

# Catalog

## COMMUNITY COLLEGE OF DENVER



Five Locations, pgs. 2-4

Online Learning, pg. 4

Find Out About COF, pg. 18

Certificates & Degrees, pg. 45

Course Descriptions, pg. 83

*www.ccd.edu*





**Downtown Auraria Campus**

**303-556-2600**

South Classroom Building, Room 136

1111 West Colfax Ave.

Campus Box 215, P.O. Box 173363

Denver, CO 80217-3363

[www.ccd.edu](http://www.ccd.edu)

**CCD East**

**303-293-8737**

1700 E. 28th Ave.

Denver, CO 80205

**Center for Health Sciences at Lowry**

**303-365-8300**

1070 Alton Way,

Denver, CO 80230

**CCD North**

**303-289-2243**

6221 Downing St.,

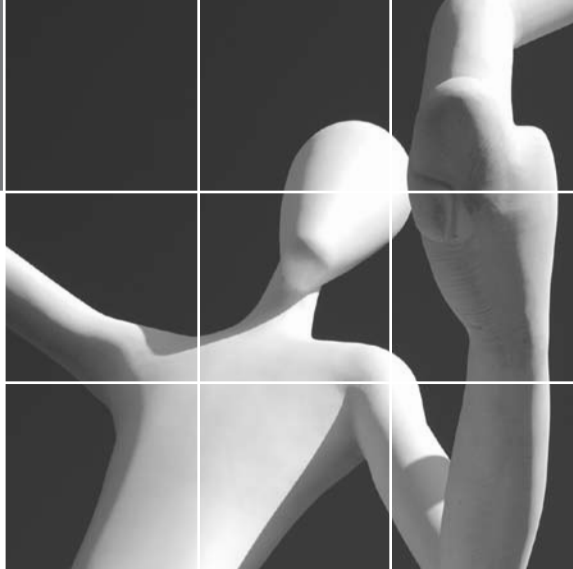
Denver, CO 80216

**CCD Southwest**

**720-858-2900**

3001 S. Federal Blvd.,

Denver, CO 80236



# Community College of Denver 2008-09 Catalog

Published by Community College of Denver, August 2008  
[www.ccd.edu](http://www.ccd.edu)

CCD reserves the right to change provisions, requirements and fees that are listed 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.

This publication is available in alternative formats.  
**Call 303-556-3300.**

The information in this publication is subject to change.  
Go to [www.ccd.edu](http://www.ccd.edu) for updated information.



Printed on recycled paper.



# Welcome to Community College of Denver

## **COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION**

Barbara McKellar, Chair  
Patricia A. Erjavec, Vice Chair  
Wanda Cousar  
Ledy Garcia-Eckstein  
Jennifer Hopkins  
Bernadette Marquez  
Michael Milhausen  
Jerry Nickell  
Shawn Olsen  
John Trefny  
Tamra J. Ward

Dr. Nancy McCallin, System President  
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 is accredited by The Higher Learning Commission and a member of the North Central Association, and is an Academic Quality Improvement Program (AQIP) Participant

*For more information, contact:*

**The Higher Learning Commission**  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Phone: (800) 621-7440 / (312) 263-0456  
Fax: (312) 263-7462  
<http://www.ncahigherlearningcommission.org>

*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.*

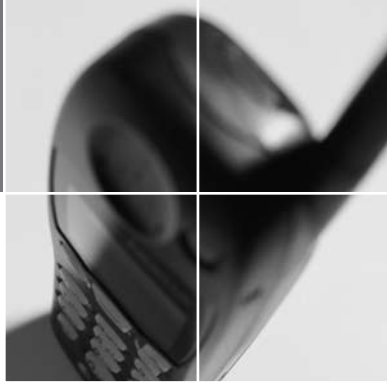


# Table of Contents

<b>ii</b>	<b>Colorado State Board for Community Colleges and Occupational Education</b>	<b>21</b>	<b>Services for Students</b> Services for Students; African American Staff Council; Auraria Child Care Center; Auraria Interfaith Ministry; Auraria Library; Campus Recreation; Campus Relations Coordinator; CCD Alumni Association; Center for Persons with Disabilities; CCD Children's College; Educational Opportunity Center; GED Institute; Health Services; Health Insurance; Hispanic Council; Immunization Policy; International Student Information; Parking and Transportation Services; Student Life; Testing Center; Official GED Testing Center; Online Testing Center; Transcripts Requests; Veterans Affairs
<b>ii</b>	<b>Accreditation</b>		
<b>iii</b>	<b>Table of Contents</b>		
<b>v</b>	<b>Telephone Directory</b>		
<b>1</b>	<b>Find Your Way to CCD</b> CCD Accountability; Our Philosophy; CCD's Mission and History; CCD Satellite Locations; Diversity at CCD; College Guarantees		
<b>3</b>	<b>CCD Locations &amp; maps</b>		
<b>4</b>	<b>CCD is Everywhere</b> CCD Locations; CCD Auraria Main Campus; CCD East at Manual; Center for Health Sciences at Lowry; CCD Dental Hygiene Clinic; CCD North; CCD Southwest; Learning Options and Location Choices; Performance Solutions; The Small Business Development Center; Online Learning; Evening and Weekend College; CCC Online; Workforce Initiatives; Inter-Institutional Programs with MSCD and UC Denver	<b>24</b>	<b>Transferring Into or Out of CCD</b> Transferring Credit to CCD; Transfer of credits from Emily Griffith Opportunity School to CCD Auraria; Credit for Prior Learning; Standardized Tests; Challenge Examinations; Published Guides; Portfolio of Learning Outcomes; Transferring to Four-year Institutions; 60 + 60 Transfer
<b>6</b>	<b>Academic Calendar</b>	<b>26</b>	<b>CCD Helps Students Succeed</b> FastStart@CCD; Learning Success Services; Academic Support Center (ASC); AAA 099; English as a Second Language; GED Lab (Colorado High School Equivalency Diploma); The Online Writing Lab (OWL); Career and Technical Tutoring Services (CTTS); Academic Technology Center (ATC); Pre-Collegiate Programs; Postsecondary Enrollment Options; Center for Academic Support & Achievement (CASA); First Generation Student Success; TRiO Scholars; CCD Celebrates Student Success; Graduation Honors; Semester Honors; Phi Theta Kappa
<b>7</b>	<b>Degree &amp; Certificate Programs</b>		
<b>9</b>	<b>Getting Started</b> Steps To Successful Enrollment; Admission; New Student Orientation; Assessment Test for Placement; Academic Advising; Statement of Values for Advising Excellence; Registration; Your Responsibilities Regarding Enrollment; Tuition and Fees		
<b>17</b>	<b>Money Matters</b> Money Matters; Tuition Rates; Student Fee Chart; Fee Descriptions; College Opportunity Fund (COF); Tuition Refund Policy; Petition for Tuition Refund; Financial Aid; Application Procedures; Student Budget; Ability to Benefit; Eligibility; Eligible Non-Citizens; Financial Aid Programs; Scholarships; Loans; Financial Aid Repayment	<b>28</b>	<b>Special Academic Programs</b> Army Reserve Officers Training Corps (AROTC); Cooperative Education Program; Developmental Studies Program; Honors Program; North Lincoln Campus of Learners Project; Summer Bridge Program



<b>29</b>	<p><b>Graduation Requirements</b>                      Colorado Community College System Guidelines; Degree Requirements; General Education Requirements; Certificate Requirements; Before You Can Graduate; Other Graduation Policies; CCD Catalog Requirements for Graduation; Graduation Checklist</p>
<b>31</b>	<p><b>Common Grading Symbols</b></p>
<b>33</b>	<p><b>Academic Matters</b>                      Academic Progress; Standards and Practices; Academic Appeals Procedures; Academic Renewal Policy; Academic Integrity Policy; Academic Standards; CCD Grade Policy; CCD Rights; Colorado Community College System Inventory of Common Grading Symbols; Course Load; Credit Hours; Grade Changes; Grade Point Average; Repeating Courses</p>
<b>36</b>	<p><b>What All Students Need to Know</b>                      Americans with Disabilities Act and CCD Compliance; Notice of Nondiscrimination; Directory Information; Family Education Rights &amp; Privacy Act of 1974; Release of Information; Drug-Free Schools; Electronic Communications Policy; Law Enforcement at CCD; Status of Campus Safety; Student Code of Conduct; Student e-mail; Student Grievance Procedure; Student Right-To-Know and Campus Security Act Campus Crime Information; Reported criminal offenses on the Auraria campus; Statement Regarding Registered Sex Offenders; CCD Sexual Harassment Policies; Auraria Campus Sexual Assault Policy; Policy Statement; Sexual Assault Prevention on the Auraria Campus; Sexual Assaults/Offenses; Options for Student Victim of Sexual Assaults/Other Sexual Offenses</p>
<b>42</b>	<p><b>Reading Guide to Degree &amp; Certificate Programs</b>                      Catalog 101; Understand CCD'S Degree &amp; Certificate Programs; Capstone Courses; Core Curriculum; Corequisite; Credit Hour; Credit Hours in Parentheses; Statewide Guaranteed Transfer Courses; Flexible Enrollment; Prerequisite; Speech Intensive Courses</p>
<b>43</b>	<p><b>CCD Academic Centers and Program Chairs</b></p>
<b>44</b>	<p><b>Program Titles or Course Prefixes</b></p>
<b>45</b>	<p><b>Degree &amp; Certificate Programs</b></p>
<b>82</b>	<p><b>Guide to Course Descriptions Prefixes</b></p>
<b>83</b>	<p><b>Course Descriptions</b></p>
<b>121</b>	<p><b>College Staff</b></p>
<b>149</b>	<p><b>Index</b></p>



# Telephone Directory

<b>Admissions, Registration &amp; Records</b> .....	<b>303-556-2420</b>
<i>Admissions; Transfer Credit; Graduation; International Student Services; Registration; Records; Veterans Affairs</i>	
<b>Auraria Interfaith Center</b> .....	<b>303-556-8591</b>
<b>Auraria Operator</b> .....	<b>303-556-2400</b>
<b>Bookstore, Auraria</b> .....	<b>303-556-3230</b>
<b>Campus Closure</b> .....	<b>303-556-2401</b>
<b>Campus Police</b> .....	<b>303-556-3271</b>
<b>Campus Recreation</b> .....	<b>303-556-3210</b>
<b>Career College</b>	
Performance Solutions — Customized & Contract Training .....	<b>303-352-6925</b>
Workplace Learning Project .....	<b>303-352-6900</b>
<b>Career Services</b>	
Educational Opportunity Center .....	<b>720-858-2912</b>
<b>Cashier</b> .....	<b>303-556-2075</b>
<b>CCD Welcome Center</b> .....	<b>303-556-2600</b>
<b>Center for Academic Support &amp; Achievement</b> .....	<b>303-556-4964</b>
First Generation Student Success	
TRiO Scholars	
<b>Center for Arts &amp; Sciences</b> .....	<b>303-556-2473</b>
Evening & Weekend College	
Language Arts & Behavioral Sciences	
<i>Anthropology; Arabic; Art; American Sign Language; Chinese; Communication;</i>	
<i>Dance; English; German; French; Graphic Design; Hebrew; History; Human Services;</i>	
<i>Humanities; Journalism; Lakota; Literature; Music; Paralegal; Philosophy; Photography;</i>	
<i>Psychology; Sociology; Spanish; Theatre; Technical Theatre</i>	
<b>Center for Arts &amp; Sciences</b> .....	<b>303-556-2460</b>
Math & Science	
<i>Astronomy; Biology; Chemistry; Computer Science; Earth Science; Geology; Mathematics;</i>	
<i>Physics; Pre-Aerospace; Pre-Dental; Pre-Engineering; Pre-Medical; Pre-Pharmacy;</i>	
<i>Pre-Physical Therapy; Pre-Physician Assistant; Pre-Veterinary Science; Science</i>	

**Center for Career & Technical Education**

Business & Technology ..... 303-556-2487  
*Accounting; Business Administration; Business Technology; Economics; Engineering  
 Graphics; Geography; Information Technology; Machine Technologies; Political Science;  
 Public Security Management; Fabrication Welding (Trades)*

Lookout Academy at Lookout Mt. Youth Services Center ..... 303-273-2636

Online Learning ..... 303-556-6304

Teacher Education Academy ..... 303-556-2439  
*Early Childhood Education; Elementary Education; Paraeducator Children's College*

**Center for Educational Advancement** ..... 303-556-8455

*Developmental English; Developmental Math; English as a Second Language;  
 FastStart@CCD; GED Institute/Adult Basic Education*

Academic Technology Center ..... 303-556-2520

**Learning Success Services**

Academic Support Center ..... 303-556-2497

Vocational Tutoring Services ..... 303-556-2520

Testing Center ..... 303-556-3810

**Center for Health Sciences at Lowry** ..... 303-365-8300

Dental Hygiene ..... 303-365-8302

Nursing & Allied Health programs ..... 303-365-8300  
*Emergency Medical Services; Massage Therapy (offered at CCD Southwest); Nursing  
 (EPN, RN); Nurse Aide (also offered at Satellite Locations); Nutrition; Radiologic Technology;  
 Radiation Therapy; Veterinary Technology*

**Center for Persons with Disabilities** ..... 303-556-3300

**CCD Children's College** ..... 303-556-2439

**Computer Labs** ..... 303-556-2520

**Cooperative Education** ..... 303-556-3607

**Corporate Training Center (see Performance Solutions)**

**Denver Transfer Initiative** ..... 303-556-2461

**Early/Middle Colleges** ..... 303-352-3301

**Educational Opportunity Center** ..... 303-629-9226

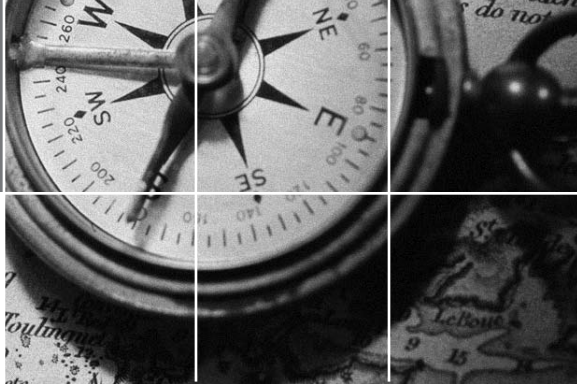
**Educational Planning & Advising Center** ..... 303-556-2481

**Educational Talent Search** ..... 303-629-9226

**EMERGENCY** ..... 911



<b>Financial Aid</b> .....	<b>303-556-5503</b>
<b>Institutional Research &amp; Planning</b> .....	<b>303-556-6178</b>
<b>International Student Services</b> .....	<b>303-556-3564</b>
<b>Learning &amp; Academic Affairs Vice President</b> .....	<b>303-556-3598</b>
<b>Library, Auraria</b> .....	<b>303-556-2741</b>
<b>Multicultural Resource Center</b> .....	<b>303-352-3351</b>
<b>Online Learning</b> .....	<b>303-556-6304</b>
<b>Parking &amp; Transportation, Auraria</b> .....	<b>303-556-2000</b>
<b>Performance Solutions</b> .....	<b>303-352-6921</b>
<b>Pre-Collegiate Studies</b> .....	<b>303-352-3301</b>
Postsecondary Enrollment Options	
<b>President's Office</b> .....	<b>303-556-3786</b>
<b>Records (See Admissions, Registration &amp; Records)</b> .....	<b>303-556-2420</b>
<b>Recruitment &amp; Student Outreach</b> .....	<b>303-556-2600</b>
<b>Refugee Student Services</b> .....	<b>303-556-2600</b>
<b>Registration &amp; Records</b> (See Admissions, Registration & Records)	
<b>Satellite Locations</b>	
CCD East at Manual .....	<b>303-293-8737</b>
CCD North .....	<b>303-289-2243</b>
CCD Southwest .....	<b>720-858-2900</b>
<b>Learning &amp; Student Affairs Vice President</b> .....	<b>303-556-3598</b>
<b>Student Life</b> .....	<b>303-556-2597</b>
<b>Teaching/Learning Center</b> .....	<b>303-556-3787</b>
<b>Testing Center</b> .....	<b>303-556-3810</b>
<b>Transfer Coordinator</b> .....	<b>303-556-2481</b>
<b>Veterans Office</b> .....	<b>303-556-4269</b>
<b>Vocational Tutoring Services</b> .....	<b>303-556-2520</b>
<b>Workforce Initiatives</b> .....	<b>303-352-6900</b>



## Find Your Way to CCD

### 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 Satellite Locations. 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.

Auraria Campus 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 Downtown Aquarium.

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!

### 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 advisor about AAA 101 and New Student Orientation or contact Student Life at 303-556-2597 for more information.

### 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](http://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 workforce 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.
- Deliver relevant learning-centered educational and co-curricular programs designed specifically to engage students and to meet the needs of our diverse community.
- Hire, train and retain outstanding faculty and staff who are passionate about student success.
- Develop and communicate consistent policies and procedures throughout the college that are transparent and inclusive.
- Provide comprehensive support services and an engaging environment to meet the needs of our students, faculty, staff and the community
- Incorporate continual measurement and improvement processes for student learning to ensure the effectiveness of CCD's programs in meeting student and community needs.
- Increase community awareness, connectedness and understanding of the mission and vision of CCD.

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 Satellite Locations

- 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 2008, CCD East relocated to Manual High School at 1700 E. 28th Ave. CCD East offers general education, GED and English as a Second Language classes and programs for medical office careers.

CCD's satellite locations offer vocational education college courses that fit almost any schedule. The satellite locations follow the same fall, spring and summer semester schedule as Auraria Campus, 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 satellite locations 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, colocated 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.

Center for Health Sciences at 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, in-

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

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'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 is a Learning College where policies, programs and practices support learning as the major priority.



## CCD LOCATIONS

### **AURARIA MAIN CAMPUS • 303-556-2600**

1111 W. Colfax Ave., P. O. Box 173363 • Denver, CO 80217-3363

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 MANUAL • 303-293-8737**

1700 E. 28th Ave. • Denver, CO 80205

RTD Routes: #28, #38, #43

### **CENTER FOR HEALTH SCIENCES AT LOWRY • 303-365-8300**

Center for Health Sciences • 1070 Alton Way, Building 849  
Denver, CO 80230

### **CCD DENTAL HYGIENE CLINIC • 303-365-8338**

1062 Akron Way, Building 753 • Denver, CO 80230

RTD Routes: #10, #73, #6, #3, #3L, #105, #65, #65A, #11, #15, #15L

### **CCD NORTH • 303-289-2243**

6221 Downing St. • Denver, CO 80216

RTD Route: #7

### **CCD SOUTHWEST • 720-858-2900**

3001 S. Federal Blvd. • Denver, CO 80236

RTD Routes: #32, #28B, #38L, #44L

## LEARNING OPTIONS AND LOCATION 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 Manual, CCD North & CCD Southwest**

Students have a number of learning options. CCD East at Manual, CCD North and CCD Southwest offer a unique college experience with the flexibility to fit almost any schedule. The satellite locations 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 staff and faculty at these locations 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. Case managers 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 locations 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 aall courses successfully completed.

CCD East at Manual, CCD North and CCD 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 workshops. 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](http://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. For more information, visit [www.cconline.org](http://www.cconline.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 Program with Metropolitan State College of Denver (MSCD) and University of Colorado (UC Denver)

CCD and neighbor institutions MSCD and UC Denver have an interinstitutional consortium agreement. CCD students are able to take selective courses at MSCD or UC Denver if space is available. The tuition will be paid at CCD excluding any fees that may be required for selective courses. CCD students must complete an interinstitutional application form from the Admissions, Registration & Records office and submit to the host institution according to dates published each term by MSCD or UC Denver.

MSCD or UC Denver students can take selective courses at CCD if space is available. The host students must obtain pre-approved interinstitutional forms including instructions and deadlines from their home institution. All students are required to meet course prerequisites, which include assessment testing. Students registering for any courses requiring a English, math or reading prerequisite requirements must either submit transcripts indicating they have met the prerequisite requirement to the test center to waive/exempt the assessment.

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

subject to approval by the home school. Students are advised to confer with the department chairs and/or coordinators, academic advising, or case managers before registering interinstitutionally. Students should ascertain before enrolling at an institution that desired courses will satisfy degree requirements at the home institution. There is also a limitation on transferability. Students must follow policy and procedures at both institutions

### Inter-Institutional Instructions for MSCD or UC Denver students taking courses at CCD.

1. Obtain inter-institutional forms at your home institution (MSCD/UC Denver). Meet with your advisor 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](http://www.ccd.edu), My Community Education.
3. After acceptance to CCD, an acceptance letter may be sent via e-mail or U.S. postal mail depending on the time of application. This letter will provide you with your student identification number along with instructions to proceed with the registration process. You may also obtain your student ID from the Admissions, Registration and Records office, South Classroom 133.
4. Register for course(s) according to registration dates at CCD. *The amount of credits taken at CCD must 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 UC Denver 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. *the student is responsible to register.*
7. Any course changes must be submitted to the home institution.

### Inter Institutional Instructions for CCD students taking courses at MSCD or UC Denver

CCD Students Taking Course(s) at Metropolitan State College (MSCD) or University of Colorado at Denver (UC Denver)

1. Apply according to published deadlines at host institution (MSCD/UC Denver) 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). There may be credit limits at the host institutions. Verify with the registrar's office.*
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 advisor at the host institution.



## FALL 2008\*

<b>Apr. 16-Aug 18</b>	<b>Fall 2008 advising and registration</b>
<b>Aug. 4-7</b>	<b>Final week of registration (for 15-week classes)</b>
<b>Aug. 5-9</b>	<b>New Student Orientation</b>
<b>Aug. 7</b>	<b>New International Student Orientation</b>
<b>Aug. 11</b>	<b>Classes begin</b>
<b>August 23-29</b>	<b>Democratic National Convention</b> <i>(No classes/all locations closed)</i>
<b>Sept. 1</b>	<b>Labor Day Holiday</b> <i>(No classes/all locations closed)</i>
<b>Sept. 4</b>	<b>Census Day</b> <i>Last day to drop a class and receive a refund (for 15-week classes)</i>
<b>Sept. 12</b>	<b>Fall Convocation</b>
<b>Sept 30</b>	<b>Graduation application deadline for Fall 2008</b>
<b>Oct. 1</b>	<b>Learning Success Day</b>
<b>Nov. 12</b>	<b>Advising Day — Spring 2009 advising and priority registration begins</b>
<b>Nov. 14</b>	<b>Last day to withdraw from class without receiving an “F”</b>
<b>Nov. 27</b>	<b>Thanksgiving Holiday</b> <i>(No classes/all locations closed)</i>
<b>Nov. 24-30</b>	<b>Fall Break</b> <i>(No classes/all locations open)</i>
<b>Dec. 8</b>	<b>Last day of classes</b>
<b>Dec. 25-Jan. 1</b>	<b>Holiday Break</b> <i>(No classes/all locations closed)</i>

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

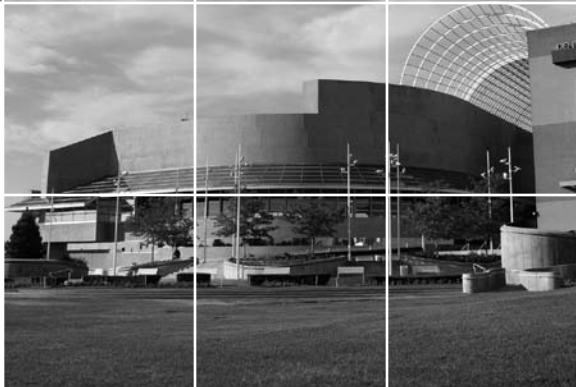
## SPRING 2009\*

<b>Jan. 6-10</b>	<b>New Student Orientation</b>
<b>Jan. 12-19</b>	<b>Final week of registration (for 15-week classes)</b>
<b>Nov. 12-Jan.27</b>	<b>Spring 2009 advising &amp; registration</b>
<b>Jan. 15</b>	<b>New International Student Orientation</b>
<b>Jan. 19</b>	<b>Martin Luther King, Jr. Holiday</b> <i>(No classes/all locations open)</i>
<b>Jan. 20</b>	<b>Classes begin</b>
<b>Feb. 6</b>	<b>Census Day</b> <i>Last day to drop a class and receive a refund (for 15-week classes)</i>
<b>Feb. 13</b>	<b>Spring Convocation</b>
<b>Feb. 27</b>	<b>Graduation application deadline for Spring 2009</b>
<b>Feb. 24</b>	<b>Learning Success Day</b>
<b>March 23-29</b>	<b>Spring Break (No classes/all locations open)</b>
<b>April 15</b>	<b>Advising Day</b>
<b>April 15</b>	<b>Summer and fall 2009 advising and priority registration begins</b>
<b>April 20</b>	<b>Last day to withdraw from class without receiving an “F”</b>
<b>May 11</b>	<b>Last day of classes</b>
<b>May 13</b>	<b>CCD Graduation Day</b>

## SUMMER 2009\*

<b>April 15-Jun 2</b>	<b>Summer 2009 advising and registration</b>
<b>April 15-Aug 25</b>	<b>Fall 2009 advising and registration</b>
<b>May 21</b>	<b>New International Student Orientations</b>
<b>May 19-21</b>	<b>New Student Orientation</b>
<b>May 25</b>	<b>Memorial Day Holiday</b> <i>(No classes/all locations closed)</i>
<b>May 26</b>	<b>Classes begin</b>
<b>June 5</b>	<b>Census Day</b> <i>Last day to drop a class and receive a refund (for 10-week classes)</i>
<b>June 30</b>	<b>Graduation application deadline for Summer 2009</b>
<b>July 3</b>	<b>Independence Day Holiday</b> <i>(No classes/all locations closed)</i>
<b>July 20</b>	<b>Last day to withdraw from class without receiving an “F” (for 10-week classes)</b>
<b>Aug. 1</b>	<b>Last day of classes</b>

# Degree & Certificate Programs



## CAREER PATHWAYS

### BUSINESS

#### Accounting

Accountant, A.A.S.	56
Assistant Accounting Technician, C	56
Bookkeeping/Payroll Technician, C	56
Computerized Accounting Technician, C	57

#### Business Administration

Business Administration, AA	47
Entrepreneurship, C	57
International Business, A.A.S., C	57
Management, A.A.S.	58
Marketing, A.A.S.	58
Real Estate, A.A.S.	58
Supermarket Management, A.A.S., C	58-59

#### Business Technology

Administrative Assistant, A.A.S., C	59
General Office Assistant, C	60
Legal Administrative Assistant, A.A.S.	60
Medical Administrative Assistant, A.A.S., C	61
Microsoft Office Specialist, C	61
Office Manager, A.A.S., C	62

#### Economics

Economics Emphasis, AA	48
------------------------	----

### EDUCATION

Early Childhood Education, AA, AGS, A.A.S.	47, 51, 63, 64, 67
Early Childhood Education Director, C	63
Group Leader/Preschool, C	64
Group Leader/Infant/Toddler, C	64
Paraeducator, A.A.S.	75, 76
Paraeducator, Bilingual, C	76
Paraeducator, Literacy, C	76
Elementary Education Transfer Program, AA	48

### ENGINEERING

Pre-Engineering, AS	54
Pre-Aerospace Engineering, AS	55

### ENGINEERING GRAPHICS

Architectural Drafter, A.A.S., C	65
AutoCAD for Mechanical or Architectural Drafting, C	65
AutoCAD Upgrade for Mechanical or Architectural Drafting, C	65
Mechanical Drafting, A.A.S., C	66

### ESSENTIAL SKILLS

Business Services, C	66
Community Health Worker, C	66
Early Childhood Education, C	67
Financial Services, C	67
Information Technology, C	67
Medical-Clerical Career Track, C	67
Pharmacy, C	67
Phlebotomy Tech, C	68
Telecommunications Technology, C	68

### HEALTH

#### Dental Hygiene

Dental Hygiene, A.A.S.	62
------------------------	----

#### Emergency Medical Services

Emergency Medical Technician, C	64
---------------------------------	----

#### Massage Therapy

Massage Therapy, C	72
--------------------	----

#### Medical Cluster

Pre-Dental, AS	54
Pre-Medical, AS	54
Pre-Pharmacy, AS	54
Pre-Physical Therapy, AS	54
Pre-Physician Assistant, AS	54
Pre-Veterinary Science, AS	54

#### Medical Office Technology

Comprehensive Medical Assistant, C	72
Health Care Coding (HC), C	73
Health Information Specialist, (Medical Records) [HC-Hi] Subspecialty Option, C	73
Medical Office Specialist, C	73

#### Nursing

Advanced Placement (RN), A.A.S.	74
Practical Nursing, C	74
Nurse Aide, C	75
Nursing (RN), A.A.S.	73-75

#### Radiation Technology

Radiologic Technology, A.A.S.	78-79
-------------------------------	-------

#### Radiologic Therapy

Radiation Therapy, C	77
----------------------	----

#### Veterinary Technology

Veterinary Technology, A.A.S.	79
-------------------------------	----



## HUMAN SERVICES

Case Management/Residential Service Aide, C.....	69
Human Services, AGS, A.A.S.....	51, 69

## INFORMATION TECHNOLOGY

Computer Science	
Computer Science, AS.....	54
<b>Information Technology</b>	
Computer Service and Support, C.....	70
Database Management, C.....	70
Information Technology, A.A.S.....	69, 70
Network Security, C.....	70

## LIBERAL ARTS & BEHAVIORAL SCIENCES

<b>Behavioral Sciences</b>	
Behavioral Sciences, AA.....	47
Anthropology, AA.....	47
Psychology, AA.....	47
Sociology, AA.....	47
<b>English/Journalism/Literature</b>	
English/Journalism/Literature, AA.....	48
<b>Foreign Languages</b>	
Foreign Languages, AA.....	48
<b>History</b>	
History, AA.....	49
<b>Liberal Arts</b>	
Liberal Arts, AA.....	45
<b>Paralegal</b>	
Paralegal, A.A.S., AGS, C.....	52
<b>Political Science</b>	
Political Science, AA.....	49

## MACHINE TECHNOLOGIES

Basic Machining, C.....	72
CNC Machine Tool Operator, C.....	71
Industrial Maintenance Technologies, C.....	71
Intermediate Machining, C.....	72
Machine Technologies — Management, A.A.S.,.....	71
Machine Technologies — Manufacturing, A.A.S.,.....	71

## MATH & SCIENCE

<b>Biology</b>	
Biology, AS.....	54
<b>Chemistry</b>	
Chemistry, AS.....	54
<b>Mathematics</b>	
Mathematics, AS.....	54
<b>Physics</b>	
Physics, AS.....	55

## PUBLIC SECURITY MANAGEMENT

Applied Forensics (Digital or Investigative), C.....	77
Homeland Security/Public Safety, C.....	77

## VISUAL & PERFORMING ARTS

<b>Art</b>	
Art, AA.....	46
<b>Graphic Design</b>	
Graphic Design, AA, AAS, C.....	49, 68
<b>Music</b>	
Music Industry Studies/Music Business/ Recording Arts, AA.....	49
Music Performance Track, AA.....	49
<b>Theatre</b>	
Technical Theatre, AA, C.....	49
Theatre Performance, AA.....	50
Theatre, C.....	79

## FABRICATION WELDER

Arc Welder, C.....	81
Basic Welding, C.....	80
Fabrication Welder, A.A.S., C.....	80, 81
Intermediate Welder, C.....	80

<b>KEY</b>	AA..... Associate of Arts Degree
	AAS..... Associate of Applied Science Degree
	AGS..... Associate of General Studies Degree
	AS..... Associate of Science
	C..... Certificate



# Getting Started

## STEPS TO SUCCESSFUL ENROLLMENT

### 1. Visit Recruitment & Student Outreach

If you're new to CCD, we'll help you through the enrollment process, from completing an application online to finding the student services CCD offers.

**Recruitment & Student Outreach, South 136, 303-556-2600**

**Educational Opportunity Center, 303-629-9226, Call for appointment**

### 2. Apply to CCD at [www.ccd.edu](http://www.ccd.edu)

There is no application fee. When you apply, you will be asked a series of questions to determine your residency status for in-state or out-of-state tuition. 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, by completing a Free Application for Federal Student Aid (FAFSA) or by submitting a HB 1023 affidavit will be considered to have met the requirements.

**Admissions, Registration & Records, South 133, 303-556-2420**

**Recruitment & Student Outreach, South 136, 303-556-2600**

**Educational Opportunity Center, 303-629-9226, Call for appointment**

### 3. Apply for Financial Aid at [www.FAFSA.ED.gov](http://www.FAFSA.ED.gov).

The Free Application for Federal Student Aid (FAFSA) is the first step in receiving federal and state financial aid – such as Federal Pell Grants, Colorado Grants and Federal Stafford Loans. The financial aid process takes SIX TO EIGHT WEEKS, so start early! Now is also a good time to apply for local CCD scholarships online at [www.ccd.edu/scholarships](http://www.ccd.edu/scholarships). For assistance, see the Educational Opportunity Center, go to [www.ccd.edu/eoc](http://www.ccd.edu/eoc), or see Financial Aid.

**Educational Opportunity Center, 303-629-9226, Call for appointment**

**Financial Aid, South 135, 303-556-5503**

### 4. Sign up for College Opportunity Fund (COF)

at [www.collegeincolorado.org](http://www.collegeincolorado.org), or through [www.ccd.edu](http://www.ccd.edu). All students who are residents of Colorado must sign up for the COF stipend, which will pay a portion of your total in-state tuition.

**Admissions, Registration & Records, South 133, 303-556-2420**

**Recruitment & Student Outreach, South 136, 303-556-2600**

### 5. Activate Your CCD E-mail Account

Your CCD student e-mail account is the only official means of communication between you and the college. YOU must activate your account to receive official documents or notifications from the college. Log on to MyCommunityEDucation located at [www.ccd.edu](http://www.ccd.edu), go to personal information tab, select Click Here to activate your new account and proceed with the steps.

### 6. Be Assessed

Go to the Testing Center or the satellite location you choose to take the basic skills assessment test. You may not have to take the test if you have adequate ACT/SAT scores or prior college experience. Submit your test scores or transcripts from another college to the testing center be exempted from your assessment test.

**Testing Center, South 223, 303-556-3810**

### 7. Get Advising

The Educational Planning and Advising Center helps you review your assessment scores, if you haven't declared a major, need help because English isn't your native language or need special physical or learning accommodations.

**Educational Planning & Advising Center, South 134, 303-556-2481**

### 8. Provide Proof of Immunization or Get Immunized

Currently, all new and continuing students MUST provide the Student Health Center proof of immunization against Measles, Mumps and Rubella (MMR). The Student Health Center can provide low-cost immunizations if you are unable to access your immunization records.

**Student Health Center, Plaza 150, 303-556-2525**

### 9. Register for Classes online at [www.ccd.edu/Ed](http://www.ccd.edu/Ed).

If you're a new student, the Educational Planning and Advising Center is set up to help you through the process. For assistance you can also see Admissions, Registration & Records. Start early! The college does not accept late enrollment.

**Educational Planning & Advising Center, South 134, 303-556-2481**

**Admissions, Registration & Records, South 133, 303-556-2420**

### 10. Pay Your Tuition online at [www.ccd.edu](http://www.ccd.edu).

Pay your tuition and fees by the deadline using a check, cash, financial aid, credit card, promissory notes and FACTS Tuition Management. It is your responsibility to pay your tuition and fees by the deadline, or you will be dropped from your classes. If you expect to receive Financial Aid, it is YOUR responsibility to check with the Financial Aid Office to make sure your payment is arranged.

**Cashier's Office, South 136J, 303-556-2075**

### 11. Attend New Student Orientation with Student Life.

Take an Auraria campus tour, meet faculty and other students, learn how to get involved and succeed in college. You also can sign up for AAA 101 - College 101, a one-credit-hour class designed to help you succeed in college.

**Student Life, Tivoli 309, 303-556-2597**

### 12. Attend Classes! Be successful

## ADMISSION

### Admission Policy

CCD is open to all high school graduates and non-graduates who are 17 years or older. 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.

CCD complies with the State Board for Community Colleges and Occupational Education (SBCCOE). Policy to admit students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admission must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading and mathematics.
2. Students must meet with the Pre-collegiate Department or Dean of Students to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the acknowledgement form. Completed forms will be forwarded to the Dean of Students for final approval.
3. A responsible parent or guardian must sign the acknowledgement form indicating that the parent has been advised regarding expectations of the college.

### Application for Admission

Prior to enrolling at the college, students must complete an online application for Admission. The online application is available at [www.ccd.edu](http://www.ccd.edu), select MyCommunityEducation, and new students.

Your application is good at all the community colleges in Colorado. If you recently applied to another Colorado Community College and would like to switch to CCD, complete a Home Campus Declaration Form. The form can be found online at [www.ccd.edu](http://www.ccd.edu); select Admissions, Registration & Records, and Enrollment Forms.

### Readmissions (Former Students)

Former students who return after an absence of 12 months or more must reapply for admission including. Degree and certificate requirements currently in effect will apply at the time of readmission.

### Special Application Procedures

Some programs, such as nursing and allied health programs, have limited space and require special admissions, procedures. Please review program requirements in this catalog and contact the appropriate center for assistance.

### Residency Determination for Tuition Classification

The information you provide on your admission application is used to determine if you are a resident or non-resident for tuition purposes. The Colorado Tuition Classification Law determines residency requirements. Students are classified as resident or nonresident student based on the information on the admission application.

**Resident:** To be determined as a resident you must be a U.S. Citizen or have legal status in the U.S., and have lived in Colorado for 365 days prior to the start of the term in which

you enroll. If you are under the age of 23, your parent's or legal guardian's information on the application is required to determine your resident status. If you are an emancipated minor we may determine your resident status based on your information with proof of emancipation.

**Parent or legal guardian claiming student emancipation:** parent or legal guardian may complete an emancipation form attesting student has been emancipated one year prior to the start of the term or more. The form provided by the college is required to be notarized including providing copies of federal taxes indicating the minor is no longer claimed as a dependent.

**Declaration of Emancipation:** student's who have no parents (i.e. deceased, abandoned, ward of the state, etc.) may complete a declaration of emancipation. The form is required to be notarized and proof of self support.

**Military Personnel:** Active military personnel and their dependents qualify as Colorado residents. Submit a tuition classification certification located online at [www.ccd.edu](http://www.ccd.edu); select Admissions, Registration & Records, and Enrollment Forms. The form is certified by a certifying education services official from the base education office.

**Non-Resident:** An individual who has not been domiciled in Colorado for 12 months or more prior to the start of the term, or is another state resident.

For more information on residency requirements, visit the Colorado Commission on Higher Education area of the State of Colorado Web site at [www.state.co.us/cche](http://www.state.co.us/cche) or contact the Admissions, Registration & Records office at 303-556-2420.

### Amended Application

New students who feel their non-resident status was made in error, complete an amended application form for re-review to Admissions, Registration & Records. This must be submitted by the start of the term.

### Petition for In-State Tuition

Continuing students who have attended CCD as a non-resident student and have established domicile in Colorado one-year prior to the start of the term may petition for in-state tuition. The petition for in-state tuition form must be submitted with supporting documents by the start of the term. The HB 1023 Affidavit is also required with the form proving legal lawful presence in order to maintain in-state status

The Office of Admissions, Registration & Records does not assume responsibility for petitions received after the published deadlines. Residency petitions and documents should be sent early. After petition are reviewed a decision is rendered, or more documents may be required to make a determination.

### Demonstrated Intent to Establish Colorado Domicile

Demonstrated Colorado domicile for 365 days prior to the start of the term is required. According to the Colorado state tuition classification law the following items are considered highly persuasive evidence of intent to remain permanently in Colorado:

- Colorado tax filings
- Permanent employment in Colorado
- Permanent residential ownership or leasing a resident in Colorado
- Colorado drivers license or Colorado identification
- Registering to vote in Colorado

The Residency Petition Deadline dates for the upcoming year will be:

Semester	Deadline
Fall 2008.....	Aug. 11
Spring 2009 .....	Jan. 20
Summer 2009 .....	May 26

### House Bill 1023 Verification of Lawful Presence

HB06S-1023 which was signed into law on July 31, 2006, requires institutions of higher education, including CCD, to verify the lawful presence of all applications for public postsecondary education benefits. The bill requires all citizens who apply for state benefits provide proof of lawful presence in the US. These benefits include in-state tuition, the College Opportunity Fund, some types of state and institutional funding, and any other state-funded benefits that entail any payment or financial assistance.

Any students whose lawful presence is verified through the process of completing a College Opportunity Fund (COF) application or who are verified through the FAFSA may be considered to have met the requirements. Students who are not able to be verified through FAFSA or COF must complete a HB 1023 Affidavit form and provide a copy of identification supporting lawful presence in the US. The HB 1023 Affidavit is available online at [www.ccd.edu](http://www.ccd.edu); select Admissions, Registration & Records, and Enrollment Forms.

Applicants who fail to meet verification requirements will be subject to nonresident tuition and removal of such funds.

### HB 1023 Form of Required Identification

- Valid (unexpired) Colorado Drivers License.
- Valid (unexpired) Colorado Identification Card (issued by Dept of Motor Vehicle)
- United States Military Card
- United States Military Dependent Identification Card
- United States Coast Guard Merchant Mariner Card
- Native American Tribal Document
- I-94 with refugee or asylum status.
- Unexpired foreign passport bearing an unexpired "Processed for I-551" stamp or with the an attached unexpired "Temporary I-551" visa.
- 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.
- Unexpired resident alien or permanent resident card or employment authorization card. (employment authorization does not grant in-state tuition; however, it applies for lawful presence for other state benefits).

#### Alternate forms of acceptable identification:

- Copy of applicant's birth certificate from any state, the District of Columbia and all United State territories.
- United States Passport, except for "limited" passports, issues less than five years.
- Report of Birth Abroad of a United States Citizen, form FS-20
- Certificate of Birth issued by a Foreign Service Post (FS-545) or Certification of Report of Birth (DS-1350). These are available from the Department of the State.
- Certificate U.S. Citizenship or Naturalization Document (N-550 or N-570).
- Certificate of Citizenship (N-560 or N-561). This document is issued to those persons who derive U.S. Citizenship through a parent.

- U.S. Citizen Identification Card (I-97) these were last issued in 1974.
- Northern Mariana identification Card: those born in the Northern Mariana Islands prior to November 3, 1986 were collectively naturalized.
- Statement provided by a U.S. consular officer certifying that the individual is a U.S. citizen. (This document is provided to an individual born outside the U.S. who derived citizenship through a parent but does not have form FS-240, FS-545 or DS-1350.
- American Indian Card with Classification code "KIC" and a statement on the back identifying U.S. Citizen Member of the Texas Band of Kickapoos.

For more information, please refer to <http://higher.ed.colorado.gov>.

### International Student Admission

International students who want to enroll at CCD must submit the following documents to Admissions, Registration & Records office, International Student Services Coordinator:

1. International Student Application for Admission – online or PDF located at [www.ccd.edu](http://www.ccd.edu); select Admissions, Registration & Records, International Admissions, and Admission Information.
2. International Student Application fee of \$20.00.
3. Official copies of high school and required college transcripts (if available) from your country. If not in English, a translated certified version must be submitted. Approved agencies include World Education Services Incorporated, Educational Credential Evaluators Incorporated, Academic Credentials Evaluation Institute, and Evaluation Services. See the International Student Service Coordinator for contact information.
4. Financial support documents:
  - A United States or international bank showing parents/sponsors have a minimum of \$20,700 U.S. dollars for a nine-month academic year for tuition, books, and living expenses for the stay in the U.S. If you have an American sponsor, you may submit an Affidavit of Support with other financial statement(s), bank affidavits. You can get the affidavit at CCD or on the U.S. Citizenship and Immigration Services (USCIS) web-site [www.uscis.gov](http://www.uscis.gov) (formerly known as the INS); or
  - An Affidavit of Support from American sponsor with other financial statement(s), bank affidavits. The affidavit is available in the International Student Admissions or on the United States Citizenship and Immigration Services (USCIS) Web site [www.uscis.gov](http://www.uscis.gov).
5. Evidence of proficiency in the English language:
  - A minimum score of 477 on the Test of English as a Foreign Language (TOEFL), or 53 on the Internet-Based. An official TOEFL score may be sent directly to CCD by indicating the institution code 4137 when taking the exam; or
  - A Michigan test score of 75 or higher; or
  - Successful completion of an intensive program of English as a Second Language at an approved institution. Students are required to take the English Writing Test at CCD. If CCD assessment rest scores are below English composition level, mandatory placement in lower English classes must be pursued.

TOEFL is not required for applicants who: (a) have graduated from an American Higher School, (b) have attended two to three semesters full-time at an English-speaking higher education institution, or (c) are nationals of countries where English is the official language of instruction in the educational system. Student who are currently attending school in the United States must submit, in addition to the above listed documents, copies of their current I-20 form, current vis, passport, and I-94 card.

Foreign students applying to CCD and seeking to obtain BCIS form I-20 to apply for an F-1 Student Visa, should visit the International Student Services office in Admissions, Registration & Records to obtain an application form or apply online at [www.ccd.edu](http://www.ccd.edu).

The 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.

International Student Services Admissions  
Campus Box 201  
P.O. Box 173363  
Denver, CO 80217-3363  
Auraria Campus Location: South Classroom 133  
Tel: 303-556-3564

### **Nonresident Student and the Western Undergraduate Exchange (WUE) Program**

WUE is the Western Undergraduate Exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE). Students who are residents of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming may enroll at a reduced tuition rate, 150 percent of resident tuition. A student applying for the WUE program must submit an application for admission to CCD, the WUE application, and they must provide evidence of residency in any of the qualifying states. Students who are accepted in the WUE program are ineligible to petition for in-state tuition during the time of attendance at CCD. WUE form can be found at [www.ccd.edu](http://www.ccd.edu); select Admissions, Registration & Records, and Enrollment Forms.

### **Student Identification Number**

A state law initiated in 2003 requires that each Colorado post-secondary institution assign to each student a unique ID number that shall not be a student's social security number. This number is your student identification number (SID). A social security number is required for financial aid, the college opportunity fund, and for tax purposes.

### **Declaring a Program of Study**

Students should indicate the program of study when completing the application for admission. If you would like to change your program see the center of the program. Some programs, such as nursing and allied health programs, have limited space and require special admissions procedures. Please review program requirements in this catalog and also work with the programs case manager.

### **Transfer Students**

CCD does not require transcripts from previous high schools or colleges for admission. Students who want to earn transfer credit for courses they completed at another postsecondary institution must have official transcripts from prior schools sent to the Admissions, Registration & Records office. Transfer credit will be evaluated for degree-seeking students only, and they must be enrolled. Please allow 4 to 6 weeks for completion of transfer credit. Review transferring credit to CCD on page 24.

### **Academic Year**

- Freshman: Successful completion of fewer than 30 college-level semester credit hours.
- Sophomore: Successful completion of 30 or more college-level semester credit hour.
- Unclassified: Awarded a degree at the associate level or above.

### **Academic Progress Policy**

CCD reserves the right to review the enrollment of students who do not appear to be profiting from instruction. The college will review academic standing informing students of their academic progress at the end of each semester. Students may be in probationary status or on suspension. In these cases, the Dean of Students or the Director of Educational Planning and Advising Center will review student accounts and complete an academic progress plan in order to reinstate students.

### **Immunization**

All new and continuing students MUST provide the Student Health Center proof of immunization against Measles, Mumps and Rubella (MMR). Proof of immunization must be provided to the Student Health Center in the Plaza Building. The Student Health Center can provide low-cost immunization if you are unable to access your immunization records.

### **Privacy**

In completing application students must act on their own behalf. Others may not access student information without the student's prior written approval. (see Family Education Rights and Privacy Act, page 36).

### **NEW STUDENT ORIENTATION**

All new students are encouraged to go through new student orientation, to help them learn about the services and programs available at CCD. Review each semester schedule for scheduled dates and times. Students can learn their way around CCD in three formats: Traditional orientation; Red Carpet Days, a full-day orientation session that offers traditional orientation, plus Basic Skills Assessment, advising and registration in a one-stop schedule; or a for-credit course, AAA 101 – College 101. The course will familiarize students with CCD and the services the college offers to help students succeed. The class lasts six weeks and sometimes is offered as a late-start course. Look for AAA 101 under Advanced Academic Achievement in the CCD course section online and in the course schedule.

### **ASSESSMENT TEST FOR PLACEMENT**

The State of Colorado mandates that incoming students to Colorado's state-supported institutions of higher education complete an assessment test of basic skills and enroll in appropriate courses based on the test outcomes. At CCD, students must complete the placement test or secure an exemption before registering for courses.

### **Basic Skills Assessment Test (BSAT)**

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 students in classes that are appropriate for your skill level. The test as-

sesses student's skill levels in English, reading, and mathematics. Components of this process may include the assessment of reading comprehension, word usage and mechanics, essay writing (Write-Placer) and mathematics. The assessment test is computerized, word usage and mechanics, essay writing (Write Placer) and mathematics. The assessment test is computerized, untimed, and required approximately two hours to complete.

Students are required to meet minimum scores to enroll in specific classes. However, if the minimum scores are not achieved, this does not affect the student's admission to the college.

Assessment helps students succeed by placing students into courses that are appropriate to the academic skill level. Based on the test results, an advisor can place the student in the appropriate class level. 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](http://www.ccd.edu/test_cntr) for study guides to review skills before taking the exam.

The test scores for placement are available in the Educational Planning and Advising Center, the Testing Center, and online [www.ccd.edu/test\\_cntr](http://www.ccd.edu/test_cntr).

Students intending to enroll in BIO 201 or BIO 204 are required to complete with a grade of 'C' or better or pass the Science Placement Test. BIO 090 or 111 must be completed no more than seven years prior to enrolling in BIO 201 or 204.

#### Meet the Assessment 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 from a regionally accredited college or university.
3. Submit college transcripts indicating successful completion of basic skills instruction in reading, writing or mathematics from another accredited institution.
4. Submit transcripts indicating successful completion ('C' grade or better or its equivalent) a college-level course in English and/or math from another regionally accredited college or university.
5. Achieve ACT scores of English (18), mathematics (19), reading (17), or SAT scores of verbal (440 for the English waiver and 430 for the reading waiver) and mathematics (460). ACT or SAT must have been completed within the last 5 years.

#### Assessment Test Exemptions

To receive an exemption from taking all or part of the BSAT, students can submit copies of college transcripts from a regionally accredited college or university of test scores to the CCD Testing Center at Auraria campus. Students may also submit college transcripts to a case manager at one of the CCD satellite locations. All test scores must be no more than five years old, although it is strongly recommended to take the assessment test if scores are more than two years old.

Student may waive or exempt from the assessment test by providing one of the following:

- Submit transcripts indicating successful completion of basic skills in reading writing, or math from another accredited institution;
- Submit transcripts indicating successful completion, with a grade of 'C' or better, a college-level course in English and/or math at another accredited institution;
- Submit minimum ACT scores of 17 in reading, 18 in English, and 19 in math; or
- Submit minimum SAT scores of 430 for reading, 440 for English, and 460 in math.

#### Credit for Prior Learning Exams

The Testing Center at Auraria offers the College-Level Examination Program (CLEP) tests, and DSST or DANTES Subject Standardized tests. Both nationally recognized tests give students a chance to receive college credit for learning acquired outside the traditional college classroom. See Credit for Prior Learning, page 24.

### ACADEMIC ADVISING

#### Education Planning & Advising Center (EPAC)

New students stop by our office in the south classroom 134 or call 303-556-2481 and make an appointment with an advisor. Advice is critical to your academic success. CCD integrated advising program assist the students to explore life and career goals, examine academic and career skills, and select instructional programs and courses.

CCD recommends EPAC be the first point of contact at the college. Continuing students are encouraged to meet with an advisor at least once each semester. Students and EPAC advisors share the responsibility of the advising process.

Advising is more than choosing classes, advisors are available to assist with the enrollment process, interpret placement test scores, strengthen academic skills in English, math, and reading, select classes required to earn a certificate or an associate degree, and provide information for transfer to a four-year college or university. Advisors will help plan college programs and assist in removing barriers that may interfere with success in school and life.

All first-time, full-time, degree-seeking students and any student on academic probation or suspension must see an EPAC advisor before registering. EPAC advisors will help students explore the program CCD offers in order to select a major field of study by completion of 12-15 credit hours in college-level courses numbered 100 or above.

Once students have selected a major and completed 12-15 hours student must meet with a case manager in the center of the program. Case managers can assist students with their educational planning guide. See College 101, page 42.

#### Meet with the right Advisor!

##### New Students

Go to the Educational Planning & Advising Center, SO 134, 303-556-2481

##### Continuing Students

Get Program Specific Advising with a Case Manager

##### Arts & Sciences • 303-352-3068/KC 576

Human Services, Paralegal, Art, Behavioral Sciences, English/Literature, Graphic Design, History, Music, Speech, Theatre

##### Pre-Health, Math & Sciences • Paula Ogilvie • 303-556-8588/SO 312D

Biology, Biomedical Research Assistant, Chemistry, Computer Science, Earth Science, Mathematics, Science, Physics, Pre-Engineering, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Science, Dental Hygiene, Nursing, Radiology Technology, Veterinary Technology, Pre-Aerospace Engineering Technology

##### Career & Technical Education • Petia Ouzounova • 303-556-2487/PL 262N

Accounting, Information Technology, Public Security, Education, Business Administration, Economics, Early Childhood Education, Elementary Education, Political Science, Applied Technology, Business Technology, Engineering Graphics/Drafting

**Educational Advancement • Rosie Sanchez • 303-556-2790/SO 312H**  
ESL, Developmental Education Courses

### CCD Satellite Locations

CCD East at Manual • Queen Telisma • 303-293-8737  
CCD North • Sharron McCormack • 303-289-2243  
CCD Southwest • Louise Griego or Frank Rodriguez • 720-858-2900  
Center for Health Sciences at Lowry • Chad Logan • 303-365-8300

### STATEMENT OF VALUES FOR ADVISING EXCELLENCE

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

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

### Choosing or Changing Program of Study

Degree and certificate program are identified as specific programs of study. Undeclared students may request to change to a program of study with the Admissions, Registration & Records office. All other students are required to meet with a case manager of the center of program study to discuss program requirements and approve the change.

### REGISTRATION

All new students should register with an advisor in the Educational Planning and Advising Center. All other students are required to register online with MyCommunity Education. Registration instructions and schedules are published at [www.ccd.edu](http://www.ccd.edu) for each semester, or may be obtained from the south classroom lobby area, the Admissions, Registration & Records office, Educational Planning and Advising Center, at satellite locations, or with a case manager in the center of program.

- Register online with MyCommunityEducation located at [www.ccd.edu](http://www.ccd.edu).
- Register in person on the Auraria Campus with an advisor in the Educational Planning and Advising Center or with a case manager.
- Register in person at one of our satellite location with a case manager.

### Personal Identification Number (PIN)

Student PIN are defaulted to their six digit date-of-birth (DDMMYY). Students may access their accounts with their

assigned student identification number (SID) and their PIN number. For security reasons the student PIN is not provided over the phone or via e-mail. If students forget their PIN they can request for it online through MyCommunityEducation under forgot my PIN. Students may also stop by the Admissions, Registration & Records office to reset their PIN; they must present valid identification (no exceptions).

Your PIN is confidential. Keep it in a secure place. You can change your PIN on the online registration systems only.

### Prerequisite Requirements

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

If the prerequisite requirements are for an English, math, reading, or English second language, the Test Center must enter in the remediation requirements on the student record. This is required in order for the college to be in compliance with the Colorado Commission of Higher Education Statewide Remedial Education Policy, Section I, Part E. In addition this will allow registration to take place.

If the prerequisite requirement is not an English, math, or reading requirements the college department, case manager, or advisor may review previous college transcripts from a regionally accredited college or university to approve a prerequisite override. Refer to the college schedule or the college catalog for prerequisite requirements.

### Biology Prerequisite Requirement

The Math & Sciences department may review previous college transcripts from a regionally accredited college or university to approve the prerequisite requirement.

Students intending to enroll in BIO 201 or BIO 204 are required to complete with a grade of 'C' or better or pass the Science Placement Test. BIO 090, BIO 109 or BIO 111 must be completed no more than seven years prior to enrolling in BIO 201 or 204.

### Academic Standing

Students on academic probation are unable to register for courses. Please see the Director of Educational Planning and Advising Center to reinstate registration. See Standards and Practices on page 33.

### Auditing Classes

Students may audit (take a course for no credit) at the regular tuition rate. Request for audit will be accepted through the census date of the course (no exceptions). An audit cannot change to a for-credit class after census date. The grade of "AU" will appear on 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 will not be applied to certificate or degree programs. Obtain class audit forms from the Admissions, Registration & Records office or online at [www.ccd.edu](http://www.ccd.edu). Select Enrollment Forms.

### Course Load

The common definition for student load is the same for summer, fall and spring: 12 credits = full time; 9 credits = 3/4 time; and 6 credits = 1/2 time. Anything less than 6 credits is considered part-time. During fall and spring semesters the typical course load for full-time students is 15 credit hours. For tuition and certification purposes, students who register for fewer than 12 credit hours are considered part-time during the academic year.

A heavy load is 18 credits; 18 is the maximum load for all students without special permission. Students must obtain special permission from the vice president of Learning & Academic Affairs or the Dean of Students.

### Registration at CCD East, CCD North or CCD Southwest

Enrolling at one of our satellite locations involves all the same steps as enrolling at Auraria; however, students are able to see a case manager to assist with the enrollment process.

CCD East, CCD North, and CCD Southwest offer a unique college experience with the flexibility to fit any schedule. These satellite locations follow the fall, spring, and summer semester schedule, but offer students the opportunity to start classes at the beginning of the term or on several dates throughout the semester.

CCD East, CCD North, and CCD Southwest faculty help students work at their own pace. Students are required to meet with a case manager to set a start date and a schedule to complete their coursework on time. The case manager will also work with students to examine other life commitments before determining how to set the class schedule. Students will work one-on-one with an instructor in a lab setting. Assignments will be completed at students own pace, with help readily available.

- CCD East at Manual, 303-293-8737
- CCD North, 303-289-2243
- CCD Southwest, 720-858-2900

### Add/Drop Classes

Current enrolled students can add or change classes to their class schedules up to the last day to register according to published deadlines.

Students may drop courses for a full refund by the census date (the last day to drop and receive a refund or not be charge for the class). Dates are published in term schedules. In addition, census dates vary; it is important to know if you are registered for a traditional 15-week course (spring and fall term) or a traditional 10-week course (summer term); all other courses census date are specified in the term schedule where the course is located or in the syllabi provided by your instructor. Verify your census dates with an advisor, case manager, or with the Admissions, Registration & Records office.

Classes you drop before the census date will not appear on the students' official transcript. After census date, students have the option to withdraw without a refund.

### Withdrawals

Classes dropped after census will receive a grade of "W". Students are able to withdraw from classes up to the last date to withdrawal according to published deadlines. Withdrawal dates vary; it is important to know if you are registered for a traditional 15-week course (spring and fall term) or a tradition-

al 10-week course (summer term); all other courses withdraw date are specified in the term schedule. Verify your withdraw dates with an advisor, case manager, or with the Admissions, Registration & Records office.

### Late Registration

Self service registration through MyCommunityEDucation will be available until one week after the start of the term for the traditional 15-week (fall and spring term) and 10-week (summer term) classes only. After this date, there is not a late registration option. Students are able to select late start classes up to the start of the class, or have the opportunity to register at the CCD East, CCD North, or CCD Southwest courses for lab-based classes.

## YOUR RESPONSIBILITIES REGARDING ENROLLMENT

### You are responsible to make sure that you:

1. Follow the Steps to Successful Enrollment
2. Verify residency status.
3. Affirm that you have met the HB 1023 requirements for lawful presence. If you have received a COF stipend or have been approved for financial aid, you are verified. All other students must submit a HB 1023 Affidavit with a copy of proper identification.
4. Provide up-to-date address and phone number.
5. Ensure that you are registered for the appropriate course(s), and that your name appears on the class roster.
6. Verify that you have received your College Opportunity Fund stipend.
7. Meet college deadlines published in this schedule, catalog and online at [www.ccd.edu](http://www.ccd.edu), particularly the refund and payment deadlines.
8. Verify that your financial aid is approved by the payment deadline. (If not, you are expected to make payment arrangements.)
9. Verify that your third-party payments have been received prior to the payment deadline.
10. Follow the syllabus requirements and attend courses.
11. Sign in on MyCommunityEDucation site periodically to ensure that you have not been dropped (*i.e. drop for non-attendance or non-payment*).

*You can verify your COF stipend, financial aid awards, payments received and address information through MyCommunityEDucation at [www.ccd.edu/ED](http://www.ccd.edu/ED). It is important to check your MyCommunityEDucation file frequently for new information, especially if you are receiving financial aid or scholarships.*

### Inter Institutional Registration

CCD degree- or certificate-seeking students who want to take classes at Metropolitan State College of Denver (MSCD) or at the University of Colorado at Denver (UC Denver) may apply and register at MSCD or UC Denver with the inter institutional registration approval forms from the Admissions, Registration & Records office. Review the instructions and deadlines before submitting the forms. Students who participate in the interinstitutional consortium program are responsible for following the procedures and deadlines set by all institutions involved. The interinstitutional program allows students to register for classes at the host school and pay for tuition at CCD. This does not include fees that may be required for particular classes at the host institution.



MSCD or UC Denver who want to take classes at CCD may obtain interinstitutional forms from their home institution. These forms must be authorized by their home institution prior to acceptance at CCD. Application and registration must adhere to the published deadlines. The amount of credit taken at CCD must be equal to or less than the amount of credit taken at the home institution. CCCOnline courses are not part of this consortium agreement; the host students are not allowed to register for these courses. After completion of the application and registration process, CCD will process the forms to prevent tuition assessment at CCD. Students are responsible for paying for these courses at the home institution. Schedule adjustments must be processed according to the published deadlines at the home institution and CCD.

**Metropolitan State College of Denver (MSCD) Remedial Students**  
CCD and MSCD have a consortium remedial agreement which allows MSCD students to register for CCD remedial courses at their home institution. MSCD students are required to process all registration at their home institution. In addition, the coursework, including final grades, will appear on a CCD transcript.

**MyCommunityED =  
instant online access!**



Get to **MyCommunityED** through

**[www.ccd.edu/ED](http://www.ccd.edu/ED)**

The MyCommunity **ED**ucation site is **CCD's online student information system**, where you can get instant 24/7 access to the following services:

- **Apply** to the college
- **Register** for classes
- **Pay** your tuition
- **Access** financial aid information
- **View** your grades
- plus much more!

For step-by-step instructions on how to access **MyCommunityED** download a Quick Guide PDF at: **[www.ccd.edu/EnrollmentQuickGuides](http://www.ccd.edu/EnrollmentQuickGuides)**.

**free student e-mail**



**CCD now offers free student e-mail accounts.**

It is how the college will send you all official documents and notifications: admissions, registration and financial aid information, communication with your instructors, campus closures and emergency notifications.

Your CCD e-mail account will be the only official means of communication between you and the college.

**Activate your account today!**

Log on to MyCommunityEDucation located at [www.ccd.edu](http://www.ccd.edu), go to personal information tab, select Click Here to activate your new account and proceed with the steps.

**Call 303.556.2600 for more information.**

COMMUNITY COLLEGE OF  
DENVER 



## TUITION AND FEES\*

The State Board for Community Colleges and Occupational Education determines tuition, which is subject to change annually. Fees also can change. Tuition 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](http://www.ccd.edu) under "Current Students."

\* Rates are subject to change without notice.

### Tuition Rates per Credit Hour (Academic year, 2008-2009)

Fees apply. See fee explanation below

	RESIDENT			NON-RESIDENT		
	Tuition	COF Stipend*	Your share	Tuition	COF Stipend*	Your share
Standard Tuition	\$173.00	[\$92]	\$81.00	\$375.15	-0-	\$375.15
Differential Tuition						
Dental Hygiene	\$250.95	[\$92]	\$158.95	\$375.15	-0-	\$375.15*
Nursing	\$210.00	[\$92]	\$118.00	\$375.15	-0-	\$375.15*
CCC\CCD Online	\$235.20	[\$92]	\$143.20	\$235.20	-0-	\$235.20

\* Fees and refund deadlines vary for CCCOnline courses.

**Student Fee Chart** The following information is an explanation of fees per credit hour.

Hrs	Student Fees	Bond Fee	Clean Energy Fee	Health Center Fee	Resr Fee	RTD Fee	Reg Fee	Total Fees
1	\$5.60	\$36.10	\$4	\$2 per/credit hr.	\$4.10	\$37.00	\$11.05	\$98.85

## Fee Descriptions

Students at CCD's Auraria Campus pay set fees that cover a variety of services and programs. CCD satellite campuses pay only the Student Activity Fee.

**Auraria Bond Fee** (\$36.10 for 1-3 credits, \$49.90 for 4-6 credits, \$66.50 for 7-11 credits, \$74.40 for 12 credits or more): Auraria Campus students voted to approve a fee to pay off the bonds that funded construction on the Tivoli Student Union, Auraria Early Learning Center, campus health physical education and recreation facilities. Students at all three Auraria institutions pay this fee.

**RTD Bus Pass Fee** (\$37.00 per term): The Auraria Student RTD Pass covers fares for local bus service in the Denver-metro area, Light Rail and all Express or Express Regional services. With the pass, students get a \$3.75 discount on all SkyRide routes. The pass is for special services like the BroncosRide, RockiesRide, Access-a-Ride and Guaranteed Ride Home

**Student Activity Fee** (\$5.60 per credit hour): This fee supports CCD Student Life staff and programs, including Retention & Leadership, New Student Orientation and First Year Experience, CCD Student Government, The Campus Connection student newspaper, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Tivoli Student Computer Lab, Auraria Student Health Center, and Gay, Lesbian, Bisexual and Transgender Student Services.

**Auraria Higher Education Center Resource Library Fee** (\$4.10 per credit hour): This fee supports Auraria Library functions.

**Clean Energy Fee** (\$4.00 per term): This student-approved fee is for purchasing clean, renewable, electrical power for the Auraria Campus.

**Health Center Fee** (\$2.00 per credit hour) This fee supplements the provision of immunizations on campus for CCD Students.

**All CCD students pay the following fees:** *Registration Fee:* The Colorado Community College System charges a mandatory \$11.05 per semester registration fee to students at all 13 of its colleges. *Instructional Fees:* CCD charges a \$5.85 per credit hour instructional program fee for high- and medium-cost classes. Other fees and charges may apply.



## 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](http://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 2008-09 academic year, the stipend equals \$92 per credit hour for a student at a participating public college. For a list of participating college and universities, visit the College Opportunity Fund Website and click FAQs.

### You must sign up for COF!

Sign up for COF at [www.collegeincolorado.org](http://www.collegeincolorado.org), or through [www.ccd.edu](http://www.ccd.edu); select COF. All students who are residents of Colorado must sign up for the COF stipend, which will pay a portion of your total in-state tuition. Once you are enrolled you must authorize COF through MyCommunityEducation each term you are enrolled. There is also a lifetime authorization option; this will allow students to authorize the COF stipend during entire attendance period. Colorado residents who have not signed up or authorized their COF are responsible for the FULL amount of their tuition bills. This will include both tuition and the stipend amount that would have been applied. Review your COF stipend allocation on your tuition bill online through MyCommunityEducation.

### For more information:

- Visit [www.CollegeInColorado.org](http://www.CollegeInColorado.org)
- Call 720-264-8550. Outside metro area, call 800-777-2757.

## 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 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](http://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](http://www.ccd.edu). Sign in at My Community Education.

## Petition for Tuition Refund

Students who believe there is a valid circumstance for requesting a tuition refund from CCD may petition for tuition refund. Students requesting a tuition refund will abide by the policies of the college. The Tuition Appeals Committee may approve a tuition refund under circumstances that exist beyond the student's control which prevented him or her from complying with the established dates and deadlines for that term.

### Time period for filing:

1. Students must submit a Petition for Tuition Refund form and supporting documentation by the end of the next consecutive 15-week semester for which they are applying for a tuition refund.
2. The Petition for Tuition Refund will be denied if the student failed to comply with published deadlines and where the circumstances for applying in a timely manner were under the student's control.
3. Petitions considered for Tuition Refunds must include the Petition for Tuition Refund form and all supporting documentation. The tuition appeals Committee will notify the student of a decision within 30 calendar days of the properly submitted petition. After the 30 calendar day decision, a written notification will be mailed to the student within five business days.
4. If the tuition appeal is denied, a student may request for the tuition appeals to be reconsidered by the committee only if the student can supply additional documentation to support the circumstances.
5. Decisions of Tuition Appeals committee from a second appeal are final and not subject to further appeal.
6. Student who received financial aid may not receive approved refunds. Credit balances may be applied first to financial aid program. Contact Financial Aid for more information.

Petitions for tuition Refund forms are available in Admissions, Registration & Records, South Classroom 133, the Cashier's Office, South Classroom 136J and the Dean of Students, South Classroom 301.

## FINANCIAL AID

### Apply Early!

Financial Aid 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 Financial Aid, South Classroom 135, 303-556-5503, and at all satellite locations. See page 3 of the catalog for addresses and phone numbers.

### Need financial assistance?

Review financial aid application steps at [www.ccd.edu](http://www.ccd.edu) 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](http://www.fafsa.ed.gov). The financial aid process can take six to eight weeks, so start early!

### Application Procedures

To apply for grants, scholarships, work study employment and Federal Family Educational Loans, complete the Free Applica-

tion for Federal Student Aid (FAFSA). Loans and scholarships require an additional application.

Financial aid applicants 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 April 1. Applications received after those dates will be considered based on the availability of funds.

After completing your online 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	\$12,310	\$1,367
Living Away from Parents	\$16,828	\$1,869

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, and being admitted as a regular student, seeking a degree or certificate, and
2. completing the regular assessment process and planning a schedule with an advisor.

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 17 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 processed it.
9. have officially calculated financial need for need-based funds. Some scholarships and loans are NOT need based.
10. have supplied CCD Financial Aid with any additional application material or documentation required to be considered for financial aid.
11. meet other state and federal eligibility requirements.

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 benefits, Social Security, vocational rehabilitation, public assistance 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 and must submit an appeal with a signed degree plan to the Financial Aid 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 Financial Aid 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](http://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.

### 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 Aid Programs

### Grants and Work-study

- **Federal Pell Grant** — Federally-funded Pell Grants assist with educational expenses. Award amounts range up to \$4,731 depending on student eligibility and enrollment status.
- **Colorado Student Grants (CSG)** are available to Colorado residents based on financial need. Awards average \$850 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 web at [www.ccd.edu](http://www.ccd.edu).<sup>\*</sup> The Educational Opportunity Center, 303-629-9226, has other scholarship listings and information, or visit [fastweb.com](http://fastweb.com).

### Loans

**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 \$3,500 per academic year, or \$1,750 per semester:

- The Federal Stafford Subsidized Loan is a need-based program. The interest rate is currently 6.8% and paid by the federal government while the student is enrolled in at least 6 credits. 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 \$6,000. New for 2008-2009, dependent students may borrow \$2,000 in additional Unsubsidized Stafford Loans. 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 currently 8.5%, and the parent has up to 10 years to repay the loan. A credit check is required.

<sup>\*</sup> A list of institutional private scholarships is available on our website at [www.ccd.edu](http://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 repay an 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 divided 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 Financial Aid and online at [www.ccd.edu](http://www.ccd.edu).





## Services for Students

If you're new to CCD, welcome! every member of the faculty and staff are committed to giving highest quality service and educational experience — from your application process to your class room experience.

CCD Student and Enrollment staff will continue to assist students to get comfortable with college and with CCD. They will assist students to plan with education and career goals, schools, classes, learn the college, get involved and stay active with enriching student activities.

Friendly people who can assist with many life issues that might get in the way of success in college are located in:

- Admissions, Registration & Records, South Classroom 133
- Dean of Students, South Classroom 301
- Educational Planning & Advising, South Classroom 134
- Financial Aid, South Classroom 135
- Recruitment & Student Outreach, South Classroom 136
- Student Life, Tivoli Student Union 309

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 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.

### **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 bibliographic searches, library orientation and instruction for groups and individuals, a depository of U.S. and Colorado government publications and media listening and viewing facilities. Rooms for individual study, group conferences and typing also are available. For information about library services and hours, call 303-556-2741.

### **Campus 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](http://www.mscd.edu/~cra). For handball or racquetball reservations visit PE 111 or call 303-556-3211.

### **Campus Relations Coordinator**

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 satellite locations should call to arrange a tour:

**CCD East at Manual • 303-293-8737**

**CCD North • 303-289-2243**

**CCD Southwest • 720-858-2900**

**Center for Health Sciences at Lowry • 303-365-8300**

### **CCD Alumni Association**

Stay connected with your CCD family — classmates, instructors, advisors and other staff — through the CCD Alumni Association. Graduates, former and current students who have taken at least three credit hours at CCD are encouraged to sign up and take advantage of this great opportunity to network with fellow alumni and continue 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](http://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 Colorado Division of Vocational Rehabilitation (DVR). ATE services include case management, coordination with DVR counselors, employability skills training, 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 the Dean of Students, CCD Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, SO 301, 303-556-3926, 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](http://www.ed.gov/ocr/know.html).

### CCD Children's College

The CCD Children's College, on the Auraria Campus just off 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.

### Educational Opportunity Center

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

- career counseling;
- college/university admission assistance;
- vocational-technical school enrollment assistance;
- academic assessment coordination;
- federal and state student financial aid application assistance (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](http://www.ccd.edu/eoc) for more information.

### GED Institute — Auraria Campus

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.

### 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.mscedu/student/resources/health](http://www.mscedu/student/resources/health).

Students who have concerns about infectious diseases should contact the Dean of Students, CCD Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, SO 301, 303-556-3926. 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 Learning & Student Affairs, SO 301, 303-556-3598.

### 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 locations. 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 303-556-3598.

### Immunization Policy

All the colleges on the Auraria campus require all students to provide documentation of immunizations to the Health Center. The only three records needed for now are for Mumps, Measles, and Rubella (MMR). This will be required for continued enrollment. Provide proof of immunization to the Student Health Center located in the Plaza Building.

### 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](http://www.ccd.edu) on the Admissions, Registration & Records page and page 11 of this catalog.

Call 303-556-3564, visit [www.ccd.edu/international](http://www.ccd.edu/international) or write for more information:

#### International Student Services

303-556-3564 • Campus Box 201 • P.O. Box 173363  
Denver, CO 80217-3363 • Auraria Campus Location: SO 133

### 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 \$2 to \$10. The parking garage at Seventh Street and Lawrence Way is currently \$4.50 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 Satellite Locations is nominal or free
- free campus shuttle service for evening students on the Auraria Evening Express (Monday through Thursday, dusk to 10 p.m.)

### 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](http://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](http://www.ccd.edu/test_cntr).

**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.

### Transcripts Requests

You may request copies of your academic records accumulated while at CCD from Admissions, Registration & Records. All transcripts must be requested in writing by the student, or ordered online at [www.ccd.edu](http://www.ccd.edu).

Transcript requests cannot be honored for students whose financial and academic records at the college are not cleared. This includes financial obligations at another Colorado community college as well.

Payments may be made by cash, check or credit card. Processing time does not include delivery date. Transcripts are processed within the time specified, sent to Auraria mail room and forwarded on to USPS. Delivery of official record may be delayed.

Transcripts requested for pick-up will be destroyed if not picked up within one month.

### Service Options Available

Service Option	Processing Time	Charge
Normal processing official/unofficial	Within 3-5 working days	Free
Next working day official/unofficial	By the end of unofficial next working day	\$ 5.00 each
RUSH official/unofficial	Same day	\$15.00 each
Federal Express official/unofficial	Same day and sent via FedEx	\$25.00 each

### Veterans Affairs

Veterans seeking VA educational benefits may apply through the VA web site, [www.va.gov](http://www.va.gov). It is the veteran's responsibility to assemble all needed materials and submit them to the VA regional office and the VA certifying official at the college. The VA certifying officer provides information about veteran's benefits and certifies enrollment throughout the veteran's attendance at the college. Veterans who are eligible for educational benefits may apply for advanced payment with the on-site VA Certifying official at CCD. The last day to apply for advanced payment is 45 days prior to the first day of classes. Full payment of tuition and fees is due by the deadline posted in the schedule. Call 303-556-4269 or visit the VA certifying official in South Classroom 133 for more information.





## Transferring Into & Out of CCD

### TRANSFERRING CREDIT TO CCD

1. CCD evaluates and transfers credits from regionally accredited institutions recommended by the American Association of Collegiate Registrars and Admissions officers (AACRAO) and as specified by legislated and Colorado community college System (CCCS) articulation agreements. These agreements may be reviewed at [www.cccs.edu](http://www.cccs.edu) and [www.aqip.org](http://www.aqip.org).
2. The CCCS has established a common course numbering system and guaranteed transfer agreement (GT pathways) among Colorado State colleges and universities. The GT pathways agreement guarantees the transfer of certain general studies courses. Colleges and universities outside Colorado are not considered part of the guaranteed transfer agreement or the common course numbering system. The common course numbering system and GT pathways can be reviewed at [www.cccs.edu](http://www.cccs.edu).
3. CCD can perform a transcript evaluation after the student has registered for and is attending classes at the college.
4. Admissions, Registration & Records will evaluate transcripts on a course-by-course basis. Courses to be considered for transfer must be offered at CCD, equivalent to CCD courses and have a grade of 'C' or better. Students will need to meet with their program advisor or educational case manager to determine how the accepted transfer credit will apply to their intended program.
5. Courses with a "pass" or "satisfactory" will only transfer if the official transcript is documented indicating that "pass" or "satisfactory" is equivalent to a 'C' or higher.
6. Graduate and/or Doctoral level course work will not automatically transfer into CCD. This will need the Dean approval of the specific degree program.
7. Course work beyond 10 years will not automatically transfer. These will be reviewed on a case-by-case basis to ensure the course is not obsolete or the course content is not equivalent.
8. Preliminary transfer evaluation can only be assessed in person. The college cannot provide any official evaluation via phone, e-mail or fax.
9. Students who have attended international institutions and want their transfer credits evaluated will need to also provide official transcripts from the international institution attended along with the certified English translation. Certified International educational credential evaluation services can be found on the following websites: [www.naces.org](http://www.naces.org) (National Association of Credential Evaluation services), [www.wes.org/](http://www.wes.org/) (World Education Services).

10. Request for your official transcripts from the previous college/university and have them sent directly to the Admissions, Registration & Records office. For any transcript to be considered official, they must be by the college official and sealed in an envelope.

### Transfer of credits from Emily Griffith Opportunity School to Auraria Campus

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 advisor 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](http://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. The College-Level Examination program (CLEP) is a series of examinations in 34 introductory college subjects.

#### 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 Services. 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 advisor 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 comparable 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 advisor 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 transcribed 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) advisor 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/Ed-Services/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. Information about campus visits can be acquired in the EPAC office 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 advisor 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 advisor 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.





## CCD Helps Students Succeed

### **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 an 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 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 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 satellite locations 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.

**Career and Technical Tutoring Services (CTTS)** — Tutoring Services is a 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 advisors 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](http://www.ccd.edu/vts) or stop by SO 142 or TE 104 for application assistance.

### **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.

## PRE-COLLEGIATE PROGRAMS

### 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, complete at least 30 credit hours at CCD and earn a 3.5 or better cumulative grade point average at CCD. 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 303-556-2790.



## Special Academic Programs

1. an evaluation or assessment of a student's basic academic skills;
2. an interpretation of assessment test results by skilled faculty and advisors;
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 satellite locations.

### **Army Reserve Officers Training Corps (AROTC)**

The Military Science Program at Community College of Denver is offered in conjunction with the University of Colorado at Boulder (UCB). The Department of Military Science offers programs leading to an officer's commission in the active Army, Army Reserve, or National Guard in conjunction with an undergraduate or graduate degree. Military science courses are designed to supplement a regular degree program by offering practical leadership and management experience. Students attend classes at either University of Colorado at Boulder (UCB), Colorado School of Mines (CSM) in Golden, or Auraria Campus in downtown Denver. Enrollment in the basic course (freshman and sophomore years) incurs no military obligation except for Army scholarship recipients. CCD students shall be considered as members of the University of Colorado at Boulder Corps of Cadets, and as such, may participate in any military function. Further, such students are eligible for participation in host battalion extracurricular activities. Students who wish to register for Army ROTC classes sign up for them through the normal course registration process. AROTC classes at CCD begin with the ARM prefix. For more information and a schedule of classes at the three locations, contact an Army ROTC representative 303-492-3549 or 303-492-6495, or send an email to [armyrotc@colorado.edu](mailto:armyrotc@colorado.edu). You can also go to <http://www.colorado.edu/AROTC>.

### **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 advisor in the appropriate center.

### **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:

### **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.

### **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.

### **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.



# Graduation Requirements

## 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. Satellite locations 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 advisor, 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 & Student Affairs may approve exceptions.

1. Earn a cumulative grade point average of 2.0 — a 'C' average. All courses considered for graduation require at least a 'C' or better. Students should check with their instructional center, case manager, chair or advisor for information about the requirement.
2. Complete a minimum of 60 semester hours of credit in

3. approved course work.
3. Complete a minimum of 15 credits at CCD in program area.

## 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 & Student Affairs may approve exceptions.

1. 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 advisor for information about the minimum grade point average required for graduation.
2. Complete the specified requirements of an approved vocational/technical program.
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 advisors 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 & Student Affairs. Admissions, Registration & Records will keep the form on file.

### Graduation Checklist

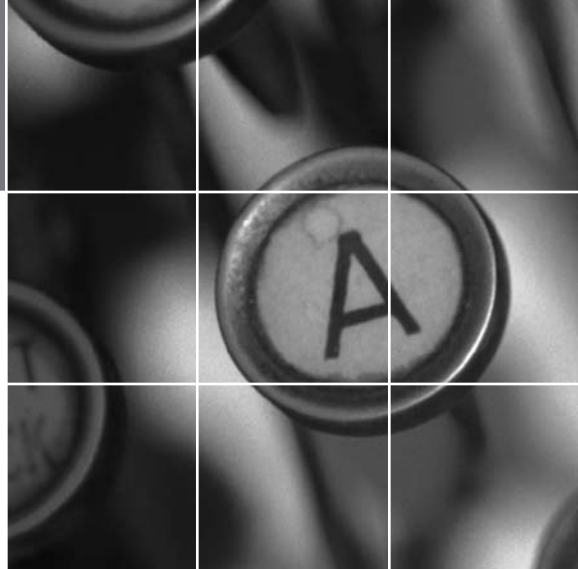
- All prospective graduating students must be accepted into a program of study or major at CCD before applying for graduation. File a program application in the appropriate academic center and you will be assigned a faculty advisor or educational case manager.
- Meet with your academic advisor or case 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 Admissions, Registration & Records. 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 Admissions, Registration & Records 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 Admissions, Registration & Records, by the posted deadlines as found on [www.ccd.edu](http://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](http://www.ccd.edu) or from your academic advisor or case manager. He or she also must sign and date 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](http://www.ccd.edu). Refer to the catalog or contact your academic advisor, case manager or center with questions.

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



# Common Grading Symbols



## 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](http://www.ccd.edu), consult the course syllabus, ask the instructor to explain his or her grade system, or contact the vice president for Learning & Student Affairs at 303-556-3598.

## Colorado Community College System Inventory of Common Grading Symbols

- 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 & Student 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.”

## 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. See Academic Progress Policy on page 12.

### 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 South Classroom 133 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 advisor in an attempt to remedy the unsatisfactory work before withdrawal or completion.

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





# Academic Matters

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](http://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 advisor, 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 PROGRESS

CCD strives to enroll students in courses appropriate to their level of academic preparedness and goals as determined by mandatory assessment and academic advising. All CCD students are expected to achieve satisfactory progress as required by the Colorado Community College System (CCCS).

Recognizing the value of measuring academic progress for all students, CCCS has established the following practices for measuring and notifying students of their academic progress standing.

### Standards and Practices

1. The Academic Progress Procedure applies to all students who have completed 13 or more semester hours of credit in residence while attending a college in the Colorado Community College System.
2. During the student's first twelve credit hours of enrollment, the college will monitor satisfactory progress through the College's Academic Alert process.
3. A student is considered in "Good Standing" when their Cumulative Grade Point Average is at least a 2.0 or greater for all classes completed at the college.
4. A student is placed on Probation (Initial) when their Cumulative Grade Point Average is less than 2.0 for all classes completed at the college.
5. A student is considered on Probation (Continuing) when their Cumulative Grade Point Average remains less than 2.0 for all classes completed at the College and their last term Grade Point Average is 2.0 or greater.
6. A student is placed on Suspension (Initial) when their Cumulative Grade Point Average is less than 2.0 for all classes completed at the College and the last term Grade Point Average is also below 2.0. A student placed on Suspension (Initial):
  - a. is not permitted to register for the next term after the term of suspension
  - b. may be permitted to register for the subsequent term after meeting with an academic advisor.
  - c. may appeal the suspension due to unusual or mitigating circumstances
  - d. granting of a student's appeal does not guarantee that

the student will be permitted to enroll without a break in enrollment

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

7. A student is again placed on Suspension (Second) when the Cumulative Grade Point Average is less than a 2.0 for all courses completed at the College and the last term Grade Point Average is less than 2.0. for the second time. A student placed on Suspension (Second):
  - a. is not permitted to register for the next two terms following the term of suspension.
  - b. may be permitted to register for the subsequent term after meeting with an academic advisor.
  - c. may appeal the suspension due to unusual or mitigating circumstances.
  - d. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.
  - e. A student returning from suspension will remain on Probation (Continuing)
8. A student is again placed on Suspension (Third) when the Cumulative Grade Point Average is less than a 2.0 for all classes completed at the College and the last term Grade Point Average is also below a 2.0. for the third time. A student placed on Suspension (Third):
  - a. is no permitted to register for the next two calendar years
  - b. may appeal the suspension due to unusual or mitigating circumstances.
  - c. granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.
9. Additional Policies
  - a. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second, and Third).
  - b. Summer semester counts as a term of non-enrollment.

### Academic Appeals Procedures

The Academic Appeals process will secure equitable solutions to problems of an academic nature that affect a student's academic progress. Academic appeals may be initiated by meeting with the Director of Educational Planning and Advising Center (south classroom 134) or with the Dean of Student Services (south classroom 301). Students will be required to:

1. Complete the academic reinstatement or suspension appeal form.
2. Attach unofficial copy of academic record.
3. Attach a personal statement outlining the circumstances that led to suspension.
4. Attach an academic plan including an academic plan for the next two semesters.

### ACADEMIC RENEWAL POLICY

The purpose of academic renewal is to allow a student the opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation. The grades are not removed from the academic record; they are excluded from the GPA.

Academic renewal applies only to the courses taken at CCD, and may be awarded one time. The original grades and credit remain on the permanent academic transcript, but a notation indicates that Academic Renewal has been awarded and the GPA had been adjusted. Once Academic Renewal is granted, it is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a certificate or degree.

The following condition must be met to apply for Academic Renewal:

1. The student must wait a least two calendar years after the coursework was completed to apply for Academic Renewal.
2. The student must complete 6 semester credit hours during the term in which the application is submitted with grades of 'C' or better.
3. The Academic Renewal Form must include an academic advisor's or case manager's signature.
4. Exclusions include a grade of "D" and "F" grades from the GPA calculations.

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

The Academic Renewal Policy is only applicable to CCD. Other institutions receiving a CCD transcript for transfer of an Academic Renewal are not bound by this college policy and may choose to calculate the student's transfer GPA to include all grades, even those excluded by CCD under this policy.

Students applying for Academic Renewal are responsible for investigating the potential impact of Academic Renewal on transfer admission, financial aid, Veterans benefits, and other agencies and organizations.

## 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](http://www.ccd.edu). A detailed, printed copy of the "Academic Integrity Policy" is available in the office of the vice president for Learning & Student Affairs, SO 301.

## 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. Stu-

dents 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.

## 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](http://www.ccd.edu), consult the course syllabus, ask the instructor to explain his or her grade system, or contact the vice president for Learning & Student Affairs at 303-556-3598.

## 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.

## 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

## COURSE LOAD

The common definition for student load is the same for summer, fall and spring: 12 credits = full time; 9 credits = 3/4 time; and 6 credits = 1/2 time. Anything less than 6 credits is considered part-time. During fall and spring semesters the typical course load for full-time students is 15 credit hours. For tuition and certification purposes, students who register for fewer than 12 credit hours are considered part-time during the academic year.

A heavy load is 18 credits; 18 is the maximum load for all students without special permission. Students must obtain special permission from the vice president of Learning & Student Affairs or the Dean of Students.

## CREDIT HOURS

In general, students attend 50 minutes of lecture or class each week, for 15 weeks, for each credit hour earned. Class time requirements differ for certain lab, lecture/lab and hybrid courses. Typically, students spend a minimum of two hours on class assignments for every one hour class.

## 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 & Student Affairs to approve the change. Grade changes must be requested through the center.

## 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)
<b>Totals</b>		<b>17</b>		<b>41</b>

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

All college-level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. The transcript notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. There will be no limitation on course grades that are eligible for repeat. Repeating a course may impact a student's financial aid eligibility.

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 within program requirements.

If students do not see the repeated designation, they may submit a "petition to repeat form" to Admissions, Registration & Records.





## What All Students Need to Know

### 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 Learning & Student Affairs, Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, 303-556-3598. Or visit [www.ccd.edu](http://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 Learning & Student Affairs, Campus Box 200, Community College of Denver, P.O. Box 173363, Denver, CO 80217-3363, 303-556-3598, 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

The college may disclose any of this information without prior written consent, unless notified by the student in writing by the first official class meeting date of the semester.

### Family Education Rights & Privacy Act of 1974

CCD abides by the Family Education Rights and Privacy Act (FERPA) of 1974 as amended. This act was designed to protect the privacy of education records, to establish the right of student to inspect and review their educational records, and to provide guidelines for correcting inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Compliance office, U.S. Department of Education, concerning alleged failures by the institution to comply with the act.

FERPA requires written permission by students for release of their grades or other information. Contact Admissions, Registration & Records for further information.

### 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.

### 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](http://www.cdphe.state.co.us) or e-mail [cdphe.information@state.co.us](mailto: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](http://www.ccdstudents.net). CCD requires that all students learn to use e-mail as many courses require it.

## LAW ENFORCEMENT AT CCD

Call the police from any CCD location 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 Manual

The property is monitored during regular business hours by Manual maintenance and facilities staff. CCD East 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 satellite location .

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 Manual has the primary responsibility for opening and closing the satellite location . Regular business hours are Monday through Friday from 8 a.m. to 5 p.m. Buildings are generally open from 6 a.m. to 10 p.m. Access to CCD East at Manual after regular business hours is not permitted.

### Center for Health Sciences at Lowry

Center for Health Sciences at Lowry 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 Center for Health Sciences at Lowry 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 Center for Health Sciences at 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 Center for Health Sciences at Lowry 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 property is monitored during regular business hours by CCD North maintenance staff. College 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 location.

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 location. 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 loca-

tion director and the maintenance department, or as arranged by individual instructors.

### **CCD Southwest**

The Teikyo Loretto Heights Security Office monitors CCD Southwest during regular business hours. The satellite location 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 location.

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 location.

### **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 advisories 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 advisories;
- making reports available to the media through campus newspaper, radio and television;
- advertising in campus publications; and
- distributing the above information to campus employees.

### **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](http://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.

### **STUDENT E-MAIL**

CCD now offers free student e-mail accounts. It is how the college will send you all official documents and notifications: admissions, registration and financial aid information, communication with your instructors, campus closures and emergency notification. Your CCD e-mail account will be the only official

means of communication between you and the college. Log on to MyCommunityEDucation located at [www.ccd.edu](http://www.ccd.edu), go to the personal information tab, select Click Here and activate your new account and proceed with the steps.

The Colorado Community College System (CCCS) assigned student email account shall be the primary official means of communication with students. The System expects that students sign in and check their college issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. This account is free of charge and currently is active for life.

The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

Call 303-556-2600 for more information.

### **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 Learning & Student Affairs, SO 301.

### **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 other Community College of Denver Satellite Locations, 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	2004	2005	2006
Murder	0	0	0
Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	1*
Sex Offenses: Non-Forcible	0	0	0
Robbery	0	0	1
Aggravated Assault	2	3	4
Burglary	46	45	44
Vehicle Theft	12	8	11
Hate Crimes	0	0	0
Arson	0	1	0

\* This was a forcible oral sexual assault.

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 satellite locations.

**Arrests for the following reported crimes on the Auraria Campus**

Offense	2004	2005	2006
Liquor Law Violations	0	0	0
Drug Abuse Violations	9	6	4
Weapons possession	1	2	0

**Statement Regarding Registered Sex Offenders**

Colorado Revised Statutes 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 enforcement 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 employ-

ment 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 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—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 Learning & Student Affairs  
South Classroom, Room 301  
CCD Box 200, PO Box 173363, Denver, CO 80217-3363  
303-556-3598

**University of Colorado at Denver**

Assistant Director of Students, Student Conduct  
Office of Student Life, Tivoli 303  
UC Denver 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 policies 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 assault, 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 • 303-556-3132 • Tivoli 651**  
(for MSCD Students only—at no charge)  
<http://www.mscd.edu/~counsel/>

**UC DenverHSC Student & Community Counseling Center  
303-556-4372 • North Classroom 4036**  
(for UC Denver students — at no charge; fees may apply to MSCD and CCD students)  
<http://www.cudenver.edu/Resources/Counseling+Center/default.htm>

**Health Center at Auraria • 303-556-2525 • Plaza 150**  
(available to any student—fees may apply)  
<http://www.mscd.edu/student/resources/health/>

**MSCD Institute for Women's Studies & Services • 303-556-8441  
1033 9th Street Park**  
(referrals and community resources)  
<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](http://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](http://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](http://www.ccasa.org)

**Denver Center for Crime Victims • Hotline: 303-894-8000**  
TTY: 303-860-9555  
Administrative line: 303-894-0660  
[www.denvervictims.org](http://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](http://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](http://www.raap.org)

**WINGS Foundation • 303-238-8660**  
(Survivors of childhood sexual abuse; support groups for men and women. Groups available for men and women.)  
Toll free: 800-373-8671  
[www.wingsfound.org](http://www.wingsfound.org)

**Community specific services/resources:**  
**Anti-Violence Project of Colorado • 303-839-5204**  
(gay, lesbian, bisexual & transgender)  
**24-hour crisis: 303-852-5094/  
1-888-557-4441**

# Reading Guide to Degree & Certificate Programs

## 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 advisors, 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 advisor. 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 advisors! 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 satellite locations, 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 advisor 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 advisor.

### 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.

# CCD's Academic Center & Program Chairs

## CENTER FOR ARTS & SCIENCES

*Dr. Michael Bautista,*  
*Associate Vice President of Learning, Center Dean 303-556-2473*

### 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  
rick.glesner@ccd.edu

## Medical Office Technology

Darla Ruff .....303-293-8737  
darla.ruff@ccd.edu

## Public Security Management

Stacey Hervey .....303-556-2487  
stacey.hervey@ccd.edu

## CENTER FOR HEALTH SCIENCES AT LOWRY

*Connie Strand, Interim Dean 303-365-8388*

### Dental Hygiene

Stephanie Harrison .....303-365-8334  
stephanie.harrison@ccd.edu

### Emergency Medical Services

Mike Price .....303-436-8847  
mikeprice@dhha.org

### Nurse Aide

Jo Ann Kennedy .....303-365-8394  
joann.kennedy@ccd.edu

### Nursing

Jule Monnens .....303-365-8300  
jule.monnens@ccd.edu

### Radiology Technology

Nanette Collins .....303-365-8300  
nanette.collins@ccd.edu

### Radiation Therapy

Phyllis DeBaun .....303.365.8379  
phyllis.debaun@ccd.edu

### Veterinary Technology

Shannon Burkhalter .....303-365-8374  
shannon.burkhalter@ccd.edu

## CENTER FOR EDUCATIONAL ADVANCEMENT

*Ken Swiney, Associate Dean 303-556-8455*

### Developmental English

Nancy Story .....303-352-3074  
nancy.story@ccd.edu

### Developmental Mathematics

Brad Sullivan .....303-556-3806  
brad.sullivan@ccd.edu

### Developmental Reading, Advanced Academic Achievement

Sandra Dawson .....303-556-8157  
sandra.dawson@ccd.edu

### English as a Second Language (ESL)

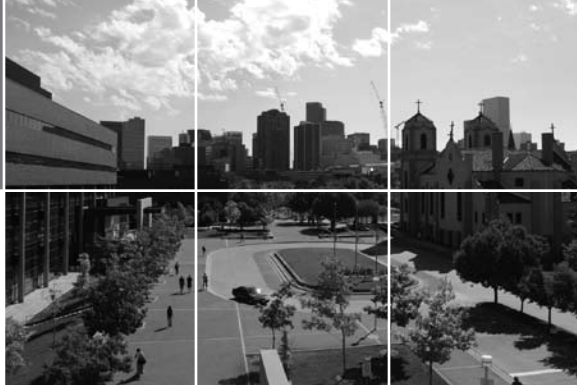
Roberta Ware .....303-352-3335  
roberta.ware@ccd.edu

### General Education Development

Vera Polak .....303-556-2774  
vera.polak@ccd.edu

## Program Titles or Course Prefixes

Accounting.....	ACC	Health & Wellness.....	HWE
American Sign Language.....	ASL	Health Professions.....	HPR
Anthropology.....	ANT	Hebrew.....	HEB
Arabic.....	ARA	History.....	HIS
Art.....	ART	Human Services.....	HSE
Astronomy.....	AST	Humanities.....	HUM
Biology.....	BIO	Japanese.....	JPN
Business Administration.....	BUS	Journalism.....	JOU
Business Administration.....	MAN	Lakota.....	LAK
Business Administration.....	MAR	Literature.....	LIT
Business Technology.....	BTE	Machine Technologies.....	MAC
Chemistry.....	CHE	Massage Therapy.....	MST
Chinese.....	CHI	Mathematics.....	MAT
Communications.....	COM	Medical Office Technology.....	MOT
Community Health Worker.....	CHW	Music.....	MUS
Computer Information Systems.....	CIS	Nurse Aide.....	NUA
Computer Networking.....	CNG	Nursing.....	NUR
Computer Science.....	CSC	Paralegal.....	PAR
Computer Web.....	CWB	Pharmacy Aide.....	PHA
Critical Care Nursing.....	CCN	Philosophy.....	PHI
Dance.....	DAN	Physics.....	PHY
Dental Hygiene.....	DEH	Political Science.....	POS
Early Childhood Education.....	ECE	Practical Nursing.....	NUR
Economics.....	ECO	Psychology.....	PSY
Education.....	EDU	Public Security Management.....	PSM
Emergency Medical Services.....	EMS	Radiation Therapy.....	RTH
Engineering Graphics.....	CAD, EGT, TEC	Radiology Technology.....	RTE
English.....	ENG	Reading.....	AAA, REA
English as a Second Language (ESL).....	ESL	Russian.....	RUS
Ethnic Studies.....	ETH	Science.....	SCI
French.....	FRE	Sociology.....	SOC
General Education Development.....	GED	Spanish.....	SPA
Geography.....	GEO	Theatre.....	THE
German.....	GER	Veterinary Technology.....	VET
Geology.....	GEY	Fabrication Welding.....	WEL
Graphic Design & Multimedia.....	MGD		



# Certificates & Degrees

Program application forms are in South Classroom Building 134 and all academic center offices. Students should obtain an Advising Transcript from Admissions, Registration & Records and attach it to the program application.

## 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 study.

### Program Admission Requirements

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

### AA Degree Program Requirements

Within the AA degree, the college offers 13 areas of program study: Art, Behavioral Sciences, Business Administration, Early Childhood Education, Economics, Elementary Education, English/Journalism/Literature, Foreign Languages, Graphic Design, History, Multimedia, Music, Political Sciences, and Theatre. The same course may not count toward both general education requirements and toward an area of study. An area of study consists of four identified courses in one academic area. If students do not select an area of study or have fewer than 60 credit hours with their core courses and area of study, 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 Guaranteed General Education Core Transfer Courses LIBERAL ARTS

*Core requirements may NOT be waived or substituted. Credits above 40 will be counted toward electives.*

#### Communications

You must take both ENG courses and one COM course..... 9

Intro. Writing Course

ENG 121 English Composition I: GT-CO1

Intermediate Writing Course

ENG 122 English Composition II: GT-CO2

COM course 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.

COM 115 Public Speaking

OR

COM 125 Interpersonal Communication

#### Mathematics

You must take one course from the list below. .... 3-5

MAT 120, 121, 122, 123, 125, 135, 155, 156, 201, 202, 203, 265: GT-MA1

### Arts & Humanities, History & Social & Behavioral Sciences

You will need a total of 15 credits ..... 15

Arts & Humanities

You need 2 courses (minimum 3 credits each) from this list.

Arts & Humanities:

ART 110, 111, 112: GT-AH1

MUS 120, 121, 122: GT-AH1

THE 105, 211, 212: GT-AH1

Literature and Humanities:

HUM 121, 122, 123: GT-AH2

LIT 115, 201, 202, 205, 211, 212: GT-AH2

Ways of Thinking  
 PHI 111, 112, 113: GT-AH3  
 Foreign Languages (must be Intermediate/200 level)  
 FRE 211, 212: GT-AH4  
 GER 211, 212: GT-AH4  
 ITA 211, 212: GT-AH4  
 JPN 211, 212: GT-AH4  
 RUS 211, 212: GT-AH4  
 SPA 211, 212: GT-AH4

History  
 You must take a minimum of one course from the list below  
 HIS 101, 102, 111, 112, 201, 202: GT-HI1

Social & Behavioral Sciences  
 You must take one course (minimum 3 credits) from this list.  
 Economic and Political Systems  
 ECO 201, 202: GT-SS1  
 POS 105, 111, 205: GT-SS1  
 Geography  
 GEO 105: GT-SS2  
 Human Behavior, Culture, and Social Frameworks  
 ANT 101, 111: GT-SS3  
 PSY 101, 102, 205, 217, 226, 227, 235, 238, 249: GT-SS3  
 SOC 101, 102, 215, 216, 231: GT-SS3

Arts & Humanities, History & Social & Behavioral Sciences  
 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

**Natural and Physical Sciences**

You must take two courses from the list below..... 7  
 Science labs are not listed separately.  
 AST 101, 102: GT-SC1  
 BIO 105, 111, 112, 201, 202, 204, 208, 220: GT-SC1  
 CHE 101, 102, 111, 112: GT-SC1  
 GEY 111, 121: GT-SC1  
 PHY 105, 111, 112, 211, 212: GT-SC1  
 SCI 155, 156: GT-SC1

**Electives**

Additional credits must be selected in an area of study. See the list of subject study areas for approved CCD electives, but remember that those courses that are not listed above are not part of the GT core and may not transfer. Check with your advisor. .... 24-26  
**Total ..... 60**

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

See Program Coordinators/Faculty Advisors/Case Managers to determine whether or not courses in these areas transfer.

Approved Electives for the AA Degree ..... 24-26  
 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 Subject Areas of Study**

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

**ART**

ART 121 Drawing I ..... 3  
 ART 122 Drawing II (Prerequisite ART 121, Drawing I)..... 3  
 ART 131 2-D Design..... 3  
 ART 132 3-D Design (Prerequisite ART 131, 2-D Design) ..... 3  
 ART 211 Painting I (Prerequisite ART 131, 2-D Design)..... 3  
 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 (Prerequisite ART 121, Drawing I)..... (3)  
 ART 138 Film Photography I ..... (3)  
 ART 143 Digital Photography I ..... (3)  
 (Prerequisite ART 138, Photography I)  
 ART 156 Figure Drawing I (Prerequisite ART 121, Drawing I) ..... (3)  
 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)  
 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 electives 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 advisor.

ART 111	Art History I: GT-AH1 .....	3
ART 112	Art History II: GT-AH1 .....	3
	<b>Total Art Emphasis .....</b>	<b>24-26</b>

**BEHAVIORAL SCIENCES**

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

<b>Total .....</b>	<b>12</b>
--------------------	-----------

**Anthropology** (Choose 4)

ANT 101	Cultural Anthropology: GT-SS3.....	3
ANT 107	Introduction to Archaeology.....	3
ANT 111	Physical Anthropology: GT-SS3.....	3
ANT 201	Introduction to Forensic Anthropology .....	3
ANT 225	Anthropology of Religion .....	3
SOC 203	Urban Socio-Anthropology: GT-SS3 .....	3
SOC 265	Violence and Culture: GT-SS3 .....	3

**Psychology** (Choose 4)

PSY 101	General Psychology I: GT-SS3.....	3
PSY 102	General Psychology II: GT-SS3.....	3
PSY 217	Human Sexuality: GT-SS3.....	1
PSY 227	Psychology of Death and Dying: GT-SS3 .....	3
PSY 235	Human Growth and Development: GT-SS3 .....	3
PSY 238	Child Development: GT-SS3.....	3
PSY 249	Abnormal Psychology: GT-SS3.....	3
PSY 289	Capstone: Leadership Development.....	3
SOC 265	Violence and Culture.....	3

**Sociology** (Choose 4)

SOC 101	Introduction to Sociology I: GT-SS3 .....	3
SOC 102	Introduction to Sociology II: GT-SS3 .....	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: GT-SS3 .....	3
SOC 218	Sociology of Diversity .....	3
SOC 223	Chicanos in a Changing Society.....	3
SOC 231	Sociology of Deviant Behavior: GT-SS3 .....	3
SOC 237	Sociology of Death and Dying.....	3
SOC 265	Violence and Culture .....	3

**BUSINESS ADMINISTRATION (AA-BUS)**

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 four-year college of university.

Program Admission Requirements

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

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

**General Education AA Core** (AS General Education Core is acceptable)

I.	English (Liberal Arts Core).....	6
II.	Mathematics (Select any 1 of the following) .....	3-5
	MAT 121, or 123 and 125: GT-MA1	
III.	Communications (Liberal Arts Core).....	3
IV.	Social & Behavioral Sciences .....	9
	(Select both ECO courses and 1 HIS course)	
	ECO 201 & 202: GT-SS1	
	HIS 101, 102, 201, 202: GT-HI1	
V.	Humanities .....	6
	(Select 6 credit hours from a minimum of 2 disciplines	
	from Liberal Arts Core)	
VI.	Physical & Biological Sciences .....	8-10
	(Select any 2 of the Liberal Arts Core)	
	<b>General Education Sub-Total .....</b>	<b>40-42</b>

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 .....	3
BUS 226	Business Statistics.....	3
	<b>Subtotal .....</b>	<b>20</b>
	<b>Total .....</b>	<b>60-62</b>

**EARLY CHILDHOOD EDUCATION**

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

**General Education AA Core** (AS General Education Core is acceptable)

I.	Communications (Liberal Arts Core).....	9
II.	Mathematics (Select one in each group).....	6
	MAT 121 or MAT 135: GT-MA1	
	MAT 155 or Mat 156	
III.	Social & Behavioral Sciences.....	9
	GEO 105: GT-SS	
	HIS 201: GT-HI1	
	POS 101	



IV. Humanities .....	6
(Select two courses from the following:)	
ART 110: GT-AH1	
MUS 120: GT-AH1	
LIT 115: GT-AH1	
LIT 255	
V. Physical & Biological Sciences .....	8
SCI 155 & SCI 156: GT-SC1	
<b>General Education Sub-Total .....</b>	<b>38</b>

Students must complete the following Early Childhood Education courses for the AA Degree.

ECE 101 Introduction to Early Childhood Education.....	3
ECE 102 Introduction to Early Childhood Lab Techniques.....	3
ECE 205 Nutrition, Health, Safety.....	3
ECE 238 Child Growth & Development/Lab.....	4
ECE 241 Administration: Human Relations for ECE .....	3
Electives should be determined by the transferring institution. Please speak to your advisor. ....	
	6
<b>Subtotal.....</b>	<b>22</b>
<b>Total .....</b>	<b>60</b>

### ELEMENTARY EDUCATION TRANSFER PROGRAM

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year institutions offering Elementary Education 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 advisor as they are specific to the receiving institution.

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

#### General Education Core

ENG 121 College Composition.....	3
ENG 122 Composition II .....	3
MAT 155 Integrated Math I .....	3
MAT 156 Integrated Math II .....	3
LIT 115 Introduction to Literature: GT-AH2.....	3
OR	
LIT 201 Masterpieces of Literature I: GT-AH2.....	3
OR	
LIT 202 Masterpieces of Literature II: GT-AH2.....	3
OR	
LIT 211 Survey of American Literature I: GT-AH2.....	3
SCI 155 Integrated Science I: GT-SC1 .....	4
SCI 156 Integrated Science II: GT-SC1 .....	4
GEO 105 World Regional Geography: GT-SS2 .....	3
HIS 201 U.S. History I: GT-HI1 .....	3
POS 111 American Government: GT-SS1 .....	3
EDU 221 Introduction to Education .....	3
PSY 238 Child Development: GT-SS3.....	3
COM 115 Public Speaking .....	3

#### Electives

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

**Total .....** **60**

### ECONOMICS

ECO 201 Principles of Macro Economics .....	3
ECO 202 Principles of Micro Economics .....	3
<b>Total .....</b>	<b>6</b>

### ENGLISH/JOURNALISM/LITERATURE

Select 4 courses from the following

Any ENG course higher than 122 .....	3
JOU 105 Introduction to Mass Media.....	3
JOU 106 Fundamentals of Reporting.....	3
Any LIT course not already applied towards 15 hour requirement in Arts & Humanities.....	
	3
<b>Total .....</b>	<b>12</b>

#### Electives 12-15 additional credits

Select 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 METRO or UC Denver.)

### FRENCH

Take the following 4 courses for the French Language:

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

### GERMAN

Take the following 4 courses for the German Language:

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

### SPANISH

Take the following 4 courses for the Spanish Language:

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
Choose 2-4 additional credits at the 200 level from an AA approved course list .....	
	3

**Total Foreign Language Requirements.....** **24-26**

**GRAPHIC DESIGN**

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
	<b>Subtotal.....</b>	<b>18</b>

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)
	<b>Total .....</b>	<b>24</b>

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

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

**HISTORY**

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

HIS 102	History of Western Civilization II: GT-HI1 .....	3
HIS 111	World Civilization I: GT-HI1 .....	3
HIS 112	World Civilization II: GT-HI1 .....	3
HIS 201	United States (U.S.) History I: GT-HI1 .....	3
HIS 202	United States (U.S.) History II: GT-HI1 .....	3

**Electives**

Choose 3 additional credits selected from the AA 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 METRO or UC Denver.) .....

<b>Total .....</b>	<b>24</b>
--------------------	-----------

Choose 2 from the following..... 6

HUM 121	Survey of Humanities I .....	(3)
HUM 122	Survey of Humanities II .....	(3)
HUM 123	Survey of Humanities III .....	(3)

**MUSIC PERFORMANCE TRACK**

*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 (Composition, Guitar, Piano).....	2
MUS 152	Ensemble II.....	1

*Third Semester — Fall (meet with UC Denver advisor)*

MUS 110	Music Theory I.....	3
MUS 112	Ear Training/Sight-Singing I Lab .....	1
MUS 131	Music Class I: Guitar, Piano, Voice or Woodwinds .....	2
MUS 142	Private Instruction II (Composition, Guitar, Piano) .....	2

*Fourth Semester — Spring*

MUS 111	Music Theory II.....	3
MUS 113	Ear Training/Sight-Singing II Lab .....	1
MUS 132	Music Class II: Guitar, Piano, Voice or Woodwinds .....	2
	<b>Total .....</b>	<b>24</b>

**MUSIC INDUSTRY STUDIES/MUSIC BUSINESS/RECORDING ARTS FOR TRANSFER TO UC Denver**

Students should meet with 4-year school advisor if planning to transfer prior to their third semester.

*First Semester — Fall*

MUS 100	Fundamentals of Music.....	3
MUS 141	Private Instruction I (Composition, Guitar, Piano).....	2
MUS 151	Ensemble I .....	1

*Second Semester — Spring*

MUS 142	Private Instruction II (Composition, Guitar, Piano) .....	2
---------	---	---

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

MUS 110	Music Theory I.....	3
MUS 112	Ear Training/Sight-Singing I Lab .....	1
MUS 131	Music Class I: Guitar, Piano, Voice or Woodwinds .....	2
MUS 241	Private Instruction III: 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	Music Class II: Guitar, Piano, Voice or Woodwinds .....	2
MUS 242	Private Instruction IV (Composition, Guitar, Piano, Voice or Woodwinds).....	2
	<b>Total .....</b>	<b>24</b>

**POLITICAL SCIENCE**

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)
	<b>Total .....</b>	<b>12</b>

**TECHNICAL THEATRE TRACK**

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.

<b>Total .....</b>	<b>24-26</b>
--------------------	--------------

**THEATRE PERFORMANCE TRACK**

THE 105	Introduction to Theatre Arts: GT-AH1.....	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 150	Comedy.....	3
THE 284	Internship: Theatre.....	1-6
	<b>Total .....</b>	<b>24-26</b>

**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 24-26 credits of transfer and/or career and technical education (CTE) courses. The general education core courses fully meet the general education requirements of all baccalaureate schools. Transferability of career courses is not guaranteed. If students select this option, they should consult with a faculty advisor or educational case manager. 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.

Any CCD career/CTE course from any CCD location may count as an elective for the AGS-G degree. Program applications and advising are available in Plaza 262.

**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 CTE programs. The CTE courses are fully transferable only into the particular program and college identified by the articulation agreement. Consult with a faculty advisor/case manager.

Students must apply for entry. 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.

**Associate of General Studies Degree in General Studies**

*Auraria Campus*

**AGS Liberal Arts Core**

Core requirements may NOT be waived or substituted.

AGS Degree Program Requirements

All AGS degrees require the following:

**Communications**

- You must take both ENG courses and one COM course..... 9
- Intro. Writing Course
- ENG 121 English Composition I: GT-CO1
- Intermediate Writing Course
- ENG 122 English Composition II: GT-CO2

COM course 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.

- COM 115 Public Speaking
- OR
- COM 125 Interpersonal Communication

**Mathematics**

- You must take one course from the list below. ....3-5
- MAT 120, 121, 135, 201, 202, 203, 265: GT-MA1

**Arts & Humanities, History & Social & Behavioral Sciences**

- You will need a total of 15 credits ..... 15
- You need 2 courses (minimum 3 credits each) from this list.

- Arts & Humanities:
- ART 110, 111, 112: GT-AH1
- MUS120, 121, 122: GT-AH1
- THE 105, 211, 212: GT-AH1
- Literature and Humanities:
- HUM 121, 122, 123: GT-AH2
- LIT 115, 201, 202, 205, 211, 212: GT-AH2
- Ways of Thinking
- PHI 111, 112, 113: GT-AH3
- Foreign Languages (must be Intermediate/200 level)
- FRE 211, 212: GT-AH4
- GER 211, 212: GT-AH4
- ITA 211, 212: GT-AH4
- JPN 211, 212: GT-AH4
- RUS 211, 212: GT-AH4
- SPA 211, 212: GT-AH4

History

- You must take a minimum of one course from the list below.
- HIS 101, 102, 111, 112, 201, 202: GT-H11

Social & Behavioral Sciences

- You must take one course (minimum 3 credits) from this list.
- Economic and Political Systems
- ECO 201, 202: GT-SS1
- POS 105, 111, 205: GT-SS1
- Geography
- GEO 105: GT-SS2
- Human Behavior, Culture, and Social Frameworks
- ANT 101, 111: GT-SS3
- PSY 101, 102, 205, 217, 226, 227, 235, 238, 249: GT-SS3
- SOC 101, 102, 215, 216, 231: GT-SS3
- Arts & Humanities, History & Social & Behavioral Sciences

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

**Natural and Physical Sciences**

You must take two courses from the list below..... 7  
 Science labs are not listed separately.

- AST 101, 102: GT-SC1
- BIO 105, 111, 112, 201, 202, 204, 208, 220: GT-SC1
- CHE 101, 102, 111, 112: GT-SC1
- GEY 111, 121: GT-SC1
- PHY 105, 111, 112, 211, 212: GT-SC1

Electives — additional credits must be selected in an area of study. See the list of study areas for approved CCD electives, but remember that those courses that are not listed above are not part of the GT core and may not transfer. Check with your advisor..... 24-26

**Total** ..... 60  
**Exactly 60 credits are required for the AGS degree.**  
**Credits above that amount might not transfer.**

**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 courses must be completed with a C grade or better for all AGS degrees.

**Associate of General Studies Degree in Early Childhood Education**

*Auraria Campus*

**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 area of study for course work and Core Requirements The MSCD courses that will substitute for CCD courses are listed in parentheses.

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: GT-CO1.....	3
ENG 122	English Composition II: GT-CO2 .....	3
COM 115	Public Speaking .....	3
MAT 155	Integrated Mathematics I: GT-MA1 .....	3
MAT 156	Integrated Mathematics II: GT-MA1 .....	3
ART 110	Art Appreciation: GT-AH1.....(3) OR	
MUS 120	Music Appreciation: GT-AH1 .....	(3)

HIS 201	United States History I: GT-HI1.....(3) OR	
HIS 202	United States History II: GT-HI1.....(3)	
POS 111	American Government: GT-SS1 .....	3
SOC 101	Introduction to Sociology: GT-SS3 .....	3
SCI 155	Integrated Science I: GT-SC1 .....	3
SCI 156	Integrated Science II: GT-SC1 .....	3
<b>General Studies Total</b> .....		<b>33</b>

**ECE Total**..... **61**

ECE 101	Introduction to Early Childhood Education.....(3) (MSCD 234-3)	
ECE 102	Introduction to Early Childhood Lab .....	3
ECE 111	Infant and Toddler Theory and Practice .....	3
ECE 205	Nutrition, Health and Safety .....	3
ECE 238	Child Growth Development Laboratory .....	4
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
LIT 255	Children’s Literature .....	3
<b>Subtotal</b> .....		<b>28</b>

**Associate of General Studies Degree in Human Services**

*Auraria Campus*

**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 advisor.

General Education Requirements

Select courses from the Liberal Arts core

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
<b>Total</b> .....		<b>60</b>

## Associate of General Studies Degree in Paralegal

Auraria Campus

### Paralegal (AGS-PAR): UC Denver

The following courses represent the CCD/UC Denver paralegal transfer agreements. Students completing these degree requirements will have completed their lower-division general education requirements and will be admitted to UC Denver as juniors in sociology or political science in the College of Liberal Arts and Sciences (CLAS).

#### Program Admission Requirements

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

#### 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
	<b>Subtotal.....</b>	<b>27</b>

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 285 Independent Study.....	(1)
<b>Total .....</b>	<b>70-73</b>

## ASSOCIATE OF SCIENCE (AS) 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 parallel” or “transfer” degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public Colorado baccalaureate colleges and universities in the state of Colorado. Students graduating with the AS degree may transfer into liberal arts or sciences programs in all public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of C or higher. Students planning to transfer should familiarize themselves with the full requirements

of the school they plan to attend. These are available in the Transfer Center in South Classroom Building 134.

### Student Performance Objectives for Transfer Education (AS Degree)

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

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

Students will read and think critically about a variety of interdisciplinary topics, demonstrating college-level reading skills in a variety of disciplines, including humanities, social sciences and the natural sciences. Students will demonstrate orally and in writing the critical-thinking skills of analysis, synthesis and evaluation.

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

### AS Degree Program Requirements

Within the AS degree, the college offers 13 areas of study: Biology, Chemistry, Computer Science, Pre-Engineering, Mathematics, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Science, Physics, and Pre-Aerospace. An associate degree can be earned without completing a study 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 a study area. The same course cannot count toward both a general education and an area of study. Requirements in four-year or professional programs sometimes change yearly. Students should meet regularly with their faculty advisor or center case manager 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.

Colorado four-year institutions have worked with the community colleges in developing Guarantee Transfer courses. Any course that is followed by parenthesis are Guarantee Transfer courses and part of this agreement. The parenthesis have the area and level that the course may transfer into a Colorado four-year institutions. (GT = Guarantee Transfer, CO = Communication, MA = Math, SC = Science, HI = History, SS = Social Sciences, AH = Art and Humanities, 1, 2, 3, 4 = level designations)

### General Education Associate of Science Core

#### LIBERAL ARTS

Core requirements may NOT be waived or substituted. (Credits above 40 will be counted toward electives.)

#### Communications

You must take both ENG courses and one COM course..... 9

Intro. Writing Course

ENG 121 English Composition I: GT-CO1

Intermediate Writing Course

ENG 122 English Composition II: GT-CO2

COM course 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.

- COM 115 Public Speaking  
OR
- COM 125 Interpersonal Communication

**Mathematics**

You must take one course from the list below ..... 3-5  
 MAT 121, 122, 123, 125, 135, 201, 202, 203, 265: GT-MA1

**Arts & Humanities, History & Social & Behavioral Sciences**

You will need a total of 15 credits ..... 15  
 You need 2 courses (minimum 3 credits each) from this list.

Arts & Humanities:

- ART 110, 111, 112: GT-AH1
- MUS120, 121, 122: GT-AH1
- THE 105, 211, 212: GT-AH1

Literature and Humanities:

- HUM 121, 122, 123: GT-AH2
- LIT 115, 201, 202, 205, 211, 212: GT-AH2

Ways of Thinking

- PHI 111, 112, 113: GT-AH3

Foreign Languages (must be Intermediate/200 level)

- FRE 211, 212: GT-AH4
- GER 211, 212: GT-AH4
- ITA 211, 212: GT-AH4
- JPN 211, 212: GT-AH4
- RUS 211, 212: GT-AH4
- SPA 211, 212: GT-AH4

History

You must take a minimum of one course from the list below.

- HIS 101, 102, 111, 112, 201, 202: GT-HI1

Social & Behavioral Sciences

You must take one course (minimum 3 credits) from this list.

Economic and Political Systems

- ECO 201, 202: GT-SS1
- POS 105, 111, 205: GT-SS1

Geography

- GEO 105: GT-SS2

Human Behavior, Culture, and Social Frameworks

- ANT 101, 111: GT-SS3
- PSY 101, 102, 205, 217, 226, 227, 235, 238, 249: GT-SS3
- SOC 101, 102, 215, 216, 231: GT-SS3

Arts & Humanities, History & Social & Behavioral Sciences

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

**Natural and Physical Sciences:**

You must take two courses from the list below ..... 7  
 Science labs are not listed separately.

- AST 101, 102: GT-SC1
- BIO 111, 112, 201, 202, 204, 208, 220: GT-SC1
- CHE 101, 102, 111, 112: GT-SC1
- GEY 111, 121: GT-SC1
- PHY 111, 112, 211, 212: GT-SC1

**Total CORE Credit Hours ..... 36-38**  
 (Depending on specific MAT course)

**Electives**

Additional credits must be selected in an area of study. See the list of study areas for approved CCD electives, but remember that those courses that are not listed above are not part of the GT core and may not transfer. Check with your advisor ..... 24-26

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

**See Program Coordinators/Faculty Advisors/Case Managers to determine whether or not courses in these areas transfer.**

Students should complete the courses listed under the study area if they plan to transfer to a four-year degree program in one of these study areas, or plan to enter a professional school in an area listed. An associate degree can be earned without completing a study area, and associate degree requirements may be fulfilled before all the courses listed under an area of study have been completed. Students must complete a total of 60 credit hours for the associate degree. Of these, 24 additional credits must be selected in an area of study. The additional elective courses must be from courses listed as having science or math prefixes and not used to fulfill the core requirements. Requirements in four-year or professional programs sometimes change yearly. We recommend that students meet frequently with the appropriate advisor in the Center for 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 course
- Total 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 AS degree takes four semesters of 15 credits each semester, assuming that all courses taken count toward the degree.

Recommended course to meet both core and elective requirements

**BIOLOGY**

BIO 111	General College Biology with Lab	GT-SC1	5
BIO 112	General College Biology II with Lab	GT-SC1	5
CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
MAT 122	College Trigonometry	GT-MA1	3
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5

**CHEMISTRY**

CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
MAT 122	College Trigonometry: GT-MA1		3
MAT 201	Calculus I: GT-MA1		5
MAT 202	Calculus II: GT-MA1		5
PHY 211	Physics: Calculus-Based I with Lab: GT-SC1		5
PHY 212	Physics: Calculus-Based II with Lab: GT-SC1		5

**COMPUTER SCIENCE**

CHE 111	General College Chemistry I: GT-SC1		5
CSC 160	Computer Science I: (Language)		4
CSC 161	Computer Science II: (Language)		4
MAT 122	College Trigonometry: GT-MA1		3
MAT 201	Calculus I: GT-MA1		5
MAT 202	Calculus II: GT-MA1		5
MAT 203	Calculus III: GT-MA1		4
PHY 211	Physics: Calculus-Based I with Lab: GT-SC1		5
PHY 212	Physics: Calculus-Based II with Lab: GT-SC1		5

**PRE-ENGINEERING**

CHE 111	General College Chemistry I		5
MAT 122	College Trigonometry: GT-MA1		3
MAT 201	Calculus I: GT-MA1		5
MAT 202	Calculus II: GT-MA1		5
MAT 203	Calculus III		4
MAT 265	Differential Equations		3
PHY 211	Physics: Calculus-Based I with Lab: GT-SC1		5
PHY 212	Physics: Calculus-Based II with Lab		5

**MATHEMATICS**

CSC 160	Computer Science I: (Language)		4
MAT 122	College Trigonometry: GT-MA1		3
MAT 201	Calculus I: GT-MA1		5
MAT 202	Calculus II: GT-MA1		5
MAT 203	Calculus III: GT-MA1		4
MAT 266	Differential Equations with Linear Algebra		4

**PRE-DENTAL**

BIO 111	General College Biology I with Lab: GT-SC1		5
BIO 112	General College Biology II with Lab: GT-SC1		5
CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
MAT 122	College Trigonometry: GT-MA1		3
PHY 111	Physics: Algebra-Based I with Lab: GT-SC1		5
PHY 112	Physics: Algebra-Based II with Lab: GT-SC1		5

**PRE-MEDICAL**

BIO 111	General College Biology I with Lab: GT-SC1		5
BIO 112	General College Biology II with Lab: GT-SC1		5

CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5
MAT 122	College Trigonometry: GT-MA1		3
<b>Total</b>			<b>23</b>

**PRE-PHARMACY**

BIO 111	General College Biology I with Lab: GT-SC1		5
BIO 112	General College Biology II with Lab: GT-SC1		5
BIO 201	Human Anatomy and Physiology I: GT-SC1		4
BIO 204	Microbiology: GT-SC1		4
CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
ECO 202	Principles of Microeconomics: GT-SS1		3
MAT 122	College Trigonometry: GT-MA1		3
MAT 201	Calculus I: GT-MA1		5
PHY 111	Physics: Algebra-Based I with Lab: GT-SC1		5

Select one course from Social Science and Behavioral Science courses below.

ANT 101	Cultural Anthropology: GT-SS3		3
PSY 101	General Psychology I: GT-SS3		3
PSY 102	General Psychology II: GT-SS3		3
SOC 101	Introduction to Sociology I: GT-SS3		3
SOC 102	Introduction to Sociology II: GT-SS3		3

**PRE-PHYSICAL THERAPY**

BIO 111	General College Biology I with Lab: GT-SC1		5
BIO 112	General College Biology II with Lab: GT-SC1		5
BIO 201	Human Anatomy and Physiology I: GT-SC1		4
CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
MAT 122	College Trigonometry: GT-MA1		3
MAT 135	Introduction to Statistics: GT-MA1		3
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5
PSY 235	Human Growth and Development: GT-SS3		3
	OR		
PSY 249	Abnormal Psychology: GT-SS3		3

**PRE-PHYSICIAN ASSISTANT**

BIO 111	General College Biology I with Lab: GT-SC1		5
BIO 112	General College Biology II with Lab: GT-SC1		5
BIO 201	Human Anatomy and Physiology I: GT-SC1		4
BIO 202	Human Anatomy and Physiology II: GT-SC1		4
CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
MAT 135	Introduction to Statistics: GT-MA1		3
PSY 101	General Psychology I: GT-SS3		3
PSY 102	General Psychology II: GT-SS3		3

**PRE-VETERINARY SCIENCE**

BIO 111	General College Biology I with Lab: GT-SC1		5
BIO 112	General College Biology II with Lab: GT-SC1		5
CHE 111	General College Chemistry I: GT-SC1		5
CHE 112	General College Chemistry II: GT-SC1		5
MAT 122	College Trigonometry: GT-MA1		3
MAT 135	Introduction to Statistics: GT-MA1		3
PHY 111	Physics: Algebra-Based I with Lab: GT-SC1		5
PHY 112	Physics: Algebra-Based II with Lab: GT-SC1		5

**PHYSICS**

MAT 122	College Trigonometry: GT-MA1 .....	3
MAT 201	Calculus I: GT-MA1 .....	5
MAT 202	Calculus II: GT-MA1 .....	5
MAT 203	Calculus III: GT-MA1 .....	4
AST 101	Astronomy I: GT-SC1 .....	4
AST 102	Astronomy II: GT-SC1 .....	4
MAT 265	Differential Equations: GT-MA1 .....	3
PHY 211	Physics: Calculus-Based I with Lab: .....	5
PHY 212	Physics: Calculus-Based II with Lab: .....	5

**PRE-AREOSPACE ENGINEERING TECHNOLOGY**

MAT 201	Calculus I: GT-MA1 .....	5
CHE 111	General College Chemistry I: GT-SC1 .....	5
PHY 211	Physics: Calculus-Based I with Lab: GT-SC1 .....	5
ECO 201	Principles of Macroeconomics: GT-SS1 .....	3
MAN 241	Project Management in Organizations .....	3
PHI 112	Ethics .....	3
HIS 242	Aviation History .....	3
	** Interinstitutional MSCD—AES 2050	
MAT 202	Calculus II: GT-MA1 .....	5
PHY 212	Physics: Calculus-Based II with Lab: GT-SC1 .....	5
EGG 271	Theoretical Mechanics - Statics .....	3
	** Interinstitutional MSCD — MET 2150	
ENT 275	Special Topics: CSMARTS .....	3
	** Interinstitutional MSCD — MET 190B	
MTE 120	Manufacturing Processes	
	** Interinstitutional MSCD — MET 1010 .....	3
EGG 275	Special Topics: Principles of Quality Assurance	
	** Interinstitutional MSCD — MET 1310 .....	3

\*\* offered jointly by CCD and MSCD

**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 advisor 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 advisor at the Center for Health Sciences at Lowry. Program application forms are in South Classroom Building 134, and program offices.

**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 advisor at Lowry. If you have any questions, check with a program advisor.

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.<br>(See specific A.A.S. program recommendations or an advisor) |      |
| B. Physical and Biological Sciences   |      |
| AST 101, 102  |      |
| BIO 105, 111, 112*  |      |
| CHE 101, 102, 111, 112**  |      |
| GEY 111   |      |
| PHY 105, 111, 112, 211, 212   |      |
| * Nursing requires BIO 201, 202 and 205.  |      |
| * Health Related programs require BIO 201 and 202, or BIO 120   |      |
| ** Dental Hygiene requires CHE 106  |      |
| C. Social & Behavioral Science  |      |
| ANT 101, 111  |      |
| ECO 201, 202  |      |
| GEO 105   |      |
| HIS 101, 102, 201, 202  |      |
| PSY 101, 102*   |      |
| POS 105, 111  |      |
| SOC 101, 102  |      |
| * Nursing requires PSY 235  |      |
| 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

Please refer to the objectives in the Associate of Applied Sciences (AAS) as they are the same.

### 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, Center for Health Sciences at Lowry and all satellite locations.

## ACCOUNTING

### Associate of Applied Science Degree in Accounting

*Auraria Campus*

#### Accounting Emphasis

The AAS 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 advisor about completing the AA in Business Administration.

#### General Education Requirements

CIS 118	Introduction to PC Applications .....	3
ECO 201	Principles of Macroeconomics: GT-SS1 .....	3
ENG 121	English Composition I: GT-CO1 .....	3
MAT 121	College Algebra: GT-MA1 .....	4
COM 115	Public Speaking: GT-CO1 .....	3
	<b>Subtotal .....</b>	<b>16</b>

#### Core Requirements

ACC 115	Payroll Accounting .....	3
ACC 116	Computerized Billing .....	3

ACC 121	Accounting Principles I .....	4
ACC 122	Accounting Principles II: GT-CO1 .....	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 .....	3
CIS 145	Complete PC Database .....	3
CIS 155	PC Spreadsheet Concepts: Excel .....	3
	<b>Subtotal .....</b>	<b>31</b>

#### Select 5 electives from the following

ACC 101	Fundamentals of Accounting .....	(3)
ACC 131	Income Tax .....	(3)
ACC 287	Cooperative Education .....	(3)
BUS 115	Introduction to Business .....	(3)
ENG 122	English Composition II .....	(3)
ENG 131	Technical Writing I .....	(3)
MAN 226	Principles of Management .....	(3)
MAR 160	Customer Service .....	(3)
MAT 112	Financial Mathematics .....	(3)
	<b>Subtotal .....</b>	<b>15</b>
	<b>Total .....</b>	<b>62</b>

### 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 121	Accounting Principles I .....	4
ACC 245	Computerized Accounting with Professional Package .....	3
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 .....	3
CIS 118	Introduction to PC Applications .....	3
CIS 155	PC Spreadsheet Concepts: Excel .....	3
MAT 112	Financial Mathematics .....	3
	<b>Total .....</b>	<b>29</b>

### Certificate in Accounting

*Auraria Campus, 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
MAR 160	Customer Service.....	3
MAT 112	Financial Mathematics.....	3
	<b>Total.....</b>	<b>25</b>

**Certificate in Accounting**

*CCD East, CCD North, CCD Southwest*

**Computerized Accounting Technician**

Computerized Accounting Technician 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 accounting 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.....	3
CIS 118	Introduction to PC Applications.....	3
CIS 145	Complete PC Database.....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
	<b>Total.....</b>	<b>30</b>

**BUSINESS ADMINISTRATION**

**Certificate in Business Administration**

*Auraria Campus*

**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.

*Requirements*

ACC 101	Fundamentals of Accounting.....	3
ACC 245	Computerized Accounting with 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
	<b>Total.....</b>	<b>26</b>

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

*Auraria Campus*

**International Business Emphasis**

The AAS degree program in Business Administration, International Business, is offered jointly by CCD and Emily Griffith Opportunity School. An official school transcript showing completion of Emily Griffith Opportunity School's International Business courses is required for program advising. Contact your advisor in the Center for Business and Technology, Plaza Building 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: GT-SS1.....	3
ENG 121	English Composition I: GT-CO1.....	3
MAT 121	123 or 125: GT-MA1.....	4
COM 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.....	3
MAN 226	Principles of Management.....	3
MAR 216	Principles of Marketing: GT-SS1.....	3

*Major Requirements*

BUS 203	International Business.....	3
FRE 111	French Language I.....	5
FRE 112	French Language II.....	5
GER 111	German Language I.....	5
GER 112	German Language II.....	3
GEO 105	World Regional Geography: GT-SS2.....	3
MAR 240	International Marketing.....	3
POS 105	Introduction to Political Science: GT-SS1.....	3
POS 205	International Relations.....	3
SPA 111	Spanish Language I.....	5
SPA 112	Spanish Language II.....	5
RUS 111	Russian Language I.....	5
RUS 112	Russian Language II.....	5
	<b>Total.....</b>	<b>61</b>

**Certificate in Business Administration**

*Auraria Campus*

**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.

*Requirements*

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	3
CIS 118	Introduction to PC Applications	3
ECO 201	Principles of Macro Economics: GT-SS1	3
MAN 200	Human Resources Management I	3
MAR 240	International Marketing	3
POS 205	International Relations: GT-SS1	3
	<b>Total</b>	<b>31</b>

### Associate of Applied Science Degree in Business Administration

*Auraria Campus*

#### Management

General Education Requirements			16
CIS 118	Introduction to PC Applications	3	
ECO 201	Principles of Macro Economics: GT-SS1	3	
ENG 121	English Composition I: GT-CO1	3	
MAT 121	123 or 125: GT-MA1	4	
COM 115	Public Speaking	3	
Core Requirement			29
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	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			15
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	
	<b>Total</b>		<b>60</b>

### Associate of Applied Science Degree in Business Administration

*Auraria Campus*

#### Marketing

General Education Requirements			16
CIS 118	Introduction to PC Applications	3	
ECO 201	Principles of Macro Economics: GT-SS1	3	
ENG 121	English Composition I: GT-CO1	3	
MAT 121	123 or 125: GT-MA1	4	
COM 115	Public Speaking	3	
Core Requirements			29
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	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			15
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 advisor.			3
	<b>Total</b>		<b>60</b>

### Associate of Applied Science Degree in Business Administration

*Auraria Campus*

#### Real Estate

The AAS degree program in Business Administration, Real Estate, is offered jointly by CCD and Emily Griffith Opportunity School. An official school transcript showing completion of Emily Griffith Opportunity School's real estate courses is required for program advising. Contact your advisor in the Center for Business and Technology, Plaza Building 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: GT-SS1	3
ENG 121	English Composition I: GT-CO1	3
MAT 121	123 or 125: GT-MA1	4
COM 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	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
	<b>Total</b>	<b>60</b>

### Associate of Applied Science Degree in Business Administration

*Auraria Campus*

#### 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: GT-SS1 .....	3
ENG 121	English Composition I: GT-CO1 .....	3
MAT 121	123 or 125: GT-MA1 .....	3
COM 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 .....	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
<b>Total .....</b>		<b>60</b>

**Certificate in Business Administration**

Auraria Campus

**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.

Requirements

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
<b>Total .....</b>		<b>34</b>

**BUSINESS TECHNOLOGY**

**Associate of Applied Science Degree in Business Technology**

Auraria Campus, CCD East, CCD North, CCD Southwest

**Administrative Assistant**

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: GT-CO1 .....	3
MAT 107	Career Math .....	3
COM 115	Public Speaking .....	3

Select 1 course from the following: .....

ECO 201	Principles of Macro Economics: GT-SS1 .....	(3)
POS 105	Introduction to Political Science: GT-SS1 .....	(3)
PSY 101	General Psychology I: GT-SS3 .....	(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 .....	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 Application II .....	2
BTE 108	Ten-Key by Touch .....	1
BTE 111	Keyboard Speedbuilding I .....	(2)
BTE 226	Machine Transcription .....	3
BTE 287	Cooperative Education .....	3
HPR 178	Medical Terminology .....	2
HPR 208	Advanced Medical Terminology .....	2
MAR 160	Customer Service .....	3
MOT 120	Medical Office Financial Management .....	3
Select an additional 3 credits with BTE Advisor approval .....		3
<b>Total .....</b>		<b>61-62</b>

**Certificate in Business Technology**

Auraria Campus, 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.

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	Medical Terminology.....	2
HPR 208	Advanced Medical Terminology.....	2
MOT 124	Medical Filing.....	2
	<b>Total.....</b>	<b>34</b>

### Certificate in Business Technology

*Auraria Campus, CCD East, CCD North, CCD Southwest*

#### General 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
	<b>Total.....</b>	<b>17-18</b>

### Associate of Applied Science Degree in Business Technology

*Auraria Campus*

#### 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: GT-CO1.....	3
MAT 107	Career Math.....	3
COM 115	Public Speaking.....	3

Select 1 course from the following.....	3	
ECO 201	Principles of Macro Economics: GT-SS1.....	(3)
POS 105	Introduction to Political Science: GT-SS1.....	(3)
PSY 101	General Psychology I: GT-SS3.....	(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.....	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
	<b>Total.....</b>	<b>61-62</b>

### Associate of Applied Science Degree in Business Technology

*Auraria Campus*

#### 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: GT-CO1.....	3
MAT 107	Career Math.....	3
COM 115	Public Speaking.....	3

#### Select 1 course from the following.....

ECO 201	Principles of Macro Economics: GT-SS1.....	(3)
POS 105	Introduction to Political Science: GT-SS1.....	(3)
PSY 101	General Psychology I: GT-SS3.....	(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 .....	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	
HPR 178	Medical Terminology.....	2	
MAR 160	Customer Service .....	3	
MOT 120	Medical Office Financial Management.....	3	
MOT 124	Medical Filing.....	2	
MOT 130	Insurance Billing and Coding .....	3	
<b>Total</b>			<b>61-62</b>

**Certificate in Business Technology**

*Auraria Campus, 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.

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	Medical Terminology.....	2	
MOT 120	Medical Office Financial Management.....	3	
MOT 124	Medical Filing.....	2	
<b>Total</b>			<b>31-32</b>

**Certificate in Business Technology**

*Auraria Campus, CCD North, CCD East, CCD Southwest*

**Microsoft Office Specialist**

Microsoft Office Specialist is a program that 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
<b>Total</b>		<b>34</b>

**Associate of Applied Science Degree in Business Technology**

*Auraria Campus, CCD Southwest*

**Office Manager**

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: GT-CO1.....	3
MAT 107	Career Math .....	3
COM 115	Public Speaking .....	3

Select 1 course from the following .....

ECO 201	Principles of Macro Economics: GT-SS1 .....	(3)
POS 105	Introduction to Political Science: GT-SS1 .....	(3)
PSY 101	General Psychology I: GT-SS3 .....	(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 .....	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
	<b>Total .....</b>	<b>62-63</b>

## Certificate in Business Technology

*Auraria Campus*

### Office Manager

#### Requirements

ACC 121	Accounting Principles I .....	4
ACC 245	Computerized Accounting .....	3
BTE 100	Computer Keyboarding I .....	1
BTE 102	Keyboarding Applications I .....	2
BTE 108	Ten-Key by Touch .....	1
BTE 111	Keyboarding Speedbuilding I .....	2
BUS 217	Business Communications and Report .....	3
CIS 118	Intro to PC Applications .....	3
CIS 135	Complete PC Word Processing/Word .....	3
CIS 155	PC Spreadsheet Concepts: Excel .....	3
MAN 200	Human Resources Management I .....	3
	<b>Total .....</b>	<b>28</b>

## COMPUTERS

See Information Technology

## DENTAL HYGIENE

### Associate of Applied Science Degree in Dental Hygiene

*Center for Health Sciences at Lowry*

#### 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. Successful completion of the prerequisite courses and the full Dental Hygiene curriculum results in an AAS degree. After receiving the AAS degree, students are eligible to take the exams necessary to become a licensed, registered dental hygienist.

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, Health Occupations Aptitude test scores, interview presentations and letters of recommendations. Because of the competitive admissions process, all prerequisite courses must be taken for a letter grade.

#### Program Admission Requirements

1. Submit a completed Dental Hygiene application form and packet to CCD Dental Hygiene, 1062 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 Health Occupations Aptitude test 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](http://www.ccd.edu/dental).

#### General Education Requirements

1. General education requirements must show a cumulative GPA of 2.5.
2. Science courses must show a cumulative GPA of 3.0.
3. Overall cumulative GPA (combination of general education and science courses) must not be lower than 2.8.
4. Math 090 or the Basic Skills Assessment score of "55" or better.

BIO 201	Human Anatomy and Physiology I: GT-SC1 .....	4
BIO 202	Human Anatomy and Physiology II: GT-SC1 .....	4
BIO 204	Microbiology: GT-SC1 .....	4
CHE 109	General, Organic and Biochemistry .....	4
ENG 121	English Composition I: GT-CO1 .....	3
PSY 101	General Psychology I: GT-SS3 .....	3
SOC 101	Introduction to Sociology I: GT-SS3 .....	3
COM 115	Public Speaking .....	3
	<b>Subtotal .....</b>	<b>28</b>

\*DEH 175 Dental Hygiene Basics & Terminology I

\* *This course is taken after acceptance into the program the summer prior to your first semester.*

#### Requirements

DEH 101	Preclinical Dental Hygiene Lecture .....	2
DEH 102	Preclinical Dental Hygiene Care .....	3
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 Patients .....	2
DEH 122	Periodontics I .....	2
DEH 123	Head and Neck Anatomy .....	1
DEH 126	Dental Materials .....	3
DEH 132	Applied Pharmacology .....	2
DEH 133	Local Anesthesia .....	2
DEH 134	Advanced Clinical Skills .....	1
DEH 138	Nitrous Oxide/Oxygen Sedation .....	1

DEH 153	Clinical Theory of Dental Hygiene I	2
DEH 170	Clinical Practice of Dental Hygiene I	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	6
DEH 271	Clinical Practice of Dental Hygiene III	7
DEH 282	Periodontics III	1
DEH 285	Clinical Theory of Dental Hygiene III	2
	<b>Subtotal</b>	<b>64</b>

<i>Electives</i>		(2)
DEH 266	National Board Review	2
	<b>Total</b>	<b>92</b>

## EARLY CHILDHOOD EDUCATION

### Associate of Applied Science Degree in Early Childhood Education

*Auraria Campus*

#### Early Childhood Education (AAS-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.

#### *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: GT-CO1	3
MAT 107	Career Math	(3)
	OR	
COM 115	Public Speaking	3
MAT 155	Integrated Math I: GT-MA1	(3)
	One course from AAS Humanities Requirement	3
	One course from AAS Social and Behavioral Sciences Requirement	3
	<b>Subtotal</b>	<b>15</b>

#### *Major Requirements*

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Lab	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/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: GT-SS3	3
	<b>Subtotal</b>	<b>36</b>

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)
	<b>Total</b>	<b>60</b>

### Certificate in Early Childhood Education

*Auraria Campus*

#### 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	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
	<b>Subtotal</b>	<b>28</b>



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)
<b>Total .....</b>	<b>31</b>

### Certificate in Early Childhood Education

*Auraria Campus*

#### Group Leader — Preschool

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 AAS degree in Early Childhood Education.

#### 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 .....	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: GT-SS3.....	3
<b>Total .....</b>	<b>16</b>

### Certificate in Early Childhood Education

*Auraria Campus*

#### 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.

#### Requirements

ECE 101 Introduction to Early Childhood Education.....	3
ECE 102 Introduction to Early Childhood Lab .....	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: GT-SS3.....	3
<b>Total .....</b>	<b>16</b>

## EMERGENCY MEDICAL SERVICES

### Certificate in Emergency Medical Services

*Center for Health Sciences at 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 advisors. Courses within the EMT-Basic certificate program must be taken in specific succession for students to be eligible to sit for the EMT-Basic 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

Prior to registering for this program the following criteria must be met and approved by the EMS Program Director at Denver Health.

1. Take and pass the CCD Basic Skills Assessment Test (BSAT) in the Testing Center in South Classroom Building 223, 303-556-3810. Score at least the following on the BSAT test:
  - a. English: 70
  - b. Reading: 62
  - c. Math (Arithmetic): 57
 If you have taken the SAT/ACT and your scores are high enough, you may be waived from taking the BSAT. Possession of a bachelor or associates degree waives the BSAT and or SAT/ACT requirements.
2. A background check must be submitted through: [www.healthcarex.com](http://www.healthcarex.com) and reviewed prior to registration.
3. Upon completion, contact the Denver Health EMS Education Department for approval to continue the registration process at: [EMTBASIC@DHHA.org](mailto:EMTBASIC@DHHA.org).
4. Offices and classes are located at Rita Bass Trauma Institute, 190 W. 6th Ave., Denver. (303-436-8849)
5. For more information go to [www.denverems.org/education](http://www.denverems.org/education).

#### Requirements

HPR 102 CPR for Professionals.....	5
EMS 125 EMT-- Basic .....	9
EMS 170 EMT Basic Clinical.....	1
<b>Total .....</b>	<b>10.5</b>

#### Electives

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

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

## ENGINEERING GRAPHICS

### Associate of Applied Science Degree in Engineering Graphics

*Auraria Campus*

#### Architectural Drafter

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: GT-CO1	3
CIS 118	Introduction to PC Applications	3
MAT 107	Career Math	3
PSY 101	General Psychology I: GT-SS3	3
	OR	
SOC 101	Introduction to Sociology I: GT-SS3	3
COM 115	Public Speaking	3
	<b>Subtotal</b>	<b>15</b>

#### Major Requirements

ARC 125	History of Architecture	3
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
EGT 101	Technical Drafting I	3
EGT 103	Technical Drafting III	3
EGT 106	Introduction to Axonometric Views	3
EGT 107	Introduction to Sections and Auxiliary Views	3
EGT 160(A)	Introduction to Industrial Drafting and Design	3
EGT 250(A)	Advanced Industrial Drafting and Design	6
EGT 289(A)	Capstone: Projects in 3-D for Industrial Drafting and Design	6
	<b>Subtotal</b>	<b>45</b>
	<b>Total</b>	<b>60</b>

### Certificate in Engineering Graphics

*Auraria Campus*

#### 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 AAS 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
EGT 101	Technical Drafting I	3

EGT 103	Technical Drafting III	3
EGT 106	Introduction to Axonometric Views	3
EGT 107	Introduction to Sections and Auxiliary Views	3
EGT 160(A)	Introduction to Industrial Drafting and Design	3
	<b>Total</b>	<b>30</b>

### Certificate in Engineering Graphics

*Auraria Campus*

#### 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 advisor 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)
	<b>Total</b>	<b>12</b>

### Certificate in Engineering Graphics

*Auraria Campus*

#### 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 advisor 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 advisor 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

Auraria Campus

### Mechanical Drafter

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: GT-CO1 .....	3
MAT 107	Career Math .....	3
PSY 101	General Psychology I: GT-SS3 .....	3
	OR	
SOC 101	Introduction to Sociology I: GT-SS3 .....	3
COM 115	Public Speaking .....	3
	<b>Subtotal .....</b>	<b>15</b>

#### 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
EGT 101	Technical Drafting I .....	3
EGT 103	Technical Drafting III .....	3
EGT 106	Introduction to Axonometric Views .....	3
EGT 107	Introduction to Sections and Auxiliary Views .....	3
EGT 160(M)	Introduction to Industrial Drafting and Design .....	3
EGT 250(M)	Advanced Industrial Drafting and Design .....	6
EGT 289(M)	Capstone: Projects in 3-D for Industrial Drafting & Design .....	6
TEC 205	Geometric Dimensioning and Tolerancing .....	3
	<b>Subtotal .....</b>	<b>45</b>
	<b>Total .....</b>	<b>60</b>

## Certificate in Engineering Graphics

Auraria Campus

### 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 AAS degree in Engineering Graphics, Mechanical Drafter emphasis.

#### 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
EGT 101	Technical Drafting I .....	3
EGT 103	Technical Drafting III .....	3
EGT 106	Introduction to Axonometric Views .....	3
EGT 107	Introduction to Sections and Auxiliary Views .....	3
EGT 160(M)	Introduction to Industrial Drafting and Design .....	3
	<b>Total .....</b>	<b>60</b>

## ESSENTIAL SKILLS

### Certificate in Essential Skills

Auraria Campus, 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.

#### Requirements

AAA 109	Advanced Academic Achievement .....	3
	OR	
REA 130	Applied and Technical Reading .....	2
BTE 100	Computer Keyboarding I .....	1
BTE 108	Ten-Key by Touch .....	1
CIS 118	Introduction to PC Applications .....	3
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
COM 100	Workplace Communication .....	1
	OR	
MAR 158	Basic Customer Service .....	(1)
	<b>Total .....</b>	<b>15-21</b>

## Certificate in Essential Skills

Auraria Campus

### 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.

#### Career Requirements

CHW 120	Community Health Issues .....	3
CHW 130	Community Health Resources .....	3

#### Workplace Requirements

CIS 118	Introduction to PC Applications .....	3
COM 126	Communication in Healthcare .....	3

ENG 121	English Composition I: GT-CO1.....	3
	OR	
AAA 109	Advanced Academic Achievement.....	(3)
CHW 297	Community Health Worker Field Experience .....	2
	<b>Total .....</b>	<b>17</b>

**Certificate in Essential Skills**

*Auraria Campus*

**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.

*Career Requirements*

ECE 101	Introduction to Early Childhood Education.....	3
ECE 102	Introduction to Early Childhood Lab .....	3
ECE 111	Infant and Toddler Theory and Practice .....	3
	OR	
ECE 220	Curriculum Development: Methods & Techniques .....	(3)

*Workplace Requirements*

AAA 101	College 101: The Student Experience.....	1
BTE 100	Computer Keyboarding I.....	1
COM 100	Workplace Communication .....	1
REA 130	Applied and Technical Reading .....	2
ECE 287	Cooperative Education .....	2
	OR	
BUS 287	Cooperative Education .....	2
	<b>Total .....</b>	<b>16</b>

**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.

*Requirements*

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	Applied and Technical Reading .....	2
BUS 287	Cooperative Education .....	2
	<b>Total .....</b>	<b>16</b>

**Certificate in Essential Skills**

*Auraria Campus*

**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.

*Career 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 Requirements*

REA 130	Applied and Technical Reading .....	2
CIS 287	Cooperative Education .....	2
	<b>Total .....</b>	<b>18</b>

*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**

*Auraria Campus*

**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.

*Career Requirements*

HPR 178	Seminar: Intro to Medical Terminology .....	2
MOT 110	Medical Office Administration .....	4
MOT 181	Administrative Internship.....	2

*Workplace 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	Applied and Technical Reading .....	2
	<b>Total .....</b>	<b>16</b>

**Certificate in Essential Skills**

*Auraria Campus*

**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.

*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	Applied and Technical Reading .....	2
	<b>Total .....</b>	<b>16</b>

## 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

### Career Requirements

HPR 112	Phlebotomy.....	4
HPR 113	Advanced Phlebotomy .....	4
HPR 271	Clinical .....	3

### Workplace Requirements

AAA 109	Advanced Academic Achievement.....	3
REA 130	Applied and 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)
	<b>Subtotal .....</b>	<b>5-6</b>
	<b>Total .....</b>	<b>16</b>

## Certificate in Essential Skills

### Auraria Campus

#### Telecommunications Technician

This certificate program is designed for entry level installation of voice, 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	Intro to PC Applications .....	3
CIS 287	Cooperative Education .....	2
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 .....	2
REA 130	Applied and Technical Reading .....	2
	<b>Total .....</b>	<b>24</b>

## GRAPHIC DESIGN

### Associate of Applied Science Degree in Graphic Design

#### Auraria Campus

#### 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 cre-

ative 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 advisor and obtain an authorized signature.

### General Education Requirements

ART 111	Art History I: GT-AH1 .....	3
ART 112	Art History II: GT-AH1 .....	3
COM 115	Public Speaking .....	3
ENG 121	English Composition I: GT-CO1.....	3
MAT 107	Career Math .....	3
	<b>Subtotal .....</b>	<b>15</b>

### 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 .....	3
	<b>Subtotal .....</b>	<b>45</b>
	<b>Total .....</b>	<b>60</b>

## Certificate in Graphic Design

### Auraria Campus

#### Graphic Design

Courses in the certificate sequence are applicable to the AAS degree and normally can be completed in two semesters. On completion of major requirements, students may choose one of three emphases, each of which will prepare students for a career in graphic design. 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
	<b>Subtotal .....</b>	<b>21</b>

Select 2 courses from the following with advisor approval:

ART 143	Digital Photography I .....	(3)
ART 211	Painting I .....	(3)
MGD 111	Adobe PhotoShop I .....	(3)
MGD 114	Adobe In Design .....	(3)
MGD 141	Web Design I .....	(3)
	<b>Electives Subtotal .....</b>	<b>6</b>

*Capstone (Required)*

MGD 289	Studio-Art/Portfolio (Graphic Design .....	3
	<b>Total .....</b>	<b>30</b>

## HUMAN SERVICES

### Associate of Applied Science Degree in Human Services

*Auraria Campus*

#### 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 AAS in Human Services degree at CCD may be transferred to the Human Services Department at MSCD. Students who wish to meet the MSCD Human Services Department's mathematics requirement while at CCD are advised to take MAT 135. AAS 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 advisor.

#### *General Education Requirements*

COM 115	Public Speaking .....	3
ENG 121	English Composition I: GT-CO1.....	3
	OR	
ENG 131	Technical Writing I .....	(3)
MAT 107	Career Math .....	3
PSY 101	General Psychology I: GT-SS3 .....	3
	OR	
PSY 235	Human Growth and Development: GT-SS3 .....	(3)
	OR	
SOC 101	Introduction to Sociology I: GT-SS3 .....	(3)
A.A.S.	A.A.S. Humanities requirement.....	3
	<b>Subtotal .....</b>	<b>15</b>

#### *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 Organization .....	3

HSE 208	Social Welfare Policy .....	3
HSE 209	Crisis Theory and Intervention.....	3
HSE 288	Human Services Practicum II .....	4
HSE 289	Human Services Practicum III Capstone.....	7
	<b>Subtotal .....</b>	<b>45</b>
	<b>Total .....</b>	<b>60</b>

### Certificate in Human Services

*Auraria Campus*

#### 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 AAS 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.

#### *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)	
	Choose one from the following .....	5
HSE 215	Introduction to Delinquency and Justice	
HSE 221	Substance Abuse Counseling	
HSE 226	Case Management for Human Services Practitioners.	
	<b>Total .....</b>	<b>24-26</b>

## INFORMATION TECHNOLOGY

### Associate of Applied Science Degree in Information Technology

*Auraria Campus*

#### 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 nine 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: GT-CO1.....	3
	OR	
ENG 131	Technical Writing I .....	(3)
MAT 121	College Algebra: GT-MA1 .....	4
	OR	

MAT 135	Introduction to Statistics: GT-MA1 .....	(3)
PSY 101	General Psychology I: GT-SS3 .....	3
COM 115	Public Speaking .....	3
	<b>Subtotal</b> .....	<b>15-16</b>

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	
CWB 110	Complete Web Authoring .....	3
CNG 116	Microcomputer Hardware .....	(3)
CNG 120	A+ Certification Preparation .....	4
CNG 131	Network Security Fundamentals .....	3
CWB 110	Complete Web Authoring .....	3
	<b>Subtotal</b> .....	<b>28</b>

Business Requirements

BTE 100	Computer Keyboarding .....	1
BUS 115	Introduction to Business .....	3
BUS 217	Business Communications and Report .....	3
MAR 160	Customer Service .....	3
	<b>Subtotal</b> .....	<b>10</b>

Additional Requirements

Select at least 9 additional credits from the following prefixes: ACC, BTE, BUS, CIS, CNG, CWB, MGD, CSC with advisors written approval. .... 9  
**Total** ..... **62-63**

**Certificate in Information Technology**

*Auraria Campus*

**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.

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
	<b>Total</b> .....	<b>31</b>

**Certificate in Information Technology**

*Auraria Campus, 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.

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
	<b>Total</b> .....	<b>33</b>

**Certificate in Information Technology**

*Auraria Campus, 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
	<b>Subtotal</b> .....	<b>18</b>

**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
	<b>Subtotal</b> .....	<b>9</b>
	<b>Forensics Total</b> .....	<b>9</b>

**Network Security Track**

CNG 133	Network Security: Fire Walls and Intrusion Detection and Network Security .....	3
CNG 211	Windows XP Configuration .....	3
CNG 254	Data Encryption .....	3
CNG 260	CISCO Network Associate I .....	5
	<b>Subtotal</b> .....	<b>14</b>
	<b>Network Security Total</b> .....	<b>32</b>

## MACHINE TECHNOLOGIES

### Associate of Applied Science Degree in Machine Technologies

*CCD North*

#### Machine Technologies — Manufacturing

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 Machine Technologies 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: GT-CO1.....	3
	OR	
ENG 131	Technical Writing I .....	3
HUM 123	The Modern World: GT-AH2.....	3
MAT 107	Career Math .....	3
COM 115	Public Speaking .....	3
	<b>Subtotal.....</b>	<b>15</b>

#### Major Requirements

CAD 101	Computer Aided Drafting I .....	3
MAC 101	Introduction to Machine Shop .....	3
MAC 102	Blueprint Reading .....	3
MAC 110	Introduction to Engine Lathe.....	3
MAC 111	Intermediate Engine Lathe .....	3
MAC 112	Advanced Engine Lathe.....	3
MAC 120	Introduction to Milling Machine .....	3
MAC 121	Intermediate Milling Machine.....	3
MAC 122	Advanced Milling Machine Operation.....	3
MAC 145	Production Manufacturing Concepts.....	3
MAC 205	Introduction to CNC Milling Operations .....	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
	<b>Total .....</b>	<b>60</b>

### Associate of Applied Science Degree in Machine Technologies

*CCD North*

#### Machine Technologies — Management

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 Machine Technologies 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: GT-CO1.....	3

OR

ENG 131	Technical Writing I .....	3
HUM 123	The Modern World: GT-AH2.....	3
MAT 107	Career Math .....	3
COM 115	Public Speaking .....	3
	<b>Subtotal .....</b>	<b>15</b>

#### Major Requirements

CAD 101	Computer Aided Drafting I .....	3
MAC 101	Introduction to Machine Shop .....	3
MAC 102	Blueprint Reading .....	3
MAC 110	Introduction to Engine Lathe.....	3
MAC 111	Intermediate Engine Lathe .....	3
MAC 112	Advanced Engine Lathe.....	3
MAC 120	Introduction to Milling Machine .....	3
MAC 121	Intermediate Milling Machine.....	3
MAC 122	Advanced Milling Machine Operation.....	3
MAC 145	Production Manufacturing Concepts.....	3
MAC 205	Introduction to CNC Milling Operations .....	3
MAC 240	CAD/CAM 2-D .....	3
MAN 116	Principles of Supervision .....	3
MAN 126	Total Quality Management.....	3
MTE 230	Design for Manufacturability.....	3
MTE 244	Lean Manufacturing Practices & Processes.....	3
	<b>Total .....</b>	<b>63</b>

### Certificate in Machine Technologies

*Auraria Campus, CCD North*

#### Industrial Maintenance Technologies Certificate

This 36 credit hour certificate is designed to provide a rounded understanding of the entry level skills in Computer Aided Drafting, Machining, and Welding. This set of skills would allow a student to enter manufacturing equipment servicing and repair.

#### Program Admission Requirements:

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

#### 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 102	Blueprint Reading .....	3
MAC 110	Introduction to Engine Lathe.....	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
	<b>Total .....</b>	<b>36</b>

### Certificate in Machine Technologies

*CCD North*

#### CNC Machine Tool Operator

CNC Machine Tool Operator is a program that prepares students with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe, grinder/shaper, CNC mill and CNC lathe. Graduates are prepared to enter positions as CNC Machine Tool Operators. All program credits apply toward the AAS Machine Technologies degree with an emphasis in either manufacturing or management.



### Program Admission Requirements

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

### Requirements

CAD 101	Computer Aided Drafting I .....	3
MAC 101	Introduction to Machine Shop .....	3
MAC 102	Blueprint Reading .....	3
MAC 110	Introduction to Engine Lathe.....	3
MAC 111	Intermediate Engine Lathe .....	3
MAC 112	Advanced Engine Lathe.....	3
MAC 120	Introduction to Milling Machine .....	3
MAC 121	Intermediate Milling Machine.....	3
MAC 122	Advanced Milling Machine Operations .....	3
MAC 205	Introduction to CNC Milling Operations .....	3
MAC 207	CNC Milling Lab .....	3
MAC 240	CAD/CAM 2-D .....	3
	<b>Total .....</b>	<b>36</b>

### Optional

MAC 178	Workshop: Machine Shop Lab .....	1-6
MAC 245	CAD/CAM 3-D .....	3
MAC 246	CAD/CAM 3-D Lab .....	3

## **Certificate in Machine Technologies**

### CCD North

#### **Intermediate Machining Certificate**

This program prepares a student with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe and grinder/shaper. This is a great starting point for the student to work on the CNC Machine Tool Operator 36 credit hour certificate.

### Program Admission Requirements

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

### Requirements

MAC 101	Introduction to Machine Shop .....	3
MAC 102	Blueprint Reading .....	3
MAC 110	Introduction to Engine Lathe.....	3
MAC 111	Intermediate Engine Lathe .....	3
MAC 120	Introduction to Milling Machine .....	3
MAC 121	Intermediate Milling Machine.....	3
	<b>Total .....</b>	<b>18</b>

## **Certificate in Machine Technologies**

### CCD North

#### **Basic Machining Certificate**

\*Not Financial Aid 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.

### Program Admission Requirements

Meet minimum assessment scores or co-enrollment in REA 060 and MAT 060.

### 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
	<b>Total .....</b>	<b>12</b>

## **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

Admission to the program is based on completion of BIO 106 with a grade of C or better.

### Prerequisite

BIO 106	Basic Anatomy and Physiology .....	4
---------	------------------------------------	---

### Requirements

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
	<b>Total .....</b>	<b>21</b>

\*\* CPR Certification & immunizations are required before taking MST courses.

## **MEDICAL OFFICE TECHNOLOGY**

### **Certificate in Medical Office Technology**

#### CCD East

#### **Comprehensive Medical Assistant Emphasis**

The Comprehensive Medical Assistant program is accredited 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-4 coding, conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings.

Graduates may 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](http://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

1. Completion of admission application to CCD and the ACCUPLACER test. Contact the main office at CCD East Satellite Location for an appointment to take the test (303) 293-8737 or CCD Testing Center at (303) 556-2420.
2. Meet minimum ACCUPLACER assessment scores and/or prerequisites for courses in the program. ENG 090, REA 090, MAT 090.
3. Call (303) 293-8737 to meet with a case manager or program chair of

the MOT program for advising and program orientation dates.

- 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 I.....	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
HPR 208	Advanced Medical Terminology.....	2
MOT 110	Medical Office Administration.....	4
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
<b>Total</b>		<b>44.5</b>

**Certificate in Medical Office Technology**

*CCD East*

**Healthcare Coding (HC)**

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**

- Completion of admission application to CCD and the ACCUPLACER test. Contact the main office at CCD East Satellite Location for an appointment to take the test (303)293-8737 or CCD Testing Center at (303)556-2420.
- Meet minimum ACCUPLACER assessment scores and/or prerequisites for courses in the program. ENG 090, REA 090, MAT 090.
- Call (303)293-8737 to meet with a case manager or faculty member of the MOT program for advising and program orientation dates.
- 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.....	1
BTE 102	Keyboarding Application 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 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)
<b>Total</b>		<b>28</b>

**Health Information Specialist (Medical Records) [HC-HI] 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.

**Requirements**

HPR 208	Advanced Medical Terminology.....	2
MOT 124	Medical Filing.....	2
MOT 139	Medical Records.....	4
MOT 181	Administrative Internship.....	2
<b>Total</b>		<b>38</b>

**Certificate in Medical Office Technology**

*CCD East*

**Medical Office Specialist**

The Medical Office Specialist program prepares students to use Microsoft, prepare basic medical office documents and forms, and process office files and records, usually in hospital or clinic settings. Graduates are prepared to enter positions as medical receptionists, medical clerks and administrative medical assistants.

**Program Admission Requirements**

- Completion of admission application to CCD and the ACCUPLACER test. Contact the main office at CCD East Satellite Location for an appointment to take the test (303) 293-8737 or CCD Testing Center at (303) 556-2420.
- Meet minimum ACCUPLACER assessment scores and/or prerequisites for courses in the program. ENG 090, REA 090, MAT 060.
- Call (303)293-8737 to meet with a case manager or program chair of the MOT program for advising and program orientation dates.
- 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 I.....	1
BTE 102	Keyboarding Applications I.....	2
CIS 118	Introduction to PC Applications.....	3
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
MOT 120	Medical Office Financial Management.....	3
MOT 130	Insurance Billing & Coding.....	3
MOT 181	Administrative Internship.....	2
PSY 110	Career Development.....	3
<b>Total</b>		<b>29.5</b>

**NURSING**

**Associate of Applied Science Degree in Nursing**

*Center for Health Sciences at Lowry*

**Program Application and Admission Requirements**

Please visit the CCCS website (<http://www.ccs.edu/nursing/index.html>) for admission and application information. CCD adheres to the common admission criteria agreed upon by all Colorado Community Colleges. CCD's

Nursing program participants in the Colorado Nursing Articulation model through which practical nursing credits are accepted by other Colorado Nursing programs for applicants seeking an associate degree in nursing.

Program Admission Requirements

Please visit (<http://www.cccs.edu/nursing/index.html>) the CCCS website for admission and application information.

1. Meet minimum assessment scores for the Nursing program including college English and math.
2. Attend a nursing information session or contact the **Nursing Program Representatives** at the college you wish to attend BEFORE COMPLETING THE NURSING WAIT LIST APPLICATION ONLINE, <http://www.cccs.edu/Nursing/ApplicationProcess.html>. All prerequisite courses must be complete, with acceptable grades and grade point average (GPA) as listed in the Nursing Program prerequisites section, BEFORE COMPLETING THE NURSING WAIT LIST APPLICATION ONLINE.

\* CPR and immunizations are required

**Note:** Clinical agencies used during the program require that students successfully complete a background check and a urine drug screen.

**Please note:** The Colorado Board of Nursing, which is responsible for licensing nurses and nurse aides in Colorado has varied restrictions that may affect persons with a history of a felony conviction. CCD assumes no responsibility for contacting the Board of Nursing at 303-894-2432 with any questions regarding their eligibility for licensure.

Incomplete packets will not be considered for admission.

*General Education Courses Required Prior to Admission to Nursing .... 18*

BIO 201	Human Anatomy and Physiology I: GT-SC1.....	4
BIO 202	Human Anatomy and Physiology II: GT-SC1.....	4
BIO 204	Microbiology: GT-SC1.....	4
ENG 121	English Composition I: GT-CO1.....	3
PSY 235	Human Growth and Development: GT-SS3.....	3

(Grade point average in these courses must be 2.5 or above)

*First Year Semester 1..... 14*

NUR 109	Fundamentals of Nursing.....	8
NUR 112	Basic Concepts of Pharmacology.....	2
HPR 108	Dietary Nutrition.....	1
MAT 103	Math for Clinical Calculations.....	3

*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
MIR 230	Leadership Management Trends.....	5

**Associate of Applied Science Degree in Nursing**

*Center for Health Sciences at Lowry, CCC Online*

**Advanced Placement**

Program Application and Admission Requirements

Please visit (<http://www.cccs.edu/nursing/index.html>) the CCCS website for admission and application information.

*General Education Courses Required Prior to Admission to*

<i>Nursing Courses..... 28</i>	
BIO 201	Human Anatomy and Physiology I: GT-SC1..... 4
BIO 202	Human Anatomy and Physiology II: GT-SC1..... 4
BIO 204	Microbiology: GT-SC1..... 4
PSY 235	Human Growth and Development: GT-SS3..... 3
ENG 121	English Composition I: GT-CO1..... 3
(Grade point average in the courses above must be 2.5 or higher)	
BIO 216	Pathophysiology..... 4
MAT 103	Math for Clinical Calculations..... 3
	Elective in Arts and Humanities..... 3

*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

Transition from LPN to ADN (required prior to beginning other

NUR courses).....	4	
NUR 189	Transition from LPN to ADN.....	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..... 11*

NUR 216	Advanced Concepts of Medical-Surgical Nursing II.....	6
NUR 230	Leadership Mgmt. Trends.....	5

**Total Program Requirements..... 84**

**Certificate in Nursing**

*Center for Health Sciences at Lowry, CCD East and Onsite at Long Term*

*Care Facilities*

**Practical Nursing**

This program prepares the graduate to practice as a practical nurse. The program includes theory, lab and clinical practice. Upon successful completion of this program with a grade of C or better students are eligible to apply for graduation with a Certificate in Practical Nursing (application must be made at the beginning of the second semester) and apply to take the NCLEX-PN licensing exam for the practical nurse. Students are eligible to apply for the Nurse Aide certificate after taking the NUR 105 and NUR 131 courses.

The EPN program does not run on a traditional semester schedule. Applicants are accepted first come, first served according to the date their completed application packets are received in the Nursing Program office. More specific program information may be obtained from the Center for Health Sciences, 303-365-8300.

CCD adheres to the common admission criteria agreed upon by all Colorado Community Colleges. CCD's Nursing program participants in the Colorado Nursing Articulation model through which practical nursing credits are accepted by other Colorado Nursing programs for applicants seeking

an associate degree in nursing.

Program Admission Requirements

Please visit (<http://www.cccs.edu/nursing/index.html>) the CCCS website for admission and application information.

1. Meet minimum assessment scores for the Nursing program including college English and math.
2. Attend a nursing information session or contact the **Nursing Program Representatives** at the college you wish to attend BEFORE COMPLETING THE NURSING WAIT LIST APPLICATION ONLINE, <http://www.cccs.edu/Nursing/ApplicationProcess.html>. All prerequisite courses must be complete, with acceptable grades and grade point average (GPA) as listed in the Nursing Program prerequisites section, BEFORE COMPLETING THE NURSING WAIT LIST APPLICATION ONLINE.

*\*CPR and immunizations are required*

**Note:** *Clinical agencies used during the program require that students successfully complete a background check and a urine drug screen.*

**Please note:** *The Colorado Board of Nursing, which is responsible for licensing nurses and nurse aides in Colorado has varied restrictions that may affect persons with a history of a felony conviction. CCD assumes no responsibility for contacting the Board of Nursing at 303-894-2432 with any questions regarding their eligibility for licensure.*

*Incomplete packets will not be considered for admission.*

General Education Courses Required Prior to Admission to

EPN Courses .....	12 or 8
BIO 106 Basic Anatomy and Physiology .....	4
OR	
BIO 201 Human Anatomy and Physiology I: GT-SC1 .....	(4)
AND	
BIO 202 Human Anatomy and Physiology II GT-SC1 .....	(4)
ENG 121 English Composition I: GT-CO1 .....	3
HPR 108 Dietary Nutrition .....	1
(Grade point average in these courses must be 2.25 or higher)	

To be Completed Prior to Starting EPN Courses .....	1
NUR 101 Pharmacology Calculations .....	1

<b>Semester 1</b> .....	<b>15</b>
NUR 103 Health Assessment for the Practical Nurse .....	1
NUR 105 Practical Nursing Arts and Skills .....	6.5
NUR 110 Pharmacology Practical Nursing .....	3
NUR 131 Clinical I: Application Arts & Skills .....	4.5

<b>Semester 2</b> .....	<b>12.5</b>
NUR 102 Alterations in Adult Health I .....	4
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

<b>Semester 3</b> .....	<b>12.5</b>
NUR 104 Alterations in Adult Health II .....	5
NUR 111 Socialization into Practice .....	1
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
<b>Total</b> .....	<b>40</b>

**Certificate in Nursing**

*Center for Health Sciences at Lowry, CCD East, CCD North, CCD onsite 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 Admissions, Registration & Records 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.
3. Refer to [www.ccd.edu/nurseaide](http://www.ccd.edu/nurseaide) for documents required prior to acceptance into the nurse aide program.

**ALSO NOTE:** *For acceptance into the nurse aide program refer to [www.ccd.edu/nurseaide](http://www.ccd.edu/nurseaide).*

Requirements

NUA 101 Certified Nurse Aide Health Care Skills.....	4
NUA 170 Nurse Aide Clinical Experience.....	1
<b>Total</b> .....	<b>5</b>

**\*\* 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.*

**PARAEDUCATOR**

**Associate of Applied Science Degree in Paraeducator**

*Auraria Campus, CCD North, Other*

**Paraeducator**

This program meets the career 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 “higher 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 advisor for specific transferability. Employment often requires a Colorado Bureau of Investigation background check.

General Education Requirements .....	24
ENG 121 English Composition I: GT-CO1.....	3
ENG 122 English Composition II: GT-CO1 .....	3

COM 115	Public Speaking	3
MAT 155	Integrated Mathematics I: GT-MA1	3
MAT 156	Integrated Mathematics II: GT-MA1	3
GEO 105	World Regional Geography: GT-SS2	3
HIS 201	US History I: GT-HI1	3
POS 111	American Government: GT-SS1	3

**Physical Sciences**

Choose ONE from the following: ..... 4

GEY 111	Physical Geology: GT-SC1	(4)
	OR	
BIO 105	Biology: GT-SC1	(4)
	OR	
PHY 105	Physics: GT-SC1	(4)

Humanities ..... 3-5

LIT 115	Intro to Literature: GT-AH2	(3)
	(SPED and Literacy Certificate Holders)	
	OR	
SPA 212	Spanish: GT-AH4 (Bilingual Certificate Holders ONLY).....	(5)

**Major Requirements** ..... 9

EDU 221	Introduction to Education	3
EDU 233	English Language Learning	3
PSY 238	Child Growth and Development: GT-SS3	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
<b>Program Total</b>		<b>61-74</b>

\* Total credits depend upon which Spanish courses are taken for completion of the certificate.

**Certificate in Paraeducator**

*CCD North*

**Paraeducator, Bilingual**

The Paraeducator Certificate with an emphasis in bilingual education 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 experience of the paraeducator's primary instructional and supervision duties. Employment often requires a Colorado Bureau of Investigation background check. Courses may be taught on the Auraria Campus or at CCD North, as well as off-site locations. This program assists paraeducators in meeting requirements of "No Child Left Behind Act". This certificate does transfer into the Associate of Applied Science, Paraeducator.

**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.

**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	3

**Co requisite:**

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: GT-AH4	(3)
SPA 212	Spanish Language IV: GT-AH4	(3)
<b>Total</b>		<b>26-30</b>

**Certificate in Paraeducator**

*Auraria Campus, CCD North*

**Paraeducator, Literacy**

The Paraeducator Certificate with an emphasis in literacy instruction 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 experience of the paraeducator's primary instructional and supervision duties. Employment often requires a Colorado Bureau of Investigation background check. Courses may be taught on the Auraria Campus or CCD North locations, as well as off-site locations. This program assists paraeducators in meeting requirements of "No Child Left Behind Act". This certificate does transfer into the Associate of Applied Science Degree Paraeducator.

**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.

**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 188	Practicum I	4
EDU 230	Literacy Instructional Techniques	4
EDU 232	Literacy in the Multicultural/Multilingual Classroom	3
<b>Total</b>		<b>20</b>

**PARALEGAL**

**Associate of Applied Science Degree in Paralegal**

*Auraria Campus*

**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 advisor and obtain an authorized signature.

**General Education Requirements**

ENG 121	English Composition I: GT-CO1	3
MAT 107	Career Math	(3)
	OR	
MAT 121	College Algebra: GT-MA1	4

COM 115	Public Speaking .....	3
	<b>Subtotal .....</b>	<b>9-10</b>

Select 1 course from the AS Humanities requirements .....	3
Select 1 course from the AS Social & Behavioral Sciences requirements.....	3
<b>Subtotal .....</b>	<b>6</b>

*Major Requirements*

CIS 118	Introduction to PC Applications .....	3
CIS 135	Complete PC Word Processing/Word (software package).....	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
	<b>Subtotal .....</b>	<b>30</b>

*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 285	Independent Study.....	(1)
	<b>Subtotal .....</b>	<b>25-27</b>
	<b>Total .....</b>	<b>64-67</b>

**Certificate in Paralegal**

*Auraria Campus*

**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.

*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
Elective	PAR 116; PAR 117; PAR 118; PAR 125; PAR 126; PAR 205; PAR 206; PAR 208; PAR 209; PAR 210; PAR 217; PAR 218; PAR 285 .....	3
	<b>Total .....</b>	<b>33</b>

**PUBLIC SECURITY MANAGEMENT**

**Certificate in Public Security Management**

*Auraria Campus*

**Applied Forensics (Digital or Investigative) Certificate**

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 or further education. Provides students with the latest technology and expertise being used in the field.

*Requirements*

CRJ 110	Introduction 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
	<b>Total .....</b>	<b>36</b>

**Certificate in Public Security**

*Auraria Campus*

**Homeland Security/Public Safety**

This program prepares students for positions in Homeland Security with an emphasis in Policing. Interacts current practices and technologies used by first responders and the government to protect the public against safety threats.

*Requirements*

CRJ 110	Introduction 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 Defense .....	3
PSM 204	Terrorism, Intelligence and Justice .....	3
PSM 280	Internship .....	6
	<b>Total .....</b>	<b>30</b>

**RADIATION THERAPY**

**Certificate in Radiation Therapy**

*Center for Health Sciences at Lowry*

**Radiation Therapy**

The Radiation Therapy program prepares the Radiologic Technologist (RT) or the registered Nurse (RN) for an entry-level position as a Radiation Therapist in a variety of medical settings, including the hospital. The radiation therapist works in a hospital or clinic and is an important team member who applies ionizing radiation for therapeutic applications. The program consists of three semesters of course work that includes classroom, laboratory and clinical internship experience in radiation oncology centers. Graduates earn a certificate in Radiation therapy and are eligible to apply for registration by the American Registry of Radiologic Technologists (ARRT).

The program begins fall semester of each year. For information on the application process, please refer to the website for the Radiation Therapy Program.

Requirements

RTH 221	Principles of Radiation Therapy I .....	3
RTH 241	Principles of Radiation Therapy II .....	2
RTH 242	Radiation Physics .....	3
RTH 243	Oncology Principles and Practice.....	4
RTH 261	Treatment Planning.....	3
RTH 275	Radiation Therapy Dosimetry I .....	3
RTH 281	Internship I .....	7
RTH 282	Internship II .....	8
RTH 283	Internship III .....	11
RTH 289	Capstone.....	2
	<b>Total .....</b>	<b>46</b>

**RADIOLOGIC TECHNOLOGY**

**Associate of Applied Science Degree in Radiologic Technology**

*Center for Health Sciences at 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 semesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Registry of Radiology Technologists (ARRT).

The program begins in the fall semester of each year. Information and requirements can be obtained from the Auraria Educational Planning and Advising Center or the Radiology Technology program coordinator at Center for Health Sciences at Lowry, 303-365-8300. Students who are interested in articulating their career with a Bachelor of Science degree should contact the degree-award-ing institution for information about transferable prerequisite course work.

Program Admission Requirements

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) – 80  
Sentence Skills (SS) – 95

Only FIRST-TIME, DEGREE SEEKING students must take the test.

The test may 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.

RTE Admission Process

The Radiology Program is currently transitioning from a wait list to an objective, interview-based method of student admissions. No additional names are being added to the wait list at this time. The interview system evaluates candidates based on four criteria: communication (verbal and non-verbal), professionalism, aptitude and academia.

The current, wait-listed students will participate in the interview process for admissions beginning in fall of 2008. The existing wait list is expected to be fulfilled in 2009. Prospective students, who are not on the

wait list now, will be able to submit an application packet and participate in admissions processes, beginning in fall of 2010. CCD RTE has historically had a three to four-year waiting list. We're please to offer faster access to our program for our future students.

Information and advising meetings are hosted by Radiology faculty on the third Tuesday of most months at 5 p.m. at the Lowry Health Sciences Center, Room 117. These sessions are NOT held during the months of December, March, May and July. The meetings provide an overview of the Medical Imaging profession and details regarding the academic requirements of Radiology. Attendance at an information and advising meeting is mandatory for program admission.

I. Complete General Education Pre-requisite Requirements (listed below)  
\*\* *GPA is a factor in candidate evaluation for program acceptance.*

II. Admissions Packet: Annually, during the month of April, candidates who have successfully completed their pre-requisite course work may submit an application packet to the Radiography Program faculty at the Lowry Health Sciences Center. The content and requirements of the admissions packet may be found on the CCD website at www.ccd.edu. Type in Radiography Program in the search box.

\*\* *Since we are currently fulfilling the existing wait list, admissions packets will be accepted from non-waiting candidates beginning 2010. This is the shortest waiting period for the RTE program in many years.*

III. Admissions packets will be evaluated by the Radiography Program faculty and 45 candidates will be invited to participate in an objective, panel-style interview process for the next matriculating class.

\*\* *The number of applicants who are invited to participate in the interview depends upon the number of clinical placement sites which are available. We currently have nearly 30 spots and will interview 150 percent of this number to fill those positions.*

IV. The highest scoring candidates from the panel interview and admissions document evaluation criteria will be invited to enter the Radiography program.

\*\* *A score of below 70 percent disqualifies the candidate from program entry.*

General Education Pre-requisite Requirements

ENG 121	English Composition I: GT-CO1.....	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: GT-SC1 .....	(4)
	AND	
BIO 202	*Human Anatomy and Physiology II GT-SC1.....	(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 121	College Algebra: GT-MA1 .....	(4)
MAT 135	Introduction to Statistics: GT-MA1.....	(3)

Select 1 course from the following .....	3	
PSY 101	General Psychology I: GT-SS3 .....	(3)
SOC 101	Introduction to Sociology I: GT-SS3 .....	(3)
PSY 235	Human Growth and Development: GT-SS3 .....	(3)

Radiology Program Pre-requisites .....	3-4
RTE 101 Introduction to Radiology* .....	2

- \* Offered Spring & Summer Semesters only.
- \* Must obtain 80% or higher for program acceptance.

HPR 178 Seminar: Intro to Medical Terminology .....	1-2
---	-----

*Fall Semester*

RTE 111 Radiographic/Patient Care .....	2
RTE 121 Radiologic Procedures I .....	3
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
<b>Total .....</b>	<b>73-78</b>

**THEATRE**

**Certificate in Theatre**

*Auraria Campus*

**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 summer. 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
<b>Total .....</b>	<b>23</b>

**VETERINARY TECHNOLOGY**

**Associate of Applied Science Degree in Veterinary Technology**

*Center for Health Sciences at 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.

*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 test may 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 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 advisory meeting the 2nd Tuesday of every month at 4:00 p.m. at the Lowry CCD Campus. Bring copies of your transcripts and assessment test scores.
4. Completion of Veterinary Technology Program Application.
5. All eligible applicants will be evaluated on date application is received and on completion of prerequisite. Documentation of classes in progress must be included.
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: GT-SS3 .....	3
	OR
PSY 101 Intro to Psychology: GT-SS3 .....	
HPR 178 Seminar: Medical Terminology .....	2
ENG 121 English Composition I: GT-CO1 .....	3
	OR
ENG 131 Technical Writing I .....	



COM 115	Public Speaking .....	3
BIO 111	General Biology: GT-SC1 .....	5
	<b>Total .....</b>	<b>19</b>

*First Semester*

MAT 107	Career Math .....	3
HPR 178	Seminar: Medical Terminology.....	2
VET 108	Introduction to Laboratory Procedures.....	3
VET 116	Humane Treatment / Handling of Animals.....	3
VET 120	Office Procedures and Relations.....	2
VET 205	Veterinary Anatomy and Physiology I .....	4
	<b>Subtotal (VET 12).....</b>	<b>17</b>

*Second Semester*

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
	<b>Subtotal .....</b>	<b>12</b>

*Third Semester*

COM 115	Public Speaking .....	3
SOC 101	Introduction to Sociology I (or Psych 101): GT-SS3.....	3
VET 134	Diagnostic Imaging.....	2
VET 187	Cooperative Education: Diagnostic Imaging.....	1
	<b>Subtotal .....</b>	<b>9</b>

*Fourth Semester*

VET 225	Anesthesiology .....	3
VET 227	Animal Nutrition.....	2
VET 241	Clinical Laboratory Procedures.....	4
VET 281	Internship II .....	4
	<b>Subtotal .....</b>	<b>13</b>

*Fifth Semester*

VET 240	Veterinary Medicine and Surgery .....	4
VET 242	Veterinary Critical Care .....	2
VET 243	Veterinary Diagnostic Microbiology .....	4
VET 282	Internship III .....	6
	<b>Subtotal .....</b>	<b>16</b>
	<b>Program Total .....</b>	<b>75</b>

\* This course does not fulfill degree requirements for students planning to continue in a four-year, science-based program.

**FABRICATION WELDER**

**Associate of Applied Science Degree in Fabrication Welder**

*CCD North*

**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 metals are used. Upon successful completion of this program, graduates are prepared to test for certification in SMAW, MIG/TIG. Graduates are prepared to enter positions such as arc welders, industrial welders, production welders, fabrication welders, and MIG or TIG welders.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Fabrication Welder certificate.

General Education Requirements

CIS 118	Introduction to PC Applications .....	3
ENG 121	English Composition I: GT-CO1.....	3
	OR	
ENG 131	Technical Writing .....	(3)
MAT 107	Career Math .....	3
COM 115	Public Speaking .....	3
HUM 123	The Modern World: GT-AH2.....	3

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 (Capstone) .....	4
	<b>Total .....</b>	<b>63</b>

**Certificate in Fabrication Welder**

*CCD North*

**Basic Welding**

\*Not Financial Aid Approved\*

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes, and basic shielded metal arc.

Requirements

WEL 101	Allied Cutting Processes .....	4
WEL 102	Oxyacetylene Joining Processes .....	4
WEL 103	Basic Shielded Metal Arc I .....	4
	<b>Total .....</b>	<b>12</b>

**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.

Program Admission Requirements

Meet minimum assessment scores for CIS 118 and MAT 107 or be co-enrolled in MAT 090, ENG 060 and REA 060.

Requirements

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
	<b>Total .....</b>	<b>18</b>



**Certificate in Fabrication Welder**

*CCD North*

**Arc Welder Certificate**

Arc Welder prepares students with the job-entry skills necessary to perform most operations in arc welding. Graduates are prepared to enter positions as arc, plate and construction welders. All Arc Welder certificate program credits apply toward the Fabrication Welder program requirements.

Program Admission Requirements

1. Meet minimum assessment scores, or co-enrollment in REA 060, ENG 060 and MAT 060.
2. Must take WEL 102 as pre-requisite for WEL 101 or test out.

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
	<b>Total .....</b>	<b>20</b>

**Certificate in Fabrication Welder**

*CCD North*

**Fabrication Welder Certificate**

Fabrication Welder 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 and pipe to thin-gauge sheet metals. Various steels and aluminum metals are used. 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 welders, plate welders, industrial welders, production welders, fabrication welders, construction welders, and TIG or MIG 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

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

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 (Capstone) .....	4
	<b>Total .....</b>	<b>48</b>

# Guide to Course Descriptions Prefixes

AAA	ADVANCED ACADEMIC ACHIEVEMENT .....	83	HEB	HEBREW .....	99
ACC	ACCOUNTING .....	83	HIS	HISTORY .....	99
ANT	ANTHROPOLOGY .....	84	HPR	HEALTH PROFESSIONS.....	100
ARA	ARABIC .....	84	HSE	HUMAN SERVICES.....	100
ARC	ARCHITECTURAL TECHNOLOGY.....	84	HUM	HUMANITIES.....	101
ART	ART .....	84	HWE	HEALTH AND WELLNESS.....	101
ASL	AMERICAN SIGN LANGUAGE.....	85		INFORMATION TECHNOLOGY	
AST	ASTRONOMY .....	85		<i>See CIS, Computer Information Systems</i>	
BIO	BIOLOGY .....	85		<i>See CNT, Computer Network Technology</i>	
BTE	BUSINESS TECHNOLOGY .....	86		<i>See CSC, Computer Science</i>	
BUS	BUSINESS ADMINISTRATION.....	87		<i>See CWB, Computer Web Base</i>	
CAD	COMPUTER ASSISTED DESIGN .....	87	ITA	ITALIAN .....	101
CHE	CHEMISTRY .....	87	JOU	JOURNALISM.....	102
CHI	CHINESE .....	88	JPN	JAPANESE.....	102
CHW	COMMUNITY HEALTH WORKER.....	88	LAK	LAKOTA.....	102
CIS	COMPUTER INFORMATION SYSTEMS.....	88	LIT	LITERATURE .....	102
	<i>Also see CNG, Computer Network Technologies</i>		MAC	MACHINE TECHNOLOGIES.....	103
	<i>Also see CSC, Computer Science</i>		MAN	MANAGEMENT .....	104
	<i>Also see CWB, Computer Web Base</i>		MAR	MARKETING.....	104
CNG	COMPUTER NETWORK TECHNOLOGIES .....	89	MAT	MATHEMATICS.....	105
COM	COMMUNICATIONS.....	90	MGD	MULTIMEDIA GRAPHIC DESIGN.....	106
CRJ	CRIMINAL JUSTICE .....	90	MOT	MEDICAL OFFICE TECHNOLOGY.....	106
CSC	COMPUTER SCIENCE.....	90	MST	MASSAGE THERAPY .....	107
CTC	CONVERGENT TECHNOLOGIES .....	91	MTE	MANUFACTURING TECHNOLOGY.....	107
DAN	DANCE.....	91	MUS	MUSIC.....	108
DEH	DENTAL HYGIENE .....	91	NUA	NURSE AIDE.....	109
ECE	EARLY CHILDHOOD EDUCATION .....	91	NUR	NURSING .....	109
ECO	ECONOMICS.....	94	OSH	OSHA.....	112
EDU	EDUCATION.....	94	PAR	PARALEGAL .....	112
EGG	ENGINEERING .....	95	PHA	PHARMACY AIDE.....	112
EGT	ENGINEERING GRAPHICS TECHNOLOGY.....	95	PHI	PHILOSOPHY .....	112
EMS	EMERGENCY MEDICAL SERVICES .....	96	PHY	PHYSICS .....	112
ENG	ENGLISH .....	96	POS	POLITICAL SCIENCE .....	113
ENGINEERING GRAPHICS			PSM	PUBLIC SECURITY MANAGEMENT.....	113
	<i>See CAD, Computer Assisted Design</i>		PSY	PSYCHOLOGY .....	114
	<i>See EGT, Engineering Technology</i>		REA	READING.....	114
ENT	ENGINEERING .....	96	RTE	RADIOLOGY TECHNOLOGY .....	115
ESL	ENGLISH AS A SECOND LANGUAGE.....	96	RTH	RADIATION THERAPY .....	116
ETH	ETHNIC STUDIES .....	98	RUS	RUSSIAN.....	116
FIN	FINANCE.....	98	SCI	SCIENCE.....	117
FRE	FRENCH.....	98	SOC	SOCIOLOGY .....	117
GED	GENERAL EDUCATION DEVELOPMENT .....	98	SPA	SPANISH .....	118
GEO	GEOGRAPHY .....	98	TEC	TECHNOLOGY .....	118
GER	GERMAN .....	98	THE	THEATRE.....	118
GEY	GEOLOGY.....	99	VET	VETERINARY TECHNOLOGY.....	119
GRAPHIC DESIGN			WEL	WELDING AND FABRICATION .....	120
	<i>See MGD, Multimedia Graphic Design</i>				

## 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 099 — Active Learning Skills

*1 credit hours*

Co requisite: ENG 030, ENG 060, ENG 090, MAT 030, MAT 060, MAT 090, REA 030, REA 060, REA 090

This course allows students a variety of experiences in tutorial and enhanced learning activities in the reading, writing, math, and ESL. Topics include academic support, learning styles, and contextualized learning. Students will acquire reading, English composition, English as a Second Language and/or mathematics skills through the use of course tutorial software and individualized instruction.

### AAA 101 — College 101: The Student Experience

*1 - 2 credit hours*

Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

### 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

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*

Co requisite: 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 132 — Tax Help Colorado

*2 - 3 credit hours*

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

### 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 tool.

### 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 (Quickbooks)

*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.

## **ACC 287 — Cooperative Education**

*1-12 credits*

Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and coordinate learning activities with the employer or work site supervisor. For Accounting majors only.

## **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**

*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. GT-SS3

### **ANT 111 — Physical Anthropology: GT-SS3**

*3 credit hours*

Prerequisite: Grade of 'C' or better in ENG 090 or equivalent Assessment score

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variations and ecology.

### **ANT 201 — Intro to Forensic Anthropology**

*3 credit hours*

Prerequisite: Grade of C or better in ENG 090.

Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. Includes the study of the human skeleton, practical application of physical anthropology and archaeology, and judicial procedure, as they relate to the identification of human remains within a medico-legal context.

### **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, 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.

## **ARC — ARCHITECTURAL TECHNOLOGY**

### **ARC 125 — History of Architecture**

*3 credits*

Covers major periods of architectural development. Social and cultural values influencing architecture will be highlighted as well as the interaction of art, engineering and architecture as forms of expression.

## **ART — ART**

### **ART 110 — Art Appreciation: GT-AH1**

*3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment score.

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

### **ART 111 — Art History I: GT-AH1**

*3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment score.

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. GT-AH1

### **ART 112 — Art History Renaissance to Modern: GT-AH1**

*3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment score.

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. GT-AH1

### **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 an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

### **ART 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 — Film 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 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 and MAT 090 or minimum college level assessment scores in English and math

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.

**AST 102 — Astronomy II: GT-SC1***4 credit hours*

Prerequisite: Grade of `C` or better in ENG 090 and MAT 090 or minimum college level assessment scores in English and math.

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

**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 assessment scores in English and math.

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 assessment scores in English and math.

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.

**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 REA 090, ENG 090 and MAT 090 or minimum college level assessment scores in English and math.

Examines the fundamental molecular, cellu-

lar and genetic principles characterizing plants and animals. Includes cell structure, function and the metabolic processes of respiration and photosynthesis, as well as cell reproduction and basic concepts of heredity. Includes laboratory experience.

### **BIO 112 — General College Biology II with Lab: GT-SC1**

*5 credit hours*

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.

### **BIO 115 — Human Genetics**

*3 credit hours*

Prerequisite: Grade of 'C' or better in REA 090, ENG 090 and MAT 090 or a minimum college level assessment score in English and math.

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, BIO 109 or BIO 111

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.

### **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 GT-SC1**

*5 credit hours*

Prerequisite: Grade of 'C' or better in BIO 111

Designed for biology and health science majors. Surveys microorganisms with an emphasis on their structure, development, physiology, classification, and identification. Includes microbial diversity, functional anatomy, biochemistry, genetics, ecology, and disease. Mandatory hands-on laboratory experience covers sterile technique, microscopy, culture procedures, and biochemical and genetic analysis.

### **BIO 216 — Pathophysiology**

*4 credit hours*

Prerequisite: A grade of 'C' or better in ENG 121 & BIO 204

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

### **BIO 220 — General Zoology GT-SC1**

*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 keyboard-

ing 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

### **BTE 120 — Electronic Office Procedures**

*3 credit hours*

Prerequisite: None

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*

Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems and government control.

**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****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

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 — Introduction 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 set-ups, 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*

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*

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*

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*

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 090 or minimum college level assessment scores in English and math.

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.

**CHE 102 — Introduction to Chemistry II: GT-SC1***5 credit hours*

Prerequisite: Grade of 'C' or better in CHE 101

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 or minimum college level assessment scores in English and math.



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 106 or minimum college level assessment scores in English and math. Co requisite: MAT 121 is a recommended co-requisite

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.

### **CHE 112 — General College Chemistry II: GT-SC1**

*5 credit hours*

Prerequisite: Grade of 'C' or better in CHE 111 and MAT 121

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.

## **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

Co requisite: 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

Co requisite: 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

Co requisite: 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**

Also see CNG — Computer Network Technologies

Also see CSC — Computer Science

Also see CWB — Computer Web Base

### **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

Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

### **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 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 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 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 TECHNOLOGIES**

### **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 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*

Co requisite: CIS 118

Introduces computer hardware. Since hardware depends upon specific software to make it work properly, the course also explores relevant software topics. The course covers taking computers apart, diagnosing and fixing minor problems, and upgrading PCs with new components.

### **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

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

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 Detection & 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 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 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 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. Emphasis is on speech delivery, preparation, organization, support, and audience analysis.

### **COM 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, non-verbal communication, and conflict.

### **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.

### **COM 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.

## **COM 216 — Principles of Speech Communication II**

### *3 credit hours*

Prerequisite: COM 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.

### **COM 226 — Oral Interpretation**

#### *3 credit hours*

Prerequisite: Grade of 'C' or better in ENG 060 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.

## **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 interviewing 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 239 — Managing Emergency Worker Stress**

#### *3 credit hours*

Provides an understanding of trauma reaction and stress management for first line responders, i. e. police officers, victim advocates, paramedics and firemen. Focuses on practical application of coping skills and stress management for first line responders.

### **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.

## **CSC — COMPUTER SCIENCE**

### **CSC 119 — Introduction to Programming**

#### *3 credit hours*

Co requisite: 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 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 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 —  
CONVERGENT TECHNOLOGIES****CTC 105 — Overview of Telecommunications***3 credit hours*

Provides the student with the background and history of the telecommunications field. In-

cludes transmission systems, LAN data communication, cable communication, telephone communication and video

**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

**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*

Co requisite: 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***1 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

Co requisite: 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

Co requisite: 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 Dental Hygiene program

Co requisite: 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 and oral 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

Co requisite: 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

Co requisite: 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  
Co requisite: 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  
Co requisite: DEH 124 , DEH 153

Introduces the principles of periodontics. Focuses on recognition of the tissues in health and disease, macro and microanatomy 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

Co requisite: 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  
Co requisite: 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  
Co requisite: 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 currettes, after five currettes, nabors probe, universal focus spray ultrasonics, and scaling implants.

### **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  
Co requisite: 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

Co requisite: 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*

Co requisite: 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  
Co requisite: 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

Co requisite: 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  
Co requisite: 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  
Co requisite: 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 su-

pervised 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  
Co requisite: 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  
Co requisite: 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  
Co requisite: 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  
Co requisite: 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  
Co requisite: 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,  
Co requisite: 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.

## **ECE—**

### **EARLY CHILDHOOD EDUCATION**

#### **ECE 101 — Introduction to Early Childhood Education**

*3 credit hours*

Prerequisite: Minimum assessment scores.  
Co requisite: ECE 102

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Develop-

ment; 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  
Co requisite: 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*

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**

*0 - 12 credit hours*

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*

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*

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: 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*

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8.

---

**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*

Provides students with advanced field experience opportunities in early childhood education programs.

---

**ECO — ECONOMICS**

---

**ECO 118 — Labor Economics**

*3 credit hours*

Introduces national labor trends and analyzes labor trends using contemporary labor market theory. Explores the economics of collective bargaining, labor law, and the role of government, as well as additional union topics affecting businesses.

---

**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.

---

**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 111 — Communication Skills with Special Populations for Paraeducators**

*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 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 supervision.

**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 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

Co requisite: 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 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 in 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.

**EGG 275 — Special Topics: Principles of Quality Assurance***3 credit hours*

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**EGT — ENGINEERING GRAPHICS TECHNOLOGY****EGT 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.

**EGT 103 — Technical Drafting III***3 credit hours*

Prerequisite: EGT 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.

**EGT 106—Introduction to Axonometric Views***3 credit hours*

Prerequisite: EGT 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).

**EGT 107 — Introduction to Sections and Auxiliary Views***3 credit hours*

Prerequisite: EGT 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 planes that need to be shown in their true shape and size.

**EGT 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.

**EGT 250 — Advanced Industrial Drafting & Design***6 credit hours*

Prerequisite: EGT 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.

**EGT 289 — Capstone-Projects in 3D for Industrial Drafting & Design***6 credit hours*

Prerequisite: CAD 102 or instructor 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.



## **EMS — EMERGENCY MEDICAL SERVICES**

### **EMS 125 — EMT Basic**

*9 credit hours*

Co requisite: 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*

Co requisite: EMS 103, 125

Provides the EMT student with the clinical experience required of initial and some renewal processes.

## **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-C01**

*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. GT-C01

### **ENG 122 — English Composition II: GT-C01**

*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. GT-C02

### **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 215 — Playwriting I**

*3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Enables the student to learn and practice playwriting techniques, thereby improving creative writing skills. Emphasizes elements of dramatic structure, dialogue, styles, and theatrical practices. Note: This course is co-scheduled with THE 215 and may be taken as ENG 215 or THE 215 but not both.

### **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

See EGT, Engineering Technology

## **ENT — ENGINEERING**

### **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.

## **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 011 — Basic Pronunciation**

*3 credit hours*

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

### **ESL 012 — Intermediate Pronunciation**

*1 - 3 credit hours*

Prerequisite: ESL 041 or LOEP reading score of 46+  
Co requisite: none

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**

*3 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**

*1 - 3 credit hours*

Prerequisite: Minimum assessment score

Co requisite: N/A

Assists the student in mastering basic structures in English grammar through oral and written practice.

### **ESL 022 — Intermediate Grammar**

*1 - 3 credit hours*

Prerequisite: ESL 021 or ESL 071 or minimum assessment score

Co requisite: N/A

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

### **ESL 023 — Advanced Grammar**

*1 - 3 credit hours*

Prerequisite: ESL 022 or ESL 072 or minimum assessment score

Co requisite: N/A

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.

Co requisite: N/A

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.

Co requisite: N/A

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.

Co requisite: N/A

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.

Co requisite: N/A

Improves comprehension of simple written texts through vocabulary building and reading strategies.

### **ESL 042 — Intermediate Reading**

*3 credit hours*

Prerequisite: ESL 041 or ESL 071 or LOEP Reading score of 48-70.

Co requisite: N/A

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.

Co requisite: N/A

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 hours*

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.

Co requisite: 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.

Co requisite: N/A

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: ESL 042 or ESL 072 or LOEP

Grammar Assessment Score of 46+

Co requisite: ESL 052 Intermediate composition, or ESL 053 Advanced Composition

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 hours*

Prerequisite: Instructor consent

Teaches limited English vocational students basic communication skills in preparation for vocational training and work.

### **ESL 062 — Vocational ESL II**

*1 credit hours*

Prerequisite: Instructor consent

Provides intermediate to advanced level English language learners with instruction in language skills needed for vocational training and employment.

### **ESL 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 courses.

### **ESL 072 — Intermediate Language Skills**

*9 - 12 credit hours*

Prerequisite: ESL 021 and 041, or intermediate level assessment scores

Co requisite: N/A

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.

Co requisite: AAA 090

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: Advance 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 a 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 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 - 12 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. Presents material for students who need to prepare for the GED test (Colorado High School Equivalency) Diploma); Language Arts, Writing; Language Arts, Reading; Mathematics; Science and Social Studies.

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

Co requisite: 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

### **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 112

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 or minimum college level assessment scores in English and math.

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

### **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 life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

## **GRAPHIC DESIGN**

See MGD – Multimedia Graphic Design

## **HEB — HEBREW**

### **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

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. GT-HI1

### **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. GT-HI1

### **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.

### **HIS 242 — Aviation History**

*3 credit hours*

Prerequisite: Grade of 'C' or better in ENG 090

Examines how people and defining events of the past influence aviation and aerospace career opportunities. From the early myths and legends through present and anticipated aerospace developments, the effects that advances in propulsion systems, structural materials, navigation techniques, high altitude flights, weather considerations, have had upon the progress of manned flight in and beyond the atmosphere are considered. We vicariously re-live some of the extraordinary experiences of the early aviators, both in peace and in war. The course includes examination of aviation artifacts of World War I and II eras. There are field exercises to the Air and Space Museum, launch vehicle facilities, and other aviation activities.

### **HIS 275 — Special Topics**

*0.5 - 6 credit hours*

Prerequisite: To be determined by the instructor. Co requisite: To be determined by the instructor.

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

### **HIS 285 — Independent Studies**

*1 - 5 credit hours*

Prerequisite: Permission from the instructor

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual students.

## **HPR — HEALTH PROFESSIONS**

---

### **HPR 101 — Customer Service in Healthcare** *2 credit hours*

Introduces students to customer service theory and techniques specifically in the health-care 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 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 cardiopulmonary resuscitation for infant, child, and adult.

### **HPR 178 — Seminar: Intro to Medical Terminology** *2 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 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 288 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.

**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.

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

**HWE — HEALTH AND WELLNESS****HWE 103 — Community First Aid and CPR***1 credit hour*

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

**HWE 124 — Fitness and Wellness**

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This in-

cludes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness.

**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*

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 topics and the methodology will vary according to individual texts and instructors.

**ITA 211 — Italian Language II: 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 agencies 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 news-writing, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented

### **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.

### **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.

## **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

## **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

Introduces students to fiction, poetry and drama. Emphasizes active and responsive reading.

### **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.

### **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.

### **LIT 205 — Ethnic Literature: GT-AH2**

*3 credit hours*

Prerequisite: ENG 090 with a grade of C or better or minimum college level English assessment score.

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.

### **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.

### **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 246 — Literature of Women**

*3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment

Examines the techniques and themes in literature by and about women by examining women's issues from various genres.

### **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 TECHNOLOGIES**

### **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 178 — Machining Workshop**

*1-12 credit hours*

Provides students with an experiential learning opportunity.

### **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 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

## **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**

### **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**

### **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

Co requisite: 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

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

**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 103 — Math for Clinical Calculations***3 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 090 and ENG 090 or Minimum level assessment scores in English and Math

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

**MAT 106 — Survey of Algebra***4 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 090 or minimum college level assessment score in math.

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, ratio-

nal 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 060 or minimum assessment score

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 MAT 090 or minimum college level 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, amortization, investments using financial calculators and spreadsheets.

**MAT 120 — Mathematics for Liberal Arts: GT-MA1***4 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 090 or minimum college level assessment score in math.

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision, theory and management science.

**MAT 121 — College Algebra: GT-MA1***4 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 106 or minimum college level 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.

**MAT 122 — College Trigonometry: GT-MA1***3 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 121 or minimum college level assessment score in math.

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.

**MAT 123 — Finite Mathematics: GT-MA1***4 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 106 or minimum college level assessment score in math.

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.

**MAT 125 — Survey of Calculus: GT-MA1***4 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 121 or MAT 123 or minimum college level assessment score in math.

Includes derivatives, integrals and their applications, with attention restricted to algebraic, exponential and logarithmic functions. For business, life science and/or social science majors.

**MAT 135 — Introduction to Statistics: GT-MA1***3 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 106 or minimum Math assessment score or minimum college level assessment score in math.

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference estimation, hypothesis-testing comparison of populations, correlation and regression.

**MAT 155 — Integrated Math I: GT-MA1***3 credit hours*

Prerequisite: Grade of ‘C’ or better in MAT 106 or minimum assessment score or minimum college level 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.

**MAT 156 — Integrated Mathematics II: GT-MA1***3 credit hours*

Prerequisite: Successful completion of MAT 155 with a grade of C or better

Further 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 assessment score in math.

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.

### **MAT 202 — Calculus II: GT-MA1**

*5 credit hours*

Prerequisite: Grade of 'C' or better in MAT 201 or minimum college level assessment score in math.

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

### **MAT 203 — Calculus III: GT-MA1**

*4 credit hours*

Prerequisite: Grade of 'C' or better in MAT 202 or minimum assessment score or minimum college level assessment score in math.

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.

### **MAT 265 — Differential Equations: GT-MA1**

*3 credit hours*

Prerequisite: Grade of 'C' or better in MAT 202 or minimum assessment score or minimum college level assessment score in math.

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. This course is one of the Statewide Guaranteed Transfer courses. GT MA1

### **MAT 266 — Differential Equations with Linear Algebra: GT-MA1**

*4 credit hours*

Prerequisite: Grade of 'C' or better in MAT 202 or minimum college level assessment score in math.

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 and MGD 116

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 and MGD 116

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 and MGD 116

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

### **MGD 114 — Adobe in Design**

*3 credit hours*

Prerequisite: MGD 101 and MGD 116

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*

Pre or Corequisite: MGD 101 or instructor consent

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 typography terms.

### **MGD 141 — Web Design I**

*3 credit hours*

Prerequisite: MGD 101 or instructor consent.

Introduces web site planning, design and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored.

### **MGD 203 — Design and Concept**

*3 credit hours*

Prerequisite: MGD 105 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 105 or instructor consent

Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered.

### **MGD 289 — Studio Art/Portfolio (Graphic Design Capstone)**

*1 - 6 credit hours*

Prerequisite: MGD 203 or 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 106, HPR 178

Introduces the administrative duties specifically used in medical offices.

### **MOT 120 — Medical Office Financial Management**

*3 credit hours*

Prerequisite: BIO 106, BTE 102 or CIS 118, HPR 178

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

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: 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 106, HPR 178

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 208, 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

Co requisite: MOT 124

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 208, MOT 136

Co requisite: HPR 208, 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 208, 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 130 &amp; 131 or MOT 110 &amp; 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

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*

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 chair massage.

**MST 113 — Professional Massage***3 credit hours*

Prerequisite: MST 111; MST 184

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*

Prerequisite: MST 111; MST 184

Provides students with an experiential learning opportunity.

**MST 184 — Clinical Massage***3 credit hours*

Co requisite: MST 111

Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

**MST 204 — MST Business Practices***2 credit hours*

Prerequisite: MST 111

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*

Continues the study of massage with an emphasis on deep tissue. Reading, writing and outside class practical assignments focus on the students' ability to understand and apply concepts of deep tissue.

**MST 284 — Clinical Massage***3 credit hours*

Prerequisite: MST 111; MST 184

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

### **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*

Co requisite: 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

Co requisite: 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*

Co requisite: 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

Co requisite: MUS 111 and MUS 132

Presents exercises in sight-singing with melodic and rhythmic dictation.

### **MUS 120 — Music Appreciation: GT-AH1**

*3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level assessment score.

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 111 or permission of the instructor.

Co requisite: 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

Co requisite: MUS 213

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

Co requisite: 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

Co requisite: 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*

Co requisite: 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*

Co requisite: NUA 101

Applies knowledge gained from NUA 101 in a clinical setting.

**NUR — NURSING****NUR 101 — Pharmacology Calculations***1 credit hour*

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.

**NUR 102 — Alterations in Adult Health I***4 credit hours*

Prerequisite: NUR 101, 103, 105, 111

Co requisite: NUR 113, 114, 132, &amp; 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 — Basic Health Assessment for the Practical Nurse***1 credit hours*

Prerequisite: NUR 101 and admission to the program

Co requisite: NUR 105, 110 &amp; 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

Co requisite: NUR 111, 115, 116, &amp; 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

Co requisite: 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

Co requisite: 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: NUR 109, MAT 103, HPR 108

Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum.

### **NUR 113 — Basic Concepts of OB Nursing**

*2 credit hours*

Prerequisite: NUR 101, 103, 105, 110

Co requisite: 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 Nursing of Children**

*2 credit hours*

Prerequisite: NUR 101, 103, 105, 110

Co requisite: 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 of Mental Health**

*1 credit hours*

Prerequisite: NUR 102, 113, 114, 132, 133

Co requisite: 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 hours*

Prerequisite: NUR 102, 113, 114, 132, 133

Co requisite: 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: Applications Arts & Skills**

*4.5 credit hours*

Co requisite: 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*

Prerequisite: 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*

Co requisite: NUR 113 & 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*

Co requisite: 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 Nursing**

*7 credit hours*

Prerequisite: NUR 109, 112, MAT 103, HPR 108

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 Nursing***5 credit hours*

Prerequisite: NUR 106, 109, 112, 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 the role of the practical nurse as they manage patient care.

**NUR 175 — Special Topics: Transitions in Professional Practice***1 - 6 credit hours*

Prerequisite: BIO 201 and 202, MAT 100

Co requisite: ENG 121, PSY 235, BIO 204

Introduces selected concepts related to the role of the AD nurse as a provider of care, teacher, manager, client advocate and member of the profession. Emphasis is placed on application of critical thinking in providing and managing comprehensive care in a variety of health care settings with clients across the lifespan. This course is designed to assist the licensed practical nurse (LPN) with the transition in to the practice of professional nursing.

**NUR 189 — Transition from LPN to ADN***4 credit hours*

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

**NUR 206 — Advanced Concepts of Medical-Surgical Nursing I***8 credit hours*

Prerequisite: NUR 210, 272, 211, 273

Co requisite: 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

Co requisite: 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, 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: NUR 206, NUR 212, NUR 211, BIO 216

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. T: 2 cr/30 contact hrs; C: 4 cr/120 contact hrs

**NUR 230 — Leadership Mgmt Trends***5 credit hours*

Prerequisite: NUR 206

Co requisite: NUR 216

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 — OSHA****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: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

**PAR 118 — Contracts***3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Covers the basic principles of contract law.

**PAR 125 — Property Law***3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Covers real estate law, ownership, sale, leasing, financing and government regulation of land.

**PAR 126 — Administrative Law***3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.

**PAR 201 — Civil Litigation***3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Introduces students to State and Federal Rules of Evidence, and application to the trial process.



## **PAR 205 — Criminal Law**

### *3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.

## **PAR 206 — Business Organizations**

### *3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Focuses on the study of the major types of business organizations.

## **PAR 208 — Probate and Estates**

### *3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Focuses on practicing the content and conventions of legal writing.

## **PAR 217 — Environmental Law**

### *3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste.

## **PAR 218 — Bankruptcy Law**

### *3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum level English assessment score.

Covers the federal and state laws and procedures involving bankruptcy.

## **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 201, AND PAR 212.

Emphasizes a synthesis of the information and skills that students have learned throughout their paralegal studies.

## **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*

Co requisite: 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 State-wide Guaranteed Transfer courses. GT-AH3

### **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.

## **PHI 113 — Logic: GT-AH3**

### *3 credit hours*

Prerequisite: ENG 090 with a grade of C or better or minimum college level English assessment score.

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.

## **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 ENG 090 and MAT 090 or minimum college level assessment scores in English and math.

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

**PHY 111 — Physics: Algebra-Based I with Lab GT-SC1***5 credit hours*

Prerequisite: Grade of 'C' or better in MAT 121 and ENG 090 or minimum college level assessment scores in English and math.

Co requisite: 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.

**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.

**PHY 211 — Physics: Calculus-Based I with Lab: GT-SC1***5 credit hours*

Prerequisite: Grade of 'C' or better in MAT 201

Co requisite: MAT 202

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.

**PHY 212 — Physics: Calculus-Based II with Lab: GT-SC1***5 credit hours*

Prerequisite: Grade of 'C' or better in PHY 211 & MAT 202

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.

**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.

**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.

**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*

Examines the philosophical considerations of the integration of forensic science disciplines with criminal investigations. The course encompasses and provides an overview of physical evidence and examines the major forensic sub disciplines of pathology, toxicology, deontology, anthropology, art, firearms and tool marks, criminalistics, serology, and questioned documents. The course 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**

#### 2 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.

### **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.

### **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

Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span.

### **PSY 207 — Introduction Forensic Psychology**

#### 3 credit hours

Prerequisite: ENG 121 with a grade of 'C' or better and PSY 101 or PSY 102 or instructor approval

Introduction to Forensic Psychology is course is an overview of forensic psychology. As such it explores both current research and practice in five areas. These areas are police psychology, criminal psychology, victimology, correctional psychology and the interface of psychology and the courts. The course facilitates an understanding of the numerous careers related to forensic psychology, how to prepare for them and current research and practice in each of the five broad areas of forensic psychology.

### **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: GT-SS3**

#### 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: ENG 121 with 'C' or better or equivalent assessment score and PSY 101, PSY 102, SOC 101, or SOC 102, or instructor consent

Covers philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death.

### **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. GTSS3

### **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.

### **PSY 249 — Abnormal Psychology: GT-SS3**

#### 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.

## **REA — READING**

### **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*****3 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 texts.

**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  
Co requisite: 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

Co requisite: 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

Co requisite: 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

Co requisite: 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

Co requisite: 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  
Co requisite: 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 and 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285, RTE 101, 111, 121, 131, 141, 181

Co requisite: 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  
Co requisite: 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

Co requisite: 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

Co requisite: 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

Co requisite: 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

Co requisite: RTE 221, 231

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the outpatient 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

Co requisite: 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

Co requisite: 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.

## **RTH — RADIATION THERAPY**

### **RTH 221 — Principles of Radiation Therapy I**

*3 credit hours*

Introduces the radiation therapy profession. Develops understanding of the principles of the cancer management team emphasizing patient care and assessment, detection and diagnosis, and imaging and processing. Introduces treatment machines and quality assurance fundamentals for treatment procedures.

### **RTH 241 — Principles of Radiation Therapy II**

*2 credit hours*

Develops ability to think critically about therapist's role for continuous quality improvement in Radiation Oncology. Emphasizes the simulation process for localization of target and treatment volumes. Categorizes treatment machines, immobilization devices, and relates surface and sectional anatomy for simulation and treatment procedures.

### **RTH 242 — Radiation Physics**

*3 credit hours*

Presents radiation oncology physics as it is practiced in the clinic: structure of matter, nuclear transformations, production of x-rays and interactions, measurement of ionizing radiation and

absorbed dose, quality of x-ray beams, radiation protection and brachytherapy.

### **RTH 243 — Oncology Principles and Practice**

*4 credit hours*

Examines and evaluates the management of neoplastic disease applying concepts and principles of the patient condition, treatment and prognosis. Uses case studies to integrate physiology, histology, grading, and staging with treatment of anatomical regions and outcomes.

### **RTH 261 — Treatment Planning**

*3 credit hours*

Analyses principles of multiple beam planning to determine dose distribution for specific anatomic sites. Applies complex dose calculations. Constructs and compares isodose distributions. Interprets and critiques treatment plans and brachytherapy procedures.

### **RTH 275 — Special Topics: Radiation Therapy Dosimetry 1**

*3 credit hours*

Presents introductory fundamentals and principles applicable to dosimetry calculations for Radiation Therapy. Provides educational background for a current clinical employment position, supplements current education and experience in radiation therapy dosimetry and assists in preparation for the certification examination administered by the Medical Dosimetry Certification Board.

### **RTH 281 — Internship I**

*7 credit hours*

Introduces the Radiation Therapy Program policies. Applies didactic learning for interpreting patient records, performing nursing skills, and assisting with simulation and treatment procedures. There will be a scheduled 2-hour lab time each week for equipment and patient record use.

### **RTH 282 — Internship II**

*8 credit hours*

Applies didactic learning with practice in patient simulation and treatment procedures. Student begins core competency documentation and participates in a brachytherapy procedure. There will be a scheduled 2-hour lab time each week for equipment and patient record use.

### **RTH 283 — Internship III**

*11 credit hours*

Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation and assists with a brachytherapy procedure. There will be a scheduled 2-hour lab time for the learner to use the computer for treatment planning assignments.

## **RTH 289 — Capstone**

*2 credit hours*

Culminates the theory and quality management for delivery of radiation therapy treatments. Prepares for job readiness and applies test-taking skills in preparation for the national registry 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.

### **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.

**SCI — SCIENCE****SCI 155 — Integrated Science I - Physics and Chemistry: GT-SC1***4 credit hours*

Prerequisite: Designed for education majors. Grade of 'C' or better in MAT 090 and ENG 090 or minimum college level assessment scores in English and math.

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.

**SCI 156 — Integrated Science II - Earth and Life Science: GT-SC1***4 credit hours*

Prerequisite: Designed for education majors. Grade of 'C' or better in MAT 090 and ENG 090 or minimum college level assessment scores in English and math.

Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts.

**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.

**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.

**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.

**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 207 — Environmental Sociology***3 credit hours*

Prerequisite: ENG 121 with grade of 'C' or better.

Examination of humans and the environment from an ecological perspective. Focuses on industrial and economic growth versus sustainability, natural resources development and management, environmental values and social movements, and comparative perspectives on people's relationship to the environment. Review of the «Green » movement and other environmental movements and their impacts upon social dynamics, the environment, and the evolution of social movements.

**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 216 — Sociology Of Gender: GT-SS3***3 credit hours*

Prerequisite: ENG 121 with a grade of C or better and SOC 101 or SOC 102

Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today.

**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 Chicanos (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

**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*

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.

### **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.

### **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.

## **TEC — TECHNOLOGY**

---

### **TEC 205 — Geometric Dimensioning and Tolerancing**

*3 credit hours*

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*

Prerequisite: ENG 090 with a grade of 'C' or better or minimum college level English assessment score.

Includes discussions, workshops and lec-

tures 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/makeup, 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 delivery.

### **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 I: GT-AH1***3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment

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.

**THE 212 — Development of Theatre II: GT-AH1***3 credit hours*

Prerequisite: THE 211 and ENG 090 with a grade of 'C' or better or a minimum college level English assessment

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.

**THE 215 — Playwriting***3 credit hours*

Prerequisite: ENG 090 with a grade of 'C' or better or a minimum college level English assessment

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  
Co requisite: 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  
Co requisite: 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  
Co requisite: 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  
Co requisite: 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

Co requisite: 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  
Co requisite: 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  
Co requisite: VET 134

Gains experience utilizing radiographic equipment, positioning of animals for radiographs, developing a technique chart and radio-



graphic 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

Co requisite: 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

Co requisite: VET 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

Co requisite: 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

Co requisite: 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

Co requisite: 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*

Co requisite: 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

Co requisite: 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

Co requisite: 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 an-

esthesia and exposed to the medical and surgical conditions of animals.

### **VET 282 — Internship III**

*6 credit hours*

Prerequisite: VET 182, 281

Co requisite: 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 AND FABRICATION**

### **WEL 101 — Allied Cutting Processes**

*4 credit hours*

Covers setting up equipment and performing cutting and gouging operations utilizing the oxy-acetylene, 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*

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

### **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

### **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 101, 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 101, 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 inspections.

**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 178 — Special Topics Workshop: Welding Lab**

*1 - 6 credit hours*

Co requisite: Any other welding class

Provides students with an exceptional learning experience.

**WEL 202 — Gas Metal Arc Welding II**

*4 credit hours*

Prerequisite: WEL 101, 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 or instructor permission

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.



# Faculty & Staff

## **PRESIDENT'S OFFICE**

---

**Dr. Karén Bleeker, President**

Ed.D., University of Texas at Austin  
M.A., University of Texas at San Antonio  
M.A., Incarnate Word College  
B.A., Trinity University

**Diana Martinez**

Executive Assistant

## **ACADEMIC SUPPORT & ACHIEVEMENT, CENTER FOR**

---

**Rafael Rodriguez, Director**

M.A., B.A., University of Colorado at Colorado Springs

### **First Generation Student Success**

---

**Tina Maestas, Educational Case Manager**

BS, Metropolitan State College of Denver  
M.A., University of Colorado at Denver  
CAC, II

**Todd Ramirez, Educational Case Manager for FGSS and  
North Lincoln Campus of Learners**

M.A., University of Northern Colorado  
B.A., University of Colorado at Boulder

### **Trio Scholars**

---

**Veronica Marquez Hepworth, Program Assistant/Case Manager**

M.S.S., University of Colorado at Denver  
B.A., Metropolitan State College of Denver

**Tracy Vincent, Program Coordinator/Case Manager**

B.A., State University of New York at Albany

### **Denver Transfer Initiative**

---

**Michael Johnson, Title V Activity Director**

B.A. & Colorado Secondary Education License,  
Metropolitan State College of Denver  
Case Manager II – CTE credential, CCCS

**Angela Marquez, Transfer Coordinator — UC Denver**

B.S., M.A. & MLS Certificate, Regis University

**Andrew Grant, Database Analyst**

B.S. Computer Science, Metropolitan State College of Denver

**Christopher Smith, Program Specialist**

CISCO, MS Apps. & Network Administration Certificates,  
Front Range Community College

**Anna Marie Archuleta-Jones, Transfer Case Manager**

M.S.W., New Mexico Highlands University  
B.S.W., Metropolitan State College of Denver  
A.G.S., A.A.S., Community College of Denver

**Victoria Karst, Transfer Case Manager**

M.A., University of Colorado at Denver  
B.S., University of Florida  
A.S., Lake-Sumter Community College

**Kathy Lein, Instructional Specialist**

M.S., California State University, Northridge  
B.S., University of Florida

**Koreeña Montoya, Educational Specialist – UC Denver**

B.S., B.A., University of Northern Colorado

**Daniel Sandoval, Educational Specialist – UC Denver**

M.A., University of Colorado Denver (in progress)  
B.A., Mesa State College

## **ADMISSIONS, REGISTRATION & RECORDS**

---

**Paula Martinez, Director**

B.S., MBA University of Phoenix  
A.A.S., Community College of Denver

**Ryan Bolen, Student Information Specialist**

AGS, Columbia College

**Tan Bui, Compliance Administrator**

**Mona Calderón, Graduation Coordinator**

B.A., Metropolitan State College of Denver

**Amy Downing, Enrollment Services Coordinator**

B.A., University of Northern Colorado  
A.A., Aims Community College

**Gail Garcia, Admissions Specialist**

**Sonia Gonzales, Transfer Evaluator & VA Representative**

B.A., Metropolitan State College of Denver

**Willy Martinez, International Student Services Coordinator**

B.S., Metropolitan State College of Denver

**Julia Sanchez, Admissions & Registration Specialist**

**David Williams, Customer Service Specialist**

B.S., University of Colorado at Denver

**ARTS & SCIENCES, CENTER FOR**

---

**Michael Bautista**, *Associate Vice President of Learning, Center Dean*  
Post Graduate Certificates, Oklahoma State University  
Ph.D., Texas Tech University  
M.A., Emporia Kansas State College  
B.M.E., Kansas State Teachers College

**Jackie Barton**, *Administrative Assistant III,*  
*Language Arts & Behavioral Sciences*  
B.A., Metropolitan State College of Denver  
A.A., Community College of Denver

**Kenneth E. Chapin**, *Administrative Assistant III,*  
*Language Arts & Behavioral Sciences*  
M.Div., M.A.Ed., Methodist Theological School, Ohio  
B.A., Ohio State University

**Maureen Edgett**, *Office Manager, Center for Arts & Sciences*

**Amy Hopkins**, *Biology Lab Coordinator, Math & Science*  
M.S., Shippensburg University  
B.S., University of Oklahoma

**Paula Ogilvie**, *Educational Case Manager,*  
*Center for Arts & Sciences — Math & Science*  
M.S., B.A., University of Denver  
B.S., Metropolitan State College of Denver

**Laura Wilkey**, *Administrative Assistant III, Math & Science*  
B.S., Metropolitan State College of Denver

**CAREER & TECHNICAL EDUCATION, CENTER FOR**

---

**Peg Rooney**, *Center Dean*  
Ph.D., Colorado State University  
M.S.N., University of Colorado Health Sciences Center  
B.S., Colorado State University at Pueblo

**Anthony Hermsillo**, *Associate Dean, CTE Credentialing Officer,*  
*Perkins Administrator*  
M.S., Regis University  
B.A., Loretto Heights College

**Frances Robles**, *Office Manager*

**Petia Ouzounova**, *Educational Case Manager, Center for Career &*  
*Technical Education*  
M.A., B.A., University of Sofia, Bulgaria

**Carol Miller**, *Chair, Business Administration/Geography/Political Science/*  
*Economics/Accounting*  
MS, University of Colorado at Denver  
BS, B.A., University of Denver

**Eric Hamilton**, *Chair, Information Technology/Business Technology*  
M.A., Webster University  
B.S., Thomas Edison State College

**Rick Glesner**, *Chair, Engineering Graphics*  
B.S., Thomas Edison State College  
A.A.S., Certificate, Community College of Denver

**CCD Children's College**

---

**Heidi Hagenson**, *Assistant Director*  
B.A., Metropolitan State College of Denver

**Early Childhood Online Project**

---

**Phyllis Dobson**, *Director*  
M.Ed., University of Pittsburgh  
B.A., Michigan State University

**Lookout Academy at Lookout Mt. Youth Services Center**

---

**Lynda M. Moinzad**, *Director*  
B.S. University of Southern Colorado  
M.S. University of Phoenix

**Corinna Flinchbaugh**, *Transition and Administrative Coordinator*  
B.S. University of Wyoming

**Doug Gray**, *Principal*  
Ed. Spec., (School Admin — Superintendent)  
M.Ed., School Admin — Principal  
EdSpec., University of Idaho  
M.Ed., College of Idaho  
B.A., Boise State University  
A.A., College of the Siskiyous

**David Best**, *Assistant Principal*  
B.A. University of Northern Colorado

**Lookout Academy Staff**

---

**Tim Anderson**, *Art Instructor*  
B.F.A., Colorado State University

**John Bieker**, *Coordinator of Enrollment Service*

**Michael Campe**, *Culinary Arts Instructor*  
Certified Executive Chef, American Culinary Federation

**Kristen Cofelt**, *Certified Full Time Substitute Teacher*  
B.A. Colorado State University

**Karen Coon**, *Vocational Instructor*  
B.S., Colorado Christian University  
M.A., Colorado Christian University

**ZoeAnn Corn**, *Instructor Social Studies and Law Related Ed*  
B.A., University of Colorado  
Juris Doctorate, Cleveland State University

**Ana Rodriguez-Duran**, *GED/ABE & ESL Coordinator*  
M.A., Regis University  
B.A., University of Colorado

**Cindy Gehman**, *Computer Resource Lab Instructor*  
B.A., California State Long Beach

**Jeanenne Habegger**, *Certified Full time Substitute Teacher*  
B.A., Metropolitan State College of Denver

**Robert Kelly**, *Physical Education & Health Instructor*  
B.A. Metropolitan State College of Denver  
M.S., University of Northern Colorado

**Scott Miller**, *Graphic Arts Instructor*  
B.S., Regis University

**Lisa Millin**, *Language Arts Instructor*  
B.A., Franciscan University of Steubenville  
M.A., University of Phoenix

**Ron Monroe**, *Special Education Coordinator*  
M.A., University of Northern Colorado  
B.A., University of Northern Colorado

**s Mull**, *Language Arts Teacher*  
B.A., Metro State College of Denver

**Justin Ogden**, *Language Arts Teacher*  
M.Ed., Regis University  
B.A., University of Colorado at Denver

**Rodney Olson**, *Business and Math Instructor*  
M.E.P.M. University of Denver  
B.S., University of Colorado

**Steve Quintero**, *Vocational Department Chair/Tech Lab Teacher*  
M.A., University of Northern Colorado  
B.A., University of Minnesota (Duluth)

**Igor Raykin**, *Social Studies Instructor*  
B.A., Metro State College of Denver  
Juris Doctorate, Denver University

**John Rinker**, *Math/Science Instructor*  
B.A., Metro State College of Denver

**Henrietta Sandoval**, *Transition Specialist*  
B.S., University of Phoenix, New Mexico

**Mandie Sebastiani**, *Computer Applications Instructor*  
A.A., Community College of Denver

**Aaron Shipe**, *Athletic/Activities Director*  
B.S., Colorado State University Pueblo

**Josh Shipman**, *Language Arts Instructor*  
B.A., University of Mississippi  
A.A., Northeast Mississippi Community College

**Dan Steffensen**, *Horticulture Instructor*  
M.S.C., Royal VLA University Copenhagen Denmark  
Diploma, Tune College of Denmark

**David Taylor**, *Math Instructor*  
B.A. Metropolitan State College of Denver

**Joyce Young**, *Social Studies Instructor*  
M.S., Syracuse University  
M.A., University of Colorado at Denver  
B.A., St. Mary's of Notre Dame, Indiana

## Online Learning

---

**Jeanne Stroh**, *Director*  
M.S., Capella University  
B.A., University of Colorado at Denver

**Allen Butcher**, *Unit Administrator*  
A.S., B.S., University of Southern Indiana

**Timothy McMahon**, *Instructional Designer*  
M.I.S., Claremont Graduate University  
M.S., University of California at Irvine  
B.S., Excelsior University of New York  
B.S., Syracuse University  
A.S., Herkimer County Community College

## Performance Solutions —

### Training and Consulting Services that Drive Results

**James McDonough**, *Executive Director*  
B.A., University of Colorado at Boulder

**Anne Greer**, *Project Manager*  
B.A., Bowling Green State University

**Candy Parks**, *Sales/Account Manager*  
B.A. Regis University

## Smart Start Colorado Office of Professional Development

---

**Kathleen Stiles**, *Director*  
M.A., University of Colorado at Denver  
B.A., Skidmore College

**Katrina Boykin**, *Professional Development Specialist*  
B.A., Spelman College  
M.A., University of Colorado at Denver

**Jennifer O'Brien**, *Data Specialist*  
M.S.W., Colorado State University  
B.A., University of Northern Colorado

**Sudy Opsahl**, *Associate Director*  
B.A., University of Northern Colorado

**Holly Wilcher**, *Early Childhood Mental Health Educator*  
M.S., University of Georgia  
B.A. University of North Carolina, Wilmington

## Teacher Education Academy

---

**Alicia Biggs**, *Program Chair*  
M.A., Boston University  
B.A., Eastern Washington University

**Gail Boekhoff**, *Full-time Faculty*  
M.A., University of Colorado at Denver

**Ashante Butcher**, *Full-time Faculty*  
M.A., University of Colorado Denver

**Frances Kaplan**, *Early Childhood Professional Coach*  
BA, University of Washington

## Workplace Learning Project

---

**Jean Abraham-George**, *Data Coordinator*  
M.S., Colorado State University  
B.S., Ahmadu Bello University, Zaria, Nigeria

**Kevin Arroy**, *CBS Instructor*  
B.A., University of Colorado

**Regina Buxton**, *Medical Clerical Coordinator*  
M.Ed., University of Phoenix  
B.A., York College

**John Carlos**, *Job Developer*  
B.S., University of Northern Colorado

**Randall Chun**, *Unit Administrator*  
M.A., San Jose State University  
B.A., Santa Clara University

**Allana Farley**, *Recruitment Assessment*  
M.B.A., Shadron State College  
B.A., Shadron State College

**Crystal Hernandez**, *JumpStart Scholarship Specialist*

**Kathy Kromroy**, *Learning lab Instructor*  
M.A., Bowking State University  
B.A., Lesley College

**Valerie Little**, *CBS Instructor*  
B.A., University of Denver

**Shannon Mattern**, *Vocational ESL Coordinator*  
M.A.I.S., University of South Dakota  
B.A., University of South Dakota

**Marsha Mattingly**, *Assistant Director/ Business & Financial Coord.*  
M.S.S., University of Colorado at Denver  
B.A., University of Colorado at Boulder

**Michelle Muniz**, *Contextual Basic Instructor*  
B.S., Colorado Christian University

**Marcia Pittleman**, *Special Education Instructor, Learning Lab*  
M.A., University of Michigan  
B.S., University of Cincinnati

**Monica Santos**, *Retention Specialist*  
B.S., University of Phoenix

**Glenda Sinks**, *Learning Lab Coordinator*  
M.A., Piedmont College  
B.S., Pensacola Christian College

**MaryAnne Zanella Nickle**, *Director, Workplace Learning*  
M.Ed., B.S., Colorado State University

## EDUCATIONAL ADVANCEMENT, CENTER FOR

---

**Ken Swiney**, *Associate Dean*  
M.A., University of Colorado at Denver  
B.A., University of Louisiana at Monroe

**Sam Cassio**, *Executive Director, Developmental Education*  
M.A., Regis University  
B.A., University of Colorado at Denver

**Rosalinda Martinez**, *Educational Specialist. FastStart@CCD Program*  
B.A. University of Denver

**Gabriela Rodriguez**, *Unit Administrator*  
B.S., Metropolitan State College of Denver  
A.G.S., Community College of Denver

**Rosie Sanchez**, *Educational Case Manager*  
B.A., University of Phoenix

## Testing Center

---

**Ramzi Munder**, *Director*  
M.A., University of Colorado at Denver  
B.S., Sam Houston State University

**Angélica Mardones**, *Senior Test Proctor*

**Shelly Trujillo**, *Testing Specialist*  
B.S., Metropolitan State College of Denver  
A.A.S., Community College of Denver

**Gardy Van Soest**, *Assistant Director*  
Ed.D., Montana State University at Bozeman  
M.A., University of Montana  
B.S., Montana State University at Billings

## Writing Center

---

**Catherine Jones**, *Coordinator*  
M.A., University of Colorado at Denver  
B.A., Metropolitan State College of Denver

## EDUCATIONAL OPPORTUNITY CENTER

---

**Ryan Ross**, *Director*  
M.Ed., Colorado State University  
B.A., Nebraska Wesleyan University

**Nathan Cadena**, *Advisor, EOC*  
B.A., Colorado State University

**Jan Chavez**, *Advisor, EOC*  
M.A., University of Colorado  
B.A., University of Northern Colorado

**Delmar Hamilton**, *Advisor, EOC*

**Jessica P. Lanfranco Caballero**, *TRiO Program Specialist*  
A.A.S., Community College of Denver

**Lisa Lonneman-Doroff**, *Advisor*  
M.A., Naropa Institute, Boulder, Colorado  
B.A., College of St. Benedict/St. Johns University, MN

**Mary Miranda**, *Advisor, EOC*  
B.A. University of Colorado

**Larry Porter**, *Advisor, EOC*  
M.A., State University of New York at Albany  
B.A., Oswego State College

**Debra Suniga**, *Advisor*  
B.A., University of Colorado

## EDUCATIONAL PLANNING & ADVISING CENTER

---

**Gary E. Cooper**, *Director*  
M.S., Central Missouri State University  
B.A., University of Northern Colorado

**Belinda Esparza**, *Administrative Assistant*

**Benita Olivas**, *Educational Case Manager*  
B.A., Metropolitan State College of Denver

**Madeline Williams**, *Academic Advisor*

**Dino Madariaga**, *Academic Advisor*  
B.A., University of Texas

**Lynne Stefanowski**, *Academic Advisor*  
M.A., University of Colorado at Denver  
B.A., Michigan State University

## EDUCATIONAL TALENT SEARCH

---

**Jamie Garcia**, *Advisor, ETS*  
B.A., University of Northern Colorado

**Marta Mata**, *Advisor, ETS*

**Anitra Palato**, *Advisor, ETS*  
B.S., Metropolitan State College of Denver

## FINANCIAL AID, OFFICE OF

---

**Karla Nash**, *Director of Financial Aid*  
M.S., University of Colorado at Denver  
B.S., Metropolitan State College of Denver  
A.A., Front Range Community College

**Richard Barela**, *Customer Information Specialist*

**Theresa Clapham**, *Financial Aid Advisor, Loan Coordinator*  
B.A., University of Colorado at Denver

**Shannon Evenson**, *Data Specialist, Grants Coordinator*  
B.A., University of North Dakota

**Francine Jackson**, *Financial Aid Document Specialist*  
A.A.S., Community College of Denver

**Kelley Jo Kesler**, *Financial Aid Advisor, Work Study Coordinator*  
B.S., Colorado State University

**VanUyen Khong**, *Financial Aid Advisor, Return of Title IV Coordinator*  
B.S., University of Colorado at Denver

**Ivonne Andrea Pinzon**, *Financial Aid Advisor, Scholarship Coordinator*  
B.S., Rosario University, Colombia

## FISCAL SERVICES

---

**Barbara Casey**, *Chief Financial Officer*  
B.S., Metropolitan State College of Denver

## Controller's Office

---

**Richard Maestas**, *Controller*  
M.B.A., Colorado State University  
B.S., Colorado State University

**Jerri Dahl**, *State Grant Accounting, Interagency*

**Mike Miller**, *Deputy CFO*  
M.B.A., Univ of Phoenix  
B.A., Western State College of Colorado

**Lisa Pfenning**, *Payroll*

**Debra Steinbach**, *Budget & Reporting Analyst*

**Cachy Tong**, *Federal Grant Accounting*

## Cashier's Office

---

**William Hudak**, *Manager*

**Jeannie Magin**, *Head Cashier*  
A.A.S., Community College of Denver

**Le Mai**, *Accounts Receivable Manager*

## GED INSTITUTE

---

**Vera E. Polak**, *Director*  
Ed.S., University of Colorado at Boulder  
M.S., City University of New York  
B.A., Hunter College

## HEALTH SCIENCES AT LOWRY, CENTER FOR

---

**Connie Strand**, *Interim Dean*  
M.B.A., Regis University  
B.A., Western State College

**Greg Dehler, Ph.D.**, *Clinical Placement Coordinator, Nursing*  
Ph.D. Lehigh University  
M.A., B.A., St. John's University

**La Verne Donelson**, *Educational Case Manager*  
M.S., B.S., California State University

**Teri Higgins**, *Office Manager*  
A.A.S., Community College of Denver

**Jo Ann Kennedy**, *Education Program Manager*  
M.A.O.M., University of Phoenix  
B.A., Metropolitan State College of Denver

**Chad Logan**, *Educational Case Manager*  
B.S. Colorado State University, Pueblo

**Mike Massengill**, *Student Intake Coordinator*

## Dental Hygiene

---

**Stephanie Harrison**, *Program Director*  
M.A., Webster University  
B.A., Old Dominion University

**Adriana Greco-De La Casa**, *Clinical Manager*  
Certificate, Educación Temprano Para Niños

**Traci Snyder**, *Office Manager I*

## Nursing

**Jule Monnens**, *Chair*  
 M.S.N., St. Joseph's College of Maine  
 M.A., Kent State University  
 B.A., Lake Erie College  
 A.A.S., Lakeland Community College

**Greg Duncan**, *Assistant Director*  
 B.S.N., Kansas State University  
 A.A.S. Allen City Community College

## Radiology

**Nanette Collins**, *Program Coordinator*  
 B.A., University of Colorado, Denver  
 RTE Certificate, Lutheran Medical Center Radiologic Technology Program

## Radiation Therapy

**Phyllis De Baun**, *Assistant Professor/Chair, Radiation Therapy*  
 A. S. Tarrant County College  
 Certificate, Moncrief Radiation Center.

## Veterinary Technology

**Shannon Burkhalter**, *Program Coordinator*  
 B.S., Colorado Christian University  
 A.A.S., Bel Rea Institute

## HUMAN RESOURCES & ADMINISTRATIVE SERVICES

**Patrick Gomez**, *Executive Director Human Resources*  
 B.A., University of Nevada Las Vegas  
 J.D. Cleveland State University/Cleveland-Marshall College of Law

**Patty Davies**, *Human Resource Specialist*  
 B.A. Biology, University of Colorado at Denver  
 M.A., UC Denver

**John Szugyi**, *Human Resource Specialist /Benefits Coordinator*

**Michelle Marin-Cox**, *Human Resource Specialist*

## INFORMATION TECHNOLOGY SERVICES

**Rick Sparks**, *Director*  
 B.S., Colorado Christian University  
 A.A.S., A.G.S., Community College of Denver

**Nicole Almanza**, *Information Technology Technician I*  
 B.A., University of North Texas

**Jack Hurney**, *CAI Specialist*  
 A.A.S., A.G.S., Community College of Denver

**Philip Kyburz**, *Information Technology Professional I*  
 A.A.S., A.G.S., Community College of Denver

**Shane Skriletz**, *Help Desk Manager*  
 B.A., Drew University

**José Puertas**, *Learning Technology Support Specialist*  
 B.A. Metropolitan State College

## INSTITUTIONAL ADVANCEMENT

**Kim Poast**, *Executive Director*  
 Ph.D., University of Northern Colorado  
 M.S., B.S., California Lutheran University

**Kristin Cutaia**, *Grants Project Manager*

**Gretchen Occhionero**, *Graphic Designer*

**Susan Samuelson**, *Graphic Designer*  
 B.F.A.-A.H., University of Colorado at Boulder  
 A.A.S., Community College of Denver

**Yana Smith**, *Director, Marketing & Communications*  
 B.A., B.S., Grambling State University

## INSTITUTIONAL RESEARCH & PLANNING

**Darlene M. Nold**, *Executive Director*  
 M.A., University of Northern Colorado  
 B.A., University of Wisconsin — Platteville

**Walter Pedigo**, *Research Associate*  
 B.A., Metropolitan State College of Denver

**Margaret Puryear**, *Research Associate*  
 A.S., Arapahoe Community College

**B. J. Wiens**, *Research Associate*  
 B.A., University of Colorado - Boulder  
 A.A.S., Community College of Denver

## LEARNING & STUDENT AFFAIRS

**Diana Doyle**, *Interim Vice President, Learning and Student Affairs*  
 Ph.D. University of Colorado  
 B.S., M.S.Ed., Illinois State University

**Georgia Fox**, *Assistant to the Vice President, Student Affairs*  
 (Credentials)

**Michael Rusk**, *Dean of Students*  
 M.A., B.A., University of Iowa

**Delma Valdez**, *Assistant to the Vice President, Learning*  
 M.A., University of Colorado at Denver  
 B.A., Metropolitan State College of Denver  
 A.G.S., Community College of Denver

## Teaching/Learning Center

**Jim Bryant**, *Instructional Designer*  
 M.A., University of Colorado at Denver  
 B.A., University of South Carolina



## LEARNING SUCCESS SERVICES

---

**Bret Hann**, *Director*  
M.A., George Mason University  
B.A., University of Iowa

**Sharon L. McMillian**, *Office Manager*  
A.A., Community College of Denver

## Career and Technical Tutoring Services

---

**Elizabeth (Betsy) Seifried**, *Student Retention Specialist,  
Career and Technical Tutoring Services*  
B.S.W., Minot State University

## Academic Technology Center

---

**Jacob Webb**, *Computer Lab Coordinator*  
M.A., University of Colorado  
B.A., Southern Illinois University

## PERSONS WITH DISABILITIES, CENTER FOR

---

**Glenda Nash-Buscarello**, *Director*  
M.A., Education, San Francisco State University  
M.A., Orientation & Mobility, San Francisco State University  
B.A., Grambling State University

**Nancy Aeschlimann**, *Interpreter Manager*  
B.A., Metropolitan State College of Denver

**Jean Kelly**, *Case Manager*  
A.A.S., Community College of Denver

**Consuelo Trujillo**, *Operations Manager*

**Valerie Marin**, *Administrative Assistant I*  
A.A., Community College of Denver

## PRE-COLLEGIATE PROGRAMS — EARLY/MIDDLE COLLEGES

---

**Gary E. Cooper**, *Director*  
M.S., Central Missouri State University  
B.A., University of Northern Colorado

**Yolanda M. Garduno**, *Educational Case Manager*  
B.S., Metropolitan State College of Denver  
A.A., Pueblo Community College

**Pete Hergenreter**, *High School Outreach Coordinator*  
M.A., Colorado State University  
B.A., University of Northern Colorado  
A.A. Northeastern Junior College

## RECRUITMENT & STUDENT OUTREACH

---

**Ari Rosner-Salazar**, *Director*  
M.A., University of California at Santa Barbara  
B.A., Amherst College

**Deneshia Hearon**, *Recruitment Coordinator, Business & Community*  
B.A., University of Colorado at Denver

**Roman Hollowell**, *Recruitment Coordinator*  
B.A., University of Colorado at Boulder

**Melissa Quinteros**, *Recruitment Coordinator*  
B.A., Metropolitan State College of Denver

## SATELLITE LOCATIONS

---

### CCD East at Manual

---

**Mary Ann Matheny-Smith**, *Director/EMC*  
M.P.A., University of Colorado at Denver  
B.S., Wichita State University

**DaNita Ford**, *Front Office Support Staff*

**Queen Telisma**, *Case Manager*  
B.A., Metropolitan State College of Denver

### CCD North

---

**Anita Schervish**, *Satellite Location Coordinator/Faculty*  
M.A., Regis University  
B.A., Loretto Heights College

**Cynthia Jefferson**, *Adult Basic Education,  
English-as-a-Second-Language Coordinator*  
A.A.S., Community College of Denver

**Lona Juarez**, *Office Manager I*

**Sharron McCormack**, *Educational Case Manager*  
B.A., Regis University  
A.A., A.G.S., Community College of Denver

**Gilbert Rodarte**, *Structural Trades II Maintenance Supervisor*  
A.A.S., Community College of Denver

### CCD Southwest Satellite Location & Early College

---

**Karen Wardle**, *Director*  
Ph.D., M.A., B.A., University of Colorado at Denver &  
Health Sciences Center

**Sofia Hernandez**, *Administrative Assistant III*

**Frank Rodriguez**, *Case Manager*  
B.A., University of Wyoming

## STUDENT LIFE

---

**Jerry Mason**, *Director*  
M.S., B.A., Oklahoma State University

**Sarah Oglesby**, *New Student Orientation Coordinator*  
M.P.A., B.A., University of North Texas

**Ismael Garcia**, *Coordinator of Retention and Leadership Programs*  
B.A., Dallas Christian College, Texas

**Kim Guthrie**, *Office Manager*  
A.A., Community College of Denver

**Tamara Johnson**, *Events Coordinator*  
M.S. Western Illinois University  
B.S. University of Denver

## FACULTY

---

**Barbara Aaker**, *Professor, Mathematics*  
M.B.S., University of Colorado at Denver  
B.S., Northern State University

**Taddese Addo**, *Associate Professor, Reading*  
M.A., B.A., Addis Ababa University, Ethiopia  
M.Phil., Norwegian University of Science & Technology

**Mohammad Alsaffar**, *Associate Professor, Information Technology*  
M.S., B.S., University of Colorado at Denver

**Courtenay Avant**, *Assistant Professor, English*  
B.A., University of Colorado, Boulder  
M.A., Minnesota State University

**Stacey Beckman**, *Assistant Professor/Chair, Paralegal*  
J.D., University of Denver  
B.A., Cum Laude, University of Alaska

**Kassahun Beyene**, *Assistant Professor, Developmental Mathematics*  
M.A., University of Colorado at Denver  
B.S., Metropolitan State College of Denver

**Alicia Biggs**, *Assistant Professor/Program Chair, Early Childhood Education*  
M.A., Boston University  
B.A., Eastern Washington University

**Gail Boekhoff**, *Assistant Professor*  
M.A. Early Childhood  
University of Colorado, Denver

**Ricardo Bogaert-Alvarez**, *Assistant Professor, Chemistry*  
Ph.D. University of Delaware  
M.S. University of Delaware  
B.S. Universidad Catolica Madre Y Maestra

**Marta Brown**, *Instructor, Basic Skills/GED, CCD East*  
M.Ed., University of Phoenix  
B.A. George Washington University

**Shannon Burkhalter**, *Assistant Professor, Veterinary Technology*  
B.S., Colorado Christian University  
A.A.S., Bel Rea Institute

**Ashante Butcher**, *Assistant Professor*  
M.A. Early Childhood Education Special ED  
University of Colorado, Denver

**Jackie Carpio**, *Associate Professor, Business Technology  
and Information Technology*  
M.A., University of Colorado at Denver  
B.S., B. A., Certificate, Regis University  
A.A.S., Front Range Community College

**Roger Carver**, *Professor, Sociology Chair, Behavioral Sciences*  
M.P.A., University of Colorado at Denver  
M.A., B.A., University of Northern Iowa

**Nanette Collins**, *Assistant Professor, Radiology Technology Chair*  
RTE Certificate, Lutheran Medical Center Radiologic Technology Program  
B.A., University of Colorado, Denver

**Sandra Dawson**, *Professor/Coordinator, Reading and Study Skills*  
M.A., B.A., University of Colorado at Denver

**Phyllis De Baun**, *Assistant Professor/Chair, Radiation Therapy*  
A.S., Tarrant County College

**Lawrence DiPaolo**, *Assistant Professor of English*  
M.A. State University of New York at Binghamton  
B.A. Metropolitan State College of Denver

**Gudryn Doherty**, *Professor/Chair, Mathematics*  
M.A., University of Colorado  
B.A., University of Denver

**Greg Duncan**, *Assistant Program Director, Nursing*  
B.S.N., Kansas State University  
A.A.S./A.D.N. Allen County Community College

**Kevin Ellerman**, *Associate Professor, Information Technology*  
A.A.S., Certificate, Community College of Denver

**Fleur Ferro**, *Assistant Professor, Biology*  
M.S., Nova Southeastern University  
B.S., Eckerd College

**Steven Fouss**, *Assistant Professor, Nursing*  
B.S.N., University of Northern Colorado  
B.A., University of Northern Colorado

**Kathleen Fox**, *Assistant Professor, Dental Hygiene*  
B.S., Hawthorne University  
A.A.S., Southern Illinois University at Carbondale

**Jeronimo Fransua**, *Assistant Professor, Human Services*  
M.S.W., University of Denver  
B.S., University of Southern Colorado

**Yvonne Frye**, *Professor, Reading and Developmental English*  
M.Ed., University of Colorado  
B.A., Metropolitan State College of Denver

**Rick Glesner**, *Assistant Professor/Chair, Engineering Graphics and Trades*  
B.S., Thomas Edison State College  
A.A.S., Certificate, Community College of Denver

**Jiansheng Guatney**, *Professor, English as a Second Language*  
M.A., Eastern Washington University  
B.A., Anhui Teacher's University, China

**Eric Hamilton**, *Professor/Chair, Information Technology,  
Chair, Business Technology*  
M.A., Webster University  
B.S., Thomas Edison State College

**Stephanie Harrison**, *Associate Professor/Chair, Dental Hygiene*  
M.A., Webster University  
B.A., Old Dominion University

**Jessie Hawthorne**, *CBS Instructor*  
M.A., University of Colorado  
B.A., Metropolitan State College of Denver

**Joan D. Heiman**, *Associate Professor, English as a Second Language*  
M.A., Colorado State University  
M.A., Antioch University International, London  
M.S., State University of New York at Albany  
B.S., State University of New York at Oneonta

**Jean Hindie**, *Professor, Mathematics*  
M.S., University of Colorado  
B.S., University of Colorado at Denver

**Julie Ireland**, *Associate Professor/Chair, Communications and Theatre*  
M.A., B.A., California State University at Fullerton

**Jackie King**, *Professor, Developmental Mathematics*  
M.A., B.A., University of California at Northridge

**John Kjos**, *Associate Professor/Chair, Graphic Design*  
B.F.A., Colorado State University  
A.A., Colorado Polytechnic College

**Maria Langley**, *Assistant Professor/Chair, Foreign Languages*  
Ph.D., University of Illinois  
M.A., Middlebury College  
B.A., University of Puerto Rico

**Diane Lewis-Lamb**, *Associate Professor, Accounting and Business*  
M.A., Webster University  
B.S., Arkansas State University  
A.A.S., Southern Baptist College

**T. Michael Mackey**, *Professor, English & Humanities/Chair, Humanities,  
History, Literature, Philosophy*  
M.Div., Lutheran School of Theology at Chicago  
M.A., B.A., Colorado State University

**Catherine Masters, B.S. RT.(R.)**, *Clinical Coordinator, Radiology*  
B.S., Arizona State University  
A.A.S., Gateway Community College  
A.A., Mesa Community College

**Carol Miller**, *Professor/Chair, Business Cluster*  
M.S., University of Colorado at Denver  
B.S., B.A., University of Denver

**Jule Monnens**, *Program Chair, Nursing*  
M.S.N., St. Joseph's College of Maine  
M.A., Kent State University, Kent Ohio  
B.A., Lake Erie College, Painesville, Ohio  
A.A.S., Lakeland Community College, Kirkland, Ohio

**Kerry Muhovich**, *Associate Professor, Veterinary Technology*  
D.V.M., Colorado State University  
M.P.H., University of Northern Colorado  
B.S., B.A., Metropolitan State College of Denver

**Albert Otii**, *Professor, Accounting and Business*  
M.B.A., University of Northern Colorado  
B.S., Metropolitan State College of Denver

**Charles Parson**, *Professor/Senior Chair, Visual Arts*  
M.F.A., Cranbrook Academy of Art, Michigan  
B.F.A., Kansas City Art Institute  
A.E. Backus Studio, Florida Western States Film Institute,  
Colorado Munt-Brooks Dance Studio, Denver

**Lincoln R. Phillips**, *Associate Professor, Visual Arts*  
M.F.A., University of Iowa  
B.F.A., University of Colorado at Denver

**Mary Lou Pierce**, *Assistant Professor, Developmental Math*  
M.A., Colorado Christian University  
B.S., State University of New York at Cortland

**Kurt Pond**, *Assistant Professor/Philosophy*  
B.A., M.A., Bowling Green State University

**Mark Price**, *EMT Program Coordinator*

**Claire Rashad-Miller**, *Assistant Professor, Biology/Chemistry*  
Ph.D., Meharry Medical College  
B.A., Talladega College  
A.A.S., Art Institute of Colorado

**Arlene Rhodes**, *Professor/Chair, Human Services*  
Ph.D., University of Colorado at Denver  
M.S.W., University of Illinois  
B.A., University of Dubuque

**Darla Ruff**, *Assistant Professor, Medical Office Technology*  
C.M.A., Bryan Institute

**Marty Sabo**, *Associate Professor, Business, Accounting and Economics*  
Ed.D., Vanderbilt University  
M.S., University of Colorado at Denver  
M.S., Colorado School of Mines  
B.A., Colorado State University

**Anita Schervish**, *Professor, Basic Skills*  
M.A., Regis University  
B.A., Loretto Heights College

**Antoinette Schmitz**, *Assistant Professor, Nursing*  
B.S.N., University of Northern Colorado  
B.A., Colorado State University  
A.A.S., Front Range Community College

**Chokri Sendi**, *Assistant Professor, Physics*  
B.S., M.S., Technical University of St. Petersburg, Russia

**Elizabeth Southern**, *Assistant Professor, Dental Hygiene*  
B.S., M.S., Old Dominion University

**Jason Speaks**, *Assistant Professor, Nursing*  
B.S.N., Colorado State University/Pueblo

**Suzan Stewart**, *Associate Professor, Nursing*  
B.S., University of Denver  
A.D.N., Community College of Denver

**Zina Stilman**, *Associate Professor, Mathematics*  
Ph.D., M.S., B.S., University of Moscow, Russia

**Nancy Story**, *Assistant Professor/Coordinator, Developmental English*  
M.A., University of North Carolina at Chapel Hill  
B.A., Armstrong State College

**Kristi Strother**, *Assistant Professor, English/Journalism*  
B.A., University of Oregon  
M.A., Fort Hays State University

**Brad Sullivan**, *Assistant Professor/Coordinator, Developmental Mathematics*  
M.Ed., B.S., University of Oklahoma

**Karen Thies-McWilliams**, *Professor, Behavioral Sciences*  
M.S.W., University of Nebraska  
B.S.W., Wartburg College

**Stephen Thomas**, *Professor, Chair, English*  
M.A., University of Montana  
B.A., University of Northern Colorado

**Judith Thompson**, *Assistant Professor, Nursing*  
M.N., University of Washington at Tacoma  
B.S.N., Mennonite College of Nursing, Illinois State University

**Roberta Ware**, *Assistant Professor/ESL Coordinator*  
M.A. University of Colorado at Denver  
B.A., Metropolitan State College of Denver

**Ashley Weycer**, *Assistant Instructor, Nursing*  
M.S.N., Yale University  
B.A., Columbia University

**Cathleen Whiles**, *Associate Professor/Chair, Music*  
M.M., University of Colorado at Boulder  
B.M. (2), University of Northern Colorado

**Terry Williams**, *Associate Professor, Biology*  
M.B.S., University of Colorado at Denver  
B.S., Iowa State University

**Leonard Winograd**, *Professor, English*  
M.F.A., University of Iowa  
M.A., B.A., University of Colorado

# Index

60 + 60 Transfer.....	25
<b>A</b>	
Ability To Benefit.....	19
Academic Achievement.....	83
Academic Advising.....	13
Academic Calendar.....	6
Academic Center & Program Chairs, CCD's.....	43
Academic Progress.....	33
Academic Progress Policy.....	12
Academic Renewal Policy.....	33
Academic Standing.....	14
Academic Support Center (ASC).....	26
Academic Technology Center (ATC).....	26
Accountability, CCD.....	1
Accounting.....	7, 56, 57 83
Accreditation.....	i
Add/Drop Classes.....	15
Administrative Assistant.....	7, 59
Administrative Withdrawal, AW.....	31
Admission Policy.....	10
Advanced Placement.....	7, 74
African American Staff Council.....	21
Alumni Association, CCD.....	21
Amended Application.....	10
American Sign Language.....	85
Americans with Disabilities Act and CCD Compliance.....	36
Anthropology.....	8, 47, 84
Application for Admission.....	10
Application Procedures.....	18
Applied Forensics (Digital or Investigative) Certificate.....	8, 77
Apply Early!.....	18
Arabic.....	84
Arc Welder Certificate.....	8, 81
Architectural Drafter.....	7, 65
Architectural Technology.....	84
Army Reserve Officers Training Corps (AROTC).....	28
Art.....	8, 46, 84
Arts & Humanities.....	53
Assessment Test Exemptions.....	13
Assessment Test for Placement.....	12
Assistant Accounting Technician.....	7, 56
Associate of Applied Science Degree (AAS).....	55
AAA 099.....	26
Associate of Arts Degrees (AA).....	45
AA Degree Guaranteed General Education Core Transfer Courses.....	45
AA Degree Program Entry.....	45
AA Degree Program Requirements.....	45
Associate of General Studies Degrees (AGS).....	50
AGS, Liberal Arts Core.....	50
AGS, Associate of General Studies Degree.....	50
Associate of Science (AS) Degree.....	52
AS Degree Program Requirements.....	52
Astronomy.....	85
Auditing Classes.....	14
Auraria Campus.....	3, 4, 37
Auraria Higher Education Center Resource Library Fee.....	17
Auraria Main Campus, CCD.....	3, 4
AutoCAD for Mechanical or Architectural Drafting.....	7, 65
AutoCAD Upgrade for Mechanical or Architectural Drafting.....	7, 65

<b>B</b>	
Basic Machining Certificate.....	8, 72
Basic Skills Assessment Test (BSAT).....	12
Basic Welding.....	8, 80
Before You Can Graduate.....	30
Behavioral Sciences.....	8, 47
Biology Prerequisite Requirement.....	14
Biology.....	8, 54, 85
Bond Fee, Auraria.....	17
Bookkeeping/Payroll Technician.....	7, 56
Business Administration.....	7, 47, 57-59, 87
Business Services.....	7, 66
Business Technology.....	7, 59-62, 86
Business.....	7
<b>C</b>	
Campus Crime Information.....	38
Campus Recreation.....	21
Campus Relations Coordinator.....	21
Capstone Courses.....	42
Career & Professional Development, Center for.....	43
Career and Technical Tutoring Services (CTTS).....	26
Career Pathways.....	7
Case Management/Residential Service Aide.....	8, 69
Catalog 101.....	42
Catalog Requirements for Graduation, CCD.....	30
CCC Online.....	5
CCD Celebrates Student Success.....	27
CCD East at Manual.....	3, 4, 37
CCD Helps Students Succeed.....	26
CCD Is Everywhere.....	4
CCD Locations.....	3, 4
CCD Maps.....	3
CCD North.....	3, 4, 37
CCD Rights.....	34
CCD Southwest.....	3, 4, 38
Center for Academic Support & Achievement (CASA).....	27
Center for Arts & Sciences.....	43
Center for Career & Professional Development.....	43
Center for Educational Advancement.....	43
Center for Health Sciences at Lowry.....	3, 4, 37, 43
Center for Persons with Disabilities.....	21
Certificates.....	56
Certificate Requirements.....	29
Challenge Examinations.....	25
Chemistry.....	8, 54, 87
Child Care Center, Auraria.....	21
Children's College, CCD.....	22
Chinese.....	88
Clean Energy Fee.....	17
CNC Machine Tool Operator.....	8, 71
College Guarantees.....	2
College Opportunity Fund (COF).....	18
Colorado Community College System Guidelines.....	29
Colorado Community College System Inventory of Common Grading Symbols.....	31, 34
Colorado Scholars Program.....	20
Colorado State Board for Community Colleges and Occupational Education.....	i
Colorado Student Grants.....	20
Colorado Work Study.....	20
Colorado Work Study (No Need).....	20
Common Grading Symbols.....	31

Communications .....	50, 52, 90
Community Health Worker .....	7, 66, 88
Comprehensive Medical Assistant Emphasis .....	7, 72
Computer Assisted Design .....	87
Computer Information Systems .....	88
Computer Network Technologies .....	89
Computer Science .....	8, 54, 90
Computer Service and Support .....	8, 70
Computer Web Base .....	91
Computerized Accounting Technician .....	7, 57
Computers .....	62
Convergent Technologies .....	91
Cooperative Education Program .....	28
Core Curriculum .....	42
Corequisite .....	42
Course Description Prefixes .....	82
Course Descriptions .....	83
Course Load .....	15, 34
Courses at CCD .....	5
Credit for Prior Learning Exams .....	13
Credit for Prior Learning .....	24
Credit Hour .....	42
Credit Hours in Parentheses .....	42
Credit Hours .....	35
Criminal Justice .....	90
<b>D</b>	
Database Management .....	8, 70
Declaring a Program of Study .....	12
Degree & Certificate Programs .....	7
Degree & Certificate Programs, Understand CCD's .....	42
Degree Requirements .....	29
Dental Hygiene Clinic, CCD .....	3, 4
Dental Hygiene .....	7, 62, 91
Developmental Studies Program .....	28
Directory Information .....	36
Diversity at CCD .....	2
Domicile, Demonstrated Intent to Establish Colorado .....	10
Drug-Free Schools .....	36
<b>E</b>	
E-Mail, Free Student .....	16
Early Childhood Education (AAS-ECE) .....	51, 63
Early Childhood Education Director .....	7, 63
Early Childhood Education .....	7, 47, 51, 63, 64, 67, 93
Economics .....	7, 48, 94
Education Planning & Advising Center (EPAC) .....	13
Education .....	7, 94
Educational Advancement, Center for .....	43
Educational Opportunity Center .....	22
Electronic Communications Policy .....	36
Elementary Education Transfer Program .....	7, 48
Eligibility .....	19
Eligible Non-Citizens .....	19
Emergency Medical Services .....	7, 64, 96
Emergency Medical Technician .....	7, 64
Engineering .....	7, 95, 96
Engineering Graphics .....	7, 65, 66, 96
English as a Second Language .....	26, 96
English .....	8, 48, 96
Entrepreneurship .....	7, 57
Essential Skills .....	7, 66-68
Ethnic Studies .....	98
Evening and Weekend College .....	5
<b>F</b>	
Fabrication Welder .....	8, 80, 81
Faculty, Staff .....	122
Family Education Rights & Privacy Act of 1974 .....	36
Faststart@CCD .....	26
Federal Pell Grant .....	20
Federal Supplemental Educational Opportunity Grant .....	20
Federal Work Study .....	20
Fee Descriptions .....	17
Finance .....	98
Financial Aid Programs .....	20
Financial Aid Repayment .....	20
Financial Aid .....	18
Financial Services .....	7, 67
Find Your Way To CCD .....	1
First Generation Student Success .....	27
Flexible Enrollment .....	42
Foreign Languages .....	8, 48
Forensics Track .....	70
Free Student E-Mail .....	16
French .....	48, 98
<b>G</b>	
GED Institute — CCD Auraria .....	22
GED Lab (Colorado High School Equivalency Diploma) .....	26
General Education Associate of Science Core .....	52
General Education Development .....	98
General Education Requirements .....	29
General Office Assistant .....	7, 60
General Paralegal .....	77
General Studies, Associate of General Studies Degree in .....	50
Geology .....	99
German .....	48, 98
Getting Started .....	9
Grade Changes .....	35
Grade Point Average .....	35
Grade Policy, CCD .....	31, 34
Graduation Checklist .....	30
Graduation Honors .....	27
Graduation Requirements .....	29
Grants and Work-Study .....	20
Graphic Design .....	8, 49, 68, 99
Group Leader, Infant/Toddler .....	7, 64
Group Leader, Preschool .....	7, 64
<b>H</b>	
HB 1023 Form of Required Identification .....	11
Health .....	7
Health and Wellness .....	10
Health Center Fee .....	17
Health Information Specialist (Medical Records) [HC-HI] .....	7, 73
Health Insurance .....	22
Health Professions .....	100
Health Sciences at Lowry, Center for .....	3, 4, 37, 43
Health Services .....	22
Healthcare Coding .....	7, 73
Hebrew .....	99
Hispanic Council .....	22
History .....	8, 49, 53, 99
Homeland Security/Public Safety .....	8, 77
Honors Program .....	28
House Bill 1023 Verification of Lawful Presence .....	11
Human Services (AGS-HSE) .....	8, 51, 69, 100
Humanities .....	101

<b>I</b>	
Immunization Policy .....	22
Immunization .....	12
Incomplete, I .....	31
Industrial Maintenance Technologies Certificate .....	8, 71
Information Technology .....	7, 8, 67, 69, 70, 101
Inter Institutional Instructions for CCD Students Taking Courses at MSCD or UC Denver .....	5
Inter Institutional Registration .....	15
Interfaith Ministry, Auraria .....	21
Inter-institutional instructions for MSCD or UC Denver Students Taking	
Intermediate Machining Certificate.....	8, 72
Intermediate Welding Certificate .....	8, 80
International Business.....	7, 57
International Student Admission .....	11
International Student Information .....	23
Italian .....	101

<b>J</b>	
Japanese .....	102
Journalism .....	8, 48, 102

<b>L</b>	
Lakota .....	102
Last Date of Attendance .....	32
Late Registration .....	15
Law Enforcement at CCD .....	37
Learning Options and Location Choices.....	4
Learning Success Services .....	26
Legal Administrative Assistant .....	7, 60
Liberal Arts .....	8, 45, 52
Liberal Arts & Behavioral Sciences .....	8
Library, Auraria .....	21
Literature .....	8, 48, 102
Loans .....	20
Locations .....	3,4

<b>M</b>	
Machine Technologies — Management .....	8, 71
Machine Technologies — Manufacturing .....	8, 71
Machine Technologies.....	8, 71, 72, 103
Management .....	7, 58, 104
Manufacturing Technology.....	107
Maps.....	3
Marketing.....	7, 58, 104
Massage Therapy .....	7, 72
Math & Science.....	8
Mathematics .....	8, 50, 53, 54, 105
Mechanical Drafter.....	7, 66
Medical Administrative Assistant .....	7, 60, 61
Medical Cluster .....	7
Medical Office Specialist .....	7, 73
Medical Office Technology .....	7, 72, 73, 106
Medical-Clerical Career Track .....	7, 67
Metropolitan State College of Denver (MSCD) Remedial Students .....	16
Microsoft Office Specialist .....	7, 61
Mission and History, CCD's.....	1
Money Matters .....	17
Multimedia Graphic Design .....	106
Music .....	8, 109
Music industry Studies/Music Business/Recording Arts AA .....	8
Music industry Studies/Music Business/Recording Arts for Transfer To UC Denver .....	49
Music Performance Track .....	8, 49

<b>N</b>	
Natural and Physical Sciences .....	53
Need Financial Assistance? .....	18
Network Security Certificate .....	70
Network Security Track .....	8, 70
New Student Orientation .....	12
Nonresident Student and the Western Undergraduate Exchange (WUE) Program .....	12
Non-Resident .....	10
North Lincoln Campus of Learners Project .....	28
Notice of Nondiscrimination.....	36
Nurse Aide .....	7, 75
Nursing (RN).....	7, 73-75 109
<b>O</b>	
Office Manager .....	7, 62
Official GED Testing Center .....	23
Online Learning.....	4
Online Testing Center .....	23
Online Writing Lab (OWL).....	26
Options for Student Victim of Sexual Assaults/Other Sexual Offenses .....	40
Other Graduation Policies .....	30
Our Philosophy .....	1
<b>P</b>	
Paraeducator.....	7, 75, 76
Paraeducator, Bilingual .....	7, 76
Paraeducator, Literacy.....	7, 76
Paralegal (AGS-PAR): UC Denver.....	52
Paralegal .....	8, 52, 76, 77, 111
Parking and Transportation Services.....	23
Performance Solutions .....	4
Personal Identification Number (PIN) .....	14
Persons with Disabilities, Center for .....	21
Petition for In-State Tuition .....	10
Petition for Tuition Refund .....	18
Pharmacy Aide.....	67
Pharmacy.....	7
Phi Yheta Kappa .....	27
Philosophy .....	112
Phlebotomy Tech .....	7, 68
Physics .....	8, 55, 112
Policy Statement .....	40
Political Science .....	8, 49, 113
Portfolio of Learning Outcomes .....	2
Postsecondary Enrollment Options.....	27
Practical Nursing.....	7, 74
Pre-Aerospace Engineering Technology.....	7, 55
Pre-Collegiate Programs .....	27
Pre-Dental .....	7, 54
Pre-Engineering .....	7, 54
Pre-Medical .....	7, 54
Pre-Pharmacy .....	7, 54
Pre-Physical Therapy .....	7, 54
Pre-Physician Assistant .....	7, 54
Prerequisite Requirements.....	14
Prerequisite.....	42
Pre-Veterinary Science.....	7, 54
Privacy .....	12
Program of Study, Choosing or Changing.....	14
Program Titles or Course Prefixes .....	44
Psychology .....	8, 47, 114
Public Security Management .....	8, 77, 113
Published Guides .....	25

**R**

Radiation Therapy	7, 77, 116
Radiologic Technology	7, 78, 115
Radiologic Therapy	7
Reading	114
Reading Guide To Degree & Certificate Programs	42
Readmissions (Former Students)	10
Real Estate	7, 58
Registration at CCD East, CCD North or CCD Southwest	15
Registration	14
Release of Information	36
Repeating Courses	35
Reported Criminal Offenses on the Auraria Campus	39
Residency Determination for Tuition Classification	10
RTD Bus Pass Fee	17
Russian	116

**S**

S/A, S/B, S/C	31
Satisfactory, S	31
Satisfactory Progress, SP	32
Satellite Locations, CCD	2, 3, 4, 37, 38
Scholarships	20
Science	117
Semester Honors	27
Services for Students	21
Sexual Assault Policy, Auraria Campus	39
Sexual Assault Prevention on the Auraria Campus	40
Sexual Assaults/Offenses	40
Sexual Harassment Policies, CCD	39
Small Business Development Center	4
Social & Behavioral Sciences	53
Sociology	8, 47, 117
Spanish	48, 118
Special Academic Programs	28
Special Application Procedures	10
Speech Intensive Courses	42
Standardized Tests	24
Statement of Values for Advising Excellence	14
Statement Regarding Registered Sex Offenders	39
Statewide Guaranteed Transfer Courses	42
Status of Campus Safety	38
Steps to Successful Enrollment	9
Student Activity Fee	17
Student Budget	19
Student Code of Conduct	38
Student E-Mail	38
Student Fee Chart	17
Student Grievance Procedure	38
Student Identification Number	12
Student Life	23
Student Performance Objectives for Transfer Education (AS Degree)	52
Student Performance Objectives for Transfer Education	45
Student Right-To-Know and Campus Security Act	38
Subspecialty Option	73
Summer Bridge Program	28
Supermarket Management	7, 58, 59

**T**

Table of Contents	iii
Technical Theatre Track	8, 49
Technology	95, 118
Telecommunications Technician	68
Telecommunications Technology	7
Telephone Directory	v

Testing Center	23
Theatre	8, 79, 118
Theatre Performance Track	8, 50
Transcripts Requests	23
Transfer of Credits from Emily Griffith Opportunity School to CCD Auraria	24
Transfer Students	12
Transferring Credit to CCD	24
Transferring Into & Out of CCD	24
Transferring to Four-Year institutions	25
TRiO Scholars	27
Tuition and Fees	17
Tuition Rates Per Credit Hour (Academic Year, 2008-2009)	17
Tuition Refund Policy	18

**U**

U/D, U/F	31
University Parallel, Transfer Program	45, 52
Unsatisfactory, U	31

**V**

Veterans Affairs	23
Veterans' Academic Standards of Progress	32
Veterinary Technology	7, 8, 79, 119
Visual & Performing Arts	8

**W**

Welcome to Community College of Denver	1
Welding and Fabrication	120
What All Students Need to Know	36
Withdrawal, W	31
Withdrawals	15
Workforce initiatives	5

**Y**

Your Responsibilities Regarding Enrollment	15
--	----





