



2005-2006

Catalog

920 Barlow Road
Fort Morgan, CO 80701
(970) 542-3100
1-800-622-0216
FAX: (970) 867-3084
www.MorganCC.edu



Dr. C. Michele Haney, President




A MESSAGE FROM THE PRESIDENT

Welcome to Morgan Community College!

Thank you for making the decision to become a member of Morgan Community College's student body. Regardless of your choice of study, I assure you that you will fit right in at MCC. MCC's vision is community, the mission is learning, our commitment to you is service and what we provide is excellence. Our purpose is to provide a learning and working environment that enhances the education you will receive. We are a "can-do" organization. Please come by my office and let me know what we "can do" for you. I look forward to that meeting.

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 and accredited by The Higher Learning Commission of NCA

COLORADO COMMUNITY COLLEGE SYSTEM PRESIDENT Dr. Nancy McCallin

THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Tamra J. Ward, Chair	Denver
Barbara McKellar, Vice Chair.....	Englewood
Stephen A. Chapman	Denver
Wanda Cousar	Colorado Springs
Patricia A. Erjavec	Pueblo
Jennifer Hopkins.....	Niwot
Preslano "Pres" Montoya.....	Greeley
Ralph Nagel	Denver
David C. Taylor	Colorado Springs
David Strungis, Student Representative	Lafayette
Gayle L. Krzemien, Faculty Representative.....	Colorado Springs

MORGAN COMMUNITY COLLEGE ADVISORY COUNCIL

Dan Scalise, Chair.....	Brush	William Gramlich.....	Fort Morgan
Tana English, Vice Chair.....	Wiggins	Charlene Holzworth	Brush
Felix Acosta	Brush	Raymond Larson.....	Brush
		Bret Miles	Brush

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MCC Campus

920 Barlow Road
Fort Morgan, CO 80701
970-542-3100
1-800-622-0216
www.MorganCC.edu

Bennett Center

280 Colfax Ave., Unit #3
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
PO Box 729
Limon, CO 80828
719-775-8873

Wray Center

32415 Highway 34
PO Box 36
Wray, CO 80758
970-332-5755

Yuma Center

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

Downtown Center for GED, ESL and Adult Basic Education (ABE)

117 Main Street
Fort Morgan, CO 80701
970-542-3270

Bloedorn Center for Community & Economic Development

300 Main Street
Fort Morgan, CO 80701
970-542-3256

Industrial Technologies/ Young Farmers

2400 East Bijou
Fort Morgan, CO 80701
970-867-4060

Accreditation

Morgan Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission.
North Central Association of Colleges & Schools
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2504
1-800-621-7440

Programs Accredited by Special Agencies:

- **Automotive Technology & Automotive Collision Technology:** National Automotive Technological Education Foundation, Inc. (NATEF)
- **Nursing(A.D.N.):** Colorado State Board of Nursing
- **Physical Therapist Assistant (PTA):** Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA)
- **Practical Nursing (LPN):** Colorado State Board of Nursing
- **Emergency Medical Services:** Colorado Department of Public Health and Environment Emergency Medical Services & Prevention Division

Eligible programs are approved by the Colorado State Approving Agency for Veterans Education and Training.

Vocational programs are approved by the State Board for Community Colleges and Occupational Education (SBCCOE).

Associate degree programs are approved by the Colorado Commission on Higher Education (CCHE).

Which Catalog to Use

This catalog is effective Fall Semester 2005. First time students at Morgan Community College and former MCC students who are returning after not having attended during the past 12 months should use this catalog.

A continuing student is subject to the requirements of the catalog that was in effect when first registered at MCC, or in some later catalog if the student changed a major at any time after that initial registration.

Where to Find Catalog Updates and Changes

This catalog is true and accurate at time of publication. Additions and changes may occur because of changes in state, system, or college regulations, or accreditation requirements.

Updates, changes, and addendums to this catalog can be found on page 144 of the catalog.



Degrees and Certificates Offered at MCC

ASSOCIATE OF ARTS

Associate of Arts (A.A.)46

ASSOCIATE OF SCIENCE

Associate of Science (A.S.)51

ASSOCIATE OF GENERAL STUDIES

Associate of General Studies (A.G.S.) -Generalist55

ACCOUNTING

(See BUSINESS ADMINISTRATION)

AG/BUSINESS MANAGEMENT & YOUNG FARMERS

Ag/Business Planning & Financial Records Certificate57

Ag/Business Financial Analysis Certificate57

Ag/Bus Marketing & Risk Management Certificate57

Advanced Ag/Business Management Certificate57

Rural Business Entrepreneurship Certificate57

Young Farmers Specialist Certificate79

Intermediate Young Farmers Specialist Certificate79

Advanced Young Farmers Specialist Certificate79

APPLIED TECHNOLOGY

A.A.S. degree-Applied Technology58

AUTOMOTIVE COLLISION REPAIR

Automotive Collision Repair Certificate59

A.A.S. degree-Automotive Collision Repair59

AUTOMOTIVE SERVICE TECHNOLOGY

Automotive Service Technology Certificate60

A.A.S. degree-Automotive Service Technology60

BUSINESS

A.A.S. degree-Business61-64

A.A. degree-Business48

Business Human Resources Management Certificate65

Business Management Supervision Certificate65

Business Supervision Certificate65

Employability Skills Certificate65

Microsoft Applications Certificate65

COMPUTER REPAIR

A+ (Computer Repair) Certificate61

COMPUTER SCIENCE

A.S. degree-Computer Science53

CONSTRUCTION

Construction Technologies-Level I Certificate67

Construction Technologies-Level II Certificate67

A.A.S. degree-Construction Technologies67

EARLY CHILDHOOD EDUCATION (ECE)

ECE Infant/Toddler Group Leader Certificate68

ECE Preschool Group Leader Certificate68

ECE Director's Certificate68

A.G.S. degree-Emphasis: ECE70

A.A. degree-Emphasis: ECE49

ELEMENTARY EDUCATION

A.A. degree-Elementary Education50

EMERGENCY MEDICAL SERVICES

Emergency Medical Tech. (EMT)-Basic Certificate71

Emergency Medical Tech. (EMT)-Intermediate Cert.72

A.G.S. degree-Emergency Medical Services72

ENGINEERING

A.S. degree-Engineering54

HEALTH OCCUPATIONS

Med-Prep Certificate74

Medical Assistant Certificate74

Medical Transcriptionist Certificate74

Medication Assistant Certificate74

MESSAGE THERAPY

Massage Therapy Certificate73

MULTIMEDIA

Multimedia Certificate66

A.A.S. degree-Multimedia66

NURSING

Nurse Aide Certificate (CNA)74

Practical Nursing Certificate (LPN)76

A.A.S. degree-Nursing (A.D.N.)76-77

OFFICE SUPPORT

Office Support Specialist Certificate64

PHYSICAL THERAPIST ASSISTANT

A.A.S. degree-Physical Therapist Assistant (PTA)75

REAL ESTATE

A.A.S. degree-Business Administration in Real Estate64

WELDING

Shielded Metal Arc (STICK) Welding Certificate78

Gas Tungsten Arc/Gas Metal Arc Welding

(TIG/MIG) Certificate78

AWS Skills Welding Certificate78

Academic Calendar 2005-2006



FALL SEMESTER

2005 (06F)

Registration/Advising Period Begins	April 11, 2005
MCC FM Campus High School Registration	Aug. 11, 2005
New Student Orientation	Aug. 16, 2005
First Faculty Contract Day	Aug. 17, 2005
Adjunct Faculty Orientation	Aug. 18, 2005
First Day of Courses & Late Registration	Aug. 22, 2005
Labor Day (College Closed)	Sept. 5, 2005
Last Day to Drop 15-Week Courses	Sept. 6, 2005
Graduation Application Deadline	Sept. 16, 2005
College Professional Development - no courses	Oct. 17-18, 2005
Thanksgiving Holiday (College Closed)	Nov. 24, 2005
Thanksgiving Holiday (College Offices Open - no courses)	Nov. 25, 2005
End of Semester-15-Week Courses	Dec. 9, 2005
Last Faculty Contract Day	Dec. 14, 2005
Courses End for Med-Prep, Collision, Auto, & Construction	Dec. 16, 2005
Christmas Break (College Closed)	Dec. 26, 2005-Jan 2, 2006

SPRING SEMESTER

2006 (06S)

MCC FM Campus High School Registration	Nov. 3, 2005
Registration/Advising Period Begins	Nov. 7, 2005
College Opens	Jan. 3, 2006
Courses Resume for Med-Prep, Collision, Auto, & Construction	Jan. 3, 2006
New Student Orientation	Jan. 10, 2006
First Faculty Contract Day	Jan. 11, 2006
Adjunct Faculty Orientation	Jan. 12, 2006
First Day of 15-Week Courses	Jan. 16, 2006
Last Day to Drop 15-Week Courses	Jan. 31, 2006
Graduation Application Deadline	Feb. 10, 2006
College Professional Development - no courses	Feb. 20 -21, 2006
Spring Break (College Offices Open)	March 27-April 2, 2006
End of Semester - 15-Week Courses	May 9, 2006
Graduation (faculty work day)	May 13, 2006
Last Faculty Contract Day	May 17, 2006
Courses End for Med-Prep, Collision, Auto, & Construction	May 27, 2006

SUMMER SEMESTER

2006 (07M)

10-Week Courses Begin	May 22, 2006
Memorial Day Holiday (College Closed)	May 28, 2006
8-Week Courses Begin	June 5, 2006
Last Day to Drop 10-Week Session Courses for a refund	June 1, 2006
Last Day to Drop 8-Week Session Courses for a refund	June 13, 2006
Graduation Application Deadline	June 29, 2006
Independence Day (College Closed)	July 4, 2006
8 week Courses End	Aug. 1, 2006
10 week Courses End	Aug. 1, 2006

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 educational objectives.

Getting Started Checklist



Admission and Registration

Below is a checklist for new students on the steps to take to be admitted to MCC and register for first term courses:

- **APPLY FOR ADMISSION**
Complete an Application for Admission form at the MCC Web Site www.MorganCC.edu, or visit the MCC Student Services Office or MCC Centers. (See page 17 for Admission details)
- **APPLY FOR COLLEGE OPPORTUNITY FUND (COF)**
Apply for COF at www.CollegeInColorado.org or visit the MCC Student Services Office or MCC Centers. (See page 8 for COF details)
- **COMPLETE ASSESSMENT**
Take the Accuplacer at the MCC Student Services Office or MCC Centers or meet other assessment requirements.
(See page XXX for assessment information)
- **MEET WITH AN ACADEMIC ADVISOR AND/OR CAREER GUIDANCE & PLACEMENT SPECIALIST**
Make an appointment to meet with an MCC Academic Advisor to select your first courses. If you are unsure of your education goals or career path, make an appointment with the Career Guidance & Placement office for assistance. MCC Center Directors also provide these services.
- **REGISTER FOR COURSES**
Online at www.MorganCC.edu, in person at the MCC Student Services Office or MCC Centers, or by phone at 1-800-960-4622.
- **PAY TUITION AND FEES**
Tuition and fees are due by 5 p.m. the Monday one week before the first day of the term. Payment can be made at the MCC Bookstore, MCC Centers, or by using your student I.D. number online at www.MorganCC.edu
- **EXTRA STEP FOR TRANSFER STUDENTS**
Contact all other colleges and universities you have attended and request an official transcript be sent to the MCC Registrar at 920 Barlow Road, Fort Morgan, CO 80701.

Financial Aid

Below is a checklist for new students on the steps to take to apply for Financial Aid:

- **COMPLETE THE ADMISSIONS PROCESS**
(See the list at left)
- **COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**
 - Application should be made 4 weeks prior to the semester you plan to attend
 - Application is for federal and state grants as well as federal student loans and workstudy
 - Applications are available from high school counseling offices or at www.FAFSA.ed.gov
 - A waiting period of 1-2 weeks is necessary to receive a Student Aid Report (SAR) that recaps the information submitted
- **COMPLETE & RETURN THE MCC STUDENT INFORMATION FORM (SIF)**
Required to complete your financial aid file at MCC. Contact the MCC Financial Aid Office, MCC Centers or go on line for a copy of the form at www.MorganCC.edu/FAforms.htm
- **COMPLETE THE MCC GENERAL SCHOLARSHIP APPLICATION**
This one application is for all MCC internal scholarships. A list of MCC scholarships can be found in the Financial Aid Handbook, at www.MorganCC.edu and in the Scholarship section of this catalog. Contact the MCC Financial Aid Office, MCC Centers or go on line for a copy of the form at www.MorganCC.edu/FAforms.htm.

Priority Dates for Completion of Financial Aid Files:

Spring SemesterNovember 1
Summer SemesterApril 1
Fall SemesterJune 1

College Opportunity Fund (COF): A New Method of Funding Higher Education

A brief explanation:

The legislation that enacted the College Opportunity Fund (COF) resulted in a change in the way colleges like Morgan Community College are funded by the State of Colorado. Prior to COF legislation, colleges automatically received state tax funds directly in an appropriation from the state legislature to support the college and fund the services the college provided. Now, with the new legislation, each person meeting Colorado residency requirements will be granted a stipend by the state that can be directed to the school of the student's choice. In this way, the legislature feels Colorado residents will have a better understanding of how their tax dollars are used to fund higher education in the state.

Starting in Fall 2005, Morgan Community College (and other state funded colleges) will not receive appropriations from the state legislature based on the number of students enrolled. Instead, MCC will receive funding by the students of MCC who designate that MCC is to receive their stipend to support the services that MCC provides.



Quoted from COF's own Web Site:

- "The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a Colorado public institution or a participating private institution."
- "Eligible undergraduate students must apply, be admitted and enroll at a participating institution beginning with the fall semester of the 2005-2006 academic year. Both new and continuing students are eligible for the stipend."
- "Qualifying students may use the stipend for eligible undergraduate courses. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the Colorado General Assembly."

What you need to do:

- **FIRST:** You must create an account with COF only once. Create your account online by going to this secure Internet site: <https://www.CollegeInColorado.org>
- **THEN:** Each semester you attend college courses you must specify where (which college) your stipend is designated to be spent.



2005-2006 Tuition and Fees Schedule

Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. See the sections in this catalog on Payment and Refund Policies and Tuition Classification for additional information regarding tuition, fees, refunds, and rules regarding how a student is determined to have in-state status at a Colorado college.

TUITION RATES FOR FISCAL YEAR 2005-2006						
Tuition Classification	Total Tuition	COF Stipend*	Student Share of Tuition	Registration Fees	Academic Course Fees**	Total Cost of Attendance
Resident	\$152.75	\$80.00	\$72.75	\$10.40		\$83.15
Resident - CCCOnline	\$216.40	\$80.00	\$136.40			\$136.40
Non-Resident - CCCOnline	\$216.40		\$216.40			\$216.40
Resident Nursing	\$185.95	\$80.00	\$105.95	\$10.40		\$116.35
Resident - CCCOnline Nursing	\$249.60	\$80.00	\$169.60			\$169.60
Non-Resident - CCCOnline Nursing	\$249.60		\$249.60			\$249.60
WUE/WICHE or Non-Resident Border States	\$229.13		\$229.13	\$10.40		\$239.53
Non-Resident (including Non-Resident Nursing)	\$345.15		\$345.15	\$10.40		\$355.55

* The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund stipends, will be applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. The college you are attending will receive the money and it will appear as a credit on your tuition bill. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$80.00 per credit hour.

ESTIMATED BASE TUITION CALCULATION (PER CREDIT HOUR)

Total estimated base in-state tuition per credit	\$152.75
Minus estimated "College Opportunity Fund Stipend" (COF) per credit	\$ 80.00
Student's estimated share of in-state tuition per credit	\$ 72.75

MORGAN COMMUNITY COLLEGE FEES 2005-2006

REGISTRATION FEE: (per semester) \$10.40

STUDENT ACTIVITY FEE: (per semester) @2.85/CREDIT HOUR (\$34.20 maximum)

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

ACADEMIC COURSE FEES per credit hour**

All ABM courses	\$5.70	All CAR courses	\$5.70	All HWE102 courses	\$5.70
All ACC215 courses	\$5.70	All CHE courses	\$5.70	All HWE103 courses	\$5.70
All ACT courses	\$5.70	All CIS courses	\$5.70	All HWE122 courses	\$5.70
All AGB courses	\$5.70	All CNG26X courses	\$15.60	All ITE courses	\$5.70
All AGE courses	\$5.70	All CNG courses		All MGD courses	\$5.70
All AGP courses	\$5.70	EXCEPT CNG26X	\$5.70	All MOT courses	\$5.70
All AME courses	\$5.70	All CNT courses	\$5.70	All MST courses	\$5.70
All ART courses	\$5.70	All CRJ courses	\$5.70	All MUS courses	\$5.70
All ASC courses	\$5.70	All CSC courses	\$5.70	All NUA courses	\$5.70
All ASE courses	\$5.70	All CWB courses	\$5.70	All NUR courses	\$5.70
All AST courses	\$5.70	All CYF courses	\$5.70	All OTA courses	\$5.70
All BIO courses	\$5.70	All EIC courses	\$5.70	All PTA courses	\$5.70
All BTE courses	\$5.70	All EMS courses	\$5.70	All RAM courses	\$5.70
All BUS185 courses	\$5.70	All GEY courses	\$5.70	All THE courses	\$5.70
All BUS195 courses	\$5.70	All HEQ courses	\$5.70	All WEL courses	\$5.70
All CAG courses	\$5.70	All HPR courses	\$5.70		

About MCC



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 courses 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 courses 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 campus at Fort Morgan continues to grow: in 2000 a new Student Center was dedicated and in 2002 a new building, Elm Hall, was built to house the automotive programs. Also in 2002 Spruce Hall was renovated for new classrooms, offices, laboratories, and meeting rooms.

Our Mission

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

Our VISION is Community

Our MISSION is Learning

Our COMMITMENT is Service

Our STANDARD is Excellence

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.



Whom We Serve

As an institution of higher education, Morgan Community College serves anyone 16 years of age or older who can benefit from college preparatory and two-year college-level credit instruction. We provide education and training, both in general education and in occupational areas, which may lead to a certificate, an Associate Degree in Applied Science, Arts, Science, or General Studies, or transfer to a four-year institution. We serve individuals of all ages who benefit from non-credit instruction for personal and professional development, recreation, and fitness, and individual and family enrichment.

We serve employees of local businesses and industries who benefit from workplace skill development from customized and/or credit-generating courses.

We serve all individuals in our communities by developing and enriching the local economy and culture.

Where We Serve

MCC serves an 11,500-square-mile area comprised of Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties.

MCC offers programs and courses at the Fort Morgan campus and at its five Centers based on the needs of the students and communities served by those sites. Though many offerings are available at multiple sites, each location provides a unique instructional mix and learning environment for its students. Center hours may vary and a few specialized services may require a visit to the MCC campus in Fort Morgan.

MCC CAMPUS

The MCC campus is located in central Morgan County at 920 Barlow Road in Fort Morgan. It is easily accessed from I-76 (Exit 82). The campus is comprised of Cottonwood Hall, Aspen Hall, Spruce Hall, the Anna C. Petteys Student Lounge and the newly built Elm Hall.

MCC DOWNTOWN CENTER FOR GED, ESL, and ADULT BASIC EDUCATION

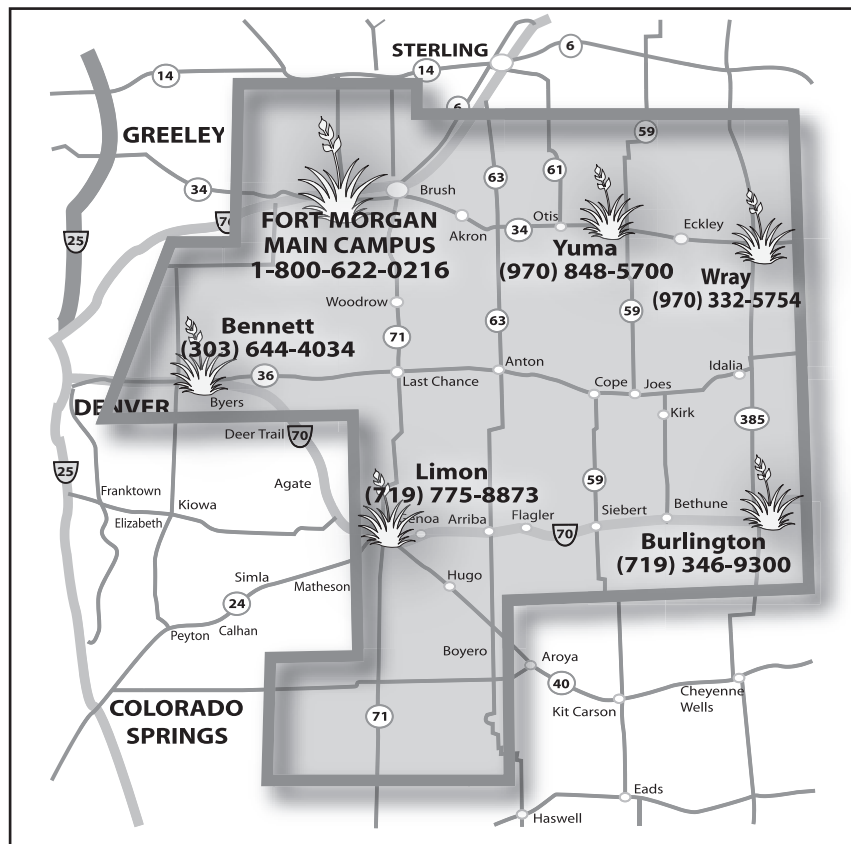
Centrally located in downtown Fort Morgan, the MCC Downtown Center at 117 Main Street houses the ESL (English as a Second Language), ABE (Adult Basic Education), and GED programs. These programs are also offered in Brush in collaboration with the Brush United Methodist Head Start at 1701 Edmunds, as well as at the Homework Center located across from the library at 506 Cameron.

BLOEDORN CENTER FOR COMMUNITY & ECONOMIC DEVELOPMENT

The MCC Small Business Development Center, Continuing Education, and Community Workforce Training Offices are located at 300 Main Street in Fort Morgan in the historically remodeled Bloedorn Center for Community and Economic Development.

INDUSTRIAL TECHNOLOGIES/ YOUNG FARMERS

MCC's Industrial Technologies and Young Farmer's programs are located at 2400 E. Bijou in Fort Morgan.



Bennett Center

280 Colfax Avenue Unit #3
PO Box 554
Bennett, CO 80102
303-644-4034 • 303-644-4680 fax

The Director's e-mail address is
nancy.barden@MorganCC.edu

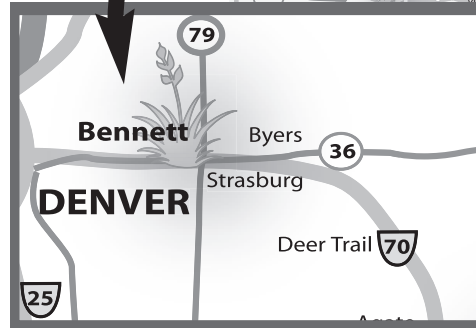
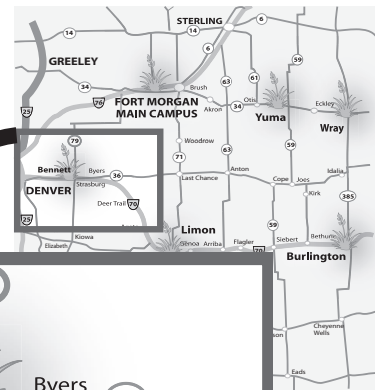
Located in Bennett at 280 Colfax, Unit #3, the MCC Bennett Center serves the communities of Bennett, Byers, Deer Trail, and Strasburg and the surrounding areas.

Since 1985, the Bennett Center has developed into a student-centered learning community under the direction of Nancy Barden. The Center provides college classes in the Bennett, Byers, Strasburg, and Deer Trail area for qualified high school students and adults wishing to earn an associate of arts or associate of science degree.

MCC BENNET CENTER IN THE HIGH SCHOOLS

High school students earn both high school and college credit for the MCC courses that are delivered in the classroom and through the Phase I fully interactive distance learning system that connects the area high schools. This system allows classes to originate "live" at any one of the sites on the system and be delivered simultaneously to students in the classroom studios at each of the other sites. Since the inception of the Sophomore Scholar Program the Bennett Center boasts 170 graduates with more on the horizon. Non-traditional learners experience exciting classroom challenges in a positive learning environment.

Success is Undeniable!



AG/BUSINESS MANAGEMENT IN BENNETT AREA

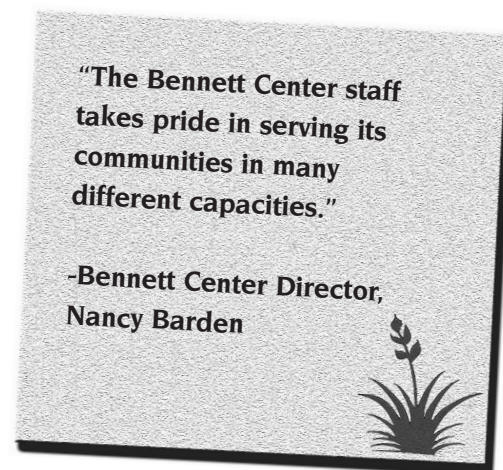
Ag/Business Management courses are offered by MCC instructors in the Bennett area who provide instruction in the classroom and onsite at the student's farm or business.

EMERGENCY MEDICAL SERVICES TRAINING

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. MCC's EMS program provides training for those wishing to enter the emergency medical field and continuing education for those already certified.

GUIDED STUDY

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. GS allows study anytime, anywhere with an MCC faculty member as a guide!



Burlington Center

451 14th Street
Burlington, CO 80807
719-346-9300 • 719-346-5236 fax

The Director's e-mail address is
Valerie.Rhoades@MorganCC.edu

Located at 451 14th Street in Burlington, the MCC Burlington center serves Kit Carson County communities. The Burlington Center has classrooms and computer lab space. It also offers ABE and GED courses.

The MCC Burlington Center, located in downtown Burlington on the eastern edge of Colorado, contains four classrooms, a computer lab, and offices. They are currently partnering with the City of Burlington for a new facility to be completed in 2006. Director Valerie Rhoades has been with the Center since 1989. Part-time offices are occupied by the GED Instructor - Debra Crouse, GED Examiner - Adrienne Fasse, Ag/Business Management Instructor - Jay Stretcher & Charles Duell, Small Business Development Center Director - Merle Rhoades.

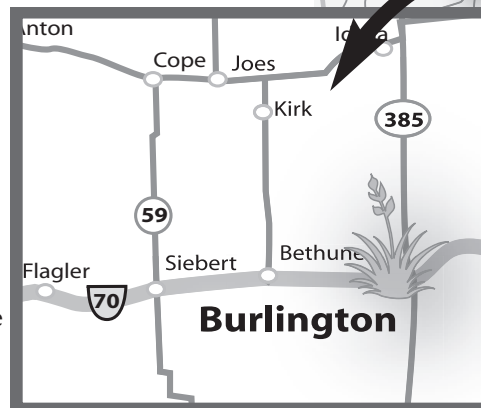
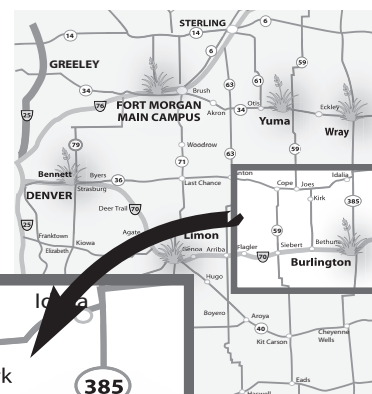
DEGREES AND/OR CERTIFICATES AT THE BURLINGTON CENTER

AA & AS degrees- The Center has established strong Associate of Arts & Associate of Science degrees which are transferable to a 4-year Institution. These degrees can be completed based on a two, three or five year plan. Classes are held in the evenings to accommodate adult learners.

AAS degrees- Students can earn a two-year Associate of Applied Science degree in Business Technologies, Management/Supervision, and Real Estate.

Certificates- Certificate programs include Office Support Specialist, Microsoft Applications, Employability Skills, Business Supervision, CNA, Emergency Medical Services (EMT), Early Childhood Education, Young Farmers, and Ag/Business Management. Also offered are the general education requirements for Practical Nursing (LPN) and Registered Nursing (A.D.N.) degrees.

General education courses which are part of the Colorado Guaranteed Transfer (GT) courses will transfer to your chosen institution and major. Consultation with an advisor is important. See a complete listing of classes at the MCC website www.MorganCC.edu, in the semester schedule of courses which is mailed throughout the service area, or stop in and pick one up at the Center.



GUIDED STUDY

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program that allows greater flexibility in where and how students take MCC classes. Guided Study allows students to study anytime, anywhere with an MCC faculty member as a guide.

BURLINGTON COMPUTER LEARNING CENTER (CLC)

The Burlington Computer Learning Center provides self-paced instruction in computer classes for college credit. Students are free to set their own hours which are indicated on their CLC contract each semester and coordinate with the hours the Center is open each day. An orientation is held at the beginning of each semester as arranged by the CLC instructors. Courses include: Computer Keyboarding, Keyboarding Applications I & II, Ten-Key By Touch, Word Processing: MS Word I-III, PC Database I-III: MS Access, and PC Spreadsheets I-III: MS Excel.

MCC BURLINGTON CENTER IN THE HIGH SCHOOLS

MCC offers college classes with Burlington, Bethune, Stratton, Hi Plains, Idalia and Liberty high schools for qualified students and the public in accordance with the Post Secondary Enrollment Options (PSEO) legislation in Colorado. Many students have graduated from these high schools having completed a substantial part of their first year of college and only had to pay for books and fees. Another option for high school students is Sophomore Scholars. While in high school, students successfully finish 30 credits from MCC and then apply for the Sophomore Scholars program which guar-

antees financial aid for the second year of the two-year associate degree. See Sophomore Scholars in the Scholarship section of this catalog or contact the Burlington Center or MCC Campus Financial Aid office.

BURLINGTON CENTER GED

General Education Development (GED) classes to prepare for high school equivalency exams and testing are offered at the Burlington Center. Classes are held three days a week in the evenings. Call the MCC Burlington Center for information or Adult Basic Education in Fort Morgan (970) 542-3270 or (800) 622-0216 ext. 3270.

AG/BUSINESS MANAGEMENT

Ag/Business Management courses are offered by MCC instructors in the Burlington area. Courses provide instruction in the classroom and onsite at the student's farm or business. Contact the Burlington Center for details.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Since 1988, the Small Business Development Center (SBDC) has been dedicated to helping small businesses throughout Northeastern and East Central Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The Small Business Development Center provides technical assistance in a number of different business related matters through seminars and workshops. Most of the services are provided free or at minimum cost. Merle Rhoades, SBDC Director, is headquartered in Fort Morgan but visits the entire MCC service area. Call the MCC Burlington Center to arrange for a personal counseling session in the Burlington area or for more information on how the SBDC can help you. Information is also available at the MCC Web site at www.MorganCC.edu or by contacting the director at merle.rhoades@MorganCC.edu.

The staff at MCC Burlington Center welcomes your calls and visits.



Adrienne Fasse, GED Examiner, Debra Crouse, GED Instructor, Bunnie Baker, Computers, Valerie Rhoades, Director, and Jolene Gurley, Asst. Director.

BURLINGTON CENTER ADVISORY COMMITTEE

Community and business leaders volunteer their time to form an Advisory Committee to help the MCC Burlington Center provide quality services to the community and its students. Meetings are held the last Thursday of every other month. The Advisory Committee and Foundation Members work together to promote Morgan Community College and the Burlington Center.

Burlington Center Advisory Committee

Bette Bailly, Chair	Bunnie Baker
Bill Hinkhouse	Marilyn Sexson
Ken Yersin, Vice Chair	Candice Crisp
Joy Hudler	Fred Trimmer
Tom Smith, Secretary	Charles Duell
Rol Hudler	Area high school superintendents
Judy Arends	
Jim Jordan	

BURLINGTON FOUNDATION

The MCC Foundation includes an active Burlington group, dedicated to securing financial resources to support the growth and development of MCC and to promote the College role and purpose throughout its service area. Three scholarships are sponsored and/or facilitated by this group:

- Helping Hand Scholarship
- Job Skills Scholarship
- Greater Gifts Scholarship

Information about these scholarships is available in the Scholarship section of this catalog or by contacting the Burlington Center Director or MCC Financial Aid office.

This group is currently working with the MCC capital campaign - 'Dream Connections' to equip the new facility through donations to the MCC Foundation or the East Central Enterprise Zone. Contact Center Director Valerie Rhoades for information of how you can share in this new Dream for MCC and the Burlington Center.

Burlington Foundation Members

Adrienne Fasse, Chair	Bill Hinkhouse
Norrene Harker	Mabel Scheierman
Gene Fasse	Billie Hinkhouse
Kenny Scheierman	Valerie Rhoades

Limon Center

940 2nd Street
Limon CO 80828
719-775-8873 • 719-775-2580 fax

The Director's e-mail address is
Mary.Andersen@MorganCC.edu

LIMON CENTER

The MCC Limon Center is located in downtown Limon at 940 2nd Street. The Limon Center serves the communities in Lincoln County including Genoa/Hugo, Karval, and Limon schools; the communities in Washington County including Arickaree and Woodlin Schools; and in Kit Carson County the Arriba/Flagler School. The center also offers ABE and GED courses at Limon High School and in Hugo at the Lincoln County Court House.

GENERAL EDUCATION DEVELOPMENT (GED)

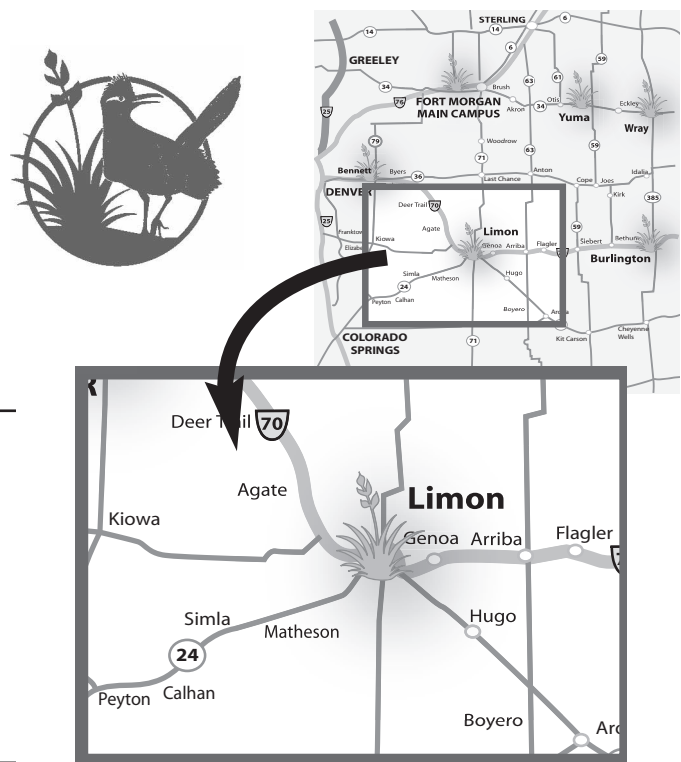
Classes to prepare for high school equivalency exams and testing by appointment are offered by the Limon Center. Call the MCC Limon Center for information or Adult Basic Education in Fort Morgan (970) 542-3270 or (800) 622-0216 ext. 3270.

AG/BUSINESS MANAGEMENT

Ag/Business Management courses are offered by MCC instructors in the Limon area and provide instruction in the classroom and onsite at the student's farm or business. Contact the Limon Center for more information.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Since 1988, the Small Business Development Center (SBDC) has been dedicated to helping small businesses throughout Northeastern and East Central Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The Small Business Development Center provides technical assistance in a number of different business related matters through seminars and workshops. Most of the services are provided free or at minimum cost. Merle Rhoades, SBDC Director, is headquartered in Fort Morgan, but visits the entire MCC service area with SBDC Assistant Director, Linda Olsen. Call the Limon Center to arrange for a personal counseling session in the Limon area or for more information on how the SBDC can help you. Information is also available at the MCC web site at www.MorganCC.edu or by contacting the director at merle.rhoades@MorganCC.edu or the assistant director at linda.olsen@MorganCC.edu.



GUIDED STUDY

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. GS allows students to study anytime, anywhere with an MCC faculty member as a guide.



The MCC Limon Center and its communities are served by:
Jona Layton, Night Supervisor; Mary Andersen, Director;
Linda Olsen, Assistant to the Director.

Wray Center

32415 Highway 34
Wray, CO 80758
970-332-5755 • 970-332-5754 fax

The Director's e-mail address is
Daniel.Alexander@MorganCC.edu



Daniel Alexander brings years of experience in education to his duties as Director of the Wray/Yuma Centers. Daniel maintains his office in Wray. Valerie Hibbert is available to help students in the Yuma Center. Daniel and Valerie are happy to answer your questions and help you take college classes that meet your career and interest goals. Give them a call at either Center or send them an e-mail at the addresses above.

MCC WRAY AND YUMA CENTERS

The MCC Wray and Yuma Centers serve students in Northeastern Colorado. These Centers have established strong Associate of Arts and Associate of Science degrees and Certificate programs with a variety of classes offered each semester such as accounting, art, computers, philosophy, psychology, and sociology. See a complete listing of classes in the schedule mailed throughout the service area each semester. Extra copies are available at the Centers and on the Web site: www.MorganCC.edu.

The MCC Wray Center, located at 32415 Hwy 34, serves the Wray community and surrounding areas. The Wray Center has classrooms, computer labs, and a new nursing lab.

YUMA CENTER

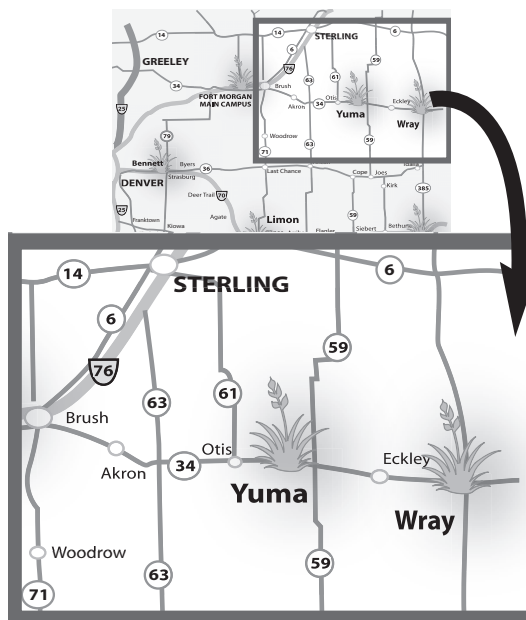
The MCC Yuma Center, located downtown at 215 S. Main, serves the Yuma community and vicinity.



Yuma Center

215 South Main Street
Yuma CO 80759
970-848-2421 • fax 970-848-5700

Valerie Hibbert's e-mail address in
Yuma is Valerie.Hibbert@MorganCC.edu



LPN PROGRAM

LPN classroom instruction, lab and clinical training, equivalent to the first year of the A.D.N. program, are offered at the Wray Center.

CONSTRUCTION TECHNOLOGIES AT OTIS

You can learn to build a house in the Construction Technologies Program offered to the public and qualified high school students at Otis High School. Contact the Wray or Yuma Center for more information.

MCC IN WRAY/YUMA HIGH SCHOOLS

MCC offers college classes at Akron, Lone Star, Otis, Wray, and Yuma high schools for qualified high school students and the public. Many students have graduated from these high schools having completed a substantial part of their first year of college.

AG/BUSINESS AND YOUNG FARMERS

Young Farmers and agriculture and business programs are also offered in this area. Record keeping, financial analysis, marketing, and risk management are taught in the classroom and on site at the students' businesses.

Admission and Registration



Admission

Students must submit an Application for Admission to the MCC Student Services Office, or complete an online application at www.Morgan.CC.edu/forstudents.htm. This form is also available on campus at MCC Centers and in this catalog.

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. For admission of students under 16, see the Underage Admission section of this catalog.

Students who are currently attending a local high school and wish to enroll at the college should review the section of this catalog entitled Admission of High School Students.

ADMISSION TO SPECIFIC PROGRAMS

Admission to the College does not assure acceptance of an individual student into a particular course or program. Programs such as nursing, have limited space and require special admission procedures. The program requirements in this catalog detail any specific acceptance requirements.

READMISSION OF FORMER STUDENTS

Former MCC students who wish to return to MCC after an absence of 12 months or more must re-apply for admission. Degree and certificate requirements in effect at the time of readmission apply to readmitted students.

ADMISSION OF TRANSFER STUDENTS

Students transferring to MCC from another college or university must file the following with the Student Services Office:

- An Application for Admission with a declared major.
- One official transcript of all credits earned at each college or university attended. (Official transcripts are those that are received by MCC directly from the other institution by mail. MCC may accept hand-delivered transcripts if they are delivered in an unopened, sealed envelope marked by the other institution as official. Transcripts marked "Issued to Student" are not considered official and will not be evaluated.)

- MCC will evaluate transfer courses towards the major declared and will bring in only those courses which apply to that major. If the student changes majors, re-evaluation of transcripts toward the new major must be requested.
- In order to ensure an evaluation of transfer courses 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.

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 first 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 "C" or above was earned will be accepted in transfer when those courses apply to Morgan Community College programs.

ADMISSION OF HIGH SCHOOL STUDENTS

High School Concurrent Credit is a program enabling high school juniors and seniors to earn college credit while in high school. *Two concurrent enrollment options are available at MCC:*

OPTION 1: POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO is for the student who is a high school junior or senior and has not met high school graduation requirements.

Enrollment in the Post-Secondary Enrollment Options program must be approved by the high school. Some school districts reimburse students for the tuition if they pass the course(s). The number of courses permitted is determined by the individual school district. Some courses can count for both high school graduation requirements as well as college credit at MCC. In addition, these college credits may be transferable to another college or university.

OPTION II:

For the student who is a high school junior or senior and wants to accelerate his or her college program whether or not high school graduation requirements have been met.

Upon receiving the permission from the high school, juniors or seniors will be permitted to take one or more courses per term at MCC. Enrollment can be for the fall, spring, or summer term. The student or student's family is responsible for the tuition, fees, book, and transportation costs. Some courses taken can count as college credit and give the student a head start on earning a college degree, saving both time and money.

TIPS FOR THOSE INTERESTED IN HIGH SCHOOL CONCURRENT ENROLLMENT COURSES:

- Student must obtain the High School Concurrent Enrollment form, and submit it to a high school counselor in advance of desired attendance at MCC.
- Student must submit an MCC Application for Admission. (May apply online)
- Student must submit a copy of a high school transcript.
- Student must indicate in which of the above programs he/she will be enrolling.
- Because processing could take up to 60 days for eligibility, early planning is advised.

For more information, complete details and an application, please contact the MCC Director of Admissions.

UNDERAGE ADMISSIONS

Morgan Community College complies with the SBCCOE Policy to admit students who are 16 years of age or older. Students wishing to secure a waiver of the minimum age for admission must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading and mathematics.
2. Students should meet with the Registrar or Career Placement Specialist to determine eligibility for admission and appropriateness of course selection, review college expectations and complete the acknowledgement form which includes the college president's approval.

ADMISSION OF PERMANENT RESIDENTS/REFUGEES

If an individual holds a resident alien card (I-551), or Arrival-Departure Record (I-94), 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 Morgan Community College. Morgan Community College personnel will make a copy of the original documentation to accompany the application to assure prompt and proper processing.

INTERNATIONAL STUDENT ADMISSION POLICY

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

Tuition Classification

Students are classified as either a resident or nonresident of Colorado for tuition purposes based on the information provided on the Application for Admission. Residency requirements are determined by the Colorado Tuition Classification Law, CRS 5237-101 et seq. (1973), as amended.

RESIDENT: An emancipated individual who has been domiciled (demonstrating physical presence and intent) in Colorado for 12 continuous months or more immediately preceding the first day of the semester in which the student enrolls.

NONRESIDENT: An individual who has not been domiciled in Colorado for a minimum of 12 months immediately preceding the first day of the semester in which the student enrolls, and who does not meet other residency requirements.

To qualify for in-state tuition, a student (or the student's parent or legal guardian if the student is under 23 years of age and not emancipated*) must be able to show documentation of:

- 1) a permanent place of residence in Colorado for 12 continuous months or more immediately preceding the first day of the semester in which the student enrolls, and
- 2) that the student must have demonstrated intent to have established a Colorado domicile

To document the student's intent, the student (or the student's parent or legal guardian if the student is under 23 years old and not emancipated*) must provide evidence of at least two or more of the following:

- Filing of Colorado income taxes
- Being permanently employed in Colorado
- Owning residential Colorado real estate
- Holding a Colorado driver's license or Colorado ID
- Holding a Colorado vehicle registration
- Registering to vote in Colorado

*Emancipated minors: Persons under the age of 23 who are no longer considered dependents nor supported by parents or legal guardians, and who have demonstrated physical presence and intent, may apply for resident status by filing a Petition for Emancipation of a Minor with the Student Services Office. Marriage is an irreversible act of emancipation. Contact the Student Services Office for further information regarding emancipation.

If a student is classified as a nonresident and believes she/he qualifies as a resident, a residency petition should be obtained from the Student Services Office. Regulations governing residency classification are also available.

Once a student has been admitted to the college as a nonresident, procedures require that the student must petition for reclassification to determine eligibility for resident tuition classification. The deadline for submitting a petition for reclassification is 10 days before the first day of the term. The petition and all supporting documentation must be filed by this deadline. The Student Services Office does not assume responsibility for petitions received after the deadline. Residency petitions and documents should be sent early and by certified mail.

After residency petitions are reviewed, the Director of Admissions renders a decision. If a student's request for resident status is denied, the student may then request that their petition be reviewed by the Tuition Classification Appeals Committee within ten days of the ruling. The Tuition Classification Appeals Committee will review the evidence and make a final decision. All decisions of the committee are final. Details may be obtained from the Registrar's Office.

Questions regarding residency classification or appeals procedures should be directed to the Director of Admissions.

Selective Service Registration Requirements

Male students must indicate their selective service registration status prior to enrollment at Morgan Community College or any state supported institution of higher education. Enrollment will not be allowed to students who do not comply with Selective Service registration requirements. Individuals providing no or false information will be denied registration to the College. The certification is made on the MCC Application for Admission. This is a one-time-only filing requirement unless the original certified item changes in any way. Students may register or obtain proof of Selective Service Registration at www.sss.gov.

Your Privacy

When completing the applications for admission and Financial Aid, students must act on their own behalf. Others, including parents or spouses, may not access student academic or financial information without the student's prior written approval. (See Family Education Rights and Privacy Act in this catalog)

Did you know?

*Morgan Community College
with its five centers services
11,500 square miles in
Northeastern Colorado.*



Assessment & Placement

The State of Colorado mandates that beginning with fiscal year 2005, first-time undergraduate students at all state system community colleges must be assessed in mathematics, writing, and reading prior to enrolling in the second semester of their college career. (Board Policy 9-41, 7/1/2004 and CCHE Statewide Remedial Education Policy)

At MCC, students with declared majors or those entering ENG 121, MAT 120, MAT 121, or MAT 135, must complete assessment or secure an exemption before registering for courses.

ACCUPLACER ASSESSMENT

Accuplacer assesses students' skill levels in English, mathematics, and reading comprehension. Accuplacer is computerized and requires approximately 60 to 90 minutes to complete, although there is no time limit.

A student cannot "fail" an assessment, but the scores dictate the level of courses in which the student may enroll.

ACCUPLACER FEES

The initial Accuplacer assessment is free with a current MCC Application for Admission on file. Non-MCC applicants (those taking the assessment to apply to other institutions) are charged a \$5.00 fee.

MCC students may take one free re-test with the approval of an academic advisor and a one-day waiting period. Subsequent re-tests incur the \$5.00 fee for a total limit of three attempts per semester.

ASSESSMENT EXEMPTIONS

Students who meet one of the criteria listed below are exempt from taking the MCC assessment test.

- Possess a baccalaureate or A.A. or A.S. degree from an accredited or approved college or university.
- Provide proof of Accuplacer scores taken within the past 5 years from another Colorado institution.
- Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better.
- Provide ACT scores of English (18), mathematics (19), reading (17) completed with the last 5 years.
- Provide SAT scores of Verbal (440 for English or 430 for reading), mathematics (460). Completed within the last 5 years.
- Enrollment in only one course for either employment enhancement or personal interest. However, a placement test is still required if the student enrolls in ENG 121, MAT 120, MAT 121, or MAT 135.
- Enrollment in a vocational certificate in selected programs of one term or less.
- Non-degree seeking students
(Unless they are recent high school graduates.)

To request an exemption, students must bring the appropriate documentation (college transcripts or either ACT or SAT scores) to the Student Services Office or Center Director prior to or at the time of registration.

ACCUPLACER ASSESSMENT SCORES

Arithmetic (AR)

Accuplacer Test Scores	Recommended Remedial Course:
25-57 AR	Refer to Literacy or Adult Basic Education
58-Above AR	MAT 060-Pre Algebra

Elementary Algebra (EA)

Accuplacer Test Scores	Recommended Remedial Course:
24-44 EA	MAT 060-Pre-Algebra
45-60 EA	MAT 090-Intro Algebra
61-84 EA	MAT 106-Survey of Algebra
85-Above EA	No remedial Mathematics required. Student may take: MAT 121-College Algebra, Mat 120-Math for Liberal Arts and/or MAT 135-Intro to Statistics
90-Above EA	No remedial Mathematics required Test will switch to the College Level Math (CLM) test to see if student is ready for Trigonometry

Reading Comprehension

Accuplacer Test Scores	Recommended Remedial Course:
25-39	REA 030-Basic Reading Skills
40-61	REA 060-Foundations of Reading
62-79	REA 090-College Preparatory Reading
80-Above	No remedial reading required.

Sentence Skills/English

Accuplacer Test Scores	Recommended Remedial Course:
25-49	ENG 030-Basic Writing Skills
50-69	ENG 060-Writing Fundamentals
70-94	ENG 090-Basic Composition
95-Above	No remedial English required. Student may take ENG 121.
	Or Successful completion of English remedial series allows entrance into ENG 121

IF YOU NEED REMEDIATION

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. 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 Student Services Office and through the MCC Testing Center.

**Pursuant to C.R.S. 223-1-113.3, CCHE must provide a high school feedback report to Colorado school districts on remediation of their recent high school graduates. For that report, recent high school graduates are defined as degree- and non-degree-seeking undergraduates who have a) have graduated from a Colorado public or private high school (or its equivalent) during the previous academic year; or b) are 17, 18, or 19 years of age if year of high school graduation is not provided by the higher education institution. Age will be calculated as of September 15 of the specified fiscal year.*

Academic Advising

In order to promote student success, Morgan Community College recommends academic advising for all students before registration. Advising assists students in planning their educational objectives and reduces the chance of taking courses which do not transfer or which do not apply to the student's major.

Faculty, counselors, and other staff serve as academic advisors. Advising at MCC can be done by making a personal appointment, by telephone, or by e-mail. New students meet with the Director of Admissions, with an advisor in the Student Services Office, or with a Center Director. Continuing students are assigned a faculty advisor.

Advising is an on-going process. Students should consult regularly with their advisor.

Choosing or Changing Majors

Students declare their intended major at MCC on the Application for Admission. A list of available majors is listed in this catalog in the Degrees and Certificates section of this catalog.

Students who are undecided may wish to call, e-mail, or make an appointment with an academic advisor to discuss their educational and occupational goals to determine their major. Undeclared students are generally not eligible to receive financial aid.

A student may change a major by completing and submitting a Student Information Change form to the Student Services Office or MCC Center. Changing a declared major may result in a change in degree/certificate requirements so it is recommended the student consult with an advisor prior to making a major change. Program Requirements for Degrees and Certificates section of this catalog.

Student ID and "PIN"

Upon admission to the college, each student is assigned a Student Identification Number (SID) and a Personal Identification Number (PIN).

Your assigned ID will protect the confidentiality of your social security number, thereby protecting your identity and privacy. Social security numbers no longer will be used as the "identifier" for students.

These numbers are used by the student to access an online account to:

- Register for courses
- Access grades at the end of the term
- Request official transcripts
- Print or view an unofficial transcript
- Change an address, phone, e-mail address, etc.
- View financial aid awards
- Pay for courses with a credit card
- View or print a copy of a semester course schedule
- Access Web-CT coursework

Students who have forgotten their PIN must contact the Student Services Office and it will be mailed to the student's permanent address of record on file with the college. The student PIN is not provided over the phone or via e-mail for security reasons.

The college will still collect and maintain social security numbers on the computer system for specific limited purposes. These areas include Admissions, Financial Aid, reporting of wages for students, reporting of H.O.P.E. tax credits and Lifetime Learning tax credits. The social security number will no longer be used in any public way, for example, on your Community College ID (identification card).

Registration

Registration is an important part of a student's academic process. Therefore, it is the policy of Morgan Community 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 or from the Student Services Office or MCC Centers. 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.

Registration instructions and schedules are published in the Schedule of Courses for each semester, or may be obtained via the MCC Web Site.

ONLINE AND TOUCH-TONE PHONE REGISTRATION

Students may register for courses, drop and add, withdraw from courses, make payment and obtain grades through both the CCCWeb online at www.MorganCC.edu or Touch-Tone telephone (1-800-960-4622) registration systems. Both systems are available 24 hours a day, 7 days a week.

IN-PERSON REGISTRATION

Students may register for courses, drop and add, withdraw from courses, and make payment by visiting the MCC campus or MCC Centers.

Hours may vary, so it is recommended you call ahead if you are traveling long distances.

Special registration dates are listed in the Schedule of Courses for each semester.

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.

COURSE WAIT LIST

When a course is full, a “wait list” is created to facilitate registration for open spaces that may occur. The wait list will record the time and date that the student placed their name on the wait list and will allow Student Services Office personnel to contact wait listed students when an opening occurs and to register students for open spaces in that order. Not all courses have a wait list option.

COURSE CHANGES & CANCELLATIONS

MCC 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. (See the Tuition, Fees & Refund Section for refund information) Also, course numbers and descriptions are subject to change.

The Colorado Community College System (CCCS) has adopted 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.

Grading System

Courses are graded using either A-F or S/U (Satisfactory/Unsatisfactory.) The grading type and scale for each course is listed in the course syllabus. Other grade options are explained below.

Grade		Quality Points
A	Excellent or Superior	4.00
B	Good	3.00
C	Average	2.00
D	Deficient, but passing	1.00
F	Failure	0.00
I	Incomplete	none
S	Satisfactory	none
U	Unsatisfactory	none
W	Withdrawal	none
AW	Administrative Withdrawal	none
AU	Audit	none

Place Holders

R	Repeat
Z	Grade not yet reported
SP	Satisfactory Progress

GRADE POINT AVERAGE (GPA)

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 GPA of 2.0 is required for graduation.

REPEATED COURSES

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 Course form 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 course form can only be used when a repeated course has the same name and course number.

AUDIT

An audit (AU) grade 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 and tuition is paid.

SATISFACTORY/UNSATISFACTORY GRADES

The grades “S” (Satisfactory) and “U” (Unsatisfactory) will be assigned in the following courses:

1. Physical Education
2. Ag/Business Management program courses
3. Young Farmers program courses
4. Other selected courses if approved by an MCC instructional dean

Morgan Community College considers a satisfactory grade to be computed as 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 course or courses at any time within the first 80% of the course length by contacting the Student Services Office.

1. Students who initiate a “drop” from a course or courses 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 course or courses after the first 15% of the course (drop date for a course), but within the first 80% of course a will have a grade of "W" placed on their academic records. Students are not eligible for a tuition/fee 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 the course length. AN INSTRUCTOR CANNOT SUBMIT A "W" GRADE AFTER 80% OF A COURSE (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 course) the instructor may drop the student from the course using the Withdrawal from Course(s) 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 Course(s) form.

The withdrawal process is not complete until the Withdrawal from Course(s) form has been received and processed by the Student Services Office.

Students can initiate their own withdrawal by requesting a withdrawal online at their MCC account (www.MorganCC.edu), by accessing their account using the MCC automated phone system (1-800-960-4622) or by completing a form in person at the MCC Student Services Office or MCC Centers.

INCOMPLETE

Incomplete (I) is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing tests or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade. The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to Student Services

with final grades for the semester. Student Services will send a copy of the "Incomplete Grade Contract" to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:

1. Student Name (F, MI, L):
2. Student ID #:
3. Course Number and Section:
4. Reason for assign a grade of incomplete (statement of extenuating circumstances):
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated):
6. Evidence of completion of 75% of the semester course work:
7. Completion of a work plan that includes the following:
 - a. What, when and how assignments and tests will be submitted to complete the course,
 - b. The time period in which the work must be completed.
8. Instructor Signature and Date:
9. Student Signature and Date:

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instruction Officer (Dean) of the college.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by an instructional dean.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.

An incomplete grade does not permit the student to re-enroll in the course again without payment of tuition.

TOTAL WITHDRAWAL FROM THE COLLEGE

A student who desires to completely withdraw from the College must obtain the necessary form from the Student Services Office. College administration may initiate total withdrawal from the college for death, veteran non-attendance, non-payment of tuition and fees, disciplinary problems and similar reasons. (See Refund/Repayment Policy)

**ACADEMIC RETENTION:
ACADEMIC PROBATION, ACADEMIC SUSPENSION
AND ACADEMIC DISMISSAL**

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 academic 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 academic 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 G.P.A. 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 the 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 academic probation, suspension, and 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 G.P.A.

Student Records and Transcripts

GRADE CHANGES

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. Grade Change Authorization forms are available to instructors from the Student Services Office and must contain the instructor signature and Instructional Dean approval along with a listed reason for the grade change. Students who feel a grade has been computed incorrectly should contact the instructor of record. Grade changes are only accepted until the 4th week of the following term.

TRANSCRIPTS FROM OTHER SCHOOLS

Official transcripts covering a student's previous secondary and college education submitted to the College as part of the admission 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 FROM MCC & TRANSFERRING CREDITS

Transcripts of MCC college course work are available from the Registrar's Office by student request in writing, in person, or via the web at www.MorganCC.edu

Transcripts of courses taken and grades received will be sent to the institution or organization or individual of the student's choice. 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. Payment is also accepted in the MCC Bookstore, by credit card at the MCC website, and at MCC Centers.

Transcripts will NOT be released to students with financial obligations to the College.

NAME CHANGES TO ACADEMIC RECORDS

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

ADDRESS, PHONE, AND EMAIL CHANGES

Students should keep the College informed of any address, phone or e-mail changes they might have. Students may make changes themselves at their personal account on the MCC Web site by going to www.MorganCC.edu and then clicking "For Students," then "Grades/Transcripts," and then accessing their CCCWeb Account using their student ID and PIN. Students may also complete a form in the Student Services Office or MCC Center to make contact information changes.

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
- Have a minimum of 12 semester hours of completed college level work (excludes remedial)
- Successfully complete at the end of each semester the courses attempted
- 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.

OPTIONS FOR LEARNING

Varied delivery of course work is available including lecture, lab, clinical experience, private instruction, arranged individual study, seminars, interactive distance education, computer based/internet, field study/experience, cooperative work experience, and on-the-job training.

BUSINESS LEARNING CENTER (BLC) COMPUTER LEARNING CENTER (CLC)

The Business Learning Center (BLC) located on the Fort Morgan campus and the Computer Learning Center (CLC) located in the Burlington Center are unique learning environments. In the BLC or CLC you can complete regular college classes that are taught through a flexible curriculum delivery method that allows you to progress at your own rate. You will use this self-paced learning approach in a lab format under the supervision and guidance of an instructor. During the semester you will complete the number of required hours for each course at your own pace. You may choose to work several hours a day on one subject or work an hour a day on each of several subjects. BLC orientation sessions are held on the first day of classes each term where students receive a detailed packet of materials for each of their enrolled BLC courses. The materials include course syllabi, and progress sheets outlining assignments. BLC instructors explain procedures that make student time in the BLC as productive as possible. Burlington CLC students should contact the Burlington Center regarding orientation sessions for the CLC.

CREDIT FOR PRIOR LEARNING

Prior learning is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training, and volunteer arenas. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination.

For more information about how you might gain credit for prior learning, inquire at the MCC Student Services Office, MCC Center, or view the Credit for Prior Learning Handbook online at:
<http://www.ccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbook.pdf>

GUIDED STUDY COURSES

Because MCC serves a very large sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, the Guided Study delivery method allows great flexibility in where and how you take MCC classes. Guided Study allows you to study anytime, anywhere with an MCC faculty member as your guide. All courses provide opportunities for equal learning for all students, weekly interaction with faculty, regular interaction with other students, access to research materials, and examinations through college-approved proctors.

INDEPENDENT STUDIES

Courses with 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 instructor or faculty member. One credit hour is awarded for each two hours of contracted independent study per week per semester. With the approval of an Instructional Dean, a limit of three credits in Independent Studies may count toward the A.A., A.S., or A.G.S. degrees as elective credit.

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

INTERNET COURSES

Colorado Community College Online (CCCOOnline) currently offers A.A. and A.S. degrees and certificates in various disciplines. CCCOOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses and degree programs. CCCOOnline policies, procedures, and course offerings can be found at www.CCCOOnline.org and are listed in the MCC Schedule of Courses each semester.

ON-THE-JOB TRAINING/CLINICAL TRAINING COOPERATIVE EDUCATION 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.

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 A.A. electives. This needs to be approved by an Instructional Dean prior to be offered to students. Courses are determined by the specific course number, 175-178 or 275-278, preceded by a three-letter prefix to indicate the appropriate department (e.g., ANT 175-177, PED 275-277, etc.).

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 instructor agrees, he or she will schedule the assessment. If the student completes the assessment at a 'C' level or higher, the instructor 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.

Graduation



GRADUATION REQUIREMENTS

Graduation requirements for degrees and certificates listed are as follows:

- Associate of Arts (A.A.)
 - Associate of Science (A.S.)
 - Associate of General Studies (A.G.S.)
 - Associate of Applied Science (A.A.S.)
 - Applied Technology certificates
1. Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
 2. Cumulative G.P.A. of 2.0 or higher
 3. No grades below a 'D' among the required classes in the program
 4. Earned at least fifteen (15) semester hours of credit at MCC
 5. Completed an Application to Graduate form
 6. Met all financial obligations to the college

(Certain Applied Technology programs have additional requirements. Check program layouts for specifics.)

Did you know?

*2005 marks the
35th anniversary of
Morgan Community
College.*



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 (GT) courses used to complete the State Guaranteed Transfer Courses and the 60 credits for the A.A. and A.S. 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 (3) 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 MCC 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.

APPLICATION TO GRADUATE

To receive a certificate or degree a student must file an Application to Graduate form 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.

The Application to Graduate form is available from the Student Services Office, from MCC Centers, and online at www.MorganCC.edu

GRADUATION WITH HONORS

Degree candidates who have achieved specific grade point averages and met specific honors requirements are eligible to receive honors designations at graduation. Requirements are as follows:

- Submitted an Application to Graduate by the 4th week of the graduation term.
- Applied to graduate with an Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree.
- Summa Cum Laude designees must have a cumulative G.P.A. of 4.0.
- Magna Cum Laude designees must have a cumulative G.P.A. of 3.88-3.99.
- Cum Laude designees must have a cumulative G.P.A. of 3.76-3.87.
- All course work for the degree must be complete by the end of the graduation term.
- Transfer students must have completed a minimum of 51% of course work at MCC.
- G.P.A. is calculated at the beginning of the term preceding the term of graduation based on information available at that time.

COMMENCEMENT CEREMONY

An annual commencement ceremony is held for all MCC graduation candidates at the end of the spring semester.

To participate in the commencement ceremony, a student must be within six (6) credit hours of completion of his or her program. Participation in the commencement ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. A Commencement Participation charge is assessed to each candidate attending the ceremony. Contact the MCC Bookstore or MCC Centers regarding information on participating in the commencement ceremony.

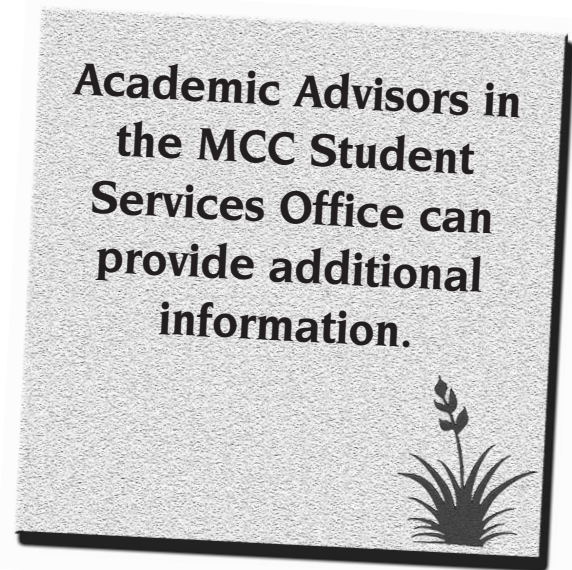
GRADUATE IN TWO CALENDAR YEARS

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.

The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an A.A. or an A.S. 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 course work before beginning the count of two years to degree completion.
4. Enroll in and pass (with a 'C' or better in each course) an average of 15 credit hours in coursework that applies to the A.A. or A.S. in each of four consecutive semesters.
5. Obtain a recommended plan of study for the A.A. or A.S. 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 (A.A. or A.S.) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied. (Advising records, transcripts, etc.)



Student Classifications and Veterans' Programs



Student Classification

Students are classified by academic year, admission status, and residency according to the following definitions:

Academic Year:

- Freshman: Successful completion of fewer than 30 college-level semester credit hours.
- Sophomore: Successful completion of 30 or more college-level semester credit hours.
- Unclassified: Awarded a degree at the associate level or above.

Admission Status:

- New Student: Attending MCC for the first time.
- Continuing Student: Attended MCC within the past 12 consecutive months.
- Readmitted student: Not attended MCC within the past 12 consecutive months and re-entering the college.

Residency:

Students are classified as either a resident or nonresident of Colorado for tuition purposes based on the information provided on the Application for Admission. Residency requirements are determined by the Colorado Tuition Classification Law. (See Tuition Classification)

Western Undergraduate Exchange (WUE) and Border States Classification

WUE, the Western Undergraduate Exchange, is a program through which students in 12 participating states may enroll in designated two-year institutions at a special, reduced tuition rate applicable only to WUE students; namely, the amount of in-state tuition plus 50 percent of that amount. Colorado is a WUE participating state.

Students who are residents of one of the following states should contact the Student Services Office for further details concerning eligibility requirements and/or information needed to complete the scholarship application: Alaska, Arizona, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Health majors are not eligible to participate and entry is only allowed on space availability to approved certificate & degree seeking students.

Students who are residents of states bordering Colorado whose home states do not participate in the WUE program may be eligible for a border states tuition rate. Contact the Student Services Office for further details.

Veterans' Programs

The Office of Veteran Affairs, located in the Student Services Office, provides enrollment services and general information to students who are eligible for benefits under the Veterans' Administration (VA) Program.

Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (PI 815). Students who plan to utilize VA benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants. It is the student's responsibility to notify the Office of Veterans' Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of major, other schools attended, and any other information related their academic standing.

Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Application for Admission to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits.

Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

Veterans Attendance and Satisfactory Progress

The Veterans Administration (VA) expects all students who receive veterans' educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayments to the VA. Satisfactory progress and regular class attendance are expected of all students receiving veterans' benefits. If a student who receives veterans' benefits is placed on academic suspension, benefits are terminated and discontinued for the duration of the suspension.

Transfer of MCC Credit to Other Schools



MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum.

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 other institution. While graduation requirements may vary, it is ordinarily easy to transfer from one Colorado institution to another if a student's planning is solid and grades are acceptable.

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 (GT) 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 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
- Western State College
- All two-year community colleges in Colorado

Did you know?

34% of MCC students intend to earn a degree.

One-third of MCC students plan to transfer to a 4-year college when they finish their associate degrees.

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.

Payment and Refund Policies



PAYMENT POLICY

Tuition, fees, and charges are to be paid at the time of registration or by 5:00 p.m. the Monday one week before the first day of the term. If payment is not made, students may be dropped from all enrolled courses.

Financial Aid students who do not have their financial aid complete by these deadlines, or non-financial aid students who are unable to pay by the deadlines should contact the MCC Accounting Office regarding the Deferred Payment Plan. (see Deferred Payment Plan section)

MCC TUITION RATES AND FEES

Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. See the Tuition Classification sections of this catalog for additional information regarding how a student is determined to have In-State status at a Colorado college.

The tuition cost per credit hour is listed in the Tuition and Fees Schedule section of this catalog.

Each semester's schedule of courses contains a tuition and fee table for that term. The schedule of courses is available online at www.MorganCC.edu, can be requested from the MCC Student Services Office or MCC Centers, and is mailed to all residents within the MCC service area each term.

COLLEGE OPPORTUNITY FUND (COF)

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as the College Opportunity Fund stipend, will be applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. The college you are attending will receive the money and it will appear as a credit on your tuition bill. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$80.00 per credit hour.

FINANCIAL AID STUDENTS

Financial Aid 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 term drop period. However, students must contact the Accounting Office prior to the Monday 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 by the tuition payment due date, and follow the deferred payment plan for the balance (including the payment of a \$40 processing fee at that time).

DEFERRED PAYMENT PLAN

(FACTS TUITION MANAGEMENT PROGRAM)

The college provides a deferred payment plan for tuition and fees. 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.)

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.

Requirements include:

- A minimum down-payment of 50% paid by the Monday one week before the first day of the term,
- 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 Program 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 courses after the add/drop period, he/she is still responsible for completing payments.

FINANCIAL OBLIGATIONS OF STUDENTS

Financial obligations are due and payable to the College when incurred and are payable on the established dates. An authorized third party may be billed for tuition and fees, however ultimate responsibility for payment remains with the student.

Students who are financially obligated to MCC – whether through a student loan, a third-party promise to pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – are not issued an official transcript nor allowed to register again until payment is made.

BAD CHECKS

Returned checks constitute nonpayment. If a check is returned prior to the official drop dates due to non-sufficient funds or stop payment, students are dropped from all courses and could be charged a bad check fee. Students must pay the registration fee and the deferred payment fee if applicable. A hold is placed on the student's account until fees are paid.

If a check is returned after the official drop date, students are not dropped from courses. Students are responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold is placed on grades, transcripts, and future registration until the debt is paid.

Unpaid balances resulting from returned checks are pursued by the college and a collections service.

DELINQUENT ACCOUNTS

In accordance with state policy, all delinquent student obligations, including those from improper withdrawal/drop procedures and the loss of previously awarded financial aid, are referred to the State's central collections service. Additional interest and collection costs will be charged to the student account.

NONATTENDANCE

To end enrollment in one or more courses, students must submit the appropriate drop or withdrawal from to the Student Services Office or Center by the published deadline. Nonattendance in courses does not automatically drop nor withdraw a student from a course nor change financial obligations incurred.

Deadlines for drop and withdrawal of each course are listed on the student's schedule of courses for each term which is available on the MCC Web Site. Dropping or withdrawing from courses may affect a student's financial aid status. Financial aid students should contact the Financial Aid Office for policy information.

Explanation of Fees

REGISTRATION FEE

A nonrefundable registration fee is charged each semester, regardless of the number of courses taken, or whether a student drops any or all courses. This fee is listed in the Tuition and Fees Schedule section of this catalog and is listed in each semester's schedule of courses.

COURSE FEES

To defray the cost of consumable materials and supplies, such as special equipment or instruments, laboratory use, etc., some courses are assessed a course fee which is charged per credit hour. Applicable course fees are listed in the Tuition and Fees Schedule section of this catalog and are listed in each semester's schedule of courses.

STUDENT CENTER BOND FEE

To fund the bond which constructed the new Student Center facility, Fort Morgan campus students voted to pay \$3.00 per credit hour up to a maximum of \$36.00.

STUDENT FEES

Student fees are charged per credit hour and support the operation of various Student Life services. Student Life services include student activities, facility debt, the official Student Handbook, and the programs and activities which supplement learning experiences at the college. Student fees also assure that via a variety of recognized student organizations and clubs, students have an official voice in matters of college life.

TUITION FOR SENIOR CITIZENS

Senior citizens age 60 or older may obtain a grant to cover one-half of tuition charges, excluding fees. (See Senior Citizen Grant in Financial Aid section for details)

Refund Policies

REFUND POLICY FOR DROPS

Students must officially drop college courses by accessing their web account, processing the required form in the Student Services Office or MCC Centers during the stated add/drop/census period. Students completing the proper steps may be eligible for a refund of tuition and fees. The registration fee is non-refundable.

Each student's schedule of courses lists the deadlines to receive a refund during the drop/add/census period.

Refunds for Dropped Courses

100% of tuition and fees (except the registration fee and deferral fee) are refunded if a student drops courses before the end of the posted add/drop/census period for the course. The add/drop/census period is calculated as 15 percent of the instructional days. No tuition and fee refunds are granted after the add/drop/census period. Exceptions to the Institutional Refund Policy should be referred to the Vice President of Administration and Finance.

Financial Aid Students: If you drop courses you may have to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

REFUND POLICY FOR WITHDRAWALS

Students must officially withdraw from college courses by processing online or completing the required form in the Student Services Office or MCC Centers during the stated Withdrawal period.

Each student's schedule of courses lists the deadlines to receive a refund during the drop/add/census period.

Refunds for Withdrawal from Course(s)

Students who request withdrawal from courses after drop/add/census deadlines but before the listed Withdrawal deadline are graded with a Withdrawal (W) grade and are not eligible for any refund. The advantage to requesting a withdrawal as opposed to failing a course by nonattendance is that the "W" grade is not computed into the student's overall GPA.

Financial Aid Students: Withdrawing from course(es) may require you to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

REFUND POLICY FOR CANCELLED COURSES

Occasionally the college must cancel courses due to enrollment numbers, instructor issues, etc.

Refunds for Cancelled Courses

100% of paid tuition and fees is refunded for any course cancelled by the college. The college will automatically process the drop for students registered for courses which are cancelled.

Did you know?

98% of Morgan Community College graduates indicate that they are satisfied with their educational experience at MCC.



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 Financial Aid Need is Calculated

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 (COA) 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.

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.

HOW TO APPLY FOR FINANCIAL AID

Check List:

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

Include:

- The scholarship application
- Most recent academic transcript
- 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.

- Students applying need to have declared an eligible major with the Registrar's Office.
- 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.

FINANCIAL AID 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, a computer in the Student Services Office on the Fort Morgan campus, a computer at their local MCC Center, or on a computer at any public library.

HOPE TAX CREDIT

Students may qualify to save money 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.

MCC TUITION REFUND POLICY

If a student officially drops a course before the census date (last date to drop the course) which is listed on the student's schedule for each course, 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.

MAINTAINING ELIGIBILITY FOR FINANCIAL AID

To maintain eligibility for financial aid, students must comply with federal, state, institutional and/or donor rules and regulations that apply to the financial aid awards. Students must continue to meet eligibility criteria, and must reapply for financial aid in a timely manner each academic year.

Note: To qualify for state financial aid, student's required remedial coursework must be completed during the first 30 credit hours of enrollment.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester. To remain in good standing, students must complete at least 75 percent of the credit hours for which they register each semester and maintain a cumulative grade point average of 2.0. Financial aid is only available for one and one-half (1.5) times the program length specified in this catalog. Credit hours attempted while not receiving aid are also counted toward the overall time limitations.

If satisfactory progress is not maintained, students are placed on financial aid probation, and may be suspended from financial aid programs if academic progress does not improve. Refer to the Financial Aid Handbook, 2005-2006, for the complete policy and responsibilities in this area.

If a student withdraws, drops or changes from credit to audit status (see page for explanation), the student may be required to repay a portion of the financial aid received. Students should check with the Financial Aid Office before changing enrollment status.

ADDITIONAL FINANCIAL AID INFORMATION

Further information about financial aid, scholarships, grants, and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook, 2005-2006. This document is available from the MCC Financial Aid Office, MCC Centers, and at the MCC web site.

Scholarships

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

In addition to the following listed scholarships, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office.

MCC & GOVERNMENT FUNDED SCHOLARSHIPS:

MCC Roadrunner Scholarship

This scholarship rewards students whose academic record reflects outstanding achievement. Applicants must be Colorado residents attending at least half time (6 credits per term) with a cumulative grade point average of at least a 3.5 in 12 or more college credits or a GED score of 3000 or more and be enrolled in an eligible degree/certificate program at MCC. The Colorado General Assembly provides funding for this scholarship.

MCC Presidential Scholarship

Applicants must be a first-time incoming freshman, with a 3.5 or better 7th semester high school cumulative grade point average or an ACT composite of 22 or GED score of 3000 or more and be enrolled in an eligible degree/certificate program at MCC. The Colorado General Assembly provides funding for this scholarship.

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 V.S.O.'s and which events will be sponsored.

Sophomore Scholars

Sophomore Scholars is a Morgan Community College program that guarantees grants or scholarships to pay sophomore year tuition and fees up to 30 credits (subject to continued funding each year). High school graduates who have successfully completed (with a C or better) 30 credits of MCC college courses as high school juniors and seniors are invited to apply. Students may enroll at any MCC location.

Applications are due by April 1, for May high school graduates and November 1, for December high school graduates.

Student Eligibility Criteria:

- High school graduate concurrently enrolled with Morgan Community College during their junior and/or senior year of high school.
- Successful completion (C or better) of 30 or more credit hours with Morgan Community College and at least a 2.0 MCC cumulative grade point average at the time of high school graduation or no later than the semester immediately following high school graduation.
- Students must qualify for in-state resident status. If a student does not meet in-state resident requirements they may apply for other financial aid programs.

Completion of all of the following by April 1, for May high school graduates and November 1, for December graduates:

- Free Application For Federal Student Aid (FAFSA).
- Must submit any requested documentation (tax return, verification worksheet, etc.) by June 1 for May high school graduates and January 1, for December high school graduates, regardless of financial need.
- Morgan Community College Sophomore Scholars Program application and high school transcript.
- The College Opportunity Fund. Must have applied for COF stipend at <https://www.CollegeInColorado.org>

Morgan Community College Commitment

- Eligible students will receive grant and/or scholarship funds (not a loan or work study) to cover tuition and fees (at on-campus, in-state rates only) at MCC for an additional 30 hours of course work in the degree for which they were enrolled in the initial 30 hours. Books are not included.
- If a student's financial aid award (including loans and work study) is greater than tuition and fees the student can receive the entire award.
- This program is available for up to three academic semesters beginning the summer or fall semester after high school graduation. This program does not apply to any hours needed during
- the summer to complete the 30-hour requirement. Any student who graduates from high school in mid-year is eligible to enroll in the spring semester if they meet the student eligibility criteria.
- Students must be enrolled for a minimum of 6 credit hours per semester but the scholarship/grant with this program is only guaranteed for the time period of 3 academic semesters after high school graduation. Other financial aid may be available after that time but is not guaranteed.
- All federal, state, and college rules and regulations regarding financial aid/scholarships apply to this program including MCC Satisfactory Academic Progress Policy.

MCC EXTERNALLY FUNDED SCHOLARSHIPS:

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.

Ag-Business Management Scholarship

This scholarship is awarded to students enrolled in the Ag-Business Management program.

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 have a 2.5 GPA or a GED score of 2500.

Robert & Janet Datteri Presidential Scholarship

One scholarship is awarded in the amount of in-state tuition and fees to be divided over two semesters to one student 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 the MCC service area. (See page 11 for service area)

Gramlich Nursing Scholarship

Bill and Sammy Gramlich have endowed a scholarship to be awarded to a Morgan County resident. Applicants must have been accepted for admission into the MCC LPN and/or the RN program, demonstrate financial need, enrolled in a minimum of six hours per semester, and have a GPA of 2.5 in prerequisite courses. The scholarship is renewable.

Cargill Meat Solutions 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. A separate application is required.

College Access Network

Award(s) are made to student(s) who are first-time or freshman, Colorado residents and have financial need. Applicants should complete the MCC general scholarship application to be considered for these funds.

Daniels Fund College Prep and Scholarship Program
Funded by the Daniels Fund to ensure college access and success for non-traditional students, this program seeks promising individuals whose academic performance has not necessarily reflected their potential. The program helps support those from an underserved segment of the service area populace, those potentially not able to attend or complete college due to a combination of non-traditional academic achievement, time lapse since completion of high school diploma or GED program or those with involvement in the justice system. Up to \$4,000 per student per year will be awarded for students who demonstrate financial need; academic performance or promise; strength of character, evidence of leadership potential, and emotional maturity and stability; well rounded personality, abilities, and broad interests; and the potential to contribute to one's community later in life. Provided the student stays in good standing, the award is renewable annually until student graduates

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.

Robert W. Johnson Memorial Scholarship

Family and friends have established a scholarship in memory of the late Dr. Robert W. Johnson, first President of Morgan Community College. The amount varies and will be awarded to a deserving student who is transitioning from the Adult Basic Literacy Program (ABLE) to MCC.

Pat and Joan Jolliffe Scholarship

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

Fort Morgan State Bank/Delmer P. Keating Scholarship

The Fort Morgan State Bank and friends of the late Delmer P. Keating have endowed a scholarship to be awarded to a student majoring in business.

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.

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

This 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

Helping Hand Scholarship

One or more awards a year, subject to funding. Pays Burlington Center student tuition up to six (6) credit hours, students must be enrolled in minimum of six credit hours; with a 2.5 high school GPA, or a 3000 GED score, or a 2.6 GPA at MCC. Renewable with a 3.0 GPA

Job Skills Scholarship

One or more awards a year, subject to funding. Pays Burlington Center student 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.

Burlington Greater Gifts

One annual scholarship for full time tuition, books, and fees to a full time Burlington Center student with a minimum 3.0 GPA who is a Colorado resident. Recipient must be committed to earning a higher degree. Scholarship 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 (2005-2006) 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 such as Young Farmers, 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 Grant

Persons 60 years of age and older who are classified as in-state residents, may apply for a grant to pay one-half of their tuition charges for credit courses up to six credit hours per term. This grant applies to tuition only. Fees, supplies, and books are not included. The student must complete and return the Programmatic Grant Notification Form to the Financial Aid Office. Audit grade option does not apply.

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 study.

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

Services and Additional Student Information



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.

Bookstore

The Morgan Community College Bookstore offers to students a wide variety of services. Tuition and fees can be paid at the same time books are purchased because the MCC Cashier is located in the Bookstore. In addition to required textbooks, the Bookstore carries a multitude of student supplies, books, computer supplies, batteries, calculators and other items students might need.

COPY CENTER

The Copy Center at the MCC Bookstore is available to make color or black and white photocopies and to provide laminating and binding services.

FAX SERVICES

Students and staff may send faxes from the Bookstore.

MAIL SERVICES

The MCC Bookstore sells stamps and provides a place for students to deposit outgoing mail.

MCC LOGO CLOTHING AND OTHER ITEMS

The Bookstore maintains a great supply of MCC logo clothing, backpacks, mugs and other items to show your pride and support for Morgan Community College. There is also a complete line of graduation gift items, greeting cards, personal items and a few just-for-fun items.

Campus Cleanliness & Smoking

The state of cleanliness of the College buildings and grounds is a reflection on the people who work or are in attendance at the institution. It is thus essential that all administrators, faculty, classified personnel and students share the task of keeping our campus and its buildings neat, clean and safe.

1. Tasks that each member of the College should do by choice, and not because it is published, are listed below:
 - a. Place trash in containers.
 - b. Smoke only in designated areas. Use the ash-trays and urns provided at most entrances.
 - c. Be responsible for neatness of areas used, whether office, desk, carrel or classroom seat.
 - d. Report unsafe conditions to the Plant Maintenance and Operations and broken furniture or equipment to the person in charge of the area.
 - e. Consume food and drink only in designated areas.
 - f. Avoid "doodling" or other writing on table surfaces.
 - g. Inform violators of the above rules.
 - h. Post advertisements or events only on approved bulletin boards or surfaces. No scotch tape or tape of any kind is to be used on painted wall surfaces.
 - i. Repair or maintenance work is to be done by Physical Plant personnel.
2. Smoking is prohibited in the campus buildings.
3. Food, Drink and Smoking areas will be provided in designated areas near entrances to campus buildings.
4. Animals are not permitted in any College facility unless directly associated with class instruction, approved programs or guide dogs.

Career Guidance and Placement

The College's career and guidance counselor works closely with faculty advisors to provide 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.

College Closures

It is assumed that unless a specific decision is made otherwise, that classes will be held and offices will be open as scheduled.

SNOW CLOSURE/INCLEMENT WEATHER CANCELLATION POLICY

- Classes will meet if either the Brush or Fort Morgan Schools are open.
- If both schools close, classes will not be held at MCC
- It will be assumed that evening classes on "snow days/inclement weather days" will meet as scheduled. A definitive announcement will be made by 2:00 p.m. on any day in which day classes are closed.
- Students, faculty, and office personnel are encouraged to use their best judgment regarding the safety of conditions for driving to class or work, but not simply to take advantage of the situation for their own convenience.
- Faculty are encouraged not to penalize students in grading for using that judgment.
- When MCC is open, high school students, regardless of their school closure or other days off, are expected to be in their MCC classes.

The decision to close the College because of inclement weather will be made by the College president or designee.

Notification of Students and Employees

Day: Notification of College closure for the entire day will be released to media outlets by 7:00 a.m.: radio stations KFTM/KBRU; B-106/KSIR; KUNC (UNC); Denver, KOA Radio; and Channel 4, 7, and 9 television stations.

Evening: Notification of cancellation of evening classes will be made no later than 4:00 p.m. and will be announced on local radio and Channel 4, 7, and 9 television stations.

The MCC General Information number 542-3100 or 1-800-622-0216 ext. '0' can also be accessed during regular office hours for up-to-date campus closures.

Students and college employees should listen to these stations for information on closure of the College. In addition, Instruction Deans and their staff will attempt to contact instructors of on-campus evening classes by telephone.

Computer Access

The college provides computer access to students and the public in the Learning Resource Center. Students may request college computer network access for classes which require such access. Directions for students to request access are listed below. If needed, students should contact the MCC Computer Services Department for assistance.

MCC COMPUTER NETWORK ACCESS REQUEST PROCEDURES FOR STUDENTS AND STAFF

The MCC Information Technology (IT) Network is for the use of all students, faculty and staff. Agreement and adherence to all MCC and CCCS computer use policies is required.

MCC will assign user names and a temporary password. Follow these steps:

1. On any computer connected to the Internet (at home or anywhere) go to <http://www.morgancc.edu/user.htm>
2. Type in:
 - First name
 - Last name
 - Student ID number or Social Security Number
 - Password containing at least 8 characters using at least one of each:
 - Upper case letter
 - Lower case letter
 - Number
 - (Example Bocephus99)
3. Click on 'Apply for New Account Now'
4. Read information on agreement page paying particular attention to items in RED
5. Print this first page. After printing, click on the red letters that say, 'After printing, click here.'

6. Sign and date the second page.
7. Take both pages to the IT Dept. in rooms Spruce 308 or 309.

or

If form is filled out and printed from an off campus computer, mail the completed form to:

MCC, IT Dept,
920 Barlow Rd.
Ft. Morgan, CO 80701.

Accounts will be activated within 48 hours of receipt of the signed agreement. Questions can be directed to the IT Department at Ext. 3123

Disability Services

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:

- No one may be excluded from any course, or course of study, because of a disability.
- Classrooms will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms.
- Academic degree or course requirements may be modified in certain instances to insure full participation of disabled students.
- Alternate methods of testing and evaluation are available in courses offered by the institution for students with requirements for such methods.
- 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.

Identification Cards

Registered students will be issued a MCC Identification Card after the last day to drop classes each semester. The identification card may be required for identification at student sponsored events and at various offices at MCC. ID cards are free, and may be presented to local and area businesses offering student discounts. ID photos are taken in the Student Services Office and cards may be picked up by the student within 3-5 days.

Learning Resource Center (LRC)

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, among others. 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 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 onto <http://www.MorganCC.edu> and clicking on 'Library Services' or by calling 970-542-3185 or 1-800-622-0216 ext. 3185.

THE TESTING CENTER

As a part of the LRC, the Testing Center offers a number of testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. The Testing Center is located at the south end of the LRC.

For testing inquiries or appointments, contact Dianna Pfeifer at (970) 542-3188 or 1-800-622-0216, ext. 3188; email dianna.pfeifer@MorganCC.edu

Tests offered by the Testing Center:

ACCUPLACER

Computerized placement test (no time limit, 52 questions) designed to provide placement, advisement, and guidance information for students entering higher education.

ACADEMIC PROFILE

All full-time degree-seeking students need to take the Academic Profile test during their last semester before graduation. The Academic Profile provides MCC with information about the effectiveness of their degree programs.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

(\$80 per test). Computer based testing-1 1/2 hours. Credit awarded for prior learning. See MCC handbook for approved credit available. Additional information at www.collegeboard.com/clep

CHALLENGE TESTS

Administered to MCC students for specific courses listed in the catalog. Students must be registered for or have completed one credit hour of course work at MCC. A challenge examination may not be re-taken. Cost is 1/2 of tuition for course challenged.

DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT (DANTES)

(\$85 per test) Paper pencil tests-no time limit. Credit awarded for prior learning. See MCC handbook for approved credit available. Additional information at www.getcollegecredit.com

GENERAL EDUCATIONAL DEVELOPMENT (GED)

General Educational Development (\$70 fee, \$22 first test includes application fee of \$10, \$12 additional tests and retests, \$14 writing retest-7 1/2 hours for all 5 tests) Official GED exams given in English and Spanish to candidates 17 years of age and older who have never been awarded a high school diploma or an equivalency certificate. Additional information at www.gedtest.org

NATIONAL LEAGUE OF NURSING (NLN)

National League of Nursing offers Acceleration Challenge Examination to facilitate educational mobility by providing educators with an instrument for diagnostic evaluation of the nursing knowledge of applicants. Two test books-Foundations of Nursing and Nursing Care during Childbearing/Nursing Care of the Child-each test is \$55 and lasts 3 1/2 hours.

PROMETRIC

Authorized testing center featuring more than 100 tests such as CompTIA's A+ and Network+, Cisco 64x Exam Series, Novell, Oracle, IC3, Microsoft, and Microsoft Office Specialist. Fees range from \$33 to \$875. Tests are scheduled online at www.2test.com

NATIONAL REGISTRY OF EMERGENCY MEDICAL TRAINING (NREMT)

Three hour test administered in January and May upon successful completion of a state-approved EMT-Basic training program within the past 24 months. Must register with instructor or online at www.nremt.org

INSTRUCTOR/GUIDED STUDIES

MCC test center provides testing services for our faculty and students as well as for students attending other colleges and universities. Testing services include administering makeup exams for classroom, guided studies, and off-campus courses.

VOCATIONAL BASIC SKILLS

This test is for vocational teachers seeking Colorado Department of Education Certification Teaching Certificates. Vocational Basic Skills (written) will be given by appointment. The cost is \$30. The oral test is given by appointment made two weeks prior to the exam. Cost is \$10.

MCC Marketing Office

MCC's Office of Marketing is responsible for many campus-wide services including media relations, advertising, marketing, public relations, and special events planning. The staff also has responsibility for MCC's Internet & Intranet sites. It performs a number of functions that are student-specific. Examples include the publication of the catalog, class schedules, and newspaper articles throughout the MCC service area. It also provides for the free commencement photograph given as a gift of the College to MCC commencement participants and GED completers participating in the ceremony each spring.

New Student Orientation

New Student Orientation is held prior to the start of each semester. All new students and transfer students should attend one orientation session. During orientation, students will receive valuable information related to MCC policies and information regarding college success, including study skills, time management and student services resources. Students should contact the Student Services Office to make a reservation for New Student Orientation.

PaperCut Print Management System

PaperCut is a new print management system which will be implemented on the Fort Morgan campus Fall Semester 2005. A student will receive a total of \$25 printing credit each semester. The cost for a printed copy is 10¢. When a user logs onto a campus computer, a text box will be displayed on the screen detailing the amount of printing credit available. The appropriate amount will be subtracted each time a print job is sent to a printer. Please limit non-academic printing and always use print preview. Once your allotment has been used, you may purchase additional printing in \$1.00 increments (non-refundable) at the MCC Bookstore during regular business hours. Usually, purchases will be applied immediately. Please plan ahead and purchase more printing credit when your limit is close to being exhausted.

Student Activities and Student Life

MCC offers student recreational, social, and cultural student activities that are sponsored by the Student Government Association and Student Activities Director. The faculty and staff and student organizations also offer special activities and programs to students. The Student Activities Director and the Student Life Office are located in the MCC Student Center on the Fort Morgan campus.

Student Ambassador Program

The Student Ambassador Program allows MCC the opportunity to recognize special honor students and to utilize their talents while building leadership and teamwork skills for the student. Ambassadors help with campus tours, special events and speaking engagements. Contact the Student Life Office at (970) 542-3170.

Student Center

MCC's Student Center on the Fort Morgan campus houses the MCC Bookstore, copy center, Anna C. Petteys Student Lounge, kitchen, student conference room, a variety of vending machines, and the Student Life Office.

Students can have a morning cup of coffee, eat lunch, or have an afternoon or evening snack or break in the Student Center.

A pool table, computer with internet access, and television are also available for student use during breaks and free time.

Student Clubs

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

Some current clubs:

- Foreign Language Club
- Future Teacher's Club
- Health Occupations Students of America (HOSA)
- Phi Beta Lambda Business Club (PBL)
- Phi Theta Kappa Honor Society (PTK)
- Science Club
- Student Government Association (SGA)
- Student Nurses Organization (SNO)
- Vocational Industrial Clubs of America (VICA)

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. SGA welcomes students to attend any of the meetings to discuss their suggestions and concerns. Information and a copy of the SGA by-laws and constitution are available from the Student Activities Director.

Student Malpractice & Liability Insurance

Students enrolled in selected health professions and service programs are required to carry malpractice & liability insurance. The insurance coverage is available at a nominal cost to students. Students may purchase the required insurance or receive more information about coverage from the MCC Bookstore and MCC Centers.

TRiO

TRiO is located in the Student Services Office at Morgan Community College and assists students who are low income or first generation (neither parent has a four-year degree). TRiO provides services to students wanting to enter higher education.

Fort Morgan, Brush, Lincoln, and Wiggins High School students can receive free individual tutoring at their high school to assist in improving their grade point averages, CSAP, and ACT scores.

TRiO supports students in completing college admissions applications, the Free Assistance for Federal Student Aid (FAFSA), and assists them with searching for scholarships. TRiO offers free tutoring for eligible college students. TRiO also offers eligible students the convenience of checking out laptop computers free of charge.

Tutorial Center

The Tutorial Center provides learning assistance to students enrolled in courses at MCC. The Tutorial Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English, mathematics, and algebra.

A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The computers in the Tutorial Center are available for word processing, research and individualized software instruction.

The Tutorial Center provides access and services to qualified college students with physical and/or learning disabilities.

Did you know?

*MCC classes are offered
using alternative delivery
formats: four interactive
distance learning systems,
Internet, and guided study.*



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Associate of Arts Degree (A.A.)

The Associate of Arts degree includes courses traditionally taught during the first two years of a Bachelor's of Arts degree program and is transferable to four-year institutions. Specific emphasis areas of study may be selected, or an undecided student may select the basic A.A. transfer degree. (Do not use for: Business transfer, Early Childhood Education, Elementary Education - see specific layouts for these majors.)

See Guaranteed Transfer Information.

Associate of Arts Requirements – 60 Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 2 courses/9 credits required

Select 3 courses, with no more than 2 courses from any 1 category below:

Arts Category [GT-AH1]

Select no more than two of these courses:

- _____ ART 110 (3) Art Appreciation
- _____ ART 111 (3) Art History I
- _____ ART 112 (3) Art History II
- _____ MUS 120 (3) Music Appreciation
- _____ MUS 121 (3) Intro to Music History I
- _____ MUS 122 (3) Intro to Music History II
- _____ THE 105 (3) Intro to Theatre Arts
- _____ THE 211 (3) Development of Theatre I
- _____ THE 212 (3) Development of Theatre II

Literature & Humanities Category [GT-AH2]

Select no more than two of these courses:

- _____ HUM 121 (3) Survey of Humanities I
- _____ HUM 122 (3) Survey of Humanities II
- _____ HUM 123 (3) Survey of Humanities III
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

Ways of Thinking Category [GT-AH3]

Select no more than two of these courses:

- _____ PHI 111 Introduction to Philosophy
- _____ PHI 112 Ethics
- _____ PHI 113 Logic

MATHEMATICS: 1 course/3-5 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ MAT 120 (3) Mathematics for the Liberal Arts
- _____ MAT 121 (4) College Algebra
- _____ MAT 125 (4) Survey of Calculus
- _____ MAT 135 (3) Introduction to Statistics
- _____ MAT 201 (5) Calculus I
- _____ MAT 202 (5) Calculus II

SPEECH: 1 course/3 credits required

This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

Select 1 course from the list below:

- _____ SPE 115 (3) Public Speaking
- _____ SPE 125 (3) Interpersonal Communication

COMPUTER SCIENCE: 1 course/3 credits required

Select 1 course from the list below:

- _____ CIS 118 (3) Introduction to PC Applications
- _____ CSC 160 (3) Computer Science I: [Language]

SOCIAL & BEHAVIORAL SCIENCES

3 courses/9 credits required

Select 3 courses, 1 of which must be history, with no more than 2 courses from any 1 category below:

- _____ HIS 101 (3) History of Western Civilization I
- _____ HIS 102 (3) History of Western Civilization II
- _____ HIS 201 (3) U.S. History I
- _____ HIS 202 (3) U.S. History II

Economic & Political Systems [GT-SS1]

- _____ ECO 201 (3) Principles of Macroeconomics
- _____ ECO 202 (3) Principles of Microeconomics
- _____ POL 101 (3) Intro to Political Science
- _____ POS 111 (3) American Government

Geography [GT-SS2]

- _____ GEO 105 (3) World Regional Geography

Human Behavior & Social Systems [GT-SS3]

- _____ ANT 101 (3) Cultural Anthropology
- _____ ANT 111 (3) Physical Anthropology
- _____ PSY 101 (3) General Psychology I
- _____ PSY 102 (3) General Psychology II
- _____ SOC 101 (3) Introduction to Sociology I
- _____ SOC 102 (3) Introduction to Sociology II

PHYSICAL & LIFE SCIENCES:

2 courses/8 credits required

Select 2 lab-based courses from the list below:

(Credits over 8 can be applied to electives)

- _____ AST 101 (4) Astronomy I
- _____ AST 102 (4) Astronomy II
- _____ BIO 105 (4) Science of Biology
- _____ BIO 111 (5) General College Biology I /Lab
- _____ BIO 112 (5) General College Biology II /Lab
- _____ CHE 101 (5) Introduction to Chemistry I
- _____ CHE 102 (5) Introduction to Chemistry II
- _____ CHE 111 (5) General College Chemistry I
- _____ CHE 112 (5) General College Chemistry II
- _____ GEY 111 (4) Physical Geology
- _____ GEY 121 (4) Historical Geology
- _____ PHY 111 (5) Physics: Algebra Based I /Lab
- _____ PHY 112 (5) Physics: Algebra Based II /Lab
- _____ PHY 211 (5) Physics: Calculus Based I /Lab
- _____ PHY 212 (5) Physics: Calculus Based II /Lab

ELECTIVES: 19 credits required

Select from any courses listed on the next page/consult Advisor.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The State Guaranteed Transfer Courses [GT-xx] and the 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. See Guaranteed Transfer Information.

ELECTIVES APPROVED FOR THE A.A. DEGREE:

*State Guaranteed Transfer (GT) Courses

This list of electives has been compiled 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. Some of the course titles in this list have been abbreviated - see the complete title in the Course Description section of this catalog. Note: Other elective courses may be approved. Check with your advisor.

ACC 121 (4) Accounting Principles I	EDU 221 (3) Introduction to Education	PED 106 (1) Tennis*
ACC 122 (4) Accounting Principles II	EDU 211 (3) Teaching/Learning/Techn	PED 110 (1) Fitness Center Activity I#
ANT 101 (3) Cultural Anthropology*	ENG 221 (3) Creative Writing I	PED 111 (1) Fitness Center Activity II#
ANT 111 (3) Physical Anthropology*	ENG 222 (3) Creative Writing II	PED 113 (1) Fitness Concepts#
ART 110 (3) Art Appreciation	ENG 226 (3) Fiction Writing	PED 116 (1) Weight Training#
ART 111 (3) Art History I *	ENG 227 (3) Poetry Writing	PED 117 (1) Cross Training#
ART 112 (3) Art History II *	GEO 105 (3) World Regional Geography*	PED 119 (1) Fitness Circuit Training#
ART 121 (3) Drawing I	GEY 111 (4) Physical Geology *	PED 121 (1) Step Aerobics#
ART 122 (3) Drawing II	GEY 121 (4) Historical Geology *	PED 147 (1) Yoga
ART 123 (3) Watercolor I	HIS 101 (3) History of Western Civ. I *	PED 148 (1) Yoga II
ART 124 (3) Watercolor II	HIS 102 (3) History of Western Civ. II *	PHI 111 (3) Introduction to Philosophy *
ART 211 (3) Painting I	HIS 111 (3) World Civilization I	PHI 112 (3) Ethics *
ART 212 (3) Painting II	HIS 112 (3) World Civilization II	PHI 113 (3) Logic*
ART 213 (3) Painting III	HIS 201 (3) U.S. History I *	PHI 115 (3) World Religions-West
ART 214 (3) Painting IV	HIS 202 (3) U.S. History II *	PHI 116 (3) World Religions-East
AST 101 (4) Astronomy I *	HIS 225 (3) Colorado History	PHY 111 (5) Physics: Algebra-Based I*
AST 102 (4) Astronomy II *	HIS 235 (3) History of American West	PHY 112 (5) PhysicsAlgebra-Based II*
BIO 105 (4) Science of Biology*	HPR 216 (4) Pathophysiology	PHY 211 (5) Physics:Calculus-Based I*
BIO 111 (5) Gen.College Biology I/Lab*	HPR 217 (4) Kinesiology	PHY 212 (5) Physics:Calculus-BasedII*
BIO 112 (5) Gen.College BiologyII/Lab*	HUM 121 (3) Survey of Humanities I *	POS 105 (3) Intro to Political Science*
BIO 201 (4) Human Anat/Physiology I	HUM 122 (3) Survey of Humanities II *	POS 111 (3) American Government*
BIO 202 (4) Human Anat/Physiology II	HUM 123 (3) Survey of Humanities III *	PSY 101 (3) General Psychology I *
BIO 204 (4) Microbiology	LIT 115 (3) Introduction to Literature I *	PSY 102 (3) General Psychology II *
BIO 211 (4) Cell Biology	LIT 125 (3) Study of the Short Story	PSY 215 (3) Psychology of Adjustment
BUS 216 (3) Legal Environment of Bus.	LIT 126 (3) Study of Poetry	PSY 226 (3) Social Psychology
BUS 217 (3) Bus. Comm & Report Writ	LIT 201 (3) Masterpieces of Literature *	PSY 235 (3) Human Growth & Devel.
BUS 226 (3) Business Statistics	LIT 202 (3) Masterpieces of LiteratureII*	PSY 237 (3) Child & Adolescent Psych.
CHE 101 (5) Intro to Chemistry I*	LIT 255 (3) Children's Literature	PSY 238 (3) Child Development
CHE 102 (5) Intro to Chemistry II*	MAN 226 (3) Principles of Management	PSY 245 (3) Educational Psychology
CHE 111 (5) Gen. College Chemistry I*	MAT 120 (4) Math. for the Liberal Arts *	PSY 249 (3) Abnormal Psychology
CHE 112 (5) Gen. College Chemistry II*	MAT 121 (4) College Algebra *	SOC 101 (3) Intro. to Sociology I*
CIS 115 (3) Intro to Computer Info Syst	MAT 122 (3) College Trigonometry	SOC 102 (3) Intro. to Sociology II *
CIS 118 (3) Intro to PC Applications	MAT 125 (4) Survey of Calculus I *	SPA 111 (5) Spanish Language I
CSC 160 (4) Computer Science I: C++	MAT 135 (3) Introduction to Statistics *	SPA 112 (5) Spanish Language II
CSC 161 (4) Computer Science II: C++	MAT 155 (3) Integrated Math I	SPA 115 (3) Spanish for Professional I
ECE 101 (3) Intro to E early Child. Ed.	MAT 156 (3) Integrated Math II	SPA 211 (3) Spanish Language III
ECE 102 (3) Intro-ECE Lab Techniques	MAT 201 (5) Calculus I *	SPA 212 (3) Spanish Language IV
ECE 103 (3) Guidance Strategies-Child	MAT 202 (5) Calculus II*	SPE 115 (3) Public Speaking
ECE 205 (3) Nutrition, Health & Safety	MAT 203 (4) Calculus III*	SPE 125 (3) Interpersonal Comm.
ECE 220 (3) Curriculum Dev-Methods	MAT 215 (4) Discrete Mathematics	THE 105 Intro to Theatre Arts *
ECE 225 (3) Lang & Cognition - Child	MAT 265 (3) Differential Equations	THE 111 Acting I
ECE 226 (3) Creativity-Young Child	MUS 120 (3) Music Appreciation *	THE 112 Acting II
ECO 201 (3) Principles of Macroeconomics*	MUS 121 (3) Music History I *	THE 211 Development of Theatre I *
ECO 202 (3) Principles of Microeconomics*	MUS 122 (3) Music History II *	THE 212 Development of Theatre II *

#Students may apply up to 3 credits of physical education activity (PED/PER), 100 and/or 200 level Independent Study, Workshop, Special Topics courses (ST:xxx), to the A.A. Degree. Independent Study, Workshop, and Special Topics courses require written Instructional Dean permission.

Associate of Arts Degree (A.A.) Business Transfer Emphasis

The Associate of Arts Degree-Business Emphasis is a 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. This degree includes courses traditionally taught during the first two years of a Bachelor's of Arts degree program.

See Guaranteed Transfer Information.

***This degree requires two years of full-time study.
The emphasis area will not appear on the diploma.***

**Associate of Arts-Business Requirements –
60 Total Credits**

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 3 courses/9 credits required

Select 3 courses, with no more than 2 courses from any I category below:

Arts Category [GT-AH1]

Select no more than two of these courses:

- _____ ART 110 (3) Art Appreciation
- _____ ART 111 (3) Art History I
- _____ ART 112 (3) Art History II
- _____ MUS 120 (3) Music Appreciation
- _____ MUS 121 (3) Intro to Music History I
- _____ MUS 122 (3) Intro to Music History II
- _____ THE 105 (3) Intro to Theatre Arts
- _____ THE 211 (3) Development of Theatre I
- _____ THE 212 (3) Development of Theatre II

Literature & Humanities Category [GT-AH2]

Select no more than two of these courses:

- _____ HUM 121 (3) Survey of Humanities I
- _____ HUM 122 (3) Survey of Humanities II
- _____ HUM 123 (3) Survey of Humanities III
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

Ways of Thinking Category [GT-AH3]

Select no more than two of these courses:

- _____ PHI 111 Intro to Philosophy
- _____ PHI 112 Ethics
- _____ PHI 113 Logic

MATHEMATICS: 1 course/4 credits required

- _____ MAT 123 (4) Finite Mathematics

SOCIAL & BEHAVIORAL SCIENCES

3 courses/ 9 credits required

Select 1 history course, along with ECO 201 and 201 which are required.

History [GT-HI1]

- _____ HIS 101 (3) History of Western Civilization I
- _____ HIS 102 (3) History of Western Civilization II
- _____ HIS 201 (3) U.S. History I
- _____ HIS 202 (3) U.S. History II

Economic & Political Systems [GT-SS1]

- _____ ECO 201 (3) Principles of Macroeconomics**
REQUIRED
- _____ ECO 202 (3) Principles of Microeconomics**
REQUIRED

PHYSICAL & LIFE SCIENCES:

2 courses/8 credits required

Select 2 lab-based courses from the list below:

(Credits over 8 can be applied to electives)

- _____ BIO 111 (5) General College Biology I /Lab
- _____ BIO 112 (5) General College Biology II /Lab
- _____ CHE 101 (5) Introduction to Chemistry I
- _____ CHE 102 (5) Introduction to Chemistry II
- _____ CHE 111 (5) General College Chemistry I
- _____ CHE 112 (5) General College Chemistry II
- _____ GEY 111 (4) Physical Geology
- _____ GEY 121 (4) Historical Geology
- _____ PHY 111 (5) Physics: Algebra Based I /Lab
- _____ PHY 112 (5) Physics: Algebra Based II /Lab
- _____ PHY 211 (5) Physics: Calculus Based I /Lab
- _____ PHY 212 (5) Physics: Calculus Based II /Lab

BUSINESS REQUIREMENTS:

7 courses/24 credits required

- _____ ACC 121 (4) Accounting Principles I**
- _____ ACC 122 (4) Accounting Principles II**
- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Communications
& Report Writing
- _____ BUS 226 (3) Business Statistics**
- _____ MAT 125 (4) Survey of Calculus
- _____ SPE 115 (3) Public Speaking

***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 Degree (A.A.) Early Childhood Education Emphasis

The Associate of Arts Degree with an emphasis in Early Childhood is for those who want the opportunity to provide a positive influence on the lives of children and their families. A student can earn an A.A. in preparation for transfer into a four-year program. This degree includes courses traditionally taught during the first two years of a Bachelor's of Arts degree program and is transferable to four-year institutions.

See Guaranteed Transfer Information.

**This degree requires two years of full-time study.
The emphasis area will not appear on the diploma.**

Associate of Arts Requirements – Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 3 courses/9 credits required

Complete this course:

- _____ LIT 255 (3) Children's Literature REQUIRED
- and select two of these courses:
- _____ ART 110 (3) Art Appreciation [GT-AH1]
 - _____ MUS 120 (3) Music Appreciation [GT-AH1]
 - _____ LIT 115 (3) Intro to Literature I [GT-AH2]

MATHEMATICS: 2 courses/6 credits required

Select one of these combination options:

- MAT 155 (3) Integrated Math I
and
_____ MAT 156 (3) Integrated Math II

OR

- MAT 120 (4) Math for Liberal Arts
and
_____ MAT 135 (3) Intro to Statistics

OR

- MAT 121 (4) College Algebra
and
_____ MAT 135 (3) Intro to Statistics

SPEECH: 1 course/3 credits required

This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

Complete this course:

- _____ SPE 115 (3) Public Speaking

COMPUTER SCIENCE: 1 course/3 credits required

Select 1 course from the list below:

- _____ CIS 118 (3) Intro to PC Applications
- _____ CIS 115 (3) Intro to Computer Information Systems

SOCIAL & BEHAVIORAL SCIENCES

3 courses/ 9 credits required

Complete these courses:

- _____ HIS 201 (3) U.S. History I [GT-HI1]
- _____ POS 111 (3) American Government [GT-SS1]
- _____ GEO 105 (3) World Regional Geography [GT-SS2]

PHYSICAL & LIFE SCIENCES: 2 courses/8 credits required

Select two courses from the list below:

- _____ BIO 105 (4) Science of Biology [GT-SC1]
- _____ BIO 111 (5) General College Biology I /Lab [GT-SC1]
- _____ CHE 101 (5) Introduction to Chemistry I [GT-SC1]
- _____ CHE 111 (5) General College Chemistry I [GT-SC1]
- _____ GEY 111 (4) Physical Geology [GT-SC1]
- _____ PHY 105 (4) Conceptual Physics [GT-SC1]
- _____ PHY 111 (5) Physics: Algebra Based I /Lab [GT-SC1]

EARLY CHILDHOOD EMPHASIS: 16 credits required

Complete these courses:

- _____ ECE 101 (3) Intro to Early Childhood Education
- _____ ECE 102 (3) Intro to Early Childhood Lab Techniques
- _____ ECE 205 (3) Nutrition, Health & Safety
- _____ ECE 241 (3) Administration: Human Relations for ECE

Choose one of these 2 options (4 credits):

- _____ ECE 238 (4) Child Growth & Development
- OR
- _____ PSY 238 (3) Child Development and
 - _____ ECE 175 (1) ECE: Special Topics

60 Total Credits: Associate of Arts-
Early Childhood Education

Associate of Arts Degree (A.A.) Elementary Education Emphasis

MCC offers students the opportunity to complete the A.A.-Elementary Education requirements at MCC and then finish their last two years with another Colorado 4-year college of their choice.

Upon completion of the last two years of the 4-year college's Elementary Education program, students will graduate with a Bachelor of Arts degree and will be eligible for elementary education licensure.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes.

Students must apply separately for co-admission into the 4-year college portion of their Teacher Education Program at the beginning of the semester they will be completing the 46 core credits. At that time, the student will sign an agreement with both MCC and the other college outlining the final 15 credits that will be required to complete the A.A. portion of this degree.

In addition to speech, Morgan Community College requires its graduates to be proficient in computer use. To graduate, a student must demonstrate computer proficiency via an examination administered by the college, or by taking CIS118. If the student takes the course, it will be applied to the elective credit within the degree.

See Guaranteed Transfer Information.

**This degree requires two years of full-time study.
The emphasis area will not appear on the diploma.**

Associate of Arts Requirements – 60 Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
(B grade or better required)
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 1 course/3 credits required

Select one course:

- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

MATHEMATICS: 2 courses/6 credits required

Both of these courses are required:

- _____ MAT 155 (3) Integrated Math I
- _____ MAT 156 (3) Integrated Math II

SPEECH: 1 course/3 credits required

- _____ SPE 115 (3) Public Speaking

COMPUTER SCIENCE: 1 course/3 credits required

Select one course:

- _____ CIS 118 (3) Intro to PC Applications
- _____ CSC 160 (3) Computer Science I: [Language]

SOCIAL & BEHAVIORAL SCIENCES

3 courses/9 credits required

- _____ HIS 201 (3) U.S. History I or
- _____ HIS 202 (3) U.S. History II
- _____ POS 111 (3) American Government
- _____ GEO 105 (3) World Regional Geography

PHYSICAL & LIFE SCIENCES:

3 courses/12 credits minimum

Complete this course:

- _____ GEY 111 (4) Physical Geology

Select one of these courses:

- _____ BIO 105 (4) Science of Biology or
- _____ BIO 111 (5) General College Biology I /Lab

Select one of these courses:

- _____ CHE 101 (5) Introduction to Chemistry I or
- _____ CHE 111 (5) General College Chemistry I or
- _____ PHY 105 (4) Conceptual Physics
- _____ CHE 112 (5) General College Chemistry II
- _____ GEY 121 (4) Historical Geology
- _____ PHY 111 (5) Physics: Algebra Based I /Lab

ELECTIVES: 19 credits required.

Select from these RECOMMENDED options:

(May also select from any other courses in the A.A. Electives List in Consultation with your Academic Advisor)

- | | |
|-----------------------------------|--|
| 3-ART 121-Drawing I | 3-ART 212-Painting II |
| 3-ART 123-Watercolor I | 3-HUM 123-Survey Of Humanities III |
| 3-ART 122-Drawing II | 3-ART 157-Figure Painting I |
| 3-ART 124-Watercolor II | 3-ART 110-Art Appreciation |
| 3-ART 221-Drawing III | 3-ART 127 Drawing Animals |
| 3-ART 223-Watercolor III | 3-ART 156 Figure Drawing I |
| 3-ART 222-Drawing IV | 3-ART 128 Drawing From The Imagination |
| 3-ART 224-Watercolor IV | 3-BIO 105-Science of Biology |
| 3-ART 211-Painting I | |
| 3-HUM 122-Survey Of Humanities II | |

Associate of Science Degree (A.S.)

The Associate of Science degree includes courses traditionally taught during the first two years of a Bachelor's of Science degree program and is transferable to four-year institutions. Specific emphasis areas of study may be selected, or an undecided student may select the basic A.S. transfer degree. (Do not use for majors in: Computer Science or Engineering- see specific layouts for these majors).

Associate of Science Requirements – 60 Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 3 courses/9 credits required

Select 3 courses, with no more than 2 courses from any 1 category below:

Arts Category [GT-AH1]

Select no more than two of these courses:

- _____ ART 110 (3) Art Appreciation
- _____ ART 111 (3) Art History I
- _____ ART 112 (3) Art History II
- _____ MUS 120 (3) Music Appreciation
- _____ MUS 121 (3) Intro to Music History I
- _____ MUS 122 (3) Intro to Music History II
- _____ THE 105 (3) Intro to Theatre Arts
- _____ THE 211 (3) Development of Theatre I
- _____ THE 212 (3) Development of Theatre II

Literature & Humanities Category [GT-AH2]

Select no more than two of these courses:

- _____ HUM 121 (3) Survey of Humanities I
- _____ HUM 122 (3) Survey of Humanities II
- _____ HUM 123 (3) Survey of Humanities III
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

Ways of Thinking Category [GT-AH3]

Select no more than two of these courses:

- _____ PHI 113 Logic
- _____ PHI 111 Intro to Philosophy
- _____ PHI 112 Ethics

MATHEMATICS: 1 course/3-5 credits required

Select one course: (Credits over 3 can be applied to Electives)

- _____ MAT 121 (4) College Algebra
- _____ MAT 125 (4) Survey of Calculus
- _____ MAT 201 (5) Calculus I
- _____ MAT 202 (5) Calculus II
- _____ MAT 203 (4) Calculus III

SPEECH: 1 course/3 credits required

This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

Select 1 course from the list below:

- _____ SPE 115 (3) Public Speaking
- _____ SPE 125 (3) Interpersonal Communication

COMPUTER SCIENCE: 1 course/3 credits required

Select 1 course from the list below:

- _____ CIS 118 (3) Introduction to PC Applications
- _____ CSC 160 (3) Computer Science I: [Language]

SOCIAL & BEHAVIORAL SCIENCES

3 courses/ 9 credits required

Select 3 courses, 1 of which must be history, with no more than 2 courses from any 1 category below:

History [GT-HI1]

- _____ HIS 101 (3) History of Western Civilization I
- _____ HIS 102 (3) History of Western Civilization II
- _____ HIS 201 (3) U.S. History I
- _____ HIS 202 (3) U.S. History II

Economic & Political Systems [GT-SS1]

- _____ ECO 201 (3) Principles of Macroeconomics
- _____ ECO 202 (3) Principles of Microeconomics
- _____ POS 105 (3) Intro to Political Science
- _____ POS 111 (3) American Government

Geography [GT-SS2]

- _____ GEO 105 (3) World Regional Geography

Human Behavior & Social Systems [GT-SS3]

- _____ ANT 101 (3) Cultural Anthropology
- _____ ANT 111 (3) Physical Anthropology
- _____ PSY 101 (3) General Psychology I
- _____ PSY 102 (3) General Psychology II
- _____ SOC 101 (3) Introduction to Sociology I
- _____ SOC 102 (3) Introduction to Sociology II

PHYSICAL & LIFE SCIENCES:

2 courses/8 credits required

Select 2 lab-based courses from the list below:

(Credits over 8 can be applied to electives)

- _____ AST 101 (4) Astronomy I
- _____ AST 102 (4) Astronomy II
- _____ BIO 111 (5) General College Biology I /Lab
- _____ BIO 112 (5) General College Biology II /Lab
- _____ CHE 111 (5) General College Chemistry I
- _____ CHE 112 (5) General College Chemistry II
- _____ GEY 111 (4) Physical Geology
- _____ GEY 121 (4) Historical Geology
- _____ PHY 111 (5) Physics: Algebra Based I /Lab
- _____ PHY 112 (5) Physics: Algebra Based II /Lab
- _____ PHY 211 (5) Physics :Calculus Based I /Lab
- _____ PHY 212 (5) Physics: Calculus Based II /Lab

A.S. ELECTIVES: 19 credits required

Select from any courses listed below/consult Advisor.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The State Guaranteed Transfer Courses [GT-xx] and the 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. See Guaranteed Transfer Information.

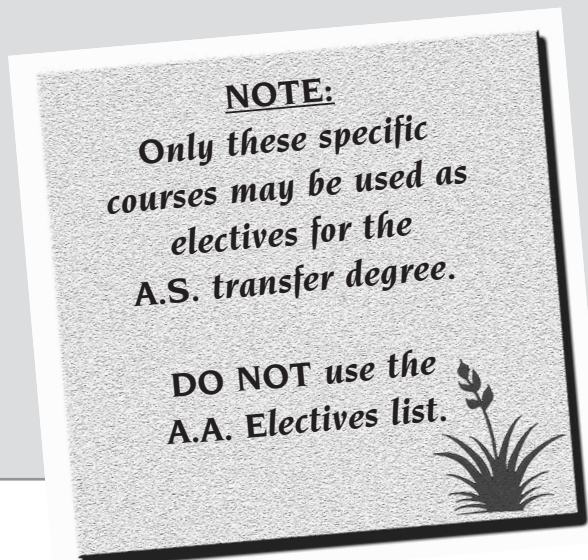
ELECTIVES APPROVED FOR THE A.S. DEGREE:

***State Guaranteed Transfer [GT]Courses**

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. Some of the course titles in this list have been abbreviated - see the complete title in the Course Description section of this catalog.

- AST 101 (4) Astronomy I *
- AST 102 (4) Astronomy II *
- BIO 111 (5) General College Biology I/Lab*
- BIO 112 (5) General College Biology II/Lab*
- BIO 201 (4) Human Anatomy & Physiology I
- BIO 202 (4) Human Anatomy & Physiology II
- BIO 204 (4) Microbiology
- BIO 211 (4) Cell Biology
- CHE 111 (5) General College Chemistry I*
- CHE 112 (5) General College Chemistry II*
- CIS 115 (3) Intro to Computer Info Systems
- CIS 118 (3) Intro to PC Applications
- CSC 160 (4) Computer Science I: C++
- CSC 161 (4) Computer Science II: C++
- ECO 201 (3) Principles of Macroeconomics*
- ECO 202 (3) Principles of Microeconomics*
- GEY 111 (4) Physical Geology *
- GEY 121 (4) Historical Geology *
- HPR 216 (4) Pathophysiology
- MAT 121 (4) College Algebra *
- MAT 122 (3) College Trigonometry

- MAT 125 (4) Survey of Calculus I *
- MAT 201 (5) Calculus I *
- MAT 202 (5) Calculus II*
- MAT 203 (4) Calculus III *
- MAT 265 (3) Differential Equations
- PHY 111 (5) Physics: Algebra-Based I*
- PHY 112 (5) Physics Algebra-Based II*
- PHY 211 (5) Physics: Calculus-Based I*
- PHY 212 (5) Physics: Calculus-Based II*



Associate of Science Degree (A.S.) Emphasis in Computer Science

This Associate of Science degree includes courses traditionally taught during the first two years of a Bachelor's of Computer Science degree program and is transferable to four-year institutions.

A.S.-Computer Science Requirements – 60 Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 2 courses/6 credits required

Select 2 courses, with no more than 1 course from any 1 category below:

Arts Category [GT-AH1]

Select no more than one of these courses:

- _____ ART 110 (3) Art Appreciation
- _____ ART 111 (3) Art History I
- _____ ART 112 (3) Art History II
- _____ MUS 120 (3) Music Appreciation
- _____ MUS 121 (3) Intro to Music History I
- _____ MUS 122 (3) Intro to Music History II
- _____ THE 105 (3) Intro to Theatre Arts
- _____ THE 211 (3) Development of Theatre I
- _____ THE 212 (3) Development of Theatre II

Literature & Humanities Category [GT-AH2]

Select no more than one of these courses:

- _____ HUM 121 (3) Survey of Humanities I
- _____ HUM 122 (3) Survey of Humanities II
- _____ HUM 123 (3) Survey of Humanities III
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

Ways of Thinking Category [GT-AH3]

Select no more than one of these courses:

- _____ PHI 113 Logic
- _____ PHI 111 Intro to Philosophy
- _____ PHI 112 Ethics

MATHEMATICS: 2 courses/10 credits required

- _____ MAT 201 (5) Calculus I
- _____ MAT 202 (5) Calculus II

SPEECH: 1 course/3 credits required

This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

Select 1 course from the list below:

- _____ SPE 115 (3) Public Speaking
- _____ SPE 125 (3) Interpersonal Communication

SOCIAL & BEHAVIORAL SCIENCES:

2 courses/6 credits required

Select 1 History course:

- _____ History [GT-H11]
- _____ HIS 101 (3) History of Western Civilization I
- _____ HIS 102 (3) History of Western Civilization II
- _____ HIS 201 (3) U.S. History I
- _____ HIS 202 (3) U.S. History II

Select 1 additional course from this list:

- Economic & Political Systems [GT-SS1]
- _____ ECO 201 (3) Principles of Macroeconomics
- _____ ECO 202 (3) Principles of Microeconomics
- _____ POS 105 (3) Intro to Political Science
- _____ POS 111 (3) American Government

Geography [GT-SS2]

- _____ GEO 105 (3) World Regional Geography

Human Behavior & Social Systems [GT-SS3]

- _____ ANT 101 (3) Cultural Anthropology
- _____ ANT 111 (3) Physical Anthropology
- _____ PSY 101 (3) General Psychology I
- _____ PSY 102 (3) General Psychology II
- _____ SOC 101 (3) Introduction to Sociology I
- _____ SOC 102 (3) Introduction to Sociology II

PHYSICAL & LIFE SCIENCES: 2 courses/10 credits required

- _____ CHE 111 (5) General College Chemistry I
- _____ CHE 112 (5) General College Chemistry II

COMPUTER SCIENCE: 5 courses/19 credits required

- _____ CSC 160 (4) Computer Science I: [Language]
- _____ CSC 161 (4) Computer Science II: [Language]
- _____ CSC 165 (3) Discrete Structures
- _____ CSC 225 (4) Computer Architecture/Assembly Language Programming
- _____ CSC xxx (4) Computer Programming Languages

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. See Guaranteed Transfer information.

Associate of Science Degree (A.S.) Emphasis in Pre-Engineering

The Associate of Science Degree Pre-Engineering Emphasis includes courses traditionally taught during the first two years of a Bachelor's of Science degree program and is transferable to four-year institutions.

A.S. - Engineering Emphasis – 60 Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 3 courses/9 credits required

Select 3 courses, with no more than 2 courses from any 1 category below:

Arts Category [GT-AH1]

Select no more than two of these courses:

- _____ ART 110 (3) Art Appreciation
- _____ ART 111 (3) Art History I
- _____ ART 112 (3) Art History II
- _____ MUS 120 (3) Music Appreciation
- _____ MUS 121 (3) Intro to Music History I
- _____ MUS 122 (3) Intro to Music History II
- _____ THE 105 (3) Intro to Theatre Arts
- _____ THE 211 (3) Development of Theatre I
- _____ THE 212 (3) Development of Theatre II

Literature & Humanities Category [GT-AH2]

Select no more than two of these courses:

- _____ HUM 121 (3) Survey of Humanities I
- _____ HUM 122 (3) Survey of Humanities II
- _____ HUM 123 (3) Survey of Humanities III
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

Ways of Thinking Category [GT-AH3]

Select no more than two of these courses:

- _____ PHI 113 Logic
- _____ PHI 111 Intro to Philosophy
- _____ PHI 112 Ethics

MATHEMATICS: 1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ MAT 120 (3) Mathematics for the Liberal Arts
- _____ MAT 121 (4) College Algebra
- _____ MAT 125 (4) Survey of Calculus
- _____ MAT 135 (3) Introduction to Statistics
- _____ MAT 201 (5) Calculus I
- _____ MAT 202 (5) Calculus II

SPEECH: 1 course/3 credits required**

Select 1 course from the list below:

- _____ SPE 115 (3) Public Speaking
- _____ SPE 125 (3) Interpersonal Communication

COMPUTER SCIENCE: 1 course/3 credits required

Select 1 course from the list below:

- _____ CIS 118 (3) Introduction to PC Applications
- _____ CSC 160 (3) Computer Science I: [Language]

SOCIAL & BEHAVIORAL SCIENCES

3 courses/ 9 credits required

Select 3 courses, 1 of which must be history, with no more than 2 courses from any 1 category below:

History [GT-H11]

- _____ HIS 101 (3) History of Western Civilization I
- _____ HIS 102 (3) History of Western Civilization II
- _____ HIS 201 (3) U.S. History I
- _____ HIS 202 (3) U.S. History II

Economic & Political Systems [GT-SS1]

- _____ ECO 201 (3) Principles of Macroeconomics
- _____ ECO 202 (3) Principles of Microeconomics
- _____ POS 105 (3) Intro to Political Science
- _____ POS 111 (3) American Government

Geography [GT-SS2]

- _____ GEO 105 (3) World Regional Geography

Human Behavior & Social Systems [GT-SS3]

- _____ ANT 101 (3) Cultural Anthropology
- _____ ANT 111 (3) Physical Anthropology
- _____ PSY 101 (3) General Psychology I
- _____ PSY 102 (3) General Psychology II
- _____ SOC 101 (3) Introduction to Sociology I
- _____ SOC 102 (3) Introduction to Sociology II

PHYSICAL & LIFE SCIENCES:

2 courses/8 credits required

Select 2 lab-based courses from the list below:

(Credits over 8 can be applied to electives)

- _____ AST 101 (4) Astronomy I
- _____ AST 102 (4) Astronomy II
- _____ BIO 111 (5) General College Biology I /Lab
- _____ BIO 112 (5) General College Biology II /Lab
- _____ CHE 111 (5) General College Chemistry I
- _____ CHE 112 (5) General College Chemistry II
- _____ GEY 111 (4) Physical Geology
- _____ GEY 121 (4) Historical Geology
- _____ PHY 111 (5) Physics: Algebra Based I /Lab
- _____ PHY 112 (5) Physics: Algebra Based II /Lab
- _____ PHY 211 (5) Physics: Calculus Based I /Lab
- _____ PHY 212 (5) Physics: Calculus Based II /Lab

A.S. ELECTIVES: 19 credits required

Select from any courses listed as A.S. Electives (pg. 52) or consult Advisor.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The State Guaranteed Transfer Courses [GT-xx] and the 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. See State Guarantee information.

Associate of General Studies Degree (A.G.S.) – Generalist

Students selecting this major should work closely with an academic advisor to select coursework which meets their individual needs.

Associate of General Studies Requirements– 60 Total Credits

COMMUNICATIONS: 1 course/3 credits required

Select ONE course:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II
- _____ SPE 115 (3) Public Speaking

ARTS & HUMANITIES: 1 course/3 credits required

Select ONE course:

- _____ Arts Category [GT-AH1]
- _____ ART 110 (3) Art Appreciation
- _____ ART 111 (3) Art History I
- _____ ART 112 (3) Art History II
- _____ MUS 120 (3) Music Appreciation
- _____ MUS 121 (3) Intro to Music History I
- _____ MUS 122 (3) Intro to Music History II
- _____ THE 105 (3) Intro to Theatre Arts
- _____ THE 211 (3) Development of Theatre I
- _____ THE 212 (3) Development of Theatre II

- _____ Literature & Humanities Category [GT-AH2]
- _____ HUM 121 (3) Survey of Humanities I
- _____ HUM 122 (3) Survey of Humanities II
- _____ HUM 123 (3) Survey of Humanities III
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 201 (3) Masterpieces of Literature I
- _____ LIT 202 (3) Masterpieces of Literature II

- _____ Ways of Thinking Category [GT-AH3]
- _____ PHI 113 Logic
- _____ PHI 111 Intro to Philosophy
- _____ PHI 112 Ethics

PHYSICAL & LIFE SCIENCES:

1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ AST 101 (4) Astronomy I
- _____ AST 102 (4) Astronomy II
- _____ BIO 105 (4) Science of Biology
- _____ BIO 111 (5) General College Biology I /Lab
- _____ BIO 112 (5) General College Biology II /Lab
- _____ CHE 101 (5) Introduction to Chemistry I
- _____ CHE 102 (5) Introduction to Chemistry II
- _____ CHE 111 (5) General College Chemistry I
- _____ CHE 112 (5) General College Chemistry II
- _____ GEY 111 (4) Physical Geology
- _____ GEY 121 (4) Historical Geology
- _____ PHY 105 (4) Conceptual Physics
- _____ PHY 111 (5) Physics: Algebra Based I /Lab
- _____ PHY 112 (5) Physics: Algebra Based II /Lab
- _____ PHY 211 (5) Physics: Calculus Based I /Lab
- _____ PHY 212 (5) Physics: Calculus Based II /Lab

SOCIAL & BEHAVIORAL SCIENCES:

1 course/3 credits required

Select ONE course:

- _____ History [GT-HI1]
- _____ HIS 101 (3) History of Western Civilization I
- _____ HIS 102 (3) History of Western Civilization II
- _____ HIS 201 (3) U.S. History I
- _____ HIS 202 (3) U.S. History II

- _____ Economic & Political Systems [GT-SS1]
- _____ ECO 201 (3) Principles of Macroeconomics
- _____ ECO 202 (3) Principles of Microeconomics
- _____ POS 105 (3) Intro to Political Science
- _____ POS 111 (3) American Government

- _____ Geography [GT-SS2]
- _____ GEO 105 (3) World Regional Geography

- _____ Human Behavior & Social Systems [GT-SS3]
- _____ ANT 101 (3) Cultural Anthropology
- _____ ANT 111 (3) Physical Anthropology
- _____ PSY 101 (3) General Psychology I
- _____ PSY 102 (3) General Psychology II
- _____ SOC 101 (3) Introduction to Sociology I
- _____ SOC 102 (3) Introduction to Sociology II

MATHEMATICS: 1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ MAT 120 (3) Mathematics for the Liberal Arts
- _____ MAT 121 (4) College Algebra
- _____ MAT 125 (4) Survey of Calculus
- _____ MAT 135 (3) Introduction to Statistics
- _____ MAT 201 (5) Calculus I
- _____ MAT 202 (5) Calculus II

GENERAL EDUCATION COURSES: 15 credits required

- Select from any courses listed on this page above.
- Select from any courses in the A.G.S. General Education courses list on the next page.
- Select from any courses listed below:
 - _____ COM 105 (3) Career Communications
 - _____ PHY 105 (3) Conceptual Physics
 - _____ PSY 106 (3) Human Relations
 - _____ PSY 116 (3) Stress Management
 - _____ PSY 247 (3) Child Abuse & Neglect
 - _____ PSY 265 (3) Psychology of Personality
 - _____ JOU 105 (3) Intro to Mass Media
 - _____ JOU 106 (3) Fundamentals of Reporting
 - _____ JOU 206 (3) Intermediate
Newswriting & Editing
 - _____ LIT 211 (3) Survey of American Literature I
 - _____ LIT 212 (3) Survey of American Literature II

A.G.S. ELECTIVES: 30 credits required

- Select from any courses listed on this page above.
- Select from any courses in the A.G.S. Electives list.
- Select from any occupational/technical courses.**
- The selected courses must NOT be considered developmental.

**Examples of occupational/technical courses are:

ABM - Ag/Business courses
AST - Automotive Service Technology prefix courses
BUS - Business courses
CRT - Collision Repair Technology courses
EMS - Emergency Medical Services courses
HEA - Health courses
MMA - Multimedia courses
Other course prefixes apply. See your advisor.

ELECTIVES APPROVED FOR THE A.G.S. DEGREE:

***State Guaranteed Transfer (GT) Courses**

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. Some of the course titles in this list have been abbreviated; see the complete titles in the Course Description section of this catalog. Note: Other elective courses may be approved. Check with your advisor.

ACC 121 (4) Accounting Principles I	ECO 222 (3) Principles of Microeconomics	MUS 121 (3) Music History I *
ACC 122 (4) Accounting Principles II	EDU 221 (3) Introduction to Education	MUS 122 (3) Music History II *
ANT 101 (3) Cultural Anthropology	EDU 261 (3) Teaching Learning Techs	PED 106 (1) Tennis*
ANT 111 (3) Physical Anthropology*	ENG 221 (3) Creative Writing I	PED 110 (1) Fitness Center Activity I#
ART 110 (3) Art Appreciation	ENG 222 (3) Creative Writing II	PED 111 (1) Fitness Center Activity II#
ART 111 (3) Art History I	ENG 226 (3) Fiction Writing	PED 113 (1) Fitness Concepts#
ART 112 (3) Art History II *	ENG 227 (3) Poetry Writing	PED 116 (1) Weight Training#
ART 121 (3) Drawing I	GEO 105 (3) World Regional Geography*	PED 117 (1) Cross Training#
ART 122 (3) Drawing II	GEY 111 (4) Physical Geology *	PED 119 (1) Fitness Circuit Training#
ART 123 (3) Watercolor I	GEY 121 (4) Historical Geology *	PED 121 (1) Step Aerobics#
ART 124 (3) Watercolor II	HIS 101 (3) History of Western Civ. I *	PED 147 (1) Yoga
ART 211 (3) Painting I	HIS 102 (3) History of Western Civ. II *	PED 148 (1) Yoga II
ART 212 (3) Painting II	HIS 111 (3) World Civilization I	PHI 111 (3) Introduction to Philosophy *
ART 213 (3) Painting III	HIS 112 (3) World Civilization II	PHI 112 (3) Ethics *
ART 214 (3) Painting IV	HIS 201 (3) U.S. History I *	PHI 113 (3) Logic*
AST 101 (4) Astronomy I *	HIS 202 (3) U.S. History II *	PHI 115 (3) World Religions-West
AST 102 (4) Astronomy II *	HIS 225 (3) Colorado History	PHI 116 (3) World Religions-East
BIO 105 (4) Science of Biology*	HIS 235 (3) History of American West	PHY 111 (5) Physics: Algebra-Based I*
BIO 111 (5) Gen.College Biology I/Lab*	HPR 216 (4) Pathophysiology	PHY 112 (5) Physics:Algebra-Based II*
BIO 112 (5) Gen.College BiologyII/Lab*	HPR 217 (4) Kinesiology	PHY 211 (5) Physics:Calculus-Based I*
BIO 201 (4) Human Anat/Physiology I	HUM 121 (3) Survey of Humanities I *	PHY 212 (5) Physics:Calculus-BasedII*
BIO 202 (4) Human Anat/Physiology II	HUM 122 (3) Survey of Humanities II *	POS 105 (3) Intro to Political Science*
BIO 204 (4) Microbiology	HUM 123 (3) Survey of Humanities III *	POS 111 (3) American Government*
BIO 211 (4) Cell Biology	LIT 115 (3) Introduction to Literature I *	PSY 101 (3) General Psychology I *
BUS 216 (3) Legal Environment of Bus.	LIT 125 (3) Study of the Short Story	PSY 102 (3) General Psychology II *
BUS 217 (3) Bus. Comm & Report Writ	LIT 126 (3) Study of Poetry	PSY 215 (3) Psychology of Adjustment
BUS 226 (3) Business Statistics	LIT 201 (3) Masterpieces of Literature *	PSY 226 (3) Social Psychology
CHE 101 (5) Intro to Chemistry I*	LIT 202 (3) Masterpieces of LiteratureII*	PSY 235 (3) Human Growth & Devel.
CHE 102 (5) Intro to Chemistry II*	LIT 255 (3) Children's Literature	PSY 237 (3) Child & Adolescent Psych.
CHE 111 (5) Gen.College Chemistry I*	MAN 226 (3) Principles of Management	PSY 238 (3) Child Development
CHE 112 (5) Gen.College Chemistry II*	MAT 120 (4) Math. for the Liberal Arts *	PSY 245 (3) Educational Psychology
CIS 115 (3) Intro to Computer Info Syst	MAT 121 (4) College Algebra *	PSY 249 (3) Abnormal Psychology
CIS 118 (3) Intro to PC Applications	MAT 122 (3) College Trigonometry	SOC 101 (3) Intro. to Sociology I*
CSC 160 (4) Computer Science I: C++	MAT 125 (4) Survey of Calculus I *	SOC 102 (3) Intro. to Sociology II *
CSC 161 (4) Computer Science II: C++	MAT 135 (3) Introduction to Statistics *	SPA 111 (5) Spanish Language I
ECE 101 (3) Intro-E early Childhood Ed	MAT 155 (3) Integrated Math I	SPA 112 (5) Spanish Language II
ECE 102 (3) Intro-ECE Lab Techniques	MAT 156 (3) Integrated Math II	SPA 115 (3) Spanish for Professional I
ECE 103 (3) Guidance Strategies-Child	MAT 201 (5) Calculus I *	SPA 211 (3) Spanish Language III
ECE 205 (3) Nutrition, Health & Safety	MAT 202 (5) Calculus II *	SPA 212 (3) Spanish Language IV
ECE 220 (3) Curriculum Dev-Methods	MAT 203 (4) Calculus III*	SPE 115 (3) Public Speaking
ECE 225 (3) Lang & Cognition - Child	MAT 215 (4) Discrete Mathematics	SPE 125 (3) Interpersonal Comm.
ECE 226 (3) Creativity-Young Child	MAT 265 (3) Differential Equations	THE 105 Intro to Theatre Arts *
ECO 201 (3) Principles of Macroeconomics*	MUS 120 (3) Music Appreciation *	THE 111 Acting I
		THE 112 Acting II

Students may apply up to 3 credits of physical education activity (PED/PER), 100 and/or 200 level Independent Study, Workshop, Special Topics courses (ST:xxx), to the A.A. Degree. Independent Study, Workshop, and Special Topics courses require written Instructional Dean permission.

AG/BUSINESS MANAGEMENT

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

Five separate 18 credit certificates are available:

- Ag/Business Planning and Financial Records Certificate
- Ag/Business Financial Analysis Certificate
- Ag/Business Marketing & Risk Management
- Advanced Ag/Business Management
- Rural Business Entrepreneurship

Ag/Business Planning and Financial Records Certificate

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.

Program Prerequisites: None

Ag/Business Planning & Financial Records Certificate Requirements

Complete of the following courses:

- _____ ABM 111 (9) Records & Business Planning I
- _____ ABM 112 (9) Records & Business Planning II

18 Total Credits: Ag/Business Planning & Financial Records Certificate

Ag/Business Financial Analysis Certificate

Program Prerequisites:

Complete set of cash records or consent of instructor.

Ag/Business Financial Analysis Certificate Requirements

Complete of the following courses:

- _____ ABM 121 (9) Financial Analysis I
- _____ ABM 122 (9) Financial Analysis II

18 Total Credits: Ag/Business Financial Analysis Certificate

Ag/Business Marketing & Risk Management Certificate

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.

Program Prerequisites:

See below. (Dependent upon course selections)

Ag/Business Marketing & Risk Management Certificate Requirements

Complete of the following courses:

Prerequisites: Cost of production records for one enterprise or consent of instructor.

- _____ ABM 131 (9) Commodity Marketing I
- _____ ABM 132 (9) Commodity Marketing II

OR

Prerequisites: None

- _____ ABM 135 (9) Marketing and Risk Management I
- _____ ABM 136 (9) Marketing and Risk Management II

18 Total Credits: Ag/Business Marketing & Risk Management Certificate

Advanced Ag/Business Management Certificate

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.

Program Prerequisites: See below.

Advanced Ag/Business Management Certificate Requirements

Complete of the following courses:

Course Prerequisite: Accurate accrual financial records or consent of instructor.

- _____ ABM 141 (9) Advanced Business Management I

Course Prerequisite: Completed business plan or consent of instructor.

- _____ ABM 142 (9) Advanced Business Management II

18 Total Credits: Advanced Ag/Business Management Certificate

Rural Business Entrepreneurship Certificate

The 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.

Rural Business Entrepreneurship Certificate Requirements

Complete of the following courses:

- _____ ABM 151 (9) Rural Business Entrepreneurship I
- _____ ABM 152 (9) Rural Business Entrepreneurship II

18 Total Credits: Rural Business Entrepreneurship Certificate

APPLIED TECHNOLOGY

The Associate of Applied Science-Applied Technology is offered in accordance with a statewide consortium of Area Vocational Technical Schools (AVTS) and Colorado public community/junior colleges. To complete the A.A.S. Degree in Applied Technology, a student will complete the technical course work for a state approved Career and Technical Education certificate at one of the four Area Vocation Technical Schools. The general education and other degree requirements will be completed at Morgan Community College.

The Associate of Applied Science Applied Technology Degree requires the completion of 60 semester hours. The number of AVTS credits that apply to the degree will vary by certificate program. A minimum of 30 and a maximum of 45 AVTS certificate credits may be accepted by Morgan Community College towards an Applied Technology Degree. In instances where the AVS certificate program is less than 45 credits but at least 30 credits, sufficient credit must be earned through Morgan Community College to meet the 60 credit hour minimum requirements for the Applied Technology degree. A minimum of 15 credits must be earned at Morgan Community College to meet the 60 credit hour minimum requirement for the Applied Technology Degree.

A.A.S.-Applied Technology Requirements – 60 Total Credits

A. MINIMUM 15 CREDITS GENERAL EDUCATION COURSES REQUIRED FROM MCC TO BE TAKEN FROM THE FIVE CATEGORIES BELOW.

1. COMMUNICATIONS: 1 course/3 credits required

Select ONE course:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II
- _____ SPE 115 (3) Public Speaking

2. ARTS & HUMANITIES: 1 course/3 credits required

Select ONE course:

- Arts Category [GT-AH1]
- _____ ART 110 (3) Art Appreciation
- _____ MUS 120 (3) Music Appreciation

- Literature & Humanities Category [GT-AH2]
- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 255 (3) Children's Literature

3. PHYSICAL & LIFE SCIENCES:

1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ BIO 105 (4) Science of Biology
- _____ BIO 111 (5) General College Biology I /Lab
- _____ CHE 101 (5) Introduction to Chemistry I
- _____ CHE 111 (5) General College Chemistry I
- _____ GEY 111 (4) Physical Geology
- _____ PHY 105 (4) Conceptual Physics
- _____ PHY 111 (5) Physics: Algebra Based I /Lab

4. SOCIAL & BEHAVIORAL SCIENCES:

1 course/3 credits required

Select ONE course:

- History [GT-HI1]
- _____ HIS 201 (3) U.S. History I

- Economic & Political Systems [GT-SS1]
- _____ POS 111 (3) American Government

- Geography [GT-SS2]
- _____ GEO 105 (3) World Regional Geography

5. MATHEMATICS: 1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ MAT 120 (4) Mathematics for the Liberal Arts
- _____ MAT 121 (4) College Algebra
- _____ MAT 135 (3) Introduction to Statistics
- _____ MAT 155 (3) Integrated Math I
- _____ MAT 156 (3) Integrated Math II

B. 30-45 CREDITS REQUIRED FROM AVTS COMPLETED CERTIFICATE

C. 0-15 MCC CREDITS TO COMPLETE REMAINING 60 CREDIT HOURS FOR DEGREE (Depending on number of credits transferred in from AVTS.)

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

Certificate And Associate of Applied Science Degree (A.A.S)

The Associate of Applied Science-Automotive Collision Repair Technology 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.

In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.

AUTOMOTIVE COLLISION REPAIR CERTIFICATE COURSES

Automotive Collision Repair Technology Certificate: 34 Credits

Level I - Fall Semester: 11 credits

- _____ ACT 110 (2) Safety in Collision Repair
- _____ ACT 111 (3) Metal Welding and Cutting I
- _____ ACT 121 (3) Non-Structural Repair Preparation
- _____ ACT 123 (3) Metal Finishing and Body Filling

Level I - Spring Semester: 9 credits

- _____ ACT 122 (3) Panel Repair and Replacements
- _____ ACT 131 (3) Structural Damage Diagnosis
- _____ ACT 232 (2) Fixed Glass Repair
- _____ MAT 178 (1) Math for Industrial Trades
(General Education Course)

Level II - Fall Semester: 7 credits

- _____ ACT 141 (1) Refinishing Safety
- _____ ACT 142 (2) Surface Preparation I
- _____ ACT 143 (2) Spray Equipment Operation
- _____ HWE 122 (2) Responding to Emergencies

Level II - Spring Semester: 7 credits

- _____ ACT 144 (2) Refinishing I
- _____ ACT 132 (3) Structural Damage Repair
- _____ ACT 151 (1) Plastics and Adhesives I
- _____ ACT 251 (1) Plastics and Adhesives II

NOTE: Students Completing Levels I & II for four semesters/34 credits will have completed the requirements to receive an Automotive Collision Repair Technology Certificate.

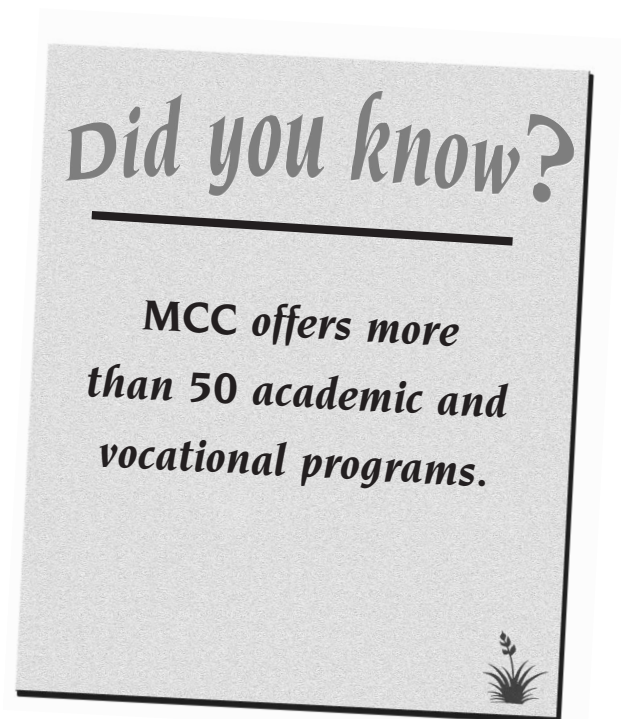
AUTOMOTIVE COLLISION REPAIR DEGREE COURSES

Automotive Collision Repair Technology-A.A.S. Degree:

Completion of the 34 certificate requirements PLUS the following additional credits will entitle students to receive the degree, A.A.S.-Automotive Collision Repair Technology.

Additional Coursework for A.A.S. Degree: 41 credits

- _____ COM 105 (3) Career Communications
- _____ CIS 118 (3) Introduction to PC Applications
- _____ MAT 107 (3) Career Math
- _____ ART 211 (3) Painting
(General Education Elective)
- _____ ACT 180 (3) Automotive Collision Repair
Internship-Level I
- _____ ACT 181 (4) Automotive Collision Repair
Internship-Level II
- _____ ACT 280 (5) Automotive Collision Repair
Internship-Level III
- _____ ACT 205 (3) Estimating & Shop Management
- _____ ACT 211 (2) Metal Welding & Cutting II
- _____ ACT 231 (3) Advanced Structural
Damage Diagnosis
- _____ ACT 241 (3) Paint Defects
- _____ ACT 242 (2) Surface Preparation II
- _____ ACT 243 (2) Refinishing II
- _____ ACT 244 (2) Final Detail



AUTOMOTIVE SERVICE TECHNOLOGY

Certificate And Associate of Applied Science Degree (A.A.S.)

The Associate of Applied Science-Automotive Service Technology prepares students 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. All program faculty are ASE Master certified. Training includes work-site experience.

In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.

Tools are not required for program completion. However, they will be required to gain employment in the industry. The program has many options offered by different vendors. Students will get special incentives as students of the automotive service technology program.

Automotive Service Technology Certificate: 35 Credits
Automotive Service Technology-A.A.S. Degree: 75 Credits

AUTOMOTIVE SERVICE TECHNOLOGY CERTIFICATE COURSE REQUIREMENTS

Level I (35 credits)

- ____ ASE 102 (2) Intro to Automotive Shop
- ____ ASE 130 (2) General Engine Diagnosis
- ____ ASE 110 (3) Brakes I
- ____ ASE 150 (2) Automotive U-joint & Axle shaft service
- ____ ASE 120 (2) Basic Automotive Electricity
- ____ ASE 123 (2) Automotive Battery, Starting & Charging Systems
- ____ ASE 221 (4) Automotive Body Electrical
- ____ ASE 132 (2) Ignition System Diagnosis and Repair
- ____ ASE 134 (2) Automotive Emissions
- ____ ASE 231 (2) Automotive Computers
- ____ ASE 233 (4) Fuel Injection and Exhaust Systems
- ____ ASE 160 (1) Automotive Engine Removal & Installation
- ____ ASE 161 (5) Engine Disassembly, Diagnosis, & Assembly
- ____ COM 100 (1) Workplace Communication (only required for certificate)
- ____ MAT 178 (1) Math for Industrial Trades (only required for certificate)

35 Credits - TOTAL for Certificate

AUTOMOTIVE SERVICE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE COURSES

(In addition to 33 credits from the Level I certificate courses at left)

Level II (27 credits)

- ____ ASE 140 (3) Suspension & Steering I
- ____ ASE 151 (2) Automotive Manual Transmisson/Transaxles & Clutches
- ____ ASE 152 (2) Differentials & 4WD/AWD Service
- ____ ASE 210 (3) Brakes II
- ____ ASE 220 (2) Specialized Electronics Training
- ____ ASE 235 (1) Drivability & Diagnosis
- ____ ASE 240 (3) Suspension & Steering II
- ____ ASE 250 (1) Automatic Transmission/Transaxle Service
- ____ ASE 251 (5) Automatic Transmission/Transaxle Diagnosis and Assemblies
- ____ ASE 265 (5) Automotive Heating & Air Conditioning

General Education Courses for A.A.S. Degree (15 credits)

- ____ COM 105 (3) Career Communications
- ____ MAT 107 (3) Career Mathematics
- ____ CIS 115 (3) Intro to Computer Information Systems
- OR
- ____ CIS 118 (3) Intro to PC Applications
- ____ BUS 115 (3) Intro to Business
- ____ HWE 122 (2) Responding to Emergencies **
- OR
- ____ ENG 121 (3) English Composition I [GT-CO1]

**Students taking HWE 122 will be 1 credit short of General Education Electives. Advisor will accept 1 credit of MAT 178 towards this degree General Education credit by completing a course substitution form.

75 Credits - TOTAL for A.A.S. Degree

BUSINESS & COMPUTERS

Morgan Community College offers many business and computer training courses, certificates, and degrees to meet the needs of its students and community. These include the following:

Associate of Arts-Business for business transfer students

Business Administration A.A.S. degrees with emphasis areas in:

- Accounting
- Business Foundations
- Business Technologies
- Management/Supervision
- International Business
- Real Estate

Multimedia A.A.S. degree

Business-A.A.S. degree (CCOnline degree)

Certificates in:

- A+ (computer repair)
- Business Human Resource Management
- Business Management Supervision
- Business Supervision (Mini-Certificate)
- Employability Skills
- Medical Transcription
- Microsoft Applications
- Multimedia
- Multimedia Skills
- Office Support Specialist
- Real Estate

A+ (Computer Repair) Certificate

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.

Program Prerequisites: None.

A+ Certificate Requirements

Complete the following courses:

- _____ CIS 118 (3) Intro to PC Applications
- _____ COM 105 (3) Career Communications
- _____ CNG 101 (3) Intro to Networking
- _____ CNG 102 (3) Local Area Networking
- _____ CNG 116 (3) Microcomputer Hardware
- _____ CNG 121 (4) Computer Technician I: A+
- _____ CNG 122 (3) Computer Technician II: A+
- _____ CNG 130 (3) PC Technology

25 Total Credits: A+ Certificate

Business Administration Associate of Applied Science Degree (A.A.S.) Accounting Emphasis

(CCCS program approval pending.)

Program Prerequisites: BTE 100 or demonstrated key-boarding skill.

A.A.S.-Business Administration - Requirements (Accounting Emphasis)

Complete the following courses:

SEMESTER 1 - 15 credits

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ BTE 102 (2) Keyboarding Applications I
- _____ BUS 115 (3) Introduction to Business
- _____ ENG 113 (3) Business English
- _____ MAT 112 (3) Financial Mathematics

SEMESTER 2 - 15 credits

- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ CIS 118 (3) Microcomputer Applications
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking

SEMESTER 3 - 16 credits

- _____ ACC 121 (3) Principles of Accounting I
- _____ ACC 125 (3) Computerized Accounting
- _____ CIS 155 (3) PC Spreadsheet Concepts (software pkg)
- _____ BTE 225 (3) Administrative Office Management
- _____ ECO 105 (3) Introduction to Economics

SEMESTER 4 - 14 credits

- _____ ACC 115 (3) Payroll Accounting
- _____ BTE 108 (1) Ten-Key by Touch
- _____ BUS 187 (1) Cooperative Education/Internship
- _____ COM 105 (3) Career Communications
- _____ MAN 224 (3) Leadership
- _____ PHI 112 (3) Ethics

60 Total Credits: A.A.S.-Business Administration - Accounting Emphasis

Business Administration- Associate of Applied Science Degree (A.A.S) Business Foundations Emphasis

(CCCS program approval pending.)

Program Prerequisites: BTE 100 or demonstrated key-boarding skill.

A.A.S.-Business Administration - Requirements (Business Foundations Emphasis)

Complete the following courses:

SEMESTER 1 - 15 credits

- _____ BTE 102 (2) Keyboarding Applications I
- _____ BTE 108 (1) Ten-Key by Touch
- _____ BUS 115 (3) Introduction to Business
- _____ COM 105 (3) Career Communications
- _____ ENG 113 (3) Business English
- _____ MAT 112 (3) Financial Mathematics

SEMESTER 2 - 15 credits

- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ CIS 118 (3) Microcomputer Applications
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking

SEMESTER 3 - 15 credits

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ BTE 225 (3) Administrative Office Management
- _____ ECO 105 (3) Introduction to Economics
- _____ MAR 160 (3) Customer Service

SEMESTER 4 - 15 credits

- _____ BUS 187 (1) Cooperative Education/Internship
- _____ MAN 215 (3) Organizational Behavior
- _____ MAN 224 (3) Leadership
- _____ MAN 226 (3) Principles of Management
- _____ MAR 216 (3) Principles of Marketing

Select 2 credits Business Electives from the list below:

ACC 115, 121, 122, 125, 131, 216; BUS 226; BTE 103; CIS 131-133, 135, 141-143, 145, 151-153, 155; ECO 201-202, ENG 121-122; MAN 116-117, 125, 200; MAR 111, 240; MAT 120, 121-122, 125, 135, 155-156, 201-202; MGD 102, 133, 141; PSY 101-102; SOC 101-102; SPA 101-102; 111-112, 115, 211-212, 215

60 Total Credits: A.A.S.-Business Administration - Business Foundations Emphasis

Business Administration- Associate of Applied Science Degree (A.A.S.) Business Technologies Emphasis

Program Prerequisites: BTE 100 or demonstrated key-boarding skill.

A.A.S.-Business Administration - Requirements (Business Technologies Emphasis)

Complete the following courses:

SEMESTER 1 - 15 credits

- _____ BTE 102 (2) Keyboarding Applications I
- _____ BTE 108 (1) Ten-Key by Touch
- _____ BUS 115 (3) Introduction to Business
- _____ CIS 135 (3) Complete Word Processing
- _____ ENG 113 (3) Business English
- _____ MAT 112 (3) Financial Mathematics

SEMESTER 2 - 15 credits

- _____ BTE 103 (3) Keyboarding Applications II
- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking

SEMESTER 3 - 16 credits

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ BTE 225 (3) Administrative Office Management
- _____ CIS 145 (3) Complete PC Database
- _____ COM 105 (3) Career Communications
- _____ ECO 105 (3) Introduction to Economics

SEMESTER 4 - 14 credits

- _____ BUS 187 (1) Cooperative Education/Internship
- _____ MAN 215 (3) Organizational Behavior
- _____ MAN 224 (3) Leadership
- _____ CIS 155 (3) PC Spreadsheet Concepts: (Excel)
- _____ CIS 218 (3) Advanced PC Applications

Select 1 credit Business Electives from the list below:

ACC 115, 121, 122, 125, 131, 216; BUS 226; CIS 131-133, 141-143, 151-153; ECO 201-202; ENG 121-122; MAN 116-117, 125, 200, 226; MAR 111, 160, 216, 240; MAT 120-122, 125, 135, 155-156, 201-202; MGD 102, 133, 141; PSY 101-102; SOC 101-102; SPA 101-102, 111-112, 115, 211-212, 215

60 Total Credits: A.A.S.-Business Administration - Business Technologies Emphasis

Business Administration- Associate of Applied Science Degree (A.A.S.) International Business Emphasis

(CCCS program approval pending.)

Program Prerequisites: BTE 100 or demonstrated key-boarding skill.

A.A.S.-Business Administration - Requirements (International Business Emphasis)

Complete the following courses:

SEMESTER 1 - 16 credits

- _____ BTE 102 (2) Keyboarding Applications I
- _____ BUS 115 (3) Introduction to Business
- _____ ENG 113 (3) Business English
- _____ 5 credits Foreign Language Elective
from the list below:
SPA 101, 102, 111, 112, 115, 211, 212, 215
(or other Foreign Language Prefix)
- _____ MAT 112 (3) Financial Mathematics

SEMESTER 2 - 15 credits

- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ CIS 118 (3) Microcomputer Applications
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking

SEMESTER 3 - 15 credits

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ BTE 225 (3) Administrative Office Management
- _____ ECO 105 (3) Introduction to Economics
- _____ MAR 160 (3) Customer Service

SEMESTER 4 - 15 credits

- _____ BUS 187 (1) Cooperative Education/Internship
- _____ MAN 215 (3) Organizational Behavior
- _____ MAN 224 (3) Leadership
- _____ MAN 226 (3) Principles of Management
- _____ MAR 216 (3) Principles of Marketing
- _____ Select 2 credits Business Electives
from the list below:
ACC 115, 121, 122, 125, 131, 216; BUS 226;
BTE 103, 108; CIS 131-133, 135; 141-143, 145,
151-153, 155; ECO 201-202; ENG 121-122;
MAN 116-117, 125, 200; MAR 111, 160, 240;
MAT 120-121, 125, 135, 155, 156, 201-202;
MGD 102, 133, 141; PSY 101-102; SOC 101-102

60 Total Credits: A.A.S.-Business Administration -
International Business Emphasis

Business Administration- Associate of Applied Science Degree (A.A.S.) Management/Supervision Emphasis

(CCCS program approval pending.)

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.

Program Prerequisites: BTE 100 or demonstrated key-boarding skill.

A.A.S.-Business Administration - Requirements (Business Foundations Emphasis)

Complete the following courses:

SEMESTER 1 - 15 credits

- _____ BTE 102 (2) Keyboarding Applications I
- _____ BTE 108 (1) Ten-Key by Touch
- _____ BUS 115 (3) Introduction to Business
- _____ COM 105 (3) Career Communications
- _____ ENG 113 (3) Business English
- _____ MAT 112 (3) Financial Mathematics

SEMESTER 2 - 15 credits

- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ CIS 118 (3) Microcomputer Applications
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking

SEMESTER 3 - 15 credits

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ BTE 225 (3) Administrative Office Management
- _____ ECO 105 (3) Introduction to Economics
- _____ MAR 160 (3) Customer Service

SEMESTER 4 - 15 credits

- _____ BUS 187 (1) Cooperative Education/Internship
- _____ MAN 215 (3) Organizational Behavior
- _____ MAN 224 (3) Leadership
- _____ MAN 226 (3) Principles of Management
- _____ MAR 216 (3) Principles of Marketing
- _____ Select 2 credits Business Electives
from the list below:
ACC 115, 121, 122, 125, 131, 216; BUS 226;
BTE 103; CIS 131-133, 135, 141-143, 145,
151-153, 155; ECO 201-202, ENG 121-122;
MAN 116-117, 125, 200; MAR 111, 240; MAT 120,
121-122, 135, 155-156, 201-202; MGD 102, 133,
141; PSY 101-102; SOC 101-102; SPA 101-102;
111-112, 115, 211-212, 215

60 Total Credits: A.A.S.-Business Administration -
Business Foundations Emphasis

Business Administration- Associate of Applied Science Degree (A.A.S.) Real Estate Emphasis

(CCCS program approval pending.)

The degree program provides a broad business background designed to facilitate the operation of a real estate firm. In addition, students who successfully complete either the degree or the certificate programs will be eligible to sit for the Colorado Real Estate Brokers Licensing Exam.

Program Prerequisites: BTE 100 or demonstrated key-boarding skill.

A.A.S.-Business Administration - Requirements (Real Estate Emphasis)

Complete the following courses:

SEMESTER 1 - 16 credits

- _____ MAT 112 (3) Financial Mathematics
- _____ CIS 118 (3) Microcomputer Applications
- _____ ENG 113 (3) Business English
- _____ BUS 115 (3) Introduction to Business
- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab

SEMESTER 2 - 15 credits

- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ MAN 224 (3) Leadership
- _____ BUS 216 (3) Legal Environment of Business
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking

SEMESTER 3 - 17 credits

- _____ ECO 201 (3) Macroeconomics
- _____ REE 103 (6) Real Estate Brokers I
- _____ REE 104 (5) Real Estate Brokers II
- _____ REE 115 (3) Introduction to Real Estate

SEMESTER 4 - 12 credits

- _____ COM 105 (3) Career Communications
- _____ BUS 187 (1) Cooperative Education/Internship
- _____ REE 189 (1) Brokers Exam Review
- _____ MAN 125 (6) Teambuilding
- _____ Select 6 credits Business Electives from the list below:
ACC 115, 121, 122, 123, 124, 125, 131, 216;
BUS 226; BTE 102, 103, 108, 225; CIS 131-133,
135, 141-143, 145, 151-153, 155; ECO 105, 202,
ENG 121-122; MAN 116-117, 200, 215, 226;
MAR 111, 160, 216, 240; MAT 120, 121-122, 125,
135, 155-156, 201-202; MGD 102, 133, 141; PSY
101-102; SOC 101-102; SPA 101-102; 111-112,
115, 211-212, 215

60 Total Credits: A.A.S.-Business Administration -
Business Foundations Emphasis

Real Estate Certificate

The degree program provides a broad business background designed to facilitate the operation of a real estate firm. In addition, students who successfully complete either the degree or the certificate programs will be eligible to sit for the Colorado Real Estate Brokers Licensing Exam.

Real Estate Certificate - 30 Total Credits

REAL ESTATE CERTIFICATE COURSES (30 credits)

- _____ *REE 103 (6) Real Estate Brokers I
- _____ *REE 104 (5) Real Estate Brokers II
- _____ *REE 115 (3) Intro to Real Estate
- _____ *REE 189 (1) Capstone
- _____ *BUS 216 (3) Legal Environment of Business
- _____ *BUS 217 (3) Business Communication
& Report Writing
- _____ *MAN 224 (3) Leadership
- _____ *BUS 187 (1) Internship/Co-op
- _____ *COM 105 (3) Career Communications
- _____ *MAN 117 (1) Time Management
- _____ *MAN 125 (1) Teambuilding

30 Total Credits: Real Estate Certificate

Office Support Specialist Certificate

Office Support Specialist Certificate - 30 Total Credits

OFFICE SUPPORT SPECIALIST CERTIFICATE COURSES (36 credits)

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ ACC 125 (3) Computerized Accounting
- _____ BTE 102 (2) Keyboarding Applications I
- _____ BTE 103 (3) Keyboarding Applications II
- _____ BTE 108 (1) Ten Key by Touch
- _____ BTE 225 (3) Administrative Office Management
- _____ BUS 115 (3) Intro to Business
- _____ MAT 112 (3) Financial Mathematics
- _____ ENG 113 (3) Business English
- _____ BUS 217 (3) Business Comm. & Report Writing
- _____ COM 105 (3) Career Communications
- _____ MAN 117 (1) Time Management
- _____ MAN 125 (1) Teambuilding
- _____ CIS 131 (1) Word Processing I
- _____ CIS 141 (1) PC Databases I: [MS Access]
- _____ CIS 151 (1) PC Spreadsheets I: [Excel]

30 Total Credits: Office Support Specialist
Certificate

See Catalog Addendum for changes

Business Human Resource Management Mini-Certificate

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

Business Human Resource Management Mini-Certificate – 9 Total Credits

Complete the following courses:

- _____ BUS 216 (3) Legal Environment of Business
- _____ MAN 128 (3) Human Relations in Organizations
- _____ MAN 200 (3) Human Resource Management I

- 9 Total Credits: Business Human Resource Management Mini-Certificate

Business Management Supervision Certificate

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.

Business Management Supervision Certificate – 31 Total Credits

Complete the following courses:

- _____ ACC 101 (3) Fundamentals of Accounting
- _____ ACC 103 (1) Fundamentals of Accounting Lab
- _____ BUS 187 (1) Cooperative Education/Internship
- _____ BUS 217 (3) Business Communications & Report Writing
- _____ CIS 115 (3) Introduction to Computers
- _____ COM 105 (3) Career Communications
- _____ ENG 113 (3) Business English
- _____ MAN 116 (3) Principles of Supervision
- _____ MAN 117 (1) Time Management
- _____ MAN 125 (1) Teambuilding
- _____ MAN 226 (3) Principles of Management
- _____ MAT 112 (3) Financial Mathematics
- _____ PSY 215 (3) Psychology of Adjustment

- 31 Total Credits: Business Management Supervision Certificate

Business Supervision Mini-Certificate

Business Supervision Mini-Certificate – 7 Total Credits

Complete the following courses:

- _____ MAN 125 (1) Teambuilding
- _____ MAN 216 (3) Principles of Supervision
- _____ MAN 224 (3) Leadership Development

- 7 Total Credits: Business Supervision Mini-Certificate

Employability Skills Certificate

Employability Skills Certificate – 9 Total Credits

Complete the following courses:

- _____ BUS 187 (1) Field Experience
- _____ COM 105 (3) Career Communications
- _____ MAN 117 (1) Time Management
- _____ MAN 125 (1) Teambuilding
- _____ MAN 224 (3) Leadership Development

- 9 Total Credits: Employability Skills Certificate

Microsoft Applications Certificate

Microsoft Applications Certificate Mini-Certificate - 6 Total Credits

Complete the following courses:

- _____ CIS 131 (1) Word Processing I: MS Word
- _____ CIS 132 (1) Word Processing II: MS Word
- _____ CIS 141 (1) PC Database I: MS Access
- _____ CIS 142 (1) PC Database II: MS Access
- _____ CIS 151 (1) PC Spreadsheets I: Excel
- _____ CIS 152 (1) PC Spreadsheets II: Excel

- 6 Total Credits: Microsoft Applications Certificate

Business Associate of Applied Science CCCOnline Degree (A.A.S.)

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 CCCOnline, or through campus based courses or a combination of the two. This degree is NOT designed for students who desire to continue on toward a Bachelor's degree in Business, although some individual courses may be transferable particularly those listed as "Guaranteed Transfer" [GT-**].

Associate of Applied Science-Business – 63 Total Credits

BUSINESS COURSES (35 credits)

- _____ ACC 121 (4) Accounting Principles I
- _____ ACC 122 (4) Accounting Principles II
- _____ BUS 115 (3) Introduction to Business
- _____ BUS 216 (3) Legal Environment of Business
- _____ BUS 217 (3) Business Communication & Report Writing
- _____ BUS 226 (3) Business Statistics
- _____ MAN 200 (3) Human Resource Management I
- _____ MAN 216 (3) Small Business Management
- _____ MAN 226 (3) Principles of Management
- _____ MAR 111 (3) Principles of Sales
- _____ MAR 216 (3) Principles of Marketing

INFORMATION TECHNOLOGY COURSES (9 credits)

- _____ CIS 115 (3) Intro to Computer Information Systems
- _____ CIS 118 (3) Intro to PC Applications
- _____ CIS 155 (3) PC Spreadsheet Concepts (software)

GENERAL EDUCATION COURSES (19 credits)

- _____ ECO 201 (3) Principles of Macroeconomics
- _____ ECO 202 (3) Principles of Microeconomics
- _____ ENG 121 (3) English Composition I [GT-CO1]
- _____ ENG 122 (3) English Composition II [GT-CO2]
- _____ MAT 121 (4) College Algebra [GT-MA1]
- _____ SPE 115 (3) Public Speaking

63 Total Credits: Associate of Applied Science-Business

MULTIMEDIA

Associate of Applied Science Degree and Certificates (A.A.S.)

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 the degree 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.

Prerequisites: Demonstrated computer proficiency in file creation and manipulation.

Multimedia Certificate - 30 Total Credits A.A.S.-Multimedia - 60 Total Credits

MULTIMEDIA CERTIFICATE COURSES (30 credits)

- _____ MGD 102 (3) Intro to Multimedia
- _____ MGD 133 (3) Graphic Design I
- _____ MGD 233 (3) Graphic Design II
- _____ MGD 141 (3) Web Design I
- _____ MGD 241 (3) Web Design II
- _____ MGD 251 (3) Multimedia Motion & Sound
- _____ MGD 259 (3) Management & Production
- _____ CIS 162 (1) Advanced Presentation Graphics
- _____ MAN 117 (1) Time Management
- _____ MAN 125 (1) Teambuilding
- _____ MGD 175 (3) Special Topics: Multimedia
- _____ MGD 180 (3 credits) Internship

Completion of the above 30 credits meets the requirements for the Multimedia Certificate.

ADDITIONAL COURSES

A.A.S.-MULTIMEDIA DEGREE (30 credits)

- _____ CIS 118 (3) Intro to PC Applications
- _____ MAT 112 (3) Financial Mathematics
- _____ ENG 113 (3) Business English
- _____ COM 105 (3) Career Communications
- _____ BUS 217 (3) Business Communications & Report Writing
- _____ MAR 216 (3) Principles of Marketing
- _____ ART 121 (3) Drawing I
- _____ PSY 215 (3) Psychology of Adjustment
- _____ SPE 115 (3) Public Speaking
- _____ 3 credits A.A.S.-MULTIMEDIA ELECTIVES

from the following list:

- ART 100-299 (Except ART 121)
- MUS 100-299
- PSY 100-299 (Except PSY 215)
- SOC 100-299
- THE 100-299

60 Total Credits: Associate of Applied Science-Multimedia

CONSTRUCTION

Construction Technologies

The construction technologies programs is designed to prepare individuals with entry-level skills and to upgrade working skills in the construction industry. It meets the guides for NCCER, National Center for Construction Education and Research. The degree & certificates meet national industry certification.

Construction Technologies Level I Certificate: 25 Credits
Construction Technologies Level II Certificate: 53 Credits
Construction Technologies-A.A.S. Degree: 75 Credits

CONSTRUCTION TECHNOLOGIES LEVEL I CERTIFICATE COURSES

Level I-Fall Semester (12 credits)

(Open to high school juniors and seniors and college students)

- _____ CAR 100 (1) Introduction to Carpentry
- _____ CAR 101 (1) Basic Safety
- _____ CAR 102 (1) Hand and Power Tools
- _____ CAR 105 (1) Job Site Layout
& Blueprint Reading
- _____ CAR 115 (1) Form and Foundation Systems
- _____ CAR 120 (1) General Construction Framing
- _____ CAR 170 (1) Clinical: Construction Lab I
- _____ CAR 171 (1) Clinical: Construction Lab I
- _____ CAR 172 (1) Clinical: Construction Lab I
- _____ MAT 178 (1) Math for Industrial Trades

Level I-Spring Semester (13 credits)

(Open to high school juniors and seniors and college students)

- _____ CAR 121 (1) Floor Framing
- _____ CAR 122 (1) Wall Framing
- _____ CAR 123 (1) Roof Framing
- _____ CAR 125 (1) Roofing Materials and Methods
- _____ CAR 126 (1) Framing with Metal Studs
- _____ CAR 130 (1) Windows and Exterior Doors
- _____ CAR 270 (3) Clinical: Construction Lab I
- _____ CAR 271 (3) Clinical: Construction Lab I
- _____ MAN 125 (1) Teambuilding

25 Credits - TOTAL for Level I Certificate

Completion of the above 25 credits meets requirements for the Construction Technologies Level I Certificate.

CONSTRUCTION TECHNOLOGIES LEVEL II CERTIFICATE COURSES

Level II-Fall Semester (13 credits)

- _____ CAR 131 (1) Exterior Trim
- _____ CAR 135 (1) Thermal and Moisture Methods
and Materials
- _____ CAR 140 (1) Stair Construction/Layout
- _____ CAR 150 (1) Interior Trim-General
- _____ CAR 153 (1) Interior Trim-Cabinets/Countertops
- _____ CAR 280 (3) Internship
- _____ EIC 104 (1.5) Basics of Industrial Electricity
- _____ EIC 124 (1) Electrical Safety
- _____ EIC 144 (1.5) Grounding and Bonding
- _____ COM 100 (1) Workplace Communication

Level II-Spring Semester (15 credits)

- _____ CAR 145 (1) Interior Finishes-General
- _____ CAR 146 (1) Interior Finishes-
Drywall Construction
- _____ CAR 205 (2) Advanced Site Layout
- _____ CAR 215 (1) Form and Foundation Systems II
- _____ CAR 220 (1) Advanced Framing-General
- _____ CAR 250 (2) Advanced Interior Trim-General
- _____ CAR 251 (2) Advanced Interior Trim-Doors
- _____ CAR 281 (3) Internship
- _____ HWE 122 (2) Responding to Emergencies

53 Credits - TOTAL for Level II Certificate
(includes 25 credits from Level I)

Completion of the above 53 credits meets requirements for the Construction Technologies Level II Certificate.

CONSTRUCTION TECHNOLOGIES A.A.S. DEGREE COURSES

Associate of Applied Science-Construction Technologies (Carpentry Core) (22 Credits)

- _____ COM 105 (3) Career Communications
- _____ CIS 118 (3) Introduction to PC Applications
- _____ CAD 101 (3) Computer Aided Drafting I
- _____ CAD 102 (3) Computer Aided Drafting II
- _____ MAT 107 (3) Career Math
- _____ PSY 215 (3) Psychology of Adjustment
- _____ MAN 117 (1) Time Management
- _____ MAN 116 (3) Principles of Supervision

75 Credits - TOTAL for Associate of Applied Science
degree- Construction Technologies
(Includes 53 credits from Level I and Level II
Certificate Courses)

EARLY CHILDHOOD EDUCATION

Morgan Community College offers an Associate of Arts degree, Associate of General Studies degree and three certificates to meet the needs of its students and community. These include the following:

- Associate of Arts Degree (A.A.)- Early Childhood Education
- A.G.S. Degree- Early Childhood Education
- Infant/Toddler Group Leader Certificate
- Preschool Group Leader Certificate
- Director's Certificate

The group of certificates prepares students for infant/toddler group leader, preschool Group Leader, and/or director-qualified positions in early childhood care and education programs. A grade of C or higher is required in all courses leading to a certificate or degree. Upon completion of curriculum listed, students will have met the requirements for a Colorado Group Leader Certificate from Morgan Community College and an Early Childhood Director Certificate. This certificate meets director requirements for the Colorado Department of Human Services.

Infant/Toddler Group Leader Certificate

Infant/Toddler Group Leader Certificate Requirements

Complete of the following courses:

- _____ ECE 101 (3) Introduction to Early Childhood Education
- _____ ECE 103 (3) Guidance Strategies for Children
- _____ ECE 111 (3) Infant & Toddler Theory & Practice
- _____ ECE 112 (3) Infant & Toddler Lab
- _____ ECE 238 (4) Child Growth & Development

16 Total Credits: Infant /Toddler Group Leader Certificate

Preschool Group Leader Certificate

Preschool Group Leader Certificate Requirements

Complete of the following courses:

- _____ ECE 101 (3) Introduction to Early Childhood Education
- _____ ECE 102 (3) Early Childhood Lab Techniques
- _____ ECE 103 (3) Guidance Strategies for Children
- _____ ECE 220 (3) Curriculum Development: Methods & Techniques
- _____ ECE 238 (4) Child Growth & Development

16 Total Credits: Preschool Group Leader Certificate

ECE Director's Certificate

ECE Director's Certificate Requirements

Complete of the following courses:

- _____ ECE 101 (3) Introduction to Early Childhood Education
- _____ ECE 102 (3) Early Childhood Lab Techniques
- _____ ECE 103 (3) Guidance Strategies for Children
- _____ ECE 205 (3) Nutrition Health & Safety
- _____ ECE 220 (3) Curriculum Development: Methods & Techniques
- _____ ECE 238 (4) Child Growth & Development
- _____ ECE 240 (3) Administration of Early Childhood Care & Education Programs (Capstone)
- _____ ECE 241 (3) Human Relations for Early Childhood Professionals

25 Total Credits: ECE Director's Certificate

Associate of Arts Degree (A.A.) Early Childhood Education Emphasis

The Associate of Arts Degree with an emphasis in Early Childhood is for those who want the opportunity to provide a positive influence on the lives of children and their families. A student can earn an A.A. in preparation for transfer into a four-year program. This degree includes courses traditionally taught during the first two years of a Bachelor's of Arts degree program and is transferable to four-year institutions.

See Guaranteed Transfer Information.

**This degree requires two years of full-time study.
The emphasis area will not appear on the diploma.**

Associate of Arts Requirements – Total Credits

COMMUNICATIONS: 2 courses/6 credits required

Both of these courses are required:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II

ARTS & HUMANITIES: 3 courses/9 credits required

Complete this course:

- _____ LIT 255 (3) Children's Literature REQUIRED

and select two of these courses:

- _____ ART 110 (3) Art Appreciation [GT-AH1]
- _____ MUS 120 (3) Music Appreciation [GT-AH1]
- _____ LIT 115 (3) Intro to Literature I [GT-AH2]

MATHEMATICS: 2 courses/6 credits required

Select one of these combination options:

- MAT 155 (3) Integrated Math I
and
_____ MAT 156 (3) Integrated Math II

OR

- MAT 120 (4) Math for Liberal Arts
and
_____ MAT 135 (3) Intro to Statistics

OR

- MAT 121 (4) College Algebra
and
_____ MAT 135 (3) Intro to Statistics

SPEECH: 1 course/3 credits required

This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

Complete this course:

- _____ SPE 115 (3) Public Speaking

COMPUTER SCIENCE: 1 course/3 credits required

Select 1 course from the list below:

- _____ CIS 118 (3) Intro to PC Applications
- _____ CIS 115 (3) Intro to Computer Information Systems

SOCIAL & BEHAVIORAL SCIENCES

3 courses/ 9 credits required

Complete these courses:

- _____ HIS 201 (3) U.S. History I [GT-HI1]
- _____ POS 111 (3) American Government [GT-SS1]
- _____ GEO 105 (3) World Regional Geography [GT-SS2]

PHYSICAL & LIFE SCIENCES: 2 courses/8 credits required

Select two courses from the list below:

- _____ BIO 105 (4) Science of Biology [GT-SC1]
- _____ BIO 111 (5) General College Biology I /Lab [GT-SC1]
- _____ CHE 101 (5) Introduction to Chemistry I [GT-SC1]
- _____ CHE 111 (5) General College Chemistry I [GT-SC1]
- _____ GEY 111 (4) Physical Geology [GT-SC1]
- _____ PHY 105 (4) Conceptual Physics [GT-SC1]
- _____ PHY 111 (5) Physics: Algebra Based I /Lab [GT-SC1]

EARLY CHILDHOOD EMPHASIS: 16 credits required

Complete these courses:

- _____ ECE 101 (3) Intro to Early Childhood Education
- _____ ECE 102 (3) Intro to Early Childhood Lab Techniques
- _____ ECE 205 (3) Nutrition, Health & Safety
- _____ ECE 241 (3) Administration: Human Relations for ECE

Choose one of these 2 options (4 credits):

- _____ ECE 238 (4) Child Growth & Development

OR

- _____ PSY 238 (3) Child Development and
_____ ECE 175 (1) ECE: Special Topics

60 Total Credits: Associate of Arts-
Early Childhood Education

Associate of General Studies Degree (A.G.S.) Early Childhood Education Emphasis

**Associate of General Studies-
Early Childhood Education Emphasis Requirements
– 60 Total Credits**

COMMUNICATIONS: 1 course/3 credits required

Select ONE course:

- _____ ENG 121 (3) English Composition I
- _____ ENG 122 (3) English Composition II
- _____ SPE 115 (3) Public Speaking

ARTS & HUMANITIES: 1 course/3 credits required

Select ONE course:

Arts Category [GT-AH1]

- _____ ART 110 (3) Art Appreciation
- _____ MUS 120 (3) Music Appreciation

Literature & Humanities Category [GT-AH2]

- _____ LIT 115 (3) Intro to Literature I
- _____ LIT 255 (3) Children's Literature

PHYSICAL & LIFE SCIENCES:

1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ BIO 105 (4) Science of Biology
- _____ BIO 111 (5) General College Biology I/Lab
- _____ CHE 101 (5) Introduction to Chemistry I
- _____ CHE 111 (5) General College Chemistry I
- _____ GEY 111 (4) Physical Geology
- _____ PHY 105 (4) Conceptual Physics
- _____ PHY 111 (5) Physics: Algebra Based I/Lab

SOCIAL & BEHAVIORAL SCIENCES:

1 course/3 credits required

Select ONE course:

History [GT-HI1]

- _____ HIS 201 (3) U.S. History I

Economic & Political Systems [GT-SS1]

- _____ POS 111 (3) American Government

Geography [GT-SS2]

- _____ GEO 105 (3) World Regional Geography

MATHEMATICS: 1 course/3 credits required

Select one course:

(Credits over 3 can be applied to Electives)

- _____ MAT 107 (3) Career Math
- _____ MAT 120 (4) Mathematics for the Liberal Arts
- _____ MAT 121 (4) College Algebra
- _____ MAT 135 (3) Introduction to Statistics
- _____ MAT 155 (3) Integrated Math I
- _____ MAT 156 (3) Integrated Math II

EARLY CHILDHOOD EMPHASIS COURSES:

30 credits required

Each of these courses is required:

- _____ ECE 101 (3) Intro to Early Childhood Education
- _____ ECE 102 (3) Intro to Early Childhood Lab Techniques
- _____ ECE 103 (3) Guidance Strategies for Children
- _____ ECE 111 (3) Infant & Toddler Theory & Practice
- _____ ECE 112 (3) Infant & Toddler Lab Techniques
- _____ ECE 205 (3) Nutrition, Health & Safety
- _____ ECE 220 (3) Curriculum Development: Methods & Techniques
- _____ PSY 238 (3) Child Development
- _____ ECE 241 (3) Administration: Human Relations for Early Childhood Education
- _____ ECE 289 (3) Capstone: Early Childhood Education

GENERAL EDUCATION COURSES:

15 credits required

- Select from any courses listed on this page above that have not already been taken.
- Select from any courses in the A.G.S. General Education courses list on the preceding page.
- Select from any courses listed below:
 - COM 105 (3) Career Communications
 - ECE 126 (2) Art & the Young Child
 - ECE 127 (1) Music/Movement for the Young Child
 - PHY 105 (3) Conceptual Physics
 - PSY 106 (3) Human Relations
 - PSY 116 (3) Stress Management
 - PSY 247 (3) Child Abuse & Neglect
 - PSY 265 (3) Psychology of Personality
 - JOU 105 (3) Intro to Mass Media
 - JOU 106 (3) Fundamentals of Reporting
 - JOU 206 (3) Intermediate Newswriting & Editing
 - LIT 211 (3) Survey of American Literature I
 - LIT 212 (3) Survey of American Literature II

EMERGENCY MEDICAL SERVICES

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. EMS training is available for anyone interested in emergency medical services work with ambulance services, hospitals, in clinical settings, fire and police departments. Training is also for those who could use EMT skills for their business or personal use.

Emergency Medical Services training for Emergency Medical Technicians (EMT's) is offered regularly and grants are to help defray costs. Continuing education courses, First Responder, and recertification courses are also offered. Certificates in EMT-Basic and EMT-Intermediate are available along with an Associate of General Studies degree with an emphasis in Emergency Medical Services.

Cardio-Pulmonary Resuscitation (CPR) and First Aid Training

MCC provides training in emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets requirements of the American Red Cross and the American Heart Association. HWE 101-CPR is a 1 credit course in CPR that provides the completer with CPR certification for a one year period.

HWE103-Community First Aid and CPR is a 1 credit course which 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 provides standard first aid and CPR, with a more in-depth look at sudden illness, specific disease and emergencies in a 2 credit setting.

HWE 102-CPR Recertification is a .5 credit course which 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.

HPR 102-CPR for Professionals (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.

First Responder Training

MCC offers First Responder training as approved by the Colorado Department of Public Safety, Division of Fire Safety. It provides the student with entry level knowledge for providing care at the scene of a medical emergency. EMS 115-First Responder is a single 3 credit hour course.

Continuing Certification

EMT-B and EMT-I certificate renewal is available each year through courses in categories such as, Trauma, Medical Electives, I.V. Therapy.

Emergency Medical Technician-Basic Certificate

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.

EMT-Basic is approved by the Colorado State Department of Health and is offered both Spring and Fall semesters on the Fort Morgan campus. MCC Centers offer EMT-Basic training annually.

Prerequisites:

- Application to the program by completion of the EMT-Basic program Application.
- Current certification in Professional Rescuer CPR or equivalent.
- Liability insurance is required. (May be purchased at MCC Bookstore)
- Students are required to undergo a background check by state and/or federal agencies to be eligible for state certification.

EMT-Basic Certificate Requirements

Complete of the following courses:

- _____ EMS 125 (9) EMT Basic
- _____ EMS 170 (1) EMT Basic Clinical

10 Total Credits: EMT-BASIC Certificate

Note: MCC will offer the required National Registry Practical and Written Exams each semester.

Emergency Medical Technician-Intermediate Certificate

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.

Prerequisites:

- Application to the program by completion of the EMT-Intermediate program Application.
- EMT-Basic certification.
- Current certification in Professional Rescuer CPR or equivalent.
- Liability insurance is required. (May be purchased at MCC Bookstore)
- Students are required to undergo a background check by state and federal agencies to be eligible for the state certification exam.

EMT-Intermediate Certificate Requirements

Complete of the following courses:

- _____ EMS 203 (6) EMT Intermediate I
- _____ EMS 205 (1) EMT Intermediate II5
- _____ EMS 270 (3) Clinical: EMS Intermediate

15 Total Credits: EMT-BASIC Certificate

Note: MCC will offer the required National Registry Practical and Written Exams after each EMTI-Intermediate course completion.

Associate of General Studies (A.G.S) Emergency Medical Services Emphasis

The Associate of General Studies Degree-Emergency Medical Services emphasis is a NON-TRANSFER degree not intended for transfer to four-year programs, but individual courses contained in the degree requirements may be transferable, particularly "Guaranteed Transfer" course [GT-**].

Associate of General Studies (EMS Emphasis) Requirements

I. GENERAL EDUCATION: 15 credits/5 courses required

COMMUNICATIONS:

- _____ ENG 121 (3) English Composition I [GT-CO1]
- _____ SPE 115 (3) Public Speaking

SOCIAL & BEHAVIORAL SCIENCES:

- _____ PSY 101 (3) General Psychology I [GT-SS3]
- _____ SOC 101 (3) Introduction to Sociology I [GT-SS3]

MATHEMATICS:

- _____ MAT 135 (3) Introduction to Statistics [GT-MA1]

II. GENERAL EDUCATION ELECTIVES:

15 credits required

Choose 15 credits from the following:

- _____ BIO 106 (4) Basic Anatomy & Physiology
- _____ BIO 201 (4) Human Anatomy and Physiology I
- _____ BIO 202 (4) Human Anatomy and Physiology II
- _____ COM 105 (3) Career Communications
- _____ MAT 120 (4) Math for Liberal Arts [GT-MA1]
- _____ PSY 116 (3) Stress Management
- _____ PSY 215 (3) Psychology of Adjustment
- _____ PSY 235 (3) Human Growth & Development
- _____ PSY 237 (3) Child & Adolescent Psychology
- _____ PSY 238 (3) Child Development

III. EMS ELECTIVES: 30 credits required

Choose 30 credits from the following:

- _____ COM 105 (3) Career Communications
- _____ EMS 112 (2.5) Emergency Medical Dispatch
- _____ EMS 115 (3) First Responder
- _____ EMS 125 (9) EMT-Basic
- _____ EMS 126 (3) EMT-Basic Refresher
- _____ EMS 130 (2) EMT Intravenous Therapy
- _____ EMS 178 (0.5) EMS Seminars
- _____ EMS 203 (6) EMT-Intermediate I
- _____ EMS 205 (6) EMT-Intermediate II
- _____ EMS 206 (1) EMT-Intermediate Refresher
- _____ EMS 214 (1) Basic Trauma Life Support
- _____ EMS 275 (0.5) EMS: Special Topics
- _____ HPR 102 (0.5) CPR for Professionals
- _____ HPR 120 (1) Advanced Cardiac Life Support
- _____ HPR 130 (1) Pediatric Advanced Life Support
- _____ HPR 178 (2) Seminar: Medical Terminology
- _____ HPR 190 (2) Basic EKG Interpretation
- _____ HPR 216 (5) Pathophysiology
- _____ HPR 217 (4) Kinesiology
- _____ NUR 112 (2) Basic Concepts of Pharmacology
- _____ SPA 115 (3) Spanish for the Professional

HEALTH OCCUPATIONS & MEDICAL OFFICE TECHNOLOGIES

Morgan Community College provides many health occupations degrees and certificates including the following:

- Massage Therapy Certificate
- Medication Assistant Certificate
- Med-Prep Certificate
- Medical Assistant Certificate
- Medical Receptionist
- Medical Transcriptionist Certificate
- Nurse Aide Certificate
- Physical Therapist Assistant (PTA) - Associate of Applied Science Degree

Massage Therapy Certificate

Massage therapy is one of the fastest growing fields in health care today. The CMT program at Morgan Community College is designed to provide the skills and credentials students need to work as massage therapists in health care settings, spas, and private practice. Many health care professionals enroll in the Massage Therapy program as an additional certification to enhance their job skills and employability.

MCC's program is based on American Massage Therapy guidelines and meets the criteria for State of Colorado certification.

Classes are scheduled weekends and evenings on the Fort Morgan campus, and some classes are available at MCC Centers. Students are welcome to enroll in many of the CMT classes without specifically being accepted into the program.

Program prerequisites and additional requirements:

- Current CPR and First Aid certificates are required before students participate in clinical training. (This can be met by taking HWE 103 (1 credit) Community First Aid.)
- Any student enrolled in a course with a clinical component must purchase liability insurance in the MCC Bookstore or provide proof of general liability and malpractice insurance in the amounts of \$1 million per incident and \$6 million per aggregate. (Students are covered under workers compensation through the College for any claim resulting from performance of any requirements of this program)

Massage Therapy Certificate Course Requirements

Complete the following courses:

- _____ BIO 106 (4) Basic Anatomy & Physiology
OR BIO 201 (4) or 202 (4) Human Anatomy & Physiology I & II
- _____ HPR 217 (4) Kinesiology
- _____ COM 105 (3) Career Communications
OR ENG 121(3)
- _____ HPR 178 (2) Medical Terminology
- _____ HWE 100 (3) Human Nutrition
- _____ MST 111 (4) Basic Massage Therapy
- _____ MST 113 (3) Professional Massage
- _____ MST 184 (3) Clinical Massage
- _____ MST 204 (2) MST Business Practices
- _____ MST 105 (2) Lifestyle Wellness

46 Total Credits: Massage Therapy Certificate

Medication Assistant Certificate

Medication assistants are experience nursing assistants who specialize in administering medications in a long term care facility. They are responsible for maintaining records, administering medication orders, following standards of nursing practice and infection control.

Medication Assistant Certificate Course Requirements

Complete the following courses:

- _____ BIO 106 (4) Basic Anatomy & Physiology
- _____ NUR 101 (1) Pharmacology Calculations
- _____ NUR 112 (2) Basic Concepts of Pharmacology
- _____ NUR 107 (3) Nursing Concepts & Skills
- _____ NUR 103 (1) Basic Health Assessment
- _____ NUR 188 (1) Practicum

12 Total Credits: Medication Assistant Certificate

Med-Prep Certificate

This program prepares individuals for beginning employment in the health care field at an aide level. High schools within the college service area partner with the college to provide basic training in health careers.

Med-Prep Certificate Requirements

Complete the following courses:

LEVEL I - Fall Semester

- _____ HPR 100 (3) Introduction to Health
- _____ HWE 122 (2) Responding to Emergencies
- _____ BIO 106 (4) Basic Anatomy & Physiology

LEVEL I - Spring Semester

- _____ MOT 140 (4) Medical Assisting Clinical Skills
- _____ MOT 182 (2) Clinical Internship
- OR
- _____ NUA 101 (4) Certified Nurse Aide Health Care Skills
- _____ NUA 170 (1) Nurse Assistant Clinical Experience
- _____ NUA 171 (1) Advanced Nurse Aide Clinical

LEVEL II - Fall Semester

- _____ MOT 280 (2) Internship
- _____ PSY 235 (3) Human Growth & Development
- _____ HPR 178 (2) Medical Terminology

LEVEL II - Spring Semester

- _____ ENG 113 (3) Business English
- _____ HPR 216 (4) Pathophysiology
- _____ HPR 108 (1) Dietary Nutrition

31 Total Credits: Med-Prep Certificate

Medical Assistant Certificate

The Medical Assistant program prepares students for entry level employment in the health care fields. Employment is expected to grow much faster than the average for all health occupations through the year 2012. Although medical assistants are not licensed, some states require a test or a course before performing certain tasks, such as taking x-rays. There are national examinations that a student may take upon completion of the program thorough the American Association of Medical Assistants or American Medical Technologist.

Medical Assistant Certificate Requirements

Complete the following courses:

- _____ BIO 201 (4) Human Anatomy & Physiology I
- _____ BIO 202 (4) Human Anatomy & Physiology II
- _____ BTE 208 (3) Office Administration
- _____ MOT 130 (3) Insurance Billing & Coding
- _____ COM 105 (3) Career Communications

- _____ HPR 178 (2) Medical Terminology
- _____ HWE 122 (2) Responding to Emergencies
- _____ MOT 140 (4) Medical Assisting Clinical Skills
- _____ MOT 175 (4) Special Topics: Medical Radiology
- _____ MOT 188 (4) Practicum
- _____ NUA 101 (4) Nurse Aide Theory Lab
- _____ NUA 170 (1) Nurse Aide Clinical
- _____ NUA 171 (1) Advanced Nurse Aide Clinical
- _____ NUR 112 (2) Basic Concepts in Pharmacology
- _____ PSY 235 (3) Human Growth & Development
- _____ SPA 102 (2) Conversational Spanish

46 Total Credits: Medical Assistant Certificate

Medical Transcriptionist Certificate

This certificate prepares students for employment as a medical transcriptionist.

Medical Transcriptionist Certificate Requirements

Complete the following courses:

- _____ HPR 178 (2) Medical Terminology
- _____ BTE 103 (3) Keyboarding Applications II
- _____ MOT 132 (4) Medical Transcription I

9 Total Credits: Medical Transcriptionist Certificate

Nurse Aide Certificate (CNA)

This program prepares the student to work in acute care and long term care facilities as a Nurse Aide performing duties related to personal care of the patient. Upon completion, students may take the Certified Nurse Aide (CNA) exam.

Nurse Aide Certificate - 6 Total Credits

NURSE AIDE CERTIFICATE (6 credits)

- _____ NUA 101 (4) Nurse Aide Theory/Lab
- _____ NUA 170 (1) Nurse Aide Clinical
- _____ NUA 171 (1) Advanced Nurse Aide Clinical

6 Total Credits: Nurse Aide Certificate

Physical Therapist Assistant (PTA) Associate of Applied Science Degree (A.A.S)

Physical therapy is a wonderful occupation for caring professionals who enjoy helping decrease pain, increase function, and generally help patients restore their maximum physical potential and optimum health. MCC's Physical Therapist Assistant program prepares students for job opportunities in all areas of rehabilitation, wellness, and prevention of injuries.

The curriculum combines academic and specialized occupational classes with a strong emphasis on clinical experiences. PTA students work under the close supervision of a physical therapist and spend time in hospitals, nursing homes, rehab centers, home health programs, and private practice offices to gain understanding and practice in the physical therapy assistant profession.

The MCC Physical Therapist Assistant program is one of only three in Colorado accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Many states require licensure in order to practice, however, as a graduate of an approved APTA program, no licensure is required in Colorado.

Morgan Community College PTA Program was first accredited by the Commission of Accreditation in Physical Therapy Education (CAPTE, 1111 N. Fairfax St., Alexandria, VA 22314; accreditation@apta.org; 703-684-2782 or 703-706-3245) in 1991. On October 26, 2005, accreditation was deferred pending submission of progress report.

Application requirements:

- Submit copies of transcripts from all colleges attended including MCC to the PTA Program Director. Official transcripts must be submitted prior to enrollment.
- Submit a completed PTA Program Application to the PTA Program Director.
- Submit an MCC Application for Admission and complete assessment.
- Submit three (3) letters of recommendation on the forms provided. These should include an employer, instructor, and a character reference from a non-relative.

Program requirements:

- A grade of "C" or higher must be achieved in all PTA prefix courses.

Physical Therapist Assistant (PTA) Requirements

Fall Semester-1st Year (15 credits)

- _____ BIO 106 (4) Basic Anatomy and Physiology or higher level course of Human Anatomy and Physiology
- _____ PTA 110 (5) Basic Patient Care Skills in PT
- _____ PTA 115 (2) Principles and Practices of PT
- _____ MAT 107 (3) Career Math
- _____ HWE 103 (1) Community First Aid & CPR

Spring Semester-1st Year (15 credits)

- _____ PTA 120 (5) Modalities in Physical Therapy
- _____ PTA 135 (2) Principles of Electrical Stimulation
- _____ HPR 217 (4) Kinesiology
- _____ ENG 121 (3) English Composition I
- _____ HPR 102 (1) CPR for Professionals

Summer Semester-1st Year (13 credits)

- _____ PTA 280 (4) PTA Internship I
- _____ SPE 115 (3) Public Speaking
- _____ PTA 175 (2) Special Topics: PTA
- _____ HPR 178 (2) Medical Terminology
- _____ CIS 117 (2) Introduction to Technical Applications

Fall Semester-2nd Year (17 credits)

- _____ PTA 230 (5) Orthopedic Assessment & Management Techniques
- _____ PTA 240 (5) Neurologic Assessment & Management Techniques
- _____ HPR 216 (4) Pathophysiology
- _____ PSY 101 (3) General Psychology I

Spring Semester-2nd Year (15 credits)

- _____ PTA 281 (5) PTA Internship II
- _____ PTA 282 (5) PTA Internship III
- _____ PTA 278 (2) Physical Therapy Assistant Seminar
- _____ PSY 235 (3) Human Growth & Development

75 Total Credits:

NURSING OPTIONS

Nursing programs are designed to prepare graduates for employment as Nursing Assistants, Practical Nurses (LPN), and Registered Nurses (RN). Nursing practitioners will develop entry-level skills for work in hospitals, clinics and other inpatient/outpatient health care settings. Nursing students participate in both classroom instruction and supervised patient care experiences, which focus on the prevention of disease and the promotion of a healthy life style. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.

Morgan Community College offers the following nursing options:

- Nurse Aide (CNA) Certificate
- Practical Nursing (LPN) Certificate
- Associate Degree in Nursing (A.D.N.) program leading toward an Associate of Applied Science degree-Nursing which prepares graduates to take the National Council Licensing Examination (NCLEX) to become a Registered Nurse (RN).

Practical Nursing Certificate (LPN)

LICENSED PRACTICAL NURSING CERTIFICATE COURSE REQUIREMENTS (40 credits)

Licensed Practical Nursing Certificate -40 Total Credits
Associate of Applied Science-Nursing - 78 Total Credits

GENERAL EDUCATION REQUIREMENTS -10 credits

- _____ ENG 121 (3) English Composition I
- _____ BIO 201 or 202 (4) Human Anatomy & Physiology I/II
- _____ PSY 235 (3) Human Growth & Development

FIRST YEAR NURSING CORE (LPN) -30 credits

- _____ NUR 101 (1) Pharmacology Calculations
- _____ NUR 112 (2) Basic Concepts of Pharmacology
- _____ NUR 107 (4) Nursing Concepts & Skills I
- _____ NUR 117 (3) Nursing Care of the Childbearing Family
- _____ NUR 118 (3) Nursing Care of Children
- _____ NUR 106 (7) Nursing Care of Medical Surgical/Clients
- _____ NUR 108 (3) Nursing Concepts & Skills I
- _____ HPR 108 (1) Dietary Nutrition
- _____ NUR 170 (3) Expanded Nursing Concepts
- _____ NUR 171 (3) Expanded Clinical

40 Total Credits: Practical Nursing Certificate

If exiting program at LPN level, the following courses are also required:

- _____ NUR 278 (2) Nursing: Seminar
- _____ HPR 102 (1) CPR for Professionals
- _____ NUR 111 (1) Socialization into Practical Nursing

Associate Degree in Nursing (A.D.N.)

The Associate Degree in Nursing (A.D.N.) program is designed to prepare the student for the licensure examination as a registered nurse. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model.

Upon satisfactory completion of the prescribed A.D.N. 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.

Students who did not complete their first level nursing program (P.N.) at MCC are required to have completed a practical nursing program at NJC or at another institution.

Special admission requirements apply to the Associate Degree in Nursing program. Applicants must follow all rules, have taken prerequisites and meet special deadlines before being admitted to the program.

ASSOCIATE DEGREE NURSING COURSE REQUIREMENTS – ONLY FOR STUDENTS PLACED ON THE NURSING WAITLIST AS OF APRIL 2005. (78 credits)

The A.D.N. Nursing program is undergoing changes in the requirements and application procedures. Due to state mandates and requirements, only students who have already been accepted to the MCC A.D.N. program as of Fall 2005 are subject to the requirements below.

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

GENERAL EDUCATION REQUIREMENTS -10 credits

- _____ ENG 121 (3) English Composition I
- _____ BIO 201 (4) Human Anatomy & Physiology I
- _____ BIO 202 (4) Human Anatomy & Physiology II
- _____ PSY 235 (3) Human Growth & Development

_____ 3 credits HUMANITIES ELECTIVE
from list below:

- | | |
|--------------|-------------------|
| ANT 101, 111 | PSY 101, 102, 249 |
| HIS 101, 102 | SOC 101, 102 |
| HUM 121, 122 | SPA 111, FRE 111 |
| PHI 111, 112 | |

_____ 3 credits GENERAL EDUCATION (Non-nursing)
ELECTIVES from list below:

- | | |
|------------------------|-------------------|
| ANT 101, 111 | HUM 121, 122 |
| BIO 111, 204 | MAT 135 |
| CHE 111 | PSY 101, 102, 249 |
| CIS 118 | SOC 101 |
| ENG 122 | PHI 111, 112 |
| HIS 101, 102, 201, 202 | SPA 111, FRE 111 |

PN APPROVED BY NURSING DIRECTOR or FIRST YEAR NURSING CORE (LPN) -30 credits

- _____ NUR 101 (1) Pharmacology Calculations
- _____ NUR 112 (2) Basic Concepts of Pharmacology
- _____ NUR 107 (4) Nursing Concepts & Skills I
- _____ NUR 117 (3) Nursing Care of the
Childbearing Family
- _____ NUR 118 (3) Nursing Care of Children
- _____ NUR 106 (7) Nursing Care of Medical
Surgical/Clients
- _____ NUR 108 (3) Nursing Concepts & Skills I
- _____ HPR 108 (1) Dietary Nutrition
- _____ NUR 170 (3) Expanded Nursing Concepts
- _____ NUR 171 (3) Expanded Clinical

Level II Courses:

- _____ NUR 210 (5) Nursing Care-CPX Obstetrics
& Pediatric Clients
- _____ NUR 206 (5) Adv Concepts/Medical/Surgical
Clients I
- _____ NUR 211 (5) Nursing Care/Psychiatric Clients
- _____ NUR 278 (2) Seminar: Nursing
- _____ NUR 216 (4) Advanced
Concepts/Medical/Surgical Clients II
- _____ NUR 217 (2) Leadership/Prof. Nursing Practice
- _____ NUR 289 (3) Capstone: Comprehensive
Nursing Internship
- _____ NUR 270 (2) Expanded Clinical I

ASSOCIATE DEGREE NURSING ADMISSION REQUIREMENTS:

(For students applying to the A.D.N. Nursing program
August 1, 2005 must meet the following):

- Current Admission Application on file with the College
- Completion of the required entry exam which should be scheduled through the MCC Testing Center.
- Completed Nursing Program Admission materials are accepted by April 1 for consideration for entrance in the fall semester.
- Completion of the general education courses with a cumulative G.P.A. of 2.0 or higher.
- Submit official transcripts of all previous college course work to BOTH the Nursing program director and to the MCC Registrar.
- Complete College Placement Tests in the MCC Testing Center and achieve entrance scores at the levels listed below or higher:

Sentence Skills	86
Reading	83
College Math	55
- If necessary, students will be enrolled in pre-college courses.
- Before entering the program pre-requisite courses or testing levels must be achieved:

ENGLISH COURSE & COMPETENCY

Successful completion of 3 credits of ENG 121

MATH COMPETENCY

Successful completion of MAT 090-Introductory Algebra or a higher level math course

or

Score of at least 55 on the Accuplacer basic skills assessment for Mathematics

HUMAN ANATOMY & PHYSIOLOGY

Successful completion of BIO 201 or BIO 202

Specific Program requirements:

- LPN program graduates must submit Colorado licensure or permit, plus official transcripts showing completion of 20 semester credits of general education requirements.
- LPN graduation of 3 years prior, must provide documentation of 1,000 hours of work experience as an LPN.
- 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 MCC Testing Center.

Nursing Program New Student Information

For admission requirements for students applying after August 1, 2005 access this Web site:

<http://www.cccs.edu/Nursing/index.html>

WELDING

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

Certificates available are:

- Shielded Metal Arc (STICK) Welding
- Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG)
- AWS Skills Welding

Shielded Metal Arc (STICK) Welding Certificate

Shielded Metal Arc (STICK) Welding Certificate Requirements

Complete the following Welding core curriculum courses:

- _____ WEL 100 (1) Safety for Welders
- _____ WEL 103 (4) Basic Shielded Metal Arc I
- _____ WEL 104 (4) Basic Shielded Metal Arc II
- _____ WEL 113 (2) Oxyfuel and Plasma Cutting
- _____ WEL 114 (2) Oxyacetylene Welding

Also complete these certificate specific courses:

- _____ WEL 106 (4) Blueprint Reading for Welders and Fitters
- _____ WEL 110 (4) Advanced Shielded Metal Arc I
- _____ WEL 111 (4) Advanced Shielded Metal Arc II
- _____ WEL 130 (2) Maintenance Welding
- _____ WEL 180 (3) Welding Internship I

30 Total Credits: Certificate

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate Requirements

Complete the following Welding core curriculum courses:

- _____ WEL 100 (1) Safety for Welders
- _____ WEL 103 (4) Basic Shielded Metal Arc I
- _____ WEL 104 (4) Basic Shielded Metal Arc II
- _____ WEL 113 (2) Oxyfuel and Plasma Cutting
- _____ WEL 114 (2) Oxyacetylene Welding

Also complete these certificate specific courses:

- _____ WEL 201 (4) Gas Metal Arc Welding I
- _____ WEL 203 (4) Flux Cored Arc Welding I
- _____ WEL 224 (4) Advanced Gas Tungsten Arc Welding I
- _____ WEL 225 (4) Advanced Gas Tungsten Arc Welding II
- _____ WEL 230 (4) Pipe Welding I
- _____ WEL 250 (4) Layout and Fabrication

37 Total Credits: Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate

AWS Skills Welding Certificate

AWS Skills Welding Certificate Requirements

Complete the following Welding core curriculum courses:

- _____ WEL 100 (1) Safety for Welders
- _____ WEL 103 (4) Basic Shielded Metal Arc I
- _____ WEL 104 (4) Basic Shielded Metal Arc II
- _____ WEL 113 (2) Oxyfuel and Plasma Cutting
- _____ WEL 114 (2) Oxyacetylene Welding

Also complete these certificate specific courses:

- _____ WEL 231 (4) Pipe Welding II
- _____ WEL 263 (4) Applied Metal Properties
- _____ WEL 275 (3) Welding: Special Topics
- _____ WEL 280 (6) Internship III
- _____ WEL 278 (2) Welding: Workshop

32 Total Credits: AWS Skills Welding Certificate

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 available are:

- Young Farmers Specialist
- Intermediate Young Farmers Specialist
- Advanced Young Farmers Specialist

Young Farmers Specialist Certificate

Young Farmers Specialist Certificate Requirements

Complete the following courses:

- _____ CYF 101 (4) Young Farmers Leadership
- _____ CYF 102 (4) Business Planning
- _____ CYF 103 (4) Agricultural Technology

- 12 Total Credits: Young Farmers Specialist Certificate

Intermediate Young Farmers Specialist Certificate

Intermediate Young Farmers Specialist Certificate Requirements

Complete the following courses:

- _____ CYF 110 (4) Building Leadership Skills
- _____ CYF 111 (4) Construction Technology
- _____ CYF 112 (4) Technology in Agriculture

- 12 Total Credits: Intermediate Young Farmers Specialist Certificate

Advanced Young Farmers Specialist Certificate

Advanced Young Farmers Specialist Certificate Requirements

Complete the following courses:

- _____ CYF 120 (4) Advanced Business Management
- _____ CYF 121 (4) Agricultural Marketing
- _____ CYF 122 (4) Professional Development

- 12 Total Credits: Advanced Young Farmers Specialist Certificate

Did you know?

*56% of MCC students
work while going to school
(32% full time).*

*56% of the student
population at MCC is
under the age of 25;
18% are 46 or older.*



Course Descriptions



LEGEND & EXPLANATION OF THE COURSE DESCRIPTIONS

The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included.

COURSE NUMBERING

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence and sophomore level courses are designated in the 200 sequence.

Courses numbered less than 100 are considered remedial and do not apply to certificate and degree requirements.

SPECIAL TOPICS (175-178 and 275-278)

Special Topics are courses that are numbered 175-178 and 275-278 and provide students with a vehicle to pursue in depth exploration of special topics of interest. The credits and grade scheme will vary depending on course content. The description and outline is approved by the Instructional Dean and filed with the Registrar.

CREDIT HOURS

Listed in parentheses are the credit hours and the total number of contact hours per week, by activity, that the student attends the class assuming a 15-week semester. For instance, a 4 credit hour course that is listed for 45 lecture and 30 lab means there are 45 hours of lecture plus 30 hours of lab during a 15-week semester or an average of 5 hours contact hours per week. In this example a student attends a total of 75 contact hours. The 75 hours can be adjusted to any length term.

COURSE PREREQUISITES

A prerequisite is an enforceable entry requirement for a particular course. The student must satisfy prerequisites, or their equivalent, PRIOR to registering for a course.

COURSE COREQUISITES

A corequisite is an enforceable entry requirement for a particular class. The student is required to enroll in a corequisite course at the same time of registering into the other course.

In most cases, registration into the other course will be permitted if the corequisite has been previously taken and the student received the minimum grade required.

Prefix Discipline/Program Area:

AAA	ACADEMIC ACHIEVEMENT STRATEGIES
ACC	ACCOUNTING
ABM	AG/BUSINESS MANAGEMENT
ANT	ANTHROPOLOGY
ART	ART
AST	ASTRONOMY
ACT	AUTOMOTIVE COLLISION TECHNOLOGY
ASE	AUTOMOTIVE SERVICE TECHNOLOGY
BIO	BIOLOGY
BUS	BUSINESS
BTE	BUSINESS TECHNOLOGIES
CAR	CARPENTRY
CHE	CHEMISTRY
CYF	COLORADO YOUNG FARMERS
COM	COMMUNICATIONS
CIS	COMPUTER INFORMATION SYSTEMS
CNG	COMPUTER NETWORKING
CSC	COMPUTER SCIENCE
ECE	EARLY CHILDHOOD EDUCATION
ECO	ECONOMICS
EDU	EDUCATION
EIC	ELECTRICITY INDUSTRIAL/COMMERCIAL
EMS	EMERGENCY MEDICAL SERVICES
ENG	ENGLISH
ESL	ENGLISH AS A SECOND LANGUAGE
***	FOREIGN LANGUAGE (Prefix indicates language, i.e.: SPA for Spanish, FRE for French, GER for German, etc.)
GEO	GEOGRAPHY
GEY	GEOLOGY
HWE	HEALTH AND WELLNESS
HPR	HEALTH PROFESSIONAL
HIS	HISTORY
HUM	HUMANITIES
JOU	JOURNALISM
LIT	LITERATURE
MAN	MANAGEMENT
MAR	MARKETING
MST	MASSAGE THERAPY
MAT	MATHEMATICS
MOT	MEDICAL OFFICE TECHNOLOGY
MGD	MULTIMEDIA
MUS	MUSIC
NUR	NURSING
NUA	NURSING ASSISTANT
PHI	PHILOSOPHY
PED	PHYSICAL EDUCATION
PTA	PHYSICAL THERAPIST ASSISTANT
PHY	PHYSICS
POS	POLITICAL SCIENCE
PSY	PSYCHOLOGY
REA	READING
REE	REAL ESTATE
SOC	SOCIOLOGY
SPE	SPEECH
THE	THEATRE
WEL	WELDING

ACADEMIC ACHIEVEMENT STRATEGIES

AAA 090 Academic Achievement Strategies

(45 lecture hours, 3 credits)

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

ACCOUNTING

ACC 101 Fundamentals of Accounting

(45 lecture hours, 3 credits)

Corequisite: ACC 103

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 credit)

Corequisite: ACC 101

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 instructor permission
Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

ACC 121 Accounting Principles I

(60 lecture hours, 4 credits)

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

ACC 122 Accounting Principles II

(60 lecture hours, 4 credits)

Prerequisite: ACC 121

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

ACC 125 Computerized Accounting

(68 lab hours, 3 credits)

Prerequisite: ACC 101 or ACC 121

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

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 taxation of individuals and sole proprietorships.

ACC 216 Governmental & Not-for-Profit Accounting

(60 lecture hours, 3 credits)

Prerequisite: ACC 101 or ACC 121

Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

AG/BUSINESS MANAGEMENT

ABM 111 Records & Business Planning I

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

Guides 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)

Focuses on implementing a computerized record keeping system. Emphasis is 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
Covers calculating actual enterprise cost analysis to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. 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
Presents 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. Data generated from an established record keeping system will provide the basis for the development of these financial statements.

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. Continued maintenance of an established record keeping system is a must to provide cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises.

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
Explores marketing alternatives 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, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated. Includes the initial steps toward developing an enterprise trend analysis.

ABM 135 Marketing & Risk Management I

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

Teaches students to conduct marketing research and analysis for the initial steps for developing a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

ABM 136 Marketing & Risk Management II

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

Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented.

ABM 141 Advanced Business Management I

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

Prerequisite: Accurate accrual financial records
Explores 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. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

ABM 142 Advanced Business Management II

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

Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on 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. The maintenance of accurate accrual records and historical data provides the foundation needs for analysis.

ABM 151 Rural Business Entrepreneurship I
(15 lecture hours, 24 private instruction hours, 150 co-op hours, 9 credits)
Guides the student in collection of data necessary for a new venture business plan. Focuses 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 is used.

ABM 152 Rural Business Entrepreneurship II
(15 lecture hours, 24 private instruction hours, 150 co-op hours, 9 credits)
Focuses on the financial component of the business plan. Emphasizes the development of financial statements, making financial projections with support documentation, and identification of finance issues. A technological approach is used.

**ABM 175 Special Topics:
Specialized Ag/Business Management I**
(7.5-22.5 private instruction hours, 1-3 credits)
Prerequisite: Instructor permission
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.

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.
This course is one of the Statewide Guaranteed Transfer courses.

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.
This course is one of the Statewide Guaranteed Transfer courses.

ART

ART 110 Art Appreciation [GT-AH1]
(45 lecture hours, 3 credits)
Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.
This course is one of the Statewide Guaranteed Transfer courses.

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.
This course is one of the Statewide Guaranteed Transfer courses.

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 the visual arts from the Renaissance through the Modern periods.
This course is one of the Statewide Guaranteed Transfer courses.

ART 121 Drawing I
(15 lecture hours 60 lab hours, 3 credits)
Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122 Drawing II
(15 lecture hours 60 lab hours, 3 credits)
Prerequisite: ART 121
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 123 Watercolor I
(15 lecture hours 60 lab hours, 3 credits)
Prerequisite: ART 121 or instructors permission
Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 124 Watercolor II
(15 lecture hours 60 lab hours, 3 credits)
Prerequisite: ART 123 or instructor permission
Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

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 are 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 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 permission

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212 Painting II

(15 lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 211

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 213 Painting III

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 212 or instructor permission

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 214 Painting IV

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 213 or instructor permission

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

ART 221 Drawing III

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 121, 122 or instructor permission

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

ART 222 Drawing IV

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 221 or instructor permission

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

ART 223 Watercolor III

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 124 or instructor permission

Concentrates on the advanced study of subject development, form, color, and theme in watercolor.

ART 224 Watercolor IV

(15 Lecture hours 60 lab hours, 3 credits)

Prerequisite: ART 223, its equivalency, or instructor permission

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.

ASTRONOMY

AST 101 Astronomy I [GT-SCI]

(45 lecture hours 30 lab hours, 4 credits)

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

This course is one of the Statewide Guaranteed Transfer courses.

AST 102 Astronomy II [GT-SCI]

(45 lecture hours 30 lab hours, 4 credits)

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

This course is one of the Statewide Guaranteed Transfer courses.

AUTOMOTIVE COLLISION TECHNOLOGY

ACT 110 Safety In Collision Repair

(23 lecture hours 11 lab hours, 2 credits)

Introduces the student to safety techniques and operation as it relates to shop safety and industry standards. The student is exposed to regulations and collision shop operations. In addition, the student becomes involved with VICA, developing writing and speaking skills.

ACT 111 Metal Welding & Cutting I

(30 lecture hours 23 lab hours, 3 credits)

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

ACT 121 Non-Structural Repair Preparation

(30 lecture hours 23 lab hours, 3 credits)

Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

ACT 122 Panel Repair & Replacements

(15 lecture hours 45 lab hours, 3 credits)

Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers 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)

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)

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis is covered including identification and analysis of damage. 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)

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes 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)

Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. 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)

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)

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations.

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 selections of materials. Proper paint gun use and adjustments is 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)

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

ACT 180 ACT Internship Level I

(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of coursework in specialized area.

Designed to meet the needs of the student in selected specialized area in a work-based environment.

Individualized instruction at the job site is coordinated based on student's interest and instructor approval.

ACT 181 ACT Internship Level II

(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area

Course is a continuation of Level I Internship. Student uses 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 instructor permission

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 231 Advanced Structural Damage Diagnosis & Repair

(30 lecture hours 23 lab hours, 3 credits)

Covers major automotive body repair in vehicles with 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. 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)

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)

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn 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)

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 is 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)

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

ACT 251 Plastics & Adhesives II

(23 lab hours, 1 credit)

Emphasizes advanced plastic and adhesives. 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 is covered.

ACT 280 ACT internship Level III

(Variable 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.

AUTOMOTIVE SERVICE TECHNOLOGY

ASE 102 Introduction to the Automotive Shop

(15 lecture hours 22.5 lab hours, 2 credits)

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

ASE 110 Brakes I

(15 lecture hours 45 lab hours, 3 credits)

Prerequisite: ASE 102

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of 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

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on 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

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

ASE 130 General Engine Diagnosis

(15 lecture hours 22.5 lab hours, 2 credits)

Prerequisite: ASE 102

Focuses on 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

Focuses on 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

Focuses on 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

Focuses on lecture and related experiences 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

Studies 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

Focuses on 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

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

ASE 160 Automotive Engine Removal & Installation

(22.5 lab hours, 1 credits)

Prerequisite: ASE 102

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from 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

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics 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

Covers the operation and theory of the modern automotive braking systems. Includes 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

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students 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

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

Focuses on 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

Focuses on 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

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drive ability problems.

ASE 240 Suspension & Steering II

(15 lecture hours 45 lab hours, 3 credits)

Prerequisite: ASE 140

Emphasizes lecture and related experiences 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

Focuses on 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

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of 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 [GT-SC1]

(45 lecture hours 30 lab hours, 4 credits)

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

This course is one of the Statewide Guaranteed Transfer courses.

BIO 106 Basic Anatomy & Physiology

(60 lecture hours, 4 credits)

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

BIO 111 General College Biology I/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, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience.

This course is one of the Statewide Guaranteed Transfer courses.

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

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: BIO 111

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

This course is one of the Statewide Guaranteed Transfer courses.

BIO 201 Human Anatomy & Physiology I

(45 lecture hours 30 lab hours, 4 credits)

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence.

BIO 202 Human Anatomy & Physiology II

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: BIO 201 or instructor permission

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence.

BIO 204 Microbiology

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: BIO 112 or instructor permission

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

BIO 211 Cell Biology

(45 lecture hours 30 lab hours, 4 credits)

This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

BUSINESS

BUS 115 Introduction to Business

(45 lecture hours, 3 credits)

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

BUS 187 Cooperative Education/Internship

(8 lecture hours 22.5 lab hours, 1-6 credit)

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

BUS 203 Introduction to International Business

(45 lecture hours, 3 credits)

Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business; theories and methods of international trade; financing mechanisms and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

BUS 216 Legal Environment of Business

(45 lecture hours, 3 credits)

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

BUS 217 Business Communications & Report Writing

(45 lecture hours, 3 credits)

Prerequisite: ENG 113 or instructor permission
Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

BUS 226 Business Statistics

(45 lecture hours, 3 credits)

Prerequisite: MAT 106 or equivalent

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

BUSINESS TECHNOLOGIES

BTE 100 Computer Keyboarding

(30 lab hours, 1 credit)

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

BTE 102 Keyboarding Applications I

(46 lab hours, 2 credits)

Prerequisite: BTE 100 or instructor permission

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

BTE 103 Keyboarding Applications II

(68 lab hours, 3 credits)

Prerequisite: BTE 102 or instructor permission

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

BTE 108 Ten-Key By Touch

(23 lab hours, 1 credit)

Introduces touch control of the ten-key pad.

Emphasizes the development of speed and accuracy using proper technique.

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)

Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites.

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)

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)

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)

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 contains instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Coverage includes 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-load bearing walls, and partitions.

CAR 130 Windows & Exterior Doors

(15 lecture hours, 1 credit)

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

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)

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 wall covering.

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, base-board, and casement. Includes an overview of additional interior trim choices.

CAR 151 Interior Trim-Doors & Trim

(23 lab hours, 1 credit)

Covers interior doors and trim with focus on material choices, methods of work, and estimation. Teaches in conjunction with a construction lab experience to provide application of techniques covered in classroom environment.

CAR 153 Interior Trim-Cabinetry/Countertops

(23 lab hours, 1 credit)

Covers the selection/installation/terminology of factory built cabinets and countertops. Includes various types and design and examines estimation of cost.

CAR 170 Clinical: Construction Lab I

(Variable lab hours, 1-6 credits)

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

CAR 171 Clinical: Construction Lab I

(Variable lab hours, 1-6 credits)

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

CAR 172 Clinical: Construction Lab I

(Variable lab hours, 1-6 credits)

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)

Expands upon CAR 105 and gives students a chance to explore more complex plot plans and multi-unit site layouts. Includes a more in-depth look at the blue-prints 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)

Expands upon the material covered in CAR 150 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)

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 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 271 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 272 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 273 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 280 Internship

(Variable 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.

CAR 281 Internship

(Variable 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

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. *This course is one of the Statewide Guaranteed Transfer courses.*

CHE 102 Introduction to Chemistry II [GT-SC1]

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: CHE 101 or instructor permission

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

This course is one of the Statewide Guaranteed Transfer courses.

CHE 111 General College Chemistry I [GT-SC1]

(60 lecture hours 30 lab hours, 5 credits)

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.

This course is one of the Statewide Guaranteed Transfer courses.

CHE 112 General College Chemistry II [GT-SC1]

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: CHE 111

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. *This course is one of the Statewide Guaranteed Transfer courses.*

CHE 205 Introduction Organic Chemistry

(45 lecture hours 30 lab hours, credits)

Prerequisite: CHE 112

Focuses on compounds associated with the element carbon, their reactions, and synthesis. Includes structure, physical properties, reactivities, synthesis and reactions of aliphatic hydrocarbons and selected functional group families including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Covers nomenclature, stereochemistry, and reaction mechanisms. Includes reactions and reaction mechanisms of aromatic compounds. Designed for students needing one semester of organic chemistry.

CHE 211 Organic Chemistry I

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: CHE 112

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

CHE 212 Organic Chemistry II NOT IN ANY PROGRAM

(60 lecture hours 30 lab hours, 5 credits)

Pre-requisite: CHE 211

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

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

(30 lecture hours 22.5 co-op hours, 3 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

(Variable lecture hours, 1-6 credits)

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

CYF 285 Independent Study

(Variable lecture hours, 1-6 credits)

Prerequisite: Instructor permission

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. Includes 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 employment world.

COMPUTER AIDED DRAFTING**CAD 101 Computer Aided Drafting I**

(45 lecture hours, 3 credits)

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

CAD 102 Computer Aided Drafting II

(45 lecture hours, 3 credits)

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

COMPUTER INFORMATION SYSTEMS

CIS 115 Introduction to Computer Information Systems

(30 lecture hours 30 lab hours, 3 credits)

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

CIS 117 Introduction to Technical Applications

(15 lecture hours 30 lab hours, 2 credits)

Reviews standard software packages available to support a microcomputer-based workstation. Included are description of hands-on work with word processors, spreadsheets, electronic presentations, and other common application packages.

CIS 118 Introduction to PC Applications

(30 lecture hours 30 lab hours, 3 credits)

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages

CIS 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 135 Complete PC Word processing: MS Word

(69 lab hours, 3 credits)

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

CIS 141 PC Database I: MS Access

(23 lab hours, 1 credit)

Introduces the student to the functions of a database using selected software. It includes skills such as file creation, searches, sorts, simple editing and indexes.

CIS 142 PC Database II: MS Access

(23 lab hours, 1 credit)

Prerequisite: CIS 141

Continues to build on database skills using appropriate software.

CIS 143 PC Database III: MS Access

(23 lab hours, 1 credit)

Prerequisite: CIS 142

Continues to build database skills using the selected software.

CIS 145 Complete PC Database

(45 lecture hours, 3 credits)

Prerequisite: CIS 118

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

CIS 151 PC Spreadsheets I: MS Excel

(23 lab hours, 1 credit)

Introduces the student to concepts and applications of an electronic spreadsheet. Topics include creating a worksheet, developing a professional looking worksheet and creating charts.

CIS 152 PC Spreadsheets II: MS Excel

(23 lab hours, 1 credit)

Prerequisite: CIS 151

Continues the concepts and applications of an electronic spreadsheet learned in the introduction class. Topics include working with lists, integrating appropriate software with other Windows programs, and working with multiple worksheets and workbooks.

CIS 153 Advanced Spreadsheets: MS Excel

(23 lab hours, 1 credit)

Prerequisite: CIS 152

Continues to build electronic spreadsheet skills. This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros.

CIS 155 PC Spreadsheet Concepts: MS Excel

[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 162 Advanced Presentation Graphics

[23 lab hours, 1 credit]

Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of the software as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs.

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 103 or concurrent enrollment

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

COMPUTER NETWORKING**CNG 101 Introduction to Networking**

(45 lecture hours, 3 credits)

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

CNG 102 Local Area Networks

(45 lecture hours, 3 credits)

Prerequisite: CNG 101

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks.

CNG 116 Microcomputer Hardware

(45 lecture hours, 3 credits)

Introduces computer hardware. Since hardware depends upon specific software to make it work properly, the course also explores relevant software topics. The course covers taking computers apart, diagnosing and fixing minor problems, and upgrading PCs with new components.

CNG 121 Computer Technician I: A+

(60 lecture hours, 4 credits)

Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the CompTIA A+ Certification Exam.

CNG 122 Computer Technician II: A+

(45 lecture hours, 3 credits)

Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI subsystems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam.

CNG 130 PC Technology

(45 lecture hours, 3 credits)

Provides the student with an introduction to microcomputer technology as it pertains to IBM-compatible personal computers.

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

(60 lecture hours, 4 credits)

Prerequisite: MAT 121

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 161 Computer Science II (C++)

(60 lecture hours, 4 credits)

Prerequisite: CSC 160

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

CSC 165 Discrete Structures

(60 lecture hours, 4 credits)

Prerequisite: MAT 121 or CSC 160 or math faculty consent

Prepares students for a fundamental understanding of computing and computer science. Includes set theory, boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

CSC 225 Computer Architecture/Assembly Language Programming

(60 lecture hours, 4 credits)

Prerequisite: CSC 160 or equivalent or instructor permission

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.

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)

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)

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 175 Special Topics

(Variable lecture hours, .05-6 credits)

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

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 instructor permission

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 238 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 226 Child Growth & Development

(60 lecture hours, 4 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. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

**ECE 240 Administration of Early Childhood
Care & Education Programs**

(45 lecture hours, 3 credits)

Prerequisite: ECE 101 or instructor permission

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 289 Capstone: Early Childhood Education

(Variable hours, 1-6 credits)

Incorporates a demonstrated culmination of learning within a given program of study.

ECONOMICS

ECO 105 Introduction to Economics

(45 lecture hours, 3 credits)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

ECO 201 Principles Of Macroeconomics [GT-SS1]

(45 lecture hours, 3 credits)

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

This course is one of the Statewide Guaranteed Transfer courses.

ECO 202 Principles of Microeconomics [GT-SS1]

(45 lecture hours, 3 credits)

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

This course is one of the Statewide Guaranteed Transfer courses.

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. Special interest will be paid to the topic of diversity in the K-12 school system.

EDU 260 Adult Learning & Teaching

(45 lecture hours, 3 credit)

Introduces the basic instructional theory focusing on the adult learner. Includes developing a syllabus, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse participant body, classroom management, learning theory, learning styles, teaching styles, and using technology in the classroom.

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 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.

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 Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

EMS 170 EMT Basic Clinical

(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

(Variable 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)

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

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

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 pre-hospital 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 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)

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060 Writing Fundamentals

(45 lecture hours, 3 credits)

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090 Basic Composition

(45 lecture hours, 3 credits)

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 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 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. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

This course is one of the Statewide Guaranteed Transfer courses.

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.

This course is one of the Statewide Guaranteed Transfer courses.

ENG 175-177 English: Special Topics

(Variable hours, .5-6 Variable credits)

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

ENG 178 English: Seminar

(Variable hours, .5-6 credits)

Provides students with an experiential learning opportunity.

ENG 185 English: Independent Study

(Variable hours, 1 credit hour)

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

ENG 221 Creative Writing I

(45 lecture hours, 3 credits)

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

ENG 222 Creative Writing II

(45 lecture hours, 3 credits)

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 226 Fiction Writing

(45 lecture hours, 3 credits)

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)

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 275-277 English: Special Topics

(.5-6 Variable credit hours)

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

ENG 278 English: Seminar

(.5-6 Variable credit hours)

Provides students with an experiential learning opportunity.

ENG 280 English: Internship

(.5-6 Variable credit hours)

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

ENG 285 English: Independent Study

(1 credit)

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

ENG 287 English: Cooperative Education

(.5-6 Variable credit hours)

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

ENG 289 English: Capstone

(.5-6 Variable credit hours)

Provides a demonstrated culmination of learning within a given program of study.

ENGLISH AS A SECOND LANGUAGE

ESL 011 Basic Pronunciation

(15 lecture hours, 1-5 credits)

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

ESL 012 Intermediate Pronunciation

(15 lecture hours, 1-5 credits)

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

ESL 021 Basic Grammar

(15 lecture hours, 1-5 credits)

Assists the student in mastering basic structures 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
Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar

(45 lecture hours, 3-5 credits)

Prerequisite: ESL 022 or placement test scores
Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation

(15 lecture hours, 1-5 credits)

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

ESL 032 Intermediate Conversation

(45 lecture hours, 3-5 credits)

Prerequisite: ESL 031 or placement test scores
Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

ESL 033 Advanced Communication (30 lecture hours, 2-4 credits)

Prerequisite: ESL 032 or placement test scores
Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note taking strategies, as well as questioning, discussion, and presentation skills.

ESL 041 Basic Reading

(15 lecture hours, 1-5 credits)

Improves comprehension of simple written texts through vocabulary building and reading strategies.

ESL 042 Intermediate Reading

(30 lecture hours, 2-4 credits)

Prerequisite: ESL 041 or placement test scores
Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

FOREIGN LANGUAGE

NOTE: Foreign Language prefix * is determined by language being taught, ie: SPA for Spanish, FRE for French, GER for German, RUS for Russian, etc.**

***** 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.

***** 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

***** 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.

***** 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.

This course is one of the Statewide Guaranteed Transfer courses.

GEOLOGY

GEY 111 Physical Geology [GT-SCI]

(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. *This course is one of the Statewide Guaranteed Transfer courses.*

GEY 121 Historical Geology [GT-SCI]

(45 lecture hours 30 lab hours, 4 credits)

Prerequisite: GEY 111 or instructor permission

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.

This course is one of the Statewide Guaranteed Transfer courses.

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 credit)

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

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 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 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 be health care agencies for pediatric emergencies.

HPR 178 Seminar: Medical Terminology

(30 lecture hours, 2 credits)

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 190 Basic EKG Interpretation

(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 permission
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.

HPR 226 I.V. Therapy

Prerequisite: Health care provider whose scope of practice covers I.V. therapy.
Covers the basic venipuncture techniques, factors involved in vein selection, psychological implications, and nursing measures.

HISTORY**HIS 101 History of Western Civilization I [GT-HI1]**

(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 102 History of Western Civilization II [GT-HI1]

(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 111 World Civilization I

(45 lecture hours, 3 credits)

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures.

HIS 112 World Civilization II

(45 lecture hours, 3 credits)

Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures.

HIS 201 U.S. History I [GT-HI1]

(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 202 U.S. History II [GT-HI1]

(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 225 Colorado History

(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

HIS 235 History of the American West

(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

HUMANITIES**HUM 121 Survey of Humanities I [GT-AH2]**

(45 lecture hours, 3 credits)

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

This course is one of the Statewide Guaranteed Transfer courses.

HUM 122 Survey of Humanities II [GT-AH2]

(45 lecture hours, 3 credits)

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.

This course is one of the Statewide Guaranteed Transfer courses.

HUM 123 Survey of Humanities III [GT-AH2]

(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.

This course is one of the Statewide Guaranteed Transfer courses.

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.

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 206 Intermediate Newswriting & Editing

(45 lecture hours, 3 credits)

Prerequisite: JOU 106 or instructor permission

Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges as the environment, religion, science, medical, public safety and business.

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.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 125 Study of the Short Story

(45 lecture hours, 3 credits)

Focuses on careful reading and interpretation of the short story as a distinct genre. It examines formal as well as thematic elements of short fiction. Critical thinking, discussion, and writing about short stories will enhance perceptive reading skills and heighten awareness of the human condition.

LIT 126 Study of Poetry

(45 lecture hours, 3 credits)

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. Critical thinking, discussion, and writing about poetry will enhance perceptive reading skills and heighten awareness of the human condition.

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 readings and understanding of the works and their cultural backgrounds.

This course is one of the Statewide Guaranteed Transfer courses.

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.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 211 Survey of American Literature I

(45 lecture hours, 3 credits)

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 212 Survey of American Literature II

(45 lecture hours, 3 credits)

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 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.

LIT 278 Seminar

(Variable lecture hours, 1-6 credits variable)

Explores particular authors, topics, themes in depth.

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)

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 125 Teambuilding

(15 lecture hours, 1 credit)

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

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)

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issue

MAN 215 Organizational Behavior

(45 lecture hours, 3 credits)

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

MAN 216 Small Business Management

(30 lecture hours, 2 credits)

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

MAN 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)

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

MARKETING

MAR 111 Principles of Sales

(45 lecture hours, 3 credits)

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 117 Principles of Retailing

(45 lecture hours, 3 credits)

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 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 outcomes.

MAR 216 Principles of Marketing

(45 lecture hours, 3 credits)

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 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.

MASSAGE 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, HPR 217, MST 111

Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinical, 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, HPR 217, MST 111; current First Aid/CPR card

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)

Assists 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: Instructor permission

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

MATHEMATICS

MAT 030 Fundamentals of Mathematics

(30 lecture hours, 2 credits)

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.

MAT 060 Pre-Algebra

(45 lecture hours, 3 credits)

Furtheres the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

MAT 090 Introductory Algebra

(60 lecture hours, 4 credits)

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included.

MAT 106 Survey of Algebra

(60 lecture hours, 4 credits)

Emphasizes problem solving with further study of equations, slope, inequalities, system of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

MAT 107 Career Math

(45 lecture hours, 3 credits)

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 108 Technical Mathematics

(60 lecture hours, 4 credits)

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 112 Financial Mathematics

(45 lecture hours, 3 credits)

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)

Prerequisite: ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

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.

This course is one of the Statewide Guaranteed Transfer courses.

MAT 121 College Algebra [GT-MA1]

(60 lecture hours, 4 credits)

Prerequisite: ACCUPLACER Elementary Algebra score of 85 or higher, 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.

This course is one of the Statewide Guaranteed Transfer courses.

MAT 122 College Trigonometry

(45 lecture hours, 3 credits)

Prerequisite: MAT 121 or instructor permission

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

MAT 123 Finite Mathematics

(60 lecture hours, 4 credits)

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.

MAT 125 Survey of Calculus [GT-MA1]

(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.

This course is one of the Statewide Guaranteed Transfer courses.

MAT 135 Introduction to Statistics [GT-MA1]

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference—estimation, hypothesis testing, comparison of populations, correlation and regression.

This course is one of the Statewide Guaranteed Transfer courses.

MAT 155 Integrated Math I

(45 lecture hours, 3 credits)

Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence which provides a survey of Mathematical concepts from arithmetic, statistics, and algebra. Concepts are taught through modern techniques including application exercises.

MAT 156 Integrated Math II

(45 lecture hours, 3 credits)

Prerequisite: MAT 155

Continuation of MAT 155, covering the topics of fundamentals of probability, statistics, and Euclidean geometry. When applicable laboratory techniques are employed.

MAT 178 Math for Industrial Trades

(10 lecture hours 7.5 lab hours, 1 credit)

Presents math concepts as they are utilized in the workplace. The specific topics are selected to meet the needs of the specific occupation as it relates to industry.

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.

This course is one of the Statewide Guaranteed Transfer courses.

MAT 202 Calculus II [GT-MA1]

(75 lecture hours, 5 credits)

Prerequisite: MAT 201 or instructor permission

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

This course is one of the Statewide Guaranteed Transfer courses.

MAT 203 Calculus III

(60 lecture hours, 4 credits)

Prerequisite: MAT 202 or instructor permission

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application.

MAT 215 Discrete Mathematics

(60 lecture hours, 4 credits)

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students.

MAT 265 Differential Equations

(45 lecture hours, 3 credits)

Prerequisite: MAT 202

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

MEDICAL OFFICE TECHNOLOGY

MOT 120 Medical Office Financial Management

(45 lecture hours, 3 credits)

Co-requisite: As determined by individual college program guidelines

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

MOT 130 Insurance Billing and Coding

(45 lecture hours, 3 credits)

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 132 Medical Transcription I

(15 lecture hours 45 lab hours, 4 credits)

Prerequisite: BTE 103 or concurrent enrollment

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 175 Special Topics: MOT*(Various hours, .5-6 credits)*

Instructs students in clinical and anatomical laboratory vocabulary used in the pathology laboratory. Assists the health care practitioner who is interested in updating vocabulary specific to the laboratory or for the novice student who is developing career skills. This course includes a lecture/self-study combination.

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 188 Practicum*(Various hours, .5-6 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.

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.

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 web site planning, design and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored.

MGD 175 Multimedia: Special Topics*(Variable 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*(Variable lecture hours, 1-6 credits)*

Prerequisite: To be determined by the instructor.
Provides students with an experiential learning experience.

MGD 180 Multimedia: Internship*(Variable 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.

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
Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll 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)*

Prerequisites: MGD 102, MGD 133, MGD 233, MGD 141
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

(Variable hours, 1-6 credits)

Prerequisite: To be determined by the instructor
Provides students with an experiential learning opportunity.

MGD 280 Multimedia: Internship

(Variable 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.

This course is one of the Statewide Guaranteed Transfer courses.

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.

This course is one of the Statewide Guaranteed Transfer courses.

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.

This course is one of the Statewide Guaranteed Transfer courses.

NURSING

NUR 101 Pharmacology Calculations

(12 lecture hours 11 lab hours, 1 credit)

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 103 Basic Health Assessment
for the Practical Nurse**

(10 lecture hours 7.5 lab hours, 1 credit)

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.

NUR 106 Medical & Surgical Nursing Concepts

(72 lecture hours 86 lab hours, 7 credits)

Prerequisite: Acceptance into a professional nursing program

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)

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: Acceptance into a professional nursing program

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: Acceptance into a professional nursing program, 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)

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: Acceptance into a professional nursing program

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: Acceptance into a professional nursing program

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

(135 Clinical hours, 1-6 credits)

Prerequisite: Acceptance into a professional nursing program

Offers the clinical practicum to apply the related nursing theory.

NUR 171 Clinical II

(30 lab hours 90 Clinical hours, 1-6 credits)

Prerequisite: Acceptance into a professional nursing program

Offers the clinical practicum to apply the related nursing theory.

NUR 188 Practicum

(Variable hours, .5-6 credits)

Provides students an opportunity to gain practical experience in applying their nursing skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the practicum supervisor.

NUR 206 Advanced Concepts of Medical-Surgical Nursing I

(45 lecture hours 45 lab hours, 5 credits)

Prerequisite: Acceptance into a professional nursing program

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: Acceptance into a professional nursing program

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: Acceptance into a professional nursing program

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: Acceptance into a professional nursing program

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: Acceptance into a professional nursing program

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

(135 Clinical hours, 1-6 credits)

Prerequisite: Acceptance into a professional nursing program

Offers the clinical practicum to apply the related nursing theory.

NUR 278 Nursing: Seminar

(Variable lecture hours, 1-6 credits)

Prerequisite: To be determined by the instructor

Prerequisite: Acceptance into a professional nursing program

Provides students with an experiential learning experience.

NUR 289 Capstone: Comprehensive Nursing Internship

(15 lecture hours 90 Clinical hours, 2-3 credits)

Prerequisite: Acceptance into a professional nursing program

Facilitates transition from student to graduate nurse through application of nursing principles and skills in an area of health care delivery. Critical thinking, life long 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)

Applies knowledge gained from NUA 101 in a clinical setting.

NUA 171 Advanced Nurse Aide Clinical

(23 lab hours, 1 credit)

Prerequisite: Current CPR card, and health records required by clinical site.

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 human condition, knowledge, freedom, history, ethics, the future, and religion.

This course is one of the Statewide Guaranteed Transfer courses.

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.

This course is one of the Statewide Guaranteed Transfer courses.

PHI 113 Logic [GT-AH3]

(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.

This course is one of the Statewide Guaranteed Transfer courses.

PHI 115 World Religions - West

(45 lecture hours, 3 credits)

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

PHI 116 World Religions - East

(45 lecture hours, 3 credits)

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

PHYSICAL EDUCATION

PED 100 Beginning Golf

(30 lab hours, 1 credit)

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 106 Tennis

(30 lab hours, 1 credit)

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies.

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 113 Fitness Concepts

(30 lab hours, 1 credit)

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

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. 30 Contact Hours.

PED 117 Cross Training

(30 lab hours, 1 credit)

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.

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 121 Step Aerobics

(30 lab hours, 1 credit)

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

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.

PED 148 Yoga II*(30 lab hours, 1 credit)*

Prerequisite: PED 147 or permission of instructor. Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

PER 150 Water Safety Instructor*(30 lecture hours, 2 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 a Water Safety Instructor (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)*

Prerequisite: Admission to the PTA Program
Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training.

PTA 115 Principles & Practice of Physical Therapy*(30 lecture hours, 2 credits)*

Prerequisite: Admission to the PTA Program
Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

PTA 120 Modalities in Physical Therapy*(30 lecture hours 90 lab hours, 5 credits)*

Prerequisite: PTA 110

Corequisite: PTA 135

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

PTA 135 Principles of Electrical Stimulation*(15 lecture hours 30 lab hours, 2 credits)*

Prerequisite: PTA 110

Corequisite: PTA 120

Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

PTA 175 Special Topics: PTA*(Variable hours, 1-6 credits)*

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

PTA 230 Orthopedic Assessment & Management Techniques*(30 lecture hours 68 lab hours, 5 credits)*

Prerequisite: PTA 280

Corequisite: PTA 240

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 280

Corequisite: PTA 230

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.

PTA 278 PTA Seminar

(30 lecture hours, 2 credits)

Corequisites: PTA 281 and PTA 282

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

(160 Internship hours, 4 credits)

Prerequisite: PTA 110, 115, 120, and 135

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 Internship hours, 5 credits)

Prerequisite: PTA 280

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 in-service on a physical therapy related topic.

PTA 282 PTA Internship III

(240 Internship hours, 5 credits)

Prerequisite: PTA 281

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 in service on a physical therapy related topic.

PHYSICS**PHY 105 Conceptual Physics**

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

PHY 111 Physics: Algebra-Based I/Lab [GT-SC1]

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.

This course is one of the Statewide Guaranteed Transfer courses.

PHY 112 Physics: Algebra-Based II/Lab [GT-SC1]

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: PHY 111

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments.

This course is one of the Statewide Guaranteed Transfer courses.

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.

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.

This course is one of the Statewide Guaranteed Transfer courses.

PHY 212 Physics: Calculus-Based II/Lab [GT-SC1]

(60 lecture hours 30 lab hours, 5 credits)

Prerequisite: PHY 211

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

This course is one of the Statewide Guaranteed Transfer courses.

POLITICAL SCIENCE

POS 105 Introduction to Political Science [GT-SS1] (45 lecture hours, 3 credits)

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

This course is one of the Statewide Guaranteed Transfer courses.

POS 111 American Government [GT-SS1] (45 lecture hours, 3 credits)

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

This course is one of the Statewide Guaranteed Transfer courses.

PSYCHOLOGY

PSY 101 General Psychology I [GT-SS3] (45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

This course is one of the Statewide Guaranteed Transfer courses.

PSY 102 General Psychology II [GT-SS3] (45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

This course is one of the Statewide Guaranteed Transfer courses.

PSY 106 Human Relations (45 lecture hours, 3 credits)

Emphasizes the development and practice of effective interpersonal skills on and off the job.

PSY 116 Stress Management (45 lecture hours, 3 credits)

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 215 Psychology of Adjustment (45 lecture hours, 3 credits)

Emphasizes personal growth and the development of interpersonal skills. Focuses on the 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

Focuses on the 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)

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 237 Child & Adolescent Psychology (45 lecture hours, 3 credits)

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

PSY 238 Child Development (45 lecture hours, 3 credits)

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 245 Educational Psychology (45 lecture hours, 3 credits)

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

PSY 247 Child Abuse & Neglect (45 lecture hours, 3 credits)

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

Examines abnormal behavior and its classification, causes, treatment, and prevention.

PSY 265 Psychology of Personality

(45 lecture hours, 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, neurobiological, existential, and/or Eastern, perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.

READING**REA 060 Foundations of Reading**

(45 lecture hours, 3 credits)

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

REA 090 College Preparatory Reading

(45 lecture hours, 3 credits)

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

REAL ESTATE**REE 103 Real Estate Brokers I**

(90 lecture hours, 6 credits)

Enables the student to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. Includes real estate law and practice, practical application, and current legal issues.

REE 104 Real Estate Brokers II

(75 lecture hours, 5 credits)

Enables the student 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)

Focuses on the function of the real estate broker, sales techniques, and ethics. Course is intended for students that want 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)

Provides a demonstrated culmination of learning within a given program of study.

REE 275 Real Estate: Special Topics

(Variable hours, 1-6 credits)

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

SOCIOLOGY**SOC 101 Introduction to Sociology I [GT-SS3]**

(45 lecture hours, 3 credits)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

This course is one of the Statewide Guaranteed Transfer courses.

SOC 102 Introduction to Sociology II [GT-SS3]

(45 lecture hours, 3 credits)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

This course is one of the Statewide Guaranteed Transfer courses.

SOC 205 Sociology of Family Dynamics

(45 lecture hours, 3 credits)

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SPANISH LANGUAGE

(See FOREIGN LANGUAGE)

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.

THEATER

THE 105 Introduction to the Theatre Arts [GT-AH1] (45 lecture hours, 3 credits)

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.

This course is one of the Statewide Guaranteed Transfer courses.

THE 111 Acting I

(45 lecture hours, 3 credits)

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)

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.

This course is one of the Statewide Guaranteed Transfer courses.

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.

This course is one of the Statewide Guaranteed Transfer courses.

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)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 111 Advanced Shielded Metal Arc II

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

WEL 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 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

(Variable lecture/lab hours, 1-6 credits)

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

WEL 180 Internship

(Variable lecture/lab 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)

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

WEL 203 Flux Cored Arc Welding I

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and 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 weld ability 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 weld ability of metals, structural joints, and safety in the welding industry.

WEL 230 Pipe Welding I

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

WEL 231 Pipe Welding II

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to 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

(Variable lecture/lab hours, 1-6 credits)

Prerequisite: instructor permission

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

WEL 278 Workshop: Welding

(Variable lecture/lab hours, 1-6 credits)

Prerequisite: To be determined by instructor

Provides students with an exceptional learning experience.

WEL 280 Internship: Welding

(Variable lecture/lab hours, .5-6 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.

Personnel



Alexander, Daniel - Wray/Yuma Center Director
B.A. & M.A., *Chadron State College*

Amack-Caza, April - Assistant Director, Learning Resource Center
A.A. & A.S., *Morgan Community College*; B.S., *University of Northern Colorado*; M.L.S., *Emporia State University*

Andersen, Mary - Limon Center Director
B.A., *Northern Illinois University*

Annand, Kelly - Ag/ Business Management Faculty
B.S., *Oklahoma State University*; *Vocational Credential*

Barden, Nancy - Bennett Center Director
B.A., *University of Northern Colorado*

Bauer, Kent - Director of Financial Aid & Scholarships; Registrar
A.A., *Northeastern Junior College*; B.S., *University of Northern Colorado*; M.S.M., *Regis University*

Bishop, Sharon - Program Assistant II, Office of the President

Brinkman, Janet - Director of Human Resources
A.A., *Morgan Community College*; B.S. & M.S.M., *Regis University*; *Vocational Credential*

Bryant, Joy - Nursing Faculty
B.S.N. & M.S.N., *University of Akron*

Cardenas, Maria - Administrative Assistant II, Student Services

Castaneda, Debbie - Coordinator of Auxiliary Services
A.A., *Morgan Community College*

Church, Tonya - Medical Prep Faculty
B.S.N., *University of Northern Colorado*

Clough, Susan - Vice President for Administration and Finance
A.A., *Morgan Community College*; B.S. & M.B.A., *Regis University*

Crone, Loretta - Administrative Assistant III, Office of Administration and Finance

Cruse, Kevin - Industrial Technology Faculty
A.S., *Northeastern Junior College*; B.S., *Colorado State University*

Davis, Barbara - Custodian I, Maintenance & Operations

Dobbins, Suzanna - Assistant Controller
A.A.S., *Morgan Community College*; B.S., *Regis University*

Duell, Charles - Agriculture & Business Management Faculty
B.S., *Colorado State University*; *Vocational Credential*

Enninga, Don - Emergency Medical Technology Coordinator
A.A.S., *Northeastern Junior College*; B.S., *Colorado State University*; E.M.T. *Intermediate*; *Vocational Credential*

Ertle, Anita - Learning Resources Specialist
B.S. *Colorado Christian University*

Estes, Donald - Coordinator of Telelearning
A.S., *Diablo Valley College*; B.A. & M.A., *University of Northern Colorado*

Evans, Jaylene - Business Faculty
B.S., *University of Phoenix*; M.A., *Colorado State University*

Ewertz, Kim - Med Prep Faculty
B.S.N., *University of Northern Colorado*; *Vocational Credential*

Frihauf, Barb - Agriculture & Business Management Faculty/Coordinator
B.S., *Colorado State University*; *Vocational Credential*

Frasco, Mark - Information Technology Specialist, Instructional Support
Computer Network Engineering Degree, Westwood College of Technology

Frisbie, Kathy - Nursing Coordinator/Faculty
B.S.N., *Alfred University School of Nursing*; M.S.N., *Decker School of Nursing*; *Vocational Credential*

Garcia, Jan - Human Resources Coordinator
A.A.S. & A.A., *Morgan Community College*; B.S., *Regis University*

Gertge, Phyllis - Instructional Dean
R.N., *Mercy Hospital*; M.P.H., *University of Northern Colorado*; *Vocational Credential*, Ph.D. *Colorado State University*

Gurley, Jolene - Assistant Director, Burlington Center
B.A., *University of Northern Colorado*

- Gutierrez, Trina** - Student Financial Aid Advisor
A.A.S., *Spencer's School of Business*; A.A.S., *Central Community College*; B.S., *Bellevue University*
- Grauberger, Tim** - Collision Repair Technology Coordinator
A.A., *Northeastern Junior College*;
B.S., *Colorado State University*; Vocational Credential
- Haney, C. Michele** - President
B.A., *University of New Mexico*; M.A., *Chapman College*;
Ph.D., *University of Wyoming*
- Hanson, Maryln** - Computer Science & Technology Faculty
A.A., *Morgan Community College*; B.S., *Colorado Christian University*; CISCO Certified Network Associate
- Hartless, Dan** - Information Technology Specialist, Administrative Support
A.A.S., *Otero Junior College*
- Hartwig, Gail** - Physical Therapist Assistant Faculty
A.S., *Donnelly College*; B.S., *University of Kansas*; Vocational Credential
- Heikes, David** - English Faculty
B.S. & M.A., *University of South Dakota*; M.A., *Western Washington University*
- Hernandez, Pam** - Assistant Director, Adult Basic Education
- Hibbert, Valerie** - Administrative Assistant II, Wray/Yuma Center
A.A., *Mira Costa College*; B.S., *Regis University*
- Howe, Michael** - Social Science Faculty
B.S. *University of Wyoming*, M.A. *Midwestern State University*
- Hubbell, Janie** - Associate Dean, Institutional Research & Assessment
A.A.S. & AA., *Morgan Community College*; B.S., *Regis University*
- Huber, Robert J.** - Business Faculty
B.S., *Ferris State College*; M.A., *Colorado State University*;
Vocational Credential
- Jones, Jeff** - Electronics Specialist I
- Kembel, Sheri** - Nursing Faculty
A.S.-Nursing, *Mesa State College*; B.S.N., *University of Northern Colorado*; M.S.N., *University of Northern Colorado*
- Kind, Gene** - Structural Trades I, Maintenance & Operations
- Kral, Evelyn** - Developmental Education
B.S., *Kearney State College*
- Kruglet, Jo Ann** - Associate Dean of Learning Resources
B.S., *Southern Colorado State College*
M.L.S., *University of Denver*
- Kuper, Carol** - Mathematics, Computer Science Faculty
A.A., *Front Range Community College*; B.A. & M.S., *University of Northern Colorado*
- Leach, Carol** - Director, Physical Therapist Assistant Program
B.S., *University of Maryland*; M.H.A., *Chapman University*;
Ph.D., *University of New Mexico*
- Lehman, Thomas** - Biology Faculty
B.A., *Carroll College*; M.S., *University of Nebraska*; M.S., *Colorado State University*
- Leichty, Carma** - Business Faculty
M.B.A., *University of Arizona*; B.A., *University of Iowa*;
A.A.S., *Platte College*; Vocational Credential
- Lieurance, Barb** - Nursing Faculty
A.A., *West Nebraska General Hospital School of Nursing*;
Geriatric Nurse Practitioner, *University of Colorado Health Sciences Center*
- Littlefield, Corliss A.** - Psychology Faculty
B.A., *Pomona College*; M.A., *Peabody College of Vanderbilt University*
- Lopez, Lisa** - Custodian I, Maintenance & Operations
- McKie, Betty** - Instructional Dean
A.A.S. & A.A., *Morgan Community College*; B.A., *University of Northern Colorado*; M.Ed., *Colorado State University*;
Vocational Credential
- Maldonado, Armando** - Foreign Language Faculty & Cultural Outreach
B.A., B.S., & M.A., *University of Wyoming*; Ph.D., *University of Oklahoma*
- Mendez, Gisela** - TRiO Assistant Director
A.A., *Morgan Community College*
- Meschke, Rachel** - Nursing Faculty
B.S.N., *University of Minnesota*; M.S., *Bemidji State University*
- Mese, Connie** - Administrative Assistant III, Student Services & Instructional Office
A.A., *Morgan Community College*
- Meyer, Vickie** - Administrative Assistant I, Bennett Center
- Monsivais, Irma** - TRiO Project Data Specialist
- Morris, Laurie** - Ag/ Business Management Faculty
A.A. & A.A.S., *Morgan Community College*; B.S., *Colorado Christian University*; Vocational Credential

- Nestor, Sally** - Director of Admissions
B.A., *Adams State College*
- Nix, Cathie** - Administrative Assistant II, Instructional Office
A.A.S., *Morgan Community College*; B.A., *Regis University*
- Olsen, Linda** - Assistant to the Director, Limon Center/Counselor, SBDC Limon
A.A., *Morgan Community College*; B.S. *National American University*
- Overturf, Kellie** - Accounting Technician II, Accounts Payable
- Page, Cheryl** - TRIO Director
B.A., *University of Northern Colorado*; B.S., *Regis University*; M.L.S., *Regis University*; *Certification in Adult Education*; *Vocational Credential*
- Parker, Brad** - Auto Service Technology Faculty
A.A.S., *Morgan Community College*; B.S., *Colorado State University*; *Vocational Credential*, *ASE Master Certified*
- Penn, Shirley** - Coordinator, Workplace Literacy
B.A. & M.A., *University of Northern Colorado*
- Pfeifer, Dianna** - Testing Center Coordinator
B.A., *University of Northern Colorado*
- Rhoades, Merle D.** - Business Faculty & Small Business Development Center Director
B.S. & M.A., *University of Northern Colorado*; Ph.D., *Colorado State University*; *Vocational Credential*
- Rhoades, Valerie** - Burlington Center Director
A.A.S., *Northeastern Junior College*; B.A., *Colorado State University*
- Robinson, Ed** - Electronics Specialist II
A.A.S., *Morgan Community College*
- Rorabaugh, Kristi** - Administrative Assistant II, Small Business Development Center
A.A.S., *Morgan Community College*
- Salmon, Paula** - Director of Career Guidance and Placement ADA Coordinator
A.A., *Northeastern Junior College*; B.S. & M.S.M., *Regis University*
- Sample, Deborah** - Nursing Faculty
B.S.N. *University of Northern Colorado*
- Schneider, Todd** - Mathematics & Sciences Faculty
A.A. & A.S., *Morgan Community College*; B.S., *Colorado State University*; M.A., *Colorado State University*
- Schneider, Tracy** - Controller
A.A., *Northeastern Junior College*; B.S., *University of Northern Colorado*; C.P.A.
- Shriver, Michael** - Information Technology Coordinator
A.A.S., *Community College of the Air Force*
- Smith, Dickie** - Construction Technologies Faculty
B.S. & M.S., *Colorado School of Mines*; *Certified Welding Inspector*
- Steward, Carol** - Administrative Assistant II, Switchboard, Financial Aid, Student Services
Certificate & A.A., *Morgan Community College*; B.S., *Regis University*
- Stretcher, Jay** - Ag/ Business Management Faculty
B.S. *Fort Hayes State University*; *Vocational Credential*
- Thomas, Gregory** - English, Speech Faculty
B.A. & M.A., *University of Wyoming*; M.A., *University of Minnesota*
- Thornsby, Carolyn** - MCC Foundation Campaign Manager
M.A., *University of Northern Colorado*
- Torrez, Helen** - Custodian I, Maintenance & Operations
- Tryon, Ruth** - Developmental Education Faculty
A.A., *Osthammar Yrkeskola, Sweden*; B.A., *University of LaVerne, CA*; M.A., *University of Northern Colorado*
- Trusty, Jessica** - Accounting Technician II
- Wacker, Deb** - Enrollment Specialist
- Waters, Julie** - Director, Adult Basic Education
B.A., *Wayne State College*
- Watson, Judy** - Director of Student Life
- Watson, Randy** - Director of Community Workforce Training and Continuing Education
A.A., *Morgan Community College*; B.S., *University of Northern Colorado*
- Weimer, Mike** - General Laborer I, Maintenance & Operations
- Wiener, Melody** - Director of Purchasing & Auxiliary Services.
A.A., *Morgan Community College*
- Wiener, Mike** - Coordinator of Physical Plant Operations
Certified Welder, *US Navy*
- Ziegler, Gene** - Auto Service Technology, Faculty
Vocational Credential, *ASE Master Certified*
- Zorn, Mary** - Director, Marketing and Communication
B.A. and M.Ed. *Colorado State University*

Policies and Safety Issues



Bomb Threats

1. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area and notify (in person) an MCC administrator.
2. If a call should come into any office on the campus or the downtown facilities, attempt to obtain the following:
 - a. The exact location of the bomb.
 - b. The time set for detonation.
 - c. What does the device look like?
 - d. What type of explosive is being used?
 - e. Why was the device placed?
 - f. Exact language used
 - g. Type of suspect (male, female, child)
 - h. Approximate age of suspect.
 - i. Speech type: (slow, fast, excited, normal, confident, broken, disguised).
 - j. Note any background noise.
 - k. Attempt to keep the suspect on the line as long as possible.
3.
 - **DO NOT USE RADIO OR CELL PHONE EQUIPMENT WITHIN A 100 YARD RADIUS OF THE ALLEGED OR SUSPECTED LOCATION OF THE BOMB DEVICE.**
 - **DO NOT TURN LIGHTS ON OR OFF**
 - **DO NOT SOUND THE FIRE ALARM**
 - **DO NOT TURN COMPUTERS OFF**
 - **DO NOT USE ANY RADIO TRANSMITTING DEVICE**
 - **DO NOT PICK UP PACKAGES OR ANY OTHER ITEMS**
 - **DO NOT TURN COMPUTERS OFF**
 - **DO NOT PICK UP PACKAGES OR ANY OTHER ITEMS**
4. Whichever administrator is notified should immediately contact the appointed emergency team personnel in order to use the fire alarm loud speaker system to clear all building occupants. All occupants need to clear an area at least 500 feet from the building.
5. ALL persons are to evacuate the building immediately. Under no circumstances should ANYTHING be touched.

Communicable Diseases

On the basis of current information from the American College Health Association, the National Centers for Disease Control, and the Colorado Department of Health, there are numerous reportable communicable diseases which can infect individuals through various methods of contact and can represent a public health threat to the campus community.

When causes of reportable communicable diseases are known to exist on the Morgan Community College campus, the President of the College will appoint a committee to review matters on a case-by-case basis.

The committee will include the following:

- attending physician of infected individual
- representative from Student Services
- representative from faculty
- representative from administration

The committee will review the issues, consider the guidelines from the above-listed agencies, and provide recommendations to the College President for resolution.

Crime Awareness and Campus Security Act of 1990

In compliance with the Campus Security Act: Title II of Public Law 101-542, Morgan Community College has adopted the following Policies:

Reporting Criminal Activities

Morgan Community College policy is that all criminal actions or other emergencies are to be reported to the Vice President of Administration, or his/her designee, whether in person or by telephone. The Vice President will respond to all calls; medical assistance will be administered by the Morgan County Ambulance Services. Law Enforcement assistance will be provided upon request by the City of Fort Morgan Police Department. Motor vehicle accident, investigation assistance will be requested from the same.

Security and Access to Campus Facilities

The Vice President of Administration is charged with the security of the institution and the campus population. Access to the campus is open to the public during normal business hours (8:00 a.m. - 5:00 p.m. Monday-Friday). Security procedures are described in CP 19-30.

Campus Law Enforcement

Campus law enforcement is the responsibility of the City of Fort Morgan Police Department.

Off-Campus Activities of Student Organizations

It is the policy of Morgan Community College to request reports from appropriate law enforcement jurisdiction of any unlawful off-campus activity of any student organizations recognized by the college.

Possession, Use and Sale of Alcohol and Drugs

It is the policy of Morgan Community College that there will be no illegal sales and no unauthorized or unlawful use of alcohol or illegal drugs on campus.

Reporting of Criminal Activities:

In the event of a crime of murder, rape (or attempted rape), robbery, aggravated assault, burglary (or attempted burglary), or motor vehicle theft (or attempted theft) occurring on the Morgan Community College campus, witnesses or victims are advised to contact one of the following people immediately:

- Vice President of Administration Ext. 3127
- Dean of Student Success and Enrollment Mgmt., Ext. 3155
- Morgan County Police Department
Emergency 911

If the police department is contacted directly, the Vice President of Administration should also be contacted to report the information.

The above college personnel will work directly with the individual(s) reporting the incident and in conjunction with the appropriate personnel outside of the college as necessary. Either the college disciplinary procedures or local law enforcement officials will be contacted depending on the situation and the parties involved.

Warnings

Students are encouraged to travel in pairs or groups when walking to and from the parking lot, particularly in the evenings and at night. As the college becomes aware of potential threats to the college community, students and other members of the college community will be given timely notice regarding violent crimes reported on campus.

Records

The college will provide a record of violent crimes committed on the Morgan Community College campus and make those records available each September to the students and employees of Morgan Community College and available on request to those seeking employment or enrollment.

Campus Security Report

For the Department of Education, and to be available along with the campus security policy information, to all students and employees, as well as for all requests from potential employees and students, a Campus Security Report is to be completed September 1 of each year and left on file with the President's office of Morgan Community College.

Categories of Crimes to be Reported

Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arrests for Liquor Law Violations, Drug Abuse Violations, and Weapons Violations (not including drunkenness or driving under the influence of alcohol).

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.

Emergency Fire/Explosion Evacuation Procedures

The College, in order to preserve life and property and as required by statute, provides alarm systems to notify all persons in Morgan Community College buildings of a potential or actual fire emergency. Disregard of an alarm places the College and/or persons in serious jeopardy, especially if a personal injury occurs.

FIRE ALARM SYSTEM

When a fire alarm is generated in any Morgan Community College building, all personnel will evacuate to an outside area 500 feet away from the building.

RED-FIRE BOX

When a fire is discovered in any part of a building, proceed to the nearest red-fire box and pull down the bar or lever until it breaks the glass rod. This will activate the fire alarm system. Follow the prescribed exit route to exit the building immediately.

NOTIFICATION

The appointed emergency team personnel will be notified immediately of any alarm being generated in the Main Campus or Downtown location buildings. The Fort Morgan Fire Department will be notified immediately by automatic dialer of all fire alarms. An automatic dialer is in place which rings the monitoring agency - 1-800-757-0397 and 867-2461 but a follow-up call should be made from outside the building. In the event of a false alarm, the fire department should also be notified - 867-2815.

The Fort Morgan Fire Department will respond immediately. Fire equipment will arrive as the building is being evacuated. DO NOT HAMPER THEIR EFFORTS.

Upon arrival at the scene, the appointed emergency team personnel may request assistance from the Fort Morgan Police Department and/or help of persons on the scene for crowd control, response of emergency vehicles, and other emergency personnel.

The Fort Morgan Fire Department will be the authoritative personnel to allow re-entry to the building and notify the appropriate emergency personnel team to reset alarms based on their evaluation of the situation.

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT OR THE APPOINTED EMERGENCY PERSONNEL TEAM GIVES CLEAR INDICATION THAT IT IS SAFE TO DO SO.

RESPONSIBILITY

ALL PERSONS have responsibility to become familiar with the exit patterns from their area. In addition, they should know where the nearest red-fire box is located. An over-all floor plan is posted in each room, by every building exterior door and other appropriate areas. Exit patterns and weather safe zones are clearly indicated.

The Emergency Evacuation procedures are on the MCC website. Copies will be available to students and the general public as requested. All faculty members should inform their students at the beginning of each term of the exit patterns from that particular room or area in which they are teaching. In advance of an emergency, persons with disabilities, who may need assistance during an emergency, should seek a volunteer from their class(es) In any MCC building, persons with disabilities, and those temporarily disabled may need assistance from volunteers to the nearest exit. Visible fire alarms are located in the main corridors of the building, therefore; in classrooms, laboratories and offices, hearing impaired individuals may need to be made aware personally that the fire alarm is sounding. Visibility-impaired persons and persons with physical limitations may need assistance to the most accessible exit. Volunteers should ask the person how they might provide assistance prior to reacting.

PERSONS WITH DISABILITIES AND TEMPORARILY DISABLED PERSONS

During a fire evacuation, all persons in wheelchairs and those with disabilities should proceed to any outside doors.

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT OR THE APPOINTED EMERGENCY TEAM PERSONNEL GIVES CLEAR INDICATION THAT IT IS SAFE TO DO SO.

In advance of an emergency situation, persons with disabilities and those temporarily disabled are asked to help themselves as much as possible and to be prepared for an emergency.

Family Educational Rights and Privacy Act (FERPA)

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.

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.

Hazardous Material or Radiation Spill Procedures

1. Report any Hazardous Material or Radioactive material spill or leak should be reported immediately to the MCC switchboard operator AND Dial 911 and give them description of spill.
2. Report type of material, quantity, location of incident and any other pertinent information you may have. DO NOT return to the area of the incident to gather more information.
3. Building evacuation alarm should be sounded and the emergency response team member should ensure the affected building is evacuated and no one is allowed to enter the building.
4. Emergency response team will work with emergency responders as needed and only allow building re-entry once they have cleared the building.
5. Any one contaminated by the spill should be kept away from others and should be treated by trained emergency responders. (victims might need to be decontaminated before they are treated).
6. Once evacuated from the building ensure that everyone stays at least 500 feet upwind from the building. Allow emergency responders room to work and keep everyone out of their way. Keep roadways and parking areas clear to allow room for emergency vehicles.

Security for Campus Buildings

DOORS

The exterior doors of the Campus buildings will be locked by the Maintenance team personnel Monday through Friday at 10:30 p.m. and Weekends at 5:00 p.m. All personnel who are within the building at closing hours are able to exit the building at various locations due to the type of exterior door latching system in use. Once you have exited, please check that the doors locked behind you.

During periods of inactivity, school closings, and on all major holidays, the buildings will remain locked. Only staff with approved exterior door access and codes may enter the building. MCC utilizes a 24-hour security monitoring system to prevent unauthorized entry. If an unauthorized person gains entry, the security monitoring company automatically notifies the Fort Morgan Police Department to respond and take appropriate action.

The campus buildings will be open at 7:00 a.m. Monday through Friday, and 7:00 a.m. Saturday. All buildings will be locked on Sunday unless special arrangements have been made.

IDENTIFICATION

The administrative staff can ask for proof of identification from campus occupants unknown to them.

NOTIFICATION OF SUSPICIOUS ACTIVITIES

The administrative staff solicits your involvement as to reporting all suspicious or criminal activities which occur on campus.

Severe Weather/Tornado Alert Procedures

The College, in order to preserve life and property, provides alarm systems to notify all persons in Morgan Community College buildings of a potential or actual tornado emergency. Disregard of an alarm places the College and/or persons in serious jeopardy, especially if a personal injury occurs.

ALARM SYSTEM

When a tornado alarm is generated in any Morgan Community College building, all personnel will seek shelter in designated safe zones.

NOTIFICATION

The Information Desk will be notified immediately of any warning generated by the Denver or National Weather Service Agency via the Morgan County Emergency Agency pager. A watch notification will activate a calling tree to emergency response team members for awareness of watch. A warning notification will activate the tornado procedure. The Information Desk will notify the downtown locations and the physical plant staff of such alert. An emergency response team member will activate the loud speaker alarm system and give a scripted notification of the tornado warning.

RESPONSIBILITY

ALL PERSONS have responsibility to become familiar with the safe zone areas. An over-all floor plan is posted at each entry area (exit patterns and weather safe zones are clearly indicated). All persons are required to take shelter in a safe zone until an all-clear signal is given. The Emergency Alert procedures are available on the MCC website. Copies will be available to students and the general public upon request and any other division, or department upon request.

- All faculty should inform their students at the beginning of each term of the safe zones closest to that particular room or area in which they are teaching.
- In advance of an emergency, persons with disabilities, who may need assistance during an emergency, should seek a volunteer from their class(es).

PERSONS WITH DISABILITIES AND TEMPORARILY DISABLED PERSONS

In any MCC building, persons with disabilities, and those temporarily disabled may need assistance from volunteers to the nearest exit. Visible fire alarms are located in the main corridors of the building, therefore; in classrooms, laboratories and offices, hearing impaired individuals may need to be made aware personally that the fire alarm is sounding. Visibility-impaired persons and persons with physical limitations may need assistance to the most accessible exit. Volunteers should ask the person how they might provide assistance prior to reacting.

In advance of an emergency situation, persons with disabilities and those temporarily disabled are asked to help themselves as much as possible and to be prepared for an emergency.

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.

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.
16. 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 harass-

ment, 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.
- f. 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.

Use of College Facilities by College Groups

College facilities may be scheduled for use by administration, faculty, staff, and college groups such as Student Government, faculty groups, and student clubs, as long as such use of facilities will be without charge except for out-of-pocket expenses to the College (such as for custodians, grounds crew, damages, security costs, etc.)

PRIORITY USE OF FACILITIES

1. The first priority for use of facilities is assigned to the individual departments which carry out instructional programs for the benefit of the College.
2. The second priority is assigned to the College students, faculty, and staff for educational, cultural, recreational, and organizational activities which are provided for members of the College.
3. The third priority is assigned to non-profit groups for educational programs, providing the group is affiliated with the College.
4. The fourth priority is assigned to educational institutions; city, state, or federal agencies; political organizations which have appeared on the ballot in the State of Colorado; and community sectarian or religious groups, if activities are compatible with the overall educational mission of the College.
5. The fifth priority includes commercial enterprises including advertisers and/or fund-raisers to use to which it is lawfully dedicated.
 - A. The College reserves the right to restrict vendors as to the specific time, locations and the manner in which contact may be made with students or staff and/or in which items may be sold.
 - B. The College reserves the right to preserve the property under its control and for the use to which it is lawfully dedicated.

APPROVAL OF USE OF FACILITIES

Permission to use College facilities may be requested by contacting the college scheduler to determine if a room is available.

If approval for use of facilities is granted, the group or individual must abide by the following conditions:

1. Individual requesting College facilities is responsible for the supervision of the group at all times, for insuring that the group remains in the designated area and for leaving the facilities in good order.
2. Individual requesting College facilities is responsible for reimbursing the College for any damages and/or additional charges for excessive cleanup cost that might occur in the use of scheduled activity.
3. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking attendance and to protect College property

involved. The College shall determine the minimum number of security personnel or additional personnel, which will be needed to accommodate the function. The group will be responsible for paying the officer, at the prevailing rate, at the end of the event.

4. The event sponsor will insure that all promotion and advertising of events involving the use of the College facilities shall identify the individual or group sponsoring the event.
5. Comply with local, state, and federal laws and College policies and regulations.

Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the President and/or Vice President of Administration.

Use of College Facilities by Non-College Groups

Morgan Community College, as a community institution, is dedicated to the education, cultural and recreational needs of its service area, welcomes the use of the College's facilities by outside organizations when such use does not interfere with the College's primary educational mission.

There are two categories into which organizations wishing to use the College facilities may fall. (NOTE: There will be no fee for any "college related" function, including student organizations)

Group I. FOR PROFIT entity; use not related to college activity

Group II. NON PROFIT entity; use not related to college activity

The College reserves the right to restrict vendors as to the specific time, locations and the manner in which contact may be made with students or staff and/or in which items may be sold.

The College reserves the right to preserve the property under its control and for the use to which it is lawfully dedicated.

In granting use of facilities to commercial advertisers and/or fund raisers the College shall take into consideration the contracts and agreements in effect with vendors who presently provide services to the College, its students, faculty and staff.

APPROVAL OF USE OF FACILITIES

Application to use the College facilities may be requested by an individual or group through the College Scheduler. An "Application for Use of Facilities" must be filled out and returned to the College Scheduler. The rental of College facilities is subject to approval by the Vice President of Administration.

1. The College's Facilities may be scheduled by non-college organizations and groups when those facilities are not scheduled for college activities. All requests shall be directed to the College Scheduler. Requests for future terms will not be approved until the term begins and the instructional commitment is identified. Requests received during the term shall be given consideration, subject to the availability of the time requested.

If approval for use of College facilities is granted, the group or individual must abide by the following conditions:

1. Provide an event supervisor or sponsor who will be responsible for the supervision of the group at all times; for insuring that the group remains in the designated area; and for leaving the facilities in reasonable order.
2. Accept responsibility for reimbursing the College for regular fees, damages and/or additional charges for excessive cleanup costs that might occur in the use of the scheduled activity.
3. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking admittance and to protect College property involved. The College shall determine the minimum number of security personnel or additional personnel, which will be needed to accommodate the function. The group will be responsible for paying the officer, at the prevailing rate, at the end of the event.
4. The event sponsor will insure that all promotion and advertising of events involving the use of College facilities shall identify the individual or group sponsoring the event.
5. Comply with Local, State, and Federal laws and College policies and regulations.
6. Protect the rights of speakers to be heard, the rights of the community to hear speakers and the reputation of the College as a center of free speech.
7. No vehicles of any kind will be permitted to park on lawns, paved walks (concrete or blacktop), ramps or any areas not specifically designated for vehicles.

8. College facilities may not be used in any manner to involve the College as endorsing a partisan, political, sectarian or religious position or commercial product or services.
9. No one is authorized to go to the roof of any building.
10. The College is not responsible for any theft, accident or injury which may occur at any event sponsored by a non-college group or organization. Liability insurance of \$500,000 naming Morgan Community College as additionally insured may be required and must be received before final approval and use of the facility may take place.

LIMITATIONS ON USE OF COLLEGE FACILITIES

1. The following are not permitted to operate on the College Campus or in any of its buildings or facilities without specific approval of the Vice President of Administration and/or the Dean of Student Success and Enrollment Management
 - a. Solicitors
 - b. Sales Persons
 - c. Peddlers
 - d. Canvassers
2. Facilities may not be used in ways which interfere with the College's teaching, administrative and service activities. Illustrations of such kinds of interference are the following: violence, property damage, persistent noise at a level clearly disruptive, extension of protests into buildings, petitioning, etc.
3. Anyone using facilities without proper authorization or in an unauthorized manner will not only be subject to regular fees plus a damage charge, but may also be denied further use of College facilities.
4. Violation of any part of this procedure or irresponsible conduct by members of the group will be grounds for cancellation of the activity by either the sponsor of the group or a College Official without waiving the costs incurred and due the College.
5. Animals are not permitted in any College facility unless directly associated with class instruction, approved programs, or guide dogs for the blind.
6. The College reserves the right to amend this procedure as need arises for the safety, care and cleanliness of the premises and for preservation of good order therein.
7. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the President and/or Vice President of Administration.

FEE POLICY FOR FACILITIES

Total estimate of charges will be made and collected from the user prior to the date of event. Actual charges will be made after the function, cleanup, and restoration of area or areas to their original condition. Payment is due upon receipt of invoice.

Fees, unless waived by the College President or Vice President of Administration/Finance, will be charged as follows:

- Group I. FOR PROFIT entity; use not related to college activity
- Group II. NON PROFIT entity; use not related to college activity

Use of a Classroom or Bloedorn Hall

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
 - Group I: Up to 4 hours-\$50/day/room; 4 hours or more-\$100/day/room
 - Group II: Up to 4 hours-\$40/day/room; 4 hours or more-\$80/day/room
 - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour/room
- B. Sunday: Charges are on an hourly basis
 - Group I and Group II: \$50/hour

Use of Founders Room

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
 - Group I: Up to 4 hours-\$80/day; 4 hours or more-\$150/day
 - Group II: Up to 4 hours-\$60/day; 4 hours or more-\$120/day
 - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour
- B. Sunday: Charges are on an hourly basis
 - Group I and Group II: \$50/hour

Use of Conference Room or Seminar Rooms

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
 - Group I: Up to 4 hours-\$25/day; 4 hours or more-\$50/day
 - Group II: Up to 4 hours-\$20/day; 4 hours or more-\$40/day
 - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour
- B. Sunday: Charges are on an hourly basis
 - Group I and Group II: \$50/hour

Payments are to be made in advance of the event; no deposits will be accepted. If the event runs beyond scheduled time, additional costs based on above fees will be invoiced.

If event is canceled at least 48 hours prior to scheduled date, a full refund will be given.

Use of technology equipment requires additional fees and arrangements.

The College Scheduler will:

1. Schedule rooms, complete Application for Use of Facilities Form, notify M&O of scheduled events and in conjunction with Accounting Services collect fees for room usage.

Violence/Firearms on Campus

VIOLENT BEHAVIOR

Violent behavior or the threat of violence toward employees, students, the general public, college property or college operated facilities will not be tolerated. Violent behavior is defined as any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

FIREARMS

No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by Morgan Community College.

“Weapon” means any of the following which in the manner it is used or intended to be used is capable of producing death or serious bodily injury:

- a firearm, whether loaded or unloaded;
- a knife;
- a bludgeon;
- or any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Persons authorized to carry firearms and other equipment defined in the policy are:

- those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
- those persons authorized by law to carry firearms; and
- those persons granted permission at the discretion of the college president for specific purposes from time to time.

Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as being charged with violation of existing criminal statutes.

In the event of a violent behavior of firearm occurrence, notify the Dean of Student Success and Enrollment Management (ext. 3155). If that Dean is unavailable, notify the office of the President (ext. 3105), Vice President (ext. 3127), or another Dean (ext. 3118 or ext. 3117) who will then designate the call of 9-911.

Rights Reserved

The college reserves the right to change any provision or requirement of this catalog, including fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education, or the Colorado Community College and Occupational Education system, or college policy.

The college reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program.

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.

Statement of Non-Discrimination

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 Susan Clough, Affirmative Action Officer, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701, 970-542-3127.

ADA Statement

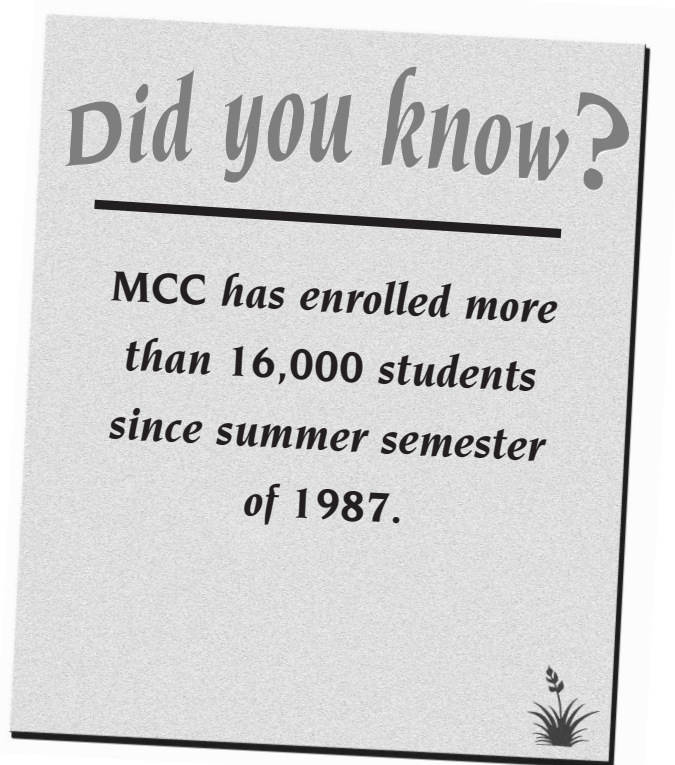
In accordance with the requirements of the Americans with Disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F.R. & 35.107 (a), Morgan Community College has designated an ADA Coordinator. For information regarding civil rights or grievance procedures, contact Paula Salmon, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701, 970-542-3157, or 1-800-622-0216.

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 American with Disabilities Act, 1990. For information regarding civil rights or grievance procedures, contact Susan Clough, 920 Barlow Road, Fort Morgan, CO 80701, 970-542-3127.

Family Education Rights and Privacy Act: Morgan Community College complies fully with the Family Education Rights and Privacy Act of 1974, designed to protect the privacy of educational records.

Credits

Published by the MCC Marketing Department, Mary Zorn, Director, in conjunction with the MCC Student Services Department and Instructional Office.



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MORGAN COMMUNITY COLLEGE
920 Barlow Road • Fort Morgan, CO 80701
(970) 542-3100 • 1-800-622-0216

Application for Admission

Responses to items marked by an asterisk () are voluntary, will be kept confidential, will not be used in a discriminatory manner, and are intended to support actions designed to promote students' participation in the education programs offered by the College. The information will not be used as a factor in acceptance to the College.

INSTRUCTIONS - Please complete all sections of this application in BLACK INK and PRINT LEGIBLY.

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL 20 SUMMER FALL SPRING

- - OR - - BIRTHDATE - - GENDER
Social Security Number Tax Identification Number MONTH DAY YEAR (M) Male (F) Female

LAST NAME FIRST NAME MIDDLE NAME

*Current Employment Status (F) full time (30+ hrs/week) (P) part time (1-29 hrs/week) (U) unemployed
*Ethnic Origin: (I) American Indian or Alaskan Native (O) Asian or Pacific Islander (H) Hispanic (B) Black Non-Hispanic (W) White Non-Hispanic
Citizenship: U.S. Citizen Non U.S. Citizen**
Country of Citizenship: _____
Visa Type: _____

*Veteran/Military Service None (1) Veteran or Dependent Eligible for VA Educational Benefits (2) Veteran Not Eligible for VA Educational Benefits (3) Active Duty Veteran (4) Active Duty Military
VISA Expiration Date: _____
**You must attach a photocopy of your I-551 (Resident Alien Card) (both sides) or I-94 (Arrival-Departure Record). If you are under the age of 23, you must attach a photocopy of both your and your parent's/legal guardian's I-551 or I-94.

Office Use Only
 VISA RESIDENCY ORIGINAL COUNTY ORIGINAL STATE

LOCAL ADDRESS COUNTY OF LOCAL ADDRESS
 CITY STATE ZIP CODE COUNTRY (AREA CODE) RESIDENCE PHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE) COUNTY OF PERMANENT ADDRESS
 CITY STATE ZIP CODE COUNTRY (AREA CODE) BUSINESS PHONE NUMBER

E-MAIL ADDRESS

While at this institution, do you intend to
 (1) Earn an academic degree (AA/AS/AGS) (2) Earn a vocational - technical degree (AAS) (3) Earn a vocational - technical certificate (4) None of the above
Are you enrolling at this college for job or career reasons? Yes No
Do you plan to transfer to another institution?
 (1) Yes, to a 4-year school after graduation (2) Yes, to a 4-year school before graduation (3) Yes, to a 2-year school after graduation (4) Yes, to a 2-year school before graduation (5) No, I do not plan to transfer
Please indicate planned length of study at this institution:
 (1) semester (2) 1 year (3) 2 years (4) More than 2 years
Program/Major area of study:

"Do you consider yourself economically disadvantaged?" yes no
"Do you consider yourself academically disadvantaged?" yes no
"Is English your second language?" yes no
"Do you consider yourself a displaced homemaker?" yes no
"Do you consider yourself a single parent?" yes no
Have your parents earned a baccalaureate (4-year) degree?
 (M) Mother (N) Neither (F) Father (B) Both (U) Unknown
Which best describes your current status?
 (NE) New Student, I have never attended any college or university.
 I have attended another college. Please check one item below.
____ (TR) I expect to transfer credit from my prior college.
____ (TN) I do NOT expect to transfer credit.
 (RA) I am a former student of this college, applying for readmission.

Which best describes the level of education you have completed? (choose one)
 (LH) Less than High School (HS) High School Graduate/GED (CE) Certificate (AA) Associate Degree (AA, AS) (AG) Associate Degree (AAS, AGS) (BD) Bachelor's Degree (MA) Master's Degree (DD) Doctorate (Ed D, Ph D) (PR) Professional Degree (MD, JD, MBA, Ed S)
Name of Last High School Attended City State
Name of Last College Attended City State
Type of Secondary Diploma
 High School Diploma, (Y) Year Received 19/20
 (G) G.E.D. - Year Received 19/20
 (C) Currently enrolled in High School Expected Graduation Date 20
 (N) Non-Graduate

SELECTIVE SERVICE STATEMENT

To comply with Colorado State Law, all males between the ages of 18 and 26 years must answer the following question.
Are you registered with the Selective Service? Yes No You can register for selective service at <http://www.sss.gov/FSregist.htm>.

OFFICE USE ONLY

STUDENT ID COLLEGE DEGREE MAJOR MINOR SPEC HIGH SCHOOL CODE COLLEGE CODE

REV (11/04)

COLLEGE OPPORTUNITY FUND

The College Opportunity Fund (COF) provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition. You must apply via the internet at www.CollegeinColorado.org in order to receive this stipend.

TUITION CLASSIFICATION: (Has no effect on admission to the college)

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION

Please answer the following questions carefully. If appropriate indicate "none" or "not applicable". You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word "present" for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

CURRENT AGE

If you are under 23:
 YOUR PARENT or
 LEGAL GUARDIAN

and YOU

Dates of continuous physical presence in Colorado.....

mo day yr to mo day yr

mo day yr to mo day yr

Dates of extended absences from Colorado during the last two years.....

mo yr to mo yr

mo yr to mo yr

List the last two years Colorado income taxes have been filed.....

yr and yr

yr and yr

List the last two years of employment or source of income.....

Employer State mo yr to mo yr

Employer State mo yr to mo yr

Employer State mo yr to mo yr

Employer State mo yr to mo yr

Date current Colorado Driver's License or Colorado I.D. was issued and number.....

mo yr New # _____
Renewal

mo yr New # _____
Renewal

List the last two years of Colorado Motor Vehicle Registration.....

mo yr and mo yr

mo yr and mo yr

Date of Colorado Voter Registration.....

mo yr

mo yr

If you are NOT a U.S. Citizen, please attach a photocopy of your parent's/legal guardian's Visa, I-551 (Resident Alien Card) (both sides) or I-94 (Arrival-Departure Record).

Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date). mo yr

Response to this question is voluntary, will not affect the admission process, and is used only to determine residency status.

If you are active duty military or a dependent of an active duty military service member assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office for documentation.

All items are subject to change without notice.

STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for tuition reclassification or dismissal.

Student Signature AND Parent or Legal Guardian Signature if applicant is under 18 Date

Institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.

THANK YOU FOR YOUR INTEREST IN OUR COLLEGE

COLORADO COMMUNITY
COLLEGE SYSTEM



2005 -2006 Catalog Addendum

1. Associate of Arts Degree- Change Rev. 7-21-05

Morgan Community College 2005-2006 Catalog
ASSOCIATE OF ARTS DEGREE w/Guarantee
Catalog 06F, Fall 2005

----- Associate of Arts Requirements (60) Total Credits

----- State Guaranteed Gen Ed Courses (35-37) -----

All courses must be completed with a "C" grade or better to apply to the State Guaranteed Transfer & 60+60 Agreement.

I. Communications: 2 courses/ 6 credits

Both of these courses are required

___ ENG 121 (3) -English Composition I [GT-CO1]

___ ENG 122 (3) -English Composition II [GT-CO2]

II. Arts and Humanities 3 courses/9credits required

Select 3 courses with no more that 2 courses from any 1 category

[GT-AH1] ARTS CATEGORY- (You may select no more than 2 courses in this category)

___ ART 110-Art Appreciation [GT-AH1] (Course will only apply if taken Spring 2004 or after)

___ ART 111-Art History I [GT-AH1]

___ ART 112-Art History II [GT-AH1]

___ MUS 120-Music Appreciation [GT-AH1]

___ MUS 121-Introduction to Music History I [GT-AH1]

___ MUS 122-Introduction to Music History II [GT-AH1]

___ THE 105-Introduction to Theatre Arts [GT-AH1]

___ THE 211-Development of Theatre I [GT-AH1]

___ THE 212-Development of Theatre II [GT-AH1]

[GT-AH2] LITERATURE & HUMANITIES CATEGORY (You may select no more than 2 courses from this category)

___ HUM 121-Survey of Humanities I [GT-AH2] (Course will only apply if taken Spring 2004 or after)

___ HUM 122-Survey of Humanities II [GT-AH2] (Course will only apply if taken Spring 2004 or after)

___ HUM 123-Survey of Humanities III [GT-AH2] (Course will only apply if taken Spring 2004 or after)

___ LIT 115-Introduction to Literature [GT-AH2]

___ LIT 201-Masterpieces of Literature I [GT-AH2]

___ LIT 202-Masterpieces of Literature II [GT-AH2]

[GT-AH3] WAYS OF THINKING CATEGORY- (You may select no more than 2 courses from this category)

___ PHI 111-Introduction to Philosophy [GT-AH3]

___ PHI 112-Ethics [GT-AH3]

___ PHI 113-Logic [GT-AH2] (Course will only apply if taken Spring 2004 or after)

----- III. Mathematics -----

3-5 credits required. Select 1 Mathematics [GT-MA1] course listed below.

___ MAT 120-Mathematics for Liberal Arts [GT-MA1]

- MAT 121-College Algebra [GT-MA1]
- MAT 125-Survey of Calculus [GT-MA1]
- MAT 135-Introduction to Statistics [GT-MA1]
- MAT 201-Calculus I [GT-MA1]
- MAT 202-Calculus II [GT-MA1]

----- IV. Social and Behavioral Sciences (9) -----

Select 3 courses, 1 of which must history, with no more than 2 courses from any one category. 9 hours remain.

[GT-H1] HISTORY CATEGORY 1- 1 course is required from this category.

- HIS 101-History of Western Civilization I [GT-H1]
- HIS 102-History of Western Civilization II [GT-H1]
- HIS 201-U.S. History I [GT-H1]
- HIS 202-U.S. History II [GT-H1]

Select 2 courses from two other categories below. 6 hours remain.

[GT-SS1] SOCIAL SCIENCES CATEGORY 1- Select from:

- POS 105-Introduction to Political Science [GT-SS1]
- POS 111-American Government [GT-AH3] (Course will only apply if taken Spring 2004 or after.)
- ECO 201-Principles of Macroeconomics [GT-SS1] (Course will only apply if taken Spring 2004 or after)
- ECO 202-Principles of Microeconomics [GT-SS1] (Course will only apply if taken Spring 2004 or after)

[GT-SS2] SOCIAL SCIENCES CATEGORY 2- Select from:

- GEO 105-World Geography [GT-SS2]

[GT-SS3] SOCIAL SCIENCES CATEGORY 3- Select from:

- ANT 101-Cultural Anthropology [GT-SS3]
- ANT 111-Physical Anthropology [GT-SS3]
- PSY 101-General Psychology I [GT-SS3] (Course will only apply if taken Spring 2004 or after)
- PSY 102-General Psychology II [GT-SS3]
- SOC 101-Introduction to Sociology [GT-SS3] (Course will only apply if taken Spring 2004 or after)
- SOC 102-Introduction to Sociology II [GT-SS3] (Course will only apply if taken Spring 2004 or after)

May also select 1 additional HIS course and one other SS course listed within this Social and Behavioral Sciences section.

----- V. Physical and Life Sciences (8) -----

Select 2 [GT-SC1] courses from below: (Credits over 8 will be applied to electives) 2 courses & 8 hours remain.

- AST 101-Astronomy I [GT-SC1]
- AST 102-Astronomy II [GT-SC1]
- BIO 105-Science of Biology [GT-SC1] (Course will only apply if taken Spring 2004 or after)
- BIO 111-General College Biology I with Lab [GT-SC1]
- BIO 112-General College Biology II with Lab [GT-SC1]
- CHE 101-Introduction to Chemistry I with Lab [GT-SC1]
- CHE 102-Introduction to Chemistry II with Lab [GT-SC1]
- CHE 111-General College Chemistry I with Lab [GT-SC1]
- CHE 112-General College Chemistry II with Lab [GT-SC1]
- GEY 111-Physical Geology [GT-SC1]
- GEY 121-Historical Geology [GT-SC1]

- ___PHY 111-Physics: Algebra-Based I with Lab [GT-SC1]
- ___PHY 112-Physics: Algebra-Based II with Lab [GT-SC1]
- ___PHY 211-Physics: Calculus-Based I with Lab [GT-SC1]
- ___PHY 212-Physics: Calculus-Based II with Lab [GT-SC1]

----- VI. Speech Requirement (3) -----

3 hours of either:

- ___SPE 115-Principles of Speech or SPE 125-Interpersonal Communication

----- VII. Technology Requirement (3) -----

3 hours of either:

- ___ CIS 118; CSC 160

----- VIII. Electives (17-19) -----

17-19 hours must be completed from the following. 17- 19 hours remain.

ACC 121 from 01S, ACC 122 from 01S; ANT 101, 111; ART 110, 111, 112, 121, 122, 123, 124, 211, 212, 213, 214; AST 101, 102

BIO 105, 111, 112, 201, 202, 204, 211; BUS 216, 217, 226; CHE 101, 102, 111, 112; CIS 115, 118; CNG 101, 102, 103, 108, 109; CSC 160,

161, (except CSC 161 from 99S thru 00M); ECE 101, 102, 103, 205, 220, 225, 226, (except ECE 226 from 92S thru 03S); ECO 201, 202; EDU 221, 261 from 04F; ENG 221, 222, 226, 227

GEO 105; GEY 111, 121; HIS 101, 102, 111 from 04F, HIS 112 from 04F, HIS 201, 202, 225, 235; HPR 216, 217; HUM 121, 122, 123

LIT 115, 125 from 04F, LIT 126, 201, 202, 255; MAN 226; MAT 120, 121, 122, 125, 135, 155 from 04F, MAT 156 from 04F, MAT 201, 202, 203, 265;

MUS 120, 121, 122

PHI 111, 112, 113, 115, 116, (except PHI 115 from 96M thru 02S); PHY 111, 112, 211, 212; POS 105, (except POS 105 from 88S thru 92M), POS 111; PSY 101, 102, 215, 226, 235, 237, 238, 245, 249

SOC 101, 102; SPA 111-112, 115, 211-212; **SPE 115**, 125, **226**; THE 105, 111-112, 211-212

BIO 104; CNG 109; CSC 231, 233, 236, 237, 240-241; MOT 112, 120; MUS 231;

Students may apply up to 3 credits of physical education activity credits toward elective requirements from these courses: PED 106 from 04F, PED 110-111, 113, 116 from 04F, PED 117 from 04F, PED 119, 121 from 04F, PED 147, 148

----- Application to Graduate -----

You must complete an Application to Graduate by the 4th week of your completion term in order to receive a diploma.

----- Residency/GPA Requirement -----

You have 15 hours remaining to complete the 15 semester hours of residency requirement. You must have a GPA of 2.000.

2. Elective for AA and AGS degree

HWE 100-Human Nutrition (3 credits) has been approved as an elective for the 2004-2005 and 2005-2006 catalogs for the AA and AGS degrees.

Correction to listing of total credits from 30 to 36.

Office Support Specialist Certificate

Office Support Specialist Certificate – 36 Total Credits

OFFICE SUPPORT SPECIALIST CERT. COURSES (36 credits)

- ___ ACC 101 (3) Fundamentals of Accounting
- ___ ACC 103 (1) Fundamentals of Accounting Lab
- ___ ACC 125 (3) Computerized Accounting
- ___ BTE 102 (2) Keyboarding Applications I
- ___ BTE 103 (3) Keyboarding Applications II
- ___ BTE 108 (1) Ten Key by Touch
- ___ BTE 225 (3) Administrative Office Management
- ___ BUS 115 (3) Intro to Business
- ___ MAT 112 (3) Financial Mathematics
- ___ ENG 113 (3) Business English
- ___ BUS 217 (3) Business Comm. & Report Writing
- ___ COM 105 (3) Career Communications
- ___ MAN 117 (1) Time Management
- ___ MAN 125 (1) Teambuilding
- ___ CIS 131 (1) Word Processing I
- ___ CIS 141 (1) PC Databases I: [MS Access]
- ___ CIS 151 (1) PC Spreadsheets I: [Excel]

Total Credits:

36 Office Support Specialist Certificate