



FORT MORGAN, COLORADO

1991-1992 CATALOG

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A MESSAGE FROM THE PRESIDENT

Dear Student:

We are pleased that you are giving consideration to attending Morgan Community College and encourage you to carefully review the opportunities listed in the catalog as you prepare to meet the future. Morgan Community College is a part of the Colorado Community College and Occupational Education System serving 11,000 square miles in eastern Colorado. The college offers academic transfer and vocational programs as well as non-credit and community service programs on campus and throughout the service area.

We are confident you will receive a quality education at Morgan Community College and gain skills and knowledge that will serve you well in future years. If you have questions, or if any staff can assist you in any way, please feel free to contact us.

Sincerely,



Harold Deselms
President

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

Accredited by
the North Central Association
of Colleges and Schools

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

MORGAN COMMUNITY COLLEGE ADMINISTRATION AND SERVICES

PRESIDENT'S OFFICE

PRESIDENTDR. HAROLD DESELMs
PRESIDENT'S SECRETARYSHARON BISHOP

ADMINISTRATIVE SERVICES

DEAN OF ADMINISTRATIVE SERVICESDR. MERLE RHOADES
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PHYSICAL PLANT AND MAINTENANCEROBIN HOTCHKISS
ASSISTANT TO THE DIRECTOR OF PURCHASING.....LORRAINE HERBEL
ADMINISTRATIVE CLERKMAXINE STICKLEY
DATA PROCESSING SPECIALISTBRIAN AMACK

INSTRUCTIONAL DIVISION

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SECRETARY TO THE DEAN OF INSTRUCTION.....SHERI JOHNSON
CHAIR, ARTS AND SCIENCES.....ROGER BOHLING
CHAIR, HEALTH, TRADES AND INDUSTRYPHYLLIS GERTGE
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COORDINATOR OF ADULT BASIC EDUCATIONDENNA WEBER
DIRECTOR COMMUNITY EDUCATION.....FRANCINE COVELLI
DIRECTOR OF LEARNING RESOURCE CENTER.....PATTY EVERETT
ASSISTANT DIRECTOR OF LEARNING RESOURCE CENTERMAUREEN KAHL
FACULTY SECRETARY.....MAXINE BAKER

STUDENT SERVICES

DEAN OF STUDENT SERVICESBETH A. LEB SOCK
DIRECTOR OF FINANCIAL AID/STUDENT AFFAIRSMARY LYNN RITTER
REGISTRARJANIE HUBBELL
SR. ADMINISTRATIVE CLERK.....BARBARA THEISEN
ADMINISTRATIVE CLERK.....FRANCES LEWIS
COORDINATOR OF ASSESSMENT.....MAXINE WEIMER
ASSISTANT COORDINATOR OF ASSESSMENT.....DOROTHY THORNSBY
COORDINATOR OF STUDENT ACTIVITIES/STUDENT CENTER.....RENEE BECKER

CONTINUING EDUCATION/COMMUNITY DEVELOPMENT

DEAN OF CONTINUING EDUCATION/COMMUNITY DEVELOPMENTMARGARETTE GOODWIN
DIRECTOR OF COMMUNITY EDUCATIONFRANCINE COVELLI
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DIRECTOR PROFESSIONAL DEVELOPMENT CENTER/PUBLIC RELATIONSBEV HALEY
PROFESSIONAL DEVELOPMENT CENTER SECRETARYJOANNE JONES
SMALL BUSINESS DEVELOPMENT CENTERRANDY JOHNSON
FARM/RANCH MANAGEMENT SECRETARYDOLORES LOPEZ

PHYSICAL PLANT

PHYSICAL PLANT MECHANIC.....GREG BENEVIDES
PHYSICAL PLANT MECHANIC.....RICHARD TIMPE
CUSTODIANMARGARET BENEVIDES
CUSTODIAN.....ROBERT HILDRETH

1991-1992 ACADEMIC CALENDAR

FALL SEMESTER

Registration Period Begins	April 1
Academic Faculty Report	August 20
T & I Faculty Report	August 29
Labor Day (College Closed)	September 2
Premiere	September 3
First Day of Classes & Late Registration Begins	September 4
Last Day to Add Regular Sequence Classes	September 17
Last Day to Drop Regular Sequence Classes	September 20
Mid-Term Week	October 21-25
Thanksgiving Holiday (College Offices Closed Thanksgiving Day only)	November 28-29
Classes End	December 20
Christmas Break (College Offices Closed)	December 25-January 1
Classes Resume for T & I	January 2
Classes End for T & I	January 17

SPRING SEMESTER

Registration Period Begins	November 4
New Year's Day (College Closed)	January 1
College Opens	January 2
Academic Faculty Report	January 13
First Day of Classes & Late Registration Begins	January 20
Last Day to Add Regular Sequence Classes	January 31
Last Day to Drop Regular Sequence Classes	February 4
Mid-Term Week	March 9-13
Spring Break (College Offices Open)	March 23-27*
Academic Classes End	May 15
Graduation	May 16
Memorial Day (College Closed)	May 28
Classes End for T & I	May 29

* Subject to Change

T & I: Allied Health, Automobile Technology, Automobile Body Repair, Electronics Technology, Welding Technology

SUMMER SESSION**1991/92**

Registration Period Begins	April 1
Memorial Day (College Closed)	May 28
Independence Day (College Closed)	July 4
Regular Session (10 weeks)	
Classes Begin	June 3
Last Day to Add	June 7
Last Day to Drop	June 12
Classes End	August 9
Session A (5 weeks)	
Classes Begin	June 3
Last Day to Add	June 5
Last Day to Drop	June 6
Classes End	July 5
Session B (5 weeks)	
Classes Begin	July 8
Last Day to Add	July 10
Last Day to Drop	July 11
Classes End	August 9



GENERAL INFORMATION

Mission

Morgan Community College is a two-year public comprehensive community college offering a variety of educational services to individuals, organizations, and businesses both on-campus and through its satellite network. The mission of the college is accomplished by offering:

- Lower division college courses for transfer to four-year institutions
- Occupational courses and programs for job entry, upgrading, and retraining
- Developmental courses which prepare students to pursue their educational or personal objectives
- Advising and career counseling to assist students in establishing goals
- Opportunities for students to participate in extracurricular activities
- Courses to improve and promote the general welfare of the community

History

In July, 1964, a committee was formed to consider the feasibility of establishing a junior or community college district that would serve the educational needs of Morgan County. In May, 1967, Senate Bill 405 created the Morgan County Junior College District and in September, 1967, a Board of Trustees was elected. The first classes began in September, 1970, in rented buildings in Fort Morgan adapted to the uses of the College. In June, 1973, the local junior college district was dissolved by a vote of the people and the College joined the State System of Community Colleges under the new name of Morgan Community College. A fund drive was initiated in 1978 and the College acquired a ten acre site east of Fort Morgan for the site of a permanent campus. An additional ten acres was acquired in 1981. The Colorado State Legislature appropriated construction funds in 1978 for the first building on the campus. Construction began in 1979 and the first classes were held on the campus in June, 1980. A Vo-Tech/Administrative building was completed in 1985.

Accreditation

Morgan Community College is fully accredited by the North Central Association of Colleges and Schools.

Service Area

In compliance with the Colorado Statewide Master Plan for Postsecondary Education, the college serves an area comprising Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. Satellite centers are maintained in most of the communities of the seven-county service area.

Educational Rights and Privacy Act

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation.

Student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College.

Certain items of student information have been designated by Morgan Community College as public or directory information: name, address, telephone number, date and place of birth, dates of attendance, most recent previous educational institution attended, major field of study, degrees and awards received, participation in officially recognized activities and sports.

Currently enrolled students may withhold disclosure of directory information by notifying the registrar, in writing, each academic year, that he or she does not want the directory information released for that period of time. "Academic year" is defined as fall through summer terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

Copies of Morgan Community College policy relating to the Family Educational Rights and Privacy Act of 1974, as amended, are available in the Student Services office. This act was designated to protect the privacy of education 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 institution to comply with the Act.

If you have questions concerning the Family Educational Rights and Privacy Act, contact the Student Services staff.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Morgan Community College ("College") is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board"). The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). The College adopts the following Drug and Alcohol Abuse Prevention Program:

I. Standard of Conduct

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or abuse of alcohol and/or illicit drugs on College property or as a part of College activities.

II. Legal Sanctions for Violation of the Standards of Conduct

The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to certain penalties. The penalties include imposition of a fine to a jail term.

Any student or employee who is convicted of the unlawful possession, use or distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

III. Penalties which may be imposed by the College

Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from college or termination of employment; and/or referral to authorities for prosecution.

IV. Health Risks Associated with use of Illicit Drugs and Alcohol Abuse

Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

V. Available Counseling, Treatment, Rehabilitation or Re-entry Program

Counseling, treatment, rehabilitation or re-entry program information can be procured from the Dean of Student Services (1-800-622-0216) or the Colorado Department of Health.



ADMISSION

Admission Policy

The college will admit high school graduates and non-graduates who can profit from the 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.

How to Apply

Students are requested to submit their application to the Student Services office at least ten days prior to the semester for which they are applying. Grade transcripts are required for all full-time students, veterans, and any student planning to receive a degree or certificate at MCC.

All students, whether full or part-time, must make application for admission and be officially admitted in order to take course work.

Admission of Transfer Students

All transfer students must file with the Student Services office:

1. An application for admission
2. One official transcript of all credits earned at each college or university attended

In order to insure an evaluation before registration, these materials should be received in the Student Services Office at least 30 days in advance of the semester for which the transfer student wishes to enroll. Necessary forms may be obtained from the Student Services office and letters of inquiry should state specifically that the student is a transfer student.

Credits from Non-Accredited Institutions

Courses taken at institutions which are not accredited by a Regional Accrediting Association will not be accepted in transfer to Morgan Community College.

Credits from Accredited Institutions

Credits earned at regionally accredited colleges or universities may be transferred toward fulfilling Morgan Community College program requirements.

The college will accept courses for transfer completed within ten years prior to admission to Morgan Community College. Courses completed more than ten years prior to admission may be validated for acceptance as regular credit hours by completion of fifteen (15) semester hours of instruction at Morgan Community College with a 2.0 G.P.A.

Courses in which a grade of "D" or above were earned will be accepted in transfer when the courses are applicable to MCC programs.

Admission Policy for Foreign Students

500 TOEFL	begin academic work with no restriction
485 TOEFL/or 75 Michigan	minimum for entrance - will enroll in Development courses at least ½ time, will take college placement exam

To apply for admission to Morgan Community College submit the following to the Student Services office:

1. Application for admission.
2. Proof of high school graduation; provide official English translations of high school and post high school academic records.
3. Proof of financial ability to pay tuition for one academic year.
4. Proof of English proficiency by one of the following:
 - a. 75 minimum Michigan Test score from official testing center.
 - b. 485 minimum TOEFL.
 - c. graduation from English language schools approved by the college.

NOTE: The college reserves the right to require official Michigan or TOEFL scores in addition to language school transcripts.

Tuition Classification

A student's classification as an in-state or out-of-state registrant for tuition purposes is made by the college at the time of admission.

The classification of students for tuition purposes at state supported colleges and universities is governed by the Colorado Tuition Classification Law, CRS 5237-101 et seq. (1973), as amended. This statute states that before being entitled to in-state tuition, persons at least twenty-two years of age must have been domiciled in Colorado and fulfilled specific citizen responsibilities for one full calendar year prior to the first day of classes for the term for which such classification is sought. The burden of proof concerning intent to domicile in the State of Colorado rests with the individual.

An individual under twenty-two years of age who has never been married is presumed to have the same legal home as his/her parent(s) or legal guardian(s) unless emancipation has occurred. "Emancipation" means complete financial independence. Marriage is an irreversible act of emancipation. Once emancipated, an individual must be domiciled in Colorado for twelve full months before being entitled to in-state tuition.

Active duty military personnel and their dependents whose permanent change of duty station is in Colorado may qualify for in-state tuition rates upon written certification through their assigned base/post Education Services Office. Married women qualify for in-state tuition on their own merit under the tuition statute rather than on the basis of marriage.

Tuition Classification Appeals

Students classified as nonresidents who believe that they can qualify as residents may obtain a Petition for In-State Tuition Classification and a copy of the applicable Colorado statute from the Student Services office. Students must submit the petition plus required supporting documents to the Student Services office by the last day to drop a class for the term for which the change in classification is sought.

Students who challenge the ruling on their petition may appeal the decision to the Tuition Classification Appeals Committee. The Tuition Classification Appeals Committee will review the evidence and make the final decision. Details may be obtained from the Student Services office.

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 requested to obtain certain skill levels before entering the program.

Morgan Community College requires that first time, programmatic students complete assessment prior to registration. The assessment requirement may be fulfilled by taking the assessment tests in reading, English, mathematics and study skills. Other methods of assessment may be discussed with an advisor or the Dean of Student Services.

Students are exempt from the assessment requirement if they:

- hold an associate or higher degree
- are enrolled for employment inservice and/or upgrading; or
- provide proof of minimum ACT scores of 20 in English and math if test is taken prior to 10/89; after that date, minimum in English is 20 and math 19

Research on the Colorado basic skills assessment program indicates that new students who follow assessment-related advice have a much higher chance of academic success than those who do not follow such advice.

General Education Core Transfer Program

In June, 1987, the Colorado Community College and Occupational Education System announced agreements between community/junior colleges and four-year colleges and universities in Colorado on the General Education Core Transfer Program.

The Core Transfer Curriculum makes it possible for Morgan Community College students to complete a block of classes known as the core curriculum. This block of courses, when completed successfully, are guaranteed to transfer to Colorado's public four-year colleges or universities. Students may choose to complete the core curriculum by itself, or as part of a two-year degree program for an associate of arts or associate of science degree.

For more information, contact an advisor.

Core Transfer Classes

In order to be accepted for transfer under the core transfer agreement a grade of "C" or better is required in each core class.

I. English/Speech

- ENG 121 English Composition I
- ENG 122 English Composition II
- SPE 115 Principles of Speech Communication

II. Mathematics

- MAT 121 College Algebra
- MAT 125 Survey of Calculus
- MAT 135 Introduction to Statistics
- MAT 201 Calculus I
- MAT 202 Calculus II

III.Science

- AST 101 Astronomy I
- AST 102 Astronomy II
- BIO 105 Science of Biology
- BIO 111 General College Biology I
- BIO 112 General College Biology II
- CHE 101 Introduction to Chemistry I
- CHE 102 Introduction to Chemistry II
- CHE 111 General College Chemistry I
- CHE 112 General College Chemistry II
- GEY 111 Physical Geology
- GEY 112 Historical Geology
- PHY 105 Conceptual Physics
- PHY 111 Physics: Algebra-Based I
- PHY 112 Physics: Algebra-Based II
- PHY 211 Physics: Calculus-Based I
- PHY 212 Physics: Calculus-Based II

IV.Social and Behavioral Sciences

- ANT 101 Cultural Anthropology
- ANT 111 Physical Anthropology
- ECO 201 Principles of Macroeconomics
- ECO 202 Principles of Microeconomics
- GEO 105 Geography
- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 U.S. History I
- HIS 202 U.S. History II
- POS 111 American Government

- PSY 101 General Psychology I
- PSY 102 General Psychology II
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

V.Humanities

- ART 111 Art History I
- ART 112 Art History II
- FOL 111 Foreign Language I
- FOL 112 Foreign Language II
- FOL 211 Foreign Language III
- FOL 212 Foreign Language IV
- HUM 121 Survey of Humanities I
- HUM 122 Survey of Humanities II
- HUM 123 Survey of Humanities III
- LIT 115 Introduction to Literature
- LIT 201 Masterpieces of Literature I
- LIT 202 Masterpieces of Literature II
- MUS 120 Music Appreciation
- MUS 121 Introduction to Music History I
- MUS 122 Introduction to Music History II
- PHI 111 Introduction to Philosophy
- PHI 112 Ethics
- PHI 113 Logic
- THE 211 Development of Theatre I
- THE 212 Development of Theatre II

NOT ALL COURSES ARE OFFERED AT MORGAN COMMUNITY COLLEGE





FINANCIAL INFORMATION

Tuition and fees are established by the State Board for Community College and Occupational Education and are subject to change without advance notice. The rates at the time of publication of this catalog are listed below. Please consult the schedule for the term in which you are enrolling for the rates in effect for that term.

Schedule of Semester Tuition and Fees - 1990-91

Credit Hours	In-State Tuition	Out-of-State Tuition	Student Fees
1	\$ 39.25	\$ 157.00	\$ 2.50
2	78.50	314.00	5.00
3	117.75	471.00	7.50
4	157.00	628.00	10.00
5	196.25	785.00	12.50
6	235.50	942.00	15.00
7	274.75	1,099.00	17.50
8	314.00	1,256.00	20.00
9	353.25	1,413.00	22.50
10	392.50	1,570.00	25.00
11	431.75	1,727.00	27.50
12	471.00	1,884.00	30.00
over 15	39.25/credit hour		

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

NOTE: TUITION AND FEES SHOWN REFLECT 1990-1991 RATES. THEY ARE, HOWEVER, SUBJECT TO CHANGE FROM ONE ACADEMIC TERM TO THE NEXT AS DEEMED NECESSARY BY THE COLORADO COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION SYSTEM BOARD. MODEST INCREASES FOR THE 1991-1992 ACADEMIC YEAR ARE EXPECTED.

Payment of Tuition and Fees

Tuition charges at MCC are dependent upon the student's residency status. TUITION AND FEES ARE PAYABLE AT THE TIME OF REGISTRATION. Any deferred payments must have special permission from the Business office.

Refunds

Students must OFFICIALLY withdraw from the college by processing an approved WITHDRAWAL FORM with the Of-

fice of Student Services, within the stated refund period to be eligible for refund of tuition and fees.

If students process an approved OFFICIAL WITHDRAWAL from the college or classes within the stated refund period, they will receive a 100% refund of that proportion of the tuition and fees being dropped. Students withdrawing after the stated refund period will receive no refund. Exceptions to this policy should be referred to the Dean of Student Services.

FINANCIAL AID INFORMATION

Philosophy and Purpose of Financial Aid

The purpose of a financial aid program is to assist students who without such help would be unable to pursue their educational goals. The primary responsibility for financing this education rests with the student's family, who must make every effort to assist the student financially. The secondary responsibility lies with the student.

Colleges and universities provide supplemental assistance to students who show documented financial need. These resources are a combination of work, loan, and grants. The college financial aid administrator uses these resources in an attempt to meet the student's needs.

Almost all financial assistance, is awarded on the basis of financial need. Some assistance is awarded on the basis of academic merit or achievements and requires a separate application.

How to Apply for Financial Aid

Students who wish to apply for financial aid should apply for admission to MCC, and submit the ACT Family Financial Statement or any government approved financial need analysis form. Students interested in scholarships need to submit the Morgan Community College Scholarship application form. All applications are available from the Office of Admissions or high school counselors.

Priority deadlines for Financial Aid are:

- (1) ACT-FFS completed and mailed by March 1.
- (2) MCC Scholarship application received by April 1.

Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Director of Financial Aid.

TRANSFER STUDENTS. Before aid may be determined, Morgan Community College must receive Financial Aid Transcripts from all previous colleges attended. Transcript request forms may be obtained from the Financial Aid office.

Submit all documents requested by the Financial Aid office. These may include: Federal Tax forms, Pell Student Aid Report (SAR), Verification Form, Untaxed Income Information, Data Sheets, etc.

Application for assistance will be considered only after admissions and financial aid files have been completed. Students wishing top consideration for financial aid should have their files completed by the priority dates listed below. The Financial Aid office will continue to accept applications following these dates, but awards will be dependent upon the availability of funds.

PRIORITY DATES FOR AID

Fall Semester	June 1
Spring Semester	November 1
Summer Semester	April 1

Students should follow dates listed above to receive priority. Students applying for Pell must have applications in before May 2 of the academic year. Summer Aid applicants must have their file complete prior to June 15 to receive assistance for the summer term.

Types of Financial Aid Available

There are various types of financial assistance available, including scholarships, grants, work-study jobs and student loans. Scholarships do not have to be repaid. Most scholarships are available to Morgan Community College students who are enrolled in a degree or certificate program. Recipients are selected based upon their qualifications.

Scholarship applications should be completed and submitted to the Financial Aid office by March 1, for top consideration for the upcoming academic year.

COLORADO SCHOLARS

Approximately 30 scholarships are awarded annually to students with one of the minimum requirements: 2.0 high school G.P.A., 250 G.E.D. test score or a previous college G.P.A. of at least 2.5. Also, the student's ability, desire and state residency are considered in making selections.

GREATER GIFTS SCHOLARSHIPS

This scholarship is awarded by the Greater Gifts Scholarship Board to outstanding students who are enrolled on a full-time basis. Also, considered are the student's potential and desire to reach goals. Several scholarships, at approximately \$1,000 are awarded.

HOWARD B. BLOEDORN

Approximately 10 scholarships will be awarded to Morgan County high school graduates who are scholastically able and financially deserving of this award. Students may apply for both their local high school Bloedorn Scholarship and the MCC H. B. Bloedorn Scholarship. The maximum amount for this award is for tuition and fees.

In addition, the following scholarships are made available by contributions from businesses, individuals and organizations. These scholarships and grants are made to deserving and qualified MCC students annually:

Greg Alsip Scholarship
 Jolliffe Family Scholarship
 Ruth Graves Scholarship
 Lewis McCune Appleby Scholarship
 Fort Morgan Lions Club
 Petteys Womens Scholarship
 Stan Tieman Memorial Scholarship
 Helen Williams Scholarship
 Service Area Scholarships
 Fresh Start Scholarship
 Clavis Club Scholarship
 MCC Foundation Educational Assistance Grant
 William Sanderson Art Scholarship

Grants

Grants, like scholarships, do not have to be repaid. While scholarships are awarded on the basis of merit, grants are awarded to students on the basis of documented need. To apply for grants students must process the ACT-FFS (financial aid packet).

PELL GRANT

This federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to \$2,200 based upon the student's financial need, costs at the institution and Congressional allocation.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This federal grant ranges from \$200-\$2,000 per year to students showing financial need.

COLORADO STUDENT GRANT (CSG)

These State grants are available to students classified as Colorado residents (for tuition purposes) based upon financial need. Awards range up to \$2,000.

COLORADO STUDENT INCENTIVE GRANT (CSIG)

Grants of up to \$2,000 are made to Colorado residents who show substantial financial need. The State of Colorado and the Federal Government each contribute 50% of the available funding.

MCC DIVERSITY GRANT

The Colorado Legislature has funded this grant which is awarded to students from MCC's targeted under-represented groups (traditional age, minority, first generation college student, full-time and documented financial aid). Maximum award is for the amount of full-time, in-state tuition and fees. Students are required to complete a grant application form in addition to the ACT-FFS.

MCC GRANT PROGRAMS

MCC Foundation Education Assistance Grant. Awarded to students as part of the financial aid package. Funds are available to students who show financial need and to students without regard to financial need up to a maximum of full-time tuition and fees.

Programmatic Grants. Students in Young Farmers, Farm/Ranch Management, Law Enforcement, and ABE programs, as well as students taking approved health courses and approved State Classified Personnel may apply for this special grant program. Grant amounts vary with the program.

Work-Study Jobs

Morgan Community College offers employment to allow students to earn money toward their education while attending school. Students are sometimes able to secure a campus job related to their particular program of study. To apply for workstudy students must process the ACT-FFS (financial aid packet).

FEDERAL NEED-BASED WORK-STUDY

Allocations are made to students with financial need. Wages are earned on an hourly basis. Students may not earn in excess of the award amount.

COLORADO NEED-BASED WORK-STUDY

This program provides employment for Colorado residents (tuition classification) demonstrating financial need. Wages are earned on an hourly basis. Student's earnings may not exceed the amount of the award.

COLORADO NO-NEED WORK-STUDY

The State of Colorado provides limited funds to employ students who don't demonstrate financial need and who are Colorado residents for tuition purposes. Wages are paid on an hourly basis. Interested students must complete the Financial Aid packet (ACT-FFS).

Loans

Morgan Community College participates in several need-based student loan programs. The Financial Aid office will determine a student's eligibility for such funding upon request. To be considered for a student loan, the ACT-FFS (financial aid packet) must be processed.

STAFFORD LOAN (GSL)

A low-interest loan made to students by the lender of their choice. Maximum to borrow per academic year is \$2,625. The aggregate limit is \$17,250. Repayment begins six months following the date the student ceases to attend at least ½ time.

PLUS/SLS

A below-market interest rate loan. Parents may borrow up to a maximum of \$4,000 per year for their dependent student. Independent students may also borrow up to a maximum of \$4,000 per academic year. Repayment begins within 60 days of disbursement.

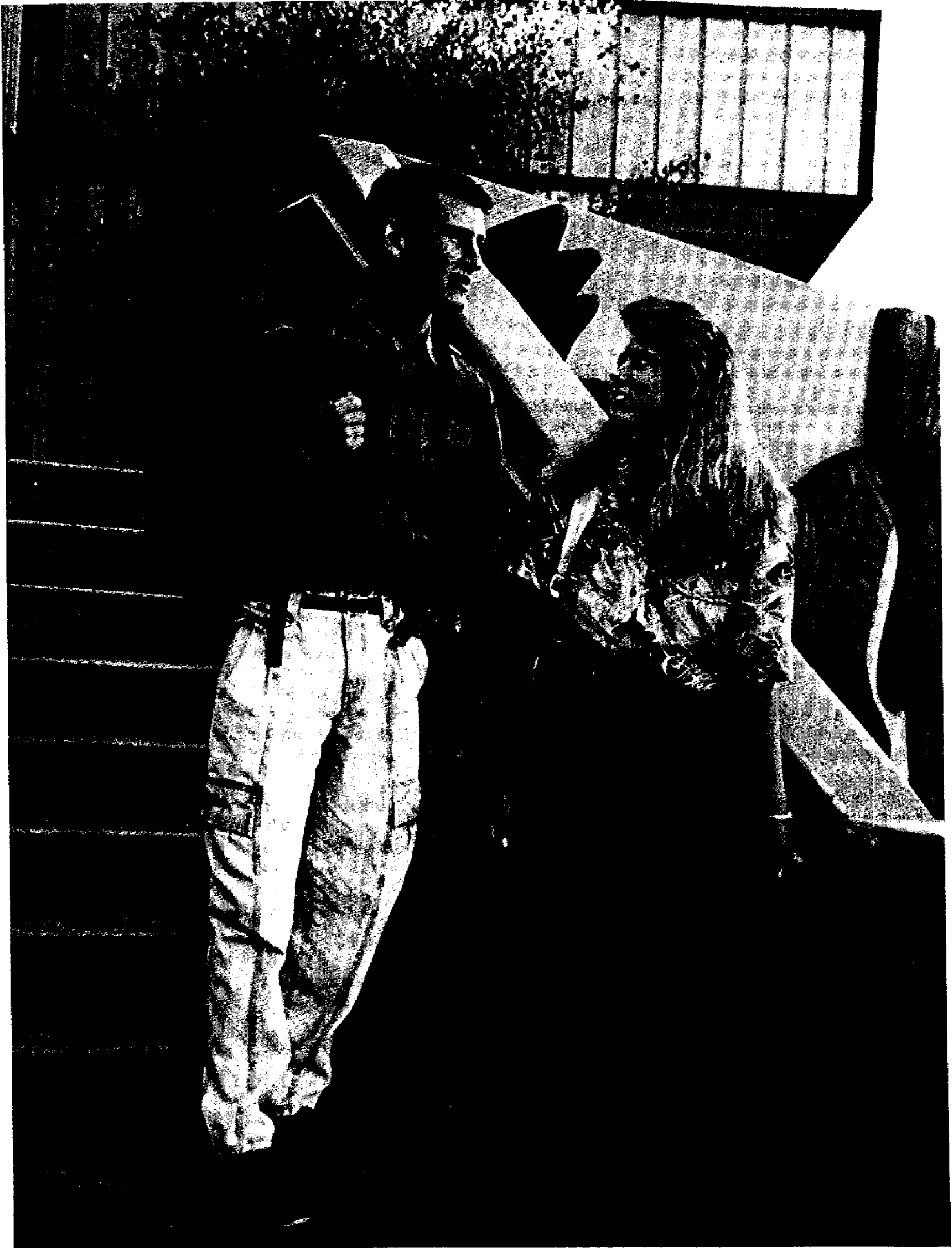
For more information on Financial Aid, contact the Director of Financial Aid located in the Student Services office.

VETERANS

The college's Office of Veteran Affairs, located in the Student Services 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 to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits.





ACADEMIC REGULATIONS

Registration

Registration is an important part of students' academic progress. It is the policy of the college to devote as much time as is necessary to pre-registration and registration advising to help students select and pursue an educational 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.

A student's class standing is determined by the total semester hours they have completed:

- Freshman - 1-30 semester credits
- Sophomore - 31-60 semester credits

Maximum Course Load

A course load, determined by students and their advisor, may not exceed twenty (20) credit hours per term. Certain occupational programs approved by the State Board for Community College and Occupational Education may require students to take up to twenty-four (24) credit hours per term. For these programs students are allowed to take all necessary courses. In no case may a course load exceed twenty-four (24) credit hours per term except by written approval of the Dean of Instruction or Dean of Student Services, at or before the time of registration.

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 designated add period each semester. Unusual circumstances should be referred to the Dean of Student Services.

Physical Education Waiver

A Waiver to the physical education requirement may be claimed under one of the following conditions:

1. Have completed a year or more of active military service.
2. Present a medical exemption recommended by a physician.
3. Are 35 years of age or older at time of first registration at the college.

Senior Citizens

Persons sixty years of age and older who are classified as in-state students, are eligible to enroll free of tuition charge for credit courses on a space-available basis. If space is not available, senior citizens are eligible to enroll by paying 50% of the regular tuition charged and applying for a grant to cover the remaining 50%.

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 their 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

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0
S (Satisfactory)	NONE
U (Unsatisfactory)	NONE

I (Incomplete)	NONE
W (Withdrawal)	NONE
AU (Audit)	NONE
IP (In-Progress)	NONE
Z (Grade not available at time of processing)	NONE

Incomplete

Incomplete (I) is a temporary grade where 75% of the course work has been satisfactorily completed, but due to reasons beyond the student's control, the work of the course cannot be completed at this time. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition.

An "I" grade is to be made up during the semester immediately following the assignment of the grade, except that grades assigned in the Spring term may be made up during the following Fall term. If no grade change form is received from the instructor by the final day of the succeeding semester the grade will revert to 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. When a grade of AU (audit) has been assigned to a student, the grade continues as the permanent grade and cannot later be changed to an A, B, C, D, or F unless the course is repeated.

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
5. Young Farmers classes
6. Other selected courses if approved by the Division Chair and Dean of Instruction

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.

In Progress

In Progress (IP) is used for designated courses listed as open-entry, open-exit, indicating that the class may extend beyond the normal end of a term.

The student is eligible to complete the course during the following year for credit and a grade. An "IP" not removed by the deadline will revert to an "F/U".

Withdrawal

Students may initiate a withdrawal from a class or classes at anytime within the first 80% of a term.

- A. A student withdrawing from a class or classes during the first 15% of a term will be eligible for a refund of tuition and fees and will not have grades entered on a permanent academic record.
- B. A student withdrawing from a class or classes after the first 15% of term (but within the first 80% of a term) will have an academic record with grades entered. If the student is passing the course, a grade of "W" will be granted. 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". Students are not eligible for a refund. Unusual circumstances should be referred to the Dean of Student Services.

Instructors may Instructor Drop a student from a course or courses for academic or disciplinary reasons at any time within the first 80% of a term. 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". An instructor cannot submit a "W" as a final grade.

The college administration may initiate withdrawal for death, veteran attendance, non-payment of fees, disciplinary problems and similar reasons.

Grade Point Average

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester and cumulative G.P.A.'s. A cumulative G.P.A. of 2.0 is required for graduation.

Repeated Classes

A student may repeat a course once in which a grade of "D" or "F" was received as long as the course continues to be offered by the college with the same course prefix, number, title, and credit hours. The student must file the appropriate request form with the Office of Student Services at the time of registration.

It should be noted that both the original and repeated grade will appear on the student's transcript. However, the higher of the two grades will be included in the grade point average.

Courses for which a student has received a grade of "C" or better may not be repeated for credit. Any exceptions to this policy must be made by the Dean of Instruction.

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 Student Services. Students have ten (10) college working days from the first day of the Fall/Spring semester in which to add.

Withdrawal from College

A student who desires to completely withdraw from the college must obtain the necessary form from the Office of Student Services. Withdrawals with refund from the college will be granted in accordance with the Refund Policy.

Academic Retention

Students who have attempted six or more credit hours at Morgan Community College must maintain a 2.0 cumulative grade point average, otherwise, the student is automatically placed on probation for the next term. During the probationary term, students must average a "C" grade (2.0 G.P.A.) on all hours attempted and must contact the Dean of Student Services for a personal academic assessment. Students have the personal obligation to follow through on the academic prescription provided. Students placed on probation who raise their term G.P.A. to 2.0 but whose cumulative G.P.A. is below 2.0 will be continued on probation. When students do not achieve a 2.0 G.P.A. for the probationary term, they shall be automatically suspended for one term. A student on suspension must appeal in writing to the Student Affairs Committee to be reinstated to the college.

Following academic suspension, students who are readmitted must attain a term grade point average of 2.0 or they will be automatically dismissed from the college for twelve months.

After academic dismissal, a student can petition to return to college. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure progress and program completion. If reinstated, a student must make a 2.0 G.P.A. for the term.

Only credit hours earned at Morgan Community College will be used in determining probation, suspension or dismissal.

Courses receiving "S", "U", "I", "W", "AU", "IP" or "Z" grades will not be considered when determining the probationary status of a student, nor will they be computed in the cumulative grade point average.

Records and Transcript of Credits

All grades reported to the Registrar 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 may be changed only four weeks into the succeeding semester.

Official transcripts covering a student's previous secondary and college education, submitted to the college as part of the admissions procedure, become part of the official file and cannot be returned to the student. The college does not issue or certify copies of transcripts from other institutions.

Transcripts, documented military experience and testing scores of approved programs are evaluated in accordance with college policy. The acceptance of this credit is documented on the college transcript.

Transcripts of college coursework are available by student request in writing from the Office of Student Services. Transcripts will NOT be released to students with financial obligations to the college.

Name Changes to Academic Records

All requests for name changes to academic records, whether requested by a continuing or readmitted student, must be accompanied by a copy of the legal document issued by the court or legal agency verifying the name change or a notarized affidavit. The Student Services office will keep this copy in the student's file.

Credit for Prior Learning

Credit can be granted for learning outside of college courses. Credit is given through portfolio, standardized testing, proficiency exam, and published guides. A Handbook on Credit for Prior Learning is available in the Student Services office.

Transferring Credits

Those students desiring to transfer credits from Morgan Community College to a four-year institution may do so by contacting the Office of Student Services. 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.

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 semester. The student must make a grade of "C" or higher to receive credit without continuing in the course.

Special Studies

Courses with course numbers 195 or 295 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. One credit hour is awarded for each two hours of contracted special study per week per semester.

It is expected that the student will spend at least two hours per week of additional outside study for each credit awarded over and above the contracted study. Enrollment requires approval of the Division Chair and the Dean of Instruction. Forms to apply are available in Student Services.

Special Topics/Activities

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by MCC, but generally offered to special needs groups, especially by Continuing Education. Special topics and activities are not designed to fulfill either an AA/AS degree requirement, or, to serve as an AA/AS elective. Special topics and activities credits need approval by the appropriate unit head and Dean prior to being offered to students. Courses are determined by the specific course number, 185 or 285, preceded by a three letter prefix to indicate the appropriate department (e.g., CSC 185, PED 285, etc.)

Independent Study

Independent Study course offerings at MCC may be made available to students who by virtue of time and circumstance are unable to attend scheduled classes. Arrangements for Independent Study are made with the instructor-of-record by the student and approved by the student's advisor.

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.

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; no grades below a "D" among the required classes in their program; earned at least fifteen (15) semester hours of credit at Morgan Community College; completed an "Application to Graduate" form at registration of the semester preceding the semester they wish to graduate; and paid a \$15.00 graduation fee per certificate or degree. Certain occupational programs have additional requirements. Check program layouts for specifics.

Other policies pertaining to graduation include:

1. Morgan Community College will accept those courses in transfer which have been completed with a "D" or better at an accredited college or university, or other approved institution.
2. No remedial or developmental courses will be applicable to an associate degree program.
3. The college reserves the right to substitute or delete course work based on current curriculum.
4. No more than three semester hours of physical education course work may be applied to an associate degree program.
5. To complete an associate degree program or certificate, students are required to complete the requirements in effect at the time of initial enrollment as specified in the college catalog. If a student does not attend the college for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment.

Honor Rolls

Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List or President's List. To be eligible for the Dean's List, a student must be classified as a full-time student with a minimum of 12 semester hours of college level work, successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.25 to 3.74. To be eligible for the President's List, a student must be classified as a full-time student with a minimum of 12 semester hours of college level work, successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.75 and above.

Graduation with Honors

Students who have a declared major of A.A., A.S., A.G.S., or A.A.S. will be eligible to graduate with honors. Students

with cumulative grade point averages of 4.00 are graduated SUMMA CUM LAUDE. Students with cumulative G.P.A.'s of 3.88 to 3.99 are graduated MAGNA CUM LAUDE. Students with cumulative G.P.A.'s of 3.76 to 3.87 are graduated CUM LAUDE. Transfer students must complete a minimum of 51% of course work at MCC. Recipients must have all coursework completed by the end of spring semester to be recognized at commencement.

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.



DANGER

**DO NOT
WATCH THE ARC**

**FIRE
EXTINGUISH**



STUDENT SERVICES

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.

Career Counseling

The Dean of Student Services works closely with faculty advisors to 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.

The Dean of Student Services is available by appointment, referral, or any time a student needs a sounding board.

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 existing clubs, see a member of the Student Government Association or the advisor(s).

Services for Students with Disabilities

Modifications or adjustments will be made for disabled students, including the following:

1. No one may be excluded from any course, or course of study, because of a disability.
2. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms.
3. Academic degree or course requirements may be modified in certain instances to insure full participation of disabled students.
4. Alternate methods of testing and evaluation are avail-

able in courses offered by the institution for students with requirements for such methods.

5. Auxiliary aids will be made available by the institution for students with impaired sensory, manual, or speaking skills. (This does not include personal appliances.)

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 independent living. For housing assistance contact Student Services.

Learning Resource Center

The Learning Resource Center, located in Cottonwood Hall, provides an excellent variety of books, periodicals, newspapers, and audio-visual materials to support the instructional needs and the reading interests of students, faculty, staff and area residents.

The research needs of the library users are supplemented through the High Plains Regional Library System's interlibrary loan service and the network of CARL System's, Inc. Three CARL (Colorado Alliance of Research Libraries) terminals are available providing access to over five million records at major Colorado universities and community colleges, the Universities of Wyoming and Hawaii, Northeastern University in Boston, plus other informational databases.

Services of the Learning Resource Center are open to students, faculty, staff and residents of Morgan County daily Monday through Friday, and evenings Monday through Thursday. Hours are posted.

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 or-

ganized recreational 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 1½ hours driving time on interstate highways from the Morgan County area.

Student Conduct

Each individual is expected to act as a responsible, mature person. Therefore, the college has no strict rules of conduct for its students. However, all students should honor the rights of others and observe civil laws. Failure to do so may result in disciplinary action or dismissal.

Student Government

Student government offers an excellent opportunity to strengthen leadership skills. Student leaders work with various issues affecting students and allocate student fees to enhance campus life. Student government is composed of six (6) legislators and four (4) officers: president, vice-president, secretary, and treasurer. Elections for legislators are held during the fall semester; the executive officers are elected during the spring semester.



Testing Center

The Testing Center offers aptitude tests and interest inventories for students seeking assistance in these areas. A nominal charge is made for some tests. In addition to the types of test noted above, the Testing Center provides the following national tests:

- ASSET (advising and placement test)
- CAT (California Achievement Test - teacher certification)
- CLEP (College Level Examination Program)
- GED (General Education Development)
- Vocational Basic Skills (Vocational Teacher Credential)

The Testing Center also proctors instructor make-up exams, exams from other colleges and exams for telecourses.

Contact the Testing Center for more information and testing times.

CONTINUING EDUCATION/COMMUNITY DEVELOPMENT

The Division of Continuing Education/Community Development offers a wide variety of credit and non-credit, personal enrichment courses designed to meet the needs of the community. Classes, seminars and workshops are developed each semester to provide vocational and avocational learning experiences.

Outreach programs including Farm/Ranch Management and Young Farmers are coordinated by the Division of Continuing Education/Community Development. These programs provide for on-site education and training for residents through the 11,000 square mile service area.

Training programs for business and industry are administered through the Division of Continuing Education/Community Development. Custom designed programs to meet industry specific technical and educational needs are coordinated through the Small Business Development Center within the Continuing Education/Community Development division.

Grant funded projects and economic development activities are also coordinated by the Continuing Education/Community Development division. These programs utilize college resources and personnel in responding to the rapidly changing educational and community needs of rural Colorado.

OFF-CAMPUS EVENING DEGREE PROGRAM

The Evening Degree program provides students with an opportunity to complete an Associate of Arts degree at selected outreach centers in northeastern Colorado. The evening program includes a prescribed set of classes from the areas of English, humanities, social sciences, mathematics and science. In addition to these required courses, elective course work is also incorporated to complete the degree requirements.

The Evening Degree program includes the "core curriculum" and prepares students for transfer to a four year college or university.

DAY CARE TRAINING CLASSES

In the State of Colorado, day care home providers are required to take a minimum of six (6) hours of training to become licensed day care home providers. Morgan Community College offers this training and other workshops in cooperation with the Department of Social Services.

The training covers the basic development of children, health and safety, effects of television, behavior management, child abuse and neglect, and activities and toys which are appropriate for children.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) is a joint effort by Morgan Community College, Job Training Partnership Act, the Governor's office of Business Development, and the Colorado Community College and Occupational Education System. The SBDC provides assistance to new and developing businesses in northeastern Colorado. In addition, it offers training and counseling to established businesses in the area of management, marketing and technical business assistance.

SINGLE PARENTS AND DISPLACED HOMEMAKERS CENTER (Human Resource Center)

The Single Parent and Displaced Homemaker Center at MCC is part of a collaborative network of agencies that provide meaningful direction for individuals in transition. Under the auspices of the Colorado Community College and Occupational Education System and the Department of Labor and Employment, these programs assist clients in setting goals and objectives as well as seeking and obtaining resources for training, education and employment.

Economic self-sufficiency and full participation in the workforce are the primary goals of the activities sponsored by the Single Parent and Displaced Homemaker Center at MCC. The services of the center are coordinated by the MCC Human Resource Center staff.

ADULT BASIC EDUCATION PROGRAM

Adult Basic Education classes address individual needs of adults in the areas of basic skills such as reading and writing, U.S. Citizenship, English as a Second Language and G.E.D. preparation. Instruction is offered year round to adults over 16 years of age, on an open-entry, open-exit basis.

After assessment and counseling, students and tutors formulate appropriate programs of study. Individual and small group tutoring assists students in achieving their personal and academic goals.

ALTERNATIVE EDUCATION PROGRAM

Morgan Community College offers an alternative setting for students wishing to complete their high school education. Students completing this program receive a regular high school diploma.

The alternative setting offers:

1. Small personal classes.
2. Individualized learning situations and classes.
3. Learning environments outside the school.
4. Access to college classes - both vocational and others.

The program pursues well-defined educational goals consistent with local and state mandates. It provides a variety of different means for realizing these goals.

AREA VOCATIONAL SCHOOL

The Area Vocational School administered by Morgan Community College serves high school students in Morgan County.

The schools objectives are to prepare students with entry-level competencies, manipulative skills, attitudes, and work habits necessary to obtain employment in their chosen occupations.

Students are enrolled in the Area Vocational School as part of their daily public high school schedule. School districts by written contract pay the cost of the instructional programs. The major objective of each program area is to develop job-entry-level employment skills in the students as they complete their high school diplomas. The fulfillment of the one-year certificate usually requires that a student return to the program for a second year (post high school) in order to complete a full program of study.

Area Vocational School Programs

Allied Health Occupations

The Allied Health Occupations program prepares students with job entry skills on an aide level as well as introduces students to a variety of health careers. Participation in Health Occupations Students of America is available.

First year students receive instruction and laboratory training in basic health science and skills. The program includes study within a chosen health module with a clinical work experience. Current available modules are: Physical/Occupational Therapist Aide, Speech Therapist Aide, Veterinarian Aide, Dental Aide, Surgical Aide, Pharmacy Aide, Respiratory Therapy Aide, Radiology Aide, Certified Nursing Assistant, Developmental Therapy Aide, and Allied Health Aide. Students have an opportunity to expand health experiences by studying different health occupations. Students are placed in non-paying cooperative work experiences and continue in classroom instruction and laboratory training while enrolled.

Second year students who have successfully completed the first year may earn college credit in core vocational health sciences, while expanding health care experiences.

Automobile Body Repair

The first year of the Automobile Body Repair program prepares students in job skills as an automobile body painter and repair person. Areas of instruction include shop safety, first aid, use of hand and power tools, repair of body panels, and complete paint jobs with enamel, acrylics, polyurethanes and additives.

The second year sharpens these skills and includes such additional job skills as expanded techniques in interiors and accessories, job-cost estimation, and job-seeking skills. College credit may be awarded through the Automobile Body Repair program. VICA club activities are provided to develop experience and leadership skills.

Automobile Technology

The Automobile Technology program prepares high school juniors and seniors for job entry skills that meet industry standards. The first year students receive instruction and laboratory training in the following areas: safety, reference manual usage, tool and tool usage, minor engine overhaul, cooling systems, and exhaust system, front end alignment (two-wheel center alignment), tire and balance, chassis lubrication and maintenance, basic engine tune-up, drum brakes and drive shaft, and universal joint service.

The second year allows students to earn college credit while continuing skill development as an automobile service and repair mechanic. VICA club activities are available to students.

Electronics Technology

Students receive instruction and laboratory training in D.C. and A.C. concepts, basic measurements and instruments, basic semi-conductors; analyze and trouble-shoot basic circuits; build and test basic circuits; and build and test simple electronic systems during first semester.

The second semester of Electronics Technology continues instruction in these skills and gives students the opportunity to construct programs for control devices as well as to train in amplifier circuits, power circuits, and audio and video systems.

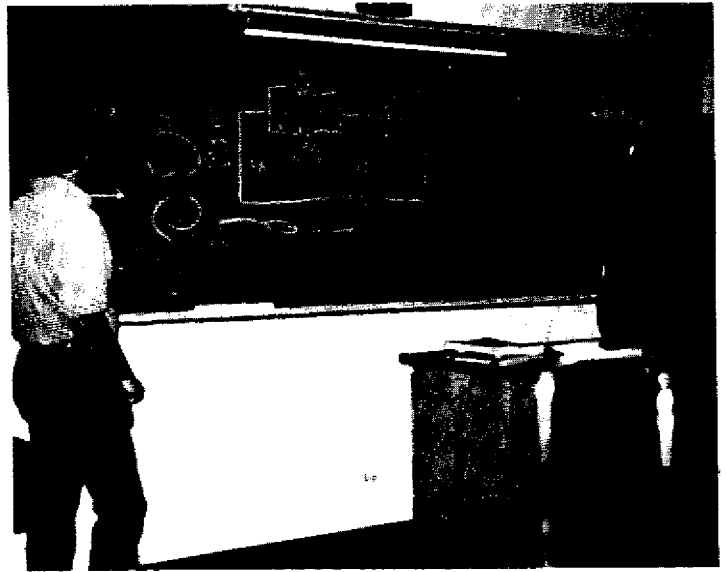
Welding Technology

This program teaches students job entry skills required by the welding profession. Students are given both theory and hands-on instruction, introducing oxyacetylene and shielded metal arc welding processes. The first year includes a vari-

ety of projects, concentrating on the use of advanced shield metal arc welding and gas tungsten and gas metal arc welding processes. College credit may be awarded through the fast-track welding vocational program. VICA club activities are provided to develop experience and leadership skills.

Career Planning and Development Program

The program is offered on-site at college service area high schools for high school seniors and awards a high school semester of three college credit hours. Course contents explores the twenty major occupational clusters in the world of work, an assessment of student readiness for career decision making, career interest assessment, and preliminary development of a career plan for students graduating from high school. The class meets one regular high school period, five days per week during the school semester.



DEGREES AND CERTIFICATES

DEGREE REQUIREMENTS

ASSOCIATE OF ARTS (AA)

		Required Credit Hours			
I. ENGLISH/SPEECH		9			
ENG 121, 122	English Composition I, II	3,3			
SPE 115	Principles of Speech Communication	3			
II. MATHEMATICS/SCIENCES		11			
Must include one course from each group below (A, B, and C):					
A. Mathematics (3)					
MAT 121	College Algebra	4			
MAT 125	Survey of Calculus	4			
135	Introduction to Statistics	3			
201, 202	Calculus I, II	5,5			
B. Science (4)					
AST 101, 102	Astronomy I, II	4,4			
BIO 105	Science of Biology	4			
111, 112	General College Biology I, II	5,5			
CHE 101, 102	Introduction to Chemistry I, II	5,5			
111, 112	General College Chemistry I, II	5,5			
GEY 111	Physical Geology	4			
121	Historical Geology	4			
PHY 105	Conceptual Physics	4			
111, 112	Physics: Algebra Based I, II	5,5			
211, 212	Physics: Calculus Based I, II	5,5			
C. Additional Math/Science (4)					
AST	Any Course				
BIO	Any Course				
CHE	Any Course				
GEY	Any Course				
MAT	MAT 121 or higher				
PHY	Any Course				
II. SOCIAL AND BEHAVIORAL SCIENCES		9			
Must include at least two disciplines:					
ANT 101	Cultural Anthropology	3			
111	Physical Anthropology	3			
ECO 201	Principles of Macroeconomics	3			
202	Principles of Microeconomics	3			
GEO 105	Geography	3			
HIS 101, 102	Western Civilization I, II	3,3			
201, 202	U.S. History I, II	3,3			
POS 111	American Government	3			
PSY 101, 102	General Psychology I, II	3,3			
SOC 101, 102	Introduction to Sociology I, II	3,3			
IV. HUMANITIES					9
Must include at least two disciplines:					
ART 111, 112	Art History I, II	3,3			
FOL 111, 112	Foreign Language I, II	5,5			
211, 212	Foreign Language III, IV	3,3			
HUM121, 122,					
123	Survey of Humanities I, II, III	3,3,3			
LIT 115	Introduction to Literature	3			
201, 202	Masterpieces of Literature I, II	3,3			
PHI 111	Introduction to Philosophy	3			
112	Ethics	3			
113	Logic	3			
V. PHYSICAL EDUCATION*					2
PED 110	Physical Education Activities:				
PED 111	Intermediate Physical Education Activities:				
The PED requirement may be waived under one of the following conditions:					
1. Have completed a year or more of active military service.					
2. Presented a medical exemption recommended by a physi- cian.					
3. Are 35 years of age or older at time of first registration at the College.					
VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS					3
CIS 115	Introduction to Computers	3			
CIS 160	BASIC Language Programming	3			
CIS 260	COBOL Programming	3			
CSC 148	FORTRAN Programming	3			
CSC 150	PASCAL Programming	3			
CSC 230	C-Language Programming	3			
VII. ELECTIVES					19
Electives may be selected from list of courses approved for A.A./A.S. degrees (pages 32 & 33)					
TOTAL CREDITS					62
Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 45, math 45, writ- ing 45. Students may be required to obtain these levels before entering the program.					

DEGREE REQUIREMENTS

ASSOCIATE OF SCIENCE (AS)

		Required Credit Hours	
I. ENGLISH/SPEECH		9	
ENG 121, 122	English Composition I, II	3,3	
SPE 115	Principles of Speech Communication	3	
II. MATHEMATICS/SCIENCES		24	
Must include one course from each group below (A, B and C):			
A. Mathematics (4)			
MAT 121	College Algebra	4	
125	Survey of Calculus	4	
201, 202	Calculus I, II	5,5	
B. Science (8)			
AST 101, 102	Astronomy I, II	4,4	
BIO 111, 112	General College Biology I, II	5,5	
CHE 111, 112	General College Chemistry I, II	5,5	
GEY 111	Physical Geology	4	
121	Historical Geology	4	
PHY 111, 112	Physics: Algebra Based I, II	5,5	
PHY 211, 212	Physics: Calculus Based I, II	5,5	
C. Additional Math/Science (12)			
AST	Any Course		
BIO	Excluding BIO 105		
CHE	Excluding CHE 101, 102		
GEY	Any Course		
MAT	MAT 121 or higher		
PHY	Excluding PHY 105		
III. SOCIAL AND BEHAVIORAL SCIENCES		6	
Must include at least two disciplines:			
ANT 101	Cultural Anthropology	3	
111	Physical Anthropology	3	
ECO 201	Principles of Macroeconomics	3	
202	Principles of Microeconomics	3	
GEO 105	Geography	3	
HIS 101, 102	Western Civilization I, II	3,3	
201, 202	U.S. History I, II	3,3	
POS 111	American Government	3	
PSY 101, 102	General Psychology I, II	3,3	
SOC 101, 102	Introduction to Sociology I, II	3,3	
IV. HUMANITIES			6
Must include at least two disciplines:			
ART 111, 112	Art History I, II	3,3	
FOL 111, 112	Foreign Language I, II	5,5	
211, 212	Foreign Language III, IV	3,3	
HUM121, 122,			
123	Survey of Humanities I, II, III	3,3,3	
LIT 115	Introduction to Literature	3	
201, 202	Masterpieces of Literature I, II	3,3	
PHI 111	Introduction to Philosophy	3	
112	Ethics	3	
113	Logic	3	
V. PHYSICAL EDUCATION*			2
PED 110	Physical Education Activities:		
PED 111	Intermediate Physical Education Activities:		
*The PED requirement may be waived under one of the following conditions:			
1. Have completed a year or more of active military service.			
2. Presented a medical exemption recommended by a physician.			
3. Are 35 years of age or older at time of first registration at the College.			
VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS			3
CIS 115	Introduction to Computers	3	
CIS 160	BASIC Language Programming	3	
CIS 260	COBOL Programming	3	
CSC 148	FORTRAN Programming	3	
CSC 150	PASCAL Programming	3	
CSC 230	C-Language Programming	3	
VII. ELECTIVES			12
Electives may be selected from list of courses approved for the A.A./A.S. degrees (pages 32 & 33)			
TOTAL CREDITS			62

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 45, math 45, writing 45. Students may be required to obtain these levels before entering the program.

**COURSES APPROVED AS ELECTIVES FOR AA/AS
DEGREES
1991-92**

ACC 121	Principles of Accounting I	CSC 148	FORTRAN Programming
ACC 122	Principles of Accounting II	CSC 150	PASCAL Programming
AGL 115	Animal Sciences	CSC 230	C Language Programming
AGL 116	General Crops	CRJ 100	Introduction to Criminal Justice
AGL 117	Introductory Soil Science	CRJ 145	Correctional Process
AGL 118	Agricultural/Natural Resource Economics	DRT 105	Drafting Fundamentals
ANT 101	Cultural Anthropology	DRT 106	Blueprint Reading
ANT 111	Physical Anthropology	ECO 201	Principles of Macroeconomics
ANT 205	Mankind and Myths	ECO 202	Principles of Microeconomics
ART 110	Art Appreciation	EDU 115	Early Field Experience in Education
ART 111	Art History I	ENG 226	Fiction Writing
ART 112	Art History II	ENG 227	Poetry Writing
ART 116	Lettering	FOL 111	Foreign Language I: French, Spanish
ART 121	Drawing I	FOL 112	Foreign Language II: French, Spanish
ART 122	Drawing II	FOL 211	Foreign Language III: French, Spanish
ART 131	Design I	FOL 212	Foreign Language IV: French, Spanish
ART 132	Design II	GEO 105	Geography
ART 211	Painting I	GEY 106	Principles of Geology
ART 212	Painting II	GEY 111	Physical Geology
ART 231	Watercolor I	GEY 121	Historical Geology
ART 232	Watercolor II	GEY 145	Earth Science
AST 101	Astronomy I	HIS 101	Western Civilization I
AST 102	Astronomy II	HIS 102	Western Civilization II
BIO 105	Science of Biology	HIS 201	U.S. History I
BIO 111	General College Biology I	HIS 202	U.S. History II
BIO 112	General College Biology II	HIS 225	Colorado History
BIO 201	Human Anatomy & Physiology I	HEC 115	Human Nutrition
BIO 203	Human Anatomy & Physiology II	HUM 121	Survey of Humanities I
BIO 205	Microbiology	HUM 122	Survey of Humanities II
BIO 245	Kinesiology	HUM 123	Survey of Humanities III
BUS 115	Introduction to Business	JOU 106	Fundamentals of Reporting
BUS 117	Business English	JOU 121	Introduction to Print Media Photography
BUS 216	Legal Environment of Business	JOU 206	Intermediate Newswriting and Editing
BUS 217	Business Communications and Report Writing	LIT 115	Introduction to Literature
BUS 221	Business Law I	LIT 126	Study of Poetry
CHE 101	Introduction to Chemistry I	LIT 127	Study of the Novel
CHE 102	Introduction to Chemistry II	LIT 201	Masterpieces of Literature I
CHE 111	General College Chemistry I	LIT 202	Masterpieces of Literature II
CHE 112	General College Chemistry II	LIT 211	Survey of American Literature I
CHE 205	Introduction to Organic Chemistry	LIT 212	Survey of American Literature II
CHE 206	Introduction to Biochemistry	MAN 226	Principles of Management
CIS 101	Computer Literacy	MAR 216	Principles of Marketing
CIS 115	Introduction to Computers	MAT 121	College Algebra
CIS 160	BASIC Language Programming	MAT 122	College Trigonometry
CIS 260	COBOL Programming	MAT 125	Survey of Calculus
		MAT 135	Introduction to Statistics
		MAT 201	Calculus I
		MAT 202	Calculus II
		*PED 105	CPR
		*PED 125	Standard First Aid-Adult CPR

PED 110	Physical Education Activities: (see catalog for list of activities)	PSY 226	Social Psychology
PED 111	Intermediate Physical Education Activities: (see catalog for list of activities)	PSY 229	Introduction to Addictive Behavior
PHI 111	Introduction to Philosophy	PSY 235	Human Growth and Development
PHI 112	Ethics	PSY 247	Child Abuse and Neglect
PHI 113	Logic	PSY 248	Child And Adolescent Psychology
PHY 105	Conceptual Physics	PSY 249	Abnormal Psychology
PHY 111	Physics: Algebra Based I	PSY 265	Psychology of Personality
PHY 112	Physics: Algebra Based II	SCI 115	Meteorology
PHY 211	Physics: Calculus Based I	SCI 116	Natural Science
PHY 212	Physics: Calculus Based II	SOC 101	Introduction to Sociology I
POS 105	Introduction to Political Science	SOC 102	Introduction to Sociology II
POS 111	American Government	SOC 205	Marriage & Family
PSY 101	General Psychology I	SPE 226	Oral Interpretation
PSY 102	General Psychology II		Special Studies (Check with program advisor regarding transfer)
PSY 106	Human Relations		
PSY 116	Stress Management		
PSY 118	Beginning Counseling		

*Does not fulfill PE requirement in AA/AS degrees.

**No more than three semester hours of Physical Education may be applied to an AA/AS degree.



DEGREE REQUIREMENTS

ASSOCIATE OF GENERAL STUDIES (AGS)

		Required Credit Hours	
I. PRESCRIBED GENERAL EDUCATION			
A. English/Communications (3)			
COM105	Career Communications	3	
ENG 105	Fundamentals of Composition	3	
121	English Composition I	3	
122	English Composition II	3	
226	Fiction Writing	3	
227	Poetry Writing	3	
SPE 115	Principles of Speech Communication	3	
226	Oral Interpretation	3	
B. Mathematics (3)			
MAT 115	College Mathematics	3	
121	College Algebra	4	
122	College Trigonometry	3	
125	Survey of Calculus	4	
135	Introduction to Statistics	3	
201	Calculus I	5	
202	Calculus II	5	
C. Science (3)			
AST 101, 102	Astronomy I, II	4,4	
BIO 105	Science of Biology	4	
111, 112	General College Biology I, II	5,5	
201, 203	Human Anatomy & Physiology I, II	4,4	
205	Microbiology	4	
245	Kinesiology	4	
CHE 101, 102	Introduction to Chemistry I, II	5,5	
111, 112	General College Chemistry I, II	5,5	
205	Introduction to Organic Chemistry	4	
206	Introduction to Biochemistry	4	
GEY 111	Physical Geology	4	
121	Historical Geology	4	
145	Earth Science	3	
PHY 105	Conceptual Physics	4	
111, 112	Physics: Algebra Based I, II	5,5	
211, 212	Physics: Calculus Based I, II	5,5	
SCI 115	Meteorology	3	
SCI 116	Natural Science	5	
D. Social Sciences (3)			
ANT 101	Cultural Anthropology	3	
111	Physical Anthropology	3	
205	Mankind & Myth	3	
ECO 201	Principles of Macroeconomics	3	
202	Principles of Microeconomics	3	
GEO 105	Geography	3	
HIS 101, 102	Western Civilization I, II	3,3	
201, 202	U.S. History I, II	3,3	
225	Colorado History	3	
POS 105	Introduction to Political Science	3	
111	American Government	3	
PSY 101, 102	General Psychology I, II	3,3	
106	Human Relations	3	
116	Stress Management	2	
118	Beginning Counseling	2	
206	Employment Seminar	1	
229	Introduction to Addictive Behavior	3	
235	Human Growth and Development	3	
247	Child Abuse and Neglect	2	
248	Child and Adolescent Psychology	3	
265	Psychology of Personality	3	
SOC 101, 102	Introduction to Sociology I, II	3,3	
205	Marriage & Family	3	
E. Arts and Humanities (3)			
ART 110	Art Appreciation	3	
ART 111, 112	Art History I, II	3,3	
FOL 111, 112	Foreign Language I, II	5,5	
211, 212	Foreign Language III, IV	3,3	
HUM121, 122, & 123	Survey of Humanities I, II, III	3,3,3	
JOU 106	Fundamentals of Reporting	3	
JOU 206	Intermediate Newswriting and Editing	3	
LIT 115	Introduction to Literature	3	
LIT 126	Study of Poetry	3	
LIT 127	Study of the Novel	3	
201, 202	Masterpieces of Literature I, II	3,3	
211, 212	Survey of American Literature I, II	3,3	
PHI 111	Introduction to Philosophy	3	
112	Ethics	3	
113	Logic	3	
II. ELECTIVE COURSES IN GENERAL EDUCATION 6			
A student is to identify, in consultation with the appropriate college advisor, six (6) elective courses which meet the college's criteria for general education.			

III. PROFESSIONAL/GENERALLY TRANSFERABLE

ELECTIVES FOR AGS 9

A student, in consultation with the appropriate college advisor, is to select nine (9) semester hours of professional education courses which are generally recognized as transfer courses. These may include college level courses in the area of business management, marketing, computer science, selected courses in technical education and health education, other professional education courses, and/or other courses in the college's general education series.

ACC 121, 122	Principles of Accounting I, II	4,4
ART 121, 122	Drawing I, II	3,3
131, 132	Design I, II	3,3
211, 212	Painting I, II	3,3
231, 232	Watercolor I, II	3,3
BUS 115	Introduction to Business	3
117	Business English	3
216	Legal Environment of Business	3
217	Business Communications and Report Writing	3
221	Business Law I	3
CIS 101	Computer Literacy	2
115	Introduction to Computers	3
160	BASIC Language Programming	3
260	COBOL Programming	3
CSC 148	FORTRAN Programming	3
150	PASCAL Programming	3
230	C-Language Programming	3
CRJ 110	Introduction to Criminal Justice	3
CRJ 145	Correctional Process	3
MAN226	Principles of Management	3
MAR 216	Principles of Marketing	3

or any generally transferable course from list of approved general education courses.

IV. OTHER COURSES AS PRESCRIBED 30-38

A minimum of 30 additional credit hours from the approved list of general education courses or a maximum of 30 credit hours of vocationally prefixed courses.

TOTAL CREDITS 60-68

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering the program.

This degree provides an educational plan which allows you to create a personalized program by combining a variety of occupational courses and liberal arts and science courses. This degree is primarily for personal enrichment and is not transferable, however, at least 30 hours should be transferable. Each student pursuing this degree will develop, in consultation with an advisor, a written statement of objectives to be followed and courses to be taken.



ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE PROGRAMS

AUTOMOTIVE PROGRAMS

The Automotive Programs are designed to offer study and training in two major areas. The curricula are: an Associate of Applied Science degree in Automobile Body Repair and a nine-month Certificate in Automobile Technology.

In general, graduates of the Automobile Body Repair Program will be prepared for jobs such as auto body painter, frame repair person, and metal repair person. Graduates of the Automobile Technology program will be prepared for jobs such as automobile mechanic, garage mechanic, service mechanic, and tune-up mechanic.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 41, math 37, writing 37. Students may be required to obtain these levels before entering their program.

AUTOMOBILE BODY REPAIR Associate of Applied Science

AUTOMOBILE BODY REPAIR CORE CURRICULUM

ABR 141	Introduction to Auto Body	2
ABR 142	Auto Body Welding	2
ABR 143	Basic Sheet Metal Repair	6
ABR 144	Auto Refinishing I	6
ABR 151	Parts Replacement	3
ABR 152	Frame and Body Analysis	3
ABR 153	Auto Refinishing II	6
ABR 201	Frame and Body Structural Repair	7
ABR 202	Mechanical Related Services	2
ABR 203	Advanced Sheet Metal Repair	8
ABR 211	Advanced Refinishing	7
ABR 212	Estimating and Shop Management	2
ABR 213	Fiberglass and Plastic Repair	3
TOTAL CREDITS		57

GENERAL EDUCATION REQUIREMENTS

CIS 115	Introduction to Computers	3
COM 105	Career Communications	3
ENG 121	English Composition I	3
MAT 115	College Mathematics	3
PHY 105	Conceptual Physics	4
TOTAL CREDITS		16

OTHER REQUIRED COURSES

HEA 126	Standard First Aid	1
TOTAL CREDITS		1
TOTAL PROGRAM CREDITS		74

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

AUTOMOBILE TECHNOLOGY Certificate

AUTOMOBILE TECHNOLOGY CORE CURRICULUM

AUT 101	Introduction to Automotive Electricity	3
AUT 102	Fuel and Emission Controls	5
AUT 105	Standard Drive Train	6
AUT 106	Automatic Transmission	5
AUT 107	Automotive Braking System	4
AUT 108	Steering, Suspensions and Alignment	4
AUT 111	Electrical and Emission Systems and Tune-Up I	4
AUT 112	Electrical and Emission Systems and Tune-up II	3
AUT 113	Computer Controlled Ignition and Fuel Systems	2
AUT 115	Automotive Air Conditioning	2
AUT 116	Engine Overhaul	9
TOTAL PROGRAM CREDITS		47

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



BUSINESS/OFFICE TECHNOLOGY 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; and 4) a nine-month Certificate in Electronic Data Processing. The following pages show these curricula.

The Business Management program provides the student with broad-based business and management concepts needed for entry-level supervisory positions. The program allows the student flexibility in designing a management program of study. In addition to the required core of courses, students may select courses within a program emphasis area. The emphasis areas are as follows: banking, real estate, insurance, marketing, and small business management. In the banking concentration, jobs would include bookkeeper, customer service representative, teller, and loan officer. The concentration in real estate would prepare students for real estate office management, a real estate agent, and a property management specialist. The concentration in insurance would prepare the student for jobs as insurance agent, customer service representative, underwriter trainee, and insurance office manager. Students enrolled in the marketing concentration would be trained for positions in sales, advertising, and retailing. The small business concentration would prepare students to own or operate a small business. 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.

The Office Technology 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 Office Technology; 2) a nine-month Certificate 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 Office Technology program will be prepared for jobs such as: administrative secretary, stenographer, secretary and clerk-typist. Emphasis areas include the legal, medical, and administrative fields. 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 selected evening classes.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering their program.

ACCOUNTING

Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
	TOTAL CREDITS	21

GENERAL EDUCATION REQUIREMENTS

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
PSY 106	Human Relations	3
SPE 115	Principles of Speech Communication	3
	General Education Elective*	3
	TOTAL CREDITS	15

REQUIRED ACCOUNTING CORE CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 102	Integrated Applications in Accounting	2
ACC 105	Individual Income Tax	3
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 205	Computerized Accounting Applications	2
ACC 207	Introduction to Managerial Accounting	4
BUS 105	Business Software	2
BUS 205	Business Finance	3
MAN 226	Principles of Management	3
OFT 111	Keyboarding	3
	TOTAL CREDITS	35
	TOTAL PROGRAM CREDITS	71

*General Education electives 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.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

BOOKKEEPING CLERK Certificate

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
	TOTAL CREDITS	21

REQUIRED BOOKKEEPING CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 102	Integrated Application in Accounting	2
ACC 105	Individual Income Tax	3
OFT 111	Keyboarding	3
	TOTAL CREDITS	13
	TOTAL PROGRAM CREDITS	34

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

ELECTRONIC DATA PROCESSING Certificate

BUSINESS CORE CURRICULUM

BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
CIS 115	Introduction to Computers	3
	TOTAL CREDITS	12

REQUIRED ELECTRONIC DATA PROCESSING CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 102	Integrated Accounting Applications	2
BUS 105	Business Software	2
CIS 140	Introduction to Microcomputer DataBase:	2
CIS 150	Electronic Spreadsheets:	2
CIS 160	BASIC Language Programming	3
CIS 276	Systems Analysis and Design	3
OFT 105	Introduction to Keyboarding	1
	TOTAL CREDITS	20
	TOTAL PROGRAM CREDITS	32

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



BUSINESS MANAGEMENT Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
	TOTAL CREDITS	21

GENERAL EDUCATION REQUIREMENTS

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
PSY 106	Human Relations	3
SPE 115	Principles of Speech Communications	3
	General Education Elective*	3
	TOTAL CREDITS	15

*General Education electives are selected with consent of the advisor.

EMPHASIS AREAS:

BUSINESS MANAGEMENT

ACC 102	Integrated Accounting Application	2
ACC 105	Individual Income Tax	3
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
BUS 105	Business Software	2
BUS 205	Business Finance	3
MAN 205	Small Business Management	2
MAN 215	Principles of Supervision	2
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 216	Principles of Marketing	3
MAR 217	Advertising	2
MAR 218	Retailing	2
OFT 105	Introduction to Keyboarding	1
	Business Education Elective	1
	TOTAL CREDITS	36

OR**BANKING AND FINANCIAL SERVICES**

ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 207	Introduction to Managerial Accounting	4
BAN 205	Principles of Banking	3
BAN 206	Law and Banking	3
BAN 207	Marketing for Bankers	2
BAN 208	Consumer Lending	3
BAN 215	Commercial Lending	2
BAN 216	Bank Accounting	3
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
OFT 111	Keyboarding	3
	TOTAL CREDITS	36

OR**INSURANCE**

ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 207	Introduction to Managerial Accounting	4
BUS 205	Business Finance	3
INS 205	Principles of Insurance	2
INS 206	Licensure in Property & Casualty Insurance	3
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 216	Principles of Marketing	3
MAR 225	Sales	5
OFT 111	Keyboarding	3
	TOTAL CREDITS	36

OR**MARKETING**

ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 207	Introduction to Managerial Accounting	4
MAN 205	Small Business Management	2
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 216	Principles of Marketing	3
MAR 217	Advertising	2
MAR 218	Retailing	2
MAR 225	Sales	5
MAR 226	Marketing Research	2
OFT 111	Keyboarding	3
	TOTAL CREDITS	36

OR**REAL ESTATE**

ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 207	Introduction to Managerial Accounting	4
BUS 205	Business Finance	3
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 216	Principles of Marketing	3
MAR 225	Sales	5
OFT 111	Keyboarding	3
REE 205	Real Estate Practice & Real Estate Law	3
REE 206	Colorado Real Estate Law & Colorado Real Estate Contracts	1
REE 207	Listing & Selling Property	1
	TOTAL CREDITS	36

OR**SMALL BUSINESS MANAGEMENT**

ACC 105	Individual Income Tax	2
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 207	Introduction to Managerial Accounting	4
ACC 215	Payroll Accounting	3
BUS 105	Business Software	2
BUS 205	Business Finance	3
INS 205	Principles of Insurance	2
MAN 205	Small Business Management	2
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 217	Advertising	2
OFT 111	Keyboarding	3
	TOTAL CREDITS	36
	TOTAL PROGRAM CREDITS	72

*General Education electives 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.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

OFFICE TECHNOLOGY
Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
TOTAL CREDITS		18

GENERAL EDUCATION REQUIREMENTS

CIS 115	Introduction to Computers	3
COM 105	Career Communications	3
PSY 106	Human Relations	3
PSY 116	Stress Management	2
SPE 115	Principles of Speech Communication	3
General Education Elective*		3
TOTAL CREDITS		17

REQUIRED OFFICE TECHNOLOGY CURRICULUM

ACC 101	Fundamentals of Accounting	5
MAN 226	Principles of Management	3
OFT 101	Shorthand I	4
OFT 102	Shorthand II	4
OFT 111	Keyboarding	3
OFT 112	Formatting	3
OFT 114	Word Processing Operations	4
OFT 208	Office Administration	3
TOTAL CREDITS		29

EMPHASIS AREAS:**ADMINISTRATIVE OFFICE TECHNOLOGY**

OFT 113	Advanced Formatting	3
OFT 205	Machine Transcription	2
Business Elective		2
TOTAL CREDITS		7

OR**LEGAL OFFICE TECHNOLOGY**

OFT 116	Legal Terminology	2
OFT 117	Legal Formatting	3
OFT 215	Legal Transcription	2
TOTAL CREDITS		7

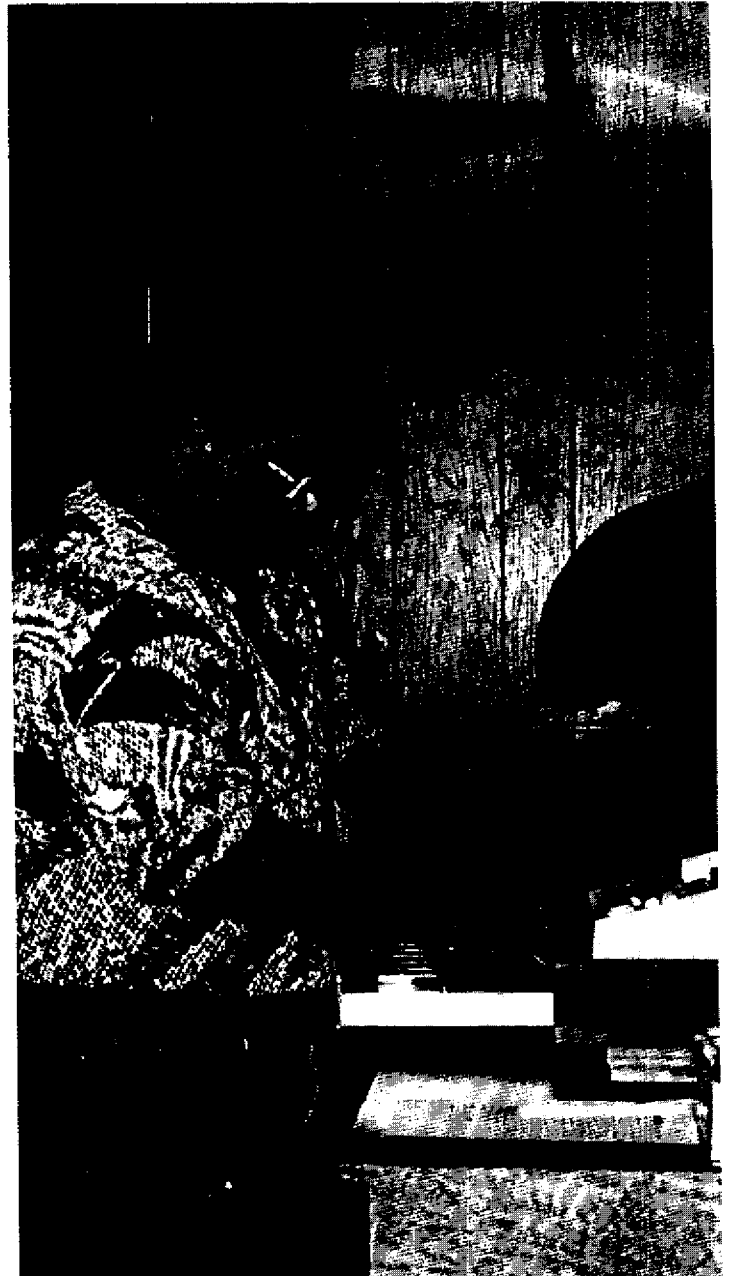
OR**MEDICAL OFFICE TECHNOLOGY**

HEA 116	Medical Terminology	2
OFT 118	Medical Formatting	3
OFT 216	Medical Transcription	2
TOTAL CREDITS		7
TOTAL PROGRAM CREDITS		71

*General Education electives are selected with consent of the advisor.

18 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.

3 NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE
3 CHECK WITH YOUR PROGRAM ADVISOR.



STENOGRAPHER Certificate

BUSINESS CORE CURRICULUM

BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
TOTAL CREDITS		12

REQUIRED STENOGRAPHER CURRICULUM

OFT 101	Shorthand I	4
OFT 102	Shorthand II	4
OFT 111	Keyboarding	3
OFT 112	Formatting	3
OFT 114	Word Processing Operations	4
OFT 208	Office Administration	3
PSY 116	Stress Management	2
TOTAL CREDITS		23
TOTAL PROGRAM CREDITS		35

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

WORD PROCESSING Certificate

BUSINESS CORE CURRICULUM

BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
TOTAL CREDITS		12

REQUIRED WORD PROCESSING CURRICULUM

ACC 101	Fundamentals of Accounting	5
CIS 115	Introduction to Computers	3
OFT 111	Keyboarding	3
OFT 112	Formatting	3
OFT 114	Word Processing Operations	4
OFT 205	Machine Transcription	2
OFT 208	Office Administration	3
PSY 116	Stress Management	2
TOTAL CREDITS		25
TOTAL PROGRAM CREDITS		37

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



COLORADO NANNY ACADEMY

The Colorado Nanny Academy of Morgan Community College prepares nanny trainees for the ever-growing world of professional in-home child care. A nanny is a child care specialist who, as a member of the family team, provides for children's physical, emotional, social, and intellectual needs.

The program combines both on-going general education classes and specially designed nanny training classes. The curriculum includes basics such as infant and child care, food and nutrition, child health and development along with such diverse topics as etiquette, family dynamics, discipline, travel, personal appearance, and children's clothing. On-the-job training occurs in both licensed day care homes and in private homes, and is at least 120 hours of the program. Students must successfully complete all courses and earn a minimum of a 2.0 overall G.P.A. to receive their certificate.

The Colorado Nanny Academy has a number of families requesting nannies. Nannies who have successfully completed the training program may contact these individual families for employment. The Colorado Nanny Academy is accredited by the American Council of Nanny Schools, and graduates receive certification through the Colorado State Board for Community Colleges and Occupational Education.

To gain entrance into the program, students must be at least 18 years of age and must have earned a high school diploma or GED. Training is open to both males and females.

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 41, math 43, writing 37. Students may be required to obtain these levels before entering the program.



COLORADO NANNY ACADEMY CERTIFICATE

NANNY CORE CURRICULUM

NAN 105	Children's Activities	3
NAN 201	Nanny Practicum	2
NAN 202	Child Care Co-op Training	4
NAN 211	The Nanny as a Professional I	2
NAN 212	The Nanny as a Professional II	2
TOTAL CREDITS		13

GENERAL EDUCATION COURSES

ENG 105	Fundamentals of Composition	
OR		
ENG 121	English Composition I	3
PSY 106	Human Relations	3
PSY 248	Child and Adolescent Psychology	3
SOC 205	Marriage & Family	3
TOTAL CREDITS		12

OTHER REQUIRED COURSES

HEA 131	Infant and Child Care I	2
HEA 132	Infant and Child Care II	2
HEC 118	Child Nutrition and Food Preparation	2
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
TOTAL CREDITS		9
TOTAL PROGRAM CREDITS		34

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



ELECTRONIC TECHNOLOGY

The Electronic 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 Electronic Technology.

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

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering the program.

ELECTRONIC TECHNOLOGY Associate of Applied Science Degree

ELECTRONICS TECHNOLOGY CORE CURRICULUM

ELT 101	D.C. Circuits	6
ELT 102	A.C. Circuits	6
ELT 111	Electronic Devices I	6
ELT 112	Electronic Devices II	6
ELT 201	Analog Circuits	6
ELT 202	Analog Systems and Troubleshooting	6
ELT 211	Digital Circuits	6
ELT 212	Microprocessors	6
	TOTAL CREDITS	48

GENERAL EDUCATION REQUIREMENTS

COM 105	Career Communications	3
MAT 121	College Algebra	4
PHY 111	Physics: Algebra Based I	5
	General Education Elective*	3
	TOTAL CREDITS	15

OTHER REQUIRED COURSES

PED 105	CPR	1
	TOTAL CREDITS	1
	TOTAL PROGRAM CREDITS	64

*General Education electives are selected with consent of the advisor.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

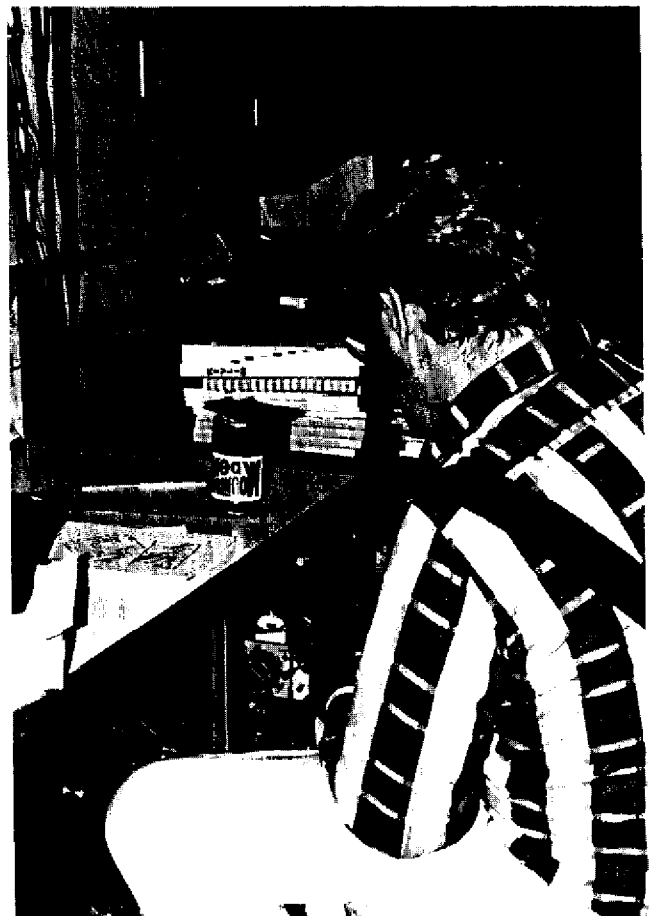
FARM AND RANCH MANAGEMENT

Created for the farm or ranch owner/manager, the program provides classroom and on-site assistance over a three-year period. More specialized classes are available following the three year period to allow the owner/manager to concentrate on a specific business application.

FARM AND RANCH MANAGEMENT Certificate

FARM RANCH MANAGEMENT CORE CURRICULUM

FRM 101	Farm and Ranch Management I	18
FRM 102	Farm and Ranch Management II	18
FRM 103	Farm and Ranch Management III	18
	TOTAL PROGRAM CREDITS	54



HUMAN SERVICES OCCUPATION PROGRAMS

Morgan Community College offers a variety of occupational programs in the field of health and human services. The expanding need for well-trained personnel is being addressed in the currently offered programs of Home Health Aide, Certified Nursing Assistant, Health Care Assistant and Emergency Medical Technician. Upon successful completion of these programs, certificates are issued.

The Home Health Aide program 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. It includes homemaker and personal caregiver credentials.

Certified Nursing Assistant meets the guidelines outlined for state certification. It prepares the Nurse's Assistant to work in acute care and long term care facilities performing duties related to personal care of the patient.

Health Care Assistant (Aide) program prepares individuals for beginning employment in the health care field at an aide level. Basic health skills are demonstrated and applied in a health care setting.

The Emergency Medical Technology 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. Both Emergency Medical Technology Basic and Emergency Medical Technology Intermediate are offered annually. The Emergency Medical Technology Intermediate is designed for certified EMT's who are actively involved in providing emergency medical care.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering their program.

HEALTH CARE ASSISTANT (AIDE) Certificate

HEALTH CARE ASSISTANT CORE CURRICULUM

PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
HHA 112	Health Care Lab I	2
HEA 129	Health Care Skills I	3
HEA 130	Health Care Skills II	3
	TOTAL PROGRAM CREDITS	11

RECOMMENDED ELECTIVES

HEA 116	Medical Terminology
HEA 119	Introduction to Health Care Employment

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

HOME HEALTH AIDE Certificate

HOME HEALTH CORE CURRICULUM

PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
HHA 105	Home Management	1
HHA 106	Illness and the Care Provider	1
HHA 111	Personal Care Skills	3
HHA 112	Health Care Lab I	2
HHA 113	Health Care Lab II	2
PSY 106	Human Relations	3
	TOTAL PROGRAM CREDITS	15

RECOMMENDED ELECTIVES

HEA 116	Medical Terminology
HEA 119	Introduction to Health Care Employment

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

**CERTIFIED NURSING ASSISTANT
Certificate**

CERTIFIED NURSING ASSISTANT CORE CURRICULUM

HHA 106	Illness and the Care Provider	1
HHA 111	Personal Care Skills	3
HHA 112	Health Care Lab I	2
TOTAL PROGRAM CREDITS		6

RECOMMENDED ELECTIVES

PED 105	CPR
PED 125	Standard First Aid-Adult CPR
HEA 119	Introduction to Health Care Employment

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

**EMERGENCY MEDICAL TECHNOLOGY-BASIC
Certificate**

EMT 105	Emergency Medical Technology Basic	7
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**EMERGENCY MEDICAL TECHNOLOGY
INTERMEDIATE
Certificate**

Successful completion of EMT-B is a pre-requisite

EMT 107	Emergency Medical Technology Intermediate	12
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Certification is also available for First Responder and Emergency Medical Technology Refresher courses.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

INDUSTRIAL TECHNOLOGY PROGRAM

Industrial Technology is a program that offers training in a wide variety of subject areas. The student will develop an understanding of the skill and techniques required to enter the field of maintenance for a number of different industries.

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering the program.

**INDUSTRIAL TECHNOLOGY
CERTIFICATE**

INDUSTRIAL TECHNOLOGY CORE CURRICULUM

INT 105	Basic Electrical Skills	3
INT 106	Construction Skills	3
INT 107	Hazardous Materials	3
INT 206	Transmission of Power	3
INT 208	Heating/Ventilation/Air-Conditioning	4
INT 209	Advanced Electrical Skills	3
INT 215	Hydraulics & Pneumatics	4
INT 245	Machinery Installation	4
TOTAL CREDITS		27

GENERAL EDUCATION COURSES

CIS 115	Introduction to Computers	3
COM 105	Career Communications	3
MAT 115	College Mathematics	3
TOTAL CREDITS		9

OTHER REQUIRED COURSES

DRT 106	Blueprint Reading	3
HEA 126	Standard First Aid	1
WEL 107	Maintenance Welding	2
TOTAL CREDITS		6
TOTAL PROGRAM CREDITS		42

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



LAW ENFORCEMENT

The 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 annually approved by the Colorado Law Enforcement Training Academy. The initial requirement for acceptance to the Law Enforcement Training program is a completed Application for Admission to Morgan Community College. After the prospective student has been accepted to the College, the following must be submitted in order to complete the acceptance requirement:

1. A high school transcript or GED Certificate.
2. A letter of recommendation from a Chief of Police or Sheriff in the student's home area.
3. Place of birth.
4. A list of all the states in which the student has lived.
5. Valid drivers license.
6. Proof of automobile liability insurance.

Using the submitted student information, the Morgan County Sheriff's Department will conduct a records check. With completion of all the paperwork, a personal interview with the prospective student will be conducted by the Law Enforcement Advisory Board.

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before their program.



LAW ENFORCEMENT TECHNOLOGY Certificate

LAW ENFORCEMENT TECHNOLOGY CORE CURRICULUM

LAE 105	Human Relations	1
LAE 106	Report Writing	2
LAE 107	Arrest Tactics	2
LAE 108	Driving	2
LAE 115	Fire Arms	1
LAE 116	Administration of Justice	1
LAE 117	Basic Law	6
LAE 118	Traffic Control	2
LAE 125	Patrol Procedures	3
LAE 126	Investigations	4
TOTAL PROGRAM CREDITS		24

For CLETA certification a minimum of 2.00 G.P.A. is required in each course.

NURSING Associate of Applied Science

The Associate Degree Nursing Program is designed to provide education to prepare the student for the licensure examination as a registered nurse. The college in cooperation with Northeastern Junior College (NJC), offers a program leading to the Associate of Applied Science degree in Nursing. Students accepted into the program are required to have completed a practical nursing certificate program at NJC or at another institution. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model.

Upon satisfactory completion of the prescribed ADN curriculum with a minimum of a "C" in each course, and having met the qualifications for licensure according to the Colorado Nurse Practice Act, the student will receive an Associate of Applied Science Degree in Nursing and will be eligible to write the State Licensure Examination for Registered Nursing.

Students entering this program must have completed the prescribed general education requirements before admission to the second level courses. Admission to MCC or NJC does not assure admission to the nursing program. Nursing coursework begins in the Spring Semester only. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering their program.

Application Procedure for ADN Program

To Be Eligible for Selection Process:

1. Submit a Morgan Community College application and official transcripts from all previous colleges to the Student Services Office.
2. Submit a nursing application to the Director of Nursing.
3. Submit proof to meet the criteria for Colorado Nursing Articulation Model to the Director of Nursing:
 - a. a copy of current active Colorado LPN licensure or permit to practice nursing.
 - b. a copy of PN program transcripts.
 - c. proof of 1,000 hours of work as an LPN in the last three years or successful completion of a CCNE approved refresher course.
 - d. proof of completion of all General Education and non-nursing requirements with a "C" or above in each course.
4. Submit ASSET test scores or equivalent documentation to Student Services.

Selection Criteria:

1. Meet the above eligibility requirements.
2. A cumulative GPA of 2.5.
3. Completion of required nursing aptitude test.

From the above criteria, final selection for admission into the second level of the ADN nursing program will be made.

NURSING Associate of Applied Science

NURSING HOURS ACCEPTED FROM PN PROGRAM AT
NORTHEASTERN JUNIOR COLLEGE OR OTHER COLORADO
PN PROGRAM OR OUT-OF-STATE COLLEGE PN PROGRAM 32

GENERAL EDUCATION COURSES

BIO 201	Human Anatomy & Physiology I	4
BIO 203	Human Anatomy & Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3
	Humanities/Social Science Elective*	3
	General Education Elective*	3
	TOTAL CREDITS	20

REQUIRED SECOND LEVEL NURSING CURRICULUM

NUR 202	Socialization into Nursing II	1
NUR 203	Socialization into Nursing III	2
NUR 205	Comprehensive Concepts in Gerontological Nursing	2
NUR 206	Comprehensive Clinical Nursing	3
NUR 211	Comprehensive Medical-Surgical Nursing I	4
NUR 212	Comprehensive Medical-Surgical Nursing Clinical I	3
NUR 213	Comprehensive Medical-Surgical Nursing II	2
NUR 214	Comprehensive Medical-Surgical Nursing Clinical II	5
NUR 221	Comprehensive Psychosocial Nursing	2
NUR 222	Comprehensive Psychosocial Nursing Clinical	3
NUR 231	Comprehensive Concepts in Parent-Child Nursing 2	3
NUR 232	Comprehensive Parent-Child Nursing Clinical	3
	TOTAL CREDITS	32
	TOTAL PROGRAM CREDITS	84

*General Education electives are selected with the consent of the program advisor.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CONSULT WITH YOUR PROGRAM ADVISOR.

PHYSICAL THERAPIST ASSISTANT

In the top ten fastest growing occupations in the nation is the demand for Physical Therapy Personnel. Morgan Community College is a member of the Colorado Community Colleges Physical Therapist Assistant Consortium to train physical therapist assistants. As a professional health care specialist, this occupation is projected to be in high demand beyond the year 2000.

The curriculum will combine a blend of academic subjects and specialized occupation classes with emphasis on clinic experiences. Successful completion of general education requirements is necessary before application to the clinical phase of the program. Physical Therapist Assistant activity is in the restoration and maintenance of health, post-operative rehabilitation and working with chronically disabled. About 40 percent of the work force efforts are in hospitals, 30 percent in nursing homes and the balance in other settings, such as rehabilitation centers, home health programs, and private practitioners' offices.

The Physical Therapist Assistant Program has candidacy status with the Commission on Accreditation in Education of American Physical Therapy Association (CAPTE/APTA).

Application Procedure for PTA Program

1. Submit an MCC application and official transcripts from all previous colleges to the Student Services office.
2. Submit a PTA application to the PTA department.
3. Completion of Anatomy and Physiology I with 2.0 GPA or better.
4. Completion of a minimum of 14 credits of the General Education Courses listed.

From the above criteria selection for admission into the Physical Therapist Assistant Program is finalized in the fall semester for admission in the spring semester each year.

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering the program.

PHYSICAL THERAPIST ASSISTANT Associate of Applied Science

CO-REQUISITES:

PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
	TOTAL CREDITS	3

GENERAL EDUCATION REQUIREMENTS

ENG 121	English Composition I	3
MAT 115	College Mathematics (or higher)	3
PSY 101	General Psychology I	3
PSY 235	Human Growth & Development	3
SPE 115	Principles of Speech Communication	3
	TOTAL CREDITS	15

OTHER REQUIRED COURSES

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 245	Kinesiology	4
HEA 116	Medical Terminology	2
PTA 111	Introduction to Physical Therapy	1
PTA 112	Current Issues in Physical Therapy	1
	TOTAL CREDITS	16

PHYSICAL THERAPIST ASSISTANT CORE CURRICULUM

Upon completing the general education requirements and the other required courses students may apply for acceptance into the clinical phase of the PTA program. All 200 level PTA classes must be completed with a 2.0 or higher.

PTA 210	Physical Therapy Procedures I	5
PTA 220	Physical Therapy Procedures II	5
PTA 221	PTA Clinic Internship I	2
PTA 222	PTA Clinic Internship II	2
PTA 223	PTA Clinic Internship III	5
PTA 224	PTA Clinic Internship IV	5
PTA 225	Medical Lectures	5
PTA 230	Physical Therapy Procedures III	5
PTA 240	Physical Therapy Procedures IV	5
PTA 245	Physical Therapist Assistant Seminar	1
	TOTAL CREDITS	40
	TOTAL PROGRAM CREDITS	74

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CONSULT WITH YOUR PROGRAM ADVISOR.

POWER DISTRIBUTION MAINTENANCE

The Power Distribution Maintenance program is designed to offer above-ground and below-ground power electrical systems maintenance education.

Graduates may expect to find employment in such specific electrical maintenance industries occupations as: power line-man, cable constructor/repairman/maintainer, and related occupations. The entrance levels from ASSET are reading 43, math 43, writing 43.

Program requirements include:

1. Good health and ability to handle the physical expectations of the industry.
2. Demonstrated mechanical ability (APTICOM assessment).
3. Completion of required College assessment activities.
4. Personal interview with program director.
5. Wearing appropriate clothing while in education training.
6. Purchasing and utilizing appropriate tools/safety equipment.

POWER DISTRIBUTION MAINTENANCE CERTIFICATE

CORE CURRICULUM

PDM 101	First Aid and Safety I	2
PDM 102	First Aid and Safety II	2
PDM 105	Industrial Relations	2
PDM 111	Basic Electrical Math I	3
PDM 112	Basic Electrical Math II	3
PDM 121	Fundamentals of Power Distribution	3
PDM 122	Distribution System Design	3
PDM 201	Power Systems Theory I	3
PDM 202	Power Systems Theory II	3
PDM 203	Power Systems Theory III	3
PDM 211	Field Training I	3
PDM 212	Field Training II	3
	TOTAL CREDITS	33

Students to select two (2) of the following areas:

PDM 205	Field Training III: Overhead Systems	5
PDM 206	Field Training IV: Underground Systems	5
PDM 207	Field Training V: Telephone and Cable	5
	TOTAL PROGRAM CREDITS	43

WELDING TECHNOLOGY PROGRAM

The Welding Technology Program develops entry level skills and knowledge into the welding trade. The student qualifies for a welding technology certificate when all three skill areas are achieved in addition to the required curriculum.

Welding procedures are used in the manufacture and repair of many difference products. Welders are mainly employed

in manufacturing industries, construction field and metal working industries. There are over forty different welding processes in welding.

The student will learn to cut metal, lay out a project and draw blueprints. Areas of specialization within the certificate program in Welding Technology are:

1. Gas Metal Arc Welding (MIG)
2. Shielded Metal Arc Welding (STICK)
3. Gas Tungsten Welding (TIG)

Students entering this program are required to complete the assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering the program.

WELDING TECHNOLOGY Certificate

WELDING TECHNOLOGY CORE CURRICULUM

WEL 101	Oxyacetylene Welding	3
WEL 102	Basic Shielded Metal Arc Welding	6
WEL 103	Advanced Shielded Metal Arc Welding	6
WEL 106	Symbols and Blueprint Reading	3
WEL 111	Basic Gas Tungsten Arc Welding	6
WEL 112	Advanced Gas Tungsten Arc Welding	6
WEL 113	Basic Gas Metal Arc Welding	3
WEL 114	Advanced Gas Metal Arc Welding	6
	TOTAL CREDITS	39

OTHER REQUIRED COURSES

COM 105	Career Communications	3
HEA 126	Standard First Aid	1
MAT 115	College Mathematics (or higher)	3
	TOTAL CREDITS	7
	TOTAL PROGRAM CREDITS	46

To facilitate welding student progression on-the-job, or in acquiring more immediate placement in the world of work, the college offers three respective areas of "specialization". Any area may be completed exclusive of the certificate program.

SHIELDED METAL ARC WELDING COMPETENCY

WEL 102	Basic Shielded Metal Arc Welding	6
WEL 103	Advanced Shielded Metal Arc Welding	6
WEL 106	Symbols and Blueprint Reading	3
	TOTAL CREDITS	15

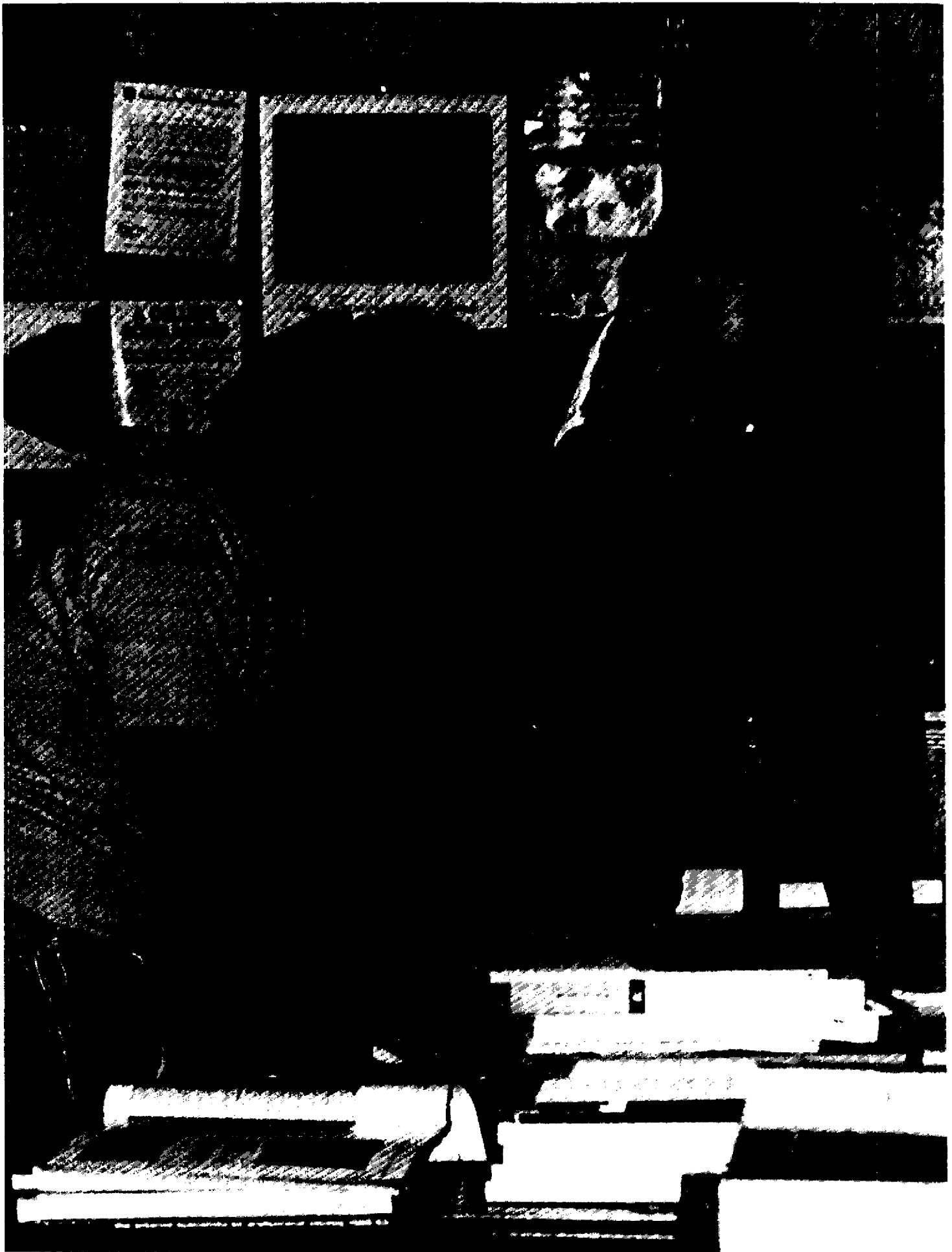
GAS METAL ARC WELDING COMPETENCY

WEL 106	Symbols and Blueprint Reading	3
WEL 113	Basic Gas Metal Arc Welding	3
WEL 114	Advanced Gas Metal Arc Welding	6
	TOTAL CREDITS	12

GAS TUNGSTEN ARC WELDING COMPETENCY

WEL 106	Symbols and Blueprint Reading	3
WEL 111	Basic Gas Tungsten Arc Welding	6
WEL 112	Advanced Gas Tungsten Arc Welding	6
	TOTAL CREDITS	15

NOT ALL COURSES OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



PERSONNEL

ADMINISTRATIVE OFFICERS

DESELMS, HAROLD (1987)

President

B.A. (1964) Kearney State College
M.S. (1968) Kearney State College
Ed.D. (1978) University of Nebraska, Lincoln

GOODWIN, MARGARETTE Y. (1976)

Dean of Community Services

B.A. (1967) Western Montana College
M.Ed. (1976) Colorado State University

HENRY, TOM (1988)

Dean of Instruction

B.A. (1966) Colorado State College
M.A. (1968) Colorado State College
ED.S. (1969) Colorado State College
Ph.D. (1976) University of Nebraska

LEBSOCK, BETH (1970)

Dean of Student Services

A.A. (1976) Morgan Community College
B.A. (1981) Colorado State University
M.Ed. (1988) Colorado State University

RHOADES, MERLE D. (1974)

Dean of Administrative Services

B.S. (1968) University of Northern Colorado
M.A. (1971) University of Northern Colorado
Ph.D. (1987) Colorado State University

STAFF EMERITI

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

FACULTY OF THE COLLEGE

FULL-TIME STAFF

BERNAHL, SHARROLL (1975) *Health & Human Services*

R.N. (1964) Iowa Lutheran School of Nursing
Vocational Credential

BOHLING, ROGER (1988) *Math/Science*

B.S. (1967) Colorado State University
D.V.M. (1969) Colorado State University

BOTHWELL, DONNA (1987) *Business*

B.A. (1982) University of Northern Colorado
Vocational Credential

COX, DOROTHY (1990) *Physical Therapist Assistant Program*

B.S. (1964) Loma Linda University
A.A. (1974) Mesa College
Vocational Credential

DANFORD, JEAN (1970) *Humanities and Communications*

B.A. (1970) University of Northern Colorado
M.A. (1974) University of Northern Colorado

DUELL, CHARLES (1988) *Farm/Ranch Management*

B.S. (1987) Colorado State University
Vocational Credential

GERTGE, PHYLLIS (1970) *Health & Human Services*

R.N. (1961) Mercy Hospital
M.P.H. (1991) University of Northern Colorado
Vocational Credential

GIAUQUE, LARRY L. (1985) *Math, Computer Science, and Science*

B.A. (1961) University of Colorado
M.S. (1971) Naval Postgraduate School

GRAUBERGER, TIM (1989) *Automobile Body Repair*

A.A. (1983) Northeastern Junior College
B.S. (1989) Colorado State University
Vocational Credential

HUBER, ROBERT J. (1985) *Business*

B.S. (1979) Ferris State College
M.A. (1984) Colorado State University
Vocational Credential

JOHNSON, RANDY (1986) *Small Business Development Center, Director*

B.A. (1969) University of Northern Colorado
M.A. (1980) Colorado State University
Vocational Credential

KAMMERER, DONALD J. (1987) Alternative Education, Director

B.A. (1965) University of Colorado
 M.A. (1972) Western State College, Gunnison
 Ed.S. (1976) University of Wyoming

KEATING, Judy (1990) Alternative Education Program

B.A. (1962) Adams State College

KEOWN, CORLISS A. (1985) Psychology

B.A. (1970) Pomona College
 M.A. (1972) Vanderbilt University

KIRSCH, NEIL (1989) Welding Technology

Welding Certificate (1989) Morgan Community College
 A.G.S. (1988) Morgan Community College
 Vocational Credential

KRIEN, JAN (1989) Colorado Nanny Academy

B.A. (1976) Wayne State College
 M.S. (1982) University of Nebraska-Kearney
 Vocational Credential

LANICH, RUBY (1989) Business

B.S. (1969) University of Colorado
 M.B.A. (1985) Wisconsin State University
 Vocational Credential

MASON, KELLEY S. (1979) Adult Basic Education

20 years experience in electronics & computers
 Vocational Credential

MCKIE, BETTY (1982) Business

A.A.S. (1978) Morgan Community College
 A.A. (1979) Morgan Community College
 B.A. (1982) University of Northern Colorado
 M.Ed. (1988) Colorado State University
 Vocational Credential

MEDIN, DOUG (1988) Math, Science and Computer Science

B.S. (1977) Miami University
 M.S. (1979) University of Illinois

MOENS, KENNETH R. (1985) Farm/Ranch Management

B.S. (1978) University of Illinois
 M.S. (1982) University of Illinois
 Vocational Credential

NELSON, GEORGE (1979) Agri-Computers

B.S. (1957) Colorado State University
 M.Ed. (1967) Colorado State University
 Vocational Credential

NORRIS, JOE (1989) Electronics Technology

A.A. (1972) Del Mar College
 26 years experience in electronics field
 Vocational Credential

OLEARNICK, MICHAEL (1988) Farm/Ranch Management

A.S. (1979) Northeastern Junior College
 B.S. (1984) Colorado State University
 Vocational Credential

PROPP, LARRY (1986) Young Farmers Program

A.A. (1969) Northeastern Junior College
 B.A. (1972) Colorado State University
 M.Ed. (1979) Colorado State University
 Vocational Credential

ROCHA, GILBERT (1989) Fine Arts

B.F.A. (1977) Northern Illinois University
 M.F.A. (1989) Northern Illinois University

STICKEL, JUDIE (1990) Nursing

B.S.N. (1966) Jamestown College
 M.S.N. (1983) University of Northern Colorado
 Vocational Credential

THORNSBY, CAROLYN (1970) Humanities and Communications

B.A. (1961) Colorado State University
 M.A. (1983) University of Northern Colorado

WEBER, DENNA (1981) Adult Basic Education, Coordinator

B.A. (1969) University of Northern Colorado

WEIMER, MAXINE (1985) Coordinator of Instructional Support Services

A.S. (1982) Morgan Community College
 B.A. (1986) Lorreto Heights College

ZIEGLER, GENE (1970) Automobile Technology

20 years experience in automotive field
 Vocational Credential

FACULTY OF THE COLLEGE**PART-TIME STAFF****ADOLF, HAROLD Young Farmers****BLAKESLEE, KATHLEEN English**

B.S.A. (1970) University of Northern Colorado

BOWEN, VICKIE Social Science

B.A. (1974) Maranatha College
 B.A. (1987) Colorado Christian College
 M.S. (1983) University of Wisconsin

BRACHTENBACH, SHANDRA Farm Ranch Management

A.A.S. (1987) Northeastern Junior College

BURKHALTER, BETTY Physical Therapist Assistant Program

B.S. (1988) University of Wisconsin-Madison

CARRICK, LYNNE Mathematics

B.S. (1971) Eastern Illinois University
 M.S. (1976) University of Illinois

CARRUTH, JUDITH E. English

B.A. (1983) University of Northern Colorado

- CARTER, STEVE Physical Activities**
- CLOUATRE, JOHN**
B.S. (1988) Colorado State University
- CLOUGH, Michael**
B.A. (1984) University of Northern Colorado
- COBB, TAMMY Social Sciences**
A.A. (1988) Morgan Community College
B.A. (1990) University of Northern Colorado
- COFFIN, CLINTON M. Law Enforcement**
Certified CLETA Instructor
14 years of Law Enforcement experience
Vocational Credential
- DAVEY, R. PHIL E.M.T.**
B.S. (1991) University of Phoenix
Certified Emergency Medical Technician
10 years of E.M.T. experience
Vocational Credential
- DAVISON, DEB Physical Education**
- DILLE, ANN Physical Education**
- DOANE, KALA Farm Ranch Management**
- EDWARDS, DEBBIE Physical Therapist Assistant Program**
A.A.S. (1985) Community College of Baltimore
A.A. (1986) Essex Community College Maryland
- ERNST, ROCKIE Young Farmers**
B.S. (1985) Colorado State University
Vocational Credential
- FLAIR, CHERYL Physical Education**
National Aerobic Instructor Certification
- FOLEY, ELEANOR Computer Science**
B.A. (1957) Western State College
- FORBES, AL D. Law Enforcement**
Certified CLETA Instructor
12 years experience in Law Enforcement
- FRIHAUF, BARBARA Farm/Ranch Management**
B.S. (1974) Colorado State University
- GAY, NANCY Health & Human Services**
R.N. (1968) St. Johns Mercy Hospital
B.S.N. (1988) University of Phoenix
- GREEN, LEE Health Services Center**
R.N. (1986) Western Nebraska General Hospital School of Nursing
- GUY, JUNE E.M.T.**
Certified Emergency Medical Technician
- HAINLEY, LEONARD Psychology**
B.S. Eastern Illinois University
M.S. Kansas State Teachers College
- HENDRICKS, SANDY Psychology**
B.A. (1972) University of California/Berkely
M.A. (1976) Pepperdine University
M.A. (1984) University of Denver
- HERBEL, LORRAINE College for Living**
A.A.S. (1984) Morgan Community College
- KAUFMAN, LORI Health & Human Services**
B.S.N. (1980) University of Northern Colorado
- KEMBEL, SHERI Health & Human Services**
A.S. (1985) Mesa State College
B.S.N. (1987) University of Northern Colorado
- KOKES, MARK Young Farmers**
A.A. (1982) Northeastern Junior College
B.S. (1984) Colorado State University
Vocational Credential
- KYNCL, ELEANOR Communications**
B.A. (1950) University of Dubuque
M.Div. (1954) McCormick Theological Seminary
- KYNCL, GEORGE Social Sciences**
B.A. (1947) Central Michigan University
M.Div. (1955) McCormick Theological Seminary
- LAMPE, STAN Physical Education**
B.A. (1958) Colorado University
M.A. (1968) University of Northern Colorado
- LIVINGSTON, MICK Farm/Ranch Management**
B.S. (1973) Colorado State University
- LUBELL, GARY Social Sciences**
B.S. (1978) Penn State University
M.A. (1980) University of Northern Colorado
- LUSBY, A.C. Law Enforcement**
B.A. (1966) University of Denver
J.D. (1979) University of Denver
- MCLELLAN, PAT Physical Education**
- MEGEL, LARRY Computer Science**
M.S. (1973) University of California
- MILTENBERGER, PAULINE Farm Ranch Management**
- MORRIS, LAURIE Farm Ranch Management**
A.A.S. (1988) Morgan Community College
- MUSGRAVE, CHARLA Humanities/Computer Science**
B.A. (1967) Colorado State University
M.A. (1968) Colorado State University
M.A. (1975) University of Colorado
- MUSGRAVE, JIM**
A.A.S. (1977) Trinidad State Junior College
Vocational Credential
- PELL, B.J.**
B.S. (1977) Howard Payne University
M.A. (1984) Cal-State University
- PREDMORE, MICHAEL**
B.A. (1984) University of Northern Colorado
- PORTER, BEV Tennis**
B.S. (1954) University of Northern Colorado

RADCLIFF, SYLVIE Foreign Languages

B.A. (1979) College of Wooster
M.S. (1987) University of Wisconsin-Platteville

ROBINSON, BRET Science/Geology

A.S. (1984) Aims Community College
B.A. (1988) University of Northern Colorado

ROSKOP, KATHY Health and Human Services

B.S.N. (1972) University of Northern Colorado

ROTH, JOHN Defensive Driving**SAYLES, CURTIS Farm/Ranch Management**

B.S. (1979) Florida Institute of Technology

SCHMIDT, ROSE Farm/Ranch Management**SHERER, PATTY MCCOMBS E.M.T.**

Certified Emergency Medical Technician-Intermediate

SIEKMAN, GRACE E.M.T.

Certified Emergency Medical Technician

SISNEROS, TED Foreign Language

B.A. (1960) University of New Mexico
M.A. (1983) Western State College

SKINNER, GLENN L. Law Enforcement Coordinator

Basis Law Enforcement Certificate (1982) Morgan Community College
Certified CLETA Instructor
Vocational Credential

STEVENS, SHARON Computer Science

B.S. (1981) University of Southern Colorado
B.A. (1981) University of Southern Colorado

SWIATKOWSKY, MITZI

B.A. (1982) Western State College

TALLA, JUDY Computer Science/Business

B.S. (1967) University of Denver

THARP, DIANE Physical Education

B.A. (1982) University of Wyoming

THOMPSON, JANICE English

B.A. (1974) Illinois State University

THOMPSON, KEN Spanish

B.S. (1976) Phillips University

VRATIL, SCOTT Business

B.A. (1971) Adams State College

WATSON, BERNARD Social Science

B.A. (1978) Western State College
M.B.A. (1985) University of Denver

WHITE, JERRY E. Law Enforcement Coordinator

Certified CLETA Instructor
16 years of Law Enforcement experience

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

AMACK, BRIAN (1987) Data Processing Specialist

A.G.S. (1987) Morgan Community College

BAKER, MAXINE (1974) Secretary, Resident Instruction**BARDEN, NANCY (1985) Off-Campus Coordinator**

B.A. (1979) University of Northern Colorado

BECKER, RENEE (1990) Director of Student Activities

Bookkeeping Clerk Certificate (1987) Morgan Community College

A.A.S. (1987) Morgan Community College

A.A. (1988) Morgan Community College

BENAVIDES, GREG (1986) Physical Plant Mechanic**BENAVIDES, MARGARET (1989) Custodian****BISHOP, SHARON (1987) President's Secretary****CHRISTENSEN, PATTI (1990) Community Education Clerk**

A.A. (1988) Arapahoe Community College

COVELLI, FRAN (1981) Director of Community Education

B.A. (1976) University of Colorado

M.A. (1978) University of Colorado

DANIEL, KAREN (1989) Secretary, Alternative Education

B.S. (1977) Bethany Nazarene College

DAVEY, MARY JANE (1985) Secretary, Continuing Education and Community Development**DETTMER, LINDA (1990) Off-campus Coordinator**

B.S. (1971) Kansas State University

EVERETT, PATTY (1975) Director, Learning Resources

B.A. (1955) University of Northern Colorado

HALEY, BEVERLY (1987) Director of Professional Development Center & Public Relations

B.S. (1959) Black Hills State College

M.A. (1965) University of Northern Colorado

HERBEL, LORRAINE (1985) Assistant to the Director of Purchasing

A.A.S. (1984) Morgan Community College

HILDRETH, ROBERT (1989) Custodian**HOTCHKISS, ROBIN (1981) Director of Telecommunications and Plant Maintenance**

A.A.S. (1981) Morgan Community College

HUBBELL, JANIE (1976) Registrar

A.A.S. (1974) Morgan Community College

A.A. (1987) Morgan Community College

HUFF, SUZIE (1986) Off-Campus Coordinator

B.S. (1978) Metropolitan State College

JONES, JOANNE (1989) Secretary, Professional Development Center

A.S. (1986) Morgan Community College

- JOHNSON, SHERI (1987) Secretary to the Dean of Instruction**
A.A. (1989) Morgan Community College
- KAHL, MAUREEN (1984) Assistant Director of Learning Resources**
A.A. (1985) Morgan Community College
- KRAL, EVELYN (1989) Instructional Support Services Assistant**
B.S. (1969) Kearney State College
- LOPEZ, DOLORES (1985) Secretary, Farm Ranch Management Program**
- MOORE, SABRINA (1979) Director of Finance**
Bookkeeping Certificate (1978) Morgan Community College
A.A.S. (1979) Morgan Community College
- RENZELMAN, ROBIN (1990) Off-campus Coordinator**
- RHOADES, VALERIE (1989) Off-campus Coordinator**
A.A.S. (1976) Northeastern Junior College
B.A. (1982) Colorado State University
- RITTER, MARY LYNN (1989) Director of Financial Aid/Student Affairs**
B.S. (1986) University of Denver
- SCHMEECKLE, SANDRA (1977) Director of Auxiliary Enterprises**
A.A. (1964) Colorado Women's College
B.A. (1966) Colorado Women's College
- SMITH, SUSAN (1987) Accounting Technician II**
A.A. (1990) Morgan Community College
- STICKLEY, MAXINE (1984) Administrative Clerk**
- TACKER, DAN (1983) Director of ADP and Business Services**
B.A. (1978) University of Northern Colorado
M.A. (1989) University of Northern Colorado
- THEISEN, BARBARA (1988) Senior Administrative Clerk**
- THORNSBY, DOROTHY (1987) Assistant Coordinator of Testing**
B.A. (1951) University of Northern Colorado
- TIMPE, RICHARD (1986) Physical Plant Mechanic**

