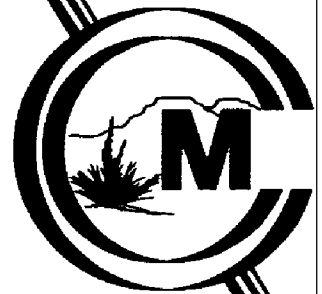
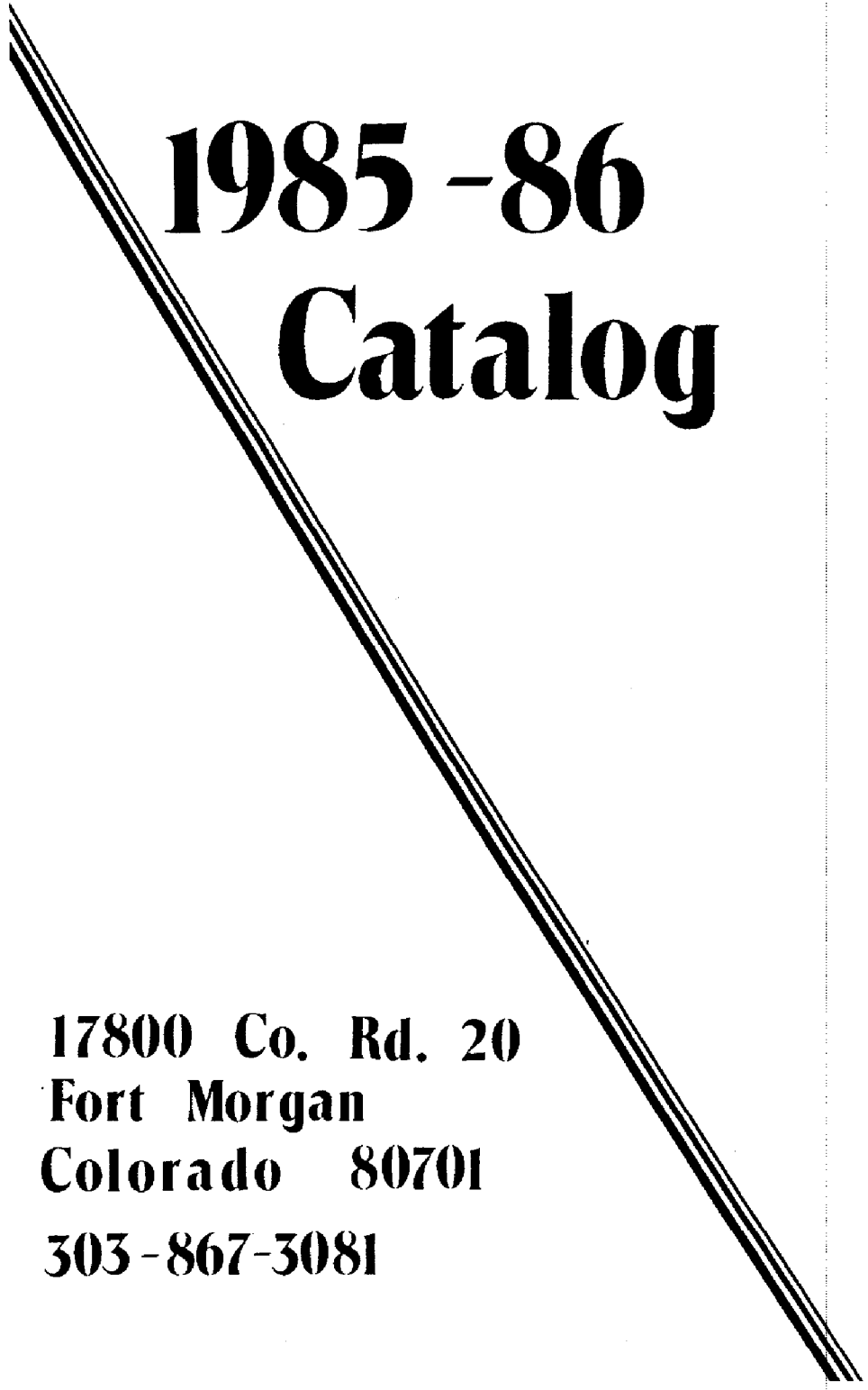


Series Copy

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**Morgan
Community
College**





1985 -86 Catalog

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

**CARPENTRY,
WELDING,
AUTO BODY,**

ELECTRONICS

QUARTER I

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

August 21-23
August 26
September 4
September 2
October 21

August 21-23
August 26
September 4
September 2
November 20

QUARTER II

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

October 22
October 22
October 30
November 28, 29
December 21-January 1
January 7

November 21
November 21
December 3
November 28, 29
December 21-January 1
March 3

QUARTER III

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

January 8
January 8
January 16

March 17

March 4
March 4
March 12
March 24-28
May 30

QUARTER IV

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

March 18
March 18
March 24-28
April 2
May 26
May 30

QUARTER I

Registration
 Classes Begin
 Last Day to Add/Drop
 Classes End

LP-GAS

January 20-24
 January 27
 February 4
 March 14

BASIC LAW

February 3
 February 3
 February 11
 March 14

QUARTER II

Registration
 Classes Begin
 Last Day to Add/Drop
 Classes End

March 17
 March 17
 March 25
 May 2

March 17
 March 17
 March 25
 April 24

QUARTER III

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

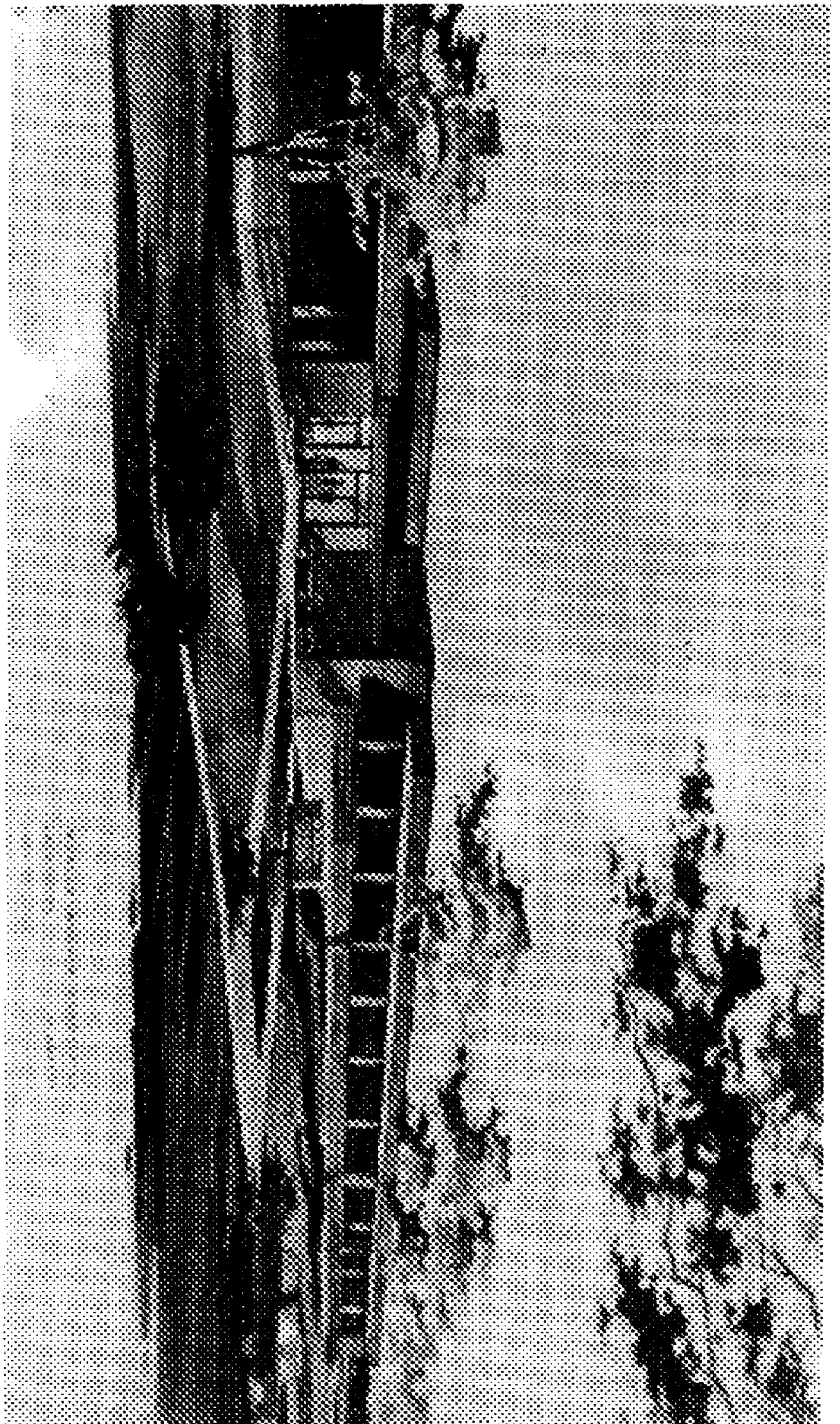
May 5
 May 5
 May 13
 May 26
 June 20

QUARTER IV

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

June 23
 June 23
 July 4
 July 1
 August 4-8
 August 19

Sept 4



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 thought; 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, the educational needs of many people are evaluated and classes are offered which meet 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 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.

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. As such, 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 site of the permanent campus of 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.

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.

A 35,000 square foot Vo-Tech/Administration Building was completed in 1985. The building contains space for Automobile Maintenance and Service, Automobile Refinishing, Construction Carpenter and Construction Welder programs, a lecture hall that seats 120 people, and administrative offices. This campus addition is located immediately north of Cottonwood Hall.

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 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.

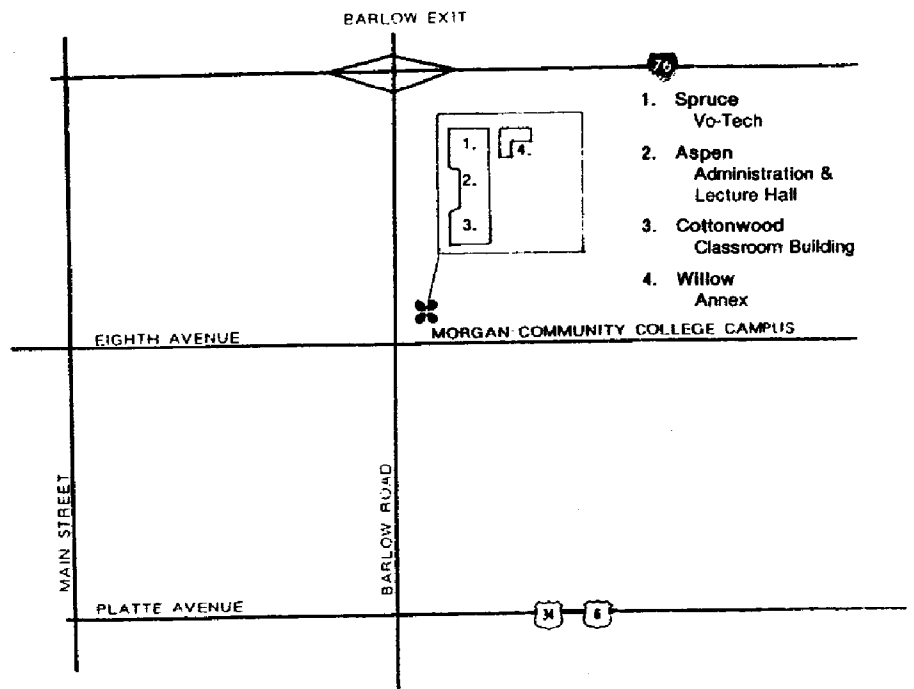


campus

The first permanent building to be constructed on the Eighth Avenue and Barlow Road campus was Cottonwood Hall. The building was completed in 1980 and contains 20,000 square feet and houses the following programs and services:

- Admissions
- Allied Health Program
- Alternative Education Program
- Basic Law Enforcement Program
- Bookstore

- Business and Office Occupations
- Computer Science Program
- Electronics Technology
- Farm/Ranch Management
- Financial Aid
- General Studies (College Transfer) Program
- Learning Resource Center (College Library)
- PAL Lab (Personalized Assistance in Learning)
- Registrar's Office (Student Records)
- Technical Assistance to Business Center



Willow Annex, a 2,800 square foot facility, contains classroom space, an art lab, and the L.P. Gas Technology program.

Aspen Hall, completed in 1985, houses the administrative units of the college and includes the H.B. Bloodorn Lecture Hall. The lecture hall is uniquely equipped and acoustically treated to maximize its use and effectiveness. The hall seats 120 and is available for community use. The lower level of Aspen Hall includes the faculty, staff and student lounge and vending machines.

Spruce Hall, a 25,000 square foot structure, was also completed in 1985 and contains four vocational-technical programs in the trade and industry area as well as general purpose classrooms. The programs are Automobile Maintenance and Service, Automobile Refinishing, Construction Carpentry, and Construction Welding.

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 Service and ABE/GED are taught at this location.

The campus maintenance building is unique in design and function. The building contains office space, maintenance space,

and storage. The structure is solar-heated and geothermally-cooled.

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.

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.

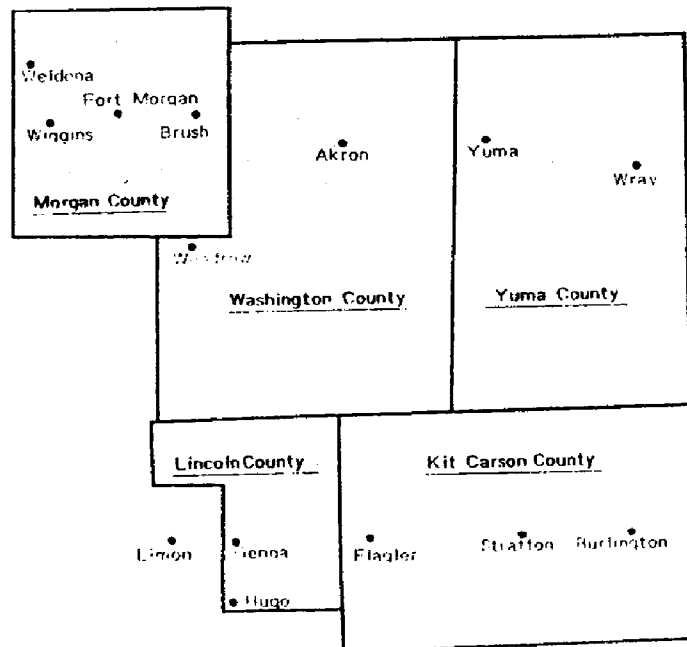
The Office of the Registrar also maintains a Directory of Records which lists the educational records maintained by Morgan Community College.

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.

SERVICE AREA OF MORGAN COMMUNITY COLLEGE



Admissions



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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 they enroll. 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. Students are eligible for in-state tuition, if they have 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 a permanent home in Colorado. That intention is manifested by such things as the payment of Colorado State Income Tax as a resident, obtaining a Colorado Driver's License, registering one's car within thirty days of arrival, registering to vote in the State, etc. An emancipated minor is a person who is completely self-supporting and is no longer claimed as a dependent by parents.

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

assessment program

Morgan Community College has implemented an assessment program designed to assist in the placement of students in proper courses. We are committed to working with students to insure success and have found that effective placement in courses increases the probability of that success.

An important part of the assessment process is identifying entry level skills for each program area. The Dean of Instruction and program faculty identify appropriate entry level skills and determine placement status for each program. Therefore, students may be allowed to register for the required program courses while strengthening some basic skills, or students may be required to obtain certain skill levels before entering the program.

Morgan Community College requires that all first time, programatic students complete the assessment program. The assessment tests are designed to help students identify the most appropriate courses with which to begin their college studies. Assessment consists of three short tests in reading, math, and English. Testing time is two hours including administration and scoring.

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 financial 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 Student Grants, Supplemental Opportunity Grants, and Colorado Student Incentive Grants.

Employment: MCC offers both Colorado and Federal College Work-Study programs designed to enable needy students to earn a portion of their educational expenses through part-time, on-campus employment.

Loans: The Colorado 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. The loan is interest free to the student while in school and during a 6 month period following graduation. Applications may be obtained from local banks or lending agencies or from the Financial Aid Office.

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 Financial Aid Office at MCC) to the American College Testing Student Needs Analysis Service, P.O. Box 1000, Iowa City, IA 52243.

Four to six weeks later, ACT will send the results of the Family Financial Statement to MCC and to the student. The student will also receive an eligibility letter from the federal Pell Grant processor designating eligibility for the Pell Grant Program. This eligibility letter and signed copies of the 1983 income tax returns must 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 first consideration.

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 to make satisfactory progress towards a degree objective in order to remain eligible to receive 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. Further information and applications for the various scholarship programs may be obtained from the Director of Financial Aid.

Students need only complete one scholarship application. Applicants will be considered for any available scholarship for which they qualify. While there is no final deadline, applications received by April 15 will receive first consideration. Awards will be made on May 1st and additional awards

may be made three weeks prior to the start of each quarter if funds are available.

Colorado Scholars Scholarship

Approximately 30 scholarships are awarded annually to students who are enrolled for a minimum of 6 quarter hours in a degree or certificate program. Minimum requirements are either a 2.0 high school grade point average, a 250 GED test 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

Greater Gifts Scholarships are awarded by the Greater Gifts Scholarship Board to outstanding students who are enrolled on a full-time basis. Scholarships are awarded on the basis of ability, potential and desire. Recipients must maintain a 2.0 quarterly GPA while receiving these scholarships which are awarded for \$800 annually.

MCC Howard B. Bloedorn Scholarships

MCC Bloedorn Scholarships will be awarded for the amount of tuition and fees to 10 graduates of the Morgan County high schools who are scholastically able and financially deserving. Students may apply for both their local high school Bloedorn Scholarship and the MCC Bloedorn Scholarship.

Greg Alsip Scholarship

In honor of Greg Alsip, former administrator of the Fort Morgan Medical Group, the Sunrise Optimist Club will award a scholarship yearly to a graduate of Fort Morgan High School who can demonstrate scholastic achievement and a desire for con-

tinuing education. The amount of the scholarship will be determined each spring.

Business and Office Scholarship

The Business and Office Scholarship is awarded by the MCC Business and Office Advisory Committee to a student for motivation and potential in a business or office occupation.

Other Scholarships

The following scholarships are made available by contributions from businesses, individuals and organizations. These awards are given to deserving MCC students annually.

Clark—Feather/Parker— Hannifin Award Jolliffe Family Scholarship Mor Valu Scholarship Morgan Community College Scholarships

In addition, the following scholarships are awarded to women students with financial need and scholastic ability:

Ruth Graves Scholarship Lewis McCune Appleby Scholarship Fort Morgan Business and Professional Women's Scholarship Petty's Foundation Scholarships

Other scholarships may be awarded as funds are available.

VETERANS

The college's Office of Veterans Affairs, located in the Registrar's Office, 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, vocational rehabilitation, and V.A. counseling.

Veterans must submit transcripts of grades for any previous college education when submitting their application for admission at MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits.

Applications and information for Colorado Veterans Tuition Assistance are also available from the Director of Veterans.

The Associate of Applied Science Degrees, the Associate of General Studies Degree, the Associate of Arts Degree and the Associate of Science Degree programs are approved for V.A. benefits to eligible veterans.



Academic Regulations



registration

Registration is an important part of the students' 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 the students select and pursue an education program in harmony with their abilities and goals.

Students are responsible for reading the Morgan Community College catalog and studying the curriculum guide sheet for their major. Students are also responsible for checking their program periodically to determine whether or not they are fulfilling all course requirements. If students have any questions regarding their academic status at any time, they should check with their advisor or the registrar.

classification of students

Students registered for 12 credit hours or more are considered to be full-time students. 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. Students may enroll for more than 18 credit hours only with permission of their advisor and the Dean of Instruction 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.

senior citizens

Persons over the age of sixty years who are classified as in-state students, shall be eligible to enroll free of tuition charge at MCC for credit courses. The senior may register for credit or audit on a space-available basis.

Before senior citizens are removed from a course because of space limitations, they will be given the option of paying the state approved tuition rate for seniors which is 50% of regular tuition charged, and thereby, remain in class.

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 working day after the quarter officially begins.

withdrawal

During the first seven working days of the applicable academic quarter, students may elect to drop any course in which they are enrolled. No grade will be entered on the students' permanent records.

During the first 80% of a quarter, but after the seven day drop period, instructors may drop a student from courses at their discretion for academic or disciplinary reasons. If a student is passing the course, a grade of "W" will be recorded. If the student is failing at the time of withdrawal, the instructor has the discretion of entering a grade of either "W" or "F/U".

satisfactory/unsatisfactory grades

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

1. Developmental Education
2. Physical Education
3. Classes having a course number below 100
4. Farm/Ranch Management classes

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 probation 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 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

Affairs Committee to be readmitted. Additional information regarding the appeal process can be obtained from any Student Services staff member or the student's advisor.

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, students or their parents (if the student is financially dependent on them) have 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, students should submit grade transcripts from the institution they last attended. Such transcripts will be evaluated by MCC and credit allowed where appropriate.

credit by examination

Many courses have proficiency examinations. If students feel that they have 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 judgment. 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 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 Dean of Instruction 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).

DEGREES AND CERTIFICATES

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 and have met graduation requirements above.

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 and have met graduation requirements above.

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 and have met graduation requirements above.

occupational certificate

An Occupational Certificate will be awarded to those students who complete training programs in specific job skill areas. The students will acquire job entry skills via the completion of an Occupational Certificate Program and 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 Certifi-

cates must have earned at least fifteen (15) quarter hours of credit at Morgan Community College.

graduation requirements

For the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees, and occupational certificates, 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 "Application to Graduate" form no later than the end of the quarter prior to the quarter in which they wish to graduate; and payment of \$10.00, graduation fee.

Other Policies pertaining to graduation include:

1. Morgan Community College will accept those courses for transfer which have been completed with a "C" grade or better at an accredited college or university, or other approved institution.
2. No more than 12 quarter hours (a maximum of six quarter hours at the 175 level and a maximum of six quarter hours at the 275 level) of Special Studies courses may be applied to any associate degree program.
3. A student is considered to be under the guidelines of the catalog of the year of initial entry. If a break in attendance of three consecutive quarters or more occurs, the catalog of the re-entry year is the document of authority.
4. The college reserves the right to substitute or delete course work requirements based on current curriculum. Students are assured that if the curriculum does change, the colleges will make every effort to determine an equitable solution.

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 be classified as a full time student with a minimum of 12 quarter

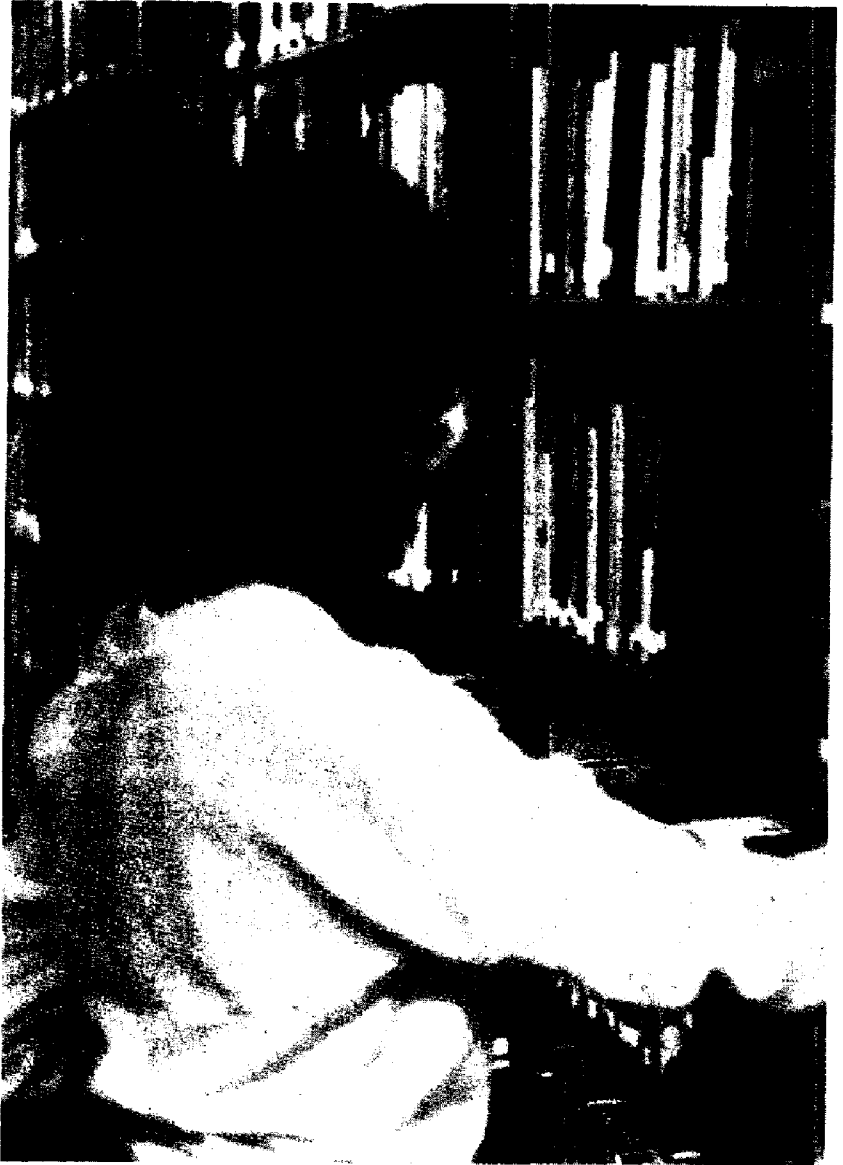
hours of college level work, successfully complete at the end of each quarter the courses attempted, and maintain a 3.25 grade point average. Those students who maintain the 3.25 average throughout the academic year will be named to the President's List.

honor medallions

Candidates for degrees at Morgan Community College may be recognized at graduation 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.



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 faculty 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, the Career Resource Center and the Technical Assistance to Business Center.

The Learning Resource Center is a participating member of the High Plains Regional Library System and the High Plains Film Co-op 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.

The availability of 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 meaning 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 of meeting the needs of the students.

clubs and organizations

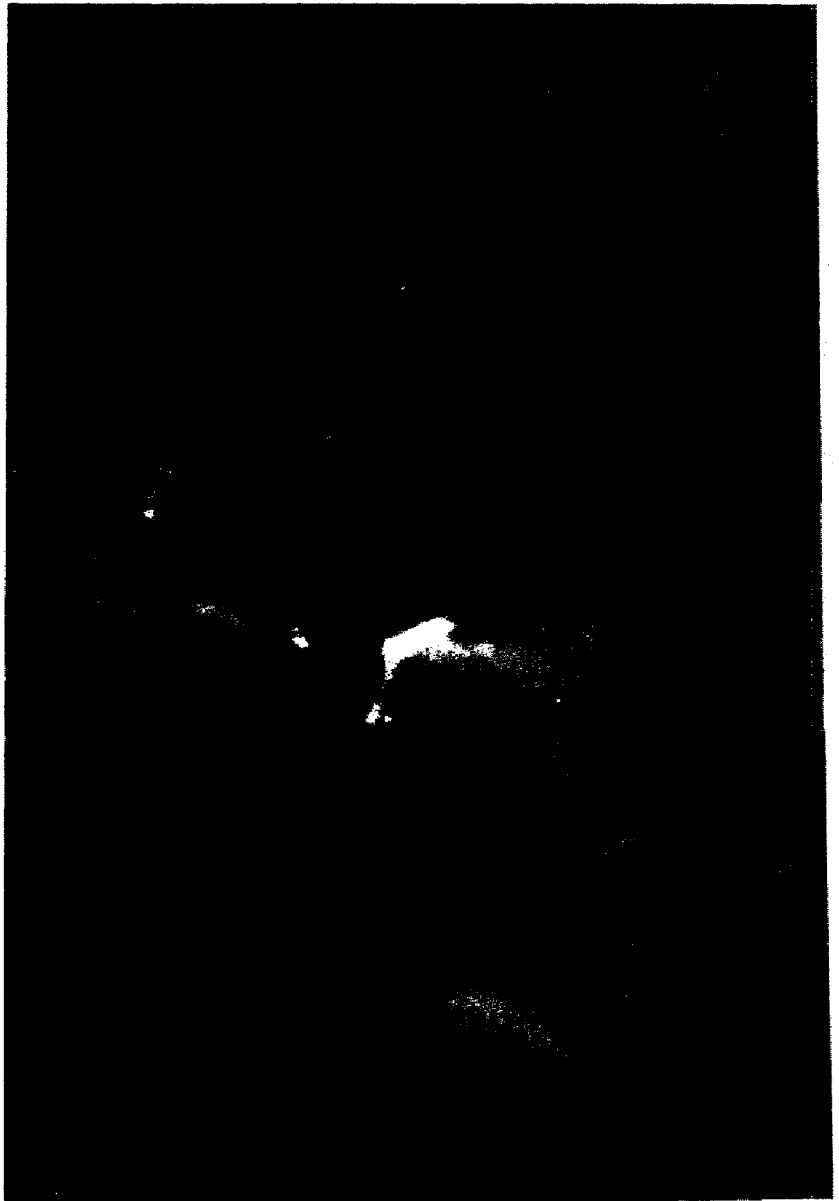
Clubs and their activities are encouraged at Morgan Community College and it is easy for students to become involved. For information about an existing club, see a member of Student Government or the faculty advisor(s).

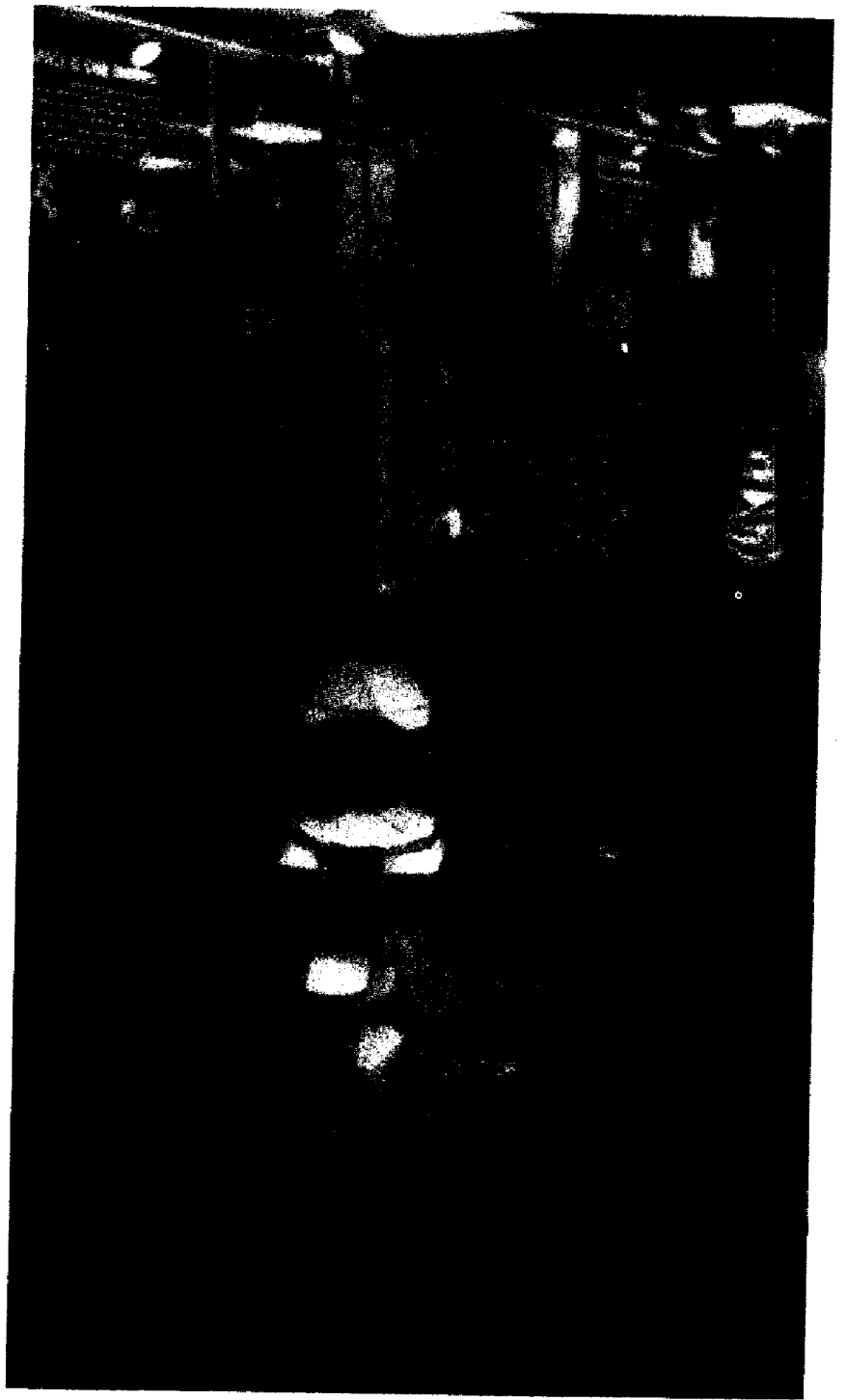
campus publications

A campus publication, **MCC Times**, is published throughout 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.





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 with the following prefixes and numbers above 100: ART, ENG, HUM, JOU, LIT, MUS, SPA, SPE, and THE

SCIENCE AND MATHEMATICS 15 credit hours

The 15 credit hours required in the Science and Math area must be drawn from courses with the following prefixes and numbers above 100: ATM, BIO, CHE, MAT, PHY, and SCI

SOCIAL SCIENCES 12 credit hours

The 12 credit hours required in the Social Sciences area must be drawn from courses with the following prefixes and numbers above 100: ANT, ECO, GEO, HIS, PSY, and SOC

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 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 with the following prefixes and numbers above 100: ART, ENG, HUM, JOU, LIT, MUS, SPA, SPE, and THE

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 124, 125, 126, 127, 128, and 129), Biology (BIO 111, 112, 113, 114, 115, and 116), College Physics (PHY 104, 105, 106), College Algebra, Trigonometry, Pre-Calculus Math (MAT 112, 113, 115), and/or Calculus (MAT 201, 202, 203). Each of these is a one-year series totaling 15 credit hours. Please note in the math and science course descriptions which courses will not apply to this requirement.

SOCIAL SCIENCES..... 12 credit hours

The 12 credit hours required in the Social Sciences area must be drawn from courses with the following prefixes and numbers above 100: ANT, ECO, GEO, HIS, PSY, and SOC

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, 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 catalog having an ENG or COM prefixes and numbers above 100. 6 credit hours

The remaining six hours must be drawn from courses with the following prefixes and numbers above 100: ART, ENG, HUM, JOU, LIT, MUS, SPA, SPE, and THE

SCIENCE AND MATHEMATICS 5 credit hours

The five credit hours required in the Science and Math area must be drawn from courses with the following prefixes and numbers above 100: ATM, BIO, CHE, MAT, PHY, and SCI

SOCIAL SCIENCES 6 credit hours

The six credit hours required in the Social Sciences area must be drawn from courses with the following prefixes and numbers above 100: ANT, ECO, GEO, HIS, PSY, and SOC

INTRODUCTION TO COMPUTERS 3 credit hours

ELECTIVES 70 credit hours

This requirement may be met by any course listed in the current 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 will develop in consultation with the counselors and/or faculty advisors a written statement of objectives and courses needed to satisfy those objectives.

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 requirements 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.

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

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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
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 3	PSY 114 General Psychology II** 3	PSY 205 Human Sexuality 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.

BUSINESS

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 120 Human Growth and Development 3
CSC 105 Intro to Computers 3	SCI 115 Introduction to Physical Simulation I 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
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Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
BUS 182 Principles of Accounting III 4	BUS 191 Business Law II 4	ECO 103 Economics III 3
BUS 190 Business Law I 4	ECO 102 Economics II 3	Humanities Area Elective 3
BUS 185 Accounting Simulation III 3	Humanities Area Elective 3	MAT 130 Elementary Statistics 5
ECO 101 Economics I 3	PED*** PE Elective 1	PED *** P.E. Elective 1
Humanities Area Elective 3	Emphasis Area Electives 8	Emphasis Area Electives 6-8
PED *** P.E. Electives 1		
<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 5px 0;"/> 18	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 5px 0;"/> 19	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 5px 0;"/> 18-20

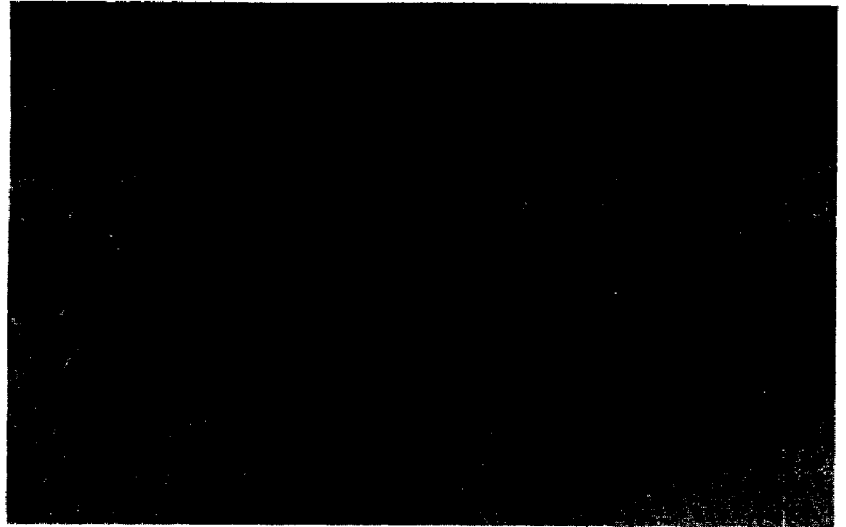
Courses in the emphasis areas of Business Management, Accounting and Information Management are listed on the following page.

*or another social science series

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 Intermediate	CSC 142 Advanced
Typewriting 3	Typewriting 3	COBOL 3
BUS 292 Advertising 3	BUS 113 Income Tax 4	CSC 110 BASIC 3
BUS 129 Principles of 3	BUS 129 Principles of	CSC 205 Data Structure 5
Insurance	Insurance 3	or other
CSC 141 COBOL 5	CSC 141 COBOL 3	approved
		CSC courses

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



HOME ECONOMICS

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

<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
CSC 105	Intro to Computers	3	HEC 160	Textiles	5	MAT 112	College Algebra	5
PSY 113	General Psychology I	3	PSY 114	General Psychology II	3	HEC 200	Food Selection, Preparation, & Preservation I	5
HEC 150	Human Nutrition	5	ECO 107	Consumer Economics	3	HEC 205	Clothing Construction	5
ART 101	Color & Design	3	HLT 119	First Aid	3			
		<u>17</u>			<u>17</u>			<u>18</u>
<i>Quarter 4</i>			<i>Quarter 5</i>			<i>Quarter 6</i>		
CHE 124	General Chemistry I	4	CHE 126	General Chemistry II	4	HUM203	Coordinated Humanities III	3
CHE 125	General Chemistry Laboratory I	1	CHE 127	General Chemistry Laboratory II	1	PSY 120	Human Growth & Development	3
PSY 116	Child & Adolescent Psychology I	3	PSY 116	Child & Adolescent Psychology II	3	SOC 104	Principles of Sociology I	3
HEC 207	Food Selection, Preparation, & Preservation II	5	HUM202	Coordinated Humanities II	3	Electives		6
ECO 101	Economics I	3	HEC 250	Interior Design	5			
HUM201	Coordinated Humanities I	3	ECO 102	Economics II	3			
		<u>19</u>			<u>19</u>			<u>15</u>

CHEMISTRY OR PHYSICS

Associate of Science

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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
Elective 3	Elective 3	CSC 105 Introduction to Computers 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 205 Human Sexuality 3
PHY 104 College Physics I 5	PHY 105 College Physics II 5	PHY 106 College Physics III 5
CSC 110 BASIC Computer Language 3		
<u>19</u>	<u>16</u>	<u>14</u>

**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.

COMPUTER PROGRAMMING

Associate of General Studies

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

Quarter 1	Quarter 2	Quarter 3
ENG 108 Basic Writing 3	ENG 109 Inter. Writing 3	SPE 101 Principles of 3
CSC 105 Intro. to 3	CSC 110 BASIC 3	Speech
Computers	Computer	CSC 111 Adv. BASIC 3
CSC 131 PASCAL 3	Language	CSC 151 Graphics 2
Electives —Minimum of 7	CSC 132 Adv. PASCAL 3	Electives —Minimum of 8
	CSC 150 Electronic 2	
	Work Sheets	
	Electives —Minimum of 5	
16	16	16
Quarter 4	Quarter 5	Quarter 6
Humanities Elective 3	Social Science Elective 3	Social Science Elective 3
CSC 121 FORTRAN 3	CSC 152 Intro DBM 2	CSC 209 Systems Analysis
OR	Systems	& Designs 4
CSC 141 COBOL 5	CSC 122 Adv. FORTRAN 3	CSC 250 DBM Systems 3
CSC 201 Assembler 5	OR	Electives —Minimum of 6
Language	CSC 142 Adv. COBOL 3	
CSC 205 Data 4	CSC 215 Operating 3	
Structures	Systems	
	Electives —Minimum of 5	
15-17	16	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 current General Catalog or Quarterly Schedule of Classes.

EMPHASIS AREA ELECTIVE OPTIONS

Business Emphasis Electives

MAT 130 Elementary Statistics	5
BUS 107 Introduction To Business	4
BUS 170-171 Fundamentals of Accounting Series	4 ea.
OR	
BUS 180-181-182 Principles of Accounting Series	4 ea.
AND	
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 Electives

MAT 112 College Algebra	5
MAT 113 College Trigonometry	5
MAT 201-204 Calculus Series	5 ea.
PHY 104-106 College Physics Series	5 ea.
Other CSC Courses	
General Education Courses	

COMPUTER SCIENCE

Associate of Science

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 Speech 3
MAT 112 College Algebra 5	Writing	MAT 201 Calculus I 5
CSC 105 Intro to 3	MAT 113 College 5	CSC 122 Adv. FORTRAN 3
Computers	Trigonometry	CSC 132 Adv. PASCAL 3
CSC 110 BASIC Com- 3	CSC 121 FORTRAN 3	PSY 120 Human 3
puter Language	CSC 131 PASCAL 3	Growth and
PSY 113 General 3	PSY 114 General 3	Development
Psychology I	Psychology II	PED *** P.E. Elective 1
PED *** P.E. Elective <u>1</u>	PED *** P.E. Elective <u>1</u>	<u>18</u>
18	18	18

Year 2

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

ELEMENTARY EDUCATION

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 of 3
MAT 101 College 5	Writing	SCI 116 Introduction 5
Mathematics	MAT 112 College Algebra 5	to Physical
SCI 114 Introduction 5	CSC 105 Introduction 3	Science III
to Physical	to Computers	EDU 105 Early Field 3
Science I	SCI 115 Introduction 5	Experience in
SOC 104 Principles of 3	to Physical	Education
Sociology I	GEO 105 Physical 3	SOC 115 Fundamentals 3
	Geography	of U.S.
	PED *** P.E. Elective 1	Government
16	20	3 Elective 3 17

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
BIO 111 Introduction to 4	HIS 202 U.S. History II 3	ART *** Art Elective 3
Biological	PSY 117 Child & 3	PED *** P.E. Elective 1
Science	Adolescent	HUM203 Coordinated 3
BIO 112 Biological 1	Psychology II	Humanities III
Science	ECO 102 Economics II 3	LIT *** Literature 3
Laboratory	HUM202 Coordinated 3	Elective
HIS 201 U.S. History I 3	Humanities II	Electives 6
PSY 116 Child & 3	Elective 3	
Adolescent		
Psychology I		
ECO 101 Economics I 3		
HUM201 Coordinated 3		
Humanities I		
PED *** P.E. Elective 1		
18	15	16

HISTORY

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 1	PED *** P.E. Elective 1
	CSC 105 Intro to Computers 3	
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
15	18	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 103 Spanish III* 5
Elective 2	SPA 102 Spanish II* 5	
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
18	17	16

*or another Humanities Area class

JOURNALISM

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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) 3	ANT 121 Anthropology 5
SCI 114 Introduction to Physical Science I 5	SEC 162 Intermediate Typewriting I) 5	SCI 116 Introduction to Physical Science III 5
PED *** P.E. Elective 1	SCI 115 Intro to Physical Science II 5	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 Publication Production 2	JOU 222 Publication Production 2	JOU 223 Publication Production 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 <u>3</u>	Elective <u>3</u>	
<u>17</u>	<u>17</u>	<u>16</u>

**or another Humanities Area class

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

LITERATURE

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 120 Human Growth and Development***	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

MATHEMATICS

Associate of Science

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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	1	Elective	3
	<u>17</u>	Elective	<u>3</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 120 Human Growth and Development	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.

SOCIAL SCIENCES

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 205 Human Sexuality 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	
<u>15</u>	<u>18</u>	<u>15</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
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
<u>17</u>	<u>16</u>	<u>15</u>

SPANISH

Associate of Arts

The courses listed below are a typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult with their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

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 120 Human Growth and Development 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
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 17	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 17	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 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
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 16	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 15	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 14

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

General Studies

Nontransfer



COURSE DESCRIPTIONS

General Studies- Nontransfer

The following courses are applicable for the Associate of General Studies Degree and the Associate of Applied Science Degrees but will not apply to the Associate of Arts Degree and the Associate of Science Degree. Therefore, students should check with the college of their choice to determine the acceptability of these courses for transfer.

COM 105 COMMUNICATIONS I (3)*

This course is designed to help develop effective communication skills in the employment environment. This course will cover written communication, verbal communication; and visual aids to communication. Communication between employees, between employees and supervisor, between job seekers and companies, public communication and communication within groups will also be covered.

COM 106 COMMUNICATIONS II (2)*

Prerequisite: COM 105 or instructor permission. This course is designed to refine those techniques acquired in Communications I.

COM 125 BUSINESS REPORT WRITING AND COMMUNICATIONS (3)*

Topics include the following: the importance of effective communication in business, forms and styles of business writing, business reports. Emphasis is on content of business letters and reports.

MAT 104 MATH FOR TECHNICIANS I (5)*

This course covers pre-algebra, introduction to the calculator, specific mathematical topics at a level easily comprehended, the mechanics of algebra and the evaluation of formulas, analytical geometry, logarithmic, exponential and trigonometric functions.

MAT 105 MATH FOR TECHNICIANS II (6)*

Prerequisite: MAT 104 or proficiency test-out with instructor's per-

mission. This course covers the mathematics as applied to vocational education, special products factoring and equations, angles and triangles, circular functions, vector and phasors, mathematical analysis and number systems.

PSY 102 PSYCHOLOGY OF EMPLOYMENT (Variable, 1-3)*

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.

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.

*** 090 SPECIAL TOPICS IN _____

(Variable) The Special Topics courses provide opportunity for the student to pursue topics of interest in various fields of knowledge in situations where the core curriculum does not permit either the depth of study of or the flexibility to meet the student's particular needs. Permission of the instructor is required prior to registration.



DEVELOPMENTAL EDUCATION

The Developmental Laboratory/PAL Lab 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 090, 091, 092, 093 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 prepare 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 fractions, 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.

ABE 001 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.

GEN 081 COLLEGE FOR LIVING (2) College for Living is a unique concept in the education of developmentally disabled adults. This course offers adult continuing education in basic living skills.

Note: The courses listed above are not acceptable for degree programs.

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.

EFL instruction and testing are conducted in the Developmental Lab/PAL Lab. 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, 4, and 5: 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 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.

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.

Certain occupational programs may require the purchase of a shop card. Students should check with their advisors concerning the requirement and price.

The following degrees with occupational emphasis are offered at Morgan Community College:

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

Other vocational programs at Morgan Community College include:

- Certificate - Agri-Business Specialist
- Certificate - Automobile Refinishing
- Certificate - Automobile Maintenance and Service
- Certificate - Basic Law Enforcement
- Certificate - Bookkeeping Clerk
- Certificate - Construction Carpenter
- Certificate - Construction Welder
- Certificate - Electronic Data Processing
- Certificate - Emergency Medical Technology
- Certificate - Farm Ranch Management
- Certificate - Home Health Aide
- Certificate - LP Gas Operations
- Certificate - Small Business Management
- Certificate - Stenographer
- Certificate - Word Processing Technician

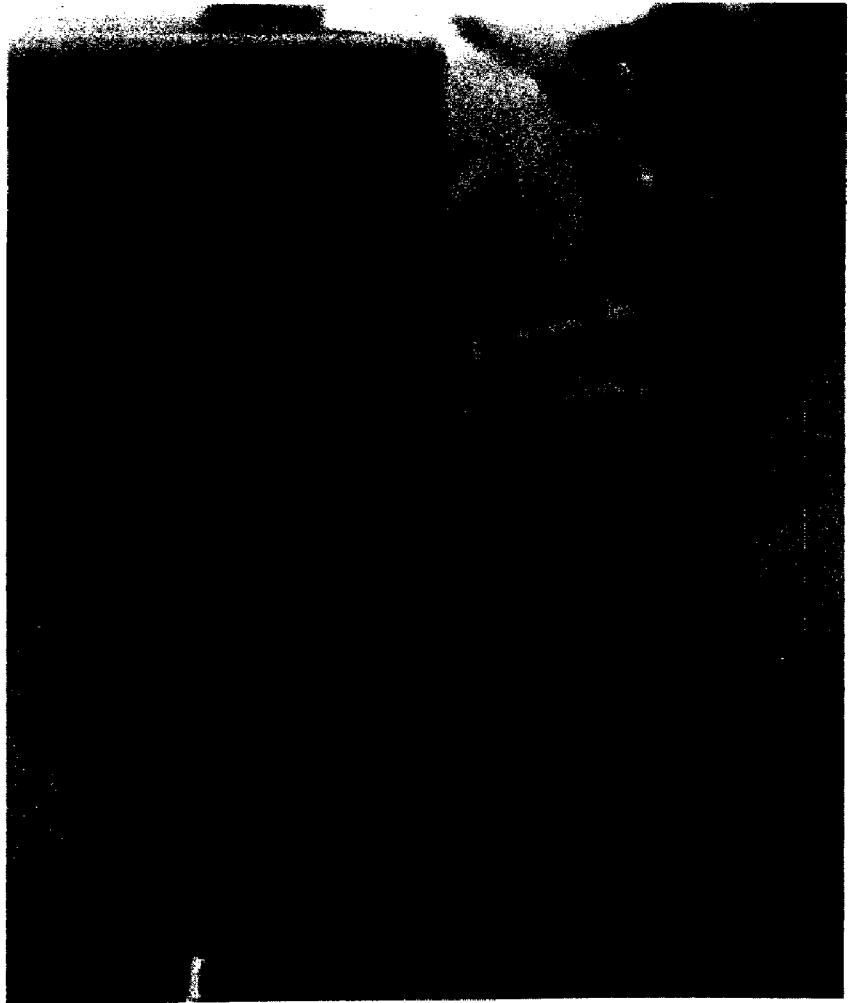
*Occupational Degree Programs which are approved for V.A. benefits to eligible veterans.

AGRICULTURAL PROGRAMS

Agricultural programs at Morgan Community College are designed to offer instruction in two areas: Farm and Ranch Management and Agri-Business Specialist. The former program is designed for the farm or ranch owner/manager and provides classroom and on-site assistance over a three-year period, although one or two year options are available. The latter is a 9-month certificate program offered on-campus for any person interested in a career in agriculture or agri-related businesses and provides a thorough preparation in accounting and computer applications for farms, ranches, feedlots, elevators, and related agri-business.

These programs are offered throughout the day and year at times convenient to the public.

Students interested in continuing their education in agriculture at Colorado State University or similar institutions should consult an advisor about related course work in small business, accounting or other ag-related programs at MCC.



FARM AND RANCH MANAGEMENT Certificate

Year I

FRM 101 Farm and Ranch Management I 22

Year II

FRM 105 Farm and Ranch Management II 22

Year III

FRM 110 Farm and Ranch Management III 22

AGRI—BUSINESS SPECIALIST

Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
LRC 040 Basic Skills I 3	AGR 103 Ag Records 3	AGR 150 Ag Marketing 3
CSC 105 Introduction to 3	Management II	& Finance
Computers	AGR 111 Ag Chemicals 2	AGR 160 Appl. Physics 3
AGR 101 Ag Records 3	BUS 107 Introduction to 4	AGR 165 Ag Facilities & 3
Management I	Business	Equipment
AGR 105 Animal Feeds 3	BUS 143 Business 3	AGR 171 Ag Inventory 2
	Computations I	Ctrl. Simulation
	BUS 170 Funda. of 4	BUS 135 Business Cor- 3
	Accounting I	respondence-
	CSC 150 Electronic 2	English Usage
	Worksheets	BUS 171 Funda. of 4
		Acct. II
	<hr/>	<hr/>
	12	18

Quarter IV

AGR 170 Ag Records 3
Simulation
AGR 177 Ag Manage- 3
ment Simulation
BUS 271 Business & 4
Office
Management
MAT 130 Elementary 5
Statistics
PSY 102 Psychology of 3
Employment
<hr/>
18

TOTAL CREDITS

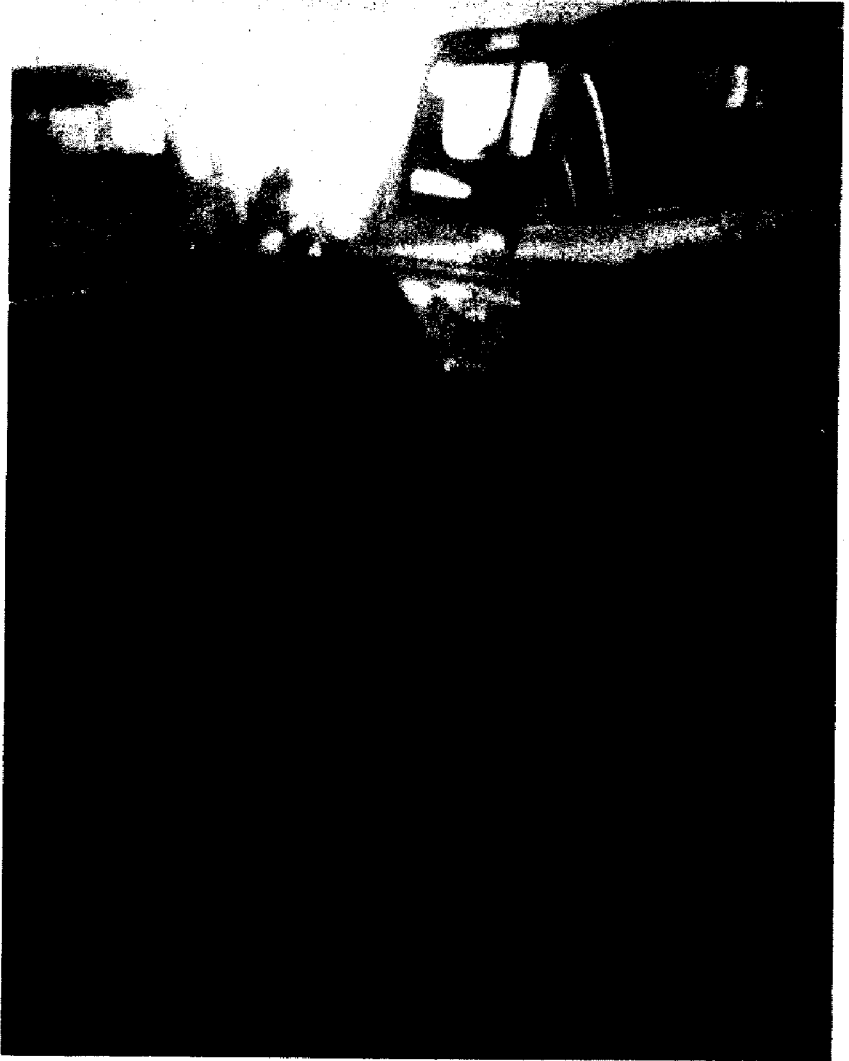
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AUTOMOTIVE PROGRAMS

The Automotive 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 109 Minor Body Repair I 5	AUB 116 Minor Body Repair II 5	AUB 125 Minor Body Repair III 5
AUB 201 Auto Refinishing I 10	AUB 211 Auto Refinishing II 10	AUB 221 Auto Refinishing III 13
WLD 105 Introduction to Welding 3	LRC 040 Basic Skills 3	
<u>18</u>	<u>18</u>	<u>18</u>

Quarter IV

AUB 139 Basic Auto Painting 5
AUB 233 Auto Refinishing IV 10
PSY 102 Psychology of Employment 1
HLT 119 First Aid <u>2</u>
18

TOTAL CREDITS 72

AUTOMOBILE MAINTENANCE AND SERVICE Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
AUM150 Brake Systems 5	AUM155 Steering, 5	AUM160 Steering, 5
AUM225 Standard Drive Train 10	Suspensions and Alignment I	Suspensions and Alignment II
LRC 040 Basic Skills 3	AUM231 Electrical 10	AUM233 Electrical 8
	and Emission Systems and Tune-up I	and Emission Systems and Tune-up II
	WLD 105 Introduction to Welding 3	AUM240 Engine Overhaul I 5
<u>18</u>	<u>18</u>	<u>18</u>

Quarter IV

AUM173 Fuel and Emissions Control 5
AUM245 Engine Overhaul II 10
PSY 102 Psychology of Employment 1
HLT 119 First Aid 2
<u>18</u>

TOTAL CREDITS 75

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 Certificate

<i>QUARTER I</i>		<i>QUARTER II</i>	
BLE 101 Administration of Justice	2	BLE 108 First Aid/Law Enforcement Officers II	1
BLE 105 Basic Law	8	BLE 125 Patrol Procedures	5
BLE 107 First Aid/Law Enforcement Officers I	1	BLE 130 Investigations	6
BLE 110 Arrest Tactics	2	BLE 120 Report Writing	2
BLE 115 Traffic Control	3	BLE 140 Firearms	2
BLE 135 Human Relations	2	BLE 150 Driving	2
	<hr/>		<hr/>
	18		18
TOTAL CREDITS	36		

BUSINESS/SECRETARIAL PROGRAMS

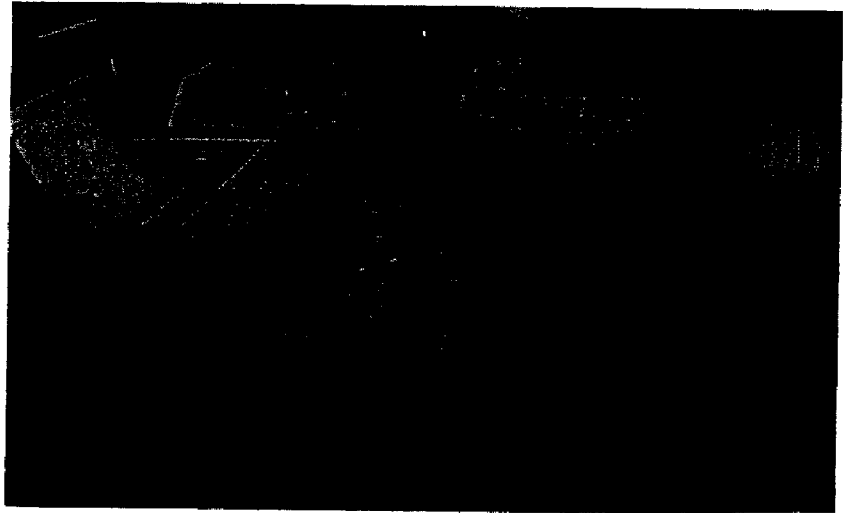
The Business Programs are designed to offer a broad opportunity for study and specialization. The curricula are: 1) a two-year Associate of Applied Science degree program in Business Management; 2) a two-year Associate of Applied Science degree program in Accounting; 3) a nine-month Certificate program in Bookkeeping Clerk; (4) a nine-month Certificate in Electronic Data Processing; and (5) a nine-month Certificate in Small Business Management. 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. Graduates of the Electronic Data Processing program will be prepared for jobs such as data entry clerk and computer operator. Finally, graduates of the small business management program will be prepared for such occupations as small business manager, owner, or assistant.

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.

Computer related instruction in all areas enhances the classroom curriculum and provides students with the skills needed in today's "high-tech" society. 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 060 Business Leadership Development I 1	BUS 144 Business Computations II 3	BUS 129 Principles of Insurance 3
BUS 107 Introduction to Business 4	BUS 180 Principles of Accounting I 4	BUS 181 Principles of Accounting II 4
BUS 143 Business Computations I 3	BUS 191 Business Law II 4	BUS 183 Accounting Simulation I 3
BUS 190 Business Law I 4	BUS 261 Principles of Management 4	BUS 221 Principles of Marketing 3
SEC 158 Keyboarding 2	PSY 112 How to Deal with Stress 3	BUS 292 Advertising 3
CSC 105 Introduction to Computers 3		SPÉ 101 Principles of Speech 3
<u>17</u>	<u>18</u>	<u>19</u>
<i>Quarter IV</i>	<i>Quarter V</i>	<i>Quarter VI</i>
BUS 135 Business Correspondence-English Usage 3	BUS 113 Income Tax 4	BUS 061 Business Leadership Development II 1
BUS 182 Principles of Accounting III 4	BUS 225 Retailing 3	BUS 265 Business Finance II 3
BUS 184 Accounting Simulation II 3	BUS 235 Personnel Management 3	BUS 274 Management Simulation 3
BUS 269 Information Management 4	BUS 263 Business Finance I 3	COM 125 Business Report Writing and Communications 3
ECO 101 Economics I 3	BUS 267 Small Business Management 3	ECO 103 Economics III 3
	ECO 102 Economics II 3	PSY 101 Human Relations 3
		PSY 102 Psychology of Employment 3
<u>17</u>	<u>19</u>	<u>19</u>
TOTAL CREDITS	109	

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

ACCOUNTING

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	PSY 102 Psychology of Employment 3
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	BUS 181 Principles of Accounting II 4
BUS 143 Business Computations I 3	BUS 144 Business Computations II 3	SPE 101 Principles of Speech 3
BUS 060 Business Leadership Development I 1	BUS 180 Principles of Accounting I 4	BUS 184 Accounting Simulation II 3
BUS 107 Introduction to Business 4	BUS 183 Accounting Simulation I 3	BUS 129 Principles of Insurance 3
BUS 170 Fundamentals of Accounting I 4	CSC 105 Introduction to Computers 3	
<u>18</u>	<u>19</u>	<u>16</u>
<i>Quarter IV</i>	<i>Quarter V</i>	<i>Quarter VI</i>
BUS 190 Business Law I 4	BUS 191 Business Law II 4	ECO 103 Economics III 3
BUS 182 Principles of Accounting III 4	BUS 261 Principles of Management 4	BUS 205 Cost Accounting 5
ECO 101 Economics I 3	ECO 102 Economics II 3	BUS 206 Cost Accounting Simulation 3
BUS 269 Information Management 4	BUS 263 Business Finance I 3	BUS 061 Business Leadership Development II 1
BUS 185 Accounting Simulation III 3	BUS 113 Income Tax 4	PSY 112 How to Deal with Stress 3
<u>18</u>	<u>18</u>	Elective <u>3</u>
TOTAL CREDITS	107	<u>18</u>

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

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- English Usage		Typewriting		Typewriting I	
BUS 143 Business	3	BUS 136 Business	3	BUS 171 Fundamen- tals of	4
Computations I		Correspondence- 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- ing I		of Insurance	
to Business		BUS 191 Business	4	BUS 183 Accounting	3
BUS 190 Business	4	Law I		Simulation I	
Law I		Law II		CSC 105 Introduction	3
BUS 269 Information	4			to Computers	
Management					
	<u>19</u>		<u>17</u>		<u>19</u>
TOTAL CREDITS		55			

ELECTRONIC DATA PROCESSING Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 060 Business Leadership Development I 1	BUS 136 Business Correspondence-Style & Tone 3	BUS 183 Accounting Simulation I 3
BUS 135 Business Correspondence-English Usage 3	BUS 144 Business Computations II 3	CSC 142 Adv. COBOL 3
BUS 143 Business Computations I 3	BUS 171 Fundamentals of Accounting II 4	CSC 150 Electronic Worksheets 2
BUS 170 Fundamentals of Accounting I 4	CSC 141 COBOL 5	CSC 209 Systems Analysis and Design 4
BUS 195 Introduction to Data Processing 4	CSC 152 Intro to Data Base Management Systems 2	CSC 250 Data Base Management Systems II 3
CSC 109 BASIC for Business 3		PSY 102 Psychology of Employment 3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 17	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18
TOTAL CREDITS	53	

SMALL BUSINESS MANAGEMENT Certificate

<i>Year I</i>	<i>Year II</i>	<i>Year III</i>
SBM 101 Small Business Management I 18	SBM 105 Small Business Management II 18	SBM 110 Small Business Management III 18
TOTAL CREDITS	54	

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		
<u>18</u>	<u>18</u>	<u>19</u>
<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	BUS 061 Business Leadership Development II 1
BUS 190 Business Law I 4	BUS 191 Business Law II 4	SPE 101 Principles of Speech 3
BUS 269 Information Management 4	BUS 261 Principles of Management 4	PSY 102 Psychology of Employment 3
CSC 105 Introduction Computers 3	PSY 112 How to Deal with Stress 3	SEC 238 Machine Transcription 3
Electives * 3	SEC 180 Word Processing Concepts 2	SEC 181 Word Processing Operations 7
<u>19</u>	<u>18</u>	<u>17</u>
TOTAL CREDITS	109	

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

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

WORD PROCESSING TECHNICIAN 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 238 Machine 3 Transcription
BUS 060 Business 1 Leadership Development I	BUS 170 Fundamentals 4 of Account- ing I	SEC 181 Word 7 Processing Operations
SEC 100 Secretarial 1 Vocabulary Skills	PSY 112 How to Deal 2 with Stress	
BUS 269 Information 4 Management	SEC 180 Word 2 Processing Concepts	
BUS 107 Introduction 4 to Business		
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19	17	18
TOTAL CREDITS	54	

STENOGRAPHER Certificate

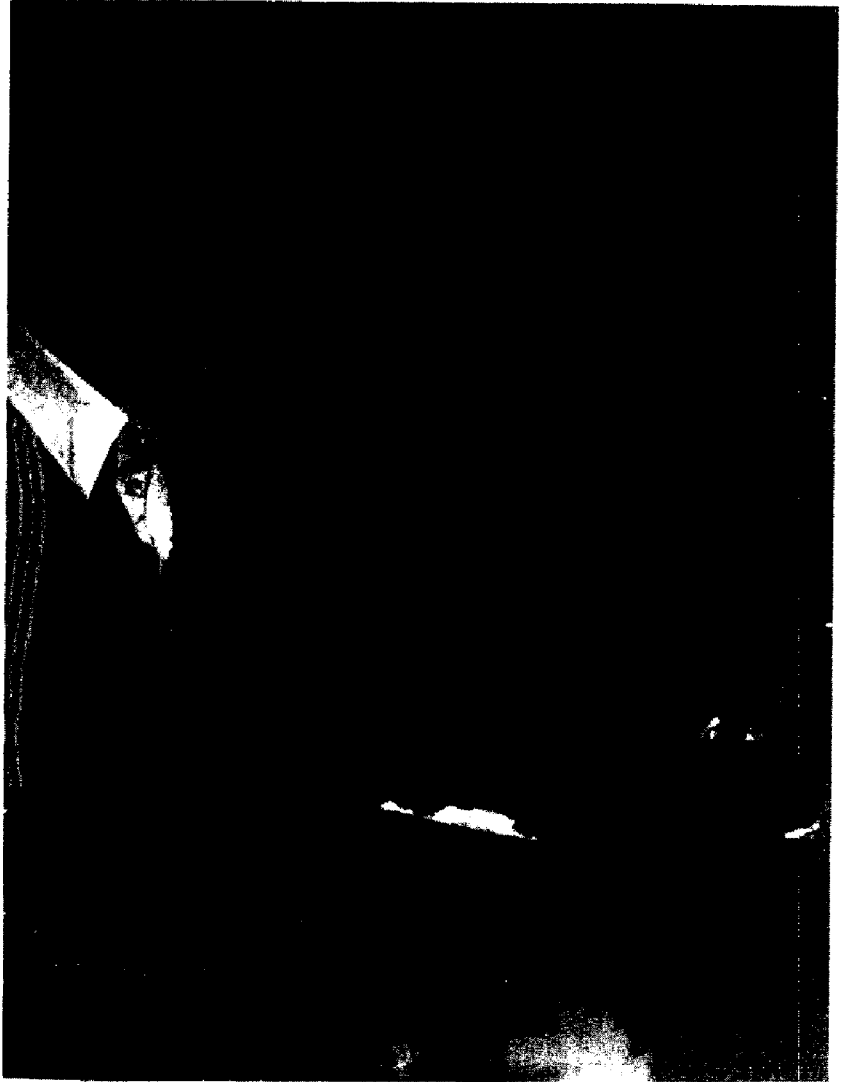
<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
BUS 135 Business 3 Correspondence- English Usage	BUS 136 Business 3 Correspondence- Style & Tone	SEC 163 Intermediate 3 Typewriting II
SEC 161 Beginning 3 Typewriting	SEC 162 Intermediate 3 Typewriting I	SEC 254 Secretarial 5 Procedures
BUS 143 Business 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 269 Information 4 Management		
SEC 151 Gregg 5 Shorthand I		
<u>20</u>	<u>16</u>	<u>20</u>
TOTAL CREDITS	56	

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.

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 111 Introduction to Woodworking 5	CRP 121 Construction Drawings 5	CRP 131 Carpentry Power Tools & Materials 5
CRP 211 Concrete Forming 10	CRP 221 Advanced Framing 10	CRP 231 Exterior Trim & Finish 10
LRC 040 Basic Skills 3	WLD 105 Introduction to Welding 3	CRP *** Electives 3
<u>18</u>	<u>18</u>	<u>18</u>

Quarter IV

CRP 141 Basic Framing 5
CRP 241 Interior Trim & Finish 10
PSY 102 Psychology of Employment 1
HLT 119 First Aid 2
<u>18</u>

Electives in Quarter III must be chosen from the following list:

CRP 233 Introduction to Electrical Wiring	3
CRP 236 Introduction to Plumbing	3
CRP 238 Introduction to Painting	3

Note: Courses numbered 200 or above are limited to second year students or those who have instructor permission.

TOTAL CREDITS 72

CONSTRUCTION WELDER Certificate

<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>
WLD 121 Welding Symbols & Basic Oxyacetylene Welding 5 WLD 125 Basic Oxyacetylene & Basic Shielded Metal Arc Welding 10 LRC 040 Basic Skills 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18	WLD 230 Advanced Shielded Metal Arc Welding 10 WLD 133 Blueprints & Basic Shielded Metal Arc Welding 5 HLT 119 First Aid 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18	WLD 235 Gas Tungsten Arc Welding-Pipe I 10 WLD 255 Gas Tungsten Arc Welding-Pipe II 8 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18

Quarter IV

WLD 270 Gas Metal Arc Welding-Structural I 5 WLD 273 Gas Metal Arc Welding-Structural II 10 PSY 102 Psychology of Employment 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 18
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TOTAL CREDITS 72

ELECTRONICS TECHNOLOGY

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 Sophomores). With sufficient public interest, evening classes in this area will be offered.

ELECTRONICS TECHNOLOGY

Associate of Applied Science Degree

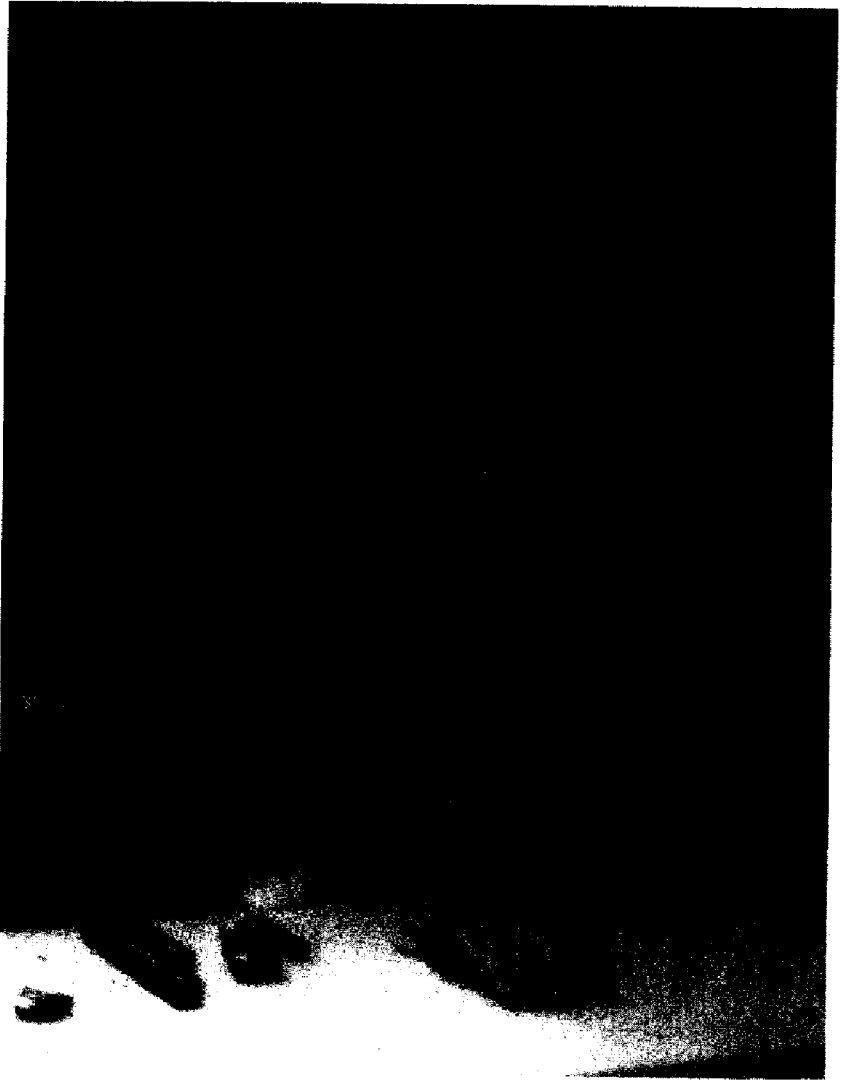
<i>Quarter I</i>	<i>Quarter II</i>	<i>Quarter III</i>																																							
ELE 110 D.C. Circuits 13	ELE 112 A.C. Circuits 12	ELE 114 Semiconductor 12																																							
MAT 104 Math for 5	MAT 105 Math for 6	Circuits																																							
Technicians I	Technicians II	ELE 106 Soldering 2																																							
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L-P GAS OPERATIONS

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.



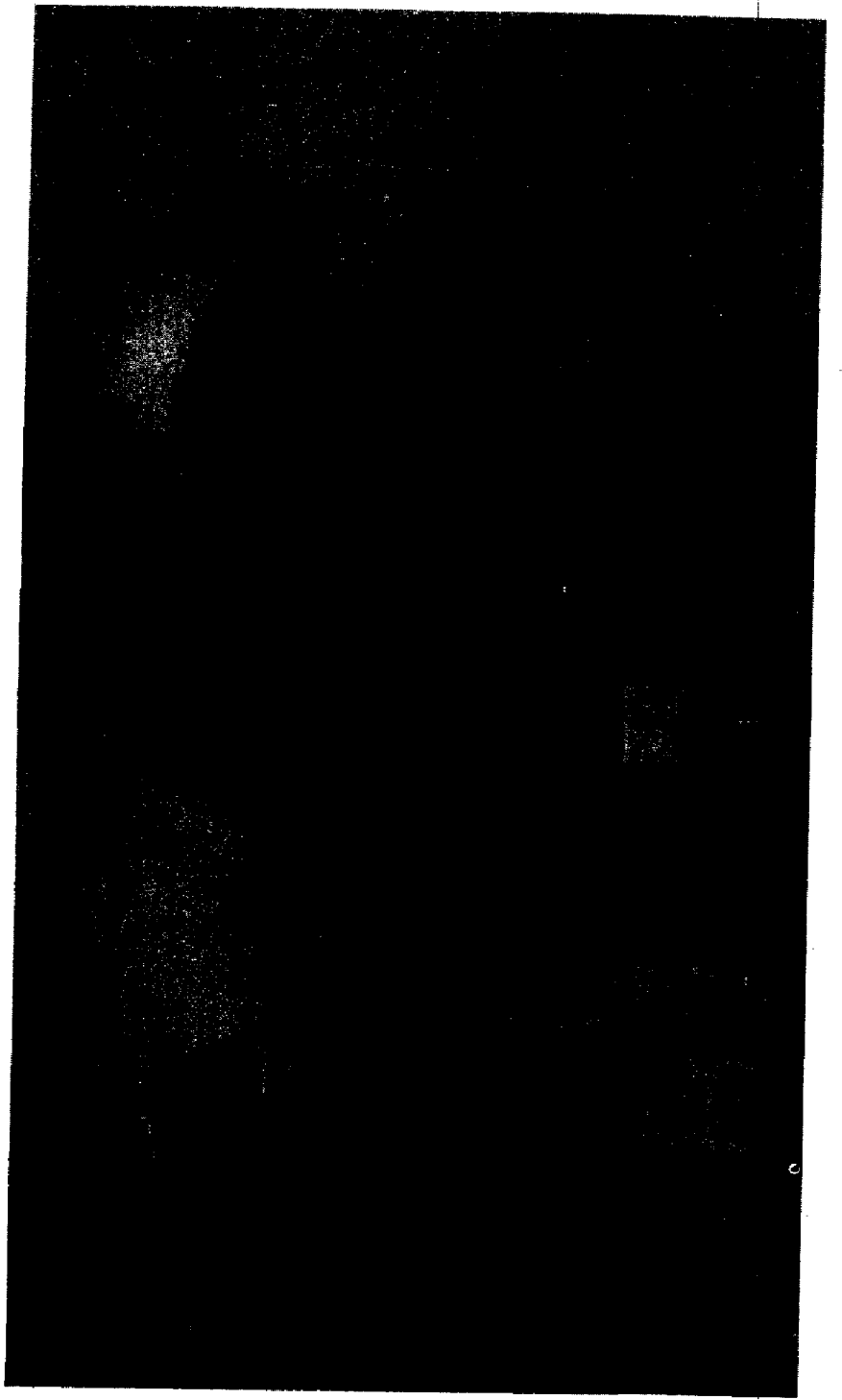
L-P GAS OPERATIONS Certificate

<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 Transfer 15
LPG 105 L-P Gauges & Devices 7	& Installation	& Delivery
LPG 110 Vehicle Care 2	LPG 135 Regulators 9	HLT 119 First Aid 3
LRC 040 Basic Skills I 3	& Pipe Installation	
<u>18</u>	<u>18</u>	<u>18</u>

Quarter IV

LPG 140 Safety & Emergency Procedures 6
LPG 150 Basic Appliances 9
PSY 102 Psychology of Employment 3
<u>18</u>

TOTAL CREDITS 72



COURSE DESCRIPTIONS

General Studies - College Transfer

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 129 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3)*** This course stresses the development and role in various societies of the traits of human culture. Language, family and kinship systems, modes of subsistence, religion, economics, and social order will be explored.
- 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.

ART

- 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 essentials of perspective are studied.
- ART 116 INTERMEDIATE DRAWING (3)** Prerequisite: ART 115, or instructor'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.

*General Education Course

BIOLOGY

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: ART 101, Color and Design, 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 127, Watercolor Painting, or instructor's permission. This course is a continuation of ART 127, 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, surrealist, 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.

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 112 BIOLOGICAL SCIENCE LABORATORY (1)*

Corequisite: BIO 111. Laboratory applications of principles covered in BIO 111. Two hour lab per week.

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 114 ZOOLOGY LABORATORY

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

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 116 BOTANY LABORATORY (1)*

Corequisite: BIO 115. Laboratory applications of principles covered in BIO 115. Two hour lab per week.

BIO 151 FUNDAMENTALS OF HUMAN GENETICS (4)

This course is for the nonscience major interested in the applications of genetics to everyday life. Topics to be covered include Mendel's Laws, Mendelian genetics of humans, cancer, immunogenetics, agricultural genetics, and genes and human health. BIO 151 will not apply to the science requirement of the A.S. Degree.

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

*General Education Course

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 microbiology 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.

BUSINESS

BUS 107 INTRODUCTION TO BUSINESS (4) 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 (4) Prerequisite: BUS 181 or consent of instructor. This course covers the development and basic structure of federal income tax laws as they apply to individual returns. Tax law and its impact on personal financial planning is covered.

BUS 129 PRINCIPLES OF INSURANCE (3) 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 (3) Elements of the English language are studied and emphasis is placed on grammar rules, capitalization, word division, number usage, plurals, possessives and usage problems.

BUS 136 BUSINESS CORRESPONDENCE - STYLE AND TONE (3) Prerequisite: BUS 135. Effective business communications is emphasized through practical writing situations in the areas of sales and employment, credit and col-

lection, memorandums and business reports, and letters about products and services.

BUS 143 BUSINESS COMPUTATIONS I (3) Prerequisite: Asset Test Score of 25 or better or MAT 021. This course develops the mathematical concepts and applications used in business computations. Percentages, ratios, banking, merchandising, and credit and finance applications 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 electronic printing calculator utilizing the touch system. Competency on the calculator is developed through applications of basic business problems. Speed and accuracy are emphasized.

BUS 180 PRINCIPLES OF ACCOUNTING I (4) This course covers the principles of double-entry bookkeeping for a service and merchandising enterprise. The complete accounting cycle is covered as well as the voucher system and notes and accounts receivable.

BUS 181 PRINCIPLES OF ACCOUNTING II (4) Prerequisite: BUS 180. This course continues to develop double-entry accounting practices. Payrolls, inventory costing, depreciation, present value, partnership and corporate accounting are covered.

BUS 182 PRINCIPLES OF ACCOUNTING III (4) Prerequisite: BUS 181. This course continues to develop corporate accounting practices. Manufacturing, cost accounting and managerial accounting are covered.

BUS 190 BUSINESS LAW I (4) This is an introductory course that covers the nature and development of U.S. law and the court system. Emphasis is on tort and criminal law.

BUS 191 BUSINESS LAW II (4) Prerequisite: BUS 190. This course covers the legal aspects of contracts, commercial paper, property rights, consumer protection, bankruptcy, trusts, and estates.

BUS 221 PRINCIPLES OF MARKETING (3) An introduction to marketing with an emphasis placed on the consumer market. Marketing elements covered are product, distribution, promotion and pricing.

BUS 235 PERSONNEL MANAGEMENT

(3) A basic course which develops an awareness of the interrelationships of people within the work force. The course provides an insight into various techniques used by supervisors to achieve organizational objectives. Motivation and scheduling of work are major considerations.

BUS 261 PRINCIPLES OF MANAGEMENT

(4) This course covers the four major elements of effective management: planning, organizing, leading, and controlling.

BUS 269 INFORMATION MANAGEMENT

(4) This course is designed to develop practices of administrative recorded systems, storage and retrieval methods, paperwork management, and modern filing techniques including computerized data base management. Practice is given in applying indexing rules and the filing of correspondence. This course focuses on two important systems of filing: manual and computerized.

BUS 292 ADVERTISING (3) 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.

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.

COMPUTER SCIENCE

CSC 101 INTRODUCTION TO MICRO-COMPUTERS

(2)* This class is designed to familiarize students with the use and applications of microcomputers. In addition to learning to interact with pre-written programs, students will be able to command the computer to perform simple operations such as print statements, arithmetic, and graphics display.

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 109 BASIC COMPUTER LANGUAGE FOR BUSINESS

(30 lecture hours/3 credits) An introductory course in computer programming that will acquaint the student with elements of BASIC computer language and teach skills of writing and debugging business programs.

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.

*General Education Course

- 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)*** Prerequisite: CSC 105. 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.
- CSC 151. COMPUTER GRAPHICS (2)***
Prerequisite: CSC 105. A course to explore the variety of ways of generating computer graphics displays, including low- and high-resolution and shape tables on the Appie Computer.
- CSC 152. INTRODUCTION TO DATA BASE MANAGEMENT SYSTEMS (2)*** Prerequisite: CSC 105. An introduction to the concept, design, and uses of non-relational data base management systems.
- 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) Prerequisite: BASIC or PASCAL or COBOL. 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.

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.

ECO 107 CONSUMER ECONOMICS (3)* Basic economic facts and how they relate to the consumer. Personal and family values, goals, and resources and the effective consumption of various goods and services are emphasized.

EDUCATION

EDU 105 EARLY FIELD EXPERIENCE IN EDUCATION (1-3) Provides classroom experience as teacher aides, coaching assistants, etc., to students anticipating careers in the teaching profession.

ENGLISH

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 COLLEGE READING AND STUDY SKILLS I (2)* ENG 104 is recommended for students who are in their first quarter and for those who would like to learn or enhance the skills of concentration and memory, note-taking, test-taking, library usage and writing. Students will assess their individual learning styles and writing skills. Class activities are a combination of individualized instruction and group exercises.

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.

GEOGRAPHY

GEO 101 INTRODUCTION TO GEOGRAPHY (3)* A world survey of the interrelationships of humans and their culture to the climates, animal life, minerals, soils and surface features of the earth.

GEO 105 PHYSICAL GEOGRAPHY (3) Physical Geography is a survey of major landforms, weather, climate, mineral sources and soils of our earth. Basic concepts are applied to everyday world conditions.

GEO 106 CULTURAL GEOGRAPHY

(3) Covered in this course are cultural elements such as race, religion, language, political organization and technology. Population patterns of settlement and human attitudes toward the environment are also studied.

GEO 107 ECONOMIC GEOGRAPHY

(3) Economic Geography studies the environment and man's use of it for economic purposes. Also covered are geographic conditions affecting economic activities, agriculture and industry.

HEALTH

HLT 119 FIRST AID (Variable, 1-3)

This course covers standard emergency first aid care, safety precautions and rescue techniques. Topics include artificial respiration, burns, shock, hemorrhage, frostbite and heat stroke/hypothermia, sprains, fractures, poisoning, and sudden illness such as epilepsy, diabetes and stroke. Practical application of skills is emphasized.

HLT 120 CARDIO PULMONARY RESUSCITATION (1)

This course introduces CPR, an emergency lifesaving technique. Basic skills are given in one man or two man rescue; infant, child CPR; and choking procedures. The structure and function of the heart, its mechanics and some of the ways it can malfunction are explained. A review of the risk factors thought to lead to heart disease completes the class.

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)*

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)*

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) 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.

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.

HOME ECONOMICS

HEC 150 HUMAN NUTRITION (5) The study of nutrition principles as they relate to contemporary nutrition issues.

HEC 160 TEXTILES (5) Prerequisite: One year of high school chemistry or permission of instructor. Understanding the selection, use, and care of textiles from fiber to fabric.

HEC 200 FOOD SELECTION, PREPARATION, AND PRESERVATION I (5) Prerequisite: One year of high school chemistry or permission of instructor. The principles and techniques involved in the selection, preparation, and preservation of food are covered in this class.

HEC 205 CLOTHING CONSTRUCTION (5) Principles of fitting, pattern adjustment, and garment construction will be covered.

HEC 207 FOOD SELECTION, PREPARATION, AND PRESERVATION II (5) Prerequisite: HEC 200. Continuation of HEC 200.

HEC 250 INTERIOR DESIGN (5) Principles of planning and decorating living space based on human needs.

HUMANITIES

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.

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 PUBLICATION PRODUCTION (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, and yearbook.

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) Prerequisite: JOU 225 or permission of instructor. This is a continuation of the introductory class (JOU 225) with emphasis on composition and darkroom techniques.

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 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 205 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 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.

LIT 227 TWENTIETH CENTURY AMERICAN LITERATURE (3)* The economic, cultural, and historical themes which have existed in modern America and discussed as they appear in the works of representative American authors. Examples of these themes are: Small Town U.S.A.; the Great Depression; The "Lost Generation"; the Crew-Cut Era. Emphasis is placed upon techniques of critical analysis of the chosen works.

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 101 will not apply to the math requirement of the A.S. Degree.

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 102 will not apply to the math requirement of the A.S. Degree.

*General Education Course

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 115 PRE-CALCULUS MATH (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.

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 130 will not apply to the math requirement of the A.S. Degree.

MAT 201 CALCULUS I (5)

Prerequisite: MAT 113 and CSC 105 or permission of instructor. Recommended: CSC 110, CSC 121, or CSC 131. 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.

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 101 SPANISH I (5)*

The student will develop the skills to understand, speak, 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.

MUSIC

MUS 106, 107, 108 MCC CHOIR (1 cr. each) The enjoyment of singing will be experienced through song and movement using a variety of music styles. The class will include rehearsals and performances.

MUS 110 ENJOYMENT OF MUSIC I (3)* This class will allow students to acquire a basic knowledge of musical literature and to develop discriminating listening skills for all periods and styles of music through a variety of media. Class content will consist of introduction of the materials of music and the music of the 19th century Romantic movement. The music's relation to developments in history, literature, painting, sculpture, and architecture will also be explored.

MUS 111 ENJOYMENT OF MUSIC II (3)* This course will consist of an expansion of the materials discussed in MUS 110 and the introduction of music of the medieval, Renaissance, Baroque, Classical, and twentieth century. Listening experiences will be included in MUS 111.

PSYCHOLOGY

PSY 101 HUMAN RELATIONS (30 lecture hours/3 credits)* This course emphasizes self-esteem and mutual esteem as they relate to human relations. Class exercises are used to develop these concepts. Some are role-playing, possible conflicts in life, family and job situations, self-analysis of attitudes and motivation that affect our interactions with others.

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 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, maturation and development, and personality theories.

PSY 116 CHILD & ADOLESCENT PSYCHOLOGY I (3)* This course is designed to introduce the student to 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.

*General Education Course



PSY 120 HUMAN GROWTH AND DEVELOPMENT (3)* Study basic concepts and issues of growth and development, including the individual from childhood through senescence, with emphasis on cognitive, affective, psychomotor, and social development.

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

PHYSICAL EDUCATION

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.

*General Education Course

PED 101 PHYSICAL EDUCATION ACTIVITIES (1) Physical education activity courses with regard given to seasonal activities, rules and playing regulations, with emphasis on exercises and individual physical fitness.

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 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) PED

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 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) In-

struction 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.

PED 165 SOFTBALL (1)

Course is designed to teach basic techniques of softball—batting, fielding and rules. Classes will include lecture and testing plus field play.

PHYSICS**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 101 will not apply to the science requirement of the A.S. Degree.

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 permission of instructor. An introduction to the basic concepts of physics with emphasis on mechanics (kinematics, dynamics, momentum, work, energy, and gravitation), 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.

SCIENCE**SCI 114 INTRODUCTION TO PHYSICAL SCIENCE I (5)***

The first quarter of a three quarter sequence. This course is a survey of science and technology with emphasis on physics including laws of motion, work, power, energy, sound, music and electromagnetic waves. SCI 114 will not apply to the science requirement of the A.S. Degree.

SCI 115 INTRODUCTION TO PHYSICAL SCIENCE II (5)*

The second quarter of a three course sequence. This course is a survey of inorganic and organic chemistry, atoms, molecules, chemical change, radioactivity, the nucleus, electricity and magnetism. SCI 115 will not apply to the science requirement of the A.S. Degree.

SCI 116 INTRODUCTION TO PHYSICAL SCIENCE III (5)*

The third quarter of a three quarter sequence. This course is a survey of weather phenomenon, the atmosphere, ecology and environment, geology, erosion, structure of planet earth, the moon, solar system, stars and universe. SCI 116 will not apply to the science requirement of the A.S. Degree.

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

*General Education Course

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.

ATM 101 INTRODUCTION TO METEOROLOGY (3)* A study of synoptic meteorology including the properties of the atmosphere, clouds, precipitation, heat balance, air in motion, circulation, climate, and forecasting. ATM 101 will not apply to the science requirement of the A.S. Degree.

SECRETARIAL SCIENCE

SEC 151 GREGG SHORTHAND I (5) 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 (5) 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 (5) 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, business letters, tables, and 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 con-

tinues 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 240 SPEED DICTATION & TRANSCRIPTION I (5) Prerequisite: SEC 153. This course develops transcription skills. Emphasis is on speed development and the mechanics of English language and usage necessary for producing mailable copy.

SEC 241 SPEED DICTATION & TRANSCRIPTION II (5) Prerequisite: SEC 240. This course is a continuation of SEC 240.

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.

*General Education Course

SOC 107 CHOICES IN INDIVIDUAL AND FAMILY DEVELOPMENT (3)

A course about individual and family relationships and the alternative choices that can be made. The cost and benefits of these alternatives, the cycles of human life, how to resolve conflicts and develop realistic expectations about what can be accomplished are included.

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 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 113 SOCIAL PSYCHOLOGY I (3)*

Introduction to social psychology, as an academic discipline and applied science, discusses nature of and factors involved in human social behavior. Methods of research, socialization, impression management, prosocial behavior, aggression, conformity, obedience to authority, attitude change and interpersonal attraction are covered.

SOC 114 SOCIAL PSYCHOLOGY II

(3)* A continuation of SOC 113, selected topics of social psychology are applied to the issues peculiar to American society in the eighties.

SOC 115 FUNDAMENTALS OF U.S. GOVERNMENT (3)*

A course in basic fundamentals of government, this class will cover Constitutional foundations, policies, who make the policies, and how they effect the people. Attempts will be made to apply the fundamentals to current events and practices.

SOC 116 FUNDAMENTALS OF STATE AND LOCAL GOVERNMENT (3)*

A student's mastery of the fundamentals of state and local government is enhanced by participation in and observation of government of the state, county and city level.

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.

SPEECH

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.

THEATER

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.

*General Education Course

AGRICULTURAL COURSES

Agri-Business Specialist

- AGR 101 AG RECORDS MANAGEMENT I (30 lecture hours/3 credits)**
Topics to be covered include: financial management, general ledger, accounts payable, advanced accounts receivable, asset management, farm inventory payroll, and decision aids.
- AGR 103 AG RECORDS MANAGEMENT II (30 lecture hours/3 credits)**
This course is a continuation of AGR 101.
- AGR 105 ANIMAL FEEDS (25 lecture hours/10 lab hours/2 credits)**
This class covers the nutritional management and financial projection of animal feeds. Topics included will be calculating nutritional requirements, balancing rations, nutritional content of feeds, least cost rations, and feed restrictions for beef, swine, dairy cattle and sheep.
- AGR 111 AG CHEMICALS (15 lecture hours/10 lab hours/2 credits)**
Topics to be covered include: soil chemistry, fertilizer chemicals, determining soil needs, commercial fertilizers, manure value to soils, pesticides, herbicides, using ag chemicals safely, and calculating dosages and applications.
- AGR 150 AG MARKETING AND FINANCING (30 lecture hours/3 credits)**
Topics to be covered include: grain tracking system, daily transaction system, daily position report, delayed pricing transaction, grain bank, reserve program transaction, outstanding contracts, sales invoices and contracts, and warehouse receipts.
- AGR 160 APPLIED PHYSICS (20 lecture hours/20 lab hours/3 credits)**
This is an intensive survey course designed to meet the needs of occupational students in technical programs. It focuses on a hands-on approach to learning needed concepts of physics. The course is self-paced; students must pass a competency exam before proceeding to new topics. Areas studied include measurement and precision measurement, graphs, electricity, mechanics including motion, force, and torque, simple machines, fluids and hydraulics, temperature and heat.
- AGR 165 AG FACILITIES AND EQUIPMENT (20 lecture/15 lab/3 credits)**
Topics to be covered include: applied physics, depreciation of equipment, owning vs. leasing or custom hire, maintenance records of equipment, custom rate determination, and scheduling machine operations.
- AGR 170 AG RECORDS SIMULATION (45 lab hours/3 credit)**
This course includes a realistic accounting simulation for an agricultural enterprise. Utilizing the microcomputer, the class emphasizes development and management of accounting systems. Students' career interests will be considered in software selection.
- AGR 171 AG INVENTORY CONTROL SIMULATION (30 lecture hours/3 credits)**
Topics to be covered include: RED WING Accounts Payable, transactions since start of month, vendors' list, open invoices, invoicing aging by vendor, cash requirements, summarized purchases by vendor and accounts, and check register.
- AGR 177 AG MANAGEMENT SIMULATION (10 lecture hours/35 lab hours/3 credits)**
Topics to be covered include: Feedlot Management Systems which includes intake and costs summaries, billing charges, current inventories, herd reports, feed distribution, requisitions and dump instruction, ration usage, daily processing reports, total herd days, and summary of invoices.
- AGR 275 SPECIAL STUDIES IN AGRICULTURE (Variable ½-6 credits)**
This course is designed to meet the needs of agricultural students for specialized study as well as the local agricultural industry. For the 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 agricultural industry, a special study may address any facet of the occupations cluster and will be responsive to perceived needs for upgrading, retraining, and workshop/seminars.

Farm/Ranch Management

FRM 101 FARM AND RANCH MANAGEMENT I (80 hours lecture, 300 hours co-op, 18 credits) This course emphasizes farm and ranch records and accounting. It is organized to develop an accurate and realistic source of information which can be used to locate problems, set up objectives and evaluate the resources available to each enrollee. Complete records of the farm or ranch and home businesses on a full business cycle are necessary. This program is a computerized accounting system.

FRM 105 FARM AND RANCH MANAGEMENT II (80 hours lecture, 300 hours co-op, 18 credits) This course continues to apply principles learned in year one. Utilizing the computer, the previous years records will be analyzed. General interpretation of the farm or ranch business analysis will point to strengths and weaknesses of the agricultural business. A variety of reports will be available from the computer program.

FRM 110 FARM AND RANCH MANAGEMENT III (80 hours lecture, 300 hours co-op, 18 credits) Instruction will continue with analysis of record systems, accounting systems and practices, enterprise analysis, and a total review of the farm or ranch as a business enterprise. Emphasis will be placed on reorganizing the agri-business to meet both business and family living goals.

For detailed information on the accounting system employed or the financial records (cash flow, year end, tax forms, etc.) available through this program, call or write the program coordinator at 303-867-3081.

NOTE: The State Board for Community Colleges and Occupational Education has approved a special tuition rate for the Farm and Ranch Management program. Each course (one year of instruction and assistance) will cost \$250.00

AUTOMOTIVE COURSES

Automobile Refinishing

AUB 109 MINOR BODY REPAIR I (15 lecture/52 shop hours/5 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 sheet-metal; weld, straighten and grind door panels; fill, contour, and prime door panels; and paint and finish door panels.

AUB 116 MINOR BODY REPAIR II (15 lecture hours/52 shop hours/5 credits) A continuation of AUB 109. Students will continue to learn the principles and application of skills described above.

AUB 125 MINOR BODY REPAIR III (15 lecture hours/52 shop hours/5 credits) The last course in a sequence teaching the practical skills necessary for minor automobile body repair. The class continues those topics described above for AUB 109 and AUB 116.

AUB 139 BASIC AUTO PAINTING (15 lecture/52 shop hours/5 credits) This course introduces the student to the basics of spot painting and prepares the student for the complete painting of an automobile with acrylic enamel and acrylic lacquer.

AUB 201 AUTO REFINISHING I (25 lecture hours/115 shop hours/10 credits) 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 211 AUTO REFINISHING II (25 lecture hours/115 shop hours/10 credits) This course is a continuation of AUB 201. Students will complete activities begun in Auto Refinishing I.

AUB 221 AUTO REFINISHING III (60 lecture hours/105 shop hours/13 credits) 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 233 AUTO REFINISHING IV (25 lecture hours/115 shop hours/10 credits) 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 150 BRAKE SYSTEMS (15 lecture hours/52 shop hours/5 credits) Areas of instruction include shop safety, use and care of tools and accident procedure. Students will be taught the principles and repair of drum, disc, and power brake units.

AUM 155 STEERING, SUSPENSIONS AND ALIGNMENT I (15 lecture hours/52 shop hours/5 credits) Areas of instruction include shop safety, use and care of tools, and accident procedure. Students will learn the principles and repair of steering, suspension parts, balancing of tires and wheels and alignment using electronic test equipment.

AUM 160 STEERING SUSPENSION AND ALIGNMENT II (15 lecture hours/52 shop hours/5 credits) This course is a continuation of AUM 155.

AUM 173 FUEL AND EMISSIONS CONTROLS (15 lecture/52 shop hours/5 credits) This course will cover the principles and repair of dual exhaust and emission systems with emphasis on computerized fuel systems and the use of electronic test devices. Students will learn to diagnose problems using various test equipment and make necessary adjustments.

AUM 225 STANDARD DRIVE TRAIN (25 lecture hours/110 shop hours/10 credits) This course covers the principles and repair of the standard transmission, drive line, rear axle and trans-axle assemblies.

AUM 231 ELECTRICAL AND EMISSION SYSTEMS AND TUNE UP I (25 lecture/110 shop hours/10 credits) Included in this course are the principles, maintenance, diagnosis and repair of battery and ignition systems. Emphasis will be on diagnosis, tune-up and emissions systems adjustments using modern electronic test equipment.

AUM 233 ELECTRICAL AND EMISSIONS SYSTEMS AND TUNE-UP II (20 lecture hours/90 shop hours/8 credits) This course is a continuation of AUM 231 and furnishes further instruction in the theory and practice of automotive tune-up. Included are the principles, maintenance, diagnosis and repair of starting, charging, lighting and accessory systems.

AUM 240 ENGINE OVERHAUL I (15 lecture/52 shop hours/5 credits) This course covers the design and principles of engine, block, valve trains, piston/rod/ring assemblies, crankshaft/bearing assembling cooling and related systems. Each student will disassemble an engine, measure for wear, diagnose problems, and prepare estimate and cost sheets.

AUM 245 ENGINE OVERHAUL II (25 lecture hours/110 shop hours/10 credits) This course includes such topics as machining operation of the valve train, block preparation, crankshaft/rod/piston assemblies, the reassembly of the complete engine, and all necessary adjustments made including tuning the engine to the manufacturer's specifications.

BASIC LAW ENFORCEMENT COURSES

- 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 107 FIRST AID/LAW ENFORCEMENT OFFICERS I (15 lecture hours/1 credit)** An introduction to emergency care for first responders. Subjects covered include immediate rescue techniques and urgent care steps. Particular emphasis is placed on problem solving and practical application of skills in hemorrhage, shock, hypothermia, excessive heat, sprains, dislocations, fractures and burns.
- BLE 108 FIRST AID/LAW ENFORCEMENT OFFICERS II (15 lecture hours/1 credit)** A continuation of BLE 107, this class introduces the following topics: CPR, care of sudden illness as stroke, epilepsy and diabetic coma, and poisoning/drug abuse.
- BLE 110 ARREST TACTICS (21 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/SECRETARIAL COURSES

Business

- 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)** Prerequisite: BUS 181 or consent of instructor. This course covers the development and basic structure of federal income tax laws as they apply to individual returns. Tax law and its impact on personal financial planning is 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, and usage problems.
- BUS 136 BUSINESS CORRESPONDENCE - STYLE AND TONE (30 lecture hours/3 credits)** Prerequisite: BUS 135. Effective business communications is emphasized through practical writing situations in the areas of sales and employment, credit and collection, memorandums and business reports, and letters about products and services.
- BUS 143 BUSINESS COMPUTATIONS I (30 lecture hours/3 credits)** Prerequisite: Asset Test Score of 25 or better or MAT 021. This course develops the mathematical concepts and applications used in business computations. Percentages, ratios, banking, merchandising, and credit and finance applications 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 electronic printing calculator utilizing the touch system. Competency on the calculator is developed through applications of basic business problems. Speed and accuracy are emphasized.
- 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 a continuation of BUS 170 with an emphasis in the areas of accounts receivable and bad debts, notes receivable and 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 accounting cycle is covered as well as the voucher system and notes and accounts receivable.

BUS 181 PRINCIPLES OF ACCOUNTING II (40 lecture hours/4 credits) Prerequisite: BUS 180. This course continues to develop double-entry accounting practices. Payrolls, inventory costing, depreciation, present value, partnership and corporate accounting are covered.

BUS 182 PRINCIPLES OF ACCOUNTING III (40 lecture hours/4 credits) Prerequisite: BUS 181. This course continues to develop corporate accounting practices. Manufacturing, cost accounting and managerial accounting are covered.

BUS 183 ACCOUNTING SIMULATION I (45 lab hours/3 credits) Prerequisite: BUS 170 or BUS 180 or permission of instructor. The course includes a realistic accounting simulation for a merchandising enterprise. One computerized accounting cycle is covered.

BUS 184 ACCOUNTING SIMULATION II (45 lab hours/3 credits) Prerequisite: BUS 183 and concurrent enrollment in BUS 171 or BUS 181. This course is a continuation of BUS 183. Intermediate level computerized accounting simulations are completed.

BUS 185 ACCOUNTING SIMULATION III (45 lab hours/3 credits) Prerequisite: BUS 171 or BUS 181, BUS 184 and concurrent enrollment in BUS 182. The course emphasizes development and management of accounting systems utilizing the microcomputer. Students receive instruction in creating corporate sets of books on the computer.

BUS 190 BUSINESS LAW I (40 lecture hours/4 credits) This is an introductory course that covers the nature and development of U.S. law and the court system. Emphasis is on tort and criminal law.

BUS 191 BUSINESS LAW II (40 lecture hours/4 credits) Prerequisite: BUS 190. This course covers the legal aspects of contracts, commercial paper, property rights, consumer protection, bankruptcy, trusts, and estates.

BUS 195 INTRODUCTION TO DATA PROCESSING (30 lecture hours/15 lab hours/4 credits) As a survey course on information processing systems and computer technology, this course will include the following topics: nontechnical description of how the computer works, business uses of computers,

business systems, design process, and an introduction to computer programming.

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. Job order process and standard cost systems are covered.

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 221 PRINCIPLES OF MARKETING (30 lecture hours/3 credits) An introduction to marketing with an emphasis placed on the consumer market. Marketing elements covered are product, distribution, promotion and pricing.

BUS 225 RETAILING (30 lecture hours/3 credits) A general survey of the principles of efficient store organization and management. Topics include the following: location and layout, types of store organization, operating activities, and customer service.

BUS 235 PERSONNEL MANAGEMENT (30 lecture hours/3 credit) A basic course which develops an awareness of the interrelationships of people within the work force. The course provides an insight into various techniques used by supervisors to achieve organizational objectives. Motivation and scheduling of work are major considerations.

BUS 261 PRINCIPLES OF MANAGEMENT (40 lecture hours/4 credits) This course covers the four major elements of effective management: planning, organizing, leading, and controlling.

BUS 263 BUSINESS FINANCE I (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, the money supply, and long-term/short-term/special financing.

- BUS 265 BUSINESS FINANCE II (30 lecture hours/3 credits)** The focus of this course is designed to concentrate on financial management using electronic spreadsheets, data based management, budgeting, and forecasting.
- BUS 267 SMALL BUSINESS MANAGEMENT & ORGANIZATION (30 lecture hours/3 credits)** This course is a survey of the primary purposes and responsibilities of small businesses. Legal forms of ownership, types of organizational structures and the operation of a business are stressed. Areas of hiring and training the operation of a business are stressed. Areas of hiring and training personnel, equipment, working conditions and public relations are discussed.
- BUS 269 INFORMATION MANAGEMENT (40 lecture hours/4 credits)** This course is designed to develop practices of administrative record systems, storage and retrieval methods, paper-work management, and modern filing techniques including computerized data base management. Practice is given in applying indexing rules and the filing of correspondence. This course focuses on two important systems of filing: manual and computerized.
- BUS 274 MANAGEMENT SIMULATION (45 lab hours/3 credits)** This course uses case studies to apply fundamental management skills in problem solving. Cases will present realistic job situations and integrate class skills for solutions.
- BUS 175/275 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.

SECRETARIAL

- 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 158 KEYBOARDING (30 lab hours/2 credits)** This course is an introduction to the use of the standard keyboard (letter, symbol, and number keys) by the touch system. Emphasis is on computer keyboards; skills are equally applicable to electric and electronic typewriters.
- 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, business letters, tables, and 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) Prerequisite: SEC 161 or consent of instructor. 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) Prerequisite: SEC 162, SEC 180, and concurrent enrollment in SEC 163 or consent of instructor. This course will cover the operation of a word processor. The student will be provided with hands-on experience that is necessary to develop an entry-level skill.

SEC 238 MACHINE TRANSCRIPTION (30 hours lab/10 hours lecture/3 credits) Prerequisite: SEC 162 and concurrent enrollment in SEC 163 or consent of instructor. This course emphasizes the production of mailable copy from machine dictation.

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

SEC 241 SPEED DICTATION & TRANSCRIPTION II (50 lecture hours/5 credits) Prerequisite: SEC 240. This course is a continuation of SEC 240.

SEC 254 SECRETARIAL PROCEDURES (50 lecture hours/5 credits) Prerequisite: SEC 162. This course covers duties and responsibilities of the administrative secretary. Included are job applications, career research, and aspects of personal development and human relations in the office.

SEC 175/275 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.

Small Business Management

SMB 101 SMALL BUSINESS MANAGEMENT I (18) Topics to be covered include: business management, business records, inventory management, payroll and government records, the balance sheet, profit and loss statement, accounts receivable and credit management, employer-employee relations, depreciation and investment credit, effects of income tax on small business management, year-end closing, and advertising.

SMB 105 SMALL BUSINESS MANAGEMENT II (18) Topics to be covered include: computers in small business, cash flow analysis and breakeven analysis, interpretation of annual business analysis, risk management and insurance, understanding state and federal income taxes, balance sheet analysis, profit and loss statement analysis, establishing sales goals through cost analysis, fixed asset strategy, budgeting and forecasting, evaluation of the

business, effect of tax planning, and year-end closing.

SMB 110 SMALL BUSINESS MANAGEMENT III (18) Topics to be covered include: a business plan, position of the business, two year analysis, long range cash flow and profit projection, evaluation of profitability, internal management controls, market analysis, merchandising and promotion, asset management, finance and leverage, energy management, and year-end closing and performance appraisal.

CONSTRUCTION TRADES COURSES

Construction Carpenter

CRP 111 INTRODUCTION TO WOODWORKING (30 lecture hours/60 shop hours/5 credits) This course will cover personal, shop, and tool safety. During the shop portion of the class the student will develop skills in the safe and correct use of carpentry tools while working on exercises and projects.

CRP 121 CONSTRUCTION DRAWINGS (30 lecture hours/60 shop hours/5 credits) This course will be an overview of working drawings. The shop will cover simple blueprints and the laying out of foundations from plot and foundation plans.

CRP 131 CARPENTRY POWER TOOLS AND MATERIALS (30 Lecture hours/60 shop hours/5 credits) This course will cover safe operation of woodworking machines, calculation, ordering and use of common building materials. During the shop the student will learn how to plan a job and follow the plan by completing the job with the use of woodworking machines.

CRP 141 BASIC FRAMING (30 lecture hours/60 lab hours/5 credits) This course will be an overview of framing methods from sill to roof, including different styles of corners, partition tees, bracing and roofs. The shop work will be completed on a small scale building.

CRP 211 CONCRETE FORMING (30 lecture hours/105 shop hours/10 credits) This course will be the study of concrete forming, pouring and finishing. The on-site work will be preparing the site, locating the foundation from the plot plan, shooting elevations, forming and pouring the concrete.

CRP 221 ADVANCED FRAMING (30 lecture hours/105 shop hours/10 cred-

its) This course will study the methods of layout and construction of the frame work and sheathing of a house. On-site, the class will frame floors, walls, roof and install subfloors, wall and roof sheathing.

CRP 231 EXTERIOR TRIM AND FINISH (30 lecture hours/105 shop hours/10 credits) This course will study different materials and methods of application of finishes to the outside of a house. On-site work will consist of hanging doors, windows, and siding. During the on-site work, the roof will also be completed including the cornice, rake and shingling.

CRP 233 INTRODUCTION TO ELECTRICAL WIRING (10 lecture hours/30 shop hours/3 credits) This course will be on-site training in blueprint reading, layout, roughing-in and finish of residential wiring.

CRP 236 INTRODUCTION TO PLUMBING (10 lecture hours/30 shop hours/3 credits) This course will be an on-site overview of the techniques of the plumbing trade as applied to residential housing.

CRP 238 INTRODUCTION TO PAINTING (10 lecture hours/30 shop hours/3 credits) This course will be an on-site experience in the application of interior and exterior paints and finishes.

CRP 241 INTERIOR TRIM AND FINISH (30 lecture hours/105 shop hours/10 credits) This course will cover the application and finish of thermal insulation, dry-wall, casing, stair construction and finish hardware. Site work will be the interior finish of a building with the use of common materials.

Construction Welder

WLD 105 INTRODUCTION TO WELDING (10 lecture hours/30 shop hours/3 credits) This course is for students who need welding on the job, such as automobile refinishing, automobile maintenance and service, and construction carpentry. Emphasis is on setting up and using oxy-fuel equipment- cutting up to and including 3/8" mild steel,

welding up to and including 1/8" mild steel, and brazing up to 16 gauge mild steel; setting up and using arc welding equipment-welding up to and including 1/4" mild steel in the flat and vertical position on fillet type joints only; setting up and using gas metal arc equipment-welding up to and including 1/8" mild steel in the flat and vertical position only.

WLD 121 WELDING SYMBOLS AND BASIC OXYACETYLENE WELDING (30 lecture hours/60 shop hours/5 credits) Students will learn safe shop procedures and the use of shop equipment; practice oxyacetylene set-up, welding of various joints; practice cutting and brazing; and learn to read and use basic welding symbols.

WLD 125 BASIC OXYACETYLENE AND BASIC SHIELDED METAL ARC WELDING (30 lecture hours/105 shop hours/10 credits) This is a continuation of WLD 121 with the addition of basic shielded metal arc welding. Students will learn safe procedures used in shielded metal arc welding; machine set-up; and weld on 3/16" and 1/4" mild steel in all positions.

WLD 133 BLUEPRINTS AND BASIC SHIELDED METAL ARC WELDING (30 lecture hours/60 shop hours/5 credits) Students will practice shielded metal arc welding machine set-up and the welding of various joints in all positions. They will also be taught to read welding blueprints.

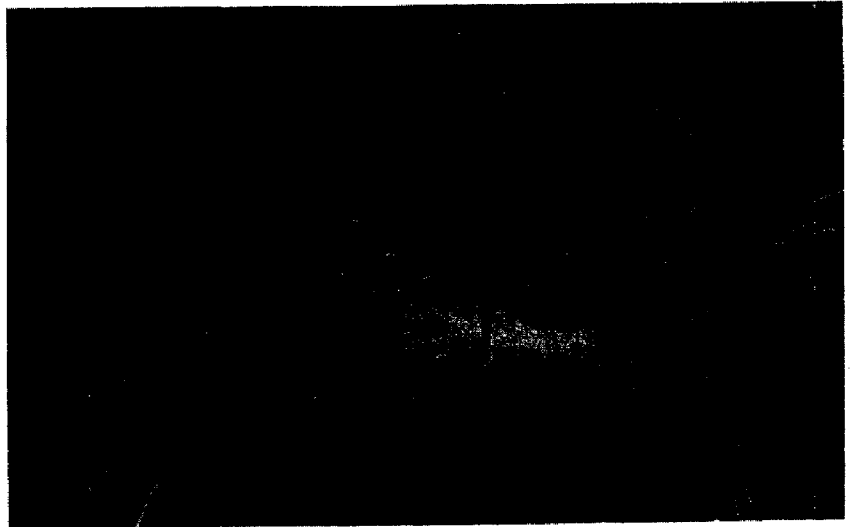
WLD 230 ADVANCED SHIELDED METAL ARC WELDING (30 lecture hours/105 shop hours/10 credit) Students will practice welding in all positions; welding on 3/8" and 1" thick steel multipass using direct current welding machines. E6010 and E7018 electrodes will also be used in this course. The students will perform tests used in welder qualification procedures.

WLD 235 GAS TUNGSTEN ARC WELDING—PIPE I (30 lecture hours/105 shop hours/10 credits) Students will practice safe shop procedures; learn and practice gas tungsten metal arc welding machine set-up; practice various welding joints in all positions using mild steel, stainless steel and aluminum; prepare pipe workpieces; practice pipe welds in all positions on various sized steel pipe. Pipe welding will be done using the shielded metal arc welding process.

WLD 255 GAS TUNGSTEN ARC WELDING—PIPE II (30 lecture hours/75 shop hours/8 credits) This is a continuation of WLD 235.

WLD 270 GAS METAL ARC WELDING—STRUCTURAL I (30 lecture hours/60 shop hours/5 credits) Students will practice gas metal arc welding machine set-up and practice various welding joints in all positions; practice various welding joints in various positions using flux cored arc welding. They will also practice shielded metal arc welding with structural applications which will include a step by step explanation of how to weld 1" thick mild steel plate with backing strips in all positions.

WLD 273 GAS METAL ARC WELDING - STRUCTURAL II (30 lecture hours/105 shop hours/10 credits) This course is a continuation of WLD 270. Also at this time basic fabrication will be covered.



ELECTRONICS COURSES

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 110 D.C. CIRCUITS (90 lecture/60 lab hours/13 credits) Prerequisite: Concurrent enrollment in or proficiency test-out of MAT 104. This course covers direct current and alternating current concepts including: voltage, circuits, resistance, Ohm's Law, 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. On an optional basis, BASIC Computer Language programming and integrating routine assisted problem-solving is incorporated.

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 MAT 105. This course concludes the study of alternating current concepts and covers semiconductor devices including: power supplies, amplifier circuits, oscillators, multivibrators and switches. Safety on each type of equipment is insured through written and performance tests.

ELE 114 SEMICONDUCTOR CIRCUITS (80 lecture/60 lab hours/12 credits) Prerequisite: ELE 112 or permission by instructor based on proficiency test-out. This course describes the most common semiconductor devices and their theory of operation and 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 170 ELECTRONICS COMMUNICATION (10 lecture hours/15 lab hours/2 credits) This course introduces students to the fundamentals of electronic communications. Instructor-guided, the course takes the student through amplitude, frequency, phase and angle modulation; through a study

of transmitters and antenna; to an understanding of state-of-the-art broadcasting, data communications and telecommunications.

ELE 220 DIGITAL LOGIC CIRCUITS (80 lecture/60 lab hours/12 credits) Prerequisite: ELE 114. This course covers digital fundamentals, semiconductor devices for digital circuits, basic logic circuits, digital integrated circuits, flip-flops, registers and clocks, and combinational logic circuits.

ELE 222 ADVANCED LOGIC CIRCUITS (70 lecture/80 lab hours/11 credits) Prerequisite: ELE 220. This course covers sequential logic circuits: counters, shift registers and clocks, and combinational logic circuits.

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 226 LINEAR DEVICES AND CIRCUITS (70 lecture/45 lab hours/10 credits) Prerequisite: ELE 222. This course covers digital design, digital applications, analog devices and their applications, and system troubleshooting.

ELE 228 MICROPROCESSORS & COMPUTERS II (20 lecture/15 lab hours/3 credits) Prerequisite: ELE 224. 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 265 OPTOELECTRONICS (30 lecture hours/3 credits) Prerequisite: ELE 110 and ELE 112 or instructor's permission. Topics covered include optical principles, sources such as light emitting diodes, 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 specialized 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.

ELE 283 CONTROL DEVICES I (20 lecture hours/30 lab hours/4 credits)
Prerequisite: ELE 110 and ELE 112.
This course provides a basic introduction in the principles of robotic technology. Topics include robot funda-

mentals, AC and fluidic power, DC motors and positioning, microcomputer controllers, and introduction to programming.

ELE 284 CONTROL DEVICES II (20 lecture hours/30 lab hours/4 credits)
Prerequisite: ELE 283. As the second of two classes on robotics, this course incorporates the topics of ELE 281 with data acquisition, data handling and conversion, voice synthesis, ET-18 interfacing, and industrial robots at work.

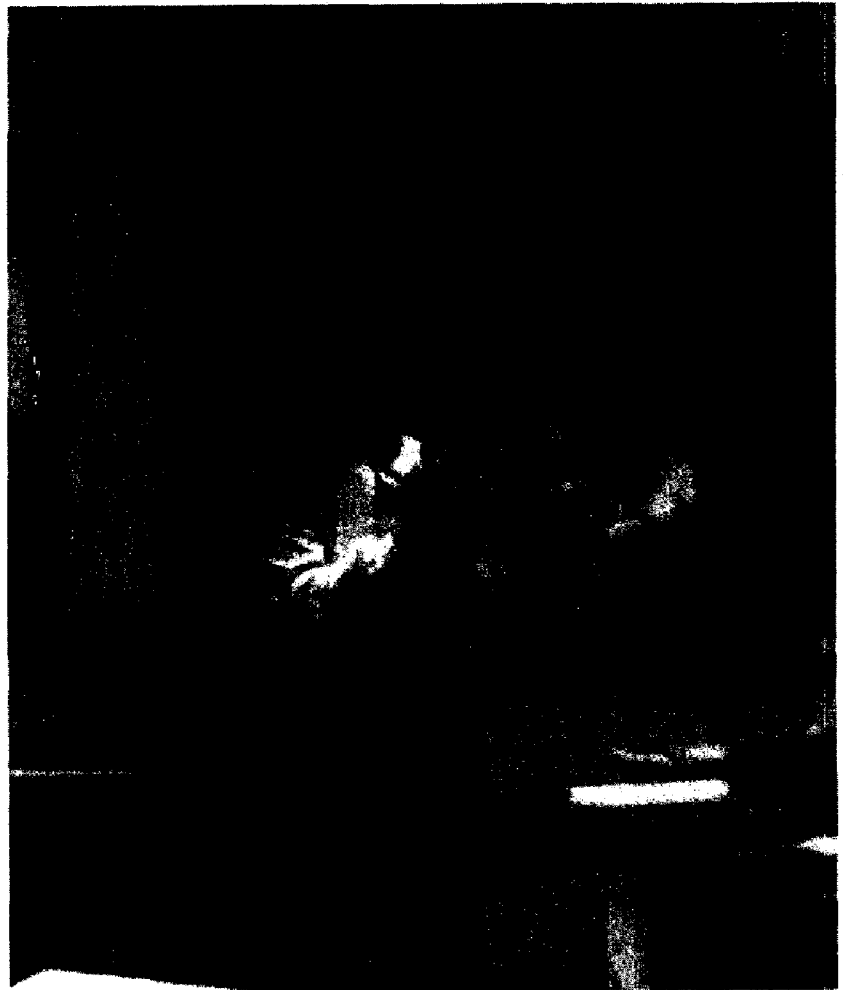
HUMAN SERVICES OCCUPATIONS PROGRAMS

Morgan Community College offers two occupational programs in the general area of health and human services. These include (1) a 20-week Certificate program in Emergency Medical Technology (EMT); (2) a Certificate for Home Health Aides.

The EMT program is approved by the Colorado State Department of Health and prepares graduates for all jobs where such a certificate is required by statute, for example that of ambulance driver or any other first responder occupation.

The program for Home Health Aide provides training for those who assist professional health and social staff members who are responsible for providing home care services for the elderly, families with children, the chronically ill and convalescent.

Further information about any of these programs is available from the Instructional Division of the college.



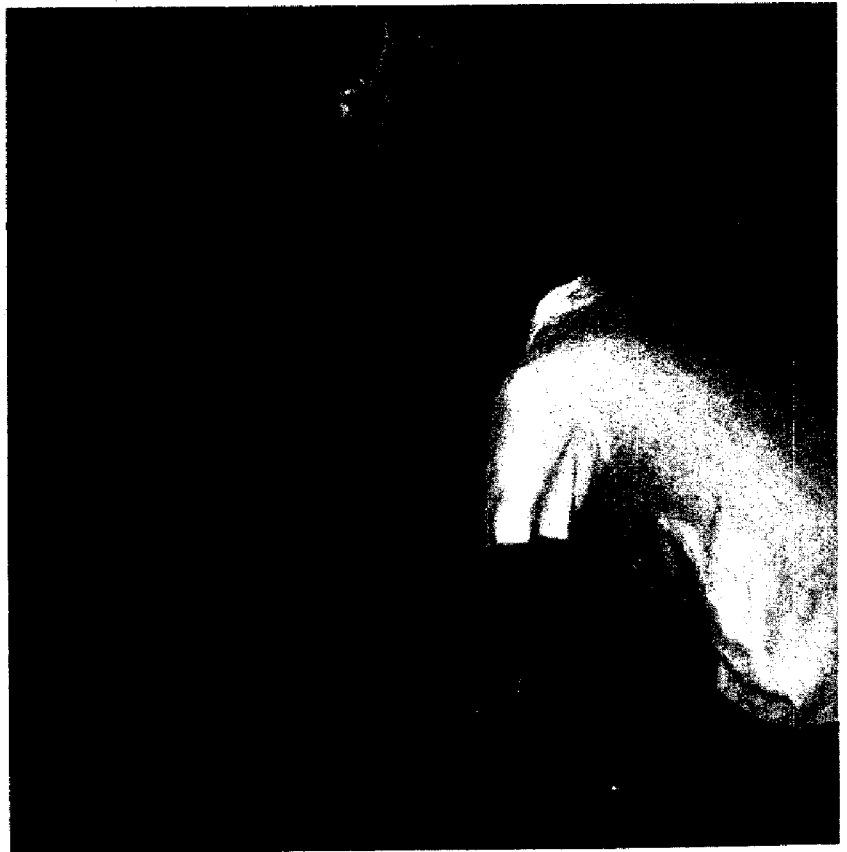
HUMAN SERVICES OCCUPATIONS

Emergency Medical Technology

Home Health Aide

EMT 110 EMERGENCY MEDICAL TECHNOLOGY BASIC I (70 lecture hours/45 lab hours/10 credits) This course is designed to prepare the student for certification in the state of Colorado as an Emergency Medical Technician-Basic. Class content follows guidelines established by the United States Department of Transportation. Topics include an introduction to the program, patient assessment, CPR, breathing aids, bleeding, shock, soft tissue and extremity injuries, traction, skull, spine, and chest injuries, emergency room orientation, fractures and splints, poison, drugs, burns, obstetrics, pediatrics, psychiatric care, crisis intervention, disaster assistance, extrication, transportation, and emergency driving.

HHA 125 HOME HEALTH AIDE (120 lecture hours/120 lab hours/18 credits) The Home Health aide curriculum will be presented in five major categories. The first section will include First Aid Care and CPR. The second section will deal with understanding basic needs, human relations, disability, mental illness and process of aging. A section will cover home management and include sanitation and health environment, food and nutrition, time management and resource management. The fourth section presents personal care, the human body and its functions and body mechanics. The fifth section will introduce information on diseases, prognosis and emergency care.



L.P. GAS COURSES

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/30 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.

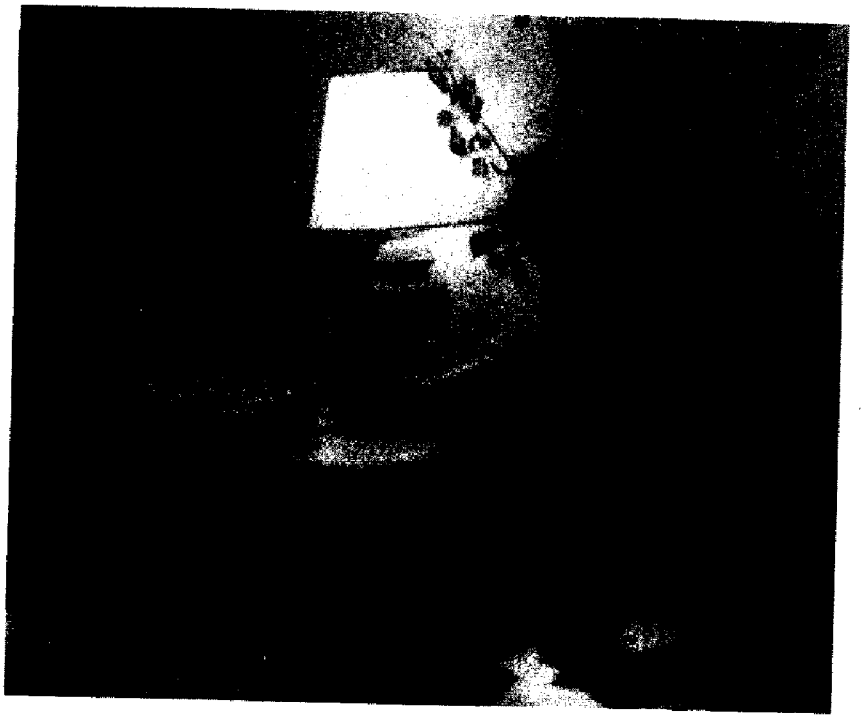
LPG 135 REGULATORS & PIPE INSTALLATION (40 lecture/30 shop hours/9 credits) This course covers the fundamentals of regulators, regulator types, customer storage systems, regulator sizing and installation, pipe and tube types, pipe/tube and fitting installation, and methods of leak testing.

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/30 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.

Personnel





ADMINISTRATIVE OFFICERS

CARTER, LARRY D. (1982) President
B.S. (1959) Fort Hays State
University
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
Ph.D. (in progress) Colorado
State University

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

STAFF EMERTIUS

DATTERI, ROBERT F., President
Emeritus
B.S. (1955) Colorado State
University
M.Ed. (1970) Colorado State
University
Ph.D. (1977) Colorado State
University

LAWTHER, WILMA E.M.T., Instructor
Emeritus
Member of Emergency Medical
Technician Association of
Colorado

ACADEMIC FACULTY FULL-TIME

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

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

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

GIAUQUE, LARRY L. (1985)
Math, Computer Science, and Science.
B.A. (1961) University of
Colorado
M.S. (1971) Naval Postgraduate
School

- 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
- HOTCHKISS, ROBIN (1981) Electronics
 A.A.S. (1981) Morgan Community College
 Vocational Credential
- 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
- MASON, KELLEY S. (1979) Computer Science
 20 years experience in electronics field
 Vocational Credential
- MICHIE, KAREN (1984) Homemaker
 B.S. (1976) Colorado State University
 M.Ed. (1979) Colorado State University
 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
 Vocational Credential
- MCFARLAND, HAROLD D. (1980) Construction Welder
 B.E. (1979) Colorado State University
 Vocational Credential
- NELSON, GEORGE (1979) Agri-Computers
 B.S. (1957) Colorado State University
 M.Ed. (1967) Colorado State University
 Vocational Credential
- 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
- WISENTEINER, LESLI S. (1983) Alternative Education
 B.A. (1979) University of Northern Colorado
- ZIEGLER, GENE (1972) Auto Mechanics
 20 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
22 Years of Law Enforcement
experience
Certified CLETA Instructor
- BARTELL, KIM** Business
B.S. (1974) Colorado State
University
J.D. (1980) California Western
School of Law
- BAUER, JEFFREY C.** Economics
B.A. (1969) Colorado College
M.A., Ph.D. (1975) University
of Colorado
- BERNAHL, SHARROLL** Allied Health
Iowa Lutheran School of Nursing,
R.N., 1964
Vocational Credential
- BOTHWELL, DONNA** Business
B.A. (1982) University of
Northern Colorado
Vocational Credential
- CARRUTH, JUDITH E.** English
B.A. (1983) University
of Northern Colorado
- CHALK, ANN** Tole Painting
8 years experience in
Tole Painting
- COVELLI, JODY** Business
A.A. (1982) Morgan
Community College
- CRONE, JAMES E.** Basic Law
Enforcement
Vocational Credential
7 years experience
in law enforcement
- DAVEY, ROBERT P.** E.M.T.
Certified Emergency Medical
Technician
8 Years of E.M.T. Experience
Vocational Credential
- ELRICK, DEBRA I.** Business
8 Years of Business Experience
Vocational Credential
- FORBES, AL D.** Basic Law
Enforcement
CLETA Certified Instructor
10 years experience
in law enforcement
- GERTGE, PHYLLIS** Allied Health
R.N. Mercy Hospital, 1961
Vocational Credential
- GREEN, VICKIE** Music
B.M.E. (1976) University of
Denver
- GREENER, CHARLOTTE J.** Math
B.A. (1984) University
of Northern Colorado
- HOLZWORTH, CHARLENE** Business
B.A. (1982) University of
Northern Colorado
Vocational Credential
- 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
- MAHON, EDMUND** Basic Law
Enforcement Coordinator
12 Years of Law Enforcement
experience
Certified CLETA Instructor
- MINER, MARK L.** Basic Law
Enforcement
B.A. (1978) Western State College
of Colorado
J.D. (1982) Illinois Institute of
Technology: Chicago-Kent
College of Law

PELKEY, WILLIAM L. Basic Law Enforcement
 B.S. (1978) Eastern Kentucky University
 M.S. (1979) Eastern Kentucky University
 Vocational Credential
 Certified CLETA Instructor

PORTER, BEV Tennis
 B.S. (1954) University of Northern Colorado

ROSKOP, KATHLEEN Psychology
 B.S. (1972) University of Northern Colorado

SAMPLES, DAVID B. Photography
 A.A.S. (1982) Colorado Mountain College

SCHAFFER, JOHN C. Business
 B.S. (1971) Metro State, Denver
 M.Ed. (1976) Colorado State University
 M.S. (1980) University of Northern Colorado
 Vocational Credential

SKINNER, GLENN L. Basic Law Enforcement
 Vocational Credential
 Basic Law Enforcement Certificate (1982)
 Morgan Community College
 Certified CLETA Instructor

SNEDDON, JOHN L. Social Sciences
 B.A. (1971) Colorado State University

SPEAKS, DANA Basic Law Enforcement
 Vocational Credential
 Certified CLETA Instructor

STADLER, PHILLIP J. Computer Science
 B.A. (1969) University of Northern Colorado
 M.A. (1977) University of Northern Colorado

VAN DYKE, VIVIAN Remedial Education, Sociology, History
 B.A. (1948) University of Northern Colorado

WEBER, DENNA Adult Basic Education
 B.A. (1969) University of Northern Colorado

WHITE, JERRY E. Basic Law Enforcement
 14 years of Law Enforcement experience
 Certified CLETA Instructor

ZULKOSKI, RICHARD Physical Education
 P.G.A. (1983)
 6 years experience,
 Golf Professional

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

- BAKER, MAXINE** - (1974) Secretary
Resident Instruction
- LOGAN, MARTHA**
Test Administrator
B.A. (1970) Bethany Nazarene
College
- COVELLI, FRAN** - (1981) Coordinator
of Community Education
B.A. (1976) University of
Colorado
M.A. (1978) University of
Colorado
- MOORE, SABRINA** - (1979) Director of
Finance
Certificate - Bookkeeping (1978)
Morgan Community College
A.A.S. (1979) Morgan
Community College
- DANNER, NANCY** (1984) Teachers
Aide
- PACHNER, GERALDINE** (1982)
Financial Aid Director
A.A. (1983) Morgan Community
College
- EVERETT, PATTY** - (1975) Director,
Learning Resources Center
B.A. (1955) University of
Northern Colorado
- SCHMBECKLE, SANDRA** - (1977)
Manager, Bookstore & Auxiliary
Enterprises
A.A. (1964) Colorado Women's
College
B.A. (1966) Colorado Women's
College
- HERBEL, LORRAINE** (1985)
Administrative Assistant
A.A.S. (1984) Morgan
Community College
- HOTCHKISS, CINDY** (1982)
Student Services
Receptionist
A.A. (1978) Northeastern
Junior College
- TACKER, DAN** (1983)
ADP Coordinator
B.A. (1978) University of
Northern Colorado
- HOTCHKISS, ROBIN** - (1981) Director
of Purchasing & Plant M & O
A.A.S. (1981) Morgan
Community College
- WEIMER, MAXINE L.** (1985)
Teacher's Aide
A.S. (1982) Morgan Community
College
- HUBBELL, JANIE** - (1976) Registrar
A.A.S. (1974) Morgan
Community College
- WENDLING, GALYNN** - (1981)
Admissions Counselor
B.S. (1964) Colorado State
University
M.Ed. (1968) Colorado State
University
- KAHL, MAUREEN** (1984)
Assistant Librarian
A.A. (1985) Morgan Community
College
- WHITE, BEVERLY** - (1980) Director of
Admissions and Veterans Officer
- KRESS, ESTHER** (1982)
Custodian
- WILEY, THELMA E.** (1971) President's
Secretary
- LECHLEIDNER, JAMES L.** (1983)
Plant General Mechanic

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