basic Concepts of OB Nursing
2 credit hours

Prerequisite: NUR 101, 103 & 105
Corequisite: NUR 102, 114, 132 & 133

Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethno cultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse.

NUR 114 Basic Concepts of Peds Nursing
2 credit hours

Prerequisite: NUR 101, 103, 105 & 110
Corequisite: NUR 102, 114, 132 & 133

Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethno cultural and family concepts are integrated throughout.

NUR 115 Basic Concepts Mental Health
1 credit hour

Prerequisite: NUR 102, 113, 114, 132 & 133
Corequisite: NUR 104, 116 & 134

Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds.

NUR 116 Basic Concepts of Geri Nursing
1 credit hour

Prerequisite: NUR 102, 113, 114, 132 & 133
Corequisite: NUR 104, 115 & 134

Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethno cultural concepts are integrated throughout.

NUR 131 Clinical I Appl Arts & Skills
4.5 credit hours

Corequisite: NUR 102

Introduces the learner to the health care environment as a foundation course. Enables the learner to begin to apply the nursing process in assessing and meeting the needs of the client within the role of

the Practical Nurse. Emphasis is placed on the application of communication skills, basic and advancing nursing procedures, assessment and documentation of care in selected health care settings

NUR 132 Clinical II Appl Adult Health
3 credit hours

Corequisite: NUR 102

Enables the student to develop skills in applying the nursing process in delivery of increasingly complex nursing care. The course is intended to prepare the learner for the entry role of the Practical Nurse in assessing and meeting the needs of adults and older individuals in selected health care settings.

NUR 133 Clinical III Appl Maternal Child
1.5 credit hours

Corequisite: NUR 113 and NUR 114

Introduces the learner to the childbearing, newborn, and pediatric client as a foundation course. Provides an opportunity for the learner to apply the principles learned in Basic Concepts of Maternal-Newborn Nursing and in Basic Concepts of Nursing of Children.

NUR 134 Clinical IV Adv Adult Health
4.5 credit hours

Corequisite: NUR 104

Provides the learner with the opportunity to enhance the application and integration of nursing theory with multiple clients. The focus is on the scope of practice for the Practical Nurse and the transition from the role of learner to graduate Practical Nurse. Emphasis is on the physical, psychosocial, spiritual, and ethno cultural needs of multiple clients in selected care settings.

NUR 150 Obstetric & Pediatric Nrsg
7 credit hours

Prerequisite: NUR 109, MAT 103, HPR 108, NUR 112

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and

children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

NUR 169 Transition into Practical Nrsg
5 credit hours

Prerequisite: NUR 109, NUR 112, NUR 106, NUR 150, HPR 108, MAT 103
Provides the student with a transition into the practical nurse role. Emphasis is placed on professionalism in nursing, communication, entry into practice, provider and manager of care and nursing management and leadership. The student assumes toe role of the practical nurse as they manage patient care.

NUR 206 Advanced Concepts of Medical-Surgical Nursing I
8 credit hours

Prerequisite: NUR 210, 272, 211, 273
Corequisite: NUR 216, 217, 289
Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

NUR 211 Nursing Psych Clients
4 credit hours

Prerequisite: BIO 204, 117, 172, NUR 106, 112 and acceptance Level II of the Nursing program
Corequisite: NUR 210, 272, 273
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

NUR 212 Pharmacology II
2 credit hours

Prerequisite: NUR 106, NUR 150
Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications

to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.

NUR 216 Advanced Concepts of Medical Surgical Nursing II
6 credit hours

Prerequisite: First year NUR courses, BIO 204, Second year NUR 1st Semester
Corequisite: NUR 206, 217, 289
Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

NUR 230 Leadership Mgmt Trends
5 credit hours

Prerequisite: NUR 206
Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

OSH · OCCUPATIONAL SAFETY TECHNICIAN

OSH 116 OSHA Voluntary Compliance
3 credit hours

Provides a 30-Hour OSHA certification course for general industry. Participants will review the current OSHA standards contained in 29 CFR 1910 and participants that complete the course will

receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

PAR · PARALEGAL

PAR 115 Introduction to Law
3 credit hours

Prerequisite: MGD
Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

PAR 116 Torts
3 credit hours

Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

PAR 117 Family Law
3 credit hours

Covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 Contracts
3 credit hours

Covers the basic principles of contract law.

PAR 125 Property Law
3 credit hours

Covers real estate law, ownership, sale, leasing, financing and government regulation of land.

PAR 126 Administrative Law
3 credit hours

Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.

PAR 201 Civil Litigation
3 credit hours

Provides students with an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.

PAR 202 Evidence
3 credit hours

Introduces students to State and Federal Rules of Evidence, and application to the trial process.

PAR 205 Criminal Law
3 credit hours

Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.

PAR 206 Business Organizations
3 credit hours

Focuses on the study of the major types of business organizations.

PAR 208 Probate and Estates
3 credit hours

Provides an understanding of the creation and administration of an estate, including wills and trusts, and the probate process.

PAR 209 Constitutional Law
3 credit hours

Emphasizes the study of the powers of government as they are allocated and defined by the United States Constitution.

PAR 210 Sexual Orientation and the Law
3 credit hours

Provides the substantive legal knowledge that students need to understand the relationship between American law and sexual minorities. Includes a comprehensive understanding of the unique legal issues facing lesbians and gay men, and covers the practical application of the law to these situations.

PAR 211 Legal Research
3 credit hours

Introduces students to basic legal research tools including statutes, digests, case law, citators, encyclopedias, dictionaries, and online databases.

PAR 212 Legal Writing
3 credit hours

Focuses on practicing the content and conventions of legal writing.

PAR 217 Environmental Law
3 credit hours

Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste.

PAR 218 Bankruptcy Law
3 credit hours

Covers the federal and state laws and procedures involving bankruptcy.

PAR 278 Legal Research Seminar I
3 credit hours
Prerequisite: PAR 211

Introduces students to computer-assisted legal research. Enables the student to draft legal memorandums and a trial court brief.

PAR 279 Legal Research Seminar II
3 credit hours
Prerequisite: PAR 278

Continues from Legal Research Seminar I with computer-assisted legal research used in drafting appeals and court briefs.

PAR 280 Internship: Paralegal
0. 5 - 6 credit hours
Prerequisite: PAR 115

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

PAR 289 Capstone: Paralegal Synthesis
3 credit hours
Prerequisite: PAR 115, PAR 211, and PAR 212.

Emphasizes a synthesis of the information and skills that students have learned throughout their paralegal studies.

PED · PHYSICAL EDUCATION

PED 110 Fitness Center Activity I
3 credit hours

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 115 Body Sculpting and Toning
1 credit hours

Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PHA · PHARMACY AIDE

PHA 101 Pharmacy Aide
4 credit hours
Prerequisite: By application process.

Provides students with the opportunity to perform a variety of tasks associated with the delivery of pharmacy services in an inpatient or outpatient pharmacy.

PHA 187 Cooperative Education: Pharmacy Aide
2 credit hours
Corequisite: PHA 101

Provides a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

PHI · PHILOSOPHY

PHI 111 Introduction to Philosophy: GT-AH3
3 credit hours
Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is one of the Statewide Guaranteed Transfer courses.

PHI 112 Ethics: GT-AH3

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Examines human life, experience, and thought in order to discover and develop the principals and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgements are applied to a selection of contemporary personal and social issues. This course is one of the Statewide Guaranteed Transfer courses.

PHI 113 Logic: GT-AH3

3 credit hours

Prerequisite: College level reading and writing skills.

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. This course is one of the Statewide Guaranteed Transfer courses.

PHI 115 World Religions — West

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

PHI 116 World Religions — East

3 credit hours

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

PHI 205 Business Ethics

3 credit hours

Prerequisite: BUS 115

Analyzes of ethical behavior for business. The premise is that ethics deals with right and wrong standards of behavior that are determined by the ethical and social expectations of society in general, and further, that we expect responsible people to observe the ethical standards of our society. A case approach is used throughout the course. The ethical issues involve trade-offs among ethical decisions and economics, legal, social, and cultural concepts.

PHY · PHYSICS

PHY 105 Conceptual Physics: GT-SC1

4 credit hours

Prerequisite: Grade of 'C' or better in REA 090

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses.

PHY 111 Physics: Algebra-Based I with Lab GT-SC1

5 credit hours

Prerequisite: Grade of 'C' or better in MAT 121 and REA 090
Corequisite: MAT 122

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. This course is one of the Statewide Guaranteed Transfer courses.

PHY 112 Physics: Algebra-Based II with Lab: GT-SC1

5 credit hours

Prerequisite: Grade of 'C' or better in PHY 111

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer courses.

PHY 211 Physics: Calculus-Based I with Lab: GT-SC1

5 credit hours

Prerequisite: Grade of 'C' or better in MAT 201

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. This course is one of the Statewide Guaranteed Transfer courses.

PHY 212 Physics: Calculus-Based II with Lab: GT-SC1

5 credit hours

Prerequisite: Grade of 'C' or better in PHY 211

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer courses.

POS • POLITICAL SCIENCE

POS 105 Introduction to Political Science: GT-SS1
3 credit hours

Prerequisite: ENG 121 or instructor consent
Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This course is one of the Statewide Guaranteed Transfer courses.

POS 111 American Government: GT-SS1
3 credit hours

Prerequisite: ENG 121 or instructor consent
Includes the background of the U. S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is one of the Statewide Guaranteed Transfer courses.

POS 125 American State and Local Government
3 credit hours

Prerequisite: ENG 121 or instructor consent
Emphasizes the structure and function of state, county, and municipal governments, including their relations with each other and with national government. Colorado government and politics are emphasized.

POS 205 International Relations: GT-SS1
3 credit hours

Prerequisite: ENG 121 or instructor consent
Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of nonstate actors, the international economy and theoretical attempts to understand international behavior. This course is one of the Statewide Guaranteed Transfer courses.

PSM • PUBLIC SECURITY MANAGEMENT

PSM 102 Crime Prevention and Technologies
3 credit hours

Explores the contemporary security management and loss prevention issues that require expertise in specialized investigative methods. Computer-related investigations, such as child abduction, fraud, and identification theft, will be covered with a focus on how the Internet can be used as an investigative tool. A historical perspective of terrorism as well as special investigative techniques associated with the investigation of terrorist activity will be presented. Additional analyses and discussions will center on forensic advances as they relate to suspect identification and loss prevention analysis.

PSM 104 Homeland Security: Introduction to Emergency Management
3 credit hours

Offers the student an orientation to the position of Emergency Manager; the requirements for emergency preparedness in the USA; an orientation to community disaster relief; basic incident command systems; State disaster management; the role of emergency management in community preparedness, response and recovery; and the response to failure of infrastructure on individuals and communities.

PSM 105 Crime and Forensics
3 credit hours

Examine the philosophical considerations of the integration of forensic science disciplines with criminal investigations. Encompasses and provide an overview of physical evidence and examine the major forensic sub disciplines of pathology, toxicology, deontology, anthropology, art, firearms, and tool marks, criminalistics, serology, and questioned documents. Provides an important base for the security management professional who may become the first responder in a crime scene.

PSM 110 School Violence
3 credit hours

Provides an understanding of what leads to violence and the types of support that research has shown to be effective in preventing violence as a necessary tool for the security management professional. Preparing for a violent confrontation or the threat of physical harm is not an everyday occurrence. Although most schools are safe, the violence that occurs in our neighborhoods and communities has found its way inside the schoolhouse door.

PSM 132 Homeland Defense: Forecasting Terrorism
3 credit hours

Examines the variety of new indicators, warning methodologies, and analytical tools available to analysts; review of the extensive academic, governmental, and policy literature on terrorism forecasting that has been developed to assess and forecast terrorism in its numerous dimensions. Students will comprehend the various analytical capabilities of the types of terrorist threats that are most likely to confront the USA and its allies in the near future, and predict how to develop proactive defenses for the long term protection of our society.

PSM 133 Homeland Security: Chemical and Biological Defense
3 credit hours

Provides an overview of the chemical, biochemical, and biological threat to Homeland Security. Analysis of the agents and means of dissemination or attack that an adversary nation, group, or terrorist cell may employ to deliver these agents; review the current and projected means, techniques, and procedures for defense against such agents; review of theory and practices in chemical and biological threats to develop proactive defensive postures to defeat these threats.

PSM 204 Terrorism, Intelligence and Justice
3 credit hours

Provides the student with an interactive opportunity for students to develop enforcement strategies for investigating terrorism, intelligence gathering, and Justice. The course will focus on the history and development of traditional and non-traditional terrorist actors, cells, supporting countries, and homeland defensive methodologies for the security professional. The operational strategies of law enforcement in

combating terrorism, including electronic surveillance, intelligence operations and covert operations will be discussed and applied in role-play situations.

PSM 221 Forensic Computer Analysis: Computer Forensics I

3 credit hours

Offers the student an overview of computer forensics, while discussing the different aspects of computers as it pertains to the forensic field, loss prevention, security management, and homeland security. Introduction to the legal aspects as it pertains to the search and seizure of computers and the effects of new legislation that changes our concepts of privacy and ownership.

PSM 222 Forensic Computer Analysis: Computer Forensics II

3 credit hours

Prerequisite: PSM 221

Provides the student with enhanced materials built on the foundations of PSM 221 - Computer Forensics I. Introduces and incorporates software used within the security industry to identify and locate evidence on a computer system. The procedures of computer seizure are reintroduced along with the proper guidelines of computer seizure.

PSM 280 Internship

3 credit hours

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

PSY · PSYCHOLOGY

PSY 101 General Psychology I: GT-SS3

3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or better or minimum college-level English assessment score.

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. This course is one of the Statewide Guaranteed Transfer courses.

PSY 102 General Psychology II: GT-SS3

3 credit hours

Prerequisite: ENG 090 with 'C' or better or minimum college level English assessment score

Studies behavior scientifically, including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This course is one of the Statewide Guaranteed Transfer courses.

PSY 110 Career Development

3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level assessment score

Assists students in recognizing their career potential and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 205 Psychology of Gender: GT-SS3

3 credit hours

Prerequisite: ENG 121 with 'C' or better or equivalent Assessment Score

Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span.

PSY 215 Psychology of Adjustment

3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better.

Emphasizes personal growth and the development of interpersonal skills. Focus is on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 217 Human Sexuality

3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better.

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health.

PSY 227 Psychology of Death and Dying: GT-SS3

3 credit hours

Prerequisite: PSY 101, or PSY 102, or SOC 101, or SOC 102, or instructor consent and ENG 121 with grade of 'C' or better or equivalent assessment score.

Covers philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. This course is one of the Statewide Guaranteed Transfer courses.

PSY 235 Human Growth and Development: GT-SS3

3 credit hours

Prerequisite: ENG 121 with grade of 'C' or better.

Surveys human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses.

PSY 238 Child Development: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better or minimum college-level English assessment score.

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses.

PSY 249 Abnormal Psychology

3 credit hours

Prerequisite: PSY 101 or PSY 102 AND ENG 121 with grade of 'C' or better

Studies abnormal behavior and its classification, causes, treatment, and prevention.

PSY 289 Capstone: Leadership Development

3 credit hours

Prerequisite: ENG 121 and MAT 120 and SPE 115

Studies and applies the theories and techniques of leadership and group processes. In addition, introduces leadership skills and experiences with applications in group and community settings.

PTE · PSYCHIATRIC TECHNICIAN

PTE 110 Introduction to Psychiatric Care

5 credit hours

Prerequisite: Admission to Psychiatric Technician Certificate

Explores basic principles of psychiatric care utilizing therapeutic communication, human development, behavior assessment, and documentation. Enables

the student to develop and apply interpersonal and technical skills while working with clients in psychiatric care settings. Prerequisites and Co-requisites will be determined by each individual institution.

PTE 116 Theoretical Concepts of Psychiatric Care
2 credit hours

Prerequisite: Admission into the Psychiatric Program and PTE 110
Corequisite: PTE 170

Explores basic etiology, symptoms of, and interventions for common psychiatric disorders. Builds on prior knowledge. Provides opportunities to recognize and intervene with clients experiencing typical psychiatric problems.

PTE 117 Theoretical Concepts of Psychiatric Care II
2 credit hours

Prerequisite: PTE 116 and PTE 170 at PCC and PPCC or PTE 179 at CCD, or instructor consent
Corequisite: PTE 171 and PTE 179 and awaiting Nursing CORE numbers.

Explores psychiatric problems common to four (4) special populations: children/adolescents, developmentally disabled individuals, aging persons, and forensic clients. The student learns to recognize and intervene with problems common to these four groups.

PTE 118 Psychiatric Management Principles
1 credit hours

Prerequisite: PTE 117 and PTE 171
Corequisite: PTE 172

Explores principles of psychiatric unit management and professional behaviors in psychiatric care. Self-care issues and job-seeking skills are also discussed.

PTE 170 Clinical Concepts of Psychiatric Care I
3 credit hours

Prerequisite: PTE 110 at PCC and PPCC and PTE 112 at CCD
Corequisite: PTE 116

Provides clinical application of theory and principles presented in PTE 116 through supervised clinical practice in a psychiatric care setting.

PTE 171 Clinical Concepts of Psychiatric Care II
3 credit hours

Prerequisite: PTE 116 and PTE 170 or instructor consent
Corequisite: PTE 117

Provides clinical application of theory and principles presented in PTE 117 through supervised clinical practice in a psychiatric care setting.

PTE 172 Psychiatric Management Clinical
1 credit hours

Prerequisite: PTE 117, and PTE 171
Corequisite: PTE 118

Synthesizes knowledge from prerequisite courses and provides clinical application of theory presented in PTE 118.

REA • READING

Also see AAA — Academic Achievement

REA 030 Basic Reading Skills
2 credit hours

Prerequisite: Appropriate reading assessment score.

Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension.

REA 060 Foundations of Reading
3 credit hours

Prerequisite: REA 030: Basic Reading Skills

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

REA 090 College Preparatory Reading
3 credit hours

Prerequisite: Minimum Assessment Score in Reading or minimum grade of "C in REA 060

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

REA 130 Applied and Technical Reading
2 credit hours

Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process.

REA 151 College Reading
3 credit hours

Prerequisite: REA 090, or reading assessment score of 80+, or instructor consent

Covers information processing systems, analyzing reasoning strategies, concept development and retention, and patterns of organization with emphasis on applying reading strategies to college expository text.

REA 223 Critical Reading and Analysis
3 credit hours

Prerequisite: REA 090, or REA 151 or reading assessment score of 80+, or instructor consent

Covers problem solving, goal setting, decision making, analyzing critical issues, constructing effective arguments, reasoning logically, organizing and interpreting visual perceptions, evaluating beliefs based upon experiences, and examining the symbolic nature of language. Emphasizes creating a learning environment where students are able to read and think both critically and creatively.

REA 225 Exploring Diversity Issues
3 credit hours

Prerequisite: CPT 80, REA 151, or REA 223 or instructor consent

Assist students in developing diversity awareness. Emphasizes the strengths inherent in mastering a developmental framework for awareness and application of diversity-related concepts.

RTE • RADIOLOGY TECHNOLOGY

RTE 101 Introduction to Radiography
2 credit hours

Prerequisite: ENG 121, MAT 106 or higher, BIO 201/202 or BIO 106, PSY 101 or SOC 101 or PSY 235

Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession.

RTE 111 Radiographic Patient Care

2 credit hours

Prerequisite: BIO 201/202, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285, RTE 101

Corequisite: RTE 121, RTE 141, RTE 181

Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, and death and dying.

RTE 121 Radiologic Procedures I

3 credit hours

Prerequisite: BIO 106 or BIO 201 and 202, ENG 121, MAT 106 or higher, PSY 101 or SOC 101 or PSY 135 and RTE 101

Corequisite: RTE 131, 141, 181

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.

RTE 122 Radiologic Procedures II

3 credit hours

Prerequisite: BIO 201 and 202, ENG 121; MAT 106 or higher; PSY 101 or SOC 101; PSY 285; RTE 111, 121, 131, 141 and 181

Corequisite: RTE 132, 142, 182

Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and boney thorax.

RTE 131 Radiographic Pathology and Image Evaluation I

1. 5 credit hours

Prerequisite: ENG 121, MAT 106 or higher, BIO 201/202 or BIO 106, PSY 101 or SOC 101 or PSY 235 and RTE 101

Corequisite: RTE 111, RTE 121, RTE 141, RTE 181

Provides a detailed anatomic discussion of respiratory, digestive, and genitourinary systems and related medical terminology. This course will also cover the details of bony anatomy including bone structure, pathology and arthrology.

RTE 132 Radiographic Pathology and Image Evaluation II

1. 5 credit hours

Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141, RTE 181

Corequisite: RTE 122, RTE 142, RTE 182

Provides detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system and skull and related medical terminology.

RTE 141 Radiographic Equipment/Imaging I

3 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285

Corequisite: RTE 111, 131, 181

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.

RTE 142 Radiographic Equipment/Imaging II

3 credit hours

Prerequisite: BIO 201 & 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285, RTE 101,111 121, 131, 141, 181

Corequisite: RTE 122, 132, 182

Expands information covered in RTE 141 and provides in depth knowledge of radiographic exposure and the factors that effect radiographic film quality and assurance.

RTE 181 Radiographic Internship I

5 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 107 or higher, PSY 101 or SOC 101, PSY 285

Corequisite: RTE 101, 121, 141

Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

RTE 182 Radiographic Internship II

5 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 107 or higher, PSY 101 or SOC 101, PSY 285, RTE 101, 121, 141, 181

Corequisite: RTE 122, 132, 142

Introduces additional concepts and more complex radiographic procedures to those learned in Internship I.

RTE 183 Radiographic Internship III

7 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 107 or higher, PSY 101 or SOC 101, PSY 285, RTE 111, 122, 142, 182

Reinforces the basic concepts of Clinical Internship I and II.

RTE 221 Advanced Medical Imaging

3 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 235, RTE 183, 122

Corequisite: RTE 231, 281

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

RTE 231 Radiation Biology/Protection

2 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285, RTE 183

Corequisite: RTE 221, 281

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

RTE 281 Radiographic Internship IV

8 credit hours

Prerequisite: BIO 201 and 202 or 106, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 235, RTE 181, 182, 183

Corequisite: RTE 221, 231

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

RTE 282 Radiographic Internship V

8 credit hours

Prerequisite: BIO 201/202, or BIO 106; ENG 121; MAT 106 or higher; PSY 101 or SOC 101; PSY 235; RTE 181, 182, 183 and 281

Corequisite: RTE 289

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the outpatient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

RTE 289 Radiographic Capstone
3 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285, RTE 181, 182, 183, 281
Corequisite: RTE 282

Prepares the radiology technology student to effectively search for a job in radiography and sit for the American Registry of Radiologic Technology examination.

RUS · RUSSIAN

RUS 101 Conversational Russian I
3 credit hours

Introduces beginning student to conversational Russian and focuses on understanding and speaking Russian. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

RUS 102 Conversational Russian II
3 credit hours

Prerequisite: RUS 101

Continues the sequence for students who wish to understand and speak Russian. Covers basic conversational patterns, expressions, and grammar.

RUS 111 Russian Language I: GT-AH4
5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Russian language. Note: The order of the topics and methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

RUS 112 Russian Language II
5 credit hours

Prerequisite: RUS I

Continues Russian I in the development of functional proficiency in listening, speaking, reading and writing the Russian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

RUS 211 Russian Language III: GT-AH4
3 credit hours

Prerequisite: RUS 111 and RUS 112

Continues Russian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Russian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

RUS 212 Russian Language IV: GT-AH4
3 credit hours

Prerequisite: RUS 111 and RUS 112 and RUS 211

Continues Russian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Russian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

SCI · SCIENCE

SCI 155 Integrated Science I — Physics and Chemistry: GT-SC1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 090 and ENG 090. Designed for Education majors.

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This course is one of the Statewide Guaranteed Transfer courses.

SCI 156 Integrated Science II — Earth and Life Science: GT-SC1
4 credit hours

Prerequisite: Grade of 'C' or better in MAT 090 and ENG 090. Designed for Education majors.

Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts. This course is one of the Statewide Guaranteed Transfer courses.

SOC · SOCIOLOGY

SOC 101 Introduction to Sociology I: GT-SS3
3 credit hours

Prerequisite: ENG 090 with 'C' or better or minimum college level English assessment score

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This course is one of the Statewide Guaranteed Transfer courses.

SOC 102 Introduction to Sociology II: GT-SS3
3 credit hours

Prerequisite: ENG 090 with 'C' or better or minimum college level English assessment score

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This course is one of the Statewide Guaranteed Transfer courses.

SOC 201 Introduction to Gerontology
3 credit hours

Prerequisite: ENG 121 with 'C' or better or equivalent assessment score and [PSY 101 or 102 or SOC 101 or 102]

Acquaints students with the major issues and concepts pertinent to the field of gerontology. The course introduces various theoretical perspectives on aging, the changing trends in life expectancy and other demographic considerations, and the interrelationship between elders and key social institutions. It provides an overview of physical, cognitive, and socioemotional factors associated with aging.

SOC 203 Urban Socio-Anthropology
3 credit hours

Prerequisite: ENG 121 with grade of 'C' or better, and 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. Additionally, SOC 203 examines the history and theoretical roots of urban anthropology and sociology, ethnographic fieldwork in urban environment, and urban social organization in cross-cultural perspectives.

Course Descriptions

SOC 205 Sociology of Family Dynamics
3 credit hours

Prerequisite: ENG 121 with grade of 'C' or better and SOC 101 or SOC 102

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SOC 215 Contemporary Social Problems: GT-SS3
3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better, and SOC 101, or SOC 102, or instructor consent

Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. This course is one of the Statewide Guaranteed Transfer courses.

SOC 218 Sociology of Diversity
3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better, and SOC 101, or SOC 102, or instructor consent

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

SOC 223 Chicanos in a Changing Society
3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better or minimum college-level English assessment score.

Explores the lives and roles of Chicanos and Chicanas (Americans of Mexican descent). It introduces students to the Chicano community, its historical, political and social development. It explores the ways in which Chicano communities interrelate with Anglo and multicultural societies as well as its future prospects.

SOC 231 The Sociology of Deviant Behavior: GT-SS3
3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better and SOC 101, or 102, or instructor consent

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable.

SOC 237 Sociology of Death and Dying
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 121, and PSY 101, or PSY 102, or SOC 101, or SOC 102, or instructor consent

Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. This course will provide sociological, psychological, religious, historical and anthropological perspectives for interpreting contemporary American customs dealing with dying, death and bereavement. We will examine the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care.

SOC 265 Violence and Culture
3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better, and ANT 101 or SOC 101 or instructor consent

Examines the concepts, relationships, organizations, and research as they relate to violence in multiple cultural settings. SOC 265 assists in developing an understanding of societal and institutional causes of violence; explores resources for intervention and treatment; and provides service learning applications in violence assessment, treatment, and victim assistance.

SPA · SPANISH

SPA 101 Conversational Spanish I
3 credit hours

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA 102 Conversational Spanish II
3 credit hours

Prerequisite: SPA 101

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

SPA 111 Spanish Language I
5 credit hours

Prerequisite: SPA 112 or instructor consent.

Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

SPA 112 Spanish Language II
5 credit hours

Prerequisite: SPA 111

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

SPA 115 Spanish for the Professional I
3 credit hours

Prerequisite: SPA 111 or SPA 112 or instructor consent

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

SPA 211 Spanish Language III: GT-AH4
3 credit hours

Prerequisite: SPA 112 or instructor permission.

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading

and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

SPA 212 Spanish Language IV: GT-AH4
3 credit hours

Prerequisite: SPA 211 or instructor permission.

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading, and writing the Spanish language. Note: the order of the topics and methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses.

SPA 215 Spanish for the Professional II
3 credit hours

Prerequisite: SPA 115

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

SPA 261 Grammar for the Heritage Language Speaker
3 credit hours

Prerequisite: Consent of the instructor. Proficiency at an intermediate level of the Spanish Language required.

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

SPA 262 Composition for The Heritage Language Speaker
3 credit hours

Prerequisite: Consent of the instructor. Proficiency at an intermediate level of the Spanish Language required.

Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

SPE · SPEECH

SPE 115 Public Speaking
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level English assessment score.

Combines the basic theory of speech communication with public speech performance skills. Emphasizes is on speech delivery, preparation, organization, support, and audience analysis.

SPE 125 Interpersonal Communication
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level English assessment score

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

SPE 205 Voice and Diction
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level English assessment score

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 AND "Grade of 'C' or better in ENG 090 or minimum college level English assessment score

Emphasizes the intensification of ideas and styles with a focus on persuasive speaking. The course includes additional studies in rhetorical analysis and oral delivery methods.

SPE 219 Group Dynamics
3 credit hours

Prerequisite: SPE 115 AND Grade of 'C' or better in ENG 090 or minimum college level English assessment score"

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

SPE 226 Oral Interpretation
3 credit hours

Prerequisite: Grade of 'C' or better in ENG 090 or minimum college level English assessment score"

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

TEC · TECHNOLOGY

TEC 205 Geometric Dimensioning and Tolerancing
3 credit hours

Prerequisite: DRT 103 or instructor consent

Enables students to interpret geometric dimensioning and tolerancing (GDT) in machining or drafting. The course covers math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, runout and location. Students learn the generation of a working drawing is a team effort between design, drafting, manufacturing and quality control.

THE · THEATRE

THE 100 Technical Theatre Lab
1 - 3 credit hours

Provides students with safety training for working with equipment used for Technical Theatre, as well as hands-on experience in one or all of the following areas: stage lighting, set construction, stage properties, costuming and makeup.

THE 105 Introduction to Theatre Arts: GT-AH1
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

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 students to methods of reading literature for the stage. The course helps students learn to read plays fluently and exercise their imaginations for visualizing how a play looks, sounds, and feels when produced.

THE 111 Acting I
3 credit hours

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

THE 112 Acting II
3 credit hours

Prerequisite: THE 111

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

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

THE 116 Technical Theatre
3 credit hours

Prerequisite: Instructor consent

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 129 Introduction to the Entertainment Industry
3 credit hours

Teaches the student an overview of what the Entertainment Industry is and what skill sets are required to enter this field.

THE 130 Safety, Tools and Materials
3 credit hours

Addresses basic safety guidelines concerning the operation / use, care and storage of tools and materials. Areas covered include OSHA power tools, hand tools, hardware, lighting and sound equipment, paints, solvents, plastics, woods, steel, aluminum and ladders.

THE 131 Theatre Production I
3 credit hours

Prerequisite: Instructor consent

Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 150 Comedy
3 credit hours

Helps students learn improvisation comedy skills, stand-up comedy skills for performance along with the business aspect of comedy. Students will learn the career and marketing of putting together a show for performance.

THE 151 Stagecraft I
3 credit hours

Focuses upon fundamental theories and construction of flats, platforms, stair units, soft scenery and other aspects of Stagecraft.

THE 211 Development of Theatre II: GT-AH1
3 credit hours

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. This course is one of the Statewide Guaranteed Transfer courses.

THE 212 Development of Theatre III: GT-AH1
3 credit hours

Prerequisite: THE 211 (Development of Theatre I)

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. This course is one of the Statewide Guaranteed Transfer courses.

THE 215 Playwriting
3 credit hours

Gives students the opportunity to learn and practice playwriting techniques, thereby improving creative writing skills. Elements of dramatic structure, dialogue, styles and theatrical practices are emphasized.

THE 216 Theatre Lighting and Design
3 credit hours

Focuses on the theory and practice of stage lighting. Topics include basic electrical theory, color theories, rigging and design of lighting for the performing arts.

THE 218 Readers Theatre
3 credit hours

Studies ensemble interpretation of literature—poetry, prose, and drama, primarily through the medium of the spoken word.

THE 240 Theatre Voice and Diction
3 credit hours

Provides students with individual tutorials which define, design and apply specific vocal techniques to abate singing and speech difficulties. Master class performances provide the opportunity to conjure the energy, charisma and stage command necessary for presentations.

THE 241 Stage Properties
3 credit hours

Offers the fundamentals of set dressing / stage properties theory and practice, including plot design, period style, set props, hand props, production paperwork and scene changes.

THE 284 Internship: Theatre
1 - 6 credit hours

Prerequisite: Permission of the instructor.

Provides students with the opportunity to supplement coursework with practical

work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

VET · VETERINARY TECHNOLOGY

VET 108 Introduction to Laboratory Procedures
3 credit hours
Prerequisite: BIO 111, ENG 121 and admission into the Veterinary Technology program
Corequisite: VET 116, 120 and 205
Studies the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

VET 115 Surgical Nursing
2 credit hours
Prerequisite: VET 108, 116, 205
Corequisite: VET 206, 224
Constructed for the student with limited background in veterinary medicine. The course expresses the need for familiarity with instruments, surgical support equipment, and proficiency in the proper preparation of the operating room.

VET 116 Humane Treatment and Handling of Animals
3 credit hours
Prerequisite: Admission into the Veterinary Technology program
Corequisite: VET 108, 120 and 205
Designed to give students knowledge and skills required for veterinary technicians. The course focuses upon animal welfare and humane treatment during handling and restraint, behavior, safety, equipment choice, and typical clinical procedures.

VET 120 Office Procedures and Relations
2 credit hours
Prerequisite: Admission into the Veterinary Technology program
Corequisite: VET 108, 116, 205
Presents commonly encountered clinical procedures with the emphasis on the role of the veterinary technician in the management of veterinary patients and records. The course also includes introduction to veterinary management software and on-line veterinary services.

VET 134 Diagnostic Imaging
2 credit hours
Prerequisite: VET 108, VET 116, VET 205, VET 206
Corequisite: VET 187
Gives the student a basic understanding of radiographic equipment and film development, develops skills in taking diagnostic radiographs to be evaluated by a veterinarian, and teaches how to evaluate quality of radiographs and to troubleshoot problems in radiography. An introduction to special imaging techniques such as computed tomography (CT scan), Magnetic Resonance Imaging and ultrasound will also be included. This 2 credit class meets for a total of 30 hours of combined lecture and laboratory.

VET 182 Internship I
3 credit hours
Prerequisite: VET 108, 116, 120, 205
Corequisite: VET 115, 206, 224
Students Participate in a 1 hour per week formal lecture, and 90 hours/semester internship experience in a private practice and research related facility. The student may be involved in the day-to-day work of the practice, basic clinical laboratory diagnostics, restraint and handling of animals, office procedures, surgical preparation, and radiology.

VET 187 Cooperative Education: Diagnostic Imaging
1 credit hours
Prerequisite: VET 116, 205, 206
Corequisite: VET 134
Gains experience utilizing radiographic equipment, positioning of animals for radiographs, developing a technique chart and radiographic film. This is a 1 credit class which requires 45 contact hours in a private practice or research related facility.

VET 205 Veterinary Anatomy and Physiology I
4 credit hours
Prerequisite: BIO 111, ENG 121 and admission into the Veterinary Technology program
Corequisite: VET 108, 116, 120
Provides background in the anatomy and physiology of animals. The class covers the structure and function of each body system, including skeletal, muscular, circulatory, integumentary, and respiratory. Other subjects include principles of metabolism and unique characteristics of common domestic species. Applied laboratory experiences are included.

VET 206 Veterinary Anatomy and Physiology II
4 credit hours
Prerequisite: VET 108, 116, 205
Corequisite: VTE 115, 182, 224
Provides additional detail in anatomy and physiology of companion and farm animal species. The class covers interrelationships between body systems including respiratory, cardiovascular, urogenital, and reproductive. Additional topics include metabolism and digestion, acid/base balance, neuroendocrinology, and reproductive endocrinology. Applied laboratory experiences are included.

VET 224 Pharmacology for Veterinary Technicians
3 credit hours
Prerequisite: VET 108, 116, 205, 120, 206
Corequisite: VET 115, 182, 206
Provides background in pharmacology principles including topics such as: mechanism of drug action, types of drugs, anesthetic agents, pharmacy management and calculations related to drug dosages.

VET 225 Anesthesiology
3 credit hours
Prerequisite: VET 108, 115, 116, 120, 182, 205, 206, 224
Corequisite: VET 241, 281
Covers appropriate forms of injectable and gaseous anesthesia for surgical and diagnostic procedures. Other topics include anesthesia monitoring, emergency procedures, and control of post-surgical pain.

VET 227 Animal Nutrition
2 credit hours
Prerequisite: Anatomy and Physiology course or graduation from an AVMA accredited school
Gives students a foundation in the principles of animal nutrition. The course focuses on the basic elements of nutrition including the major categories of nutrients, and their sources, digestion, and metabolism. Both large and small animal feeds

and feeding will be covered. The course emphasizes the relationship between nutrition and health.

VET 240 Veterinary Medicine and Surgery
4 credit hours

Prerequisite: VET 108, 115, 116, 120, 134, 182, 187, 205, 206, 224, 225, 227, 241 and 281
Corequisite: VET 242, 243 and 282

Presents commonly encountered medical and surgical conditions of the dog and cat with the emphasis on the role of the veterinary technician in the management of these entities. The course also includes special techniques laboratories in small animal medicine that provide a hands-on teaching experience in catheterization, collection of bone marrow aspirates, and centesis.

VET 241 Clinical Laboratory Procedures
4 credit hours

Prerequisite: VET 205, 206
Corequisite: VET 225, 281

Discusses the biochemical derangements that characterize disease. Topics include proper collection and analysis of urine, blood, and cytological samples; basic principles of anatomic pathology; necropsy procedure and sample collection.

VET 242 Veterinary Critical Care
2 credit hours

Corequisite: VET 240 , VET 241 , VET 281

Provides instruction in appropriate nursing assessment, monitoring and intervention with emergencies. Uses knowledge and understanding of overall anatomy, physiology, and disease or accident process to assist in veterinarian's diagnoses and treatment.

VET 243 Veterinary Diagnostic Microbiology
4 credit hours

Prerequisite: VET 108, 116, 205, 206, 241
Corequisite: VET 240, 242, 282

Includes the biology, clinical appearance and laboratory diagnosis of bacterial, fungal, and viral diseases of veterinary and zoonotic importance.

VET 275 Special Topics: Preventive Veterinary Medicine
2 credit hours

Prerequisite: Minimum assessment scores

Introduces students to the maintenance of animal health through the use of vaccinations, wellness examinations, and health care plans. Students will design and implement health maintenance plans for their own pets and prepare to design similar plans for animals they may work with in the veterinary medical setting.

VET 281 Internship II
4 credit hours

Prerequisite: VET 182
Corequisite: VET 225, 227, 241

Students participate in a 1 hour/week formal lecture, and 135 hours/semester internships experience in a veterinary related facility. The student is involved in surgical assisting and anesthesia and exposed to the medical and surgical conditions of animals.

VET 282 Internship III
6 credit hours

Prerequisite: VET 182, 281
Corequisite: VET 240, 242, 243

This six (6) credit class facilitates the transition from student to graduate veterinary technician through application of veterinary nursing and laboratory principles and skills. Participates in a 2 hour/week formal lecture, and 180 hours/semester internship experience in a private practice or research related facility. The student will utilize nursing skills in caring for hospitalized patients and perform necessary clinical laboratory procedures.

WEL • WELDING & FABRICATION

WEL 101 Allied Cutting Processes
4 credit hours

Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

WEL 102 Oxyacetylene Joining Processes
4 credit hours

Prerequisite: WEL 101

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

WEL 103 Basic Shielded Metal Arc I
4 credit hours

Prerequisite: WEL 102

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

WEL 104 Basic Shielded Metal Arc II
4 credit hours

Prerequisite: WEL 103

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 106 Blueprint Reading for Welders and Fitters
4 credit hours

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

WEL 110 Advanced Shielded Metal Arc I
4 credit hours

Prerequisite: WEL 104

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 111 Advanced Shielded Metal Arc II
4 credit hours

Prerequisite: WEL 110

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld

WEL 124 Introduction to Gas Tungsten Arc Welding

4 credit hours

Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 125 Introduction to Gas Metal Arc Welding

4 credit hours

Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 202 Gas Metal Arc Welding II

4 credit hours

Prerequisite: WEL 125

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection.

WEL 224 Advanced Gas Tungsten Arc Welding

4 credit hours

Prerequisite: WEL 124

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 230 Pipe Welding I

4 credit hours

Prerequisite: WEL 103

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

COLLEGE STAFF

PRESIDENT'S OFFICE

Barbara McDonnell, *Interim President*
J.D., University of Pennsylvania Law School
M.A., University of Iowa
B.S., University of Illinois

Sherrill Albert
Program Assistant

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B.A., Western State College

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Le Mai, *Accounts Receivable Manager*

Controller's Office

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B.A., University of Santo Tomas, Philippines

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Lisa Pfenning, *Payroll*

Cacthy Tong, *Federal Grant Accounting*

Melissa Wilbourn, *Payroll Officer*

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