



2003 - 2004 CATALOG

MAIN CAMPUS

17800 Road 20, Fort Morgan, CO 80701
(970) 542-3100 or (800) MCC-0216

BENNETT CENTER

280 Colfax Ave., Unit 2, PO Box 554
Bennett, CO 80102 (303) 644-4034

BURLINGTON CENTER

451 14th Street, Burlington, CO 80807
(719) 346-9300

LIMON CENTER

940 2nd Street, P.O. Box 729
Limon, CO 80828 (719) 775-8873

WRAY CENTER

32415 Highway 34, Wray, CO 80758
(970) 332-5755

YUMA CENTER

215 South Main, Yuma, CO 80759
(970) 848-2421

DOWNTOWN CENTER

117 Main, Fort Morgan, CO 80701
(970) 542-3270

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A MESSAGE FROM THE PRESIDENT

Welcome to Morgan Community College!

Whatever your educational background or goal, you'll fit right in at MCC. We are proud of our students, faculty, staff and instructional programs. We know that education has always been the key to a successful work career and the place to get those jobs skills that are in demand both locally as well as in the state of Colorado is MCC. If transferring to a four-year institution is your goal, you can take Guaranteed Transfer courses that are assured to transfer to Colorado's four-year schools for a lot less money.

Morgan Community College is YOUR community college. Thank you for allowing us to serve your learning needs now and in the future. You have chosen an institution that prides itself on a caring and supportive faculty; an institution with a reputation of excellence and quality. I look forward to meeting you.



Best Wishes,

C. Michele Haney, President

Morgan Community College is a member of the Colorado Community College System
governed by the State Board for Community Colleges and Occupational Education
established by the 1967 General Assembly of the State of Colorado
Accredited by The Higher Learning Commission of NCA

SYSTEM PRESIDENT Joe D. May

THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

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- Mark Frasier Woodrow
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- Lisa Noble Fort Morgan
- Ken Portuese Brush

ACADEMIC CALENDAR

FALL SEMESTER	2003	SPRING SEMESTER 2004 continued	
Registration Period Begins	July 1	First Day of Classes & Late Registration Begins	Jan. 19
Faculty Workday (Applied Technology)	Aug. 18	Last Day to Add Regular Sequence Classes	Jan. 26
First day of Classes (Applied Technology)	Aug. 20	Last Day to Drop Regular Sequence Classes	Feb. 2
Faculty Workdays	Aug. 20-22	Mid-Term Week	March 8-12
First Day of Classes & Late Registration	Aug. 25	Spring Break (College Offices Open)	March 22-26
Labor Day (College Closed)	Sept. 1	Academic Classes End	May 7
Last Day to Add Regular Sequence Classes	Sept. 2	Faculty Work Days	May 10,11,12,13,14,15
Last Day to Drop Regular Sequence Classes	Sept.9	Graduation (Faculty Work Day)	May 8
Faculty-to-Faculty	Oct. 3	Memorial Day (College Closed)	May 31
Mid-Term Week	Oct. 13-17	Classes End for Applied Technology	May 27
Thanksgiving Holiday (College Closed)	Nov. 27		
(College Open - No Classes)	Nov 28	SUMMER SEMESTER	2004
End of Semester for Regular College Courses	Dec. 10	Registration Period Begins	April 8
Graduation	Dec. 12	10-Week Classes Begin	May 24
Faculty Work Days	Dec. 11,12,15,16,17	8-Week Classes Begin	May 31
Classes End for Applied Technology	Dec. 19, 2003	Last Day to Add 10-Week Session Classes	May 27
Christmas Break (Offices Closed)	Dec. 25-Jan. 1	Last Day to Drop 10 Week Session Classes	June 3
		Last day to Add 8 Week Session classes	June 4
		Last day to Drop 8 Week Session classes	June 9
		Independence Day celebrated (College Closed)	July 4
		Academic Classes End	July 23
		8 week Classes End	July 26
		10 week Classes End	Aug. 2
SPRING SEMESTER	2004		
Registration Period Begins	Dec. 2, 2003		
College Opens	Jan. 2, 2004		
First Day of Classes for Applied Technology	Jan. 5, 2004		
Faculty Work Days	Jan. 14,15,16		

Applied Technology: Med. Prep, Automotive Service Technology, Collision Repair Technology, Multimedia, Welding, Carpentry

This calendar represents the College's best judgment and projection during the periods addressed therein. It is subject to change due to forces beyond the College's control or as deemed necessary by the College in order to fulfill its education objectives.

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. This document is provided as information for the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by Morgan Community College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such change may be implemented without prior notice and without obligation and, unless specified otherwise, is effective when made.

Morgan Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or disablement in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act, 1990. For information regarding civil rights or grievance procedures, contact Paula Salmon, Affirmative Action Officer, Morgan Community College, 17800 Road 20, Fort Morgan, CO 80701, 970-542-3157.

ADA STATEMENT - In accordance with the requirements of the Americans with Disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F. R. & 35.107 (a), Morgan Community College has designated an ADA Coordinator. For information regarding civil rights or grievance procedures, contact Paula Salmon, Morgan Community College, 17800 Road 20, Fort Morgan, CO 80701, 970-542-3157, or 1-800-622-0216. For students who self identify and provide medical documentation of their disabilities, "reasonable accommodations" will be made. For information, contact the MCC admissions office, (970) 542-3160 or 1-800-622-0216, ex. 3160.

GENERAL INFORMATION

MORGAN COMMUNITY COLLEGE MISSION

OUR ...VISION is Community
MISSION is Learning
COMMITMENT is Service
STANDARD is Excellence

“Morgan Community College is dedicated to meeting the lifelong learning needs of our customers.”

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 and major remodeling of the Student Services and Learning Resource Centers was completed in 1998. The main campus at Fort Morgan continues to grow: in 2000 a new Student Center was dedicated and in 2002 a new building, Elm Hall, to house the automotive programs was completed and Spruce Hall was renovated for new classrooms, offices, laboratories, and meeting rooms.

Accreditation

Morgan Community College is accredited by The Higher Learning Commission of NCA.

Service Area

In compliance with the Colorado Statewide Master Plan for Post Secondary Education, the College serves an 11,500-square-mile area comprising Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties.

MCC Centers

Morgan Community Colleges provides courses for transfer and career and technical degrees on its main campus at Fort Morgan and at five Centers in its Service Area. MCC Centers are the Bennett Center, Burlington Center, Limon Center, Wray Center, and Yuma Center. The Center degree programs prepare students for transfer to a four-year college or university. While career and technical programs are offered primarily on the Fort Morgan campus, many courses meeting career and technical degree and certificate requirements are also available at the Centers.

Technical Certificate Program

A variety of certificate programs are delivered in service area communities and by arrangement to special student populations. These include programs in Agriculture and Business Management, Real Estate, Emergency Medical Services, Cisco, and Office Support Specialist.

Distance Learning

The College delivers transfer and some technical course work via Interactive Distance Learning Networks. Qualified high school students and the public may enroll at sites in service area high schools to receive college credit instruction in such disciplines as Algebra, English, Spanish, History, Psychology, and Sociology. For students needing maximum flexibility to complete transfer courses, MCC also offers a large selection of courses on the Internet at CCConline (Colorado Community College Online), students can take an Associate of Applied Science in Business, classes towards an Associate of Arts, or an Associate of Arts in Public Administration.

Guided Study Program

Morgan Community College recognizes that many students seeking a college degree or certificate live in isolated rural communities, or have life schedules that do not allow them to attend regularly scheduled courses. For these students the MCC Guided Studies Program provides flexibly formatted courses. These courses, led by MCC faculty, require students to complete readings, assignments and projects equivalent to those in a classroom-based course. Students are required to interact weekly with their instructors. Informal study-group activity with other students is available, and exams in a “proctored” environment are usually required. Students should check the MCC term schedule for courses available in this format.

Customized Business & Community Service (CBCS)

The College has a strong history of providing professional education for employees of public and private organizations throughout the service area. Customized Business & Community Service offers customized training for Business, Agriculture, and Industry. Resources used include training and education customized to fit customer needs, Colorado First and Existing Industry Grants, and Continuing Education classes and seminars. The Small Business Development Center works closely with CBCS to serve the educational needs of the business community.

Small Business Development Center (SBDC)

The Small Business Development Center offers training and counseling to new and developing businesses and established businesses in Eastern Colorado in the area of finance, management, and marketing. Offices are on the Fort Morgan campus and at the Limon Center. Morgan Community College, the Small Business Administration, and the Colorado Office of Economic Development sponsor the SBDC.

Workplace Literacy

The College provides workplace literacy audits and delivers, in collaboration with community business and industrial organizations, basic and job-related skills in the workplace.

Business Learning Center (BLC)**Computer Learning Center (CLC)**

The Business Learning Center at the Fort Morgan campus and the Computer Learning Center on the Burlington campus provide students the opportunity to complete business skills classes at their convenience. Classes such as keyboarding, word processing, transcription, spreadsheets, and presentation software may be taken at the student's own pace in a lab format under the direct supervision and guidance of an instructor.

Adult Basic Education Program

Adult Basic Education classes address the needs of adults in the areas of basic skills, such as reading and writing, General Education Development (GED) preparation, English as a Second Language (ESL), U.S. Citizenship, Family Strengths, and Workplace Education programs. Instruction is offered to adults over 16 years of age, on an open-entry, open-exit basis in Fort Morgan and through cooperation with Center Directors in the MCC service area. After assessment and counseling, students are assisted by instructors to formulate appropriate education plans. Students work individually and in small groups to achieve their personal and academic goals.

Tech-Prep Program

This program articulates high school and post-secondary study through agreements between service-area high schools and Morgan Community College. Tech-prep provides articulated sequences of high school and community college courses in Business Occupations and Med Prep when articulation agreements are reached. Students may earn either a certificate or an associate/two-year degree. Participants acquire technical work and academic skills in application-oriented courses while completing the last two years of high school and then may complete either a certificate or a degree in one or two more years at MCC.

Area Vocational School

The Area Vocational School administered by Morgan Community College serves high school students in the College service area. Students are enrolled in the Area Vocational School as part of their daily public high school schedule. School districts contract to pay the cost of the instructional programs. The major objective of each program area is to develop entry-level employment skills for 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 (after high school) in order to complete a full program of study.

Area Vocational School programs include Med Prep Occupations, Collision Repair Technology, Automotive Service Technology, Multimedia Academy, Welding, and Construction Technologies. Through these vocational programs, eligible students have the opportunity to earn dual credit, both high school and college credit.

High School/MCC Advanced Studies Partnership

Advanced Studies is a program offered by Morgan Community College in partnership with high schools throughout its service area. Students in their Junior and Senior high school years who are ready for college-level learning in either academic or career and technical programs, may be eligible for dual enrollment in MCC courses. This "dual enrollment" allows students to gain both high school and college credit for completed courses. Tuition payment or reimbursement from the school district is available for eligible students. Check with your local school district to determine if it is an Advanced Studies partner with MCC.

ADMISSIONS

Admission Policy

The College will admit all students 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 required to enroll in special courses for correction of scholastic difficulties.

In compliance with system procedures (SP 4-10) it is the policy of the College to admit students who are 16 years of age or older. The College President may grant a waiver of the minimum age, based on extenuating circumstances unique to the role and mission of the College. Age waiver forms may be obtained by contacting Student Services or Center Directors.

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. MCC will assess the basic skills proficiency of all new and readmitted applicants who plan to enroll in courses leading to college degrees or college level English or Math courses.

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

Admission of Transfer Students

All transfer students must file the following 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 ensure an evaluation before registration, these materials should be received in the Registrar's 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.

Transfer of College Credit

To have an evaluation of prior credit count toward a degree at MCC, students must send official transcripts from previous colleges to the MCC Registrar's Office, and ask that they be applied toward the specific degree the student plans to pursue.

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

Morgan Community College will accept courses for transfer completed within ten years prior to admission. Courses completed more than ten years before admission may be validated for acceptance as regular credit hours by completing fifteen semester hours of instruction at Morgan Community College with a 2.0 grade point average or better. Courses in which a grade of "D" or above was earned will be accepted in transfer when those courses apply to Morgan Community College programs.

Transfer of Credit to Four-Year Institutions

Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with the general education requirements of that institution. While graduation requirements may vary, it is ordinarily very easy to transfer from one Colorado institution to another if a student's planning is solid and grades are acceptable. MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum.

Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The Guarantee Transfer agreements assure **transfer** of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies.

Transfer agreements exist with, and credits may transfer to:

- Adams State College
- Colby Community College
- Colorado Electronic Community College
- Colorado School of Mines
- Colorado State University
- Fort Lewis College
- Franklin University
- Governors State University
- Jones International University
- Mesa State College
- Metropolitan State College of Denver
- Northwest Missouri State
- Regis University
- University of Colorado, Boulder
- University of Colorado, Colorado Springs
- University of Colorado, Denver
- University of Denver
- University of Northern Colorado
- University of Southern Colorado
- Western State College
- All two-year community colleges in Colorado

Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

Transfer dispute appeals process for Colorado Public Colleges and Universities:

1. Students who follow these suggestions with full support of their academic advisors will rarely encounter any difficulty. Should a problem arise, however, a student has full recourse to due process. Morgan Community College shall adhere to the Colorado Commission on Higher Education policy and general procedures for resolution of transfer disputes.

2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript will be binding if the student fails to file a complaint within this time. Upon receipt of the student's written appeal, the receiving institution will have 15 days to respond in writing to the student.

3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institutions will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision, which the receiving institution will communicate to the student.

Assessment Program

Morgan Community College has implemented an assessment program designed to assist in the placement of students in proper courses. The College is committed to working with students to insure success and has 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 Instructional Deans 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 students with declared majors complete assessment prior to registration. The assessment requirement may be fulfilled by taking the assessment tests in reading, writing, and mathematics.

INTERNATIONAL STUDENTS

Admission Policy

At this time MCC is not licensed by the federal government to accept international students and therefore, accepts no applications.

Permanent Residents/Refugees

If an individual holds a resident card or was admitted to the United States on a refugee, parolee, or political asylum status, that individual must present a resident alien card when applying for admission to MCC. Morgan Community College will make a copy of the original documentation to accompany the application to assure prompt and proper processing. Some English testing may be done to assess English skills and proper placement in courses. Academic records must be officially translated to English for submission.



TUITION, FEES, & CHARGES

TUITION & FEES

The tuition and fees charged each semester help to cover part of the costs of education and a variety of student services. Student Fees cover costs such as student activities, facility debt, and support of student organizations. Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. Some courses may require additional fees for facilities, special equipment or instruments, laboratory use or materials. Please consult the schedule for the term in which you are enrolling for the rates in effect for that term.

Payment of Tuition and Fees

Tuition charges at Morgan Community College are dependent upon the student's residency status. Tuition, fees, and charges may be paid at the time of registration or any time prior to 5:00 p.m. on the Monday a week before the first day of classes. Any deferred payments must be arranged through a tuition management program (FACTS) and approved by the Accounting Office.

Deferred Payment Plan

Any enrolled student who has not abused the deferred payment terms in a prior semester or has not been sent to collections is eligible to use a deferred payment plan.

With a deferred payment plan, students can pay tuition and fees with an initial down payment and two installments. (Books and supplies may not be deferred.)

Requirements include:

- A minimum down-payment of 50% paid one week prior to beginning of classes,
- Completion of an application for the FACTS Tuition Management program,
- Must have a checking or savings account (as all installment payments are made electronically).
- Payment of \$40 processing fee (non-refundable) as follows:
 - \$15 payable to MCC due at time of application for deferment (by check or cash)
 - \$25 payment to FACTS Tuition Management which will be automatically deducted from checking or savings account upon completion of FACTS application process.

Payment of balance in two equal installments as follows:

Fall Semester	Oct. 5 & Nov. 5
Spring Semester	March 5 & April 5
Summer Semester	July 5 (1 installment)

If a student withdraws from classes after the add/drop period, he/she is still responsible for completing payments.

Financial Aid Students

Students who have submitted complete financial aid applications one week prior to the beginning of the term may be allowed to postpone payment until the end of the drop period. However, students must contact the Accounting Office prior to one week before the beginning of the term. If sufficient financial aid has not been awarded to cover the cost of tuition and fees, students must then pay 50% of all tuition & fees prior to the end of the drop period and follow the above deferred payment plan for the balance (including the payment of a \$40 processing fee at that time).

Tuition Refund/Repayment Policy

Students must officially drop or withdraw from college courses by processing the required forms in the Student Services Office during the stated add/drop period for the semester. Students completing the proper steps may be eligible for a refund of tuition and fees. The registration fee is non-refundable.

A student who completes an official withdrawal form during the stated refund [add/drop] period will receive a 100% refund of tuition and fees paid as established by institutional policy. After the official add/drop period is over, there is no institutional refund. Exceptions to the Institutional Refund Policy should be referred to the Vice President of Administration and Finance.

Tuition Classification

A student's classification as an in-state or out-of-state resident 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-three 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 classification is sought. The burden of proof concerning intent to domicile in the State of Colorado rests with the individual.

An individual under twenty-three 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 students qualify for in-state tuition on their own responses 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 Registrar's office. Students must submit the petition plus required supporting documents to the Registrar's 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 within ten days of the ruling. The Tuition Classification Appeals Committee will review the evidence and make the final decision. Details may be obtained from the Registrar's office.

MORGAN COMMUNITY COLLEGE FEES 2003-2004

REGISTRATION FEE (per semester) \$10.25

STUDENT ACTIVITY FEE
(per semester) @2.65/CREDIT HOUR (\$31.80 maximum)

STUDENT CENTER BOND FEE
(per semester) @3.00/CREDIT HOUR (\$36 maximum)

ACADEMIC COURSE FEES	per credit hour
All ABM courses	\$5.45
All ACC215 courses	\$5.45
All ACT courses	\$5.45
All AGB courses	\$5.45
All AGE courses	\$5.45
All AME courses	\$5.45
All ART courses	\$5.45
All ASC courses	\$5.45
All ASE courses	\$5.45
All AST courses	\$5.45
All BIO courses	\$5.45
All BTE courses	\$5.45
All BUS185 courses	\$5.45
All BUS195 courses	\$5.45
All CAG courses	\$5.45
All CAR courses	\$5.45
All CHE courses	\$5.45
All CIS courses	\$5.45
All CNT courses	\$5.45
All CRJ courses	\$5.45
All CSC courses	\$5.45
All CWB courses	\$5.45
All CYF courses	\$5.45
All EIC courses	\$5.45
All EMS courses	\$5.45
All GEY courses	\$5.45
All HEA courses	\$5.45
All HEM courses	\$5.45
All HEQ courses	\$5.45
All HPR courses	\$5.45
All INT courses	\$5.45
All ITE courses	\$5.45
All MGD courses	\$5.45
All MMA courses	\$5.45
All MOT courses	\$5.45
All MST courses	\$5.45
All MUS courses	\$5.45
All NUA courses	\$5.45
All NUR courses	\$5.45
All OTA courses	\$5.45
All PTA courses	\$5.45
All THE courses	\$5.45
All WEL courses	\$5.45

MORGAN COMMUNITY COLLEGE SCHEDULE OF SEMESTER TUITION 2003-2004

Credit Hours	In-State Tuition	Out-of-State Tuition
1	66.05	345.15
2	132.10	690.30
3	198.15	1,035.45
4	264.20	1,380.60
5	330.25	1,725.75
6	396.30	2,070.90
7	462.35	2,416.05
8	528.40	2,761.20
9	594.45	3,106.35
10	660.50	3,451.50
11	726.55	3,796.65
12	792.60	4,141.80
13	858.65	4,486.95
14	924.70	4,832.10
15	990.75	5,177.25

Tuition for more than 15 hours: add \$66.05 for each in-state credit hour and \$345.15 for each out-of-state hour. See listing for fees or charges that are added to tuition costs.

FINANCIAL AID

At Morgan Community College, a variety of financial aid programs are available to assist students in their college career: Scholarships, Grants, Work-Study, Loan Programs, and Tax Credits. (Grants and scholarships do not have to be repaid.)

The purpose of a financial aid program is to assist students who, without such help, would be unable to pursue their educational goals. However, the primary responsibility for financing this education rests with students and/or their family.

More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, ex. 3150, from MCC center directors, or high school counselors.

How to Apply for Financial Aid

Check List:

1. Apply for admission to Morgan Community College
2. Complete the scholarship application by the **priority date** of April 1st

Include:

- a. The application
 - b. Most recent academic transcript
3. For need based scholarships, complete the Free Application for Federal Student Aid (FAFSA).
Priority dates: April 1 for Summer Semester, June 1 for Fall, and Nov. 1 for Spring.
 4. Students applying need to have declared an eligible major with the Registrar's Office.
 5. The Financial Aid Office will inform students if further information is needed.

Application for assistance will be considered only after admissions and financial aid files have been completed. Students applying for the current academic year must mail applications before June 30 of the academic year. Students wishing top consideration for financial aid should have their files completed by the priority dates listed. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.

Additional documents that may be requested by the Financial Aid Office include: Federal Tax Forms, Income Verification Form, Untaxed Income Information, etc.

Remedial Course Work

The Colorado Commission on Higher Education has instituted a policy on remedial course work for students. Degree and certificate seeking students who are assessed and need remediation for basic skills proficiency in reading, writing, and/or mathematics will be provided notification. It is the student's responsibility to enroll in appropriate remedial course work prior to completing 30 credit hours at Morgan Community College. Students with 30 or more attempted credit hours may not be eligible for Colorado funded aid for remedial courses.

Ability to Benefit

There are two categories of students who may be admitted to the college and be considered for financial assistance:

1. Students who have received a high school diploma or GED certificate.
2. Students who do not have a high school diploma or GED but have shown "Ability to Benefit."

Students enrolled for Dual Credit are ineligible for Federal and State Financial Aid.

In order to maintain eligibility for Title IV funding, the school must establish requirements as outlined in the federal regulations for students who are in the "Ability to Benefit" category. The following is the procedure at MCC:

1. All students who apply for admission to MCC and plan to enter programmatic study are required to take an assessment test which measures the student's aptitude.
2. Students must meet certain test scores to be eligible for financial aid if they do not have a high school diploma or GED certificate.
3. Applicants who are unable to satisfy the testing requirements may be requested to enroll in a program or course of remedial education/basic skills which will not exceed one academic year or its equivalent. Students must take these courses in order to be considered for financial assistance.

Students who refuse to take the assessment test or the basic skills/remedial courses who do not have a high school diploma or GED, may not be considered for financial assistance.

COA – EFC – EFA = NEED

Colleges and universities provide supplemental assistance to students who show documented financial need that is determined when the application is processed. Need is calculated by taking the College's Cost of Attendance minus the Estimated Family Contribution (EFC) from the Student Aid Report (SAR) minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, Veterans Education Benefits, and outside resources: $COA - EFC - EFA = NEED$.

The Federal Pell Grant and all other federal and state grants are awarded on need. Scholarships can also be awarded based on need, but require a separate application and are more often based on merit and academic performance.

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

On the Internet

Students may also complete financial aid applications on the Internet by accessing FAFSA (Free Application for Federal Student Aid) on the Web at www.fafsa.ed.gov from their own computers or a computer in the Student Services center on the Fort Morgan campus.

HOPE Tax Credit

Students may qualify to save when they attend MCC with the HOPE Tax Credit through the Taxpayer Relief Act of 1997. Students and/or their families who qualify can receive a federal tax credit of 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000 to attend Morgan Community College. More information is available from tax advisors.

REFUNDS**MCC Tuition Refund Policy**

If a student officially drops a class before the census date (last date to drop the class), a refund of 100% of tuition and fees (except registration fee) will be made. There will be no refund after that date.

Return of Title IV Funds

Effective Fall 2000, when a Title IV* aid recipient completely withdraws from MCC during the term a refund of Title IV Funds will be made as follows:

[* The term "Title IV Funds" refers to the Federal Financial Aid programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG.]

Tuition and fees will be funded on a per day basis during the first 60% of the term.

If a student had Title IV Federal Financial Aid, a portion of these grants or loan funds must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after 60% of the term is completed, no return of these federal funds will be required.

For a complete copy of the Title IV Funds policy, contact the MCC Financial Aid Office.

SCHOLARSHIPS

Most scholarships are available to Morgan Community College students who are enrolled in a degree or certificate program. All scholarships are competitive and recipients are selected based upon their qualifications. Scholarship applications should be completed and submitted to the Financial Aid Office by April 1, for top consideration for the upcoming academic year.

In addition to the following listed scholarships, other organizations send scholarship applications to the school. Information about these scholarships is available in the Financial Aid Office along with the applications.

MCC & GOVERNMENT FUNDED SCHOLARSHIPS**MCC Roadrunner Scholarship**

The Colorado General Assembly provides funding for this scholarship. The scholarship rewards those students whose academic record reflects outstanding achievement. Applicants must be Colorado residents attending at least half time with a cumulative grade point of at least a 3.0 in 12 or more college credits or a GED score of 3000 or more and enrolled in an eligible degree/certificate program.

MCC Presidential Scholarship

The Colorado General Assembly provides funding for this scholarship. Applicants must be a 1st time incoming freshman, with a 3.0 or better 7th semester high school cumulative grade point average or an ACT composite of 22 or GED score of 3000 or more and enrolled in an eligible degree/certificate program.

Colorado Nursing Scholarship

Funding for this program is provided by the Colorado General Assembly. The Colorado Nursing Scholarship is designed to provide assistance to students pursuing nursing degrees and who agree to practice nursing in Colorado for every year or partial year the student receives the award.

Governor's Opportunity Scholarship

Applicant must be a first-time freshman with no previous enrollment at any post secondary institution; have a zero EFC (Estimated Family Contribution) as verified by the FAFSA (Free Application for Federal Student Aid); and be attending MCC full time. Students are required to maintain a cumulative grade point average of at least 2.0. This scholarship is transferable.

MCC GED Scholarship

This scholarship is awarded to students scoring at least 3000 points on their battery of GED tests completed at the MCC Testing Center. Scholarships are awarded at the GED ceremony in May and are good for the following academic year. The amount of the scholarship is up to full-time tuition/fees for one semester; however, no award may exceed the amount of tuition/fees.

MCC Vocational Scholarship

First place winners in certain State competitive events for specific Vocational Student Organizations may receive scholarships for the next academic year of up to \$1,000. MCC determines annually, with the advice of local advisors, which VSO's and which events will be sponsored.

EXTERNALLY FUNDED

The following scholarships, for deserving and qualified MCC students, are made available annually by contributions from businesses, individuals, and organizations to the College and to the MCC Foundation.

Brad Amack Memorial Scholarship

The family of Brad Amack has created an endowed scholarship fund in his memory for students to attend Morgan Community College. Awards are made to students enrolled in a minimum of six hours a semester, who demonstrate financial need, and are residents of Northeastern Colorado. Students must maintain a 2.5 grade point average and preference is given to those pursuing a career in forestry or natural resources. Second preference is any degree program.

H. B. Bloedorn Scholarship

Approximately ten scholarships are 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 award and the MCC Bloedorn scholarship. The maximum amount is \$1000 for the academic year.

Colorado Plains Medical Center Auxiliary

Students who are Colorado residents and interested in careers in the medical profession are eligible for this \$250/semester scholarship. Applicants must show financial need and a 2.5 GPA or a GED score of 2500.

Robert & Janet Datteri Scholarship

One scholarship is awarded in the amount of \$1000 to be divided over two semesters to students demonstrating financial need and academic potential.

E. Earl Franks Scholarship

Amounts vary for this annual scholarship established by Bonnie Franks in memory of her husband. The annual scholarship is available to applicants who are 23 years or older, demonstrate financial need, and enroll in a minimum of six credit hours. First preference is given to students living in Morgan County and second preference is students living in MCC's service area.

Excel Scholarship

Awards are made to one freshman and one sophomore student. Preference is given to Excel Corporation employees, their spouses and children. It requires a 2.5 GPA with consideration of employment, outside activities, and volunteerism. Renewal of the \$750 award is contingent upon maintenance of a GPA and representation at one or two company events as a scholarship recipient.

Greater Gifts Scholarships

This scholarship is awarded by the MCC Foundation to outstanding students who are enrolled full time. The student's potential and desire to reach goals are also considered. Several scholarships of approximately \$1,600 each are awarded.

Green Rockies Foundation Scholarship

This scholarship is awarded to a physically challenged student or the parent of a physically challenged student. One or two scholarships of up to full-time tuition/fees are awarded annually. Recipients must be Morgan County residents and demonstrate financial need. This scholarship is renewable for a second year.

Pat and Joan Jolliffe Scholarship

This \$500 scholarship is awarded annually to a deserving MCC student.

Doris and Rex Monahan Second Chance Scholarship

Mr. and Mrs. Monahan of Sterling sponsor several \$500/year awards to single parents of non-traditional age.

Morgan County Early Childhood Education Scholarship

This scholarship is awarded to Morgan County residents seeking a profession in early childhood education. This includes Family Childcare, Center Director, Group Leader, Aide, or Preschool Teacher. It requires current employment in licensed childcare or two years verifiable full-time work in an early childhood care facility. Award equals 80 percent of tuition, books, and fees. Recipients must have and maintain a 3.0 cumulative GPA.

Petteys Women's Resource Scholarship

The Petteys Foundation of Brush sponsors approximately five scholarships of \$500 each. These scholarships are awarded to non-traditional female students demonstrating financial need.

Freda T Roof Memorial Scholarship

Two scholarships are awarded annually (one in Fall, one in Spring) to students seeking job upgrades or who are retraining for new careers, have demonstrated need, and have a minimum 2.5 GPA.

Xi Alpha Theta Sorority Scholarship

The local sorority sponsors one \$200/year scholarship for a non-traditional female student pursuing an Associate Degree. The student must be a Morgan County resident and have demonstrated financial need.

Williams Family Foundation Scholarship

This scholarship awards non-Morgan County graduates enrolled in one of MCC's medical programs \$2000/academic year. Students must have and maintain a 2.5 GPA or better or have a GED score of 3000 and above. In addition to these scholarships, the Williams Family Foundation provides several scholarships awarded to local high school graduates.

BURLINGTON CENTER SCHOLARSHIPS

Stratton Advanced Studies Book Scholarship

One or more awards a year, subject to funding. Must demonstrate financial need, and apply to the MCC Burlington Center.

Helping Hand Scholarship

Several \$250 awards each semester to students enrolled in minimum of six credit hours with a 2.5 high school GPA or a 3000 GED score. Renewable with 3.0 GPA, and first preference given to students needing childcare.

Iota Psi Sorority Scholarship

Students attending at the Burlington Center are eligible for this scholarship. It pays for approximately one, 3-credit hour class and is awarded each year.

Job Skills Scholarship

One or more awards a year, subject to funding. Pays tuition up to three credit hours to a student who is a Colorado resident, working full or part time, and who has a GED, high school diploma, or college GPA of 2.5. Non renewable.

Burlington Greater Gifts

One annual scholarship for full time tuition, books, and fees to a full time student with a minimum 3.0 GPA who is a Colorado resident. Must be committed to earning a higher degree, and it can be renewed when academic and enrollment standards are met.

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 complete the FAFSA (Free Application for Federal Student Aid).

GOVERNMENT GRANT PROGRAMS

Federal Pell Grant

This Federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to \$4,050 (2003-2004) based upon the student's financial need, costs at the institution, and Congressional allocation. The Financial Aid Office must have all required documentation before payment can be made.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal grant ranges from \$200-\$2,000 at MCC per year to students showing exceptional financial need. Only those who qualify for Federal Pell grants are eligible for this additional grant.

Colorado Student Grant (CSG)

This State grant is available to students classified as Colorado residents (for tuition purposes) based upon financial need. Students with an Estimated Family Contribution (EFC) between zero and 150% of that required for Pell Grants may be eligible for an award not to exceed \$5,000 depending on funding from the State of Colorado.

Colorado Leveraging Educational Assistance Partnership (CLEAP) and Supplemental Leveraging Educational Assistance Partnership (SLEAP)

Grants of up to \$2,000 at MCC are made available for tuition purposes to Colorado residents who show substantial financial need. Grants consist of both Federal and State monies.

MCC GRANT PROGRAMS

MCC Foundation Educational Assistance Grant

Funded by the Morgan Community College Foundation, this grant is awarded to students who show financial need and to students without regard to financial need up to a maximum of full-time, in-state tuition and fees.

Programmatic Grants

Students in various programs including Young Farmers and Agriculture and Business Management students taking certain health courses, and State classified personnel may apply for institutional grants. Amounts vary for each program.

Senior Citizens

Persons 60 years of age and older who are classified as in-state students, may obtain a scholarship to pay one-half of their tuition charges for credit courses up to six credit hours per term. This scholarship is applied to tuition only. Any fees assessed are the responsibility of the student. To qualify for a tuition scholarship, a student must complete and return the Programmatic Grant Notification Form to the Financial Aid Office.

WORK-STUDY JOBS

MCC offers employment to allow students to earn money toward their educational expenses while attending school. Students are sometimes able to secure a job related to their particular program of study. Please see "Aid Application Steps" for information on how to apply for work student.

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. At least 5% of Federal Work Study is awarded to students for community service jobs. MCC also employs students in the "America Reads" and as math tutors to work in grade schools.

Colorado Need-Based Work Study

This program provides employment for Colorado residents (tuition classification) demonstrating financial need. Wages are earned on an hourly basis. Students may not earn in excess the award amount.

Colorado No-Need Work-Study

The State of Colorado provides limited funds to employ students without regard to financial need and who are Colorado residents (tuition classification). Wages are paid on an hourly basis. Interested students may complete the FAFSA to determine eligibility.

FEDERAL FAMILY EDUCATIONAL LOAN PROGRAMS

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, a student must complete the FAFSA. Loan amounts may vary dependent upon the program the student is enrolled in. For more information on financial aid, contact the Financial Aid Office.

Federal Stafford and Unsubsidized Federal Stafford Loans

These low-interest loans are made to students by the lender of their choice. Maximum to borrow per academic year is \$2,625 for Freshmen students and \$3,500 for Sophomore students. Aggregate limit is \$23,000. In addition, independent students may use the Unsubsidized Loan to borrow an additional \$4,000 per year. Repayment begins six months following the date the student ceases to attend at least half time. As part of MCC's default management plan, students must complete an Additional Loan Request form before an Additional Unsubsidized loan will be awarded.

Federal Plus

This is a below-market interest rate loan. Parents may borrow up to the cost of education minus financial aid for their dependent student. Parents may not have an adverse credit history as determined by the lender. Repayment begins within 60 days of disbursement.



ACADEMIC INFORMATION

REGISTRATION

Registration is an important part of a student's academic process. Therefore, it is the policy of the College to devote adequate advising to help students select and pursue an educational program in harmony with their abilities and goals.

Students are responsible for studying the curriculum guide for their major in the Morgan Community College catalog available on MCC's web site at www.MorganCC.edu. Students are also responsible for checking their program periodically to make sure they are fulfilling all course requirements to meet their program goals. If students have any questions regarding their academic status at any time, they are invited to check with their academic 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 he or she has completed:

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

Maximum Course Load

A course load, determined by students and their advisors, may not exceed twenty (20) credit hours per term. Certain occupational programs approved by the State Board for Community Colleges 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 Instructional Deans or the Center Directors 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 choose to audit the course. No credit will be granted toward a degree or certificate although the instructional standards are the same as for students taking the course for credit. Students 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 Registrar. The Instructional Deans must approve exemptions from this policy, with changes forwarded to the Registrar.

Veterans

The College's Office of Veteran Affairs, located in the Financial Aid Office, provides the eligible veteran and/or 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.

Veterans must submit official transcripts of grades for any previous college education when submitting their application for admission to Morgan Community College. Failure to provide this institution with a written record may result in serious delay in educational benefits. Information on Veteran education is available in the Financial Aid Office.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC), located in Cottonwood Hall, Fort Morgan campus, houses a number of special areas and services to assist students with their instructional and informational needs. These areas include the MCC Library, the Testing Center, and the Foreign Language Lab.

MCC Library

Morgan Community College Library offers a collection of both print and non-print materials to help students in information gathering and research. Books, periodicals, newspapers, and audiovisual items are available for in-house use and/or circulation.

Computer access plays a primary role in educational research, and the Library addresses this need through a strong selection of online databases, including EBSCO, FirstSearch, Galenet, and NewsBank. Some of these databases contain full-text journals and newspaper articles, while others offer citations, abstracts, and indexes. Additionally, Internet access, word processing, and e-mail are available.

Morgan Community College Library is also a member of *CARL*, an automated system that enables users to locate items in the collection. Through *Colorado Virtual Library*, students can review the holdings of most libraries in Colorado. In addition, the *Colorado Virtual Library* offers helpful websites on health, education, business, and literacy issues. If supplemental materials are needed, students may borrow items through the interlibrary loan service.

Current library hours and staff information are available on the library website by logging on to <http://www.MorganCC.edu> and clicking on "Library Info" or by calling 970- 542-3185 or 1-800-622-0216, ext. 3185.

The Testing Center

The Testing Center, located at the south end of the Learning Resource Center, offers a broad range of testing services. Upon application for admission to the College, new students are assessed in reading, English, and basic math to determine their skill levels. The Testing Center also proctors instructor make-up exams, guided study exams, and exams from other colleges.

More information and a complete listing of tests administered in the Testing Center can be obtained by calling (970) 542-3188 or 1-800-622-0216, ext. 3188, or by logging on to www.MorganCC.edu and clicking on "Testing Center."

Foreign Language Lab

The Foreign Language Lab is also located in the LRC. Students who are enrolled in foreign language courses at MCC can make use of the cassette players and headphones in the lab. The Foreign Language Lab is open during regular library hours.

PLACEMENT EXAM

Developmental Studies and Basic Skills Legislation

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, MAT 120, MAT 121, or MAT 135 will be required to take a Placement Exam unless they have documentation of assessment scores from another 2 year Colorado College completed within the last 2 years, or ACT scores of Reading 18, Writing 18, Math 19. Scores from the Reading, Writing, and Computation modules will be compared to the required scores for entrance into the degree program or course. Through consultation with an advisor, a schedule will be developed for each student that will allow for the timely completion of any necessary remediation, either prior to or concurrent with the beginning of program courses. Students who enter the College as "undeclared" will be required to take the Placement Exam during their first term at MCC. If results indicate the need for remediation, students will be advised to complete it during their first 30 credit hours of enrollment. Specific procedures and information on program entry scores are available in the offices of Student Services and through the Testing Center.

Mathematics

Accuplacer Test Scores	Student Options
21-39	Pre-Algebra
30-39	Tutoring & Retest
40-54	Intro to Algebra
46-54	Tutoring & Retest
55-71	Survey of Algebra
63-71	Tutoring & Retest
72 or better	Math for Liberal Arts, College Algebra, & Intro to Statistics

English/Sentence Skills

Accuplacer Test Scores	Student Options
59 or less	Writing Fundamentals
50-59	Tutoring & Retest
60-85	Basic Composition
72-85	Tutoring & Retest

English/Reading

Accuplacer Test Scores	Student Options
40-59	Foundations of Reading
50-59	Tutoring & Retest
60-82	College Preparatory Reading
70-82	Tutoring & Retest

Successful completion of English options allows entrance into English Composition I.

ATTENDANCE & GRADING

Students are expected to attend all classes, for which they are registered, except in the event of illness or emergencies. The faculty member will determine and inform students in the course syllabus of the effect of absences on their grades. If any student accumulates absences that would eliminate the possibility of a passing grade, the instructor can officially withdraw the student.

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
Z (grade not yet reported)	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 the correct time. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition.

The instructor must submit an Incomplete Grade Contract along with the final grades for the class.

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. Physical Education
2. Agriculture and Business Management program classes
3. Young Farmers program classes
4. Other selected courses if approved by a Dean of Instruction

Morgan Community College considers a Satisfactory grade to be computed at a "C" or better. Courses in which "S/U" grades are earned are not computed into a student's overall grade point average.

WITHDRAWAL

Students may initiate an official withdrawal from a class or classes at any time within the first 80% of a term by contacting the Student Services/Registration Office.

1. Students who initiate a "drop" from a class or classes during the first 15% of a course will be eligible for a refund of tuition and fees and will not have grades entered on a permanent academic record.

2. Students withdrawing from a class or classes after the first 15% of a course (drop date for a course), but within the first 80% of course will have a grade of "W" placed on their academic records. Students are not eligible for a refund. Unusual circumstances should be referred to the Controller or Vice President of Administration.

Faculty may withdraw a student from a course or courses for academic or nonattendance reasons at any time within the first 80% of a course. AN INSTRUCTOR CANNOT SUBMIT A "W" GRADE AFTER 80% OF A CLASS (final grade). "F" grades must be used for students who have attended but have not successfully completed the course.

1. Nonattendance: If the student has been excessively absent (15% of a class) the instructor may drop the student from the course using the Withdrawal form.
2. Academic Withdrawal: If the instructor determines that the student is unable to meet the objectives of the course the instructor may withdraw the student using a "Withdrawal from Classes" form.

The withdrawal process is not complete until the withdrawal form has been received and processed by the Student Services/Registration office.

Grade Point Average

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

Repeated Classes

Students may repeat courses but the courses can only be counted once toward graduation requirements unless specified otherwise in the program layout. By completing a "Notice to Repeat a Class" a student may request that the highest grade earned be computed in his or her semester and cumulative GPA. However, all previously attempted grades will be noted on the student's permanent record. The transcript will contain an appropriate entry to indicate that the GPA has been recomputed. The repeated class form can only be used when a repeated course has the same name and course number.

Changes in Registration

In instances where a student's program of study can be improved, adds and drops may be processed. Program change forms may be obtained in the Office of Student Services (see academic calendar for deadlines to drop or add classes).

Withdrawal from College

A student who desires to completely withdraw from the College must obtain the necessary form from the Office of Student Services. College administration may initiate withdrawal for death, veteran non-attendance, non-payment of tuition and fees, disciplinary problems and similar reasons. (See refund/repayment 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 Career Guidance and Placement Specialist 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", or "Z" grades will not be considered when determining the probationary status of a student, nor will they be computed into the cumulative grade point average.

RECORDS

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. Requests for grade changes should be made within 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 course work are available from the Registrar's Office by student request in writing, in person, or via the web, www.MorganCC.edu. Transcripts will NOT be released to students with financial obligations to the College. MCC will assess a \$3 processing charge per transcript, to be paid at the time of request. Checks should be made out to Morgan Community 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.

Transferring Credits

Those students desiring to transfer credits from Morgan Community College may do so by contacting the Student Services Office. Transcripts of courses taken and grades received will be sent to the institution of the student's choice. The college accepting the student's credits makes the decision as to whether MCC courses will transfer.

OPTIONS FOR LEARNING

Varied delivery of course work is available including lecture, lab, clinical experience, private instruction, arranged individual study, seminars, televised courses, interactive distance education, computer based/internet, field study/experience, cooperative work experience, and on-the-job training. Some of these courses have a special designation in the section number.

Credit for Prior Learning

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

Test-Out Procedures

Occasionally students enroll in a course and after attending for one or two weeks, determine that they have sufficient knowledge to pass a comprehensive assessment for the course at a C level or higher. Students who find themselves in this situation may request a "test-out". If the faculty member agrees, he or she will schedule the assessment. If the student

completes the assessment at a 'C' level or higher, the faculty member will record the grade, and turn it in at the end of the semester. Students who do not receive a "C" or higher will complete the remainder of the required course work.

Independent Studies

Courses with course numbers 185-186 or 285-286 are designated as Independent 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 independent study per week per semester. With the approval of the Dean of Arts and Sciences, a limit of three credits in Independent Studies may count toward the AA, AS, or AGS degree as elective credit.

Enrollment in an "Independent Studies" course requires approval of an Instructional Dean.

Special Topics/Activities

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by Morgan Community College, but generally offered to special needs groups, especially by Continuing Education. Up to 3 credits of special topics and activities may fulfill either an AA or AS degree elective. This needs to be approved by the Instructional Dean of Arts and Sciences prior to being offered to students. Courses are determined by the specific course number, 175-177 or 275-277, preceded by a three-letter prefix to indicate the appropriate department (e.g., CSC 175-177, PED 275-277, etc.).

On-The-Job Training/Clinical Training

Cooperative Work Experience

These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her vocational program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities.

The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives.

Work Experience

Work based learning is an integral part of the following career programs: Automotive Service Technology, Collision Repair Technology, Associate Degree Nursing, Physical Therapist Assistant, Agriculture, Swine Management, Business

Management, and Multimedia Academy. These courses have special credit hour and clock hour designations.

Hours worked/ week with employer	Total weeks	Minimum clock hours required	Semester credit hours
40	15	640	16
30	15	480	12
20	15	320	8
10	15	160	4
5	15	80	2

Cooperative Work Experience

Cooperative Work Experience has a special credit hour and clock hour conversion.

Minimum Clock Hours Worked	Semester Credit Hours
480	12
240	6
120	3
80	2
40	1

COURSE CHANGES

Course Cancellations and Changes

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. Also, course numbers and descriptions are subject to change.

The Colorado Community College System (CCCS) has launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the System. The project will not jeopardize student credit and transfer. See the Catalog Addendum for updates, and CCCS will provide an electronic addendum at www.cccs.edu.

GRADUATION

Application

To receive a certificate or degree a student must file an application for graduation with the Student Services Office no later than the fourth week of the term in which the student plans to graduate. Students completing graduation requirements in the summer term who want to participate in graduation ceremonies in the previous spring term must file a graduation application by the fourth week of the spring term. To participate in the graduation ceremony, a student must be within six (6) credit hours of completion of his or her program. Participation in the graduation ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a

degree/certificate is awarded. For the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees and Applied Technology 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". Certain Applied Technology programs have additional requirements. Check program layouts for specifics.

Participation in the graduation ceremony requires candidates to purchase graduation cap, gown, tassel, and diploma cover. Current costs are available at the MCC Bookstore. If a candidate chooses not to participate in graduation ceremonies, individual items may be ordered through the MCC Bookstore.

Other Graduation Policies

1. Morgan Community College will accept those courses in transfer that 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 of Arts, Science, Associate of Applied Science or General Studies Degree.
3. The College reserves the right to substitute or delete course work based on current curriculum.
4. All guaranteed transfer courses used to complete the State Guaranteed Transfer Courses and the 60 credits for the AA and AS degrees must be completed at a "C" or higher level. If this level or proficiency is not achieved, a student's transcript will not indicate completion of the Colorado Transfer guaranteed transfer courses.
5. No more than three semester hours of physical education course work may be applied to an associate degree program.
6. To complete an associate degree program or certificate, students are required to fulfill 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.

Graduate in Two Calendar Years

The Colorado Community College System (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. Academic

Advisors in MCC Student Services can provide additional information. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 60 credit hours and in 24 months.

Students must satisfy all the conditions described below to be eligible for this guarantee:

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed all required remedial coursework before beginning the count of two years to degree completion.
4. Enroll in and pass (with a C or better in each course) an average of 15 credit hours in coursework that applies to the AA/AS in each of four consecutive semesters.
5. Obtain a recommended plan of study for the AA or AS degree, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the student's community college.
6. Follow the signed plan of study.
7. Continue with the same degree (AA or AS) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied. (advising records, transcripts, etc.)

HONORS

Dean's List

Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List. To be eligible for the Dean's List, a student must be classified as a full-time student with a minimum of 12 semester hours of completed college-level work (excludes remedial), successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.75 and above. The Dean's List will be published two weeks after the end of the regularly scheduled Fall and Spring terms based on information available at that time.

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. Honors are calculated at the beginning of the term preceding the term of graduation based on information available at that time. Transfer students must complete a minimum of 51% of course work at MCC. Recipients must have all course work completed by the end of the semester to be recognized at commencement.

STUDENT SERVICES

Academic Advising

Morgan Community College is committed to student success. Each student is assigned an academic advisor because the College has found that regular contact with an academic advisor contributes to student success. The advisor is the student's connection between the academic program and other resources of the College and plays an important role in the personal and academic development of students. Students are encouraged to discuss educational objectives as well as personal goals with their advisors.

Career Guidance and Placement

The College's career and guidance counselor, at Fort Morgan, working closely with faculty advisors, provides special help to students in areas such as career exploration and development. Planning the college experience so that the student is career ready upon graduation or has a career direction when ready to transfer to a four-year institution is a major focus. Assistance with resumes and cover letters, selecting a major, transfer, and coaching to overcome interview jitters is also available to help students make choices to assure their success.

Services for Students with Disabilities

Support services are available for students with special needs. Students who have a disability or special needs will be requested to provide documentation of disability and allow for set up time for some services. Information is available from the Student Services office.

Modifications or adjustments will be made for students with documented disabilities, including the following:

1. No one may be excluded from any course, or course of study, because of a disability.
2. Classrooms 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 available 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 medical documentation of 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 the Student Life Office.

STUDENT LIFE

Student Center

MCC's Student Center on the main campus houses the bookstore, copy center, Anna C. Petteys student lounge, kitchen, student conference room, a variety of vending machines, and the student activity office.

Student Government Association (SGA)

The Student Government Association (SGA) is always looking for student leaders who are interested in serving as student liaisons in college/student governance. Student Government welcomes students to attend any of the meetings to discuss their suggestions and concerns. Information and a copy of the Student Government by-laws and constitution are available from the Student Services office on the main campus..

Student View Newspaper

Work Study students, staff and student volunteers contribute and create the MCC newspaper, the Student View. The publication covers current MCC events, campus information and variety of other material. It provides an excellent way for students to gain experience in journalism.

Student Clubs

MCC has many student clubs to augment the professional and/or social life of students. Membership requirements will vary from club to club. Information on existing or starting new MCC clubs is available from the Student Life Coordinator.

POLICIES

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, and 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 summer through spring 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:

1. **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.
2. **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 of, 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 \$8,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.

3. 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.

4. **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, pancreatic disease, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

5. **Available Counseling, Treatment, Rehabilitation or Re-entry Program.** Counseling, treatment, rehabilitation or re-entry program information can be procured from the Career Guidance and Placement Specialist or the Dean of the College for Student Services (1-800-622-0216) or the Colorado Department of Health.

Sexual Harassment Procedure Statement

Morgan Community College defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is, either explicitly or implicitly, a term or condition of an individual's employment, submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with the individual's' working environment.'" MCC prohibits sexual harassment. This policy applies to all faculty, staff and students while on MCC premise or grounds. Complaints regarding alleged sexual harassment must be reported to the Affirmative Action Officer.

Related Sexual Conduct Information

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at Morgan Community College may be obtained from the Morgan County Sheriff's office at 801 East Beaver, Fort Morgan, CO 80701, 970-867-2461

STUDENT RIGHTS AND RESPONSIBILITIES

Classroom

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.

3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, class attendance requirements, objectives to be achieved, and grading criteria which will be applied to a particular course of study.

4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.

5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.

6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act, and Freedom of Information statutes.

7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.

8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law. In other cases, if, in the view of the instructor, an absence has exceeded a reasonable amount of time as defined by the instructor's absence policy and the student disagrees, he or she may petition the matter to a Dean of Instruction. Students receiving financial aid or Veterans' benefits should contact the Student Financial Aid Office.

9. No qualified individual with a self identified disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.

Campus

1. Outside the classroom, students have the right to discuss and to express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions.

2. Students shall be free to determine their personal behavior without institutional interference, according to the following guidelines: Dress and grooming are modes of personal expression and taste that shall be left to the individual except for reasonable requirements of health and safety and except for ceremonial occasions, the nature of which requires particular dress or grooming.

3. Students have the right to be free from discrimination based on the College's Affirmative Action Policy.

Grievance

1. Students shall have the right to utilize grievance procedures and to seek redress in the event they believe that their rights and/or freedoms are violated.

2. Students may not grieve a course grade.

3. Complaints from students alleging violation of Title VI, IX, or ADA/504 will be referred to the Dean of Student Success and Enrollment Management. The Dean will be responsible for maintaining a record of the nature of complaint, date filed, location, current status, and resolution and for assigning the complaints to the appropriate coordinator for resolution.

Disclosure of Student Records

1. The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act, and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

2. Students have the right to access their own scholastic, personal, and college records. All students have the right to examine, in the presence of a professional staff member, their own college records.

3. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:

- a. Race
- b. Religion
- c. Political or social views
- d. Disability status

4. Records that document students' disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the Registrar. The Registrar will only share relevant records with other College authorities if it is deemed necessary to do so in order to further students' disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.

5. The following items are considered public information and may be disclosed by the College in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

- a. Name
- b. Affirmation of whether currently enrolled.

Other items are also considered public information. Disclosure can be prevented by filing a written request annually with the Registrar's Office that they withhold the information, unless the student grants written permission. The following items may appear in College directories and publications or be disclosed by designated staff to anyone inquiring in person, by phone, or in writing.

- a. College major division
- b. Dates of enrollment
- c. Number of hours currently or previously enrolled
- d. Degrees received
- e. Honors received

Because of their official function certain parties have access to student records. For a listing of these parties, refer to the Office of the Registrar.

STUDENT CODE OF CONDUCT

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. As members of the academic community, students are expected to conduct themselves in a reasonable manner. Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education.

Members of the College community shall recognize the authority of the College to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the College community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations.

All members of the College community, while on campus or while participating in College-sponsored activities (on or off campus), are expected to comply with College rules and regulations and with the regulations of off-campus sites.

Specific acts which **are not** in accordance with the MCC Code of Conduct include:

1. Plagiarizing, cheating and/or facilitating violations of reasonable standards of academic behavior. Matters relating to academic standards and achievement fall within the responsibility of instructional staff.

Examples of the above may include but are not limited to:

- a. Copying, writing, or presenting another person's information, ideas, or phrasing without proper acknowledgment of their true source.
- b. Using a commercially-prepared term paper or project.
- c. Copying information from the test of another student.
- d. Using unauthorized materials during an examination.
- e. Obtaining illegally or attempting to obtain unauthorized knowledge of a test.
- f. Giving or selling to another student unauthorized copies of tests.
- g. Taking a test in place of an other student or having someone take a test in his/her place.
- h. Unauthorized collaboration between two or more students on a test, paper, project, or activity.

i. Forging, altering, or using College documents, records forms, or instruments with the intent to defraud or to furnish false information to the College or to agencies and educational institutions.

2. Disruption of teaching, research, administration, disciplinary procedures, and other College activities, as well as, unauthorized entry, use, or occupation of MCC facilities.

3. Preventing or attempting to prevent any student(s) from attending any class or other College activity, impeding, or disrupting any class or other College activity, or attempting to prevent any person from lawfully entering, leaving, or using any College facility. Intentional and unauthorized interference with a right of access to College facilities, freedom of movement or freedom of speech.

4. Threatening, attempting, or committing physical violence against or endangering the health, safety, or welfare of self and/or other person(s).

5. Damaging, destroying, or stealing College property or private property of students, College staff or guests when such property is located upon or within College buildings or facilities

6. Possessing firearms, explosives, or other dangerous weapons (instruments that are designed to produce bodily harm) within or upon the grounds, buildings, or other facilities of the College. This policy shall not apply to a police officer or peace officer authorized by the State or the President or his/her designee. *Weapons may include, but are not limited to:* BB guns, martial arts devices, brass knuckles, hunting knives, daggers, or similar knives or switchblades. Any instrument that is designed to look like a firearm, explosive, or dangerous weapon and that is used by a person to cause fear in or to harass another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon.

7. Conduct that is lewd, indecent, or obscene.

8. Possessing, consuming, or distributing any alcoholic beverage on campus except in accordance with College rules and regulations; appearing on campus while intoxicated as defined by State and local laws.

9. Illegally possessing, using, distributing, or manufacturing any narcotic, dangerous drug, or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous drug, or controlled substance.

10. Failure to comply with the verbal or written directions of a College official, violating any College suspension, probation, or conditions thereof. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work study, employment, etc.).

11. Using language that is degrading or abusive to any person and/or harassing any person with language as defined by State or Federal statute.

12. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in the class only with instructors' permission and with the understanding that the child's presence will not be disruptive or unduly distracting.

13. Influencing or attempting to influence any employee or any student enrolled in the College through the offerings or acceptance of favors (including sexual), bribery, or any kind of threats.

14. Intentionally publishing or disseminating any written instrument, sign, picture, object, or verbal statement, with knowledge of its falsity and with malicious intent, to impeach the honesty, integrity, or reputation of another person.

15. Aiding, abetting, or inciting others to commit any of the acts listed above.

Please note: Additional disciplinary policies may be in effect for the health occupations. Please refer to these programs for specific information. Students in the above programs do not in any way forgo their right of due process through the grievance procedure.

DISCIPLINARY ACTION

Students who violate any of the Standards of Conduct are subject to disciplinary action. In the event that student misconduct is severe enough to warrant administrative intervention, the following levels of discipline will be used:

- **No Action**
- **Warning**
- **Reprimand** - Student is given a set amount of time to indicate a change. Certain restrictions may be levied against the student.
- **Probation** - A student is not eligible to participate in student organizations or clubs and cannot serve on College committees. A student on probation is given a set amount of time to indicate an attitude or behavioral change.
- **Suspension** - Student cannot attend classes, participate in any student activities, or have access to any MCC facilities. Re-admission is possible.
- **Expulsion** - Student is denied re-admission.
- **Required Withdrawal** - Students may be required to withdraw from MCC for an extended period of time, or indefinitely, for failing to meet scholastic standards, to observe the standards of conduct or other MCC regulations, or to meet financial obligations to MCC.

Student Discipline Policy

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College and if a student is charged with violating his/her College's Code, he/she is entitled to have these procedures followed in the consideration of the charge.

Definitions

Code of Conduct: A document developed and published by each college that defines prescribed conduct of students.

Impartial Decision-Maker: The individual/committee designated by the College president to hear student disciplinary appeals.

President's Designee: The individual designated by the College president to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.

Notice: Notices that are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.

Warning: A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.

Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions during the probationary period.

Other disciplinary sanctions: Fines, restitution, denial of privileges, assignment to perform services for the benefit of the College or community; or other sanction that doesn't result in the student being denied the right of attending classes.

College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms: a student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, residence hall, and use of a College facility or an activity if it is the sole determination by an authorized College employee that the conduct is in violation of the Code. The suspension is subject only to an appeal to the President or his/her designee to ensure that the action was taken pursuant to College policies. Students may be suspended from one class period by the responsible faculty member; longer suspensions can be done only in accordance with College procedures.

Summary Suspension: An immediate action taken by the President or his/her designee to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the College. In such event, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.

Day: Refers to calendar day unless otherwise noted below.

Procedures
Decision: The President or his/her designee shall receive all allegations of student misconduct, investigate the complaints and make a Decision. He/she may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the President or his/her designee shall issue a Decision that determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction (s) if appropriate. The student shall receive written Notice of the Decision and be advised of his/her right to appeal the Decision by filing a written appeal with the President or his/her designee within seven (7) days of service of the Decision. In the case of suspension or expulsion, the **sanction shall be imposed no earlier than six days after service of the Notice unless it is a summary**

suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

Appeal:

In the event of an appeal, the President or his/her designee shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; The date, time and place of the alleged violation; the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless the parties agree to a shorter time.

Conduct of Hearings: The Impartial Decision-Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

1. Student shall have the right to be heard by the Impartial Decision-Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
2. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
3. Students shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision-Maker to review before making a final decision.
4. Hearings shall be conducted in private unless all parties agree otherwise. The Impartial Decision-Maker should maintain a record of the hearing.

Determination by Impartial Decision Maker

The Decision-Maker shall make its findings and determinations in closed meeting out of the presence of involved parties including the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction (s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation. The student and the President or his/her designee shall be given written Notice of the decision. The decision shall be issued within five (5) calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

Petition for Review

The President's designee or the student may petition the president to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after

notification of the decision. If a review is requested, the other party will be three (3) days to respond to the petition and his/her response. Materials will be given to the president to review before a decision on the petition is made.

President's Decision

The president shall review the record of the case and the petition and may affirm, or reverse the decision of the Impartial Decision-Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The president shall notify the involved parties including the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The president's decision is final.

Miscellaneous

College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact the College which is also a violation of the College's Student Code of Conduct. Proceedings may be carried out prior to, simultaneously with, or following off-campus civil or criminal proceedings.

Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision-Maker.

The procedural rights may be waived by the student.

STUDENT GRIEVANCE PROCEDURE

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

Definitions

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

Grievance: Any alleged action or inequity that violates written College policy or procedure. The grievant must be personally affected by such violation. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

President's designee: The College employee designated by the College president to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the Grievant is requesting.

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

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the College is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

Procedures

Informal

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the College employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure. While the Grievant is encouraged to resolve the issues informally, it is possible to go to the formal stage by following the process outlined below.

Formal

a. Grievant timely files a written statement of the action complained of and describes the remedy he/she is seeking with the President or his/her designee. A matter could also be referred to this process by the College president or his/her designee. Once a written grievance is filed or referred, the Dean of Student Success or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.

b. If the matter is determined to be grievable, the President or his/her designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited to appear the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the President or his/her designee shall issue a Decision within ten (10) calendar days after close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions office. The Decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The decision is final unless either party files a Petition for Review with the president within five (5) calendar days of service of the Decision.

c. Upon receipt of a Petition for Review, the College president will review the record and issue a written decision within ten (10) calendar days of receipt of the Petition of Review. The President's decision is final.

d. The President or his/her designee may extend the scheduling timelines described above for good cause.

e. If the grievance is against the President's designee, a Dean of Instruction or other person designated by the President shall perform the duties of the President's designee.

MCC VALUES

As a progressive learning organization whose PURPOSE is to cause learning that assists individuals in being successful, the following core values serve as principles to guide our actions:

Extraordinary Commitment to Students

Our overarching belief is centered on the ability of each student to learn new knowledge, to develop new skills, to change his or her life, to meet high expectations, to be successful – and on the ability of the college to assist in these processes.

An Open Learning Environment

We believe in providing a learning and working environment that enhances and encourages open communication, teamwork, challenging and rewarding study and work, and a common effort to reach our vision.

Respect for the Individual

It is our belief that each student and colleague has value and that each can learn from interaction with others at the college.

Opportunities for Learning

We believe in open access, outreach, and multiple delivery methods to assure opportunities for each person to learn regardless of educational background or location.

Agile Responsiveness

We believe in proactive outreach to meet local needs and connect the college to its communities.

Will to Succeed

Our *can-do* attitude for student and college success is exemplified by personal and college behavior Such as resourcefulness, tenacity, enthusiasm, and the acceptance of risk-taking.



DEGREES & CERTIFICATES

Morgan Community College offers degrees and certificates as shown in the program requirements on the following pages. Interpretations of general and specific program requirements may be discussed with faculty advisors. Students who plan to transfer should consult with their assigned faculty advisor.

A student can complete any degree program in four semesters by attending classes full-time and carrying the required number of hours. Certificates are primarily awarded for programs that are one year or less in length. A student may chose, due to personal circumstances, to extend the amount of time for program completion.

The Associate of Applied Science degree provides career skills for students to enter the job market after graduation, retrain in a new career, or upgrade employment skills. Career and Technical courses are designed to meet these needs rather than transfer to four-year institutions; however, many four-year institutions accept some of the courses.

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COURSES APPROVED AS ELECTIVES FOR AA/AS DEGREES 2003-2004

This list of electives has been supplied for your convenience and reflects the best information currently available. Please check with your advisor to determine which courses are most appropriate for your chosen transfer institution and major.

				Applies to:	
ACC 121	Accounting Principles I	4	AA		
ACC 122	Accounting Principles II	4	AA		
ANT 101	Cultural Anthropology [GT-SS3]	3	AA		
ANT 111	Physical Anthropology [GT-SS3]	3	AA		
ART 110	Art Appreciation	3	AA		
ART 111	Art History I [GT-AH1]	3	AA		
ART 112	Art History II [GT-AH1]	3	AA		
ART 121	Drawing I	3	AA		
ART 122	Drawing II	3	AA		
ART 123	Watercolor I	3	AA		
ART 124	Watercolor II	3	AA		
ART 127	Drawing Animals	3	AA		
ART 128	Drawing from the Imagination	3	AA		
ART 156	Figure Drawing I	3	AA		
ART 157	Figure Painting I	3	AA		
ART 211	Painting I	3	AA		
ART 212	Painting II	3	AA		
ART 213	Painting III	3	AA		
ART 214	Painting IV	3	AA		
ART 221	Drawing III	3	AA		
ART 222	Drawing IV	3	AA		
ART 223	Watercolor III	3	AA		
ART 224	Watercolor IV	3	AA		
AST 101	Astronomy I [GT-SC1]	4	AA	AS	
AST 102	Astronomy II [GT-SC1]	4	AA	AS	
BIO 104	Biology: A Human Approach	4	AA		
BIO 105	Science of Biology	4	AA		
BIO 111	General College Biology I / Lab [GT-SC1]	5	AA	AS	
BIO 112	General College Biology II / Lab [GT-SC1]	5	AA	AS	
BIO 201	Human Anatomy and Physiology I	4	AA	AS	
BIO 202	Human Anatomy and Physiology II	4	AA	AS	
BIO 204	Microbiology	4	AA	AS	
BUS 216	Legal Environment of Business	3	AA		
BUS 217	Business Communication & Report Writing	3	AA		
BUS 226	Business Statistics	3	AA		
CHE 101	Introduction to Chemistry I / Lab [GT-SC1]	5	AA		
CHE 102	Introduction to Chemistry II / Lab [GT-SC1]	5	AA		
CHE 111	General College Chemistry I / Lab [GT-SC1]	5	AA	AS	

CHE 112	General College Chemistry II / Lab [GT-SC1]	5	AA	AS	
CHE 211	Organic Chemistry I / Lab	5	AA	AS	
CHE 212	Organic Chemistry II / Lab	5	AA	AS	
CIS 115	Intro to Computer Info Systems	3	AA	AS	
CIS 118	Intro to PC Applications	3	AA	AS	
CNG 101	Intro to Networking	3	AA	AS	
CNG 102	Local Area Networks	3	AA	AS	
CNG 103	Wide Area Networks	3	AA	AS	
CNG 108	Network Analysis and Design	3	AA	AS	
CNG 109	Computer Networking Lab	3	AA	AS	
CSC 160	Computer Science I: (C++)	4	AA	AS	
CSC 161	Computer Science II: (C++)	4	AA	AS	
CSC 165	Discrete Structures	4	AA	AS	
CSC 230	C Programming: Platform	3	AA	AS	
CSC 231	Advanced C Programming: Platform	3	AA	AS	
CSC 233	Object-Oriented Programming in C++	3	AA	AS	
CSC 236	C# Programming	4	AA	AS	
CSC 237	Advanced C# Programming	4	AA	AS	
CSC 240	Java Programming	3	AA	AS	
CSC 241	Advanced Java Programming	3	AA	AS	
ECE 101	Introduction to Early Childhood Education	3	AA		
ECE 102	Intro to Early Childhood Lab Techniques	3	AA		
ECE 103	Guidance Strategies for Children	3	AA		
ECE 205	Nutrition, Health and Safety	3	AA		
ECE 220	Curriculum Development: Methods & Techniques	3	AA		
ECE 225	Language & Cognition for the Young Child	3	AA		
ECE 226	Creativity & the Young Child	3	AA		
ECO 201	Principles of Macroeconomics	3	AA	AS	
ECO 202	Principles of Microeconomics	3	AA	AS	
EDU 221	Introduction to Education	3	AA		
EDU 261	Teaching, Learning & Technology	3	AA		
ENG 121	English Composition I [GT-CO1]	3	AA	AS	
ENG 122	English Composition II [GT-CO2]	3	AA	AS	
ENG 221	Creative Writing I	3	AA		
ENG 222	Creative Writing II	3	AA		
ENG 226	Fiction Writing	3	AA		
ENG 227	Poetry Writing	3	AA		
FRE 111	French Language I	5	AA		
FRE 112	French Language II	5	AA		
FRE 211	French Language III	3	AA		
FRE 212	French Language IV	3	AA		
GEO 105	World Regional Geography [GT-SS2]	3	AA		

30 DEGREES

GER 111	German Language I	5	AA	
GER 112	German Language II	5	AA	
GER 211	German Language III	3	AA	
GER 212	German Language IV	3	AA	
GEY 111	Physical Geology [GT-SC1]	4	AA	AS
GEY 121	Historical Geology [GT-SC1]	4	AA	AS
HIS 101	History of Western Civilization I [GT-HI1]	3	AA	
HIS 102	History of Western Civilization II [GT-HI1]	3	AA	
HIS 111	World Civilization I	3	AA	
HIS 112	World Civilization II	3	AA	
HIS 201	United States (U.S.) History I [GT-HI1]	3	AA	
HIS 202	United States (U.S.) History II [GT-HI1]	3	AA	
HIS 225	Colorado History	3	AA	
HIS 235	History of the American West	3	AA	
HPR 216	Pathophysiology	4	AA	AS
HUM 121	Survey of Humanities I	3	AA	
HUM 122	Survey of Humanities II	3	AA	
HUM 123	Survey of Humanities III	3	AA	
LIT 115	Introduction to Literature I [GT-AH2]	3	AA	
LIT 125	Study of the Short Story	3	AA	
LIT 126	Study of Poetry	3	AA	
LIT 127	Study of the Novel	3	AA	
LIT 201	Masterpieces of Literature I [GT-AH2]	3	AA	
LIT 202	Masterpieces of Literature II [GT-AH2]	3	AA	
LIT 248	Native American Literature	3	AA	
LIT 255	Children's Literature	3	AA	
LIT 278	Literature: Seminar	1-6	AA	
MAN 226	Principles of Management	3	AA	
MAN 227	Operations Management	3	AA	
MAT 120	Mathematics for the Liberal Arts [GT-MA1]	4	AA	
MAT 121	College Algebra [GT-MA1]	4	AA	AS
MAT 122	College Trigonometry	3	AA	AS
MAT 125	Survey of Calculus [GT-MA1]	4	AA	AS
MAT 135	Introduction to Statistics [GT-MA1]	3	AA	
MAT 155	Integrated Math I	3	AA	
MAT 156	Integrated Math II	3	AA	
MAT 201	Calculus I [GT-MA1]	5	AA	AS
MAT 202	Calculus II [GT-MA1]	5	AA	AS
MAT 265	Differential Equations	3	AA	AS

MOT 112	Advanced Medical Terminology	2	AA	AS
MOT 120	Medical Office Financial Management	3	AA	
MUS 120	Music Appreciation [GT-AH1]	3	AA	
MUS 121	Music History I [GT-AH1]	3	AA	
MUS 122	Music History II [GT-AH1]	3	AA	
MUS 231	Music Class	2	AA	
PED 106	Tennis	1	AA	
PED 108	Beginning Swimming	1	AA	
PED 109	Advanced Swimming	1	AA	
PED 110	Fitness Center Activity I	1	AA	
PED 111	Fitness Center Activity II	1	AA	
PED 113	Fitness Concepts	1	AA	
PED 116	Weight Training	1	AA	
PED 117	Cross Training	1	AA	
PED 119	Fitness Circuit Training	1	AA	
PED 120	Swim Fitness	1	AA	
PED 121	Step Aerobics	1	AA	
PED 125	Bowling	1	AA	
PED 135	Intermediate Tennis	1	AA	
PED 136	Advanced Weight Training	2	AA	
PED 147	Yoga	1	AA	
PED 148	Yoga II	1	AA	
PED 210	Fitness Center Activity III	1	AA	
PED 211	Fitness Center Activity IV	1	AA	
PER 150	Water Safety Instructor	2	AA	
PHI 111	Introduction to Philosophy [GT-AH3]	3	AA	
PHI 112	Ethics [GT-AH3]	3	AA	
PHI 113	Logic	3	AA	
PHI 115	World Religions- West	3	AA	
PHI 116	World Religions - East	3	AA	
PHY 111	Physics: Algebra-Based I with Lab [GT-SC1]	5	AA	AS
PHY 112	Physics: Algebra-Based II with Lab [GT-SC1]	5	AA	AS
PHY 211	Physics: Calculus-Based I with Lab [GT-SC1]	5	AA	AS
PHY 212	Physics: Calculus-Based II with Lab [GT-SC1]	5	AA	AS
POS 105	Introduction to Political Science [GT-SS1]	3	AA	
POS 111	American Government	3	AA	
POS 125	American State & Local Government	3	AA	

PSY 101	General Psychology I	3	AA	
PSY 102	General Psychology II [GT-SS3]	3	AA	
PSY 205	Psychology of Gender	3	AA	
PSY 215	Psychology of Adjustment	3	AA	
PSY 217	Human Sexuality	3	AA	
PSY 226	Social Psychology	3	AA	
PSY 227	The Psychology of Death & Dying	3	AA	
PSY 235	Human Growth and Development	3	AA	
PSY 237	Child & Adolescent Psychology	3	AA	
PSY 238	Child Development	3	AA	
PSY 239	Adolescent & Adult Psychology	3	AA	
PSY 245	Educational Psychology	3	AA	
PSY 249	Abnormal Psychology	3	AA	
RUS 111	Russian Language I	5	AA	
RUS 112	Russian Language II	5	AA	
RUS 201	Conversational Russian III	3	AA	
RUS 202	Conversational Russian IV	3	AA	
RUS 211	Russian Language III	3	AA	
RUS 212	Russian Language IV	3	AA	
SOC 101	Introduction to Sociology I	3	AA	
SOC 102	Introduction to Sociology II	3	AA	
SOC 205	Sociology Of Family Dynamics	3	AA	
SOC 215	Contemporary Social Problems	3	AA	
SPA 111	Spanish Language I	5	AA	
SPA 112	Spanish Language II	5	AA	
SPA 115	Spanish for the Professional I	3	AA	
SPA 211	Spanish Language III	3	AA	
SPA 212	Spanish Language IV	3	AA	
SPA 215	Spanish for the Professional II	3	AA	
SPE 115	Public Speaking	3	AA	
SPE 125	Interpersonal Communication	3	AA	
SPE 225	Organizational Communication	3	AA	
SPE 226	Oral Interpretation	3	AA	
SPE 230	Argumentation and Debate	3	AA	
THE 105	Introduction to Theatre Arts [GT-AH1]	3	AA	
THE 111	Acting I	3	AA	
THE 112	Acting II	3	AA	
THE 211	Development of Theatre I [GT-AH1]	3	AA	
THE 212	Development of Theatre II [GT-AH1]	3	AA	
THE 213	Intermediate Acting I	3	AA	
THE 214	Intermediate Acting II	3	AA	

Students may apply up to 3 credits of physical education activity, 100 and/or 200 level independent study, workshop, special topics (independent study, workshop, special topics courses require permission of the Dean of Arts and Science) to the A.A. Degree.

Students may apply up to 3 credits of physical education activity, 200 level independent study, workshop, special topics (independent study, workshop, special topics courses require permission of the Dean of Arts and Science) to the A.S. Degree.





ASSOCIATE OF ARTS

The Associate of Arts degree requires two years of full-time study. It includes the curriculum traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. The degree requirements are listed below:

Degree: Associate of Arts

Faculty: Carole Byrd David Heikes
 Corliss Littlefield Carol Kuper
 Tom Lehman Mary Ann Lind
 Todd Schneider Greg Thomas

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
 Reading 83
 Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

State Guaranteed General Education Courses

I. Communications		6
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
II. Arts and Humanities		9
Select 3 courses - one in an Arts category [GT-AH1], one in a Literature category [GT-AH2] and one from Ways of Thinking [GT-AH3]		
	[GT-AH1]	
ART 111	Art History I [GT-AH1]	3
ART 112	Art History II [GT-AH1]	3
MUS 120	Music Appreciation [GT-AH1]	3
MUS 121	Music History I [GT-AH1]	3
MUS 122	Music History II [GT-AH1]	3
THE 105	Introduction to Theatre Arts [GT-AH1]	3
THE 211	Development of Theatre I [GT-AH1]	3
THE 212	Development of Theatre II [GT-AH1]	3
	[GT-AH2]	
LIT 115	Introduction to Literature I [GT-AH2]	3
LIT 201	Masterpieces of Literature I [GT-AH2]	3
LIT 202	Masterpieces of Literature II [GT-AH2]	3
	[GT-AH3]	
PHI 111	Introduction to Philosophy [GT-AH3]	3
PHI 112	Ethics [GT-AH3]	3
III. Mathematics		3-5
MAT 120	Mathematics for Liberal Arts [GT-MA1]	4
MAT 121	College Algebra [GT-MA1]	4
MAT 125	Survey of Calculus [GT-MA1]	4
MAT 135	Introduction to Statistics [GT-MA1]	3
MAT 201	Calculus I [GT-MA1]	5
MAT 202	Calculus II [GT-MA1]	5
IV. Social and Behavioral Sciences		9
Select 1 History course [GT-HI1] and 2 courses from 2 other categories [GT-SS1], [GT-SS2], or [GT-SS3]		
	[GT-HI1]	
HIS 101	History of Western Civilization I [GT-HI1]	3
HIS 102	History of Western Civilization II [GT-HI1]	3
HIS 201	U.S. History I [GT-HI1]	3

HIS 202	U.S. History II [GT-HI1]	3
	[GT-SS1]	
POS 105	Intro to Political Science [GT-SS1]	3
	[GT-SS2]	
GEO 105	World Regional Geography [GT-SS2]	3
	[GT-SS3]	
ANT 101	Cultural Anthropology [GT-SS3]	3
ANT 111	Physical Anthropology [GT-SS3]	3
PSY 102	General Psychology II [GT-SS3]	3
V. Physical and Life Sciences		8
Select two courses [GT-SC1] (Credits over 8 will be applied to the electives category)		
AST 101	Astronomy I [GT-SC1]	4
AST 102	Astronomy II [GT-SC1]	4
BIO 111	General College Biology I / Lab [GT-SC1]	5
BIO 112	General College Biology II / Lab [GT-SC1]	5
CHE 101	Introduction to Chemistry I / Lab [GT-SC1]	5
CHE 102	Introduction to Chemistry II / Lab [GT-SC1]	5
CHE 111	General College Chemistry I / Lab [GT-SC1]	5
CHE 112	General College Chemistry II / Lab [GT-SC1]	5
GEY 111	Physical Geology [GT-SC1]	4
GEY 121	Historical Geology [GT-SC1]	4
PHY 111	Physics: Algebra-Based I / Lab [GT-SC1]	5
PHY 112	Physics: Algebra-Based II / Lab [GT-SC1]	5
PHY 211	Physics: Calculus-Based I / Lab [GT-SC1]	5
PHY 212	Physics: Calculus-Based II / Lab [GT-SC1]	5
Total State Guaranteed General Education		35-37
VI. Colorado Community College System Requirement **		3
SPE 115	Public Speaking	3
or		
SPE 125	Interpersonal Communication	3
** This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses		
VII. Computer Science Requirement		3
CIS 118	Intro PC Applications	3
or		
CSC 160	Computer Science I: (Language)	3
VIII. Electives selected from the AA/AS Approved Course List.		17-19
TOTAL ASSOCIATE OF ARTS DEGREE CREDITS		60
* The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits.		



ASSOCIATE OF ARTS - BUSINESS

The Associate of Arts-Business degree is the result of a statewide transfer articulation agreement and is designed to allow students to transfer credits into the Business Department of most four-year Colorado institutions.

Degree: Associate of Arts

Faculty: Betty McKie Connie Tormohlen
 Jaylene Evans Bob Huber

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86

Reading 83

Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

General Education Requirements

I. Communications		6
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
II. Arts and Humanities		9
Select 3 courses - one in an Arts category [GT-AH1], one in a Literature category [GT-AH2] and one from Ways of Thinking [GT-AH3]		
	[GT-AH1]	
ART 111	Art History I [GT-AH1]	3
ART 112	Art History II [GT-AH1]	3
MUS 120	Music Appreciation [GT-AH1]	3
MUS 121	Music History I [GT-AH1]	3
MUS 122	Music History II [GT-AH1]	3
THE 105	Introduction to Theatre Arts [GT-AH1]	3
THE 211	Development of Theatre I [GT-AH1]	3
THE 212	Development of Theatre II [GT-AH1]	3
	[GT-AH2]	
LIT 115	Introduction to Literature [GT-AH2]	3
LIT 201	Masterpieces of Literature I [GT-AH2]	3
LIT 202	Masterpieces of Literature II [GT-AH2]	3
	[GT-AH3]	
PHI 111	Introduction to Philosophy [GT-AH3]	3
PHI 112	Ethics [GT-AH3]	3
III. Mathematics		3
MAT 120	Mathematics for Liberal Arts [GT-MA1]	4
MAT 121	College Algebra [GT-MA1]	4
MAT 125	Survey of Calculus [GT-MA1]	4
MAT 135	Introduction to Statistics [GT-MA1]	3
MAT 201	Calculus I [GT-MA1]	5
MAT 202	Calculus II [GT-MA1]	5
IV. Social and Behavioral Sciences		9
Select 1 History course [GT-HI1]		
	and	
ECO 201	Principles of Macroeconomics **	3
ECO 202	Principles of Microeconomics **	3

	[GT-HI1]	
HIS 101	History of Western Civilization I [GT-HI1]	3
HIS 102	History of Western Civilization II [GT-HI1]	3
HIS 201	U.S. History I [GT-HI1]	3
HIS 202	U.S. History II [GT-HI1]	3
V. Physical and Life Sciences		8
Select two courses [GT-SC1] (Credits over 8 will be applied to the electives category)		
	[GT-SS1]	
BIO 111	General College Biology I / Lab [GT-SC1]	5
BIO 112	General College Biology II / Lab [GT-SC1]	5
CHE 101	Introduction to Chemistry I / Lab [GT-SC1]	5
CHE 102	Introduction to Chemistry II / Lab [GT-SC1]	5
CHE 111	General College Chemistry I / Lab [GT-SC1]	5
CHE 112	General College Chemistry II / Lab [GT-SC1]	5
PHY 111	Physics: Algebra-Based I / Lab [GT-SC1]	5
PHY 112	Physics: Algebra-Based II / Lab [GT-SC1]	5
PHY 211	Physics: Calculus-Based I / Lab [GT-SC1]	5
PHY 212	Physics: Calculus-Based II / Lab [GT-SC1]	5
TOTAL GENERAL EDUCATION CREDITS		24
Business Courses		
ACC121	Accounting Principles I **	3
ACC 122	Accounting Principles II **	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications	3
BUS 226	Business Statistics **	3
CIS 118	Intro to PC Applications	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
TOTAL BUSINESS CREDITS		24
Electives		
See your program advisor for appropriate elective course(s).		1
TOTAL ELECTIVE CREDIT		1
TOTAL ASSOCIATE OF ARTS-BUSINESS DEGREE CREDITS		60
**These courses are prerequisites for MAN 226 and MAR 216. Students must complete the prerequisites (i.e., two accounting courses, one economics course, and business statistics) and have sophomore standing before enrolling in either Principles of Marketing or Principles of Management.		



ASSOCIATE OF ARTS - EMPHASIS IN EARLY CHILDHOOD EDUCATION

Guaranteed General Education and Major Courses for Early Childhood Education students.

Degree: Associate of Arts - emphasis in Early Childhood Education

Faculty: Carole Byrd David Heikes
Corliss Littlefield Carol Kuper
Tom Lehman Mary Ann Lind
Todd Schneider Greg Thomas

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
Reading 83
Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

General Education Courses

I. Communications		6
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
II. Arts and Humanities		6
ART 110	Art Appreciation	3
	or	3
MUS 120	Music Appreciation [GT-AH1]	3
LIT 115	Introduction to Literature [GT-AH2]	3
	or	
LIT 255	Children's Literature	3
III. Mathematics		6
MAT 121	College Algebra [GT-MA1]	4
MAT 135	Introduction to Statistics [GT-MA1]	3
MAT 155	Integrated Math I	3
MAT 156	Integrated Math II	3
IV. Social and Behavioral Sciences		9
HIS 201	U.S. History I [GT-HI1]	3
GEO 105	World Regional Geography [GT-SS2]	3
POS 111	American Government	3
V. Physical and Life Sciences		8
GEY 111	Physical Geology [GT-SC1]	4
BIO 105	Science of Biology	4
	or	
BIO 111	General College Biology I / Lab [GT-SC1]	5
CHE 101	Introduction to Chemistry I / Lab [GT-SC1]	5
CHE 111	General College Chemistry I / Lab [GT-SC1]	5
	or	
PHY 105	Basic Physics	4
PHY 111	Physics: Algebra-Based I / Lab [GT-SC1]	5
PHY 211	Physics: Calculus-Based I / Lab [GT-SC1]	5
SPE 115	Public Speaking (grade of B or higher)	3
TOTAL GENERAL EDUCATION CREDITS		38
Education Courses		
ECE 101	Intro to Early Childhood Education	3
ECE 102	Intro to Early Childhood Lab Techniques	3
ECE 205	Nutrition, Health & Safety	3

ECE 236	Child Growth/Development Laboratory	1
ECE 241	Administration: Human Relations for Early Childhood Education	3
Electives		
See you transfer advisor for electives appropriate to this major		6
TOTAL EDUCATION/ELECTIVE CREDITS		19-25
TOTAL ASSOCIATE OF ARTS - EARLY CHILDHOOD EDUCATION DEGREE CREDITS		60





ASSOCIATE OF GENERAL STUDIES-EMS

The following program is a suggested course of study (see advisor). It is designed to prepare students for entry-level employment in health care

Degree: Associate of General Studies

Faculty: Don Enninga

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86

Reading 83

College Math 55

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

I. General Education		15
ENG 121	English Composition I [GT-CO1]	3
SPE 115	Public Speaking	3
MAT 135	Introduction To Statistics [GT-MA1]	3
PSY 101	General Psychology I	3
SOC 101	Introduction To Sociology I	3
II. General Education Electives		15
Choose 15 credits from the following:		
BIO 106	Basic Anatomy & Physiology	4
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
COM 105	Career Communications	3
MAT 120	Math for Liberal Arts [GT-MA1]	4
PSY 215	Psychology of Adjustment	3
PSY 116	Stress Management	2
PSY 235	Human Growth & Development	3
PSY 237	Child & Adolescent Psychology	3
III. EMS Electives		30
Choose 30 credits from the following:		
EMS Elective Courses		
EMS 112	Emergency Medical Dispatch	2.5
EMS 275	EMS: Special Topics	.5
HPR 102	CPR for Professionals: (List Certification)	.5
EMS 115	First Responder	3
EMS 125	EMT Basic	9
EMS 126	EMT Basic Refresher	3
HPR 190	Basic EKG Interpretation	2
EMS 130	EMT Intravenous Therapy	2
EMS 214	Basic Trauma Life Support	1
EMS 178	EMS Seminars	.5
EMS 203	EMT Intermediate I	6
EMS 205	EMT Intermediate II	6
EMS 206	EMT Intermediate Refresher	1
HPR 120	Advanced Cardiac Life Support	1
HPR 130	Pediatric Advanced Life Support	1
SPA 115	Spanish for the Professional	3
HPR 178	Seminar: Medical Terminology	2
CCM 105	Career Communications	3
NUR 112	Basic Concepts of Pharmacology	2
HPR 216	Pathophysiology	5
HPR 217	Kinesiology	4
Total Section I General Education		15
Total Section II General Education Electives		15
Total Section III EMS Electives		30
TOTAL AGS-EMS DEGREE CREDITS		60





ASSOCIATE OF GENERAL STUDIES - GENERALIST

The following program is a suggested course of study. (see advisor)

This degree requires 60 credits as follows: 30 semester credits of general education courses (15 semester credits must come from the Colorado GE-25 transfer courses); in addition, you may select, in consultation with an advisor, 30 semester credits of open electives. These may include general education courses and/or occupational/technical courses. The selected courses must not be considered developmental. This is a NON-TRANSFER degree, but individual courses may be transferable.

Degree: Associate of General Studies – Generalist

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
Reading 83
Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

I. GENERAL EDUCATION		15
A. English/Speech		3
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
SPE 115	Public Speaking	3
B. Mathematics		3
MAT 121	College Algebra [GT-MA1]	4
MAT 125	Survey Of Calculus [GT-MA1]	4
MAT 135	Introduction To Statistics [GT-MA1]	3
MAT 201	Calculus I [GT-MA1]	5
MAT 202	Calculus II [GT-MA1]	5
C. Science		3
AST 101	Astronomy I [GT-SC1]	4
AST 102	Astronomy II [GT-SC1]	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I /Lab [GT-SC1]	5
BIO 112	General College Biology II /Lab [GT-SC1]	5
CHE 101	Introduction to Chemistry I /Lab [GT-SC1]	5
CHE 102	Introduction to Chemistry II /Lab [GT-SC1]	5
CHE 111	General College Chemistry I /Lab [GT-SC1]	5
CHE 112	General College Chemistry II /Lab [GT-SC1]	5
GEY 111	Physical Geology [GT-SC1]	4
GEY 121	Historical Geology [GT-SC1]	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I /Lab [GT-SC1]	5
PHY 112	Physics: Algebra Based II /Lab [GT-SC1]	5
PHY 211	Physics: Calculus Based I /Lab [GT-SC1]	5
PHY 212	Physics: Calculus Based II /Lab [GT-SC1]	5

D. Social Sciences		3
ANT 101	Cultural Anthropology [GT-SS3]	3
ANT 111	Physical Anthropology [GT-SS3]	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
GEO 105	World Regional Geography [GT-SS2]	3
HIS 101	History of Western Civilization I [GT-HI1]	3
HIS 102	History of Western Civilization II [GT-HI1]	3
HIS 201	U.S. History I [GT-HI1]	3
HIS 202	U.S. History II [GT-HI1]	3
POS 105	Introduction to Political Science [GT-SS1]	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II [GT-SS3]	3
SOC 101	Introduction to Sociology I	3
SOC 102	Introduction to Sociology II	3
E. Arts and Humanities		3
ART 110	Art Appreciation	3
ART 111	Art History I [GT-AH1]	3
ART 112	Art History II [GT-AH1]	3
	Foreign Language	
*** 111	Foreign Language I: French, Spanish	5
*** 112	Foreign Language II: French, Spanish	5
*** 211	Foreign Language III: French, Spanish	3
*** 212	Foreign Language IV: French, Spanish	3
*** Course prefix will reflect language specific to that course section. i.e. SPA for Spanish, FRE for French, etc.		
HUM 121	Survey of Humanities I	3
HUM 122	Survey of Humanities II	3
HUM 123	Survey of Humanities III	3
LIT 115	Introduction to Literature [GT-AH2]	3
LIT 201	Masterpieces of Literature I [GT-AH2]	3
LIT 202	Masterpieces of Literature II [GT-AH2]	3
MUS 120	Music Appreciation [GT-AH1]	3
PHI 111	Introduction to Philosophy [GT-AH3]	3
PHI 112	Ethics [GT-AH3]	3
PHI 113	Logic	3
THE 105	Introduction to the Theatre Arts [GT-AH1]	3
THE 211	Development of the Theatre I [GT-AH1]	3
THE 212	Development of the Theatre II [GT-AH1]	3
II. GENERAL EDUCATION		15
Courses Listed in the following list, or the courses listed in Section 1, or from the list of approved electives for the AA/AS degrees.		
A. English/Communications		
COM 105	Career Communications	3
ENG 226	Fiction Writing	3
ENG 227	Poetry Writing	3
SPE 226	Oral Interpretation	3
B. Mathematics		
MAT 120	Math for the Liberal Arts [GT-MA1]	4
MAT 122	College Trigonometry	3

AGS-GENERALIST continued		
C. Science		
AST 101	Astronomy I [GT-SC1]	4
AST 102	Astronomy II [GT-SC1]	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I /Lab [GT-SC1]	5
BIO 112	General College Biology II /Lab [GT-SC1]	5
CHE 101	Introduction to Chemistry I /Lab [GT-SC1]	5
CHE 102	Introduction to Chemistry II /Lab [GT-SC1]	5
CHE 111	General College Chemistry I /Lab [GT-SC1]	5
CHE 112	General College Chemistry II /Lab [GT-SC1]	5
GEY 111	Physical Geology [GT-SC1]	4
GEY 121	Historical Geology [GT-SC1]	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I /Lab [GT-SC1]	5
PHY 112	Physics: Algebra Based II /Lab [GT-SC1]	5
PHY 211	Physics: Calculus Based I /Lab [GT-SC1]	5
PHY 212	Physics: Calculus Based II /Lab [GT-SC1]	5
D. Social Science		
HIS 225	Colorado History	3
PSY 106	Human Relations	3
PSY 116	Stress Management	2
PSY 215	Psychology of Adjustment	3
PSY 235	Human Growth & Development	3
PSY 247	Child Abuse & Neglect	2
PSY 237	Child & Adolescent Psychology	3
PSY 265	Psychology of Personality	3
SOC 205	Sociology of Family Dynamics	3
E. Arts and Humanities		
JOU 105	Intro to Mass Media	3
JOU 106	Fundamentals of Reporting	3
JOU 206	Intermediate News Writing & Editing	3
LIT 126	Study of Poetry	3
LIT 127	Study of The Novel	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3
III. Electives		30
These may include courses from general education courses, AA/AS electives, and/or occupational/technical courses. The selected courses must not be considered developmental.		
TOTAL AGS -GENERALIST DEGREE CREDITS		60





ASSOCIATE OF SCIENCE

The Associate of Science degree requires two years of full-time study. It includes the curriculum traditionally taught during the first two years of a Bachelor of Science degree program and is transferable to four-year institutions. The degree requirements are listed below:

Degree: Associate of Science

Faculty: Carole Byrd David Heikes
 Corliss Littlefield Carol Kuper
 Tom Lehman Mary Ann Lind
 Todd Schneider Greg Thomas

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
 Reading 83
 Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

State Guaranteed General Education Courses

I. Communications		6
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
II. Arts and Humanities		9
Select 3 courses - one in an Arts category [GT-AH1], one in a Literature category [GT-AH2] and one from Ways of Thinking [GT-AH3]		
[GT-AH1]		
ART 111	Art History I [GT-AH1]	3
ART 112	Art History II [GT-AH1]	3
MUS 120	Music Appreciation [GT-AH1]	3
MUS 121	Introduction to Music History I [GT-AH1]	3
MUS 122	Introduction to Music History II [GT-AH1]	3
THE 105	Introduction to Theatre Arts [GT-AH1]	3
THE 211	Development of Theatre I [GT-AH1]	3
THE 212	Development of Theatre II [GT-AH1]	3
[GT-AH2]		
LIT 115	Introduction to Literature [GT-AH2]	3
LIT 201	Masterpieces of Literature I [GT-AH2]	3
LIT 202	Masterpieces of Literature II [GT-AH2]	3
[GT-AH3]		
PHI 111	Introduction to Philosophy [GT-AH3]	3
PHI 112	Ethics [GT-AH3]	3
III. Mathematics		4-5
MAT 121	College Algebra [GT-MA1]	4
MAT 125	Survey of Calculus [GT-MA1]	4
MAT 201	Calculus I [GT-MA1]	5
MAT 202	Calculus II [GT-MA1]	5
IV. Social and Behavioral Sciences		9
Select 1 History course [GT-HI1] and 2 courses from 2 other categories [GT-SS1], [GT-SS2], or [GT-SS3]		
[GT-HI1]		
HIS 101	History of Western Civilization I [GT-HI1]	3
HIS 102	History of Western Civilization II [GT-HI1]	3
HIS 201	U.S. History I [GT-HI1]	3
HIS 202	U.S. History II [GT-HI1]	3

[GT-SS1]		
POS 105	Introduction to Political Science [GT-SS1]	3
[GT-SS2]		
GEO 105	World Geography [GT-SS2]	3
[GT-SS3]		
ANT 101	Cultural Anthropology [GT-SS3]	3
ANT 111	Physical Anthropology [GT-SS3]	3
PSY 102	General Psychology II [GT-SS3]	3
V. Physical and Life Sciences		8
Select two courses [GT-SC1] (Credits over 8 will be applied to the electives category)		
AST 101	Astronomy I [GT-SC1]	4
AST 102	Astronomy II [GT-SC1]	4
BIO 111	General College Biology I with Lab [GT-SC1]	5
BIO 112	General College Biology II with Lab [GT-SC1]	5
CHE 111	General College Chemistry I with Lab [GT-SC1]	5
CHE 112	General College Chemistry II with Lab [GT-SC1]	5
GEY 111	Physical Geology [GT-SC1]	4
GEY 121	Historical Geology [GT-SC1]	4
PHY 111	Physics: Algebra-Based I with Lab [GT-SC1]	5
PHY 112	Physics: Algebra-Based II with Lab [GT-SC1]	5
PHY 211	Physics: Calculus-Based I with Lab [GT-SC1]	5
PHY 212	Physics: Calculus-Based II with Lab [GT-SC1]	5
Total State Guaranteed General Education		36-37
VI. Colorado Community College System Requirement **		3
SPE 115	Public Speaking	3
or		
SPE 125	Interpersonal Communication	3
** This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses		
VII. Computer Science Requirement		3
CIS 118	Intro PC Applications	3
or		
CSC 160	Computer Science I: (Language)	3
VIII. Electives selected from the AA/AS Approved Course List.		17-18
TOTAL ASSOCIATE OF SCIENCE CREDITS		60
* The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits.		



ASSOCIATE OF SCIENCE- COMPUTER SCIENCE

The Associate of Science degree requires two years of full-time study. It includes the curriculum traditionally taught during the first two years of a Bachelor of Science degree program and is transferable to four-year institutions.

Degree: Associate of Science

Faculty: Maryln Hanson

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	86
Reading	83
College Algebra	72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

State Guaranteed General Education Courses

I. Communications		6
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
II. Arts and Humanities		6
Select 2 courses from two disciplines		
[GT-AH1]		
ART 111	Art History I [GT-AH1]	3
ART 112	Art History II [GT-AH1]	3
MUS 120	Music Appreciation [GT-AH1]	3
MUS 121	Music History I [GT-AH1]	3
MUS 122	Music History II [GT-AH1]	3
THE 105	Introduction to Theatre Arts [GT-AH1]	3
THE 211	Development of Theatre I [GT-AH1]	3
THE 212	Development of Theatre II [GT-AH1]	3
[GT-AH2]		
LIT 115	Introduction to Literature [GT-AH2]	3
LIT 201	Masterpieces of Literature I [GT-AH2]	3
LIT 202	Masterpieces of Literature II [GT-AH2]	3
[GT-AH3]		
PHI 111	Introduction to Philosophy [GT-AH3]	3
PHI 112	Ethics [GT-AH3]	3
III. Mathematics		10
MAT 201	Calculus I [GT-MA1]	5
MAT 202	Calculus II [GT-MA1]	5
IV. Social and Behavioral Sciences		6
Select 1 History course [GT-HI1] and 1 course from other categories [GT-SS1], [GT-SS2], or [GT-SS3]		
[GT-HI1]		
HIS 101	History of Western Civilization I [GT-HI1]	3
HIS 102	History of Western Civilization II [GT-HI1]	3
HIS 201	U.S. History I [GT-HI1]	3
HIS 202	U.S. History II [GT-HI1]	3
[GT-SS1]		
POS 105	Introduction to Political Science [GT-SS1]	3
[GT-SS2]		
GEO 105	World Regional Geography [GT-SS2]	3
[GT-SS3]		
ANT 101	Cultural Anthropology [GT-SS3]	3
ANT 111	Physical Anthropology [GT-SS3]	3
PSY 102	General Psychology II [GT-SS3]	3

V. Physical and Life Sciences		10
Select 2 courses [GT-SC1] (credits over 8 will be applied to the electives category)		
CHE 111	General College Chemistry I / Lab [GT-SC1]	5
CHE 112	General College Chemistry II / Lab [GT-SC1]	5
Total State Guaranteed General Education		38
VI. Colorado Community College System Requirement **		3
SPE 115	Public Speaking	3
or		
SPE 125	Interpersonal Communication	3
** This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses		
VII. Computer Science Requirement		19
CSC 160	Computer Science I [C++]	4
CSC 161	Computer Science II [C++]	4
CSC 165	Discrete Structures	3
CSC 225	Computer Architecture/Assembly Language Programming	4
CSC	Computer Programming Languages	4
TOTAL ASSOCIATE OF SCIENCE COMPUTER SCIENCE DEGREE CREDITS		60





GUARANTEED GENERAL EDUCATION COURSES for ELEMENTARY EDUCATION STUDENTS

Guaranteed General Education and Major Courses for Elementary Education Students.

Degree: Associate of Arts - emphasis in Elementary Education

Faculty: Carole Byrd David Heikes
Corliss Littlefield Carol Kuper
Tom Lehman Mary Ann Lind
Todd Schneider Greg Thomas

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
Reading 83
Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

General Education Courses

I. Communications		6
ENG 121	English Composition I [GT-CO1] (grade must be B or higher)	3
ENG 122	English Composition II [GT-CO2]	3
II. Arts and Humanities		3
LIT 115	Introduction to Literature [GT-AH2]	3
LIT 201	Masterpieces of Literature I [GT-AH2]	3
LIT 202	Masterpieces of Literature II [GT-AH2]	3
LIT 211	Survey of American Literature I	3
LIT 221	Survey of British Literature I	3
III. Mathematics		6
MAT 121	College Algebra [GT-MA1]	4
MAT 135	Introduction to Statistics [GT-MA1]	3
IV. Social and Behavioral Sciences		9
HIS 201	U.S. History I [GT-HI1]	3
GEO 105	World Regional Geography [GT-SS2]	3
POS 111	American Government	3
V. Physical and Life Sciences		8
GEY 111	Physical Geology [GT-SC1]	4
BIO 105	Science of Biology	4
or		
BIO 111	General College Biology I / Lab [GT-SC1]	5
CHE 101	Introduction to Chemistry I / Lab [GT-SC1]	5
CHE 111	General College Chemistry I / Lab [GT-SC1]	5
or		
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra-Based I / Lab [GT-SC1]	5
PHY 211	Physics: Calculus-Based I / Lab [GT-SC1]	5
SPE 115	Public Speaking (grade of B or higher)	3
Total General Education Credits		39
Elementary Education Courses		
EDU 221	Intro to Education	3
PSY 238	Child Development	3
TOTAL ASSOCIATE OF ARTS - ELEMENTARY EDUCATION DEGREE CREDITS		45



GUARANTEED GENERAL EDUCATION COURSES for ENGINEERING STUDENTS

Guaranteed General Education and Major Courses for Engineering Students.

Degree: Associate of Arts - emphasis in Engineering

Faculty: Carole Byrd David Heikes
Corliss Littlefield Carol Kuper
Tom Lehman Mary Ann Lind
Todd Schneider Greg Thomas

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
Reading 83
Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

General Education Courses

Mathematics		15
MAT 201	Calculus I [GT-MA1]	5
MAT 202	Calculus II [GT-MA1]	5
MAT 203	Calculus III	4
MAT 261	Differential Equations	4
MAT 255	Linear Algebra	3
Science		8
PHY 211	Physics: Calculus-Based I / Lab [GT-SC1]	5
PHY 212	Physics: Calculus-Based II / Lab [GT-SC1]	5
or		
CHE 111	General College Chemistry I / Lab [GT-SC1]	5
Humanities & Social Sciences		9
ECO 202	Principles of Microeconomics	3
ECO 201	Principles of Macroeconomics	3
	World History	
TOTAL ASSOCIATE OF ARTS- ENGINEERING DEGREE CREDITS		32
Notes:	1.	Science courses shall be at the college level and shall be appropriate for meeting degree requirements in Colleges of Engineering
	2.	A student shall have the option of either transferring Physics II or Chemistry I within the Science group.



AGRICULTURE

Morgan Community College has several options available in its agricultural programs. Students may elect to acquire skills for employment in such areas as livestock health sales, fertilizer and chemical sales, feed sales, soil and crop testing, feed mill operation, elevator operation, agriculture insurance, farm operations, ranch operations, or agriculture sales and service.

Degree: Associate of Applied Science Agriculture

Faculty: Kevin Cruse

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86

Reading 83

College Math 55

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

AGRICULTURE ELECTIVES APPROVED FOR AAS DEGREE		
AME 118	Farm Carpentry	3
CAG 101	Community Leadership Development	3.5
CAG 102	Integrating Policy and Systems	1.5
CIS 167	Desktop Publishing	3
ABM 112	Records & Business Planning II	9
AGE 208	Agricultural Finance	3
AGB 132	Agricultural Accounting & Business Analysis	3
CYF 101	Young Farmer Leadership	4
CYF 121	Agricultural Marketing	4
HLT 101	Introduction to Horticulture	4
AME 125	Agricultural Machinery	3

GENERAL EDUCATION REQUIREMENTS

CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I [GT-CO1]	3
MAT 107	Career Math	3
PSY 101	General Psychology	3
SPE 115	Public Speaking	3
Total General Education Requirements		15

AGRICULTURE CORE CURRICULUM

AME 105	Basic Agriculture Mechanics Skills	2
AME 107	General Power Mechanics	2
AME 151	Fundamentals of Welding	3
ASC 100	Animal Sciences	3
AGP 100	Practical Crop Production	4
AGE 102	Agriculture Economics	3
AGE 205	Farm & Ranch Management	3
AGE 210	Agriculture Marketing	3
Total Agriculture Core Credits		23

A. AGRICULTURE PRODUCTION MANAGEMENT EMPHASIS

AGB 228	Agri-Business Management	3
ABM 111	Records & Business Planning I	9
Agriculture Electives (see list below)		10
Total Agriculture Management Credits		22
Total General Educational Credits		15
Total Agriculture Core Credits		23
TOTAL AGRICULTURE PRODUCTION MANAGEMENT EMPHASIS DEGREE CREDITS		60

B. ANIMAL HUSBANDRY AND PRODUCTION EMPHASIS

ASC 225	Feeds and Feeding	4
RAM 205	Range Management	3
Agriculture Electives		15
Total Animal Husbandry and Production Credits		22
Total General Education Credits		15
Total Agriculture Core Credits		23
TOTAL AAS PRODUCTION EMPHASIS AND ANIMAL HUSBANDRY DEGREE CREDITS		60



AUTOMOTIVE COLLISION TECHNOLOGY

The Automotive Collision Technology program prepares students for entry-level employment in auto body painting, frame repair, or metal repair in the automotive industry. The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF), and is NATEF certified. Instructors are ASE certified. An exit exam is required.

Degree: Associate of Applied Science

Certificate: Automotive Collision Technology

Faculty: Tim Grauberger

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills 60

Reading 52

College Math 36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

ACT 243	Refinishing II	2
ACT 244	Final Detail	2
ACT 280	Automotive Collision Repair Level III Internship	5
General Education Requirements (3 in certificate)		12
COM 105	Career Communications	3
CIS 118	Introduction to PC Applications	3
MAT 107	Career Math	3
	General Education elective	3
TOTAL A.A.S. AUTOMOTIVE COLLISION REPAIR DEGREE CREDITS		75

Automotive Collision Repair courses		
Level I - Fall Semester		10
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding and Cutting I	3
ACT 121	Non Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
Level I - Spring Semester		9
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
MAT 178	Math for Industrial Trades (gen ed)	1
Level II - Fall Semester		7
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
HWE 122	Responding to Emergencies (gen ed)	2
Level II - Spring Semester		7
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
Total Automotive Collision Repair Certificate credits (includes 3 gen ed)		33
Additional Coursework for A.A.S. Degree		30
ACT 180	Automotive Collision Repair Internship Level I	4
ACT 181	Automotive Collision Repair Level II Internship	4
ACT 205	Estimating & Shop Management	3
ACT 211	Metal Welding & Cutting II	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 241	Paint Defects	3
ACT 242	Surface Preparation II	2





AUTOMOTIVE SERVICE TECHNOLOGY

Graduates of the Automotive Service Technology program will be able to secure work in many different aspects of the automotive service field. Positions include general automotive technician, light or heavy-duty technician, or drivability technician. The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. Instructors are ASE certified. Training includes work-site experience.

Degree: Associate of Applied Science Automotive Service Technology

Certificate: Automotive Service Technology

Faculty: Brad Parker Gene Ziegler

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills 60

Reading 52

College Math 36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

General Education Courses		
COM 105	Career Communications	3
MAT 107	Career Mathematics	3
CIS 115	Intro to Computer Info Systems	3
or		
CIS 118	Intro to PC Applications	3
BUS 115	Introduction to Business	3
Electives		
HWE 122	Responding to Emergencies	2
or		
ENG 121	English Composition I [GT-CO1]	3
Total General Education Credits		15
Level I Credits		33
Level II Credits		27
TOTAL AAS AUTOMOTIVE SERVICE TECHNOLOGY DEGREE CREDITS		75
Not all courses are offered every semester. Please check with your program advisor.		

Automotive Service Technology Courses		
Level I Courses		
ASE 102	Intro to Automotive Shop	2
ASE 130	General Engine Diagnosis	2
ASE 110	Brakes I	3
ASE 150	Automotive U-joint & Axle shaft Service	2
ASE 120	Basic Automotive Electricity	2
ASE 123	Automotive Battery, Starting, and Charging Systems	2
ASE 221	Automotive Body Electrical	4
ASE 132	Ignition System Diagnosis and Repair	2
ASE 134	Automotive Emissions	2
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 160	Automotive Engine Removal & Installation	1
ASE 161	Engine Disassembly, Diagnosis, & Assembly	5
COM 100	Workplace Communication	1
MAT 178	Math for Industrial Trades	1
TOTAL AUTOMOTIVE SERVICE TECHNOLOGY CERTIFICATE CREDITS		35
Level II		
ASE 220	Specialized Electronics Training	2
ASE 151	Automotive Manual Transmission/Transaxles & Clutches	2
ASE 152	Differentials & 4WD/AWD Service	2
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle Diagnosis and Assemblies	5
ASE 210	Brakes II	3
ASE 140	Suspension & Steering I	3
ASE 240	Suspension & Steering II	3
ASE 265	Automotive Heating & Air Conditioning	5
ASE 235	Drivability & Diagnosis	1
Total Level II Credits		27





BUSINESS

This program gives students maximum exposure to the utilization of computer technology for word and data processing functions and communication techniques. Upon successful completion of this program, students will be prepared for careers in administrative assisting, office management, and financial management. This curriculum may be completed entirely through CCC Online, or through campus based classes.

Degree: Associate of Applied Science - Business

Faculty: Connie Tormohlen Betty McKie
Jaylene Evans

Prerequisites:		
1	BTE 100 or demonstrated keyboarding skill.	
	Students entering this program are required to complete the College Placement Tests. Entrance levels are:	
	Sentence Skills	86
	Reading	83
	College Math	55
	If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.	
Business Courses		
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication and Report Writing	3
BUS 226	Business Statistics	3
MAN 200	Human Resource Management I	3
MAN 216	Small Business Management	3
MAN 226	Principles of Management	3
MAR 111	Principles of Sales	3
MAR 216	Principles of Marketing	3
TOTAL BUSINESS CREDITS		35
Information Technology Courses		
CIS 115	Intro to Computer Information Systems	3
CIS 118	Intro to PC Applications	3
CIS 155	PC Spreadsheet Concepts (software)	3
TOTAL INFORMATION TECHNOLOGY CREDITS		9
General Education Courses		
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
ENG 121	English Composition I [GT-CO1]	3
ENG 122	English Composition II [GT-CO2]	3
MAT 121	College Algebra [GT-MA1]	4
SPE 115	Public Speaking	3
TOTAL GENERAL EDUCATION CREDITS		19
TOTAL A.A.S. BUSINESS DEGREE CREDITS		63



BUSINESS MANAGEMENT - REAL ESTATE EMPHASIS

This program provides a broad business background designed to facilitate the operation of a real estate firm. In addition, students who successfully complete this program will be eligible to sit for the Real Estate Brokers Licensing Exam.

Degree: Associate of Applied Science Business Management-Real Estate Emphasis

Faculty: Bob Huber

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86

Reading 83

College Math 55

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Required Business and Related Courses		
ACC 101	Fundamentals of Accounting	3
ACC 103	Fundamentals of Accounting Lab	1
MAT 112	Financial Mathematics (Business Math)	3
ENG 115	Technical Eng & Communication	3
REAL ESTATE COURSES		
REE 103	Real Estate Brokers I	6
REE 104	Real Estate Brokers II	5
REE 115	Intro to Real Estate	3
REE 189	Brokers Exam Review	1
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
MAN 224	Leadership	3
BUS 187	Internship/Coop	1
COM 105	Career Communications	3
MAN 117	Time Management	1
MAN 125	Teambuilding	1
	Business Elective	2
Total Business, Related Courses, & Real Estate Credits		45
General Education Courses		
BUS 115	Introduction to Business	3
CIS 118	Intro to PC Applications	3
ECO 201	Principles of Macroeconomics	3
PSY 215	Psychology of Adjustment	3
SPE 115	Public Speaking	3
Total General Education Credits		15
TOTAL A.A.S. BUSINESS MANAGEMENT REAL ESTATE DEGREE CREDITS		60



BUSINESS MANAGEMENT- SUPERVISION EMPHASIS

This program introduces the student to the management and people skills needed to be effective supervisors. Graduates of this degree will be prepared to accept supervisory level management positions.

Degree: Associate of Applied Science Business Management-Supervision Emphasis

Certificate: Business Supervision

Faculty: Betty McKie Jaylene Evans
Connie Tormohlen Bob Huber

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 86
Reading 83
College Math 55

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Business Management/Supervision Courses		
ACC 101	Fundamentals of Accounting	3
ACC 103	Fundamentals of Accounting Lab	1
MAT 112	Financial Mathematics (Business Math)	3
ENG 113	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communications	3
MAN 116	Principles of Supervision	3
MAN 117	Time Management	1
MAN 125	Team Building	1
MAN 226	Principles of Management	3
CIS 115	Introduction to Computers	3
PSY 215	Psychology of Adjustment	3
TOTAL BUSINESS MANAGEMENT-SUPERVISION CERTIFICATE CREDITS		31
Additional AAS Courses		
MAN 224	Leadership	3
MAR 160	Customer Service	3
MAN 200	Human Resource Management I	3
BUS 115	Intro to Business	3
ECO 201	Principles of Macroeconomics	3
BUS 216	Legal Environment of Business	3
SPE 115	Public Speaking	3
	Psychology or Sociology Elective	3
	Business Electives	5
TOTAL AAS BUSINESS MANAGEMENT-SUPERVISION DEGREE CREDITS		60



BUSINESS TECHNOLOGIES

This program gives students maximum exposure to the utilization of computer technology for word and data processing functions and communication techniques. Upon successful completion of this program, students will be prepared for careers in administrative assisting, office management, and financial management. The curriculum balances training in technical skills with a strong emphasis on soft skills, including teambuilding and communication.

Degree: Associate of Applied Science-Business Technologies

Certificate: Office Support Specialist

Faculty: Betty McKie Connie Tormohlen
Jaylene Evens

Prerequisites:		
1.	BTE 100 or demonstrated keyboarding skill.	
2.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 86 Reading 83 College Math 55 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores & classes.	
Office Support Specialist Courses		
ACC 101	Fundamentals of Accounting	3
ACC 103	Fundamentals of Accounting Lab	1
ACC 125	Computerized Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 108	Ten Key by Touch	1
BTE 225	Administrative Office Management	3
BUS 115	Intro to Business	3
MAT 112	Financial Mathematics (Business Math)	3
ENG 113	Business English	3
BUS 217	Business Communications and Report Writing	3
COM 105	Career Communications	3
MAN 117	Time Management	1
MAN 125	Team Building	1
CIS 131	Word Processing I	1
CIS 141	PC Databases I: (MS Access)	1
CIS 151	PC Spreadsheets I: (Excel)	1
TOTAL BUSINESS TECHNOLOGIES CERTIFICATE CREDITS		36
Additional Business Technologies AAS Courses		
MAN 224	Leadership	3
BUS 187	Cooperative Education/Internship	1
CIS 142	PC Databases II: (MS Access)	1
CIS 152	PC Spreadsheets II: (Excel)	1
CIS 218	Advanced PC Applications	3
CIS 115	Introduction to Computers	3
ECO 201	Principles of Macroeconomics	3
PSY 215	Psychology of Adjustment	3
SPE 115	Public Speaking	3
	Business Electives	3
TOTAL A.A.S. BUSINESS TECHNOLOGIES DEGREE CREDITS		60



MULTIMEDIA

This program is designed to develop both the technical and non-technical skills required for success in the fast-paced multimedia career field. Upon successful completion of this program, students will be prepared for positions in graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

Degree: Associate of Applied Science Multimedia

Certificate: Multimedia

Faculty: Carma Leichty

Prerequisites:

1.	Demonstrated computer proficiency in file creation and manipulation.
2.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 86 Reading 83 College Math 55 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores & classes.

Multimedia Certificate Courses

MAT 107	Career Math	3
ENG 115	Technical English & Communication	3
MAN 224	Leadership	3
COM 105	Career Communications	3
CIS 118	Intro to PC Applications	3
MGD 141	Web Design I	3
MGD 102	Intro to Multimedia	3
MGD 233	Graphic Design II	3
MAN 117	Team Management	1
MAN 125	Team Building	1
MGD 133	Graphic Design I	3
MGD 259	Management and Production	3
MGD 180	Internship	2
TOTAL MULTIMEDIA CERTIFICATE CREDITS		34

Additional AAS Courses

BUS 216	Business Communication & Report Writing	3
CIS 167	Desktop Publishing	1
CWB 205	Complete Web Scripting	3
MGD 241	Web Design II	3
MGD 251	Multimedia Motion & Sound	3
MAR 217	E-Commerce Marketing	3
MGD 280	Internship	1
ART 121	Drawing I	3
PSY 215	Psychology of Adjustment	3
SPE 115	Public Speaking	3
	Elective	3
TOTAL A.A.S. MULTIMEDIA DEGREE CREDITS		60

Not all courses are offered every semester. Please check with the program advisor.





NURSING

(In cooperation with Northeastern Junior College and the University of Northern Colorado)

The Associate Degree Nursing Program (ADN) is designed to provide education to prepare the student for the licensure examination as a registered nurse. The College offers a program leading to the Associate of Applied Science degree in Nursing. Students who did not complete the first level nursing program at MCC 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. Following completion of the Associate Degree students can take additional courses through UNC to complete their Bachelor Degree in Nursing.

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 take the State Licensure Examination for Registered Nursing.

Degree: Associate of Applied Science - Nursing

Faculty: Kathy Frisbie

Prerequisites: This program will follow the common admission criteria used by Colorado nursing programs.

ASSOCIATE DEGREE NURSING - LEVEL I

1.	Completion of required entry exam. Schedule with the MCC Testing Center.
2.	Completed admissions materials are accepted by April 1 for consideration for entrance in the fall semester. Before entering the program, ENG 121, English Composition I, MAT 090 Introductory Algebra or a higher level of math or score of at least 55 on the Accuplacer basic skills assessment for mathematics, BIO 210, Anatomy & Physiology I, or BIO 202, Anatomy & Physiology II must be completed.
3.	Completion of the general education courses with a cumulative 2.0 G.P.A.
4.	Submit transcripts of all previous course work completed at all colleges attended (including MCC) to the program coordinator and to the Registrar.
5.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 86 Reading 83 College Math 55 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

SPECIFIC PROGRAM REQUIREMENTS

ASSOCIATE DEGREE NURSING - LEVEL II

1.	LPN program graduate, submit Colorado licensure or permit, plus completion 20 general ed semester credits.)
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2.	LPN graduation of 3 years prior, documentation of 1,000 hours of work experience as an LPN.
3.	LPN graduation of 10 years prior, or if a graduate from an out of state LPN program: Verification of required test scores in nursing content areas through the NLN mobility profile; Fundamentals of Nursing, Med-Surgical Nursing, Maternal Child Health. A schedule of test dates is available from the Testing Center.
4.	Current certification in CPR and IV Therapy.

Level I Courses

NUR 101	Pharmacology Calculations	1
NUR 112	Basic Concepts of Pharmacology	2
NUR 107	Nursing Concepts and Skills I	4
NUR 117	Nursing Care of the Childbearing Family	3
NUR 118	Nursing Care of Children	3
NUR 106	Medical & Surgical Nursing Concepts	7
NUR 108	Nursing Concepts and Skills II	3
NUR 170	Clinical I	3
NUR 171	Clinical II	3
	General Education requirements	10

TOTAL LEVEL I CREDITS

30

If exiting at end of Level I take:

NUR 111	Socialization into Practical Nursing	1
If a student graduated from a practical nursing program other than MCC, a bridge course for skills assessment will be required: Completion of NUR 201 Nursing Transition.		
NUR 278	Nursing: Seminar	2
HPR 110	IV Certification for LPNs	5
HPR 102	CPR for Professionals	1

Level II Courses

BIO 202	Anatomy & Physiology II	4
	Humanities Elective	3
	General Education Elective	3
TOTAL LEVEL II GENERAL EDUCATION CREDITS		10
NUR 210	Nursing Care of Complex Obstetrical and Pediatric Clients	5
NUR 206	Advanced Concepts of Medical-Surgical Nursing I	5
NUR 211	Nursing Care of Psychiatric Clients	5
NUR 278	Nursing: Seminar	2
NUR 216	Advanced Concepts of Medical Surgical Nursing II	4
NUR 217	Leadership for Professional Nursing Practice	2
NUR 289	Capstone: Comprehensive Nursing Internship	3
NUR 270	Expanded Clinical I	2
TOTAL CREDITS FOR LEVEL II		38
TOTAL A.A.S. NURSING DEGREE CREDITS		78



PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistants (PTA) help maintain and restore maximum physical function. 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 curriculum will combine a blend of academic subjects and specialized occupation classes with emphasis on clinic experiences. MCC's PTA program has been recognized by the Colorado Commission of Higher Education as a Program of Excellence. The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association. Many states require licensure in order to practice, however, as a graduate of an approved program, no licensure is required in Colorado.

Degree: Associate of Applied Science

Faculty: Kristi Campanella Gail Hartwig

Prerequisites:

- Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:
Sentence Skills 86
Reading 83
College Math 55
If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.
- Career focus in PTA or approved work experience in the rehabilitation field.
- CPR/FA certification prior to clinical placement.
- Completion of required entry exam. Schedule with the MCC Testing Center.
- Completion of the general education courses (see individual program requirements) with a cumulative 2.0 G.P.A. [PTA: 14 semester credits].
- Submit transcripts of all previous course work completed at all colleges attended (including MCC) to the program coordinator and to the Registrar.

General Education Requirements

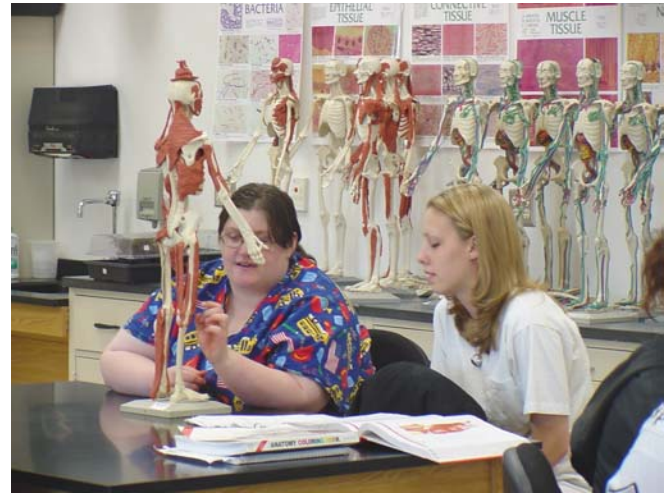
ENG 121	English Composition [GT-CO1]	3
MAT 107	Career Math	3
PSY 235	Human Growth & Development	3
BIO 106	Basic Anatomy & Physiology	4
HPR 216	Pathophysiology	4
HPR 217	Kinesiology	4
HPR 178	Medical Terminology	2
PSY 101	General Psychology I	3
SPE 115	Public Speaking	3
	General Ed Elective	4

Total General Education Credits 33

PTA Courses

PTA 110	Basic Patient Care in Physical Therapy	5
PTA 115	Principles & Practices of Physical Therapy	2
PTA 120	Modalities in Physical Therapy	5
PTA 135	Principles of Electrical Stimulation	2
PTA 175	Physical Therapy: Special Topics	2
PTA 230	Orthopedics Assessment and Management Techniques	5
PTA 280	PTA Clinical Internship I	4

PTA 240	Neurological Assessment and Management Techniques	5
PTA 281	PTA Clinical Internship II	5
PTA 282	PTA Clinical Internship III	5
PTA 278	PTA Seminar	2
TOTAL A.A.S. PHYSICAL THERAPIST ASSISTANT DEGREE CREDITS		75
Not all courses are offered every semester. Please check with your program advisor.		



CERTIFICATES



A+ NETWORK TECHNICIAN

This certification program teaches diagnosis and repair of computer hardware, software, and operating systems. Completion of the 25 college-credit-program prepares students to test for certification as a service technician by taking the A+ National exam offered at Sylvan Learning Centers.

Certificate: A+ Network Technician

Faculty: MaryIn Hanson

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

A+ Courses		
CNG 121	Computer Technician I: A+	4
CNG 122	Computer Technician II: A+	3
CNG 116	Microcomputer Hardware	3
CNG 130	PC Technology	3
CIS 118	Intro to PC Applications	3
CNG 101	Intro to Networking	3
CNG 102	Local Area Networking	3
COM 105	Career Communications	3
TOTAL A+ NETWORK TECHNICIAN CERTIFICATE CREDITS		25



AG/BUSINESS MANAGEMENT CERTIFICATES

Certificates are designed for self-employed owners/operators, managers, consultants and interested individuals associated with agricultural and business fields.

Faculty: Barb Frihauf Charles Duell
Laurie Morris Jay Stretcher
Kelly Annand

CERTIFICATE: AG/BUSINESS PLANNING AND FINANCIAL RECORDS		
Ag/Business Planning and Financial Records is a one-year certificate program in business planning and computerized record keeping. Emphasis will be placed on the implementation and maintenance of an accurate set of computerized financial records, computer terminology, accounting concepts, and compiling a business plan.		
Prerequisites: None		
ABM 111	Records & Business Planning I	9
ABM 112	Records & Business Planning II	9
TOTAL AG/BUSINESS PLANNING AND FINANCIAL RECORDS CERTIFICATE CREDITS		18

AG BUSINESS CERTIFICATES continued		
CERTIFICATE: AG/BUSINESS FINANCIAL ANALYSIS		
Prerequisites: Complete set of cash records or consent of instructor.		
ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9
TOTAL AG/BUSINESS FINANCIAL ANALYSIS CERTIFICATE CREDITS		18

CERTIFICATE: AG/BUSINESS MARKETING & RISK MANAGEMENT		
Ag/Business Marketing & Risk Management is a one-year certificate emphasizing marketing strategies and risk management techniques. Commodity marketing terminology, risk management strategies, marketing research and analysis along with marketing strategies for the development of a marketing plan will be emphasized.		
Prerequisites: Cost of production records for one enterprise or consent of instructor		
ABM 131	Commodity Marketing I	9
ABM 132	Commodity Marketing II	9
Or		
Prerequisites: None		
ABM 135	Marketing and Risk Management I	9
ABM 136	Marketing and Risk Management II	9
TOTAL AG/BUSINESS MARKETING & RISK MANAGEMENT CERTIFICATE CREDITS		18

CERTIFICATE: ADVANCED AG/BUSINESS MANAGEMENT		
Advanced Ag/Business Management is a one-year certificate designed to enhance advanced management skills by looking at the existing business plan, identifying risk reducing alternatives, and continued in-depth financial analysis.		
Prerequisites: accurate accrual financial records or consent of instructor		
ABM 141	Advanced Business Management I	9
Prerequisites: completed business plan or consent of instructor		
ABM 142	Advanced Business Management II	9
TOTAL ADVANCED AG/BUSINESS MANAGEMENT CERTIFICATE CREDITS		18

CERTIFICATE: RURAL BUSINESS ENTREPRENEURSHIP		
Rural Business Entrepreneurship program is a one-year certificate designed to enhance business management skills by looking at a new business venture. Emphasis will be placed on the research and development of a complete business plan through the use of technology.		
Prerequisites: None		
ABM 151	Rural Business Entrepreneurship I	9
ABM 152	Rural Business Entrepreneurship II	9
TOTAL RURAL BUSINESS ENTREPRENEURSHIP CERTIFICATE CREDITS		18



ANIMAL HUSBANDRY AND PRODUCTION

This program provides training in the livestock and meat production industry by preparing students for occupations in meat science or livestock management, breeding, selection, or nutrition.

Certificate: Animal Husbandry & Production Management

Faculty: Kevin Cruse

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Reading 52

Sentence Skills 60

College Math 36

If necessary, students will be enrolled in pre-college courses. See table on page 16 for scores and classes.

Animal Husbandry and Production Management courses		
ASC 100	Animal Science	3
AGE 102	Agricultural Economics	3
ASC 225	Feeds and Feeding	4
AGE 205	Farm and Ranch Management	3
AGP 151	Swine Production I	2
CAG 101	Community Leadership Development	3.5
AGB 218	Computerized Farm Records	3
TOTAL ANIMALHUSBANDRY & PRODUCTION MANAGEMENT CERTIFICATE CREDITS		21.5



BUSINESS HUMAN RESOURCES MANAGEMENT MINI-CERTIFICATE

This program is designed to introduce students to legal environment and human relations issues that affect human resource management

Certificate: Business-Human Resources Management Mini-Certificate

Faculty: Jaylene Evans

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills 60

Reading 52

College Math 36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Business Human Resources Management Courses		
BUS 216	Legal Environment of Business	3
MAN 128	Human Relations in Organizations	3
MAN 200	Human Resource Management I	3
TOTAL BUSINESS HUMAN RESOURCES MANAGEMENT MINI-CERTIFICATE CREDITS		9



BUSINESS MANAGEMENT-SUPERVISION EMPHASIS

This program introduces the student to the management and people skills needed to be effective supervisors. Graduates of this degree will be prepared to accept supervisory level management positions.

Certificate: Business Supervision

Faculty: Betty McKie Jaylene Evans
Connie Tormohlen Bob Huber

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 60

Reading 52

College Math 36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Business Management/Supervision Courses		
ACC 101	Fundamentals of Accounting	3
ACC 103	Fundamentals of Accounting Lab	1
MAT 112	Financial Mathematics (Business Math)	3
ENG 113	Business English	3
BUS 217	Business Communications & Report Writing	3
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communications	3
MAN 116	Principles of Supervision	3
MAN 117	Time Management	1
MAN 125	Team Building	1
MAN 226	Principles of Management	3
CIS 115	Introduction to Computers	3
PSY 215	Psychology of Adjustment	3
TOTAL BUSINESS MANAGEMENT SUPERVISION CERTIFICATE CREDITS		31



CISCO CERTIFIED NETWORK ASSOCIATE

The Cisco Networking Academy program has been made available at Morgan Community College through an agreement between Colorado Community College System and Cisco Systems, Inc. This certified computer network technician program prepares students to design, build, and maintain computer networks for local, national, and international businesses. Upon successful completion, the program graduate is qualified to take the Cisco Networking Association certification examination.

Certificate: Cisco Certified Network Associate

Faculty: MaryIn Hanson

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Cisco Courses		
CNG 260	CISCO Network Associate I	5
CNG 261	CISCO Network Associate II	5
CNG 262	CISCO Network Associate III	5
CNG 263	CISCO Network Associate IV	5
TOTAL CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE CREDITS		20
Computer Networking Courses		
CIS 118	Introduction to PC Applications	3
CNG 101	Introduction to Networking	3
CNG 102	Local Area Networks	3
CNG 103	Wide Area Networks	3
Not all courses are offered every semester. Please check with your program advisor.		

CONSTRUCTION TECHNOLOGIES - CARPENTRY

The Construction Technologies - Carpentry certificate is designed to prepare students for entry-level employment in carpentry. The following is a suggested course of study. Students are urged to see the program advisor.

Certificates: Construction Technologies-Carpentry

Faculty: Kevin Cruse

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

FIRST SEMESTER COURSES		
CAR 100	Introduction to Carpentry	1
CAR 101	Basic Safety	1
MAT 178	Math for Industrial Trades	1
CAR 102	Hand and Power Tools	1
CAR 105	Job Site Layout and Blueprint Reading	1
CAR 120	General Construction Framing	1
CAR 170	Clinical: Construction Lab I	1

CONSTRUCTION CARPENTRY continued		
CAR 171	Clinical: Construction Lab I	1
CAR 172	Clinical: Construction Lab I	1
CAR 115	Form & Foundation Systems	1
Total First Semester Construction Technologies - Carpentry Certificate credits		10
SECOND SEMESTER COURSES		
CAR 121	Floor Framing	1
CAR 126	Framing with Metal Studs	1
CAR 122	Wall Framing	1
CAR 123	Roof Framing	1
CAR 125	Roofing Materials & Methods	1
CAR 130	Windows and Exterior Doors	1
CAR 270	Construction Lab II	1
CAR 271	Construction Lab II	1
CAR 272	Construction Lab II	1
CAR 273	Construction Lab II	1
Total Second Semester Construction Technologies - Carpentry Certificate credits		10
THIRD SEMESTER COURSES		
CAR 140	Stair construction/Layout	1
CAR 135	Thermal & Moisture Methods & Materials	1
CAR 131	Exterior Trim	1
CAR 126	Framing with Metal Studs	1
CAR 150	Interior Trim-General	1
CAR 280	Internship	1
EIC 144	Grounding & Bounding	1.5
EIC 104	Basics of Industrial Electricity	1.5
EIC 124	Electrical Safety Requirements	1
Total Third Semester Construction Technologies - Carpentry Certificate credits		10
FOURTH SEMESTER COURSES		
CAR 205	Advanced Site layout	2
CAR 251	Advanced Interior Trim-Doors	2
CAR 145	Interior Finishes-General	1
CAR 220	Advanced Framing -General	1
CAR 250	Advanced Interior Trim-General	2
CAR 146	Interior Finishes-Drywall Construction	1
CAR 215	Form & Foundation Systems II	1
Total Fourth Semester Construction Technologies - Carpentry Certificate credits		10
TOTAL CREDITS CONSTRUCTION TECHNOLOGIES-CARPENTRY CERTIFICATE		40





EMERGENCY MEDICAL TECHNICIAN - BASIC

This program prepares graduates for jobs where certification is required by statute. For example, that of ambulance attendant as well as other jobs where emergency medical skills are required.

Certificate: EMT - Basic

Faculty: Don Enninga

Prerequisites:	
1.	Application to program.
2.	Professional Rescuer CPR or equivalent. Insurance is required.
3.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.
4.	Students may be required to undergo a background check by state and federal agencies to be eligible for the state certification exam.
Required Courses	
EMS 125	EMT Basic 9
EMS 170	EMT Basic Clinical 1
TOTAL EMERGENCY MEDICAL TECHNICIAN - BASIC CERTIFICATE CREDITS 10	



EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE

This program introduces students to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado. According to the Colorado Board of Medical Examiner's "ACTS ALLOWED", the EMT-I may perform non-invasive emergency medical functions described for the EMT-Basic, provide advanced airway management, perform cardiac monitoring and defibrillation, and administer approved drugs.

Certificate: EMT - Intermediate

Faculty: Don Enninga

Prerequisites:	
1.	Application to program.
2.	EMT - Basic certification
3.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.
Required Courses	
EMS 203	EMT Intermediate I 6
EMS 205	EMT Intermediate II 6
EMS 270	Clinical: EMS Intermediate 3
TOTAL EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE CERTIFICATE CREDITS 15	





INDUSTRIAL TECHNOLOGY

The Industrial Technology program provides training in the areas of manufacturing and industrial technology. The program consists of five certificates that prepare students for jobs such as facility maintenance and electrical repair, electrical technician, electronics technician, welding and general maintenance technician.

Certificates: Industrial Technology General
 Industrial Technology Maintenance
 Industrial Technology Welding
 Industrial Technology Millwright
 Industrial Technology Electrical

Faculty: Kevin Cruse

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills 60
 Reading 52
 College Math 36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Industrial Technology-General Courses		
CAR 101	Basic Safety	1
MAT 178	Math for Industrial Trades	1
CAR 102	Hand & Power Tools	1
CAR 105	Job Site Layout & Blueprint Reading	1
MIL 101	Lifting Devices	1
MAN 117	Time Management	1
COM 100	Workplace Communication	1
TOTAL INDUSTRIAL TECHNOLOGY-GENERAL CERTIFICATE		7
Industrial Technology-Maintenance Courses		
EIC 124	Electrical Safety requirements	1
EIC 104	Basics of Industrial Electricity	1.5
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 103	Basic Shielded Metal Arc I	4
MIL 100	Millwright: Hand & Power Tools	2
Industrial Technology-General (listed above)		7
TOTAL INDUSTRIAL TECHNOLOGY-MAINTENANCE CERTIFICATE		17.5
Industrial Technology-Welding Courses		
WEL 106	Blueprint Reading for Welders & Fitters	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 130	Maintenance Welding	2
WEL 124	Intro. to Gas Tungsten Arc Welding.	4
WEL 125	Intro to Gas Metal Arc Welding	4
Industrial Technology-Maintenance (listed above)		17.5
TOTAL INDUSTRIAL TECHNOLOGY-WELDING		35.5
Industrial Technology-Millwright Courses		
MIL 103	Basic Layouts/Fasteners, Cutting & Fitting	3
MIL 104	Introduction to Bearings	2
MIL 106	Millwright Lubrication	1.5
MIL 107	Install Belts, Chain Drives & Bearings	4
MIL 109	Installing Mechanical Seals	2
Industrial Technology-Maintenance (listed above)		17.5
TOTAL INDUSTRIAL TECHNOLOGY-MILLWRIGHT		30

INDUSTRIAL TECHNOLOGY continued		
Industrial Technology-Electrical Courses		
EIC 104	Basics of Industrial Electricity	1.5
EIC 105	Basics of AC & DC Electricity	4
EIC 150	DC Circuit Fundamentals	1.5
EIC 144	Grounding & Bonding	1.5
EIC 221	Trouble Shooting Control Cir	1.5
EIC 168	Maintenance Management	1
EIC 166	Turning DC/Process Control	1.5
Industrial Technology-Maintenance (listed above)		17.5
TOTAL INDUSTRIAL TECHNOLOGY-ELECTRICAL CERTIFICATE		30
All courses are not offered every semester. Please check with program advisor.		



MASSAGE THERAPIST

This program is based on the American Massage Therapy Association guidelines for schools and meets the criteria for state certification, i.e., 500 hours of in-class, supervised instruction. It is designed for health care professionals, as an additional certification, or for entry-level practitioners in the health care field. The 548 hour certificate program at MCC exceeds the guidelines for Colorado's state law entitled "The Massage Parlor Act" which recognized that 500 hour graduates of state approved schools are qualified to practice massage within the state. (Exceptions are Longmont and Colorado Springs that require 1000 hours.)

Certificate: Massage Therapist

Faculty: Georgia Martin

Prerequisites:

- Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:
 Sentence Skills 60
 Reading 52
 College Math 36
 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores & classes.
- Completed application to the program
- CPR and First Aid Certification are required prior to clinical application. Insurance required.

Massage Therapy Courses

BIO 106 (or higher level)	Basic Anatomy & Physiology	4
HPR 217	Kinesiology	4
COM 105	Career Communications	3
HPR 178	Medical Terminology	2
HWE 100	Human Nutrition	3
MST 105	Lifestyle Wellness	2
MST 111	Basic Massage Therapy	4
MST 113	Professional Massage	3
MST 184	Clinical Massage	3
MST 204	MST Business Practices	2
TOTAL MASSAGE THERAPIST CERTIFICATE		30
Electives		
MST 275	Special Topics: Massage Therapy	1-6
MST 285	Independent Study	1-6



MED PREP

This program prepares individuals for beginning employment in the health care field at an aide level.

Certificate: Med Prep

Faculty: Kim Ewertz Michelle Perisho

Prerequisites:

- Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:
 Sentence Skills 60
 Reading 52
 College Math 36
 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.
- Application to the program.

Required Med Prep Courses

Level I - Fall Semester		9
HPR 100	Introduction to Health	3
HWE 122	Responding to Emergencies	2
BIO 106	Basic Anatomy & Physiology	4
Level I - Spring Semester		6
MOT 140	Medical Assisting Clinical Skills	4
MOT 182	Clinical Internship	2
or		
NUA 101	Certified Nurse Aide Health Care Skills	4
NUA 170	Nurse Assistant Clinical Experience	1
NUA 171	Adv. Nurse Aide Clinical	1
TOTAL LEVEL I CREDITS		15
Level II - Fall Semester		7
MOT 280	Internship	2
PSY 235	Human Growth & Development	3
HPR 178	Medical Terminology	2
Level II - Spring Semester		9
ENG 115	Technical English & Communications	3
HPR 216	Pathophysiology	4
HWE 124	Fitness and Wellness	2
TOTAL LEVEL II CREDITS		16
TOTAL MED PREP CERTIFICATE CREDITS		31
Not all courses are offered every semester. Please check with your program advisor.		



MEDICAL TRANSCRIPTIONIST

This certificate program prepares students for employment as a medical transcriptionist

Certificate: Medical Transcriptionist

Faculty: Betty McKie

Prerequisites:

- Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:
 Sentence Skills 60
 Reading 52
 College Math 36
 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Medical Transcriptionist courses

HPR 178	Medical Terminology	1
BTE 103	Keyboarding Applications II	3
MOT 132	Medical Transcription I	4
TOTAL MEDICAL TRANSCRIPTIONIST CERTIFICATE CREDITS		8



MICROSOFT APPLICATIONS

The Microsoft Applications certificate introduces and enhances MS applications skills, including Word, Access, and Excel.

Certificate: Microsoft Applications

Faculty: Connie Tormohlen

Prerequisites:

- Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:
 Sentence Skills 60
 Reading 52
 College Math 36
 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Microsoft Applications Courses

CIS 131	Word Processing I	1
CIS 132	Word Processing II	1
CIS 133	Word Processing III	1
CIS 141	PC Database I: MS Access	1
CIS 142	PC Database II: MS Access	1
CIS 151	PC Spreadsheets I: Excel	1
CIS 152	PC Spreadsheets II: Excel	1
TOTAL MICROSOFT APPLICATIONS CERTIFICATE CREDITS		7

Not all courses are offered every semester. Please check with your program advisor.



MULTIMEDIA

This program is designed to develop both the technical and non-technical skills required for success in the fast-paced multimedia career field. Upon successful completion of this program, students will be prepared for positions in graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

Certificate: Multimedia

Faculty: Carma Leichty

Prerequisites:	
1.	Demonstrated computer proficiency in file creation and manipulation.
2.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores & classes.

Multimedia Certificate Courses		
MAT 107	Career Math	3
ENG 115	Technical English & Communication	3
MAN 224	Leadership	3
COM 105	Career Communications	3
CIS 118	Intro to PC Applications	3
MGD 141	Web Design I	3
MGD 102	Intro to Multimedia	3
MGD 233	Graphic Design II	3
MAN 117	Team Management	1
MAN 125	Team Building	1
MGD 133	Graphic Design I	3
MGD 259	Management & Production	3
MGD 180	Internship	2
TOTAL MULTIMEDIA CERTIFICATE CREDITS		34
Not all courses are offered every semester. Please check with the program advisor.		



NURSE AIDE

This program prepares the Nurse's Assistant to work in acute care and long term care facilities performing duties related to personal care of the patient.

Certificate: Nurse Aide

Faculty: Kim Ewertz Michelle Perisho

Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills 60
Reading 52
College Math 36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Nurse Aide Courses		
NUA 101	Certified Nurse Aide Health Care Skills	4
NUA 170	Nurse Assistant Clinical Experience	1
TOTAL NURSE-AIDE CERTIFICATE CREDITS		5



BUSINESS TECHNOLOGIES-OFFICE SUPPORT SPECIALIST

This program gives students maximum exposure to the utilization of computer technology for word and data processing functions and communication techniques.

Upon successful completion of this program, students will be prepared for careers in administrative assisting, office management, and financial management. The curriculum balances training in technical skills with a strong emphasis on soft skills, including teambuilding and communication.

Certificate: Office Support Specialist

Faculty: Betty McKie Connie Tormohlen
 Jaylene Evens

Prerequisites:	
1.	BTE 100 or demonstrated keyboarding skill.
2.	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Office Support Specialist Courses		
ACC 101	Fundamentals of Accounting	3
ACC 103	Fundamentals of Accounting Lab	1
ACC 125	Computerized Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 108	Ten Key by Touch	1
BTE 225	Administrative Office Management	3
BUS 115	Intro to Business	3
MAT 112	Financial Mathematics (Business Math)	3
ENG 113	Business English	3
BUS 217	Business Communications and Report Writing	3
COM 105	Career Communications	3
MAN 117	Time Management	1
MAN 125	Team Building	1
CIS 131	Word Processing I	1
CIS 141	PC Databases I: (MS Access)	1
CIS 151	PC Spreadsheets I: (Excel)	1
TOTAL BUSINESS TECHNOLOGIES - OFFICE SUPPORT SPECIALIST CERTIFICATE CREDITS		36



REAL ESTATE

This concentrated program is designed to prepare students to sit for the Colorado Real Estate Broker's Licensing Exam.

Certificate: Real Estate.

Faculty: Bob Huber

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 16 for scores and classes.

Required Courses		
REE 103	Real Estate Broker I	6
REE 104	Real Estate Broker II	5
REE 115	Intro to Real Estate	3
REE 189	Broker Exam Review	1
TOTAL REAL ESTATE CERTIFICATE CREDITS		15



SWINE MANAGEMENT

The Swine Management Certificate Program is designed to provide students with the management and production skills required in the field of swine management today.

Certificate: Swine Management Certificate

Faculty: Kevin Cruse

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Swine Management Courses		
ASC 100	Animal Science	3
AGP 151	Swine Production I	2
AGP 152	Swine Production II	2
AGP 155	Swine Anatomy & Health	3
AGP 161	Farrowing Operation	3
AGP 162	Nursery/Finishing Operation	3
AGP 163	Breeding & Gestation Operation I	2
AGP 164	Breeding & Gestation Operation II	2
AGP 166	Practicum-Farrowing	4
AGP 167	Practicum-Breeding & Gestation	4
TOTAL SWINE MANAGEMENT CERTIFICATE CREDITS		28

Not all courses are offered every semester. Please check with your program advisor.



WEB DESIGN-BEGINNING

This certificate provides students with the skills needed to create a basic web page.

Certificate: Beginning Web Design

Faculty: Carma Leichthy

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Web Design Courses		
CWB 160	Graphics Technology	3
CWB 130	Complete Web Editing Tools	3
TOTAL BEGINNING WEB DESIGN CERTIFICATE CREDITS		6



WEB DESIGN-ADVANCED

This certificate provides students with the skills needed to develop advanced web pages, including standard response pages, shopping carts, and data gathering.

Certificate: Advanced Web Design

Faculty: Carma Leichthy

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Web Design Courses		
CWB 160	Graphics Technology	3
CWB 130	Complete Web Editing Tools	3
CWB 205	Complete Web Scripting	3
TOTAL ADVANCED WEB DESIGN CERTIFICATE CREDITS		9





WELDING TECHNOLOGY

Graduates who have completed Welding Technology certificates will be prepared to secure work in many different jobs that require welding capabilities.

- Certificates:**
- 1 Shielded Metal Arc (STICK) Wldg
 - 2 Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG)
 - 3 AWS Skills Welding

Faculty: Kevin Cruse

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Welding Core Courses		
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 114	Oxyacetylene Welding	2
TOTAL Welding Core credits		13
Shielded Metal Arc (STICK) Welding Courses		
Welding core curriculum		13
WEL 106	Blueprint Reading for Welders and Fitters	4
WEL 130	Maintenance Welding	2
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 180	Welding Internship I	3
TOTAL SHIELDED METAL ARC (STICK) WLDG		30
Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG) Courses		
Welding core curriculum		13
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Adv. Gas Tungsten Arc Welding I	4
WEL 225	Adv. Gas Tungsten Arc Welding II	4
WEL 230	Pipe Welding I	4
WEL 250	Layout and Fabrication	4
TOTAL GAS TUNGSTEN ARC/GAS METAL ARC WELDING (TIG/MIG)		37
AWS Skills Welding courses		
Welding core curriculum		13
WEL 231	Pipe Welding II	4
WEL 263	Applied Metal Properties	4
WEL 275	Welding: Special Topics	3
WEL 280	Internship III	6
WEL 278	Welding: Workshop	2
TOTAL AWS SKILLS WELDING TECHNOLOGY CERTIFICATE CREDITS		32



YOUNG FARMERS

This program offers three certificates that prepare students to more effectively participate in leadership, business planning, and specialized activities related to the agri-business area.

- Certificates:** Young Farmers Specialist
Intermediate Young Farmers Specialist
Advanced Young Farmers Specialist

Faculty: Kevin Cruse

Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 16 for scores and classes.

Young Farmers Courses		
CYF 101	Young Farmers Leadership	4
CYF 102	Business Planning	4
CYF 103	Agricultural Technology	4
TOTAL YOUNG FARMERS SPECIALIST CERTIFICATE CREDITS		12

Intermediate Young Farmers Courses		
CYF 110	Building Leadership Skills	4
CYF 111	Construction Technology	4
CYF 112	Technology in Agriculture	4
TOTAL INTERMEDIATE YOUNG FARMERS SPECIALIST CERTIFICATE CREDITS		12

Advanced Young Farmers Courses		
CYF 120	Advanced Business Management	4
CYF 121	Agricultural Marketing	4
CYF 122	Professional Development	4
TOTAL ADVANCED YOUNG FARMERS SPECIALIST CERTIFICATE CREDITS		12

Electives		
CYF 275	Special Topics	4
CYF 285	Independent Study	4

COURSE DESCRIPTIONS

ACADEMIC ACHIEVEMENT STRATEGIES

AAA 090 Academic Achievement Strategies

(45 lecture hours 3 credits)

Students will develop personalized approaches to learn and succeed as they transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success.

ACCOUNTING

ACC 101 Fundamentals of Accounting

(45 lecture hours 3 credits)

Corequisite: ACC 101

This course presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

ACC 103 Fundamentals of Accounting Lab

(23 lab hours 1 credits)

Designed as the practical lab portion of the Fundamentals of Accounting course. Emphasizes the demonstration of recording accounting information discussed in each chapter of ACC 101.

ACC 115 Payroll Accounting

(30 lecture hours 23 lab hours 3 credits)

Prerequisite: ACC 101 or ACC 121 or consent of instructor

Develops an understanding of personnel and payroll records that provide the information required under the Fair Labor Standards Act, phases of the Social Security Act, federal withholding laws, and other laws that affect payroll. Provides practice in all payroll operations, preparation of payroll registers, recording of accounting entries involving payroll, and the preparation of payroll tax returns that are required in business.

ACC 121 Accounting Principles I

(60 lecture hours 4 credits)

This course introduces the study of accounting principles to give the student an understanding of the theory and logic that underlie procedures and practices. Major topics include: the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

ACC 122 Accounting Principles II

(60 lecture hours 4 credits)

Prerequisite: ACC 121

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

ACC 125 Computerized Accounting

(68 lab hours 3 credits)

Prerequisite: ACC 101 or ACC 121

This course covers realistic accounting simulations. Manual and computerized practice sets will be utilized.

ACC 131 Income Tax

(45 lecture hours 3 credits)

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on individual taxation.

ACC 216 Governmental & Not-for-Profit Accounting

(60 lecture hours 3 credits)

Prerequisite: ACC 101 or ACC 121

Coverage of accounting and financial reporting standards for governmental and not-for-profit organizations

AG/BUSINESS MANAGEMENT

ABM 111 Records & Business Planning I

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

This course is designed to guide the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports, and business plan components.

ABM 112 Records & Business Planning II

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Implementation of a computerized record keeping system. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan.

ABM 121 Financial Analysis I

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Prerequisite: Complete set of cash records
Actual enterprise cost analysis will be calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized. This course includes the review and revision of business planning goals and objectives.

ABM 122 Financial Analysis II

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Prerequisite: Complete set of cash records
Business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis.

ABM 131 Commodity Marketing I

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Prerequisite: Cost of production records for one enterprise
Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan.

ABM 132 Commodity Marketing II

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Prerequisite: Cost of production records for one enterprise
Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, futures option contracts, and price behavior information.

ABM 135 Marketing & Risk Management I

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Marketing research and analysis for the development of marketing plan. Focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. Added value products and niche markets will be explored.

ABM 136 Marketing & Risk Management II

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Overall marketing strategies developed into a marketing plan derived from marketing research and analysis. Includes a look at advertising, promotion, E-commerce, and risk management.

ABM 141 Advanced Business Management I

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Prerequisite: Accurate accrual financial records
Further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business.

ABM 142 Advanced Business Management II

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

Focus is on revision of the business plan on a periodic basis and on many management skills including the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future.

ABM 151 Rural Business Entrepreneurship I

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

This course is designed to guide the student in collection of data necessary for a new venture business plan. Focus will be on identifying the components of a business plan; defining the business and markets; identifying customer wants and needs; and analyzing the competition. A technological emphasis in the development of a plan will be used.

ABM 152 Rural Business Entrepreneurship II

(15 lecture hours 24 private instruction hours
150 co-op hours 9 credits)

This course focuses on the financial component of the business plan. Emphasis will be on the developing financial statements; making financial projections with support documentation; and identifying financing issues. A technological approach will be used.

ABM 175 Special Topics: Specialized Ag/Business Management I

(7.5-22.5 private instruction hours 1-3 credits)

Prerequisite: Consent of instructor
Designed for students who want to continue in Ag/Business management with the option to specialize in a given area or utilize previous information to improve management with other software packages.

AGRICULTURE**AGB 132 Agricultural Accounting & Business Analysis**

(45 lecture hours 3 credits)

Focuses on practical uses of accounts and records with emphasis on accounting principles and analysis of the agricultural business.

AGB 218 Computerized Farm Records

(45 lecture hours 3 credits)

Emphasizes the planning and development of record keeping systems, the interpreting and analyzing of agricultural business records, balance sheets, cash flows, and income statements with the aid of a computer.

AGB 228 Agri-Business Management

(30 lecture hours 22.5 lab hours 3 credit)

Prerequisite: AGE 102
Provides the student with basic management principles and practical experience in applying principles of economics, business, marketing, and finance to the management of an agri-business operation.

AGE 102 Agricultural Economics

(45 lecture hours 3 credits)

This course provides skills in the principles of economics, and their application to the agriculture and agri-business industries in the areas of agricultural policy, foreign trade, agricultural marketing, and agricultural finance.

AGE 205 Farm & Ranch Management

(45 lecture hours 3 credits)

Prerequisite: AGE 102

Provides students with practical experience in applying principles of economics, business, marketing and finance to the management of a farm/ranch operation.

AGE 208 Agriculture Finance

(45 lecture hours 3 credits)

Prerequisite: AGE 102

Emphasizes principles of finance and their application to agriculture and agribusiness, including the time value of money, net present value analysis, interest, credit lending institutions, financial statements and financial ratios.

AGE 210 Agriculture Marketing

(45 lecture hours 3 credits)

This course acquaints the student with alternative markets as a marketing tool. Terminology and characteristics of the commodity contracts will be studied to include the foundation for price trends in grain and livestock marketing, study of hedging and options, daily market prices and basis, interpretation of daily market reports, forward contracting, future price charts, price trends, and grain and livestock marketing.

AGP 100 Practical Crop Production

(60 lecture hours 4 credits)

Covers cultural practices and production management of selected field crops indigenous to the Great Plains region. Focuses on laboratories in basic crop principles, crops and weed seed and plant identification, crop improvement and grain quality and grades.

AGP 151 Swine Production I

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASC 100 or consent of instructor

Introduces the principles of swine production in the areas of breeding, nutrition, health, housing, equipment, swine management, feeder pig management, production systems, and marketing.

AGP 152 Swine Production II

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASC 100, AGL 151, or consent of instructor

An advanced study in nutrition, health, housing, and equipment in swine production. The course will offer an in-depth study of swine genetics and breeding emphasizing reproduction efficiency. Ration formulation, swine nutrition, and confinement ventilation will also be discussed.

AGP 155 Swine Anatomy & Health

(45 lecture hours 3 credits)

Prerequisite: Concurrent with ASC 100 or consent of instructor

Study of the anatomy and physiology of swine. Examines the cause, nature and control methods for health-related problems in swine production. Emphasis is on current procedures and methods for prevention and control of diseases in swine.

AGP 161 Farrowing Operation

(30 lecture hours 22.5 lab hours 3 credits)

Prerequisite: ASC 100 and AGL 151 or concurrent

The course will present the basic management skills essential to the care of the sow and litter during farrowing and lactation.

AGP 162 Nursery/Finishing Operation

(30 lecture hours 22.5 lab hours 3 credits)

Prerequisite: ASC 100, AGL 151, AGL 155 or consent of instructor.

Students will develop skills and knowledge to manage a swine nursery/grower-finishing unit with hands-on experience.

AGP 163 Breeding & Gestation Operation I

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASC 100

Students will receive hands-on experience of basic management skills in the care of sows and gilts during breeding and gestation.

AGP 164 Breeding & Gestation Operation II

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASC 100, AGL 163, or consent of instructor.

Students will receive advanced hands-on experience of management skills in the care of gilts, sows, and boar in breeding and gestation including confinement house units.

AGP 166 Practicum-Farrowing

(120 lab hours 4 credits)

Prerequisite: ASC 100, AGL 161, or consent of instructor.

This course is designed to provide the student with on-the-job training in farrowing units. An individual plan will be developed with the coordinator.

AGP 167 Practicum-Breeding & Gestation

(120 lab hours 4 credits)

Prerequisite: ASC 100, AGL 164, or consent of instructor.

The course is designed to provide the student with on-the-job training in breeding and gestation units. An individual plan will be developed with the coordinator.

AME 105 Basic Agricultural Mechanic Skills

(15 lecture hours 22.5 lab hours 2 credits)

Course is designed to develop fundamental skills and experience in identifying and solving problems basic to farm or ranch mechanical duties. Areas of study will include safety, proper tool use, tool reconditioning, AC electricity, DC electricity, and plumbing.

AME 107 General Power Mechanics

(15 lecture hours 22.5 lab hours 2 credits)

Course provides the theory of operation and the maintenance of small engines and related power equipment used in farm, ranch or turf operation.

AME 118 Farm Carpentry

(15 lecture hours 45 lab hours 3 credits)

Prerequisite: AGL 105

Course provides skills in hand and power tool safety and usage. It also covers concepts of farm building with planning, site location, concrete, design, construction, and materials.

AME 125 Agricultural Machinery

(30 lecture hours 22.5 lab hours 3 credits)

Emphasizes the safe operation, construction, purpose, maintenance and adjustment of farm machinery.

AME 151 Fundamentals of Welding

(15 lecture hours 67.5 lab hours 4 credits)

Course is designed to develop student's understanding of farm and ranch welding and application in arc, oxy-acetylene, MIG welding techniques, and proper fabrication techniques.

ASC 100 Animal Sciences

(45 lecture hours 3 credits)

This course introduces the basic fundamentals of livestock production. It provides skills in the principles of breeding, genetics, nutrition, health, anatomy, and physiology of beef, sheep, horses, swine, and dairy. The course will also cover the selection, breed, identification, classification, and marketing of meat animal products.

ASC 225 Feeds and Feeding

(45 lecture hours 22.5 lab hours 4 credits)

This course introduces basic nutrients, common feed and feed additives for livestock, anatomy of digestive systems, and fundamentals of basic feeding practices for beef, sheep, swine, horses, and dairy. It also covers calculating and balancing rations to fulfill nutrient requirement to optimize growth and finishing, reproduction, location, and production of animals.

ANTHROPOLOGY**ANT 101 Cultural Anthropology [GT-SS3]**

(45 lecture hours 3 credits)

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

ANT 107 Introduction to Archaeology

(45 lecture hours 3 credits)

This course focuses upon the science of the recovery of human prehistoric and historic past through excavation, analysis and interpretation of material remains. Also included are a survey of the archaeology and prehistory of several areas of the world, the work of and discussions of major theories and excavations.

ANT 111 Physical Anthropology [GT-SS3]

(45 lecture hours 3 credits)

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

ANT 215 Indians of North America

(45 lecture hours 3 credits)

The study of Indians of North America from Pre-European contact times to the present, covering archaeology, languages, religions, technologies and other cultural developments and major influences on the cultures by European peoples.

ART**ART 110 Art Appreciation**

(45 lecture hours 3 credits)

This course is an introduction to the visual arts language, concepts, process, and history.

ART 111 Art History I [GT-AH1]

(45 lecture hours 3 credits)

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.

ART 112 Art History II [GT-AH1]

(45 lecture hours 3 credits)

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys from the Renaissance through the Modern periods.

ART 121 Drawing I

(15 lecture hours 60 lab hours 3 credits)

This course is an investigation of various approaches and media designed to develop drawing skills and visual awareness.

ART 122 Drawing II

(15 lecture hours 60 lab hours 3 credits)

Prerequisite: ART 121

This course is a study of expressive drawing techniques and development of individual expressive styles.

ART 123 Watercolor I

(15 lecture hours 60 lab hours 3 credits)

Prerequisite: ART 121 or instructors permission

This course is an introduction to the basic techniques and unique aspects of materials involved with using transparent and

ART 124 Watercolor II

(15 lecture hours 60 lab hours 3 credits)

Prerequisite: ART 123 or instructors permission

This course provides advanced study of subject development, form, color, and theme.

ART 127 Drawing Animals

(15 lecture hours 60 lab hours 3 credits)

Emphasizes the drawing of bird, reptile and mammal species. Students use a variety of materials—inks, pencils, pastels, washes, watercolor—in order to represent special characteristics of, for instance, fur, scales, feathers.

ART 128 Drawing from the Imagination

(45 lecture hours 3 credits)

Emphasizes illustration using various media including inks, pencils, paints, etc. Elements of fantasy is accompanied by exercises designed to provoke the imagination. The generation of ideas and the invention of corresponding images is explored along with technique and experimentation.

ART 131 2-D Design

(15 lecture hours 60 lab hours 3 credits)

This course is a study of basic design elements, visual perception, form, and composition.

ART 132 3-D Design

(15 lecture hours 60 lab hours 3 credits)

Prerequisite: ART 131

This course covers the application of design elements and principles to both two- and three-dimensional problems.

ART 146 Stained Glass I

(15 lecture hours 60 lab hours 3 credits)

This course emphasizes basic construction techniques and includes cutting glass, soldering, leading and instruction in design.

ART 156 Figure Drawing I

(45 lecture hours 3 credits)

Introduces the basic techniques of drawing the human figure.

ART 157 Figure Painting I

(45 lecture hours 3 credits)

Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

ART 211 Painting I

(15 lecture hours 60 lab hours 3 credits)

Prerequisite: ART 121 or instructor's permission

This course covers color, composition, materials, and techniques of studio painting.

ART 212 Painting II

(15 lecture hours 60 lab hours 3 credits)

Prerequisite: ART 211

This course emphasizes experimentation with materials, composition, and color.

ASTRONOMY**AST 101 Astronomy I [GT-SC1]**

(45 lecture hours 30 lab hours 4 credits)

Studies include the history of astronomy, the tools of the astronomer and the contents of the solar system: the planets, moons, asteroids, comets, and meteoroids. This course includes laboratory experience.

AST 102 Astronomy II [GT-SC1]

(45 lecture hours 30 lab hours 4 credits)

Studies include the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. This course includes laboratory experience.

AUTOMOTIVE COLLISION TECHNOLOGY**ACT 110 Safety In Collision Repair**

(23 lecture hours 11 lab hours 2 credits)

Introduces the student to safety techniques and operations as it relates to shop safety and industry standards.

ACT 111 Metal Welding & Cutting I

(30 lecture hours 23 lab hours 3 credits)

This course covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, and equipment and setups. Personal and vehicle protective measures used prior to welding procedures is presented.

ACT 121 Non-Structural Repair Preparation

(30 lecture hours 23 lab hours 3 credits)

This course covers the basic characteristics of preparation for automotive repair. Students will familiarize themselves with damage analysis, extent of damage and the sequence of repair. Removal of vehicle components and protection of panels along with storage and labeling of parts is covered. Safety procedures and equipment use are included.

ACT 122 Panel Repair & Replacements

(15 lecture hours 45 lab hours 3 credits)

This course covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and the use of fillers. The student will learn the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training will cover the use of adhesives, sound deadeners and welding methods performed during repairs.

ACT 123 Metal Finishing & Body Filling

(15 lecture hours 45 lab hours 3 credits)

This course covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected.

ACT 131 Structural Damage Diagnosis

(30 lecture hours 23 lab hours 3 credits)

The student will be exposed to methods of frame measurement using dimension charts and service manuals. Training will include the use of Self-Centering gauges, mechanical measuring and electronic measuring. Appropriate terms and definitions of vehicle structures, vehicle diagnosis will be covered including identification and analysis of damage. The course includes the techniques for basic hook ups and safety procedures used in making corrective pulls.

ACT 132 Structural Damage Repair

(30 lecture hours 23 lab hours 3 credits)

This course continues the study and application of frame measurement and repair. The student will apply methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training will include the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

ACT 141 Refinishing Safety

(15 lecture hours 1 credits)

The course covers correct use of safety procedures in refinishing. Proper fit and use of various types of protective equipment will be taught. The identification of tools and equipment, with use and maintenance, is covered including national guidelines for proper disposal and handling of hazardous materials.

ACT 142 Surface Preparation I

(15 lecture hours 23 lab hours 2 credits)

This course covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use, is covered. In addition, the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

ACT 143 Spray Equipment Operation

(15 lecture hours 23 lab hours 2 credits)

This course covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use, is covered. In addition, the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

ACT 144 Refinishing I

(15 lecture hours 23 lab hours 2 credits)

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selection of materials. Proper paint gun use and adjustments will be taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

ACT 151 Plastics & Adhesives I

(15 lecture hours 1 credits)

Course is designed to teach the state-of-the-art repair for both rigid and flexible plastic components, choosing adhesives using the latest manufacturer's repair techniques.

ACT 180 ACT Internship Level I

(var lecture hours 1-9 credits)

Prerequisite: Completion of coursework in specialized area
Course designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

ACT 181 ACT Internship Level II

(var lecture hours 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area
Course is a continuation of Level I Internship. Student will use the knowledge and skills acquired throughout the ACT program in a job site placement.

ACT 205 Estimating & Shop Management

(45 lecture hours 3 credits)

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues.

ACT 211 Metal Welding and Cutting II

(23 lecture hours 11 lab hours 2 credits)

Prerequisite: ACT 101 or Faculty Consent

Corequisite: ACT 111, 122

Covers mig welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

ACT 221 Moveable Glass & Hardware

(15 lecture hours 23 lab hours 2 credits)

Course covers door glass, vent windows and glass mechanisms both electric and mechanical; demonstrates how to remove and replace. In addition, interior trim panels, seats and headliners are also removed and replaced. Student learns how to give in the proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks.

ACT 231 Advanced Structural Damage Diagnosis & Repair

(30 lecture hours 23 lab hours 3 credits)

Course covers major automotive body repair in vehicles having major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. During the process liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

ACT 232 Fixed Glass Repair

(15 lecture hours 23 lab hours 2 credits)

Course covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures.

ACT 241 Paint Defects-

(30 lecture hours 23 lab hours 3 credits)

Course covers paint defects. Emphasis is placed on the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn how to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

ACT 242 Surface Preparation II

(15 lecture hours 23 lab hours 2 credits)

The course emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them will be covered.

ACT 243 Refinishing II

(15 lecture hours 23 lab hours 2 credits)

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

ACT 244 Final Detail

(15 lecture hours 23 lab hours 2 credits)

Students are acquainted with the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tape methods with decals etc. are demonstrated.

ACT 251 Plastics & Adhesives II

(23 lab hours 1 credit)

Advanced plastic and adhesives are demonstrated in this course. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques are presented. Sheet Molded Compound procedures and the use of proper adhesives are covered.

ACT 266 Restraint System

(15 lecture hours 1 credit)

Students learn to inspect, remove and replace active restraint systems, passive restraint systems and supplemental restraint systems. Procedures are demonstrated for disarming and diagnosing restraint systems using electronic equipment and trouble codes. Instruction for passive restraint replacement is also covered in this course.

ACT 280 ACT internship Level III

(var. lecture hours 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area

Individualized instruction at job site continues in this final internship. The student is encouraged to develop skills needed to enter employment in the automotive collision repair field.

AUTOMOBILE SERVICE TECHNOLOGY**ASE 102 Introduction to the Automotive Shop**

(15 lecture hours 22.5 lab hours 2 credits)

This course prepares the incoming automotive student to work in the shop safely. After this course the student should be familiar with the shop and some of its common equipment.

ASE 110 Brakes I

(15 lecture hours 45 lab hours 3 credits)

Prerequisite: ASE 102

This course covers basic operation of automotive braking systems. Included with the course is operation, diagnosis, and basic repair of the disc brakes, drum brakes, and basic hydraulic systems.

ASE 120 Basic Automotive Electricity

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 102

This course is an introduction to automotive electricity. Included in the course are basic electrical theory, circuit designs, and wiring methods. Students are also introduced to multi-meter usage and wiring diagrams.

ASE 123 Automotive Battery, Starting, & Charging Systems

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 120

This course covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Included in the course are voltage and amperage testing of starter and generator. Load testing and maintenance of a battery. Starter and generator overhaul. Students should have completed ASE 120 or equivalent before entering course.

ASE 130 General Engine Diagnosis

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 102

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

ASE 132 Ignition System Diagnosis & Repair

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 102

A comprehensive course combining lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

ASE 134 Automotive Emissions

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 130

A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

ASE 140 Suspension & Steering I

(15 lecture hours 45 lab hours 3 credits)

Prerequisite: ASE 102

A comprehensive course combining lecture and related objectives in the diagnosis and service of suspensions and steering systems and their components.

ASE 150 Automotive U-Joint & Axle Shaft Service

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 102

The study of the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE 151 Automotive Manual Transmission/Transaxles & Clutches

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 150

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152 Differentials & 4WD/AWD Service

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 151

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive differential and 4WD and ADW service.

ASE 160 Automotive Engine Removal & Installation

(22.5 lab hours 1 credits)

Prerequisite: ASE 102

A comprehensive course combining lecture and laboratory experiences in the removal and installation procedures of the automotive engine form and into front wheel and rear wheel drive vehicles.

ASE 161 Engine, Disassembly, Diagnosis, & Assembly

(15 lecture hours 90 lab hours 5 credits)

Prerequisite: ASE 102

A comprehensive course combining lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics will include the diagnostic and repair procedures for the engine block and head assemblies.

ASE 210 Brakes II

(15 lecture hours 45 lab hours 3 credits)

Prerequisite: ASE 110

This course covers the operation and theory of the modern automotive braking systems. Included in the course are operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

ASE 220 Specialized Electronics Training

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 120

This course provides a systematic approach to automotive electrical systems. This course builds from the basic electrical principles and concepts through semiconductors and microprocessors. On-bench exercises are features of the classroom activities. The students will practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

ASE 221 Automotive Body Electrical

(15 lecture hours 67.5 lab hours 4 credits)

Prerequisite: ASE 120

This course provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

ASE 231 Automotive Computers

(15 lecture hours 22.5 lab hours 2 credits)

Prerequisite: ASE 130

A comprehensive course combining lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

ASE 233 Fuel Injection & Exhaust Systems

(15 lecture hours 67.5 lab hours 4 credits)

Prerequisite: ASE 130

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

ASE 235 Driveability Diagnosis

(22.5 lab hours 1 credits)

Prerequisite: ASE 130

A comprehensive course combining lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students will diagnose live vehicle driveability problems.

ASE 240 Suspension & Steering II

(15 lecture hours 45 lab hours 3 credits)

Prerequisite: ASE 140

A comprehensive course combining lecture and related objectives in the diagnosis and service of electronic suspensions and steering systems and their components.

ASE 250 Automatic Transmission/Transaxle Service

(7.5 lecture hours 12 lab hours 1 credit)

Prerequisite: ASE 152

Practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

ASE 251 Automatic Transmission/Transaxle Diagnosis & Assemblies

(15 lecture hours 90 lab hours 5 credits)

Prerequisite: ASE 250

Diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replace transmission/transaxle.

ASE 265 Automotive Heating & Air Conditioning

(30 lecture hours 67.5 lab hours 5 credits)

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.

BIOLOGY**BIO 105 Science of Biology**

(45 lecture hours 30 lab hours 4 credits)

Designed for non-science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science - a process of gaining new knowledge - is explored as is the impact of biological science on society. This course includes laboratory experience.

BIO 106 Basic Anatomy & Physiology

(60 lecture hours 4 credits)

A survey of basic concepts of human anatomy and physiology. Introduces anatomy and physiology to students who have a minimal science background. Applicable for the A.G.S. degree, A.A.S. degree, and occupational certificates.

BIO 109 Human Biology: Preparation for Anatomy & Physiology

(30 lecture hours 2 credits)

Prepares students to take Human Anatomy and Physiology who have little or no background in science. It does not substitute for a year long Anatomy and Physiology course with lab. Topics covered include atoms, molecules, cells, energetics and genetics.

BIO 111 General College Biology I/Lab [GT-SC1]

(60 lecture hours 30 lab hours 5 credits)

Examines the fundamental molecular, cellular, and genetic principles characterizing plants and animals. Includes cell structure and function, the metabolic processes of respiration, and photosynthesis as well as cell reproduction and basic concepts of heredity. This course includes laboratory experience.

BIO 112 General College Biology II/Lab [GT-SC1]

(60 lecture hours 30 lab hours 5 credits)

Prerequisite: BIO 111

A continuation of BIO 111. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

BIO 115 Human Genetics

(45 lecture hours 3 credits)

This course is a study of the inheritance of human traits. It is a non-mathematical study for the non-science major. Topics include Mendelian, non-Mendelian, sex-linked, blood type traits, inherited diseases, and ethics.

BIO 201 Human Anatomy & Physiology I

(45 lecture hours 30 lab hours 4 credits)

Prerequisite: Permission of instructor

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The first part of this two-semester course includes molecular, cellular and tissue levels of organization; integuments, skeletal, articulations, muscular, nervous, and senses (or endocrine, digestive and respiratory) systems. This course has a laboratory experience that includes experimentation, microscope work, observations, and dissection. The lab covers the same topics as the lecture.

BIO 202 Human Anatomy & Physiology II

(45 lecture hours 30 lab hours 4 credits)

Prerequisite: BIO 201 or permission of instructor

This course is an integrated study of the human body in which the histology, anatomy and physiology of each system is covered. The second part of this two-semester course includes cardiovascular with hematology, lymphatic, immunological, urinary with fluid and electrolyte control, digestive with nutrition, respiratory (or endocrine, nervous, and senses), and the reproductive system with genetics and development. This course has laboratory experience that includes experimentation, microscope, observation, and dissection. The lab covers the same topics as the lecture.

BIO 204 Microbiology

(45 lecture hours 30 lab hours 4 credits)

Prerequisite: BIO 112 or permission of the instructor

This course is a study of microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, controlling microorganisms and the study of the role of microorganisms in infectious disease.

BUSINESS**BUS 115 Introduction to Business**

(45 lecture hours 3 credits)

Survey course of the operation of the American Business System including the fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

BUS 216 Legal Environment of Business

(45 lecture hours 3 credits)

This course emphasizes public law, regulation of business, ethical considerations, and various relationships which exist within society, government, and business. Specific attention will be devoted to economic regulation, social regulation, business and regulatory environment. Specific attention is given to the judicial process, alternative disputes, administrative agencies, torts, property, contracts, sales, uniform commercial code, debtor/creditor relationships, agency relationships, labor, employment, environment, consumer, antitrust, securities, and international laws and regulations

BUS 217 Business Communications & Report Writing

(45 lecture hours 3 credits)

Prerequisite: ENG 115 or consent of instructor

The course emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Also, the course will include the fundamentals of business communication and an introduction to international communication.

BUS 221 Business Law I

(45 lecture hours 3 credits)

An introductory study of Business Law to include, but not be restricted to, such topics as: foundations of the legal system, contracts, sales (UCC) agency, and property (real and personal).

BUS 226 Business Statistics

(45 lecture hours 3 credits)

Prerequisite: MAT 106 or permission of instructor

Covers statistical study, descriptive statistics, probability and the binomial distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression and correlation. Course is intended for business major, and covers statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation.

BUS 187 Cooperative Education/Internship

(8 lecture hours 22.5 lab hours 1 credit)

Emphasis is on workplace readiness. Students spend time in a co-op setting completing competency inventory

BUS 260 Business Process Foundations for E-Commerce

(45 lecture hours 3 credits)

This is a lecture-based course that is designed to provide the student with a thorough background of three industry business process models and how e-commerce solutions help streamline these processes. This course also examines the relationship of these business process transactions to business accounting and marketing and how to calculate the return on investment of an e-commerce system. The three industries studied are Financial Services, Telecommunication and Manufacturing.

BUS 261 E-Commerce Business Value

(30 lecture hours 22.5 lab hours 3 credits)

This is a lecture/lab-based course that is designed to provide the student with thorough understanding and practical knowledge of calculating the return on investment of implementing e-commerce solutions. The course offers an in-depth look at gaining value out of each of the various types of e-commerce solution including, online procurement, online sales, online marketing, online auctions, online customer self-service.

BUSINESS TECHNOLOGIES**BTE 100 Computer Keyboarding**

(30 lab hours 1 credit)

An introduction to touch keyboarding as well as basic operations and functions of equipment. Areas of emphasis include learning the alphanumeric keyboard, proper technique, and speed and control. This course is designed for students who have minimal or no keyboarding skills.

BTE 102 Keyboarding Applications I

(46 lab hours 2 credits)

This course is designed for students with minimal keyboarding skills. Letters, tables, memos, and reports are introduced. Speed and accuracy are emphasized. Prerequisite: BTE 100 or equivalent or consent of instructor.

BTE 103 Keyboarding Applications II

(68 lab hours 3 credits)

Prerequisite: BTE 100 & BTE 102 or consent of instructor

Reinforces basic keyboarding formats and procedures. Emphasizes speed and accuracy in office-type production output. Stresses productivity and decision-making skills.

BTE 108 Ten-Key By Touch

(23 lab hours 1 credit)

An introduction to touch control of ten-key pad. This class emphasizes the development of speed and accuracy using proper technique.

BTE 111 Keyboarding Speedbuilding I

(30 lab hours 1 credit)

Prerequisite: Ability to keyboard by touch or permission of instructor

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 225 Administrative Office Management

(45 lecture hours 3 credits)

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decisionmaking and application of administrative skills.

CARPENTRY**CAR 100 Introduction to Carpentry**

(15 lecture hours 1 credit)

Reviews the history of carpentry, describes the apprenticeship programs, and identifies the career opportunities, responsibilities and characteristics of skilled workers.

CAR 101 Basic Safety

(15 lecture hours 1 credit)

An overview of safety concerns and procedures in the construction field.

CAR 102 Hand and Power Tools

(23 lab hours 1 credit)

Corequisite: CAR 101

Focuses on basic hand and power tools including stationary tools. Emphasizes a hands-on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class.

CAR 105 Job Site Layout and Blueprint Reading

(15 lecture hours 1 credit)

Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

CAR 115 Form & Foundation Systems

(23 lab hours 1 credit)

Corequisite: Core framing labs

Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

CAR 120 General Construction Framing

(8 lecture hours 12 lab hours 1 credit)

Prerequisite: CAR 101, CAR 102

Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing.

CAR 121 Floor Framing

(15 lecture hours 1 credit)

Covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building materials.

CAR 122 Wall Framing

(23 lab hours 1 credit)

Focuses on the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, construction corners and partition Ts, bracing walls and ceilings, and applying sheathing.

CAR 123 Roof Framing

(23 lab hours 1 credit)

Describes the various kinds of roofs and focuses on instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Covers both stick-built and truss-built roofs.

CAR 125 Roofing Materials & Methods

(15 lecture hours 1 credit)

Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing.

CAR 126 Framing with Metal Studs

(5 lecture hours 15 lab hours 1 credit)

Includes instructions for selecting and installing metal framing for interior walls, exterior non-loadbearing walls, and partitions.

CAR 130 Windows & Exterior Doors

(15 lecture hours 1 credit)

Describes the various types of windows, skylights, and exterior doors and provides instructions for installing them. Includes instructions for installing weather-stripping and locksets.

CAR 131 Exterior Trim

(23 lab hours 1 credit)

Teaches cornice and rake construction, corner, window and door trim, installation of soffit, frieze, fascia and similar trim items and includes estimation and proper selection.

CAR 135 Thermal & Moisture Methods & Materials

(5 lecture hours 15 lab hours 1 credit)

Focuses on selection and installation of various types of insulating materials in walls, floors, and attics. Covers the uses and installation practices for vapor barriers and waterproofing materials.

CAR 140 Stair Construction/Layout

(7 lecture hours 12 lab hours 1 credit)

Corequisite: CAR 170, Framing Lab

Covers the various types of wooden stairs used in residential and commercial construction, along with procedures for laying out stairs, cutting out stringers and installing and finishing stairs.

CAR 145 Interior Finishes-General

(23 lab hours 1 credit)

Presents an overview of interior finishes. Covers installation and finishing of drywall, suspended ceilings, and general painting and other wallcovering.

CAR 146 Interior Finishes - Drywall Construction

(5 lecture hours 15 lab hours 1 credit)

Covers the use of gypsum wall board and the techniques of concealing joints and fasteners, construction methods, estimation and a variety of texture finishes.

CAR 150 Interior Trim-General

(23 lab hours 1 credit)

Covers material choices and installation techniques of various interior trim, including interior doors, baseboard, and casement. Includes an overview of additional interior trim choices.

CAR 170 Clinical: Construction Lab I

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 171 Clinical: Construction Lab I

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 172 Clinical: Construction Lab I

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 205 Advanced Site Layout

(7 lecture hours 33 lab hours 2 credits)

Prerequisite: CAR105 or permission of instructor
Corequisite: Construction lab

Expands upon CAR105 and gives students a chance to explore more complex plot plans and multi-unit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job-site.

CAR 215 Form and Foundation Systems II

(7 lecture hours 12 lab hours 1 credit)

Builds on course CAR 115 and expands on theories and concepts from the first year class. Offers opportunities to explore more complex systems and form requirements.

CAR 220 Advanced Framing-General

(23 lab hours 1 credit)

Expands upon abilities learned in CAR 120. Utilizes a hands-on approach to allow students to study floor, wall, and roof framing.

CAR 250 Advanced Interior Trim-General

(15 lecture hours 23 lab hours 2 credits)

Prerequisite: CAR 150

Expands upon the material covered in CAR150 and includes more advanced techniques and in-depth discussion of various material choices. Covers estimating and efficiency studies.

CAR 251 Advanced Interior Trim-Doors

(7 lecture hours 33 lab hours 2 credits)

Prerequisite: CAR 151 or permission of instructor

Corequisite: CAR 272 - Construction Lab II

Expands upon material covered in CAR151. Includes in-depth study of premium interior doors and trim, including full mortise lock sets, furniture grade trim, and techniques for matching existing high-end and antique woodworking.

CAR 270 Clinical: Construction Lab II

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 271 Clinical Construction Lab II

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 272 Clinical Construction Lab II

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 273 Clinical: Construction Lab II

(23 lab hours 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 280 Internship

(Var. lecture hours 1-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

CHEMISTRY**CHE 101 Introduction to Chemistry I [GT-SC1]**

(60 lecture hours 30 lab hours 5 credits)

Prerequisite: MAT 090

For non-science majors, students in occupational and health programs, or students with no chemistry background. Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively.

CHE 102 Introduction to Chemistry II [GT-SC1]

(60 lecture hours 30 lab hours 5 credits)

Prerequisite: CHE 101 or instructor permission

Includes the study of hybridization of atomic orbitals for carbon; nomenclature of organic compounds; properties of different functional groups, nomenclature of various biological important compounds, their properties and their biological pathways. Laboratory experiments demonstrate the above topics qualitatively and quantitatively.

CHE 111 General College Chemistry I [GT-SC1]

(60 lecture hours 30 lab hours 5 credits)

Prerequisite: One year of high school chemistry or equivalent

For science and engineering majors. Includes the study of measurements, atomic theory, chemical bonding, stoichiometry, gases, condensed states, solutions, and thermochemistry. Also includes the problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

CHE 112 General College Chemistry II [GT-SC1]

(60 lecture hours 30 lab hours 5 credits)

Prerequisite: CHE 111

Includes the study of thermodynamics, chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques.

CHE 205 Introduction Organic Chemistry

(45 lecture hours 30 lab hours 4 credits)

Prerequisite: CHE 112

Presents the principles of organic chemistry and its application to living organisms including topics that apply to the human body.

COLORADO AG LEADERSHIP**CAG 101 Community Leadership Development**

(53 lecture hours 3 lab hours 3.5 credits)

Course introduces an individual's role in society emphasizing the rural setting. It focuses on personal assessment around personality types and team building. An individual's personal organization reflecting goal setting will be developed. Communication skills and systems will be defined including oral, written and visual. A workshop format is used.

CAG 102 Integrating Policy and Systems

(16 lecture hours 10 lab hours 1.5 credits)

Topics include integrating state policy and systems, state legislative process, understanding power structures, urban-rural issues, meetings with legislators, observation of legislative hearings, declining public resources (tax limitation), money center finance, development process for organizations, access to public services, understanding urban cultures.

COLORADO YOUNG FARMERS**CYF 101 Young Farmer Leadership**

(45 lecture hours 45 co-op hours 4 credits)

Gives students the opportunity to build communication and leadership skills, upgrade agricultural production practices, and to improve their farm, ranch or agriculturally related businesses.

CYF 102 Business Planning

(45 lecture hours 45 co-op hours 4 credits)

Focuses on the analysis of the costs associated with producing food, fiber or other products and the development of new enterprises for increased business profitability. Covers planning farm, ranch or agribusiness construction projects, and investigation of basic marketing practices.

CYF 103 Agricultural Technology

(45 lecture hours 45 co-op hours 4 credits)

Enables students to investigate current agricultural technologies, develop skills necessary for managing farms, ranches or agribusinesses, and participate in leadership-training opportunities.

CYF 110 Building Leadership Skills

(45 lecture hours 45 co-op hours 4 credits)

Focuses on building communication and leadership skills while participating in Young Farmer chapter leadership roles. Enables the student to learn to assess the business and environmental costs and benefits of applying best management practices, and to develop business opportunities through new enterprises and alternative marketing.

CYF 111 Construction Technology

(45 lecture hours 45 co-op hours 4 credits)

Allows the student to apply skills in the area of concrete, carpentry, and electricity, to develop long term plans for utilizing business resources, and to investigate marketing methods that add value to commodities or provide other outlets for sales of agricultural products.

CYF 112 Technology in Agriculture

(45 lecture hours 45 co-op hours 4 credits)

Investigates the use of new technologies such as field mapping, precision farming, customized weather reporting and integrated data collection and accounting software in this course. Enables the student to enhance leadership skills through community involvement and to learn improved production and management skills.

CYF 120 Advanced Business Management

(45 lecture hours 45 co-op hours 4 credits)

Covers leadership development through participation in Young Farmer state and national activities, improved best management practices for production and environmental enhancement, and continued development of farm, ranch, and agribusiness management practices.

CYF 121 Agricultural Marketing

(45 lecture hours 45 co-op hours 4 credits)

Focuses on advanced business planning and development techniques, utilization of modern materials to fabricate construction projects, marketing products using video auctions, the Internet and other new technology to maximize sales prices.

CYF 122 Professional Development

(45 lecture hours 45 co-op hours 4 credits)

Covers advanced community development studies, using new technologies to increase production while lowering input costs, and developing the professional skill necessary for operating a successful farm, ranch or agribusiness operation.

CYF 275 Special Topics

(Var. lecture hours 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CYF 285 Independent Study

(Var. lecture hours 1-6 credits)

Prerequisite: Permission of the instructor
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

COMMUNICATIONS**COM 100 Workplace Communications**

(15 lecture hours 1 credit)

Covers topics that teach students how to communicate effectively in the workplace. Includes listening, speaking, reading, and writing and emphasizes the importance of these four modes of communication in the workplace.

COM 105 Career Communications

(45 lecture hours 3 credits)

Develops skills needed in obtaining and keeping a job such as job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the

COMPUTER INFORMATION SYSTEMS**CIS 110 Introduction to the PC**

(7.5 lecture hours 11.5 lab hours 1 credit)

This course introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student's use of application software on the microcomputer.

CIS 115 Intro to Computer Information Systems

(30 lecture hours 30 lab hours 3 credits)

This is an overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Hands-on experience with applications and programming will be included.

CIS 118 Introduction to PC Applications

(30 lecture hours 30 lab hours 3 credits)

This course introduces computer concepts and components as well as coverage of application suite software and the Internet. Included are descriptions of and hands-on experiences with word processors, spreadsheets, databases, operating environments and other common PC applications packages.

CIS 129 Advanced Windows

(68 lab hours 3 credits)

Introduces the more advanced concepts of the Windows operating system. Topics include resource management, interactive booting, opening DOS sessions, customizing desktop properties, navigating folders, installing and uninstalling software, multitasking, task switching, disk optimization, troubleshooting tools, evaluating system performance, software installation, and use of the Windows Registry.

CIS 130 Introduction to Internet

(23 lab hours 1 credit)

Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of E-commerce, multimedia and E-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 131 Word Processing I

(23 lab hours 1 credit)

Prerequisite: Ability to keyboard by touch

Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels.

CIS 132 Word Processing II

(23 lab hours 1 credit)

Prerequisite: keyboarding skills recommended, CIS 131, or instructor permission

Increases the student's working knowledge of word processing. In this module, the student will learn to use the merge function. The student will create multiple page reports using headers, footers, footnotes, endnotes, and page numbers. The student will create and format documents using columns and tables.

CIS 133 Word Processing III

(23 lab hours 1 credit)

Prerequisite: CIS 131 & 132 or instructor permission

Increases the student's working knowledge of word processing. In this module, the student will learn to use borders, drawing, word art, and graphics. The student will create macros, charts, outlines, styles, and fill-in forms. The student will also sort and select records. This course is the third in a series of modules.

CIS 141 PC Database I: MS Access

(23 lab hours 1 credit)

This course introduces the functions of a database. It includes skills such as file creation, searches, sorts, simple editing, and indexing.

CIS 142 PC Database II: MS Access

(23 lab hours 1 credit)

Prerequisite: CIS 141

This course continues to build on the database skills learned in CIS 141

CIS 143 PC Database III: MS Access

(23 lab hours 1 credit)

Prerequisite: CIS 142

This course continues to build on the database skills learned in CIS 142.

CIS 145 Complete PC Database

(45 lecture hours 3 credits)

Prerequisite: CIS 118

This course explores a complete array of database skills. Topics include database design, table operations, searches, sorts, edits, queries, forms, and reports. Interfacing with other packages and creating a user interface are covered

CIS 151 PC Spreadsheets I: MC Excel

(23 lab hours 1 credit)

This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, spreadsheet design, and introduction to graphics.

CIS 152 PC Spreadsheets II: MC Excel

(23 lab hours 1 credit)

Prerequisite: CIS 151

This course continues to build on spreadsheet skills introduced in CIS 151.

CIS 153 Advanced Spreadsheets: MC Excel

(23 lab hours 1 credit)

Prerequisite: CIS 152

This course continues to explore spreadsheet topics introduced in previous courses.

CIS 155 PC Spreadsheet Concepts: (software)

(68 lab hours 3 credits)

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 167 Desktop Publishing

(68 lab hours 3 credits)

Prerequisite: Knowledge of word processing

Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

CIS 218 Advanced PC Applications

(30 lecture/30 lab hours 3 credits)

Prerequisite: BTE 112 or concurrent enrollment

Provides students with a full understanding of basic as well as higher level features of an integrated software suite. Students are exposed to extensive coverage of moving, copying, embedding, and linking information among Word, Excel, Access, and Powerpoint.

COMPUTER NETWORKING**CNG 101 Introduction to Networking**

(45 lecture hours 3 credits)

This course introduces the student to the underlying concepts of data communications, telecommunications and networking. It focuses on the terminology and technologies in current networking environments and is meant to provide a general overview of the field of networking as a basis for continued study in the field.

CNG 102 Local Area Networks

(45 lecture hours 3 credits)

Prerequisite: CNG 101

An introductory course in Local Area Networking. The student will participate in discussions and demonstrations of planning, installing, and supporting Novell and Microsoft Networks.

CNG 103 Wide Area Networks

(45 lecture hours 3 credits)

Prerequisite: CNG 101

This course is designed to provide the student with conceptual and working knowledge of how Local Area Networks communicate over a wide area. This course will introduce the student to telephony, the technology of switched voice communications. This course also provides students with an understanding of how communication channels of the public switched telephone networks are used for data communications, and how voice and data communications have become integrated.

CNG 104 Intro to TCP/IP

(45 lecture hours 3 credits)

Prerequisite: CNG 101

This course outlines four important architectures in corporate environments today: TCP/IP, SNA, AppleTalk and DNA. The major components and functions of each of these architectures are discussed as well as methods used to connect different architectures. This course provides the students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architecture.

CNG 105 Internet Technologies

(45 lecture hours 3 credits)

Prerequisite: CNG 101

This course outlines the important Internet technologies in use today. The major components and functions of each of these technologies are discussed as well as methods used to connect different technologies. This course provides the students with concepts that are important to the field of systems integration with the Internet, as well as a conceptual basis for understanding Internet technologies.

CNG 108 Network Analysis and Design

(45 lecture hours 3 credits)

Prerequisite: CNG 101

This is an advanced course intended for networking professionals and students who grasp the basic concepts of networking but would like to understand methods used to analyze, design and manage LAN's and point-to-point networks. Exercises are geared toward learning techniques used to design and analyze networks.

CNG 109 Computer Networking Lab

(90 lab hours 3 credits)

Prerequisite: CNG 101, CNG 102, CNG 103, CNG 104, CNG 105, CNG 106, CNG 107

This course work requires a practical demonstration of computer networking skills. Students will demonstrate working knowledge and problem-solving capabilities in data communications, telecommunications and networking. Students will apply their networking skills to problems and procedures for workstation operations, wiring/cabling, constructing networks utilizing a variety of network/internet devices, configuring and managing NT and Novell operations.

CNG 116 Microcomputer Hardware

(45 lecture hours 3 credits)

Introduces students to microcomputer fundamentals, PC hardware, troubleshooting the system, basic operating systems, and DOS systems.

CNG 121 Computer Technician I: A+

(60 lecture hours 4 credits)

Continuation of CNG 121, this course provides an in-depth look at Microsoft Windows, system boards, input/output structures, and mass storage systems.

CNG 122 Computer Technician II: A+

(45 lecture hours 3 credits)

Continuation of CNG 122, this course provides troubleshooting information and experiences with video displays, printers, data communication hardware, and multimedia production and use.

CNG 130 PC Technology

(45 lecture hours 3 credits)

Final course in the series allows the student to develop skills in preventative maintenance procedures, Windows 98 configuration and troubleshooting, and Apple/Mac as an alternate operating system. This course will also have students work with customer satisfaction issues.

CNG 260 Cisco Network Associate I

(75 lecture hours 5 credits)

Prerequisite: CIS 109 and CIS 115

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.

CNG 261 Cisco Network Associate II

(75 lecture hours 5 credits)

Prerequisite: CNG 260

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching.

CNG 262 Cisco Network Associate III

(75 lecture hours 5 credits)

Prerequisite: CNG 261

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design.

CNG 263 Cisco Network Associate IV

(75 lecture hours 5 credits)

Prerequisite: CNG 262

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam.

COMPUTER SCIENCE**CSC 160 Computer Science I (C++)**

(60 lecture hours 4 credits)

Prerequisite: MAT 121

This course will introduce students to the discipline of computer science. Topics covered will include algorithm development, data representation, arithmetic and logical expressions, sub-programs, and input/output operations using structured programming techniques.

CSC 161 Computer Science II (C++)

[60 lecture hours 4 credits]

Prerequisite: CSC 160

This course continues the structured algorithm development and problem solving techniques begun in Computer Science I. Students gain experience in the use of data structures and design of larger software projects. Intensive computer laboratory experience is required.

CSC 165 Discrete Structures

[45 lecture hours 3 credits]

Prerequisite: MAT 121 or CSC 160 or math faculty consent

This course is designed to introduce some of the mathematical abstractions and formal structures used in computer science and more advanced mathematics courses. Topics include logic, mathematical induction, elementary set theory, relations and functions, combinatorics counting, and graph theory. Applications are drawn from computer science.

CSC 225 Computer Architecture/Assembly Language Programming

[60 lecture hours 4 credits]

Prerequisite: CSC 160 or equivalent or permission of instructor

Introduces concepts of computer architecture, functional logic, design and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process.

CSC 234 C++ Programming

[60 lecture hours 4 credits]

Continues CSC 233 object-Oriented Programming in C++. This is an advanced level computer programming course. Although it teaches C++ as a computer language, it presumes knowledge of at least similar language of C or Pascal. It covers advanced object-oriented features such as standard string class, operator overloading, friends, references, namespaces, pointers and dynamic arrays, streams and file I/O, recursion, inheritance, polymorphism and linked data structures.

COMPUTER WEB BASED**CWB 130 Complete Web Editing Tools**

[45 lecture hours 3 credits]

Prerequisite: CWB 105 or permission of instructor

Introduces advanced web editing techniques to control web page layout. Advanced HTML topics such as frames and web forms are introduced. In addition students learn to create and manage web sites using a Graphical Web Design program such as Front Page or DreamWeaver.

CWB 142 Multimedia Authorship: Authorware

[45 lecture hours 3 credits]

This course introduces the basic tools and techniques of multimedia authorship. The course includes such topics as using functions with movable objects, paging with interactive decision and data collection.

CWB 205 Complete Web Scripting

[45 lecture hours 3 credits]

Prerequisite: CWB 173

Explores the complete set of web scripting skills needed to develop Web Applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

CWB 221 Technology Foundations for E-Commerce

[45 lecture hours 3 credits]

This course is designed to provide the student with a thorough knowledge of E-commerce architecture, relational database management systems, HTML and Network fundamentals.

CWB 223 Advanced E-Commerce Technologies

[45 lecture hours 3 credits]

This course is designed to provide the student with an in-depth functional and technical overview of E-commerce architecture, practical skills and knowledge of networks and their technologies, and an overview of an Oracle database. This course specifies how network technologies and architecture integrate in the design of E-commerce applications, and how the database and its tools are utilized to support these applications.

EARLY CHILDHOOD EDUCATION**ECE 101 Introduction to Early Childhood Education**

[45 lecture hours 3 credits]

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102 Introduction to Early Childhood Lab Techniques

[45 lecture hours 3 credits]

Prerequisite: ECE 101 Corequisite: ECE 101

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

ECE 103 Guidance Strategies for Children

[45 lecture hours 3 credits]

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8.

ECE 111 Infant & Toddler Theory & Practice

(45 lecture hours 3 credits)

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 112 Intro to Infant/Toddler Lab Techniques

(45 lecture hours 3 credits)

Prerequisite: ECE 111 Corequisite: ECE 111

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2.

ECE 126 Art & the Young Child

(30 lecture hours 2 credits)

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

ECE 127 Music/Movement for the Young Child

(15 lecture hours 1 credit)

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

ECE 205 Nutrition, Health & Safety

(45 lecture hours 3 credits)

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

ECE 220 Curriculum Development: Methods & Techniques

(45 lecture hours 3 credits)

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE 225 Language & Cognition for the Young Child

(45 lecture hours 3 credits)

Prerequisite: PSY 238 or permission of instructor
Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

ECE 226 Creativity & the Young Child

(45 lecture hours 3 credits)

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

ECE 236 Child Growth/Development Laboratory

(15 lecture hours 1 credits)

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Addresses ages from prenatal through age 12.

ECE 240 Administration of Early Childhood Care & Education Programs

(45 lecture hours 3 credits)

Prerequisite: ECE 101 or permission of instructor
Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE 241 Administration: Human Relations for Early Childhood Education

(45 lecture hours 3 credits)

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE 260 Exceptional Child

(45 lecture hours 3 credits)

Prerequisite: ECE 235
Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8.

ECE 266 Multicultural Curriculum

(45 lecture hours 3 credits)

Explores views of different ethnic groups regarding early childhood, child-rearing practices and the child's role in society. Focuses on developing a multicultural curriculum to incorporate individually based developmental and culturally appropriate practices. Provides opportunities to design multicultural materials to address cognition, socialization, language and small and large motor development.

ECONOMICS

ECO 201 Principles Of Macroeconomics

(45 lecture hours 3 credits)

Studies the American economy, stressing the interrelationships among the household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 Principles of Microeconomics

(45 lecture hours 3 credits)

Studies the firm in depth, the nature of cost, and how those relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

EDUCATION

EDU 221 Introduction to Education

(45 lecture hours 3 credits)

Prerequisite: College level reading and writing as demonstrated on college level placement scores
Corequisite: Field-Experience component, if not embedded in the class
Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado.

EDU 261 Teaching, Learning & Technology

(45 lecture hours 3 credit)

Prerequisite: EDU 221 or EDU 260
Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

ELECTRICITY INDUSTRIAL/COMMERCIAL

EIC 104 Basics of Industrial Electricity

(15 lecture hours 11.5 lab hours 1.5 credits)

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment.

EIC 105 Basics Of AC & DC Electricity

[30 lecture hours 45 lab hours 4 credits]

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

EIC 124 Electrical Safety Requirements

[10 lecture hours 7.5 lab hours 1 credit]

Focuses on training that is 100% practical and deals with every important aspect of OSHA's electrical safety-related work practices and how they apply. Teaches the safe installation and maintenance of electrical equipment. Covers the use of personal protective equipment.

EIC 144 Grounding & Bonding

[15 lecture hours 11.5 lab hours 1.5 credits]

Prepares the student in the latest technology and techniques available for code and standards-compliant grounding and bonding systems. Focuses on grounding and bonding requirements as they relate to Article 250 and other articles of the NEC. Covers installation, testing and inspection procedures for II power systems. Includes rules to minimize the risk of electricity as a source of electric shock, and as an ignition source for fires.

EIC 150 DC Circuit Fundamentals

[7.5 lecture hours 22.5 lab hours 1.5 credits]

Prerequisite: EIC 105, MAT 105 or equivalent
Covers the principles of DC electricity and magnetism with emphasis on Ohm's, Kirchoff's and Watt's laws to analyze circuits voltage current and power. Addresses common measuring instruments and safety.

EIC 166 Tuning Ddc/Process Cont. Loops

[7.5 lecture hours 11.25 lab hours 1.5 credits]

Investigates process characteristics and process control loops to learn quick and proper controller adjustment for good response. Includes defining proportional band, integral and derivative, formal open and closed loop tuning methods, and advances control methods. Enables the student to use computer simulation software to learn the concepts of proportional band, integral and derivative and practice different tuning methods.

EIC 168 Maintenance Management

[10 lecture hours 7 lab hours 1 credit]

Covers the critically important but often overlooked component of maintenance management. Focuses on the implementation of a maintenance program or improvement of an existing program. Covers how to reduce unscheduled overtime, excessive material costs, and the number of breakdown repairs.

EIC 221 Trouble Shooting Control Circuits

[15 lecture hours 1.5 credits]

Bridges the gap between the theoretical knowledge and the critical thinking skills needed on the job. Incorporates working at a troubleshooting station with circuits that are identical to motor control circuits in a plant. Concentrates exclusively to teaching hands-on troubleshooting.

EMERGENCY MEDICAL SERVICES

EMS 112 Emergency Medical Dispatch

(30 lecture hours 11 lab hours 2.5 credits)

Prerequisite: Current CPR card

Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

EMS 115 First Responder

(45 lecture hours 3 credits)

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

EMS 125 EMT Basic

(115 lecture hours 60 lab hours 9 credits)

Corequisite: EMS 170

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

EMS 126 EMT Basic Refresher

(30 lecture hours 23 lab hours 3 credits)

Prerequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student.

EMS 130 EMT Intravenous Therapy

(20 lecture hours 15 lab hours 2 credits)

Prerequisite: Current EMT Basic certification, or proper licensure

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

EMS 150 Pediatric Education for Prehospital Professionals

(15 lecture hours 5 lab hours 1 credit)

Prerequisite: EMT-Basic or approval from Program Coordinator

Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient.

EMS 170 EMT Basic Clinical

(7.5 private instruction hours 1 credit)

Corequisite: EMS 125 or EMS 126, depending on student status

Provides the EMT student with the clinical experience required of initial and some renewal processes.

EMS 178 EMS Seminar

(var. hours .05-6 credits)

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

EMS 185 EMS: Independent Study

(variable hours 1-6 credits)

A course offered to provide skills upgrades specific to the Emergency Medical Service occupational area.

EMS 203 EMT Intermediate I

(75 lecture hours 30 lab hours 6 credits)

Prerequisite: Valid EMT-Basic, HEP B vac, Current CPR cards, high school grad or GED, CPT 80, Math

Course provides preparatory information and is the first part of the EMT Intermediate program.

EMS 205 EMT Intermediate II

(75 lecture hours 30 lab hours 6 credits)

Prerequisite: EMT Intermediate I – EMS 203

Serves as the second course for EMT Intermediate certification.

EMS 206 EMT Intermediate Refresher

(30 lecture hours 23 lab hours 3 credits)

Prerequisite: Current EMT I certificate, or less than 36 months expired

Corequisite: EMS 204-based on student need
Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

EMS 214 Basic Trauma Life Support

(15 lecture hours 5 lab hours 1 credit)

Prerequisite: EMT Basic or higher

Provides students with information and skill practice to treat trauma patients in the prehospital environment.

EMS 270 Clinical: EMS Intermediate

(45 lab hours 3 credits)

Prerequisite: EMS 203-205

Corequisite: EMS 205 as needed

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

EMS 275 EMS: Special Topics

(variable hours .05-10 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENGLISH

ENG 030 Basic Language Skills

(30 lecture hours 2 credits)

This course is a review of basic grammar usage and punctuation. Sentence structure and other elements of effective writing will be emphasized. The paragraph structure will be introduced.

ENG 060 Writing Fundamentals

(45 lecture hours 3 credits)

This course will advance student-writing skills from sentence to paragraph structure. Critical thinking skills will be incorporated though formation of topic sentences and effective paragraph development. The course will emphasize writing as a process, including prewriting and revision activities. Grammar usage and punctuation will be reviewed.

ENG 090 Basic Composition

(45 lecture hours 3 credits)

Prerequisite: Assessment score or English 060.
This course will prepare the student for freshman composition (English 121). The writing process, critical thinking, organization and development of written assignments for specific purposes and audiences will be emphasized. Composition techniques including language fluency, effective diction, and appropriate sentence, paragraph and essay structure will be examined.

ENG 113 Business English

(45 lecture hours 3 credits)

Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

ENG 115 Technical English & Communications

(45 lecture hours 3 credits)

Prerequisite: 85+ on CPT or successful completion of ENG 060
Studies elements of the English language and emphasizes grammar rules, capitalization, word division, number usage, plurals, possessives, usage problems, and business vocabulary.

ENG 121 English Composition I [GT-CO1]

(45 lecture hours 3 credits)

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

ENG 122 English Composition II [GT-CO2]

(45 lecture hours 3 credits)

Prerequisite: ENG 121,
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

ENG 131 Technical Writing I

(45 lecture hours 3 credits)

This course develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

ENG 226 Fiction Writing

(45 lecture hours 3 credits)

This course teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

ENG 227 Poetry Writing

(45 lecture hours 3 credits)

Prerequisite: LIT 118 or permission of instructor
This course teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENGLISH AS A SECOND LANGUAGE**ESL 011 Basic Pronunciation**

(15 lecture hours 1-5 credits)

This course will assist the student to improve his/her pronunciation of English. It will help both with comprehension of spoken English and the ability to communicate clearly.

ESL 012 Intermediate Pronunciation

(15 lecture hours 1-5 credits)

This course will review basic pronunciation sounds and patterns in English and further improve students' pronunciation using a variety of activities such as dialogues, short presentations, paragraph readings, and interviews with native speakers.

ESL 021 Basic Grammar

(15 lecture hours 1-5 credits)

This course will assist the student in mastering basic structure in English grammar through oral and written practice.

ESL 022 Intermediate Grammar

(45 lecture hours 3-5 credits)

Prerequisite: ESL 021 or placement test scores
This course will teach listening/pronunciation/conversation skills and will work toward an increase in speed and accuracy in speaking through free and guided conversations, pronunciation drills, role-playing, and speeches.

ESL 023 Advanced Grammar

(45 lecture hours 3-5 credits)

Prerequisite: ESL 022 or placement test scores
This course will assist the student to increase the level or oral fluency and aural comprehension.

ESL 031 Basic Conversation

(15 lecture hours 1-5 credits)

This course will provide listening and speaking activities designed to help the student recognize and produce English sounds, stress and intonation patterns, and use basic grammatical patterns and vocabulary.

ESL 032 Intermediate Conversation

(45 lecture hours 3-5 credits)

Prerequisite: ESL 031 or placement test scores.
This course will teach listening/pronunciation/conversation skills and will work toward an increase in speed and accuracy in speaking through free and guided conversations, pronunciation drills, role-playing, and speeches.

ESL 033 Advanced Communication

(30 lecture hours 2-4 credits)

Prerequisite: ESL 032 or placement test scores
This course will assist the student to increase the level of oral fluency and aural comprehension.

ESL 041 Basic Reading

(15 lecture hours 1-5 credits)

This course will provide effective reading strategies. It will present techniques to develop and increase word attack skills, vocabulary use, and overall comprehension.

ESL 042 Intermediate Reading

(30 lecture hours 2-4 credits)

Prerequisite: ESL 041 or placement test scores

This course will assist the student to read more quickly and accurately and understand a variety of more complex reading material.

FOREIGN LANGUAGE*** * * 101 Conversational Foreign Language I: French, Russian, Spanish**

(30 lecture hours 30 lab hours 3 credits)

This is the first course in a sequence for beginning students who wish to understand and speak (FOL). The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*** * * 102 Conversational Foreign Language II: French, German, Russian, Spanish**

(30 lecture hours 30 lab hours 3 credits)

Prerequisite: * * * 101

This is the second course in a sequence for beginning students who wish to understand and speak (FOL). The material will continue to cover basic conversational patterns, expressions, and grammar.

*** * * 111 Foreign Language I: French, Spanish**

(60 lecture hours 30 lab hours 5 credits)

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

*** * * 112 Foreign Language II: French, Spanish**

(60 lecture hours 30 lab hours 5 credits)

Prerequisite: * * * 111 or instructor permission, Continues * * * 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

*** * * 211 Foreign Language III: French, Spanish**

(30 lecture hours 30 lab hours 3 credits)

Prerequisite: * * * 112 or instructor permission, Continues * * * 111 and * * * 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

*** * * 212 Foreign Language IV: French, Spanish**

(30 lecture hours 30 lab hours 3 credits)

Prerequisite: * * * 211 or instructor permission, Continues * * * 111, * * * 112, and * * * 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

*** * * 115 Foreign Language for the Professional I**

(45 lecture hours 3 credit)

Prerequisite: College level reading

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

*** * * 215 Foreign Language for the Professional II**

(45 lecture hours 3 credit)

Prerequisite: SPA 115 or Equivalent Placement Scores

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

GEOGRAPHY**GEO 105 World Regional Geography [GT-SS2]**

(45 lecture hours 3 credits)

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions.

GEOLOGY**GEY 111 Physical Geology [GT-SC1]**

(45 lecture hours 30 lab hours 4 credits)

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 Historical Geology [GT-SC1]

(45 lecture hours 30 lab hours 4 credits)

Prerequisite: GEY 111 or consent of instructor, Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

HEALTH AND WELLNESS**HWE 100 Human Nutrition**

(45 lecture hours 3 credits)

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

HWE 101 Cardio-Pulmonary Resuscitation (CPR)

(15 lecture hours 1 credits)

Cardio-Pulmonary Resuscitation (CPR)

Teaches emergency procedures for respiratory, obstructed airway and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association.

HWE 102 Cardio-Pulmonary Resuscitation (CPR) Recertification

(7.5 lecture hours .5 credits)

Reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child and Infant CPR.

HWE 103 Community First Aid and CPR

(15 lecture hours 1 credits)

Uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.

HWE 122 Responding to Emergencies

(30 lecture hours 2 credits)

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies.

HWE 124 Fitness and Wellness

(30 lecture hours 2 credits)

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness.

HEALTH PROFESSIONAL**HPR 100 Introduction to Health**

(45 lecture hours 3 credits)

Provides an exploratory course for students interested in a health career. Basic health skills such as vital signs and CPR will be included.

HPR 102 CPR for Professionals

(15 lecture hours 1 credit)

Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients.

HPR 108 Dietary Nutrition

(18 lecture hours 5 lab hours 1 credit)

Prerequisite: HWE 100 or Instructor's permission. Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 110 IV Therapy For LPN's

(45 lecture hours 23 lab hours 4 credits)

Provides LPN's with an opportunity to expand their nursing role by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The program includes lecture, laboratory practice and clinical experience. Prepares the student for IV certification under State Board of Nursing guidelines.

HPR 120 Advanced Cardiac Life Support

(10 lecture hours 5 lab hours 1 credit)

Prerequisite: Current basic life support health care provider C certification

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

HPR 130 Pediatric Advanced Life Support

(10 lecture hours 5 lab hours 1 credit)

Prerequisite: Current CPR card –must include child and infant CPR

Provides students the needed information and skills as required by health care agencies for pediatric emergencies.

HPR 178 Seminar: Medical Terminology

(30 lecture hours 2 credits)

Builds skills in verbal and written communication of medical terms. Focuses on word elements that relate to human anatomy. Develops practical use of medical vocabulary with translation into non-medical terms.

HPR 190 Basic EKG Interpretation

(22 lecture hours 11 lab hours 2 credits)

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 216 Pathophysiology

(60 lecture hours 4 credits)

Prerequisite: BIO 201, 202 or instructor's consent.

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

HPR 217 Kinesiology

(45 lecture hours 30 lab hours 4 credits)

Prerequisite: BIO 201 or instructor permission

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application is a main focus.

HISTORY**HIS 101 History of Western Civilization I [GT-HI1]**

(45 lecture hours 3 credits)

Explores the major political, economic, diplomatic/military, cultural, and intellectual events, and the roles of key personalities that shaped Western civilization from the prehistoric era to 1715.

HIS 102 History of Western Civilization II [GT-HI1]

(45 lecture hours 3 credits)

Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events, and the roles of key personalities that shaped Western civilization from 1650 to the present day.

HIS 201 U.S. History I [GT-HI1]

(45 lecture hours 3 credits)

Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from the first inhabitants through the Civil War/Reconstruction

HIS 202 U.S. History II [GT-HI1]

(45 lecture hours 3 credits)

Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from reconstruction to the present.

HIS 225 Colorado History

(45 lecture hours 3 credits)

This course presents the story of the people, society, and cultures of Colorado from the earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists and the modern twentieth-century state.

HORTICULTURE**HLT 100 Basic Horticulture**

(45 lecture hours 22.5 lab hours 4 credits)

The course introduces the fundamentals of plant science. It provides information on the principles of propagation, improvement, culture, and utilization of horticultural plants. Emphasis will be placed on ornamental plants used in landscape and greenhouse situations.

HLT 101 Introduction to Horticulture

(45 lecture hours 22.5 lab hours 4 credits)

Introduces the biology of horticultural plants, and basic horticultural practices. (60 contact hours)

HUMANITIES**HUM 121 Survey of Humanities I**

(45 lecture hours 3 credits)

Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity, and Christian eras. Emphasizes connections among the arts, values, and diverse cultures.

HUM 122 Survey of Humanities II

(45 lecture hours 3 credits)

Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

HUM 123 Survey of Humanities III

(45 lecture hours 3 credits)

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples.

JOURNALISM**JOU 105 Introduction to Mass Media**

(45 lecture hours 3 credits)

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

JOU 106 Fundamentals of Reporting

(45 lecture hours 3 credits)

Prerequisite: Typing 25 wpm.

This is an introductory course in news writing, reporting, and interviewing, with an emphasis on clarity, accuracy, timeliness, and fairness.

JOU 121 Photojournalism

(30 lecture hours 30 lab hours 3 credits)

Prerequisite: Permission of instructor.

This is an introductory, hands-on course in black-and-white photography, with an emphasis on photojournalistic techniques, processing and printing. This course includes an investigation of word/picture relationships in creating photo essays for publications.

JOU 206 Intermediate Newswriting & Editing

(45 lecture hours 3 credits)

Prerequisite: JOU 106 or permission of instructor.

This course will sharpen students' skills in news writing and reporting with an emphasis on editing, ethics, and news judgment. Students may also develop skills in broadcast, public affairs and investigative writing.

LITERATURE**LIT 115 Introduction to Literature [GT-AH2]**

(45 lecture hours 3 credits)

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 126 Study of Poetry

(45 lecture hours 3 credits)

This course focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry.

LIT 127 Study of the Novel

(45 lecture hours 3 credits)

This course focuses on careful reading and interpretation of selected novels. It examines formal as well as thematic elements of longer fiction.

LIT 201 Masterpieces of Literature I [GT-AH2]

(45 lecture hours 3 credits)

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 202 Masterpieces of Literature II [GT-AH2]

[45 lecture hours 3 credits]

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 211 Survey of American Literature I

[45 lecture hours 3 credits]

This course is an overview of American literature from the Puritans through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 212 Survey of American Literature II

[45 lecture hours 3 credits]

This course is an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 248 Native American Literature

[45 lecture hours 3 credits]

This course explores Native American Literature mainly of the 20th Century. Myths, legends, songs and speeches from oral tradition may be examined where relevant. Focus of the class will be mainly on poetry, essay and short story. Drama may also be included.

LIT 255 Children's Literature

[45 lecture hours 3 credits]

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

MANAGEMENT**MAN 116 Principles of Supervision**

[45 lecture hours 3 credits]

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

MAN 117 Time Management

[15 lecture hours 1 credit]

Provides instruction in the selection of appropriate time management tools. Students will learn to effectively prioritize tasks, identify time wasters, apply time management techniques, and manage long-term projects.

MAN 125 Teambuilding

[15 lecture hours 1 credit]

Students will be introduced to the concept of working as a team member. The vocabulary of teamwork will be emphasized. Role-playing and other team building exercises will be used to sharpen skills.

MAN 128 Human Relations in Organizations

[45 lecture hours 3 credits]

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

MAN 200 Human Resource Management I

[45 lecture hours 3 credits]

Covers the selection, development, and maintenance of a work force, employment law, fringe benefits, and wage and salary administration with an emphasis on job design and analysis.

MAN 216 Small Business Management

[30 lecture hours 2 credits]

Studies the problems and opportunities characteristic of small business. Covers techniques of start-up strategies

MAN 224 Leadership

[45 lecture hours 3 credits]

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

MAN 226 Principles of Management

[45 lecture hours 3 credits]

A survey of the principles of management. Emphasis will be on the primary functions of planning, organization, staffing, directing, and controlling with a balance between the behavioral and operational approach.

MARKETING**MAR 111 Principles of Sales**

[45 lecture hours 3 credits]

This course enables students to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Behavioral considerations in the buying and selling process and sales techniques are emphasized.

MAR 117 Principles of Retailing

[45 lecture hours 3 credits]

This course is a study of the basic principles and techniques of merchandising, operation, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 160 Customer Service

[45 lecture hours 3 credits]

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive

MAR 216 Principles of Marketing

(45 lecture hours 3 credits)

The analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 217 E-Commerce Marketing

(45 lecture hours 3 credits)

Explores new marketing strategies that have emerged as areas of information technology and the Internet have evolved. This course examines traditional marketing concepts of buying behavior, promotion, production and others, then redefines them as they apply to marketing on the World Wide Web. Web fundamentals, e-marketing trends, strategies, models and research will be examined.

MAR 240 International Marketing

(45 lecture hours 3 credits)

Enables the student to explore the international marketing for U.S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U.S. business. The course is designed to make the reader an "informed observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context.

MESSAGE THERAPY**MST 105 Lifestyle Wellness**

(8 lecture hours 45 lab hours 2 credits)

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

MST 111 Basic Massage Therapy

(30 lecture hours 45 lab hours 4 credits)

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

MST 113 Professional Massage

(23 lecture hours 45 lab hours 3 credits)

Prerequisite: BIO 201, BIO 245, HEA 205

Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

MST 275 Special Topics: Massage Therapy

(variable 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MST 184 Clinical Massage

(25 lecture hours 50 lab hours 3 credits)

Prerequisite: BIO 201, BIO 245, HEA 205; current First Aid/CPR certification and student liability insurance. Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

MST 204 MST Business Practices

(30 lecture hours 2 credits)

This course is designed to assist the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.

MST 285 Massage Therapy: Independent Study

(variable 1-6 credits)

Prerequisite: Permission of the Instructor.

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MATHEMATICS**MAT 060 Pre-Algebra**

(45 lecture hours 3 credits)

This course approaches problem solving using appropriate vocabulary and basic arithmetic operations. Applications of whole numbers, decimals, fractions, ratio, proportion, percent, rate, measurement and geometry are also included.

MAT 090 Introductory Algebra

(60 lecture hours 4 credits)

This course approaches problem solving using linear equations, polynomials, rational expressions, linear systems, inequalities, and graphing. The course introduces exponents and radical equations.

MAT 106 Survey of Algebra

(60 lecture hours 4 credits)

Prerequisite: Placement exam or equivalent.

This course approaches problem solving using equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational exponents, radical expressions and graphing. This course or its equivalent is a prerequisite to transfer level courses MAT 121-College Algebra and MAT 135-Introduction to Statistics.

MAT 107 Career Math

(45 lecture hours 3 credits)

Prerequisite: Mat 090 or assessment

Covers material designed for career technical students or general studies students who need to study particular mathematical topics. Topics may include arithmetic review, calculator usage, algebra, geometry, trigonometry, graphs and finance. These are presented on an introductory level and the emphasis is on applications. The specific topics covered are selected to meet the needs of the students enrolled in the course.

MAT 108 Technical Mathematics

(60 lecture hours 4 credits)

Prerequisite: Mat 090 or equivalent

Covers material designed for career technical students or general studies students who need to study particular mathematical topics. Topics may include calculator usage, algebra, geometry, trigonometry, graphs, finance logarithms and statistics. These are presented on an introductory level and the emphasis is on applications. The specific topics covered are selected to meet the needs of the students enrolled in the course.

MAT 112 Financial Mathematics

(45 lecture hours 3 credits)

Prerequisite: MAT 060 or equivalent

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

MAT 120 Mathematics for Liberal Arts [GT-MA1]

(60 lecture hours 4 credits)

Develops mathematical and problem-solving skills.

Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

MAT 121 College Algebra [GT-MA1]

(60 lecture hours 4 credits)

Prerequisite: MAT 106 or equivalent,

Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

MAT 122 College Trigonometry

(45 lecture hours 3 credits)

Prerequisite: MAT 121 or permission of the instructor.

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

MAT 125 Survey of Calculus [GT-MA1]

(60 lecture hours 4 credits)

Prerequisite: MAT 121

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

MAT 135 Introduction to Statistics [GT-MA1]

(45 lecture hours 3 credits)

Prerequisite: MAT 106 or equivalent,

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference –estimation, hypothesis testing, comparison of populations, correlation and regression.

MAT 155 Integrated Math I

(45 lecture hours 3 credits)

Prerequisite: Survey of Algebra or equivalent competency
Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach.

MAT 156 Integrated Math II

(45 lecture hours 3 credits)

Prerequisite: Successful completion of Mat 155 (grade of C or better).

Continues MAT 155. It includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, employing laboratory techniques where applicable.

MAT 178 Math for Industrial Trades

(10 lecture hours 7.5 lab hours 1 credit)

MAT 201 Calculus I [GT-MA1]

(75 lecture hours 5 credits)

Prerequisite: MAT 121 & MAT 122 or equivalent.

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

MAT 202 Calculus II [GT-MA1]

(75 lecture hours 5 credits)

Prerequisite: MAT 201 or permission of instructor.

Continuation of single variable calculus and includes techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

MEDICAL OFFICE TECHNOLOGY**MOT 132 Medical Transcription I**

(15 lecture hours 45 lab hours 4 credits)

Prerequisite: As determined by individual program.

Corequisite: As determined by individual program.

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

MOT 140 Medical Assisting Clinical Skills

(60 lecture hours 4 credits)

Prerequisite: Determined by individual program guides.

Corequisite: Determined by individual program guides.

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

MOT 182 Clinical Internship

(45 lab hours 3 credits)

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

MOT 280 Internship

(45 lab hours 3 credits)

Prerequisite: To be determined by the instructor.

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor

MILLWRIGHT**MIL 100 Millwright: Hand & Power Tools**

(10 lecture hours 22.5 lab hours 2 credits)

Introduces the skills needed to select, inspect, use, and maintain torque multipliers, cable cutters, nut splitters, keyseat rules, precision tales, various gages, and hardness testers used for the millwright trade.

MIL 101 Lifting Devices

(10 lecture hours 7.5 lab hours 1 credit)

Introduces the student to safe rigging procedures as well as calculating maximum load at numerous angles.

MIL 103 Basic Layout/Fasteners, Cutting and Fitting

(30 lecture hours 22.5 lab hours 3 credits)

Identifies layout tools used in millwright. Explains how to layout base lines by arc method and 3-4-5 method, with the use the base lines for reference points when setting equipment. Identifies and explains installation procedures for threaded, non-threaded, and insulation fasteners. Identifies and describes gaskets and gasket materials. Provides procedures for laying out, cutting and installing gaskets.

MIL 104 Introduction to Bearings

(22 lecture hours 11.5 lab hours 2 credits)

Introduces plain, ball, roller, thrust, guide, flanged, pillow block, and takeup bearings. This course also explains bearing materials and bearing designation.

MIL 106 Millwright Lubrication

(15 lecture hours 23 lab hours 1.5 credits)

Explains lubrication safety, storage, classifications, and selecting lubricants, additives, lubrication equipment, and lubricating charts.

MIL 107 Installing Belts, Chain Drives & Bearings

(22 lecture hours 56.5 lab hours 4 credits)

Covers the sizes, uses, and installation procedures of six types of drive belts and two types of chain drives. Explain how to remove and troubleshoot, and install bearings.

MIL 109 Installing Mechanical Seals

(15 lecture hours 11.5 lab hours 2 credits)

Covers the application, removal, and installation procedures for dynamic and static seals, O-rings, lip, cup, oil, labyrinth seals.

MULTIMEDIA**MGD 102 Intro to Multimedia**

(15 lecture hours 46 lab hours 3 credits)

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Over view of software and basic design principles will be explored.

MGD 133 Graphic Design I

(15 lecture hours 46 lab hours 3 credits)

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures

MGD 141 Web Design I

(15 lecture hours 46 lab hours 3 credits)

Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames.

MGD 175 Multimedia: Special Topics

(var. lecture hours 1-6 credits)

Prerequisite: To be determined by instructor

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MGD 178 Seminar/Workshop

(var. lecture hours 1-6 credits)

Prerequisite: To be determined by the instructor.

Provides students with an exceptional learning experience.

MGD 180 Multimedia: Internship

[variable 1-6 credits]

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor

MGD 203 Design and Concept

(15 lecture hours 46 lab hours 3 credits)

Covers the process of comprehensive problem solving of complex and advanced print design. Provides experience in digital production of designs, using multiple computer applications emphasizing concept.

MGD 233 Graphic Design II

(15 lecture hours 46 lab hours 3 credits)

Prerequisite: MGD 133 or instructor permission

Continues instruction in idea development for advanced graphic design

MGD 241 Web Design II

(69 lab hours 3 credits)

Prerequisite: MGD 141 Web Design I

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts and CGI forms. Color usage and interface design principles are emphasized. The course will examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

MGD 251 Multimedia Motion & Sound

(69 lab hours 3 credits)

Prerequisite: MGD102, MGD133, MGD233, MGD141

Develops student competency in modifying, designing, and creating 2-D and 3-D animations and recording and editing sound clips, narration, and music. Students will also work with video capture and editing software and hardware.

MGD 259 Management and Production

(30 lecture hours 23 lab hours 3 credits)

Examines development of multimedia from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. Teamwork is emphasized throughout the course.

MGD 278 Multimedia: Seminar/Workshop

(var.hours 1-6 credits)

Prerequisite: To be determined by the instructor

Provides students with an experiential learning opportunity.

MGD 280 Multimedia: Internship

(var hours 1-6 credits)

Prerequisite: To be determined by the instructor

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor

MUSIC**MUS 120 Music Appreciation [GT-AH1]**

(45 lecture hours 3 credits)

Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 121 Music History I [GT-AH1]

(45 lecture hours 3 credits)

This course studies the various periods of music history with regard to the composers aesthetics, forms, and genres of each period. Considers music from Middle Ages through Classical period.

MUS 122 Music History II [GT-AH1]

(45 lecture hours 3 credits)

Prerequisite: MUS 120 or MUS 121

Continues Introduction to Music History I with a study of music from the early Romantic period to the present.

MUS 151 Ensemble I

(30 lab hours 1 credit)

Prerequisite: Audition

This course includes the rehearsal and performance of the Morgan County Chorale repertoire.

NURSING**NUR 101 Pharmacology Calculations**

(12 lecture hours 11 lab hours 1 credit)

Prerequisite: Acceptance into a professional nursing program

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration.

NUR 106 Medical & Surgical Nursing Concepts

(72 lecture hours 86 lab hours 7 credits)

Prerequisite: Successful completion of preceding nursing program coursework or permission of program director

Corequisite: Successful completion of concurrent nursing program coursework or permission of program director

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

NUR 107 Nursing Concepts & Skills I

(30 lecture hours 60 lab hours 4 credits)

Prerequisite: Successful completion of preceding nursing program coursework or permission of program director

Corequisite: Successful completion of concurrent nursing program coursework or permission of the program director

Introduces the nursing student to applications of critical thinking and the nursing process to provide care to clients in a variety of community and acute care settings. Emphasis is on holistic health care across the health-illness continuum. Introduces learners to the clinical skills essential for the nursing role of care provider including safe and effective clinical environment, skill preparation, implementation and evaluation. Emphasizes use of caring, critical thinking, and communication while completing nursing skills.



NUR 108 Nursing Concepts & Skills II

(27 lecture hours 40 lab hours 3 credits)

Prerequisite: Successful completion of preceding nursing program coursework or permission of program director.
 Corequisite: Successful completion of concurrent nursing program coursework or permission of program director.
 Introduces more complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical and practical aspects of more complex nursing skills required to meet the needs of clients in a variety of settings.

NUR 111 Socialization into Practical Nursing

(12.5 lecture hours 10 lab hours 1 credit)

Prerequisite: Successful completion of preceding required coursework or program director permission
 Corequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director
 Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed.

NUR 112 Basic Concepts of Pharmacology

(35 lecture hours 10 lab hours 2 credits)

Prerequisite: Successful completion of preceding required program coursework or permission of the program director
 Corequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director
 Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan.

NUR 117 Nursing Care of the Childbearing Family

(32 lecture hours 36 lab hours 3 credits)

Prerequisite: Nursing Care of the Childbearing Family
 Corequisite: Successful completion of concurrent coursework or permission of the program director.
 Provides a foundational course in the nursing care of the childbearing family. The focus is on normal pregnancy, physiologic and psychological changes experienced, and care of the normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed.

NUR 118 Nursing Care of Children

(34 lecture hours 34 lab hours 3 credits)

Prerequisite: Successful completion of preceding nursing program coursework or permission of the program director
 Corequisite: Successful completion of concurrent nursing program coursework or permission of the program director
 Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition, and relevant emotional, cultural and family concepts are integrated throughout.

NUR 170 Clinical I

(var. lecture hours 1-6 credits)

Prerequisite: Completion or co-enrollment in corresponding didactic nursing course.
 Corequisite: Completion or co-enrollment in corresponding didactic nursing course.
 Offers the clinical practicum to apply the related nursing theory.

NUR 171 Clinical II

(var. lecture hours 1-6 credits)

Prerequisite: Completion or co-enrollment in corresponding didactic nursing course.
 Corequisite: Completion or co-enrollment in corresponding didactic nursing course.
 Offers the clinical practicum to apply the related nursing theory.

NUR 206 Advanced Concepts of Medical-Surgical Nursing I

(45 lecture hours 45 lab hours 5 credits)

Prerequisite: Successful completion of preceding nursing program course work or permission of the program director
 Corequisite: Successful completion of concurrent nursing program course work or program director permission
 Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

NUR 210 Nursing Care of Complex Obstetrical & Pediatric Clients

(45 lecture hours 45 lab hours 5 credits)

Prerequisite: Successful completion of preceding required program coursework or program director permission
 Corequisite: Successful completion of concurrent nursing program coursework or program director permission
 Prepares the professional nurse to comprehend and apply advanced concepts in care of the high-risk child bearing family and for children with complex health problems from birth through adolescence. Emphasizes special needs and complications during the perinatal experience and altered functioning, special needs, and disease processes manifested in children. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Legal and ethical accountability are integrated throughout the course. Critical thinking skills are utilized throughout.

NUR 211 Nursing Care of Psychiatric Clients

(45 lecture hours 45 lab hours 5 credits)

Prerequisite: Successful completion of preceding nursing program course work or program director permission
 Corequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director
 Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

NUR 216 Advanced Concepts of Medical Surgical Nursing II

(30 lecture hours 45 lab hours 4 credits)

Prerequisite: Successful completion of preceding nursing program course work or program director permission
 Corequisite: Successful completion of concurrent nursing program course work or program director permission
 Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

NUR 217 Leadership for Professional Nursing Practice

(15 lecture hours 8 lab hours 2 credits)

Prerequisite: Successful completion of preceding nursing program coursework or program director permission
 Corequisite: Successful completion of preceding nursing program coursework or program director permission
 Socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role.

NUR 270 Expanded Clinical I

(var. lecture hours 1-6 credits)

Prerequisite: Completion or co enrollment in corresponding didactic nursing course.
 Corequisite: Completion or co enrollment in corresponding didactic nursing course
 Offers the clinical practicum to apply the related nursing theory.

NUR 278 Nursing: Seminar

(var. lecture hours 1-6 credits)

Prerequisite: To be determined by the instructor.
 Provides students with an experiential learning opportunity.

NUR 289 Capstone: Comprehensive Nursing Internship

(var. lecture hours 2-3 credits)

Prerequisite: Successful completion of preceding nursing program course work or program director permission
 Corequisite: Successful completion of concurrent nursing program coursework or program director permission
 Facilitates transition from student to graduate nurse through application of nursing principles and skills in an area of health care delivery. Critical thinking, lifelong learning, nursing process, caring, collaboration, and health teaching and promotion are emphasized.

NURSING ASSISTANT**NUA 101 Certified Nurse Aide Health Care Skills**

(45 lecture hours 22.5 lab hours 4 credits)

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

NUA 170 Nurse Assistant Clinical Experience

(30 clinical lab hours 1 credit)

This course applies the knowledge gained from NUA 101 in a clinical setting.

NUA 171 Advanced Nurse Aide Clinical

(23 lab hours 1 credit)

Prerequisite: Current CPR card, negative TB test or chest X-ray and current immunizations.
 Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

PHILOSOPHY**PHI 111 Introduction to Philosophy [GT-AH3]**

(45 lecture hours 3 credits)

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes the human condition, knowledge, freedom, history, ethics, the future, and religion.

PHI 112 Ethics [GT-AH3]

(45 lecture hours 3 credits)

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

PHI 113 Logic

(45 lecture hours 3 credits)

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving skills.

PHI 115 World Religions - West

(45 lecture hours 3 credits)

This course is designed to introduce students to the common and different concepts predominant in the major world religions. It includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. A strong focus will be placed on the concept of religion as a cultural system.

PHI 116 World Religions - East

(45 lecture hours 3 credits)

This course emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality will be analyzed.

PHYSICAL EDUCATION**PED 100 Beginning Golf**

(30 lab hours 1 credits)

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

PED 110 Fitness Center Activity I

(30 lab hours 1 credit)

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 111 Fitness Center Activity II

(30 lab hours 1 credit)

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

PED 116 Weight Training

(30 lab hours 1 credit)

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

PED 119 Fitness Circuit Training

(30 lab hours 1 credit)

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

PED 126 Water Aerobics

(30 lab hours 1 credit)

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

PED 147 Yoga

(30 lab hours 1 credit)

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

PER 150 Water Safety Instructor

(37.5 lecture hours 15 lab hours 3 credits)

Prerequisite: 17+ years old. Pass the precourse ARC written test and skills test. Prepares students to become certified by the American Red Cross (ARC) as Water Safety Instructors (WSI). Enables students to develop skills for teaching infant and preschool aquatics, Levels 1-7 in the Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide. Focuses on teaching people with special needs and planning and conducting safe and effective swim lessons.

PHYSICAL THERAPIST ASSISTANT**PTA 110 Basic Patient Care in Physical Therapy**

(30 lecture hours 90 lab hours 5 credits)

The principles and practices of physical therapy will be examined and an understanding of these practices will be developed including; positioning, body mechanics, transfers, range of motion, palpitation, vital signs, aseptic techniques, bandaging, massage, intermittent venous compression, documentation, activities of daily living, wheelchair management, architectural barriers, and gait training.

PTA 115 Principles & Practice of Physical Therapy

(30 lecture hours 2 credits)

History and definition of Physical Therapy as a profession. Discusses ethics, professionalism, communications and human relations as they relate to the health care field with current issues and trends in physical therapy.

PTA 120 Modalities in Physical Therapy
(30 lecture hours 90 lab hours 5 credits)

The principles and practices of physical therapy will be examined and an understanding of the following procedures will be developed: therapeutic heat and cold, traction, massage and hydrotherapy.

PTA 135 Principles of Electrical Stimulation
(15 lecture hours 30 lab hours 2 credits)

Prerequisite: PTA 120

This course investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. This course will help the student understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

PTA 230 Orthopedic Assessment & Management Techniques
(30 lecture hours 68 lab hours 5 credits)

Prerequisite: PTA 120, 140

Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.

PTA 240 Neurologic Assessment & Management Techniques
(30 lecture hours 68 lab hours 5 credits)

Prerequisite: PTA 230 or Program Director Permission

The theory and principles of physical therapy will be expanded by the introduction of advanced physical therapy procedures related to special needs population to include but is not limited to pediatrics and geriatrics, with a strong emphasis in neurology and rehabilitation.

PTA 278 PTA Seminar
(30 lecture hours 2 credits)

Prerequisite: PTA 230, PTA 280, (student should be in final semester of degree).

Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.

PTA 280 PTA Internship I
(80 lab hours 4 credits)

Prerequisite: PTA 120

Focuses on an initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, geriatric, or outpatient setting provides supervision.

PTA 281 PTA Internship II
(240 lab hours 5 credits)

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing, and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an inservice on a physical therapy related topic.

PTA 282 PTA Internship III
(240 lab hours 5 credits)

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student presents an inservice on a physical therapy related topic.

PHYSICS

PHY 105 Basic Physics
(45 lecture hours 22.5 lab hours 4 credits)

(For non-science majors) Studies include mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience.

PHY 111 Physics: Algebra-Based I/Lab [GT-SC1]
(60 lecture hours 30 lab hours 5 credits)

Studies include mechanics and heat. This course includes laboratory experience.

PHY 112 Physics: Algebra-Based II/Lab [GT-SC1]
(60 lecture hours 30 lab hours 5 credits)

Prerequisite: PHY 111,
Studies include electricity and magnetism, light, and modern physics. This course includes laboratory experience.

PHY 211 Physics: Calculus-Based I/Lab [GT-SC1]
(60 lecture hours 30 lab hours 5 credits)

Prerequisite: MAT 121 & MAT 122.

Studies include mechanics and heat. This course includes laboratory experience.

PHY 212 Physics: Calculus-Based II/Lab [GT-SC1]
(60 lecture hours 30 lab hours 5 credits)

Prerequisite: PHY 211,

Studies include wave motion, electricity and magnetism, and light. This course includes laboratory experience.

POLITICAL SCIENCE

POS 105 Introduction to Political Science [GT-SS1] (45 lecture hours 3 credits)

Survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

POS 111 American Government (45 lecture hours 3 credits)

Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 125 American State & Local Government (45 lecture hours 3 credits)

This course is a study of the structure and function of state, county, and municipal governments including their relations with each other and with national government. Colorado government and politics are emphasized.

POS 215 Current Political Issues (45 lecture hours 3 credits)

Prerequisite: Prior political science class or approval of instructor.

Incorporates an in-depth analysis of critical issues in political science. Examines current topics and issues.

PSYCHOLOGY

PSY 101 General Psychology I (45 lecture hours 3 credits)

Scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

PSY 102 General Psychology II [GT-SS3] (45 lecture hours 3 credits)

Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

PSY 106 Human Relations (45 lecture hours 3 credits)

This course emphasizes the development and practice of effective interpersonal communication skills on and off the job. This course is not designed for transfer.

PSY 116 Stress Management (45 lecture hours 3 credits)

This course identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

PSY 117 Parenting (30 lecture hours 2 credits)

This course examines effective techniques for working with children with emphasis on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

PSY 215 Psychology of Adjustment (45 lecture hours 3 credits)

This course emphasizes personal growth and the development of interpersonal skills. Focus is on practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 226 Social Psychology (45 lecture hours 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102

This course covers behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

PSY 235 Human Growth & Development (45 lecture hours 3 credits)

This course is a survey of human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 237 Child & Adolescent Psychology (45 lecture hours 3 credits)

This course examines physical, cognitive, emotional, and psychosocial development from conception through adolescence.

PSY 238 Child Development (45 lecture hours 3 credits)

This course is designed for early childhood educators and the parents of children from birth through 11 to give the most up-to-date and practical information on caregiving and developmental practices designed to provide the optimum environment for the child.

PSY 245 Educational Psychology (45 lecture hours 3 credits)

Students will study the relationships between theory, research, practice in learning, memory, child development, motivation, and educational assessment for K-12 classroom settings. This course will introduce students to essential areas in the Colorado Performance-Based Standards for Teachers.

PSY 247 Child Abuse & Neglect (45 lecture hours 3 credits)

This course examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 249 Abnormal Psychology (45 lecture hours 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102

This course is a study of abnormal behavior and its classification, causes, prevention, and treatment.

RANGE MANAGEMENT

RAM 205 Range Management (45 lecture hours 3 credits)

Prerequisite: BIO 113, Botany or instructor approval
Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

READING

REA 060 Foundations of Reading (30 lecture hours 2 credits)

This first level reading course provides intensive review of basic reading concepts based on diagnostic prescriptive methods. The course includes reading comprehension literal, critical and applied, vocabulary development and word decoding skills as well as oral fluency.

REA 090 College Preparatory Reading (45 lecture hours 3 credits)

Prerequisite: Assessment
This course will prepare students for college level content reading. It develops flexible reading rates, relevant vocabulary and literal critical and analytical comprehension. Students will become acquainted with a wide range of reading materials and read independently out of class.

REAL ESTATE

REE 103 Real Estate Brokers I (90 lecture hours 6 credits)

This course in conjunction with REE 104, is designed to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Real Estate Law and Practice, Practical Application, and Current Legal Issues.

REE 104 Real Estate Brokers II (75 lecture hours 5 credits)

This course in conjunction with REE 103, is designed to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Colorado Contracts and Regulations, Real Estate Closings, and Trust Accounts and Record Keeping.

REE 115 Intro to Real Estate (45 lecture hours 3 credits)

The function of the real estate broker, sales techniques, real estate ethics. Course is for those who intend to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

REE 189 Capstone (15 lecture hours 1 credit)

This course meets the needs of students who wish to prepare for the exam to obtain a Real Estate Brokers License.

REE 275 Real Estate: Special Topics [variable 1-6 credits]

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SCIENCE

SCI 116 Natural Science (60 lecture hours 30 lab hours 5 credits)

Students study science and technology with an emphasis on physics and chemistry. Includes the laws of motion, work, power, energy, sound, music, electromagnetics, inorganic and organic chemistry. Laboratory experimentation tests the theories presented.

SOCIOLOGY

SOC 101 Introduction to Sociology I (45 lecture hours 3 credits)

Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class, and race.

SOC 102 Introduction to Sociology II (45 lecture hours 3 credits)

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

SOC 205 Sociology of Family Dynamics (45 lecture hours 3 credits)

Prerequisite: ENG 090; SOC 101 or consent of the instructor

This course will help develop an understanding of marriage, family, and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SOC 218 Sociology of Diversity (45 lecture hours 3 credits)

This course explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

SPEECH

SPE 115 Public Speaking (45 lecture hours 3 credits)

Combines the basic theory of speech communication with public speech performance skills. Emphasizes is on speech delivery, preparation, organization, support, and audience analysis.

SPE 125 Interpersonal Communication (45 lecture hours 3 credits)

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

SPE 226 Oral Interpretation

[45 lecture hours 3 credits]

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

THEATER**THE 105 Introduction to the Theatre Arts [GT-AH1]**

[45 lecture hours 3 credits]

This course includes discussions, workshops, and lectures designed to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

THE 111 Acting I

[45 lecture hours 3 credits]

This course covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

THE 112 Acting II

[45 lecture hours 3 credits]

This course continues to explore basic acting techniques and approaches, including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

THE 211 Development of Theatre I [GT-AH1]

[45 lecture hours 3 credits]

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

THE 212 Development of Theatre II [GT-AH1]

[45 lecture hours 3 credits]

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

WELDING**WEL 100 Safety for Welders**

[15 lecture hours 1 credit]

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

WEL 103 Basic Shielded Metal Arc I

[30 lecture hours 45 lab hours 4 credits]

Prerequisite: WEL 102 or instructor permission
Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

WEL 104 Basic Shielded Metal Arc II

[30 lecture hours 45 lab hours 4 credits]

Prerequisite: WEL 103 or instructor permission
Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 106 Blueprint Reading for Welders & Fitters

[45 lecture hours 22.5 lab hours 4 credits]

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

WEL 110 Advanced Shielded Metal Arc I

[15 lecture hours 67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate SMAW equipment, and perform SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced.

WEL 111 Advanced Shielded Metal Arc II

[15 lecture hours 67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing various electrodes, locate essential welding information from codes or other standards, and perform weld inspections.

WEL 113 Oxyfuel and Plasma Cutting

[10 lecture hours 30 lab hours 2 credits]

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

WEL 114 Oxyacetylene Welding

[10 lecture hours 30 lab hours 2 credits]

Teaches the skills necessary to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations.

WEL 124 Introduction to Gas Tungsten Arc Welding

[60 lecture hours 4 credits]

Covers welding in all positions and on various joint configurations using the GTAW (TIG) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 125 Introduction to Gas Metal Arc Welding

[60 lecture hours 4 credits]

Covers welding in all positions and on various joint configurations using the GMAW (MIG) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 130 Maintenance Welding

(10 lecture hours 30 lab hours 2 credits)

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

WEL 175 Special Topics:Welding

(var. lecture hours 1-4 credits)

This course was designed to provide the non degree-seeking student with the opportunity to customize the course objectives to meet individual needs. Instructor must approve ALL course objectives.

WEL 180 Internship

(var. lecture hours .5-6 credits)

Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

WEL 201 Gas Metal Arc Welding I

(15 lecture hours 67.5 lab hours 4 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and recognize fundamental metallurgy principles.

WEL 203 Flux Cored Arc Welding I

(15 lecture hours 67.5 lab hours 4 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate FCAW equipment utilizing self shielded wire, and apply principles of joint design, preparation, and material selection to welding operations.

WEL 224 Advanced Gas Tungsten Arc Welding

(15 lecture hours 67.5 lab hours 4 credits)

Prerequisite: WEL 124 or instructor approval
Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 225 Advanced Gas Metal Arc Welding

(15 lecture hours 67.5 lab hours 4 credits)

Prerequisite: WEL 125 or Instructor's approval
Covers welding in all positions on carbon steel plate with the GMAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 230 Pipe Welding I

(15 lecture hours 67.5 lab hours 4 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

WEL 231 Pipe Welding II

(15 lecture hours 67.5 lab hours 4 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

WEL 250 Layout and Fabrication

(15 lecture hours 67.5 lab hours 4 credits)

Prerequisite: WEL 106
Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

WEL 263 Applied Metal Properties

(30 lecture hours 45 lab hours 4 credits)

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.

WEL 275 Welding: Special Topics

(var. lecture hours 1-6 credits)

Prerequisite: instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest

WEL 278 Welding: Workshop

(var. lecture hours 1-6 credits)

Prerequisite: To be determined by instructor
Provides students with an exceptional learning experience.

WEL 280 Welding: Internship

(var. lecture hours 0-6 credits)

Prerequisite: Completion of all courses in WEL specialization area.
Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

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