

2010|2011 COMMUNITY COLLEGE OF DENVER

CATALOG



COMMUNITY COLLEGE OF
DENVER

EXPLORE. EXPERIENCE. ENGAGE. WWW.CCD.EDU

COMMUNITY COLLEGE OF DENVER CATALOG

2010 | 2011



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Welcome to COMMUNITY COLLEGE OF DENVER



Colorado State Board for Community Colleges & Occupational Education

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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
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
Phone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462
www.ncahigherlearningcommission.org

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

Specific programs are accredited (or approved) through professional organizations as follows:

The Applied Associate Nursing degree and Practical Nursing certificate programs

Approved by Colorado Board of Nursing Candidacy with National League for Nursing Accrediting Commission (NLNAC)

Comprehensive Medical Assistant at Lowry
Commission of Accreditation of Allied Health Education Programs (CAAHEP).

Dental Hygiene

American Dental Association

Human Services

Council for Standards in Human Service Education

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 (Pending)

National Association for Education of Young Children (NAEYC) Center

Veterinary Technology

American Veterinary Medical Association

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TelDirectory

Academic Technology Center 303-556-2520
Academic Support Center (see Center for Educational Advancement)
Admissions, Registration & Records 303-556-2420
 Admissions; Transfer Credit; Graduation; International Student Services;
 Registration; Records; Veterans Affairs

Auraria Interfaith Center 303-352-7555
Auraria Operator 303-556-2400
Bookstore, Auraria 303-556-3230
Campus Closure 303-556-2401
Campus Police 303-556-5000
Campus Recreation 303-556-3210
Career Development Center 303-352-3192
Cashier 303-556-2075
CCD Call Center 303-556-2600

Center for Academic Support & Achievement 303-556-4964
 First Generation Student Success, TRiO Scholars

Center for Career & Technical Education 303-556-2487
 Accounting; Aerospace Technology; Business Administration; Business Tech-
 nology; Computer Information Systems; Economics; Energy Technology;
 Engineering Graphics; Geography; Information Technology; Machine Tech-
 nologies; Political Science; Criminal Justice; Fabrication Welding

Center for Educational Advancement 303-556-8455
 Developmental English; Developmental Math; English as a Second Language;
 FastStart@CCD; GED Institute/Adult Basic Education, Reading/Study Skills

LEARNING SUCCESS SERVICES

Academic Support Center 303-556-2497
Vocational Tutoring Services 303-556-2520

Center for Health Sciences at Lowry 303-365-8300
Dental Hygiene 303-365-8303
Nursing & Allied Health Programs 303-365-8300
 Emergency Medical Services; Medical Office Technology; Nursing (EPN,
 RN); Nurse Aide; Nutrition; Radiologic Technology; Radiation Therapy;
 Veterinary Technology

Center for Language, Arts & Behavioral Sciences 303-556-2473
 Anthropology; Arabic; Art; American Sign Language; Chinese; Communica-
 tion; Dance; English; French; German; Graphic Design; History; Human Ser-
 vices; Humanities; Italian; Journalism; Literature; Music; Paralegal; Philoso-
 phy; Psychology; Sociology; Spanish; Theatre; Evening & Weekend College

Center for Math & Science 303-556-2460
 Astronomy; Biology; Chemistry; Computer Science; Geology; Human Nutri-
 tion; Mathematics; Physics; Pre-Aerospace; Pre-Dental; Pre-Engineering; Pre-
 Medical; Pre-Pharmacy; Pre-Physical Therapy; Pre-Veterinary Science; Science

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)
Dental Hygiene (see Center for Health Sciences at Lowry)
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 9-911
Financial Aid 303-556-5503
Information Technology 303-556-2487
Institutional Research & Planning 303-556-6178
International Student Services 303-556-3564
Learning Success Services (see Center for Educational Advancement)
Library, Auraria 303-556-2741
Multicultural Resource Center 303-352-3351
Nursing & Allied Health Programs (see Center for Health Sciences at Lowry)
Online Learning 303-556-6304
Orientation Office 303-352-3341
Parking & Transportation, Auraria 303-556-2000
Performance Solutions — Customized & Contract Training 303-352-6925

Pre-Collegiate Programs 303-352-3301
 Secondary Enrollment Options; Concurrent Enrollment;
 Early & Middle Colleges

President's Office 303-556-3786
**Provost of Learning/Vice President of
 Student Development** 303-556-3786
Records (See Admissions, Registration & Records) 303-556-2420
Recruitment & Student Outreach 303-556-2600
Registration & Records (See Admissions, Registration & Records)
Satellite Location — CCD North 303-289-2243
Student Life 303-556-2597

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

Teaching/Learning Center 303-556-3787
Testing Center 303-556-3810
Transfer Coordinator 303-556-2481
Veterans Office 303-556-4269
Vocational Tutoring Services (see Center for Educational Advancement)
Workplace Learning Project 303-352-6920

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 — Center for Health Sciences at Lowry, CCD North at 6221 Downing St., Denver or online. 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 anyway, anyplace and anytime.

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 recommends all new degree and certificate seeking students take AAA 101. In this course we will help you connect your major to your career plans, create a plan of action for the future and learn how to set goals and manage your time while being successful in all of your courses. You will also meet other new students, learn how to make the most of the Auraria campus and its resources and plan for transfer or other next steps. Don't wander through classes and lose time with wasted courses and lower grades. Get the right start!

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 is 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.

All students who are new to the Auraria campus are encouraged to sign up for and attend an orientation. You can complete testing and advising/registration activities before or after orientation but be sure to prepare for testing before you take the Accuplacer — your scores determine your eligibility for courses!

At Orientation you will have the opportunity to learn about services

and areas on campus, meet other students and learn from current students how to be successful on campus. Essential online services such as WebCT, Student e-mail, CCDConnect (student registration and more), and campus technology use will be included. The Library, Campus Recreation and other enrichment programs will also be introduced. At the end, students will have the chance to learn about special services and programs on and off campus, including housing and banking, while eating lunch, getting their student ID, and other tasks completed in the Tivoli.

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 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, remedial and GED instruction.
- continuing education and community services.
- cooperative interinstitutional programs with Metropolitan State College of Denver and University of Colorado Denver.
- relevant learning-centered educational and co-curricular programs designed specifically to engage students and to meet the needs of our diverse community.
- outstanding faculty and staff who are passionate about student success.
- consistent policies and procedures throughout the college that are transparent and inclusive.
- comprehensive support services and an engaging environment to meet the needs of our students, faculty, staff and the community
- continual measurement and improvement processes for student learning to ensure the effectiveness of CCD's programs in meeting student and community needs.
- 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. When enrollment increased rapidly, the college 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 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. CCD North houses the trades programs welding and precision machine.

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. In the students' "13th year" of 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, international understanding and global awareness.

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

Auraria Higher Education Center (AHEC)

The Community College of Denver has a direct relationship and partnership with Auraria Higher Education Center (AHEC).

AHEC is committed to providing an effective, comprehensive and supportive environment which facilitates the missions of Community College of Denver, Metropolitan State College of Denver and the University of Colorado Denver, including The Auraria Campus Police Department (ACPD). ACPD is committed to enhancing the quality of life on the Auraria Campus by protecting life and property, and providing a wide range of services to prevent crime and resolve problems.



COLLEGE GUARANTEES

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 Associate of Arts (AA) and Associate of Science (AS) do not transfer except on a course-by-course basis with any given four-year school. The Associate of General Studies (AGS) degree provides an educational plan for the student to create a personalized program. It allows the blending of both career and technical and transfer courses without the constraints of specialization. Transferability of the AGS depends upon the courses taken and the receiving institution. See your advisor if you have questions about transferability. Developmental Education courses may not be used to meet degree requirements.

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 (AAS) degree will transfer into Colorado college and university professional schools with which CCD has articulation agreements.

CCD's faculty & 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.

Maps & Locations

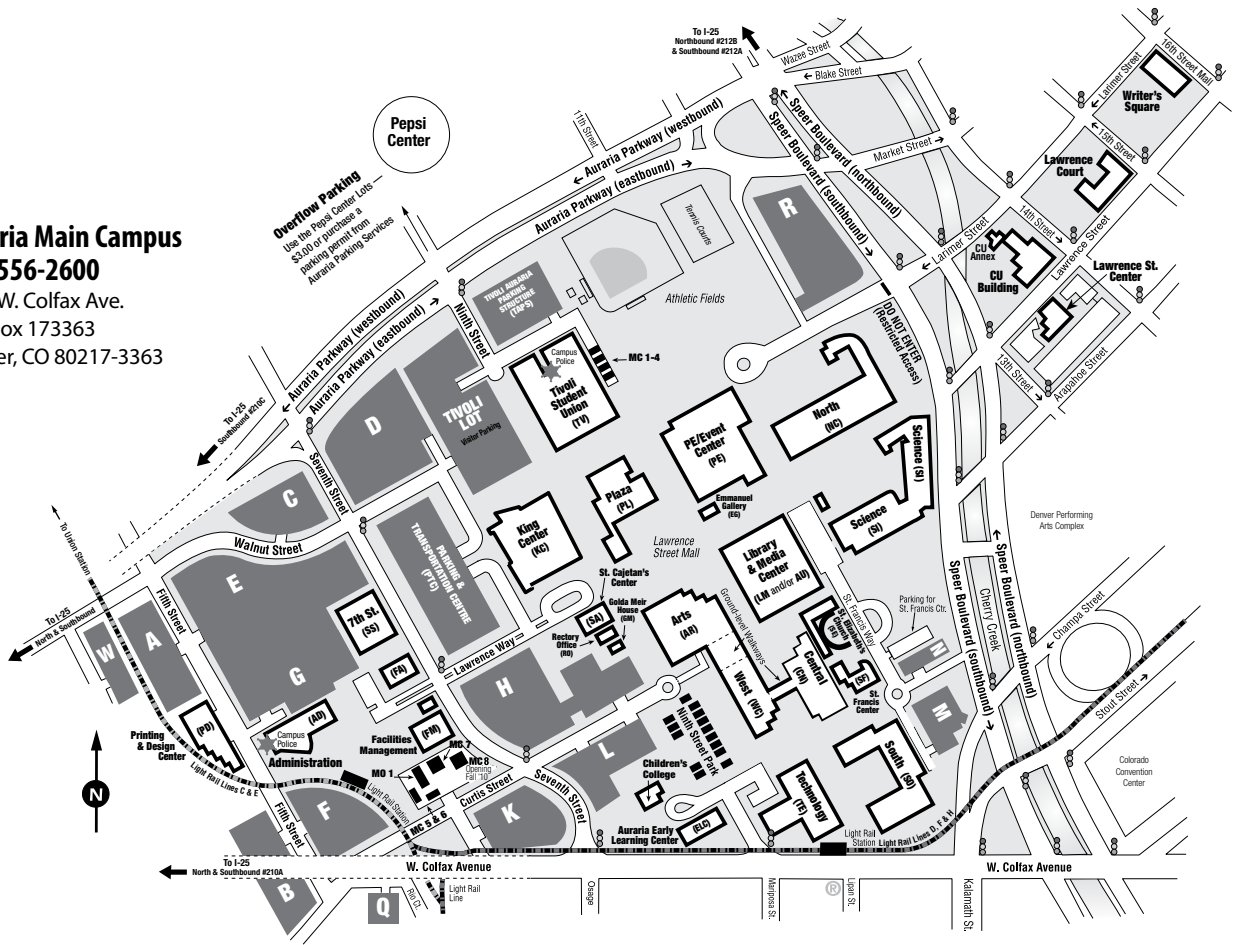
Auraria Main Campus

303-556-2600

1111 W. Colfax Ave.

P. O. Box 173363

Denver, CO 80217-3363



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

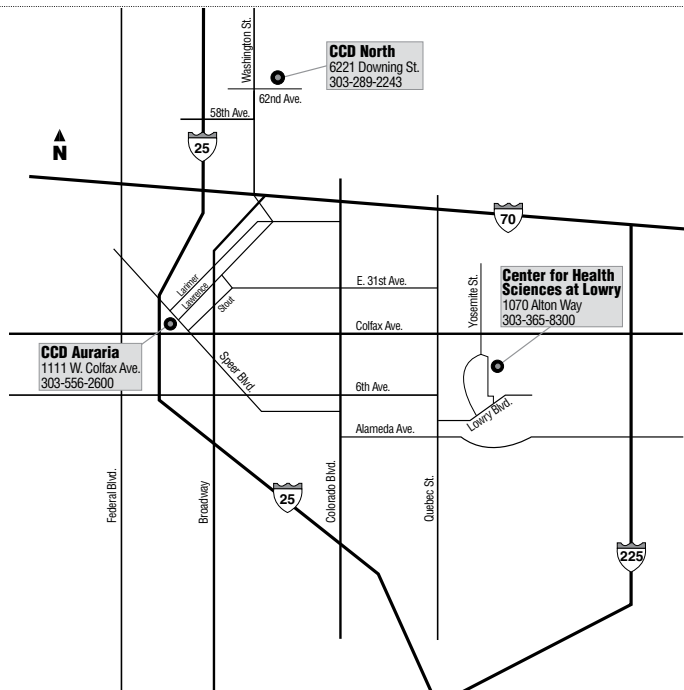
303-365-8338

1062 Akron Way, Building 753
Denver, CO 80230

CCD North

303-289-2243

6221 Downing St.
Denver, CO 80216



LEARNING & LOCATION

Options



CCD LOCATIONS

Auraria Main Campus | 303-556-2600

1111 W. Colfax Ave., South Classroom Building
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, #16L, #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 136 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.

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

LEARNING OPTIONS AND LOCATION CHOICES

CCD offers traditional semester courses, English as a Second Language, GED preparation and a number of "late-start, accelerated and online" courses on the main Auraria Campus. CCD's administrative offices also are located at Auraria.

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, PC-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.

CCD Online Learning

Online courses through CCD have a professor and a class of 12 to 25 learners. Please note: CCCS online sections can have up to 999 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 or CCCS 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 courses 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 of university. Core courses lead to the Associate of Science and Associate of Applied Science degrees.

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

CCC Online

CCD is part of a group of community colleges in Colorado offering an Associate of Applied Science (AAS) degree in business, advanced placement nursing and other courses. All classes are offered online. Class size is one to 999. For more information, visit www.cconline.org.

Workplace Learning

Workplace Learning offers credit essential skills courses for quick entry into the workforce and expanding and upgrading work forces' 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 Workplace Learning, 1201 5th St., Suite 260, Denver, 303-352-6920.

Interinstitutional 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 an 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 advisors, 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

Interinstitutional Instructions for MSCD or UC Denver students taking courses at CCD.

1. Obtain interinstitutional 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, 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 interinstitutional 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.
6. Submit interinstitutional forms to your home institution; tuition will be assessed at your home institution.

Interinstitutional 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 Denver (UC Denver)

1. Apply according to published deadlines at host institution (MSCD/UC Denver) with the interinstitutional 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 interinstitutional forms to CCD after completion of the interinstitutional 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. 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(s) 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 interinstitutional 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. Interinstitutional 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.

Academic Calendar



FALL 2010*

Aug. 23	Classes begin, check schedule for other late start dates
Sept. 6	Labor Day Holiday <i>(No classes/all locations closed)</i>
Nov. 25	Thanksgiving Holiday <i>(No classes/all locations closed)</i>
Nov. 22-28	Fall Break <i>(No classes/offices open M-W & F)</i>
Dec. 13	Last day of classes
Dec. 25-Dec. 31	Holiday Break <i>(No classes/all locations closed)</i>



SPRING 2011*

Jan. 17	Martin Luther King, Jr. Holiday <i>(No classes/all locations open)</i>
Jan. 18	Classes begin, check schedule for alternative late start dates
March 21-27	Spring Break <i>(No classes/all locations open)</i>
May 9	Last day of classes
May 11	CCD Graduation Day



SUMMER 2011*

May 30	Memorial Day Holiday <i>(No classes/all locations closed)</i>
May 17	Classes begin — First 5-week session
May 31	Classes begin — 10 week session
June 19	Last day of classes — First 5-week session
July 4	Independence Day Holiday <i>(No classes/all locations closed)</i>
July 6	Classes begin — Second 5-week session
July 30	Last day of classes — 10 week session
Aug. 7	Last day of classes — Second 5-week session
Aug. 22	Fall Classes Start, check schedule for other later start dates

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

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Key

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

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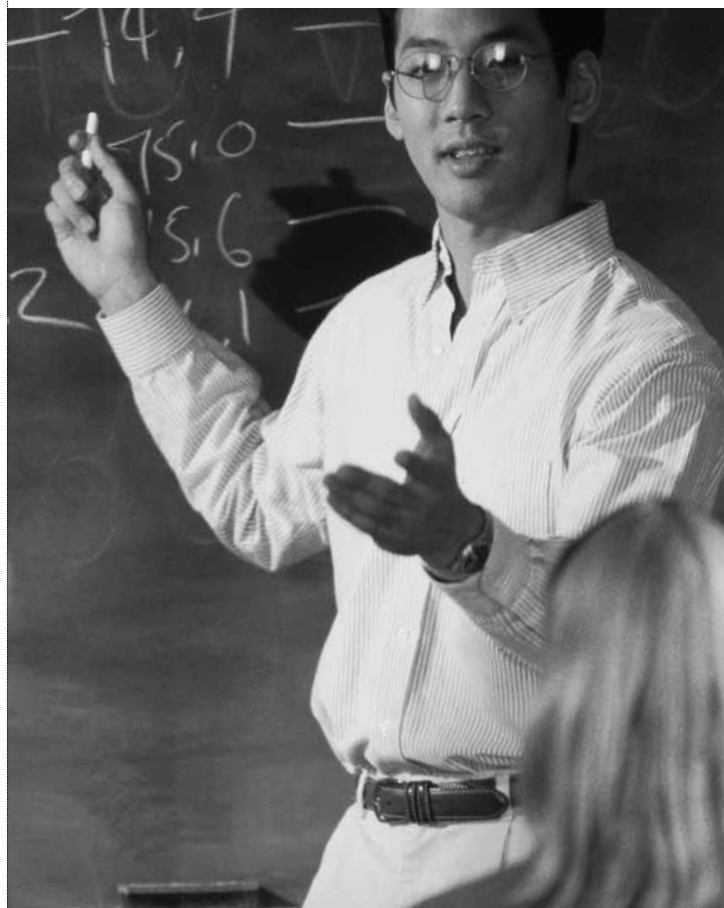
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Getting Started



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

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

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 can take extra processing time, so start as early as possible! Now is also a good time to apply for local CCD scholarships online at www.ccd.edu/scholarships. For assistance, see the Educational Opportunity Center, go to 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 the Colorado Opportunity Fund (COF)

at www.collegeincolorado.org, or through 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 CCD-Connect — CCDConnect is located at www.ccd.edu, go to student tab, select the "Student Email" Icon, and follow the direction as they are prompted.

6. Be Assessed

Go to the Testing Center, SO 223, 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 to be considered for exemptions.

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 through CCDConnect at www.ccd.edu

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! See Recruitment & Student Outreach for assistance with application forms and COF. 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

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. Office of First Year Experience, 303-556-5522

12. ATTEND CLASSES! BE SUCCESSFUL!

ADMISSION

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 does not require transcripts from previous high schools or colleges for admission, but sometimes they are used for residency and financial aid.

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 Concurrent Enrollment 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, select "Apply Now" and follow the directions.

Readmissions (Former Students)

Former students who return after an absence of 12 months or more must reapply for admission. 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.

Tuition Classification in Colorado is governed by State Law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended). The Community College of Denver does NOT have the authority to make exceptions to rules except as specifically permitted by law and must apply the rules set forth in the residency statutes.

Students are classified as resident or non-resident for tuition purposes based on the information provided on the application for admission. Failure to answer all questions could lead to initial classification as non-resident. After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary.

In-state status requires domicile in Colorado for one year prior to the first day of class. Domicile is defined as an individual's true, fixed, and permanent home and place of habitation. An individual may only have one domicile at any one time.

During the one-year domicile period, students should take all actions that would be expected of any permanent resident of Colorado. This includes obtaining Colorado Driver's License or Identification, vehicle registration, voter registration, employment, and income tax filing.

Individuals under age of 23 are eligible for in-state tuition if a parent or court-appointed legal guardian meets the requirements of the tuition law.

Individuals are qualified to begin the one-year domicile period upon reaching 22 years of age, and thus, would satisfy the one-year domicile requirement at 23 years of age. The one-year domicile period also begins upon marriage or emancipation if the individual is under 22 years of age. The one-year domicile period begins only after the date of emancipation.

The tuition law recognizes the special circumstances regarding Military Personnel, Olympic Athletes, inmates, recent Colorado High School graduates and GED recipients, etc. For more information, please visit the Colorado Department of Higher Education's website at <http://higher.ed.ccd.edu>.

Any student who believes his/her initial tuition classification was based on incomplete information and wishes to prove eligibility must submit an Amended Application Form prior to the first day of classes. Once the first day of class has passed, the Petition for In-State Tuition Form is required and must be completed prior to Census Date. Student who attended as a non-resident and now believes he/she is eligible for in-state tuition must complete the Petition for In-State Tuition Form prior to Census Date.

These forms are available online at www.ccd.edu or at Admissions, Registration, & Records in SO 133.

CCD reserves the right to correct tuition classification after the deadline in cases where the college believes an error was made.

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 or contact the Admissions, Registration & Records office at 303-556-2420.

Military Personnel: Active-duty members of the armed forces, their spouse, and dependent children whose permanent duty station is in Colorado will be charged in-state tuition, even if the permanent duty station changes, as long as the student (armed forces member, their spouse, or dependent child) is continually enrolled in classes. Contact your military base Education Office for documentation.

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 and remedial 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.

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 or contact the Admissions, Registration & Records office at 303-556-2420.

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; 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 Driver's License.
- Valid (unexpired) Colorado Identification Card (issued by Department 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 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, issued for 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 indi-

vidual 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://highered.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; 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 (formerly known as the INS)
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 test 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 High 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. Students 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 visa, 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.

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. 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 forms can be found at www.ccd.edu; select Admissions, Registration & Records, and Enrollment Forms.

Student Identification Number

A state law initiated in 2003 requires that each Colorado postsecondary 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 program's case manager. If you need assistance choosing an academic major or career path, please contact the Career Development Center at 303-352-3192 or www.ccd.edu/career.

Transfer Students

Students who want to earn transfer credit for courses they completed at another postsecondary institution must complete a Transcript Evaluation form and have all official transcripts from prior schools sent to the Admissions, Registration & Records office only. Transfer credit will be evaluated for degree-seeking students only and will not be evaluated unless all transcripts have been received. 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 Pla-

za Building. The Student Health Center can provide low-cost immunization if you are unable to access your immunization records. For more information call 303-556-2525 or go to: <http://www.mscd.edu/student/resources/health/immunization.htm>.

Privacy

In completing their application to CCD 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 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. 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 and math. The purpose of assessment is to help you succeed by placing students in classes that are appropriate for your skill level. The test assesses 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, untimed, and requires 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. See our Web site at 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 at www.ccd.edu/test_cntr. For information on Biology Prerequisite Requirements, see page 14.

Meet the Assessment Requirement

1. Take the Basic Skills Assessment Tests in Accuplacer Reading, English, Mathematics.
2. Show proof of an Associate or higher degree with a C or better in English 121 and Math 121 or their equivalents. Complete the Transcript Intake form and turn in with your transcripts.
3. Show proof of successfully completing developmental or college courses with a C or better within the last 5 years.
4. Show proof of minimum ACT scores of 18 in English, 19 in Math, and 17 in Reading, OR minimum SAT scores of 430 in the verbal area for Reading, 440 in verbal area for English and 460 in the math area.

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 or test scores to the CCD Testing Center at Auraria campus. 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, in 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 25.

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 an area of study 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 43.

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 after you finish your basic skills.

LANGUAGE, ARTS & BEHAVIORAL SCIENCES

Victoria Karst, 303-352-3068, KC 590

Human Services, Paralegal, Art, Behavioral Sciences, English/Journalism/Literature, Graphic Design, History, Music, Theatre, World Languages

PRE-HEALTH, MATH & SCIENCES

Paula Ogilvie, 303-556-8588, SO 312D

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

CAREER & TECHNICAL EDUCATION

Petia Ouzounova, 303-556-2487, PL 262N

Franchesca Diggins, 303-556-4278

Christine Smith-Olsey, 303-556-2485

Aerospace Technology, Accounting, Energy Technology, 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 and Remedial Education Courses

CENTER FOR HEALTH SCIENCES AT LOWRY

Chad Logan, 303-365-8376 — Nursing

LaVerne Donelson, 303-365-8378 — Nursing

Mary Ann Matheny-Smith, 303-365-8383 — Allied Health

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 meet with an advisor in the Educational Planning and Advising Center. All other students are required to register online with CCDConnect. Registration instructions and schedules are published at 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 CCDConnect located at 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 locations with a case manager.

Personal Identification Number (PIN)

Student PINs are sent to the student with their mailed acceptance letter. 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 CCDConnect 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 required score. If a student takes a course without the appropriate preparation, he/she may not have the skills needed to be successful in the course.

If the prerequisite requirements are for an English, math, reading, or English-as-a-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 requirement 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

Students intending to enroll in BIO 201 or BIO 204 are required to complete BIO 111 with a grade of 'C' or better or pass the Science Placement Test. Transfer students who have taken an equivalent majors college biology class should submit previous college transcripts from a regionally accredited college or university to the academic advisors for approval of the prerequisite requirement. Students may enroll in BIO 111 and BIO 201. BIO 111 must be completed no more than seven years prior to enrollment in BIO 201 or 204. BIO 090 will not be accepted as a prerequisite after summer semester 2010. We will only accept students into BIO 201 who have taken BIO 090 between spring 2007 and spring 2009.

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, 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 CCDConnect 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 CCDConnect. It is important to check your CCDConnect file frequently for new information, especially if you are receiving financial aid or scholarships.

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. 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.

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.

Financial aid recipients should check with the Financial Aid Office prior to dropping or withdrawing from any classes as this could affect their financial aid award and students may have to repay awards.

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 traditional 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. Financial aid recipients should check with the Financial Aid Office prior to dropping or withdrawing from any classes as this could affect their financial aid award and students may have to repay awards.

Late Registration

Self service registration through CCDConnect 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.

Interinstitutional 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 Denver (UC Denver) may apply and register at MSCD or UC Denver with the interinstitutional 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) Developmental and Remedial Students

CCD and MSCD have a consortium developmental and remedial agreement which allows MSCD students to register for CCD developmental and 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.

CCDConnect



instant online access!

Get to **CCDConnect** through
www.ccd.edu

The **CCDConnect** 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 **CCDConnect** download a Quick Guide PDF at:
www.ccd.edu/EnrollmentQuickGuides.

free student email

CCD 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 **CCDConnect** is located at www.ccd.edu, go to the student tab, select the "Student Email" icon, and then proceed with the steps.

Call 303.556.2600 for more information.

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 under "Current Students."

* Rates are subject to change without notice.

Tuition Rates per Credit Hour (Academic year, 2010-2011)

Fees apply. See fee explanation below

	RESIDENT			NON-RESIDENT		
	Tuition	COF Stipend*	Your share	Tuition	COF Stipend*	Your share
Standard Tuition	\$158.25	[\$62]	\$96.25	\$413.60	-0-	\$413.60
Differential Tuition						
Dental Hygiene	\$250.85	[\$62]	\$188.85	\$413.60	-0-	\$413.60*
Nursing	\$202.25	[\$62]	\$140.25	\$413.60	-0-	\$413.60*
CCC\CCD Online	\$232.15	[\$62]	\$170.15	\$259.30	-0-	\$259.30

* 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	Building/Renovation Fee	Resr Fee	RTD Fee	Reg Fee	Total Fees
1	\$5.80	\$36.65	\$5	\$2	\$2	\$4.25	\$61.00	\$11.45	\$126.15



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 (\$36.65 for 1-3 credits, \$50.65 for 4-6 credits, \$67.50 for 7-11 credits, \$75.55 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 (\$61.00 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 (\$5.80 per credit hour): This fee supports CCD Student Life staff and programs, including 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, Gay, Lesbian, Bisexual and Transgender Student Services and the Phoenix Center at Auraria.

Auraria Higher Education Center Resource Library Fee (\$4.25 per credit hour): This fee supports Auraria Library functions.

Clean Energy Fee (\$5.00 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.

Building/Renovation Fee (\$2.00 per credit hour) This fee supports the construction of the Student Learning & Success Building and the renovation of South Classroom Building.

All CCD students pay the following fees:
Registration Fee: The Colorado Community College System charges a mandatory \$11.45 per semester registration fee to students at all 13 of its colleges. **Instructional Fees:** CCD charges a \$6.05 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 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 2010-11 academic year, the stipend equals \$92 per credit hour for a student at a participating public college. Stipend amount is subject to change based on state funding. 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, or through 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 CCDConnect 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 CCDConnect.**

For more information:

- Visit 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. 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. Students receiving financial aid may have their aid adjusted and should check with the Financial Aid Office.

Beginning in Fall 2010, students will receive all refunds through the HigherOne Refund process. All enrolled students 17 years old and older

will be mailed a HigherOne Refund Card. Upon the receipt of the card, the student must activate their Refund Card and select their preferred method of payment. Students may select to have their refunds credited to their HigherOne Refund Card or may have their refunds credited to their existing bank account via ACH or may request a paper check.

Students who are eligible for refunds as of the close of business on Wednesday may have their refunds credited to their HigherOne Refund Card on the following Monday. Students who select wire transfers to existing accounts may have funds available on Tuesday. Students who select paper checks will have those checks within 21 days.

Students who are owed a refund will be required to pay for all classes added after refunds are issued. Please check your class schedule for any amount owed to the college. Get more information regarding your account balance online at www.ccd.edu. Sign in at CCDConnect.

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 Window, 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 as soon as possible. Information brochures and applications are available in Financial Aid, South Classroom 135, 303-556-5503. See page 3 of the catalog for addresses and phone numbers.

Need financial assistance?

Review financial aid application steps at 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. The financial aid process can take additional time, so start early!

Application Procedures

To apply for grants, scholarships, work study employment and Federal Direct Loans, complete the Free Application 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. Priority in awarding financial aid goes to students who apply early. To be considered an early applicant, you must complete your financial aid file and submit all documents by April 15. Applications received after those dates will be considered based on the availability of funds. Federal Pell Grant and Federal Loans are available throughout the academic year, but you must apply by the Federal Deadlines.

After submitting 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 out-of-pocket costs 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 provided by the Colorado Department of Education (CDHE). Budgets are adjusted for living arrangements, such as living with parents, and the length of enrollment. The standard monthly living allowances for fall and spring enrollment are as follows.

Resident	per year	per month
Living with Parents	\$12,818	\$1,424
Living Away from Parents	\$17,282	\$1,920
Non-Resident	per year	per month
Living with Parents	\$19,805	\$2,200
Living Away from Parents	\$24,269	\$2,696

Students may request budget increases for certain incurred expenses such as child care or medical expenses. A child care allowance may be added if you pay eligible day care expenses to attend CCD. Allowances are subject to change without advanced notice. Contact the Financial Aid Office for information about eligible budget increases.

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

Students who are 17 years old or older who do not have a high school diploma or GED and are not currently in high school or home school, may be eligible to receive financial aid if they have successfully complete six college level credits without receiving financial aid. Check with the Financial Aid Office to see if the courses qualify them for financial aid eligibility with-

out testing. Students who's test scores are high enough to meet the Ability to Benefit requirements, are eligible to apply for financial aid. Note only a maximum of 30 credits of developmental courses, which are numbered 099 or below, can be covered by Financial Aid funds.

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 academic 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 completed the required process.
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.
12. Students who received their first Federal Pell Grant on or after July 1, 2008, are limited to a maximum of 18 semesters or the equivalent. Information about remaining eligibility is provided to the student on their SAR.
13. Students enrolled in programs that require fewer than 16 credits are not eligible for financial aid.
14. All Colorado state financial aid programs require enrollment in at least 6 credit hours and Colorado state residency for tuition purposes.

Financial need, which determines most types of financial aid awards, is the difference between the budget or cost of attending college, your EFC and your available resources. When your FAFSA is processed, you will receive your Expected Family Contribution (EFC). This is the result of the federal calculation which considers your resources include parents' earnings, your earnings, spouse's earnings, and other income sources. The EFC reflects an estimate of your ability to contribute to your education.. This EFC is not necessarily the out-of-pocket expenses you will need to pay and there are non-need based forms of aid to assist you in meeting your needs.

Satisfactory Academic Progress

Financial aid applicants must maintain satisfactory academic 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 warning. Students on warning may submit an appeal with a signed program plan to the Financial Aid Office prior to being placed on suspension to prevent delays in their financial aid. All credit hours taken at CCD and transfer hours are counted to determine satisfactory academic 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.

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 Department of Homeland Security 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 \$5,550 depending on student eligibility and enrollment status. Beginning with the fall 2009 term, students will be eligible to receive a full-time Federal Pell Grant for each term, including fall, spring and summer, provided the student is enrolled full-time or a prorated award for part-time.
- **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. Federal 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

Federal Academic Competitiveness Grant — Federally-funded grant assists those students who have graduated from high school after January 1, 2006 and attended a rigorous high school curriculum (defined by the US Department of Education) Students must be eligible for Federal Pell Grant. For additional information, contact the Financial Aid Office

Institutional and community scholarships are posted on the web at www.ccd.edu.* The Educational Opportunity Center, 303-629-9226, has other scholarship listings and information, or visit fastweb.com.

Federal Direct Loan Program — Loan applicants first must complete the FAFSA form, accept the amount of loan they wish to borrow, complete an entrance counseling session, and complete a Master Promissory Note (MPN). Students must complete an exit counseling session when they are no longer enrolled half-time or when they graduate.

- **The Federal Stafford Subsidized Loan is a need-based program. For loans disbursed after July 1, 2010, the interest rate is currently 4.5 % 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. For loans disbursed after July 1, 2010, the interest rate is currently 6.8 % . 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 cost of education when determining loan eligibility. Independent students may borrow an additional Unsubsidized Stafford Loan of up to \$6,000. Dependent students may borrow up to \$2,000 in additional Unsubsidized Stafford Loan.*
- *Federal Direct Loans to Parents — Parents may borrow for their students from the Direct PLUS Loan program. Repayment begins within 60 days after disbursement. The interest rate is currently 7.9 %, and the parent has up to 10 years to repay the loan. A credit check is required.*

*A list of institutional private scholarships is available on our website at www.ccd.edu.

Financial Aid Repayment

If you do not 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. Any aid received will be billed.

If you receive Title IV financial aid from CCD and then withdraw from all classes or stop attending all courses 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 of the tuition and fees charged to the financial aid accounts from which you were paid. That amount will be billed to you. You will also be responsible to repay any unearned grant aid 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.

Students who receive Title IV financial aid and do not successfully complete at least 1 credit hour are considered to have unofficially withdrawn and must repay the calculated unearned aid. Students who are considered unofficially withdrawn but have completed more than 60% of the term may appeal the calculated amount by submitting an appeal with official written documentation of their last date of attendance.

Students who cannot document official course activities through the 60% point of the course cannot appeal. There are NO exceptions as this is a Federal Title IV Regulation.

Title IV funds include the Federal Stafford Loan programs, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct 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. 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. Federal Unsubsidized Loan
2. Federal Subsidized Loan
3. Federal 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.

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 134
- 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.

Auraria Early Learning 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, pre-school 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. 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.

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

Career Development Center

The Career Development Center (CDC) mission is "to serve the diverse career development needs of CCD students by providing lifelong career skills development and education in order to be successful in an ever-changing economy." The CDC staff is committed to helping students find their career and academic path, to gain career experience, and to help with job search preparedness skills such as resumes and interviewing. The CDC provides career workshops and advising sessions, as well as the "Career Connections" database, which is an online site for students to find part-time and work study jobs while attending CCD, as well as internship and full-time jobs after graduation.

The CDC is located in the Tivoli Student Union 221, but also has a presence in the South Classroom, with frequent workshops and informational tables for students to access. If you would like more information on the Career Development Center, please contact us at 303-352-3306 or online at www.ccd.edu/career.

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 Community College of Denver (CCD) is committed to providing equal access for persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. In support of its commitment to provide equal access to all students, CCD offers disability support services through the Center for Persons with Disabilities (CPD). The CPD Office provides services to students with disabilities in order to level the academic playing field and to provide equal opportunities to access all programs, services and activities offered at the CCD.

Students with documented disabilities who need reasonable accom-

modation to access their courses and all college activities should notify the Center for Persons with Disabilities to apply for the following services and accommodations: sign language and oral interpreting, accessibility to campus classes, programs and activities, alternative media production, note taking, peer mentoring, use of and training with assistive technology, ADA classroom furniture assistance, self-advocacy seminars, extended time on tests and more. CPD is located in Room 134, South Classroom Building, 1st Floor. Telephone 303-556-3300 or fax 303-352-3003. Visit www.ccd.edu for additional information. The Center for Persons with Disabilities uses the case management model to serve students with disabilities. Contact one of the following individuals for assistance: Glenda Nash-Buscarello, Director, at (303) 556-3300, Jean Kelly, Case Manager, (303) 556-3621, Nancy Aeschilman, Case Manager/Interpreter Coordinator, (303) 556-3615. We hope that your experiences here will prepare you for the adventures of life!

- 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.

CCD Children's College

The Children's College serves children 2 through 5 years of age. The center gives priority to CCD students, faculty and staff, however, is also open to serve the community. The Children's College is a fully licensed program by the Colorado Department of Human Services. It also has obtained a 3-star Qualistar rating, further ensuring the level of excellence in the quality of care provided. The Creative Curriculum the program follows focuses on planning across all areas of children's development by providing hands-on, child driven interests, around the domains of physical (doing), cognitive (knowing), language (communicating), social (relating to others), and affective (relating to themselves) development. Many CCD students who are studying the science of child growth and development also interact with the children on a regular basis.

The Children's College hours of operation are Monday through Friday, 7:30 a.m. – 5:30 p.m.

The Children's College offers competitive tuition rates and a highly trained and committed staff. Please contact the Children's College at 303-556-2439 for additional information or questions.

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. Before enrolling at CCD or to get help finding a scholarship or picking a career, call EOC for an appointment at 303-629-9226. EOC is located in the Administration Building, Room 325, on the Auraria Campus. Visit 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.mscd.edu/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. Information is available from the Admissions, Registration & Records, South Classroom Building 133.

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 without the following requirements:

1. Filled out an application at www.ccd.edu/international
2. \$20 processing fee is required for all International student applications.
3. Secondary School records (English translation).
4. College or university transcripts, if available (English translation).
5. Evidence of proficiency in the English language: Applicants are required to show proof of English proficiency with a score of at least 477 on the Test of English as a Foreign Language (TOEFL) pencil version, or 53 on the Internet-Based, or 75 on the Michigan Test of English Language proficiency.
6. Financial Support documents (bank statement and affidavit of support) showing that you or your sponsor has at least a minimum of \$20,700 U.S. available for your living and educational expenses for one academic year. Along with that is also a letter from your sponsor stating of sponsorship.

For students currently in the U.S.:

If you are currently an international student in the United States, you will need to provide along with the above copy of your Visa, Passport, and copy of I-94 and copy of current I-20. You will also need to notify your current school of your intentions to transfer to CCD.

Read all the policies regarding international students at www.ccd.edu on the Admissions, Registration & Records page and page 11 of this catalog.

Call 303-556-3564 or 303-352-3300, visit www.ccd.edu/international or write for more information:

International Student Services

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.)

The Phoenix Center at Auraria

The Center provides 24/7 response and support services, education and training, and resource referral for issues of interpersonal violence (IPV). We serve all students, staff and faculty on the Auraria Campus. All our services are free and confidential. Our mission is: To implement campus response services, provide education, and facilitate dialogue related to IPV in the Auraria community.

If you or a loved one has experienced IPV (whether recently or in the past), the Phoenix Center at Auraria can provide emotional support, discuss options, and help connect you to resources. We can provide academic advocacy to ensure success in your studies and facilitate discussions to assist you in feeling safe on campus. We provide campus education, primary prevention initiatives, and outreach from large scale events to classroom presentations on IPV and its effects.

The Phoenix Center at Auraria provides services to all who need them regardless of race, color, national origin, age, religion, ability, sexual orientation, gender, gender identity, marital status, and veteran status

We are located in the Tivoli Student Center 227, Main Office: 303-556-6011, 24/7 helpline: 303-556-CALL (2255) www.thepca.org

Gay, Lesbian, Bisexual, Transgender Student Services at Auraria

Tivoli 213, 303-556-6333, info@glbtss.org, open Monday-Friday, 9am-6pm

- **Support Services** – Addresses issues concerning coming out, AIDS, relationships, transphobia, homophobia, etc. for GLBT students, friends, and families.
- **Advocacy**– Supports GLBT students in discrimination and harassment situations, and works to improve the advocacy system on campus.
- **Resource Center** – Provides information related to GLBT issues to students, faculty, and staff.
- **Speaker's Bureau** – Provides speaker's training for student volunteers, and schedules speaking engagements for campus classes and events.

- **Programming** – Offers GLBT Awareness Month, LGBTQIA Development, Welcome Back receptions, leadership training, panels, speakers, and entertainment.

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 referrals for 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 and career services student newspaper, student organizations and clubs and leadership training. Visit Student Life on the third floor of the Tivoli Student Union, TV 309, call 303-556-2597, or learn more online at www.ccd.edu/student-life

Testing Center

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

Official GED Testing Center | GED Tests are administered through the Community College of Denver at the Quigg Newton Community Center at 4440 Navajo St, Denver, CO 80211. Call 720-865-0105 for testing times and registration information. Tests are available in English and Spanish.

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.

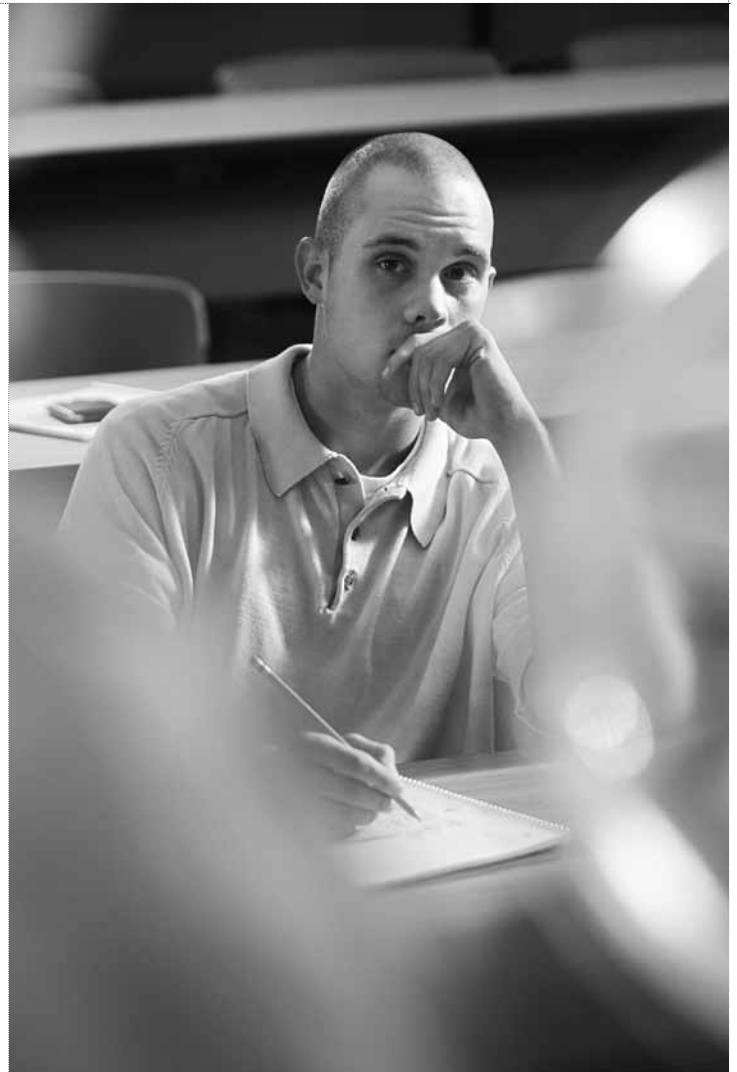
Transcript requests cannot be honored for students whose financial and academic records at the college are not cleared. This includes financial obligations at another Colorado community college as well.

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	Within 3-5 working days	Free
Next working day	By end of next working day	\$5.00 each
RUSH official /unofficial	Same day	\$15.00 each
Express Mail official /unofficial	Same day & sent via USPS Express Mail	\$25.00 each



Veterans Affairs

Veterans seeking VA educational benefits may apply through the VA web site, 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 official provides information about veteran's benefits and certifies enrollment throughout the veteran's attendance at the college. It is the Veteran's responsibility to notify the VA certifying official of any registration updates. 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 303-556-6200 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 and 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.
3. CCD can perform a transcript evaluation after the student has declared a degree program and submitted a Transcript Evaluation form and all official transcripts from previously attended institutions.
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 approval from the Dean.
7. Coursework 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. It is requested that students provide syllabi or course descriptions for applicable courses completed more than 10 years ago.
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 (National Association of Credential Evaluation services), www.wes.org/ (World Education Services).
10. Request your official transcripts from the previous college/university and have them sent directly to the Admissions, Registration & Records office, Campus Box 201, P.O. Box 173363, Denver, CO 80217-3363. For any transcript to be considered official, they must be submitted 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 AAS. 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.



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 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/EdServices/Transfer.html> or links to some of the four-year institutions that have articulation or transfer agreements with CCD.

Admission counselors from four-year colleges and universities visit CCD regularly. 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. Transfer credits from other institutions and age of credits might also change the guarantee of transfer.

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 and remedial 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. Some transfer-level classes are also paired with developmental classes.

LEARNING SUCCESS SERVICES

CCD's Learning Success Services provides one-to-one tutoring and software programs that help learners to develop effective strategies to achieve academic success. ASC tutors address students' individual learning needs in the areas of English as a Second Language, math, reading, study skills and writing.

Learning Success Services is located in the South Classroom Building 142. Stop by or call 303-556-2497. Lab schedules are posted at the entrance to SO 142 and outside each lab.

Academic Support Center (ASC)

Students who visit the ASC become active and independent learners through the individualized one-to-one tutoring and software-supported processes we offer. Learners are welcomed into a respectful environment. Students and tutors engage in the tutoring relationship as full partners by negotiating an agenda and asking questions. We seek input from learners to document and assess our impact on learning. We differentiate our strategies to match students' diverse learning needs. We develop collaborative relationships with CCD faculty to help our students succeed as they assimilate into Community College of Denver's unique culture.

AAA 099 — Active Learning Skills is a required one-credit, lab-based course that is a co-requisite for all developmental and remedial courses with prefixes AAA, ENG, ESL, MAT, and REA.

English as a Second Language (ESL) tutors help with pronunciation, conversation, grammar, reading and other subject areas such as math, biology, chemistry and computer science. The ESL Lab also has computers loaded with language-learning software 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 online computer tutorials, course videos, specialized workshops and study groups.

Reading and Study Skills tutors help students strengthen their reading, note-taking, organization, and test taking 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 submit a paper or a specific writing question to the lab, and a tutor will read it and respond with comments within 48 hours. Please visit us online at <https://quickforms.ccd.edu/Tutoring/login.aspx?ID=4>.

Career and Technical Tutoring Services (CTTS) provides free individualized tutoring in any subject for students who have declared a vocational major or concentration and are registered and attending classes at CCD. CTTS is a federally-funded Perkins program that serves hundreds of CCD students each year, and program staff work with faculty and advisors to provide the most appropriate services for each student. To access this free service, visit www.ccd.edu/vts or stop by SO 142 for application assistance.

ACADEMIC TECHNOLOGY CENTER (ATC)

The Academic Technology Center, located in TE 104, provides access to personal computers loaded with CD burners, DVD-ROMs, Windows XP, and Microsoft 2007 for all students. In the ATC, students can access e-mail and the Internet, print class work, access Blackboard for online classes, get help with programming, software support, and help with CIS class work assignments. Students may check-out course materials or headsets with a valid student ID.



PRE-COLLEGIATE PROGRAMS Postsecondary Enrollment Options

The state's Concurrent Enrollment Programs Act (CEPA) allows students at Colorado public high schools to enroll in college courses that may substitute for classes they must take for high school graduation. CCD provides its CE 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.

Three 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.

• Title V Denver Transfer Initiative

The Denver Transfer Initiative (DTI) is funded by the Department of Education, Title V. DTI provides you with continuous assistance, guidance, and support as you work your way from the Community College of Denver to the University of Colorado Denver.

• 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!

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, 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.

For more information and for specific entrance requirements, contact Center for Academic Support & Achievement, in SO 244, 303-556-4964 or go to www.ccd.edu/CASA-Programs/Summer-Bridge.aspx.

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, call 303-556-4964 or go to: www.ccd.edu/CASA-Programs/CASA.aspx.

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 and Remedial 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

ARMY RESERVE OFFICERS TRAINING CORPS (AROTC)

The Military Science Army ROTC Program is offered on the Auraria campus for all interested men and women students enrolled at Community College of Denver. 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 providing practical leadership and management experience. Enrollment in the Basic Course (freshman and sophomore years) incurs no military obligation except for Army scholarship recipients.

Students may participate in activities with the Buffalo Battalion's Charlie Company located on the Auraria campus, to include color guard, intramural sports, running club, and ranger challenge. Weekly or Saturday Leadership labs provide cadets with practical leadership experience and performance-oriented, hands-on instruction outside the classroom. Leadership labs are compulsory for enrolled cadets. PT is conducted three times a week with the purpose of developing muscular strength, endurance, and cardio-respiratory endurance.

Scholarship Programs: Applications for 2nd and 3rd year scholarships are open to all community college students, but acceptance of an ROTC scholarship requires enrollment at a four-year degree granting university. For more information about scholarships, contact the Enrollment/Scholarship officer at 303-492-3549.

For more information about Army ROTC, contact the Department of Military Science office, which is conveniently located in the CCD main Administration Building at South Classroom Building, Room 213 A/B, Auraria Campus, 303-352-7079. You can also visit www.colorado.edu/AROTC, or e-mail armyrotc@colorado.edu.

Registration: Because the actual Army ROTC classes at Auraria Campus are taught at Metro State, register using the Inter-Institutional process. For instructions, see <http://www.ccd.edu/Admissions/Inter-Institutional.aspx>. The process incurs no additional costs. The Army ROTC classes at CCD use the ARM prefix (Metro State uses MILR). If you need help, contact CCD Admissions, Registration, and Records in South Classroom 133, 303-556-2420; or call the Army ROTC office at 303-352-7079.

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.

Denver Public Safety Cadet Program

"As a Denver Public Safety Cadet, you will be an integral member of the Department of Safety Team. You will work 25 hours per week during the school year and 39 hours per week during the summer. You will have the opportunity to work in assignments within the Fire, Police, and Sheriff Departments, in addition to other public safety agencies. As a member of the public safety team you'll receive in-depth training in areas such as CPR, defensive driving, safety procedures, health and fitness, along with many other public safety related topics. Through the Cadet Program you can build a foundation for a career as a Police Officer, Firefighter, or Deputy Sheriff.

Program Requirements

- High School Diploma or GED
- U.S. Citizen
- No felony convictions
- No illegal soft drug use within one year prior to the date of application
- No illegal hard drug use within three years prior to the date of application
- Possession of valid driver's license at time of application
- Must meet minimum qualifications for acceptance in the Community College of Denver, Metropolitan State College of Denver or University of Colorado Denver
- Applicant must have no more than two years of college education completed.

Developmental and Remedial Studies Program

To be successful at CCD, students must be able to use reading, math, writing and study skills. CCD has a comprehensive academic program for those who need to upgrade these skills. It includes:

1. an evaluation or assessment of a student's basic academic skills;
2. an interpretation of assessment test results by skilled faculty and 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 and Remedial Studies Program is also available at some satellite locations.

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 307F, or contact the program coordinator at 303-556-3860.

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.

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 and remedial 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 diploma you receive at the time of graduation will list the degree only and not the area of emphasis you chose unless it is an Associate of Applied Science.

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 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 which a student must follow are published in the "Catalog-of-Record".

A "Catalog-of-Record" is the catalog a student uses when they take the first course in their degree or certificate program. Degree and certificate seeking students will use this Catalog-of-Record until completion. The

"Catalog-of-Record" can change if a student does not complete any degree or certificate requirements for a period of one year. An original "Catalog-of-Record" can only be used for six years for degree programs and three years for certificate programs. 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 and in the schedule of classes.
- Submit a Graduation Contract with your Graduation Application. You can get a graduation form online at www.ccd.edu or from your academic advisor or case manager. He or she also must sign and date the Graduation Contract.

All degree, certificate, catalog and general education requirements and other graduation policies are posted in the CCD catalog and at www.ccd.edu. Refer to the catalog or contact your academic 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, 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 and remedial course
S/B	Satisfactory (B-level) work in a developmental and remedial course
S/C	Satisfactory (C-level) work in a developmental and remedial course
U/D	Unsatisfactory (D-level) work in a developmental and remedial course
U/F	Unsatisfactory (F-level) work in a developmental and remedial 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 and remedial 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 and remedial 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

The Satisfactory Progress grade is a temporary grade and is assigned in only Developmental and Remedial 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/F.”

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 33.

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 and Remedial 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/F.”

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:

- serious illness of the eligible veteran or dependant.
- serious illness or death in the eligible veteran’s or other dependant’s immediate family.
- 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.
- the college discontinues a course.
- active military duty, including active duty for training.
- 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 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
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 134). 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 one-time opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation.

Academic renewal applies only to the courses taken at CCD, and may be awarded one time only. The original grades and credit remain on the permanent academic transcript, but a notation indicating "Academic Renewal Awarded" will be made on the official transcript and the grades will be excluded from the GPA. 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. Up to 30 hours can be excluded from GPA, but those grades will remain on student's transcript.
2. The student must be out of school for two calendar years after the coursework was completed to be eligible for Academic Renewal.
3. The student must be enrolled and have completed at least 6 semester credit hours with a minimum 2.0 GPA since returning to CCD.
4. The Academic Renewal Form must include an academic advisor's or case manager's signature.

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. 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. Students are responsible for properly processing a withdrawal from a class if they want to avoid receiving a failing grade. Students must provide instructors with a valid reason for an absence in a timely manner. Students are responsible for learning the material that was taught during the absence and completing all class assignments.

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

CCD GRADE POLICY

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

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

1. Policy

A change of grade (other than an Incomplete) is permitted ONLY as a result of faculty/instructor or administrative error in calculating, posting, or recording a grade. Students may initially request a grade re-evaluation citing one of these reasons by contacting the faculty member. All grade changes are approved by the Provost.

2. Time Limitations

Faculty/instructors should make the correction as soon as the error is discovered and submit a change of grade form no later than one year after the grade was issued. With the exception of a change of grade from Incomplete (I), adequate justification is always required on the form. A student has one full year from the date the grade is posted to

request a re-evaluation of the grade in question to the faculty member and/or to submit a Grade Change Petition to the Provost

3. Process

The process for students to have a grade re-evaluation is as follows:

- Grade review with faculty/instructor. If no resolution is reached nor satisfactory explanation given, then:
- Review by department chair. If no resolution nor satisfactory explanation, then:
- Review by Center dean. If no resolution is reached nor satisfactory explanation given, then:
- A formal Grade Change Petition form should be completed and submitted along with all supporting documentation to the Provost for final resolution. The decision made at this level is final.

An incomplete (I) grade may be removed when the remaining written course objectives are completed by the date indicated on the "Incomplete Grade Contract" but no later than the end of the next full 15-week semester. The resulting change of grade is submitted by the instructor of record and is approved by the appropriate division dean. Course work not completed within the allotted time will be assigned a Failing (F) grade. Students may not re-enroll in a class in which an incomplete grade is pending, since according to the college's definition of enrollment, they are still enrolled.

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	0 (5 x 4)
CIS 115	Introduction to Computing	3	B	9 (3 x 3)
ENG 121	English Comp. Essay Writing	3	D	3 (3 x 1)
POS 111	American Government	3	F	0 (3 x 0)
Totals		17		41

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



REPEATING COURSES

All CCD college-level courses may be repeated. Transfer courses do not apply to this policy. 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. The highest grade will be used in the GPA calculation. There will be no limitation on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours. Repeating a course may impact a student's financial aid eligibility. In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA. If both the initial and the repeated course were taken in fall 2006 or after, the system should automatically remove the lower grade from the GPA. If either the initial or the repeated course (or both) were taken prior to fall 2006, then the student must complete a "petition to repeat form" and submit it to the Admissions and Records Office. If students do not see the repeated designation, they may submit a "petition to repeat form" to Admissions, Registration & Records.

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. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

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 and look under Educational Planning and Advising Center. Contact ARR for a complete description of the FERPA policy.

Notice of Nondiscrimination

Community College of Denver is committed to the principles, practices and ideals of diversity, equity and inclusion; and prohibits discrimination against students, faculty or staff based upon race, color, religion, sex, age, disability, national origin and sexual orientation. This includes opportunities for the Center for Career and Technical Education employees, students, and parents/guardians. The Executive Director of Human Resources is the contact regarding ADA, Age Discrimination, and Title VI for CCD, and can be reached at 303-352-3007. This office is located at 1201 5th Street, Suite 310B, Denver, CO, 80217. The Dean of Students is the contact for Title IX matters, and can be reached at 303-556-3926. This office is located at South Classroom, Room 134P. The Director of the Center for Persons with Disabilities, is the alternate contact for ADA and also the contact for Section 504, and can be reached at 303-352-3069. This office is located in the South Classroom, Room 134 F1, on the Auraria Campus.

El colegio de la Comunidad de Denver (CCD) se compromete a los principios, las costumbres y los ideales de la diversidad, la equidad y la inclusión; y se prohíbe la discriminación en contra de los estudiantes, la facultad y el personal por razón de raza, color, religión, sexo, edad, incapacidad, origen nacional y orientación sexual. Esto incluye las oportunidades que ofrece El Centro de Carreras y de Educación Técnica a los empleados, estudiantes y a los padres/guardianes. El Director Ejecutivo de Recursos Humanos es el contacto oficial con respecto a ADA, la discriminación por razón de edad, y Título VI para CCD y se le puede llamar al 303-352-3007. Esta oficina está situada en el 1201 de la calle quinta, oficina 310B, Denver, CO, 80217. El Decano de Estudiantes es el contacto para asuntos de Título IX, y se le puede llamar al 303-352-3069. Esta oficina está situada en el 1111 a la oeste de la avenida Colfax, oficina 134P en el Campus de Auraria. La Directora para Personas con Incapacidades, es el contacto alterno para ADA y también el contacto para la Sección 504, y se le puede llamar al 303-352-3069. Esta oficina está situada en el 1111 a la oeste de la avenida Colfax, oficina 134F1, en el Campus de Auraria.

Family Education Rights & Privacy Act of 1974

CCD Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to students at the time of admission. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day Community College of Denver receives a request for access.** A student should submit to the Office of Admissions & Records a written request that identifies the record(s) the stu-



dent wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will make arrangements to obtain those records.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** A student who wishes to ask Community College of Denver to amend a record should write the Registrar who will notify the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before Community College of Denver discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or state and federal agencies, such as the veteran's administration, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks. CCD has designated the National Student Clearinghouse as a college official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll or after enrollment.

The College may share educational records with parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency. Requests from parents to access student information under the tax code should be sent to the Office of Admissions & Records.

The Colorado Community College System considers the following to be directory information and the Community College of Denver staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing:

- Student name;
- Major field of study;
- Participation in officially recognized activities and sports;
- Dates of student attendance,
- Part-time or full-time enrollment status;
- Degrees/certificates and awards student has earned;
- Most recent educational institution attended by the student;
- College issued student e-mail account;
- Additionally, address, phone number and e-mail addresses of students may be released to military recruiters upon request in accordance with the Solomon Amendment.

Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll.

All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties should complete a form to suppress directory information available online, or at the Registrar's Office, or Office of Admissions and Records by the first day of the semester.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

DRUG-FREE SCHOOLS

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

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

The Colorado Department of Health offers counseling, treatment,

rehabilitation and re-entry programs for drug and alcohol abusers. For more information visit www.cdphe.state.co.us or e-mail cdphe.information@state.co.us.

ELECTRONIC COMMUNICATIONS POLICY

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

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

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

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

For information about the student e-mail accounts that CCD provides, visit <http://www.coloradocommunitycolleges.com/start/campusemail.html>. 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 Depart-

ment 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.

Center for Health Sciences at Lowry

Center for Health Sciences at Lowry facilities staff monitor the premises from 7 a.m. until 6 p.m. Monday through Friday. 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 location director and the maintenance department, or as arranged by individual instructors.

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 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 CCDConnect located at 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

This Student Grievance Procedure is intended to give students an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, sexual orientation, disability, or age and have the issue considered in a prompt and equitable fashion.

DEFINITIONS:

Grievant: Enrolled student, client or volunteer who is providing a service to benefit the college under the supervision and control of a college employee. A client or volunteer may only grieve a decision that bans him or her from the campus.

Grievance: A grievable offense is any alleged action that violates or inequitably applies written college policies or procedures. The Grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

Chief Student Services Officer (CSSO): The college employee designated by the college president to administer student grievances. Grievances alleging discrimination may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the Grievant is requesting.

Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to State Board for Community Colleges and Occupational Education (SBCCOE) policy.

PROCEDURES:

1. **Informal.** Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts that might constitute a violation of the Colorado Community College System President's Procedures concerning sexual harassment, the administrator shall investigate and process the complaint under the procedure. While the Grievant is encouraged to use the informal process, he/she may at any time elect to go to the formal stage by following the process outlined below.
2. **Formal.**
 - a. Grievant, in a timely manner, files a written statement of the actions complained of and describes the remedy he/she is seeking with the Chief Student Services Officer (CSSO). A matter also could be referred to the process by the College president or his/her designee. Once a written grievance is filed or referred, the CSSO or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.
 - b. If the matter is determined to be grievable, the CSSO or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held to give the Grievant, Respondent, and other interested parties invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the CSSO or designee shall issue a decision within 10 calendar days of close of the hearing. The decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions, Registration and Records office. The decisions shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The CSSO or designee's decision is final unless either party files a Petition for Review with the college president within five (5) calendar days of service of the decision.
3. Upon receipt of a Petition for Review, the college president will review the record and issue a written decision within 10 calendar days of receipt of the Petition for Review. The president's decision is final.
4. The CSSO or designee may extend the scheduling timelines described above for good cause.
5. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.

INFORMAL GRIEVANCE PROCEDURE

This informal grievance procedure must be initiated as soon as possible after the Grievant knows of the matter that gives rise to the grievance.

1. The Grievant shall discuss and attempt to resolve the problem with the Respondent(s). The Grievant shall keep all records relevant to the alleged grievance.
2. If the problem is not mutually resolved at this time, the Grievant shall

confer and attempt to resolve the problem with the immediate supervisor(s) and/or the administrator of the respondent(s).

3. If satisfactory resolution is still not achieved, the Grievant must confer and attempt to resolve the problem with the CSSO or designee. Matters involving petitions for grade changes go the vice president for Learning and Academic Affairs.

FORMAL GRIEVANCE PROCEDURE

1. If the grievance is not resolved by the Informal Grievance Procedure or if the student wishes to bypass that course of action and is not limited to a change of grade, the student has the right to file a written grievance with the CSSO. The filing must occur within 20 calendar days of the date the student knew or reasonably should have known about the action. This written allegation should document all steps taken to resolve the complaint. If the CSSO determines that the allegation is grievable, a copy of the written grievance must be mailed or hand-delivered to the Respondent(s) by the CSSO within five (5) working days of the filing of the formal grievance.
2. Upon receipt of the notice of a grievable offense, the CSSO will establish a Grievance Committee within 10 working days. The time may be increased if the notice is given during a school break or during a semester change. The CSSO is responsible for keeping all records pertaining to grievances. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.
3. If the matter is determined to be grievable, the CSSO or designee shall hear the Grievance.
4. The CSSO or designee (which may be an individual or committee) will convene the hearing, set the date of the meeting and notify all involved persons. If a committee is convened, the CSSO will be responsible for informing the Grievance Committee of its role and responsibilities. A record of the proceedings and recommendations will be made and retained by the CSSO.
5. All hearings will be closed unless the both the grievant and respondent agree in writing to an open hearing. At the request of the Grievant or respondent, interested parties may be included subject to the approval of the CSSO. In the case of sexual harassment grievances, the procedure will assure confidentiality to the extent possible for Grievant and witnesses.
6. If either the Grievant or Respondent fails to appear at the hearing, the committee may proceed and determine its resolution of the problem in the person's absence.
7. The Grievance Committee's decision will be based on the greater relevant evidence.
8. The Committee will deliver a copy of its recommendation to the CSSO within three (3) working days following the conclusion of the hearing.
9. The CSSO will render a decision regarding the recommendation within 10 working days, and both parties must be notified in writing of the decision.
10. The Grievant may withdraw the grievance in writing at any point in the proceedings.
11. The CSSO may grant an extension of the time limits for reasonable cause. This extension must be documented and is not automatic. The decision to grant an extension must be written and communicated to all concerned parties.
12. Within five (5) working days of the committee's decision, either party may file a petition for review with the college president. The president's decision is final.
13. This policy is being implemented in accordance with the SBCCOE policy and the due process.

In the event that two individuals or groups of individuals from different Auraria Campus institutions are involved in a grievance, the procedures normally followed by the institution whose constituent is being charged

with the grievance would apply. The CSSO from the other institution involved will be informed of the filing of the grievance and the outcome of the grievance procedure.

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, CCD Health Sciences Center at Lowry

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	2006	2007	2008
Murder	0	0	0
Manslaughter	0	0	0
Sex Offences: Forcible	1*	1**	1**
Sex Offences: Non-Forcible	0	0	0
Robbery	1	2	1
Aggravated Assault	4	2	0
Burglary	44	43	24
Vehicle theft	11	9	5
Hate Crimes	0	0	0
Arson	0	1	0

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

Offense	2006	2007	2008
Liquor Law Violations	0	0	2
Drug Abuse Violations	4	21	10
Illegal Weapons Possession	0	1	1

* This was a forcible oral sexual assault.

** Does not include satellite locations.

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 employment or education.
- Interference with an individual's work or academic performance or creating a hostile, intimidating or offensive working or learning environment.
- Such conduct or behavior was known by the actor to be unwelcome, harmful or offensive; or a person of average sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

If you believe that you may have been a victim of sexual harassment you should:

- Immediately inform the alleged offender to stop the unwelcome, harmful or offensive behavior
- Contact the 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 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 | 303-556-3598

Dean of Students
Office of the Vice President for Student Development
South Classroom, Room 134
CCD Box 200, PO Box 173363, Denver, CO 80217-3363

University of Colorado Denver | 303-556-3399

Assistant Director of Students, Student Conduct
Office of Student Life, Tivoli 303
UC Denver Box 83, PO Box 173364, Denver, CO 80217-3364

Metropolitan State College of Denver | 303-556-3559

Assistant Dean of Student Life, Judicial Officer
Office of Student Life, Tivoli 311
Campus Box 74, PO Box 173362, Denver, CO 80217-3362

Auraria Higher Education Center | 303-556-5000

Chief of Police
Auraria Campus Police Department
1201 5th Street
Campus Box E, PO Box 173361, Denver, CO 80217-3361

- 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:

Health Center at Auraria, Plaza 150

303-556-2525

(available to any student—fees may apply)

<http://www.mscd.edu/student/resources/health/>

Education Planning & Advising Center (EPAC)

303-556-2481

LOCAL LAW ENFORCEMENT AGENCIES:

Denver District Attorney's Office

720-913-9000

Victims Compensation: 720-913-9253

www.denverda.org

Denver Police Department

Emergency: 911

TDD/TTY: 720-913-2000

Non-Emergency: 720-913-2000

Victim Assistance Unit: 720-913-6035

Sex Crimes Unit: 720-913-6050

Sex Crimes Hotline: 720-913-6359

www.denvergov.org/police

COMMUNITY AGENCIES/RESOURCES AVAILABLE IN THE DENVER/METRO AREA:

Colorado Coalition against Sexual Assault (CCASA)

303-861-7033

www.ccasa.org

Denver Center for Crime Victims

Hotline: 303-894-8000

TTY: 303-860-9555

Administrative line: 303-894-0660

www.denervictims.org

Moving to End Sexual Assault (MESA)

(formerly the Boulder County Rape Crisis Team)

Hotline: 303-443-7300

Administrative Office: 303-443-0400

www.joinmesa.org

Rape Assistance and Awareness Program (RAAP)

Hotline: 303-322-7273

Spanish: 303-329-0031

TTY: 303-329-0023

Administrative Office: 303-329-9922 (M-F 9am-5pm)

www.raap.org

WINGS Foundation

303-238-8660

(Survivors of childhood sexual abuse; support groups for men and women.)

Toll free: 800-373-8671

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

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? After admissions, 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 303-556-2600.

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 and 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 Career & Technical Education, PL 262
- Center for Health Sciences at Lowry
- Center for Language, Arts & Behavioral Sciences, SO 307
- Center for Math & Science, SO 306

If you're enrolled in developmental and remedial classes — those with course numbers below 100 — 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 244 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.

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.

Late Start/Accelerated — Courses designated as Late Start/Accelerated 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.

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.

Academic

CENTERS & PROGRAM CHAIRS

Center for Language, Arts & Behavioral Sciences

Amy Beth Rell, Dean	303-556-2473
ART	
Lincoln Phillips	303-556-2530
lincoln.phillips@ccd.edu	
BEHAVIORAL SCIENCES (Anthropology, Psychology, Sociology)	
Roger Carver	303-352-3055
roger.carver@ccd.edu	
COMMUNICATIONS (SPEECH), THEATRE	
Julie Ireland	303-352-3057
julie.ireland@ccd.edu	
ENGLISH, JOURNALISM	
Stephen Thomas	303-556-3748
stephen.thomas@ccd.edu	
WORLD LANGUAGES	
Maria Langley	303-556-3855
maria.langley@ccd.edu	
GRAPHIC DESIGN	
John Kjos	303-352-3075
john.kjos@ccd.edu	
HISTORY, HUMANITIES, LITERATURE, PHILOSOPHY	
Michael Mackey	303-556-3860
michael.mackey@ccd.edu	
HUMAN SERVICES	
Jeronimo Fransua	303-556-2423
jeronimo.fransua@ccd.edu	
MUSIC	
Cathleen Whiles	303-556-3856
cathleen.whiles@ccd.edu	
PARALEGAL	
Stacey Beckman	303-352-3054
stacey.beckman@ccd.edu	

Center for Career & Technical Education

Maryanne Nickle, Dean	303-352-6911
AEROSPACE	
303-556-2487	
ACCOUNTING, BUSINESS ADMINISTRATION, ECONOMICS, POLITICAL SCIENCE	
Carol Miller, Ph D	303-556-6858
carol.miller@ccd.edu	
INFORMATION TECHNOLOGY, ELECTRONICS	
Eric Hamilton	303-556-5601
eric.hamilton@ccd.edu	
BUSINESS TECHNOLOGY	
Jackie Carpio	303-556-3829
jackie.carpio@ccd.edu	
CRIMINAL JUSTICE	
Dan Mirafior	303-556-3627
Daniel.Mirafior@ccd.edu	
EARLY CHILDHOOD EDUCATION, EDUCATION	
Alicia Biggs	303-352-3211
alicia.biggs@ccd.edu	
ENERGY TECHNOLOGY, ENGINEERING GRAPHICS, TRADES & INDUSTRY	
Rick Glesner	303-556-8393
rick.glesner@ccd.edu	
WORKPLACE LEARNING PROJECT	
Marsha Mattingly	303-352-6910
marsha.mattingly@ccd.edu	

Center for Health Sciences at Lowry

Connie Strand, Dean of Allied Health	303-365-8300
Jan Joost, Dean of Nursing	303-365-8300
DENTAL HYGIENE	
Stephanie Harrison	303-365-8334
stephanie.harrison@ccd.edu	
EMERGENCY MEDICAL SERVICES	
Christy Allen	303-602-2533
christy.allen@dhha.org	
MEDICAL OFFICE TECHNOLOGY	
Darla Ruff	303-365-8390
darla.ruff@ccd.edu	
NURSE AIDE	
Jo Ann Kennedy	303-365-8300
joann.kennedy@ccd.edu	
NURSING	
Judy Thompson, RN Program	303-365-8300
judy.thompson@ccd.edu	
Ashley Weycer, PN Program	303-365-8300
ashley.wercer@ccd.edu	
RADIOLOGIC TECHNOLOGY	
Computed Tomography	
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

Nancy Story, Dean	303-556-3801
DEVELOPMENTAL ENGLISH	
Brian Dickson	303-556-8455
brian.dickson@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	
Glenda Sinks	303-556-2774
glenda.sinks@ccd.edu	

Center for Math & Science

Gudryn Doherty, Center Dean	303-556-3819
MATHEMATICS	
Jean Hindie	303-556-3816
jean.hindie@ccd.edu	
SCIENCE	
Terry Williams	303-352-3168
terry.williams@ccd.edu	

TITLES OR COURSE PREFIXES

Accounting	ACC	History	HIS
Aerospace	AER	Human Services	HSE
American Sign Language	ASL	Humanities	HUM
Anthropology	ANT	Italian	ITA
Architecture/Engineering/Construction	AEC	Japanese	JPN
Arabic	ARA	Journalism	JOU
Art	ART	Literature	LIT
Astronomy	AST	Machine Technologies	MAC
Biology	BIO	Mathematics	MAT
Business Administration	BUS, MAN, MAR	Medical Office Technology	MOT
Business Technology	BTE	Music	MUS
Chemistry	CHE	Nurse Aide	NUA
Chinese	CHI	Nursing	NUR
Communications	COM	Occupational Safety	OSH
Community Health Worker	CHW	Paralegal	PAR
Computed Tomography	RTE	Philosophy	PHI
Computer Information Systems	CIS	Physics	PHY
Computer Networking	CNG	Political Science	POS
Computer Science	CSC	Practical Nursing	NUR
Computer Web	CWB	Psychology	PSY
Criminal Justice	CRJ	Radiation Therapy	RTH
Critical Care Nursing	CCN	Radiologic Technology	RTE
Dance	DAN	Reading	AAA, REA
Dental Hygiene	DEH	Science	SCI
Early Childhood Education	ECE	Sociology	SOC
Economics	ECO	Spanish	SPA
Education	EDU	Theatre	THE
Electroneurodiagnostic Technologist	END	Veterinary Technology	VET
Electronics	ELT	Fabrication Welding	WEL
Emergency Medical Services	EMS		
Energy	ENY		
Engineering Graphics	CAD, EGT, TEC		
English	ENG		
English as a Second Language (ESL)	ESL		
Electronics	ELT		
French	FRE		
General Education Development	GED		
Geography	GEO		
German	GER		
Geology	GEY		
Graphic Design & Multimedia	MGD		
Health & Wellness	HWE		
Health Professions	HPR		



Guide to COURSE DESCRIPTION PREFIXES

AAA	Advanced Academic Achievement	84	GEY	Geology	102
ACC	Accounting	84	Graphic Design		
AEC	Architecture/Engineering/Construction	84		See MGD, Multimedia Graphic Design.....	109
AER	Aerospace	85	HIS	History	102
ANT	Anthropology	85	HPR	Health Professions	103
ARA	Arabic	86	HSE	Human Services	103
ARC	Architecture	86	HUM	Humanities	104
ART	Art	86	HWE	Health And Wellness	104
ASL	American Sign Language	87	Information Technology		
AST	Astronomy	87		See CIS, Computer Information Systems	91
BIO	Biology	87		See CSC, Computer Science.....	93
BTE	Business Technology	88		See CWB, Computer Web Base	94
BUS	Business Administration	89	ITA	Italian	104
CAD	Computer Assisted Design	89	JOU	Journalism	105
CDF	Career Development Facilitator	89	JPN	Japanese	105
CHE	Chemistry	89	LIT	Literature	106
CHI	Chinese	90	MAC	Machine Technologies	106
CHW	Community Health Worker	90	MAN	Management	107
CIS	Computer Information Systems	91	MAR	Marketing	108
	Also see CNG, Computer Network Technologies	91	MAT	Mathematics	108
	Also see CSC, Computer Science.....	93	MGD	Multimedia Graphic Design	109
	Also see CWB, Computer Web Base	94	MOT	Medical Office Technology	110
CNG	Computer Network Technologies	91	MTE	Manufacturing Technology	110
COM	Communications	92	MUS	Music	111
CRJ	Criminal Justice	92	NUA	Nurse Aide	112
CSC	Computer Science	93	NUR	Nursing	112
CWB	Computer Web Base	94	OSH	Occupational Safety Technician	114
DAN	Dance	94	PAR	Paralegal	115
DEH	Dental Hygiene	94	PED	Physical Education	115
ECE	Early Childhood Education	96	PHI	Philosophy	115
ECO	Economics	97	PHY	Physics	116
EDU	Education	97	POS	Political Science	116
EGG	Engineering	98	PSM	Public Security Management	117
EGT	Engineering Graphics Technology	98	PSY	Psychology	117
ELT	Electronics	98	REA	Reading	118
EMS	Emergency Medical Services	98	RTE	Radiologic Technology	118
END	Electroneurodiagnostic	98	RTE	Computed Tomography	118
ENG	English	99	RTH	Radiation Therapy	119
Engineering Graphics			SCI	Science	120
	See CAD, Computer Assisted Design.....	89	SOC	Sociology	120
	See EGT, Engineering Technology	98	SPA	Spanish	121
ENT	Engineering Technology	99	TEC	Technology	122
ENY	Energy Technology	100	THE	Theatre	122
ESL	English As A Second Language	100	VET	Veterinary Technology	122
FIN	Finance	101	WEL	Welding And Fabrication	124
FRE	French	101			
GED	General Education Development	101			
GEO	Geography	101			
GER	German	101			

Certificates & DEGREES

ASSOCIATE OF ARTS DEGREE AND AREAS OF STUDY 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, business, 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. Students should contact the Academic Center that houses their program of interest to obtain an Education Planning Guide and meet with a faculty advisor or educational case manager.

We recommend that students meet frequently with the appropriate faculty advisor or educational case manager in the Center for Language, Arts and Behavioral Sciences, South Classroom Building 307, while completing degree requirements.

For the Associate of Arts -Economics, Political Science, Business Administration and Elementary Education areas of study, the appropriate faculty advisor or educational case manager is in the Center for Career and Technical Education, Plaza 262. For AA-Early Childhood Education the appropriate faculty advisor or educational case manager is in the Children’s College.

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 or educational case manager and complete a signed Education Planning Guide.

AA Degree Program Requirements

Within the AA degree, the college offers 13 areas of program study: Art, Behavioral Sciences (Anthropology, Psychology, Sociology), Business Administration, Early Childhood Education, Economics, Elementary Education, English/Journalism/Literature, World Languages, Graphic Design, History, Music, Political Science, and Theatre. The same course may not count toward both general education requirements and the 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 (GT Pathways) as needed to complete the 60 credit hours required for the AA degree. Up to 4 credits of physical education may apply toward this degree. All 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.....9

You must take both ENG courses and one COM course.

Introductory 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..... 3-5

You must take one course from the list below

MAT 120, 121, 122, 123, 125, 135, 155*, 156*, 201, 202, 204, 266:

GT-MA1 (*MAT 155 and 156 must BOTH be taken to meet the core math requirement)

Arts & Humanities.....9

Select 3 courses from the following with no more than 2 courses from one category.

Arts

ART 110, 111, 112, 207: GT-AH1

MUS 120, 121, 122, 123: GT-AH1

THE 105, 211, 212: GT-AH1

Literature and Humanities:

HUM 121, 122, 123: GT-AH2
 LIT 115, 201, 202, 205, 211, 212, 225: GT-AH2

Ways of Thinking:

PHI 111, 112, 113, 114, 218: GT-AH3

World 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
 SPA 211, 212: GT-AH4

Social and Behavioral Systems.....9

Select 3 courses, 1 of which must be a History, and no more than 2 courses from one category.

History

You must take a minimum of one course from the list below
 HIS 101, 102, 111, 112, 201, 202, 225, 236, 247: GT-HI1

Economic and Political Systems:

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

Geography:

GEO 105: GT-SS2

Human Behavior and Social Systems:

ANT 101, 107, 111, 201, 215: GT-SS3
 PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249: GT-SS3
 SOC 101, 102, 205, 215, 216, 220, 231: GT-SS3
 JOU 105: GT-SS3

Natural and Physical Sciences..... 8-10

You must take two courses from the list below.

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

Total CORE:38-42

(Depending on specific Mathematics and Science courses taken).

Electives 18-22

18-22 additional credits must be selected to reach at least 60 total credit hours. Credits may be chosen in an Area of Study (recommended) or from the list of approved electives. It is highly recommended that you choose a minimum of 6 credit hours of 200 Level courses.

See the list below for approved CCD electives.

Total Credit Hours..... 60

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

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

Approved Electives for the AA Degree 18-22 Credits

- AAA — 109 (CCD and MSCD only)
- ACC — 121, 122
- ANT — all courses
- ART — all courses
- ASL — all courses
- AST — all courses
- BIO — 105 and higher
- BUS — 115, 216, 217, 226
- CHE — 101 and higher
- CIS — 118
- COM — all courses
- CSC — 160, 161
- ECE — 101
- ECO — 101 and higher
- EDU — 221
- ENG — 121 and higher
- Any world language 111 or higher
- GEO — all courses
- GEY — all courses
- HIS — all courses
- HUM — all courses
- HWE — 100
- JOU — all courses
- LIT — all courses
- MAT — 120 and higher
- MGD — all courses
- MUS — all courses
- PED, DAN — all courses (limit to 4 credits)
- PHI — all courses
- PHY — all courses
- POS — all courses
- PSY — all courses
- REA — 151, 223 (approved by CCD and MSCD only)
- SOC — all courses
- THE — all courses

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 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 (Recommended)

An Area of Study consists of at least 4 courses from the same or a related subject area (course prefix). Students should 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 MGD 101, Intro to Computer Graphics)
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)
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
	Total Art Area of Study 24-26

BEHAVIORAL SCIENCES

Select 4 courses, either from one option, or from among the three options listed below. At least 6 credits of 200-level courses are recommended.

Total 12

Anthropology (Choose 4)

ANT 101	Cultural Anthropology: GT-SS3 3
ANT 107	Introduction to Archaeology: GT-SS3 3
ANT 111	Physical Anthropology: GT-SS3 3
ANT 201	Introduction to Forensic Anthropology: GT-SS3 3
ANT 215	Indians of North America GT-SS3 3
ANT 225	Anthropology of Religion 3
ANT 260	Sex, Gender and Culture 3

Psychology (Choose 4)

PSY 101	General Psychology I: GT-SS3 3
PSY 102	General Psychology II: GT-SS3 3
PSY 205	Psychology of Gender: GT-SS3 3
PSY 207	Intro Forensic Psychology 3
PSY 217	Human Sexuality: GT-SS3 1
PSY 226	Social Psychology: GT-SS3 3
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 240	Health Psychology: GT-SS3 3
PSY 249	Abnormal Psychology: GT-SS3 3
PSY 258	Intro to Neuropsychology 3
PSY 269	Psychology of Leadership 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. GT-SS3 3
SOC 207	Environmental Sociology: GT-SS3 3
SOC 215	Contemporary Social Problems: GT-SS3 3
SOC 216	Sociology of Gender: GT-SS3 3
SOC 218	Sociology of Diversity: GT-SS3 3
SOC 220	Sociology of Religion: GT-SS3 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: GT-SS3 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 credits 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 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.

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

I. English/Communications

ENG 121	College Composition: GT-CO1 3
ENG 122	Composition II: GT-CO1 3
COM 115	Public Speaking (recommended) (3) OR
COM 125	Interpersonal Communications (3)

II. Mathematics 8

MAT 121, or 123	GT-MA1 4
and MAT 125:	GT-MA1 4

III. Social & Behavioral Sciences 9

(Select both ECO courses and 1 HIS course)

ECO 201& 202:	GT-SS1
HIS 101, 102, 111, 112, 201, 202, 225, 236, 247:	GT-HI1

V. Humanities 6

Select 6 credit hours from a minimum of 2 categories

Arts: ART 110, 111, 112; MUS 120, 121, 122; THE 105, 211, 212
Literature & Humanities: HUM 121, 122, 123; LIT 115, 201, 202, 205, 211, 212, 225
Ways of Thinking: PHI 111, 112, 113, 114, 218
World Languages: FRE 211, 212; GER 211, 212; ITA 211, 212; JAP 212, 212; SPA 211, 212

VI. Physical & Biological Sciences 8-10

AST 101, 102; BIO 105, 111, 112, 201, 202, 204, 208, 220, 221;
CHE 101, 102, 111, 112; GEY 111, 121; PHY 105, 111, 211, 212

General Education Sub-Total 40-42

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

ACC 121	Accounting Principles I.....	4
ACC 122	Accounting Principles II.....	4
BUS 115	Introduction to Business.....	3
BUS 216	Legal Environment of Business.....	3
BUS 217	Business Communications and Report Writing.....	3
BUS 226	Business Statistics.....	3
	Subtotal.....	20
	Total.....	60-62

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)

Communications.....	9	
ENG 121	English Composition I: GT-CO1.....	3
ENG 122	English Composition II: GT CO1.....	3
COM 115	Public Speaking.....	3

Note: ENG 121 and COM 115 must be completed with a 'B' or better for transfer

II. Mathematics: (two courses):.....	6	
MAT 120	Mathematics for Liberal Arts: GT-MA1.....(4)	
	OR	
MAT 121	College Algebra: GT-MA1.....(4)	
	AND	
MAT 135	Introduction to Statistics: GT-MA1.....	3

Students can also choose both of the classes below to meet the math requirement:

MAT 155	Integrated Math I: GT-MA1.....	3
	AND	
MAT 156	Integrated Math II: GT-MA1.....	3

III. Social & Behavioral Sciences.....	9	
GEO 105	World Regional Geography: GT-SS2.....	3
HIS 201	United States History I: GT-HI1.....	3
POS 111	American Government: GT-SS1.....	3

IV. Humanities.....	6
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(Select two courses from the following):

ART 110	Art Appreciation: GT-AH1.....	3
MUS 120	Music Appreciation: GT-AH1.....	3
LIT 115	Introduction to Literature: GT-AH2.....	3
LIT 255	Children's Literature.....	3

V. Physical & Biological Sciences (must complete both courses).....	8	
SCI 155	Integrated Science I: GT-SCI1.....	4
	AND	
SCI 156	Integrated Science II: GT-SCI1.....	4
General Education Sub-Total.....	38	

Students must complete the following Early Childhood Educations 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.....	4
ECE 241	Human Relations for Child Development.....	3

Electives should be determined by the transferring institution.	
Please speak to your advisor.....	6
Subtotal.....	22
Total.....	60

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 41 credit hours are common for all transfer institutions. The final 19 elective credits must be determined with the assistance of an advisor as they are specific to the receiving institution. ENG 121 and COM 115 must be completed with a grade of B or better for transfer. 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		
English/Communications.....	9	
ENG 121	College Composition: GT-CO1.....	3
ENG 122	Composition II: GT-CO1.....	3
COM 115	Public Speaking.....	3

Mathematics:.....	6	
MAT 155	Integrated Math I: GT-MA1.....	3
MAT 156	Integrated Math II: GT-MA1.....	3

Physical & Biological Sciences.....	8	
SCI 155	Integrated Science I - GT-SCI1.....	4
SCI 156	Integrated Science II - GT-SCI1.....	4

Social & Behavioral Sciences.....	9	
GEO 105	World Regional Geography: GT-SS2.....	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

Humanities.....	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

Education.....	6	
EDU 221	Introduction to Education.....	3
PSY 238	Child Development: GT-SS3.....	3

Electives	
To be determined jointly with advisors and case managers from the home and transferring institution.	19
Total.....	60

ECONOMICS		
ECO 201	Principles of Macro Economics.....	3
ECO 202	Principles of Micro Economics.....	3
BUS 226	Business Statistics.....	3
BUS 216	Legal Environment of Business.....(3)	
	OR	
BUS 217	Business Communication and Report Writing.....(3)	
Total.....	12	

ENGLISH/JOURNALISM/LITERATURE

Select 4 courses from the following

Any ENG course higher than 122.....	3
JOU 105 Introduction to Mass Media: GT-SS3.....	3
JOU 106 Fundamentals of Reporting.....	3
JOU 225 Internet Media.....	3
JOU 241 Magazine Article Writing.....	3
Any LIT course not already applied towards 9 hour requirement in Arts & Humanities.....	3
Total.....	12

Electives..... 9-12 additional credits

Select from the AA/AS Approved Electives Course List. It is highly recommended that you take 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: GT-AH4.....	3
FRE 212 French Language IV: GT-AH4.....	3

Choose 2 to 6 additional credits from the
AA approved electives course list.....2-6

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: GT-AH4.....	3
GER 212 German Language IV: GT-AH4.....	3

Choose 2 to 6 additional credits from the
AA approved electives course list.....2-6

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: GT-AH4.....	3
SPA 212 Spanish Language IV: GT-AH4.....	3

Spanish Electives

SPA 115 Spanish for the Professional I.....	3
SPA 215 Spanish for the Professional II.....	3

OR may choose 2-6 additional credits from the
AA approved electives course list.....6

Total Foreign Language Requirements..... 16

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
Subtotal.....	18

Add 1 to 2 courses from one of the following:

ART 132 3-D Design.....	(3)
ART 211 Painting I.....	(3)
MGD 114 Adobe InDesign.....	(3)
Total.....	21-24

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: GT-AH1.....	3
ART 112 Art History II: GT-AH1.....	3

HISTORY

From the list below, select a minimum of 9 credit hours of HIS courses not already applied toward the History Core Requirement.

HIS 101 Western Civilization Antiquity – 1650: GT-HI1.....	3
HIS 102 Western Civilization 1650 – Present : GT-HI1.....	3
HIS 111 The World Antiquity – 1500: GT-HI1.....	3
HIS 112 The World: 1500 – Present: GT-HI1.....	3
HIS 201 US History to Reconstruction: GT-HI1.....	3
HIS 202 US History from Civil War: GT-HI1.....	3
HIS 225 Colorado History: GT-HI1.....	3
HIS 236 U.S. History Since 1945: GT-HI1.....	3
HIS 247 20th Century World History: GT-HI1.....	3

Electives

Choose 3 additional credits selected from the AA Approved Course List. (Speak with a History Faculty member to determine which of these courses will transfer to METRO or UC Denver)..... 9

Choose 1-2 from the following.....	6
HUM 121 Survey of Humanities I: GT-AH2.....	(3)
HUM 122 Survey of Humanities II: GT-AH2.....	(3)
HUM 123 Survey of Humanities III: GT-AH2.....	(3)
Total.....	18-24

MUSIC INDUSTRY STUDIES TRACK / 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 151 Ensemble I.....	1

Second Semester — Spring

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

Third Semester — Fall (meet with UC Denver advisor)

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

Fourth Semester — Spring

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

**MUSIC INDUSTRY PERFORMANCE TRACK/
MUSIC BUSINESS**

First Semester — Fall

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

Second Semester — Spring

MUS 142	Private Instruction II.....	2
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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: Piano.....	2
MUS 241	Private Instruction III.....	2

Fourth Semester — Spring

MUS 111	Music Theory II.....	3
MUS 113	Ear Training/Sight-Singing II Lab.....	1
MUS 132	Music Class II: Piano.....	2
MUS 242	Private Instruction IV.....	2
Total.....		24

Students choosing the either AA Degree with Music area of study must elect to take 2 of 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.

MUS 120	Music Appreciation: GT-AH1.....	3
MUS 121	Music History I: GT-AH1.....	3
MUS 122	Music History II: GT-AH1.....	3
MUS 123	Survey of World Music: GT-AH1.....	3

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
Total.....		12

THEATRE PERFORMANCE

Select 5 courses from the following:

THE 105	Introduction to Theatre Arts: GT-AH1.....	(3)
(May be applied toward Arts & Humanities Core Requirement)		
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.....	(2)
Total.....		13-15

ASSOCIATE OF GENERAL STUDIES DEGREES

CCD offers the Associate of General Studies Generalist degree. It requires 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 four 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 18-26 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.

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, 122, 123, 135, 155*, 156*, 201, 202, 204, 266: GT-MA1

*MAT 155 and 156 must BOTH be taken to meet the core math requirements.

Arts & Humanities.....9

Select 3 courses from the following with no more than 2 courses from one category:

Arts & Humanities:

- ART 110, 111, 112: GT-AH1
- MUS 120, 121, 122, 123: GT-AH1
- THE 105, 211, 212: GT-AH1

Literature and Humanities:

- HUM 121, 122, 123: GT-AH2
- LIT 115, 201, 202, 205, 211, 212, 225: GT-AH2

Ways of Thinking

- PHI 111, 112, 113, 114, 218: GT-AH3

Foreign Languages

- ARA 111, 112, 211, 212
- CHI 111, 112, 211, 212
- FRE 111, 112, 211, 212: GT-AH4
- GER 111, 112, 211, 212: GT-AH4
- ITA 111, 112, 211, 212: GT-AH4
- JPN 111, 112, 211, 212: GT-AH4
- SPA 111, 112, 211, 212: GT-AH4

History

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

- HIS 101, 102, 111, 112, 201, 202, 225, 236, 247: GT-HI1

Social & Behavioral Sciences

You must take two courses (minimum 6 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 and Social Systems

- ANT 101, 107, 111, 201, 215: GT-SS3
- JOU 105: GT-SS3
- PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249: GT-SS3
- SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237: GT-SS3

Natural and Physical Sciences.....4-5 credits

Select 1 laboratory-based course from the following:

- AST 101, 102: GT-SC1
- BIO 105, 111, 112, 201, 202, 204, 208, 220, 221: GT-SC1
- CHE 101, 102, 111, 112: GT-SC1
- GEY 111, 121: GT-SC1
- PHY 105, 111, 112, 211, 212: GT-SC1
- SCI 155 AND SCI 156

Electives

18-26 additional credits needed to reach at least 60. Minimum of 6 credits must be 200 Level courses. Check with your advisor.

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 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 12 areas of study: Biology, Chemistry, Computer Science, Pre-Engineering, Mathematics, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, 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.

**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, 201, 202, 204, 266*: GT-MA1

Arts & Humanities.....9

Select 3 courses from the following with no more than 2 courses from one category.

Arts

ART 110, 111, 112, 207: GT-AH1

MUS 120, 121, 122, 123: GT-AH1

THE 105, 211, 212: GT-AH1

Literature and Humanities:

HUM 121, 122, 123: GT-AH2

LIT 115, 201, 202, 205, 211, 212, 225: GT-AH2

Ways of Thinking:

PHI 111, 112, 113, 114, 218: GT-AH3

World 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

SPA 211, 212: GT-AH4

Social & Behavioral Sciences9

Select 3 courses, one of which must be a history and no more than 2 courses from one category.

History

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

HIS 101, 102, 111, 112, 201, 225, 236, 247: GT-HI1

Economic and Political Systems

ECO 201, 202: GT-SS1

POS 105, 111, 205: GT-SS1

Geography

GEO 105: GT-SS2

Human Behavior and Social Systems

ANT 101, 107, 111, 201, 215: GT-SS3

JOU 105: GT-SS3

PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249: GT-SS3

SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237: GT-SS3

* Check with four-year school for transferability

Natural and Physical Sciences:

You must take two courses from the list below..... 8-10

Science labs are not listed separately.

AST 101, 102: GT-SC1

BIO 111, 112, 201, 202, 204, 208, 220, 221: GT-SC1

CHE 101, 111, 112: GT-SC1

GEY 111, 121: GT-SC1

PHY 105, 111, 112, 211, 212: GT-SC1

Total CORE Credit Hours38-42

(Depending on specific MAT and Science courses taken)

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..... 18-22

Total.....60

A minimum of 60 credits are required for the AS 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. 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 Math & Science, 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

HWE — 100

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. 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 courses to meet both core and or elective requirements

BIOLOGY

- BIO 111 General College Biology with Lab GT-SC1.....5
- BIO 112 General College Biology II with Lab GT-SC15
- CHE 111 General College Chemistry I: GT-SCI.....5
- CHE 112 General College Chemistry II: GT-SCI.....5
- MAT 122 College Trigonometry GT-MA13
- 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-SC15
- MAT 122 College Trigonometry: GT-MA13
- MAT 201 Calculus I: GT-MA15
- MAT 202 Calculus II: GT-MA15
- 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-MA13
- MAT 201 Calculus I: GT-MA1.....5
- MAT 202 Calculus II: GT-MA1.....5
- MAT 204 Calculus III with Engineering Applications: GT-MA15
- PHY 211 Physics: Calculus-Based I with Lab: GT-SC1.....5
- PHY 212 Physics: Calculus-Based II with Lab: GT-SC1.....5
- MAT 266 Differential Equations w/Linear Algebra *4

PRE-ENGINEERING

- CHE 111 General College Chemistry I: GT-SC1.....5
- MAT 122 College Trigonometry: GT-MA13
- MAT 201 Calculus I: GT-MA1.....5
- MAT 202 Calculus II: GT-MA1.....5
- MAT 204 Calculus III with Engineering Applications: GT-MA15
- MAT 266 Differential Equations w/Linear Algebra *4
- PHY 211 Physics: Calculus-Based I with Lab: GT-SC1.....5
- PHY 212 Physics: Calculus-Based II with Lab: GT-SC1.....5
- ECO 201 Principals of Macroeconomics: GT-SC13

MATHEMATICS

- CSC 160 Computer Science I: (Language) *4
- MAT 122 College Trigonometry: GT-MA13
- MAT 201 Calculus I: GT-MA1.....5
- MAT 202 Calculus II: GT-MA1.....5
- MAT 204 Calculus III with Engineering Applications: GT-MA15
- MAT 266 Differential Equations with Linear Algebra*.....4
- PHY 211 Physics: Calculus-Based I with Lab: GT-SC1.....5
- PHY 212 Physics: Calculus-Based II with Lab: GT-SC1.....5
- CHE 111 General College Chemistry I: GT-SC1.....5

PRE-DENTAL

- BIO 111 General College Biology I with Lab: GT-SC15
- BIO 112 General College Biology II with Lab: GT-SC15
- CHE 111 General College Chemistry I: GT-SC15
- CHE 112 General College Chemistry II: GT-SC15
- MAT 122 College Trigonometry: GT-MA13
- PHY 111 Physics: Algebra-Based I with Lab: GT-SC1.....5
- PHY 112 Physics: Algebra-Based II with Lab: GT-SCI.....5

PRE-MEDICAL

- BIO 111 General College Biology I with Lab: GT-SC15
- BIO 112 General College Biology II with Lab: GT-SC15
- CHE 111 General College Chemistry I: GT-SCI.....5
- CHE 112 General College Chemistry II: GT-SCI.....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-MA13
- MAT 201 Calculus I: GT-MA15

PRE-PHARMACY

- BIO 111 General College Biology I with Lab: GT-SC15
- BIO 112 General College Biology II with Lab: GT-SC15
- BIO 201 Human Anatomy and Physiology I: GT-SC1.....4
- BIO 204 Microbiology: GT-SC14
- CHE 111 General College Chemistry I: GT-SC1.....5
- CHE 112 General College Chemistry II: GT-SC15
- ECO 202 Principles of Microeconomics: GT-SS13
- MAT 122 College Trigonometry: GT-MA13
- MAT 201 Calculus I: GT-MA15
- 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-SS33
- PSY 102 General Psychology II: GT-SS3.....3
- SOC 101 Introduction to Sociology I: GT-SS33
- SOC 102 Introduction to Sociology II: GT-SS33

PRE-PHYSICAL THERAPY

- BIO 111 General College Biology I with Lab: GT-SC15
- BIO 112 General College Biology II with Lab: GT-SC15
- 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-SC15
- MAT 122 College Trigonometry: GT-MA13
- 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
- PSY 249 Abnormal Psychology: GT-SS3.....3

PRE-VETERINARY SCIENCE

- BIO 111 General College Biology I with Lab: GT-SC15
- BIO 112 General College Biology II with Lab: GT-SC15
- CHE 111 General College Chemistry I: GT-SC1.....5
- CHE 112 General College Chemistry II: GT-SC15
- MAT 122 College Trigonometry: GT-MA13
- 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-SC15

PHYSICS

- MAT 122 College Trigonometry: GT-MA13
- MAT 201 Calculus I: GT-MA1.....5

* Check with four-year school for transferability

MAT 202	Calculus II: GT-MA1.....	5
MAT 204	Calculus III with Engineering Applications: GT-MA1	5
MAT 266	Differential Equations with Linear Algebra*.....	4
CHE 111	General College Chemistry I: GT-SC1.....	5
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
PHY 212	Physics: Calculus-Based II with Lab: GT-SC1.....	5
ECO 201	Principles of Macroeconomics: GT-SS1.....	3
MAN 241	Project Management in Organizations	3
PHI 112	Ethics: GT AH3.....	3
HIS 242	Aviation History.....	3
	**Interinstitutional MSCD—AES 2050	
MAT 202	Calculus II: GT-MA1.....	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

* Check with four-year school for transferability.
 ** offered as an interinstitutional class at 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 and basic computer skills.
 - 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 CTE and LABS.

A.A.S. Degree Program Requirements

See your department for details on each A.A.S. degree.

CERTIFICATES

Specially designed certificate courses are offered in cooperation with businesses, 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 Plaza Building 262 and Center for Health Sciences at Lowry.

ACCOUNTING

Associate of Applied Science Degree in Accounting

CCD Auraria

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
COM 115	Public Speaking.....	3
ECO 201	Principles of Macroeconomics: GT-SS1.....	3
ENG 121	English Composition I: GT-CO1.....	3
MAT 123	Finite Math	4
	Subtotal	16

Core Requirements

ACC 115	Payroll Accounting.....	3
ACC 116	Computerized Billing (Peachtree).....	3
ACC 121	Accounting Principles I.....	4
ACC 122	Accounting Principles II	4
ACC 132	Tax Help Colorado.....	2
ACC 133	Individual Income Tax Site Lab.....	1
ACC 135	Spreadsheet Applications for Accounting	3
ACC 245	Computerized Accounting with Professional Package	
BTE 100	Computer Keyboarding I.....	1
BTE 108	Ten-Key by Touch.....	1

BUS 217	Business Communications and Report Writing	3
CIS 155	PC Spreadsheet Concepts: Excel	3
	Subtotal	31

Select 5 electives from the following

ACC 101	Fundamentals of Accounting.....	(3)
ACC 131	Income Tax	(3)
ACC 226	Cost Accounting.....	(3)
ACC 287	Cooperative Education.....	(3)
BUS 115	Introduction to Business.....	(3)
ENG 122	English Composition II: GT-CO1	(3)
MAN 226	Principles of Management.....	(3)
MAR 160	Customer Service.....	(3)
PAR 211	Legal Research.....	(3)
MAN 225	Managerial Finance	(3)
CIS 145	Complete PC Database	(3)
	Subtotal	15
	Total.....	62

Certificate in Accounting

CCD Auraria

ACCOUNTING SKILLS SET ACCELERATOR

* Not Financial Aid Eligible*

Accounting Skills Set Accelerator is for students with work experience who want to enhance their accounting knowledge. The appropriate candidate for this certificate would have previous administrative and computer work experience.

Certificate in Accounting

CCD Auraria

Requirements

ACC 101	Fundamentals of Accounting.....	(3)
	OR	
ACC 121	Accounting Principles I.....	(4)
ACC 116	Computerized Billing	3
ACC 245	Computerized Accounting with Professional Package.....	3
	Total.....	9

Certificate in Accounting

CCD Auraria

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.

Requirements

ACC 101	Fundamentals of Accounting.....	3
ACC 115	Payroll Accounting.....	3
ACC 116	Computerized Billing (Peachtree).....	3
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
CIS 118	Introduction to PC Applications.....	3
CIS 155	PC Spreadsheet Concepts: Excel	3
MAR 160	Customer Service.....	3
	Total	25

Certificate in Accounting

CCD Auraria

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 as full-charge bookkeepers and related fields.

Requirements

ACC 101	Fundamentals of Accounting	3
ACC 116	Computerized Billing	3
ACC 132	Tax Help Colorado	2
ACC 133	Individual Income Tax Site Lab	1
ACC 245	Computerized Accounting with Professional Package.....	3
BTE 108	Ten-Key by Touch.....	1
BUS 115	Introduction to Business.....	3
BUS 217	Business Communications and Report Writing	3
CIS 118	Introduction to PC Applications.....	3
CIS 145	Complete PC Database	3
CIS 155	PC Spreadsheet Concepts: Excel	3
	Total.....	28

AEROSPACE TECHNOLOGY

Associate of Applied Science Degree Aerospace Technology

CCD Auraria

This program prepares students to work in the aerospace industry as technicians that provide assembly, manufacturing, and technical workings of aerospace components developed in this area.

AER 101	Intro to Aerospace Workplace	3
AER 105	Aerospace Mechanics	4
ELT 106	Fundamentals of DC/AC	3
AER 121	Aerospace Materials & Processes I.....	3
AER 125	Aerospace Safety & Quality	3
AER 211	Aerospace Structural Fab I.....	3
AER 225	Elec Fabrication&Fiber Optics.....	3
AER 221	Aerospace Materials& Processes II.....	3
AER 111	Aerospace Systems	4
AER 212	Aerospace Structural Fab II.....	3
AER 289	Technical Task Analysis.....	12
AER 255	Aerospace Fluid Systems.....	3
AER 265	Aerospace Tests & Measurements	4
CIS 118	Intro PC Applications	3
	Total	45

General Education Courses

Arts & Humanities		
PHI 112	Ethics.....	3
English		
ENG 131	Technical Writing.....	3
Math		
MAT 108	Technical Math.....	4
Science		
PHY 105	Physical Science	4
Social & Behavioral Science		
ECO 201	Macroeconomics.....	3
Other		
COM 125	Interpersonal Communication	3
	Total.....	20
	Grand Total.....	65

APPLIED TECHNOLOGY

Associate of Applied Science Degree in Applied Technology

CCD Auraria

APPLIED TECHNOLOGY

Students desiring to complete the Associate of Applied Science (A.A.S.) Degree in Applied Technology will complete the technical course work contained in a State-approved career and technical education program certificate* at one of the four area vocational technical schools (AVTS). The four AVTS are: Delta-Montrose Area Vocational Technical Center, Emily Griffith Opportunity School, San Juan Basin Area Vocational Technical School and Pickens Tech Center.

The general education and other degree requirements will be completed at Community College of Denver. The A.A.S. degree in Applied Technology will be conferred by Community College of Denver after the general education and other degree requirements have been completed.

The approved career and technical education certificate program at the AVTS prepare students with technical, applied academic and employability skills. Credit in varying amounts from these certificate programs will be applicable to the community college's A.A.S. degree in Applied Technology.

Students may enroll concurrently at an AVTS and Community College of Denver. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

* A state-approved career and technical education program is a program that is approved by the State Board for Community Colleges and occupational Education (SBCCOE) and is current.

Minimum requirements:

- 60 semester credits of course work.
- CCD will accept up to 42-45 credit hours of course work from an approved Certificate at an AVTS.
- Cumulative GPA of 2.0 or higher.
- General education course credits of 15-18 semester credits.
- Minimum of 15 credit hours of general education requirements must be earned at CCD (below).
- Students completing an AVTS certificate of less than 42 credit hours must complete additional credit hours at CCD from the approved General Education list. These credit hours should be selected to complement the certificate from the AVTS and be consistent with the student's future plans. Students transferring a certificate with thirty or fewer hours will complete a minimum of twelve hours in a single technology-based discipline. The disciplines are: Engineering Graphics, Information Technology, Trades, and Welding and Fabrication. The specific courses must be selected in consultation with a faculty advisor and be approved by the advisor.

ENG 121	English Composition I: GT CO-1.....	3)
	OR	
ENG 131	Technical Writing.....	(3)
COM 115	Public Speaking.....	3
MAT 107	Career Math.....	(3)
	OR	
MAT 121	College Algebra: GT –MA1.....	(4)

Select 1 course from the following Physical and Biological Sciences requirements4-5
 AST 101, 102; BIO 105, 111, 112, 201, 202, 204, 208, 220, 221;
 CHE 101, 102, 111, 112 GEY 111, 121; PHY 105, 111, 112, 211, 212

Select 1 course from the following Humanities requirements3
 ART 110, 111, 112; MUS 120, 121, 122; THE 105, 211, 212
 HUM 121, 122, 123; LIT 115, 201, 202, 205, 211, 212, 225
 PHI 111, 112, 113, 114, 218
 Any foreign language 111 or higher

Select 1 course from the following Social and Behavioral Sciences requirements3
 HIS 101, 102, 111, 112, 201, 202, 225, 236, 242; GEO 105
 ECO 201, 202; POS 105, 111, 205
 ANT 101, 107, 111, 201, 215; JOU 105
 PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249
 SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237

BUSINESS ADMINISTRATION

Certificate in Business Administration

CCD Auraria

ENTREPRENEURSHIP

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

Program Admission Requirements

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

Requirements

ACC 245	Computerized Accounting with Professional Package.....	3
BUS 110	Working for Yourself.....	2
BUS 275	Special Topics: Doing Business in the Multicultural Workplace.....	3
BUS 115	Introduction to Business.....	3
MAR 160	Customer Service.....	3
MAR 111	Principles of Sales.....	3
MAR 216	Principles of Marketing.....	3
	Total.....	20

Associate of Applied Science Degree in Business Administration

CCD Auraria

INTERNATIONAL BUSINESS EMPHASIS

Contact your advisor in the Center for Career and Technical Education, Plaza Building 262, 303-556-2487.

General Education Requirements

CIS 118	Introduction to PC Applications.....	3
COM 115	Public Speaking.....	3
ECO 201	Principles of Macroeconomics: GT-SS1.....	3
ENG 121	English Composition I: GT-CO1.....	3
MAT 123	Finite Math.....	4

Core Requirements

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

Major Requirements

BUS 203	Intro to International Business	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: GT-SS1	3
	Select any Foreign Language	3-5
	Total	60-62

Certificate in Business Administration*CCD Auraria***INTERNATIONAL BUSINESS**

This program is for individuals and businesses to explore the possibilities of conducting or improving their business in international markets.

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	Intro to International Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications and Report Writing	3
CIS 118	Introduction to PC Applications	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
MAN 200	Human Resources Management I	3
MAR 240	International Marketing	3
	Total	31

Associate of Applied Science Degree in Business Administration*CCD Auraria***MANAGEMENT****General Education Requirements**

CIS 118	Introduction to PC Applications	3
COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 121	English Composition I: GT-CO1	3
MAT 123	Finite Math	4

Core Requirements

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

Major Requirements

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

Associate of Applied Science Degree in Business Administration*CCD Auraria***MARKETING****General Education Requirements**

CIS 118	Introduction to PC Applications	3
COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 121	English Composition I: GT-CO1	3
MAT 123	Finite Math	4

Core Requirements

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

Major Requirements

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

Select a 3 credit elective from prefix PSY, SOC, ECO, ART, MAN, or with permission of advisor

Total..... **60**

Associate of Applied Science Degree in Business Administration*CCD Auraria***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 Career and Technical Education, Plaza Building 262, 303-556-2487.

This program emphasis consists of a total of 15 credit hours of real estate-specific credits. Students must earn 12 of these credits via technical education course work at Emily Griffith Opportunity School.

General Education Requirements

CIS 118	Introduction to PC Applications	3
COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 121	English Composition I: GT-CO1	3
MAT 123	Finite Math	4

Core Requirements

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

Major Requirements

BUS 287	Cooperative Education.....	3
REE 201	Real Estate Brokers I.....	6
REE 202	Real Estate Brokers II.....	6
Total.....		60

BUSINESS TECHNOLOGY

Associate of Applied Science Degree in Business Technology

CCD Auraria

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
COM 115	Public Speaking.....	3
ENG 121	English Composition I: GT-CO1.....	3
MAT 107	Career Math.....	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 Writing.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
CIS 218	Advanced PC Applications.....	3

Major Requirements

ACC 101	Fundamentals of Accounting.....	3
BTE 103	Keyboarding Applications II.....	3
BTE 108	Ten-Key by Touch.....	1
BTE 111	Keyboarding Speedbuilding I.....	(2)
OR		
BTE 112	Keyboarding Speedbuilding II.....	(2)
BTE 125	Records Management.....	3
CIS 145	Complete PC Database.....	3
CIS 165	Complete Presentations Graphics: PowerPoint.....	3
MAR 160	Customer Services.....	3
Select an additional 6 credit hours with BTE adviser's approval.....		3
Total.....		60

Certificate in Business Technology

CCD Auraria

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

BTE 100	Computer Keyboarding I.....	1
BTE 102	Keyboarding Applications I.....	2
BTE 103	Keyboarding Applications II.....	3
BTE 225	Administrative Office Management.....	3
BUS 217	Business Communication & Report Writing.....	3
CIS 118	Introduction to PC Applications.....	3
CIS 135	Complete PC Word Processing.....	3
CIS 145	Complete PC Database/Access.....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
CIS 165	Complete Presentation Graphics: PowerPoint.....	3
MAR 160	Customer Services.....	3
Select an additional 1 credit hour with BTE adviser's approval.....		1
Total.....		31

Certificate in Business Technology

CCD Auraria

GENERAL OFFICE ASSISTANT

General 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
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 (software package).....	3
MAR 160	Customer Service.....	3
Total.....		17

Associate of Applied Science Degree in Business Technology

CCD Auraria

LEGAL ADMINISTRATIVE ASSISTANT

The Legal Administrative Assistant emphasis program prepares students for entry-level positions in an attorney's office, law firm, or legal aid organization. The student will be trained to understand and use legal terminology, gain knowledge of business law, write business letters, maintain a filing system of law cases and legal records, use and understand personal computers, use e-mail, conduct basic searches on the Internet, and use office software that includes word processing, spreadsheets and software integration applications. Graduates are prepared to enter positions as legal administrative assistants with both private-sector and public-sector law offices and nonprofit legal

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
COM 115	Public Speaking.....	3
ENG 121	English Composition I.....	3
MAT 107	Career Math.....	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 Writing.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
CIS 218	Advanced PC Applications.....	3

Major Requirements

ACC 101	Fundamentals of Accounting.....	3
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
Total		61

Associate of Applied Science Degree in Business Technology

CCD Auraria

MEDICAL ADMINISTRATIVE ASSISTANT EMPHASIS

The Medical Administrative Assistant program prepares students for entry-level positions in a doctor's office, medical clinic, or hospital. The student will be trained to understand and use medical terminology, write business letters, maintain medical records, code and submit medical insurance claims; use and understand personal computers, use e-mail, conduct basic searches on the Internet; and use office software that includes word processing, spreadsheets and software integration applications. Graduates are prepared to enter positions as medical administrative assistants with private and public medical offices, clinics and hospitals.

Program Admission Requirements

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

General Education Requirements

CIS 118	Introduction to PC Applications.....	3
COM 115	Public Speaking.....	3
ENG 121	English Composition I.....	3
MAT 107	Career Math.....	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 Writing.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
CIS 218	Advanced PC Applications.....	3

Major Requirements

ACC 101	Fundamentals of Accounting.....	3
BTE 103	Keyboarding Applications II.....	3

BTE 108	Ten-Key by Touch.....	1
BTE 111	Keyboarding Speedbuilding I.....	2
BTE 125	Records Management.....	3
BTE 226	Machine Transcription.....	3
BTE 287	Cooperative Education.....	3
MAR 160	Customer Service.....	3
HPR 178	Introduction to Medical Terminology.....	2
HPR 208	Advanced Medical Terminology.....	2
MOT 124	Medical Filing.....	2
Total		60

Certificate in Business Technology

CCD Auraria

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
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/Internship.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	3
HPR 178	Seminar: Intro to Medical Terminology.....	2
MOT 124	Medical Filing.....	2
Total		28

Certificate in Business Technology

CCD Auraria

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
CIS 118	Introduction to PC Applications.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	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
Total		22

Associate of Applied Science Degree in Business Technology

CCD Auraria

OFFICE MANAGER EMPHASIS

The Office Manager emphasis prepares students for entry-level to mid-level office administrative and supervisory positions. The student will be trained to write business letters, maintain records, manage projects, administer bookkeeping data, supervise a clerical staff and coordinate events; use and understand personal computers, use e-mail, conduct basic searches on the Internet; and use office software that includes word processing, spreadsheets and software integration applications. Graduates are prepared to enter positions as office managers or program assistants with business/industry, government agencies and nonprofit organizations.

Program Admission Requirements

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

General Education Requirements

CIS 118	Introduction to PC Applications.....	3
COM 115	Public Speaking.....	3
ENG 121	English Composition I: GT-CO1.....	3
MAT 107	Career Math.....	3

Select 1 course from the following.....	3
ECO 201	Principles of Macroeconomics: 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 Writing.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
CIS 218	Advanced PC Applications.....	3

Major Requirements

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

Certificate in Business Technology

CCD Auraria

OFFICE MANAGER

Requirements

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
BTE 111	Keyboarding Speedbuilding I.....	(2)
BUS 217	Business Communications and Report Writing.....	3
CIS 118	Introduction to PC Applications.....	3
CIS 135	Complete PC Word Processing/Word (software package).....	3
CIS 155	PC Spreadsheet Concepts: Excel.....	3
MAN 200	Human Resources Management I.....	3
Total		28

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree in Computer Information Systems

CCD Auraria

This transferable degree prepares students to obtain entry-level employment in the Information Technology industry. The business core ensures that students will have the business foundation necessary to compete in the workforce. Potential students should see an IT advisor for more information on transferability.

This degree transfers to Metropolitan State College of Denver's Bachelors of Science Degree in Computer Information Systems.

General Education Requirements

ENG 121	English Composition I.....	3
ENG 122	English Composition II.....	3
MAT 123	Finite Mathematics.....	4
POS 105	Introduction to Political Science.....	3
PSY 101	General Psychology I.....(3)	
COM 115	Public Speaking.....	3
Total		19

Core Requirements

ACC 121	Principles of Accounting.....	4
BUS 216	Legal Environment of Business.....	3
BUS 217	Business Communication & Report Writing.....	3
ECO 201	Principles of Macro Economics.....	3
ECO 202	Principles of Micro Economics.....	3
MAR 216	Principles of Marketing.....	3
Total		19

Major Requirements

BTE 100	Computer Keyboarding.....	1
CIS 118	Introduction to PC Applications.....	3
CIS 267	Management of Information Systems.....	3
CSC 119	Introduction to Programming.....	3
CNG 101	Introduction to Networking.....	3
CNG 102	Local Area Networks.....	3
CNG 116	Microcomputer Hardware.....	3
CNG 120	A+ Certification Prep.....	4
Total		23

Certificate in Computer Technology

CCD Auraria

This one semester certificate is designated to prepare students for employment as computer technicians. Students completing this certificate will be prepared to take the COMPTIA A+ certification examinations.

CIS 118	Introduction to PC Applications.....	3
CNG 101	Introductions to Networking.....	3
CNG 102	Local Area Networks.....	3
CNG 116	Microcomputer Hardware.....	3
CNG 120	A+ Certification Preparation.....	4
Total		16

CRIMINAL JUSTICE

Associate of Applied Science Degree in Criminal Justice

CCD Auraria

This program prepares for the critical work in community corrections, as well as presenting the first two years of study for the baccalaureate degree in Criminal Justice to work in law enforcement, corrections, probation and parole environments.

CRIMINAL JUSTICE

CRJ 110	Intro to Criminal Justice.....	3
CRJ 125	Law Enforcement Operations.....	3
CRJ 145	Correctional Process.....	3
CRJ 205	Principles of Criminal Law.....	3
CRJ 236	CRJ Research Methods.....	3
Total		15

General Education Courses.....15

Arts & Humanities.....	3
English (ENG 121 or higher).....	3
Math (MAT 103 or higher).....	3
Science.....	3
Social & Behavioral Science.....	3

Electives.....30

CRJ 208 Criminal Evidence, CRJ 201 Dispatching, CRJ 275 Special Topics, CRJ 246 Traffic Investigations, CRJ 250 Computer Crime Investigations, PSM 221 Forensic Computer Analysis, PSM 222 Forensic Computer Analysis I/PSM 104 Homeland Security, PSM 110 School Violence, PSM 204 Terrorism, Intelligence and Justice, CRJ 239 Managing Emergency Worker Stress, CRJ 275 Special Topics, CRJ 201 Dispatching.

Total.....60

Certificate in Criminal Justice

CCD Auraria

CERTIFICATE IN APPLIED FORENSICS (DIGITAL OR INVESTIGATIVE)

This program prepares students for jobs in the field of forensic science, and 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 Investigation.....	3
CRJ 150	Victims of Crime and Trauma.....	3
CRJ 205	Principles of Criminal Law.....	3
CRJ 208	Criminal Evidence.....	3
CRJ 231	Introduction to Forensic Science and Criminalistics.....	3
CRJ 240	Criminal Investigations.....	3
CRJ 264	Practical Crime Scene Investigation/Medical Legal Death Investigation.....	3
Total		24

Certificate in Criminal Justice

CCD Auraria

CERTIFICATE IN HOMELAND SECURITY

This program prepares students for positions in policing with an emphasis in Homeland Security. Integrates 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 125	Law Enforcement Operations.....	3
CRJ 145	Correctional Process.....	3
CRJ 205	Principles of Criminal Law.....	3
CRJ 236	CRJ Research Methods.....	3
Total		15

DENTAL HYGIENE

Associate of Applied Science Degree in Dental Hygiene

CCD 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 67 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. Once accepted into the program, all grading is conducted in a 7 point grade scale. A student cannot earn lower than a "C" in any Dental Hygiene in order to pass.

Application Information

8 STEPS TO A SUCCESSFUL APPLICATION

Read and follow each step. Submit completed applications with all accompanying forms, postmarked by January 1, to:

CCD Dental Hygiene Program
Attention: Admissions Coordinator
1062 Akron Way, Bldg. 753
Denver, CO 80230

** If you have previously applied to our program within the last 2 years and want to reactivate your application, you must provide a written and signed documentation requesting that the following be reactivated: Verification of Observation (step 2), Transcripts (step 3 - note: you must submit a new official transcript if any changes/updates have occurred prior to your last submission), Reference Form (step 5) and scores from your Health Occupational Aptitude Test. You must resubmit the Main Application (step 1) and the Letter of Agreement (step 6). **

STEP 1:

Download and complete the main application. The application may be typed or printed; blue or black ink should be used.

Go to the web site for the application: <http://www.ccd.edu/DentalHygiene/Application.aspx>

STEP 2:

Regardless of current or past experiences, you are required to observe at least 2 different dental hygienists, not dentists, for a minimum of 4 hours each. Signatures and other pertinent information should be filled out on the Verification of Observation form. Form can be accessed at the web site <http://www.ccd.edu/DentalHygiene/Application.aspx>.

STEP 3:

For each college or university attended, you must submit an unofficial transcript with your application packet to the dental hygiene program. If you are submitting unofficial transcripts for prerequisites taken at an institution other than a Colorado community college, you must include a copy of the course descriptions.

Official transcripts for all prerequisite coursework must be submitted, unopened, to the CCD Office of the Registrar Campus Box 201, P.O. Box 173363 Denver, CO 80217-3363. The CCD transcript coordinator makes the final decision as to course transferability. You must submit a Transfer Credit Evaluation Request form to the Transfer Coordinator in order for your transcript to be evaluated. This form can be accessed at www.ccd.edu.

STEP 4:

If requesting Colorado residency status, submit a copy of your Colorado Drivers License or Colorado State Identification Card.

STEP 5:

Two references are required. Print two copies of the form below and complete the top section only; your reference will complete the bottom portion. Each person writing a reference should place it in a sealed envelope, sign the back of the envelope and return it to you. **DO NOT OPEN THE ENVELOPE.** Place the sealed envelopes in your application packet. References should be obtained from a current or past employer, college professor or someone else who can attest to your professionalism, commitment to learning or similar attributes. Family members do not make good reference sources. Reference Form can be found at the web site <http://www.ccd.edu/DentalHygiene/Application.aspx>

STEP 6:

The last form to complete is the Letter of Agreement. Read the letter carefully, sign it and submit it with your application packet. Letter of Agreement can be found at the web site <http://www.ccd.edu/DentalHygiene/Application.aspx>

STEP 7:

Enclose a self-addressed, stamped envelope. The envelope will be mailed back informing you of one of the following: that your application is complete and the specifics of the next step, the Health Occupations Aptitude Test; that your application is incomplete and what is needed; or that your application does not meet the minimum qualifications.

STEP 8:

After completing all the information listed above, submit everything in a single envelope to the following address:

CCD Dental Hygiene Program
 Attention: Admissions Coordinator
 1062 Akron Way, Bldg. 753
 Denver, CO 80230

Due to the large volume of applications received, we ask you **DO NOT** contact our office inquiring about your application status. Please wait for the arrival of your self-addressed, stamped envelope, which will be mailed by January 31.

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
COM 115	Public Speaking.....	3
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
	Subtotal.....	28

DEH 175	Dental Hygiene Basic & Terminology I	1
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** 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 I-A.....	1
DEH 202	Applied Nutrition in Dentistry.....	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.....	1
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	2
DEH 285	Clinical Theory of Dental Hygiene III.....	2
DEH 266	National Board Review	(2)
	Total DEH Courses	65

EARLY CHILDHOOD EDUCATION (AAS-ECE)

Associate of Applied Science Degree in Early Childhood Education

CCD Auraria

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 both Early Childhood Education Group Leader certificates 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
COM 115	Public Speaking	3
MAT 107	Career Math	(3)
	OR	
MAT 155	Integrated Math I: GT-MA1	(3)

Social & Behavioral Sciences (Select 1 course from the following)

PSY 101	General Psychology I	(3)
PSY 102	General Psychology II	(3)
SOC 101	Introduction to Sociology	(3)

Humanities (Select 1 course from the following):

MUS 120	Music Appreciation	(3)
ART 110	Art Appreciation	(3)
	Subtotal	15

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	Practicum: Early Childhood Education	3
ECE 205	Nutrition, Health and Safety	3
ECE 209	Observing and Utilizing Young Children's Assessment Instruments	1
ECE 220	Curriculum Development: Methods and Techniques	3
ECE 238	Child Development: GT-SS3	4
ECE 240	Administration of Early Childhood Care and Education Programs	3
ECE 241	Administration: Human Relations for Early Childhood Education	3
ECE 256	Working with Parents, Families and Community System	3
ECE 288	Practicum: Early Childhood Education	3
	Subtotal	36

Select 9 credits from the following curriculum electives..... 9

ECE 111	Infant and Toddler Theory and Practice	(3)
ECE 112	Introduction to Infant/Toddler Lab Techniques	(3)
ECE 226	Creativity and the Young Child	(3)
ECE 228	Language and Literacy	(3)
ECE 260	Exceptional Child	(3)
	Total	60

Certificate in Early Childhood Education

CCD Auraria

EARLY CHILDHOOD EDUCATION DIRECTOR

This program prepares graduates for director-qualified positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing the degree requirements also will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate.

This curriculum meets Colorado Human Services licensing education requirements. In addition to this academic requirement, the Colo-

rado 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 111	Infant and Toddler Theory and Practice	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	Curriculum Development: Methods and Techniques	3
ECE 238	Child Development: GT-SS3	4
ECE 240	Administration of Early Childhood Care and Education Programs	3
ECE 241	Administration: Human Relations for Early Childhood Education	3
ECE 256	Working with Parents, Families and Community System	3
ECE 260	Exceptional Child	3
	Subtotal	34

Select 1 course from the following 3

ECE 226	Creativity and the Young Child	(3)
ECE 228	Language and Literacy	(3)
	Total	37

Certificate in Early Childhood Education

CCD Auraria

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.

Group Leader — Preschool

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 238	Child Development GT-SS3	4
	Total	16

Certificate in Early Childhood Education

CCD Auraria

GROUP LEADER — INFANT/TODDLER

This program prepares graduates for group leader positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing this sequence will receive a Colorado Group Leader certificate from CCD.

In addition to this academic requirement, the Colorado Department of Human Services requires nine months (1,392 hours) of work experience.

Program Admission Requirements

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

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 112	Introduction to Infant/Toddler Lab Techniques.....	3
ECE 238	Child Development GT-SS3	4
Total.....		19

ELECTRONEURODIAGNOSTIC TECHNOLOGY

Associate of Applied Science Degree in Electroneurodiagnostic Technology

CCD Lowry

ELECTRONEURODIAGNOSTIC TECHNOLOGY

This program prepares the student for an entry-level position as an Electro-neurodiagnostic (END) technologist in a variety of clinical settings, including the hospital. The programs course work includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists Inc. (ABRET).

Program Admission Requirements

1. Submit the CCD application to Admissions, Registration and Records, South Classroom Building 133 on the Auraria Campus.
2. Meet minimum assessment scores or prerequisites required for general education courses in the program.
3. Complete the General Education requirements and apply for admission with the Allied Health Department.
3. Submit a completed Electroneurodiagnostic application form and packet.

General Education Requirements

BIO 106 or BIO 201 & 202	4
BIO 201 Human Anatomy and Physiology I: GT-SC1.....	4
BIO 202 Human Anatomy and Physiology II: GT-SC1.....	4
CIS 118 Introduction to PC Applications.....	3
ENG 121 English Composition I: GT-CO1.....	3
MAT 099, or MAT 121 or Higher.....	3
PSY 235 Human Growth and Development: GT-SS3.....(3)	
OR	
SOC 101 Introduction to Sociology I: GT-SS3	(3)

Requirements

END 102	Electroencephalography (EEG) I.....	4
END 103	Instrumentation/Principles	3
END 112	Electroencephalography (EEG) II.....	4
END 115	Patient Care and Safety	3

END 206	Neuroanatomy and Physiology.....	3
END 207	Evoked Potential.....	6
END 210	Clinical Neurology.....	3
END 251	Related Modalities.....	3
END 280	Internship Technology.....	5
END 281	Clinical I.....	5
END 282	Clinical Internship II	5
END 283	Clinical III	5

EMERGENCY MEDICAL SERVICES

Certificate in Emergency Medical Services

CCD Lowry

EMERGENCY MEDICAL TECHNICIAN (EMT)-BASIC

Not Financial Aid 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 registration 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.healthcare-ex.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.
4. Offices and classes are located at Rita Bass Trauma Institute, 190 W. 6th Ave., Denver, 303-602-2533
5. For more information go to www.denverems.org/education.

Major Requirements

HPR 102	CPR for Professionals.....	0.5
EMS 125	EMT Basic	9
EMS 170	EMT Basic Clinical	1
Total.....		10.5

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.

ENERGY TECHNOLOGY

Residential Energy Analyst Certificate

CCD Auraria

This program prepares students to sit for the Building Performance Institute certificate process.

ENY 102	Building Energy Audit Tech	3
OSH 127	10HR Construction Industry Standards.....	1
AEC 121	Construction Material/Systems	3
AEC 218	Sustainable Building Systems.....	3
AEC 221	Building Electrical/Mechanical Systems.....	3
ENY 235	Energy Systems Design.....	3
Total:		16

ENGINEERING GRAPHICS

Starting in the fall of 2010 the Engineering Graphics Program will be two different design/drafting areas into divergent programs that will allow the student to pursue the area of their interest with greater depth. Please note student who are interested in the Mechanical Designer Program will be asked to sign up for classes Monday thru Thursday morning (8 a.m. to 12 noon), also Monday and Wednesday evening (6 p.m. to 10 p.m.). Students wishing to sign up for the Architectural Designer program will be asked to sign up for classes Monday thru Thursday afternoon (1 p.m. to 5 p.m.), also Tuesday and Thursday evening (6 p.m. to 10 p.m.)

Associate of Applied Science Degree in Engineering Graphics

CCD Auraria

MECHANICAL DESIGNER

The Engineering Graphics Mechanical Designer program offered by Community College of Denver allows a student to pursue an Associate of Applied Science Degree that provides you an opportunity to learn the skill need to become a CAD/Designer in many of the important industries throughout Colorado and the country. This degree program will include the skills from 2D CAD drafting to 3D parametric modeling. Along the degree path you will also have opportunities to augment your CAD skills with rapid prototyping using a state of the art 3D printer, exposure to Computer Aided Machining programs such as Gibbs CAM and MasterCAM. Also in the degree plan the student will be trained in Machine Shop Safety and Practices, also mechanical design, and develop an understanding of mechanical design with an eye towards manufacturability.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

General Education Requirements

CIS 118	Introduction to PC Applications	3
COM 115	Public Speaking	3
ENG 121	English Composition I: GT-CO1	3
MAT 108	Technical Math.....	4
PHY 105	Introduction to Physics	4

Major Requirements

CAD 101	Computer Aided Drafting I.....	3
CAD 102	Computer Aided Drafting II.....	3
CAD 240	Inventor I--AutoDesk.....	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	Introduction to Industrial Drafting and Design	3
EGT 250	Advanced Industrial Drafting and Design.....	6
EGT 289	Capstone: Projects in 3-D for Industrial Drafting & Design	6
MAC 101	Introduction to Machine Shop.....	3
MTE 101	Introduction to Manufacturing	3
MTE 230	Design for Manufacturability.....	3
TEC 205	Geometric Dimensioning & Tolerancing.....	3
Total.....		62

Associate of Applied Science Degree in Engineering Graphics

CCD Auraria

ARCHITECTURAL DESIGNER

The Engineering Graphics Architectural Designer program offered by Community College of Denver allows a student to pursue an Associate of Applied Science Degree that provides an opportunity to learn the skills needed to become an Architectural CAD Designer throughout Colorado and the rest of the country. This degree program will include skills from hand drafting/rendering, 2D CAD drafting and 3D design using SketchUp. In addition, the program includes 3D parametric modeling using the latest version of REVIT Architecture. The student will be introduced to Building Information Modeling (BIM), sustainable design issues and architectural materials and methods used in residential and light commercial architecture.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

General Education Requirements

CIS 118	Introduction to PC	3
COM 115	Public Speaking.....	3
ENG 121	English Composition I: GT-CO1	3
MAT 108	Technical Math.....	4
PHY 105	Introduction to Physics	4

Major Requirements

AEC 101	Basic Architectural Drafting	4
AEC 104	Architectural Drawing Theory	3
ARC 107	Print Reading	3
ARC 117	Presentation Drawings & Models.....	3
ARC 125	History of Architecture	3
ARC 151	Architectural Drafting I.....	3
CAD 101	Computer Aided Drafting I.....	3
CAD 102	Computer Aided Drafting II.....	3
CAD 115	Sketchup	3
CAD 224	Revit	3
EGT 160	Introduction to Industrial Drafting and Design	3
EGT 250	Advanced Industrial Drafting and Design.....	6
EGT 289	Capstone: Projects in 3-D for Industrial Drafting & Design	6
Total.....		64

Certificate in Engineering Graphics

CCD Auraria

MECHANICAL OR ARCHITECTURAL DRAFTER

Engineering Graphics, Mechanical or 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, Mechanical or Architectural Designer emphasis.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CIS 118	Introduction to PC Applications.....	3
MAT 108	Technical Mathematics.....	4
CAD 101	Computer Aided Drafting I.....	3
CAD 102	Computer Aided Drafting II.....	3
CAD 224	Revit	
CAD 240	Inventor I--AutoDesk.....	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	Introduction to Industrial Drafting and	3
	Total.....	31

Certificate in Engineering Graphics

CCD Auraria

AUTOCAD FOR MECHANICAL OR ARCHITECTURAL DRAFTING

Not Financial Aid Eligible

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 Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 101	Computer Aided Drafting I.....	3
CAD 102	Computer Aided Drafting II.....	3
EGT 106	Introduction to Axonometric Views.....	3
CAD 240	Inventor I — AutoDesk.....	(3)
	OR	
CAD 224	Revit	(3)
	Total.....	12

Certificate in Engineering Graphics

CCD Auraria

AUTODESK INVENTOR

Not Financial Aid Eligible

This one-semester certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to obtain AutoDesk Inventor skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit

hour certificates to gain those skills need for an edge. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 240	Inventor I.....	3
CAD 244	Advanced Inventor	3
	Total.....	6

Certificate in Engineering Graphics

CCD Auraria

SOLIDWORKS

Not Financial Aid Eligible

This one-semester certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to obtain Solidworks skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit hour certificates to gain those skills need for an edge. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 255	SolidWorks/Mechanical	3
CAD 259	Advanced SolidWorks.....	3
	Total.....	6

Certificate in Engineering Graphics

CCD Auraria

REVIT

Not Financial Aid Eligible

This one-semester certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to obtain Revit skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit hour certificates to gain those skills need for an edge. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 224	Revit	3
CAD 227	Advanced Revit	3
	Total.....	6

ESSENTIAL SKILLS

Certificate in Essential Skills

CCD Auraria

BUSINESS SERVICES

Certificate 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	
COM 100	Workplace Communication.....(1)	
	OR	
MAR 158	Basic Customer Service.....(1)	
BTE 120	Electronic Office Procedures.....(3)	
	OR	
MAR 160	Customer Service.....(3)	
ACC 101	Fundamentals of Accounting.....(3)	
	OR	
MAT 112	Financial Mathematics.....(3)	
BUS 287	Cooperative Education.....2	
	Total.....16-17	

Certificate in Essential Skills

CCD Auraria

COMMUNITY HEALTH WORKER

This program 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 areas.

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)
	OR
COM 125	Interpersonal communication.....(3)
ENG 121	English Composition I: GT-CO1.....3
CHW 297	Community Health Worker Field Experience.....2
	(With the exception of CHW 297, all courses are offered online)
	Total.....17

Certificate in Essential Skills

CCD 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

COM 100	Workplace Communication.....1
MAT 112	Financial Mathematics.....3
REA 130	Applied and Technical Reading.....2
BUS 287	Cooperative Education.....2
	Total.....16

Certificate in Essential Skills

CCD Auraria

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. Medical Clerk is a one semester certificate program that combines college level course-work with on the job training through an internship at a medical facility.

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 Applications I.....2
COM 100	Workplace Communication.....1
HPR 101	Customer Service in HealthCare.....2
REA 130	Applied and Technical Reading.....2
	Total.....16

GRAPHIC DESIGN

Associate of Applied Science Degree in Graphic Design

CCD Auraria

GRAPHIC DESIGN

This program provides the skills necessary for entry into the field of graphic design. The graphic design profession involves graphic and advertising design, illustration and pre-press. The Graphic Design program allows students to develop basic skills common to all three specialties, while developing an emphasis in one.

Successful students may enjoy careers in book/publication design, Web page design, package design, ad/promotional design, and where creative typography and image are needed to move ideas and information.

Students are expected to buy their own tools and materials. The beginning program courses require an original investment of between \$100 and \$300, and students are expected to add needed tools and materials as the program progresses.

Program Admission Requirements

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

General Education Requirements

ART 111	Art History Ancient to Medieval: GT-AH1.....3
ART 112	Art History Renaissance to Modern: GT-AH1.....3
SPE 115	Public Speaking.....3
ENG 121	English Composition I: GT-CO1.....3
MAT 107	Career Math.....3
	Subtotal.....15

Major Requirements

ART 121	Drawing I.....	3
ART 131	2-D Design.....	3
ART 132	3-D Design.....	3
ART 143	Digital Photography I.....	3
ART 211	Painting I.....	3
MGD 101	Introduction to Computer Graphics.....	3
MGD 105	Typography and Layout.....	3
MGD 111	Adobe PhotoShop I.....	3
MGD 112	Adobe Illustrator I.....	3
MGD 114	Adobe in Design.....	3
MGD 116	Typography I.....	3
MGD 141	Web Design I.....	3
MGD 203	Design and Concept.....	3
MGD 213	Electronic Pre-press.....	3
MGD 289	Studio Art/Portfolio (Graphic Design.....	3
	Subtotal.....	45
	Total.....	60

Certificate in Graphic Design

CCD Auraria

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
	Subtotal.....	21

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)
	Electives Subtotal.....	6

Capstone (Required)

MGD 289	Studio Art/Portfolio (Graphic Design.....	3
	Total.....	30

HUMAN SERVICES

Associate of Applied Science Degree in Human Services

CCD Auraria

HUMAN SERVICES

This program prepares students for entry-level employment in communities and institutions that serve clients with a variety of human needs. Students may choose to focus on specific skill areas, such as social service agencies, health care centers, youth services, substance abuse programs, geriatric cen-

ters, child abuse programs, community corrections facilities, crisis centers and domestic violence programs. With the exception of MAT 107 and ENG 131, 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 or educational case manager.
3. Passing a background check

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)
	Arts & Humanities requirement.....	3
	Subtotal.....	15

Major Requirements

HSE 105	Introduction to Social Welfare.....	3
HSE 106	Survey of Human Services.....	3
HSE 107	Interviewing Principles and Practices.....	3
HSE 108	Introduction to Therapeutic Systems.....	3
HSE 109	Social Issues in Human Services.....	3
HSE 188	Human Services Practicum I.....	4
HSE 205	Human Services for Groups.....	3
HSE 206	Human Services for Families.....	3
HSE 207	Community 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
	Subtotal.....	45
	Total.....	60

Certificate in Human Services

CCD Auraria

CASE MANAGEMENT/RESIDENTIAL SERVICE AIDE

This program prepares students for entry-level positions as case management aides or residential aides. The certificate program is transferable to the AAS and AGS in Human Services. Students must complete all certificate course work with a grade of C grade or better.

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 or educational case manager.

Requirements

Elective	Basic Skills or General Education Core	6
HSE 106	Survey of Human Services	3
HSE 107	Interviewing Principles and Practices (offered Fall only)	3
HSE 108	Introduction to Therapeutic Systems	3
HSE 188	Human Services Practicum I (Offered Spring Semester Only)	4-6
HSE 209	Crisis Theory and Intervention (Offered Spring Semester Only)	3
Choose any Human Services elective		3
Total		25

INFORMATION TECHNOLOGY

Associate of Applied Science Degree in Information Technology

CCD Auraria

INFORMATION TECHNOLOGY

This program prepares students to obtain an entry level position in the Information Technology industry. This degree offers students a broad educational background in computer information systems. Students can choose to specialize in a specific IT category by using the 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
COM 115	Public Speaking	3
ENG 131	Technical Writing I	3
MAT 121	College Algebra: GT-MA1	4
PSY 101	General Psychology I: GT-SS3	3
Subtotal		16

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
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 131	Network Security Fundamentals	3
Subtotal		28

Business Requirements

BTE 100	Computer Keyboarding I	1
BUS 115	Introduction to Business	3
BUS 217	Business Communications and Report	3
MAR 160	Customer Service	3
Subtotal		10

Additional Requirements

Select at least 9 additional credits from the following prefixes:
BTE, CNG, CWB, or CSC with advisors written approval. 9

Total with advisors written approval. 63

Certificate in Information Technology

CCD Auraria

COMPUTER SERVICE AND SUPPORT

This program prepares students as entry-level computer service technicians. Students completing this certificate will be prepared for the COMPTIA A+ certification exams and the MCDST (Microsoft Certified Desktop Service Technician) certification exams. Students will obtain the skills necessary to assemble and repair personal computers and peripherals, install software applications, and configure personal computers on the network.

Requirements

CIS 118	Introduction to PC Applications	3
CIS 124	Introduction to Operating Systems	3
CIS 135	Complete PC Word Processing/Word (software package)	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 260	Troubleshooting Microsoft Applications	3
CNG 101	Introduction to Networking	3
CNG 102	Local Area Networks	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 211	Windows XP Configuration	3
Total		31

Certificate in Information Technology

CCD Auraria

DATABASE ADMINISTRATION

This program prepares students as entry-level database administrators. 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
CWB 206	Web Database	3
Total		27

Certificate in Information Technology

CCD Auraria

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
CNG 211	Windows XP Configuration.....	3
	Students must select an additional 3 credit CNG or PSM course with advisor approval.....	3
Total		24

JOURNALISM/MASS MEDIA

Certificate in Journalism/Mass Media

CCD Auraria

This certificate program teaches basic journalism principles, theories, and techniques--students will be qualified for opportunities in the local industry, including entry level positions in a variety of mediums. This program also prepares students to transfer to four-year institutions in Colorado. Within the program, students are introduced to convergent media as well as terms and technology standard in the industry. The program offers a variety of classes to give students an expansive knowledge of different mediums and their importance to the industry. The certificate program is transferable to an AGS or AA degree; please see an advisor to review transferability of courses. Students must complete all certificate course work with a grade of "C" or better.

Program Admission Requirements

1. Meet minimum assessment scores and/or prerequisites for courses in the program.
2. Signature authorization on Degree Planning Guide from Journalism Faculty Advisor or Educational Case Manager.

Requirements

JOU 105	Introduction to Mass Media: GT-SS3.....	3
JOU 106	Fundamentals of Reporting.....	3
JOU 225	Internet Media.....	3
JOU 241	Magazine Article Writing (prerequisite ENG 121).....	3
	Sub-total	12
	<i>Choose two of the following courses</i>	<i>6</i>
ART 143	Digital Photography (prerequisite MGD 101).....	3
JOU 102	Introduction to Editing for Media.....	3
JOU 206	Intermediate News Writing and Editing (prerequisite JOU 106).....	3
JOU 221	Newspaper Design I (prerequisite JOU 106).....	3
JOU 222	Newspaper Design II (prerequisite JOU 221).....	3
MAR 111	Principles of Sales (prerequisite BUS 115).....	3
MAR 220	Principles of Advertising.....	3
MGD 101	Introduction to Computer Graphics.....	3
Total		18

MACHINE TECHNOLOGIES

Associate of Applied Science Degree in Machine Technologies

CCD Auraria

CNC MANUFACTURING EMPHASIS

This program prepares students with the job-entry skills necessary to perform tasks of developing 3D programming to run a Computer Numerical Controlled machining center. All program credits apply toward the CNC Machining 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 Courses

CIS 118	Introduction to PC Applications.....	3
COM 115	Public Speaking.....	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
Subtotal		15

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 Operations.....	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
Total		60

Associate of Applied Science Degree in Machine Technologies

CCD Auraria

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.

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
COM 115	Public Speaking.....	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
Subtotal		15

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 Operations.....	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 and Processes.....	3
Total		63

Certificate in Machine Technologies

CCD Auraria

BASIC MACHINING CERTIFICATE

Not Financial Aid Eligible

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
Total		12

Certificate in Machine Technologies

CCD Auraria

CNC MACHINE TOOL OPERATOR

Computer Numeric Control (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 Machining Technologies degree with an emphasis in either CNC Machining Technologies 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
Total		36

Optional

MAC 178	Machining Workshop.....	1-6
MAC 245	CAD/CAM 3-D.....	3
MAC 246	CAD/CAM 3-D Lab.....	3

Certificate in Machine Technologies

CCD Auraria

INDUSTRIAL MAINTENANCE TECHNOLOGIES

CERTIFICATE

Program Admission Requirements

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

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.

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
Total		36

Certificate in Machine Technologies

CCD Auraria

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
Total		18

MEDICAL OFFICE TECHNOLOGY PROGRAM

Center for Health Sciences at Lowry

The Medical Office Technology program provides gateway career and technical education in healthcare. The program offers certificates in Comprehensive Medical Assisting, Healthcare Coding (also known as Medical Billing and Coding), Health Information Specialist and Medical Office Specialist.

Learners are prepared with the critical thinking foundation for continued education in healthcare careers through a combination of academic and hands-on clinical coursework. This combination of instructional coursework requires the student to show attention to detail, self-motivation and the ability to perform within time constraints. Graduates have gone on to work at Denver area hospitals and clinics.

Certificate Admission Requirements

1. Complete an admission application to CCD online: <http://www.ccd.edu/Admissions/Apply.aspx>
2. Complete the Accuplacer test. Contact the CCD Testing Center at 303-556-2420.
3. Meet the minimum Accuplacer assessment scores in ENG 090, MAT 090, REA 090.
4. Call 303-365-8300 to meet with a case manager or chair of the MOT program for advising.
5. Attend **mandatory** orientation on the fourth Tuesday of every month at 5 p.m.
6. Clinical agencies used during the program require that students successfully complete immunizations, criminal background checks and/or urine drug screens.

Certificate in Medical Office Technology

CCD Lowry

COMPREHENSIVE MEDICAL ASSISTANT EMPHASIS

Students are prepared to perform front office tasks, complete insurance forms, make office appointments, perform ICD-9 and CPT coding, conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings.

Graduates 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) 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.

Pre-requisites

BIO 106	Basic Anatomy and Physiology.....	4
BTE 100	Computer Keyboarding I.....	1
BTE 102	Keyboarding Applications I.....	2
	Subtotal.....	7

Requirements

HPR 102	CPR for Professionals.....	0.5
HPR 106	Law and Ethics for Health Professions.....	2
HPR 146	Relation Theory.....	2
HPR 178	Seminar: Intro to 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
	Subtotal.....	36.5
	Total.....	43.5

Certificate Admission Requirements

1. Complete an admission application to CCD online: <http://www.ccd.edu/Admissions/Apply.aspx>
2. Complete the Accuplacer test. Contact the CCD Testing Center at 303-556-2420.
3. Meet the minimum Accuplacer assessment scores in ENG 090, MAT 090, REA 090.
4. Call 303-365-8300 to meet with a case manager or chair of the MOT program for advising.
5. Attend **mandatory** orientation on the fourth Tuesday of every month at 5 p.m.
6. Clinical agencies used during the program require that students successfully complete immunizations, criminal background checks and/or urine drug screens.

Certificate in Medical Office Technology

CCD Lowry

HEALTHCARE CODING

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 billing specialist and similar job titles.

Pre-requisites

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
	Subtotal.....	10

Requirements

HPR 106	Law and Ethics for Health Professions.....	2
HPR 146	Relation Theory.....	2
HPR 178	Seminar: Intro to 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
	Subtotal.....	7
	Total.....	27

HEALTH INFORMATION SPECIALIST (MEDICAL RECORDS)

Subspecialty Option

The Health Information Specialist program prepares students to use Microsoft Word, manager medical files, medical coding, prepare admissions and discharge records, and assemble and analyze medical data in the hospital or clinical settings. Graduates are prepared to enter positions as medical records clerks and health information specialists.

Requirements

HPR 208	Advanced Medical Terminology.....	2
MOT 124	Medical Filing.....	2
MOT 139	Medical Records.....	4
MOT 181	Administrative Internship.....	2
	Subtotal.....	10
	Total.....	37

Certificate Admission Requirements

1. Complete an admission application to CCD online: <http://www.ccd.edu/Admissions/Apply.aspx>
2. Complete the Accuplacer test. Contact the CCD Testing Center at 303-556-2420.
3. Meet the minimum Accuplacer assessment scores in ENG 090, MAT 090, REA 090.
4. Call 303-365-8300 to meet with a case manager or chair of the MOT program for advising.
5. Attend **mandatory** orientation on the fourth Tuesday of every month at 5 p.m.
6. Clinical agencies used during the program require that students successfully complete immunizations, criminal background checks and/or urine drug screens.

Certificate in Medical Office Technology

CCD Lowry

MEDICAL OFFICE SPECIALIST

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

Pre-requisites

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
	Subtotal.....	10

Requirements

HPR 102	CPR for Professionals.....	0.5
HPR 106	Law and Ethics for Health Professions	2
HPR 146	Relation Theory	2
HPR 178	Seminar: Intro to Medical Terminology.....	2
MOT 110	Medical Office Administration	4
MOT 120	Medical Office Financial Management.....	3
MOT 130	Insurance Billing and Coding.....	3
MOT 181	Administrative Internship	2
	Subtotal.....	18.5
	Total.....	28.5

NURSING

Certificate in Practical Nursing

CCD Lowry

Admissions to the CCD nursing programs is done on a competitive basis. Information for each specific program is provided below. Monthly information sessions about the Practical and Associate Degree nursing programs are held the first Thursday of each month (excluding July and December) from 4:30 to 5:30 p.m. at the Center for Health Sciences – 1070 Alton Way. Please call 303-365-8300 for more information.

EXTENDED PRACTICAL NURSE

Competitive admission minimum criteria for the Extended Practical Nursing program includes

1. Completion of Basic Skills Assessment. To be accepted into the Community College of Denver, you must either obtain the scores indicated below, complete indicated coursework, or obtain a waiver for the assessment.

	Accuplacer	or ACT	or SAT	Following course with a grade of C or better
Reading	RC 79 or greater	17	430	REA 090
English	SS 94 or greater	18	440	ENG 090
Mathematics	EA 60 or greater	19	460	MAT 090

2. Completion of Nursing Program Application
3. Official transcripts from all post-secondary educational institutions must be submitted.
4. A current resume including
 - a. Educational history
 - b. Honors
 - c. Awards and certifications
 - d. All other work and volunteer experiences over the last five years (or more).
5. Three reference evaluations on CCD Nursing Program Reference Evaluation form at least one from current or previous post-secondary academic instructor, at least one employment supervisor and one from either a second instructor or a second supervisor. If a second instructor or supervisor is not available, the third reference evaluation should be completed by someone other than a friend or family member.
6. Complete Assessment Technology Institute, Inc. (ATI) Test of Academic Essential Skills (TEAS) and the Test of Critical Thinking. To be considered for the Extended Practical Nursing Program you must obtain the following minimum scores.

ATI Test of Critical Thinking	20th percentile program rank
ATI TEAS Test – English	20th percentile program rank
ATI TEAS Test – Reading	20th percentile program rank
ATI TEAS Test – Math	20th percentile program rank
ATI TEAS Test - Science	20th percentile program rank

7. General Education Courses Required Prior to Admission to

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	Introduction to Nutrition.....	(1)

* Grade point average in these courses must be 2.5 or above.

Semester 1	13	
NUR 101	Pharmacology Calculations.....	1
NUR 103	Basic Health Assessment for the Practical Nurse.....	1
NUR 105	Practical Nursing Arts and Skills	6.5
NUR 131	Clinical I: Applications Arts & Skills.....	4.5
Semester 2	12	
NUR 102	Alterations in Adult Health I.....	4
NUR 110	Pharmacology Practical Nursing.....	3
NUR 115	Basic Concepts of Mental Health	1
NUR 116	Basic Concepts of Geriatric Nursing.....	1
NUR 132	Clinical II Appl Adult Health.....	3
Semester 3	16	
NUR 104	Alterations in Adult Health II.....	5
NUR 113	Basic Concepts of Maternal-Newborn Nursing.....	2
NUR 114	Basic concepts of Nursing of Children	2

NUR 111 Socialization into Practical Nursing..... 1
 NUR 133 Clinical III Appl of Basic Concepts of Maternal-Newborn
 Nursing and Nursing of Children 1.5
 NUR 134 Clinical IV Adv Adult Health..... 4.5
Total (excludes general education coursework) **41**
Total (including general education coursework)**49– 53**

Employment Opportunities and Earnings Potential

Due to the aging American population, LPNs are projected to experience employment increase of 14 percent over the next ten years, according to the Bureau of Labor and Statistics (BLS). LPNs will see the industry change with technological advances allowing complex treatments in the patient’s home as home health care services increase. LPNs will encounter many procedures once preformed only in hospitals are being performed in physicians’ offices and in outpatient care centers.

The Bureau of Labor and Statistics (BLS) stated, “The national median annual earning of licensed practical nurses were 36,550 in May 2006”. BLS included the industries employing licensed practical nurses were:

Employment Services	\$42,110
Nursing Care Facilities	\$38,320
Home Health Care Services.....	\$37,880
General Medical and Surgical Hospitals.....	\$35,000
Offices of Physicians	\$32,710
Estimated Program Cost	\$7,600

Overview of the LPN Workload and Skills

Graduates receive a certificate in Practical Nursing and are eligible to apply for the NCLEX-PN. LPNs may practice in a variety of health care settings under the direct supervision of a doctor, dentist, podiatrist, or registered nurse. LPNs can expect to record a patients’ vital signs; give injections; monitor catheters; dress wounds; assist with personal hygiene; feed patients; supervise nursing assistants, collect samples for testing, record food and fluid intake and output; and report adverse reactions to medications or treatments. LPNs need to have the ability to work well with all kinds of patients and staff during their career. An LPN will need to make good judgments, be emotional stable and have a sense of responsibility.

Certificate in Nurse Aide

CCD Lowry

NURSE AIDE

** Not Financial Aid Eligible**

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. High school diploma or GED (minimum requirement).
3. Completion of Basic Skills Assessment Test Accuplacer (BSAT) with a minimum score of
 - a. Arithmetic – 40
 - b. Sentence skills – 50
 - c. Reading comprehension – 40
 - d. If you have ACT or SAT scores or a prior degree you may obtain a waiver from all or part of the Accuplacer testing. Please contact the Testing Center at the Auraria Campus at 303-556-3810 phone.
4. Submit all required documentation to the Center for Health Sciences at Lowry.

Refer to www.ccd.edu/nursing for documents required prior to acceptance into the Nurse Aide Program.

Program Requirements

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

*** PLEASE NOTE: The Colorado Board of Nursing, which is responsible for overseeing Nurse Aides in Colorado, has varied restrictions that may affect persons with a history of a felony conviction. Community College of Denver assumes no responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the Board of Nursing at 303-894-2432 with any questions regarding their eligibility for licensure. Incomplete packets will not be considered for admission.*

Associate of Applied Science Degree in Nursing

CCD Lowry

Competitive admission minimum criteria for the Associate of Applied Science Degree in Nursing program includes

1. Completion of Basic Skills Assessment. To be accepted into CCD, you must either obtain the scores indicated below, complete indicated coursework, or obtain a waiver for the assessment.

	Accuplacer	or ACT	or SAT	Following course with a grade of C or better
Reading	RC 79 or greater	17	430	REA 090
English	SS 94 or greater	18	440	ENG 090
Mathematics	EA 60 or greater	19	460	MAT 090

2. Completion of Nursing Program application
3. Official transcripts from all post-secondary educational institutions must be submitted.
4. A current resume including
 - a. Educational history
 - b. Honors
 - c. Awards and certifications
 - d. All other work and volunteer experiences over the last five years (or more).
5. Complete Assessment Technology Institute, Inc. (ATI) Test of Academic Essential Skills (TEAS) and the Test of Critical Thinking. To be considered for the Associate of Applied Science Degree in Nursing Program you must obtain the following minimum scores

ATI Test of Critical Thinking	40th percentile program rank
ATI TEAS Test – English	40th percentile program rank
ATI TEAS Test – Reading	40th percentile program rank
ATI TEAS Test – Math	40th percentile program rank
ATI TEAS Test - Science	40th percentile program rank

General Education Courses required prior to admission

to nursing program	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 3.0 or above*

First Year Semester 1	14
MAT 103 Math for Clinical Calculations.....	3
NUR 109 Fundamentals of Nursing.....	8
NUR 112 Basic Concepts of Pharmacology.....	2
HPR 108 Introduction to Nutrition.....	1

First Year Semester 2	16
NUR 106 Medical and Surgical Nursing Concepts.....	9
NUR 150 Obstetric & Pediatric Nursing.....	7

Courses required for admission to 2nd Year-RN	7
BIO 216 Human 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 Care of Psychiatric Patients	4

Second Year Semester 2	11
NUR 216 Advanced Concepts of Medical Surgical Nursing II.....	6
NUR 230 Leadership Mgmt Trends.....	5
Total (excludes general education coursework.....)	55
Total (including general education coursework)	80

Estimated Program Cost **\$11,302**

Overview of the RN Workload and Skills

RNs can expect to record patients' medical histories and symptoms. An RN will need to know how to run diagnostic tests, operate medical machinery, and administer treatment and medications. RNs play an important role in developing and adding to existing patients' care plans. RNs administer medication checking dosages and interactions, start, maintain and discontinue intravenous (IV) lines for fluid, medication, blood and blood products. Many times an RN will need to consult with physicians and other health care professionals regarding a patient's treatment.

Employment Opportunities and Earnings Potential

Employment of registered nurses is expected to grow by 22 percent from 2008 to 2018, much faster than the average for all occupations. Growth will be driven by technological advances in patient care, which permit a greater number of health problems to be treated, and by an increasing emphasis on preventive care. In addition, the number of older people, who are much more likely than younger people to need nursing care, is projected to grow rapidly.

The Bureau of Labor and Statistics (BLS) stated, "The median annual earnings of a registered nurse were \$66,530 in May 2009. BLS included the industries employing registered nurses were:

Employment Services.....	\$64,260
General Medical and Surgical Hospitals.....	\$67,740
Home Health Care Services.....	\$63,300
Offices of Physicians.....	\$67,290
Nursing Care Facilities	\$59,320

Associate of Applied Science Degree in Nursing

CCD Lowry

NURSING — ADVANCED PLACEMENT (LPN TO ADN)

Competitive admission minimum criteria for the Associate of Applied Science Degree in Nursing: Advanced Placement (LPN to ADN) program includes

1. Completion of Basic Skills Assessment. To be accepted into the Community College of Denver, you must obtain the scores indicated below, complete indicated coursework, or obtain a waiver for the assessment.

	Accuplacer	or ACT	or SAT	Following course with a grade of C or better
Reading	RC 79 or greater	17	430	REA 090
English	SS 94 or greater	18	440	ENG 090
Mathematics	EA 60 or greater	19	460	MAT 090

2. Completion of Nursing Program application
3. Colorado LPN license in good standing
4. Grade point average in PN courses must be 3.0 or above
5. Official transcripts from all post-secondary educational institutions must be submitted.
6. A current resume including
 - a. Educational history
 - b. Honors
 - c. Awards and certifications
 - d. All other work and volunteer experiences over the last five years (or more).
7. Complete Assessment Technology Institute, Inc. (ATI) Test of Academic Essential Skills (TEAS) and the Test of Critical Thinking. To be considered for the Associate of Applied Science Degree in Nursing: Advanced Placement (LPN to ADN) program you must obtain the following minimum scores

ATI Test of Critical Thinking	40th percentile program rank
ATI TEAS Test – English	40th percentile program rank
ATI TEAS Test – Reading	40th percentile program rank
ATI TEAS Test – Math	40th percentile program rank
ATI TEAS Test - Science	40th percentile program rank

General Education Courses required prior to admission to Nursing

.....	28
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
BIO 216 Human Pathophysiology.....	4
ENG 121 English Composition I: GT-CO1	3
MAT 103 Math for Clinical Calculations	3
PSY 235 Human Growth and Development: GT-SS3.....	3
Elective in Arts and Humanities.....	3

The Colorado Nursing Articulation Model© allows for acceptance of credit for prior nursing coursework.

Credit Awarded for prior nursing coursework with active Colorado LPN license 27

The candidate will receive credit based upon the Colorado Nursing Articulation Model© criteria as follows

- Obtained LPN education and license within last 3 years
OR
- LPN education license within last 7 years AND 1000 hours paid work experience as LPN within the past 3 years
OR Colorado Board of Nursing approved LPN refresher course
- LPNs who graduated more than 10 years prior to admission to the Associate of Applied Science Degree in Nursing: Advanced Placement (LPN to ADN) program will be required to complete Excelsior (New York Regent's) exams to receive credit for prior nursing learning.

Transition from LPN to RN (required prior to second year
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 Care of Psychiatric Patients	4

Second Year Semester 2	11
NUR 216 Advanced Concepts of Medical Surgical Nursing II	6
NUR 230 Leadership Mgmt Trends.....	5

Total (excludes general education and first year nursing coursework) **29**
Total (including general education and first year nursing coursework) **84**

Estimated Program Cost **\$5,600**

Employment Opportunities and Earnings Potential

Employment of registered nurses is expected to grow by 22 percent from 2008 to 2018, much faster than the average for all occupations. Growth will be driven by technological advances in patient care, which permit a greater number of health problems to be treated, and by an increasing emphasis on preventive care. In addition, the number of older people, who are much more likely than younger people to need nursing care, is projected to grow rapidly.

The Bureau of Labor and Statistics (BLS) stated, "The median annual earnings of a registered nurse were \$66,530 in May 2009. BLS included the industries employing registered nurses were:

Employment Services	\$64,260
General Medical and Surgical Hospitals.....	\$67,740
Home Health Care Services.....	\$63,300
Offices of Physicians.....	\$67,290
Nursing Care Facilities	\$59,320

Overview of the RN Workload and Skills

Graduates receive an Associates of Applied Science in Nursing and are eligible to apply for the NCLEX-RN. Registered Nurses (RNs) may practice in a variety of healthcare settings. RNs can expect to record patients' medical histories and symptoms.

An RN will need to know how to run diagnostic tests, operate medical machinery, and administer treatment and medications. RNs play an important role in developing and adding to existing patients' care plans. RNs administer medication checking dosages and interactions, start, maintain and discontinue intravenous (IV) lines for fluid, medication, blood and blood products. Many times an RN will need to consult with physicians and other health care professionals regarding a patient's treatment.

PARALEGAL

Associate of Applied Science Degree in Paralegal

CCD Auraria

PARALEGAL

This program prepares students for entry into the paralegal field and for transfer to four-year institutions in Colorado. Emphasis is placed on practical skills such as interviewing, research and document drafting.

Please note that due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the AAS Paralegal course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal Faculty Advisor or Educational Case Manager for advising.

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 or educational case manager and obtain an authorized signature and educational planning guide.

General Education Requirements

COM 115 Public Speaking.....	3
ENG 121 English Composition I: GT-CO1.....	3
MAT 107 Career Math	(3)
OR	
MAT 120 Math for Liberal Arts: GT - MA1.....	(4)
OR	
MAT 121 College Algebra: GT-MA1	(4)
Subtotal	9-10

Select 1 course from the Associate of Arts or Science, Arts & Humanities requirements..... **3**

Select 1 course from the Associate of Arts or Science, Social & Behavioral Sciences requirements **3**

Subtotal..... **6**

Major Requirements

PAR 115 Introduction to Law	3
PAR 201 Civil Litigation	3
PAR 202 Evidence.....	3
PAR 209 Constitutional Law.....	3
PAR 211 Legal Research.....	3
PAR 212 Legal Writing	3
PAR 280 Internship: Paralegal.....	6
PAR 289 Capstone: Paralegal Synthesis.....	3
Subtotal	27

Select 6 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 217 Environmental Law.....	(3)
PAR 218 Bankruptcy Law.....	(3)
PAR 285 Independent Study.....	(1)
CIS 135 Complete Word Processing*.....	(3)

* This course is highly recommended for students lacking word processing proficiency

Subtotal..... **18**

Total..... **61-64**

Certificate in Paralegal

CCD Auraria

GENERAL PARALEGAL

This program prepares individuals with job-entry skills for the general paralegal field. Emphasis is placed on practical skills such as interviewing, researching and document drafting.

Please note that due to accreditation standards and CCD's graduation requirements, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the Paralegal Certificate course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal faculty Advisor or Educational Case Manger for advising.

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 or educational case manager and obtain an authorized signature and educational planning guide.

Requirements

PAR 115	Introduction to Law	3
PAR 211	Legal Research	3
PAR 202	Evidence	3
PAR 201	Civil Litigation	3
PAR 209	Constitutional Law	3
PAR 212	Legal Writing	3
PAR 280	Internship: Paralegal.....	6
PAR 289	Capstone: Paralegal Synthesis.....	3

Elective

CIS 135*, 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	6
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* This course is highly recommended for students lacking word processing proficiency

Total.....33

RADIATION THERAPY PROGRAM

Certificate in Radiation Therapy

CCD Lowry

CERTIFICATE OR AAS IN RADIATION THERAPY

Upon successful completion of the Radiation Therapy Program graduates are eligible to apply for registration by the American Registry of Radiologic Technologists (ARRT) in Radiation Therapy. The revised program will prepare the ARRT Registered Radiologic Technologists (RT) and non ARRT Registered applicants for an entry-level position as a radiation therapist in a variety of medical settings, including the hospital. The certificate and degree programs are an intensive combination of classroom and clinical experience. Certificate is obtained over 4 semesters. AAS degree is obtained over 6 semesters. A new class begins in the fall semester of each year. For information on the application process, please refer to the webpage for the Radiation Therapy program located at www.ccd.edu/radiationtherapy.

Associate of Applied Science Degree in Radiation Therapy

Program Admission Requirements

1. Acceptance requirements for AAS pathway

SOC 101 or PSY 101	3
ENG 121.....	3
BIO 106 or BIO 201, 202(A&P/I,II).....	8
MAT 121 (College Algebra).....	4
RTE 101 (intro Rad).....	2
Total.....	20

Radiation Therapy AAS Degree

Fall

RTH 221	Principle-Radiation Therapy I.....	3
CIS 118	Introduction to PC Applications.....	3
RTH 225	Oncology Pathophysiology.....	3
RTE 141	Radiographic Equipment & Imaging.....	3

Spring

RTH 222	Principle-Radiation Therapy II	2
RTE 255	Multiplaner Sectional Imaging	2
RTH 243	Oncology Principle and Practice I.....	2
RTH 281	Internship I	8

Summer

RTH 244	Oncology Principle and Practice II.....	2
RTH 281	Internship II.....	8

Fall

RTH 242	Radiation Physics.....	3
RTH 282	Internship III.....	8

Spring

RTH 261	Treatment Planning.....	3
RTH 283	Internship IV.....	8

Summer

RTH 289	Capstone.....	2
Total.....	60	

Application Information

6 STEPS TO A SUCCESSFUL APPLICATION

Admissions packets will be evaluated based on competitive point system. Qualified candidates will be invited to participate in an objective, panel-style interview process for the next matriculating class. Number of applicants invited to interview is dependent on participating clinical sites. Read and follow each step.

STEP 1: Complete the CCD application and contact Mary Ann Matheny-Smith, Educational Case Manager & Advisor at CCD, Lowry Branch.

STEP 2: Download and complete the Radiation Therapy Application.

STEP 3: For each college or university attended, you must submit an official transcript. Official transcripts should be sent to the applicant and remain sealed. DO NOT OPEN THE TRANSCRIPT. The sealed transcript should be placed in the application envelope with all other documentation. Official transcripts are not required for prerequisites taken at CCD. If you are submitting prerequisites from an institution other than a community college in the state of Colorado, you should include a copy of the course descriptions from that institution.

STEP 4: If requesting Colorado residency status, submit a copy of your Colorado Drivers License or Colorado State Identification Card.

STEP 5: Three references are required. Each person writing a reference should place it in a sealed envelope, sign the back of the envelope and return it to you. DO NOT OPEN THE ENVELOPE. Place the sealed envelopes in your application packet. References should be obtained from a current or past employer, college professor or someone else who can attest to your professionalism, commitment to learning or similar attributes. Family members do not make good reference sources.

STEP 6: Submit completed Radiation Therapy Admissions packet during the month of April for fall class to:

CCD Radiation Therapy Program

Attention: Phyllis DeBaun
1070 Alton Way, Bldg. 849
Denver, CO 80230

Radiation Therapy Certificate

Fall

RTH 221	Principle-Radiation Therapy I.....	3
RTH 242	Radiation Physics.....	3
RTH 225	Oncology Pathophysiology.....	3
RTH 281	Internship I.....	8

Spring

RTH 222	Principle-Radiation Therapy II.....	2
RTE 255	Multiplaner Sectional Imaging.....	2
RTH 261	Treatment Planning.....	3
RTH 282	Internship II.....	8

Summer

RTH 243	Oncology Principle and Practice I.....	2
RTH 244	Oncology Principle and Practice II.....	2
RTH 283	Internship III.....	8

Fall

RTH 289	Capstone.....	2
RTH 284	Internship IV.....	8
Total.....		54

RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree in Radiologic Technology

CCD Lowry

The Radiologic Technology program prepares the student for an entry-level position as a radiographer in a variety of medical settings, including the hospital. The program consists of five semesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Registry of Radiology Technologists (ARRT).

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

RTE Admission Process

- I. Complete General Education Pre-requisite Requirements.
- ** *G.P.A. is a factor in candidate evaluation for program acceptance*
- II. Admissions Packet: Annually, from April 15 to May 15, 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.
- III. Admissions packets will be evaluated by Radiography Program faculty and approximately 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 interviews depends upon the number of clinical placement sites which are available. We currently have nearly 30 spots and will interview 150% 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% disqualifies the candidate from program entry.*
- V. Candidates who are not selected to enter the program will be provided with advisement, if desired, and allowed to re-apply one additional time the following year.

General Education Pre-requisite Requirements

ENG 121	English Composition I: GT-CO1.....	3
Select either BIO 106 or the combination of BIO 201 & 202.....		4-8
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
Select 1 course from the following.....		3-4
MAT 099	Intermediate 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 Radiography.....	2
* <i>Must obtain 80% or higher for program acceptance.</i>		
HPR 178	Seminar: Intro to Medical Terminology.....	1-2

Fall Semester

RTE 111	Radiographic Patient Care.....	2
RTE 121	Radiologic Procedures I.....	3
RTE 141	Radiographic Equipment/Imaging I.....	3
RTE 181	Radiographic Internship I.....	5

Spring Semester

RTE 122	Radiologic Procedures II.....	3
RTE 131	Radiographic Pathology and Image Evaluation I.....	1.5
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
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Fall Semester

RTE 221	Advanced Medical Imaging.....	3
RTE 231	Radiation Biology/Protection.....	2
RTE 281	Radiographic Internship IV.....	8

Spring Semester

RTE 282	Radiographic Internship V.....	8
RTE 289	Radiographic Capstone.....	3
Total.....		73-78

Certificate in Computed Tomography

CCD Lowry

COMPUTED TOMOGRAPHY

The medical imaging modality of Computed Tomography is critical in diagnosis and treatment of trauma, as well as in the evaluation of many pathological processes. The CT technologist requires specific knowledge and skills, and must obtain certification from the ARRT.

The online Computed Tomography program at Community College of Denver is designed to provide working technologists guided instruction, and prepare them to successfully complete the ARRT/CT examination.

Program admissions require current certification in Radiologic Technology, Nuclear Medicine, and/or Radiation Therapy. Applicants for clinical placement must have a minimum of one-year experience in direct patient care.

This certificate program may be completed in 1-2 semesters and offers a need-based clinical component. The program is offered each semester; courses may be taken concurrently or consecutively.

Program Admission Requirements

www.ccd.edu/radiography

1. Apply to the Community College of Denver. Note: admission to the college does not guarantee admission to the CT program. Admission to the CT clinical component is dependent upon clinical site availability and fulfillment of the other program admission requirements.
 - a. Student must hold current certification in Radiography, Radiation Therapy, or Nuclear Medicine, by the ARRT or NMTCB. Applicant must be in good standing
2. For clinical internship application, submit the following additional documentation to Lowry Health Sciences Center 1070 Alton Way, Building 849, Denver, CO 80230:
 - a. Computed Tomography Program application
 - b. Copy of current ARRT or NMTCB certification card
 - c. Official, sealed college transcripts showing graduation date and GPA in primary certification program.
 - d. Current CPR for Healthcare Providers certification
 - e. Immunization record documenting the following: PPD done within the last 3 months, MMR—2 immunizations or documentation of immunity, Hepatitis B series, Varicella—immunization or documentation of disease, Tetanus/Diphtheria Toxoid (TD).
 - f. Background check

Requirements for CT Certificate

RTE 240	Principles of CT Imaging*	3
RTE 255	Multiplanar Sectional Imaging*	2
RTE 284	CT Clinical Internship	1-6
	Total	6-12

- * Courses are offered online through Desire2Learn, and can be taken individually.
- * Enrollment in RTE 240 and RTE 255 is not restricted and does not require application to program.
- * Students who require clinical internship must submit clinical application documents a minimum of four weeks prior to the first day of the semester.
- * Clinical internship hours are determined on an individual basis. Placement is dependent upon clinical site availability.

VETERINARY TECHNOLOGY

Associate of Applied Science Degree in Veterinary Technology

CCD Lowry

VETERINARY TECHNOLOGY

Veterinary Technicians are paraprofessional members of a veterinary team, assisting a doctor of veterinary medicine. Veterinary Technicians perform a variety of tasks, including preparing examination rooms and surgery suites, holding and restraining animals during the exam and/or treatment, collecting specimens, performing routine laboratory procedures, taking diagnostic X-rays, administering medication or treatments, assisting in surgery, performing office skills, maintaining inventory of supplies and assisting with client education.

Career opportunities for Veterinary Technicians are available in a variety of settings, including private veterinary practices, research laboratories, kennels, zoos, and local, state, and federal agencies. These experiences can lead to other job opportunities such as sales, hospital administration, teaching in a Veterinary Technology program and animal advocacy.

The program is a blend of academic and clinical coursework that requires attention to detail, motivation and the ability to complete tasks within a specified time frame. The students of Community College of Veterinary

Technology Program are encouraged to be self-directed in their learning and to establish high standards of professional and personal excellence.

Graduates are eligible to take the Veterinary Technician National Examination, and have been able to rapidly find placement in the veterinary health care community. Community College of Denver Veterinary Technology program is one of only two Community College of Colorado programs located in the state offering an Associate of Applied Science degree in Veterinary Technology.

Community College of Denver offers one of the most respected veterinary technology programs in the state.

Application process

8 Steps to a Successful Application

Read and follow each step. Submit completed applications with all accompanying forms, postmarked by **May 1** for fall class and **October 1** for spring class, to:

CCD Veterinary Technology Program
 Attention: Shannon Burkhalter
 1070 Alton Way, Bldg. 849 Denver, CO 80230

** If you have previously applied to our program within the last 2 years and want to reactivate your application, you must provide a written and signed documentation requesting that the following be reactivated: Verification of Observation (step 2), Transcripts (step 3 - note: you must submit a new official transcript if any changes/updates have occurred prior to your last submission), Reference Form (step 5) You must resubmit the Main Application (step 1) and the Letter of Agreement (step 6). **

STEP 1: Download and complete the main application. The application may be typed or printed; blue or black ink should be used.

Go to the website for application: <http://www.ccd.edu/Vet-Tech/Admissions.aspx>

STEP 2: Regardless of current or past experiences, you are required to observe at least 2 different veterinary technicians, not veterinarians, for a minimum of 4 hours each. Signatures and other pertinent information should be filled out on the Verification of Observation form. Submit this form with your application. Form can be accessed at the website <http://www.ccd.edu/Vet-Tech/Admissions.aspx>.

STEP 3: For each college or university attended, you must submit an official transcript. Order your official transcripts from the previous college/university and have them sent directly to the CCD Admissions, Registration and Records Office:

Admissions, Registration and Records
 Campus Box 201
 PO Box 173363
 Denver, CO 80217-3363

Official transcripts are not required for prerequisites taken at CCD. To obtain an official transcript from another college or university, complete the following form and send the request to that institution. Do not submit this form with your application. If you are submitting prerequisites from an institution other than a community college in the state of Colorado, you must include a copy of the course descriptions from this institution.

STEP 4: If requesting Colorado residency status, submit a copy of your Colorado Drivers License or Colorado State Identification Card.

STEP 5: Two references are required. Print two copies of the form below and complete the top section only; your reference will complete the bottom portion. Each person writing a reference should place it in a sealed envelope, sign the back of the envelope and return it to you. **DO NOT OPEN**

THE ENVELOPE. Place the sealed envelopes in your application packet. References should be obtained from a current or past employer, college professor or someone else who can attest to your professionalism, commitment to learning or similar attributes. Family members do not make good reference sources. Reference Form can be accessed at the website <http://www.ccd.edu/Vet-Tech/Admissions.aspx>.

STEP 6: The last form to complete is the Letter of Agreement. Read the letter carefully, sign it and submit it with your application packet. Letter of agreement can be found at the website <http://www.ccd.edu/Vet-Tech/Admissions.aspx>.

STEP 7: Enclose a self-addressed, stamped envelope. The envelope will be mailed back informing you of one of the following: that your application is complete and the specifics of the next step, that your application is incomplete and what is needed; or that your application does not meet the minimum qualifications.

STEP 8: After completing all the information listed above, submit everything in a single envelope to the following address:

CCD Veterinary Technology Program
 Attention: Shannon Burkhalter
 1070 Alton Way, Bldg. 849
 Denver, CO 80230

Due to the large volume of applications received, we ask you DO NOT contact our office inquiring about your application status. Please wait for the arrival of your self-addressed, stamped envelope, which will be mailed by May 31 for fall class and October 31 for spring class.

General Education Requirements

BIO 111	General College Biology I with Lab: GT-SC1	5
COM 115	Public Speaking	3
ENG 121	English Composition I: GT-CO1	(3)
	OR	
ENG 131	Technical Writing I	(3)
MAT 090	Intro to Algebra	4
PSY 101	General Psychology I: GT-SS3	(3)
	OR	
SOC 101	Introduction to Sociology I: GT-SS3	(3)
	Total.....	18

First Semester

VET 106	Exotic Animal Handling	2
VET 116	Humane Treatment and Handling of Animals.....	3
VET 120	Office Procedures and Relations	2
VET 108	Introduction to Laboratory Procedures	3
VET 205	Veterinary Anatomy and Physiology I.....	4

Second Semester

VET 115	Surgical Nursing.....	2
VET 182	Internship I	3
VET 206	Veterinary Anatomy and Physiology II.....	4
VET 224	Pharmacology for Veterinary Technicians	3

Third Semester

COM 115	Public Speaking.....	3
SOC 101	Introduction to Sociology I: GT-SS3 or General Psychology ...	3
VET 134	Diagnostic Imaging	2
VET 187	Cooperative Education: Diagnostic Imaging	1

Fourth Semester

VET 225	Anesthesiology.....	3
VET 227	Animal Nutrition	2
VET 241	Clinical Laboratory Procedures.....	4
VET 281	Internship II.....	4

Fifth Semester

VET 240	Veterinary Medicine and Surgery.....	4
VET 242	Veterinary Critical Care.....	2
VET 243	Veterinary Diagnostic Microbiology.....	3
VET 250	Clinical Competency Evaluation	1
VET 282	Internship III.....	5

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
COM 115	Public Speaking.....	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

Requirements

WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 106	Blueprint Reading for Welders and Fitters.....	4
WEL 110	Advanced Shielded Metal Arc I.....	4
WEL 111	Advanced Shielded Metal Arc II.....	4
WEL 124	Introduction to Gas Tungsten Arc Welding.....	4
WEL 125	Introduction to Gas Metal Arc Welding.....	4
WEL 202	Gas Metal Arc Welding II	4
WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
	Total.....	63

Certificate in Fabrication Welder

CCD North

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 and MAT 060.
2. Must take WEL 102 as a pre-requisite for WEL 101.

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 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
Total	24

Certificate in Fabrication Welder

CCD North

BASIC WELDING

Not Financial Aid Eligible

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
Total	12

Certificate in Fabrication Welder

CCD North

Program Admission Requirements

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

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 to thin-gauge sheet metals. Various steels and aluminum 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	4
Total	48

Certificate in Fabrication Welder

CCD Auraria

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 060, 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
Total	18

Course DESCRIPTIONS

AAA — ADVANCED ACADEMIC ACHIEVEMENT

AAA 090 Academic Achievement Strategies

3 credit hours

Prerequisite: Open to anyone who is required to take one or more developmental classes.

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 hour

Corequisite: ENG 030 , ENG 060 , ENG 090 , all ESL, MAT 030 , MAT 060, MAT 090 , MAT 099, 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's permission

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

Prerequisite: ACC 101 CIS 118

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.

ACC 122 Accounting Principles II

4 credit hours

Prerequisite: ACC 121

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

ACC 131 Income Tax

3 credit hours

Corequisite: ACC 121

Studies the basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions with emphasis on taxation of individuals and sole proprietorships.

ACC 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 133 Tax Help Colorado Site Lab

1 credit hour

This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.

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 (Quickbook)

3 credit hours

Prerequisite: ACC 101 and CIS 118 or instructor consent

Integrates accounting principles and practices with a computerized accounting package such as Peachtree, Quickbooks, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.

ACC 287 Cooperative Education

3 credit hours

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.

AEC — ARCHITECTURE/ ENGINEERING/CONSTRUCTION

AEC 121 Construction Materials and Systems

3 credit hours

Examines building materials and construction techniques. Topics include a study of soils, concrete, brick, masonry, steel, timber, and plas-

tics and a study of types of building structural systems and components. Principles of interpreting light commercial construction drawings (blueprints) for structural and trade information are also introduced.

AEC 218 Sustainable Building Systems

3 credit hours

Investigates the technologies and strategies related to sustainable (green) materials and systems for buildings. Topics include: energy and environmental consciousness/regulations; the high performance building envelope; alternative construction techniques (adobe, cob, rammed earth, straw bale); microclimate/site factors; sustainable/green materials; and passive solar; active thermal solar, photovoltaic energy, wind energy conversion, on site water use/reuse and waste disposal systems.

AEC 221 Building Electrical and Mechanical Systems

3 credit hours

Acquaints the student with electrical and mechanical equipment and systems in buildings. Lectures cover the basic principles of electrical distribution, artificial lighting, fire protection, plumbing systems and heating, ventilating and air conditioning (HVAC) systems.

AER — AEROSPACE

AER 101 Intro to Aerospace Workplace

3 credit hours

Covers aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices. Covers inspection procedures, workplace rules and regulations, safety procedures, good housekeeping practices, and lessons learned.

AER 105 Aerospace Mechanics

4 credit hours

This course takes a hands-on approach to the identification, uses and care of tools and equipment used in aerospace systems. Blueprint reading, geometric dimensioning, and tolerancing and English and metric measuring systems are included.

AER 111 Aerospace Systems

4 credit hours

This course covers an introduction to expendable and reusable Space Launch Vehicle (SLV) systems including hydraulic, pneumatic, electrical, propulsion, mechanical, HVAC (heating, ventilation and air conditioning), and ECLSS (Environmental Control and Life Support Systems). How systems interact with computer and data acquisition systems is also covered.

AER 121 Aerospace Materials and Processes I

3 credit hours

This course covers the physical properties and characteristics of common materials and commodities used in the aerospace industry. Materials compatibility, basic metallurgy, and treatment processes are also covered.

AER 125 Aerospace Safety and Quality

3 credit hours

This course covers identification of hazards, personal protective equipment, safe practices, and protection of personnel, property, and equipment in the aerospace environment. Safety procedures, including OSHA regulations and hazardous materials handling, are also covered. Basic principles of quality assurance engineering relating to work processes will be discussed. The use of computer based tools for analysis and reporting will be covered.

AER 211 Aerospace Structural Fabrication I

3 credit hours

This course provides an introduction to basic metalworking through use of blueprints (drawings), mathematics, standard metal shop tools and fabrication techniques tailored for construction of an aerospace project.

AER 212 Aerospace Structural Fabrication II

3 credit hours

A continuation of Aerospace Structural Fabrication I. Knowledge, techniques, and skills are refined and enhanced. Projects are completed using composites.

AER 221 Aerospace Materials and Processes II

3 credit hours

This course provides information of nature and behavior of non-metallic materials and processes used in aerospace applications with an emphasis on composites. The study of reinforcing fibers, laminating resins, adhesives, manufacturing/repair and assembly processes, and inspection techniques are covered.

AER 225 Aerospace Electronics Fabrication and Fiber Optics

3 credit hours

Experience a hands-on approach to the soldering, wire wrapping, potting, crimping and cable lacing of electronic components and the basics of fiber optics and the fabrication of fiber optic cable assemblies, using a variety of connectors and splicing techniques. Printed circuit construction and repair are also covered as well as cable installation and troubleshooting.

AER 255 Aerospace Fluid Systems

3 credit hours

This course includes a familiarization of fluid system components, characteristics, and applications. Cryogenic and hypergolic materials and high pressure systems are also covered.

AER 265 Aerospace Tests and Measurements

4 credit hours

This course covers electrical and mechanical testing procedures (primarily non-destructive testing), equipment, measurements, and instrumentation involved in aerospace systems. Verification of tool and equipment calibration is also covered.

AER 289 Technical Task Analysis

12 credit hours

Prerequisite: Last semester or instructor permission.

A capstone course in the Aerospace Technology Program. This course applies the knowledge and skills acquired in previous classes through project completion. Tools, equipment, supplies, processes, and materials are selected and used as required for a given task.

ANT — ANTHROPOLOGY

ANT 101 Cultural Anthropology: GT-SS3

3 credit hours

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

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change and applied anthropology. This course is one of the Statewide Guaranteed Transfer courses.

ANT 107 Introduction to Archaeology: GT-SS3

3 credit hours

Prerequisite: ENG 090 Grade of "C" or better or minimum college level English assessment score

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. This course is one of the Statewide Guaranteed Transfer courses. GTSS3

ANT 111 Physical Anthropology: GT-SS3

3 credit hours

Prerequisite: ENG 090 with a grade of "C" or better minimum college level English 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: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

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 215 Indians of North America: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and the subsequent contemporary Native American issues.

ANT 225 Anthropology of Religion

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

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.

ANT 260 Sex, Gender and Culture

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

Explores the anthropology of gender. Includes the relationship between biology and culture in human evolution, archaeological evidence of gender distinctions in prehistory, cross-cultural constructions of masculinity, femininity, and sexuality, variations in the sexual division of labor and economic stratification, gender differences in ritual and religion, and the impact of gender issues in contemporary global culture change.

ARA — ARABIC

ARA 101 Conversational Arabic I

3 credit hours

Introduces beginning students to conversational Arabic and focuses on understanding and speaking Arabic. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ARA 102 Conversational Arabic II

3 credit hours

Prerequisite: ARA 101

Continues the sequence for students who wish to understand and speak Arabic. Covers basic conversational patterns, expressions, and grammar.

ARA 111 Arabic Language I

5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

ARA 112 Arabic Language 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 — ARCHITECTURE

ARC 125 History of Architecture

3 credit hours

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 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 Ancient to Medieval: GT-AH1

3 credit hours

Prerequisite: ENG 090 with a grade of "C" or better or 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 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 on introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 131 Visual Concepts 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 Visual Concepts 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 140 Color Photography I

3 credit hours

Prerequisite: ART 138

Covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives.

ART 143 Digital Photography I

3 credit hours

Prerequisite: MGD 101 or instructor consent

Introduces the basic concepts of digital imaging as applied to photography. Using ap-

plicable 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 219 Mural Painting I

3 credit hours

Prerequisite: ART 121 Drawing I, ART 131 2-D Design, & ART 211 Painting I or instructor permission

This course introduces the student to the history, techniques, materials and concepts of mural painting with an emphasis on composition and content development.

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 with a grade of "C" or better or instructor consent

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, REA 090 and MAT 090 or minimum college level assessment scores or approval by chair or instructor

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, REA 090 and MAT 090 or minimum college level assessment scores. or approval by the chair or instructor

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 105 Science of Biology: GT-SC1

4 credit hours

Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090 or minimum level 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 106 Basic Anatomy and Physiology

4 credit hours

Prerequisite: Grade of "C" or better in ENG 090, REA 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.

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure, function and the metabolic processes of respiration and photosynthesis, as well as cell reproduction and basic concepts of heredity. Includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 115 Human Genetics

3 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.

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: Prerequisite: Grade of "C" or better in BIO 111 OR corequisite of 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 OR grade of "C" or better in BIO 111 and corequisite of BIO 202

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

BIO 208 General College Microbiology

5 credit hours

Prerequisite: Grade of "C" or better in BIO 111

Designed for biology 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 Human Pathophysiology

4 credit hours

Prerequisite: A grade of "C" or better in ENG 121 & BIO 204 OR grade of "C" or better in ENG 121 and corequisite of BIO 204

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biol-

ogy, anatomy, and physiology is essential for the study of pathophysiology.

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 I: GT-SC1

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 hour

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102 Keyboarding Applications I

2 credit hours

Prerequisite: BTE 100 or Instructor's permission (Keyboarding skills of 20 wpm)

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos and manuscripts. Emphasizes speed and accuracy.

BTE 103 Keyboarding Applications II

3 credit hours

Prerequisite: BTE 102

Designed to reinforce basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Speed and accuracy is also emphasized.

BTE 108 Ten-Key by Touch

1 credit hour

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(move to Business technology Classes)

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 skills

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

BUS 203 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

Prerequisite: REA 090 OR ACCU 80

Emphasizes effective business writing: letters, memoranda, reports, application letters and resumes. Includes the fundamentals of business communication and an introduction to international

BUS 226 Business Statistics

3 credit hours

Prerequisite: BUS 115, and MAT 090 or 107; REA 090 OR ACCU 80

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.

CDF — CAREER DEVELOPMENT FACILITATOR

CDF 105 Introduction to Career Development

3 credit hours

Introduces career development theory, various career development programs, case management skills, adult development issues, ethical/legal issues, and career facilitation skills for special populations; emphasizes enhanced skills and knowledge that can be applied immediately on the job. First of four classes required for national Career Development Facilitator (CDF) certification.

CDF 107 Career Information and Program Design

3 credit hours

Introduces career and labor market information resources including print and computer resources; studies the design of a career resource center and the process of designing a career development program; introduces effective training skills. Third of four classes required for national Career Development Facilitator certification.

CDF 108 Goal Setting and Action Plans

3 credit hours

Reviews career decision-making, client goal setting and planning processes, introduces job portfolios, job search techniques, job retention, and client follow-up issues; reviews application process for CDF certification. Fourth of four classes required for national Career Development Facilitator Certification.

CHE — CHEMISTRY

CHE 101 Introduction to Chemistry I: GT-SC1

5 credit hours

Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090 or minimum college level assessment scores in math and English

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws,

and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is one of the Statewide Guaranteed Transfer courses. GT SCI

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, REA 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 090, REA 090 and MAT 106 or MAT 099 or minimum college level assessment scores in English and math

Corequisite: 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 or minimum college level assessment scores in English and math

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

CHI 102 Conversational Chinese II

3 credit hours

Prerequisite: CHI 101

Continues the sequence for students who wish to understand and speak Chinese. Covers basic conversational patterns, expressions, and grammar.

CHI 111 Chinese Language I

5 credit hours

Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and instructors.

CHI 112 Chinese Language II

5 credit hours

Prerequisite: CHI 111

Continues Chinese Language I in the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

CHI 211 Chinese Language III

3 credit hours

Prerequisite: CHI 112

Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language

CHI 212 Chinese Language IV

3 credit hours

Prerequisite: CHI 211

Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language. A continuation of Chinese III.

CHW — COMMUNITY HEALTH WORKER

CHW 120 Community Health Issues

3 credit hours

Prerequisite: High school diploma or GED

Corequisite: CHW 100, 130, 297

Introduces students to the multiple health issues for community health workers. Develops core competencies to function as a community health worker.

CHW 130 Community Health Resources

3 credit hours

Prerequisite: High school diploma or GED

Corequisite: CHW 100, 120, 297

Introduces students to the skills and resources necessary for community health work with clients in the community.

CHW 136 Psychological Impact of Chronic Disease

1 credit hour

Students will acquire knowledge regarding the psychosocial aspects of chronic disease. They will be able to differentiate between normal responses and problematic responses in order to identify resources, make appropriate referrals, and assist with patient decision-making.

CHW 135 Basic Patient Navigation

1 credit hour

Students will develop the skills and resources necessary to effectively work with clients with chronic conditions, create a resource directory and practice health fair and event planning. Students will develop their own resource directory and will refine interviewing and counseling techniques. Health fair and event planning will be practiced. Evaluation methods will be introduced.

CHW 137 End of Life/Palliative Care

0.5 credit hours

Become familiar with end-of-life concepts such as advance planning, legal considerations, end-of-life choices, and palliative (comfort) care, including physical, emotional, and spiritual aspects. Learn to facilitate discussion regarding end-of-life choices, including hospice care.

CHW 297 Community Health Worker Field Experience

2 credit hours

Prerequisite: High school diploma or GED

Corequisite: CHW 100, 120, 130

Provides students with an opportunity to apply community health worker knowledge and practice community health worker skills in community settings.

CIS — COMPUTER INFORMATION SYSTEMS

See CNG — Computer Network Technologies
See CSC — Computer Science
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 hour

Prerequisite: CIS 135 or instructor consent based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam.

CIS 140 Microsoft Outlook

1 credit hour

Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 145 Complete PC Database

3 credit hours

Prerequisite: CIS 118 or instructor consent

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 149 Microsoft Office Certification Prep: Access

1 credit hour

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 hour

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 hour

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 docu-

ments, 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 243 Introduction to SQL

3 credit hours

Prerequisite: CSC 119 or instructor consent

Corequisite: CIS 145

Introduces students to creating database structures and storing, retrieving and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. This course also will use SQL*Plus to manipulate SQL statements.

CIS 260 Troubleshooting Microsoft Applications

3 credit hours

Prerequisite: CIS 218, CIS 124

Focuses on troubleshooting techniques and procedures that are used in Microsoft applications. Includes learning how to manage the advanced configuration of Word, Excel, Access and PowerPoint.

CIS 267 Management of Information Systems

3 credit hours

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement integration of information systems resources within the organization.

CIS 287 Cooperative Education

1 credit hour

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 104 Introduction to TCP/IP

3 credit hours

Prerequisite: CNG 102 or instructor consent

Outlines four important networking architectures in corporate environments today — TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures, as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 105 Internet Technologies

3 credit hours

Prerequisite: CIS 118

Outlines the important Internet Technologies in use today. Focuses on the major components and functions of each of these technologies as well as methods used to connect different technologies. Provides the students with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

CNG 116 Microcomputer Hardware

3 credit hours

Corequisite: CIS 118

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 — Introduction to Networking

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced, Cryptography basics are incorporated, and operation/organizational security is discussed as it relates to

physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132 Principles of Information Security

3 credit hours

Prerequisite: CNG 131 — Network Security Fundamentals

Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of managerial and the technical aspects of information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

CNG 160 Telecommunications I

3 credit hours

Prerequisite: CIS 118

Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols.

CNG 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.

COM — COMMUNICATIONS

COM 100 Workplace Communication

1 credit hour

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 continued study of rhetorical theory and analysis as it relates to public speaking.

COM 226 Oral Interpretation

3 credit hours

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

Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric 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 112 Procedural Criminal Law

3 credit hours

Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal.

CRJ 125 Law Enforcement Operations

3 credit hours

Examines the complexity and multi-dimen-

sional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, racial and ethnic, political and organizational context.

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 135 Judicial Function

3 credit hours

Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145 Correctional Process

3 credit hours

Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole.

CRJ 150 Victims of Crime and Trauma

3 credit hours

Introduces the student to the role the crime victims plays in the Criminal Justice System. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

CRJ 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 201 Emergency Dispatching

3 credit hours

Focuses on the unique knowledge, skills and abilities required for working in the Emergency Telecommunications industry. The course will focus on the basics of the emergency communication center, emergency telecommunica-

tion technology, caller management, call classification, legal aspects and stress management.

CRJ 205 Principles of Criminal Law

3 credit hours

Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law.

CRJ 208 Criminal Evidence

3 credit hours

Reviews the basic principles 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 236 CRJ Research Methods

3 credit hours

Introduces and applies methods for criminal justice and criminology with an emphasis on the scientific method and the role of empirical inquiry into criminal justice and criminology. This course will include the study of methodologies of data collection and analysis, the logic of research, the role of theory, measurement, sampling and research designs. Field research and the professional norms and ethics of criminal justice and criminology research will also be covered.

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 246 Traffic Investigation

3 credit hours

Provides an overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Emphasizes traffic management concepts, selective traffic enforcement, and safety issues.

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 105 Computer Literacy

3 credit hours

Prerequisite: N/A

Introduces computers and includes the history of computers and their impact on society. Focuses on microcomputer terminology, as well as criteria for evaluating hardware and software. Enables students to develop a working knowledge of an operating system, the Internet, and several microcomputer

CSC 119 Introduction to Programming

3 credit hours

Corequisite: CIS 118 or instructor consent

Focuses on general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language will be used to implement the student's program design.

CSC 150 Visual Basic Programming

3 credit hours

Prerequisite: CSC 119 or instructor consent

Introduces programming and applications development for the Microsoft Windows programming environment using Visual Basic for Windows.

CSC 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 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.

CWB — COMPUTER WEB BASE**CWB 206 Web Database**

3 credit hours

Corequisite: CIS 145

Emphasizes scripting languages used to create and manage web data bases. Targets to multimedia authors who wish to add data base management and search functionality to their web sites. Enables students to build an inexpensive portable data base solution.

DAN — DANCE**DAN 130 Dance Sampler**

1 credit hour

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 Dental Hygiene program**Corequisite:** DEH 102

Explores basic dental hygiene theory and development of basic skills. Focuses on the application of diagnostic, preventative and therapeutic procedures and includes an introduction to dentistry and dental hygiene, dental and medical terminology, infection control, the removal of tooth deposits, patient medical and dental histories, preventive instruction and treatment planning.

DEH 102 Preclinical Dental Hygiene Care

3 credit hours

Prerequisite: Enrollment in Dental Hygiene program**Corequisite:** DEH 101

Focuses on clinical experiences in basic dental hygiene procedures and techniques including basic instrumentation, infection control, and patient assessment skills. Students participate in a variety of clinical learning experiences.

DEH 103 Dental Anatomy and Histology

3 credit hours

Prerequisite: Enrollment in Dental Hygiene program**Corequisite:** DEH 123

Focuses on a study of the anatomical and histological features of the teeth and other oral structures of the oral cavity. Includes terminology, anatomical landmarks, and tooth identification. Introduces histology, the embryology of the face and the 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 Dental Hygiene program**Corequisite:** DEH 101, 102, 103

Introduces principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating radiographs; identification of normal anatomic landmarks and pathologic conditions. Focuses on utilization of the laboratory in performing procedures necessary to produce quality radiographs.

DEH 111 Dental and Medical Emergencies

2 credit hours

Prerequisite: Enrollment in Dental Hygiene program**Corequisite:** DEH 103

Introduces the management of emergency situations in the dental office setting. Emphasizes reduction of risk for emergencies, identification and management of anxiety, and stress recognition protocol. Provides practical skills applicable to dental hygienists and the scope of responsibility for medical emergency management as dictated by state dental practice law. Covers the basic categories of emergencies, causes and management. Includes content and use of emergency kits and oxygen support systems.

DEH 116 Preventive Dentistry and Special Needs Patients

2 credit hours

Prerequisite: Enrollment in Dental Hygiene program**Corequisite:** DEH 103

Focuses on application of the basic sciences in maintaining healthy oral tissues for all patient populations. Emphasizes plaque and plaque related diseases and the basic philosophy involved in controlling and/or preventing disease. Ad-

resses the role of the dental hygienist in etiology, epidemiology of disease, primary preventive efforts, oral health education, nutrition and dietary measures, and preventive agents.

DEH 122 Periodontics I

2 credit hours

Prerequisite: First-semester DEH course work**Corequisite:** DEH 124, DEH 153

Introduces the principles of periodontics. Focuses on recognition of the tissues in health and disease, macro and 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 hour

Prerequisite: Enrollment in Dental Hygiene program**Corequisite:** First-semester DEH courses

Focuses on the study of head anatomy with emphasis on the muscles of mastication, the lymphatics, the TMJ, the nerve and vascular supply, and the oral cavity.

DEH 126 Dental Materials

3 credit hours

Prerequisite: DEH 101, 102, 103

Provides the dental hygiene student with a sound knowledge of the science of dental materials. Covers didactic and laboratory experiences and the physical properties, basic chemistry, and the clinical applications of the materials used in the practice of dentistry.

DEH 132 Applied Pharmacology

2 credit hours

Prerequisite: First-semester DEH courses**Corequisite:** Second-semester DEH courses

Covers general pharmacology and reviews drugs that may influence the management of dental hygiene patients. Enables the student to develop sufficient knowledge of pharmacology to permit safe and effective medical evaluation of patients for dental hygiene treatment.

DEH 133 Local Anesthesia

2 credit hours

Prerequisite: First-year DEH courses**Corequisite:** DEH 103, 111, 123, 124, 132

Provides a working knowledge of the theory and practice of local anesthesia as applied to the practice of dentistry/dental hygiene. Emphasizes mastery of the armamentarium and techniques of regional anesthesia. Covers the knowledge and skills necessary to administer local anesthetics proficiently and safely.

DEH 134 Advanced Clinical Skills

1 credit hour

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 hour

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 111, DEH 124, DEH 132, DEH 153

Provides a working knowledge of the latest equipment and methods of nitrous oxide/oxygen sedation administration in the dental office.

DEH 153 Clinical Theory of Dental Hygiene I

2 credit hours

Prerequisite: First-semester DEH courses**Corequisite:** DEH 124

Builds on the broad theoretical basis provided in DEH 101 and 102. Focuses on enhancing patient assessment skills, instrumentation and additional information on preventative and prophylactic clinical procedures.

DEH 170 Clinical Practice of Dental Hygiene I

4 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104**Corequisite:** DEH 153

Provides clinical experience in patient skills assessment, instrumentation and additional preventative and prophylactic clinical procedures.

DEH 171 Clinical Practice of Dental Hygiene I-A

1 credit hour

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123, DEH 124, DEH 153

Continues patient care sessions for the performance of traditional dental hygiene treatment. Enables the student to provide treatment to periodontally involved patients utilizing advanced instrumentation and power scaling.

DEH 202 Applied Nutrition in Dentistry

2 credit hours

Corequisite: DEH 124

Gives students a fundamental understanding of general nutrition with an emphasis on the interrelationship between nutrition and dental health. Focuses on recognizing nutritional deficiencies and how to conduct and evaluate nutritional surveys on patients.

DEH 204 Community Dental Health I

2 credit hours

Prerequisite: First-semester DEH courses**Corequisite:** Third-semester DEH courses

Provides instruction in the concepts, methods and issues of dental public health. Emphasis is placed on evidence-based criteria for effective promotion and prevention of dental disease in the public health setting. Concepts of dental health education and program planning in the community setting are reinforced through case based materials, including methods of assessment, planning, implementation and evaluation of effectiveness. Course activities will reinforce skills in speaking and writing effectively in preparation for the subsequent community dental health field experience course.

DEH 213 General and Oral Pathology

3 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123**Corequisite:** Second-semester DEH courses

Focuses on the fundamentals of general pathology and the disease process. Covers oral pathology with emphasis on recognition and identification of pathologic conditions that most frequently occur around the oral cavity. Helps students identify appropriate referral mechanisms to render a definitive diagnosis.

DEH 221 Ethics and Practice Management

2 credit hours

Prerequisite: Third-semester DEH courses**Corequisite:** Fourth-semester DEH courses

Focuses on the transition from an educational environment to a working dental business. Enables the student to learn management skills of operating a dental office. Emphasizes opportunities for self-exploration in development of personal and professional goals. Examines professional ethics, legal issues, and the relationship to the licensed practice of dental hygiene.

DEH 225 Community Dental Health II: Field Experience

1 credit hour

Prerequisite: All 100 level courses, DEH 204, 242**Corequisite:** Fourth-semester DEH courses

Provides practical application of community dental health theory and opportunities to conduct needs assessments on a variety of populations. Emphasizes meeting the educational needs of specific populations through program planning, implementation and evaluation. Incorporates supervised field experiences in low-income, school and other public health facilities, as well as private health and education oriented organizations.

DEH 242 Periodontics II

2 credit hours

Prerequisite: All DEH 100 Level**Corequisite:** DEH 264

Continues to explore theoretical/clinical preparations with emphasis on dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with use of library and Internet resources relating to risk factors, etiologic agents, and treatment modalities. Includes comprehensive periodontal assessment, supplemental diagnostics, periodontal pharmacology, and evidence based treatment planning.

DEH 266 National Board Review

2 credit hours

Prerequisite: Third-semester DEH course work**Corequisite:** Fourth-semester DEH course work

Provides formal review sessions for second year dental hygiene students preparing to sit for the National Board Examination in March.

DEH 268 Clinical Theory of Dental Hygiene II

2 credit hours

Prerequisite: All 100 Level DEH course**Corequisite:** DEH 264

Provides the didactic theory for clinical practice of dental hygiene skills at the beginning of the second year of dental hygiene curriculum. Builds on clinic theory from first year curriculum to provide the knowledge base needed for treatment of patients with more advanced periodontal disease and medical/health factors. Focuses on: periodontal charting and documentation, interpretation of periodontal factors on radiographs, use of treatment planning in the dental hygiene process of care, legal parameters of record keeping and informed consent, use of oral photography, application of sealants, treatment of dental hypersensitivity, application of chemotherapeutics and professional oral irrigation, application of ergonomics in dentistry, clinical dental hygiene treatment considerations for patients with history of cardiac complications and diabetes.

DEH 270 Clinical Practice of Dental Hygiene II

6 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

7 credit hours

Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 122, DEH 123, DEH 124, DEH 126, DEH 132, DEH 153, DEH 202, DEH 204, DEH 213, DEH 242, DEH 264

Corequisite: DEH 285

Continues patient care session with emphasis on attaining a level of competency and efficiency for successful performance in clinical board exams and private practice. Focuses on clinical skill development in tobacco cessation, product selection, patient communications, curettage and special topics developed patient treatments. Provides elective extra-mural clinical sites for additional practice.

DEH 282 Periodontics III

1 credit hour

Prerequisite: Third-semester DEH course work

Corequisite: Fourth-semester DEH course work

Provides comprehensive dental hygiene clinical management techniques for periodontal patients supported by application of basic clinical research sciences. Focus is on the "therapy" component of periodontics including instructional sessions covering the general principles of periodontal surgery, the surgical management of soft tissues and osseous defects, wound healing, implants, and the role of occlusion in

DEH 285 Clinical Theory of Dental Hygiene III

2 credit hours

Prerequisite: All 100 Level DEH courses, DEH 264, 268,

Corequisite: DEH 284

Serves as the capstone course of the final semester of a two-year curriculum. Prepares the student for two major goals: basic competence for transition to provision of dental hygiene services in private practice; and the ability to successfully pass both written National Boards examinations and regional dental hygiene clinical examinations. Emphasizes the application of case based learning. Major topics include: cosmetic bleaching, air powered polishing devices, application of the re-evaluation process in treatment planning for periodontally involved cases, preparation for the CRDTS regional clinical exam process, application of an effective tobacco cessation process, technique and process for gingival curettage, technique and process for amalgam polishing and margination, care of cosmetic dental restorations, and maintenance of implants. Student must receive a "B" or better in this course.

**ECE —
EARLY CHILDHOOD EDUCATION****ECE 101 Introduction to Early Childhood Education**

3 credit hours

Prerequisite: Minimum assessment scores.

Corequisite: ECE 102

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102 Introduction to Early Childhood Lab Techniques

3 credit hours

Prerequisite: Minimum Assessment Scores

Corequisite: ECE 101

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age eight.

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 eight.

ECE 108 The Assessment Process in Early Childhood Education

1 credit hour

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 112 Introduction to Infant/Toddler Lab Techniques

3 credits

Prerequisite: ECE 111

Includes a classroom seminar and placement in an infant and/or toddler setting. The su-

pervised placement provides the student with the opportunity to observe, to practice appropriate interactions, and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age two.

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 eight.

ECE 209 Observing and Utilizing Young Children's Assessment Instruments

1 credit hour

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 of 50 in English / Listening and 62 in Reading.

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 eight.

ECE 228 Language and Literacy

3 credit hours

Prerequisite: Minimum assessment scores of 57 AR in Math, 50 in English/Listening, and 62 in Reading.

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 eight.

ECE 236 Child Growth / Development Laboratory

1 credit hour

Prerequisite: Minimum assessment scores of 57 AR in Math, 50 in English/Listening, and 62 in Reading.

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 of 75 AR in Math, 50 in English/Reading and 62 in Reading.

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE 241 Administration: Administration: Human Relations for Early Childhood Education

3 credit hours

Prerequisite: Minimum assessment scores 57 AR for Math, 50 for English/Listening, 62 for Reading.

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 of 50 in English/Listening and 62 in Reading.

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 eight.

ECE 260 Exceptional Child

3 credit hours

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal require-

ments 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 eight.

ECE 275 Special Topics: General (advanced)

1 - 6 credit hours

Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 288 Practicum: Early Childhood Education

3 credit hours

Provides students with advanced field experience opportunities in early childhood education programs.

ECO — ECONOMICS**ECO 201 Principles of Macroeconomics: GT-SS1**

3 credit hours

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 Principles of Microeconomics: GT-SS1

3 credit hours

Prerequisite: Minimum assessment scores in reading, math and English, or instructor's 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 State-wide Guaranteed Transfer courses.

EDU — EDUCATION**EDU 187 Cooperative Education**

1 - 6 credit hours

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

EDU 188 Practicum I

4 credit hours

Prerequisite: EDU 110, EDU 111, EDU 112, EDU 114, EDU 141 or instructor consent

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

EDU 221 Introduction to Education

3 credit hours

Prerequisite: Minimum assessment scores or instructor consent

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado.

EDU 230 Literacy Instructional Techniques

4 credit hours

Prerequisite: EDU 141 or instructor consent

Provides students with more knowledge of instructional techniques in the teaching of language, reading, and writing. Introduces students to the phases of literacy development and explores the best practices in literacy instruction for grades K-6. Accommodating the needs of learners with special needs, including learning disabilities or second language considerations, are also covered. Theory and practical classroom applications methods are emphasized.

EDU 231 Introduction to Bilingual Education

4 credit hours

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues which impact bilingual educational programs.

EDU 232 Literacy in the Multicultural/ Multilingual Classroom

3 credit hours

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

EDU 233 English Language Learning (K-6)

3 credit hours

Prerequisite: Child Development Class (EDU 238) or instructor consent

Prepares teachers with strategies to develop English language learners' social and academic English and support their transition to US culture and schools. This course is appropriate in a variety of program models — mainstream

classrooms, self-contained ESL classrooms, and bilingual programs — and can be adapted for use with pre-service teachers.

EDU 242 Expressive Arts in the Elementary Classroom

3 credit hours

Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EDU 261 Teaching, Learning and Technology

3 credit hours

Prerequisite: Minimum assessment scores

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

EDU 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.

EGT — ENGINEERING GRAPHICS

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's 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's consent.

Introduces the principles of pictorial practices. The class 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's 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's 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 and Design

6 credit hours

Prerequisite: EGT 160 or instructor's 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 and Design

6 credit hours

Prerequisite: CAD 102 or instructor's 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.

ELT — ELECTRONICS

ELT 106 Fundamentals of AC/DC

3 credit hours

Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

EMS — EMERGENCY MEDICAL SERVICES

EMS 125 EMT Basic

9 credit hours

Corequisite: EMS 103, 170

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

EMS 130 EMT Intravenous Therapy

2 credit hours

Prerequisite: EMT Basic Certification

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

EMS 170 EMT Basic Clinical

1 credit hour

Corequisite: EMS 103, 125

Provides the EMT student with the clinical experience required of initial and some renewal processes.

END — ELECTRONEURODIAGNOSTICS

END 102 Electroencephalography (EEG) I

4 credit hours

Introduces the history and development of electroencephalography. Introduces electrode designs, application methods, patient history taking and basic principles of laboratory management. Examines the International 10-20 system of electrode management to include the practice of electrode placement during lab sessions.

END 103 Instrumentation Principles

3 credit hours

Concentrates on basic EEG principles including electrode types and characteristics, application techniques, machine instrumentation, basic electronic principles, electrical theory and safety, equipment maintenance and troubleshooting. Addresses concepts of digital EEG and clinical observation.

END 112 Electroencephalography (EEG) II

3 credit hours

Concentrates on operational Electroencephalography (EEG) techniques, including standard and intermediate electrode placements, recording procedures, activation procedures, operational controls, artifacts, visual analysis of EEG, special electrodes, ICU recording techniques, sleep recordings, ECS recordings and other non-

EEG physiologic monitoring techniques. Incorporates opportunities for hands-on use of Digital EEG and monitoring techniques.

END 115 Patient Care and Safety

3 credit hours

Emphasizes basic techniques in patient handling and on communication skills with patient, family and staff. Focuses on patients with special needs, management of medical emergencies and seizure first aid.

END 206 Neuroanatomy and Physiology

3 credit hours

Expands and explores information covered in EEG 101. Provides in-depth knowledge of the central nervous system (CNS) maturation and specific pertinent changes.

END 207 Evoked Potential

6 credit hours

Presents the concepts, terminology and techniques of Evoked Potential (EP) technology. Provides an overview of instrumentation related to EP's. Introduces each of three modalities (VEP, BAEP, AND SEP). Incorporates practice recordings of each EP modality on classmates during lab sessions.

END 210 Clinical Neurology

3 credit hours

Presents diseases relevant to EEG technology and electrographic clinical correlation. Includes seizure types, classifications and EEG correlation, encephalopathies, infections, psychiatric, and cerebral vascular disease, neoplasm, coma, headaches, and related clinical discical disciplines. Introduces neuropharmacology.

END 280 Internship

5 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.

END 281 Clinical Internship I

5 credit hours

Emphasizes electroencephalographic (EEG) testing at clinical sites and includes history taking, electrode application, and recording. Emphasis will be placed on development of basic techniques and interpersonal skills.

END 282 Clinical Internship II

5 credit hours

Emphasizes evoked potential testing (EP) at clinical sites and includes evoked potential testing (EP) in the somatosensory, visual and auditory modalities. Emphasis will be placed on the observation and performance of other more

specialized neurodiagnostic procedures such as intraoperative monitoring.

END 283 Clinical III

5 credit hours

Offers practical experience and continues to build upon the principles that are expected to be understood by students in the nursing discipline.

ENG — ENGLISH

ENG 030 Basic Writing Skills

2 credit hours

Prerequisite: Appropriate assessment score

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060 Writing Fundamentals

3 credit hours

Prerequisite: Appropriate assessment score or ENG 030

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090 Basic Composition

3 credit hours

Prerequisite: Appropriate assessment score or ENG 060 or ESL 053

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 121 English Composition I: GT-CO1

3 credit hours

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

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This course is one of the Statewide Guaranteed Transfer courses. GT-CO1

ENG 122 English Composition II: GT-CO1

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

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-CO2

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 or minimum college level English assessment score.

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENT — ENGINEERING TECHNOLOGY

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.

ENY — ENERGY TECHNOLOGY

ENY 101 Introduction to Energy Technologies

3 credit hours

Introduces the energy technologies in use today and those that are in the research stage as possible alternatives. Presents technologies including active solar heating, passive solar heating, wind energy systems, biomass, photovoltaics, co-generation, low and high head hydro, hydrogen, geothermal, power towers and energy storage systems.

ENY 102 Building Energy Audit Tech

3 credit hours

Teaches the principles of building energy audit techniques to include diagnostic software. During the course the student will perform an energy audit. As a result of the audit, he/she will be able to recommend application of the most appropriate energy-saving treatments such as insulation, windows, appliances and HVAC equipment.

ENY 235 Solar Domestic Hot Water Systems

3 credit hours

Provides a working knowledge of sizing, installation, maintenance of solar domestic hot water systems, residential applications, components, parts and cost efficiency analysis.

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+

Corequisite: 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

3 - 5 credit hours

Prerequisite: AAA 099

Corequisite: 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

Corequisite: N/A

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar

3 - 5 credit hours

Prerequisite: ESL 022 or ESL 072 or minimum assessment score

Corequisite: N/A

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation

3 credit hours

Prerequisite: LOEP Listening score of 35-49.

Corequisite: 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 - 4 credit hours

Prerequisite: ESL 031 or ESL 071 or LOEP Listening score of 50-69.

Corequisite: 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.

Corequisite: 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 - 4 credit hours

Prerequisite: None

Corequisite: 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 46-70

Corequisite: 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.

Corequisite: 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 hour

Prerequisite: Appropriate score on entrance test

Serves as an open-entry, open-exit course of study from basic to intermediate to advanced (5 levels) in speaking, listening, reading, and writing English.

ESL 052 Intermediate Composition

3 credit hours

Prerequisite: ESL 022 or 023 or ESL 072 or Writing Placement Test.

Corequisite: ESL 023 (if not completed as a prerequisite)

Introduces the fundamentals of paragraph organization and development. Assists the student in developing sentence variety and grammatical competency within well-organized paragraphs.

ESL 053 Advanced Composition

3 credit hours

Prerequisite: ESL 052 or ESL 175/176 Writing Placement Test.

Corequisite: 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 041 or LOEP Reading assessment score of 46+.

Introduces the basic skills for computer use, including word processing, text entry, document appearance, editing, spelling, and printing.

ESL 061 Vocational ESL I

1 credit hour

Prerequisite: Instructor consent

Teaches limited English vocational students basic communication skills in preparation for vocational training and work.

ESL 062 Vocational ESL II

1 credit hour

Prerequisite: Instructor consent

Provides intermediate to advanced level English language learners with instruction in language skills needed for vocational training and employment.

ESL 064 Job Search Skills

3 credit hours

Prerequisite: Instructor consent

Provides ESL students with basic pre-employment skills that include developing a resume, completing applications, interviewing for a job, calling for information about a job and focusing the job search.

ESL 071 Basic Language Skills

9 credit hours

Prerequisite: LOEP Listening score of 35-49 or LOEP Reading score of 25-45 or minimum grammar assessment score.

Develops and strengthens the reading, writing, listening, speaking and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic-level ESL courses.

ESL 072 Intermediate Language Skills

9 - 12 credit hours

Prerequisite: ESL 021 and 041, or intermediate level assessment scores**Corequisite:** 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.**Corequisite:** 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 lev-

el 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.

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

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. GT AH4

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. GT AH4

GED —**GENERAL EDUCATION DEVELOPMENT****GED 010 Pre-GED Preparation**

1 - 3 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 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.

GER — GERMAN**GER 101 Conversational German I**

3 credit hours

Prerequisite: N/A**Corequisite:** N/A

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

GER 102 Conversational German II

3 credit hours

Prerequisite: GER 101

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

GER 111 German Language 1

5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

GER 112 German Language II

5 credit hours

Prerequisite: GER 111

Continues German Language I in the development of functional proficiency in listening, speaking, reading and writing the German language. Note: the order of the topics and the methodology will vary according to individual texts and instructors.

GER 211 German Language III: GT-AH4

3 credit hours

Prerequisite: GER 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. GT AH4

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. GT AH4

GEY — GEOLOGY**GEY 111 Physical Geology GT-SC1**

4 credit hours

Prerequisite: Grade of "C" or better in ENG 090 and REA 090 or minimum college level assessment scores in English

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

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

HIS — HISTORY**HIS 101 Western Civ: Antiquity-1650: 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. GT-HI1

HIS 102 Western Civilization: 1650-Present: 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 The World: Antiquity-1500: 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 The World: 1500-Present: 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 US History to Reconstruction: 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 US History Since Civil War: 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. GT-HI1

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: GT-HI1

3 credit hours

Prerequisite: ENG 090 with a grade of "C" or better or minimum college level assessment scores.

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 236 U. S. History Since 1945: GT-HI1

3 credit hours

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

Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present.

HIS 242 Aviation History

3 credit hours

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

Examines how people and defining events of the past influence aviation and aerospace ca-

reer 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 247 20TH Century World History: GT-HI1

3 credit hours

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

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.

HPR — HEALTH PROFESSIONS

HPR 101 Customer Service in Healthcare

2 credit hours

Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

HPR 102 CPR for Professionals

0.5 credit hours

Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients.

HPR 104 Health Career Options

1 credit hour

Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, letters of inquiry, and interviewing techniques, as well as job search information is provided. This course is primarily informational and provides information to the student about aspects of career choices of Medical Office Technology career-chosen avenues: Medical Assisting, Medical Transcription, and Phlebotomy.

HPR 106 Law and Ethics for Health Professions

2 credit hours

Advances student knowledge in the study and application of medico-legal concepts in medical careers, establishes a foundation for ethical behavior and decision making.

HPR 108 Dietary Nutrition

1 credit hour

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 146 Relation Theory

2 credit hours

Exposure to attitudes, behaviors and skills related to health care such as: teamwork, gender issues, working relationships, workplace success, computers in healthcare and community involvement.

HPR 178 Seminar: Introduction to Medical Terminology

1 - 4 credit hours

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 190 Basic EKG Interpretation

2 credit hours

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 208 Advanced Medical Terminology

2 credit hours

Continues from a beginning medical terminology course for the student with emphasis on combining complex prefixes, roots and suffixes. Includes pathophysiology for major body systems. Includes terms related to diagnostic tools per body systems, as well as commonly used medical abbreviations.

HSE — HUMAN SERVICES

HSE 105 Introduction to Social Welfare

3 credit hours

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

Examines the historical and philosophical background of statutes, ideologies, political process, policy making, decision rules and influential leaders who have had an impact on shap-

ing the social welfare institutions in the United States. Offered fall semester only.

HSE 106 Survey of Human Services

3 credit hours

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

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

Prerequisite: HSE 106 or instructor consent

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 106 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

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

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: HSE 107 and 108

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 and summer semester only.

HSE 205 Human Services for Groups

3 credit hours

Prerequisite: HSE 107 and 108

Introduces the concepts, principles, goals and skills of group work as a method of providing human services. Emphasis is on basic practice skills and intervention techniques. Offered fall semester only.

HSE 206 Human Services for Families

3 credit hours

Prerequisite: HSE 107 and 108

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 109

Examines the theory and practice of organizing communities, neighborhoods, committees and advisory boards as they relate to the social services delivery system. Offered Spring 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

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

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

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

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. Offered Spring Semester only.

HSE 225 Clinical Techniques in Substance Abuse

3 credit hours

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

Applies advanced counseling skills and staff supervision techniques to clinical practices in substance abuse and mental health settings.

Reviews the role of a clinical supervisor and details the process of therapeutic counseling practices. Offered fall semester only

HSE 226 Case Management for Human Services Practitioners

3 credit hours

Prerequisite: HSE 107 and 108

Introduces an advanced program of study incorporating the theory and practice strategies of case management utilizing the specialist model approach.

HSE 288 Human Services Practicum II

4 credit hours

Prerequisite: HSE 188

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

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 with a grade of "C" or better or minimum college level English assessment score.

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C. E. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 122 From Medieval to Modern: GT-AH2

3 credit hours

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

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C. E. to 1750 C. E. Any two of the three Survey of Humanities courses equal a sequence. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

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 & WELLNESS**HWE 100 Human Nutrition**

3 credit hours

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

HSE 225 Clinical Techniques in Substance Abuse

3 credit hours

Applies advanced counseling skills and staff supervision techniques to clinical practices in substance abuse and mental health settings. Reviews the role of a clinical supervisor and details the process of therapeutic counseling practices.

INFORMATION TECHNOLOGY

See CIS—Computer Information Systems

See CNG—Computer Networking

See CSC—Computer Science

See CWB—Computer Web Base

ITA — ITALIAN**ITA 101 Conversational Italian I**

3 credit hours

Prerequisite: N/A**Corequisite:** N/A

Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ITA 102 Conversational Italian II

3 credit hours

Prerequisite: ITA 101

Provides the second course in a sequence for students who wish to understand and speak Italian. The material continues to cover basic conversational patterns, expressions, and grammar.

ITA 111 Italian Language I

5 credit hours

Prerequisite: N/A

Introduces a sequence dealing with the development of functional proficiency in listen-

ing, 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 102 Introduction to Editing for Media

3 credit hours

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

Focuses on the process of editing articles for publication in newspapers, magazines and the Internet. The Associated Press style is emphasized.

JOU 105 Introduction to Mass Media: GT-SS3

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 news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 206 Intermediate News Writing 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.

JOU 225 Internet Media

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

Explores techniques and approaches in the latest delivery methods for internet-based journalism. Students explore digital media outlets such as blogs, microblogs, audio and video podcasts, e-zines and social networks. Students create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and additional relevant skills necessary for the citizen journalist are introduced. Students create all components for the online dissemination of news, documentary and infotainment.

JOU 241 Magazine Article Writing

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better.

Studies trade, consumer and technical markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

JOU 280 Internship

1-6 credit hours

Prerequisite: ENG 121 and JOU 105

Provides a structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework.

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

Prerequisite: JPN 111

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.

LIT — LITERATURE**LIT 115 Introduction to Literature I: GT-AH2**

3 credit hours

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

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. GT AH2

LIT 211 Survey of American Literature I: 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 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: GT-AH2

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 minimum college level English assessment score.

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 inch 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

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 - 6 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's 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 (Gibbs CAM), CNC programming techniques, and CNC operations is recommended. A familiarity with CAM Software, CNC programming techniques, and CNC operations is recommended.

MAC 246 CAD/CAM 3D Lab

3 credit hours

Corequisite: MAC 245

Requires students to produce a variety of three dimensional lab exercises on robotic machinery in a self-paced format in conjunction with MAG 225. Coursework will focus primarily on advanced geometry to include developing an understanding of CNC codes related to work offsets, cutter compensations, and tool management within CAD-CAM programs on the milling machine.

MAC 252 Practical Metallurgy

3 credit hours

Prerequisite: instructor's 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 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

Prerequisite: BUS 115, REA 090

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 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**Corequisite:** BUS 115

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 158 Basic Customer Service

1 credit hour

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 its 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 099 Intermediate Algebra

4 credit hours

Prerequisite: Grade of "C" or better in MAT 090 or minimum assessment score in math.**Corequisite:** AAA 099

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. For students with an Accuplacer score of 61-84

MAT 103 Math for Clinical Calculations

3 credit hours

Prerequisite: Grade of "C" or better in MAT 090 and ENG 090 or Minimum college 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 107 Career Math

3 credit hours

Prerequisite: Grade of "C" or better in MAT 060 or minimum assessment score in math.

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 108 Technical Mathematics

4 credit hours

Prerequisite: Grade of "C" or better in MAT 060 or minimum assessment score in math.

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 111 Technology Lab for Algebra

1 credit hour

Prerequisite: Grade of "C" or better in MAT 099 or 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 level assessment score

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

MAT 121 College Algebra: GT-MA1

4 credit hours

Prerequisite: Grade of "C" or better in MAT 106 or MAT 099 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 MAT 099 OR minimum 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

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 MAT 099 and REA 090 or minimum level Math assessment score

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference estimation, hypothesis-testing comparison of populations, correlation and regression.

MAT 155 Integrated Math I: GT-MA1

3 credit hours

Prerequisite: Grade of "C" or better in MAT 106 or MAT 099 Or minimum assessment score in math.

Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

MAT 156 Integrated Mathematics II: GT-MA1

3 credit hours

Prerequisite: Successful completion of MAT 155 with a grade of "C" or better

Furthering 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 204 Calculus III with Engineering Applications: GT-MA1

5 credit hours

Prerequisite: Grade of "C" or better in MAT 202

Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

MAT 266 Differential Equations with Linear Algebra

4 credit hours

Prerequisite: Grade of "C" or better in MAT 202

Covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

MGD — MULTIMEDIA GRAPHIC DESIGN**MGD 101 Introduction to Computer Graphics**

3 credit hours

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the internet connection.

MGD 105 Typography and Layout

3 credit hours

Prerequisite: MGD 101 Intro to Computer Graphics MGD 116 Typography I

Covers the creation and production of graphic projects, emphasizing the layout creative-design process, problem solving and re-

search. Provides experience producing thumbnails, roughs and digital layouts, emphasizing refined creative typography.

MGD 111 Adobe Photoshop I

3 credit hours

Prerequisite: MGD 101 Intro to Computer Graphics**Corequisite:** MGD 116

Concentrates on the high-end capabilities of photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

MGD 112 Adobe Illustrator I

3 credit hours

Prerequisite: MGD 101 Intro to Computer Graphics MGD 116**Typography I**

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen

MGD 114 Adobe InDesign

3 credit hours

Prerequisite: MGD 101 Intro to Comp. Graphics MGD 116 Typography I

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. In design delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 116 Typography I

3 credit hours

Prerequisite: Prerequisite 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 typographic terms.

MGD 141 Web Design I

3 credit hours

Prerequisite: MGD 101 or instructor consent. MGD 116 or instructor consent

Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames.

MGD 203 Design and Concept

3 credit hours

Prerequisite: MGD 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 Prepress

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**Corequisite:** 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**Corequisite:** 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 & 131 or MOT 110 & 120

Provides supervised placement in contracted facility for guided experience in the application of knowledge and skills acquired in the classroom. Positions are non-paid for students seeking administrative medical assistant certification as per CAAHEP requirements. Students must have permission of the program coordinator to begin internship.

MOT 183 Medical Assistant Internship

5 credit hours

Prerequisite: MOT 110, MOT 120, MOT 130, MOT 136, MOT 138, MOT 140, MOT 150

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 hour

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.

**MTE —
MANUFACTURING TECHNOLOGY****MTE 120 Manufacturing Processes**

3 credit hours

Prerequisite: Grade of "C" or better in ENG 090 and MAT 099

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

MTE 230 Design for Manufacturability

3 credit hours

Provides students with an understanding on how to design a product for test, assembly, service, rebuild/reuse/recycle, postponement and several other product attributes. The student learns the role and development of design specifications, the importance and benefits of DFM, the design rules and their application, the design/manufacturing integration, the concept of designed-in quality, the role of design tolerances, the need for standard part use and the application and importance of concurrent engineering practices. In addition the student learns the application of tools CAD, CAM, CAB, PDMS and CIM in product development.

MTE 244 Lean Manufacturing. Practices and Processes

3 credit hours

Provides a study of the Toyota Production System (TPS), also known as Lean Manufacturing, Just-in-Time (JIT), Demand Flow, or Build-to-Order. The course covers the build-to-forecast batch-process method and compares it with TPS. The students study and develop in the lab the following TPS concepts/methods: customer expectations, seven fundamental wastes, plan-do-check-act cycle, kanban system and kanban types, material flow, group technology, manufacturing cells, point-of-use storage and support, and setup/changeover time reduction. This course also covers application of the following problem solving tools: flowchart, cause-and-effect diagram, check sheet, pareto chart, root cause analysis, statistical process control. Students investigate the basics of high-mix, low-volume manufacturing.

MUS — MUSIC

MUS 100 Fundamentals of Music

3 credit hours

Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords.

MUS 105 Introduction to Electronic/ Computer Music

3 credit hours

Explores the elements of electronic music and demonstrates some of the most popular music software for the Macintosh and IBM computers, including music notation and music sequencing programs. Achieving a fundamental working knowledge of setup and recording procedures on a personal computer is stressed. Equipment is provided and beginner's knowledge on either the Macintosh or IBM computer is helpful but not essential.

MUS 106 Introduction to Songwriting

3 credit hours

Examines the various processes and styles of songwriting and offers techniques and ideas for creating songs ranging from functional to original. You will explore the common factors in all styles of songwriting, and use them to bring out creative song ideas whether you have written songs before or have just always wanted to see if you could. A basic knowledge of music reading for any instrument and elementary music theory is recommended, but not required.

MUS 110 Music Theory I

3 credit hours

Corequisite: MUS 112 and MUS 131

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.

MUS 111 Music Theory II

3 credit hours

Prerequisite: MUS 110

Corequisite: MUS 113 AND MUS 132

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

MUS 112 Ear Training/Sight-singing I Lab

1 credit hour

Corequisite: MUS 110 and MUS 131

Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 113 Ear Training/Sight-singing II Lab

1 credit hour

Prerequisite: MUS 112

Corequisite: MUS 111 and MUS 132

Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 120 Music Appreciation: GT-AH1

3 credit hours

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

Studies the various period of music history with regard to the composers, aesthetics, forms and genres of each period. Considers music from the early Romantic period to the present.

MUS 123 Survey of World Music: GT-AH1

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: Piano

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: Piano

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

(Cello, Composition, Conducting, Guitar, Piano, Viola, Violin, Voice, Woodwinds)

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

(Cello, Composition, Conducting, Guitar, Piano, Viola, Violin, Voice, Woodwinds)

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 hour

First year, first term. Rehearses and performs various types of musical literature.

MUS 152 Ensemble II

1 credit hour

Prerequisite: MUS 151 or instructor consent.

First year, second term. Rehearses and performs various types of musical literature.

MUS 153 Ensemble III

1 credit hour

Prerequisite: MUS 152 or instructor consent.

Rehearses and performs various types of musical literature. First year, third term.

MUS 154 Ensemble IV

1 credit hour

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.**Corequisite:** MUS 212

Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions

MUS 211 Music Theory IV

3 credit hours

Prerequisite: MUS 210 and 212 or permission of the instructor.**Corequisite:** 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 hour

Prerequisite: MUS 111 and 113**Corequisite:** MUS 210

Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 213 Advanced Ear Training/Sight-singing II Lab

1 credit hour

Prerequisite: MUS 210 and 212**Corequisite:** MUS 211

Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 241 Private Instruction III:

(Cello, Composition, Conducting, Guitar, Piano, Violin, Viola, Voice, Woodwinds)

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

(Cello, Composition, Conducting, Guitar, Piano, Violin, Viola, Voice, Woodwinds)

2 credit hours

Prerequisite: MUS 241 or instructor consent.

Offers private instruction consisting of a thirty or sixty minute lesson per week. Regular attendance at and participation in student performances is required. Second year, second term.

MUS 244 Private Instruction IV:

(Cello, Composition, Conducting, Guitar, Piano, Violin/ Viola, Voice, Woodwinds)

2 credit hours

Prerequisite: MUS 242

Offers private instruction consisting of a thirty or sixty minute lesson per week. Regular attendance at and participation in student performances is required. Second year, fourth term. May be repeated for credit more than once per individual institution policy.

MUS 251 Ensemble I

1 credit hour

Prerequisite: MUS 152

Second year, first term. Rehearses and performs various types of musical literature.

MUS 252 Ensemble II

1 credit hour

Prerequisite: MUS 251

Second year, second term. Rehearses and performs various types of musical literature.

NUA — NURSE AIDE**NUA 101 Certified Nurse Aide Health Care Skills**

4 credit hours

Corequisite: NUA 170

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

NUA 170 Nurse Assistant Clinical Experience

1 credit hour

Corequisite: NUA 101

Applies knowledge gained from NUA 101 in a clinical setting.

NUR — NURSING**NUR 101 Pharmacology Calculations**

1 credit hour — 40 clinical hours

Prerequisite: Application on file in the Nursing program. Students cannot go further without passing this course.

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications.

NUR 102 Alterations in Adult Health I

4 credit hours

Prerequisite: NUR 101, 103, 105, 111**Corequisite:** NUR 113, 114, 132, & 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 hour

Prerequisite: NUR 101 and admission to the program**Corequisite:** NUR 105, 110 & 131

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.

NUR 104 Alterations in Adult Health II

5 credit hours

Prerequisite: NUR 102, 113, 114, 132, 133**Corequisite:** NUR 111, 115, 116, & 134

Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethno cultural concepts are integrated throughout.

NUR 105 Practical Nursing Arts and Skills

6.5 credit hours

Prerequisite: NUR 101**Corequisite:** NUR 103, 110, 131

Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing

skills. Relevant psychosocial and ethno cultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. (1 or more credits may be given for students completing a Community College of Colorado approved CNA program.)

NUR 106 Medical and Surgical Nursing Concepts

9 credit hours

Prerequisite: NUR 107, 108, 111, 118, 170

Corequisite: NUR 112, 117, 172

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 hour

Prerequisite: NUR 102, 113, 114, 132, 133

Corequisite: NUR 104, 115, 116, 134

Introduces roles and responsibilities of the graduate practical nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasizes accountability, delegation, and perspectives in health care. Develops career and job readiness skills.

NUR 112 Basic Concepts of Pharmacology

2 credit hours

Prerequisite: NUR 107, 108, 111, 118, 170

Corequisite: NUR 106, 117, 172

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

Corequisite: NUR 102, 114, 132, & 133

Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethno cultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse.

NUR 114 Basic Concepts of Nursing of Children

2 credit hours

Prerequisite: NUR 101, 103, 105, 110

Corequisite: NUR 102, 114, 132, 133

Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethno cultural and family concepts are integrated throughout.

NUR 115 Basic Concepts of Mental Health

1 credit hour

Prerequisite: NUR 102, 113, 114, 132, 133

Corequisite: NUR 104, 116, 134

Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds.

NUR 116 Basic Concepts of Geri Nursing

1 credit hour

Prerequisite: NUR 102, 113, 114, 132, 133

Corequisite: NUR 104, 115, 134

Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethno cultural concepts are integrated throughout.

NUR 131 Clinical I: Applications Arts & Skills

4.5 credit hours

Corequisite: NUR 102

Introduces the learner to the health care environment as a foundation course. Enables the learner to begin to apply the nursing process in assessing and meeting the needs of the client within the role of the Practical Nurse. Emphasis is placed on the application of communication skills, basic and advancing nursing procedures, assessment and documentation of care in selected health care settings.

NUR 132 Clinical II Appl Adult Health

3 credit hours

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

Corequisite: 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

Corequisite: NUR 104

Provides the learner with the opportunity to enhance the application and integration of nursing theory with multiple clients. The focus is on the scope of practice for the Practical Nurse and the transition from the role of learner to graduate Practical Nurse. Emphasis is on the physical, psychosocial, spiritual, and ethno cultural needs of multiple clients in selected care settings.

NUR 150 Obstetric & Pediatric 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 170 Clinical I

1 credit hour

Offers the clinical practicum to apply the related nursing theory.

NUR 175 Special Topics: PN NCLEX Prep

1 - 6 credit hours

Prerequisite: Successful completion of a practical nursing program approved by the state Board of

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prepares the graduate Practical Nurse for the NCLEX PN licensure exam. Emphasis will be placed on the development and application of critical thinking and clinical decision making skills required for successful completion of the NCLEX PN. Knowledge, skills and attitudes taught within the practical nursing program are integrated throughout the course.

NUR 189 Transition from LPN to AND

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

Corequisite: NUR 216, 217, 289

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

NUR 211 Nursing Psych Clients

4 credit hours

Prerequisite: BIO 204, 117, 172, NUR 106, 112 and acceptance Level II of the Nursing program

Corequisite: NUR 210, 272, 273

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

NUR 212 Pharmacology II

2 credit hours

Prerequisite: NUR 106, 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

Corequisite: 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.

NUR 275 Special Topics — RN NCLEX Prep

1 - 6 credit hours

Prerequisite: Successful completion of a registered nursing program approved by the State Board of Nursing.

Provides students with a vehicle to pursue in-depth exploration of special topics of interest, Prepares the graduate Registered Nurse for the NCLEX RN licensure exam. Emphasis will be placed on the development and application of critical thinking and clinical decision making skills required for successful completion of the NCLEX RN. Knowledge, skills and attitudes taught within the registered nursing program are integrated throughout the course.

OSH — OCCUPATIONAL SAFETY TECHNICIAN

OSH 116 OSHA Voluntary Compliance

3 credit hours

Provides a 30-Hour OSHA certification course for general industry. Participants will review the current OSHA standards contained in 29 CFR 1910 and participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

OSH 126 30-hour Construction Industry Standards

Provides a 30-Hour OSHA certification course for the construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. 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.

OSH 127 10-hour Construction Industry Standards

1 credit hour

Provides a 10-Hour OSHA certification course for the construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college 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 college level English assessment score

Covers the federal and state laws and procedures involving bankruptcy.

PAR 280 Internship: Paralegal

6 credit hours

Prerequisite: PAR 115, 201, 211 and PAR 212

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, 201, 211 and PAR 212.

Emphasizes a synthesis of the information and skills that students have learned throughout their paralegal studies.

PED — PHYSICAL EDUCATION

PED 115 Body Sculpting and Toning

1 credit hour

Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PED 147 Hatha Yoga I

3 credit hours

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

PHI — PHILOSOPHY

PHI 111 Introduction to Philosophy: GT-AH3

3 credit hours

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

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is one of the Statewide Guaranteed Transfer courses. 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 judgments 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 114 Comparative Religions: GT-AH3

3 credit hours

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

Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities

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.

PHI 218 Environmental Ethics GT-AH3

3 credit hours

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

Critically analyzes theories of value of the natural world. Topics include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants and other natural objects; historical, religious and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature, including deep ecology and eco-feminism; and the connection between moral and political values and economic policies.

PHY — PHYSICS**PHY 105 Conceptual Physics: GT-SC1**

4 credit hours

Prerequisite: Grade of "C" or better in ENG 090, REA 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, REA 090 and ENG 090 or minimum college level scores in math and English
Corequisite: MAT 122

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.

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 or minimum college level assessment score in math**Corequisite:** 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 non-state actors, the international economy and theoretical attempts to understand international behavior. This course is one of the Statewide Guaranteed Transfer courses. GT SS1

**PSM —
PUBLIC SECURITY MANAGEMENT****PSM 104 Introduction to Emergency Management**

3 credit hours

Offers the student an orientation to the position of Emergency Manager; the requirements for emergency preparedness in the USA; an orientation to community disaster relief; basic incident command systems; State disaster management; the role of emergency management in community preparedness, response and recovery; and the response to failure of infrastructure on individuals and communities.

PSM 105 Crime and Forensics

3 credit hours

Examine the philosophical considerations of the integration of forensic science disciplines with criminal investigations. Encompasses and provide an overview of physical evidence and examine the major forensic sub disciplines of pathology, toxicology, deontology, anthropology, art, firearms, and tool marks, criminalistics, serology, and questioned documents. Provides an important base for the security management professional who may become the first responder in a crime scene.

PSM 110 School Violence

3 credit hours

Provides an understanding of what leads to violence and the types of support that research has shown to be effective in preventing violence as a necessary tool for the security management professional. Preparing for a violent confrontation or the threat of physical harm is not an everyday occurrence. Although most schools are safe, the violence that occurs in our neighborhoods and communities has found its way inside the schoolhouse door.

PSM 132 Homeland Defense: Forecasting Terrorism

3 credit hours

Examines the variety of new indicators, warning methodologies, and analytical tools available to analysts; review of the extensive academic, governmental, and policy literature on terrorism forecasting that has been developed

to assess and forecast terrorism in its numerous dimensions. Students will comprehend the various analytical capabilities of the types of terrorist threats that are most likely to confront the USA and its allies in the near future, and predict how to develop proactive defenses for the long term protection of our society.

PSM 133 Homeland Security: Chemical and Biological Defense

3 credit hours

Provides an overview of the chemical, biochemical, and biological threat to Homeland Security. Analysis of the agents and means of dissemination or attack that an adversary nation, group, or terrorist cell may employ to deliver these agents; review the current and projected means, techniques, and procedures for defense against such agents; review of theory and practices in chemical and biological threats to develop proactive defensive postures to defeat these threats.

PSM 204 Terrorism, Intelligence, and Justice

3 credit hours

Provides the student with an interactive opportunity for students to develop enforcement strategies for investigating terrorism, intelligence gathering, and justice. The course will focus on the history and development of traditional and non-traditional terrorist actors, cells, supporting countries, and homeland defensive methodologies for the security professional. The operational strategies of law enforcement in combating terrorism, including electronic surveillance, intelligence operations and covert operations will be discussed and applied in role-play situations.

PSM 221 Forensic Computer Analysis: Computer Forensics I

3 credit hours

Offers the student an overview of computer forensics, while discussing the different aspects of computers as it pertains to the forensic field, loss prevention, security management, and homeland security. Introduction to the legal aspects as it pertains to the search and seizure of computers and the effects of new legislation that changes our concepts of privacy and ownership.

PSM 222 Forensic Computer Analysis: Computer Forensics II

3 credit hours

Prerequisite: PSM 221

Provides the student with enhanced materials built on the foundations of PSM 221 - Computer Forensics I. Introduces and incorporates software used within the security industry to identify and locate evidence on a computer system. The procedures of computer seizure are reintroduced along with the proper guidelines of computer seizure.

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

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 a grade of "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: English 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 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 226 Social Psychology: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better.

Focuses on the behavior of humans in social settings, including attitudes, aggression,

conformity, cooperation and competition, prejudice, and interpersonal attraction.

PSY 227 Psychology of Death and Dying: GT-SS3

3 credit hours

Prerequisite: ENG 121 with "C" or better and PSY 101, and/or PSY 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

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 240 Health Psychology: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better.

Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention.

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 258 Introduction to Neuropsychology

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better.

Focuses on introduction to basic neuropsychological terms and concepts with emphasis on application of thinking and behavior in humans.

PSY 265 Psychology of Personality

3 credit hours

Prerequisite: PSY 101 and ENG 121 with a grade of "C" or better.

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, neurobiological, existential, and/or Eastern perspectives. The underlying assumptions and research support for these theories are appraised. Enables

the student to gain an appreciation of the value of alternative theoretical approaches to this study of psychology.

PSY 268 Organizational Psychology

3 credit hours

Prerequisite: PSY 102 or instructor consent and ENG 121 with a grade of "C" or better.

Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations, and stress management.

PSY 269 Psychology of Leadership

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better and PSY 101 or PSY 102 or Instructor consent.

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

2 credit hours

Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process.

REA 151 College Reading

3 credit hours

Prerequisite: REA 090, or reading assessment score of 80+, or instructor consent

Covers information processing systems, analyzing reasoning strategies, concept devel-

opment and retention, and patterns of organization with emphasis on applying reading strategies to college expository

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 — RADIOLOGIC TECHNOLOGY

RTE 101 Introduction to Radiography

2 credit hours

Prerequisite: ENG 121, MAT 099, 121 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 radiologic technology as a profession.

RTE 111 Radiographic Patient Care

2 credit hours

Prerequisite: BIO 201/202, ENG 121, MAT 099, 121 or higher, PSY 101 or SOC 101, PSY 285, RTE 101

Corequisite: RTE 121, RTE 141, RTE 181

Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, and death and dying.

RTE 121 Radiologic Procedures I

3 credit hours

Prerequisite: BIO 106 or BIO 201 and 202, ENG 121, MAT 099, 121 or higher, PSY 101 or SOC 101 or PSY 135 and RTE 101

Corequisite: RTE 111, 141, 181

Introduces fundamentals of radiographic positioning, including use of radiographic equipment and safety, positioning terminology, anatomy, pathology, and skills necessary to perform radio-

graphic 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 099, 121 or higher; PSY 101 or SOC 101; PSY 285; RTE 111, 121, 131, 141 and 181

Corequisite: RTE 132, 142, 182

Introduces additional material building on 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 099, 121 or higher, BIO 201/202 or BIO 106, PSY 101 or SOC 101 or PSY 235 and RTE 101

Corequisite: RTE 111, RTE 121, RTE 141, RTE 181

Provides a detailed anatomic discussion of respiratory, digestive, and genitourinary systems and related medical terminology. This course will also cover the details of bony anatomy including bone structure, pathology and arthrology.

RTE 132 Radiographic Pathology and Image Evaluation II

1.5 credit hours

Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141, RTE 181

Corequisite: RTE 122, RTE 142, RTE 182

Provides detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system and skull and related medical terminology.

RTE 141 Radiographic Equipment/Imaging I

3 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 099, 121 or higher, PSY 101 or SOC 101, PSY 285

Corequisite: RTE 111, 131, 181

Introduces the fundamental aspects of radiographic equipment, including a basic review of physics fundamentals pertaining to X-ray production, the X-ray machine, image receptors and control of scatter radiation.

RTE 142 Radiographic Equipment/Imaging II

3 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 099, 121 or higher, PSY 101 or SOC 101, PSY 285, RTE 101, 111, 121, 131, 141, 181

Corequisite: RTE 122, 132, 182

Expands information covered in RTE 141 and provides in depth knowledge of radiographic exposure and the factors that effect radiographic film quality and assurance.

RTE 181 Radiographic Internship I

5 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, PSY 101 or SOC 101, PSY 285

Corequisite: RTE 101, 121, 141

Introduces the clinical education experi-

ence 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, PSY 101 or SOC 101, PSY 285, RTE 101, 121, 141, 181

Corequisite: RTE 122, 132, 142

Introduces additional concepts and more complex radiographic procedures to those learned in Internship I.

RTE 183 Radiographic Internship III

7 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, 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 099, 121 or higher, PSY 101 or SOC 101, PSY 235, RTE 183, 122

Corequisite: RTE 231, 281

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

RTE 231 Radiation Biology/Protection

2 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 099, 121 or higher, PSY 101 or SOC 101, PSY 285, RTE 183

Corequisite: RTE 221, 281

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

RTE 240 Principles of CT Imaging

3 credit hours

Prerequisite: ARRT or NMTCB License

Exploration of the history, physical principles and instrumentation involved in Computed Tomography (CT). CT image creation, processing and display will be examined from data acquisition through post-processing and archiving. Patient factors and other related elements affecting image quality will be explained, as well artifact production and reduction. Radiation protection practices and quality control will also be explored.

RTE 255 Multiplanar Sectional Imaging

2 credit hours

Prerequisite: ARRT or NMTCB Registered

Offers a course designed to increase knowledge in multi-planar/multi-modality sectional anatomy for imaging professionals, radiologic technology students, and other interested health care professionals. Correlative studies of

line drawings, cadaverous photographs, MRI, and CT images are thoroughly

RTE 281 Radiographic Internship IV

8 credit hours

Prerequisite: BIO 201 and 202 or 106, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 235, RTE 181, 182, 183

Corequisite: RTE 221, 231

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the 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

Corequisite: RTE 289

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the outpatient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

RTE 284 Advanced Clinical (CT Clinical Internship)

1 - 6 credit hours

Prerequisite: ARRT or NMTCB registered

Provides the student with supervised hands-on training in advanced field of medical imaging. Allows the student to gain the clinical experience necessary to work in the specified area of advanced practice.

RTE 289 Radiographic Capstone

3 credit hours

Prerequisite: BIO 201 and 202 or 120, ENG 121, MAT 106 or higher, PSY 101 or SOC 101, PSY 285, RTE 181, 182, 183, 281

Corequisite: RTE 282

Prepares the radiologic 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 sur-

face 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 244 Oncology Principle & Practice II

2 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 hour

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 284 Internship IV

8 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. There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed, grading, and staging with treatment of anatomical regions and outcomes

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.

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, ENG 090 and REA 090 or minimum college level assessment scores in math and English.

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, ENG 090 and REA 090 or minimum college level assessment scores in math and English.

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 a grade of "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 a grade of "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 a grade of "C" or better 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: GT-SS3

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: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.

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. GTSS3

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: 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 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 220 Sociology of Religion: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better.

Provides an introduction to the sociology of religion, including a comparative and critical examination of world religions, by focusing on sociological interpretation and explanation of the role of religion in human culture. The interaction between society and religion is thus examined as are a wide variety of religious beliefs and practices.

SOC 223 Chicanos in a Changing Society

3 credit hours

Prerequisite: ENG 121 with a grade of "C" or better

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: GT-SS3

3 credit hours

Prerequisite: ENG 121 with a grade of Grade of "C" or better 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 105 Theatre Appreciation: 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 lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory.

THE 106 Cross-Cultural Storytelling

4 credit hours

Offers international students and American students the opportunity to share ethnic/cultural experiences by using the theatre techniques of storytelling, improvisation, mime, verbal and non-verbal language, scripting and staging techniques resulting in performance projects.

THE 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 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 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 minimum college level English assessment score.

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

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 minimum college level English assessment score.

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 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 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 106 Exotic Animal Husbandry and Handling**

2 credit hours

Prerequisite: BIO 111, ENG 121 and admission into the Veterinary Technology program

Designed to provide students knowledge and skills required for veterinary technicians. This course focuses on exotic animal husbandry, handling, restraint and specific problems encountered with exotic animals.

VET 108 Introduction to Laboratory Procedures

3 credit hours

Prerequisite: BIO 111, ENG 121 and admission into the Veterinary Technology program

Corequisite: VET 116, 120 and 205

Studies the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

VET 115 Surgical Nursing

2 credit hours

Prerequisite: VET 108, 116, 205

Corequisite: VET 206, 224

Constructed for the student with limited background in veterinary medicine. The course expresses the need for familiarity with instruments, surgical support equipment, and proficiency in the proper preparation of the operating room.

VET 116 Humane Treatment and Handling of Animals

3 credit hours

Prerequisite: Admission into the Veterinary Technology program

Corequisite: VET 108, 120 and 205

Designed to give students knowledge and skills required for veterinary technicians. The course focuses upon animal welfare and humane treatment during handling and restraint, behavior, safety, equipment choice, and typical clinical procedures.

VET 120 Office Procedures and Relations

2 credit hours

Prerequisite: Admission into the Veterinary Technology program

Corequisite: VET 108, 116, 205

Presents commonly encountered clinical procedures with the emphasis on the role of the veterinary technician in the management of veterinary patients and records. The course also includes introduction to veterinary management software and on-line veterinary services.

VET 134 Diagnostic Imaging

2 credit hours

Prerequisite: VET 108, VET 116, VET 205, VET 206

Corequisite: VET 187

Gives the student a basic understanding of radiographic equipment and film development, develops skills in taking diagnostic radiographs to be evaluated by a veterinarian, and teaches how to evaluate quality of radiographs and to troubleshoot problems in radiography. An introduction to special imaging techniques such as computed tomography (CT scan), Magnetic Resonance Imaging and ultrasound will also be included. This 2 credit class meets for a total of 30 hours of combined lecture and laboratory.

VET 182 Internship I

3 credit hours

Prerequisite: VET 108, 116, 120, 205

Corequisite: VET 115, 206, 224

Students Participate in a 1 hour per week formal lecture, and 90 hours/semester internship experience in a private practice and research related facility. The student may be involved in the day-to-day work of the practice, basic clinical laboratory diagnostics, restraint and handling of animals, office procedures, surgical preparation, and radiology.

VET 187 Cooperative Education: Diagnostic Imaging

1 credit hour

Prerequisite: VET 116, 205, 206

Corequisite: VET 134

Gains experience utilizing radiographic equipment, positioning of animals for radiographs, developing a technique chart and radiographic film. This is a 1 credit class which requires 45 contact hours in a private practice or research related facility.

VET 205 Veterinary Anatomy and Physiology I

4 credit hours

Prerequisite: BIO 111, ENG 121 and admission into the Veterinary Technology program

Corequisite: VET 108, 116, 120

Provides background in the anatomy and physiology of animals. The class covers the structure and function of each body system, including skeletal, muscular, circulatory, integumentary, and respiratory. Other subjects include principles of metabolism and unique characteristics of common domestic species. Applied laboratory experiences are included.

VET 206 Veterinary Anatomy and Physiology II

4 credit hours

Prerequisite: VET 108, 116, 205

Corequisite: 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

Corequisite: VET 115, 182, 206

Provides background in pharmacology principles including topics such as: mechanism of drug action, types of drugs, anesthetic agents, pharmacy management and calculations related to drug dosages.

VET 225 Anesthesiology

3 credit hours

Prerequisite: VET 108, 115, 116, 120, 182, 205, 206, 224

Corequisite: VET 241, 281

Covers appropriate forms of injectable and gaseous anesthesia for surgical and diagnostic procedures. Other topics include anesthesia monitoring, emergency procedures, and control of post-surgical pain.

VET 227 Animal Nutrition

2 credit hours

Prerequisite: Anatomy and Physiology course or graduation from an AVMA accredited school

Gives students a foundation in the principles of animal nutrition. The course focuses on the basic elements of nutrition including the major categories of nutrients, and their sources, digestion, and metabolism. Both large and small animal feeds and feeding will be covered. The course emphasizes the relationship between nutrition and health.

VET 240 Veterinary Medicine and Surgery

4 credit hours

Prerequisite: VET 108, 115, 116, 120, 134, 182, 187, 205, 206, 224, 225, 227, 241 and 281

Corequisite: VET 242, 243 and 282

Presents commonly encountered medical and surgical conditions of the dog and cat with the emphasis on the role of the veterinary technician in the management of these entities. The course also includes special techniques laboratories in small animal medicine that provide a hands-on teaching experience in catheterization, collection of bone marrow aspirates, and centesis.

VET 241 Clinical Laboratory Procedures

4 credit hours

Prerequisite: VET 205, 206

Corequisite: VET 225, 281

Discusses the biochemical derangements that characterize disease. Topics include proper collection and analysis of urine, blood, and cytological samples; basic principles of anatomic pathology; necropsy procedure and sample collection.

VET 242 Veterinary Critical Care

2 credit hours

Corequisite: VET 240, VET 241, VET 281

Provides instruction in appropriate nursing assessment, monitoring and intervention with emergencies. Uses knowledge and understanding of overall anatomy, physiology, and disease or accident process to assist in veterinarian's diagnoses and treatment.

VET 243 Veterinary Diagnostic Microbiology

3 credit hours

Prerequisite: VET 281, 225, 227, 241

Corequisite: VET 240, 242, 243, 282

Evaluates the students' clinical skills and knowledge after successful completion of the

internship courses, in order to prepare them for the national board examination and clinical practice. Evaluation of clinical skills and knowledge includes selected clinical laboratory techniques (parasitology, hematology, urinalysis, cytology, chemistry, serology, microbiology); diagnostic imaging; office procedures; surgical preparation; instrumentation and assistance; anesthesia induction, maintenance and monitoring; restraint and handling techniques; small, large and laboratory animal diagnostic and therapeutic techniques; and pharmacology calculations, labeling and drug classification.

VET 250 Clinical Competency Evaluation

1 credit hour

Prerequisite: VET 108, 115, 116, 120, 134, 182, 187, 205, 206, 224, 225, 227, 241 and 281

Corequisite: VET 242, 243 and 282

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 within the veterinary medical setting.

VET 281 Internship II

4 credit hours

Prerequisite: VET 182

Corequisite: VET 225, 227, 241

Students participate in a 1 hour/week formal lecture, and 135 hours/semester internships experience in a veterinary related facility. The student is involved in surgical assisting and anesthesia and exposed to the medical and surgical conditions of animals.

VET 282 Internship III

5 credit hours

Prerequisite: VET 182, 281

Corequisite: VET 240, 242, 243

This six (6) credit class facilitates the transition from student to graduate veterinary technician through application of veterinary nursing and laboratory principles and skills. Participates in a 2 hour/week formal lecture, and 180 hours/semester internship experience in a private practice or research related facility. The student will utilize nursing skills in caring for hospitalized patients and perform necessary clinical laboratory procedures.

WEL — WELDING AND FABRICATION

WEL 101 Allied Cutting Processes

4 credit hours

Covers setting up equipment and performing cutting and gouging operations, utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

WEL 102 Oxyacetylene Joining Processes

4 credit hours

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 taught.

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 class.

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

Corequisite: 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's 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 of other students during assigned fabrication and welding operations.

Faculty/Staff

PRESIDENT'S OFFICE/EXECUTIVE STAFF

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

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Kim Guthrie, *Office Manager*

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B.S.E., Truman University

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CAC, II

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B.A., University of Arkansas

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A.G.S., A.A.S., Community College of Denver

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WORKPLACE LEARNING PROJECT

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LANGUAGE, ARTS & BEHAVIORAL SCIENCES, CENTER FOR

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