

file Copy

**Morgan
Community
College**





1983-84 Catalog

**Main Campus -
17800 Co. Rd. 20
Fort Morgan
Colorado 80701
303-867-3081**

**Established by the
1967 General Assembly of the State of Colorado
Under the Jurisdiction of the
Colorado State Board for Community Colleges and
Occupational Education
and the
Morgan Area Council**

**Accredited by
the North Central Association
of Colleges and Schools.**

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FOR COMMUNITY COLLEGES
AND OCCUPATIONAL EDUCATION**

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Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice.

MORGAN COMMUNITY COLLEGE ADMINISTRATION AND SERVICES

president's office

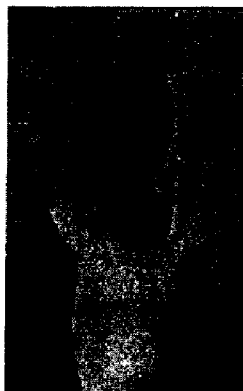
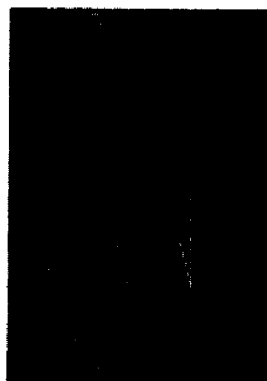
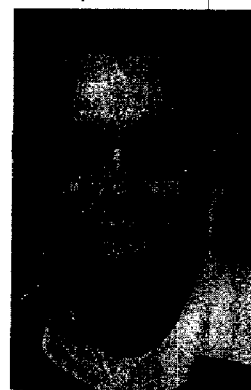
PRESIDENTDR. LARRY D. CARTER
PRESIDENT'S SECRETARY THELMA E. WILEY

administrative services

DEAN OF ADMINISTRATIVE SERVICES MERLE RHOADES
DIRECTOR OF FINANCE.....SABRINA MOORE
MANAGER, BOOKSTORE AND
AUXILIARY ENTERPRISES.....SANDRA SCHMEECKLE
DIRECTOR OF PURCHASING AND PLANT M & O..... ROBIN HOTCHKISS

instructional division

DEAN OF INSTRUCTION DR. EDWIN RAY
DIVISION SECRETARYMAXINE E. BAKER
DIRECTOR OF LEARNING RESOURCES CENTER.....PATY EVERETT
ASSISTANT DIRECTOR OF L.R.C. RUTH CHOSA
SCHEDULE COORDINATOR..... MARY LOU TEETERS



student services

DEAN OF STUDENT SERVICES BETH A. LEBSOCK
FINANCIAL AID DIRECTOR GERALDINE PACHNER
REGISTRAR..... JANIE HUBBELL
DIRECTOR OF ADMISSIONS AND VETERANS BEVERLY WHITE

community services

DEAN OF COMMUNITY SERVICES..... MARGARETTE GOODWIN
ADMISSIONS COUNSELOR..... GALYNN WENDLING
ADMISSIONS COUNSELOR..... FRAN COVELLI



ACADEMIC CALENDAR 1983-84

BUSINESS, SECRETARIAL, and GENERAL STUDIES PROGRAMS

FALL QUARTER

Foreign Student Testing
Registration
Office Day
Classes Begin
Last Day to Add/Drop
Thanksgiving Vacation
Classes End
Finals
Pre-Registration for Winter Quarter

September 22
September 22
September 23
September 26
October 4
November 24, 25
December 6
December 7, 8, 9
November 21-December 6

WINTER QUARTER

Foreign Student Testing
Registration
Office Day
Classes Begin
Last Day to Add/Drop
Classes End
Finals
Pre-Registration for Spring Quarter

January 2
January 2
January 3
January 4
January 12
March 13
March 14, 15, 16
February 27-March 13

SPRING QUARTER

Foreign Student Testing
Registration
Office Day
Classes Begin
Last Day to Add/Drop
Memorial Day Vacation
Classes End
Finals
Commencement

March 26
March 26
March 27
March 28
April 5
May 28
June 6
June 7, 8
June 8

SUMMER QUARTER

Registration
Classes Begin
Last Day to Add/Drop
Independence Day Vacation
Classes end

June 15
June 18
June 22
July 4
August 3

**CARPENTRY,
ELECTRICAL,
WELDING,
AUTO BODY,
AUTO MECHANICS,
and SWINE
TECHNOLOGY ELECTRONICS**

QUARTER I

Registration
Classes Begin
Last day to Add/Drop
Labor Day Vacation
Classes End

August 24-26
August 29
September 7
September 5
October 24

August 24-26
August 29
September 7
September 5
November 18

QUARTER II

Registration
Classes Begin
Last Day to Add/Drop
Thanksgiving Vacation
Classes End

October 24
October 25
November 2
November 24, 25
December 21

November 21
November 22
December 2
November 24, 25
February 24

QUARTER III

Registration
Classes Begin
Last Day to Add/Drop
Classes End

January 2
January 2
January 10
March 16

February 27
February 27
March 6
June 1

SPRING VACATION

March 17-25

March 17-25

QUARTER IV

Registration
Classes Begin
Last Day to Add/Drop
Memorial Day
Classes End

March 26
March 26
April 3
May 28
June 1

QUARTER I

Registration
Classes Begin
Last Day to Add/Drop
Classes End

LP-GAS

January 23-27
January 30
February 7
March 16

BASIC LAW

January 2, 1984
January 4
January 12
February 15

QUARTER II

Registration
Classes Begin
Last Day to Add/Drop
Classes End

March 19
March 19
March 27
May 4

February 16
February 16
February 24
March 30

QUARTER III

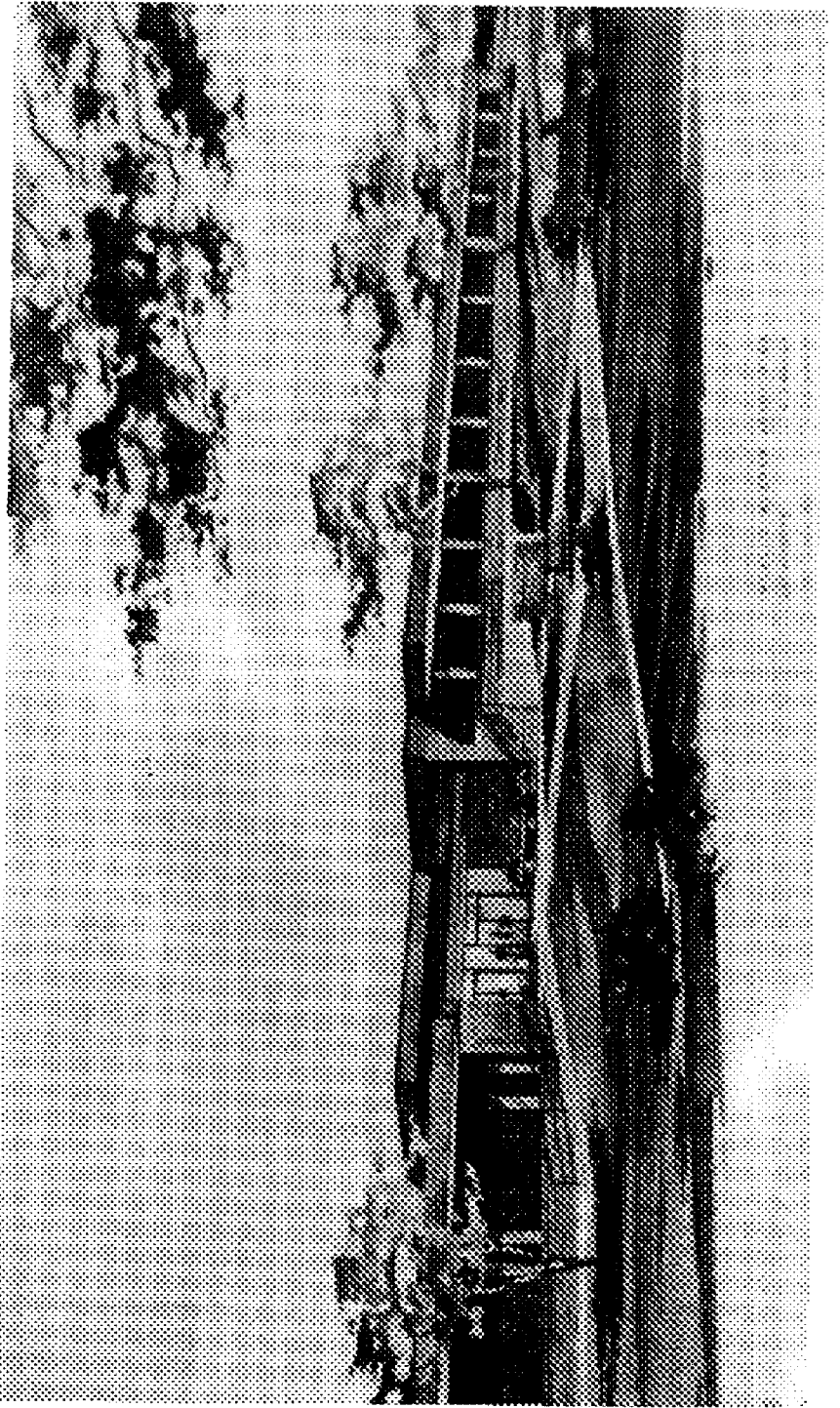
Registration
Classes Begin
Last Day to Add/Drop
Memorial Day Vacation
Classes End

May 7
May 7
May 15
May 28
June 22

QUARTER IV

Registration
Classes Begin
Independence Day Vacation
Last Day to Add/Drop
Vacation
Classes End

June 25
June 25
July 4
July 3
August 6-10
August 21



The College



GENERAL INFORMATION

philosophy of the college

The development of Morgan Community College has been based on the philosophy that education is needed and, in fact, demanded beyond the high school level in order to prepare people for employment in the professional, business, or occupational areas and to allow the furtherance of education at four-year institutions. The college is firmly committed to the proposition that learning should not stop at any time in a person's life and that regardless of his level of attainment, education can be gained which is beneficial, interesting and personally satisfying to the individual.

Morgan Community College must be responsive to the needs of the local community and provide a broad offering of occupational, transfer and developmental programs — thereby indicating a responsibility to those who have completed or left high school; to employed persons in need of upgrading or retraining; to those who wish to pursue either terminal or transferable academic programs; and to those having academic, socio-economic, or other educational handicaps.

the mission of the college

1. **Occupational Education:** To provide (a) pre-employment training for those who are preparing to enter an occupation, and (b) other courses and/or programs designed for retraining, upgrading, or occupational advancement for those already employed. (The college is an Area Vocational School serving secondary, post-secondary, and adult students).
2. **General Education:** To provide (a) indirectly in all courses, and directly in specific courses, those experiences which will lead to the development of a broadly educated person who has a grasp of the interrelationship of knowledge fields; is able to think effectively and communicate through; and can make relevant judgments, discriminate among values, and make an appropriate application of knowledge gained and, (b) two full years of general education leading to an Associate Degree either as a terminal degree or in preparation for transfer to a four-year institution of higher education.
3. **Developmental Education:** To provide the resources and personnel to assist in-

dividuals who have scholastic or other deficiencies in their educational background; to prepare them to succeed in post-secondary academic and occupational programs; and to provide language skills for those for whom English is a second language.

4. **Community Services:** To provide through credit and non-credit courses, opportunities to enrich community living; to increase and improve the participation of citizens in the affairs that affect them; to increase the potential of adults as wage earners; and to emphasize the importance of individual excellence and achievement.
5. **Student Services:** To interpret the educational programs of the college to students; to encourage students to select goals and undertake programs consistent with their ability; to provide career guidance in the broadest sense; and to provide opportunity for participation in student activities, and to provide assistance to students with their educational problems.

goals

The overriding goal of the College is to serve the needs of all people by providing courses both on campus and through its satellite network which the public desires and finds beneficial, while attempting to fulfill the stated mission of the College. Morgan Community College has the following general goals:

1. To provide a post-secondary education for all those who may profit from it whether locally, state-wide, nationally or internationally.
2. To provide academic courses developed to meet the needs of those students who plan to transfer to four-year institutions, and/or for those who seek a terminal two-year degree. These courses will be academically rigorous and of such quality that the transfer student may be assured of his ability to compete successfully upon transfer.
3. To train students for job-entry skills in the agricultural, business and industrial world; to provide upgrading skills for those already employed; and to retrain those who seek to change employment.

4. To provide developmental courses which would assist students in overcoming subject or scholastic deficiencies, or other educational handicaps caused by financial, linguistic, social, or related reasons.
5. To increase the general educational level of all in the community by providing courses for adults at all levels based upon demonstrable need.

continuing education

We at MCC strongly believe that education is a process, not a terminal goal or

event. Living and learning are simultaneous events. MCC offers classes with a variety of learning activities to complement and stimulate interest and social value. It is our strong belief that since education is a life-long process, the primary mission of a community college must be to provide those educational experiences that the community wants, needs and from which it can profit.

Through listening to requests, and conducting surveys, we evaluate the educational needs of many people and identify classes to assist in meeting our community needs.



historical sketch

In July, 1964, a committee was formed to consider the feasibility of establishing a junior college or community college district that would better serve the educational needs of Morgan County which the committee and other interested groups of citizens felt were not being adequately met by the existing system.

An outgrowth of this local initiative was a published report which served two very useful purposes: (1) it established the point of student interest and community need, and (2) it portrayed a community which desired the best possible educational opportunities for its residents and one which is not discouraged by the hard work required to pursue such an organized effort.

Subsequent to that, the Community College concept became more clearly identified and was totally accepted as the type of educational pursuit desired by the populace rather than the traditional junior college.

On May 7, 1967, Senate Bill 405 was signed into law creating the Morgan County Junior College District, bringing the first phase of the community action program to fruitful conclusion. On August 14, 1967, the people acted to approve a local tax levy to accrue funds for the initial operation of the college, and on September 19, 1967, elected a Board of Trustees to guide its development.

In November, 1969, the Board chose Robert W. Johnson, Ed.D., as President, and in the first week of December, 1969,

college offices were opened at 210 Cameron Street in Brush.

In July, 1970, the administration offices were moved to 300 Main Street, Fort Morgan, to make room for the growing administrative staff.

On September 14, 1970 classes began for the fall quarter and the first full year of operation for Morgan County Community College. Since that date the College has continually increased to its current enrollment of approximately 800-1000 students per quarter and the programs offered have constantly improved.

On June 29, 1973, the voters of the Morgan County Junior College District voted in favor of the college joining the state system. On July 1, 1973, the college officially became a state system two-year college. At that time the name of the institution was changed to Morgan Community College.

In June, 1976, Dr. Johnson resigned as President, and the Dean of Instruction, Robert F. Datteri, was appointed Acting President.

In January, 1977, Dr. Datteri was selected as President of Morgan Community College by the Morgan Area Council and the State Board for Community Colleges and Occupational Education.

A "Site Fund Drive" initiated in early 1978 led to the acquisition of a ten acre site, situated east of Fort Morgan, close to I-76. This area is the nucleus of a permanent campus for Morgan Community College.

The Colorado State Legislature, during the 1978 session, appropriated construction funds for the first building for the new campus—a general purpose classroom building to house the General Studies—College Transfer programs, Electronics, and Business programs. Construction began in the Spring of 1979. Classes were first held on the new campus in January, 1980.

During the 1981-82 academic year the College built a swine production facility (Sagebrush Complex) on its campus. In December of 1981, Dr. Datteri resigned as President to accept a position as Executive Director of the State Board for Community Colleges and Occupational Education. In May 1982, after a national search had been conducted, the College Council and State Board appointed Dr. Larry D. Carter as Morgan Community College's third president.

Morgan Community College provides the full range of its offerings throughout its service area whenever possible. The college is not limited to its permanent campus or to its immediate population area. Generally, the service area of Morgan Community College is contained in the counties of Morgan, Washington, Yuma, Lincoln, and Kit Carson. Satellite campus centers are maintained in most of the communities of the five-county service area.

Morgan Community College is a comprehensive two-year, publicly supported institution of higher education, offering instruction in credit-bearing courses applicable to Associate Degrees and Certificates of Completion. The College is a member of the Colorado System of Higher Education, and is under the direction of the State Board for Community Colleges and Occupational Education. The College operates under an annual budget appropriation by the Colorado State Legislature.

buildings

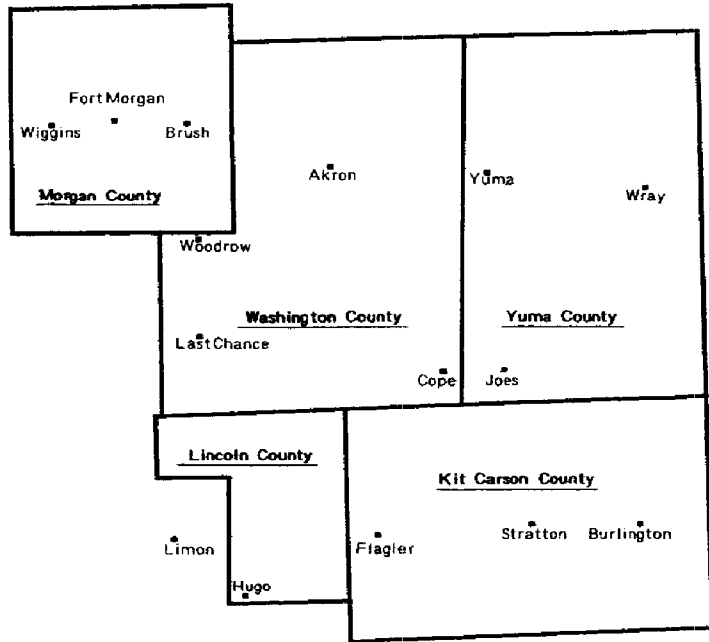
Morgan Community College is increasing in enrollment, and the space which it requires is increasing at the same pace. At present there are seven facilities in use at Morgan Community College.

Morgan Community College's main classroom building (Cottonwood Hall) is located on the new campus site at East Eighth Avenue and Barlow Road approximately one mile east of Fort Morgan. The 20,000 square foot facility houses a majority of the college faculty and the following programs and services:

- President's Office
- Dean of Instruction
- Dean of Administrative Services
- Dean of Community Services
- Dean of Student Services
- Admissions Office - Financial Aid - Veterans Assistance
- Admissions Counselors
- Learning Resources Center including College Library
- English as a Foreign Language Program
- General Studies Programs
- Electronics Program
- Allied Health Program
- Business Programs
- Computer Science Program
- Secretarial Science Programs
- Developmental Education

Also located on the Main Campus is the LP Gas Facility (Willow Building), a 2800

M.C.C.'s SERVICE AREA



square foot complex including classroom, office, and shop space. In addition, a swine facility (Sagebrush Complex) houses the Swine Production Program. The facility includes a classroom, instructor's office, solar heated-geothermally cooled farrowing/nursery house, and feeder pig pens.

Approximately six miles west of Fort Morgan on Interstate 76 is a 14,000 square foot, leased facility which houses two occupational programs—Construction Carpentry, and Construction Welding. Offices, classrooms, and fully equipped modern shops for each program have been constructed at this location.

The Community Services Building located downtown at 300 Main Street in Fort Morgan is easily accessible. Conference and meeting rooms are available for public and college use. Community Services and ABE/GED are taught at this location.

At 423 Main Street the Auto Mechanics Center houses all the latest equipment necessary for preparing a student in the field of Auto Mechanics. The front third of the building is a classroom and lecture area where full scale models of engines, trans-

missions, etc., are used to demonstrate what is being taught. The remainder of the building provides a large shop which is fully equipped to handle all kinds of auto mechanical problems.

The Morgan Community College Auto Body Center is located at 129 West Bijou Avenue and is designed in a manner similar to the Auto Mechanics Building. It is also fully equipped and has the capabilities of repairing a car body from start to finish.

In addition to these buildings, the College makes use of public school and other facilities when necessary. The use of the recreational facilities in the Morgan County area enhances the physical education program.

A 35,000 square foot Vo-Tech/Administration Building is scheduled for completion in 1984. The building will contain space for the Construction Welding, Construction Carpentry, Automobile Refinishing and Automobile Maintenance and Service Programs and a lecture hall that will seat 130 people. This campus addition will be located immediately north of Cottonwood Hall.

accreditation

Morgan Community College is under the jurisdiction of the Colorado State Board for Community Colleges and Occupational Education. Students who plan to transfer to baccalaureate programs at the four-year institutions can be confident that college-parallel credits earned at Morgan Community College will transfer.

Morgan Community College is accredited by the North Central Association of Colleges and Schools, the association which accredits all institutions of higher education in this area. As an accredited institution, MCC has clear and publicly stated purposes, consistent with its mission and appropriate to a post-secondary educational institution; has effectively organized adequate human, financial and physical resources into educational and other programs to accomplish its purposes; is accomplishing its purposes; and can continue to accomplish its purpose.

the open door

Morgan Community College has adopted a policy whereby a student can enter programs with any educational background—hence, the name "Open Door." Students are encouraged to decide upon a degree or certificate program and to enroll in programs commensurate with their interest and abilities.

educational rights and privacy act

Annually, Morgan Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the college intends to comply fully, was designated to

protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the College to comply with the Act.

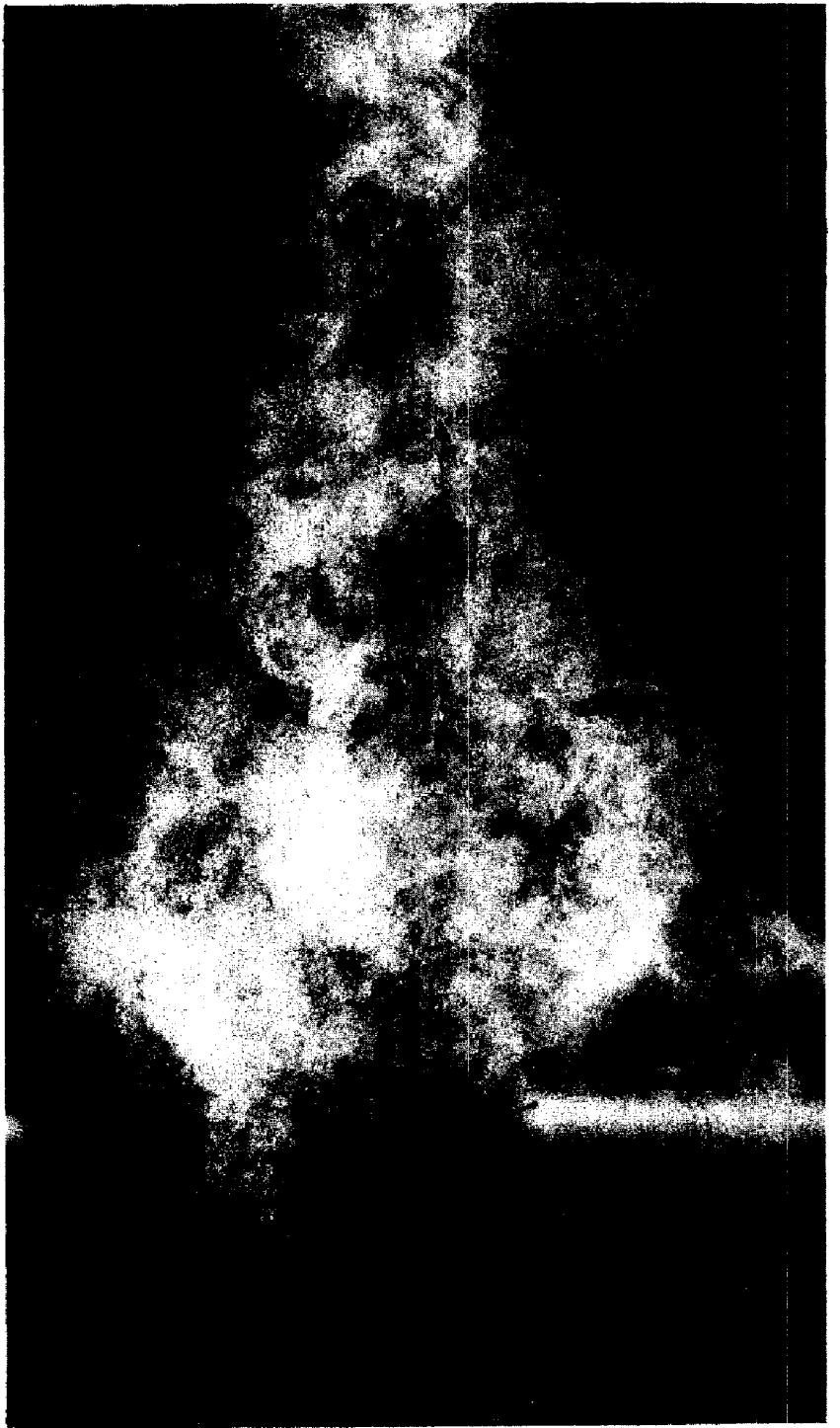
Morgan Community College policy explains in detail the procedures to be used by the college for compliance with the provisions of the Act. Copies of the institutional policy are available from the Office of the Registrar.

The Office of the Registrar also maintains a Directory of Records which lists the educational records maintained by Morgan Community College.

non-discrimination statement

This institution does not discriminate against or subject to discrimination any person on the basis of race, color or national origin; any person on the basis of age and sex; or any qualified handicapped person on the basis of handicap.

Furthermore, in the areas of (a) Admission to: (b) Access to: (c) Treatment in: or (d) Employment in, its programs of activities, this institution does not discriminate against or subject to discrimination any person on the basis of sex: or any qualified handicapped person on the basis of handicap. Additional information or guidance regarding any of the above policies may be obtained by contacting the institution's Affirmative Action Officer.



Admissions



ADMISSION

admission policy

The college will admit high school graduates and non-graduates of high school who are 16 years of age or older, who can profit from instruction for which he/she enrolls. However, admission to the college does not assure acceptance of an individual student in a particular course or program. Some students may be requested to enroll in special courses for correction of scholastic difficulties. It is recommended that the student take the American College Test (ACT). Full-time entering freshmen are required to take placement exams in reading and basic mathematics. Each educational program has established minimum entry levels in these two areas.

how to apply

Students are requested to submit their application to the Admissions and Records Office at least ten days prior to the quarter for which they are applying. The application should include, if available, the results of the American College Test (ACT). Grade transcripts are required for all full-time students, veterans, and any student planning to receive a degree at MCC.

admission policy for foreign students

Foreign students must apply for admission by established deadlines. Students must present evidence of their ability to

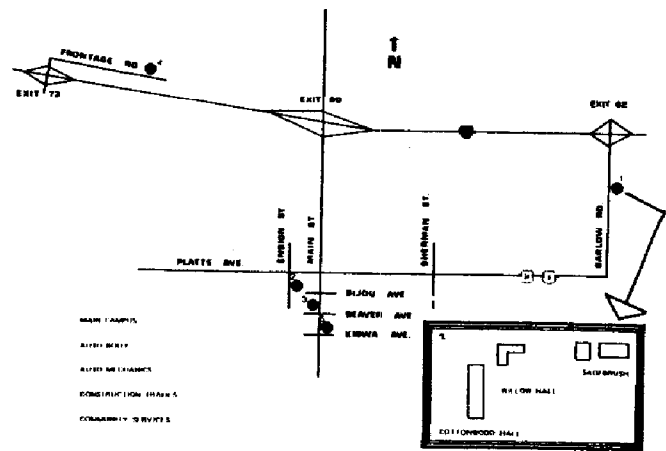
meet financial obligations for at least one year, show evidence of past educational achievement (e.g., a high school diploma), and take Morgan Community College English as a Foreign Language placement tests if English is not the student's primary or native language. Details are available from the Admissions Office.

residency

Students will be classified "in-state" or "out-of-state" upon acceptance to MCC in accordance with the Statutes of the State of Colorado. A person is eligible for in-state tuition, if he/she has been a resident of Colorado for the twelve consecutive months preceding registration. A resident is a person 21 years of age or an emancipated minor who is present in the State with concurrent intention to make Colorado his/her permanent home. That intention is manifest by such things as the payment of Colorado State Income Tax as a resident, obtaining a Colorado Driver's License and registering one's car within thirty days of arrival, registering to vote in the State, etc. A person is an emancipated minor if he/she is completely self-supporting and is no longer claimed by his/her parents as a dependent. After a person has been a resident for 12 months, he/she is eligible for in-state tuition.

Questions concerning residency classification should be directed to the Director of Admissions.

MAP OF PROGRAM SITES



Financial Information



schedule of tuition & fees — 1983-84
colorado resident

Credit Hours	In-State Tuition	Student Fees	Total Cost	Total per Academic year (Three Quarters)
.5	\$ 9.35	\$.50	\$ 9.85	
1	18.75	1.00	19.75	
2	37.50	2.00	39.50	
3	56.25	3.00	59.25	
4	75.00	4.00	79.00	
5	93.75	5.00	98.75	
6	112.50	6.00	118.50	
7	131.25	7.00	138.25	
8	150.00	8.00	158.00	
9	168.75	9.00	177.75	
10	187.50	10.00	197.50	
11	206.25	11.00	217.25	
12 or more	225.00	12.00	237.00	\$711.00

Excess of 18 hours = \$15.00 per hour

Credit Hours	Out-of State	Student Fees	Total Cost	Total per Academic year (Three Quarters)
.5	\$ 28.35	\$.50	\$ 28.85	
1	56.75	1.00	57.75	
2	113.50	2.00	115.50	
3	170.25	3.00	173.25	
4	227.00	4.00	231.00	
5	283.75	5.00	288.75	
6	340.50	6.00	346.50	
7	397.25	7.00	404.25	
8	454.00	8.00	462.00	
9	510.75	9.00	519.75	
10	567.50	10.00	577.50	
11	624.25	11.00	635.25	
12 or more	681.00	12.00	693.00	\$2079.00

Excess of 18 hours = \$45.40 per hour

A tuition surcharge of \$15.00 per credit hour for Colorado Residents and \$45.40 per credit hour for Out of State Residents will be added for each credit over 18.

Students enrolled in certain courses or programs may be required to purchase individual supplies and materials and to rent uniforms.

payment of tuition and fees

Tuition and fees are due at time of registration.

refunds—when withdrawing

A student must OFFICIALLY withdraw from the college by processing an approved

WITHDRAWAL FORM with the Office of Admissions and Records, 17800 County Road 20, within the stated refund period to be eligible for refund of tuition and fees.

If a student processes an approved OFFICIAL WITHDRAWAL from the college or classes within the first seven (7) college working days from the start of the quarter, he/she will receive a 100% refund of that proportion of the tuition and fees being dropped. NO refund will be granted after that period of time.

Unusual circumstances concerning refunds may be referred to the Dean of Student Services for variations from the normal refund policy.

FINANCIAL AID

Morgan Community College offers two types of financial assistance programs: need-based and non-need based aid. Because the primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue a post-secondary education, the majority of aid is awarded on the basis of documented need. However, a number of scholarships are awarded annually to recognize and encourage educational growth. Students are encouraged to contact the Director of Financial Aid with any questions concerning these programs.

need-based programs

Grants: Grants are funds that do not require repayment and that are awarded on the basis of demonstrated financial need. Grant programs at MCC include Pell Grants, Colorado Grants, Supplemental Educational Opportunity Grants, and Colorado Student Incentive Grants.

Employment: MCC offers both Colorado and College Work Study programs designed to enable needy students to earn all or part of their college expenses through part-time on-campus employment.

Loans: The Guaranteed Student Loan Program was established to provide students from middle-income families with long-term, relatively low-interest loans to be used in meeting educational expenses. Applications may be obtained from local banks or lending agencies. These loans must be repaid and the student is cautioned to be familiar with all of the conditions of the loan before signing the note.

application process

To establish documented financial need, the student should submit the ACT Family Financial Statement (available from high school counseling offices or from the Fi-

nancial Aid Office at MCC) to the American College Testing Student Needs Analysis Service, P.O. Box 4005, Iowa City, IA 52243.

Approximately 4-6 weeks later, ACT will send the results of the Family Financial Statement to MCC. ACT will also send the student a copy of a Student Financial Aid Report and either 2 or 3 copies of the Student Aid Report (SAR) designating eligibility for the Pell Grant Program. The signed copies of the SAR and copies of 1982 income tax returns should then be sent to the Director of Financial Aid at MCC.

While there is no deadline for need-based financial aid applications, evaluations are begun and awards are made on a funds available basis beginning May 1, and completed applications received by that date will receive priority.

continued eligibility

Students receiving need-based aid must re-establish their eligibility annually by submitting new financial aid applications and by meeting the criteria for good standing and satisfactory academic progress. New awards will be based on documented financial need and the availability of funds.

satisfactory academic progress

Students receiving financial aid have a responsibility to maintain certain academic standards and make satisfactory progress toward a degree objective in order to remain eligible to receive student financial aid. In order to remain in good standing at Morgan Community College, a student must be eligible for continued enrollment and successfully complete the minimum numbers of hours for which aid was received.

SCHOLARSHIPS

Scholarships are available to Morgan Community College students who are enrolled in a degree or certificate program. Information and applications for the various scholarship programs may be obtained from the Director of Financial Aid. Priority will be given to applications received before March 15.

colorado scholars program

These scholarships are available to students who are enrolled for a minimum of 6 quarter hours in a degree or certificate program and who have either a 2.0 high school grade point average, a 250 GED score, or a previous college grade point average of

2.5. Scholarships are awarded on the basis of ability and desire for the amount of tuition and fees.

greater gifts scholarships

The Greater Gifts Scholarships are awarded for \$800.00 to deserving students who express a desire to further their education. The applicant is to be accepted by MCC as a full time (12 quarter hours) student and maintain a 2.0 grade point average while on scholarship. Funding is available from other sources for needy, lower-income students, so the Greater Gifts Scholarship Board looks at desire and ability before need as a basis for selection.

h. b. bloedorn scholarships

These scholarships shall be awarded to graduates of the Morgan County high schools who are scholastically able and financially deserving for the amount of tuition and fees.

lewis mccune appleby scholarship

This scholarship is awarded each year to a non-traditional female student whose further education depends on financial assistance. Applicants must be enrolled for a minimum of 12 quarter hours.

greg alsip scholarship

In honor of Greg Alsip, former administrator of the Fort Morgan Medical Group, a graduate of Fort Morgan High School who can demonstrate scholastic achievement and financial need will be awarded a scholarship to Morgan Community College. The amount of the award varies from year to year.

other scholarships

Other scholarships may be awarded as funds are available. Information on these may be obtained from the Director of Financial Aid.

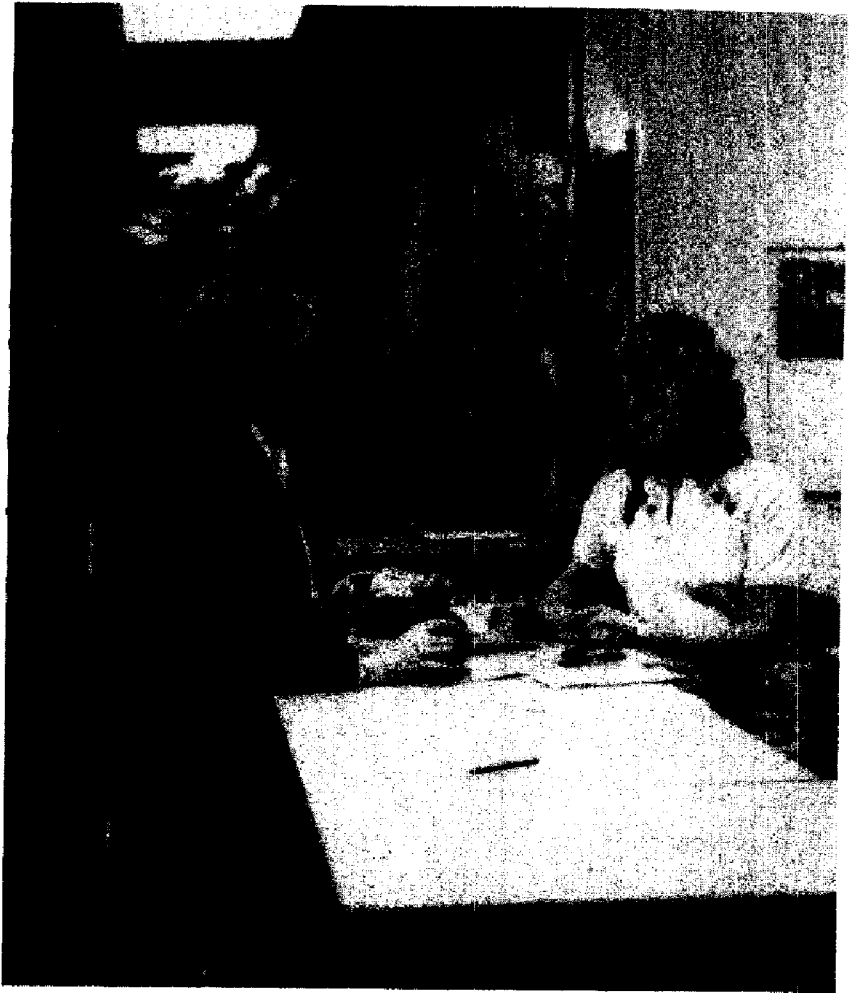
VETERANS

The college's Office of Veterans Affairs, located in Room 118, provides the eligible veteran and dependent with Veterans Administration forms used in applying for a program of education, information regarding institutional and V.A. policies, and requirements for receipt of benefits. The office also provides other services such as information and necessary forms for V.A. tutorial services, educational loans, voca-

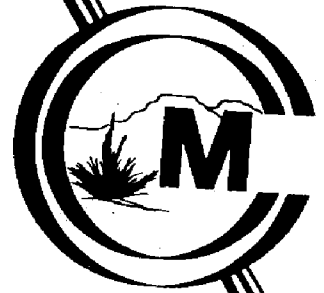
tional rehabilitation, and V.A. counseling.

Failure of the Veteran to provide the institution a written record of applicable previous education and training may result in serious delay in educational benefits.

Applications and information for Colorado Veterans Tuition Assistance are also available in Room 118.



Academic Regulations



registration

Registration is an important part of the student's academic progress. It is the policy of the college to devote as much time as is necessary to pre-registration and registration counseling to help each student select and pursue an education program in harmony with his/her abilities and goals.

The student is responsible for reading the Morgan Community College catalog and studying the curriculum guide sheet for his/her major. The student is also responsible for checking his/her program periodically to determine whether or not he/she is fulfilling all course requirements. If the student has any questions regarding his/her academic status at any time, he/she should check with the advisor and/or the Dean of Student Services.

classification of students

A student registered for 12 credit hours or more is considered to be a full-time student. Anyone taking fewer hours is a part-time student.

Post-secondary students are classified as freshmen or sophomores. All those who have completed over 45 credit hours are sophomores and all others are freshmen.

student class load

The normal course load is 14 to 18 credit hours. These courses include only courses taken for credit at the college. Courses obtained in any other manner or from an institution other than Morgan Community College are not included. Students may en-

roll for more than 18 credit hours only with permission of their advisor and a Dean and payment of the overload charge. No student may enroll for more than 24 credit hours in any one quarter.

Students who hold or expect to hold full or part-time employment while enrolled in the college should register for course loads they can expect to complete without unusual difficulty.

auditing courses

Students may elect to attend a class but not receive credit by declaring at registration that they are auditing the course. No credit will be granted towards a degree or certificate although the instructional standards are the same as for students taking the course for credit. Students will pay the same tuition and fees as those taking the class for credit.

A student may change from Audit to Credit or from Credit to Audit only during the first seven (7) college working days from the start of the quarter.

class attendance

Students are expected to attend all classes for which they are registered, except in cases of illness or other emergencies. The instructor shall determine and inform students of the effect of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be officially withdrawn by the instructor.

GRADING SYSTEM

A	Superior	4 Grade Points
B	Above	
	Average	3 Grade Points
C	Average	2 Grade Points
D	Below	
	Average	1 Grade Point
F	Failing	0 Grade Points
I	Incomplete	
AU	Audit	
W	Withdrawal	

incomplete

Incomplete (I) indicates that course objectives are not fulfilled. Arrangements to receive the incomplete must be initiated by the student and approved by his instructor prior to the end of the term. Unusual circumstances may dictate limited deviation from this procedure. Incompletes not removed by the final day of the succeeding quarter will be recorded as an F.

audit

Audit (AU) is assigned when a student is officially enrolled, has paid tuition, but does not wish to have academic credit for the course. A student may change from Credit to Audit, or from Audit to Credit only through the seventh workday after the quarter officially begins.

withdrawal

Withdrawal (W) is assigned only when a student officially withdraws or is dropped by the established deadline. Withdrawal is recorded on the official record only if a student drops or is dropped after seven class days following the start of the quarter.

satisfactory/unsatisfactory grades

The grades "S" (Satisfactory) and "U" (Unsatisfactory) will be assigned in the following classes:

1. Developmental education
2. Courses having the following prefixes: PED, GEN, OEA, OEB, OED and OEH.

MCC considers a Satisfactory grade in Satisfactory/Unsatisfactory courses to be computable at a "D" or better. Courses in which "S/U" grades are earned are not computed into a student's overall grade point average.

repeated classes

Students will be allowed to repeat only those classes in which a grade of "D" or "F" is earned. In the case when a class is repeated, only the most recent grade earned will be computed in the grade point average.

grade point average

Grade point average is computed to determine eligibility for graduation, the President's List, the Dean's List, academic pro-

bation and suspension and various types of financial aid and scholarships.

Grade point average will be computed on all classes that are graded "A" through "F" within the student's chosen program of study.

changes in registration

In instances where a student's program of study can be improved, adds and drops may be processed after classes begin with the approval of the instructor and advisor. Program change forms may be obtained in the Office of Admissions and Records. Students have seven (7) college working days from the first day of the quarter in which to drop or add.

withdrawal from college

A student who desires to completely withdraw from the college must obtain the necessary forms from the Office of Admissions and Records. Withdrawals with refund from the college will be granted in accordance with the official Refund Policy.

course cancellations

The college must retain the customary right to cancel or alter programs or course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis.

academic probation and suspension

Only those students enrolled for 6 or more college level credit hours will be considered for academic probation. Students enrolled for 6 or more credit hours who fail to maintain at least a 1.71 quarterly G.P.A. will be placed on academic probation for the following quarter of attendance.

Students enrolled for 6 or more credit hours who fail to maintain at least a 1.71 Grade Point Average for two successive quarters will be suspended. A student who has been suspended for unsatisfactory academic progress may appeal to the Student Activities Committee to be readmitted. Additional information regarding the appeal process can be obtained from any Student Services staff member.

records and transcript of credits

All grades reported to the records office by an instructor are entered upon the student's permanent record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. Grades and transcripts may be withheld in cases where the student has an indebtedness to the college. To protect the confidentiality of a student's records a transcript will not be released without a written request from the student or former student. Grades may be changed only four weeks into the succeeding quarter.

Additionally, any student or his/her parents (if the student is financially dependent on them) has the right to inspect and review any and all official records, files, and data directly related to that student.

transferring credits

Those students desiring to transfer credits from Morgan Community College to a four-year institution may do so by contacting the Registrar. Transcripts of courses taken and grades received will be sent to the institution of the student's choice. The decision as to whether certain courses offered at MCC will transfer to a four-year institution is made by the college accepting the student's credits.

To transfer credits to MCC, a student should submit grade transcripts from the institution he/she last attended. Such transcripts will be evaluated by MCC and credit allowed where appropriate.

credit by examination

Many courses have proficiency examinations. If a student feels that he/she has mastered the course material through prior training or experience, the student may request a proficiency examination for course credit if that course has a developed proficiency examination.

1. The student may obtain a proficiency examination form from the Registrar's Office. A fee of \$1.00 per credit hour attempted will be paid.
2. After completion of the proficiency examination, the testing instructor will complete the proficiency examination form, noting course number, credit hours, and grade judgement. A grade of "C" or higher is required for proficiency credit.

3. A proficiency examination may not be re-taken.

test-out procedures

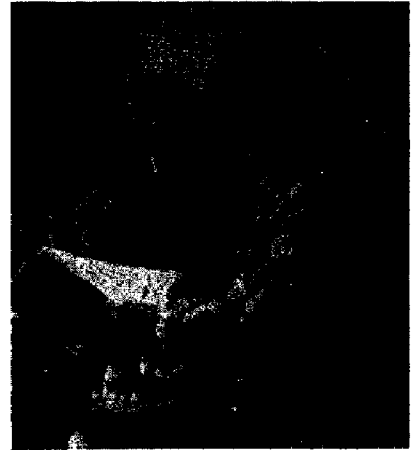
Students may request, after classes begin, a test-out of classes they are currently enrolled in if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination.

Approval to test out of any course is at the discretion of the individual instructor. If a student's request is granted to test out of a course, the instructor will set the time for the examination. The grade will be recorded by the instructor and turned in at the end of that quarter. The student must make a grade of "C" or higher to receive credit without continuing in the course.

special studies

Courses with course numbers 175 or 275 are designated as Special Studies in a specific discipline. These courses allow the advanced student to engage in intensive study or research of a given topic under the individual direction of a qualified faculty member. Election of this course will be evaluated by the appropriate Dean who will assist in selecting a supervising instructor and in determining the amount of credit to be granted upon successful completion of the course.

A maximum of 6 credits can be earned at the 175 level and a further maximum of 6 credits can be earned at the 275 level. These course numbers are preceded by a three alpha prefix to indicate the appropriate department (e.g., MAT 175 or PSY 275).



ACADEMIC HONORS

dean's list and president's list

Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List. To be eligible, a student must complete at least 12 quarter hours of college level work, and maintain a 3.25 grade point average. Those students who maintain the 3.25 average throughout the academic year will be named to the President's List.

honor medallions

Candidates for degrees at Morgan Community College may be recognized at grad-

uation for outstanding academic achievement. The five graduates having the highest cumulative grade point averages are eligible to receive Honor Medallions and public recognition during the Commencement Exercises. Recipients are not notified prior to the award ceremony.

who's who

Each year the faculty nominates students for the publication, **Who's Who Among Students in American Junior Colleges**. Selection is based on academic achievement, leadership and promise of future usefulness.

GRADUATION REQUIREMENTS

For the Associate of Arts, Associate of Science, Associate of General Studies and Associate of Applied Science degrees, graduation requirements are as follows. Candidates must have: a cumulative grade point average of 2.0 among the classes in their chosen program of study; no grades below a "D" among the required classes in their chosen program of study; earned at least fifteen (15) quarter hours of credit in their chosen program of study at Morgan Community College; completed an "Applica-

tion to Graduate" form no later than the end of the quarter prior to the quarter in which they wish to graduate; and, payment of \$7.50, graduation fee.

For certificates in Automobile Mechanics, Automobile Refinishing, Bookkeeping Clerk, Construction Carpenter, Construction Welder, LP-Gas Operations, Stenographer, Swine Production, and Word Processor, graduation requirements are the same as those for degrees, listed above.

DEGREES CONFERRED

associate of arts degree:

The Associate of Arts degree will be awarded to those students who have successfully completed the required number of credit hours in transfer course work as outlined in the curricula following and have met graduation requirements above.

associate of science degree:

The Associate of Science degree will be awarded to those students who have successfully completed the required number of credit hours in transfer course work as outlined in the curricula following.

associate of general studies degree:

The Associate of General Studies will be awarded to those students who have successfully completed the required number of credit hours in approved course work as outlined in the curricula following.

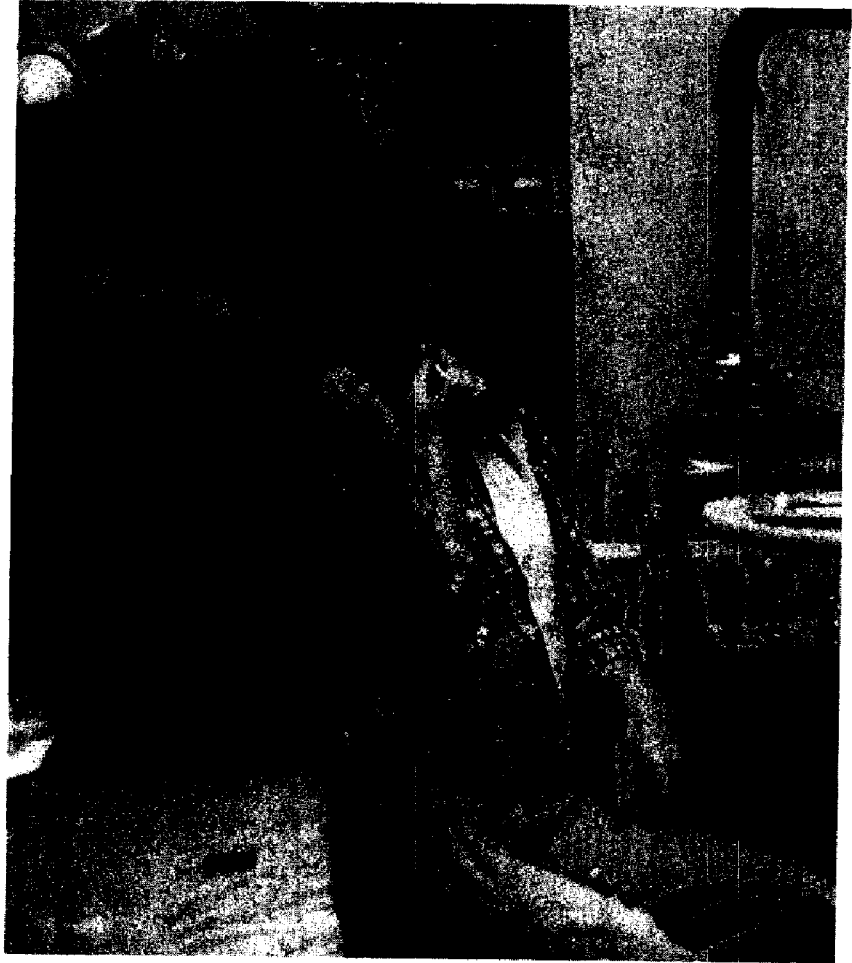
associate of applied science degree:

The Associate of Applied Science degree will be awarded to those students who have successfully completed the two year occupational programs as outlined in the curricula following.

OCCUPATIONAL CERTIFICATE

An Occupational Certificate will be awarded to those students who complete training programs in specific job skill areas. The student will acquire job entry skills via the completion of an Occupational Certificate Program, or, he/she may elect to take additional academic courses in order to

qualify for an Associate of Applied Science Degree or an Associate of General Studies Degree. All candidates for Occupational Certificates must have earned at least fifteen (15) quarter hours of credit at Morgan Community College.



Student Life



housing

The College provides assistance with locating off campus housing for interested students. Part of the philosophy of Morgan Community College is to encourage students to become more independent. Learning to maintain oneself in off-campus housing is a life skill that is a necessity in preparation for the work-a-day-world.

recreation in the area

The Morgan County area has an abundant supply of recreational facilities which provide enjoyment in a student's spare time. A municipal golf course in Fort Morgan has an 18 hole lay-out which is inexpensive and very accessible. Fort Morgan and Brush have tennis courts and picnic facilities. Although winter months hamper many activities, there is ice skating at the Riverside Park in Fort Morgan, and intramural sports activities in the major communities to keep an individual occupied. Of course, the greatest ski slopes in the United States are just two hours away. Also, the Denver metropolitan area has many recreational offerings only 1 1/2 hours driving time on interstate highways from the Morgan County area.

guidance counseling

The Dean of Student Services and Admissions Counselors, working closely with student advisors, provide special help to all students in the areas of career information, career development, testing, and agency referral so students can make decisions concerning career goals.

Counselors are available by appointment, referral, or any time a student needs a sounding board. All counseling topics and test results are kept confidential.

testing services

The college administers the General Educational Development Test (GED) for those who wish to obtain a high school equivalency certificate.

Morgan Community College is authorized to administer the College Level Examination Program (CLEP) which might enable a student to obtain college credit for subject matter already learned. Arrangements for these tests should be made through the Office of Admissions and Records.

learning resource center

On the campus the Learning Resource Center includes books, magazines, and newspapers, audio-visual materials, the equipment necessary for viewing the software, and a Career Resource Center.

The Learning Resource Center is a participating member of the High Plains Regional Library System and the High Plains Film Coop and as such can provide a wider range of services to the faculty and students. Through interlibrary loan and the film libraries of all the cooperating agencies, access is gained to the collections of all the main libraries in the area including approximately 2,000 films. Lead-time of at least two weeks is needed on films.

The availability of many materials in a variety of formats gives students and teachers the opportunity to select that media best suited to answer a specific need.

academic advising

At MCC the growth and development of each student is of utmost importance. Each student is assigned to a faculty advisor who is interested in the student's development and who manifests interest in ways that bring greater confidence and meaningfulness to the student in relation to college work and life. Advising is a form of teaching and is an integral part of each student's education. The basic relationship in the advising program is, of course, that of the advisor and the advisee. It is one of the primary means by which the advisee's education is individualized.

student government

The student body at Morgan Community College is officially organized through the Student Government. The Student Government recommends the use of funds collected through student fees and, in general, has the responsibility of administering the funds collected through student fees and, in general, the responsibility of meeting the needs of the students.

In the past the Student Government has sponsored picnics, dances, swimming, basketball and other activities.

clubs and organizations

Clubs and their activities are encouraged at Morgan Community College and it is

easy for students to become involved. For information about an existing club, see a member of Student Government or the faculty advisor(s).

campus publications

A campus newspaper, **The Roundrunner Review**, is published through out the year by the journalism classes. A yearbook, **The Periodico**, is published each year under the direction of the journalism instructor.

student conduct

Each individual is expected to act as a responsible, mature person. Therefore, the

college has no strict rules of conduct for its students. However, all students should honor the rights of others and observe civil laws. Failure to do so may result in disciplinary action or dismissal.

student retention at mcc

For the prior three academic years, approximately 60% of those students attending Morgan Community College completed their programs of study or completed an academic year. Additional student retention data is available from the Registrar at MCC.



General Studies

College Transfer



ASSOCIATE OF ARTS DEGREE

Successful completion of a minimum of ninety-six (96) quarter hours* of credit in transfer course work including the following:

HUMANITIES 18 credit hours

Required courses:

ENG 108 Basic Writing	3 credits
ENG 109 Intermediate Writing	3 credits
SPE 101 Principles of Speech	3 credits

The remaining nine hours must be drawn from courses listed in the Humanities section of this catalog, having course numbers above 100.

SCIENCE AND MATHEMATICS 15 credit hours

Required courses:

SCI 114, 115, 116 Introduction to the Physical Sciences	15 credits
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OR

ANY OTHER MATH OR SCIENCE SEQUENCE listed in this catalog having course number above 100 and approved by the student's advisor.

SOCIAL SCIENCES 12 credit hours

Required courses:

PSY 113, 114, 115 General Psychology I, II, III	9 credits
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OR

SOC 104, 105, 106 Principles of Sociology I, II and Contemporary Social Problems	9 credits
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OR

ANY OTHER SOCIAL SCIENCE SEQUENCE having course numbers above 100 and approved by the student's advisor.

The remaining three hours must be drawn from courses listed in the Social Sciences section of this catalog, having course numbers above 100.

OTHER REQUIRED COURSES 6 credit hours

Physical Education	3 credits
Introduction to Computers	3 credits

ELECTIVES See recommended programs of study**

Any courses listed in the General Studies and certain specified courses in the Business and Secretarial Science section are acceptable as electives if approved by the student's advisor.

*Of these a minimum of 45 quarter credits must be in courses designated as general education.

**Each program is displayed with recommended course offerings for each quarter, but the student is not required to enroll for the recommended sequence of courses each quarter in order to achieve normal progress in the program.

ASSOCIATE OF SCIENCE DEGREE

Successful completion of a minimum of ninety-six (96) quarter hours* of credit in transfer course work including the following:

HUMANITIES 18 credit hours

Required courses:

ENG 108 Basic Writing	3 credits
ENG 109 Intermediate Writing	3 credits
SPE 101 Principles of Speech	3 credits

The remaining nine hours must be drawn from courses listed in the Humanities section of this catalog, having course numbers above 100.

SCIENCE AND MATH 30 credit hours

A minimum of 30 credit hours is required, however, enrollment in 45 hours is recommended for transfer students pursuing this degree. Courses which are recommended are College Chemistry (CHE 121, 122, 123), Biology (BIO 101, 102, 103), College Physics (PHY 104, 105, 106), Algebra, Trigonometry, Elementary Functions (MAT 112, 113, 114), and/or Calculus (MAT 201, 202, 203). Each of these is a one-year course (15 credit hours).

SOCIAL SCIENCES..... 12 credit hours

Required courses:

PSY 113, 114, 115 General Psychology I, II, III	9 credits
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OR

SOC 104, 105, 106 Principles of Sociology I, II and Contemporary Social Problems	9 credits
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OR

ANY OTHER SOCIAL SCIENCE SEQUENCE having course numbers above 100 and approved by the student's advisor.

The remaining three hours must be drawn from courses listed in the Social Sciences section of this catalog, having course numbers above 100.

OTHER REQUIRED COURSES 6 credit hours

Physical Education	3 credits
Introduction to Computers	3 credits

ELECTIVES See recommended programs of study**

Any courses listed in the General Studies section of the catalog having course numbers above 100, and certain specified courses in Business and Secretarial Science section are acceptable as electives if approved by the student's advisor.

*Of these a minimum of 45 quarter credits must be in courses designated as general education.

**Each program is displayed with recommended course offerings for each quarter, but the student is not required to enroll for the recommended sequence of courses each quarter in order to achieve normal progress in the program.

ASSOCIATE OF GENERAL STUDIES DEGREE

Successful completion of a minimum of ninety-six (96) quarter hours* in approved course work including the following.

HUMANITIES 12 credit hours

Required courses:

Communications and/or English: any course listed in the Humanities section of the 1983-84 General Catalog having ENG or COM course prefixes and course numbers above 100. 6 credit hours

Humanities: any course listed in the Humanities section of the 1982-83 General Catalog having HUM, SPE, JOU, LIT, ART, THE, SPA, GER, or FRE prefixes and course numbers above 100. 6 credit hours

SCIENCE AND MATHEMATICS..... 5 credit hours

Required courses:

Science and/or mathematics: any course listed in the 1983-84 General Catalog having MAT, CHE, BIO, PHY, or SCI prefixes and course numbers above 100.

SOCIAL SCIENCES..... 6 credit hours

Required courses:

Social Sciences: any course listed in the Social Science section of the 1983-84 General Catalog having PSY, ECO, SOC, ANT, or HIS prefixes and course numbers above 100.

INTRODUCTION TO COMPUTERS..... 3 credit hours

ELECTIVES 70 credit hours

This requirement may be met by any course listed in the 1983-84 General Catalog or Quarterly Schedule of Courses. Courses may be drawn from any one academic or occupational discipline or any combination of disciplines approved by the student's advisor.

NOTE: This degree is not necessarily designed nor intended to be a transfer degree. However because the degree allows for maximum flexibility, it can be adapted for either transfer or occupational emphasis. Students should see their advisors for further information.

PRE-PROFESSIONAL PROGRAMS

pre-dental

Basic requirements for admission to American schools and colleges of dentistry are more or less uniform; however, requirements stated in most dental school bulletins are minimal. In order to be competitive for admission, candidates must have broader credentials than the published requirements. Therefore, pre-dental candidates should complete the following basic science sequences:

- Two full years of biology
- Two full years of chemistry
- One year of mathematics through calculus (this may be accomplished by placement examination)
- One year of physics

In addition, all dental schools require one year of English composition (or equivalent by placement).

Since admissions committees favor broadly educated candidates, it is recommended that the above requirements be liberally supplemented with courses in the humanities and social sciences.

This program closely approximates pre-medicine requirements, providing candidates with a double option.

Exceptional students may complete pre-dental requirements in two or three years; however, the current trend among the better schools is to seek out the superior student with a general education and baccalaureate degree.

pre-medical

Colleges of medicine select only students of outstanding undergraduate achievement, exceptional ability, and maturity. Most prefer that students concentrate in a natural sciences area along with training in humanities, social sciences, and related natural sciences. Students may select any major that fulfills the requirements of medical schools to which they intend to apply. Usual re-

quirements are one year of English, two years of chemistry, two years of biology, and one year of physics. Other requirements may include calculus, genetics, literature, or modern foreign language.

Because of the requirements stated above, most students elect an interdepartmental major in either physical or biological science. Chemistry, philosophy, and psychology are also frequent majors.

Although few medical schools require a degree, most require four years of undergraduate work. In exceptional cases, three-year students may be accepted. Students should not take undergraduate courses which are offered in medical school, since this denies them courses not available after they are out of undergraduate college.

pre-pharmacy

Colleges of pharmacy require five years for the bachelor's degree and certification. Pre-pharmacy students may complete the first two years at MCC by taking basic requirements in biology, chemistry, English, mathematics, and physics under the guidance of a faculty advisor.

pre-majors in engineering, education, general home economics, and other transfer areas

The requirements for these majors at Colorado four-year institutions are fairly specialized, and require a specially developed program of study during the Freshman and Sophomore years. If a student's plans call for a degree in any such field, a program of study should be developed with a faculty advisor and should be designed for transfer to the University of Northern Colorado, Colorado State University, Colorado University, or other Colorado universities and colleges.

BIOLOGY

Associate of Science

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
MAT 112 College Algebra + 5	MAT 113 College Trigonometry + 5	MAT 114 Elementary Functions + 5
BIO 111 Intro. to Biological Science 4	BIO 113 Principles of Zoology 4	BIO 115 Principles of Botany 4
BIO 112 Biological Science Lab 1	BIO 114 Zoology Lab 1	BIO 116 Botany Lab 1
CSC 105 Intro. to Computers 3	PED*** P.E. Elective 1	PED*** P.E. Elective 1
PED *** P.E. Elective 1	Elective 3	
<u>17</u>	<u>17</u>	<u>14</u>

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I** 3	LIT 217 Survey of English Literature II** 3	LIT 218 Survey of English Literature III** 3
CHE 124 General Chemistry I 4	CHE 126 General Chemistry II 4	CHE 128 General Chemistry III 4
CHE 125 General Chemistry I Lab 1	CHE 127 General Chemistry Lab II 1	CHE 129 General Chemistry Lab III 1
BIO 204 Ecology 5	BIO 202 Cell Biology 5	BIO 205 Genetics 5
PSY 113 General Psychology I 3	PSY 114 General Psychology II** 3	PSY 115 General Psychology III* 3
<u>16</u>	<u>16</u>	<u>16</u>

**or another Humanities Area class

*or another social science series

+ sequence may be replaced by MAT 201, 202, 203, Calculus I, II, III if student qualified for advanced placement.

The courses listed above are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

BUSINESS

Associate of Arts

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
BUS 107 Introduction to Business 4	BUS 180 Principles of Accounting I 4	BUS 181 Principles of Accounting II 4
SCI 114 Introduction to Physical Science I 5	BUS 183 Accounting Simulation I 3	PSY 115 General Psychology III* 3
CSC 105 Intro to Computers 3	SCI 115 Introduction to Physical Science II 5	SCI 116 Introduction to Physical Science III 5
PSY 113 General Psychology I* 3	PSY 114 General Psychology II* 3	BUS 184 Accounting Simulation II 3
<u>18</u>	<u>18</u>	<u>18</u>

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
BUS 182 Principles of Accounting III 4	BUS 188 Business Law II 3	BUS 189 Business Law III 3
BUS 187 Business Law I 3	ECO 102 Economics II 3	ECO 103 Economics III 3
BUS 185 Accounting Simulation III 3	Humanities Area Elective 3	Humanities Area Elective 3
ECO 101 Economics I 3	PED*** PE Elective 1	MAT 130 Elementary Statistics 5
Humanities Area Elective 3	Emphasis Area Electives 8	PED *** P.E. Elective 1
PED *** P.E. Electives 1		Emphasis Area Electives 3-5
<u>17</u>	<u>18</u>	<u>18-20</u>

EMPHASIS AREA ELECTIVE OPTIONS

<i>Business Management</i>	<i>Accounting</i>	<i>Information Management</i>
SEC 161 Beginning OR	SEC 161 Beginning OR	CSC 141 COBOL 5
SEC 162 Intermediate	SEC 162 Typewriting 3	CSC 142 Advanced
Typewriting 3	BUS 113 Income Tax 4	COBOL 3
BUS 292 Advertising 3	BUS 129 Principles of	CSC 110 BASIC 3
BUS 129 Principles of 3	Insurance 3	CSC 205 Data Structure 5
Insurance	BUS 263 Principles of	or other
CSC 141 COBOL 3	Finance 3	approved
	CSC 141 COBOL 5	CSC courses

Humanities Area Elective is any course listed in the catalog under the Humanities section with a course number of 101 or higher.

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

*or another social science series

CHEMISTRY OR PHYSICS

Associate of Science

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate 3	SPE 101 Principles 3
MAT 112 College Algebra + 5	Writing 3	of Speech 3
CHE 124 General Chemistry I 4	MAT 113 College Trigonometry + 5	MAT 201 Calculus I 5
CHE 125 General Chemistry I Lab 1	CHE 126 General Chemistry II 4	CHE 128 General Chemistry III 4
PED *** P.E. Elective 3	CHE 127 General Chemistry II Lab 1	CHE 129 General Chemistry III Lab 1
17	PED *** P.E. Elective 1	PED *** P.E. Elective 1
	3	CSC 105 Introduction to Computers 3
	17	17

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I** 3	LIT 217 Survey of English Literature II** 3	LIT 218 Survey of English Literature III** 3
MAT 202 Calculus II 5	MAT 203 Calculus III 5	MAT 204 Calculus IV 3
PSY 113 General Psychology I* 3	PSY 114 General Psychology II* 3	PSY 115 General Psychology III* 3
PHY 104 General Physics I 5	PHY 105 General Physics II 5	PHY 106 General Physics III 5
CSC 110 BASIC Computer Language 3		
19	16	14

**or another Humanities Area class

*or another social science series

+ sequence may be replaced by MAT 201, 202, 203, Calculus I, II and III if student qualified for advanced placement in math.

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

COMPUTER PROGRAMMING

Associate of General Studies

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Inter. Writing 3	SPE 101 Principles of Speech 3
CSC 105 Intro. to Computers 3	CSC 110 BASIC Computer Language 3	CSC 111 Adv. BASIC 3
CSC 131 PASCAL 3	CSC 132 Adv. PASCAL 3	CSC 151 Graphics 2
Electives —Minimum of 7	CSC 150 Electronic Work Sheets 2	Electives —Minimum of 8
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<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
Humanities Elective 3	Social Science Elective 3	Social Science Elective 3
CSC 121 FORTRAN 3	CSC 152 Intro DBM Systems 2	CSC 209 Systems Analysis & Designs 4
OR	CSC 122 Adv. FORTRAN 3	CSC 250 DBM Systems 3
CSC 141 COBOL 5	OR	Electives —Minimum of 6
CSC 201 Assembler Language 5	CSC 142 Adv. COBOL 3	
CSC 205 Data Structures	CSC 215 Operating Systems 3	
<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 16-18	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 16	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 16

ELECTIVES—A total of 70 credit hours of elective courses are required to complete this degree. In addition to the Computer Science electives listed, other electives may be chosen from emphasis areas listed and/or any course included in the 1983-84 General Catalog or Quarterly Schedule of Classes.

<i>Business Emphasis Electives</i>	<i>Computer Science Electives</i>
MAT 130 Elementary Statistics 5	MAT 112 College Algebra 5
BUS 107 Introduction To Business 4	MAT 113 College Trigonometry 5
BUS 170-171 Fundamentals of Accounting Series 4 ea.	MAT 201-204 Calculus Series 5 ea.
OR	PHY 104-106 College Physics Series 5 ea.
BUS 180-181-182 Principles of Accounting Series 4 ea.	Other CSC Courses
AND	General Education Courses
BUS 183-184-185 Accounting Simulation Series 3 ea.	
SEC 161 Beg. Typewriting	
OR	
SEC 162 Inter. Typewriting 3	
ECO 101-102-103 Economics Series 3 ea.	

COMPUTER SCIENCE

Associate of Science

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Speech 3
MAT 112 College Algebra 5	MAT 113 College Trigonometry 5	MAT 201 Calculus I 5
CSC 105 Intro to Computers 5	CSC 121 FORTRAN 3	CSC 122 Adv. FORTRAN 3
CSC 110 BASIC Computer Language 3	CSC 131 PASCAL 3	CSC 132 Adv. PASCAL 3
PSY 113 General Psychology I 3	PSY 114 General Psychology II 3	PSY 115 General Psychology III 3
PED *** P.E. Elective 1	PED *** P.E. Elective 1	PED *** P.E. Elective 1
<u>18</u>	<u>18</u>	<u>18</u>

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
PHY 104 College Physics I 5	PHY 105 College Physics II 5	PHY 106 College Physics III 5
MAT 202 Calculus II 5	MAT 203 Calculus III 5	MAT 204 Calculus IV 3
HUM201 Coord. Humanities I 3	HUM202 Coord. Humanities II 3	HUM203 Coord. Humanities III 3
Elective 5	Elective 5	Social Science Elective 3
<u>18</u>	<u>18</u>	<u>17</u>

The course listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

HISTORY

Associate of Arts

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
SOC 104 Principles of Sociology I 3	SOC 105 Principles of Sociology II 3	SOC 106 Contemporary Social Problems 3
HIS 103 Western Civilization I 3	HIS 104 Western Civilization II 3	HIS 105 Western Civilization III 3
SCI 114 Introduction to Physical Science 5	SCI 115 Introduction to Physical Science II 5	SCI 116 Introduction to Physical Science III 5
PED *** P.E. Elective 1	PED *** P.E. Elective <u>1</u>	PED *** P.E. Elective <u>1</u>
15	15	15

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 218 Survey of English Literature III 3
HIS 201 U.S. History I 3	HIS 202 U.S. History II 3	HIS 203 U.S. History III 3
MAT 130 Elementary Statistics 5	HIS 275 Special Studies in History 6	ANT 121 Anthropology 5
SPA 101 Spanish I* 5	SPA 102 Spanish II* <u>5</u>	SPA 103 Spanish III* 5
Elective <u>2</u> 18	17	<u>16</u>

*or another Humanities Area class

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

JOURNALISM

Associate of Arts

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
JOU 121 Newswriting 4	JOU 122 Advanced Newswriting 4	JOU 123 Feature & In-Depth Writing for Newspapers 3
MAT 101 College Mathematics 5	SEC 161 Typewriting I (or SEC 162 Intermediate Typewriting I) 3	ANT 121 Anthropology 5
SCI 114 Introduction to Physical Science I 5	SCI 115 Intro to Physical Science II 5	SCI 116 Introduction to Physical Science III 5
PED *** P.E. Elective 1	PED *** P.E. Elective 1	PED *** P.E. Elective 1
<u>18</u>	<u>16</u>	<u>17</u>

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
JOU 221 Journalism Practicum 2	JOU 222 Journalism Practicum 2	JOU 223 Journalism Practicum 2
JOU 225 Introduction to Photography 3	BUS 292 Advertising 3	MAT 130 Elementary Statistics 5
HUM201 Coordinated Humanities I** 3	HUM202 Coordinated Humanities II** 3	HUM203 Coordinated Humanities III** 3
LIT 225 Survey of American Literature I 3	LIT 226 Survey of American Literature II 3	SOC 106 Contemporary Social Problems*** 3
SOC 104 Principles of Sociology I*** 3	SOC 105 Principles of Sociology II*** 3	Elective 3
CSC 105 Intro. to Computers 3	Elective 3	
<u>3</u> <u>17</u>	<u>3</u> <u>17</u>	<u>3</u> <u>16</u>

**or another Humanities Area class

***or Psychology, Economics, U.S. History, Western Civilization series

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

LITERATURE

Associate of Arts

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
LIT 130 Introduction to Poetry 4	LIT 145 Introduction to Fiction 4	LIT 150 Introduction to Drama 4
MAT 101 College Mathematics 5	LIT 225 Survey of American Literature I 3	LIT 226 Survey of American Literature II 3
SCI 114 Introduction to Physical Science I 5	SCI 115 Introduction to Physical Science II 5	SCI 116 Introduction to Physical Science III 5
PED *** P.E. Elective 1	PED *** P.E. Elective 1	PED *** P.E. Elective 1
<u>18</u>	<u>16</u>	<u>16</u>

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
HIS 201 U.S. History I** 3	HIS 202 U.S. History II** 3	HIS 203 U.S. History III** 3
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 218 Survey of English Literature III 3
HUM201 Coordinated Humanities I 3	HUM202 Coordinated Humanities II 3	HUM203 Coordinated Humanities III 3
PSY 113 General Psychology I*** 3	PSY 114 General Psychology II*** 3	PSY 115 General Psychology III*** 3
Elective 3	Elective 6	Elective 6
CSC 105 Intro to Computers 3		
<u>18</u>	<u>18</u>	<u>18</u>

**or Western Civilization

***or Sociology, Economics series

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

MATHEMATICS

Associate of Science

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
MAT 112 College Algebra + 5	MAT 113 College Trigonometry + 5	MAT 201 Calculus I 5
CHE 124 General Chemistry I 4	CHE 126 General Chemistry II 4	CHE 128 General Chemistry III 4
CHE 125 General Chemistry I Lab 1	CHE 127 General Chemistry II Lab 1	CHE 129 General Chemistry III Lab 1
PED *** P.E. Elective 1	PED *** P.E. Elective 1	PED *** P.E. Elective 1
CSC 105 Introduction to Computers 3	PED *** P.E. Elective 3	Elective 3
<u>17</u>	<u>17</u>	<u>17</u>

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I* 3	LIT 217 Survey of English Literature II* 3	LIT 218 Survey of English Literature III* 3
MAT 202 Calculus II 5	MAT 203 Calculus III 5	MAT 204 Calculus IV 3
PSY 113 General Psychology I** 3	PSY 114 General Psychology II** 3	PSY 115 General Psychology III** 3
Elective 3	Elective 3	Elective 3
CSC 110 BASIC Computer Language 3	CSC 121 FORTRAN 3	CSC 122 Advanced FORTRAN 3
<u>17</u>	<u>17</u>	<u>15</u>

*or another Humanities Area class

**or another social science series

+ sequence may be replaced by MAT 201, 202, 203; Calculus I, II, III if student qualifies for advanced placement in math. Additional higher math courses will be offered on demand.

+ + or PHY 104, 105, 106; General Physics I, II, and III. This is a highly recommended elective.

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

SOCIAL SCIENCES

Associate of Arts

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
PSY 113 General Psychology I 3	PSY 114 General Psychology II 3	PSY 115 General Psychology III 3
SOC 104 Principles of Sociology I 3	SOC 105 Principles of Sociology II 3	SOC 106 Contemporary Social Problems 3
SCI 114 Introduction to Physical Science I 5	SCI 115 Introduction to Physical Science II 5	SCI 116 Introduction to Physical Science III 5
PED *** P.E. Elective 1	PED *** P.E. Elective 1	PED *** P.E. Elective 1
	CSC 105 Intro. to Computers 3	
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 15	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 18	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 15

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 218 Survey of English Literature III 3
ECO 101 Economics I 3	ECO 102 Economics II 3	ECO 103 Economics III 3
HIS 103 Western Civilization I 3	HIS 104 Western Civilization II 3	HIS 104 Western Civilization III 3
MAT 130 Elementary Statistics 5	PSY 275 Special Studies in Social Science 3	PSY 275 Special Studies in Social Science 3
Elective 3	Elective 4	Elective 3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 17	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 15

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.

SPANISH

Associate of Arts

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 108 Basic Writing 3	ENG 109 Intermediate Writing 3	SPE 101 Principles of Speech 3
SPA 101 Spanish I 5	SPA 102 Spanish II 5	SPA 103 Spanish III 5
PSY 113 General Psychology I 3	PSY 114 General Psychology II 3	PSY 115 General Psychology III 3
SCI 114 Introduction to Physical Science I 5	SCI 115 Introduction to Physical Science II 5	SCI 116 Introduction to Physical Science III 5
PED *** P.E. Elective 1	PED *** P.E. Elective <u>1</u>	PED *** P.E. Elective <u>1</u>
17	17	17

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 218 Survey of English Literature III 3
SPA 201 Advanced Spanish I 5	SPA 202 Advanced Spanish II 5	SPA 203 Advanced Spanish III 5
MAT 101 College Mathematics 5	SOC 105 Principles of Sociology II 3	CSC 105 Intro. to Computers 3
SOC 104 Principles of Sociology I 3	ENG 275 Special Studies in Communications & Arts* 4	SOC 106 Contemporary Social Problems 3
16	15	14

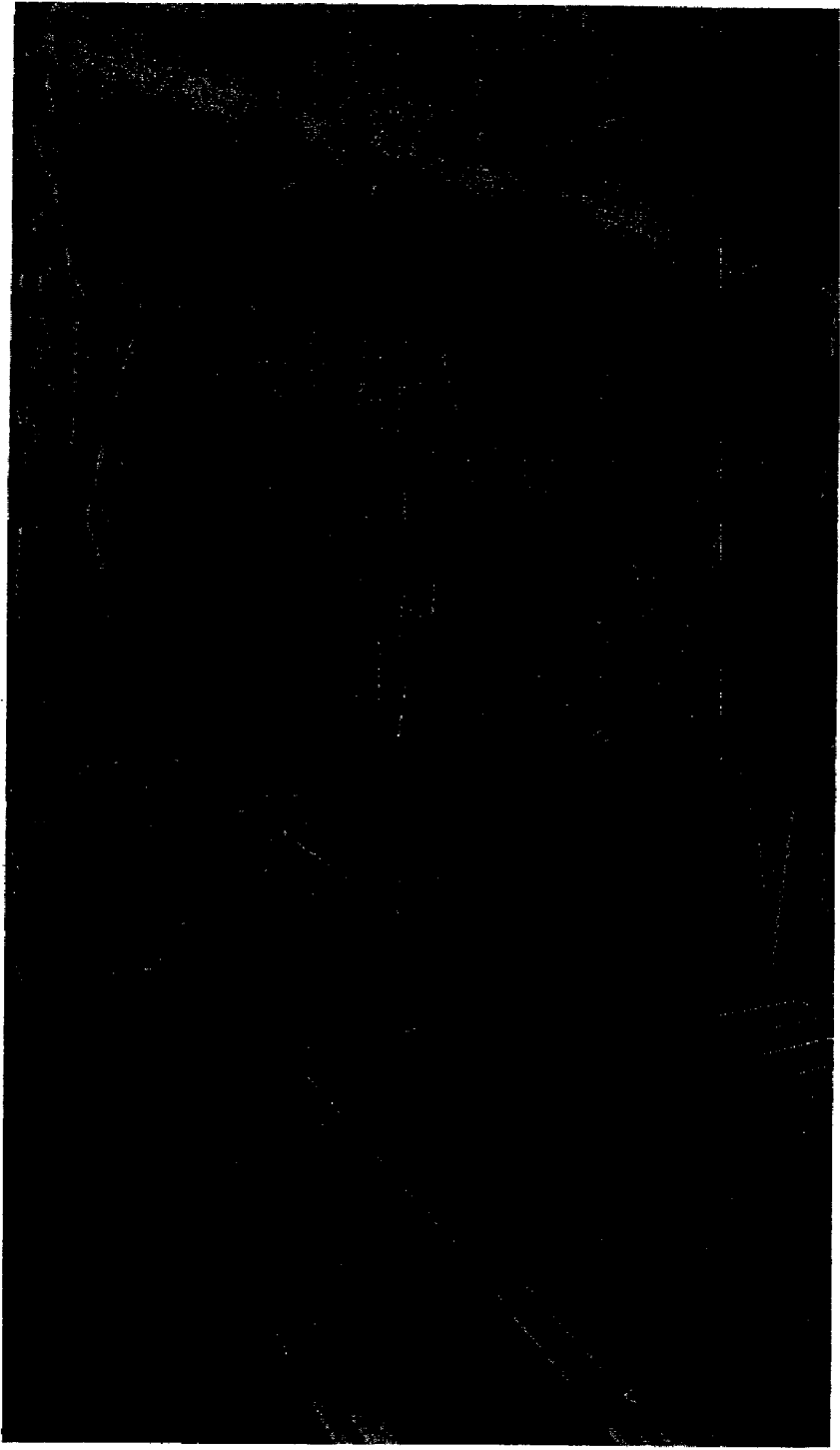
**Special Studies in Communications could be developed into teacher-aide work in bilingual classroom.

The courses listed above are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, the student should consult with his/her advisor and the catalog of his/her selected transfer institution for appropriate substitute courses.



Occupational Studies





GENERAL INFORMATION

The following curricula are vocational programs designed to prepare students with job entry skills. Each curriculum is displayed with recommended course offerings for each quarter, but the student is not required to enroll for the recommended course offerings each quarter in order to achieve normal progress in the program.

The following Occupational Degree Programs are approved for VA benefits to eligible veterans and other eligible persons:

- A.A.S. - Business Management
- A.A.S. - Accounting
- A.A.S. - Electronics Technology
- A.A.S. - Secretarial Science

Other vocational programs, for which VA benefits are not currently available, are:

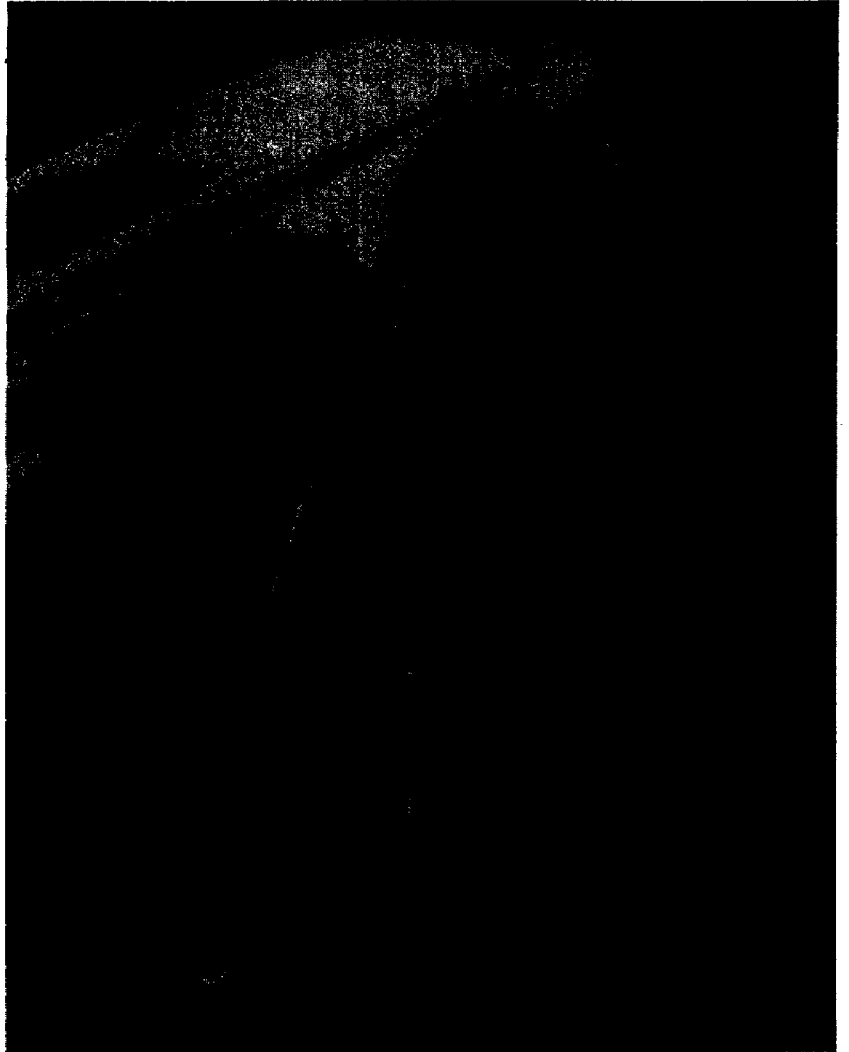
- Certificate - Automobile Refinishing
- Certificate - Automobile Mechanics
- Certificate - Basic Law Enforcement
- Certificate - Bookkeeping Clerk
- Certificate - Word Processing
- Certificate - Stenographer
- Certificate - Construction Carpenter
- Certificate - Construction Electrician
- Certificate - Construction Welding
- Certificate - L.P. Gas Operations
- Certificate - Swine Production

AUTOMOBILE PROGRAMS

The Automobile Programs are designed to offer study and training in two major areas. The curricula are: a nine-month Certificate in Automobile Refinishing and a nine-month Certificate in Automobile Maintenance and Service. The following pages show these curricula.

In general, graduates of the Automobile Refinishing Program will be prepared for jobs such as: auto body painter, frame repairperson, and metal repairperson. Graduates of the Automobile Maintenance and Service program will be prepared for jobs such as: automobile mechanic, garage mechanic, service mechanic, and tune-up mechanic.

These programs are all offered as full-time daytime programs. Selected classes in this area may be offered at night upon request.



**AUTOMOBILE REFINISHING
Certificate**

<i>Quarter I</i>		<i>Quarter II</i>		<i>Quarter III</i>	
AUB 100 Minor Body Repair	15	AUB 110 Auto Repair and Painting I	15	AUB 120 Auto Repair and Painting II	18
LRC 040 Basic Skills	<u>3</u>	PED 119 First Aid	<u>3</u>		<u>18</u>
	18		18		
 <i>Quarter IV</i> 					
AUB 130 Auto Repair and Painting III	15				
PSY 102 Psychology of Employment	<u>3</u>				
	18				
TOTAL CREDITS			72		

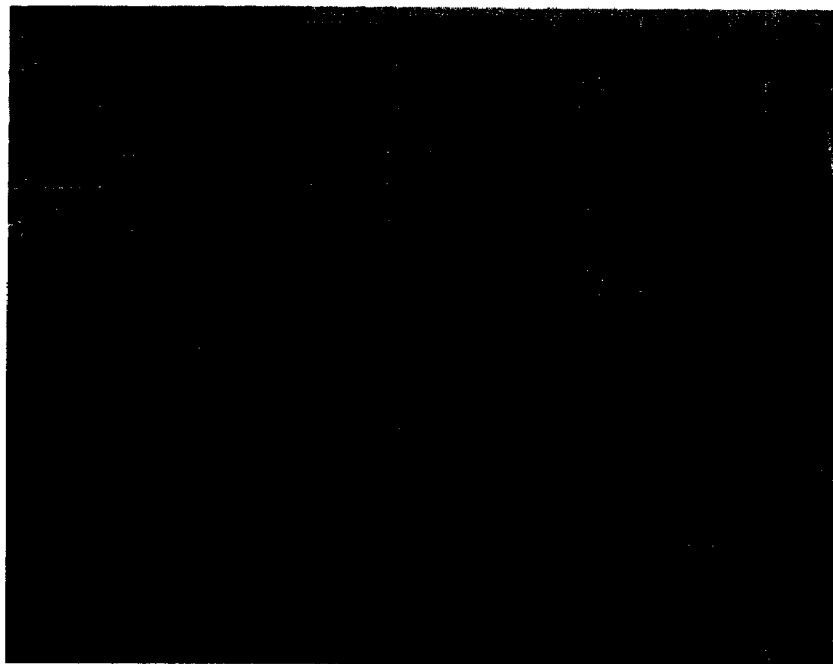
AUTOMOBILE MAINTENANCE AND SERVICE Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
AUM 105 Brakes, 15 Steering Suspensions and Alignment LRC 040 Basic Skills <u>3</u> 18	AUM 115 Fuel, Emission 15 Systems and Standard Drive Train PED 119 First Aid <u>3</u> 18	AUM 125 Electrical, 18 Emission System and Tune-up 18

Quarter IV

AUM 145 Engine 15 Overhaul	
PSY 102 Psychology 3 of Employment	
	<u>18</u>

TOTAL CREDITS 72



BASIC LAW ENFORCEMENT

The Basic Law Enforcement program is designed to provide basic training required of all employed law enforcement officers.

It is designed for both preemployment training and for employed law enforcement officers, such as city police personnel, highway patrol personnel, sheriff's office personnel, constables and the like.

The Morgan Community College Basic Law Enforcement Academy and the program it offers is approved by the Colorado Law Enforcement Training Academy.

LAW ENFORCEMENT TECHNOLOGY Certification

QUARTER I

BLE 101 Administration of
Justice 2
BLE 105 Basic Law 8
BLE 110 Arrest Tactics 2
BLE 115 Traffic Control 3
BLE 120 Report Writing 2

2

8

2

3

2

17

QUARTER II

BLE 125 Patrol procedures 5
BLE 130 Investigations 6
BLE 135 Human Relations 2
BLE 140 Firearms 2
BLE 150 Driving 2

5

6

2

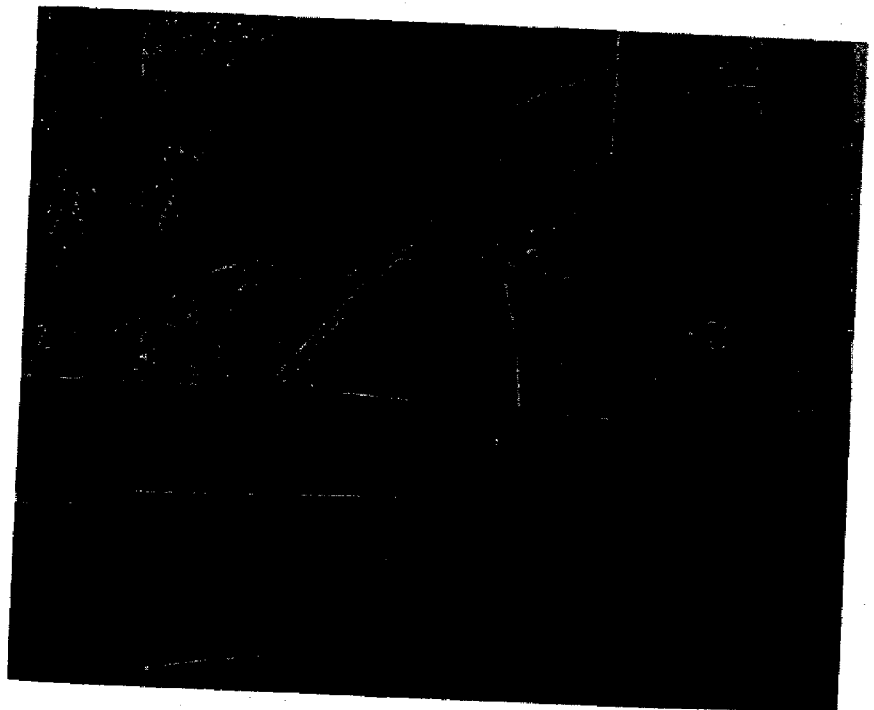
2

2

17

TOTAL CREDITS

34

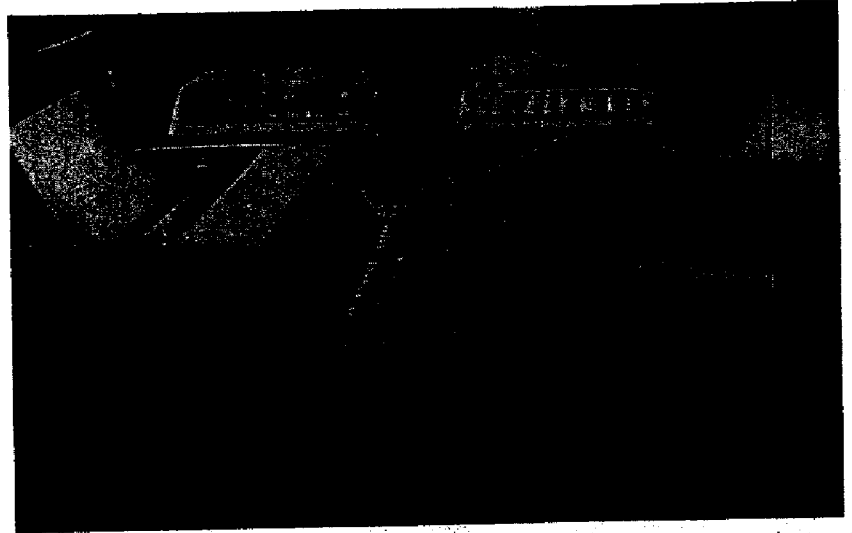


BUSINESS PROGRAMS

The Business Programs are designed to offer a broad opportunity for study and specialization. The curricula are: 1) a two-year Associate of Applied Science degree program in Business Management; 2) a two-year Associate of Applied Science degree program in Accounting; and 3) a nine month Certificate program in Bookkeeping Clerk. The following pages show these curricula.

In general, graduates of the Business Management program will be prepared for jobs such as: supervisory assistant, department manager trainee, administrative assistant, chief clerk, and management staff. Graduates of the Accounting program will be prepared for jobs such as: billing clerk, bookkeeper, calculating machine operator, payroll/time clerk, accountant, head clerk trainee, and financial assistant. Graduates of the Bookkeeping Clerk program will be prepared for jobs such as: billing clerk, bookkeeper, calculating machine operator, and payroll/time clerk.

These programs are offered as full-time daytime programs as well as evening classes.



BUSINESS MANAGEMENT
Associate of Applied Science Degree

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence Style and Tone 3	BUS 181 Principles of Accounting II 4
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	SPE 101 Principles of Speech 3
BUS 143 Business Computations I 3	BUS 144 Business Computations II 3	BUS 292 Advertising 3
BUS 060 Business Leadership Development I 1	BUS 180 Principles of Accounting I 4	BUS 129 Principles of Insurance 3
BUS 107 Introduction to Business 4	BUS 183 Accounting Simulation I 3	BUS 184 Accounting Simulation II 3
BUS 170 Fundamentals of Accounting I 4	CSC 102 Introduction to Computers/Business Applications 2	
<u>18</u>	<u>18</u>	<u>16</u>
<i>Quarter IV</i>	<i>Quarter V</i>	<i>Quarter VI</i>
BUS 187 Business Law I 3	BUS 188 Business Law II 3	PSY 102 Psychology of Employment 3
BUS 061 Business Leadership Development II 1	BUS 262 Business Management & Organization 3	BUS 189 Business Law III 3
BUS 182 Principles of Accounting III 4	ECO 102 Economics II 3	BUS 274 Management Simulation 3
ECO 101 Economics I 3	BUS 272 Office Management 3	ECO 103 Economics III 3
BUS 264 Records Management 3	PSY 112 How to Deal with Stress 2	BUS 263 Principles of Finance 3
BUS 185 Accounting Simulation III 3	BUS 113 Income Tax 4	
<u>17</u>	<u>18</u>	<u>15</u>
TOTAL CREDITS	102	

ACCOUNTING

Associate of Applied Science Degree

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business 3 Correspondence- English Usage	BUS 136 Business 3 Correspondence- Style & Tone	PSY 102 Psychology 3 of Employment
SEC 161 Beginning 3 Typewriting	SEC 162 Intermediate 3 Typewriting I	BUS 181 Principles of Accounting II 4
BUS 143 Business 3 Computations I	BUS 144 Business 3 Computations II	SPE 101 Principles 3 of Speech
BUS 060 Business 1 Leadership Development I	BUS 180 Principles of 4 Accounting I	BUS 184 Accounting 3 Simulation II
BUS 107 Introduction 4 to Business	BUS 183 Accounting 3 Simulation I	BUS 129 Principles 3 of Insurance
BUS 170 Fundamentals 4 of Account- ing I	CSC 102 Introduction to 2 Computers/ Business Appli- cations	
<u>18</u>	<u>18</u>	<u>16</u>
<i>Quarter IV</i>	<i>Quarter V</i>	<i>Quarter VI</i>
BUS 187 Business 3 Law I	BUS 188 Business 3 Law II	BUS 189 Business 3 Law III
BUS 061 Business 1 Leadership Development II	BUS 262 Business 3 Management & Organization	ECO 103 Economics III 3
BUS 182 Principles of 4 Accounting III	ECO 102 Economics II 3	BUS 205 Cost 5 Accounting
ECO 101 Economics I 3	PSY 112 How to Deal 2 with Stress	BUS 206 Cost 3 Accounting Simulation
BUS 264 Records 3 Management	BUS 113 Income Tax 4 Elective 3	BUS 263 Principles 3 of Finance
BUS 185 Accounting 3 Simulation III		
<u>17</u>	<u>18</u>	<u>17</u>
TOTAL CREDITS	104	

BOOKKEEPING CLERK

Certificate

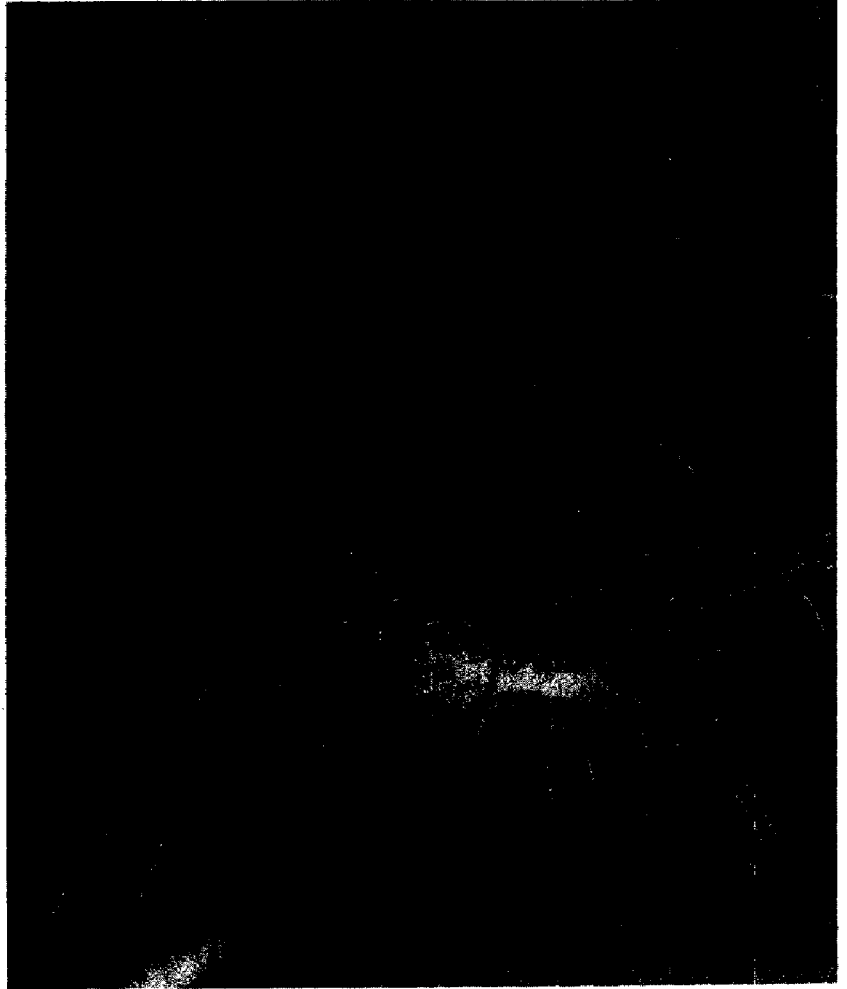
<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business 3	SEC 161 Beginning 3	SEC 162 Intermediate 3
Correspondence-	Typewriting	Typewriting I
English Usage	BUS 136 Business 3	BUS 171 Fundamen-
BUS 143 Business 3	Correspondence-	tals of
Computations I	Style & Tone	Accounting II
BUS 060 Business 1	BUS 144 Business 3	PSY 102 Psychology of 3
Leadership	Computations II	Employment
Development I	BUS 170 Fundamentals 4	BUS 129 Principles 3
BUS 107 Introduction 4	of Account-	of Insurance
to Business	ing I	BUS 183 Accounting 3
BUS 187 Business 3	BUS 188 Business 3	Simulation I
Law I	Law II	
BUS 264 Records 3	CSC 102 Introduction to 2	
Management	Computers/Bus.	
	Applications	
<u>17</u>	<u>18</u>	<u>16</u>
TOTAL CREDITS	51	

CONSTRUCTION TRADES

The Construction Trades programs are designed to offer study in two areas. The curricula are: 1) a nine month Certificate in Construction Carpenter; 2) a nine month Certificate in Construction Welder. These programs complete in the spring of each year to provide optimum employment opportunities to the graduates. The following pages show these curricula.

In general, graduates of the Construction Carpenter program will be prepared for jobs such as: carpenter's helper and carpenter. Graduates of the Construction Welder program will be prepared for jobs such as welder's helper and welder.

These programs are offered in the morning and are scheduled for five hours per day, five days a week. With sufficient public interest, evening classes in these areas will be offered.



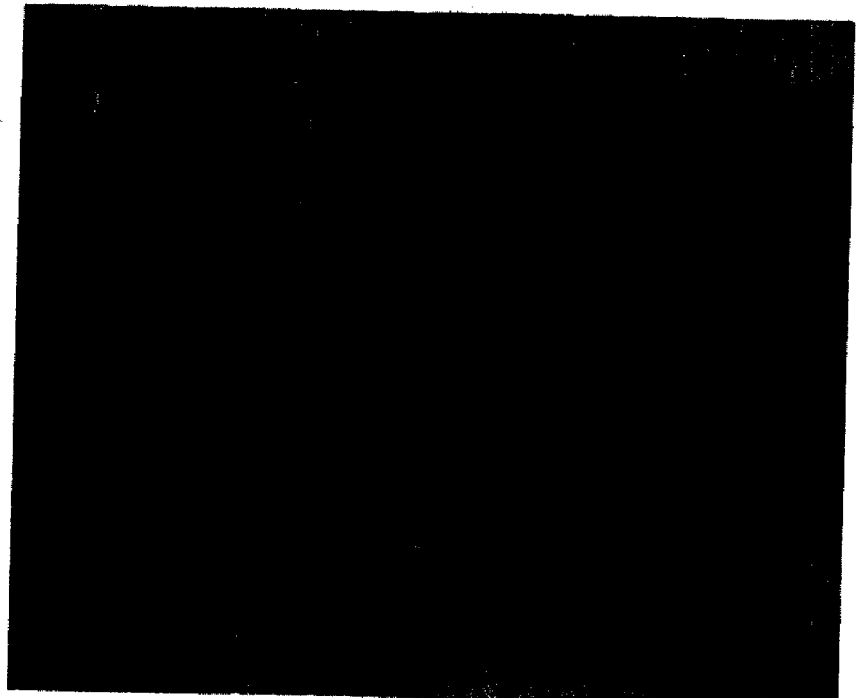
CONSTRUCTION CARPENTER Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
CRP 101 Tools, Materials, and Job Sites 15	CRP 102 Foundations, Floors & Wall Framing 15	CRP 103 Roof Framing, Exterior Finishes and Trim 18
LRC 040 Basic Skills I 3	PED 119 First Aid 3	
<u>18</u>	<u>18</u>	<u>18</u>

Quarter IV

CRP 104 Interior Trim and Finish 15	
PSY 102 Psychology of Employment 3	
<u>18</u>	

TOTAL CREDITS 72



CONSTRUCTION WELDER Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
WLD 111 Oxyacetylene 15 and Basic Shielded Metal Arc Welding LRC 040 Basic 3 Skills I <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18	WLD 112 Advanced 15 Shielded Metal Arc Welding— Structural and Pipe PED 119 First Aid 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18	WLD 113 Gas Tungston 18 Arc Welding— Structural and Pipe <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18

Quarter IV

WLD 114 Gas Metal 15 Arc Welding— Structural and Pipe PSY 102 Psychology of 3 Employment <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18

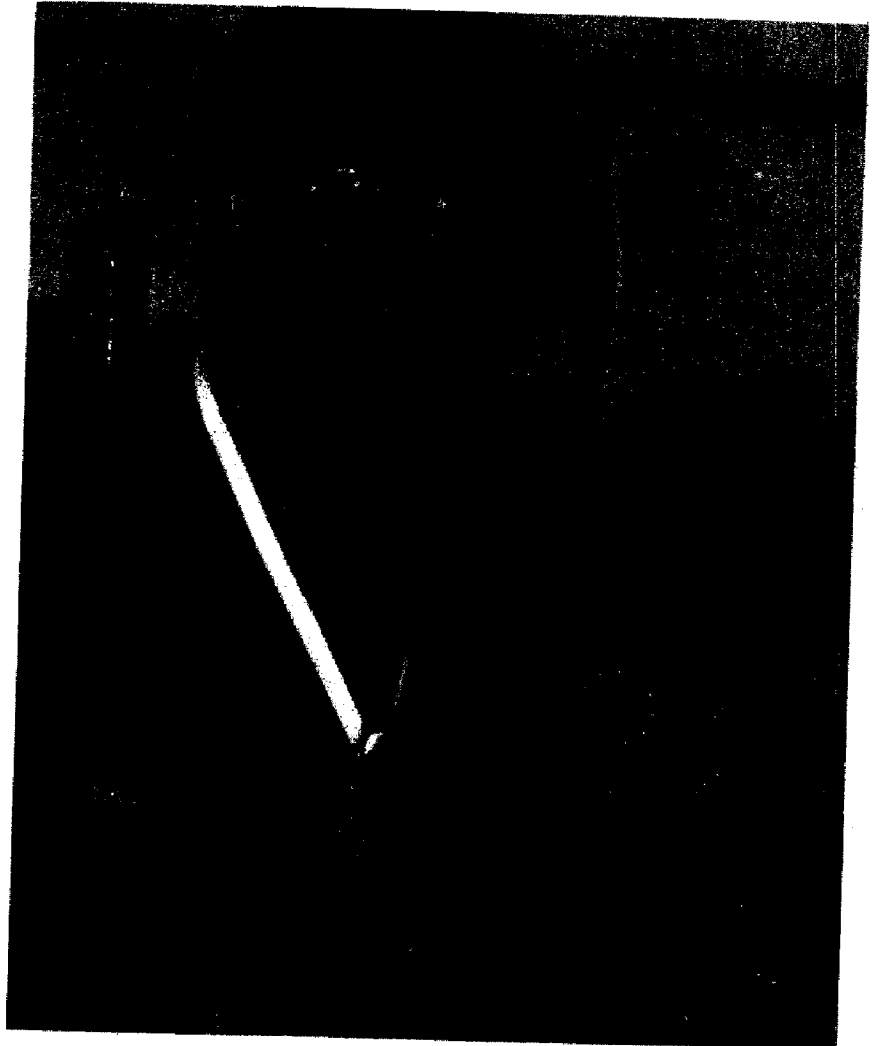
TOTAL CREDITS 72

ELECTRONICS TECHNOLOGY PROGRAM

The Electronics Technology program is a basic and thorough coverage of fundamental theory with an emphasis in digital, logic circuit, and computer applications. The curriculum is a two-year Associate of Applied Science degree program in Electronics Technology.

In general, graduates of the Electronics Technology program will be prepared for jobs such as: electronics technician, industrial control technician, field technician, service technician, and production repair/control technician.

This program is offered in the daytime (early morning for Freshmen and early afternoon for Sophmores). With sufficient public interest, evening classes in this area will be offered



ELECTRONICS TECHNOLOGY

Associate of Applied Science Degree

<i>Quarter I</i>		<i>Quarter II</i>		<i>Quarter III</i>	
ELE 110 D.C. Circuits	13	ELE 112 A.C. Circuits	12	ELE 114 Semiconductor	12
MAT 055 Intro Algebra	5	MAT 104 Math for Technicians	6	Circuits	
				ELE 106 Soldering & Circuit Repair	2
				SPE 101 Principles of Speech	3
	<u>18</u>		<u>18</u>		<u>17</u>
<i>Quarter IV</i>		<i>Quarter V</i>		<i>Quarter VI</i>	
ELE 220 Digital Logic Circuits	12	ELE 222 Advanced Logic Circuits	11	ELE 226 Linear Devices and Circuits	10
ELE 250 Boolean Algebra	3	ELE 224 Microprocessors & Computers I	4	ELE 228 Microprocessors & Computers II	3
PHY 100 Technical Physics	3	ELE 260 Intro to Robotics	3	PSY 102 Psychology of Employment	3
	<u>18</u>		<u>18</u>	ELE 265 Fiber Optics	3
					<u>19</u>
TOTAL CREDITS		108			

L-P GAS PROGRAM

The L-P Gas program is designed to offer a broad coverage of the various jobs performed in a liquified petroleum wholesale/retail/service/operation. The curriculum is a seven-month Certificate in L-P Gas Operations. This program completes in late August of each year to provide optimum employment opportunities to the graduates.

In general, graduates of the L-P Gas Operations program will be prepared for jobs such as: bulk delivery or cylinder delivery truck driver, bulk plant operator/repairperson, equipment installer, and equipment serviceperson.

This program is an intensive full-time daytime program and is scheduled for seven hours per day, five days a week.

L-P GAS OPERATIONS Certificate

<i>Quarter I</i>		<i>Quarter II</i>		<i>Quarter III</i>	
LPG 100 L-P Basics	6	LPG 130 L-P Containers	9	LPG 120 L-P Transfers	15
LPG 105 L-P Gauges & Devices	7	& Installation		& Delivery	
LPG 110 Vehicle Care	2	LPG 135 Regulators	9	PED 119 First Aid	3
LRC 040 Basic Skills I	3	& Pipe Installation			
	<u>18</u>		<u>18</u>		<u>18</u>
 <i>Quarter IV</i>					
LPG 140 Safety & Emergency Procedures	6				
LPG 150 Basic Appliances	9				
PSY 102 Psychology of Employment	3				
	<u>18</u>				
TOTAL CREDITS			72		

SECRETARIAL SCIENCE PROGRAMS

The Secretarial Science programs are designed to offer a broad opportunity for study and specialization. The curricula are: 1) a two-year Associate of Applied Science degree program in Secretarial Science; 2) a nine month Certificate program in Word Processing; and, 3) a nine month Certificate in Stenographer. The following pages show these curricula.

The programs provide students with the background necessary to attain the standards of proficiency needed in secretarial or general office employment. In general, graduates of the Secretarial Science program will be prepared for jobs such as: administrative secretary, stenographer, secretary and clerk-typist. Graduates of the Word Processing program will be prepared for jobs such as: secretary, word processor technician, and clerk-typist. Graduates of the Stenographer program will be prepared for jobs such as: secretary, stenographer, and clerk-typist.

These programs are offered as full-time daytime programs as well as evening classes.

SECRETARIAL SCIENCE Associate of Applied Science Degree

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	SEC 163 Intermediate Typewriting II 3
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	SEC 254 Secretarial Procedures 5
BUS 143 Business Computations I 3	BUS 144 Business Computations II 3	BUS 171 Fundamentals of Accounting II 4
BUS 060 Business Leadership Development I 1	BUS 170 Fundamentals of Accounting I 4	SEC 153 Gregg Shorthand III 5
SEC 100 Secretarial Vocabulary Skills 1	SEC 152 Gregg Shorthand II 5	ENG 106 College Reading & Study Skills 2
SEC 151 Gregg Shorthand I 5		
ENG 104 College Reading & Study Skills 2		
<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 18	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 18	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 19

<i>Quarter IV</i>		<i>Quarter V</i>		<i>Quarter VI</i>	
SEC 240 Speed Dictation & Transcription I	5	SEC 241 Speed Dictation & Transcription II	5	SPE 101 Principles of Speech	3
BUS 187 Business Law I	3	BUS 188 Business Law II	3	PSY 102 Psychology of Employment	3
BUS 061 Business Leadership Development II	1	BUS 262 Business Management & Organization	3	SEC 238 Machine Transcription	3
BUS 264 Records Management	3	BUS 272 Office Management	3	SEC 181 Word Processing Operations	7
CSC 102 Intro. to Computers/Bus Applications	2	PSY 112 How to Deal with Stress	2		
Electives	4	SEC 180 Word Processing Concepts	2		
	<u>18</u>		<u>18</u>		<u>16</u>
TOTAL CREDITS		107			

Electives in general education are selected with consent of the advisor.

WORD PROCESSING TECHNICIAN Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	SEC 163 Intermediate Typewriting II 3
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	SEC 254 Secretarial Procedures 5
BUS 143 Business Computations I 3	BUS 144 Business Computations II 3	SEC 238 Machine Transcription 3
BUS 060 Business Leadership Development I 1	BUS 170 Fundamentals of Accounting I 4	SEC 181 Word Processing Operations 7
SEC 100 Secretarial Vocabulary Skills 1	PSY 112 How to Deal with Stress 2	
BUS 264 Records Management 3	SEC 180 Word Processing Concepts 2	
BUS 107 Introduction to Business 4		
<u>18</u>	<u>17</u>	<u>18</u>
TOTAL CREDITS	53	

STENOGRAPHER Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business 3 Correspondence- English Usage	BUS 136 Business 3 Correspondence- Style & Tone	SEC 163 Intermediate 3 Typewriting II
SEC 161 Beginning 3 Typewriting	SEC 162 Intermediate 3 Typewriting I	SEC 254 Secretarial 5 Procedures
BUS 143 Business 3 Computations I	BUS 144 Business 3 Computations II	SEC 153 Gregg 5 Shorthand III
BUS 060 Business 1 Leadership Development I	SEC 152 Gregg 5 Shorthand II	SEC 181 Word 7 Processing Operations
SEC 100 Secretarial 1 Vocabulary Skills	SEC 180 Word 2 Processing Concepts	
BUS 264 Records 3 Management		
SEC 151 Gregg 5 Shorthand I		
<u>19</u>	<u>16</u>	<u>20</u>
TOTAL CREDITS	55	

SWINE PROGRAM

The Swine program is designed to allow students to pursue a course of study to meet their individual needs. The curriculum is a nine month Certificate program in Swine Production. Graduates of the Swine Production program will be prepared for jobs such as: swine herdsman/attendant, swine farrower, swine nurseryman/attendant, and swine finisher. This program is offered as a full-time daytime program as well as evening classes.

SWINE PRODUCTION Certificate

<i>Quarter I</i>		<i>Quarter II</i>		<i>Quarter III</i>	
SWM100 Farrowing & Nursery Procedures	7	SWM140 Swine Breeding and Gestation	7	SWM105 Growing & Finishing Procedures	7
AGR 103 Disease Prevention	3	SWM135 Swine Nutrition	6	SWM150 Swine Diseases II	6
AGR 130 Basic Nutrition	3	SWM103 Swine Diseases I	5	SWM101 Swine Conformation	3
AGR 105 Building Maintenance	5			AGR 100 Basic Welding	2
	<u>18</u>		<u>18</u>		<u>18</u>
 <i>Quarter IV</i> 					
SWM160 Swine Production Management	7				
SWM165 Swine Facilities and Equipment	3				
SWM170 Swine Products and Management	3				
AGR 115 Equipment Maintenance	2				
PED 119 First Aid	3				
	<u>18</u>				
TOTAL CREDITS			72		

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**Morgan
Community
College**





1983-84 Catalog

**Main Campus -
17800 Co. Rd. 20
Fort Morgan
Colorado 80701
303-867-3081**

COURSE DESCRIPTIONS

General Studies

HUMANITIES DEPARTMENT

HUM 201 COORDINATED HUMANITIES I (3) The Humanities 201, 202, 203 sequence presents a chronological study of concepts and ideas in the western world. HUM 201 provides a general introduction to art, music, literature and philosophy and to the Greek and Roman epochs.

HUM 202 COORDINATED HUMANITIES II (3) Selected examples of art, philosophy, music and literature from the Medieval and Renaissance periods are studied in HUM 202.

HUM 203 COORDINATED HUMANITIES III (3) The third course in the sequence begins with the rationalism of the machine age and progresses to the concepts and attitudes of the modern world. Various readings and selections from the arts are used to illustrate the cultural climate of the times.

Machines as well as text book drill work are utilized. The course is individually evaluated.

ENG 108 BASIC WRITING (3) This course is a study of the basic patterns of expository writing with the aim of providing the student knowledge of these techniques to choose from for more effective writing.

ENG 109 INTERMEDIATE WRITING (3) This course emphasizes research techniques, use of the library and evaluation of sources. A research paper and a literary analysis are required.

ENG 110 CREATIVE WRITING (4) This course is an introduction to basic principles and practices of creative writing in all forms.

ENG 275 SPECIAL STUDIES IN COMMUNICATIONS AND ARTS (1-6) The Special Studies course is available in each of the areas of Communications and Arts. This course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

SPE 101 PRINCIPLES OF SPEECH (3) This course covers the principles and practices of public speaking. The student gains experience in public speaking in the classroom and develops the skills of planning, researching, and giving major types of speeches, such as, speeches to inform, motivate, convince, etc.

SPE 201 ORAL INTERPRETATION (3) This course is a study of oral communication of literature. Application allows the learner to develop better voice characterization, diction and articulation with laboratory assistance in reading aloud of prose, poetry and historical speeches.

ENGLISH AND SPEECH

ENG 101 FUNDAMENTALS OF COMPOSITION (3) This course will include organization of thought, levels of usage, spelling, punctuation and grammar in relation to writing sentence structures, and essays.

ENG 104, 105, 106 COLLEGE READING AND STUDY SKILLS (Variable) This is a course designed to enable college students to develop proficiency in the reading study skills required of them in regular college courses. Speed reading is incorporated into the course as well as development of reading flexibility and improvement of college study skills. Course goals are not remedial. Two credit hours per quarter with maximum of four credit hours are counted toward graduation.

ENG 107 SPEED READING (3) The course objective is to increase reading speed and comprehension. Techniques to improve study reading, skimming, and scanning are included in the course.

JOURNALISM

- JOU 121 NEWSWRITING (4)** This is a study of the elements of journalism, including newswriting methods. The class will be responsible for student publications and is open to all students.
- JOU 122 ADVANCED NEWSWRITING (4)** This is a study of the problems and methods of newspaper production with emphasis on lay-outs, deadlines and editorials.
- JOU 123 FEATURE AND IN-DEPTH WRITING FOR NEWSPAPERS (3)** This is a study of the characteristics of feature and depth reporting. Students analyze, research and write the longer features usable in MCC student publications or local media.
- JOU 221, 222, 223 JOURNALISM PRACTICUM (2 cr./quarter; 6 credits maximum)** This course is designed to provide practical experience in at least two of the following areas; newspaper, advertising, news service, sports reporting, radio, publications, photography, yearbook and consumer affairs writing.
- JOU 225 INTRODUCTION TO PHOTOGRAPHY (3)** A basic working knowledge of camera begins this class. The student then progresses to correct shooting techniques and to an introduction to black and white developing and printing.
- JOU 227 INTERMEDIATE PHOTOGRAPHY (3)** This is a continuation of the introductory class (JOU 225) with emphasis on composition and darkroom techniques. For students with a background in basic black and white photographic techniques, JOU 225 is not a prerequisite.
- JOU 230 ADVANCED PHOTOGRAPHY (3)** Prerequisite: JOU 227. This advanced photography class includes lighting, photographing children, night shots, landscape and scenery. The remaining class time will be devoted to individual problems in print finishing, toning, and mounting. Emphasis is placed on darkroom work and critiquing.
- JOU 275 SPECIAL STUDIES IN JOURNALISM (1-6)** This course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the

direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

LITERATURE

- LIT 120 GREAT WRITERS OF THE WESTERN WORLD (3)** This is a close study of literary classics of Western Civilization: The Odyssey, several books of the Bible, and selected works of Plato, Ovid, Dante, and Goethe are read with the objective of tracing the influence of the world's greatest writers on western man's concept of what it means to be truly human.
- LIT 130 INTRODUCTION TO POETRY (4)** The student's enjoyment and understanding of poetry is enhanced through a study of techniques, selected poems and records.
- LIT 140 CONTEMPORARY NOVEL (3)** This is a study of great modern novels in English and in translation chosen for their interest and relevance to the modern reader.
- LIT 145 INTRODUCTION TO FICTION (4)** This course includes critical approaches to short stories and novels.
- LIT 150 INTRODUCTION TO DRAMA (4)** This course is a study of selected plays, ancient and modern, to develop the student's skills in dealing with drama as literature.
- LIT 216 SURVEY OF ENGLISH LITERATURE I (3)** This course includes the period from the beginning of English literature through the Elizabethan era, 700-1660.
- LIT 217 SURVEY OF ENGLISH LITERATURE II (3)** English literature of the Restoration, the Eighteenth Century and the Romantic period, 1660-1832, is studied in this course.
- LIT 218 SURVEY OF ENGLISH LITERATURE III (3)** English literature from the Victorian period to the present (1832 to present) is studied.
- LIT 225 SURVEY OF AMERICAN LITERATURE I (3)** This study emphasizes four early periods of American literary thought beginning with the works of

William Bradford and ending with the poetry of Emily Dickinson.

LIT 226 SURVEY OF AMERICAN LITERATURE II (3) The continuation of study centered on American thought as revealed in literature is begun with Mark Twain and traced to the present.

FINE ARTS

ART 101 COLOR AND DESIGN (3)

This is a lecture and laboratory course providing experience in basic color experiment and design and their application to pure design, decorative design, and pictorial organization.

ART 102 TOLE PAINTING (3) An introduction to the art of tole painting. Basic techniques will be covered as well as selection of design, materials, and equipment.

ART 105 ACRYLIC PAINTING I (3)

This course is an introduction to the use of water-based media through the painting of landscapes, still-life and old buildings. Some drawing, design and composition techniques will be included to provide the fundamental skills in painting with acrylics.

ART 106 ACRYLIC PAINTING II (3)

This course is a continuation of ART 105 which is a prerequisite.

ART 110 CERAMIC SCULPTURE (3)

This is a class devoted to exploring the basics of sculpture, using clay as the medium. Areas of investigation include: tools and equipment, clay, processing of materials, fundamentals of clay construction, kiln operation and glazing.

ART 112 LEADED GLASS TECHNIQUES (3)

Students will be taught to assemble a stained glass panel using both channeled lead and tiffany foil methods. Instruction will include selection and purchase of supplies, panel design, cutting of glass, construction of panel and framing of the finished project.

ART 115 BASIC DRAWING (3)

The basic elements and principles of beginning drawing with emphasis on visual training, technical procedures and the essential of perspective are studied.

ART 116 INTERMEDIATE DRAWING

(3) Prerequisite: ART 115, or instruc-

tor's permission. This course is a continuation of ART 115, Basic Drawing.

ART 118 PEN & INK DRAWING (3)

The use of pen and ink will be explored through both black and white and color in the Fine Art and Commercial Art areas.

ART 119 LETTERING (3)

Many lettering methods along with use of various medias will be taught. Both personal use and commercial lettering will be explored.

ART 120 BEGINNING POTTERY (3)

This class is designed to acquaint the beginning student with the tools, materials, and techniques used in pottery art. Projects will teach flatwork and progress to throwing pots on a wheel.

ART 121 INTERMEDIATE POTTERY

(3) A more advanced class for students already familiar with throwing techniques. Projects will involve more difficult and intricate skills.

ART 122 ADVANCED POTTERY (3)

This class is a continuation of Intermediate Pottery, using projects to demonstrate an escalation of skill techniques in pottery art.

ART 127 WATERCOLOR PAINTING

(3) Prerequisite: Color and Design (Art 101), or instructor's permission. This is a laboratory course providing a study of basic principles and techniques of water color painting which will include exploration of still life and landscape painting.

ART 128 ADVANCED WATERCOLOR

PAINTING (3) Prerequisite: ART 101, Color and Design; ART 125, Watercolor Painting, or instructor's permission. This course is a continuation of ART 125, Watercolor Painting.

ART 201 OIL PAINTING (3)

A comprehensive study of materials and concepts designed to improve painting skills. The course covers painting supports, paints and mediums, color and color mixing, composition, and methods of painting. The student may choose subject matter and style in accordance with personal preference. The course will include specific treatment for still life, landscape, water, mountain, tree, rock, building, seascape, cloud, portrait and western paintings. Students will be presented the fundamental concepts of realistic, surrealistic, and abstract forms of art.

ART 202 INTERMEDIATE OIL PAINTING (3) This course is a continuation of ART 201, Oil Painting.

ART 203 ADVANCED OIL PAINTING (3) This course is a continuation of ART 202, Intermediate Oil Painting.

ART 215 ART HISTORY (3) Evolution of art forms through the ages to the present contemporary forms now in practice is studied. Emphasis is on the application of change to the actual life styles of man.

ART 275 SPECIAL STUDIES IN ART (1-6) The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

THE 201 INTRODUCTION TO THEATER (3) This course is an introduction to the theater. It includes a basic exploration of the history and a study of the techniques of direction, acting and dramatic criticism. The course will provide many "hands on" experiences to foster the appreciation of the many talents necessary to provide good, live theater. These will include field trips to see and critique live theater as well as demonstrations relating to make-up, costuming, and staging.

MODERN LANGUAGE

The dual intent of the Modern Language courses is (1) linguistic (active competence in the target language and consciously improved performance in English) and (2) cultural (comparative civilizations, international organization, and U.S. involvement with other people).

SPA 050-051-052 SPANISH FOR TRAVELERS (3) Prerequisite: SPA 050 should be taken before SPA 051; SPA 051 should be taken before SPA 052. This course contains basic and specialized vocabulary for travelers. Emphasis is on actual communication individualized to each student's real life needs.

SPA 060-061-062 SPANISH FOR MEDICAL PERSONNEL (3) Prerequisite: SPA 060 should be taken before SPA 061; SPA 061 should be taken before SPA 062. This course contains basic and specialized vocabulary for medical personnel. Emphasis is on actual communication individualized to each student's real life needs.

SPA 070-071-072 SPANISH FOR POLICE OFFICERS (3) Prerequisite: SPA 070 should be taken before SPA 071; SPA 071 should be taken before SPA 072. This course contains basic and specialized vocabulary for police officers. Emphasis is on actual communication, individualized to each student's real life needs.

SPA 101 SPANISH I (5) The student will develop the skills to understand, speak and read and write through the classroom and language lab.

SPA 102 SPANISH II (5) Prerequisite: SPA 101, or consent of instructor. This class is a continuation of SPA 101.

SPA 103 SPANISH III (5) Prerequisite: SPA 101 and 102 or consent of instructor. This class is a continuation of SPA 101 and 102.

SPA 201 ADVANCED SPANISH I (5) Prerequisite: First year college Spanish or instructor's permission. This class is a continuation and expansion of first year skills and drills, increasing emphasis on conversation, readings and original composition.

SPA 202 ADVANCED SPANISH II (5) Prerequisite: SPA 201 or consent of instructor. This class is a continuation of SPA 201.

SPA 203 ADVANCED SPANISH III (5) Prerequisite: SPA 201 and 202 or consent of instructor. This class is a continuation of SPA 201 and 202.

SPA 275 SPECIAL STUDIES IN SPANISH (1-6) The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

SCIENCE AND MATHEMATICS DEPARTMENT

COMPUTER SCIENCE

- CSC 102 INTRODUCTION TO COMPUTERS/BUSINESS APPLICATIONS (2)** A course designed to familiarize business students with the computer and its business applications. Each student will work with the computer using pre-written programs.
- CSC 105 INTRODUCTION TO COMPUTERS (3)** A course for all students to learn the operation, history, and social impact of computers. Each student will work with the computer using pre-written programs, explore some of the most popular software packages, and learn the basics of the logic used in programming a computer.
- CSC 110 BASIC COMPUTER LANGUAGE (3)** An introductory course in computer programming that will acquaint the student with the elements of the BASIC language, elementary programming techniques, and how a computer operates.
- CSC 111 ADVANCED BASIC COMPUTER LANGUAGE (3)** A continuation of CSC 110 that will introduce the student to the more advanced features of today's extended BASICS. Topics will include numerical methods, string manipulations and use of sequential and random files.
- CSC 121 FORTRAN (3)** An introduction to the FORTRAN language and the use of this language in advanced programming techniques including numerical methods, sub-routines, string handling and file manipulation.
- CSC 122 ADVANCED FORTRAN (3)** A continuation of CSC 121 that will introduce the student to the more advanced features of today's extended FORTRAN.
- CSC 131 PASCAL (3)** An introduction to the PASCAL language and the application of its structured nature to such areas as numerical methods, string handling, and file manipulation.
- CSC 132 ADVANCED PASCAL (3)** A continuation of CSC 131 that will introduce the student to the more advanced features of today's extended PASCAL.
- CSC 141 COBOL (5)** An introduction to the coding and execution of business problems using COBOL. A minimum of nine programs will be coded, executed, and documented using structured programming techniques. Programs written will cover the topics of input and output operations, arithmetic verbs, report headings, report editing, control breaks, final total processing, use of nested IF's and simple table-handling procedures.
- CSC 142 ADVANCED COBOL (3)** A continuation of CSC 141. Students will be required to design, code, execute, and document a business system composed of programs and related utilities. Programs will consist of the following: Table handling, magnetic tape sequential file creation, editing, and update; Creating, editing and updating an ISAM file both sequentially and randomly; report writer, sort utilities and various dump utilities.
- CSC 150 ELECTRONIC WORKSHEETS (2)** A course designed to explore in-depth the use of the electronic worksheet. Students will learn to design templates, use built-in functions, work with multiple buffers, etc. Prerequisite: Introduction to Computers.
- CSC 151. COMPUTER GRAPHICS (2)** A course to explore the variety of ways of generating computer graphics displays, including low- and high-resolution and shape tables on the Apple Computer. Prerequisite: Introduction to Computers.



CSC 152. INTRODUCTION TO DATA BASE MANAGEMENT SYSTEMS (2) An introduction to the concept, design, and uses of non-relational data base management systems. Prerequisite: Introduction to Computers.

CSC 201 ASSEMBLER LANGUAGE (5) An introduction to the coding and execution of simple business problems using Assembler Language. A minimum of six programs will be coded and executed using single assembly language instructions (standard and packed decimal instruction sets), macro instructions for the QSAM access method, macro instructions to generate dumps, and JCL for data sets using QSAM. Topics covered include: data representation, machine language instruction formats, arithmetic instructions, data manipulation instructions, branch instructions, editing data, ASAN macros, logical operations, and debugging.

CSC 205 DATA STRUCTURES (4) This course will provide the student with an introduction to data organization and manipulation. Topics to be covered will include queues, stacks, lists, and trees, records and files. Various sorting and file handling techniques will also be covered.

CSC 209 SYSTEMS ANALYSIS & DESIGN (4) An introduction to the materials, techniques, and procedures to develop a computerized business system. The course requires the student to design an actual system. Topics covered include: the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system processing and controls, system presentation techniques, system audits and controls, project management, and implementation and evaluation.

CSC 215 OPERATING SYSTEMS (4) This course will discuss the organization and design of several different operating systems ranging from a single user system for micro-processors to a complex multi-user system on a multipurpose computer system.

CSC 250 DATA BASE MANAGEMENT SYSTEMS (3) The operational concepts of data base management will be examined along with practical applications using an advanced data base management tool. Students are expected to have some knowledge of programming

and computer operations. Prerequisite: BASIC or PASCAL or COBOL.

MATHEMATICS

MAT 101 COLLEGE MATHEMATICS (5) This is a course designed for students interested in a broad overview of modern mathematical concepts. Topics include fundamental counting principles, permutations, combinations, probability, natural numbers, binary systems, exponential growth, paradoxes, mathematical curves.

MAT 102 HAND-HELD CALCULATORS (1) This course is designed to develop skills and teach methods of solving problems with hand-held calculators. Areas covered include whole numbers, fractions, percents, algebra, trigonometry, exponentials and logarithms.

MAT 112 COLLEGE ALGEBRA (5) Prerequisite: MAT 055, or high school algebra, or permission of instructor. The course is designed to formalize previously developed concepts and to demonstrate further concepts and techniques necessary for study in advanced mathematics. The course will cover elementary properties of real numbers, mathematical induction, rational numbers, exponents, exponential and logarithmic functions, properties of logarithms, quadratic equations, systems of equations, matrices and determinants; Cartesian and polar coordinates, introduction to vectors, sequences and series.

MAT 113 COLLEGE TRIGONOMETRY (5) Prerequisite: MAT 112 or permission of instructor. The course includes the trigonometric functions, trig identities and equations, trigonometry of triangles, complex numbers, circular functions, polar coordinates and vectors.

MAT 114 ELEMENTARY FUNCTIONS (5) Prerequisite: MAT 113 or permission of the instructor. This class includes elementary analytic geometry including the conic sections, translation and rotation of axes, and polar coordinates. An introduction to elementary functions, algebra of functions, graphing, exponential and logarithmic functions, etc., is included. This is a precalculus course.

SCIENCE

MAT 130 ELEMENTARY STATISTICS

(5) This course is designed for students interested in the theory and/or application of statistical methods. Topics covered are: frequency distributions, measures of central tendency and variability, correlation, regression, and hypothesis testing with special emphasis in areas of economics, business, social science, and biology.

MAT 201 CALCULUS I (5) Prerequisite:

MAT 114 or permission of instructor. This course covers limits, differentiation of algebraic functions, and applications of derivatives.

MAT 202 CALCULUS II (5) Prerequisite:

MAT 201 or permission of instructor. Topics covered in this course include integration, applications of integration, derivatives of transcendental functions, and vectors, indeterminate forms and improper integrals.

MAT 203 CALCULUS III (5) Prerequisite:

MAT 202. Topics covered in this course includes indeterminate forms, improper integrals, polar coordinates, infinite series, solid analytic geometry.

MAT 204 CALCULUS IV (3) Prerequisite:

MAT 203. Topics covered in this course include moments, partial differentiation, multiple integrals and differential equations.

MAT 205 DIFFERENTIAL EQUATIONS (4) Prerequisite:

MAT 204. Elementary applications of ordinary differential equations and the solutions of these equations are covered in this course.

MAT 275 SPECIAL STUDIES IN MATH (1-6)

The Special Studies course is available in each of the areas of Science and Mathematics. This course provides opportunities for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

CHE 101 FUNDAMENTAL CHEMISTRY I (5)

(Four hours lecture, two hours laboratory). This course deals with chemical principles on an elementary level which requires no background in chemistry. It is primarily for those needing a year or less of college chemistry. When possible the relationship between chemistry, man, and his environment will be stressed. Credit will apply toward science requirements for the A. A. degree. It is not to be used as a substitute for Chemistry 121 for those working toward the A.S. degree.

CHE 102 FUNDAMENTAL CHEMISTRY II (5)

(Four hours lecture, two hours laboratory). Prerequisite: CHE 101. This course is a continuation of CHE 101. It will treat such topics as quantitative relationships in chemical reactions, the gas laws, acid-base chemistry and radiochemistry.

CHE 103 FUNDAMENTAL ORGANIC CHEMISTRY (5)

(Four hours lecture, two hours laboratory). Prerequisite: CHE 102. This is an introduction to the basic chemistry of carbon compounds including polymers, bio-organic compounds, foods, food additives, and drugs. A terminal course in organic chemistry.

CHE 124 GENERAL CHEMISTRY I (4)

This is a study of the fundamental theories and laws of chemistry with emphasis on the nature of the atom, chemical bonding, structure of molecules, periodic relationships; and chemical calculations. Concurrent enrollment in CHE 125 required.

CHE 125 GENERAL CHEMISTRY LABORATORY I (1)

Corequisite: CHE 124. Laboratory applications of principles covered in CHE 124. Three hour lab per week.

CHE 126 GENERAL CHEMISTRY II (4)

Prerequisite: CHE 124 or consent of instructor. This course is a continuation of CHE 124 with primary emphasis on chemical kinetics, solution chemistry, equilibrium relationships including those that apply to qualitative analysis. Concurrent enrollment in CHE 127 required.

CHE 127 GENERAL CHEMISTRY LABORATORY II (1) Corequisite: CHE 126. Laboratory applications of principles covered in CHE 126. Three hour lab per week.

CHE 128 GENERAL CHEMISTRY III (4) Prerequisite: CHE 126 or the consent of the instructor. This course is a continuation of CHE 126, dealing primarily with electrochemistry, descriptive chemistry, nuclear chemistry, and organic chemistry. Emphasis in the laboratory will be primarily quantitative analysis with some synthesis work. Concurrent enrollment in CHE 129 is required.

CHE 129 GENERAL CHEMISTRY LABORATORY III (1) Corequisite: CHE 128. Laboratory applications of principles covered in CHE 128. Three hour lab per week.

BIO 111 INTRODUCTION TO BIOLOGICAL SCIENCE (4) Principles of modern animal and plant biology, introduction to molecular basis of life and organization of cells and tissues are included in this course. Emphasis is placed on living systems. Concurrent enrollment in BIO 112 required.

BIO 113 PRINCIPLES OF ZOOLOGY (4) Prerequisite: BIO 111 or permission of instructor. Emphasis is placed on animal biology. Concurrent enrollment in BIO 114 required.

BIO 115 PRINCIPLES OF BOTANY (4) Prerequisite: BIO 113 or permission of instructor. This course is an introduction to the concepts and terminology of modern botany. Concurrent enrollment in BIO 116 required.

BIO 112 BIOLOGICAL SCIENCE LABORATORY (1) Corequisite: BIO 111. Laboratory applications of principles covered in BIO 111. Two hour lab per week.

BIO 114 ZOOLOGY LABORATORY (1) Corequisite: BIO 113. Laboratory applications of principles covered in BIO 113. Two hour lab per week.

BIO 116 BOTANY LABORATORY (1) Corequisite: BIO 115. Laboratory applications of principles covered in BIO 115. Two hour lab per week.

BIO 202 CELL BIOLOGY (5) Prerequisite: BIO 115 or equivalent. This course includes the study of cellular architecture, energy utilization in living cells,

chemical basis of cellular reproduction, the interphase cell, cellular replication, and specialization of cells in higher organisms. Three lecture periods and one four-hour lab per week will be held.

BIO 204 ECOLOGY (5) Prerequisite: BIO 115 or equivalent. This course encompasses the study of community relationships and interaction with physical environment, energy flows and energy cycles, population dynamics and distribution, and population genetics.

BIO 205 GENETICS (5) Prerequisite: BIO 115 or permission of instructor. A study of the fundamental laws of heredity and their application to plants and animals.

BIO 210 MICROBIOLOGY (5) Prerequisite: BIO 115 or permission of the instructor. This is a study of the fundamentals, theories and applications of bacteriology as applied to the bio-medical fields. Three lecture periods and two two-hour labs per week will be held.

BIO 211 INTRODUCTION TO PHYSIOLOGY (5) Prerequisite: CHE 124, General Chemistry. Physiology of all the major systems, i.e., nervous, muscular, respiratory, cardiovascular, digestive, excretory, and reproductive.

PHY 101 INTRODUCTION TO ASTRONOMY (5) This course is for the non-science major. It is an introduction to all phases of astronomy and to modern cosmology.

PHY 104 COLLEGE PHYSICS I (5) This is a study of basic concepts, elementary particles, the conservation laws, vectors, force and motion. (4 hours of lecture and 2 hours of laboratory per week).

PHY 105 COLLEGE PHYSICS II (5) Prerequisite: PHY 104 or equivalent; a continuation of PHY 104.

PHY 106 COLLEGE PHYSICS III (5) Prerequisite: PHY 105. A continuation of PHY 105. Topics included in this course are thermodynamics, electricity, electromagnetism, changing fields, and wave phenomena. (4 hours of lecture and 2 hours of laboratory per week).

PHY 107 ENGINEERING PHYSICS I (5) Prerequisite: MAT 204, Calculus IV or equivalent. An introduction to the basic concepts of physics with emphasis on mechanics (kinematics, dynamics, momentum, work, energy, and gravi-

tation), fluids, and heat phenomena. Application of calculus to solving problems.

PHY 108 ENGINEERING PHYSICS II

(5) Prerequisite: PHY 107 or equivalent. A continuation of PHY 107, focusing on thermodynamics, wave physics, optics and an introduction to electricity.

PHY 109 ENGINEERING PHYSICS III

(5) Prerequisite: PHY 108 or equivalent. This course is a continuation of PHY 108, covering topics in electricity and magnetism, quantum mechanics, elementary particles, and modern physics.

SCI 114 INTRODUCTION TO PHYSICAL SCIENCE I (5)

A survey course stressing the role of science and technology in modern society. The major ideas of physics, chemistry, astronomy, geology and meteorology are presented with applications to topics of current interest. Emphasis on the nature of science as a creative human enterprise and the inter-relationships of science with technology and with other facets of contemporary society. No background in science or math is required. The first quarter deals primarily with a survey of physics and an introduction to astronomy.

SCI 115 INTRODUCTION TO PHYSICAL SCIENCE II (5) A continuation of SCI 114 with emphasis on the concepts and principles of modern chemistry, the environment and pollution.

SCI 116 INTRODUCTION TO PHYSICAL SCIENCE III (5) A continuation of SCI 115 with emphasis on astronomy and earth science.

SCI 275 SPECIAL STUDIES IN SCIENCE (1-6)

The Special Studies course is available in each of the areas of science. This course provides opportunities for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction; who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

DFT 107 ENGINEERING GRAPHICS I

(3) Principles of orthographic projection, pictorial drawing, sketching, auxiliary and sectional views, descriptive geometry, graphical solutions and computations, and an introduction to engineering design.

DFT 108 (3) ENGINEERING GRAPHICS II

DFT 108 is a continuation of DFT 107.

SOCIAL SCIENCE DEPARTMENT

PSYCHOLOGY

PSY 102 PSYCHOLOGY OF EMPLOYMENT*(3)

This course covers the principles of job searching, job applications, job getting, job retention and customer/peer relations. Each student will: complete job applications and resumes; understand personal appearance requirements; practice job interviews; and understand the dynamics of peer and customer relationships. Vocational job placement counseling is an integral part of this course.

PSY 104 CAREER PLANNING (3)

This is a class in psychology which covers the following topics: self-awareness, values, beliefs, aptitudes, interests, decision-making work, job seeking-skills, educational goals as they pertain to career development.

PSY 105 THE REAL YOU: YOUR SELF-IMAGE AND HOW OTHERS SEE YOU (3)

Through the study and discussion of personality theories and systems of communication, students

*not acceptable as credit towards A.A. or A.S. degree

will expand self-awareness. Case studies of misunderstanding of the self will give students insight into critical thinking about problem solving in their own lives.

PSY 112 HOW TO DEAL WITH STRESS (2) This course covers a wide variety of situations which cause stress in an individual's life. Students should be able to identify useful coping styles which uniquely fit their personal lifestyle. Subjects covered include survival in the "real" world, time management, and relaxation.

PSY 113 GENERAL PSYCHOLOGY I (3) This course is an introduction to psychology, covering the following topics: biological bases of behavior, sensation and perception, and motivation.

PSY 114 GENERAL PSYCHOLOGY II (3) This course is an extension of PSY 113, General Psychology I and covers the following topics: survey of current orientations in psychology, learning and memory, and maturation and development.

PSY 115 GENERAL PSYCHOLOGY III (3) A survey of personality theory and personality tests leads the student into units of abnormal psychology, psychosomatic illness and psycho therapy. A brief introduction to social psychology concludes the students' introduction to general psychology.

PSY 116 CHILD & ADOLESCENT PSYCHOLOGY I (3) This course is designed to assist parents, teachers, prospective parents and persons who operate child day care centers to understand and guide the physical, mental, social and emotional development of children and youth. Total psychological development from infancy to maturity is emphasized. The class is designed as a two quarter course of study. The first quarter will cover prenatal development through neonatal stages to the world of the toddler and preschool child.

PSY 117 CHILD & ADOLESCENT PSYCHOLOGY II (3) PSY 117 is a continuation of PSY 116. The second quarter will emphasize the development from early childhood and the middle years to early adolescence.

PSY 205 HUMAN SEXUALITY (3) This course is a comprehensive and integrated approach to the subject of human sexuality with the primary empha-

sis on information giving and empirical data. Various topics are explored from an evolutionary, historical, and cross-cultural perspective. The class covers the biological aspects of sexuality including anatomy, physiology, conception, pregnancy, childbirth, and contraception.

PSY 250 INTRODUCTION TO ABNORMAL PSYCHOLOGY (3) This course studies abnormal psychology from the scientific perspective and with human understanding. After an introduction to abnormal behavior through study of behavioral deviations, the course moves on to examine various psychological disorders through study cases. In the final study, diagnosis and treatment is covered.

PSY 275 SPECIAL STUDIES IN BEHAVIORAL & SOCIAL SCIENCE (1-6) The Special Studies course is available in each of the areas in the Behavioral and Social Science. This course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

ECONOMICS

ECO 101 ECONOMICS I (3) This course is an introduction to the principles and nature of economics. Resources, business organizations, government finance, money, and banking are covered.

ECO 102 ECONOMICS II (3) Prerequisite: ECO 101, Economics I. This course continues the development of the principles and nature of economics. National income and employment, general price levels, government spending, pricing, and the allocation of resources are covered.

ECO 103 ECONOMICS III (3) Prerequisite: ECO 102, Economics II. This course continues the development of the principles and nature of economics. Distribution of income, labor relations, international economics, and economic growth are covered.

SOCIOLOGY

- SOC 104 PRINCIPLES OF SOCIOLOGY I (3)** This course is an introduction to sociological thinking. The fundamental organizational concepts and elements of social structure are covered. Included are meanings of culture, socialization, social interaction, minority and group relations, cities and social life, population and demography.
- SOC 105 PRINCIPLES OF SOCIOLOGY II (3)** This study of sociology gives special attention to the social institutions of the family, education, religion, government and politics, and economics. Problems of society including crime and social control; social and cultural change are also covered. Social research methods and some basic research by the student complete this course.
- SOC 106 CONTEMPORARY SOCIAL PROBLEMS (3)** A definition of what makes a social problem, and a selective study of eight current social problems. Original research in a social problem of one's choice is required. Emphasis is placed on small group discussion and practical attempts to solve social problems through use of community resource persons.
- SOC 108 POLITICAL SCIENCE (3)** This course is an introduction to the study of politics covering the political system and its environment. It is designed to familiarize the student with the basic concepts of political science, features of the political process, types of political institutions, and political behavior.
- SOC 110 PERSPECTIVE ON AMERICAN SOCIETY I (3)** This course will introduce the basic concepts of social-psychology by examining the following: socialization, interpersonal attraction, altruism, aggression, nature of groups and intergroup relations. In addition to the text, a case study of American families will allow application of theory and concepts.
- SOC 111 PERSPECTIVE ON AMERICAN SOCIETY II (3)** This course is an extension of SOC 110 introducing other concepts of social-psychology: social perception and attribution, attitude change and propaganda, social behavior in the physical environment and applied

social psychology. In addition to the text, students will read a study of generation changes in American society that will allow application of theory and concepts.

- SOC 112 DRUG ABUSE (3)** This class supplies the student with basic knowledge of drug abuse in our society. Included in the class is terminology, medical classification and use of drugs, symptoms of use and abuse, physical and social effects of drug use.
- SOC 275 SPECIAL STUDIES IN SOCIOLOGY (1-6)** The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

ANTHROPOLOGY

- ANT 121 ANTHROPOLOGY (5)** This course is an introduction to physical and cultural anthropology. Topics covered will include the evolution of man and his taxonomic relationships to other animals, cultures of prehistoric man, and studies of language, economic structure, social organization, government, art, and religion in various societies.
- ANT 275 SPECIAL STUDIES IN ANTHROPOLOGY (1-6)** The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

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- ANT 275 SPECIAL STUDIES IN ANTHROPOLOGY (1-6)** The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

HISTORY

HIS 103 WESTERN CIVILIZATION I

(3) This is a history of Western Civilization from its beginnings in the Near East through Ancient Greece and Rome to the final triumph of Christianity throughout Europe.

HIS 104 WESTERN CIVILIZATION II

(3) This is a history of the West from the Renaissance through the French Revolution and Napoleon, with emphasis on the origins of modern economic, political, and cultural institutions.

HIS 105 WESTERN CIVILIZATION III

(3) This is a history of the Western world from 1815 to the present with emphasis on the "ISMS" of 19th Century Europe (nationalism, liberalism) the drift toward World War I, post war Europe, World War II and the dynamics of our changing contemporary society.

HIS 106 HISTORY OF THE WESTERN UNITED STATES (2)

(2) This survey covers the history of the Western United States, beginning with prehistoric times and progressing through the Indians, the Spanish explorers, the fur trappers, the settlers, the gold and silver rushes, and the railroads. Correlations are pursued linking the influence of early times with the modern era.

HIS 107 COLORADO HISTORY (3)

(3) The study of Colorado's past is not only an exciting local adventure, but also a fascinating historical introduction to the panorama of the Rocky Mountain West. The course deals with the pattern of living from the time of the prehistoric Indian dwellers to the present day.

HIS 201 UNITED STATES HISTORY I

(3) 1491-1840. The history of the United States from colonial times through the Age of Jackson. Emphasis is placed on problems of settling the colonies, relationships to the Mother Country; the origins of the American Revolution and the revolution itself, the framing of the Constitution, the Federalist era, Jeffersonian Democracy, War of 1812; the Era of Good Feeling, and Jacksonian Democracy.

HIS 202 UNITED STATES HISTORY II

(3) 1840-1900. The antebellum South and the anti-slavery crusade, Manifest Destiny, the war with Mexico and westward expansion, growing sectionalism and the War Between the States, reconstruction, American industrialization and its economics, social and political impact, the populist revolt, and the rise of the United States as a world power.

HIS 203 UNITED STATES HISTORY III

(3) 1900-Present, Background causes of World War I and the war itself. The Golden Twenties, the Great Depression, FDR and the New Deal, World War II, the cold war's impact on the domestic and foreign policies of the fifties and sixties, and the technological, social and communications development, transforming contemporary America.

HIS 275 SPECIAL STUDIES IN HISTORY (1-6)

(1-6) The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of Instruction who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

PHYSICAL EDUCATION DEPARTMENT

Exemptions to the physical education requirement may be claimed under any of the following conditions:

1. If a student is twenty-one (21) years of age or more.

2. If a student is excused for health reasons by a doctor.

3. If a student has had at least six (6) months active military service.

PED 052, 053, 054 WEIGHT LIFTING

(1) This is strictly a body-building class for muscle and body tone. No power lifting is involved. This is an excellent class for those wishing to gain or lose weight.

PED 056 DIET CONTROL AND EXERCISE

(1) This class consists of a strenuous exercise program designed to increase body tone, flexibility, durability, fitness, strength, and overall health along with losing pounds. Lecture consists of learning how to recognize behavioral aspects of overeating, instruction in behavioral modification techniques in addition to increasing your self-esteem and discovering the mental benefits of physical exercise.

PED 116 BEGINNING VOLLEYBALL

(1) The major emphasis of the class is to teach fundamental skills and the modern techniques in performing those skills. Team play (offense and defense), strategy of play, training techniques, rules, and various forms of play will be stressed. A brief history of the game and its evolution will also be included.

PED 117 INTERMEDIATE VOLLEYBALL

(1) PED 117 is a continuation of PED 116.

PED 118 ADVANCED VOLLEYBALL

(1) PED 118 is a continuation of PED 117.

PED 119 FIRST AID (3)

This course is designed to prepare students to meet the needs of most situations when emergency first aid care is needed. Topics include the technique and application of CPR, prevention of infections, use of germicides, dressings, stopping hemorrhage, treatment of shock, bruises, sprains, dislocations, fractures, drowning, poisoning, and burns.

PED 121 BEGINNING TENNIS (1)

Basic instruction covering elements of the strokes and rules of the game is given. Emphasis is placed on the serve, forehand and backhand.

PED 122 INTERMEDIATE TENNIS (1)

PED 122 is a continuation of PED 121.

PED 123 ADVANCED TENNIS (1)

123 is a continuation of PED 122.

PED 127 BEGINNING KARATE (2)

Through the coordination of control, balance and technique in the performance of hyungs (patterns), Tai Kwon Do is regarded as a beautiful and highly-skilled martial art. It is also one of the

best all-around methods of physical fitness since it utilizes every single muscle of the body and is considered the ultimate in unarmed self defense. Tai Kwon Do is an exciting sport and an intricate art. Tae Kwon Do is a blend of hand and foot fighting that also includes many throwing and sweeping techniques. In the more advanced techniques, the use of the legs is still more important.

PED 128 INTERMEDIATE KARATE

(2) This is a continuation of PED 127.

PED 131 BEGINNING BOWLING (1)

This is a co-educational class held at a local bowling lanes. Instruction in bowling procedures and how to score are included.

PED 132 INTERMEDIATE BOWLING

(1) PED 133 is a continuation of PED 131.

PED 133 ADVANCED BOWLING (1)

PED 132 is a continuation of PED 132.

PED 141 BEGINNING GOLF (1)

Instruction is given covering all phases of the golf game and the use of every club. Particular emphasis is placed on golf etiquette, care of the course and the rules of the game as well as the proper swing to be used.

PED 142 INTERMEDIATE GOLF (1)

PED 142 is a continuation of PED 141.

PED 143 ADVANCED GOLF (1)

PED 143 is a continuation of PED 142.

PED 151 BEGINNING SWIMMING (1)

Instruction is provided for non-swimmers under the American Red Cross swimming program. The class is designed to teach basic strokes of swimming. Two clock hours per week.

PED 152 INTERMEDIATE SWIMMING

(1) This is an incorporation of basic sequence of skills taught in the American Red Cross intermediate and advanced swimmer classifications as taught by the Red Cross. Two clock hours per week.

PED 153 ADVANCED SWIMMING (1)

PED 153 is a continuation of PED 152.

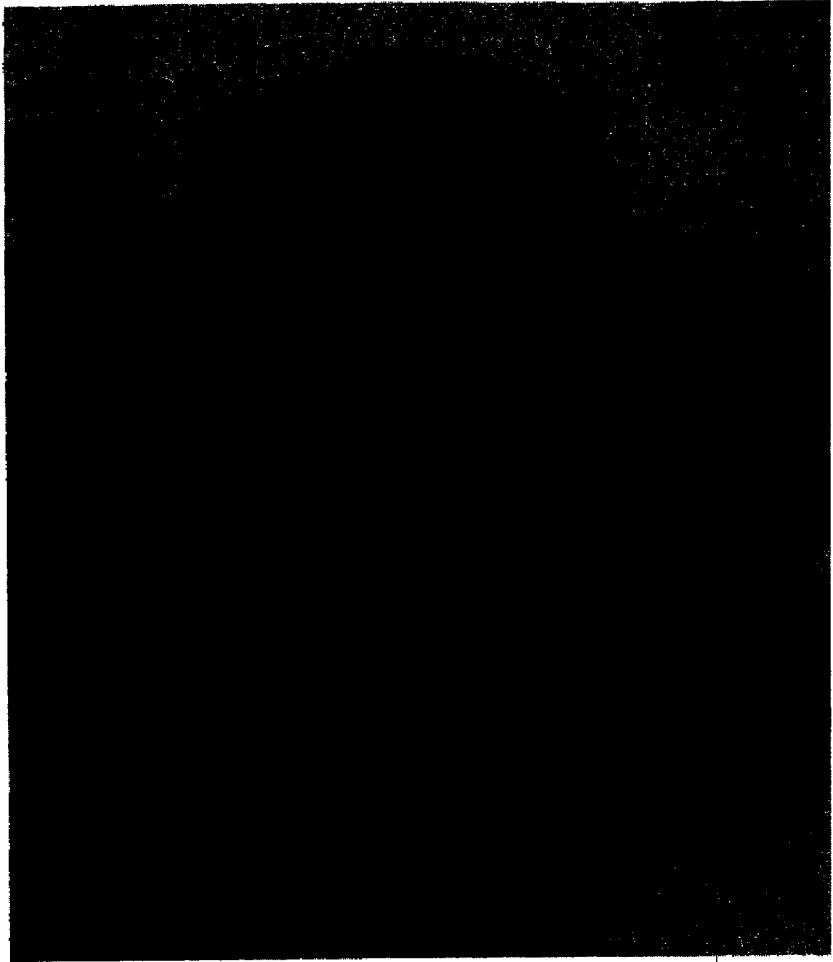
PED 161 BEGINNING BASKETBALL

(1) Correct form, basic techniques, teamwork, and strategy of play are covered. Emphasis is placed on playing the game in this coed class.

PED 162 INTERMEDIATE BASKETBALL

(1) PED 162 is a continuation of PED 161.

PED 163 ADVANCED BASKETBALL
(1) PED 163 is a continuation of PED
162.



DEVELOPMENTAL EDUCATION

The Developmental Laboratory offers programs of individualized instruction and prescriptive learning in which students can find assistance in the areas of writing, reading, study skills and course tutoring. A student of Morgan Community College may enter these courses through self-referral or teacher referral. Upon referral, the student and the lab instructor will decide the length and time which is needed for academic development.

LRC 040 BASIC SKILLS I (3) Students enter this program either through self-referral or teacher-referral. Difficulties in the areas of communications, math, sciences, or other disciplines are diagnosed through appropriate educational tests, and a program for improvement is designed by the staff for the student. Students may work individually or in small groups.

LRC 041 BASIC SKILLS II (3) LRC 041 is a continuation of LRC 040.

MAT 021 BASIC MATH SKILLS (variable 1-3) This course is a review of the basic concepts and operations of elementary mathematics.

MAT 055 INTRODUCTORY ALGEBRA (5) Prerequisite: Permission of instructor. This algebra course covers the properties of real numbers, linear equations and inequalities, systems of linear equation, polynomial equations, fractional equations, radical equations and graphs.

GED 100, 101, 102, 103 GENERAL EDUCATION DEVELOPMENT (1-15 Variable, 1 credit hour equals 10 classroom hours) The GED course is designed to teach students the skills necessary to pass the GED examination in the content areas of mathematics, English, reading comprehension, social studies, science, and literature. The course is individualized so that each student works at his particular level and at his own rate until he is prepared to pass the GED test. Students in the class are also given the option to study any of the content areas in greater depth than is required for the GED in order to pre-

pare themselves for future college or vocational goals. The GED Certificate is equivalent to the high school diploma and is accepted by both employers and schools of higher education. The GED Certificate often provides increased opportunities for future education.

GED READING The course will aid students in gaining skills in the areas of vocabulary, context clues, main idea, sequence and meaning comprehension sufficient for passing the GED test.

GED SCIENCE The course will provide students with vocabulary, main idea and comprehension skills in science reading exercises sufficient for passing the GED test.

GED SOCIAL STUDIES The course will provide students with vocabulary and reading skills in social studies sufficient for passing the GED test.

GED MATH The course will provide students with math skills in fraction, decimals, formula and word problems, algebra and geometry sufficient for passing the GED test.

GED WRITING The course will provide students with skills in the areas of grammar usage, punctuation and spelling sufficient for passing the GED test.

A.B.E. ADULT BASIC EDUCATION Adult Basic Education is a program offered free of charge to people over 16 years of age who were unable to complete their elementary or junior high education. Basic reading, writing and math are offered along with English as a Second Language for people learning to speak English.

EFL PROGRAM

The English as a Foreign Language is a comprehensive program which emphasizes reading, grammar and conversation. The Program contains six levels of each discipline into which students are placed according to placement test scores.

The tests are administered prior to the student's registration.

The admission policies of the EFL program for the various categories of foreign students are as follows:

There are six levels of EFL offered as preparation for and in coordination with college-level work at Morgan Community College. Students submitting a TOEFL score of 500 or better are exempt from all EFL classes and testing. All other entering foreign students will be tested before registering at MCC and will be placed accordingly in Developmental Reading and Developmental Grammar.

Both reading and grammar classes must be completed with a "C" grade before a student can pass onto the next EFL Level. Students must repeat the classes in which they receive below a "C" grade.

Each level requires a minimum of ten weeks or sixty hours of instruction and accomplishment of particular conversational skills. There are no student withdrawals or instructor drops in EFL classes. Completion of the levels is required before a student can begin college-level English 108.

enrollment requirements for foreign students: the english as a foreign language program (efl) and college-level transfer courses.

These policies apply to all students at MCC for whom English is a foreign language. The determination of your EFL level will be made following required testing administered by the EFL department and before a student can register for classes.

Level 1 and 2: Students must register for Developmental Grammar and Developmental Reading and three to six hours of Intensive English.

Level 3: Students must register for EFL Developmental Reading and EFL Developmental Grammar. If the student's G.P.A. is 2.0, the student may register for some college credits.

Level 4: Students must register for EFL Developmental Reading and EFL Developmental Grammar. If a student's G.P.A. is 2.0, the student may register for some college credits.

Level 5: Students must register for EFL Developmental Grammar and Developmental Reading. If the student's G.P.A. is 2.0, the student may register for some college transfer credits.

Level 6: Students must register for EFL Developmental Grammar and Developmental Reading. In addition, if the student's G.P.A. is 2.0 or above, the student may register for a maximum of twelve college transfer credits.

tuition for EFL classes

The cost of the EFL classes will be the same as regular college credit classes at established state rates. See out-of-state tuition schedule in the Financial Information section.



FARM RECORDS MANAGEMENT

Certificate

Approval for this program is pending at the State Board for Community Colleges and Occupational Education at the time this catalog goes to press. Courses will be offered in the Fall of 1983 after approval has been granted.

This program provides farmers and ranchers systematic instruction to give them the tools to make sound business decisions based on analysis of accurate accounts. Classes are held systematically throughout the year, including individual instruction provided by on-the-farm visits by the vocational agriculture teacher or Farm Records Management instructor.

FRM 100 7 credits Year one is organized to develop an accurate and realistic source of information which can be used to locate the problems, set up objectives and evaluate the resources available to each enrollee. To find this information, complete records of the farm/ranch and home business on a full business cycle are necessary.

Therefore, the first year will emphasize farm/ranch records and accounting.

FRM 105 7 credits The second year of instruction will continue with the farm/ranch and home records and ac-

counting. Utilizing the computer, the previous year's records will be analyzed. General interpretation of the farm/ranch business analysis will point to strengths and weaknesses of the agriculture business.

FRM 110 7 credits Third year instruction will include continuation of records and accounting, enterprise and total farm/ranch analysis. Emphasis will be placed on reorganizing the agriculture business to meet the farm/ranch and family living goals.

AUTOMOTIVE PROGRAMS

Automobile Refinishing

AUB 100 MINOR BODY REPAIR (50 lecture/150 shop hours/15 credits)

This course covers the basic skills of minor body repair. Students receive instruction and training in oxyacetylene welding and brazing, repair of door panels, preparation of door panels for painting, and painting of door panels. Each student will: set up oxyacetylene equipment; weld and braze 20 gauge sheetmetal; weld, straighten and grind door panels; fill, contour, and prime door panels; and paint and finish door panels.

AUB 110 AUTO REPAIR AND PAINTING I (50 lecture/150 shop hours/15 credits)

Prerequisite: AUB 100 or permission of the instructor. This course covers the skills of spot painting and complete painting of automobiles with acrylic enamel and acrylic lacquer. Students receive instruction and training in repair of body panels, preparation of spot areas for painting, spot painting, complete car preparation for painting, complete car painting and finishing, and estimation of time and materials costs for jobs. Each student will: use reference manuals; repair body panels; fill, sand and prime body panels; spot paint body panels; repair, sand, and prepare complete cars for painting; paint, buff, and clean-up complete paint jobs in acrylic enamel and acrylic lacquer; and estimate job costs.

AUB 120 AUTO REPAIR AND PAINTING II (50 lecture/195 shop hours/18 credits)

Prerequisite: AUB 110. This course covers the skills of advanced auto painting using synthetics, polyurethanes, additives and custom designs. Students receive instruction and training in application of special paints, use of paint additives, lay-out of custom paint jobs, custom painting, and job cost estimating. Each student will: use reference manuals; prepare complete cars for painting; paint, buff and clean-up complete paint jobs in synthetic paints and paints with additives; lay-out and complete custom paint jobs; and estimate job costs.

AUB 130 AUTO REPAIR AND PAINTING III (50 lecture/150 shop hours/15 credits)

Prerequisite: AUB 120. This course covers the skills of repair and service of non-painted auto body areas and accessories. Students receive instructions and training in auto glass, auto trim, interior panels and seats, service of locks/latches/etc., and electrical accessories. Each student will: use reference manuals; remove and replace auto weather-stripping; remove and replace inside trim, door panels, seats, and headliners; remove and replace outside trims and vinyl panels; remove and replace accessories, bulbs and wiring; service locks, latches, etc.; and estimate job costs.

Automobile Maintenance and Service

AUM 105 BRAKES, STEERING, SUSPENSION AND ALIGNMENT (50 lecture/150 shop hour, 15 credits)

This course covers shop safety and dress; the use and care of tools; the principles, maintenance and service of drums, disc, and power brakes; the principles, maintenance and repair of the steering system; the principles, maintenance and repair of suspension and chassis system; the service, repair and balancing of tires and wheels including front end alignment using a modern front end alignment machine.

AUM 115 FUEL, EMISSION SYSTEMS, AND STANDARD DRIVE TRAIN (50 lecture/150 shop hours/15 credits)

This course covers the principles/repair/adjustment of the fuel, exhaust, and emission controls as they pertain to the fuel system. The fuel portion covers one, two, and four barrel carburetors. The Sun Infrared tester for emission pollutant testing will be utilized. This course also covers the design, principles, and repair of clutches of standard transmissions, drive lines and rear axle. Each student will remove, re-

pair and replace clutches, universal joints, propeller shafts, differentials, and rear axle seals and bearings.

AUM 125 ELECTRICAL, EMISSION SYSTEMS AND TUNE UP (50 lecture/195 shop hours/18 credits) This course covers the principles of maintenance, diagnosis and repair of battery, starting, charging, ignition, lighting, accessory system, and emission controls. Students will use reference manuals, test equipment to test and diagnose and adjust electrical system components, perform minor and major tune ups, and perform various emission tests.

AUM 145 ENGINE OVERHAUL (50 lecture/150 shop hours/15 credits) This course covers the design, construction, and operation of modern automotive engines; valve trains; piston, rod, ring assemblies; lubricating and cooling systems. Each student will have an opportunity to perform an engine overhaul which will include the following: disassemble an engine; measure for wear; test parts; diagnose problems, prepare estimate and cost sheets; replace or machine parts; assemble engine and make final tests and adjustments.

BASIC LAW ENFORCEMENT

BLE 101 ADMINISTRATION OF JUSTICE (20 lecture hours/2 credits) This course covers the three components of the criminal justice system and their operations, the criminal process from arrest to final disposition, the functions and jurisdiction of various Colorado law enforcement agencies, the CBI/CCCI systems, the role of attorneys, state and federal court jurisdiction, and the canons of police ethics.

BLE 105 BASIC LAW (80 lecture hrs./8 credits) This course covers the Colorado criminal and juvenile codes and their provisions, constitutional rights, laws of arrest, search and seizure, rules of evidence, laws of interrogation and confessions, laws pertaining to the use of force, civil liability, legal research, court testimony and moot court.

BLE 110 ARREST TACTICS (20 lecture hrs./2 credits) This course covers the techniques required to arrest, control or subdue criminal suspects.

BLE 115 TRAFFIC CONTROL (26 lecture/6 field hrs./3 credits) This course covers the statutory provisions of the traffic code, the stopping and checking of violators, the issuance of citations, D.U.I. procedures, and the investigation and reporting of traffic accidents.

BLE 120 REPORT WRITING (20 lecture hrs./2 credit) The course covers the preparation of various reports in a clear and concise style.

BLE 125 PATROL PROCEDURES (40 lecture/15 field hrs./5 credits) This course covers observations and patrol techniques, vehicle stops, family disputes, non-family disputes, in-progress calls, pedestrian approaches, building and vehicle searches, crowd control, handling emergency situations and the mentally ill, officer survival techniques, first aid, and C.P.R.

BLE 130 INVESTIGATIONS (50 lecture/15 field hrs./6 credits) This course covers crime scene methods, crime scene searches, investigative notes and sketching, evidence identification and collection, fingerprint techniques, photography, interviewing, sexual assault and death investigation, and crime scene investigation simulation.

BLE 135 HUMAN RELATIONS (20 lecture hrs./2 credits) This course covers the elements of community relations and police relations as they relate to police officer conduct, the concepts of crime prevention, the techniques of stress management, and the knowledge of conflict management.

BLE 140 FIRE ARMS (5 lecture/30 field hrs./2 credits) This course covers the safety and servicing of firearms, and firing range practice with a handgun, a rifle, and a shotgun.

BLE 150 DRIVING (30 field hours/2 credits) This course covers the techniques of defensive and pursuit driving. This course must be completed at the CLETA driving range.

BUSINESS PROGRAM

- BUS 060 BUSINESS LEADERSHIP DEVELOPMENT I (10 lecture/1 credit)** This course is designed to develop competent leadership skills in the student. Local businesspeople, Phi Beta Lambda officers, former students, instructors, and school administrators speak to the students during a two-day seminar on aspects of leadership and confidence development. In addition to goal setting and motivational films and presentations, information on careers, time management, and study skills is also covered.
- BUS 061 BUSINESS LEADERSHIP DEVELOPMENT II (15 lab hours/1 credit)** This course continues the development of leadership skills in the student. Students are given two options: participate in a community or school project and write a report on these activities or attend the PBL State Leadership Conference and compete in an event. Activities must be approved by the instructor.
- BUS 107 INTRODUCTION TO BUSINESS (40 lecture hours/4 credits)** This course surveys the major fields of business and their operations. Ownership, organization, marketing, personnel management, labor-management relations, finance, management roles and computer applications in the business world are emphasized.
- BUS 113 INCOME TAX (40 lecture hours/4 credits)** This course covers the development and basic structure of federal income tax laws. General tax procedures and the impact of taxes on the decision-making processes are covered.
- BUS 129 PRINCIPLES OF INSURANCE (30 lecture hours/3 credits)** This course covers aspects of property, life, liability, and health insurance. Government regulations and contracts for insurance are discussed.
- BUS 135 BUSINESS CORRESPONDENCE - ENGLISH USAGE (30 lecture hours/3 credits)** Elements of the English language are studied and emphasis is placed on grammar rules, capitalization, word division, number usage, plurals, possessives, subject-verb agreement, complex and compound sentences, and usage problems.
- BUS 136 BUSINESS CORRESPONDENCE - STYLE AND TONE (30 lecture hours/3 credits)** Prerequisite: BUS 135. This course develops different styles and tones of letter writing. Letters that ask, reply, order, acknowledge and sell as well as credit letters, memoranda, and business reports are covered.
- BUS 143 BUSINESS COMPUTATIONS I (30 lecture hours/3 credits)** This course develops the mathematical concepts and applications used in business computations. Decimals, fractions, percentages, ratios, metric system, bank and sales records, finance charges, interest (basic computations and consumer applications), and insurance are covered.
- BUS 144 BUSINESS COMPUTATIONS II (45 lab hours/3 credits)** Prerequisite: BUS 143 or consent of instructor based on proficiency. This course covers the operation of the adding machine and electronic printing calculator utilizing the touch system. Techniques of basic arithmetic, discounts, proration, payrolls, inventories, notes and interests are developed on these machines.
- BUS 170 FUNDAMENTALS OF ACCOUNTING I (40 lecture hours/4 credits)** This course is designed to introduce the student to the double-entry system of accounting. The complete cycle is covered for a single proprietorship service enterprise and for the single proprietorship merchandising enterprise.
- BUS 171 FUNDAMENTALS OF ACCOUNTING II (40 lecture hours/4 credits)** Prerequisite: BUS 170 or consent of instructor based on proficiency. This course is designed to keep records for a small business in the areas of accounts receivable and bad debts, notes receivable and payable, accounts payable, inventory costing, depreciation, accruals and deferrals, payroll, and disposal of plant assets.
- BUS 180 PRINCIPLES OF ACCOUNTING I (40 lecture hours/4 credits)** This course covers the principles of double-entry bookkeeping for a service and merchandising enterprise. The complete cycle is covered; voucher system, notes and accounts receivable, and inventory costing methods are also covered.

- BUS 181 PRINCIPLES OF ACCOUNTING II (40 lecture hours/4 credits)** Prerequisite: BUS 180. This course continues to develop double-entry accounting practices. Prepaid items, accrued items, payrolls, taxes and depreciation are covered as well as beginning topics in partnership and corporate accounting.
- BUS 182 PRINCIPLES OF ACCOUNTING III (40 lecture hours/4 credits)** Prerequisite: BUS 181. This course continues to develop double-entry accounting practices. Control and decision-making accounting, the corporation, and beginning manufacturing/cost accounting are covered.
- BUS 183 ACCOUNTING SIMULATION I (45 lab hours/3 credits)** Prerequisite: BUS 170 or permission of instructor. The course includes a realistic accounting simulation for a merchandising enterprise. One complete accounting cycle is covered using the pen/ink method. Computer accounting is introduced.
- BUS 184 ACCOUNTING SIMULATION II (45 lab hours/3 credits)** Prerequisite: Concurrent enrollment in BUS 171 or BUS 181. The class provides a wide variety of computer applications and projects including inputting chart of accounts, general and special journals, general and subsidiary ledgers; end-of-cycle closing; and accounting entries for payroll.
- BUS 185 ACCOUNTING SIMULATION III (45 lab hours/3 credits)** Prerequisite: BUS 171 or BUS 181 and concurrent enrollment in BUS 182. The course emphasizes development and management of accounting systems utilizing the microcomputer. Students receive instruction in creating sets of books on the Apple II computer for single proprietorships, partnerships, and corporation.
- BUS 187 BUSINESS LAW I (30 lecture hours/3 credits)** This is an introductory course that covers the nature and development of U.S. law. Emphasis is on contracts, negotiable instruments, sales, and agency.
- BUS 188 BUSINESS LAW II (30 lecture hours/3 credits)** Prerequisite: BUS 187. This course covers the legal aspects of notes, drafts, checks, commercial paper, property rights, consumer protection, and insurance.
- BUS 189 BUSINESS LAW III (30 lecture hours/3 credits)** Prerequisite: BUS 188. This course covers partnership and corporate laws. Emphasis is on real mortgages, trusts, wills, bankruptcy, labor and estate laws.
- BUS 205 COST ACCOUNTING (50 lecture hours/5 credits)** Prerequisite: BUS 182. This course covers the utilization of budgetary and cost accounting information for planning and controlling business.
- BUS 206 COST ACCOUNTING SIMULATION (45 lab hours/3 credits)** Prerequisite: Concurrent enrollment in BUS 205. This course provides case study to apply fundamental cost accounting skills in problem solving. Cases will present realistic job situations and integrate class skills for solutions.
- BUS 262 BUSINESS MANAGEMENT AND ORGANIZATION (30 lecture hours/3 credits)** This course is a survey of the primary purposes and responsibilities of business. Legal forms of ownership, types of organizational structures and the operation of a business are stressed. Areas of personnel, production plants and equipment, working conditions and public relations are discussed.
- BUS 263 PRINCIPLES OF FINANCE (30 lecture hours/3 credits)** This course is a survey of finance in both the private and public sectors. Emphasis is on current problems and the basic elements of the monetary system, commercial banking, the Federal Reserve, savings, the money supply, and long-term/short-term/special financing.
- BUS 264 RECORDS MANAGEMENT (30 lecture hours/3 credits)** This course is designed to develop practices of administrative record systems, storage and retrieval methods, paperwork management, and modern filing techniques. Extensive practice is given in applying indexing rules and the filing of correspondence.
- BUS 272 OFFICE MANAGEMENT (30 lecture hours/3 credits)** This course is designed to introduce the student to office administration techniques. Information management, space management, furniture and equipment, communication services, human factors, staffing patterns, supervision, per-

sonnel training, work standards, and cost controls are stressed.

BUS 274 MANAGEMENT SIMULATION (45 lab hours/3 credits) This course provides case study to apply fundamental management skills in problem solving. Cases will present realistic job situations and integrate class skills for solutions.

BUS 275 SPECIAL STUDIES IN BUSINESS (Variable 1/2-6 credits) This course is designed to meet the upgrading, retraining and workshop/seminar needs of the local business community as well as the needs of business students for specialized study. For the business community, a special study may address

any facet of the business occupations cluster and will be responsible to perceived training needs. For the business student, any special study must be under the direction of a qualified faculty member, approved by the Dean of Instruction, and meet specific and specialized training needs of the student.

BUS 292 ADVERTISING (30 lecture hours/3 credits) This course examines specific techniques of business promotion, and selling. Copy planning, copy layout, advertisement placement, advertisement promotion, and advertisement evaluation for both printed and broadcast media are covered.

CONSTRUCTION TRADES PROGRAM

Construction Carpenter

CRP 101 TOOLS, MATERIALS, AND JOB SITES (50 lecture/150 shop hours/15 credits) This course covers safety practices, operation, and care of various hand and power tools. Identification of lumber types, grades and common defects is practiced; and types of and uses for various fasteners is covered. Lumber orders, plot plans, layout, transit use, symbols and codes are also covered.

CRP 102 FOUNDATIONS, FLOORS AND WALL FRAMING (50 lecture/150 shop hours/15 credits) This course covers footing and forms, foundations types, reinforcement, and erecting of foundations. Types and styles of floors, sill framing, lay-out, cutting, and assembly of walls and partitions is also practiced. Various hand and power tools are used, simple blueprints are used, and safe shop practices are stressed.

CRP 103 ROOF FRAMING, EXTERIOR FINISHES AND TRIM (50 lecture/195 shop hours/18 credits) This course covers roofing members and styles, and rafter length/layout/cutting/assembly practice. Application of roofing materials and outside wall coverings is practiced as well as the installation of soffits, fascia, exterior doors and windows. Various hand and power tools are used, simple blue prints are used, and safe shop practices are stressed.

CRP 104 INTERIOR TRIM AND FINISH (50 lecture/150 shop hours/15 credits) This course covers the installation, taping, and finishing of dry wall, and dry wall fasteners. Insulation application and wall paneling is also practiced. Installation of interior doors, cabinets, moldings, casings, shelves and millwork, and interior floorings are practiced. Various hand and power tools are used, simple blueprints are used, and safe shop practices are stressed.

Construction Electrician

ELC 101 BASIC ELECTRICITY AND RESIDENTIAL WIRING (50 lecture/160 shop hours/15 credits) This course introduces electrical concepts, definitions, circuits and many uses of the voltmeter, ammeter and ohmmeter. Non-metallic cable measurement, stripping, splicing, and connecting skills are developed, and boxes, wiring devices and fixtures are used. Various hand and power tools, and residential blueprints are used and safe shop practices are stressed.

ELC 102 COMMERCIAL WIRING I (50 lecture/160 shop hours/15 credits) This course continues the concepts and analysis of electrical circuits. Installation of E.M.T., rigid pipe, hangers, and distribution centers is practiced. Various hand and power tools, and commercial blueprints are used and safe shop practices are stressed.

ELC 103 COMMERCIAL WIRING II (50 lecture/195 shop hours/18 credits) This course covers the installation and wiring of distribution centers, fused disconnects, breakers, meters and ground systems. Equipment specifications and blueprints are used to plan lay-outs, distributions, and wire/conduit/box sizing. Various hand and power tools are used and safe shop practices are stressed.

ELC 104 POWER SUPPLIES, TRANSFORMERS AND MOTOR CONTROLS (50 lecture/150 shop hours/15 credits) This course covers single and three-phase power supplies, wiring configuration, and KW/KVA/power factor concepts. Installation of transformers, motors and controls is practiced. Motor applications and ratings, load calculations, and control methods and configurations are also covered in concept and practice. Various hand and power tools are used and safe shop practices are stressed.

Construction Welder

WLD 111 OXYACETYLENE AND BASIC SHIELDED METAL ARC WELDING (50 lecture/150 shop hours/15 credits) Students will learn safe shop procedures and use of shop equipment; practice oxyacetylene set-up, welding of various joints in all positions; practice oxyacetylene cutting; practice oxyacetylene brazing of basic joints; practice shielded metal arc welding machine set-up, welding of various joints in basic positions; and learn basic welding symbols.

WLD 112 ADVANCED SHIELDED METAL ARC WELDING—STRUCTURAL AND PIPE (50 lecture/150 shop hours/15 credits) Students will practice safe shop procedures; practice all welding joints in various positions and perform welding tests; practice structural steel weld joints in various positions and perform tests; prepare pipe workpieces; practice uphill pipe welding in various positions; practice downhill pipe welding in various positions and learn welding blueprint reading.

WLD 113 GAS TUNGSTEN ARC WELDING—STRUCTURAL AND PIPE (60 lecture/180 shop hours/18 credits) Students will practice safe shop procedures; learn and practice gas tungsten metal arc welding machine set-up; practice various welding joints in various positions using mild steel; practice various welding joints in various positions using stainless steel and aluminum; prepare pipe workpieces; practice pipe welds in various positions on many sized steel pipes; and practice pipe welds in various positions on stainless pipe.

WLD 114 GAS METAL ARC WELDING—STRUCTURAL AND PIPE (50 lecture/150 shop hours/15 credits) Students will practice safe shop procedures; learn and practice gas metal arc welding machine set-up; practice various welding joints in various positions, practice various welding joints in various positions using flux cored wire; practice various welding joints in various positions using non-ferrous metals; and practice uphill and downhill pipe welding in various positions.

ELECTRONICS PROGRAM

ELE 110 D.C. CIRCUITS (90 lecture/60 lab hours/13 credits) Prerequisite: Concurrent enrollment in or proficiency test-out of MAT 053. This course covers direct current and alternating current concepts including: voltage, current, resistance, Ohm's Law, Kirchoff's Laws, power equations, simple and compound circuits, magnetism, coils, capacitors, sine waves, square waves, and basic pulse signals. Safety on each type of equipment is insured through written and performance tests.

ELE 112 A.C. CIRCUITS (80 lecture/60 lab hours/12 credits) Prerequisite: ELE 110 or permission by instructor based on proficiency test-out; and concurrent enrollment in ELE 104. This course concludes the study of alternating current concepts and covers semiconductor devices including: diodes, thyristors, transistors, and field effect transistors. Safety on each type of equipment is insured through written and performance tests.

ELE 114 SEMICONDUCTOR CIRCUITS (60 lecture/90 lab hours/12 credits) Prerequisite: ELE 112 or permission by instructor based on proficiency test-out. This course covers semiconductor circuits including: power supplies, amplifier circuits, oscillators, multivibrators and switches. Safety on each type of equipment is insured through written and performance tests.

ELE 104 MATHEMATICS FOR TECHNICIANS (60 lecture hours/6 credits) Prerequisite: MAT 053 or proficiency test-out. This course covers algebra and trigonometry that relates to the analysis and solution of circuits.

ELE 106 SOLDERING AND CIRCUIT REPAIR (30 lab hours/2 credits) This course covers soldering, assembly and disassembly of electronic components as required in repairing electronics devices. Safety on each type of equipment is insured through written and performance tests.

ELE 220 DIGITAL LOGIC CIRCUITS (60 lecture/90 lab hours/12 credits) Prerequisite: ELE 103 and concurrent enrollment in ELE 250. This course covers digital fundamentals, semiconductor devices for digital circuits, basic logic

circuits, digital integrated circuits, flip-flops and registers.

ELE 222 ADVANCED LOGIC CIRCUITS (60 lecture/75 lab hours/11 credits) Prerequisite: ELE 201. This course covers sequential logic circuits: counters, shift registers and clocks, and combinational logic circuits.

ELE 226 LINEAR DEVICES AND CIRCUITS (70 lecture/45 lab hours/10 credits) Prerequisite: ELE 202. This course covers digital design, digital applications, analog devices and their applications, and system troubleshooting.

ELE 224 MICROPROCESSORS & COMPUTERS I (30 lecture/15 lab hours/4 credits) This course covers number systems and codes, microcomputer basics and introduction to programming. Safety on each type of equipment is insured through written and performance tests.

ELE 228 MICROPROCESSORS & COMPUTERS II (20 lecture/15 lab hours/3 credits) Prerequisite: ELE 210. This course covers the 6800 microprocessor and the interfacing of computer elements. Safety on each type of equipment is insured through written and performance tests.

ELE 250 BOOLEAN ALGEBRA (30 lecture hours/3 credits) This course relates digital logic circuits to Boolean equations, covers truth tables and Boolean Rules, and minimization of logic circuits.

ELE 260 INTRODUCTION TO ROBOTICS (30 lecture hours/3 credits) Prerequisites: AC and DC Electronics and Digital Electronics. This course provides a basic introduction in the principles of Robotic technology.

ELE 265 FIBER OPTICS (30 lecture hours/3 credits) Prerequisite: DC and AC Electronics or Instructor's permission. Topics covered include optical principles, sources such as light emitting diodes, and lasers, displays, light reactive devices, fiber optics, and experiments.

ELE 275 SPECIAL STUDIES IN ELECTRONICS (Variable 1/2-6 credits) This course is designed to meet the needs of electronics students for spec-

ialized study as well as the local electronics industry. For the electronics student, a special study must be under the direction of a qualified faculty member, approved by the Dean of Instruction, and meet specific and specialized training needs of the student. For the local electronics industry, a special study may address any facet of the electronics occupations cluster and will be responsive to perceived needs for upgrading, retaining and workshop/seminars.

PHY 100 TECHNICAL PHYSICS (30 lecture hours/3 credits) Prerequisite: Permission of Instructor. This course covers relevant physics specific to Electronics. It teaches physical concepts such as force, resistance, work and power and relates them to technology through practical applications in the four principal energy forms (mechanical, fluidal, electrical, and thermal).

L.P. GAS PROGRAM

LPG 100 L-P BASIC (50 lecture/20 shop hours/6 credits) This course covers the history of the L-P gas industry, the various types of L-P operation, applications of L-P gas, and the physical properties of L-P gas.

LPG 105 L-P GAUGES & DEVICES (50 lecture/30 shop hours/7 credits) This course covers L-P gas container valves; level, temperature and pressure gauges; relief devices and valves; back check and excess flow valves; and emergency valves. The principles of operation and techniques of repair and installation are developed.

LPG 110 VEHICLE CARE (10 lecture/20 shop hours/2 credits) This course covers general and special maintenance of bob-tail and cylinder delivery trucks, driver skills, safety procedures and emergency situations. D.O.T. rules are covered and vehicle inspection and problem situations are practiced.

LPG 120 L-P TRANSFER & DELIVERY (50 lecture/150 shop hours/15 credits) This course covers the principles and techniques of L-P gas transfer and delivery. Filling methods, evacuation methods, stationary systems, mobile systems, liquid transfer methods, liquid pumps and operations, discharge equipment, liquid measurement and meters, compressor systems, inventory control, emergency procedures and delivery planning are each developed in theory and practical operation.

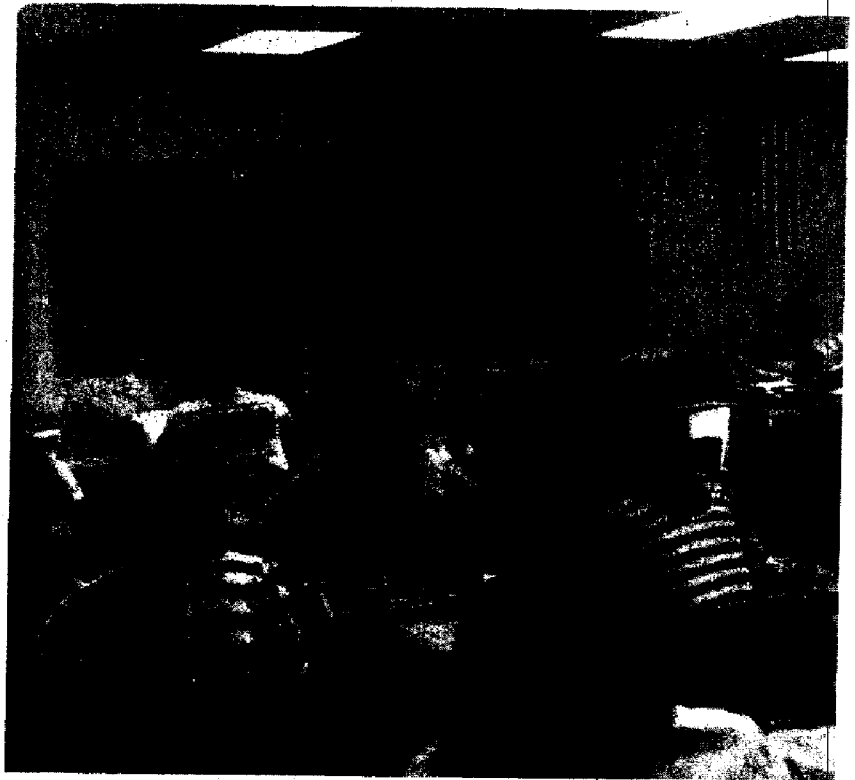
LPG 130 L-P CONTAINERS & INSTALLATION (40 lecture/80 shop hours/9 credits) This course covers

characteristics of L-P gas containers and methods of installation. Capacities, openings, attachments, labeling/placarding, and testing of DOT cylinder/cargo tanks/rail cars and ASME tanks are covered in theory and practical application. Load calculation, container sizing, vapor/liquid applications, container selection and preparation, and site installation are also covered in theory and practice.

LPG 135 REGULATORS & PIPE INSTALLATION (40 lecture/80 shop hours/9 credits) This course covers the fundamentals of regulators, regulator types, customer storage systems, regulator sizing and installation, pipe and tube types, pipe/tube and fitting installation, and methods of leak testing.

LPG 140 SAFETY AND EMERGENCY PROCEDURES (20 lecture/60 shop hours/6 credits) This course covers the safety precaution/procedures and emergency procedures in cylinder filling stations, bulk plants, and bob-tail truck and cylinder truck. These principles are developed by practical situation problem-solving.

LPG 150 BASIC APPLIANCES (40 lecture/80 shop hours/9 credits) This course covers the installation and repair of residential and commercial customers' L-P gas appliances. Appliance regulators, orifices, pilot and main burners, bimetals, rod & tube assemblies, diastats, heat exchangers and venting systems are developed in theory and practical application.



SECRETARIAL PROGRAM

SEC 100 SECRETARIAL VOCABULARY SKILLS (10 lecture hours/1 credit) This course emphasizes the vocabulary and spelling of specific words related to business areas of study—banking, accounting, courts and laws, data processing, economics, insurance, etc.

SEC 151 GREGG SHORTHAND I (50 lecture hours/5 credits) This course is an introduction to the principles of shorthand. Emphasis is on reading from printed shorthand and writing from familiar dictation given at speeds of 30 to 50 words per minute.

SEC 152 GREGG SHORTHAND II (50 lecture hours/5 credits) Prerequisite: SEC 151 or consent of the instructor based on proficiency. This course continues the study of shorthand. Emphasis is on reading and writing with accuracy, taking familiar dictation at 50 to 70 words per minute, taking unfamiliar

dictation at 50 to 70 words per minute, and, accurate transcription on the typewriter.

SEC 153 GREGG SHORTHAND III (50 lecture hours/5 credits) Prerequisite: SEC 152 or consent of instructor based on proficiency. This course continues the study of shorthand. Emphasis is on speed and accuracy in dictation and transcription of unfamiliar dictation at 55 to 90 words per minute. Office style dictation is also given. Grammar, punctuation and spelling drills will be utilized.

SEC 161 BEGINNING TYPEWRITING (45 lab hours/3 credits) This course is an introduction to the operations of the typewriter by the touch system. Letter, figure and symbol keys, memoranda, basic business letters, tables, and basic reports are covered to develop basic skills.

SEC 162 INTERMEDIATE TYPEWRITING I (45 lab hours/3 credits) Prerequisite: SEC 161 or consent of instructor based on proficiency. This course continues to develop speed and accuracy in the operation of the typewriter. Practice is concentrated on the typing of a wide variety of business letters, memoranda, forms, and administrative communications.

SEC 163 INTERMEDIATE TYPEWRITING II (45 lab hours/3 credits) Prerequisite: SEC 162. This course continues to develop skill in the operation of the typewriter. Emphasis is on complex business forms, complex tables, technical and statistical reports, and employment communications.

SEC 164 ADVANCED TYPEWRITING (45 hours lab/3 credits) Prerequisite: SEC 163 or consent of instructor based on proficiency. This course continues the development of typewriting speed and accuracy. Emphasis is on specialized typing projects, general office forms and specialized office forms, such as in accounting, sales, government, executive, legal, medical and technical offices.

SEC 180 WORD PROCESSING CONCEPTS (20 lecture hours/ 2 credits) This course is designed to introduce the student to the purposes, applications and terminology of word processing in the business setting.

SEC 181 WORD PROCESSING OPERATIONS (30 lecture hours/60 lab hours/ 7 credits) This course will cover the operation of a word processing machine. Will provide the student with hands-on experience that is necessary to develop an entry-level skill. Emphasis is on storing procedures, retrieval, memory, corrections, and production of available business correspondence.

SEC 238 MACHINE TRANSCRIPTION (30 hours lab/10 hours lecture 3 credits) Prerequisite: SEC 163. This course develops the skills of typewriting from a transcribing machine.

SEC 240 SPEED DICTATION & TRANSCRIPTION I (50 lecture hours/5 credits) Prerequisite: SEC 153. This course develops skills in production procedures for dictation and transcription. Emphasis is on speed development and the mechanics of English language and usage necessary for producing mailable copy.

SEC 241 SPEED DICTATION AND TRANSCRIPTION II (50 lecture hours/5 credits) Prerequisite: SEC 240. This course continues to develop skills in production procedures for dictation and transcription.

SEC 245 MEMORY TYPEWRITER (20 lecture hours/2 credits) Prerequisite: SEC 162. This course will cover the operation of the IBM Memory typewriter. Emphasis is on storing procedures, retrieval, corrections, additions, and production.

SEC 254 SECRETARIAL PROCEDURES (50 lecture hours/5 credits) This course covers secretarial procedures, duties, and responsibilities. Emphasis is on telephone arrangements, reprographics, job applications, career research, and aspects of personal development and human relations in the office.

SEC 275 SPECIAL STUDIES IN SECRETARIAL SCIENCE (Variable 1/2-6 credits) This course is designed to meet the upgrading, retraining and workshop/seminar needs of the local secretarial science employees/employers as well as the needs of secretarial science student for specialized study. For secretarial science employees/employers, a special study may address any facet of the secretarial occupations cluster and will be responsive to perceived training needs. For the secretarial science student, any special study must be under the direction of a qualified faculty member, approved by the Dean of Instruction, and meet specific and specialized training needs of the student.

SWINE PRODUCTION

- AGR 100 BASIC WELDING (10 lecture hours/15 shop hours/2 credits)** This course covers the development of basic welding skills for the construction and maintenance of equipment and facilities. Emphasis is on shielded electric arc welding, oxyacetylene cutting and welding/brazing, and proper safety procedures.
- AGR 103 DISEASE PREVENTION (20 lecture hours/15 lab hours/3 credits)** This course covers fundamental practices in preventing livestock diseases. Emphasis is on disease terminology, principles of microbiology, principles of immunity, sanitation practice, working with a veterinarian, and using a disease prevention program.
- AGR 105 BUILDING MAINTENANCE (20 lecture hours/45 lab hours/5 credits)** This course covers the development of basic carpentry, electrical and plumbing skills for the construction and maintenance of facilities and equipment. Emphasis is on wiring, motors, water and sewer systems, use of hand and power tools, estimating and selecting materials, construction methods and safety procedures.
- AGR 115 EQUIPMENT MAINTENANCE (10 lecture hours/15 lab hours/2 credits)** This course covers the basic function and nomenclature of engines. Emphasis is on the maintenance of cooling, fuel, electrical and lubrication systems.
- AGR 130 BASIC NUTRITION (20 lecture hours/15 lab hours/3 credits)** This course covers the fundamentals of ruminant and non-ruminant digestion, metabolism, and nutrition. Emphasis is on food nutrient sources and functions, feed digestion and assimilation, and nutritional problems.
- AGR 275 SPECIAL STUDIES IN AGRICULTURE (Variable 1/2-6 credits)** This course is designed to meet the upgrading, retraining, and workshop/seminar needs of the local agriculture community as well as the needs of agriculture students for specialized study. For the agriculture community, a special study may address any facet of the agricultural occupations cluster and will be responsive to perceived training needs. For the agriculture student, any special study must be under the direction of a qualified faculty member, approved by the Dean of Instruction, and meet specific and specialized training needs of the student.
- SWM 100 FARROWING & NURSERY PROCEDURES (40 lecture/45 hours/7 credits)** This course covers the fundamental production procedures used in the farrowing house and nursery. Emphasis is on stress prevention, prevention of baby pig loss, proper practices, and use of production records. Laboratory experience provides each student with practical exposure to typical procedures and techniques.
- SWM 101 SWINE CONFORMATION (20 lecture hours/15 lab hours/3 credits)** This course covers the basic anatomy and physiology of swine and their behavioral characteristics. Emphasis is on function and relationship of all body systems and the basic principles of genetic and physical characteristics.
- SWM 103 SWINE DISEASES I (30 lecture hours/30 lab hours/5 credits)** Prerequisite: SWM 101 & AGR 103 or permission of the instructor. This course covers diseases and parasites that attack the respiratory, gastro-intestinal, and reproductive systems in swine. Emphasis is on diseases recognition and the use of veterinarian prescribed treatment and control programs.
- SWM 105 GROWING & FINISHING PROCEDURES (40 lecture hours/45 lab hours/7 credits)** This course covers the fundamental production procedures used in growing and finishing swine. Emphasis is on growing replacement gilts and boars, finishing market pigs (including purchased feeder pigs), selection of pigs for market, proper shipping techniques, when to market, and use of production records. Laboratory experience provides each student with practical exposure to typical procedures and techniques.
- SWM 135 SWINE NUTRITION (40 lecture hours/30 lab hours/6 credits)** Prerequisite: AGR 130 or permission of the instructor. This course covers the nutritional requirements of swine. Emphasis is on ration formulation and specific feeding programs.

SWM 140 SWINE BREEDING & GESTATION (40 lecture hours/45 lab hours/7 credits) This course covers the principles and techniques of swine breeding programs and the management of gestating animals. Emphasis is on breeding systems, management of breeding programs, reproductive problems, and production records. Laboratory experience provides each student with practical exposure to typical procedures and techniques.

SWM 150 SWINE DISEASES II (40 lecture hours/30 lab hours/6 credits) Prerequisite: SWM 103 & AGR 103 or permission of the instructor. This course covers diseases that attack the neural and cardio-vascular systems of swine, external parasites, and miscellaneous health problems. Emphasis is on disease recognition and the use of veterinarian prescribed treatment and control programs.

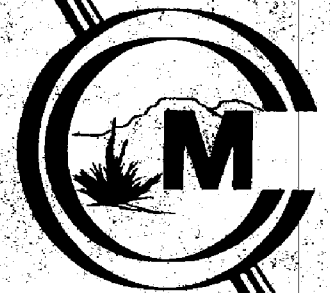
SWM 160 SWINE PRODUCTION MANAGEMENT (50 lecture hours/30 lab hours/7 credits) This course covers the integration of various phases of swine production into a total production system. Emphasis is on breeding, gestation, farrowing, nursery, growing, finishing, and manpower management into a systematic management process.

SWM 165 SWINE FACILITIES & EQUIPMENT (20 lecture hours/15 lab hours/3 credits) This course covers the design, selection, and use of swine production facilities and equipment. Emphasis is on various housing systems, swine handling equipment, environmental systems, and the economics of various systems.

SWM 170 SWINE PRODUCTS & MARKETING (30 lecture hours/3 credits) This course covers the American agriculture marketing system. Emphasis is on the marketing process, use of grade and yield marketing, use of market reports, pork quality factors and pork products.



Personnel



ADMINISTRATIVE OFFICERS

CARTER, LARRY D. (1982) President
B.S. (1959) Fort Hays State
M.S. (1963) Emporia State
University
Ed.S. (1965)
Emporia State University
Ph.D. (1975) Kansas State
University

RAY, EDWIN (1973) Dean of Instruction
B.S. (1964) University of Denver
M.S. (1966) University of Denver
Ph.D. (1974) University of
Washington

GOODWIN, MARGARETTE (1976)
Dean of Community Services
B.A. (1967) Western Montana
College
M.Ed. (1976) Colorado State
University

RHOADES, MERLE (1974) Dean of
Administrative Services
B.S. (1968) University of Northern
Colorado
M.A. (1971) University of
Northern Colorado

LEBSOCK, BETH (1970) Dean of
Student Services
A.A. (1976) Morgan Community
College
B.A. (1981) Colorado State
University
M.A. (in progress) Colorado
State University

ACADEMIC FACULTY FULL-TIME

BROCKSHUS, MERLE G. (1983) Farm
Ranch Management
B.S. (1960) Iowa State University
M.S. (1974) Iowa State University

HOTCHKISS, ROBIN (1981) Electronics
A.A.S. (1981) Morgan
Community College
Vocational Credential

DANFORD, JEAN (1971) Humanities
and Communications
B.A. (1970) University of
Northern Colorado
M.A. (1974) University of
Northern Colorado

HUEY-KENYON, MAUD (1975) Social
Sciences and English as a Foreign
Language
B.A. (1969) Beloit College
M.A. (1972) Antioch Graduate
School of Education

EKBERG, JAMES H. (1979)
Construction Carpenter
A.A. (1968) Scottsbluff College
B.A. (1970) University of
Northern Colorado
Vocational Credential

LEWARK, PAM (1980) Computer
Science
B.A. (1971) University of
Colorado
M.A. (1980) University of
Colorado

HEMINGWAY, ALICE E. (1982) Math
and Science
B.S. (1970) Westminster
College
M.A. (1973) University of
New Mexico
M.S. (1981) University of
New Mexico

MASON, KELLEY S. (1979) Computer
Science
20 years experience in
electronics field
Vocational Credential

MCKIE, BETTY (1982) Business-Secretarial Science
A.A.S. (1978) Morgan Community College
A.A. (1979) Morgan Community College
B.A. (1982) University of Northern Colorado

MCFARLAND, HAROLD D. (1980) Construction Welder
E.E. (1979) Colorado State University
Vocational Credential

NELSON, GEORGE (1979) Swine Production
B.S. (1957) Colorado State University
M.Ed. (1967) Colorado State University
Vocational Credential

STYSKAL, TERRY L. (1982) Business/Secretarial
B.S. (1977) Ferris State College

THORNSBY, CAROLYN (1972) Literature and Developmental Education
B.A. (1961) Colorado State University
M.A. (1983) University of Northern Colorado

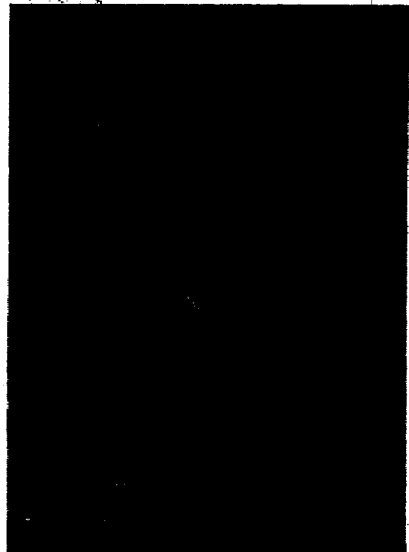
WALTER, BILLY (1973) Auto Body
30 years experience in Auto Body repair;
Vocational Credential

WALTERS, WILLIAM A. (1980) L. P. Gas
Twenty years experience with his own L.P. Gas business
Vocational Credential

WENDLING, LINDA (1975) Secretarial Science-Business
B.A. (1966) University of Northern Colorado
M.A. (1972) University of Northern Colorado
Vocational Credential (on leave 1983-84)

WISENTEINER, LESLI S. (1983) Alternative Education
B.A. (1979) University of Northern Colorado

ZIEGLER, GENE (1972) Auto Mechanics
18 years experience in automotive field
Vocational Credential



ACADEMIC FACULTY PART-TIME

- ACHZIGER, JEANNE** Pre-Natal Care
B.S.N. (1972) University of Northern Colorado
- ANDERSON, ELAINE** History
A.A. (1979) Morgan Community College
B.A. (1981) University of Northern Colorado
- BAKER, KENNETH** Basic Law Enforcement
20 Years of Law Enforcement experience
Certified CLETA Instructor
- BASS, CHARLES** Basic Law Enforcement
14 Years of Law Enforcement experience
Certified CLETA Instructor
- BERNAHL, SHARROLL** Allied Health
Iowa Lutheran School of Nursing, R.N., 1964
Vocational Credential
- BRUNTZ, CINDY** Computer Science
B.S. (1981) Colorado State University
- CHALK, ANN** Tole Painting
7 years experience in Tole Painting
- COBERLY, JACK** Volleyball
B.A. (1974) Humbolt State University
- CRONE, JAMES E.** Basic Law Enforcement
Vocational Credential
6 years experience in law enforcement
- DOWNING, THELMA** Art
B.A., University of Northern Colorado (1976)
- EICHER, RONALD** Psychology
B.S. (1967) University of Northern Colorado
M.A. (1971) University of Northern Colorado
Ed.D. (1976) University of Northern Colorado
- EVERETT, BOB** Art
B.A. (1955) University of Northern Colorado
M.A. (1965) University of Northern Colorado
- GERTGE, PHYLLIS** Allied Health
R.N. Mercy Hospital, 1961
Vocational Credential
- GOSSEN, RUTH** Philosophy
B.S. (1965) Black Hills State College
M.A. (1972) University of Missouri
- HALEY, SHARON** Art
B.F.A. (1973) University of Colorado
- HEEPKE, DANIEL** Physical Education
B.A. (1978) Colorado College
- HEITSCHMIDT, MARIAN** Acrylic Painting
B.A. (1959) University of Colorado
- HUEY, BRUCE** English
B.A. (1962) University of Northern Colorado
- LAMPE, STAN** Physical Education
B.A. (1958) Colorado University
M.A. (1968) University of Northern Colorado
- LAWTHER, WILMA E.M.T.**
Member of Emergency Medical Technician Association of Colorado
20 Years of Medical Experience

LEISY, BECKY Biology B.A. (1970) University of Northern Colorado	WASHBURN, SANDII P.E. A.A. (1982) Morgan Community College
LEWARK, LESLIE Psychology B.A. (1977) Metropolitan State College M.A. (1979) University of Northern Colorado	WEBER, DENNA Remedial B.A. (1969) University of Northern Colorado
MAHON, EDMUND Basic Law Enforcement 11 Years of Law Enforcement experience Certified CLETA Instructor	WINBERG, JENI Physical Education 5 years of exercise experience and training
PORTER, BEV Tennis B.S. (1954) University of Northern Colorado	WOLTA, JOHN C., JR. Philosophy A.A. (1974) Northeastern Junior College B.A. (1977) University of Colorado
ROSKOP, KATHLEEN Psychology B.S. (1972) University of Northern Colorado	WOOD, DAVID Basic Law Enforcement Vocational Credential
SKINNER, GLENN L. Basic Law Enforcement Vocational Credential Basic Law Enforcement Certificate (1982) Morgan Community College	VAN DYKE, VIVIAN Remedial Education, Sociology, History B.A. (1948) University of Northern Colorado
SOUTHARD, TINA Physical Education 4 years of exercise experience and training	ZULKOSKI, RICHARD P.E. P.G.A. (1983) 4 years experience, Golf Professional
SPEAKS, DANA Basic Law Enforcement Vocational Credential	ZWETZIG, KATHY Art 5 years of experience & training
THIEL, GERRY Art B.A. (1968) Colorado State College (UNC)	

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

- BAKER, MAXINE** - (1974) Secretary
Resident Instruction
- CHOSA, RUTH** - (1980) Assistant
Director, Learning Resources Center
A.A. (1981) Morgan Community
College
- COVELLI, FRAN** - (1981) Admissions
Counselor
B.A. (1976) University of
Colorado
M.A. (1978) University of
Colorado
- EVERETT, PATTY** - (1975) Director,
Learning Resources Center
B.A. (1955) University of
Northern Colorado
- HOTCHKISS, CINDY** (1982)
Student Services
Receptionist
A.A. (1978) Northeastern
Junior College
- HOTCHKISS, ROBIN** - (1981) Director
of Purchasing & Plant M & O
A.A.S. (1981) Morgan
Community College
- HUBBELL, JANIE** - (1976) Registrar
A.A.S. (1974) Morgan
Community College
- KLINZMAN, ARTHUR** - (1982)
Custodian
- LOGAN, MARTHA**
Test Administrator
B.A. (1970) Bethany Nazarene
College
- MOORE, SABRINA** - (1979) Director of
Finance
Certificate - Bookkeeping (1978)
Morgan Community College
A.A.S. (1979) Morgan
Community College
- PACHNER, GERALDINE** (1982)
Financial Aid Director
A.A. Morgan Community
College (1983)
- PEDERSON, VIVIAN** (1982)
Administrative Assistant
- SCHMEECKLE, SANDRA** - (1977)
Manager, Bookstore & Auxiliary
Enterprises
A.A. (1964) Colorado Women's
College
B.A. (1966) Colorado Women's
College
- TACKER, DAN** (1983)
ADP Coordinator
B.A. (1978) University of
Northern Colorado
- WENDLING, GALYNN** - (1981)
Admissions Counselor
B.S. (1964) Colorado State
University
M.Ed. (1968) Colorado State
University
- WHITE, BEVERLY** - (1980) Director of
Admissions and Veterans Officer
- WILEY, THELMA E.** (1971) President's
Secretary

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