

# Northeastern Junior College 2002 -2003 Catalog

100 College Avenue

Sterling, Colorado 80751-2399

970-521-6600

Established 1941

Web Site: <http://www.njc.edu>

ACCREDITED BY:

Northeastern Junior College is accredited by The Higher Learning Commission and a member of the North Central Association. All programs are approved by the Colorado State Board for Community Colleges and Occupational Education. Associate degree and certificate programs are also approved by the Colorado Commission on Higher Education.

  
**NJC**  
NORTHEASTERN  
JUNIOR COLLEGE

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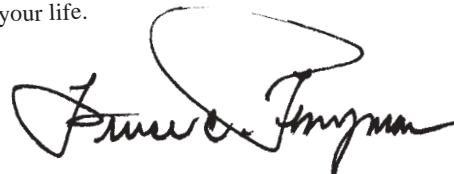
*Office of the President*  
100 College Avenue  
Sterling, CO 80751-2399  
Bus: (970) 521-6607  
Fax: (970) 521-6636  
Cell: (970) 520-7444  
E-mail: [bruce.perryman@njc.edu](mailto:bruce.perryman@njc.edu)  
Website: [www.njc.edu](http://www.njc.edu)

2002- 2003

Excellence in higher education is a tradition at Northeastern Junior College. We provide access to quality, learner-centered education through small classes, personal attention, and extensive learning assistance programs. NJC continues to prepare highly skilled individuals who transfer to four-year colleges successfully, and contribute to the local, regional and national workforce. We have done this consistently since 1941.

For more than 60 years , NJC students have distinguished themselves in many fields. Students enjoy dedicated support from the community, faculty, staff and administration as they work to better themselves for rewarding lives and successful careers. Events of the last year have made NJC students and staff more dedicated than ever to the pursuit of excellence as matters of personal and civic pride.

As President of NJC, I strongly encourage you to consider our excellent learning opportunities. A quality education provides the essential foundation for developing the best citizens in our society. We want you to succeed and we care about your future. Our faculty and staff are second to none in personal commitment to learners, and they will make a positive difference in your life.



Bruce C. Perryman, Ph.D.  
President

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## *“We’re different!”*

NJC STUDENTS HAVE  
EARNED RECOGNITION AS:

*National Livestock Judging Winners*

*National FFA Winners*

*National SIFE Winners*

*College Rodeo Participants*

*News Anchors/Reporters*

*Performers in:*

*Major Films*

*Professional Commercials*

*Television Soap Operas*

*Broadway / Off-Broadway*

*Postsecondary Agricultural Students*

*Automotive Technicians*

*Men’s and Women’s Varsity  
Athletic Teams*

*Allied Health National CPR Champs*

*National Non-Traditional Students*

*Denver Mayor: Wellington Webb*

*Miss Colorado*

*Phi Theta Kappa National Honor  
Society Members*

DISCLAIMER: Northeastern Junior College reserves the right to change, without prior notice, the procedures and policies outlined in this catalog, and to revise college curricula, as may be necessary and desirable. Specifics of enrollment, program/course design, graduation requirements, scholarship awards, residency, tuition and fees, and other matters are subject to change after publication of this catalog. Please check the NJC website for periodic updates and most current information at <http://www.njc.edu>

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# General Information



*"Some counselors tried to tell me that if I wanted to be a dentist, I should look at the bigger universities for my undergraduate coursework. I wanted a smaller setting where I knew I could pursue a big credit load in pre-dental courses in order to eliminate one year of undergraduate study. I went from NJC to UNC to begin finishing my bachelor's degree. One semester later I was accepted into dental school at the University of Colorado Health Sciences Center. I went to dental school where I received both my bachelor's and doctorate degrees. UCHSC told me that one of the reasons I was accepted into their dental program a year early was because my letters of recommendation from NJC instructors were so personal. I'm totally sold on the small town, small college approach. More students who want to pursue the health science areas really should look at NJC."*

— Dr. Kimberly Suter, DDS  
Sterling, Colorado  
NJC 1984-86,  
Associate of Science Degree

## MISSION, VISION, VALUES & GOALS STATEMENTS

### MISSION

Northeastern Junior College is a comprehensive learning community that produces skilled and knowledgeable citizens who will transfer successfully to four-year schools, enter the workforce productively, and contribute positively to their own and society's economic and social well-being.

### VISION

*Our Vision Is Access.*

*Our Mission Is Learning.*

*Our Commitment Is Service.*

*Our Standard Is Integrity.*

Northeastern Junior College recognizes that learning improves lives. NJC has committed itself to the greatest possible learner access. Dedicated and knowledgeable faculty and staff cooperate to achieve the best learning outcome for every learner. At NJC, the learner is the most important person. The college serves the uniqueness of every learner within the diversity of a larger community, and fosters success in a supportive and friendly environment. NJC places the highest value on integrity, honesty and cooperation to help every learner realize his/her greatest potential.

### VALUES

*Treat everyone fairly and value diversity.*

*Communicate openly and honestly.*

*Listen with an open mind.*

*Learn from everyone and everything.*

*Respect, trust and encourage others..*

*Take responsibility.*

*Lead by example.*

*Serve with honesty.*

*Encourage and reward risk-taking and innovation.*

*Work as a team member.*

*Respect individuals and individuality.*

*Keep commitments and promises.*

*Enjoy life, work, and play.*

## GOALS

In keeping with its mission, Northeastern Junior College will meet the following goals:

1. Offer associate degree transfer programs.
2. Offer career and technical programs for immediate workforce placement.
3. Offer programs which upgrade occupational skills.
4. Offer life-long learning and enrichment programs.
5. Offer developmental and remedial programs, together with adult basic education programs.
6. Provide leading-edge technology programs.
7. Provide appropriate recreational, athletic, and cultural programs.
8. Provide access to learners with disabilities.
9. Cooperate with other entities to promote economic development and growth in northeast Colorado.
10. Secure and sustain the best available staff, facilities, and resources.
11. Implement continuous advances in technology to enhance learning.

## HISTORY

Northeastern Junior College is a two-year public community college and became one of 14 community colleges in the Colorado Community College and Occupational Education System in July 1997. NJC is located at the north edge of Sterling, the Logan County seat, 125 miles northeast of Denver on Interstate Highway 76, U.S. Highways 6 and 138, and Colorado Highway 14.

Sterling is a city of 13,500 residents, characterized by strong business, cultural, and professional interests. Anchoring a plains area which is primarily agricultural, it provides a trade, education, and health center for a population of more than 50,000.

Major resources include extensive cattle and wheat operations and both dryland and irrigated farming, with some production from shallow oil deposits. Sterling also hosts the largest institution operated by the Colorado Department of Corrections.

The history of Northeastern Junior College is detailed in challenges which individuals accepted singly and in groups to provide this opportunity for continuing education. The college opened in the spring of 1941 as a result of joint planning and activity by educational leaders and interested citizens.

Formal history began when five members of District No. 12 Board of Education and the Logan County High School Committee filed articles of incorporation as private citizens. At an organizational meeting on May 8, 1941, they selected the following members of the Board of Regents: C. Reeder Phillips, President; Bailey S. Jamison,

Vice-President; Dr. James H. Jackson, Secretary; Harold R. Whyman, Treasurer; and H. B. Swedlund, member.

Planners had the benefit of a careful study of junior colleges in Colorado and adjoining states and the strong support of representatives of communities from throughout northeast Colorado, publicly expressed at a mass meeting held in March 1941. Sixty students from 17 northeastern Colorado communities enrolled on September 8, 1941, when first classes opened as an extension of the public school system.

A continuing interest has reinforced the values of continuity and initiative as the college has grown. In October, 1944, voters of Logan County approved tax support; and a junior college district, co-extensive with Logan County, was organized under Colorado law providing for the establishment of junior colleges. The Board Of Regents became the Junior College Committee, and shortly thereafter the name of the school became Sterling Junior College.

In 1945, The College Committee purchased a separate 15-acre parcel anchored by the building previously known as Smith Hall, which was demolished in 1997. Subsequent land additions have brought the total main campus to 25 acres. A 34-acre north campus addition acquired in December, 1961, is available for further development of the physical plant. In the fall of 1999, the college acquired an ag farm for instructional and lab purposes.

Names of two facilities recognize the early and continued contribution of Superintendent of Schools Robert R. Knowles and Principal Charles F. Poole. As Chief Administrative Officer, Mr. Poole served as dean until the College Committee changed the title to president in 1947. When Poole resigned in 1948, Ervin S. French came to the staff as dean; the title was again changed to president when the college administration separated from the public school system in 1953.

In 1950 the name of the college changed from Sterling Junior College to Northeastern Junior College to reflect the larger area of service. Since that time there has been continuing close association with the home community. The years have brought further expansion of the





service area, increasing state aid and other sources of financial support.

In 1941, before the first classes began, the college received assurances from four-year institutions of higher learning in Colorado guaranteeing transfer of credits. In 1963, after noting the expanded geographical area to which students transfer, Northeastern filed a comprehensive faculty self-study report as an application for accreditation within North Central Association of Colleges and Schools. Membership, with accreditation as a two-year college, occurred April 7, 1964. Northeastern has offered terminal and vocational programs from its beginning, and in recent years, has received regional and national acclaim for piloting new career and technical programs and for inviting industry to cooperate with public school superintendents for occupational programs at both the secondary and post-secondary levels on campus or in outlying communities. In November 1996, the voters of Logan County voted to terminate the Logan County tax levy for the college incrementally over three years, thus paving the way for entry into the State System of Community Colleges on July 1, 1997.

Flexibility in continuing education classes has reflected responsiveness to community interests in all areas. In September 1964, the evening college calendar was synchronized with the daytime division. In 1965, the summer session was added. Both are now integral parts of the yearly calendar.

## DEGREES

Associate of Arts (A.A.) or Associate of Science (A.S.)  
*University Parallel/Transfer Programs*

Anthropology  
Art or Art Education  
Biology/Botany/Zoology  
Business:

Business Administration/Accounting  
Business Information Systems  
Marketing

Chemistry  
Computer Science

### Education:

Elementary and Special Education  
Early Childhood Education

### English

Geology  
Health/Safety Education  
History  
Journalism/Advertising

### Liberal Arts

Mathematics  
Music or Music Education  
Physical Education/Coaching  
Political Science/Government

### Pre-Professional:

Pre-Chiropractic  
Pre-Dentistry  
Pre-Engineering  
Pre-Forestry  
Pre-Law  
Pre-Medicine/Medical Technology  
Pre-Mortuary Science  
Pre-Nursing  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Sports Medicine  
Pre-Veterinary Medicine

### Psychology

### Recreation

### Sociology

Speech Communication  
Sports Medicine/Athletic Training  
Theatre/Drama

### Associate of General Studies (A.G.S.)

#### *University Parallel/Transfer Programs*

#### Agriculture:

Agriculture Business  
Agriculture Economics  
Agriculture Education  
Agriculture Journalism  
Animal Science – Industry Concentration  
Animal Science – Science Concentration  
Bio-Agricultural Science  
Crop & Soil Science  
Equine Science – Industry Concentration  
Equine Science – Science Concentration  
Farm and Ranch Management  
Food Science  
Horticulture  
Landscape Horticulture

#### Criminal Justice:

Law Enforcement  
Corrections

#### General Studies

#### Interdisciplinary Studies (Elementary Education)

### Associate of Applied Science (A.A.S.)

Agri-Business  
Agri-Business: Fertilizer Chemical Applicator  
Agriculture Diesel and Equipment  
Agriculture: Production Agriculture  
Applied Technology

Automotive Diesel Master Technician  
Automotive Technology

**Business:**

Accounting  
Business Management  
General Business  
Marketing/Management

**Criminal Justice:**

Law Enforcement  
Corrections

Early Childhood: Associate Teacher

Emergency Medical Services

Equine Management

Horticulture & Landscape Technologies

Industrial Technology

CAD

Welding

Information Technology

Network Professional

Systems Administrator

E-Commerce

Manufacturing Technology

Nursing

Manicuring/Esthetician Technician

Manufacturing Technology

CAD

Welding

Industrial Technology

Practical Nursing

Young Farmers

## CERTIFICATE PROGRAMS

Agri-Business

Agriculture Business Management

Agriculture Diesel and Equipment

Agriculture: Production Agriculture

Automotive Technology

**Business:**

Accounting

Small Business Management

Business Technology Education

Certified Nursing Assistant

Cosmetology

Criminal Justice

Correctional Officer Training

Police Academy

Early Childhood

Director

Group Leader

Teacher Assistant

Emergency Medical Technician

Basic

Intermediate

First Responder

Horticulture & Landscape Technologies

Information Technology

Cisco Certified Network Associate (CCNA)

Cisco Certified Network Professional (CCNP)

A+

Network+

I-Net+

Microsoft Certified Professional (MCP)

Microsoft Certified Systems Engineer (MCSE)

Webmaster

Sun Java Programmer

## BUILDINGS

Eighteen buildings reflect the continuous growth of Northeastern Junior College. The main campus is complemented by the nearby North Campus. Appearance and service are enhanced by new landscaping, parking facilities and campus lighting, and well kept streets and sidewalks. The names of several buildings honor persons significantly identified with college history.

**Walker Hall**, which houses administrative offices, honors James H. Walker, a member of the college committee from 1950 until 1962.

**Phillips-Whyman Hall**, a classroom and lab facility, honors C. Reeder Phillips and Harold R. Whyman, both founding incorporators and past board presidents.

**Beede-Hamil Hall** houses agricultural programs and recognizes former college committee members Armory E. Beede and David A. Hamil.

**The Greenhouse** is a 2,160 square foot facility built in 1997 to serve the Horticulture Program.

**Lebsack/Schmidt Hall**, completed in 1976 on North Campus, houses auto and ag diesel programs. The building honors former board members Clarence Lebsack and Ellis Schmidt.

**The Hays Student Center**, named in memory of longtime Dean of Instruction Zane R. Hays, is an activities and services center for students featuring the college bookstore, student government offices, a large ballroom, the Tennant Center of Western Art, recreation space, activities room used by the college and community, and Student Services offices.

**The Cosmetology Building** supports classroom instruction and practical training in the cosmetology career program.

**The E.S. French Hall**, named for long-time president Ervin S. French, features the Corsberg Theatre, named in honor of veteran instructor and Humanities Chair Dorothy Corsberg. Its 560 theatre seats, a multi-purpose stage, and workshop rooms, complement other classrooms serving a variety of college academic and career programs.

**The first building on the North Campus**, completed in 1969, originally housed the Farm Machinery Mechanics Program and now serves welding classes.

**The Area Vocational Building** on the North Campus serves secondary and postsecondary career and technical programs.

The Child Development Center serves as a laboratory school for students in the Child Care Program, as well as a day care facility for the community.

The "Chuck Wagon" Cafeteria, adjacent to the Student Center, contains three adjustable-space dining/meeting rooms in addition to the large cafeteria.

**Knowles Hall.** Is a former dormitory renovated and expanded in 1992. It houses the Monahan Library, named for board member and benefactor Rex Monahan, the Adult/Continuing and Community Education Division, and the Department of the Adult, Career, and Technical Education.

**Five Residence Halls** offer campus living for men and women with a variety of double rooms, three person apartments, and two and four person suites. The Armilda W. Dowis Residence Hall for women, Hubert Herboldsheimer Residence Hall, E.C. Williams Residence Hall and Guenzi-Read-Breidenbach Residence Hall all honor former College Board Members. Charles F. Poole Residence Hall honors the college's first administrative officer. Total bed space available for fall 2002 is 465.

**Hoffman Honors House.** The NJC Foundation purchased the Al and Ruth Hoffman House in 2001 to house students in the Honors Program. Ten students and one Resident Assistant live in the house. Special programming, which includes some cooking and house keeping, is among the features of living in the honors house.

**Bank of Colorado Event Center.** In October 1998 NJC opened the \$7 million Bank of Colorado Event Center, located on the NJC campus where Jackson Hall previously stood. The almost 60,000 square foot facility is home to the Plainsmen and Plainswomen varsity athletic teams. This state-of-the art facility includes the 2,000-seat Jackson & Edwards Arena, two wellness centers, two additional full-sized basketball courts, a walking/jogging track, locker rooms, a training room, athletic offices, a ticket office, and large lobby with concession center.



## ADMISSION INFORMATION

### ADMISSION OF NEW STUDENTS

**Admissions Classification:** As an open enrollment institution, all students who are 16 years of age or older may enroll in degree credit courses. However, based on individual credentials, students are classified as either "regular" or "special" students.

**Regular Classification** includes graduates of accredited high schools or applicants who hold a General Equivalency Diploma (GED). They may enroll with a part-time or full-time credit load.

**Special Classification** includes non-high school graduates, students graduating from non-accredited high schools, students who have not attained a GED, and those who have completed a home school program or who are under 16 years of age. They may enroll with a part-time or full-time credit load.

*Students from home school programs and non-accredited high schools* who are over the age of 16 are initially enrolled as "special" students. Home-based education received prior to application to NJC must be compliant with C.R.S. 22-33-104.5. A student may be validated to move from "special" status to "regular" status by completing one or more semesters with satisfactory academic performance. Home schooled students may advance to "regular" status by virtue of strong test scores on one or more of the following exams: ACT, SAT, ACCUPLACER or Ability to Benefit.

**Students younger than 16 years of age who seek admission to credit classes must obtain a waiver from the college president based upon extenuating circumstances unique to the role and mission of the college.**

*Admission to the college does not guarantee a student that he or she will be admitted to a specific program.* In addition to general admission requirements, each student must provide evidence of adequate background to pursue successfully the program in which he/she wishes to enroll. Admission to one program does not automatically satisfy entrance requirements for other courses of study. Professional counselors and academic advisors are available to assist students in this evaluation process prior to selection of a program or transfer from one program to another.

### ADMISSION OF OUT-OF-STATE STUDENTS

Out-of-state students are invited and encouraged to apply for admission to Northeastern. The college prefers that out-of-state students submit ACT or SAT scores at the time of application. Students who do not provide these scores are subject to NJC's mandatory assessment testing\* prior to enrollment. Out-of-state students who have an ACT composite score of less than 20 or a high



school gpa of less than 1.75 are admitted to Northeastern on a probationary status. Upon successfully completing one semester as a full-time student in good academic standing, they may be re-classified to regular student status provided they have earned the GED or high school diploma. Out-of-state students who do not possess a GED or high school diploma will remain classified as special students until they earn these credentials. *\*Assessment testing may be completed through a distance arrangement. Please contact the counseling office (970) 521-6656 for details on how to do this.*

#### MANDATORY PLACEMENT ~ "PLACEMENT FOR SUCCESS"

NJC students complete a basic skills assessment to determine their "best fit" in course placement. This assessment underscores NJC's commitment to the student's right to succeed. Earning a degree from NJC requires the successful completion of certain communications and math courses. Students must demonstrate mandatory skills to access college level courses with a high expectation of successful completion. Admitting students to courses for which they are ill-prepared does them an injustice. Developmental course work prepares students with the academic skills necessary to succeed in college level course work. Placement testing determines if students are prepared to succeed in required English and math courses or if they would benefit from developmental course preparation before advancing to the required college level courses. New and returning students must make arrangements with the Counseling and Assessment Office at NJC to meet the assessment requirements prior to conferring with an advisor. The student should contact the Counseling and Assessment Office as early as possible for assessment arrangements.

The assessment requirement is met in *one* of the following ways:

1. Take the NJC assessment (ACCUPLACER) in English, Reading, Arithmetic, and Algebra (if applicable), or;
2. Provide proof of successful previous college experience at an accredited college ("C" or better in transfer college level English and Math classes), or;
3. Provide proof of minimum ACT scores of 18 in English, 18 in Reading, and 19 in Math, or;
4. Provide proof of minimum SAT scores of 450 in the verbal area and 440 in the math area.

Official transcripts from accredited colleges showing proficiency (grade "C" or better) in transferable college level Math, English and Reading (as applicable) will satisfy NJC's assessment and mandatory placement for success requirements. Assessment scores (ACCUPLACER, ACT, and SAT) are considered valid for initial placement for a period of three years.

There will be a \$15.00 fee charged for the battery of ACCUPLACER tests or a fee of \$5.00 per test if the whole battery is not needed. Students with documented mobility, visual, hearing, learning, mental, emotional, speech, or health disabilities must meet with the Comprehensive Learning Center staff to arrange for special accommodations in assessment testing.

#### HOW TO APPLY FOR ADMISSION

Each student desiring to be admitted must present to the office of Admissions the following materials prior to the date stipulated in the college calendar for submission of credentials:

1. The application for Admission to Colorado Collegiate Institutions or the application to Northeastern Junior College properly completed by the applicant. Students may also apply online at [www.nejc.cc.co.us](http://www.nejc.cc.co.us).
2. An official transcript of high school credits, showing date of graduation and signed by the high school principal, college counselor or superintendent of schools. Transfer students must submit current, official transcript of all previous college attendance. Transfer students must also submit high school transcripts. GED graduates must submit proof of successful GED test completion.
3. Scores from the American College Test, or the Scholastic Aptitude Test, (if available).
4. Certificate of Immunization - According to Colorado law, proof of adequate immunization is required for all students residing in the college residence halls. All entering college students born after 1956 are required to have two documented MMRs. Specifically, students must meet these Measles, Mumps, Rubella (MMR) requirements: first dose of MMR at age 12-15 months or later, second dose at age 4-6 years later. Additional mandatory immunization requirements are being considered by the State of Colorado. Students should consult the admissions office at the time of application for any additional requirements. Nontraditional students are exempt from this requirement unless residing in the college residence halls.
5. Northeastern Junior College Student Health History Report and signed Consent for Medical Treatment must be completed and on file. No student may be seen in health services without this form on file. All information contained in the health history is confidential and may not be released from the Student Health Center without the student's written permission. Each applicant must accept the responsibility for getting these items to the College by the due date. This includes responsibility for requesting and authorizing officials of the high school(s) or college(s) previously attended by applicant to send transcripts.

6. Students enrolling in the following programs may, but are not required to, submit ACT or SAT test results:
- Automotive Technology
  - Ag Diesel Equipment
  - Cosmetology
  - Horticulture & Landscape Technologies
  - Production Agriculture
- Students in these programs will be subject to assessment testing before enrolling in transfer math or English courses.
7. High School students who have attended NJC to take dual credit classes and choose to become full-time students must complete the entire application process, including a new application to indicate a change in status from part-time to full-time status.

#### ADMISSION CLASSIFICATION

Northeastern Junior College classifies students by the following categories.

**Freshman** - a student who has earned fewer than 30 academic semester credit hours.

**Sophomore** - a student who has earned 30 or more academic semester credit hours.

**Full-time student** - a student registered for 12 or more credit hours of college work per semester.

**Part-time student** - a student registered for 11 or fewer credit hours of college work per semester.

#### Special Student

Students not admissible as regular students, i.e. students who have not received the high school diploma or the General Equivalency Diploma (GED) may be admitted to college credit courses as special students. Such admission allows the student to take course work on a full-time or part-time basis for the fulfillment of individual goals, and will be subject to mandatory placement for success procedures and instructor's approval. Special students must complete the regular application form, submit certificate of immunization and complete necessary assessment testing. All college policies and academic standards apply to special students.

Special students admitted without the high school diploma or the General Equivalency Diploma (GED) may obtain regular student status by completing the high school diploma or the GED test battery. A special student may also gain admission by obtaining a passing score on one of the "Ability to Benefit" tests as detailed in the Academic Standards Handbook or by calling the college counseling center. Ability to Benefit testing is unrelated to college admissions.

Special students are not eligible to earn the Northeastern Junior College Certificate, AAS, AGS, AS, or AA degree, or receive state or federal financial aid.

#### TUITION/FEE STATUS

The number of college credits for which a student registers and the residential classification of the student determine tuition-fee status. A student who carries twelve credits or more qualifies as a full-time student for billing purposes. A student who carries fewer than twelve credit hours is considered a part-time student. Residential status may be within district (Logan County); out-of-district (out of county); and out-of-state or out of country.

#### ADMISSION OF TRANSFER STUDENTS

Any applicant for admission who has attended another institution or college must submit his/her previous official collegiate record (from ALL other colleges attended) and apply for admission to NJC as a first-time freshman.

A student who wishes to transfer to Northeastern Junior College from another college may do so provided that he/she has an acceptable academic and financial aid record from the previous institution(s), and is a student in good standing at the college from which he/she wishes to transfer. Such students will be admitted to advanced standing on the basis of their records.

Students on academic probation from another institution of college rank will be considered for admission on the basis of a number of factors: the high school record, the college record, scores from the American College Test or the Scholastic Aptitude Test (if applicable), and a personal interview with the Director of Admissions, if requested.

#### TRANSFER OF CREDITS

The college accepts all undergraduate credits transferred from other regionally accredited institutions of higher education. Transfer credit shall be accepted at NJC with an academic/university transfer and/or career/technical designation. When a question exists as to course equivalency or designation, a request will be made for a description of that course from the transfer college or school from which the course was taken.

Transfer courses from regionally accredited institutions of higher education and from regionally accredited post-secondary programs from area vocational schools that correspond to equivalent NJC/university transfer or career/technically designated courses shall be accepted at face value (in semester credit hours). These transfer credits will be used to fulfill as many course/program requirements as possible. Courses for which there are no equivalencies will be treated as electives.

Only transfer credits with passing grades of A, B, C, D, S (satisfactory) or P (pass) will be evaluated and transcribed. Transfer credits and grades will not be used in calculating an NJC cumulative GPA.

## INTERNATIONAL STUDENT ADMISSION

**Admission of International Students - Admission** of international students will be considered under the following guidelines. An I-20 form will be issued when the following are received on record and evaluated as acceptable.

The following documents must be provided and requirements fulfilled:

1. An application for admissions for international students to Northeastern Junior College. The application must indicate in which semester the student will begin. Fall semester applications and all supporting documents must be on file by July 15th. Spring semester applications and all supporting documents must be on file by December 15th.
2. A \$500 non-refundable deposit applicable toward tuition and fees once student actually enrolls in classes.
3. Official and complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).
4. Statement of financial support for a two-year program of study at Northeastern Junior College. Federal/state financial aid and tax supported scholarships are not available for international students.
5. If student's native language is other than English, student must provide one of the following:
  - a) Test of English as a Foreign Language (TOEFL) showing a minimum score of 475.  
For information contact:  
Test of English as a Foreign Language  
Educational Testing Services  
P O Box 899  
Princeton, New Jersey 08540 USA
  - b) Michigan Test of English Language Proficiency showing a minimum score of 75.
  - c) Recommendations from an accredited English Language School with completion of Level 109.
  - d) Completion of Level 5 Advanced at an Intensive English Language Center.
  - e) Graduation from an American high school after attending for at least two years.
  - f) Completion of the STEP examination in Japan with a LEVEL II evaluation or above.
  - g) Special admissions waiver approved by the President of the college.

Note: International students can be admitted for one (1) semester as "Special Students"; after one (1) semester, all regular admission standards must be met. Contact the Admissions Office for further requirements.

6. Proof that medical insurance is in force. All international students are required to have medical insurance in place while attending NJC.

7. International students must pay their outstanding tuition and fees on the day they register. Failure to comply will result in withdrawal of the student's U.S. Immigration Form I-20.

Complete application deadline: Fall – July 15th,  
Spring – December 15th.

## SUMMER SCHOOL ADMISSION

Provisional admission may be granted on the basis of a transcript through the first semester of the senior year to permit an applicant to register for the summer semester immediately following high school graduation. Completion of work in the summer term under such provisional admission, however, does not automatically qualify the student for subsequent enrollment. All admission requirements, including a complete high school transcript, must be met before full admission status is granted.

## RESIDENCE REQUIREMENTS

Determination of residency status for tuition purposes is made by Northeastern Junior College as prescribed by the Colorado Constitution and state laws.

Residency is synonymous with primary domicile. Establishment of residency requires adoption of Colorado as a place of fixed and permanent habitation. It involves not only personal presence but also concurrence therewith of the intent to make a true and actual home. The domicile of a minor (a person male or female, under 23 years of age and under the legal custody of his/her parent or guardian) is considered that of the father, mother, or guardian.

A person 23 years of age or older who has resided outside Colorado and has established a residency outside the state cannot, merely by attending an institution of higher learning in Colorado, establish a residency within the state. To meet the legal residency requirements, the student must have resided in Colorado for one year.

A minor student whose parents change their residency from Colorado to a location outside of Colorado shall be considered a resident for one semester from the date of the parents' removal from the county or state.

In order to qualify for Logan County resident status, the parents and/or legal guardian of an enrolling student under the age of 23 must have resided in Logan County as a place of fixed and permanent residency a minimum of six months immediately prior to such enrollment and must qualify as an in-state resident, as well.

The Director of Admissions can answer questions about residency. Opinions of other persons are neither official nor binding.

## STUDENT ACCOUNT INFORMATION

### GENERAL

Completed payment of financial obligations to the college is required at the time of registration. Registration, thus enrollment, is not complete unless the financial obligation is satisfied. Students with any outstanding financial debt to the college will not receive official transcripts of credits earned and a student officially withdrawing from college must resolve outstanding financial obligations to the college.

### TUITION

The State Board for Community Colleges and Occupational Education approves tuition rates annually and students are billed according to their residency status. The number of college credits for which a student registers and the residential classification of the student determine tuition. A student who carries twelve credits or more qualifies as a full-time student. A student who carries fewer than twelve credit hours is considered a part-time student. Students attending NJC from states participating in the WUE program will be charged a reduced out-of-state tuition rate of 150% of in-state tuition. Students must write the letters WUE across the top of their application for admission to receive this benefit. Only students from the following states may qualify: Alaska, Arizona, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. For more information please contact the NJC Office of Admissions.

### FEES

The State Board for Community Colleges and Occupational Education approves fees for full-time and part-time students. A registration fee is charged for all students each semester of enrollment. A technology fee and a fee to cover bond indebtedness are charged on the basis of the number of credits in which a student is enrolled. In addition, all full-time students pay fees to support the Health Center; the Associated Student Government (ASG) operations and activities, and the Event Center. Various courses have fees related to the course as indicated in the term schedules. Selected career and technical programs, such as cosmetology, ag diesel, automotive technology and the licensed practical nursing program, require special equipment or materials. The State Board has approved a Student Fee Plan detailing the student participation in the annual fee revision.

### REFUNDS AND RETURNS

If a student officially drops a class or withdraws from College before the census date (the last day to drop a class for a term), a refund of 100% of tuition and fees will be made. There will be no refund of tuition and fees after that date.

If a student withdraws from residence facilities, the room and board charges will be refunded on a per day basis through 87.5% of the term.

If the student had Title IV federal financial aid, a portion of these grants or loans must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required.

In order to calculate the amount to be returned, the withdrawal date must be determined. This will be the date the student began the withdrawal process as prescribed by NJC, or otherwise provided NJC with official notification of intent to withdraw. If the student drops without any of the above notification, the midpoint of the term will be used as the withdrawal date. If the withdrawal process was not begun because of illness, accident, grievous personal loss, or similar circumstances beyond the student's control, NJC will determine the appropriate withdrawal date.

The amount of the unearned institutional charges and unearned Title IV funds based on the number of days in attendance to the withdrawal date will be calculated. NJC will then return to the Title IV programs the lesser of the unearned institutional charges or the unearned Title IV assistance. The student will return any remaining unearned Title IV funds. (If the student needs to return funds to Pell or SEOG programs based on the return priority, he/she need return no more than fifty percent [50%] of the calculated amount.) The loan amounts the student needs to return will be repaid according to the regular payment schedule for the loan. The college refund to the loan account will be credited to the original loan amount. The amount a student needs to return to grants will be collected from the student by the college and then repaid to the grant program.

The order of return of Title IV funds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Plus Loans
- Federal Pell Grants
- Federal SEOG
- Federal LEAP

In order for NJC to return the federal funds as calculated, NJC may refund unearned money to the student account. In making this refund, one of the following two situations will apply:

If the refund made for the B term classes, other special terms and (or) from unearned room and board is greater than the amount of the federal awards NJC needs to return according to the calculation the process ends and the returns are made.

If the amount of any scheduled refunds is less than the calculated amount of the return of federal funds to be made by NJC, then the college will refund to the student account the additional funds needed to equal this return amount and then complete the return process.

In times of national or state emergency, certain students (e.g. reserve military units, national guard, individuals with specialized skills, firefighters) are called to provide services to the country. When the call for service or a national emergency is issued, it is often necessary for student to interrupt their coursework in mid-term. In these situations the refund policy may be altered in keeping with the best financial interest of the student.

Refunds for unearned room and board will be made on a per day basis as indicated above. Tuition refunds will be made on a pro-rata basis even after the census date.

#### INDEBTEDNESS POLICY

No student who has a prior unsettled indebtedness to the college will be allowed to register for any new semester. During the period in which the indebtedness remains, requests to verify attendance or other requests for official college records will not be honored. Indebtedness shall include tuition and fees, room and board charges; and any other financial holds placed on the student's record showing a balance owed to the college. Degrees and certificates will not be granted, nor will transcripts of credits be transferred to other colleges or employers until all accounts are paid.

#### ROOM AND BOARD COSTS

Room and board expenses are approved annually by the State Board for Community Colleges and Occupational Education. For current rates, contact the Admissions Office, Housing Office, or Business Office. All fees, tuition, room and board charges, effective at the printing of this catalog are subject to change by the State Board.



# Financial Aid & Scholarships



*"I was able to go to CU and do what I did because I got a balance here at NJC first. I was away from the distractions of high school. There are so many kids from the city who don't realize that there is something like NJC available to them. When they think of college, they think of a big college. Unless they actually see a small, residential college like Northeastern, they don't realize it exists and it's a place they can go to."*

— Cliff Meely  
Originally from Chicago  
NJC 1968

Meely was named a first team All-American basketball player while here, transferred to CU-Boulder where he was on the last team there to win the Big Eight Championship. Cliff went on to play pro ball for the Houston Rockers and Los Angeles Lakers. He also played overseas. Currently he is a counselor and director of student activities at Manual High School in Denver.

## FINANCIAL AID INFORMATION

The Office of Financial Aid administers funds that are designed to assist students in meeting their college costs. The college participates in grant, scholarship, employment and loan programs. The federal and state governments as well as the college and private sources fund these programs. Information regarding financial aid programs may be obtained from the Office of Financial Aid, Northeastern Junior College. The Office of Financial Aid will make every effort to help the student plan a program for financing a college education. This may involve drawing on a number of aid sources so that the student does not face an insurmountable debt when he/she completes his/her educational program.

### APPLICATION PROCEDURE

Priority for determining financial aid eligibility is given to those students whose complete applications are on file in the Financial Aid Office by March 1.

1. Submit Application for Admission to Northeastern Junior College Office of Admissions. Awards of financial aid will be made only to students who have been accepted for admission to Northeastern in an eligible degree or certificate program. Not all degree or certificate programs offered by NJC are eligible for financial aid.
2. Submit the Free Application for Federal Student Aid (FAFSA) to one of the approved FAFSA processors. These forms are available in high school counselor's offices, from the NJC Financial Aid Office, or on the US Department of Education's Web site (<http://www.fafsa.ed.gov>) A new application for financial aid must be submitted for each succeeding year.
3. Applications for financial aid will be accepted at any time during the year. However, new admissions should make application considerably in advance of the first enrollment date. Applications are grouped and processed shortly after March 1 for the following fall semester. Applications received after that date are grouped at a later time, and assistance extended only if funds are available.

It may take 4 - 8 weeks from the time the student mails the free application for federal student aid until the application (with supporting documentation) becomes complete.

## ELIGIBLE CRITERIA

To qualify for need-determined assistance the student must meet at least the following criteria:

1. Be accepted in an eligible degree or certificate program,
2. Be a citizen or permanent resident of the United States,
3. Be registered with Selective Service (if required),
4. Have earned a high school diploma, passed the General Equivalency Diploma (GED) test or demonstrated the Federal Ability to Benefit,
5. Not owe a refund on a Federal Grant or be in default on a Federal Educational Loan,
6. Be making satisfactory academic progress,
7. Apply in a timely manner and supply the Financial Aid Office with any additional documentation/information needed to make a determination of eligibility.



## REGISTRATION COMPLIANCE

Section 1113 of the Department of Defense Authorization Act of 1983, Pub. L 97-252, provides that any student who is required to register with the Selective Service and those who fail to do so are ineligible for student financial aid under Title IV of the Higher Education Act of 1965 (PELL Grant, Supplemental Educational Opportunity Grant, College Work-Study, Perkins Loan, Stafford Loan Program, and State Student Incentive Grant Programs).

## FINANCIAL AID SATISFACTORY PROGRESS POLICY

All students receiving federal and/or state funded financial aid are required to meet Standards of Satisfactory Progress. Students are expected to progress at a standard rate towards a certificate or degree objective. The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. The standard of satisfactory academic progress must include a student's total academic history at Northeastern Junior

College regardless of whether he/she has previously received financial assistance. In order to be eligible to receive financial aid, the student must be making satisfactory progress towards a certificate or degree, as identified in the quantitative and qualitative standards section of the policy. Progress will be reviewed at the time an application is processed (including Federal Pell, Federal Stafford and Federal PLUS loans if submitted separately) and upon academic suspension as well as at the end of each term. For a complete copy of the Satisfactory Progress Policy, please contact the Financial Aid Office.

## GRANTS

**Federal Pell Grant.** The Federal Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The award received will be an arbitrary amount announced by the federal government. Students must complete the Free Application for Federal Student Aid to apply.

**Colorado Student Grants.** The Colorado Student Grant program represents a commitment by the state of Colorado to provide assistance to qualified undergraduate students with financial need at state institutions of higher education. The program is intended to assist Colorado resident students enrolled at least halftime. Financial aid packages, which include Colorado Student Grant funds, shall not exceed the documented financial need of the student. To provide consistency among the various institutions in the determination of student financial need, the Free Application for Federal Student Aid shall be the primary method used in awarding Colorado Student Grant funds. Grant monies are depended on funding provided by the Colorado General Assembly.

**Federal Supplemental Educational Opportunity Grants.** Grants up to \$2,000 are designed to aid the student with very serious financial need. The federal government provides Grant funds. Grants are determined by financial need from year to year according to the availability of federal funds and the student's eligibility. The student must make at least normal progress toward the completion of his educational program to continue as recipient of a Supplemental Educational Opportunity Grant.

**Colorado Leveraging Educational Assistance Partnership.** Equal amounts of federal and state funds are available to students with high documented need.

**Governor's Opportunity Scholarship.** The applicant must be a Colorado resident and a first-time freshman with high financial need. Additional criteria and application is available through the Financial Aid office. Grant monies depend on funding provided by the Colorado General Assembly.

**Athletic Grants.** A specific number of Grants-in-aid are available for men and women. Tuition assistance is

also available. These are usually allocated on a basis of individual performance. Students interested in information about one of the grants should contact the Athletic Department, c/o the coach of the sport in which the student is interested. Some awards require sophomores to live on campus.

#### EMPLOYMENT

**Work-Study Program.** Through both federally and state funded programs, students who need financial help may apply for the work-study program. Jobs are available in many areas both on and off campus. The basic condition of student eligibility established by federal law is that the student demonstrates documented financial need.

**Colorado No-Need and Institutional Student Employment.** A very limited number of students are employed on the basis of their talents and needs, other than demonstrated financial need. Students must complete the Free Application for Federal Student Aid to apply.

**Summer Financial Aid.** Summer financial aid eligibility will be based on the prior fall and spring FAFSA. The Federal processor will not process these applications after the date listed on the FAFSA. Students are encouraged to apply early.

**Additional Information.** More detailed information about financial aid grants, loans, work study and scholarships applications, the rules and regulations governing the various programs, application procedures, payment procedures and costs of attending the college, is available in the Financial Aid Office.

#### VETERANS BENEFITS

The Financial Aid Office works with the Veterans Administration to assist in administering provision of the various programs of benefit to veterans or eligible relatives of veterans, under benefits of Chapter 31, 32, 35, 106, Chapter 30 - Montgomery GI Bill and Title 38, United States Code. The Financial Aid Office certifies enrollment and transmits necessary credentials and information to the proper Veterans Administration Office.

#### SPECIAL GRANTS AND TUITION ASSISTANCE

NJC offers certain tuition assistance programs. If a student has been a Logan County resident for six (6) months and meets the Colorado residency requirement, he/she may be eligible for Logan County tuition assistance. Certain courses may qualify for other full or partial tuition assistance programs.

#### HONORS AND SCHOLARSHIPS

Scholastic performance and citizenship are recognized in scholarship awards, most of which carry a cash stipend or money equivalent. Each scholarship is awarded under provisions of the specific grant and is not restricted

by the program that the student wishes to pursue except in the case of special scholarships, which carry such a restriction. In addition to scholarships listed in this catalog, others are sometimes offered on a yearly basis. Students are encouraged to ask the appropriate division chairperson or program director about these.

Although scholarships are honorary in nature, in many instances they are awarded only to students who make a written application. Such an application should state the student's qualifications, educational plans, and the specific scholarships for which he/she is applying. In cases where financial considerations affect the student's ability to attend college, need should be documented by submitting a separate financial aid application. Applicants must also have completed their application for admission to the college.

Unless otherwise stated, financial aid applications should be sent to the Financial Aid Office, Northeastern Junior College, before March 1. In the event a student should receive more than one scholarship funded by Northeastern Junior College and/or the State of Colorado which is a grant toward tuition and/or fees (examples: honor, athletic grant, judging, etc.) the student can accept only one, with some exceptions permitted by the presenter, on a case-by-case basis. Generally, the student will be granted the larger of the scholarships. A combination of these scholarships cannot exceed a student's tuition and mandatory fees.

## NORTHEASTERN JUNIOR COLLEGE SCHOLARSHIPS

*All Applications Due March 1*

#### ACADEMIC SCHOLARSHIPS

*With the NJC President's Tuition/Fee Application for entering Freshman*

**Presidential Excellence Scholarship.** To be eligible students must earn an ACT score of 28, a SAT score of 1260 or a cumulative GPA of 3.75 at the end of the student's first term of his/her senior year.

**President's Honor Scholarship.** To be eligible students must earn an ACT score of 26, a SAT score of 1180 or a cumulative GPA of 3.5 at the end of the student's first term of his/her senior year.

**President's Academic Performance Scholarship.** To be eligible students must earn an ACT score of 24, a SAT score of 1110 or a cumulative GPA of 3.25 at the end of the first term of his/her senior year.

**President's Choice Scholarship.** To be eligible students must earn an ACT score of 22, a SAT score of 1030 or a cumulative GPA of 3.0 at the end of the first term of his/her senior year.



All Presidential Scholarships are renewable with a 3.0 cumulative grade point average or better and completion of an average of at least 12 credits per semester. GPA and credits will be checked at the end of Spring term for a maximum of 4 continuous semesters of eligibility. To be eligible the student must be a new high school grad. Students graduating from high school in December are eligible if they complete the application process before December 31 and submit a high school transcript. High School Transcripts may be required for GPA verification. All awards are subject to verification of eligibility and funding available. Funding is provided by the Colorado General Assembly and Northeastern Junior College.

\*For a complete description of all NJC Scholarships and appropriate application procedures, please refer to the Scholarship Booklet available in the Financial Aid Office

Ag Diesel & Equipment Opportunity Scholarship  
 Allen Yost Memorial Scholarship  
 Alpha Delta Kappa Scholarship  
 American Association of University Women Scholarship  
 American Legion Post # 20  
 American Postal Workers Union Scholarship  
 Anna C. Petteys and Dorothy J. Corsberg Scholarship  
 Armilda W. Dowis Memorial Scholarship  
 Arnold Broadcasting Scholarship  
 Bernadine Parr Memorial Scholarship  
 Brickel Brothers Scholarship  
 Career Incentive Grant  
 Carl Fonte Scholarship  
 Colorado Flatlanders Car Club Scholarship  
 Colorado State University College of  
 Business Scholarship  
 Colorado Vocational Student Organization  
 Officer Scholarship  
 Commencement Award  
 Community First Bank Scholarship  
 Delta Kappa Gamma Scholarship  
 Don Dal Ponte Memorial Scholarship  
 Earl Franklin, Sr. Memorial Scholarship  
 Elsie Minnie Good Memorial Scholarship  
 Farm Credit Services Scholarship



Financial Scholarships to Northeastern Junior  
 College Graduates  
 Fred E. Sneath Memorial Scholarship  
 Freda T. Roof Memorial Scholarship  
 Frost Foundation Scholarship  
 Gabriel H. Schreiber Memorial Ag Scholarship  
 Gerald and Tom Roth Memorial Scholarship  
 Great Western Beef Expo Scholarship  
 High Plains Lions Club of Sterling Scholarship  
 Hilbert Kahl Memorial Scholarship  
 Horizon Coop Scholarship  
 Jack Petteys Memorial Scholarship  
 Jeffrey Graubeger Memorial Scholarship  
 Jim McNear Memorial Scholarship  
 John Kerker Memorial Business Scholarship  
 K.E. "Andy" and Theda Anderson Scholarship  
 Karl Falch Memorial Scholarship  
 Kimball Scholarship  
 Lee Ann Larson Vollmer Memorial Scholarship  
 Lena Ireland-Whittier Memorial Scholarship  
 Logan County Implement Dealers Book Scholarship  
 Mary Fonte Scholarship  
 Mary Johnson Linvill College Trust Scholarship  
 Mexican American Club Scholarship  
 Milligan Memorial Scholarship  
 National Western Stock Show and Rodeo Scholarship  
 Nebraska/Wyoming Tuition Assistance  
 NJC Auto Tech Club Scholarship  
 Noah and Judy Kimball Scholar-Athlete Award  
 Northeast Colorado Bull Test Scholarship  
 Northeast Colorado Medical Society  
 Northeastern Junior College Art Grants  
 Northeastern Junior College Art Scholarship  
 Northeastern Junior College Athletic Scholarship  
 Men's Baseball  
 Men's Basketball  
 Women's Basketball  
 Women's Softball  
 Women's Volleyball  
 Northeastern Junior College Equine Management  
 Scholarship  
 Northeastern Junior College Journalism Scholarship  
 Northeastern Junior College Livestock Judging  
 Scholarship  
 Northeastern Junior College Music Scholarship  
 Northeastern Junior College Rodeo Scholarship  
 Northeastern Junior College Students in Free Enterprise  
 (SIFE) Scholarship  
 Northeastern Junior College Theater Scholarship  
 Northwest Colorado Exposition Recognition Award  
 O'Connell-Towne Scholarship  
 Paul Haesecke Memorial Scholarship  
 Peer Helper Scholarship  
 PEO Chapter BG Award  
 PEO, Chapter DZ Award  
 Phi Theta Kappa Presidential Scholarship  
 Phyllis Kreager Art Scholarship  
 Raymond L. Sauter Memorial Scholarship  
 Rex and Doris Monahan Second Chance Scholarship  
 Shelia R. Worley Women's Recreation Association Alumni  
 Scholarship

Sterling Does Drove # 213 Cosmetology Scholarship  
 Sterling Does Drove # 213 Scholarship  
 Sterling Elks Scholarship  
 Sterling Jaycees Scholarship  
 Sterling Kiwanis Club Scholarship  
 Sterling Lions Club Scholarship  
 Sterling Rotary Club Scholarship  
 Sterling Travel/Uniglobe Scholarship  
 The Bruce Gill Memorial Scholarship  
 The Debby Paison Scholarship Award  
 The Griffin Foundation  
 Thomas J. Guthrie Memorial Scholarship  
 Towne Foundation  
 Transition Scholarship  
 XI Alpha Zeta Scholarship

## LOANS

### FEDERAL STAFFORD STUDENT LOANS

Stafford loans are low interest loans to students for educational costs. These loans are insured by a state or federal agency and are available through private lenders such as banks or credit unions. Students who demonstrate financial need will have the interest on the loan paid by the government (subsidized) during their enrollment on at least a half-time basis. An origination fee and insurance fee are deducted from all loan proceeds. Repayment of principle and interest begins six months after the student leaves school or enrolls less than half-time.

Unsubsidized Federal Stafford Loans are available for students who do not qualify, in whole or in part for the need-based subsidized Federal Stafford Loan. The terms of the unsubsidized loan are similar to the terms for the subsidized loans except the government does not pay interest on unsubsidized loans. The student is responsible for the interest that occurs on this loan during enrollment in school, during the grace period and during periods of deferment. Borrowers may receive both subsidized and unsubsidized Federal Stafford Loans.

Freshmen may borrow up to \$2625 and sophomores may borrow up to \$3500, if qualified.

**REPAYMENT.** Principle payments begin the first day of the seventh month after the student completes his/her academic pursuit. Minimum monthly installments are \$50 per month.

**INTEREST.** The interest rates are variable and change each July 1.

### PLUS LOANS

This loan program was developed to help parents who cannot qualify for the more traditional types of student aid or need help in addition to any financial aid their son/daughter may be receiving. There is no income limit for the PLUS program.

Parents may borrow up to the cost of attendance, less

aid. The interest rate is variable, but may not exceed 9%. Payment begins 60 days from the second disbursement of the loan and is a minimum of \$50 per month.

### Conditions of Institutional Awards

1. All Northeastern Junior College institutional award students will enroll and complete 24 semester hours within one year of enrollment, at a qualified grade average stated by the scholarship.
2. All Northeastern Junior College institutional award students are expected to be good representatives of the college. Any behavior or activity that discredits the college will be reviewed by a Scholarship Hearing Board consisting of the faculty or staff monitoring the award, the financial aid administrator, and the Vice President of Student Services.
3. An individual's participation in college events can be suspended by the hearing board and/or sponsor to include restricted participation in events that represent the college for a period of days and/or events.
4. An award can be revoked or terminated if the credit hours or grade point conditions are not completed successfully or if the student's behavior warrants such action.
5. Students placed on Disciplinary Probation for thirty (30) days or longer will have their NJC scholarship suspended for the duration of the probation period. The student will assume all costs covered by NJC scholarship during this designated time.



# Academic Information



*"People are often surprised to hear that one of the main reasons I was able to successfully pursue a Masters Degree at the University of Oxford as a Rotary Graduate Scholar was because of my experiences at Northeastern Junior College. The leadership experience and opportunities to get involved immediately as a part of the college provided me with the type of attributes that helped me in Graduate school and as a faculty member of a Land Grant University."*

P. Lynn Kennedy, Ph.D.  
 Dept of Agricultural Economics &  
 Agribusiness  
 Louisiana State University  
 NJC A.A. Degree, 1984

## ACADEMIC INFORMATION

### STUDENTS RIGHTS AND RESPONSIBILITIES

All students enrolled for any credit course are responsible for knowing of the information appearing in this College Catalog and any updates of costs, course revisions, curriculum changes and published course schedules. All students are responsible for knowledge of the policies and procedures in the Student Handbook. The Student Handbook contains all general student policies and the basic residence hall rules and procedures. A separate Residence Hall Handbook is issued to all residents upon check in. **The college reserves the right to change procedures and policies in the Catalog and the Student Handbook as deemed necessary and revise the college curricula as may be necessary and desirable.**

All students registered for any courses at Northeastern Junior College accept a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the city of Sterling, comply willingly with college regulations, and abide by all local, state and federal laws. All students have the right to due process and the right to file grievances. The college has the right to restrict, evict, suspend and dismiss any student whose academic achievement and personal conduct does not meet the standards set forth in the College Catalog and the Student Handbook.

In accordance with the regulations and procedures assuring due process, the College Hearing Board may dismiss any student whose conduct does not meet the standards of the college as set forth in the Student Code of Conduct.

### ACADEMIC ADVISOR

Academic advising at Northeastern Junior College is an integral part of the larger mission of educating students. The primary purpose of the advising program is to assist students in the development of meaningful educational plans that are compatible with their goals. The ultimate and final responsibility for making decisions about goals and educational plans rests with the individual student. The academic

advisor assists by helping to identify and assess alternatives and consequences of decisions.

Each full time student at NJC is assigned an academic advisor and is expected to personally meet with that advisor for academic planning prior to each semester pre-registration or registration for courses. The Student Advisor Check List requires students to:

- Know and meet graduation requirements
- Meet with their advisor during registration/pre-registration periods
- Meet with advisor for discussion/approval of course schedule changes
- Make frequent advisor contact to help ensure adequate progress toward educational goals.
- Request changes in faculty advisor when necessary by contacting the Dean of the appropriate academic division.
- Identify and communicate career goals/plans to advisor.

#### ACADEMIC PLACEMENT & ASSESSMENT

All students enrolling for 12 semester hours are required to take an ACT or ACCUPLACER test prior to registration for classes to facilitate mandatory placement for success. All potential transfer students are requested to take the ACT test. Accuplacer testing will be required unless a student receives a minimum ACT score of 18 on English, 18 on Reading and 19 on Math. Specific programs may require further minimum assessment scores before entry.



#### MANDATORY PLACEMENT ~ "PLACEMENT FOR SUCCESS"

(See *General Information Section ~ Page 9*)

#### COURSE REGISTRATION & PRE-REGISTRATION/ TELEPHONE & WEB REGISTRATION

When students have completed the admission requirements, they are eligible to enroll at Northeastern Junior College. Admitted students are encouraged and invited to plan their academic schedule with an academic advisor in advance of the actual starting date for classes. This pre-registration reserves space in classes and guarantees enrollment for the first three days of class. After this reservation time, unused space will be released for other students.

Telephone Registration is available each term for continuing students who previously met with an advisor and have received an access "PIN" number from the Records Office. Students will access their final grades by using their PIN and a toll-free telephone number.

CCC Web is Northeastern Junior College's web-based enrollment system. Students can log in and obtain grades, class schedules, register for classes, scan for classes, view tuition fees, pay tuition, order official transcripts and print unofficial transcripts through this system. <http://www.nejc.cc.co.us>

#### CCC ONLINE REGISTRATION

Colorado Community Colleges Online (CCCOnline) includes fourteen community colleges in Colorado and Northwest Missouri State University. The degrees and courses available through CCCOnline are fully accredited and recognized by all member institutions of the Community College of Colorado and the Higher Learning Commission of the North Central Association.

Currently, CCCOnline offers the following degrees available completely online:

AA in General Education

AA with an Emphasis in Public Administration

AAS in Business

AAS in Construction Technology with an Emphasis in Construction Electrician

AAS in Construction Technology with an Emphasis in Power Technology

AAS in Convergent Technology

AAS in Emergency Management & Planning

AAS in Library Technician

AAS in Occupational Safety & Health Technology

To plan course schedules or to register for CCCOnline courses/degree programs, go to the web site at [www.cconline.org](http://www.cconline.org), call 1-800-801-5040, consult the NJC course schedule each semester, or contact an NJC academic advisor.

## SEMESTER SYSTEM: A TERM, B TERM, AND FULL TERM

Northeastern Junior College operates on the fifteen-week semester plus a four-day finals week system for Fall and Spring. Each 15-week semester is divided into two 7.5 week terms designated A and B term. Courses are scheduled for full term or fifteen weeks, or A-term and B-term for 7.5 weeks each. Students can select courses from one or more term combinations to reach an optimum enrollment. The college offers a summer term with courses offered in three, five, and seven week sessions. The summer term is an integral part of the yearly calendar and is designed to provide continuous educational opportunity through a comprehensive term of offerings. It provides additional opportunity for the high school graduate to adjust to college level work in a relaxed summer environment. Summer session course schedules are available after April 15 from the Office of Admissions.

## CREDIT HOUR LOAD

**Course Load.** The standard course load is 15 credits per semester in addition to the graduation requirement of one physical education activity credit per semester for two semesters. Students who carry fewer than 12 credits are part-time students. A student who desires to carry more than 18 credits in a given semester must have demonstrated his/her ability to do so by having maintained a "B" average for the preceding semester and must obtain the approval of his/her faculty advisor. Students working part or full-time should make allowance in their college program for outside work.

For many students an 18-semester hour course load will be an extremely heavy schedule. New students should consider taking a lighter load for the first semester. In unusual circumstances, it may also appear necessary for a student to carry more than the normal course load. Permission to carry such a course load may be granted to individual students, depending on the excellence of the course work and attendance.

Full-time vocational students will normally register for the number of credits indicated for that semester in the curriculum outline. Students may not register for a course for more or less credit than assigned in the college catalog or the schedule of classes.

## REPEATING COURSES

The college recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

If a student chooses to repeat a course he/she must submit a repeat class form to the records office. The new course must have the same number of credits as the original course. All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. Any course beginning Fall Semester 1988 to the present can be repeated (no restrictions on the type of course or the previous grade), and only the highest grade will be used for computation of the grade point average. In the event of a duplicate grade being earned the most recent grade will be used in the computation of the grade point average. All repeat courses will carry the notation "Repeat-excluded from GPA calculation" directly below the course title on the transcript. All previous grades in a given course will also appear on the student's transcript. Students should direct questions on repeating courses to an academic advisor, the Records Office, or the Counseling Office.

Note: Due to the logistics of the college conversion from quarters to semesters in the fall of 1988, the Instructional Deans, Executive Vice President for Learning Services and Registrar have limited the repeat policy to those courses completed from the fall of 1988 to the present.

## SCHEDULE MODIFICATION

Any student may drop from any course(s) without penalty up to and including fifteen per cent of total class days. All courses dropped during this period will be removed from the student's transcript. Students may withdraw from courses(s) after the drop period up to and including seventy five per cent of total class days. Students who withdraw during this period will receive a "W" on their transcript. The "W" will not impact the calculation of the student's grade point average.

After the dates for withdrawal without penalty have passed, the student will receive the grade earned for the class at the time of his/her withdrawal.

If a student desires to modify a class schedule by withdrawing from a class(s), a Schedule Modification Form must be obtained from the instructional division offices and all procedures and deadlines followed. The individual student is responsible for obtaining appropriate signatures for any schedule modification and submitting the completed form to the Records Office on or before the established deadlines. Students who enroll late in a class put themselves at risk of missing important parts of the learning process.

## ADDING CLASSES

Students may add courses only through the first five class days in each semester (or three days for an eight-week term). Students desiring such a change must obtain a "Schedule Modification Form" from a counselor or the Records Office.



### AUDITING CLASSES

Auditing means participation without evaluation or receipt of credit. An Audit/ No Credit request form signed by the instructor must be submitted to the Records Office by the last day to register or add a course in any term. Students electing the audit option will pay all required tuition and fees, meet all course requirements and receive the no credit grade of (AU). An audited class may be retaken at a later date for credit.

### CLASS ATTENDANCE

Learning is best served through regular and consistent class attendance. Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. The development of class attendance guidelines for each class is encouraged. Students may be dropped from a class for excessive absences. The following general attendance guidelines apply for all students and all classes.

### ATTENDANCE GUIDELINES

1. Each class will have attendance procedures set forth by that instructor. Self contained vocational programs may develop uniform program attendance procedures.
2. Specific procedures for class attendance and the effect that absences may have on daily assignments, make-up work, examinations and /or course grades will be made available in written form and given to enrolled students during the first or second class meeting.
3. Class attendance procedures must be uniformly applied to all students enrolled in a course. Individual students should confer with instructors on personal and specific attendance concerns and conflicts. The determination and application of attendance guidelines is the responsibility of the faculty member.
4. Class attendance is the responsibility of the student. The student should communicate to each of his/her

instructors regarding any attendance situation that may affect course assignments, exams or grades.

5. Students serving on athletic or livestock judging teams or as members of an approved college club or extra-curricular activity, or students enrolled in a class that is missed for a field trip or college sponsored-performance, will be considered "excused" by all instructors for the duration of the travel. The college sponsor - advisor- coach should communicate the students who will be participating. The students are representatives of the college in these approved instances.
  - a. It is the responsibility of the student to make faculty aware of upcoming "excused absences" for approved college activities and to assume responsibility for completion of all assignments during the excused absences.
  - b. It is the responsibility of faculty sponsors; coaches or instructors involved in other student travel to inform Deans and other faculty members of students who miss classes because of approved student travel. The notification of students to be excused from classes should be distributed at least five (5) class days before departure from class.

### CANCELLATION OF CLASSES DUE TO LOW ENROLLMENT

Cancellation of class by the College - Due to insufficient enrollment or other extenuating circumstances the college may cancel classes. Students enrolled in cancelled classes will receive written notice of the cancellation. Refunds of tuition and fees charged for that class will be made by the college business office.

### FACULTY AUTHORITY IN THE CLASSROOM

Northeastern Junior College students are expected to meet and exceed all standards of academic and personal commitment as determined by the instructor of each class. The faculty member sets the academic standards for each class taught, and the student is expected to comply with the following standards of classroom conduct and academic experience.

### DEMONSTRATED PREPARATION

All students must demonstrate the necessary preparation (academic background and assessments) before enrolling in any class or course of study.

## ATTENDANCE REQUIREMENTS

Each student is expected to attend all class sessions. Each instructor sets his/ her attendance policy according to NJC procedures as described in the Student Handbook and Academic Standards Handbook.

## CLASSROOM CONDUCT

Each student is expected to arrive when or before class begins and remain until the class is dismissed. Each student is expected to bring only books and appropriate educational materials into the classroom; food and drink are not allowed. The instructor must approve guests, visitors and any small children present in the classroom. Any student or visitor can be asked to leave if their presence creates a hindrance to the learning process.

## TEXTBOOKS, REQUIRED MATERIALS, SUPPLIES AND EQUIPMENT

Each student is expected to purchase all the required supplies and materials to meet the requirements of the course by the second class session.

## READING ASSIGNMENTS, WRITTEN AND VERBAL REPORTS

Each student is expected to complete all reading assignments as required. Each student will complete all written reports, writing assignments and verbal reports as required.

## SPECIAL ASSIGNMENTS

Special assignments for extra credit (if offered by the instructor), make-up tests or assignments require instructor's approval.

## TEST AND EVALUATION ASSESSMENTS

Each student will comply with all course evaluations as required.

## PERFORMANCE OR LAB REQUIREMENTS

Enrolled students who drop a class or classes before 15 percent of the class meetings have met, and before the 12<sup>th</sup> week of a 16-week term or the 6<sup>th</sup> week of an 8-week term will receive a "W". Appropriate forms must be signed by the student, advisor, faculty member, and submitted to the Records Office.

## PLAGIARIZED MATERIALS, CHEATING OR FALSIFYING AND ASSIGNED MATERIALS AS ORIGINAL

Students are expected to produce original work with correct by documented sources.

## FACULTY AUTHORITY FOR THE CLASSROOM EXPERIENCE

The Northeastern Junior College faculty member has the authority to make immediate and preliminary evaluations of a student's academic progress in a class and related personal conduct in the educational setting. This evaluation will be based upon one or more of the above standards and the instructor has the option of withdrawing a student from their class based upon noncompliance with classroom conduct and academic experience standards.

## ADMINISTRATIVE WITHDRAWAL FROM A CLASS

An approved representative of the college reserves the right to withdraw a student from a class, without a student's approval or signature, based upon documented and reasonable information indicating, but not limited to, to the following: (1) persistent and continued non-attendance for personal, health, legal or other reasons, to such an extent that passing the course(s) is not possible; (2) disruptive and/or discourteous behavior in the classroom that continues to prevent other students from obtaining an education; (3) course assessment that indicates the student's current level of skill performance does not meet the course entrance requirements.

Note: The approved college representative must complete the required withdrawal forms within the college withdrawal deadlines for class or classes and for that enrolled term. The college will make every effort to communicate the Administrative Withdrawal to the student. This act does not remove/defer or reduce any incurred financial obligation due to the college.

## DROPPING CLASSES WITH A "W"

Students dropping a class or classes before 15 percent of the class meetings have met, and before the 12<sup>th</sup> week of a 16-week term or the 6<sup>th</sup> week of an 8-week term, will receive a "W." Appropriate forms must be signed by the student, advisor, and faculty member, and submitted to the Records Office.

## WITHDRAWAL FROM CLASS(ES)

Any student may withdraw from any course(s) or the college without academic penalty anytime up to 75% of any term being completed. All courses withdrawn during this period will receive the grade "W". Courses designated "W" will be recorded on the student's permanent record, but will not be used in the calculation of the student's semester or cumulative grade point average. After the dates for withdrawal without penalty specified above, the students may not withdraw from a course and "W" is no longer a grade option for the instructor.

A student initiates requests for withdrawal from a course by obtaining the appropriate withdrawal form from either the Records Office or an academic advisor.

The student will then obtain the signatures of the instructor(s) and the advisor as a matter of information, indicating communication of the student's intent. Course withdrawals will not become valid until the student has returned the completed forms to the Records Office and paid the appropriate fee(s). Failure to complete the prescribed withdrawal procedure will result in the student receiving a grade of "F" (failure) in each course affected by withdrawal.

#### WITHDRAWAL FROM COLLEGE/ALL COURSES

A student who decides to withdraw from all courses must obtain the "Withdrawal from College - All Courses" form from the Student Services Office. This form must be completed and returned with the current ID before withdrawal from college is official. Withdrawal from college can be completed up to and including the day prior the start of final exam week. The withdrawal code to be used by an instructor will be a "W" to show a termination of enrollment or an "I" for an incomplete which allows the student to complete specific course requirements by the end of following semester (excluding summer). The last date of attendance for the business office, records and financial aid purposes will be the date of request to withdraw.

**Note:** In unusual circumstances (death, disability, and excessive absences) the Vice President of Student Services, the instructors of the courses enrolled, or the academic advisor may initiate the "withdrawal from college - all courses" for a student. Procedures for withdrawing from the institution may be initiated only in the Student Service Office. Upon withdrawal from all classes, the student automatically severs the relationship with the college and is required to surrender his/her college identification card. Withdrawal does not remove any outstanding financial balances or financial aid obligations due to the college or financial aid office. "Withdrawal from college - all courses" does not preclude the students appeal for re-admission at a later time.

#### ACADEMIC FRESH START

The Fresh Start Policy allows former NJC students to apply for establishment of a new academic record. A student may be granted a "Fresh Start" only once, and if approved by the Academic Standards Committee and accepted by the student, the decision will be final.

Call 970-521-6659 for additional information and clarification on this procedure.

#### FRESH START

##### Eligibility

1. A student who has an academic record with courses older than three (3) years from the current date is eligible for a Fresh Start.

2. A student must have all financial and deans' holds cleared before a request can be honored.
3. A student has not previously requested a Fresh Start, as this option is available only once.
4. A student must have completed at least 12 credit hours with 2.00 grade point average prior to an application for Fresh Start.

##### Procedures

1. A student must submit a letter of request to NJC Records Office for a Fresh Start.
2. The Records Office will check the student's transcript for eligibility and if eligible, forward the request of eligible students to the Chair of the Academic Standards Committee for review.
3. The Academic Standards Committee will review and make recommendations for approval or denial prior to a semester pre-registration or registration period.
4. The NJC Records Office, after a thorough review of the student's transcript, will identify and recommend the appropriate academic term to declare a Fresh Start.
5. The Records Office will compute a Fresh Start GPA from the designated academic term and provide the student with a Fresh Start Transcript.

##### Guidelines

1. The student's transcript will reflect the entire academic record and no classes will be deleted or removed.
2. Only grades earned after the Fresh Start will be used to compute the new cumulative grade point average.
3. Courses with a C grade or better prior to the Fresh Start may be applied toward graduation requirements.
4. Fresh Start will not change Satisfactory Progress for Financial Aid eligibility and previous grades are subject to interpretation by specific Financial Aid Policy.

#### CONFIDENTIALITY OF STUDENT RECORDS

The college maintains an educational record and student service record for each student who is or has been enrolled at the college. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (hereafter "Act"), the following student rights are covered by the Act and afforded to all eligible students at the college.

1. The right to inspect and review information contained in the student's records.
2. The right to request amendment of the contents of the student's records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights.



3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's records.
4. The right to secure a copy of the college's policy.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the college's policy statement. A copy may be obtained in the Records Office.

Educational agencies – colleges – may disclose educational records to the parents of a dependent student without the student's consent. Post-secondary institutions may disclose to parents and legal guardians of students under the age of 21 information regarding the student's violation of any Federal, State or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance (amended 6/99). The college is obligated to keep within the student educational records, a "record of access" for all people and organizations that have been granted access to the student's records. This record of access is available only to approved and authorized people within and outside the institution.

The institution shall disclose to an alleged victim of a crime of violence or a non-forcible sex offense, the final results of disciplinary proceedings conducted by the institution. The institution may disclose the results of a disciplinary hearing for such violations of the college's rules; disclosure is limited to the name of the violator, violation committed, sanctions imposed. Names of other students and/or witnesses can only be released by written permission.

Disciplinary records may be released to other schools and school officials when those records contain information regarding conduct that posed significant risk to the safety of any student or members of the school community.

Northeastern Junior College may provide directory information in accordance with the provisions of the Act without consent of an eligible student unless the student initiates a written request to prevent disclosure of such information. The following information is designated as directory information and may be released concerning any student for any purpose at the discretion of the college unless a written request for nondisclosure is on file.

Category 1: Name, addresses, telephone numbers, dates of attendance, student classification.

Category 2: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Category 3: Past and present participation in officially recognized sports activities, physical factors of athlete (height and weight), date and place of birth.

Currently-enrolled students may prohibit general disclosure of this directory information by notifying the Records Office in writing, specifying the categories to be

withheld, within ten (10) calendar days after the first scheduled class day of each term.

The college will honor the request until the student notifies the Records Office in writing of intent to allow release of directory information. The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, Northeastern Junior College assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Vice President of Student Services.

## HEAT CENTER ~ INFORMATION

### HIGHER EDUCATION & ADVANCED TECHNOLOGIES

The Higher Education and Advanced Technologies (HEAT) Center at Lowry in Denver delivers a unique concept in technology education. To maximize resources, the HEAT Center "technology village" functions as the shared campus home to several one-of-a-kind, high-tech programs in 21st century manufacturing, information/telecommunications, biotechnology, and life sciences through collaboration with community colleges, four year colleges and universities, and business and industry.

Under the leadership of the Colorado Community College and Occupational Education System (CCCOES), the HEAT Center enhances Colorado citizens' access to technology-based programs, applications and research, and creates highly collaborative alliances. The HEAT Center provides laboratories and learning environments for effective customer services and processes based on



the needs of strategic partners and customers. It fosters synergy among its partners, leads and facilitates educational innovation in emerging technologies for the state, and develops programming partnerships with the Colorado Electronic Community College (CECC). Together, these services enhance the personal, community and economic development of the state and enrich the lives of all citizens.

Additional information about technology programs, registration, student services, financial aid, and class schedules is available from the HEAT Center (corner of Yosemite and 10th Drive, Bldg. 758, Room 221 at Lowry in Denver), or from the Student services office at 303-340-7001. On the World Wide Web, the HEAT Center is available at <http://www.heat-center.org/index2.html>.

## CCC ONLINE

### COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE)

The innovative Colorado Community College Online, or CCC Online, encompasses Colorado's 14 state-system community colleges and Northwest Missouri State University. CCC Online degrees and courses are fully accredited and recognized by all partner colleges. Students can earn NJC credit toward NJC degrees by completing CCC Online courses. Those courses are available anytime and anywhere at the student's convenience. CCC Online maintains standing transfer agreements for Business core and General Education core courses with most four-year public and private colleges in Colorado. Transfer agreements with in-state and out-of-state colleges enable students to complete entire selected baccalaureate programs using distance/electronic technology.

The CCC Online student communicates regularly with instructors and fellow students who may be anywhere in the world. While earning degree credits, online students become proficient in the Internet applications of chat rooms, threaded discussions, webliographies, audio and video interface, and much more.

Detailed information about online courses and degrees, tuition, student services and financial aid is available at [www.cconline.org](http://www.cconline.org). Students must complete all CCC Online course enrollments from the web site.

CCC Online partner colleges are:

Arapahoe Community College  
Colorado Electronic Community College,  
managing institution for CCC Online  
Community College of Aurora  
Community College of Denver  
Front Range Community College  
Lamar Community College  
Morgan Community College  
Northeastern Junior College

Northwest Missouri State University,  
providing baccalaureate completion programs  
Colorado Northwestern Community  
Otero Junior College  
Pikes Peak Community College  
Pueblo Community College  
Red Rocks Community College  
Trinidad State Junior College

## ACADEMIC DEGREE REQUIREMENTS

### DEGREES & CERTIFICATES

The college offers the Associate of Arts, Associate of Science, Associate of Applied Science and Associate of General Studies Degrees, and Certificates in individual career/technical and general studies programs.

### GENERAL EDUCATION CORE

**The Core Curriculum:** The Community Colleges of Colorado entered into agreements among community and junior colleges, and four year colleges and universities in Colorado regarding the General Education Core Transfer Program.

The core transfer curriculum makes it possible for NJC students to complete a core of general education requirements and be guaranteed transfer credit for these classes at Colorado's public four-year colleges or universities. Students may choose to complete the core transfer curriculum by itself or as part of a two-year degree program for an associate of arts or associate of science degree. Each course must be completed with a grade of C or better. Only courses taken fall 1988 or later will count towards the core. A list of the general education core classes is available in the Records Office.

**General Education Core Requirements -** The following courses do not meet or cannot be substituted for the general education core requirements: Occupational/Vocational OJT or Cooperative Work Experience (199 or 299); Televised courses (293) unless specifically approved as a general education core class; independent/individual studies courses (295); Travel/field studies (296); Special Credit classes not in the catalog (297), prior learning credit/CLEP, or any required courses designed as part of the program's regular course work.

**Credit Hours Restrictions -** The following courses have limits as to the number of credits that may be applied toward any degree:

CATEGORY	CREDIT HOUR RESTRICTION/MAXIMUM CREDIT
<b>Courses numbered under 100</b>	NO CREDIT CAN APPLY
Individual studies	4
CLEP examinations	30
Advanced Placement Program	30
Cooperative Work Experience	8
United States Arm Forces Institute	30
Prior Learning (Total)	50% of Requirements

**Types of Course Offerings.** Varied instructional approaches to coursework are available including: lecture, lab, clinical experience, private instruction, arranged individual study, seminars, practicum capstone, cooperative work experience, and on-the-job training. These courses have a special numbering designation.

- 100 Generally Freshman level coursework
- 170-174 Clinical
- 175-177 Special Topics
- 178 & 179 Seminars/Workshops
- 180-184 OJT/Internship (freshman)
- 185, 186, 285 & 286 Independent/Individual Studies Courses
- 187 Cooperative Education
- 188 & 288 Practicums
- 200 Generally Sophomore level coursework
- 270-274 Clinical
- 275-277 Special Topics
- 278 & 279 Seminars/Workshops
- 280-284 OJT/Internship (Sophomore)
- 287 Cooperative Education
- 289 Capstones

**ON-THE-JOB TRAINING/CLINICAL TRAINING**

These courses are available as supervised cooperative education arrangements between the college and an employer. The courses provide the students with work experiences, which are relevant to their technical program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, needs, or the availability of work opportunities.

The NJC Program Coordinator or OJT instructor will provide course objectives to the work centers. A weekly class session will be held between student and instructor to review assignments and course objectives. Cooperative Work Experience students and instructors will follow the same procedures.

Work experience is an integral part of the following career programs: Marketing Management, Practical Nursing, Agri-Business, Early Childhood Professions, Production Agriculture, Horticulture and Landscape Technologies, Agriculture Diesel & Equipment, and Equine Management. These courses have special credit hour and clock hour designations.

HOURS WORKED/ WEEK WITH EMPLOYER	TOTAL WEEKS	MINIMUM CLOCK HOURS REQUIRED	SEMESTER CREDIT HOURS
40	16	640	16
30	16	480	12
20	16	320	8
10	16	160	4
5	16	80	2

Credit hours are computed on a 2.5: 1 ratio of work contact hours (60 minutes) to credit hour assignment. One credit will be given for each 40 contact hours of work.

**COOPERATIVE WORK EXPERIENCE**

Cooperative Work Experience offers an extension and application of classroom instruction through the college and an employer who supervises work experiences closely related to the student's educational and career plans. The student's faculty advisor, the instructional director and the coordinator of cooperative education must approve job placement and credit allocation.

Cooperative Work Experience has special credit hours and clock hour designations. A minimum of 40 clock hours of work experience is required for each semester credit hour.

MINIMUM CLOCK HOURS WORKED	SEMESTER CREDIT HOURS
480	12
240	6
200	5
160	4
120	3
80	2
40	1

Credit hours are computed on a 2.5: 1 ratio of work contact hours (60 minutes) to credit hour assignment.

CWE199 indicates freshman cooperative work experience enrollment and CWE299 indicates sophomore enrollment. The designation a.b.c. and d. indicates first, second, third, or fourth enrollment in cooperative work experience per year.

Cooperative Work Experience credit may be applied toward certificate or degree requirements with the following limitations:

1. A maximum of 8 semester credits may be applied toward graduation requirements.
2. Cooperative Work Experience credits are general electives and may not replace general education requirements or required courses for a major.

Benefits to the student include:

1. Enhanced learning through practical work experience related to the individual's major area of study.
2. Work experience becomes a part of the student's permanent record (college transcript) and may be valuable when seeking future employment.
3. The grades earned are included in the student's cumulative grade point average.
4. A high school fast-track student may enroll in Cooperative Work Experience with the approval of the student's faculty advisor, instructional director, the coordinator of cooperative education. This approval must be granted prior to enrollment in Cooperative Work Experience.
5. Wages earned.

## INDIVIDUAL STUDIES

Individual study provides an opportunity for the above-average student to do independent research in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a class. Each independent study project must be arranged in advance through a supervising faculty member. The standard tuition charge will be assessed. A maximum of four credit hours may be applied toward graduation requirements.

## CREDIT FOR PRIOR LEARNING

Credit for prior learning, often referred to as non-college or experience-based learning, is learning that has been attained primarily outside the sponsorship of accredited post-secondary institutions. The term "credit for prior learning" applies to learning acquired from work and life experiences such as travel, correspondence, extension courses, individual study, participation in formal educational settings, and in-service training sponsored by associations, business, government, and industry. Credit is not awarded for experiences, but college level learning which entails knowledge, skills and competencies which students have obtained as a result of their prior learning experience. Credit for prior learning may be granted by the following methods:

1. Transfer of credits from an accredited college program, official transcripts.
2. Standardized tests, such as CLEP, Advanced Placement, DANTES, and other nationally recognized tests for training, licensing and certification.
3. Institutional tests, as developed and approved by each instructional area.
4. Educational experience in the Armed Services.
5. Portfolio assessment.

Northeastern Junior College awards credit for prior learning through established procedures. All credit must meet the specific standards for approved courses and relate to the student's educational program. A student seeking credit for prior learning must contact the Counseling Office for a preliminary assessment and specific standards for



awarding credit, and understand all colleges and universities reserve the right to accept or reject prior learning credit in transfer.

## PREREQUISITES

A prerequisite is a requirement - or its equivalent - which must be met before a student is admitted into a course. A prerequisite may be a specific high school course, another Northeastern Junior College course or a demonstrated proficiency. Prerequisites may be waived on the basis of diagnostic testing and/or the recommendation of an appropriate faculty member or dean.

All students at the college are expected to demonstrate proficiency in basic communication, mathematics and reading skills necessary to be successful in college level courses. During pre-registration orientation sessions, basic skills are evaluated for course advising and mandatory placement for success. Previous educational records and diagnostic testing will also be considered for optimum course selection and advising.

## RESIDENT CREDIT

A degree candidate is expected to earn 15 of the last 30 semester credit hours on NJC's Sterling campus (or approved outreach center) before presenting course work for graduation.

## GRADUATION REQUIREMENTS

The catalog in use during a student's first enrollment in the college normally is used in determining completion of degree or certificate requirements. The effective catalog may, however, be no more than six years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the six-year period including the current year.

A student who has a break in college enrollment of three consecutive semesters or more, excluding summer semester, must meet the program requirements of the catalog in use at the time of readmission. Any previously completed Northeastern Junior College occupational course work may be subject to an evaluation of relevancy to any revised program. If the occupational program in which the student was previously enrolled has been discontinued, the student cannot re-enroll in that program.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or to waive any course prerequisite or co-requisite.

Students who complete a degree or certificate using core courses taken prior to fall of 1988 will receive official transcripts **without the core completion statement.**

## GRADUATION APPLICATION

Students who expect to graduate must complete an Application for Graduation by the beginning of their final semester. Applications for Graduation are available in the Office of Records, the advisor, and from respective Deans' Offices.

## ACADEMIC EVALUATION

## ACADEMIC STANDARDS OF THE COLLEGE

All policies pertaining to academic standards apply to students who enroll in credit courses at Northeastern Junior College, full time, part-time, regular degree/certificate seeking or special status. All students must maintain a cumulative grade point average of 2.0 (C) and fulfill all course requirements in order to graduate and receive a degree or certificate. Students not maintaining the required grade point average may be warned or suspended based upon their academic status. Academic progress to maintain financial aid requires a minimum in both number of credits and grade point average.

**Faculty Authority** – Professional – qualified faculty are hired to facilitate learning by teaching each course and making preliminary, ongoing and final evaluations of each student's progress. The instructor is the final authority on each student's learning progress and the assignment of final grades for each course. Each faculty member is committed to teach the course content, make individual and on-going learning evaluations of each student and assign a final letter grade based upon these evaluations. A Dean and the Executive Vice President for Learning Services supervises each member of the faculty.

## GRADE REPORTS – GRADES

Final grade reports are issued from the Instructor at the end of each semester. Final grade reports for any term shorter than individual faculty should post the semester. Final grades for any term will be transcribed only at the end of each semester. Students will access final grades via PIN and toll-free telephone number.

**Grading System** - Student achievement is evaluated in relation to the attainment of specific learning objectives of the course. At the beginning of the course the instructor will explain the basis upon which grades are assigned. For the purpose of the grade descriptions, "achievement" means successfully reaching a designated level of knowledge, understanding and skill, and "mastery" means successfully reaching an objective level of competency in a skill.

Grade symbols and quality of work indicated by symbols are as follows:

- A The student has demonstrated superior mastery or achievement of learning objectives and/or additional objectives.

- AU Audit class- no credit.
- B The student has demonstrated better than acceptable mastery or achievement of the learning objectives and/or additional objectives.
- C Acceptable standard for graduation. The student has demonstrated acceptable mastery or achievement of the learning objectives.
- D The student has demonstrated less than acceptable mastery or achievement of learning objectives. In some programs it may be necessary to repeat the course in order to advance, as "D" level achievement is not generally satisfactory for advancement in the same or related studies.
- F The student has not demonstrated satisfactory mastery or achievement of learning objectives.
- I Incomplete due to extenuating circumstances. The student has not been able to complete the course requirements. Two-thirds to three-fourths of the work shall have been satisfactorily completed for a student to be eligible for an "I" and the instructor shall have determined that the student has a reasonable chance of completing the remainder. It is the student's responsibility before the end of the term to arrange with the instructor for completion of the course. Incomplete grades must be complete before the end of the next consecutive fall or spring semester (excluding summer), or the incomplete will change to an "F" grade, unless the instructor provides the appropriate grade.
- IP In Progress. Assigned to courses exceeding the end of a semester in completion.
- P Pass. Indicates a successful challenge to a course at a "C" level or above. These grades are not used for calculation of the student's GPA.
- NG No grade reported indicates grades were not received by the processing date.
- R Repeated course. See Repeat Course Policy
- S Satisfactory. For designated courses, indicates achievement of the course objectives at a "C" level or above. These grades are not used for calculation of the student's GPA.
- U Unsatisfactory. For designated courses, indicates failure to achieve learning objectives.
- W Withdraw. Any student can withdraw from any class (by approval) up to and including the Friday of the twelfth week of a sixteen week semester, or the Friday of the sixth week of a eight week term or on/before 75% of total class days have been completed. All courses withdrawn during this period will receive the grade "W". A student can be withdrawn from a course by the instructor of the course or an approved staff person based upon documented reasons. The deadlines to file a withdraw are the same for both student and staff. Refer to Schedule Modification section for complete details.

## CCC ONLINE GRADING SYSTEM

The following grading system is approved by the Community Colleges of Colorado for online courses.

GRADE	QUALITY POINTS
A	4
B	3
C	2
D	1
F	0
S (Satisfactory)	None ( <i>"S" grade of C or better – no impact on GPA</i> )

- Approved only for selected, approved courses
- Must be declared at a time of student registration
- Exclusions for core courses, limitations on number of hours applicable to graduation

U (Unsatisfactory) None

I (Incomplete) None (*75% of the course work must be completed with a grade of "C" or better within a time period equivalent to one semester after the end of the class.*)

W (Withdrawal) None (*Must be issued prior to 80% of course duration. Can be initiated by either the student or instructor.*)

AU (Audit) None (*Must be issued prior to 15% of class duration. Student initiated only – has no impact on GPA.*)

Z None (*No grade reported*)

**Grade Point Average Calculations.** The College employs a system of grade points for rating the student's scholastic achievement. The following point scale is used: A - four points for each credit; B - three points for each credit; C - two points for each credit; D - one point for each credit; F - 0 points for each credit. The following example illustrates how grade points are calculated.

SUBJECT	GRADE	CREDITS	X	GRADE POINTS	QUALITY POINTS
English	B	3	x	3	= 9
Band	F	(1)	x	0	= 0
Biology	D	4	x	1	= 4
Spanish	C	5	x	2	= 10
History	A	3	x	4	= 12
Total		16			35

Total Credits Attempted .... 16

Total Credits Earned ..... 15

Grade Point Average ..... (35 divided by 16) = 2.1875

The cumulative average is obtained by dividing the total number of quality points accumulated at a given time by the total number of credits undertaken while they are being earned.

Physical education activity classes, although required, do not have grades computed in the academic grade point average.

## MID TERM ASSESSMENT

All students are assessed at the middle of each term - A, B, or full semester. This academic assessment provides the student with a midterm grade review to plan needed improvements before final exams. All students assessed at a D or F grade level will be contacted for referral to the Comprehensive Learning Center or a change in academic preparation to raise their grade.

## FINAL EXAMS

Final exams are held in all subjects according to the published schedule. No examinations should exceed two hours in length. No student will be excused from final examinations. Should any unusual circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be approved by the Dean and instructor involved. Failure to secure authorization to take a final at the scheduled time may result in a final grade of "F" at the discretion of the instructor. In unusual circumstances, a special alternate exam time could be arranged by first contacting the instructor and then the Dean of the division.

## SCHOLASTIC HONORS

Northeastern Junior College promotes and encourages scholastic achievement and students who achieve a 3.5 grade point or higher while carrying a minimum of twelve credits will be listed on the President's Honor Roll. This honor roll is published each semester. Students with incomplete grades for the semester are not eligible.

Athletic Scholastic Honors are given to students carrying a minimum of twelve credits with a cumulative grade point of 3.5 and participating in athletics. Each scholastic honors athlete receives a certificate denoting this achievement.

## DUE PROCESS FOR GRADE CHANGE

**Purpose.** A final grade must remain a professional educational decision made strictly by the faculty member and must have the complete support and backing of the college. *The integrity of the academic standards of the college depends upon the grading procedures of the individual faculty member.* A change of a final grade results from a personal and private appeal from the student to the faculty member. The intent of the following procedures is to keep the ultimate control of the final grade with the faculty member and to protect the faculty member and the college from requests that do not meet a minimum standard. The baseline of a grade change request should involve unusual and mitigating circumstances to allow the faculty member to reconsider the decision involving a final grade in question. The following conditions and procedures are required for any grade change request.

## REQUIREMENTS FOR AN APPEAL

1. The student must have written academic materials or written information that supports an appeal. This information must be material that the faculty member could have, by some error, misplaced, overlooked or not included in the final grade. Other materials that assist an appeal would be schedule modification forms or withdrawal from college forms.
2. The appeal must be based upon documented material and not a challenge to the judgment of the faculty member.
3. The appeal must be initiated within ten (10) college workdays after the start of a new grading semester. Summer is considered a grading semester. An appeal requested ten days after the first class day of the next semester will not be considered.
4. The instructor of record for the class must be a continuing full-time or part-time employee of the college. If the instructor of record is no longer an employee of the college, then an appeal for a grade change can only be resolved through the Executive Vice President for Learning Services and a Dean.
5. Only the student who has unusual and mitigating circumstances for the request may initiate the appeal. Other parties may assist but cannot make the appeal or present materials for the student.

CONDITIONS OF A GRADE APPEAL  
(FINAL GRADE ONLY)

Conditions for a grade change appeal include but are not limited to the following examples.

1. The grade was the result of a mistaken identity, or a student was given a grade that was intended for another student.
2. The instructor inadvertently recorded the wrong grade for an assignment or failed to record a grade for a test, paper, or project. The student subsequently produced the original assignment or paper or test results for re-consideration.
3. The grade was based upon the criteria of attendance and the student documents claims to have attended the class sessions as required, but the instructor has attendance records that are different from the student's records.

GRADE APPEAL PROCEDURES  
INFORMAL RESOLUTION

The student should request a private discussion with the instructor to present the reasons for an informal resolution to the grade change request. The instructor can make the grade change or reject the request without any further action, no written response is required.

1. An informal resolution by the instructor must be completed within ten (10) days of the student's initial request. A non-response within ten days by

the instructor of record is considered a rejection of the appeal, unless the instructor of record is unavailable.

2. If the student feels the decision by the instructor of record was un-fair and was not based upon current college grading practices, then a request for a formal resolution can be filed.
3. If the college no longer employs the instructor of record, the Dean and Executive Vice President for Learning Services will review the appeal and determine the resolution. No other action is available after the Dean and Executive Vice President have reviewed the grade change request if the instructor of record is no longer employed by NJC.

FORMAL RESOLUTION FOR A  
GRADE CHANGE REQUEST

A Formal Resolution can occur, but is not limited to, the following. (1) If a student has attempted an Informal Resolution with the instructor of record and feels that additional impartial staff need to review the appeal. (2) If the student prefers not to seek an informal resolution with the instructor for whatever reason and wants impartial staff to review the appeal.

PROCEDURES FOR A FORMAL  
GRADE CHANGE APPEAL

1. The student can appeal the decision of the instructor by obtaining a Grade Change Petition from the NJC Records Office. The Grade Change Petition must be initiated within the first ten (10) days of the next grading period; copies of the petition will be filed with the Records Office, the Instructor and the Dean. If an informal attempt has been made, the ten-day limit will begin after an informal resolution has been tabled or denied.
2. The Registrar will review the appeal and research the files for materials pertaining to the class and grade involved. The record staff will forward all findings to the instructor of the course and to the Dean. The Instructor will provide all grading materials to the Dean pertaining to the student and grade involved. Materials from both the Records Office and the Instructor will be forwarded to the Dean within five (5) days of the request.
3. The Dean will review all material relating to the appeal and review the best possible resolution with the Instructor. Based upon the Dean's review of all related materials, personal interview of the Instructor and possibly the student, the Dean will respond to the Grade Appeal. The Dean will give a written response within ten (10) days after receipt of the materials.
4. The student may appeal the Dean's decision to the Executive Vice President for Learning Services; this appeal must include the Grade Change Petition and significant and mitigating reasons for the continued appeal. The Executive Vice President for Learning

Services will respond in writing within ten (10) days of receiving the Grade Petition.

5. The student may appeal the Executive Vice President's decision to a President's Academic Hearing Board. This board appointed by the President will consist of three (3) faculty representatives, two (2) professional staff and three (3) students – could be ASG Officers or ASG Senators. The chair of the President's Academic Hearing Board must be selected from the membership to insure an Impartial Decision. This appeal must include the Grade Change Petition and significant and mitigating reasons for the continued appeal. The Hearing Board will forward a response to the President within ten (10) days of receiving the Grade Petition. The President will respond to the student's appeal within five (5) days of receiving the Hearing Board's recommendation. The President's response is final.

## ACADEMIC STANDARDS

### FIRST YEAR STUDENT

First year students are students who have not yet accumulated 30 semester credit hours.

**Academic Suspension.** Normally, a student will not be suspended for academic reasons after the first semester of attendance; however, the student whose grade point average falls below .50 after the first semester, will be required to obtain approval to re-enter from the Vice President of Student Services.

**Placed on Academic Warning.** A first year student whose semester grade point average is 1.50 to .50 shall be placed on academic warning.

**Removal from Academic Warning.** A first year student shall be removed from academic warning when both the semester grade point average and the cumulative grade point average are above 1.50.

**Continued on Academic Warning.** A first year student shall be continued on academic warning if either the semester grade point average or cumulative grade point average is 1.50 or below.

**One Semester Suspension.** A first year student on academic warning whose semester grade point average and cumulative grade point averages are both 1.50 or below will be placed on academic suspension for one semester.

**Two Semester Suspension.** A first year student on academic warning whose cumulative and semester grade point average are both 1.50 or below after a semester suspension, shall be suspended for two consecutive semesters.

A first year student on academic suspension, regardless of when the suspension was initiated, may

enroll for the summer periods. If the student on academic suspension achieves above 1.50 grade point average during the summer enrollment by earning five credit hours or more, the suspension may be lifted upon review by the Dean of Students.

### SECOND YEAR STUDENT

Second year students have accumulated 30 or more semester credit hours.

**Placed on Academic Warning.** Second year students with either a semester grade point average or cumulative grade point average below 1.75 will be placed on academic warning.

**Continued on Academic Warning.** Second year students are continued on academic warning when either the semester grade point average or cumulative grade point average is below 1.75 and they were on warning status the preceding semester.

**Two Semester Suspension.** Second year students readmitted from suspension who fail to achieve a 1.75 grade point average the following semester, could be suspended for two semesters, at the discretion of the Dean of Students.

**Removal from Academic Warning.** Second year students shall be removed from academic warning when both the semester and cumulative grade point average are 1.75 or above.

**Academic Appeal Procedure.** Any student who is suspended for the next enrollment has the right to appeal. The following procedures will be followed.

After notification of suspension, the student must write a letter for reconsideration of this action to the Chair of the Academic Standards Committee requesting to be re-admitted on academic warning, stating all reasons for this consideration. This letter must be received seven (7) days prior to the next registration day.

The student's parent or guardian (if student is a dependent) must write a letter supporting this appeal, stating reason for their support. This letter must be submitted seven (7) days prior to the next registration day.

The Academic Standards Committee will review the student's academic record and letters of appeal. Based upon the committee's consensus, the chair will inform the suspended student in writing if re-admittance is approved or denied. The Academic Standards Committee can require a readmitted student to take a certain course load, take the success seminar, assign counseling or study skills. Weekly progress checks can also be part the re-admittance requirements.

Any re-admitted student who shows no academic progress (more than two D or F grades at midterm) based upon the mid-term report of the readmit term will



be administratively withdrawn and placed on two (2) semester suspension.

#### ACADEMIC ASSISTANCE – FULL TIME STUDENTS

All full time students (enrolled in more than 11 credits) placed, continued, or readmitted on Academic Warning are required to do the following:

1. The student will be scheduled for up to eight (8) weekly success appointments or enroll in a student success seminar as determined by the counseling staff.
2. The student will be assigned to weekly study skills assistance in the Comprehensive Learning Center with tutors or help sessions as determined by counseling / or study skills evaluation.
3. The student will continue the counseling appointments and study skill assistance in the Comprehensive Learning Center if academic progress is not sufficient by mid-semester.

#### ACADEMIC ASSISTANCE – PART TIME STUDENTS

All part time students (enrolled in fewer than 12 credits) placed, continued, or readmitted on Academic Warning are required to do the following:

1. Consult an academic advisor or counselor to review the student's academic transcript and plan tutorial or personal assistance before completing pre-registration for additional classes.
2. Receive an academic advisor's or counselor's approval to enroll in any classes while on academic warning.
3. Part time students from outreach sites, evening or day enrollment are encouraged to seek weekly progress appointments with a counselor, enroll in a student success class or request tutorial and study skill assistance at a convenient place and time.

#### SATISFACTORY PROGRESS/FINANCIAL AID

Because of increased demands from the public and from federal and state authorities, regulators are placing increased accountability standards on colleges and universities. One of these standards is a **satisfactory academic progress policy** for financial aid recipients. The policy monitors three different aspects of a student's academics: 1) Course Completion Standards, 2) Qualitative Standards and 3) Quantitative Standards. Summaries of NJC's standards are listed below.

#### COURSE COMPLETION STANDARDS

Students are required to complete one hundred percent of the hours needed for financial aid disbursement. Full-time students are required to complete at least 12 credit hours per semester. Half-time students are

required to complete at least 6 credit hours per semester. Completing less than one hundred percent and more than fifty-percent results in financial aid probation. Students have the following semester of enrollment to make up the deficiencies plus their required hours for disbursement. Failure to complete the deficiencies and required hours results in suspension of financial aid eligibility. Students who fail to complete at least fifty percent of required hours per term are automatically suspended from financial aid.

#### ACADEMIC PROGRESS – SUMMER TERM

A first year student on academic suspension, regardless of when the suspension was instituted, may enroll for the summer term. If the student on academic suspension achieves above 1.50 grade point average for the summer term, earning 5 credit hours or more, the suspension will be changed to academic warning. The student could continue the next academic term on academic warning.

#### COLLEGE TRANSCRIPTS

Official cumulative permanent records must be established and maintained for all students who have been awarded credit from prior learning experiences. Official NJC transcripts shall designate all credit earned through the prior learning process, and such credit shall be identified as special course prefix and number and credit. All documentation used as a basis for credit awarded is to be maintained by the NJC Records Office.

The Director of Admissions and applicable faculty will evaluate prior learning credit being transferred from a regionally accredited institution.

#### ACADEMIC ASSESSMENT PROGRAM

Philosophy - General education at Northeastern Junior College leads students to career, technical and transfer competencies. Ultimately, the skills and abilities developed through general studies enable students to pursue personal, professional and academic goals. These studies are designed to enhance written and verbal communication skills; develop critical/creative thinking and problem solving skills; increase an understanding of oneself, of others and of one's role as a citizen in a diverse culture; and demonstrate the ability to work with a variety of technologies. These capabilities and insights facilitate success in a variety of pursuits. Therefore, students who graduate from NJC should gain the following abilities:

##### **Communicate effectively in written form.**

Effective written communication involves the ability to organize one's ideas and present them in a logical, well-developed context that fits the requirements for the

assignment. Grammatical and other mechanical errors reduce the professionalism and, hence, the success of writing projects. Students are expected to understand how to present others' ideas in conjunction with their own without plagiarizing.

**Communicate effectively in oral presentations.**

As effective oral presentation is considered one that is organized for a particular purpose and audience, clearly articulated, and fluently delivered.

**Demonstrate critical and creative thinking skills.** Critical thinking includes the ability to evaluate, compare, analyze, detect bias, distinguish fact from opinion, see causal connections, draw conclusions and form effective argument. Creative thinking, also an important element of effective thinking skills, involves the ability to challenge assumptions and think outside rigid mental sets.

**Demonstrate proficiency in appropriate technologies.** Global technological skills such as basic word processing, general Internet surfing and email capabilities are currently the basis of this category.



**Demonstrate an understanding of themselves as individuals and an awareness of ethical issues.** A well-rounded education results in graduates who are led toward a greater understanding of their role as a citizen in the modern world. They have gained a respect for their responsibility toward themselves and others.

**Recognize and understand diversity in our global society.** As stated elsewhere in the catalog, general education also includes human development in civic, consumer, environmental and social responsibilities. Such development should include a breaking down of socioeconomic, ethnic and gender barriers.

These skills are assessed in a variety of ways each semester. Student presentations may be video taped, written papers collected within courses, and locally developed instruments and surveys distributed in addition to standardized evaluations. This evaluation of student success in key concepts is an integral part of NJC's curriculum development, aimed toward achieving a high quality educational experience. Standards of student achievement are guideposts for the continued improvement of the student learning experience at NJC.

# Student Services



*"Clubs and extracurricular activities have helped me to meet so many nice, fun and very interesting people here at Northeastern. I associate with more people now than I ever did in high school. I see some of the instructors here spending extra time with students—way beyond what I ever expected to see. Being a minority can sometimes put me in uncomfortable situations. The faculty, staff and everyone I've met here have made by first college experience a perfect one!"*

— Nicole Brake  
Cortez, CO  
Pre-Law Major

## STUDENT SERVICES

Student Services at Northeastern Junior College provides a variety of essential services, programs and learning support for all students and staff. Student Services provides the “out of class” support and personal, social environment to enhance academic and personal achievement. Student Services programs develop student access to programs of leadership, residence halls, athletics, intramurals, counseling and health services, financial assistance, student activities and student government. The college encourages and promotes participation and utilization of the following activities and services.

### STUDENT SERVICE CAMPUS LOCATION/PHONE

#### Activities:

Associated Student Government (ASG), Campus Activities (CAB), Senate, all student programs and campus activities.

*Hays Student Center Room 116, extension 6655*

#### Admissions:

New student admitting process

*Hays Student Center Room 138, extension 6652*

#### Counseling:

Orientation, pre-registration, career, personal, academic, social alternatives

*Hays Student Center Room 120, extension 6657*

#### Vice President of Student Services:

Policy development, student judicial affairs, staff and student supervision

*Hays Room 116, extension 6673*

#### Financial Aid:

Student financial assistance, scholarships, grants, loans, work study,

*Hays Student Center Room 138, extension 6751*

#### Food Service:

Contracted operation for cafeteria

*Hays Student Center, Pete's Retreat - snack bar*

*Phone - 522-9063*

#### Health Services:

Half-day health services contracted with Sterling Regional Med-Center

*Hays Student Center, Room 208, extension 6647*

## Residence Life:

Residence hall contracts, meal plans, room assignments, and residence hall activities,

*Hays Student Center, Room 116, extension 6608*

## Intramurals:

Fall, winter, spring activities for all students

*Bank of Colorado Events Center, extension 6614*

## Records:

Official college transcripts, grade reports, schedule modifications

*Room 138 extension 6659*

## Bookstore:

Textbooks, supplies, clothing, gifts

*Hays Student Center Room 127, extension 6678*

## RESIDENCE LIFE - HOUSING

### Residence Halls

Each residence hall is under the leadership of a professional Residence Hall Director and a paraprofessional Resident Assistant staff. The staff is carefully selected and receives extensive training. Together they provide a living/learning community, whereby each resident has the opportunity to make new friends, grow individually, and receive support for their academic endeavors.

Residence Life Policy. All first-year students with fewer than thirty (30) semester credit hours earned are required to live in the residence halls for two semesters or until thirty (30) semester credits are earned. First-year students who are exempt from housing policy are:

1. Over twenty-one years of age
2. Married
3. Have minor dependent children
4. Commuting to NJC from a parent or grandparent's residence within a 60-mile radius.

Contract. The Residence Hall Contract, from the beginning date of the contract period, binds the resident to the length of contract selected; thirty-two (32) weeks required for first-year students and eight (8), sixteen (16)

or thirty-two (32) weeks are optional choices for sophomore students. All students residing in the residence halls are required to purchase a meal plan in conjunction with the Residence Hall Contract. Students may choose between the following seven-day meal plans: ten (10) meals; fourteen (14) meals; or nineteen (19) meals. In addition, an eight-meal plan is available to sophomores only. Off-campus students may purchase meals daily or by purchasing a prepaid meal ticket.

Room Assignment Policy. All residents are required to pay a \$125.00 room deposit to reserve accommodations. Returning residents are given first consideration in the room assignment process. New residents are assigned to rooms and halls according to the preferences on their application. All requests for specific room assignments will be granted on a first-come first-served priority. If the initial requested room/hall cannot be granted, the housing office will attempt to accommodate the student's second room/hall preference. Students in need of housing after all available rooms have been reserved will be placed on a "waiting list" and will be contacted as rooms become available. Priority will be given to students at the top of the waiting list.

Contract Release. The Residence Hall Contract is a legal and binding document for services rendered or reserved. The Department of Residence Life realizes, however, that circumstances may change once students move into the residence halls, and for this reason, the following guidelines will govern a contract release request:

- **Medical:** The student has developed a specific medical situation which prevents him/her from fulfilling the terms of the contract. A medical verification which specifically states the nature of the medical situation and why it contributes to the student's contract release request must be supplied by a health care professional (on doctor's letterhead with signature) and must accompany all requests for a release based on medical reasons.
- **Financial:** The student's financial situation has undergone an *involuntary change* which was beyond the control of the student when he/she first signed their Residence Hall Contract. The Financial Aid Office for all financially related requests for a release must supply a Student Financial Profile.
- **Extenuating Circumstances:** Situations, other than financial or medical, which the student feels warrant a release from their contract. Examples of extenuating circumstances include an upcoming marriage, a counseling related issue, etc.

IN ALL CASES, A LETTER FROM THE RESIDENT MUST ACCOMPANY ALL REQUESTS FOR A CONTRACT RELEASE. THIS LETTER MUST STATE, IN DETAIL, ALL CIRCUMSTANCES SURROUNDING THE RELEASE REQUEST.





Residents who choose to vacate the residence halls and remain enrolled at NJC without being granted a contract release, are responsible for fulfilling their Residence Hall Contract.

Refunds of Room Deposits. Housing deposits of \$125.00 will be refunded only in accordance with the following procedure:

1. Full refund will be granted if notice of cancellation is postmarked and mailed to the NJC Department of Residence Life Office by July 1 for the fall semester.
2. Full refund for spring semester is allowed if the same procedure is followed on or before December 1.

Food Services. The college has one main cafeteria that seats three hundred diners with the option of banquet facilities up to four hundred and fifty in the Student Center Ballroom. The college contracts the operation of the food services to a private company; currently the vendor is Sodexo-Marriot. Northeastern Junior College requires all student residents to contract for a meal or board plan while living on campus. Students can select from four meal plans to meet their individual dining needs as well as eat in Pete's Retreat, a fast food facility also under the food management contract.

Each student is issued a photo ID that has his/her meal plan encoded, the ID card gives the student access to the cafeteria for the meals selected. The cafeteria is open the days the residence halls are open and closed for the major breaks such as between semesters and spring break.

The food service company strives to serve the student with a variety of menus, quality service and unlimited seconds for most meals. Special catering is available upon request for any location on campus. Purchasing food catering or food service from food vendors other than the contracted food service company is prohibited.

## ASSOCIATED STUDENT GOVERNMENT

All students are encouraged to participate in student clubs and organizations for their personal growth and recreation. The Hays Student Center has student-designated areas of: Recreation Room, Legislative Chambers, Student Government Office, and various meeting rooms and lounges. Northeastern Junior College recognizes the satisfaction and the contribution to personal and social development, which come from participation in group activities outside the classroom. The central control system of student activities is placed in the hands of the students through their duly elected representatives in the Associated Students of Northeastern Junior College which includes all full-time students and operates under a constitution adopted by students and approved by the SBCCOES.

### ASSOCIATED STUDENT GOVERNMENT (ASG)

Membership includes every member of the student body. Associated Students of Northeastern Junior College is headed by officers who are elected by the student body and functions through representatives of the academic divisions and chartered organizations. Any member of the Associated Students of Northeastern Junior College is welcome to attend the weekly meetings of ASG and may participate in the business meeting. ASG concerns itself with student affairs and campus life.

### CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board is composed of representatives from all organizations on campus and is chaired by the second vice president of the ASG. This board correlates campus activities and allocates student activity funds set aside by Student Senate for campus life.

### STUDENT SENATE

The Student Senate is composed of full-time students elected proportionally from the academic and occupational divisions of the college and headed by the first vice president of ASG. Its responsibilities include legislation concerning all students and allocation of student activity funds to Campus Activities Board for student activities and all other expenditures, including publications and special requests.

### STUDENT CENTER POLICIES BOARD (SCPB)

The Student Center Policies Board governs all policies concerning the Student Center.

### CONSTITUTION COMMITTEE

The College Constitution Committee rules on all questions concerning the student constitution and by-laws. The members are appointed by the President of ASG and confirmed by the Student Senate. Students also

have an opportunity to participate in all-campus committees, which include both faculty and students as voting members. Among these are the Board of Student Publications, College Hearing Board, Academic Standards Committee, Food Service Committee and Student Learning Resource Center Committee. The organizations listed have been active in recent years. Interested students under authorized constitutional procedures may start additional organizations each year.

## CHARTERED STUDENT ORGANIZATIONS

Ambassadors. Contact Person: Tina Joyce; 521-6652.  
 Associated Student Government. Contact Person: Kelly Huenink; 521-6655.  
 Auto Tech Club. Contact Person: Kent Wright; 521-6694.  
 Campus Christian Fellowship. Contact Person: Clay Prall; 521-6718.  
 Campus Activities Board. Contact Person: ASG 2nd Vice President; 521-6628.  
 Cheerleading/Danz. Contact Person: Kathy Guerin; 521-6618.  
 Chess Club. Contact Person: Lori Gill; 521-6727.  
 Cosmetology. Contact Person: Loretta Young; 521-6734.  
 Dowis Hall. Contact Person: Residence Hall Director; 521-6821.  
 Equine Management Club. Contact Person: Ken Amen; 522-6913.  
 Farm Bureau (Collegiate). Contact Person: Mike Brownell; 521-6786.  
 Farm Equipment Club. Contact Person: Dave Lieber; 521-6693.  
 Fellowship of Christian Athletes. Contact Person: Mike Brandt; 521-6621.  
 Future Teachers Club. Contact Person: Brenda Zink; 521-6633.  
 Herbie Hall. Contact Person: Residence Hall Director; 521-6822.  
 Honors Program. Contact Person: Paul Prestwich; 521-6777 or Kelly Huenink; 521-6655.  
 Horticulture Club. Contact Person: David Durfee; 521-6649.  
 Intramural Sports. Contact Person: Jerrod Samber; 521-6614.  
 Livestock Judging. Contact Person: Larry Pollart; 521-6640.  
 Mano En Mano. Contact Person: Kelly Huenink; 521-6655.  
 Math and Science Club. (AKA Outdoor Recreation) Contact Person: Clay Prall; 521-6718 or Dave Coles; 521-6753.  
 Music Groups. Contact Person: Paul Prestwich; 521-6777.

New Voices Literary Magazine. Contact Person: Larry Prestwich; 521-6710 or Connie Humphreys; 521-6764.  
 NJC Players. Contact Person: Rick Kuebler; 521-7086.  
 Nursing. Contact Person: Julie Brower; 521-6707.  
 Outdoor Recreation. Contact Person: Clay Prall; 521-6718 or Dave Coles; 521-6753.  
 Peer Helpers. Contact Person: Steve Smith; 521-6657.  
 Phi Theta Kappa (PTK) - See Honors Program.  
 Photography Club. Contact Person: Barb Baker; 521-6611.  
 Plainsman Pathways. Contact Person: Pam Berns; 521-6699.  
 Poole Hall. Contact Person: Residence Hall Director; 521-6823.  
 Post-secondary Agricultural Student Organization (PAS). Contact Person: Dave Lieber; 521-6693.  
 Residence Life. Contact Person: Kelly Huenink; 521-6655.  
 Rodeo Club. Contact Person: Shawn Tadolini; 847-3552.  
 Senate. Contact Person: ASG 1st Vice President; 521-6627.  
 Students in Free Enterprise (SIFE)/Business Club. Contact Person: Brenda Lauer; 521-6713.  
 Students Over Traditional Age (SOTA). Contact Person: Millie Muller; 521-6723 or Lou Anne Lundgren; 521-6760.  
 WGRB Hall. Contact Person: Residence Hall Director; 521-6824.

## INTRAMURALS

**Intramural Sports.** (Competition within the student body) are set up on a team, dual, and individual basis. They stress maximum participation, good sportsmanship, and freedom to choose activities.

**Recreational Sports** This area encompasses intramurals (competition within the student body), club sports (students organizing groups with specific interests), and special events (fitness week, swimming, bowling, mini-Olympics, skating, golf, etc.).

Intercollegiate Athletics : Men and Women

**Varsity Sports.** Varsity sports are coordinated by the Director of Athletics. Northeastern Junior College is a member of the Region IX of the NJCAA. Current major sports are women's volleyball, men's and women's basketball, and baseball. Tennis and golf are minor sports. Participants in these activities have an opportunity to develop athletic prowess, leadership ability, and skills in working with others in the accomplishment of a common goal.

## COUNSELING/ASSESSMENT SERVICES

### COUNSELING

The college recognizes that all students encounter numerous challenges and adjustments upon attending college that will require information, support and assistance for successful problem resolution. The Counseling/Assessment Services offered at NJC give every student various opportunities to receive counseling that may deal with personal, social, educational, and career information and problem solving. Counseling is provided to students on a voluntary basis, by referral and to students in special categories. All counseling and test results are kept confidential.

Newly admitted students are strongly encouraged to meet with one of the counselors at NJC regarding their educational and career plans as part of the admissions process.

Nontraditional (Adult Reentry) Student Program. This program provides both individual and group counseling assistance for adults seeking further training and education. Career assessment and planning as well as help with job search techniques are available. The unique issues and concerns of an adult returning to school can be addressed on an individual or group basis. This office uses an active referral/information network on campus and in the community to serve the needs of the nontraditional student.

Credit for Prior Learning. Students seeking credit for Prior Learning must contact a Counselor for a preliminary assessment and information on methods/standards for awarding credit. See page 37 for further information on Credit for Prior Learning.

Personal Counseling. Professional counselors are available to assist students who are confronting adjustment challenges and personal problems.

Career Counseling. Assistance is provided to students in further exploring and clarifying career direction, gaining skills and realistic information for career/life goal setting. The community citizen, not enrolled, but wishing assistance in changing careers and planning future career changes, is encouraged to use this service.

Academic Advising. An all-campus program of academic advising by individual faculty members is supported through Counseling Services. Information on course credits, transfer requirements and college graduation requirements can be obtained by talking with a counselor.

Referrals to Counseling. Counseling typically is based on self-referral but visible problems that arise which need immediate attention may prompt referrals for counseling intervention. Common problem areas include

academic probation, social probation, excessive absence, withdrawal from college, suspension and readmission, and residence hall staff and faculty concerns over a student.

Drug/Alcohol Prevention Programs. The counseling service division coordinates proactive prevention/educational activities for the campus.

Academic Counseling. Counselors make contact with students to provide academic and personal support in several ways. The week after midterms each semester, the counselors receive a list of students with low grades and general reasons. These students are contacted individually for counseling and individual help. Academic probation students meet to develop academic improvement plans.

Pre-registration/Orientation Programs. Pre-registration programs offer the new student and family information regarding college courses and requirements, student service organizations, the academic advising process, and the opportunity to reserve classes. New students are invited to preregistration dates in May, June, July, and August.

Fall orientation activities involve small group discussions regarding information about the campus and college life and other opportunities that help new students acclimate to campus and prevent problems for the student.

### PEER HELPING

The NJC Peer Helpers provide two main services for the student body. First, they are trained to help students with everyday personal and adjustment to college life problems. Secondly, they present educational programming on healthy lifestyle issues. New members are selected at the beginning of each fall semester. Additionally, the members receive one credit per semester for PSY 200, and a scholarship stipend. Students interested in this program can request an application in HSC 128.

## ASSESSMENT CENTER

### ADMISSIONS ASSESSMENT

ACCUPLACER (Basic Skills Computer Adaptive Test). Assessment is available by calling for an appointment for academic advising, or registration. The Center also administers the American College Test (ACT) required of entering transfer students. ACT and ACCUPLACER are information tools used for mandatory course placement for success decisions at NJC.

GED (General Educational Development). The Assessment Center serves as an authorized center for the General Educational Development Test for Northeast Colorado. Satisfactory scores on the GED tests will be accepted as the equivalent of the high school diploma.

## COUNSELING ASSESSMENTS AND INTERPRETATION

There are a variety of assessments available upon request to assist students or community members in personal, social, career and academic decisions. Some common types of batteries are: interests, aptitudes, personality traits, values, directed job search. All assessments administered are scheduled for interpretation and counseling follow-up. The counselor assists enhancing the student's self-awareness and facilitates decision-making/goal-setting.

Credit for Prior Learning Assessment. National standardized placement tests such as College Level Examination Program (CLEP), Advanced Placement Program (CEEB), and Defense Activity for Nontraditional Education Support Program (DANTES) and other nationally recognized testing, training, licensing and certification programs are offered to be used in assessing levels of knowledge, skills and competencies of the student. The student can receive credit from NJC by submitting evidence of successful levels of competency as determined by the college.

Other Tests. Various testing services are offered including LPN, ASE, and EMS for specific populations. The center serves the campus for make-up tests being given for academic areas and the larger community in proctoring distance learning assessments.

## CAREER RESOURCE CENTER

The Career Resource Center is located within the Counseling Services facility. This Center houses excellent, up-to-date resources on occupational information, preparation programs and job seeking skills. All students are encouraged to take advantage of this valuable information in their process of career decision making. Those who are undecided/unsure about selection of education programs and job opportunities in various fields should make an appointment with one of the counselors for assistance with their career planning.

Self-Awareness. To aid in a student's self-assessment for career planning several computerized career

exploration systems are available. A variety of vocational interest inventories, aptitude or ability tests, work value and personality inventories, and various self-assessment strategies can be taken. Assistance from a counselor is given as the student progresses through exploration of self as relating to careers.

Career Exploration. The occupational information in the Career Resource Center includes written and computerized career reference systems including relevant Internet sites. Decision-making, goal setting and financial aid resources are available.

Educational and Program References. The Career Resource Center has current copies of all Colorado two and four-year college transfer guides. Materials about many out-of-state colleges and programs, as well as transfer and scholarship information, are located in the Career Resource Center.

Job Search Skills. Assistance for the development of job search skills regarding job applications, resume writing and interview skills are available to all students. Resources include books, videotapes and software programs.

Self-Development Resources. This area contains books, literature, audio cassette tapes, video cassette tapes and miscellaneous material all of which relate to problem solving and personal adjustment topics. Organized informational programs and support groups are offered to enhance student development.

Drug and Alcohol Education Component. These materials are designed to educate and give information related to drug and alcohol use and abuse.

Equity/Diversity Component. A library of materials are available related to race and gender equity issues as these relate to campus and work life.

## HEALTH SERVICES

NJC provides Student Health Services as a primary health care clinic to promote and maintain the health of the college community. Services are made available to all full and part-time students. Services are provided by a nurse practitioner and a medical assistant under physician supervision. Services provided include health education and information, health screening, screening for minor illnesses, physical exams for athletics, college transfer, immunizations, and allergy injections as prescribed by physician. Treatment of minor illnesses can be prescribed in Student Health Services and prescriptions obtained at local pharmacies. When indicated, x-ray and laboratory services are available locally through Banner Health Care. Referrals to physicians, dentists, physical therapists and other medical providers in the community are facilitated through Student Health Services. Student health is provided as a resource to students meeting their health needs while on campus.





## ACADEMIC SUPPORT SERVICES

### SERVICES FOR STUDENTS WITH DISABILITIES

Academic support services for students with disabilities are available on a case-by-case basis through the Disabled Student Services office which is a part of the Comprehensive Learning Center. At the college level, it is the student's responsibility to provide documentation of his/her disability and request services needed. To qualify for services, the student must submit documentation of the disability with his/her specific needs for accommodation. After submitting the proper documentation, the student must meet with the Director of Comprehensive Learning Center to initiate services. To ensure continuing accommodation, the student must meet with the Director of Comprehensive Learning Center during regular intervals throughout the academic year.

For further information, contact the Director of Comprehensive Learning Center (970) 521-6679.

### LIBRARY

The Monahan Library, located in Knowles Hall, houses a comprehensive collection of approximately 45,000 published and recorded items to help students complete assignments and expand their educational opportunities. These materials include books, videotapes and compact disks, pamphlets, microforms, and various full-text online databases. The library subscribes to 236 periodicals, including local and regional newspapers. The college archives is housed in the library and a computer lab with Internet access, word processing and other software packages is also available for student use.

The Monahan Library is a member of the CARL System, which provides a computerized online catalog for local, state and nationwide library resources. Patrons can access the Monahan Library's online catalog via the NJC web page. Material not owned by the Monahan Library can be ordered electronically through interlibrary loan. Periodical articles are generally procured overnight using current document delivery technologies. In addition, courier deliveries provide expedient shipment of interlibrary loan books and other materials from surrounding libraries.

Library staff members are available for reference assistance. Specialized library instruction and general tours are provided to college and area K-12 classes upon request. Library staff also works very closely with CLC staff to facilitate learning resources and services.



## COMPREHENSIVE LEARNING CENTER

The Comprehensive Learning Center, located on the first floor of Monahan Library, meets the individual academic needs of any Northeastern Junior College student. The CLC staff is committed to the success of each and every student regardless of major or subject area.

The CLC provides academic and personal support services to approximately 1,300 students each year, including preparatory classes, workshops, study groups, personal tutoring, accommodations for disabilities, adult basic education, general equivalence diplomas and English as a second language instruction.

A full-time, professional staff of 12 and a certified student staff of 7 provide a friendly atmosphere where students can work one-on-one and in small groups to help students achieve the best possible academic performance. Professional Instructional Specialists tutor students in all majors for virtually all courses offered on the NJC campus. Student Learning Assistants, selected for their high grade point averages, and demonstrated academic performance in their majors, provide high-quality tutoring services from a student-to-student point of view.

### PLACEMENT FOR SUCCESS

Northeastern Junior College has adopted the Placement for Success system which strives to ensure that all NJC students are placed in classes appropriate to their skill level. NJC utilizes the Accuplacer computer program to assess students reading, writing and mathematics competence.

This system is especially important to the Comprehensive Learning Center because Accuplacer results often place students in the CLC English, math and reading courses listed below.

## CLC CLASSES

These courses are designed to prepare students to succeed in all areas of their studies during their time at NJC and beyond:

AAA 090	Academic Achievement Strategies
AAA 109	Advance Academic Achievement Strategies
ENG 030	Basic Writing Skills
ENG 060	Writing Fundamentals
ENG 090	Basic Composition
MAT 030	Fundamentals of Mathematics
MAT 060	Pre-Algebra
MAT 090	Introductory Algebra
REA 030	Basic Reading Skills
REA 060	Foundations of Reading
REA 090	College Preparatory Reading

## WORKSHOPS

Workshops, offered in the Comprehensive Learning Center, residence halls and classes at faculty members' requests, provide students opportunities to learn strategies for time management, test taking, memory improvement and other topics.

## STUDY GROUPS

When several students in the same class request academic assistance, Instructional Specialists and Learning Assistants form small study groups. The groups may meet occasionally—just before exams and major assignments—or on a regular, weekly basis. The study groups require that students prepare for each session (completing reading assignments or textbook exercises) and participate in discussions. Historically, study groups have greatly enhanced student success in challenging subjects such as sociology, psychology, and algebra.

## PERSONAL TUTORING

Personal tutoring may be scheduled with either Instructional Specialists or Learning Assistants. Tutoring appointments typically run 30-50 minutes and focus on course subject matter, test preparation, and study skills. Surveys show that students consider tutoring a key to academic success. Like study groups, personal tutoring is based upon student preparation for each session and active student participation. Personal tutoring has enhanced students' success in upper-level courses including biology, chemistry, and advanced mathematics. Students may make tutoring appointments in person or by calling the learning lab. One-time and permanent appointments are available.

## READING LAB

The CLC is home to NJC's reading program. Our reading specialist has designed a combination of traditional class sessions and technology-based learning opportunities to prepare students for success in all their courses.

NJC faculty members have designated certain courses as reading intensive, requiring a high level of reading skill. Research conducted by the CLC shows that students have a substantially better chance of success in these classes when their Accuplacer reading scores are above 83. There are reading intensive courses in animal sciences, accounting, astronomy, biology, business, economics, English, history, literature, philosophy, logic, psychology and sociology. A complete list of the classes is available in the CLC. Students are advised to take these classes only if their Accuplacer reading scores are above 83, or if they have completed their required CLC reading courses.

## ACCOMMODATIONS FOR DISABILITIES

Northeastern Junior College is committed to serving students with disabilities. The CLC's Transition Specialist works with students to document their disabilities and make accommodations so that students can pursue their chosen program of study. Students who have received special services for disabilities during their K-12 school years or at other institutions are strongly encouraged to contact the CLC.

Students must take two critical steps to receive accommodations for disabilities: 1) identify themselves as disabled students, and 2) provide documentation of their disabilities. To complete these steps, students should contact the Transition Specialist at (970) 521-6727.

## ADULT BASIC EDUCATION AND GENERAL EQUIVALENCE DIPLOMAS

Adult Basic Education (ABE) is available to any one 17 years of age or older who is not attending a public school. (There are rare exceptions to this minimum age requirement). ABE guides students in the development of their skills in reading, writing, mathematics, social studies and science and prepares them to test for the General Equivalence Diploma (GED). The program provides students the option of applying their skills to immediate employment, or to completing an NJC certificate or degree program.

Students begin a program of study leading to GED completion by attending a week-long assessment and orientation program placing them at the appropriate beginning academic level. The length of time to GED completion varies from student to student. Students utilize traditional classroom and computer-based learning.

The CLC's Adult Basic Education program is also designed to assist students in making the transition from GED completion to enrollment in degree or certificate programs at NJC.

## ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) classes are available to students whose first language is not English. In small groups, students learn to speak, read and write English, and to prepare for citizenship. Students learn by conversation with their instructors and one another, by writing, and with the assistance of computer programs designed to help students acquire written English skills.

A language skills assessment places students in beginning, intermediate and advanced ESL courses that are taught by experienced ESL instructors. Students from countries all over the world are enrolled in ESL classes, and instructors strive to create an inviting, comfortable environment in which to learn.

In addition to English language skills, students may also pursue GED completion and transition to NJC certificate and degree programs.

## THE STUDENT JUDICIAL SYSTEM

### PHILOSOPHY AND RATIONALE

All students at Northeastern Junior College have equal rights and privileges as accorded by the State of Colorado. All student policies and residence hall policies are in the Student Handbook and all academic policies are in the College Catalog. All students have the responsibility to abide by all policy so stated in the handbook and catalog. All students should have copies of these publications and become familiar with their rights and privileges as well as their responsibilities.

Students at Northeastern Junior College will be treated with fundamental fairness in all academic and judicial processes that involve college policy. When a student enrolls at Northeastern Junior College a contractual agreement is made by the student and by the college. The college agrees to maintain and follow all policy and procedure as stated and will provide the academic requirements the student seeks. The enrolled student also agrees by enrollment to abide by college policy and procedure, and the college will insure such policy and procedure is interpreted and enacted with fundamental fairness or the right of due process. All students have fundamental rights as stated in the Declaration of Student Rights.

The Vice President of Student Services, as the chief judicial officer of the college, will insure all student rights are protected and student policy is interpreted and implemented fairly. All jurisdictional decisions and action taken by the Vice President of Student Services and all student hearings will be based upon policy in the College Catalog and the Student Handbook. The student judicial process, to include due process, procedures, communication, hearings and appeals will be enacted fairly for all students.

## DECLARATION OF STUDENT RIGHTS

Consistent with properly adopted and disseminated policies and procedures and with applicable law, and in consideration of students' joining together in this community, the college and its representatives will seek to ensure the following rights for all students. These rights carry with them duties and responsibilities. To protect and preserve the rights of others in the college community, they are therefore subject to those restrictions defined by law, and the enforcement of college policies and procedures and of agreements entered into freely.

### a. Expression and Inquiry

Every student has the right to freedom of opinion and expression on all subjects and is individually responsible for the consequences of any abuse of these freedoms. No student shall be prevented from exercising his or her right of self-expression or inquiry.

The rights include the freedom to hold opinions without interference, to seek, receive and impart information and ideas orally, in writing, in print, and in the form of art, or through any chosen medium.

### b. Participation, Association and Assembly

Every student has the right to participate freely in intellectual, cultural, and political life of the college community, to enjoy the fellowship of his or her colleagues, and to assemble peaceably and associate.

### c. Thought, Conscience and Religion

Every student has the right to freedom of thought, conscience and religion. This right includes the freedom to manifest one's religion or belief in discussion, practice, worship and observance, either alone or in community with others. No student shall be harassed or molested on account of his religious persuasion, profession, or practice, but may not under color of religion disrupt the order or safety of the campus community or infringe upon others civil or religious rights. No student may be compelled to attend or prohibited from attending any religious service or observance.

### d. Privacy, Autonomy, Personal and Intellectual Security

All students have the right to be secure in their persons, dwellings, papers, communications, and effects. No student shall be subjected to interference with his or her privacy in the family, in the home, or in the autonomy of choice in consensual intimate relations or in any private matter relevant to the personal identity and well being of the individual. Every student has the right to protection of the moral and material interests resulting from any scientific, literary, or artistic production of which he or she is the author. No student shall be denied the right to take all reasonable and proportionate measures to protect his or her person.

## e. Discipline and Due Process

In all disciplinary (judicial) proceedings, students shall have the right to be informed of the accusation, to receive promptly a copy of the complaint, and to have access to relevant material to be introduced in order to guarantee the ability to prepare a defense. They shall have the right to be assisted without prejudice by an advisor who may be an attorney, to have access to procedures for securing the appearance of reluctant as well as friendly witnesses, to examine all witnesses in disciplinary (judicial) hearings, and to receive a timely and impartial proceeding. No student may be compelled to testify against him or herself, although a negative inference may be drawn from any person's failure to respond to relevant questions in a judicial setting.

## f. Equality of Rights and Equal Protection

Equality of rights and equal protection under the rules and regulations of the college shall not be abridged or denied because of race, color, creed, sex, martial status, personal appearance, age, national origin, political affiliation, physical or mental handicap, relationships, citizenship or lineage, sexual orientation, other personal beliefs and associations, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

## g. Other Rights

This enumeration of rights shall not be construed so as to deny or disparage other rights held by students.

## CODE OF STUDENT CONDUCT

## a. Rational

The Student Code of Conduct's primary purpose is the basis for the student judicial process that protects the rights of all students and protects the campus community. Consistent with this purpose, reasonable efforts will be made to foster personal and social development of those students who are held accountable for violations of this code, student policy and academic procedures.

## b. Definitions

1. The term "faculty member" means any person hired by the college to conduct classroom activities.
2. The term "institution" and "college" means Northeastern Junior College, Sterling, Colorado.
3. The term "college official" includes any person employed by the college performing assigned administrative or professional responsibility. The term "impartial decision maker" refers to the individual/committee designated by the college president to hear student disciplinary appeals.
4. The term "student" means a person taking or auditing courses in a college course, on or off campus, full or part-time.
5. The term "member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college.
6. The term "organization" means a number of persons who have complied with college requirements for registration or are chartered student clubs with Associated Student Government.
7. The term "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
8. The term "chief judicial officer" means the authorized college official assigned to administer the Student Code and the imposition and monitoring of sanctions, this usually is the Vice President of Student Services.
9. The term "judicial body" or "hearing board" means any person or persons authorized by the chief judicial officer (Vice President of Student Services) to determine whether a student has violated the Student Code and to recommend imposition of educational sanctions.
10. The term "day" refers to a calendar day unless otherwise noted in any communication. The term "workday" is sometimes used to set parameters for appeals and resolution of cases. These are actual days that the institution is open for business.
11. The term "policy" is defined as the written regulations of the college as found in the Student Code, the Student Handbook, the Residence Life Handbook, and the College Catalog.
12. The term "sanctions" refers to the assigned consequences of a violation of the Student Code of Conduct; these consequences range from educational performance activities to suspension from college.
13. The term "notice" refers to the written communication from a college official to an enrolled student regarding academic or educational decisions of the college. A notice is considered served when given by personal delivery or by certified mail to the last known address filed with the college. If notice is mailed, the student is given three (3) additional days to respond.
14. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid or sources beyond those authorized by the instructor in writing

- papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition (without permission) of tests or other academic material belonging to a member of the college faculty or staff.
15. The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use by another person or agency engaged in the selling of term papers or other academic materials.
  16. The term "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a threat to the stability and continuance of normal college sponsored activities.
  17. The term "distribution" means sale or exchange for personal profit.
  18. The term "reckless conduct" means action or conduct by any member of the college community which creates a clear risk of harm to persons or property, or would disrupt the lawful activities of others, including studying, teaching or any other college work or college sponsored activity.
  19. The term "college premises" means buildings or grounds owned, leased, operated, controlled or supervised by the college.
  20. The term "weapon" means any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to, all firearms, pellet guns, switchblade knives, knives with blades five or more inches in length, and chemicals such as "Mace" or tear gas. Common objects not designed or intended as a weapon but used in a harmful and threatening manner can be considered a weapon, i.e. baseball bat.
  21. The term "college sponsored activity" means any activity on or off campus, which is initiated, aided, financed, authorized or sponsored by the college.
  22. The term "abusive speech or writing" means speech or other means of communication that:
    - a. Is intended to insult or stigmatize an individual or a small number of individuals based upon their sex, race, color, handicap, religion, sexual orientation, or national/ethnic origin.
    - b. Is addressed directly to the individual(s) whom it insults or stigmatizes.
    - c. Makes use of insulting or fighting words or symbols. Fighting words are those which by their very utterance inflict injury or tend to incite immediate breach

of the peace, and are commonly understood to convey direct or visceral hatred or contempt for persons on the basis of sex, race, color, handicap, religion, sexual orientation, or national/ethnic origin.

23. The term "student harassment" means an unwelcome verbal or physical or discriminatory act specifically directed toward an individual student with the intent to cause emotional or physical distress, or to influence, control or intimidate that student.

#### PROSCRIBED CONDUCT

- a. Jurisdiction of the College  
The Student Code of Conduct generally pertains to student conduct on the college premises and conduct off-campus involving college sponsored and college sanctioned activities and any off-campus conduct for an enrolled student that adversely affects the educational interests of the any student, the staff, the college and the community.
- b. Conduct - Rules and Regulations  
Any student found to have committed the following misconduct or violations of the Student Code of Conduct will be subject to appropriate sanctions by the chief judicial officer and/or a judicial board. The following student misconduct is subject to judicial action:
  1. Intentional or recklessly causing physical harm to any person on college premises or at college sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm to others or self, to include all forms of intimidation and harassment.
  2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person.
  3. Illegal or unauthorized use, possession or storage of firearms, explosives or other weapons or dangerous chemicals on college premises or at college sponsored activities.
  4. Intentionally initiating or causing any false report, warning or threat of fire, explosion or other emergency on college premises or college sponsored activities.
  5. Any act or omission committed on or off campus that constitutes a serious criminal offense. A serious criminal offense is hereby defined as being an action which is a felony under Colorado law and which indicates that the student constitutes a substantial danger to the safety or property of the college or members of the community.
  6. Any act of sexual harassment in verbal, physical or written form to include but not limited to: unwelcome sexual advances, requests for sexual favors, unwelcome verbal or physical conduct of a sexual nature.

7. Knowingly violate the terms of any judicial sanction imposed accordance with this Code.
8. Intentionally or recklessly misusing, removing or damaging fire safety equipment. Intentionally setting off a false alarm that endangers many people, fire personnel and police personnel.
9. Possession and/or distribution of any controlled substance or illegal drugs on college premises, or at college sponsored activities.
10. The possession, use, distribution of alcoholic beverages except as expressly permitted by the law and college rules on college premises, or at college sponsored activities.
11. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college sponsored activities.
12. Vandalizing or damaging property of a student, the college or the community or other personal or public property. Use of water guns and the throwing or shooting of water within, towards, in the vicinity of campus buildings is considered vandalism and a dangerous act. The act of using a roller blade, skateboard or roller skates in a campus building and on special outdoor surfaces such as tennis courts, basketball courts and shuffleboard courts is considered vandalism.
13. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
14. Theft or attempt of theft of property or services on college premises or at college sponsored activities; knowing possession of stolen property on college premises or at college sponsored activities. This includes electronic and computer hardware and software.
15. Participating in a campus demonstration or engaging in disorderly or disruptive conduct on college premises or at college sponsored activities which interferes with the activities of others, including studying, attending classes, teaching and college professional services, college support services and college administration.
16. Conduct which is disorderly, lewd, or indecent, breach of peace, or aiding, abetting or procuring another person to breach the peace on college premises or at college sponsored activities. Conduct that is physical, verbal, written, drawn, recorded, or displayed or shown or intended to be shown or displayed or made known to more persons than self is subject to this code. This includes the use of computers as a mode of procuring, printing and displaying material that is the breach of the peace.
17. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored activity or supervised functions.
18. Failure to comply with the direction of college officials including campus security officers acting in performance of their duties, failure to identify oneself to those persons when requested to do so.
19. Unauthorized possession, duplication or use of keys or access cards to any college building or unauthorized entry to any restricted college building or area. Failure to return keys or access cards when authorized use is terminated.
20. The use or possession of fireworks on college premises or college sponsored activities.
21. Unauthorized use of college property, college buildings, college material, equipment, computers, phones, vehicles or supplies. The use of the campus phone system to harass, intimidate, discriminate, threaten, or to sell, solicit, attempt to control or persuade will be considered harassment.
22. Unauthorized use, theft or abuse of computer equipment, computer facilities, computer hardware or software including but not limited to:
  - a) Unauthorized entry into a file, to use, to read, or change or delete the contents or for any other purpose.
  - b) Unauthorized transfer of a file or copying or duplicating of files/software.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with the work of another student, faculty member of college official.
  - e) Use of computing facilities to send obscene or abusive messages.
  - f) Use of computing facilities to interfere with normal operation of the college computing system.
  - g) Unauthorized use of college computing equipment, hardware, software, files for commercial or private gain.
23. Unauthorized entering of a campus building or being present on campus property when college buildings and property are not open for visitation nor access; unauthorized access and presence will be considered trespass. Acts of entering a window is considered an unauthorized entry.
24. Acts of dishonesty including but not limited to the following:
  - a) Cheating, plagiarism, or other forms of academic dishonesty.
  - b) Furnishing false information to any college official, faculty member of office.

- c) Forgery, alteration or misuse of any college document, record or instrument of identification.
  - d) Tampering with the election of any college recognized student organization.
  - e) Falsely accusing a student of harassment, or any violation of the Student Code of Conduct.
25. Disruptive or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus or other authorized non-college activities when the act occurs on college premises.
26. Acts of abusive speech or writing directed toward an individual(s) to stigmatize anyone based upon race, color, handicap, religion, sexual orientation, national or ethnic origin. Any act of abusive speech or writing which includes fighting words or symbols. These acts could be in any communication form: verbal, written, phone, computer.
27. Violation of college regulations and policies as published in the Student Handbook. Such regulations or policies include:
- a) General Student Policies: dangerous acts, student health/safety, social conduct, sexual assault, student citizenship policy, mental health, student records, sales/solicitations, pets, vehicle on campus, security and search of premises, student discrimination/harassment, student grievance.
  - b) Residence Hall Policies: residence hall policy for freshman, residence hall policy for sophomores, meal plans, room deposits, reservations, bill of rights, room assignments, check-in/check-out procedures, keys responsibility for room, guest policy, visitations, general property, quiet hours, eviction, group gatherings, vacation periods, welfare of students, fire safety.
28. Violation of college policy as published in the college catalog.
29. Any other conduct that is deemed detrimental to the mission of the college and jeopardizes the safety of students and employees of the college as determined by the chief judicial officer of the college or the president and/or designee.

#### JUDICIAL AUTHORITY

- a. The chief judicial officer of the college shall make all decisions regarding violations of the Student Code of Conduct and may delegate enforcement and imposition of sanctions to other qualified college staff as required by their assigned job.
- b. The chief judicial officer of the college will insure all students have the right of due process as described in the Student Handbook.

- c. The chief judicial officer shall determine the composition of hearing boards as dictated by the president of the college and shall insure all college hearing boards are conducted consistent within the Student Code, Student Due Process and approved hearing board procedure.
- d. Decisions made by a hearing board or chief judicial officer, or appointed designee shall be final, pending the normal appeal process.
- e. Judicial authority is part of the responsibilities of the residence hall director's job; this person has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct. The residence hall director has the authority to impose sanctions and procedures to insure the Student Code of Conduct is interpreted and enforced fairly for all students.
- f. The Associate Dean of Student Life has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct for resident students. The Associate Dean of Student Life has the authority to impose sanctions and procedures to insure the Student Code of Conduct is interpreted and enforced fairly for all students. Referrals can be made to the Associate Dean of Student Life before or after a residence hall director has assigned judicial procedures/sanctions.
- g. A faculty member has the judicial authority to conduct their teaching assignment free of student misconduct and interference. The faculty member has the authority to make immediate decisions to insure the academic process continues unhindered and all students do not violate the code for cheating and plagiarism.

#### COLLEGE SANCTIONS

- a. Dismissal  
Dismissal is the permanent separation of the student from the college. Notification will appear on the student's transcript. The student will be barred from the college premises. Dismissal from college requires a College Hearing Board review (impartial decision-maker) with an optional review by the President, to alter, defer or withhold dismissal.
- b. Suspension  
Suspension is separation of the student from the college for a specific period of time. Permanent notification will appear on the student's transcript. The student may not participate in any college-sponsored activity and may be barred from college premises. The chief judicial officer enacts suspension and this action may be reviewed by an appeal to the College Hearing Board (impartial decision-maker).
- c. Interim Suspension  
The chief judicial officer or a designee may suspend a student for an interim period pending judicial proceedings or medical evaluation. Interim suspension can be enacted any time without prior notice.

Interim suspension can be enacted when there is reasonable evidence that the continued presence of the student on the college campus and enrolled in college classes poses a substantial threat to the themselves, other students, faculty or any college official or the stability and continuance of normal college functions.

- d. **Disciplinary Probation**  
Disciplinary Probation restricts a student from representing the college in any extracurricular activity or run for/hold office in any student group or organization. Institutional scholarship support will be withheld as well as additional restrictions or conditions may be imposed. There are three levels of Disciplinary Probation with distinct sanction differences.
- e. **Disciplinary Warning**  
Disciplinary Warning communicates to the student that further misconduct will result in stricter judicial sanctions. A warning shall be used only once per term.
- f. **Restitution**  
The student is required to make payment to the college or other persons, groups or organizations for damages incurred as a result of a violation of this code. Restitution is required for vandalism, theft, payment for repair, cleaning charge, services rendered, loss and destruction of equipment. Fines for violations are considered restitution.
- g. **Eviction**  
A student residing in a residence hall may be evicted as a result of a specific violation of this code. Eviction requires immediate removal of all belongings and completion of checkout procedures with maintenance and housing. Monetary penalties will be assessed to include and not limited to breakage of contract fee, general hall or room damages and room deposit. An evicted student may continue present enrollment in classes but will be restricted from one or all residence halls and/or the college cafeteria. The chief judicial officer must give notice of eviction.
- h. **Educational Sanctions**  
Educational sanctions may be imposed by the Residence Hall Director, Associate Dean of Student Life, Residence Life Judicial Board or Vice President of Student Services in addition to sanctions assigned by policy. The monitoring of the completion of educational sanctions will be centrally reported to the Vice President of Student Services' office for follow up and reporting.

#### STUDENT DUE PROCESS

All students are entitled to the following system of due process. Students who violate a college policy and are notified of a violation should review their rights of due process. The following due process system, including rights and responsibilities will be adhered to, (exceptions Due Process Exceptions 5.15).

- a. **The Right to be Notified:** The student who is involved in a decision regarding violation of college policy has the right to be notified within seven calendar (7) days of the decision. The Vice President of Student Services, acting as the college representative, will notify the student in written form, to include the following.
  - 1. Description of the violation(s) of the Code of Student Conduct and the educational or disciplinary sanctions that will be enforced.
  - 2. Description of the students responsibilities to comply with the sanctions.
  - 3. Right of due process and the immediate right of a private conference.
- b. **The Right to a Private and Confidential Hearing:** The student has the right to a private and confidential hearing with the Vice President of Student Services, this private hearing may take place before written notification. The Vice President of Student Services will verbally state the reasons for policy resolution, then serve notice in writing of the action taken.
 

The private hearing can be requested by the student, or by the Vice President of Student Services. Failure to attend a private hearing within a designated time frame requested by the Vice President of Student Services indicates the decision and resolution is accepted by the student and is without need for further discussion.
- c. **The Right to a College Hearing Board (Impartial Decision Maker)** The request must be made within seven (7) calendar days of a jurisdictional decision made by the Vice President of Student Services. A written appeal must be filed in the Vice President of Student Services' office. The College Hearing Board (Impartial Decision-Maker) will review the case, including all written documents that are necessary. The College Hearing Board will consist of three faculty members, one ASG officer, one administrator, appointed by the President of the College. The Vice President of Student Services will present the case to the Board but will not act as chair.
 

The College Hearing Board can overrule a jurisdictional decision made by the Vice President of Student Services and can authorize a new resolution of case. The Vice President of Student Services will notify the student of the Hearing Board's decision, in writing within seven (7) calendar days of adjournment.
- d. **The Right to a Presidential Review:** The student has the right to a Presidential Review of a College Hearing Boards' resolution. The appeal must be filed in the Vice President of Student Services' office within five (5) calendar days of the written notification from the chair of the College Hearing Board. Student appeals directly to the President that have not been reviewed by the College Hearing



Board will not be considered an official Presidential Review, and due process may not be available. The student will be notified in writing of the President's resolution within fourteen (14) working days of the service of the review.

#### DUE PROCESS EXCEPTIONS

In special circumstances to preserve and protect the rights and privileges of the majority of students, the Vice President of Student Services can waive the due process. The following are due process exceptions; they are general categories that give the college authority and the right to make a reasonable and fair decision regarding exceptions.

- a. **Dangerous Acts:** If a student's conduct is dangerous and life-threatening to self and other people, the due process is waived.
- b. **Mental Health:** If the student has exhibited impaired and irrational judgment and in the opinion of the Vice President of Student Services is unable to make decisions due to emotional or psychological reasons, the due process is waived.
- c. **Physical Health:** In the opinion of the Vice President of Student Services, the student's health is or will be affected by the due process procedures, the due process will be waived in best interest of the student. An expeditious hearing and the seven-day appeal requirement may be extended by request of the student or the Vice President of Student Services.
- d. **Students with Legal Summons:** Students who are arrested for violation of a local, state, or federal law are still eligible for college student due process if such violation of law does not involve threatening the health, safety, rights and privileges of other students. If the student is arrested and/or charged for physical acts of endangerment of others, or for irrational behavior that could threaten other people, or the possibility of physical threat, the student's status may be decided by the college administration to protect other students, enrollment status and on-campus residence.
- e. **Interim suspension is outlined in College Sanctions.**



# Transfer/University Parallel Programs



*"Northeastern's core classes in the science area gave me a great jumpstart for the intense coursework I encountered later at medical school. Among my classmates at NJC in 1989, three of us became doctors, one became a biology teacher at the college level and another became a pharmacist. Really good instruction and challenging courses provided a solid academic foundation for us all."*

— Darrin L. Dallegge, DPM  
Sterling Foot & Ankle Center, P.C.  
Attended NJC 1987-89  
Associate of Science Degree  
studied pre-medicine

## DEGREES AND CERTIFICATES

Northeastern Junior College offers transfer curricula leading to the Associate of Arts Degree, Associate of Science Degree, the Associate of General Studies Degree, and the Associate of Applied Science Degree and certificates for Career and Technical Education Programs. Programs leading to Associate Degrees are ordinarily completed in four semesters (two nine-month academic years with summer off). The Certificate is given for programs primarily 12 months or less in length. All degrees and certificates require a minimum 2.00 cumulative grade point average (GPA) to be awarded.

Graduation requirements for degrees and certificates vary according to program objectives and content. Variation in requirements is given in the following pages. Interpretations of general and specific requirements are available to each student through his/her faculty advisor. Students who expect to transfer will have help in selecting appropriate college/university transfer courses.

A student who wishes to change his/her degree program while enrolled at Northeastern Junior College should ask for an evaluation of his/her transcript.

## TRANSFER PROGRAMS

### FOUR-YEAR COLLEGE OR UNIVERSITY TRANSFER CURRICULA

Basic transfer programs are curricula offered to students planning to continue at a senior institution and earn the bachelor's degree. Typical university transfer programs are listed below. Any student who expects to transfer to a senior college from Northeastern Junior College is advised to write to the registrar of the proposed college(s) or university(s) for specific information concerning course work to be taken while attending NJC. Students who desire to pursue academic programs other than those listed should consult a counselor or faculty advisor for assistance in planning an appropriate program of study. Final responsibility for choice of program and individual course selections, however, rests with the student.

Acceptance, number of transferable credits and class standing are always at the discretion of the institution to which the student plans to transfer. Private and public

four-year colleges and universities, as well as out-of-state institutions, reserve the right to handle each case individually and to evaluate all course work completed as it relates to their requirements.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or waive any course prerequisite or corequisite.

#### PROGRAMS OF EMPHASIS FOR UNIVERSITY TRANSFER (Two Years in Length)

Northeastern Junior College offers a variety of junior college courses necessary to prepare students for successful transfer. Programs of emphasis include the following areas:

Associate of Arts (A.A.) or Associate of Science (A.S.)  
University Parallel/Transfer Programs

Anthropology  
Art or Art Education  
Biology/Botany/Zoology  
Business:  
    Business Administration/Accounting  
Chemistry  
Computer Science  
Education  
    Elementary and Special Education  
    Early Childhood Education  
English  
Geology  
History  
Journalism/Advertising  
Liberal Arts  
Mathematics  
Music or Music Education  
Physical Education/Coaching  
Political Science/Government  
Pre-Professional:  
    Pre-Chiropractic  
    Pre-Dentistry  
    Pre-Engineering  
    Pre-Forestry  
    Pre-Law  
    Pre-Medicine/Medical Technology  
    Pre-Mortuary Science  
    Pre-Nursing  
    Pre-Optometry  
    Pre-Pharmacy  
    Pre-Physical Therapy  
    Pre-Sports Medicine  
    Pre-Veterinary Medicine  
Psychology  
Recreation  
Sociology  
Speech Communication  
Sports Medicine/Athletic Trainer  
Theatre/Drama

Associate of General Studies (A.G.S.)  
University Parallel/Transfer Programs

Agriculture:  
    Agriculture Business  
    Agriculture Economics  
    Agriculture Education  
    Agriculture Journalism  
    Animal Science – Industry Concentration  
    Animal Science – Science Concentration  
    Bio-Agricultural Science  
    Crop and Soil Science  
    Equine Science – Industry Concentration  
    Equine Science – Science Concentration  
    Farm and Ranch Management  
    Food Science  
    Horticulture  
    Landscape Horticulture  
Criminal Justice:  
    Law Enforcement  
    Corrections  
General Studies  
Interdisciplinary Studies (Elementary Education)

Additional information is available from transfer students' advisors, offices of the Deans, or the Counseling Office concerning transfer programs and transfer to a four year college or university.

#### ASSOCIATE OF ARTS DEGREE (A.A.) (TWO-YEAR PROGRAM)

The Associate of Arts (A.A.) degree is awarded to a student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. The student who is pursuing a particular major at a four-year institution may wish to select an area of emphasis described in this catalog.

#### GRADUATION REQUIREMENTS AND POLICIES

1. Complete a minimum of 60 semester credits of approved coursework as outlined in the college catalog. Thirty-six (36) semester credits of the total (including two semester credits of lifetime and leisure skills courses) must be taken from a list of core general education courses. The difference of 26 semester credits may be earned as elective credits drawn from designated (\*) coursework according to the student's declared educational goal.
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 15 of the last 30 semester credits of coursework prior to graduation on the Sterling campus (or approved outreach center) of Northeastern Junior College.

4. Be recommended for graduation by the student's faculty advisor.
5. File an Application for Graduation in the Records Office.
6. Resolve all financial obligations to the college and return all library and college materials.

All students earning the Associate of Arts degree must complete 36 semester credits of the following general education requirements:

**I. English/Speech (9 semester credits required)**

- ★ ENG 121 English Composition I ..... 3
- ★ ENG 122 English Composition II ..... 3
- ★ SPE 115 Principles of Speech Communication ..... 3

**II-A. Mathematics (3 semester credits required – choose one course from the following)**

- ★ MAT 121 College Algebra ..... 4
- ★ MAT 125 Survey of Calculus ..... 4
- ★ MAT 135 Introduction to Statistics ..... 3
- ★ MAT 201 Calculus I ..... 5
- ★ MAT 202 Calculus II ..... 5

**II-B. Science (4 semester credits required—choose one course from the following)**

- ★ AST 101 Astronomy I ..... 4
- ★ AST 102 Astronomy II ..... 4
- ★ BIO 105 Science of Biology ..... 4
- ★ BIO 111 General College Biology I ..... 5
- ★ BIO 112 General College Biology II ..... 5
- ★ CHE 111 General College Chemistry I ..... 5
- ★ CHE 112 General College Chemistry II ..... 5
- ★ PHY 105 Conceptual Physics ..... 4
- ★ PHY 111 Algebra Based Physics I ..... 5
- ★ PHY 112 Algebra Based Physics II ..... 5
- ★ PHY 211 Physics, Calculus Based I ..... 5
- ★ PHY 212 Physics, Calculus Based II ..... 5
- ★ GEY 111 Physical Geology ..... 4
- ★ GEY 121 Historical Geology ..... 4

**III. Social and Behavioral Sciences (9 semester credits required – choose courses from at least two different disciplines)**

**A. Anthropology**

- ★ ANT 101 Cultural Anthropology ..... 3
- ★ ANT 111 Physical Anthropology ..... 3

**B. Economics**

- ★ ECO 201 Principles of Macroeconomics ..... 3
- ★ ECO 202 Principles of Microeconomics ..... 3

**C. Geography**

- ★ GEO 105 World Regional Geography ..... 3

**D. History**

- ★ HIS 101 Western Civilization I ..... 3
- ★ HIS 102 Western Civilization II ..... 3
- ★ HIS 201 U.S. History I ..... 3
- ★ HIS 202 U.S. History II ..... 3

**E. Political Science**

- ★ POS 111 American Government ..... 3

**F. Psychology**

- ★ PSY 101 General Psychology I ..... 3
- ★ PSY 102 General Psychology II ..... 3

**G. Sociology**

- ★ SOC 101 Introduction to Sociology I ..... 3
- ★ SOC 102 Introduction to Sociology II ..... 3

**IV. Humanities (9 semester credits required – choose courses from at least two different disciplines):**

**A. Art**

- ★ ART 110 Art Appreciation ..... 3
- ★ ART 111 Art History I ..... 3
- ★ ART 112 Art History II ..... 3

**B. Foreign Language**

- ★ FRE 111 French I ..... 5
- ★ FRE 112 French II ..... 5
- ★ SPA 111 Spanish I ..... 5
- ★ SPA 112 Spanish II ..... 5

**C. Humanities**

- ★ HUM 121 Survey of Humanities I ..... 3
- ★ HUM 122 Survey of Humanities II ..... 3
- ★ HUM 123 Survey of Humanities III ..... 3

**D. Literature**

- ★ LIT 115 Introduction to Literature ..... 3
- ★ LIT 201 Masterpieces of Literature I ..... 3
- ★ LIT 202 Masterpieces of Literature II ..... 3

**E. Music**

- ★ MUS 120 Music Appreciation ..... 3
- ★ MUS 121 Introduction to Music History I ..... 3
- ★ MUS 122 Introduction to Music History II ..... 3

**F. Philosophy**

- ★ PHI 111 Introduction to Philosophy ..... 3
- ★ PHI 112 Ethics ..... 3
- ★ PHI 113 Logic ..... 3

**G. Theatre**

- ★ THE 105 Introduction to Theatre Arts ..... 3
- ★ THE 211 Development of Theatre I ..... 3
- ★ THE 212 Development of Theatre II ..... 3

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

★ **V. Lifetime and Leisure Skills Courses** (2 semester credits required)

A student who wishes to be exempted must submit a physician's certificate or evidence of military service or extraordinary circumstances to his/her faculty advisor for recommendation to the Director of Records. Exempted lifetime and leisure skills credits must be replaced by two semester credits of electives.

Summary of Degree Requirements

I. English/Speech .....	9
II-A. Mathematics .....	3
II-B. Science	4
III. Social and Behavioral Sciences (2 different disciplines) .....	9
IV. Humanities (2 different disciplines) .....	9
V. Lifetime and Leisure Skills .....	2
VI. Approved Electives .....	26-28
<b>Total Semester Credits .....</b>	<b>62-64</b>

**ASSOCIATE OF SCIENCE DEGREE (A.S.) (TWO-YEAR PROGRAM)**

The Associate of Science (A.S.) degree is awarded to a student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. Although the requirements are similar to the Associate of Arts degree, the Associate of Science degree includes more mathematics and science. The student who is pursuing a particular major at a four-year institution may wish to select a particular area of emphasis described in this catalog. The degree is designed for students who wish to pursue such careers in, but not limited to, pre-engineering, pre-medicine, science, mathematics, or related areas.

**GRADUATION REQUIREMENTS AND POLICIES**

1. Complete a minimum of 60 semester credits of approved coursework as outlined in the college catalog. Thirty five (35) semester credits of the total (including a maximum of two semester credits of lifetime and leisure skills courses) must be taken from a list of core general education courses. The degree requires an additional 20 credits selected from courses in animal sciences, agricultural science, astronomy, biology, hazardous materials, chemistry, computer science, geology, mathematics, engineering, or physics as required for emphasis in the Associate of Science Degree and the preparation needed by students for transfer. The difference of semester credits may be earned as elective credits drawn from other coursework

with advisor approval according to the student's declared educational goal.

2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 15 of the last 30 semester credits of coursework prior to graduation on the Sterling campus (or approved outreach center) of Northeastern Junior College.
4. Be recommended for graduation by the student's faculty advisor.
5. File an Application for Graduation in the Records Office.
6. Resolve all financial obligations to the college and return all library and college materials.

All students earning an Associate of Science degree must complete 35 semester credits of the following general education requirements:

- I. English/Speech** (9 semester credits required)
- ★ ENG 121 English Composition I ..... 3
  - ★ ENG 122 English Composition II ..... 3
  - ★ SPE 115 Principles of Speech Communication ..... 3

**II-A. Mathematics** (4 semester credits required—choose at least one course from the following)

- ★ MAT 121 College Algebra ..... 4
- ★ MAT 125 Survey of Calculus ..... 4
- ★ MAT 201 Calculus I ..... 5
- ★ MAT 202 Calculus II ..... 5

**II-B. Science** (8 semester credits required—choose courses from the following)

- ★ AST 101 Astronomy I ..... 4
- ★ AST 102 Astronomy II ..... 4
- ★ BIO 111 General College Biology I ..... 5
- ★ BIO 112 General College Biology II ..... 5
- ★ CHE 111 General College Chemistry I ..... 5
- ★ CHE 112 General College Chemistry II ..... 5
- ★ PHY 111 Algebra Based Physics I ..... 5
- ★ PHY 112 Algebra Based Physics II ..... 5
- ★ PHY 211 Physics I ..... 5
- ★ PHY 212 Physics II ..... 5
- ★ GEY 111 Physical Geology ..... 4
- ★ GEY 121 Historical Geology ..... 4

**III. Social and Behavioral Sciences** (6 semester credits required—choose courses from at least two different disciplines)

- A. Anthropology**
- ★ ANT 101 Cultural Anthropology ..... 3
  - ★ ANT 111 Physical Anthropology ..... 3

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

*B. Economics*

- ★ ECO 201 Principles of Macroeconomics ..... 3
- ★ ECO 202 Principles of Microeconomics ..... 3

*C. Geography*

- ★ GEO 105 World Regional Geography ..... 3

*D. History*

- ★ HIS 101 Western Civilization I ..... 3
- ★ HIS 102 Western Civilization II ..... 3
- ★ HIS 201 U.S. History I ..... 3
- ★ HIS 202 U.S. History II ..... 3

*E. Political Science*

- ★ POS 111 American Government ..... 3

*F. Psychology*

- ★ PSY 101 General Psychology I ..... 3

*G. Sociology*

- ★ SOC 101 Introduction to Sociology I ..... 3

**IV. Humanities (6 semester credits required—choose courses from at least two different disciplines)**

*A. Art*

- ★ ART 110 Art Appreciation ..... 3
- ★ ART 111 Art History I ..... 3
- ★ ART 112 Art History II ..... 3

*B. Foreign Language*

- ★ FRE 111 French I ..... 5
- ★ FRE 112 French II ..... 5
- ★ SPA 111 Spanish I ..... 5
- ★ SPA 112 Spanish II ..... 5

*C. Humanities*

- ★ HUM 121 Survey of Humanities I ..... 3
- ★ HUM 122 Survey of Humanities II ..... 3
- ★ HUM 123 Survey of Humanities III ..... 3

*D. Literature*

- ★ LIT 115 Introduction to Literature ..... 3
- ★ LIT 201 Masterpieces of Literature I ..... 3
- ★ LIT 202 Masterpieces of Literature II ..... 3

*E. Music*

- ★ MUS 120 Music Appreciation ..... 3
- ★ MUS 121 Introduction to Music History I ..... 3
- ★ MUS 122 Introduction to Music History II ..... 3

*F. Philosophy*

- ★ PHI 111 Introduction to Philosophy ..... 3
- ★ PHI 112 Ethics ..... 3
- ★ PHI 113 Logic ..... 3

*G. Theatre*

- ★ THE 105 Introduction to Theatre Arts ..... 3
- ★ THE 211 Development of Theatre I ..... 3
- ★ THE 212 Development of Theatre II ..... 3

★ **V. Lifetime and Leisure Skills Courses (2 semester credits required)**

A student who wishes to be exempted must submit a physician's certificate or evidence of military service or extraordinary circumstances to his/her faculty advisor for recommendation to the Director of Records. Exempted lifetime and leisure skills credits must be replaced by two additional credits of electives.

**Summary of Degree Requirements**

- I. English/Speech ..... 9
- II-A. Mathematics ..... 4
- II-B. Science ..... 8
- III. Social and Behavioral Science (2 different disciplines) ..... 6
- IV. Humanities (2 different disciplines) ..... 6
- V. Lifetime and Leisure Skills ..... 2
- VI. Approved Electives to be selected from courses beneficial to the student's major, as approved by their advisor, in order to complete a minimum of 62 credits ..... 27-29
- Total Semester Credits ..... 68-70**

**How to identify a major.** All students declare a major when they first enroll and verify the major each semester.

The college plans certificate and degree programs around majors, and identifies specific required courses and a selection of elective courses for each major. Each student declares a major to help focus on a goal and make appropriate course selections. The college also needs this information to maintain accurate and complete records for planning purposes and to assign appropriate advisors. The student may change his/her major at any time by submitting a change of major form to the Records Office. The following sections explain the procedure for selecting your major.

**Elective Credits.** Elective credit for Associate of Arts and Associate of Science degrees should be chosen in conjunction with the student's major and in consultation with his/her advisor. Transferability of these courses is dependent upon the transfer agreement developed with each four-year college or university. It is in the student's best interest to see an advisor before selecting electives.



## ASSOCIATE OF GENERAL STUDIES (A.G.S.) (TWO-YEAR PROGRAM)

The Associate of General Studies (A.G.S.) degree is available for individuals who desire to complete a broad instructional program of courses with or without constraints of specialization but with complete flexibility to tailor individual learning experiences. The Associate of General Studies Degree is intended to serve individuals who seek enrichment, recognition of personal achievement, and serve as an incentive for transcribing continuing lifelong learning. The degree is appropriate for nontraditional college students desiring to update, refresh, renew and improve their skills for meaningful participation in academic and career pursuits.

Individual courses, and the degree itself, may be transferable to a four-year college or university. The degree is especially beneficial for students transferring into pre-professional programs.

### GRADUATION REQUIREMENTS AND POLICIES

1. Complete a minimum of 60 semester credits of approved coursework.
2. Thirty semester credits of the total coursework must be taken in general education and professional coursework. Fifteen of these semester credits must be in prescribed general education courses. An additional 15 semester credits must be elective in general education or courses of a professional nature (e.g., agriculture, pre-engineering, pre-medicine, business, computer science or health).
3. No more than 30 semester credits of coursework are to be in Career and Technical Education prefixed courses or community education courses.
4. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
5. Earn 15 of the 60 semester credits of coursework prior to graduation on the Sterling campus (or approved outreach center) of Northeastern Junior College.
6. Be recommended for graduation by the student's faculty advisor. Each student shall develop, in consultation with a faculty advisor, a written statement of objectives and courses needed to satisfy these objectives.
7. File an Application for Graduation in the Records Office.
8. Resolve all financial obligations to the college and return all library and college materials.

### GENERAL EDUCATION REQUIREMENTS

The outcomes of general education are to provide coursework which will help students develop certain capabilities and insights, including the ability to think and to communicate clearly and effectively. In addition, students should be able to formulate valid concepts, analyze arguments, and define and orient themselves to their world. General education should lead to self-understanding and a better understanding of one's role as a citizen.

All students earning the Associate of General Studies degree must complete 30 semester credit hours of the following general education requirements:

- I. **English/Speech** — 3 semester credits required—choose one or more courses from the following:
  - ★ ENG 121 English Composition I ..... 3
  - ★ ENG 122 English Composition II ..... 3
  - ★ ENG 131 Technical Writing ..... 3
  - REA 130 College Reading ..... 2
  - ★ SPE 115 Principles of Speech Communication ..... 3
  - ★ SPE 217 Group Communication ..... 3
- II. **Mathematics or Science or Computer Science**—6 semester credits required—choose at least two courses from any of the following:
  - ADE 100 Shop Mathematics ..... 2
  - AGB 112 Agricultural Mathematics ..... 3
  - AGP 103 Practical Entomology ..... 4
  - AGP 109 Agricultural Chemistry ..... 4
  - ★ AGY 100 General Crops ..... 4
  - ★ AGY 240 Introductory Soil Science ..... 4
  - ★ ASC 100 Animal Sciences ..... 3
  - ★ AST 101 Astronomy I ..... 4
  - ★ AST 102 Astronomy II ..... 4
  - ★ BIO 105 Science of Biology ..... 4
  - ★ BIO 111 General College Biology I ..... 5
  - ★ BIO 112 General College Biology II ..... 5
  - Q BIO 201 Human Anatomy and Physiology I ..... 4
  - ★ BIO 202 Human Anatomy and Physiology II ..... 4
  - ★ BIO 220 Zoology ..... 4
  - ★ BIO 221 Botany ..... 4
  - ★ CIS 110 Intro to PC Operating Systems ..... 1 to 2
  - ★ CIS 118 Introduction to PC Applications ..... 2 to 3
  - ★ CHE 107 Fundamentals of General Chemistry ..... 5
  - ★ CHE 111 General College Chemistry I ..... 5
  - ★ CHE 112 General College Chemistry II ..... 5
  - ★ CHE 211 Introductory Organic Chemistry ..... 5
  - CSC 160 Computer Science I (JAVA) ..... 4
  - CSC 161 Computer Science II (JAVA) ..... 4
  - CSC 165 Discrete Structures ..... 4
  - CSC 166 Visual Basic Programming ..... 3
  - CSC 225 Computer Organization ..... 4
  - ★ ENY 200 Introduction to Entomology ..... 4
  - ★ GEY 111 Physical Geology ..... 4
  - ★ GEY 121 Historical Geology ..... 4

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

HEP 104	Basic Anatomy and Physiology .....	4	■ ★ MUS 120	Music Appreciation .....	3
★ HLT 100	Horticulture Science .....	4	■ ★ MUS 121	Introduction to Music History I .....	3
MAT 110	Applied Mathematics .....	2	■ ★ MUS 122	Introduction to Music History II .....	3
MAT 106	Business Mathematics .....	3	■ ★ PHI 111	Introduction to Philosophy .....	3
■ ★ MAT 121	College Algebra .....	4	■ ★ PHI 112	Ethics .....	3
★ MAT 122	College Trigonometry .....	3	■ ★ PHI 113	Logic .....	3
■ ★ MAT 125	Survey of Calculus .....	4	■ ★ SPA 111	Spanish I .....	5
■ ★ MAT 135	Introduction to Statistics .....	3	■ ★ SPA 112	Spanish II .....	5
MAT 155	Math for Elementary Teachers I .....	3	■ ★ THE 105	Introduction to Theatre Arts .....	3
MAT 156	Math for Elementary Teachers II .....	3	■ ★ THE 211	Development of Theatre I .....	3
MAT 165	Discrete Structures .....	4	■ ★ THE 212	Development of Theatre II .....	3
MAT 166	Pre-Calculus .....	5			
MAT 176	Financial Mathematics .....	3			
■ ★ PHY 111	Algebra Based Physics I .....	5			
■ ★ PHY 112	Algebra Based Physics II .....	5			
■ ★ PHY 211	Physics: Calculus Based I .....	5			
■ ★ PHY 212	Physics: Calculus Based II .....	5			
<b>III. Social and Behavioral Science — 3 semester credits required—choose at least one course from any of the following:</b>					
■ ★ ANT 101	Cultural Anthropology .....	3			
■ ★ ANT 111	Physical Anthropology .....	3			
★ AGE 102	Agricultural Economics .....	3			
★ BUS 115	Introduction to Business .....	3			
BUS 160	Human Relations .....	3			
★ ECO 110	General Economics .....	3			
■ ★ ECO 201	Principles of Macroeconomics .....	3			
■ ★ ECO 202	Principles of Microeconomics .....	3			
■ ★ GEO 105	World Regional Geography .....	3			
■ ★ HIS 101	Western Civilization I .....	3			
■ ★ HIS 102	Western Civilization II .....	3			
■ ★ HIS 201	U.S. History I .....	3			
■ ★ HIS 202	U.S. History II .....	3			
■ ★ POS 111	American Government .....	3			
■ ★ PSY 101	General Psychology I .....	3			
★ PSY 226	Social Psychology .....	3			
★ PSY 235	Human Growth and Development .....	3			
★ PSY 248	Child and Adolescent Psychology .....	3			
■ ★ SOC 101	Introduction to Sociology I .....	3			
<b>IV. Humanities — 3 semester credits required—choose one from any of the following:</b>					
■ ★ ART 110	Art Appreciation .....	3			
■ ★ ART 111	Art History I .....	3			
■ ★ ART 112	Art History II .....	3			
■ ★ FRE 111	French I .....	5			
■ ★ FRE 112	French II .....	5			
■ ★ HUM 121	Survey of Humanities I .....	3			
■ ★ HUM 122	Survey of Humanities II .....	3			
■ ★ HUM 123	Survey of Humanities III .....	3			
■ ★ LIT 115	Introduction to Literature .....	3			
■ ★ LIT 201	Masterpieces of Literature I .....	3			
■ ★ LIT 202	Masterpieces of Literature II .....	3			
<b>V. General Education Electives — 15 semester credits required. Choose courses from the above four areas or one or more of the following additional courses to total 15 semester credits:</b>					
ACC 101	Fundamentals of Accounting .....	3			
★ ACC 121	Principles of Accounting I .....	4			
★ ACC 122	Principles of Accounting II .....	4			
★ BUS 216	Legal Environment of Business .....	3			
★ BUS 217	Business Communications and Report Writing .....	3			
BUS 240	Principles of Finance .....	3			
★ MAN 226	Principles of Management .....	3			
★ CSC 160	Computer Science I .....	3			
★ BIO 205	General College Microbiology .....	4			
★ BIO 221	Botany .....	4			
★ LIT 240	American Literature I .....	3			
★ LIT 241	American Literature II .....	3			
★ RAM 205	Principles of Range Management .....	3			
<b>VI. Lifetime and Leisure Skills Courses— 2 semester credits required.</b>					
A student who wishes to be exempted must submit a physician's certificate or evidence of military service or extraordinary circumstances to his/her faculty advisor for recommendation to the Registrar. Exempted physical education credits must be replaced by 2 additional credits of electives.					
<b>VII. Approved Electives— 30 semester credits required.</b>					
Complete up to a maximum of 30 semester credits of career and technical education prefixed courses, OR courses selected from a variety of academic, career and technical education, or community education courses such as agriculture, business, science, humanities, or social science courses offered through the regular curriculum. Courses may also include telecourses, seminars, cooperative work experience, on-the-job training, independent studies, travel studies, and special courses.					
<b>Summary of Degree Requirements:</b>					
<b>I. Prescribed General Education courses</b>					
A. English/Speech .....					
B. Mathematics, Science or Computer Science .....					

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.





C. Social and Behavioral Sciences .....	3
D. Humanities .....	3
II. Elective General Education Courses and/or professional courses .....	15
III. Lifetime and Leisure Skills Courses .....	2
IV. Approved Electives .....	30
<b>Total Semester Credits .....</b>	<b>62</b>

**Second Associate Degree**

Students may earn more than one degree or certificate at Northeastern Junior College as long as all course requirements for each separate degree or certificate are satisfied. Additional conditions that apply are:

1. General Education Core requirements need not be repeated.
2. Cooperative Education or On-The-Job Training or Clinical credits may not be used for the second degree or certificate if any of the credits were earned for the first degree or certificate.
3. Transfer and/or originating NJC students may not be awarded a second AA, AS, or AGS degree.
4. Students who have earned the AS degree and wish also to receive the AA or AGS degree will be required to complete a minimum of 12 semester credits in humanities and/or social and behavioral sciences.
5. Students may not work on more than one degree concurrently.
6. Only one degree or certificate may be awarded (completed) in any given semester.

**ARTS & SCIENCES TRANSFER PROGRAMS**

**ART**

Art courses at Northeastern Junior College assist students to improve and develop artistic abilities. The first year art course sequence (ART 121, 122, 131, & 132) explores methods, materials and techniques as the foundation of artistic and creative development. Students anticipating a career outside of art as well as art students are welcome in any of the NJC art courses. These courses can also benefit students as they prepare for a career in one of many artistic fields such as fine art, commercial art, art education, graphic art, and interior design.

Exhibits in the NJC Art Gallery provide students an opportunity to view original artwork as well as the possibility for students in art courses to display their artwork in the annual Student Exhibit:

**Required Courses**

* ART 111 Art History I .....	3
* ART 112 Art History II .....	3
ART 121 Drawing I .....	3
ART 122 Drawing II .....	3
ART 131 Design I .....	3
ART 132 Design II .....	3

**Electives**

* ART 110 Art Appreciation .....	3
ART 115 Stained Glass I .....	3
ART 116 Lettering .....	3
ART 135 Computer Graphics .....	2
ART 151 Photography I .....	3
ART 161 Ceramics I .....	3
ART 162 Ceramics II .....	3
ART 211 Painting I (Oil/Acrylic) .....	3
ART 212 Painting II .....	3
ART 220 Art in Elementary School .....	2
ART 224 Sculpture I .....	3
ART 228 Printmaking .....	3
ART 243 Intro to Commercial Art & Illustration ...	3
CIS 137 Desktop Publishing .....	3
JOU 250 Principles of Advertising .....	3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**BIOLOGY**

NJC offers a comprehensive biological science program. It meets most of the entrance requirements for many of the health professions such as physical therapy, pharmacy, chiropractic, pre-dentistry, pre-medicine, pre-nursing, and pre-veterinary medicine. In addition, this program is advantageous for students interested in wildlife management, forestry, or teacher licensure

programs with an emphasis in biological sciences. Students will have a broad preparation and will gain the skills needed to enter some professional programs, industry or other professions including biotechnology, agribusiness, food industries, cosmetics and sales. Students entering this program should have a strong science and mathematics background in high school.

**Required Courses**

* BIO 111	General College Biology I	5
* BIO 112	General College Biology II	5
	or BIO 221 & BIO 220	
* CHE 111	General College Chemistry I	5
* CHE 112	General College Chemistry II	5
* MAT 121	College Algebra	4
* PHY 111	Algebra-Based Physics I	5
* PHY 112	Algebra-Based Physics II	5

**Electives**

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 205	General College Microbiology	5
BIO 211	Cell Biology	4
BIO 220	Zoology	5
BIO 221	Botany	5
BIO 224	Genetics	4
BIO 247	Developmental Biology	4
CHE 211	Intro to Organic Chemistry	5
CHE 231	Organic Chemistry I	5
CHE 232	Organic Chemistry II	5
MAT 122	Trigonometry	3
MAT 135	Intro to Statistics	3

*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**BIOTECHNOLOGY**

The biotechnology program gives students the skills needed to transfer to a four-year program in biotechnology or to gain an entry-level position in the field of biotechnology. Upon completion of three semesters of coursework at NJC, students will transfer to the Community College of Aurora (CCA) to complete the Associate of Science degree (through NJC) in state-of-the-art laboratory facilities at the Higher Education and Advanced Technology (HEAT) Center at Lowry.

**Required NJC Courses**

* BIO 111	General College Biology I	5
BIO 160	Techniques in Biotechnology I	3
BIO 205	General College Microbiology	4
BIO 211	Cell Biology	4
* CHE 111	General College Chemistry I	5
* CHE 112	General College Chemistry II	5

**Courses taken during final semester at CCA**

BIO 285	Internship	3
BIO 288	Nucleic Acids/Cloning	4
CHE 211	Organic Chemistry Lab	1
COM 277	Team Building I	1

*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**CHEMISTRY**

The chemistry program at NJC is intended to give students the background necessary to succeed as a chemistry major at most four-year colleges. The curriculum includes courses in chemistry, mathematics, and physics.

A student wishing to pursue biochemistry could substitute PHY 111 and 112 (Algebra-Based Physics) for PHY 211 and PHY 212 (Calculus-Based Physics) and would not need to take MAT 203 (Calculus III). For these students, it would also be beneficial to take BIO 111 (General College Biology), BIO 224 (Genetics), and BIO 211 (Cell Biology).

**Required NJC Courses**

* CHE 111	General College Chemistry I	5
* CHE 112	General College Chemistry II	5
CHE 231	Organic Chemistry I	5
CHE 232	Organic Chemistry II	5
* MAT 201	Calculus I	5
* MAT 202	Calculus II	5
MAT 203	Calculus III	5
* PHY 211	Physics: Calculus Based I	5
* PHY 212	Physics: Calculus Based II	5

**Electives**

* BIO 111	General College Biology I	5
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*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**COMPUTER SCIENCE**

Computers are fundamental in the expanding use of information technology. Companies require computer technology to add the needed productivity that allows the company to keep pace with the rapidly changing world. Job opportunities for computer scientists, computer engineers, and software engineers are vast and salaries can be exceptional.

NJC's computer science program offers most of the courses required for the first two years of a bachelor's degree in computer science. In addition to a strong computer science curriculum, NJC has recently added two state-of-the-art technology-training classrooms and has an ample supply of workstations for student needs.

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**Required Courses**

CSC 160	Computer Science I	4
CSC 161	Computer Science II	4
CSC 165	Discrete Structures	4
CSC 166	Visual Basic Programming	3
CSC 225	Computer Organization	4

**Electives**

MAT 135	Introduction to Statistics	3
★ MAT 201	Calculus I	5
MAT 202	Calculus II	5
MAT 203	Calculus III	5
MAT 210	Differential Equations/Linear Algebra	5

*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**ENGLISH**

The study of English prepares students for a variety of professions that emphasize the use of language. Students who ultimately earn a bachelor's degree in English would be prepared to enter graduate studies in law, communications, media, and business.

**Required Courses**

★ ENG 121	English Composition I	3
★ ENG 122	English Composition II	3
★ LIT 115	Introduction to Literature	3

**Electives**

JOU 105	Introduction to Mass Media	3
LIT 201	Masterpieces of Literature I	3
LIT 240	American Literature I	3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**GEOLOGY**

The geology program at NJC is intended to give geology students the background necessary to succeed as geology majors at a four-year institution. The curriculum includes geology, chemistry, physics, and mathematics courses generally required for a Bachelor of Science degree in geology at a four-year institution.

**Required Courses**

BIO 220	Zoology OR	5
BIO 221	Botany	5
★ CHE 111	General College Chemistry I	5
★ CHE 112	General College Chemistry II	5
CSC 161	Computer Science II (JAVA)	4
★ GEY 111	Physical Geology	4
★ GEY 121	Historical Geology	4
MAT 122	College Trigonometry	3
★ MAT 201	Calculus I	5
★ MAT 202	Calculus II	5

★ PHY 211	Physics: Calculus Based I	5
★ PHY 212	Physics: Calculus Based II	5

*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**HISTORY**

The history program at NJC provides students with cultural histories from Western and non-Western civilizations, Paleolithic era through modern times. Such experience provides students with a wealth of information that promises to enrich their personal and educational lives.

**Electives**

★ GEO 105	World Regional Geography	3
★ HIS 101	Western Civilization I	3
★ HIS 102	Western Civilization II	3
★ HIS 201	U.S. History I	3
★ HIS 202	U.S. History II	3
★ HIS 225	Colorado History	3
★ HUM 121	Survey of Humanities I	3
★ HUM 122	Survey of Humanities II	3
★ HUM 123	Survey of Humanities III	3
★ POS 111	American Government	3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**JOURNALISM/ADVERTISING**

The journalism/advertising program at NJC prepares students for study in a variety of fields, including advertising, broadcasting, news writing, public relations, and telecommunications. NJC offers a wide range of applicable courses, and students of all majors may participate in the publication of *Plainsman Pathways*, NJC's student newspaper.

**Required Courses**

JOU 105	Introduction to Mass Media	3
JOU 106	Fundamentals of Reporting	3

**Electives**

ART 135	Computer Graphics	2
CIS 118	Intro to Microcomputer Applications	3
CIS 137	Desktop Publishing	3
JOU 121	Intro to Print Media Photography	3
JOU 206	Intermed. News Writing/Reporting	1-3
JOU 221	Newspaper Design I	1-3
JOU 222	Newspaper Design II	1-3
JOU 250	Principles of Advertising	3
SPE 217	Group Communication	3

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**MATHEMATICS**

Students are able to complete mathematics courses supplemented with studies in natural science and/or computer sciences. NJC coursework can provide mathematics students with a strong foundation in mathematics, physics, chemistry, computer science, composition, speech, humanities, and social sciences enabling them to be successful in their mathematics major at their transfer institution.

**Recommended Courses**

- \* CHE 111 General College Chemistry I..... 5
- \* CHE 112 General College Chemistry II ..... 5
- CSC 160 Computer Science I (JAVA) ..... 4
- MAT 165 Discrete Structures ..... 4
- \* MAT 201 Calculus I..... 5
- \* MAT 202 Calculus II ..... 5
- MAT 203 Calculus III ..... 5
- MAT 210 Differential Equations ..... 4
- \* PHY 211 Physics: Calculus Based I ..... 5
- \* PHY 212 Physics: Calculus Based II ..... 5

*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**MUSIC**

NJC offers several courses for students who are interested in the study of music. In addition to courses in music theory, music appreciation, and computer music, students may elect to pursue individualized music instruction or to participate in NJC's musical groups.

**Required Courses**

- \* MUS 120 Music Appreciation ..... 3

**Electives**

- MUS 101 Music Theory I..... 4
- MUS 102 Music Theory II ..... 4
- MUS 141 Private Instruction: Instrumental ..... 2
- MUS 142 Private Instruction: Organ ..... 2
- MUS 143 Private Instruction: Piano ..... 2
- MUS 144 Private Instruction: Voice ..... 2
- MUS 148 Music by Computer ..... 1
- MUS 151 Ensemble Groups I ..... 1
- MUS 152 Ensemble Groups II ..... 1
- MUS 153 Ensemble Groups III ..... 1
- MUS 154 Ensemble Groups IV ..... 1

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**PHILOSOPHY**

The philosophy courses at NJC are designed to help prepare students for almost any profession in society today. The primary emphasis in philosophy is critical

thinking; therefore, these courses provide good preparation for students interested in criminal justice, law, education, and social work.

**Electives**

- \* PHI 111 Introduction to Philosophy ..... 3
- \* PHI 112 Ethics ..... 3
- \* PHI 113 Logic ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**PHYSICS/PRE-ENGINEERING**

Students are able to complete the first two years of their physics or engineering program at NJC. Classes provide engineering students a strong foundation in mathematics, physics, chemistry, and computer science, enabling them to be successful in an engineering major at a transfer institution.

**Recommended Courses**

- \* CHE 111 General College Chemistry I..... 5
- \* CHE 112 General College Chemistry II ..... 5
- CSC 160 Computer Science I (JAVA) ..... 4
- EGG 271 Theoretical Mechanics-Statics ..... 3
- EGG 272 Theoretical Mechanics-Dynamics ..... 3
- \* MAT 201 Calculus I..... 5
- \* MAT 202 Calculus II ..... 5
- MAT 203 Calculus III ..... 5
- MAT 210 Differential Equations ..... 4
- \* PHY 211 Physics: Calculus Based I ..... 5
- \* PHY 212 Physics: Calculus Based II ..... 5

*\*Indicates courses that partially fulfill A.S. General Education requirements.*

**POLITICAL SCIENCE/GOVERNMENT**

NJC offers a wide selection of courses for students interested in ultimately pursuing bachelor's degrees in political science, government, journalism, public administration, or legal studies.

**Required Courses**

- \* POS 111 American Government ..... 3

**Electives**

- \* ECO 201 Macroeconomics ..... 3
- \* ECO 202 Microeconomics ..... 3
- \* GEO 105 World Regional Geography ..... 3
- \* HIS 101 Western Civilization I ..... 3
- \* HIS 102 Western Civilization II ..... 3
- \* HIS 201 U.S. History I ..... 3
- \* HIS 202 U.S. History II ..... 3
- HIS 225 Colorado History ..... 3
- JOU 105 Introduction to Mass Media ..... 3
- \* MAT 135 Introduction to Statistics ..... 3

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

- \* PSY 101 General Psychology I ..... 3
- \* SOC 101 Introduction to Sociology I ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

PRE-LAW

Electives

- BUS 216 Legal Environment of Business ..... 3
- \* ECO 201 Macroeconomics ..... 3
- \* ECO 202 Microeconomics ..... 3
- \* GEO 105 World Regional Geography ..... 3
- \* HIS 201 U.S. History I ..... 3
- \* HIS 202 U.S. History II ..... 3
- \* PHI 111 Introduction to Philosophy ..... 3
- \* PHI 112 Ethics ..... 3
- \* PHI 113 Logic ..... 3
- \* POS 111 American Government ..... 3
- \* PSY 101 General Psychology I ..... 3
- \* SOC 101 Introduction to Sociology ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

PSYCHOLOGY

The psychology program offers students the opportunity to take a very comprehensive selection of courses, including six courses in psychology, three in sociology, as well as related electives. This program would prepare transfer students to pursue bachelor's degrees in psychology, human services, counseling, social work, and other areas in the behavioral sciences. Students are encouraged to have a strong mathematics and statistics background and to take courses in the natural sciences (e.g., biology and chemistry) as well.

Required Courses

- \* PSY 101 General Psychology I ..... 3
- \* PSY 102 General Psychology II ..... 3
- \* SOC 101 Introduction to Sociology I ..... 3

Electives

- \* ANT 101 Cultural Anthropology ..... 3
- \* BIO 111 General College Biology I ..... 5
- \* CHE 111 General College Chemistry I ..... 5
- \* MAT 135 Introduction to Statistics ..... 3
- PSY 217 Human Sexuality ..... 3
- PSY 226 Social Psychology ..... 3
- PSY 235 Human Growth & Development ..... 3
- PSY 245 Educational Psychology ..... 3
- \* SOC 102 Introduction to Sociology II ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

SOCIOLOGY

The sociology program offers students a broad selection of courses in the social and behavioral sciences including sociology, psychology, and related humanities electives. This program prepares transfer students to pursue degrees in sociology, social work, human services, counseling, psychology, and other areas in the social sciences. A sociology degree prepares students for careers in business, public administration, journalism, public relations, law, education, and counseling. Students are encouraged to gain a strong background in statistics.

Required Courses

- \* SOC 101 Introduction to Sociology I ..... 3
- \* SOC 102 Introduction to Sociology II ..... 3
- \* PSY 101 General Psychology I ..... 3

Electives

- \* ANT 101 Cultural Anthropology ..... 3
- \* MAT 135 Introduction to Statistics ..... 3
- \* PHI 111 Introduction to Philosophy ..... 3
- \* POS 111 American Government ..... 3
- \* PSY 102 General Psychology II ..... 3
- PSY 217 Human Sexuality ..... 3
- PSY 226 Social Psychology ..... 3
- PSY 235 Human Growth & Development ..... 3
- PSY 245 Educational Psychology ..... 3
- SOC 205 Marriage and Family ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

SPEECH/COMMUNICATION

The speech/communication program at Northeastern Junior College gives students the introductory level coursework required for most degrees. These courses provide students with insight into public presentation. This coursework will benefit those students who wish to pursue careers in broadcasting, journalism, politics, law, public service, and education.

Required Courses

- \* SPE 115 Principles of Speech ..... 3
- SPE 217 Group Communication ..... 3

Electives

- \* ART 110 Art Appreciation ..... 3
- CIS 118 Intro to Microcomputer Applications ..... 3
- \* GEO 105 World Regional Geography ..... 3
- \* HIS 101 Western Civilization I ..... 3
- \* HIS 102 Western Civilization II ..... 3
- \* HUM 121 Survey of Humanities I ..... 3
- \* HUM 122 Survey of Humanities II ..... 3
- \* HUM 123 Survey of Humanities III ..... 3
- JOU 105 Introduction to Mass Media ..... 3
- JOU 106 Fundamentals of Reporting ..... 3
- \* LIT 115 Introduction to Literature ..... 3

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

- \* LIT 201 Masterpieces of Literature I ..... 3
- \* MUS 120 Music Appreciation ..... 3
- \* PSY 101 General Psychology I ..... 3
- \* PSY 102 General Psychology II ..... 3
- PSY 226 Social Psychology ..... 3
- \* SOC 101 Introduction to Sociology I ..... 3
- \* SOC 102 Introduction to Sociology II ..... 3
- \* THE 105 Introduction to Theatre Arts ..... 3
- THE 111 Acting I ..... 3
- THE 112 Acting II ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**THEATRE**

The award-winning NJC theatre program is designed to give students a firm foundation in the basics of the theatrical craft. Whether a student plans on a career in theatre or film, or just wants to expand his or her love of the art form, the program provides the tools to move forward in this very competitive world. The work done at NJC enables students to transfer to four-year institutions secure in the knowledge that they are grounded in the basics of the theatre world, enabling them to compete in the theatrical world at major universities. Coursework combines theoretical work and practical on-stage experience. NJC Prairie Player productions are open to all students regardless of major.

**Required Courses**

- \* THE 105 Introduction to Theatre Arts ..... 3
- THE 110 Stage Movement ..... 3
- THE 111 Acting I ..... 3
- THE 112 Acting II ..... 3
- THE 116 Technical Theatre ..... 3
- THE 131 Theatre Production ..... 1
- THE 132 Theatre Production ..... 1
- THE 175 Techniques in Community Theatre ..... 3
- THE 231 Theatre Production ..... 1
- THE 232 Theatre Production ..... 1



**Electives**

- \* ART 110 Art Appreciation ..... 3
- CIS 118 Intro to Microcomputer Applications ..... 3
- \* GEO 105 World Regional Geography ..... 3
- \* HIS 101 Western Civilization I ..... 3
- \* HIS 102 Western Civilization II ..... 3
- \* HUM 121 Survey of Humanities I ..... 3
- \* HUM 122 Survey of Humanities II ..... 3
- \* HUM 123 Survey of Humanities III ..... 3
- JOU 105 Introduction to Mass Media ..... 3
- \* LIT 115 Introduction to Literature ..... 3
- \* LIT 201 Masterpieces of Literature I ..... 3
- \* MUS 120 Music Appreciation ..... 3
- \* PSY 101 General Psychology I ..... 3
- \* PSY 102 General Psychology II ..... 3
- PSY 226 Social Psychology ..... 3
- \* SOC 101 Introduction to Sociology I ..... 3
- \* SOC 102 Introduction to Sociology II ..... 3

*\*Indicates courses that partially fulfill A.A. General Education requirements.*

**AGRICULTURE TRANSFER PROGRAMS**

Northeastern Junior College has a long, rich tradition of strong transfer programs that are patterned after the freshman and sophomore years of the bachelor degree programs in the Colorado State University College of Agricultural Sciences. Students completing an Associate of General Studies degree in anyone of the below listed programs should be able to successfully transfer as a junior to Colorado State or other four-year college or university offering degrees in agriculture or horticulture.

- ◆ Agriculture Business
- ◆ Agriculture Communications
- ◆ Agriculture Economics
- ◆ Agriculture Education
- ◆ Animal Science
- ◆ Bio-Ag Science
- ◆ Crop and Soil Science
- ◆ Equine Science
- ◆ Farm and Ranch Management
- ◆ Food Science
- ◆ Horticulture
- ◆ Landscape Horticulture
- ◆ Pre-Veterinary Medicine

*◆ Recommended General Education Courses for Agriculture Transfer Programs*

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

TRANSFER/UNIVERSITY PARALLEL PROGRAMS

		AGRICULTURE BUSINESS	AGRICULTURE COMMUNICATION	AGRICULTURE ECONOMICS	AGRICULTURE EDUCATION	ANIMAL SCIENCE INDUSTRY	ANIMAL SCIENCE SCIENCE	BIO-AG SCIENCE	CROP & SOIL SCIENCE	EQUINE INDUSTRY	EQUINE SCIENCE	FARM & RANCH MANAGEMENT	FOOD SCIENCE	HORTICULTURE	LANDSCAPE HORTICULTURE	PRE-VETERINARY MEDICINE
COMMUNICATIONS																
ENG 121	English Comp I	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
ENG 122	English Comp II	◆	◆	◆								◆				
SPE 115	Speech	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
MATHEMATICS																
MAT 135	Statistics					◆		◆		◆						
MAT 121	College Algebra	◆		◆			◆	◆	◆		◆	◆	◆	◆	◆	◆
MAT 176	Financial Math		◆		◆	◆				◆						
MAT 125	Survey Calculus	◆		◆								◆				◆
MAT 122	Trigonometry							◆						◆		
SCIENCE																
BIO 111	College Biology I	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆				◆
BIO 112	College Biology II						◆				◆					◆
BIO 221	Botany							◆	◆						◆	◆
CHE 107	Fund Gen Chem	◆		◆	◆	◆				◆		◆				
CHE 111	College Chem I						◆	◆	◆		◆					◆
CHE 112	College Chem II						◆	◆	◆		◆					◆
CHE 211	Intro Organic Chem					◆				◆						◆
CHE 231	Organic Chem I						◆				◆					◆
CHE 232	Organic Chem II						◆				◆					◆
SOCIAL & BEHAVIORAL SCIENCES																
AGE 102	Ag Economics					◆	◆	◆	◆	◆	◆				◆	◆
ECO 201	Macroeconomics	◆	◆	◆								◆				
PHI 113	Logic				◆										◆	
<i>One of the following is recommended for some majors</i>																
POS 111	American Gov't		◆													
SOC 101	Intro Sociology															
PSY 101	Gen Psychology		◆													
HISTORICAL PERSPECTIVES																
<i>One of the following is recommended for some majors</i>																
HIS 101	West Civilization I	◆		◆		◆	◆	◆		◆	◆	◆			◆	◆
HIS 102	West Civilization II															
HIS 201	US History I								◆							
HIS 202	US History II															

◆ Designates General Education Core transfer classes.  
 ★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities.  
 Please check with the receiving institutions regarding transferability of any elective course work selected.

		AGRICULTURE BUSINESS	AGRICULTURE COMMUNICATION	AGRICULTURE ECONOMICS	AGRICULTURE EDUCATION	ANIMAL SCIENCE INDUSTRY	ANIMAL SCIENCE SCIENCE	BIO-AG SCIENCE	CROP & SOIL SCIENCE	EQUINE INDUSTRY	EQUINE SCIENCE	FARM & RANCH MANAGEMENT	FOOD SCIENCE	HORTICULTURE	LANDSCAPE HORTICULTURE	PRE-VETERINARY MEDICINE
<b>ARTS/HUMANITIES</b>																
<i>One of the following is recommended for some majors</i>																
ART 110	Art Appreciation	◆		◆		◆	◆	◆	◆	◆	◆				◆	◆
HUM 121	Survey Human. I		◆		◆											
HUM 122	Survey Human. II		◆													
HUM 123	Survey Human. III															
LIT 115	Intro Literature		◆													
MUS 120	Music Appreciation															
PHI 111	Intro Philosophy															
<b>PHYSICAL EDUCATION</b>																
PED 120	Fitness/Wellness	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
<b>FOUNDATION AG COURSES</b>																
AGR 100	Ag Orientation	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆				◆
ASC 100	Animal Sciences	◆	◆	◆	◆	◆	◆			◆	◆	◆				◆
ASC 225	Feeds & Feeding				◆	◆	◆			◆	◆					◆
AGE 102	Ag Economics	◆	◆	◆	◆							◆				
AGE 205	Farm/Ranch Mgmt	◆		◆	◆							◆				
AGY 100	General Crops	◆	◆	◆	◆			◆	◆			◆				
AGY 240	Intro Soils				◆			◆	◆					◆	◆	

Each major will have additional course requirements and recommended electives based on the program requirements at CSU.

## BUSINESS TRANSFER PROGRAMS

NJC's Business Transfer programs are designed for the student with future goals of obtaining a bachelor's degree. The transfer students can choose between the Associate of Arts or the Associate of Science degree options. Both programs contain the necessary general education courses and core business courses that enable the students to fulfill the first two years of a four-year business degree. In addition, a wide variety of business elective courses are available. Transfer degree programs offered are:

- ◆ Accounting
- ◆ Business Administration

### General Education Requirements

Students seeking an Associate of Arts or Associate of Science degree in Business must fulfill the requirements for the desired degree as outlined on pages 51-54 of this catalog.

### Business Core Requirements

The following courses comprise the Business Core courses at NJC.

- BUS 100 Business Orientation
- BUS 115 Intro to Business
- ACC 121 Principles of Accounting I
- ACC 122 Principles of Accounting II
- BUS 216 Legal Environment of Business
- BUS 217 Business Comm. & Report Writing
- BUS 226 Business Statistics
- CIS 118 Intro Microcomputers

### Business Electives

The following are a few of the elective business courses available.

- ACC 211 Intermediate Accounting
- ACC 226 Cost & Managerial Accounting
- BUS 221 Business Law
- BUS 240 Principles of Finance
- MAN 216 Principles of Marketing
- MAN 226 Principles of Management

Numerous computer courses, including software, web design, and E-Commerce courses are also available.

◆ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.



## CHART FOR ADVISING STUDENTS IN USE OF PREPARATORY CLASSES

NJC offers a number of preparatory classes (courses that review and improve basic skills) that prepare students to enroll in required courses for general education courses. It is important to remember that for transfer degrees [the Associate of Arts Degree (A.A.) and Associate of Science Degree (A.S.)] preparatory courses will not count toward any degree requirements, neither general education or electives, and must be taken in excess of required credits. Note: MAT 109 will not count toward the 60 credits needed for an A.A. or A.S. degree.

The following chart illustrates the use of preparatory classes for the degrees and occupational certificates offered by the college.

Preparatory Course Number & Title	Associate of Arts Degree	Associate of Science Degree	Associate of General Studies	Associate of Applied Science	Vocational Certificates
ENG 030 Basic Writing Skills Reading, 3 credits	No	No	No	No	No
ENG 060 Writing Fundamentals, 3 credits	No	No	No	No	No
ENG 090 Basic Composition, 3 credits	No	No	No	No	No
MAT 030 Fundamentals of Mathematics, 2 credits	No	No	No	No	No
MAT 060 Pre-Algebra, 3 credits	No	No	No	No	No
MAT 090 Introductory Algebra, 4 credits	No	No	No	No	No
MAT 109 Survey of Algebra, 4 credits	No	No	No	Yes	Yes
REA 130 College Reading, 2 credits	No	No	Yes	Yes	Yes

The following courses in English and mathematics numbered below the core courses are vocational courses and not considered preparatory courses:

Vocational Course Number & Title	Associate of Arts Degree	Associate of Science Degree	Associate of General Studies	Associate of Applied Science	Vocational Certificates
ENG 131 Technical Writing, 3 credits	No	No	Yes	Yes	Yes
MAT 110 Applied Mathematics 2 credits	No	No	Yes	Yes	Yes

**Please note:** Associate of General Studies Degree (AGS) students who are planning to transfer and pursue a baccalaureate degree should plan on taking general education core classes; i.e., ENG 121, ENG 122, and MAT 121 or other core courses to be prepared for transfer and meet the core general education requirements.

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

# Adult, Career & Technical Education

## ADULT, CAREER AND TECHNICAL EDUCATION (ACTE)



*"If I had not gone to NJC and received the academic foundation I did - I would have never succeeded at CU. I especially feel this is true regarding math. Through the instruction of Mr. Prall, my understanding of mathematics greatly improved."*

— Susan Manuello  
NJC 1996  
Associate of Arts Degree

A changing emphasis in education has so heightened the interest in career and technical education that more and more students are seeking college programs which lead directly to gainful employment.

Work in industry has become so highly specialized that general education no longer meets the number and variety of job demands; the student needs more skilled and specialized training today than ever before.

To help meet these demands, Northeastern Junior College offers a range of immediate employment programs, developed in cooperation with business and industry. Programs may be a two-year Associate of Applied Science Degree; or a Northeastern Junior College Certificate of one year or less.

Outstanding features of the career and technical education programs include modern equipment and facilities common to business or industry and a strong faculty with many years of workplace experience.

The objectives of the career and technical programs are:

- To learn the essential skills and operational theory needed to ensure occupational competency.
- To develop correct habits of work safety.
- To cultivate desirable civic attitudes such as integrity, dependability, resourcefulness and cooperation.
- To recognize the importance of technology in the workplace.

Adult, Career and Technical Education programs may carry special admission requirements in addition to those included in this catalog under general admission procedures. All information regarding admission is available from the Office of the Director of Admissions.

*The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or waive any course prerequisite or co-requisite.*

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

Adult, Career and Technical Education Programs  
(One or Two Years in length)

SEE PAGE  
AGS 2-YEAR DEGREE  
A.A.S. 2-YEAR DEGREE  
A.A. DEGREE  
2-YEAR CERTIFICATE  
1-YEAR CERTIFICATE or less

SEE PAGE  
AGS 2-YEAR DEGREE  
A.A.S. 2-YEAR DEGREE  
A.A. DEGREE  
2-YEAR CERTIFICATE  
1-YEAR CERTIFICATE or less

ADULT/CONTINUING & COMMUNITY EDUCATION

Accelerated Programs					
Degree in Liberal Arts	69	•			
Degree in Criminal Justice	70	•			
Business/Industry/Customized Training	95				•
Conferences/Seminars	96				
Distance Learning (Online, PicTel, etc.)	96				
Fire Training	96				
Health & Safety	96				
Learning Through Adventure (Ropes)	96				
Post-Secondary Enrollment Options Act	96				
Recertification Classes					
Teacher Education	96				
Real Estate	96				
Certified Nursing Assistant	96				
Industry	96				
Special Interest Classes	96				
Technology Training	96				•
Travel Studies	96				
Wellness Classes	96				

ADULT, CAREER & TECHNICAL EDUCATION

Certified Nursing Assistant (CNA)	79				•
Cosmetology	80				
Cosmetologist	80				•
Esthetician	92				•
Manicurist	92				•
Criminal Justice	81				
Corrections	81	•	•		
Law Enforcement	81	•	•		
Police Academy/POST	83				•
Corrections Officer Training	82				•
Early Childhood Associate Teacher	84				•
Early Childhood Director	84				•
Early Childhood Group Leader	85				•
Early Childhood Nanny	85				•
Emergency Medical Services	85		•		
Emergency Medical Technician	85				•
Basic	85				•
Continuing Education	86				•
Intermediate	86				•
Information Technology	89		•		•
Comp TIA					
A+ Certification	89				•
Network+ Certification	89				•
I-Net+ Certification	89				•

Cisco					
Cisco Certified Network Associate (CCNA)	90		•		
Cisco Certified Network Professional (CCNP)	90				•
E-Commerce					
I-Net + Certification	92				•
Webmaster	90				•
Microsoft					
Microsoft Certified Professional (MCP)	90				•
Microsoft Certified System Engineer (MCSE)	90				•
Microsoft Official User Specialist (MOUS)	90				•
Sun Microsystems					
Sun JAVA Programming Language	90				•
Solaris System Administration	90				•
Computer Aided Drafting					
Architectural Option	80	•	•		
Land Development Option	80	•	•		
Mechanical Option	80	•	•		
First Responder	86				
Nursing					
Associate Degree Nursing*	93				
Nursing Assistant	93				
Practical Nursing	93		•		
* In cooperation with					
Morgan Community College	93				
LEVELS OF CERTIFICATION					
Associate of Applied Science	68				
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Associate of Arts	70				
NJC Certificates	69				
Accelerated Degrees & Certificates	69				

For more information contact the Dean for Adult, Career and Technical Education at 970-521-6604 or by e-mail: allen.meyer@ njc.ccoes.edu.

■ Designates General Education Core transfer classes.  
★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

## ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.) (TWO-YEAR PROGRAM)

The Associate of Applied Science (A.A.S.) degree is awarded to a student who successfully completes a program designed primarily to prepare the student for immediate employment in a full-time skilled and/or paraprofessional occupation. Each of the college's A.A.S. degree programs is in a specified occupational field. The program guides are located in the Adult, Career and Technical Education section of the catalog.

Although some college credits within these programs are accepted for transfer by particular four-year colleges and universities, career and technical education courses are not specifically designed to facilitate transfer. The student who anticipates transferring is encouraged to check carefully the requirements of the respective institution.

### GRADUATION REQUIREMENTS AND POLICIES

1. Complete a minimum of 60 semester credits of approved coursework as outlined in the college catalog. Since each A.A.S. Program is designed for a specified career or technical field, the minimum requirements will vary with the particular program. A minimum of 15 semester credits of the total must be in general education courses. The difference of 45 semester credits must be earned as technical skills development coursework drawn from the specific career and technical program requirements.
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 15 of the last 30 semester credits of coursework prior to graduation on the Sterling campus (or approved outreach center) of Northeastern Junior College.
4. Be recommended for graduation by the student's faculty advisor.
5. File an Application for Graduation in the Records Office.
6. Resolve all financial obligations to the college and return all library and college materials.

General Education Requirements. The outcomes of general education and related studies are recognized as integral components of career and technical education. Increasingly, the ability to think, reason, compute, communicate, and adapt to change are essential if workers at all levels are to remain employable and compete with expanding knowledge. General education also includes human development in civic, consumer, environmental, and social responsibilities. Related studies typically achieve a dual purpose of enhancing general human development and providing a basic foundation for

the pursuit of more advanced career goals.

The requirements of each A.A.S. degree program and the specific general education courses that must be completed for each program are described in the following pages of the Adult, Career and Technical Education section.

Courses that meet the general education requirements for each A.A.S. degree program are chosen from the following areas in Communications, Mathematics, Science and Computer Science, Social Sciences and Humanities:

#### Communications Area (English, Speech, and Reading)

■ *	ENG 121	English Composition I	.....	3
■ *	ENG 122	English Composition II	.....	3
*	ENG 131	Technical Writing	.....	3
■ *	SPE 115	Principles of Speech Communication	.....	3
*	SPE 217	Group Communication	.....	3
	REA 130	College Reading	.....	2

#### Mathematics Area

	MAT 106	Business Mathematics	.....	3
	MAT 109	Survey of Algebra	.....	4
	MAT 110	Applied Mathematics	.....	2
■ *	MAT 121	College Algebra	.....	4
*	MAT 122	College Trigonometry	.....	3
■ *	MAT 125	Survey of Calculus	.....	4
■ *	MAT 135	Introduction to Statistics	.....	3
	MAT 176	Financial Mathematics	.....	3
	AGB 112	Agricultural Mathematics	.....	3
	ADE 100	Shop Mathematics	.....	2
*	BUS 226	Business Statistics	.....	3

#### Science and Computer Science Area

	AGP 103	Practical Entomology	.....	4
*	ASC 100	Animal Science	.....	3
	AGP 109	Agricultural Chemistry	.....	4
	AGP 100	Practical Crop Production	.....	4
	AGP 215	Animal Health	.....	3
■ *	AST 101	Astronomy I	.....	4
■ *	AST 102	Astronomy II	.....	4
*	AGY 100	General Crops	.....	4
*	AGY 240	Introductory Soil Science	.....	4
*	CIS 110	Intro to PC Operating Systems	.....	1 to 2
*	CIS 118	Introduction to PC Applications	.....	2 to 3
■ *	BIO 105	Science of Biology	.....	4
■ *	BIO 111	General College Biology I	.....	5
■ *	BIO 112	General College Biology II	.....	5
*	BIO 201	Human Anatomy and Physiology I	.....	4
*	BIO 202	Human Anatomy and Physiology II	.....	4
*	CHE 107	Fundamentals of General Chemistry	.....	5
■ *	CHE 111	General College Chemistry I	.....	5
■ *	CHE 112	General College Chemistry II	.....	5
	CWB 135	Complete Web Authority - Front Page	....	3
	CWB 173	Complete Web Authoring - HTML	.....	3
*	ENY 200	Introduction to Entomology	.....	4

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

- ★ GEY 111 Physical Geology ..... 4
- ★ GEY 121 Historical Geology ..... 4
- HEP 104 Basic Anatomy and Physiology ..... 4
- ★ HLT 100 Horticulture Science ..... 4
- ★ PHY 111 Algebra Based Physics I ..... 5
- ★ PHY 112 Algebra Based Physics II ..... 5
- ★ PHY 211 Physics: Calculus Based I ..... 5
- ★ PHY 212 Physics: Calculus Based II ..... 5

**Social Sciences and Humanities Area**

- ★ AGE 102 Agricultural Economics ..... 3
- ★ ANT 101 Cultural Anthropology ..... 3
- ★ ANT 111 Physical Anthropology ..... 3
- ★ ART 108 Introduction to Visual Arts ..... 3
- ★ ART 110 Art Appreciation ..... 3
- ★ ART 111 Art History I ..... 3
- ★ ART 112 Art History II ..... 3
- ★ BUS 115 Introduction to Business ..... 3
- ★ ECO 110 General Economics ..... 3
- ★ ECO 201 Principles of Macroeconomics ..... 3
- ★ ECO 202 Principles of Microeconomics ..... 3
- ★ GEO 105 World Regional Geography ..... 3
- ★ HIS 101 Western Civilization I ..... 3
- ★ HIS 102 Western Civilization II ..... 3
- ★ HIS 201 U.S. History I ..... 3
- ★ HIS 202 U.S. History II ..... 3
- ★ HUM 121 Survey of Humanities I ..... 3
- ★ HUM 122 Survey of Humanities II ..... 3
- ★ HUM 123 Survey of Humanities III ..... 3
- ★ LIT 115 Introduction to Literature ..... 3
- ★ LIT 201 Masterpieces of Literature I ..... 3
- ★ LIT 202 Masterpieces of Literature II ..... 3
- MAN 128 Human Relations in Organizations ..... 3
- ★ MUS 120 Music Appreciation ..... 3
- ★ MUS 121 Introduction to Music History I ..... 3
- ★ MUS 122 Introduction to Music History II ..... 3
- ★ PHI 111 Introduction to Philosophy ..... 3
- ★ PHI 112 Ethics ..... 3
- ★ PHI 113 Logic ..... 3
- ★ POS 111 American Government ..... 3
- ★ PSY 101 General Psychology I ..... 3
- ★ PSY 226 Social Psychology ..... 3
- ★ PSY 235 Human Growth and Development ..... 3
- ★ PSY 248 Child and Adolescent Psychology ..... 3
- ★ SOC 101 Introduction to Sociology I ..... 3
- ★ THE 105 Introduction to Theatre Arts ..... 3
- ★ THE 211 Development to Theater I ..... 3
- ★ THE 212 Development of Theatre II ..... 3

**Summary of Degree Requirements**

- I. General Education (chosen from the four basic areas in Communications, Mathematics, Science and Computer Science, and Social Sciences and Humanities) ..... 15
- II. Specific A.A.S. program courses and electives . 45-60
- Total Semester Credits ..... 60-75**

**CERTIFICATE OF ADULT, CAREER AND TECHNICAL EDUCATION PROGRAMS**

A Certificate is awarded to a student who successfully completes a career and technical education program not leading to an Associate of Applied Science degree (A.A.S.). Normally these programs are two years, one year, or less in duration. These programs are designed primarily to prepare students for immediate employment. Depending on the program, some general education or related coursework may be required. Students are encouraged to supplement their career and technical training with at least two additional approved general education courses. Course requirements for various certificate programs are outlined in this catalog in the Adult, Career and Technical Education section.

**GRADUATION REQUIREMENTS AND POLICIES**

1. Complete the minimum semester credits required for the program as outlined in the college catalog. Complete general education requirements (if any).
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 10 semester credits of the program's coursework prior to graduation on the Sterling campus (or approved outreach center) of Northeastern Junior College.
4. Be recommended for graduation by the student's faculty advisor.
5. File an Application for Graduation in the Records Office.
6. Resolve all financial obligations to the college and return all library and college materials.

**ACCELERATED PROGRAMS**

**ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS**

**What is an accelerated Associate of Arts degree?**

The Associate of Arts (A.A.) degree is awarded to a student who successfully completes a program designed to transfer to a four-year college or university.

The accelerated Associate of Arts degree is designed with the adult student in mind. Classes are offered in the evenings and on weekends. Classes are offered in a nontraditional format and students are expected to complete additional coursework outside of regular class time.

■ Designates General Education Core transfer classes.  
 ★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**Where is the accelerated plan offered?**

The accelerated Associate of Arts degree is offered in Sterling on the NJC campus.

**Who can enroll in the accelerated plan?**

The plan is designed for the working adult who cannot attend classes during the day. Classes are open to all students who are self-directed and motivated to succeed in a fast paced environment.

**What types of classes are offered?**

Classes offered meet the requirements to complete an Associate of Arts degree.

**Who are the instructors?**

Instructors for the accelerated plan are NJC full-time and adjunct faculty members.

**How much does it cost?**

Tuition and fees for the accelerated Associate of Arts degree are consistent with the normal campus tuition and fee schedule.

Textbook costs are in addition to tuition and fees.

ASSOCIATE OF GENERAL STUDIES IN CRIMINAL JUSTICE

**What is an accelerated Associate of General Studies degree?**

The Associate of General Studies (A.G.S.) degree is available for individuals who desire to complete a broad instructional program of courses. The degree is beneficial for students transferring into pre-professional programs.

The accelerated Associate of General Studies degree is designed with the adult student in mind. Classes are offered in the evenings and on weekends. Classes are offered in a nontraditional format and students are expected to complete additional coursework outside of regular class time.

If a student desires to take only a few classes at a time, an opportunity will be available to enroll in the accelerated plan each January.

After completing the requirements for the A.G.S. in Criminal Justice degree, students can continue their education at Metro State College in Sterling and earn a bachelor's degree in Criminal Justice.

**Where is the accelerated plan offered?**

The accelerated Associate of General Studies degree is offered in Sterling on the NJC campus.

**Who can enroll in the accelerated plan?**

The plan is designed for the working adult who cannot attend classes during the day. Classes are open to all

students who are self-directed and motivated to succeed in a fast-paced environment. Students will take an assessment test to determine placement in the appropriate English and math classes.

**What types of classes are offered?**

Classes offered meet the requirements to complete an Associate of General Studies degree.

Students who have scheduling conflicts due to job commitments will be asked to view videotapes of the class lectures.

**How much does it cost?**

Tuition and fees for the accelerated Associate of General Studies degree are consistent with the normal campus tuition and fee schedule.

Textbook costs are in addition to tuition and fees.

**AGRI-BUSINESS**

TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE

Agri-Business is a field that combines the technologies of agriculture and business, combining the management aspects of business with the production factors of agriculture. This education provides a much needed skilled technician for that part of the industry that serves the producer. It also prepares the student to take advantage of the off-farm agriculture opportunities.

The Agri-Business program at Northeastern Junior College is designed for a student who plans on going directly into industry. This program is not intended to transfer to a four year institution. It consists of classroom work (60 credits) and eight (8) credits of Internship. Students will work for an agri-business firm for 320 hours for eight (8) Internship credits.

**General Education Requirements**

<i>Communications</i> .....	<i>6 Credits</i>
■ ★ SPE 115 Principles of Speech Comm. OR .....	3
★ SPE 217 Group Communications .....	3
■ ★ ENG 121 English Composition OR .....	3
★ ENG 131 Technical Writing .....	3
<i>Mathematics/Science</i> .....	<i>6 Credits</i>
AGB 112 Agricultural Mathematics .....	3
★ ASC 100 Animal Science .....	3
<i>Social Science/Humanities</i> .....	<i>3 Credits</i>
★ AGE 102 Agricultural Economics .....	3

<b>Program Requirements</b> .....	<b>Credits</b>
ACC 101 Fundamentals of Accounting .....	3
AGB 120 Agricultural Salesmanship .....	3
AGB 180 Agri-business Internship .....	8
AGB 228 Agri-Business Management .....	3

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

AGB 289	Agri-business Capstone .....	1
AGE 210	Agricultural Marketing.....	3
* AGR 100	Freshman Ag Orientation .....	1
* AGY 100	General Crops OR .....	4
AGP 100	Practical Crop Production .....	4
* BUS 217	Business Comm & Report Writing .....	3
CIS	Any Computer Elective .....	3

**Suggested Electives .....** Credits

* ACC 121	Principles of Accounting I .....	4
* ACC 122	Principles of Accounting II .....	4
AGB 218	Computerized Farm Records .....	3
AGE 208	Agricultural Finance .....	3
* AGE 205	Farm and Ranch Management .....	3
AGP 103	Practical Entomology .....	4
AGP 107	Practical Irrigation Management .....	2
AGP 108	Agricultural Pesticides .....	3
AGP 109	Agricultural Chemistry .....	4
AGP 145	Calving Management .....	2
AGP 146	Artificial Insemination .....	2
AGP 147	Practical Beef Cattle Reproduction .....	2
AGP 204	Soil Fertility and Fertilizers .....	4
AGP 235	Sheep Production .....	3
AGP 241	Beef Cattle Management I .....	3
AGP 242	Beef Cattle Management II .....	3
AGP 247	Production Cattle Feeding .....	3
AME 105	Basic Ag Mechanic Skills .....	2
AME 107	General Power Mechanics .....	2
AME 151	Fundamentals of Welding .....	3
AME 125	Agricultural Machinery .....	3
ASC 225	Feeds/Feeding .....	2
ASC 250	Livestock & Carcass Eval.....	2
ASC 240	Equine Management .....	3
* AGY 240	Introduction to Soil Science .....	4
* RAM 205	Principles of Range Management .....	3

**AGRI-BUSINESS****ONE-YEAR CERTIFICATE**

A Certificate will be granted upon completion of 30 semester credits of classroom work and 8 credits of Internship. Appropriate courses are selected in consultation with a faculty advisor. Internship is normally completed during the summer following the nine months of classroom course work.

**AGRI-BUSINESS:  
FERTILIZER CHEMICAL APPLICATOR****TWO-YEAR ASSOCIATE OF  
APPLIED SCIENCE DEGREE**

Students entering the Agri-Business Fertilizer/Chemical Applicator option at Northeastern Junior College will complete a work of study that prepares them to be an applicator in the fertilizer/chemical industry. This program is not intended to transfer to a four-year institution. It consists of classroom work and two five-credit Internship experiences. The Internship will be completed during the spring and summer months. An individual completing the program will have a minimum of 60 on campus credits and 10 Internship credits.

**General Education Requirements**

*Communications* ..... 6 Credits

■ * SPE 115	Principles of Speech Comm. OR .....	3
SPE 217	Group Communications .....	3
■ * ENG 121	English Composition OR .....	3
ENG 131	Technical Writing .....	3

*Mathematics/Science* ..... 11 Credits

AGB 112	Agricultural Mathematics .....	3
AGP 109	Agricultural Chemistry .....	4
* AGY 240	Introduction to Soil Science .....	4

*Social Science/Humanities* ..... 3 Credits

* AGE 102	Agriculture Economics .....	3
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**Program Requirements .....** Credits

AGB 120	Agriculture Salesmanship .....	3
AGB 180	Agri-business Internship .....	5
AGB 244	Industry Equipment & Technology .....	4
AGB 280	Agri-business Internship .....	5
AGB 289	Agri-business Capstone .....	1
* AGR 100	Freshman Ag Orientation .....	1
AGP 100	Practical Crop Production .....	4
AGP 103	Practical Entomology .....	4
AGP 108	Agricultural Pesticides .....	3
AGP 204	Soil Fertility & Fertilizers .....	4
AGP 208	Commercial Pesticides License Training .....	3
CIS	Any Computer Elective .....	3

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

<b>Suggested Electives</b> .....	<b>Credits</b>
ACC 101 Fundamentals of Accounting .....	3
AGB 218 Computerized Farm Records .....	3
AGB 228 Agri-Business Management .....	3
AGB 242 Commercial Drivers License Training .	0.5
AGE 210 Agriculture Marketing.....	3
AGP 106 Crop Scout and Pest Control .....	3
AME 105 Basic Ag Mechanics Skills .....	2
AME 107 General Power Mechanics .....	2
AME 151 Fundamentals of Welding .....	3
* BUS 217 Bus Communications & Report Writing .	3
* PED 128 Community First Aid and Safety .....	1

■ **AGRI-BUSINESS ONLINE:**

TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE

The agribusiness degree and certificate can be completed online. The degree requirements are very similar to the on-campus requirements. More information is available at [www.ccconline.org](http://www.ccconline.org)

■ **AGRICULTURE BUSINESS MANAGEMENT**

FOUR-ONE YEAR CERTIFICATES

The agriculturist of today depends as much on his or her management skills as on production skills. This program provides individuals in the agriculture community systematic instruction to give them the tools to make sound business decisions based on enterprise and farm records. As technology changes, it is necessary to enhance skills to communicate with accountants, lenders, and other professionals. With difficult profit margins in agriculture, guidance in being resilient to risk is valuable.

Classes are held systematically throughout the year, including individual instruction held at your home or business each month. Classroom instruction will be offered to meet local needs as determined by the advisory committee and instructors. Seminars, including timely topics make up the remainder of the classroom hours. If you do not own a computer the instructor carries a computer to your home or business to teach with.

**RECORDS & BUSINESS PLANNING CERTIFICATE**

<b>Program Requirements</b> .....	<b>Credits</b>
ABM 111 Ag/Business Planning & Financial Records I .....	9
ABM 112 Ag/Business Planning & Financial Records II .....	9

The focus of this certificate is to assist students in computerized record keeping and developing a Business plan.

**FINANCIAL ANALYSIS CERTIFICATE**

<b>Program Requirements</b> .....	<b>Credits</b>
ABM 121 Ag/Business Financial Analysis I .....	9
ABM 122 Ag/Business Financial Analysis II .....	9

The focus of this certificate is to develop financial statements and understand financial ratios as they relate to the agricultural business.

**COMMODITY MARKETING CERTIFICATE**

<b>Program Requirements</b> .....	<b>Credits</b>
ABM 131 Ag/Business Marketing & Risk Management I.....	9
ABM 132 Ag/Business Marketing & Risk Management II .....	9

The focus of this certificate is to introduce commodity marketing to the student and utilize a defined, written marketing plan.

**MARKETING & RISK MANAGEMENT CERTIFICATE**

<b>Program Requirements</b> .....	<b>Credits</b>
ABM 135 Ag/Business Marketing & Risk Management I.....	9
ABM 136 Ag/Business Marketing & Risk Management II .....	9

The focus of this certificate is expanding on commodity marketing with an emphasis in risk management, e-commerce, niche marketing and value added marketing.

**Optional Courses** .....

ABM 275 Advanced Agriculture Business Management .....	1-3
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Designed for students who want to continue Ag/Business Management with an option to specialize in a given area.

Certificates may be taken out of order with permission of instructor.

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.



## AGRICULTURE DIESEL AND EQUIPMENT

TWO-YEAR ASSOCIATE OF APPLIED  
SCIENCE DEGREE

The Agriculture Diesel and Equipment Program is designed to prepare students for employment in the farm, industrial, and heavy-duty equipment sales and service areas. The need for trained personnel in these areas has become critical, not only in Colorado but also in surrounding states. Graduates of the program will find that the demand for the mechanical knowledge and skills they learn and develop while in the program will result in numerous opportunities for them. Agricultural dealerships, industrial equipment companies, trucking firms, and independent repair shops are all competing for qualified entry-level employees to service and maintain heavy-duty, industrial, and farm equipment. The Ag Diesel and Equipment program provides a basic foundation to meet employment demands in these areas.

While attending the program, the student will enroll in specialized courses of instruction on farm tractors, heavy-duty and industrial equipment. During this specialized instruction, time will be spent in a well-equipped shop working on live units utilizing those skills that are taught in the classroom.

During the spring semester, sophomore students will be required to participate in an Internship in an approved training station related to the students goals and objectives, thereby gaining new ideas and skills in the areas of mechanics, parts, sales, set up, and pre-delivery of equipment.

### General Education Requirements ..... Credits

- \* BUS 115 Introduction to Business ..... 3
- \* ENG 131 Technical Writing ..... 3
- \* SPE 115 Principles of Speech Communication ..... 3
- MAT 110 Applied Mathematics ..... 2
- ADE 100 Shop Mathematics ..... 2
- \* CIS 118 Introduction to PC Applications ..... 2

### Program Requirements ..... Credits

- ADE 105 Air Conditioning ..... 3
- ADE 110 Dealership Services ..... 2
- ADE 120 Hydraulic Systems ..... 6
- ADE 135 Small Gasoline Engines ..... 4
- ADE 140 Electrical Systems ..... 4
- ADE 145 Engine Systems ..... 6
- ADE 146 Engine Systems ..... 6
- ADE 150 Big Bore Diesel Engine Repair ..... 3
- ADE 205 Climate Control and Electrical Systems . 3
- ADE 211 Dealership Communications ..... 2
- ADE 221 Power Trains I ..... 6
- ADE 222 Power Trains II ..... 6
- ADE 231 Hay and Forage Harvesting Equipment . 1
- ADE 232 Combine Repair ..... 1
- ADE 280 ADE Internship ..... 7



### Suggested Electives ..... Credits

- ACC 101 Fundamentals of Accounting ..... 3
- ADE 241 Tractor Tune-Up and Care ..... 4
- AME 151 Fundamentals of Welding ..... 3
- MAN 128 Human Relations in Organizations ..... 3
- \* PED 122 Standard First Aid ..... 5

## AGRICULTURE DIESEL AND EQUIPMENT

TWO-YEAR CERTIFICATE

Students desiring a two-year certificate in Agriculture Diesel and Equipment are required to complete the 60 credits of program requirements plus ADE 100 Shop Mathematics, and a 3 credit communications class.

## AGRICULTURE DIESEL AND EQUIPMENT

ONE-YEAR CERTIFICATE

Students completing 30 credits or more of program requirements in Agriculture Diesel and Equipment will be eligible to receive the NJC Certificate.

## AGRICULTURE PRODUCTION AGRICULTURE

TWO-YEAR ASSOCIATE OF  
APPLIED SCIENCE DEGREE.

This program is designed to provide the students with the necessary management and production skills required in the field of production agriculture today. Students seeking an occupation in farming or ranching will be able to pursue a variety of skills and competencies necessary to meet their occupational objective. This program requires 60 credits of course work and required internship(s).

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**General Education Requirements ..... Credits**  
 \* ASC 100 Animal Science ..... 3  
 \* AGE 102 Agricultural Economics ..... 3

An additional 9 credits must be taken from the AAS Degree General Education Requirements in the Communications and the Science/Computer Science areas.

**Program Requirements ..... Credits**  
 ACC 101 Fundamentals of Accounting OR ..... 3  
 AGB 218 Computerized Farm Records ..... 3  
 \* AGE 205 Farm and Ranch Management ..... 3  
 AGP 100 Practical Crops OR ..... 4  
 \* AGY 100 General Crops ..... 4  
 AGP 180 Production Ag Internship ..... 8  
 AGP 280\* Production Ag Internship ..... 8  
 AGP 289 Production Ag Capstone ..... 1  
 \* AGR 100 Freshman Ag Orientation ..... 1  
 AME Any Agriculture Mechanics Course ..... 3  
 \* ASC 225 Feeds and Feeding ..... 4

\* May be waived at the discretion of the program coordinator.

**Suggested Electives ..... Credits**  
 \* ACC 121 Principles of Accounting I ..... 4  
 AGB 247 CDL Training ..... 1  
 AGE 208 Agricultural Finance ..... 3  
 AGE 210 Agricultural Marketing ..... 3  
 AGP 103 Practical Entomology ..... 4  
 AGP 106 Crop Scouting ..... 2  
 AGP 107 Practical Irrigation Management ..... 2  
 AGP 108 Agricultural Pesticides ..... 3  
 AGP 109 Agricultural Chemistry ..... 4  
 AGP 145 Beef Cattle Calving Management ..... 2  
 AGP 146 Artificial Insemination ..... 2  
 AGP 147 Practical Beef Cattle Reproduction ..... 2  
 AGP 204 Soil Fertility and Fertilizers ..... 4  
 AGP 215 Animal Health ..... 3  
 AGP 235 Sheep Production ..... 3  
 AGP 241 Beef Cattle Management I ..... 3  
 AGP 242 Beef Cattle Management II ..... 3  
 AGP 247 Production Cattle Feeding ..... 3  
 AGY 240 Introductory Soil Science ..... 4  
 AME 105 Basic Agricultural Mechanic Skills ..... 2  
 AME 107 General Power Mechanics ..... 2  
 AME 118 Farm Carpentry ..... 3  
 AME 125 Agricultural Machinery ..... 3  
 AME 151 Fundamentals of Welding ..... 3  
 AME 152 Metal Fabrication ..... 2  
 ASC 215 Livestock Judging ..... 2  
 ASC 250 Livestock and Carcass Evaluation ..... 3  
 ASC 240 Equine Management ..... 3  
 \* BUS 115 Introduction to Business ..... 3  
 \* BUS 216 Legal Environment of Business ..... 3  
 BUS 221 Business Law ..... 3  
 EQM 205 Equine Reproduction ..... 2  
 EQM 210 Equine Health ..... 2  
 \* RAM 205 Principles of Range Management ..... 3

**AGRICULTURE  
 PRODUCTION AGRICULTURE**

**ONE-YEAR CERTIFICATE**

Students completing 30 semester credits plus 8 credits of Internship will be eligible to receive an NJC Certificate. A minimum of 15 credits must be taken from agricultural courses. The additional 15 credits taken will be with the approval of the advisor. (Refer to the AAS Degree in Production Agriculture as a guide in selecting courses for study.)

**APPLIED MANAGEMENT**

**TWO-YEAR ASSOCIATE OF  
 APPLIED SCIENCE DEGREE**

The Associate of Applied Science Degree in Applied Management (AAS) is designed to meet the needs of individuals who have acquired post high school occupationally-related training at any community college, technical institute, military service school, proprietary school or industry-related school in the business, health or technical fields.

This program builds on the student's previous one or more years of training in technical skills-related programs but also includes courses that will provide entrepreneurial training necessary to obtain management level employment appropriate to the Associate of Applied Science Degree and former technical training. Finally, the program requires a variety of general education courses that enable the individual to understand and appreciate his/her societal responsibilities.

The following types of occupations are examples of how this program would work.

$$\begin{aligned} & \text{Prior Technical Training} \\ & + \text{Applied Management Courses} \\ & = \text{Job Possibilities} \end{aligned}$$

Practical Nursing (LPN)	Nursing Home Administrator
Carpentry	Millwork Sales
Agriculture Diesel Repair	Dealership Operations
Auto Mechanics	Auto Zone
Auto Body	Cosmetology
Shop Owner/Operator	Early Childhood Education
Day Care Center	Paint/Equipment Sales
Owner/Operator	Representative

This core includes one or more years of prior technical training (30 semester credit hours minimum) from any recognized vocational program. A student is required to produce transcribed credit hours or the equivalent in a technical field.

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**General Education Requirements ..... Credits**  
**Communications ..... 6 Credits**

Choose from the following courses:

- ★ ENG 121 English Composition I ..... 3
- ENG 131 Technical Writing ..... 3
- ★ SPE 115 Principles of Speech Communications .... 3
- ★ SPE 217 Group Communication ..... 3

**Mathematics, Science, and Computer Science ..... 3 Credits**

Choose a course or courses with one of the following prefixes as listed in the General Education Requirements for the Associate of Applied Science Degree in the degree and certificate section of this catalog (unless the course is a program requirement): AST, BIO, BIS, CIS, CHE, CSC, ENY, GEY, MAT, PHY, and SCI.

**Social Sciences and Humanities, ..... 3 Credits**

Choose a course or courses with one of the following prefixes as listed in the General Education Requirements for the Associate of Applied Science Degree in the degree and certificate section of this catalog (unless the course is a program requirement): ANT, ART, BUS, ECO, GEO, HIS, HUM, LIT, MUS, PHI, POS, PSY, SOC, and THE.

**Program Requirements ..... Credits**

- ACC 101 Fundamentals of Accounting OR ..... 3
- ★ ACC 121 Principles of Accounting I AND ..... 4
- ★ ACC 122 Principles of Accounting II ..... 4
- ★ BUS 115 Introduction to Business ..... 3
- ★ BUS 217 Business Communications and Report Writing ..... 3
- ★ MAR 216 Principles of Marketing OR ..... 3
- ★ MAN 226 Principles of Management ..... 3
- ★ BUS 216 Legal Environment of Business ..... 3
- BUS 299 Supervised Work Experience ..... 8

**APPLIED TECHNOLOGY**

**TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE**

To complete the AAS 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 vocational technical schools (AVTS). The four AVTS's are: Delta-Montrose Area Vocational Technical Center, Emily Griffith Opportunity School, San Juan Basin Area Vocational School and T.H. Pickens Technical Center.

The general education and other degree requirements will be completed at one of the Colorado public community/junior colleges. The AAS Degree will be conferred by the community/junior college at which the general education and other degree requirements have been completed.

The approved Career and Technical Education certificate programs at the AVTS prepare students with technical, applied academic and employability skills.

Credit, in varying amounts from these certificate programs, will be applicable to the community college's AAS Degree in Applied Technology.

Students may enroll concurrently at both institutions, an AVTS and a community college. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

Minimum requirements for the Associate of Applied Science (AAS) Applied Technology Degree include:

1. Minimum of 60 semester hours of course work.
2. Cumulative GPA of 2.0 or higher.
3. General education course of 15-18 semester hours.
4. Additional requirements of at least 42 semester hours:
  - from an individual state approved program at one of the four AVTS's.
  - If the program certificate is less than 42 semester hours, then the program certificate hours plus elective credit hours from the community college will be used for the total of at least 42 semester hours.
5. Minimum of 15 semester hours earned at the community college.

**General Education Requirements ..... Credits**

- English/Speech Communications ..... 3
  - Humanities ..... 3
  - Mathematics ..... 3
  - Natural Science ..... 3
  - Social Science ..... 3
- 15 minimum

**AUTOMOTIVE & DIESEL MASTER TECHNICIAN**

**TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Automotive and Diesel Master Technician Program (ADMT) will provide students with the opportunity to obtain employment skills in both the automotive and diesel technology areas. Based on job placement demands for the Automotive Service Technology and the Ag Diesel Equipment programs, any student completing this program will have a wide array of employment opportunities. Currently, there are many employment opportunities in both the automotive and diesel areas that are going unfilled due to a lack of qualified personnel.

The Automotive and Diesel Master Technician program will also provide these graduates who wish to become entrepreneurs a much broader foundation on which to build an automotive and/or diesel repair business.

**General Education Requirements ..... Credits**

- MAT 110 Applied Mathematics ..... 2
- ★ CIS 118 Introduction to PC Application ..... 2-3
- ★ SPE 115 Principles of Speech Communication ..... 3
- ★ ENG 121 English Composition I OR

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

* ENG 131	Technical Writing .....	3
* BUS 115	Introduction to Business .....	3
	<i>Social Science Course, selected from</i>	
	<i>courses for the AAS Degree .....</i>	<i>3</i>

<b>Program Requirements .....</b>	<b>Credits</b>
ADE 120 Hydraulic Systems .....	6
ADE 135 Small Gasoline Engines .....	4
ADE 140 Electrical Systems .....	4
ADE 150 Big Bore Diesel Engine Repair .....	3
ADT 153 Air Brakes Systems .....	2
ADT 200 Diesel Injection Systems .....	2
AUT 140 Automotive Machining .....	2
AUT 145 Engine Repair .....	7
AUT 212 Suspension and Steering .....	6
AUT 236 Electrical Systems II .....	5
AUT 248 Heating & Airconditioning .....	5
AUT 257 Automotive Transmissions/Transaxles ..	6
AUT 269 Engine Performance .....	8

## AUTOMOTIVE & DIESEL MASTER TECHNICIAN

### TWO-YEAR CERTIFICATE

Students desiring a two-year certificate in the Automotive & Diesel Master Technicians program are required to take the following related instructional courses within the Automotive Technology and Ag Diesel and Equipment programs that satisfy accreditation and two-year certification requirements.

<b>Program Requirements .....</b>	<b>Credits</b>
ADE 120 Hydraulic Systems .....	6
ADE 135 Small Gasoline Engines .....	4
ADE 140 Electrical Systems .....	4
ADE 150 Big Bore Diesel Engine Repair .....	3
ADT 153 Air Brakes Systems .....	2
ADT 200 Diesel Injection Systems .....	2
AUT 140 Automotive Machining .....	2
AUT 145 Engine Repair .....	7
AUT 212 Suspension and Steering .....	6
AUT 236 Electrical Systems II .....	5
AUT 248 Heating & Airconditioning .....	5
AUT 257 Automotive Transmissions/Transaxles ..	6
AUT 269 Engine Performance .....	8
CIS 118 Introduction to PC Operating Systems ...	3

## AUTOMOTIVE & DIESEL MASTER TECHNICIAN

### ONE-YEAR CERTIFICATE

Students completing 30 credit hours or more of ADMT course work in the Automotive & Diesel Master Technician program will be eligible to receive an NJC Certificate.

## AUTOMOTIVE TECHNOLOGY

### TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE

The Automotive Technology program is designed to prepare students for jobs in the areas of parts, service management, or service and repair.

The program is meeting the needs for training in this field by offering a variety of courses supported by ASE and N.A.T.E.F. standards.

Basic skills in math, science, reading, along with skills and knowledge obtained in the program are essential to successfully securing and holding down jobs in the automotive industry. Effective communication skills to deal with customers, co-workers and to write work orders and reports are also in demand.

Students who enroll in the Automotive Technology Program are required to complete a Work Keys test (or one of similar content as prescribed by the Automotive Technology staff) prior to admission into this program. The results of this test will be used to assist both the student and professional staff in evaluating the best placement of the student in basic skills course work and in implementing study skills assistance if test results indicate a need to do so.

Graduates of the Automotive Technology Program will receive either a Northeastern Junior College Certificate or an Associate of Applied Science Degree. Those who enroll in only automotive coursework will receive a Northeastern Junior College Certificate. Those who choose the degree must complete the requirements of the Associate of Applied Science Degree.

Detailed information regarding this program and admission requirements may be obtained from the Director of Admissions, Northeastern Junior College.

<b>General Education Requirements .....</b>	<b>Credits</b>
* ENG 121 English Composition I OR	
* ENG 131 Technical Writing .....	3
REA 130 Applied & Technical Reading .....	2
MAT 110 Applied Mathematics .....	2
* CIS 118 Introduction to PC Applications .....	2 to 3
* BUS 115 Introduction to Business .....	3
	<i>Social Science Course, selected from</i>
	<i>courses for the AAS Degree .....</i>

<b>Program Requirements .....</b>	<b>Credits</b>
AUT 111 Auto Shop Orientation .....	2
AUT 136 Electrical Systems I .....	5
AUT 145 Engine Repair .....	7
AUT 153 Brakes .....	5
AUT 157 Manual Drive Trains and Axles .....	6
AUT 164 Fuel and Exhaust Systems .....	5
AUT 212 Suspension and Steering .....	6
AUT 236 Electrical Systems II .....	5

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

AUT 248 Heating and Air Conditioning .....	5
AUT 257 Automatic Transmission/Transaxle .....	6
AUT 269 Engine Performance .....	8

<b>Suggested Electives .....</b>	<b>Credits</b>
AUT 120 Automotive Service Management .....	2
AUT 130 Automotive Parts Management .....	1
AUT 140 Automotive Machining .....	2
AME 151 Fundamentals of Welding .....	3
* PED 122 Standard First Aid .....	.5
* PED 129 Community CPR .....	.5

## AUTOMOTIVE TECHNOLOGY

### TWO-YEAR CERTIFICATE

Students desiring a two-year certificate in Automotive Technology are required to take the following related instructional courses within the Automotive Technology Program that satisfy accreditation and two-year certificate requirements.

<b>Program Requirements .....</b>	<b>Credits</b>
AUT 111 Auto Shop Orientation .....	2
AUT 136 Electrical Systems I .....	5
AUT 145 Engine Repair .....	7
AUT 153 Brakes .....	5
AUT 157 Manual Drive Trains and Axles .....	6
AUT 164 Fuel and Exhaust Systems .....	5
AUT 212 Suspension and Steering .....	6
AUT 236 Electrical Systems II .....	5
AUT 248 Heating and Air Conditioning .....	5
AUT 257 Automatic Transmission/Transaxle .....	6
AUT 269 Engine Performance .....	8
MAT 110 Applied Mathematics .....	2

<b>Suggested Electives .....</b>	<b>Credits</b>
AUT 120 Automotive Service Management .....	2
AUT 130 Automotive Parts Management .....	1
AUT 140 Automotive Machining .....	2

## AUTOMOTIVE TECHNOLOGY

### ONE-YEAR CERTIFICATE

Students completing 30 credits or more in Automotive Technology will be eligible to receive an NJC Certificate.

## BUSINESS

TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION with Emphasis in:

- Accounting
- Business Administration
- E-Commerce
- General Business
- Marketing/Management

The Associate of Applied Science (A.A.S.) degree in Business Administration is awarded to a student who successfully completes a program in Business. The Business Programs are designed to aid students in the development of skills, knowledge, and attitudes related to immediate employment in a full-time skilled and/or a paraprofessional business occupation.

A student can earn a fully accredited Associate of Applied Science Degree in Business through the Internet using the Colorado Community College Online site [www.cconline.org](http://www.cconline.org). See Business: Online Learning Option for specific requirements and details.

**General Education Requirements ..... 15 Credits**  
for all AAS Options

<i>Communications</i> .....	<i>6 credits</i>
■ * ENG 121 English Composition I OR .....	3
ENG 131 Technical Writing .....	3
■ * SPE 115 Principles of Speech Communication OR	
* SPE 217 Group Communication .....	3

<i>Mathematics</i> .....	<i>3 Credits</i>
<i>Science and Computer Science</i> .....	<i>3 Credits</i>
<i>Social Sciences and Humanities</i> .....	<i>3 Credits</i>

Choose a course or courses within each of the appropriate required areas listed above as listed in the General Education Requirements for the Associate of Applied Science Degree section on page 68 (unless the course is a program requirement).

**Business Core Requirements ..... All Options**

* ACC 121 Principles of Accounting I .....	4
* ACC 122 Principles of Accounting II .....	4
BUS 100 Business Orientation .....	.5
* BUS 115 Introduction to Business .....	3
* BUS 216 Legal Environment of Business .....	3
* BUS 217 Business Communications and Report Writing .....	3
* CIS 118 Introduction to Microcomputer Applications .....	3
* ECO 110 General Economics OR	
■ * ECO 201 Principles of Macroeconomics .....	3

\* *May substitute*

ACC 101 Fundamentals of Accounting .....	3
in General Business and Marketing/ Management options.	

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**ACCOUNTING OPTION****Program Requirements - AAS**

All of the following courses are required:

ACC 115	Payroll Accounting .....	3
ACC 125	Computerized Accounting .....	3
ACC 211	Intermediate Accounting I .....	4
ACC 226	Cost and Managerial Accounting .....	3
BUS 250	Income Tax Procedures.. .....	3
★ CIS 152	Advanced PC Spreadsheets .....	1

*Approved Electives to meet 60 total credits for the AAS degree.*

**BUSINESS ADMINISTRATION OPTION****Program Requirements – AAS**

Choose 5 of the following courses:

ACC 125	Computerized Accounting .....	3
BUS 158	Human Resources Management .....	3
BUS 221	Business Law I .....	3
★ BUS 226	Business Statistics .....	3
BUS 240	Principles of Finance .....	3
BUS 250	Income Tax Procedures.. .....	3
CSR 110	Principles of Customer Service .....	3
■ ★ ECO 201	Principles of Macroeconomics .....	3
■ ★ ECO 202	Principles of Microeconomics .....	3
MAN 128	Human Relations in Organizations .....	3
MAN 216	Small Business Management .....	3
★ MAN 226	Principles of Management .....	3
★ MAR 216	Principles of Marketing .....	3
SBM 151	The Business Plan.....	3
BUS 299	Supervised Work Experience .....	3

*Approved Electives to meet 60 total credits for the AAS degree.*

**E-COMMERCE OPTION**

Please contact the Business Department for information on proposed option in E-Commerce.

**GENERAL BUSINESS OPTION****Program Requirements – AAS**

Choose 4 of the following:

ACC 125	Computerized Accounting.. .....	3
BUS 158	Human Resource Management .....	3
BUS 221	Business Law I .....	3
BTE 220	Office Procedures .....	3
CSR 110	Principles of Customer Service .....	3
MAN 128	Human Relations in Organizations .....	3
MAN 216	Small Business Management .....	3
★ MAN 226	Principles of Management .....	3
MAR 111	Principles of Sales .....	3
★ MAR 216	Principles of Marketing .....	3
SBM 151	The Business Plan.....	3
BUS 299	Supervised Work Experience .....	3

*Approved Electives to meet 60 total credits for the AAS degree.*

**MARKETING/MANAGEMENT OPTION****Program Requirements – AAS**

Following classes are required:

★ MAN 226	Principles of Management .....	3
★ MAR 216	Principles of Marketing .....	3

Choose 3 of the following courses:

BUS 158	Human Resource Management .....	3
BUS 160	Human Relations .....	3
BUS 221	Business Law I .....	3
BUS 240	Principles of Finance .....	3
CSR 110	Principles of Customer Service .....	3
MAN 216	Small Business Management .....	3
MAR 111	Principles of Sales .....	3
MAR 212	Principles of Advertising .....	3
SBM 151	The Business Plan .....	3
MAR 299	Supervised Work Experience .....	3

*Approved Electives to meet 60 total credits for the AAS degree.*

## BUSINESS ACCOUNTING CERTIFICATE

**ONE-YEAR CERTIFICATE**

A Certificate will be granted upon completion of 30 or more semester credits of program requirements. Appropriate courses are selected in consultation with a faculty advisor.

**Program Requirements – One-Year Certificate**

★ ACC 121	Principles of Accounting I .....	4
★ ACC 122	Principles of Accounting II .....	4
ACC 115	Payroll Accounting on Microcomputer ...	3
ACC 125	Computerized Accounting .....	3
★ BUS 115	Introduction to Business .....	3
BUS 117	Touch Keyboarding .....	1
★ BUS 217	Business Communications and Report Writing .....	3
★ CIS 118	Introduction to PC Applications .....	3
CIS 130	Intro to Internet .....	1
★ CIS 152	Advanced PC Spreadsheets .....	1
■ ★ ENG 121	English Composition I OR	
ENG 131	Technical Writing .....	3
MAT 106	Business Mathematics .....	3

## BUSINESS: ONLINE LEARNING OPTION

**TWO-YEAR ASSOCIATE OF  
APPLIED SCIENCE DEGREE - ONLINE**

The Associate of Applied Science in Business is a degree designed for the student who wishes to complete their course work via online delivery methods. A student may complete the 60 semester credit minimum of approved course requirements by taking all of the courses over the internet or the student may choose to mix their coursework between on-line courses, campus on-site courses, transfer in course credits taken at other colleges, or receive prior learning credits. A minimum of 15

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

semester credits of the total must be in general education courses. The difference of 45 semester credits must be earned either in general education or specific career courses as noted in each degree program.

**General Education Requirements Minimum of 15 Credits**

- ★ ECO 201 Principles of Macroeconomics ..... 3
- ★ ECO 202 Principles of Microeconomics ..... 3
- ★ ENG 121 English Composition I ..... 3
- ★ ENG 122 English Composition II ..... 3
- ★ MAT 121 College Algebra ..... 4
- ★ SPE 115 Principles Speech Communications ..... 3

**BUSINESS COURSES**

**Program Requirements – AAS**

- ★ ACC 121 Principles of Accounting I ..... 4
- ★ ACC 122 Principles of Accounting II ..... 4
- ★ BUS 115 Introduction to Business ..... 3
- BUS 158 Human Resource Management ..... 3
- ★ BUS 216 Legal Environment of Business ..... 3
- ★ BUS 217 Business Communication and  
    Report Writing ..... 3
- BUS 226 Business Statistics ..... 3
- MAN 216 Small Business Management ..... 3
- ★ MAN 226 Principles of Management ..... 3
- MAR 111 Principles of Sales ..... 3
- ★ MAR 216 Principles of Marketing ..... 3

**INFORMATION TECHNOLOGY COURSES**

- CIS 115 Introduction to Computer  
    Information Systems ..... 3
- ★ CIS 118 Introduction to PC Applications ..... 3
- ★ CIS 150 Introduction to PC Spread Sheets ..... 3

**BUSINESS  
SMALL BUSINESS MANAGEMENT  
CERTIFICATE PROGRAM**

The Small Business Management program provides business the opportunity to choose from two different options for a one-year Certificate in Small Business Management. Students may select the traditional program that helps the business owner develop or update the business plan. Business owners select the topics that meet their individual needs, and the course work is framed around these requirements. The business owner meets with the instructor on a one-on-one basis to develop and complete the targeted business needs. Course topics identified include items from developing and utilizing an accounting system, banking relationships, basic tax rules and reporting. Developing a basic marketing plan. Other topics include creating the planning structure, and developing management and human resource within the business. The culmination of this class

will be a student’s well-defined business plan, including strategies and knowledge of available resources and necessary skills to manage their own small business.

An alternative to the traditional program is the new course offering in Small Business Web Page Development. This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. Topics include, but are not limited to; study of the market analysis, development of the basic marketing plan, web page layout, hyperlinks, graphics, working with multimedia and the web site, web site promotion and search engines, and web site maintenance. The culmination of this class will be a business owner’s completed, published and promoted web site.

**Certificate Requirements:**

- SBM 160 The Business Plan OR ..... 18
- SBM 170 Web Page Development for  
    Small Business ..... 18

**Program Electives**

- SBM 175 Special Topics in Small Bus Mgmt ..... 1-3
- SBM 275 Advanced Topics in Small Bus Mgmt .... 1-3



**CERTIFIED NURSING ASSISTANT**

**106-HOUR CERTIFICATE**

(Part-time). This 106-hour course and clinical practice prepares students to work as a Certified Nursing Assistant in a hospital, nursing home, or other health-related agency. After successful completion you are eligible to take the Colorado Board of Nursing examination to become certified.

**Required Courses ..... Credits**

- CNA 106 Certified Nursing Assistant ..... 4
- CNA 199 CNA - Clinical ..... 2

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

## COMPUTER AIDED DRAFTING & DESIGN

Computer Aided Drafting and Design is a universal graphic language, which is the key to the rapid growth and expansion of new and existing industries. This program begins with basic drafting and progresses through advanced design and computer aided drafting. Various fields of drafting that an employee may be exposed to will be covered. Problem solving and drafting with the use of interactive computer graphics are incorporated.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

<b>General Education Requirements</b> .....	<b>15 Credits</b>
ENG 121 English Composition I OR	
ENG 131 Technical Writing I .....	3
SPE 115 Principles of Speech Communication .....	3
MAT 115 Technical Math .....	3
CIS 118 Intro to Microcomputer Application .....	3
<i>Humanities/Social Sciences</i> .....	3

#### Suggested:

ART 116 Lettering .....	3
ART 121 Drawing I .....	3
ART 131 Design I .....	3

<b>Program Requirements</b> .....	<b>35 Credits</b>
ITE 101 Introduction to Technology .....	1
BUS 126 Team Building .....	1
COM 105 Career Communications .....	3
CAD 101 Introduction to Drafting and Design .....	2
CAD 111 Basic Descriptive Geometry .....	3
CAD 112 Sectioning & Dimensioning Practice .....	4
CAD 113 Intersections & Developments .....	4
CAD 114 Perspective Drawing .....	3
CAD 128 Basic Computer Aided Drafting .....	3
CAD 138 Intermediate Computer Aided Drafting ..	4
CAD 148 Advanced Computer Aided Drafting .....	4
ITE 125 Engineering Graphics .....	3

<b>Mechanical Option Requirements</b> .....	<b>12</b>
CAD 141 Mechanical Assembly & Detail Projects .....	3
CAD 145 Mechanical Drafting and Design .....	4
CAD 245 Mechanical Technical Project .....	5

<b>Architectural Option Requirements</b> .....	<b>12</b>
CAD 151 Architectural Detailing .....	3
CAD 155 Architectural Drafting and Design .....	4
CAD 255 Architectural Technical Project .....	5

<b>Land Development Requirements</b> .....	<b>12</b>
CAD 161 Land Development Detailing .....	3
CAD 165 Land Development Drafting & Design ...	4
CAD 264 Land Development Technical Project .....	5

### ONE-YEAR CERTIFICATE

The Computer Aided Drafting and Design program offers students an option to study general hand and computer aided drafting. This program covers basic topics used in most drafting industries. The various components are designed to meet the technical requirements necessary to produce a skilled, proficient employee.

<b>Program Requirements</b> .....	<b>35 Credits</b>
ITE 101 Introduction to Technology .....	1
MAT 115 College Math .....	3
BUS 126 Team Building .....	1
COM 105 Career Communications .....	3
CAD 101 Introduction to Drafting & Design .....	2
CAD 111 Basic Descriptive Geometry .....	3
CAD 112 Sectioning and Dimensioning Practice ...	4
CAD 113 Intersections & Developments .....	4
CAD 114 Perspective Drawing .....	3
CAD 128 Basic Computer Aided Drafting .....	3
CAD 138 Intermediate Computer Aided Drafting ..	4
CAD 148 Advanced Computer Aided Drafting .....	4

## COSMETOLOGY

### ELEVEN-MONTH CERTIFICATE

Cosmetology is one of the most demanding, rewarding, diversified, and fastest growing specialties in the world today. This program is designed to provide high quality theory and practical training necessary to meet the requirements for today's cosmetologists. *Money* magazine cited cosmetology as one of the top 5 businesses for the millennium. The outlook for cosmetologists nationwide is very good. The *Occupational Outlook Quarterly* indicates that 275,000 cosmetology job openings will occur between 1994 and 2005 and that finding employment will not be difficult. In addition, salons will continue to look for employees with good interpersonal skills with special ability to recommend and sell products to clients. Cosmetologists who concentrate on sales will greatly enhance their employability. This one-year program begins fall semester of each year and meets the 1450 clock hours of training required by the Colorado Cosmetology/Barber Board for state licensing examination eligibility. Upon satisfactory completion of 1450 clock hours, a student will receive the NJC Certificate and is eligible to register for the state licensing examination.

The Cosmetology Department is housed in a 5082sq. foot facility and offers a wide range of services to its clients. In addition, the Cosmetology Department can offer specialized courses for upgrading the skills and knowledge of practicing cosmetologists in the area.

<b>Program Requirements</b> .....	<b>Credits</b>
COS 101 Introduction to Cosmetology .....	16
COS 102 Beginning Cosmetology .....	15

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.



COS 103	Intermediate Cosmetology .....	11
COS 104	Advanced Cosmetology .....	10
COS 105	Preparation for State Board .....	8

## CRIMINAL JUSTICE

### NOTE: SPECIAL REQUIREMENTS

Employers in the Criminal Justice field have various employment requirements such as age, drug use, conviction records, etc. Before applying for any Criminal Justice program, students should check with prospective employers to determine their qualifications and requirements and/or the Criminal Justice Department at NJC.

The Criminal Justice Program at NJC also requires that all students (including P.O.S.T.) meet certain minimum requirements. Standards for the ACT or ASSET tests and the Work Keys examination are required in most areas. For further information on these tests, contact either the Student Counseling Office or the Criminal Justice Department at NJC.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### General Education Requirements ..... 23 Credits

■ ★	ENG 121*	English Composition I .....	3
	SPE 115	Principles of Speech Communication .....	3
■ ★	MAT 109*	Survey of Algebra .....	4
★	CIS 118	Intro to Microcomputer Application .....	3
■ ★	PSY 101	General Psychology I .....	3
■ ★	SOC 101	Sociology .....	3
	PHI 112	Ethics .....	3
	PED 111	Lifetime and Leisure Skills .....	1
	PED 112	Physical Education Activity .....	1

(Free to Full-time Students)  
\*not included as part of the 15 required hours

#### Core Requirements ..... 15 Credits

★	CRJ 110	Intro to Criminal Justice .....	3
	CRJ 111	Substantive Criminal Law .....	3
	CRJ 112	Criminal Procedure .....	3
★	CRJ 125	Law Enforcement Operations .....	3
	CRJ 210	Constitutional Law .....	3

#### Required Courses ..... 12 Credits

	CRJ 212	Evidence and Courtroom Procedures .....	3
	CRJ 145*	Correctional Process .....	3
	CRJ 220	Human Relations/Social Conflict .....	3
	CRJ 230	Criminology .....	3

\*DOC Training

### CORRECTIONS EMPHASIS

This program is designed for students who desire a career in Criminal Justice with an emphasis in Corrections. All courses will be taught through Northeastern Junior College.

The Criminal Justice Department at Northeastern Junior College will assist students in planning an appropriate degree program. Students may be employed at a

correctional facility while completing their education in this program.

Career opportunities in corrections are abundant. States are constantly increasing the number of people who are employed in the correctional field. Employment opportunities include: security officers, office and maintenance personnel and other support service positions. This degree program offers an opportunity to combine conceptual knowledge in the classroom with practical experience in the field and will benefit anyone interested in the correctional profession.

#### Required Courses ..... 14-16 Credits

	CRJ 216	Juvenile Law and Procedure .....	3
	CRJ 260	Abnormal Psychology in Criminal Justice .....	3
	CRJ 187	*Field Experience in Criminal Justice .....	2-4
	CRJ 238	*Special Issues in Criminal Justice .....	3
	CRJ 147	*Institutional Operations .....	3

\*DOC Training

### LAW ENFORCEMENT EMPHASIS

This program is designed for students who desire a career in Criminal Justice with an emphasis in Law Enforcement. All courses will be taught through Northeastern Junior College.

The Criminal Justice Department at Northeastern Junior College will assist students in planning an appropriate degree program. Students may be employed at a law enforcement office while completing their education in this program.

Career opportunities in Law Enforcement are abundant. State, Federal and local law enforcement agencies are continually increasing the number of people employed in the law enforcement field. Employment opportunities include: police officer, criminal investigator, federal agent and other support services. This degree program offers an opportunity to combine conceptual knowledge in the classroom with practical experience in the field and will benefit anyone interested in the law enforcement profession.

#### Required Courses ..... 15 Credits

	CRJ 216	Juvenile Law and Procedure .....	3
	CRJ 260	Abnormal Psychology in Criminal Justice .....	3
	CRJ 240	*Criminal Investigation .....	3
	CRJ 246	*Traffic Investigations and Mgmt. .....	3
	CRJ 143	*Evidence and Crime Scene Investigation .....	3

\*Police Academy

### JUVENILE JUSTICE EMPHASIS

This program is designed for students who desire a career in Criminal Justice with an emphasis in Juvenile Justice. All courses will be taught through Northeastern Junior College.

The Criminal Justice Department at Northeastern Junior College will assist students in planning an appropriate

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

ate degree program. Students may be employed at a juvenile justice agency while completing their education in this program.

Career opportunities in juvenile justice are plentiful. State, and local agencies are continually looking for quality people to place in positions working with juveniles. Employment opportunities include: juvenile officer, investigator, recreation, detention and other support services. This degree program offers an opportunity to combine conceptual knowledge in the classroom with practical experience in the field and will benefit anyone interested in the juvenile justice profession.

<b>Required Courses</b> .....	<b>11-13 Credits</b>
CRJ 187 Field Experience in Criminal Justice ....	2-4
CRJ 216 Juvenile Law and Procedure .....	3
CRJ 238 Special Issues in Criminal Justice .....	3
CRJ 260 Abnormal Psychology in Criminal Justice .....	3
<b>Total Credit For A.A.S.</b>	<b>62 Credits</b>

#### ASSOCIATE IN GENERAL STUDIES

This program is designed for students who desire a career in Criminal Justice with an emphasis in Corrections. All courses will be taught through Northeastern Junior College College.

The Criminal Justice Department at Northeastern Junior College will assist students in planning an appropriate degree program. Students may be employed at a correctional facility while completing their education in this program.

Career opportunities in corrections are abundant. States are constantly increasing the number of people who are employed in the correctional field. Employment opportunities include: security officers, office and maintenance personnel and other support service positions. This degree program offers an opportunity to combine conceptual knowledge in the classroom with practical experience in the field and will benefit anyone interested in the correctional profession.

<b>General Education Requirements</b> .....	<b>40</b>
■ * ENG 121* English Composition I .....	3
■ * ENG 122* English Composition II .....	3
■ * SPE 115 Principles of Speech Communication .....	3
■ * MAT 121* College Algebra or a higher MAT ....	3 to 4
■ * BIO 111 General Biology I or an equivalent .....	4
CIS 118 Intro to Microcomputer Application .....	3
<i>*To be determined by the AccuPlacer testing</i>	

<b>Arts &amp; Humanities</b> .....	<b>9 Credits</b>
■ * ART 110 Art Appreciation .....	3
■ * ART 111 Art History I .....	3
■ * PHI 111 Philosophy .....	3
PHI 112 Ethics .....	3
HUM 121 Survey of Humanities I .....	3

<b>Social/Behavioral Science</b> .....	<b>9 Credits</b>
■ * PSY 101 General Psychology I (required) .....	3
■ * SOC 101 Introduction to Sociology I .....	3
■ * POS 111 American Government .....	3

<b>Lifetime &amp; Leisure Skills Courses</b> .....	<b>2 Credits</b>
PED 111 Lifetime and Leisure Skill .....	1
PED 112 Fitness and Wellness .....	1
<i>(Free to Full-time Students)</i>	

<b>Core Requirements</b> .....	<b>15 Credits</b>
* CRJ 110 Intro to Criminal Justice .....	3
CRJ 111 Substantive Criminal Law .....	3
CRJ 112 Criminal Procedure .....	3
CRJ 125 Law Enforcement Operations .....	3
* CRJ 210 Constitutional Law .....	3

<b>Program Requirements</b> .....	<b>12 Credits</b>
CRJ 212 Evidence and Courtroom Procedures ....	3
CRJ 145 Correctional Process .....	3
CRJ 220 Human Relations/Social Conflict .....	3
CRJ 230 Criminology .....	3
<b>Total Credit For A.G.S.</b>	<b>67 Credits</b>

#### CORRECTIONS EMPHASIS

<b>Emphasis Requirements</b> .....	<b>14-16 Credits</b>
CRJ 147* Institutional Operations .....	3
CRJ 187* Field Experience in Criminal Justice ....	2-4
CRJ 216 Juvenile Law and Procedure Corrections .....	3
CRJ 238* Special Issues in Criminal Justice .....	3
CRJ 260 Abnormal Psychology in Criminal Justice .....	3

*\*DOC Training*

#### LAW ENFORCEMENT EMPHASIS

<b>Emphasis Requirements</b> .....	<b>15 Credits</b>
CRJ 216 Juvenile Law and Procedure Corrections .....	3
CRJ 260 Abnormal Psychology in Criminal Justice .....	3
CRJ 240* Criminal Investigation .....	3
CRJ 246* Traffic Investigations and Mgmt. ....	3
CRJ 143* Evidence and Crime Scene Investigation .....	3

*\*Police Academy*

#### JUVENILE JUSTICE EMPHASIS

<b>Emphasis Requirements</b> .....	<b>11-13 Credits</b>
CRJ 157 Field Experience in Criminal Justice ....	2-4
CRJ 216 Juvenile Law and Procedure Corrections .....	3
CRJ 238 Special Issues in Criminal Justice .....	3
CRJ 260 Abnormal Psychology in Criminal Justice .....	3

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

CERTIFICATE PROGRAMS

**Credit for Correctional Officer Training  
6-Month Certificate**

Upon successful completion of the Department of Corrections Basic Training Program, students can be awarded an NJC Certificate. The certificate also meets the requirements of the 12-Credit Training Block for the Associate in General Studies and the Associate in Applied Science Degree in corrections.

CRJ 145	Correctional Process .....	3
CRJ 147	Institutional Operations .....	3
CRJ 187	Field Experience in Criminal Justice ...	2-4
CRJ 238	Special Issues in Criminal Justice .....	3
TOTAL	.....	11-13 Credits

**Law Enforcement Officer Training (POST Law  
Enforcement  
Academy) -- 6-Month Certificate**

BASIC POLICE ACADEMY (POST) CERTIFICATE

The State of Colorado requires that all applicants for law enforcement positions be state certified. This basic law enforcement training program is designed for students wanting preparatory/certification course work. All instructors are career professionals, actively involved in the specialty areas they teach. The program consists of subjects such as: constitutional law, laws of evidence, defense tactics, search and seizure, driving techniques, criminal law, and firearms.

The Colorado P.O.S.T. Board certifies the Northeastern Regional Police Academy.

Facilities & Equipment: A considerable amount of time is spent on practical, hands-on training. Life-like scenarios are used in training for vehicle accident investigation, domestic violence, and crime scene management. Facilities include: firing range, air-conditioned classrooms, driving range, computer simulators, and fitness/wellness at the Bank of Colorado Event Center. Students may be able to complete an Associates in General Studies degree by completing an additional 30 credit hours of general education coursework.

<b>Required Courses</b> .....	<b>12 Credits</b>	
CRJ 125	Law Enforcement Options .....	3
CRJ 143	Evidence and Crime Scene .....	3
CRJ 240	Criminal Investigation .....	3
CRJ 246	Traffic Investigations and Management .	3

**E-COMMERCE**

CERTIFICATE

The growth of E-commerce is changing the nature of business. An estimated 88 percent of all businesses are expected to derive at least some of their revenues from e-commerce by 2003.



To keep up with the E-commerce needs of today's businesses and the opportunities to reach worldwide markets, NJC is proud to offer a business certificate in E-Commerce. Through this program a student will gain a basic knowledge of what a new ".com" may need to compete in the marketplace.

E-COMMERCE BUSINESS CERTIFICATE

The following classes are required for the E-Commerce Option

<b>Core Requirements</b> .....	<b>Credits</b>	
MAR 221	Introduction to E-Commerce .....	3
CWB 221	Technology Foundations for E-Commerce .....	3
BUS 260	Business Process Foundations for E- Commerce .....	3
CNT 187	Cooperative Education Training/ Capstone Portfolio .....	1-2
<b>Suggested Electives</b>		
CWB 135	Complete Web Authoring - Front Page ...	3
CWB 173	Complete Web Authoring - HTML .....	3
<b>Total Credits for Certificate</b> .....	<b>13</b>	

**EARLY CHILDHOOD**

For those who want the opportunity to provide a positive influence on the lives of children and their families, early childhood is a fascinating field in which to work. The demand for early childhood educators is great. Because of the large numbers of families in which all adults are employed, trends in the national economy, government priorities for children and their families and public demand for services this field continues to grow.

■ Designates General Education Core transfer classes.  
 \* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**EARLY CHILDHOOD:  
ASSOCIATE TEACHER**

TWO-YEAR ASSOCIATE OF  
APPLIED SCIENCE DEGREE

The Early Childhood Associate Teacher Program is designed to prepare persons to meet the requirements for a variety of positions within early childhood programs. Upon completion of this degree, individuals will be group leader qualified. They will be able to independently implement program activities and will be responsible for the care and education of a group of children. Individuals will also have the necessary coursework to establish director qualifications and infant toddler nursery supervisor qualification in the State of Colorado after completing the work experience requirement.

Early childhood teachers and directors work in a variety of settings: private and public preschool and child care settings supported and operated by the employer, hospitals, recreation centers, before- and after-school programs, Head Start, and other programs serving children birth to age eight. A Northeastern Junior College Associate of Applied Science Degree is granted upon completion.



**General Education Requirements ..... 15 Credits**  
*Communications ..... 6 Credits*

- \* ENG 121 English Composition I ..... 3
- \* SPE 115 Principles of Speech Communication ..... 3

*Math/Science/Computer Science, ..... 3 Credits*

- \* CIS 118 Introduction to PC Applications ..... 3
- MAT 106 Business Mathematics ..... 4
- MAT 109 Survey of Algebra ..... 4

*Social Sciences 6 Credits*

- \* PSY 101 General Psychology I ..... 3
- \* SOC 101 Introduction to Sociology I ..... 3

**Program Requirements ..... Credits**

- \* ECP 101 Intro to Early Childhood Profession ..... 3
- \* ECP 102 Intro to Early Childhood Lab  
Techniques ..... 3
- \* ECP 111 Infant and Toddler Theory and Practice . 3
- \* ECP 112 Intro to Infant/Toddler Lab Techniques . 3
- \* ECP 148 Guidance Strategies for Children ..... 3
- \* ECP 206 Health, Nutrition & Safety ..... 3
- \* ECP 210 First Start: Including Children with  
Disabilities ..... 3
- \* ECP 214 Language and Cognition for the Young  
Child ..... 3
- \* ECP 215 Creativity and the Young Child ..... 3
- ECP 216 Administration: Human Relations ..... 3
- \* ECP 226 Administration of Early Childhood Care  
and Education Programs ..... 3
- \* ECP 227 Curriculum Development: Methods  
and Techniques ..... 3
- \* ECP 238 Child Development ..... 3
- \* ECP 240 Observation and Assessment ..... 2
- \* ECP 270 Family and Community Relationships .... 3
- \* ECP 288 Early Childhood Practicum. .... 6
- \* PED 128 Community First Aid and Safety ..... 1
- PED Any P.E. Course ..... 1

**EARLY CHILDHOOD:  
DIRECTOR**

CERTIFICATE

The Director Certificate is designed for persons who have 24 months or more of verified work experience with young children and wish to establish director qualifications in the State of Colorado. The work experience must be full days working directly with children in a child development program.

**Program Requirements ..... Credits**

- \* ECP 101 Intro to Early Childhood Profession ..... 3
- \* ECP 102 Intro to Early Childhood Lab  
Techniques ..... 3

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

- \* ECP 148 Guidance Strategies for Children ..... 3
- \* ECP 206 Health, Nutrition & Safety ..... 3
- ECP 216 Administration: Human Relations ..... 3
- \* ECP 226 Administration of Early Childhood Care and Education Programs ..... 3
- \* ECP 227 Curriculum Development: Methods and Techniques ..... 3
- \* ECP 238 Child Development ..... 3
- \* PSY 101 General Psychology I ..... 3
- \* SOC 101 Introduction to Sociology I ..... 3
- Approved ECP Elective ..... 3

### EARLY CHILDHOOD: GROUP LEADER

#### CERTIFICATE

The Group Leader Certificate is designed for persons who have nine months or more of verified work experience with young children and wish to establish group leader qualifications within the State of Colorado. The work experience must be in the care and supervision of four or more children under 6 years of age who are not related to the individual.

**Program Requirements ..... Credits**

- \* ECP 101 Intro to Early Childhood Profession ..... 3
- \* ECP 102 Intro to Early Childhood Lab Techniques 3
- \* ECP 148 Guidance Strategies for Children ..... 3
- \* ECP 227 Curriculum Development: Methods and Techniques ..... 3
- \* ECP 238 Child Development ..... 3

### EARLY CHILDHOOD: NANNY

#### ONE-YEAR CERTIFICATE

The Early Childhood Nanny program is designed to professionally prepare and enable students to be in-home child care professionals. They work as a member of the family team to provide for children's physical, emotional, social and intellectual needs.

**Program Requirements ..... Credits**

- \* ECP 101 Introduction to Early Childhood Profession ..... 3
- \* ECP 102 Introduction to Early Childhood Lab Techniques ..... 3
- \* ECP 111 Infant/Toddler Theory and Practice ..... 3
- \* ECP 148 Guidance Strategies for Children ..... 3
- \* ECP 200 The Professional Nanny ..... 3
- \* ECP 201 Nanny Methods & Techniques ..... 6
- \* ECP 206 Health, Nutrition & Safety ..... 3
- \* ECP 238 Child Development ..... 3

- \* ECP 270 Family and Community Relationships ... 3
- \* PED 128 Community First Aid/Safety ..... 1

**Suggested Electives ..... Credits**

- \* ECP 112 Infant/Toddler Lab Techniques ..... 3
- \* ECP 210 First Start: Children Disabilities ..... 3
- \* ENG 121 English Composition ..... 3

## EMERGENCY MEDICAL SERVICES

### TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE

**General Education Requirements ..... Credits**

- \* BIO 201 Human Anatomy and Physiology I ..... 4
- \* CIS 118 Introduction to PC Applications ..... 3
- \* ENG 121 English Composition I OR
- ENG 131 Technical Writing ..... 3
- MAT 109 Survey of Algebra OR
- \* MAT 121 College Algebra ..... 4
- \* PSY 101 General Psychology I OR
- \* SOC 101 Introduction to Sociology I ..... 3
- \* SPE 115 Principles of Speech Communication ..... 3

**Program Requirements ..... Credits**

- EMS 125 Emergency Medical Technician - Basic OR ..... 9
- EMS 124 Emergency Medical Technician - Clinical ..... 1
- HEP 103 Medical Terminology ..... 1
- HEP 105 Introduction to Gerontology ..... 1.5
- MAN 224 Supervisory Leadership Development ... 3
- EMS 110 CPR for the Professional Rescuer ..... 1
- PED 151 Issues in Health ..... 3
- PSY 235 Human Growth & Development ..... 3
- ACC 101 Fundamentals of Accounting ..... 3
- BIO 202 Anatomy and Physiology II ..... 4
- BUS 160 Human Relations ..... 3
- BUS 216 Legal Environment of Business ..... 3
- ECP 238 Child Development ..... 3
- Approved Electives ..... 5

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

## EMERGENCY MEDICAL TECHNICIAN: BASIC

174-HOUR CERTIFICATE

*(Part-time Evening).* Upon completion of the 174-hour Emergency Medical Technical Program, the student will meet the prerequisite for taking the State Certification Examination for Emergency Medical Technicians. The program will teach skills in emergency treatment procedures as used with an ambulance service.

Required Courses .....	Credits
EMS 125 Emergency Medical Technician - Basic ..	9
EMS 124 Emergency Medical Technician - Clinical .....	1

## EMERGENCY MEDICAL TECHNICIAN: CONTINUING EDUCATION

NJC is approved by the Colorado EMS Department as a Continuing Education Provider Group at the Basic and Intermediate level. Contact the EMS Coordinator for information about courses available.

## EMERGENCY MEDICAL TECHNICIAN: INTERMEDIATE

232-HOUR CERTIFICATE

*(Part-time Evening).* This 232-hour course is designed to introduce the student to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado, specifically: inflate pneumatic anti-shock trousers, establish an intravenous line, provide advanced airway management, and perform cardiac monitoring and defibrillation.

Required Courses .....	Credits
EMT 205 Emergency Medical Technician - Intermediate .....	11.0

## EQUINE MANAGEMENT

TWO-YEAR ASSOCIATE OF APPLIED SCIENCE  
DEGREE

*(An Option of the Production Agriculture Program).* The horse industry in the United States is a growing, dynamic sector of agriculture with a broad spectrum of jobs expanding in the industry. The Equine Management Program is designed to provide the students with basic, general skills and background knowledge in all areas of the equine industry such as reproduction, health,

selection, and general management, however the primary emphasis is placed on training of the Western Horse. Should students aspire to prepare for management opportunities in breeding operations, shed rows or training facilities, the two year program provides access to the business, economic, technical and general education classes necessary to become a competent manager. Students desiring a four year Equine Science degree should enroll in our transfer *Equine Sciences major*.

Enrollment is limited in the Equine Management program to enhance the individual instruction. This allows students to meet individual career objectives. Practical experience is provided in many of the classes as well as the Internship section of the program, which is completed in the summer following their sophomore year.

All students desiring admission to the Equine Management program must make application, go through an oral interview and practical riding exam before admission is granted.

General Education Requirements .....	Credits
ASC 100 Animal Sciences .....	3
AGE 102 Agricultural Economics .....	3

An additional 9 credits must be taken from the AAS Degree General Education requirements in Communications or Math/Science/Computer Science areas.

Program Requirements .....	Credits
* AGE 205 Farm and Ranch Management .....	3
* AGR 100 Freshman Ag Orientation .....	1
AME 105 Basic Agricultural Mechanic Skills .....	2
* ASC 225 Feeds and Feeding .....	4
EQM 101 Stable Operations I .....	3
EQM 102 Stable Operations II .....	3
EQM 110 Light Horse Management .....	3
EQM 201 Stable Operations III .....	1
EQM 202 Stable Operations IV .....	1
EQM 205 Equine Reproduction .....	2
EQM 210 Equine Health .....	2
EQM 280 Equine Internship .....	8
EQM 289 Equine Capstone .....	5
EQT 101 Equine Practicums I .....	5
EQT 102 Equine Practicums II .....	6
EQT 201 Equine Practicums III .....	6
EQT 202 Equine Practicums IV .....	6

■ Designates General Education Core transfer classes.

\* Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.



## FIRST RESPONDER

### 45-HOUR CERTIFICATE

(Part-time Evening). This 45-hour course is designed to train individuals who are likely to be the first people who arrive on the scene of an emergency to properly assess victims, provide immediate emergency care, and stabilize victims until ambulance personnel arrive.

<b>Required Courses</b> .....	<b>Credits</b>
EMT 100 First Responder .....	2

## HORTICULTURE & LANDSCAPE TECHNOLOGIES

### TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE

Horticulture is an area of urban agriculture that continues to grow across the nation. This curriculum provides students training in skills required to enter horticulture occupations. Students choose the concentration in the area they desire to work. The turfgrass management concentration emphasizes the establishment and cultivation practices necessary for grass surfaces on golf courses, public and private grounds, athletic fields, and sod farms. The nursery/greenhouse concentration emphasizes operations and management practices in both commercial greenhouse growing facilities and retail garden centers. The landscape design/construction concentration emphasizes design principles and the use of plants and landscape items to improve exterior environments of both residential and commercial properties. Any of these concentrations could also lead to employment opportunities in the various areas of the green industries as sales representatives, technical writers for trade magazines, newspapers, or newsletters, or teaching and research related to green industries.

**General Education Requirements** ..... Credits  
From approved course lists for the Associate of Applied Science Degree, choose the following:

<i>Communications area</i> .....	6
★ HLT 100 Horticulture Science .....	4
<i>Mathematics and Science/Computer Science area</i> .....	2 or 3
<i>Social Science and Humanities areas</i> .....	3

**Program Requirements** ..... Credits  
(Required for all Program Concentrations)

AGB 120 Agricultural Salesmanship .....	3
AGB 228 Agribusiness Management .....	3
AGP 103 Practical Entomology .....	4
AGP 109 Agricultural Chemistry .....	4
★ AGR 100 Freshman Ag Orientation .....	1
★ AGY 240 Introductory Soil Science .....	4
AME 107 General Power Mechanics .....	2
HLT 221 Woody Landscape Plants I .....	3
HLT 289 Horticulture Capstone .....	1
HLT 180 Horticulture Internship .....	10
HLT 250 Landscape Irrigation Design .....	3
HLT 264 Arboriculture .....	3

### LANDSCAPE DESIGN/CONSTRUCTION CONCENTRATION:

**Required Courses**

★ ART 121 Drawing I .....	3
HLT 125 Landscape Design for Contractors .....	3
HLT 231 Intro to Land CADD .....	4
HLT 236 Landscape Construction .....	3

### NURSERY/GREENHOUSE CONCENTRATION:

**Required Courses**

AGP 204 Soil Fertility and Fertilizers .....	4
HLT 105 Greenhouse Management & Crops .....	4
HLT 233 Annuals, Bulbs, Grasses .....	2

### TURFGRASS MANAGEMENT CONCENTRATION:

**Required Courses**

AGP 204 Soil Fertility and Fertilizers .....	4
HLT 242 Turf Management .....	3
HLT 245 Golf & Sports Turf Management .....	2

## HORTICULTURE & LANDSCAPE TECHNOLOGIES

### ONE-YEAR CERTIFICATE

A certificate will be granted upon successful completion of 24 credits of classroom work and 10 credits of Internship. Appropriate courses are selected by the student and the faculty advisor.

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

## INFORMATION TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

As the field of Information Technology continues to grow many highly skilled trained individuals are needed. Over 900,000 IT jobs openings are expected in the United States for the year 2002. The top five fastest growing occupations from the years 2000-2010 in the United States are:

- Computer Engineer: 108% increase
- Computer Support Specialist: 102% increase
- Systems Analysts: 94% increase
- Database Administrator: 77% increase
- Desktop Publishing: 73% increase

With these drastic increases it is essential that productive and trained individuals are available to fill these positions. The IT Degree/Certificate Program will train individuals to help fill this need.

### CERTIFICATES IN INFORMATION TECHNOLOGY

The Information Technology program is also a certificate-based program that will allow students to enter a program, obtain a certificate, and enter the work force with entry-level skills.



The following demonstrates the certificates that will be received in each track of the Degree program. Also, the certificates can be individually obtained without enrollment into the Degree program.

#### Network Professional Degree Certificates Awarded

- A+
- Microsoft Certified Professional (MCP)
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Professional (CCNP)

#### System Administrator Degree Certificates Awarded

- A+
- Network +
- Cisco Certified Network Associate (CCNA)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Engineer (MCSE)

#### E-Commerce Degree Certificates Awarded

- A+
- I-Net +
- Webmaster
- Sun Microsystems Java Programmer

### CERTIFICATE DESCRIPTIONS

#### • A+:

A+ Certification is a Comp TIA-sponsored testing program that certifies the competency of entry-level (6 months experience) computer service technicians.

Major computer hardware and software vendors, distributors, resellers and publications back the program. A+ certification signifies that the certified individual possesses the knowledge and skills essential for a successful entry-level computer service technician, as defined by experts from companies across the industry.

#### • Network +:

Earning the Network+ certification means that the candidate possesses the knowledge needed to configure and install the TCP/IP client. This exam covers a wide range of vendor and product neutral networking technologies that can also serve as a prerequisite for vendor-specific IT certifications. Cisco Networking Academy curriculum prepares students for Network+ as well as the CCNA (Cisco Certified Network Associate) certifications.

#### • I-Net +:

The I-Net+ exam was specifically designed to certify entry-level Internet and e-commerce technical professionals responsible for participating in the maintenance of Internet, Intranet and Extranet infrastructure and services as well as the development of Web-related applications. Certification not only helps individuals enter into the Internet industry, but also helps managers



determine a prospective employee's knowledge and skill level. Learning objectives and domains examined include Internet basics, Internet clients, development, networking, security and business concepts.

- Cisco Certified Network Associate (CCNA):

The CCNA certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking for the small office/home office (SOHO) market. CCNA certified professionals can install, configure, and operate Local Area Network (LAN), Wide Area Network (WAN), and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, IPX, Serial, AppleTalk, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists. (Cisco.com November 2001)

This 1 year program is designed to prepare technicians and support personnel for entry-level and above positions in microcomputer support, local area network (LAN) installation, LAN operation, LAN design, LAN administration and WAN (wide area network) design. Learn to operate routers, switches, and computers through hands-on labs

- Cisco Certified Network Professional (CCNP):  
(CCNA Certificate Required before eligible for enrollment or approval of Instructor)

The CCNP certification (Cisco Certified Network Professional) indicates advanced or journeyman knowledge of networks. With a CCNP, a network professional can install, configure, and operate Local Area Network (LAN), Wide Area Network (WAN), and dial access services for organizations with networks from 100 to more than 500 nodes, including but not limited to these protocols: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, Transparent and Transnational Bridging. (Cisco.com November 2001)

- Microsoft Certified Professional (MCP):

The Microsoft Certified Professional certificate will provide training to obtain skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers.

- Microsoft Certified Systems Engineer (MCSE):

The Microsoft Certified Systems Engineer credential is the premier certification for professionals who analyze the business requirements and design and implement the

infrastructure for business solutions based on the Microsoft Windows 2000 platform and Microsoft server software. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

- Webmaster:

Using the Internet and electronic commerce is the business trend of the future. Learn about business transactions over the Internet, how to implement and administer business on the World Wide Web, as well as designing a website for e-commerce transactions. Gain competencies for web editing by learning Microsoft FrontPage, HTML and Java. Also, learn to setup, maintain and administer Sun Microsystems Solaris Server. Solaris is a proprietary UNIX operating system created by Sun.

- Sun JAVA Programmer:

Learn to use Sun Microsystems JAVA programming language. These courses teaches basic object-oriented concepts and object-oriented analysis and design as they relate to JAVA technology, as well as introductory JAVA programming language constructs. Programmers familiar with object-oriented concepts will learn how to develop JAVA applications and applets. This knowledge will aide in the development of Web sites and Web based applications.

#### DEGREES IN INFORMATION TECHNOLOGY

With the Information Technology Degree, students can choose an area of concentration in the following areas:

- Network Professional
- Systems Administrator
- E-Commerce

All students in the major will be required to take computer hardware, operating systems implementation and troubleshooting. The course competencies are based on the CompTIA, Cisco, Microsoft and Sun Microsystems certification exams. Other required program highlights include a career-training portion where all students will be required to work the field of Information Technology for a minimum of 80 hours. The job market will be assessed by having the students participate in field trips to companies within the IT industry. A job portfolio will be created to prepare the student to enter the workforce.

#### General Education Requirements ..... 15 or 16 Credits

*General Education Recommended:*

*English/Speech (6 credits)*

ENG 121	English Composition I OR .....	3
ENG 131	Technical Writing .....	3
SPE 115	Principles of Speech Communications ....	3

*Social Science Elective (3 credits)*

PSY 101	General Psychology I .....	3
SOC 101	Introduction to Sociology I .....	3
POS 111	American Government .....	3
HIS 201	U.S. History I .....	3

*Mathematics (6 or 7 credits)*

MAT 109	Survey of Algebra .....	4
MAT 115	Technical Math .....	3

**Program Core Requirements ..... 11 Credits***A+ Certificate*

CIS 171	Computer Technology I .....	4
CIS 172	Computer Technology II .....	3

## Network Professional Emphasis

The Information Technology Degree with a Network Professional Emphasis gives students the opportunity to work in a growing field of networking computers. The Network Professional emphasis trains students to become proficient in routing and switched local area network (LAN) and wide area network (WAN) environment. The training received through Northeastern Junior College will give you excellent background if you have your sights set on a career in computer engineering.

Cisco Systems, the world leader in computer networking technology, has established an innovative partnership with colleges across the U.S. to train students for the demands and enormous opportunities of the information economy. This training is designed to create a pool of qualified talent ready to build and maintain computer networks worldwide. Northeastern Junior College is pleased to be an academy for this cutting-edge instruction.

This program gives students a broad background in the IT field with training in computer hardware troubleshooting, Microsoft Windows 2000 operating system, Sun Microsystems Solaris and Cisco networking areas. Students will be prepared to take industry recognized certification exams in A+, MCP, CCNA, and CCNP.

## Network Professional Requirements

*Microsoft Certified Professional Certificate (MCP)*

CNT 231	Network Operating System Essentials ....	3
CNT 232	Windows 2000 Professional & Server .....	4
OR		
CIS 220	Fundamentals for System Administrators (UNIX) .....	3
CIS 222	Solaris System Administration I .....	3

*Cisco Certified Network Associate Certificate (CCNA)*

CNT 260	Cisco I .....	5
CNT 261	Cisco II .....	5
CNT 262	Cisco III .....	5
CNT 263	Cisco IV .....	5

*Cisco Certified Network Professional (CCNP)*

CNT 265	Cisco V .....	5
CNT 266	Cisco VI .....	5
CNT 267	Cisco VII .....	5
CNT 268	Cisco VIII .....	5

## Total Degree Credits

MCP & CCNA & CCNP .....	73
UNIX & CCNA & CCNP .....	72

## System Administrator Emphasis

Obtaining the Information Technology Degree with an emphasis in Systems Administrators will prepare students to fulfill the computer engineer and system analysts needs. The Systems Engineer training gives students the knowledge to install, configure and troubleshoot network operating systems.

Between the year 1996 and 2006 more than 1.3 million new system analysts, computer scientists, engineers and programmers will be required to meet industry demands.

This program gives students a broad background in the IT field with training in computer hardware troubleshooting, Microsoft Windows 2000 operating system, and Cisco networking. Students will be prepared to take industry recognized certification exams in A+, Network+, CCNA, MCP, and MCSE.

## System Administrator Requirements

*Cisco Certified Network Associate Certificate (CCNA)*

CNT 261	Cisco II .....	5
CNT 262	Cisco III .....	5
CNT 263	Cisco IV .....	5

*Network + Certificate**(System Administrator Emphasis ONLY)*

CNT 102	Network Fundamentals .....	3
CNT 187	Cooperative Education Training .....	2
CNT 187	Capstone Portfolio .....	2

*Microsoft Certified Professional Certificate (MCP)*

CNT 231	Network & Operating System Essentials .....	3
CNT 232	Windows 2000 Professional & Server ....	4

*Microsoft Certified Systems Engineer Certificate (MCSE)**(includes MCP certification courses CNT 231 & CNT 232)*

CNT 233	Implementing Windows 2000 & Network Infrastructure .....	4
CNT 234	Implementing Windows 2000 & Directory Service .....	4
CNT 241	Design a Secure Windows 2000 Network .....	3

CNT 242	Design a Secure Directory Services Infrastructure .....	3
CNT 243	Design a Windows 2000 Network Infrastructure .....	3

Total Degree Credits		
CCNA, MCP, MCSE .....		68

**E-Commerce Emphasis**

Obtaining the Information Technology Degree with an emphasis in E-Commerce will prepare students to enter the world of online commerce. Using the Internet and e-commerce is the business trend of the future. Learn about business transactions over the Internet, and how to implement an e-commerce infrastructure.

The E-commerce emphasis will give students the "most wanted" cyberskills-HTML, Sun Microsystems Java, Oracle and TCP/IP networking. Also, implementing and administering a Sun Microsystem Solaris system will be included in the coursework. Upon completion of the program, students will be prepared to earn; A+, Sun Microsystem industry certificates, I-Net+, and Oracle certifications.

*E-Commerce*

MAR 221	Introduction to E-Commerce .....	3
BUS 260	Business Process Foundations .....	3

*I-Net+*

CWB 221	Foundations of Technology for E-Commerce .....	3
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*Web Master*

CWB 135	Complete Web Editing FrontPage .....	3
CWB 173	Complete Web Authoring (HTML) .....	3
CWB 161	Digital Design .....	4
CIS 220	Fundamentals of System Administration (UNIX) .....	3
CIS 222	Solaris System Administration I .....	3

*Sun Java Programmer*

CIS 119	Java Programming for Non-Programers .....	3
CSC 238	Migrating to Object-Oriented Programming with Java Technology ....	3
CSC 255	Java Programming Language .....	3
CWB 223	Advanced E-Commerce Technologies- Web Servers .....	3
CIS 241	Oracle .....	3

Total Degree Credits		
I-Net+, Webmaster, Sun Java Programmer .....		63

**MANICURING & ESTHETICIAN TECHNICIAN**

NJC CERTIFICATE

This program is designed to provide students with specialized training in skin care, make-up, waxing, and advanced training on a skin machine. This program will also provide students with training in manicuring theory, sterilization, anatomy, manicuring, pedicures, acrylic nails, overlays, wraps, nail art, and proper use of manicuring tools and equipment. Students will learn in a customer/client environment.

**Program Requirements .....** Credits

COS 110	Sanitation, Sterilization, & Safety .....	4
COS 111	Laws, Rules, Safety, & Health .....	3
COS 112	Management, Ethics, & Interpersonal Skills .....	1
MTE 115	Basic Manicuring and Pedicuring .....	3
MTE 116	Application of Artivdial Nails .....	5
EST 117	Electricity, Chemistry, & Light Therapy .	9
EST 118	Massage, Skin Care, & Make-up .....	7

**PRACTICAL NURSING**

ONE-YEAR CERTIFICATE

The providers of health care are recognized as team members. Practical Nursing has earned a respected place on the health care team, particularly in the area of long-term care. This program provides qualified individuals the theory and practical skills necessary to meet the occupational entry-level requirements. Practical nurses are trained to give basic bedside nursing care under the supervision of a registered nurse, licensed physician or dentist. They do not supplant either the registered nurse or the nurse aide/orderly.

The program includes both instructional and clinical experience. The purpose of the instructional period is to provide the students with the basic principles of practical nursing and to provide an opportunity to develop attitudes and skills that are essential to the practical nurse. The purpose of the clinical experience courses is to provide the student with the opportunity to practice and develop, under supervision, the knowledge and skills learned in the instructional period. All classroom and clinical contact will take place during the week. There will be no weekend duty in the clinical experience of the program. Two or more weeks of clinical experience may be required on the 3 p.m. to 11 p.m. shift during summer.

The Northeastern Junior College Certificate in Practical Nursing will be granted upon successful completion of all required courses with a grade of "C" or better. Graduates are then eligible to take the CAT-NCLEX examination to obtain practical nurse licensure in Colorado.

Applicants who desire to enter the Practical Nursing Program must satisfy the following requirements for admission:

1. Applicants must meet general admission requirements.
2. Applicants must submit all materials required under admission information of this catalog.
3. Applications for entry into the program must be submitted to the Director of Admissions. Applications may be submitted throughout the year.
4. Applicants must take either the ACT or the ACCUPLACER and the Practical Nursing Aptitude Test.
5. Applicants must complete the following prerequisites with a "C" or better prior to acceptance into the program.  
(Admission criteria will change in Fall 2003.)

**Program Requirements ..... Credits**

HEP 104	Basic Anatomy and Physiology OR	4
★ BIO 201	Human Anatomy and Physiology I AND	
★ BIO 202	Human Anatomy and Physiology II	8
★ ENG 121	English Composition I OR	
ENG 131	Technical Writing	3
PSY 235	Human Growth & Development	3

6. Those students with a NET math score below 57 will be required to take the Developmental Pretest for Placement.
7. Applicants must have a personal interview with the Practical Nursing Program Coordinator after testing is completed.
8. Applicants must have a current CPR for the Professional Rescuer Certificate or other comparable certificate.

As applicants complete the requirements for admission, they will be added to the waiting list and notified of their probable admission date. The applicant must accept his/her position in writing and register on a specified day to retain his/her position. If the applicant fails to follow this procedure, the position will be given to the next person on the waiting list.

**Program Requirements ..... Credits**

HEP 102	Basic Nutrition	1.5
HEP 103	Medical Terminology	1
HEP 105	Introduction to Gerontology	1.5
NUR 101	Fundamentals of Nursing I	6
NUR 102	Fundamentals of Nursing II	2
NUR 104	Medical-Surgical Nursing I	4
NUR 105	Medical-Surgical Nursing II	3
NUR 107	Maternal-Child Health Nursing	3.5
NUR 108	Commonalities in Nursing	2
NUR 110	Socialization into Nursing	1
NUR 112	Mathematics for Health Occupations	1.5
NUR 113	Introduction to Pharmacology	1.5
NUR 114	Basic Pharmacology and Techniques	2
NUR 199A	Clinical Experience	9
NUR 199B	Clinical Experience	7.5



**ASSOCIATE DEGREE NURSING**

ASSOCIATE OF APPLIED SCIENCE DEGREE

*(In cooperation with Morgan Community College).*

The college, in cooperation with Morgan Community College, Fort Morgan, Colorado, offers a program leading to the Associate of Applied Science degree in nursing. Students accepted into the program are required to have completed the Practical Nursing Certificate program at Northeastern Junior College or at another institution.

The Associate of Applied Science Degree in Nursing can be obtained within three semesters beyond completion of the Practical Nursing Certificate. Program entry is in January with completion in December. Upon completion the student is awarded the Associate Degree in Nursing and is eligible to take the CAT-NCLEX examination for Registered Nurse licensure in the state of Colorado. For further information, contact the Practical Nursing Program at Northeastern Junior College or the Associate Degree Coordinator at Morgan Community College.

The following requirements must be met for admission to Associate Degree in Nursing Program:

1. General college requirements for Morgan Community College.
2. Proof of completion of all general education and non-nursing requirements with a grade of "C" or above.
3. A cumulative grade point average of 2.5 on a 4 point scale.
4. Completion of the ACCUPLACER and nursing aptitude test.

**General Education Requirements ..... Credits**

★	ENG 121	English Composition I	3
★	BIO 201	Human Anatomy and Physiology I	4
★	BIO 202	Human Anatomy and Physiology II	4
★	PSY 235	Human Growth and Development	3

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

**Social Science Requirement ..... 3**  
 (Any of the following courses are acceptable)  
 ■ ★ ANT 101 Cultural Anthropology ..... 3  
 ■ ★ PSY 101 General Psychology I ..... 3  
 ■ ★ SOC 101 Introduction to Sociology I ..... 3

**Recommended Electives ..... Credits**  
 Choose any of the following course for three credits of electives:

MAT 101 Survey of Algebra ..... 3  
 ■ ★ ENG 122 English Composition II ..... 3  
 ■ ★ SPE 115 Principles of Speech Communication ..... 3  
 ★ HEP 250 Human Nutrition ..... 3  
 ★ CIS 118 Introduction to PC Applications ..... 3  
 ★ BIO 205 Microbiology ..... 4

**COLORADO YOUNG FARMERS**

**CERTIFICATES**

Young Farmers classes are offered to those who have an interest in improving themselves and the industry of agriculture through their interaction and involvement with a group of people who have similar goals and objectives. The Young Farmer classes offer tremendous opportunities for all, regardless of age or gender. At the pace which agriculture is changing, it is imperative that all agriculturists, whether just beginning or having been involved in the industry for many years, maintain a “Young” attitude and a willingness to continue life-long learning and growth in agriculture.

Students enroll annually in this certificate program. The course changes each year based on the needs of the group and the primary objectives of the course. Topics center around production agriculture, agriculture business, and agricultural leadership. Courses are offered in a number of communities that are in the NJC service area. In most cases the local high school agriculture instructor serves as the instructor/coordinator for the course. Instruction includes both classroom study and individualized instruction.

The Young Farmer program is a certificate program in which students can earn three levels of certificates. Young Farmer class credits can also be used toward the Associate of General Studies Degree (as per A.G.S. Degree requirements).

**Young Farmer Specialist Certificate ..... Credits**  
 CYF 101 Young Farmer Leadership ..... 4  
 CYF 102 Business Planning ..... 4  
 CYF 103 Agricultural Technology ..... 4

**Intermediate Young Farmer Specialist Certificate ..... Credits**  
 CYF 110 Building Leadership Skills ..... 4  
 CYF 111 Construction Technology ..... 4  
 CYF 112 Technology in Agriculture ..... 4

**Advanced Young Farmer Specialist Certificate .. Credits**  
 CYF 120 Advanced Business Management ..... 4  
 CYF 121 Agricultural Marketing ..... 4  
 CYF 122 Professional Development ..... 4

**ADULT/CONTINUING & COMMUNITY EDUCATION (ACCE)**

Because lifelong learning is necessary to exist and compete in today’s personal and professional society, the Northeastern Junior College Adult/Continuing & Community Education Unit will meet the needs of students of all ages by providing education services on-campus, the community and in the workforce.

ACCE offers significant educational opportunities on-campus and in the NJC’s five-county service area. Professional staff coordinate on/off-campus degree track programming (including accelerated programs in Associate of Arts, Associate of General Studies, and Associate of Applied Science, and the Rex & Doris Monahan 2nd Chance Academy at the Sterling Correctional Facility), business/industry training and certifications, Post-Secondary Enrollment Options Act, Health/Safety training, Learning Through Adventure (Ropes), cooperative programs with the Northeast Colorado BOCES, Valley School District (Sterling), and educational institutions of higher learning, specialized program, conferences/seminars/workshops, senior citizen classes, early childhood development, and community development programs..

ACCE Offerings are in the following areas:

- Business/Industry Training
- Conferences/Seminars
- Distance Learning
- Fire Training Classes
- Health & Safety
- Learning Through Adventure - “Ropes”
- Outreach Programs
- Post-Secondary Enrollment Options Act
- Recertification Classes
- Short Term Skills Certificates
- Special Interest Classes
  - CPR, First Aid, & Childbirth Preparation courses. Courses are also available to the general public.
- Technology Training
- Travel Studies
- Video Conferencing
- Wellness Classes

Adult/Continuing & Community Education works cooperatively with communities in northeast Colorado in offering educational programs to meet the lifelong

■ Designates General Education Core transfer classes.  
 ★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

learning needs of individuals, groups, agencies, and organizations.

ACCE provides courses for individuals needing:

1. To obtain a degree or certificate through non-traditional methods.
2. To retrain and update their skills in a vocational or professional area.
3. To grow in their basic knowledge.
4. To improve in home and community life.
5. To develop or improve leisure time activities.

Many ACCE Courses and services are provided on the main campus. Other courses and services are conducted in surrounding communities or within a particular business or industry in Logan, Phillips, Sedgwick, Washington or Yuma counties. Almost any course can be organized within our service area when a sufficient number of citizens indicate an interest in having a class brought to a particular location, providing there's an instructor and suitable facility.

#### BUSINESS/INDUSTRY TRAINING

Business/Industry training is dedicated to providing professional support when helping organizations meet their training needs. Customized training involves close collaboration between the customer and NJC in the development and delivery of specialized curriculum. Specific support services to business and industry are consultation, development of training agreements and timelines, needs assessment, program and curriculum design, delivery of instruction, and evaluation.

In addition to all aspects of technology training, specialized training in specific skill areas can be presented in cooperation with the Academic Divisions and the Career and Technical programs.

#### CONFERENCES/SEMINARS

NJC has the capabilities of hosting a conference or seminar up to 1000 people. We have hosted conferences and seminars in the areas of agriculture, early childhood development, theater, religion and education.

#### DISTANCE LEARNING

Videotape courses.

Classes taught in the outreach via PicTel.

Coming this year:

- Education via a wireless Wide Area Network
- Education via online courses

#### FIRE TRAINING

ACCE works with area fire departments to offer needed training for the beginning firefighter as well as advanced courses and certifications in fire training.

#### HEALTH & SAFETY

ACCE offers CPR and First Aid training to interested citizens, professional health care providers, law enforcement agencies, fire departments and businesses. NJC uses the American Red Cross curriculum.

#### LEARNING THROUGH ADVENTURE ~ "ROPES"

At our impressive outdoor classroom or at a business location, LTA enables participants to develop leadership, teamwork, trust, problem solving and effective communication using adventure-based learning. Psychology or academic PE credit will be earned.

#### OUTREACH PROGRAMS

ACCE provides programs to the following communities: Akron, Anton, Fleming, Haxtun, Holyoke, Julesburg, Lone Star, Merino, Otis, Ovid, Peetz, Sedgwick, Sterling, Yuma, Woodrow, and Wray.

#### POST-SECONDARY ENROLLMENT OPTIONS ACT

High school juniors and seniors who ready for college work in one or more subject areas are encouraged to enroll in college level work under the Post-Secondary Enrollment Options Program.

Students are entitled to reimbursement for two courses per semester from their school district; school districts may voluntarily agree to pay for additional courses beyond this limit. The Student must be less than 21 years of age.

#### RECERTIFICATION CLASSES

We offer recertification classes in the following areas:

- Teachers/Administrators/  
Paraprofessionals/Counselors
- Real Estate Appraisal
- Real Estate Licensing
- Certified Nursing Assistant

#### SPECIAL INTEREST CLASSES

Special Interest Classes are designed to be enjoyable, enriching and enlightening. The costs are variable depending on the length of the type of class, and materials needed. Classes for all ages are offered to the general public.

#### TECHNOLOGY TRAINING

Introductory, intermediate and advanced short courses in computer technology. Addresses software components in MS Office and other popular applications. Offers up to date instruction in new NJC and mobile computer labs..

■ Designates General Education Core transfer classes.

★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

TRAVEL STUDIES

Pre-approved travel studies are accepted for college credit. Students earn from 1 to 6 semester credits.

WELLNESS CLASSES

ACCE offers many personal wellness classes in conjunction with our local hospital. Fitness classes are also offered through ACCE in the Bank of Colorado Event Center on the NJC Campus and other locations around and near Sterling.

■ Designates General Education Core transfer classes.  
★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

# Course Descriptions



*"Without Northeastern Junior College, I wouldn't be where I am today."*

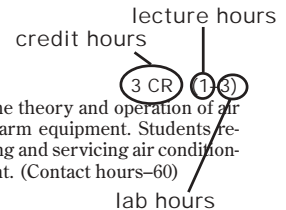
— Wellington Webb  
NJC Graduate and  
Standout Basketball Player  
in the 60s  
Mayor of Denver

**NOTE:** The Community Colleges of Colorado are completing a common course numbering and common competency project to improve transferability of courses and ensure curriculum quality. This project will conclude in 2002. This 2002-03 Northeastern Junior College catalog includes some of the new and some of the old course numbers. The 2003-04 NJC catalog will include only the course numbers approved upon completion of the common course numbering project. This change process will not jeopardize student credit or transfer. The system will provide an electronic addendum at [www.rightchoice.org](http://www.rightchoice.org) noting old course numbers from each of the respective colleges and their new common course number equivalents when the project is completed. This same addendum will be provided to all four-year colleges in the State of Colorado to facilitate credit transfer for community college students transferring to those four-year colleges.

## EXAMPLE:

### ADE 105 AIR CONDITIONING

This course instructs students in the theory and operation of air conditioning systems on modern farm equipment. Students receive instruction on trouble-shooting and servicing air conditioning units of modern farm equipment. (Contact hours—60)



## ACADEMIC ACHIEVEMENT

**AAA 090 ACADEMIC ACHIEVEMENT STRATEGIES 3 CR (3-0)**  
Students will develop personalized approaches to learn and succeed as they transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success. (Contact hours—45) *Prerequisites:* Minimum Reading assessment score of 40 on Accuplacer test.

**AAA 109 ADVANCED ACADEMIC ACHIEVEMENT 3 CR (3-0)**  
Students will examine theories and practices associated with successful learning and adopt those that enhance their college success. Critical areas for study include education and career planning; effective communication; personal management; critical and creative thinking; development of community and awareness of diversity; leadership and techniques for successful academic performance. This course is recommended for new and returning students. (Contact hours—45) *Prerequisites:* Minimum Reading assessment score of 83 on Accuplacer test and 72 on Compass.

## ACCOUNTING

**ACC 101 FUNDAMENTALS OF ACCOUNTING 3 CR (3-0)**  
*(Core Course for AGS)*

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. (Contact hours—45)

**ACC 115 PAYROLL ACCOUNTING 3 CR (3-0)**

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) tax laws and actual experience in applying regulations. Students will be exposed to computerized payroll procedures. (Contact hours—45) *Prerequisites:* ACC 101 or ACC 121

**\*ACC 121 PRINCIPLES OF ACCOUNTING I 4 CR (4-0)**  
*(Core Course for AGS)*

Introduces the study of accounting principles to give the student an understanding of the theory and logic that underlie procedures and practices. Major topics include: the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. (Contact hours 60)



★ACC 122 PRINCIPLES OF ACCOUNTING II 4 CR (4-0)  
(Core Course for AGS)

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. (Contact hours 60)

*Prerequisites: ACC 121 OR EQUIVALENT.*

ACC 125 COMPUTERIZED ACCOUNTING 3 CR (3-0)

Introduces computerized accounting in a microcomputer environment. Topics include a review of basic accounting theory and training in both manual and computerized accounting procedures. By using a pre-designed accounting software package, students learn the principles and techniques required for computerized processing of accounting data and for generating accounting reports and financial statements. Students will have extensive hands-on experience with computerized systems. (Contact hours—45)

*Prerequisites: ACC 121*

ACC 129 INCOME TAX PREPARATION 2 to 3 CR (2 to 3-0)

Provides knowledge and skills that will allow the student to prepare basic individual income tax returns. (Contact hours — 30 to 45)

ACC 131 INCOME TAX I 3 CR (3-0)

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. (Contact hours—30)

ACC 211 INTERMEDIATE ACCOUNTING I 4 CR (4-0)

Study of the conceptual framework of financial accounting and advanced theory and practice applicable to the following topics: time and value of money, current assets, current liabilities, and operational assets. (Contact hours—60)

*Prerequisite: ACC 122 OR EQUIVALENT WITH MINIMUM OF C GRADE.*

ACC 216 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING 3 CR (3-0)

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. (Contact hours— 45)

*Prerequisites: ACC 122*

ACC 226 COST ACCOUNTING 3 CR (3-0)

Study of cost accumulation methods and reports. The concepts and procedures of job order, process, standard, and direct cost systems are covered; budgeting, planning, and control of costs are included. (Contact hours—45)

*Prerequisite: ACC 122 OR EQUIVALENT WITH MINIMUM OF C GRADE.*

## AGRICULTURE BUSINESS MANAGEMENT

ABM 111 AG/BUSINESS PLANNING & FINANCIAL RECORDS I 9 CR

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

ABM 112 AG/BUSINESS PLANNING & FINANCIAL RECORDS II 9 CR

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

ABM 121 AG/BUSINESS FINANCIAL ANALYSIS I 9 CR

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

*Prerequisite: COMPLETE SET OF CASH RECORDS*

ABM 122 AG/BUSINESS FINANCIAL ANALYSIS II 9 CR

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.

*Prerequisite: COMPLETE SET OF CASH RECORDS*

ABM 131 AG/BUSINESS COMMODITY/MARKETING I 9 CR

Explores the terminology associated with commodity marketing and management of the risk 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. *Prerequisite: COST OF PRODUCTION RECORDS FOR ONE ENTERPRISE*

ABM 132 AG/BUSINESS COMMODITY/MARKETING II 9 CR

Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, futures option contracts, and price behavior information. *Prerequisite: COST OF PRODUCTION RECORDS FOR ONE ENTERPRISE*

ABM 135 AG/BUSINESS MARKETING & RISK MANAGEMENT I 9 CR

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

ABM 136 AG/BUSINESS MARKETING & RISK MANAGEMENT II 9 CR

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

*Prerequisite: ABM 135*

ABM 275 AG/BUSINESS MGMT SPECIAL TOPICS 1-6 CR

This course provides the student with continued in depth analysis of their business. It allows for the student to keep up with rapidly changing technology available to the industry.

*Prerequisite: CONSENT OF INSTRUCTOR*

## AGRICULTURE DIESEL AND EQUIPMENT

ADE 100 SHOP MATHEMATICS 2 CR (2-0)  
*(Core Course for AGS or AAS)*

Refamiliarizes the student with the basic mathematical skills necessary to the Ag Diesel and Farm Equipment industry. Attention is given to the basic mathematical operations of whole numbers and decimals, weights, formulas, and graphs. An in-depth presentation of the metric system and conversions is also included. (Contact hours-30)

ADE 105 AIR CONDITIONING 3 CR (1-3)

Instructs students in the theory and operation of air conditioning systems on modern farm equipment. Students receive instruction on trouble-shooting and servicing air conditioning units of modern farm equipment. (Contact hours-60)

ADE 110 DEALERSHIP SERVICES 2 CR (2-0)

Enables the student to understand the operating procedures and organization of a farm implement dealership. Special emphasis is placed on distribution of parts, operation of a service department, effective selling procedures, and the standard responsibilities of a service employee. (Contact hours-30)

ADE 120 HYDRAULIC SYSTEMS 6 CR (2-6)

Provides instruction on the basic fundamentals of hydraulics and their application to farm machinery. Hydraulic pumps, valves, cylinders, motors, and accumulators are discussed. (Contact hours-120)

ADE 135 SMALL GASOLINE ENGINES 4 CR (2-3)

Teaches the theory of both the two-cycle and four-cycle engine and to help the student effectively adjust, maintain, overhaul, and trouble-shoot these engines in a minimum amount of time. (Contact hours-75)

ADE 140 ELECTRICAL SYSTEMS 4 CR (2-3)

Students receive instruction in electrical test procedures, diagnosing, and repairing electrical circuits and components on agricultural units. Students test, diagnose, and overhaul electrical components on the bench or on the unit. (Contact hours-75)

ADE 145 ENGINE SYSTEMS 6 CR (2-6)

Helps the student understand the principles of operation and the components and their functions of various systems of gasoline, L.P., and diesel engines. Basic engine design, construction, and repair of the major engine components are discussed. (Contact hours-120)

ADE 146 ENGINE SYSTEMS 6 CR (2-6)

Major engine systems discussed in this course are the intake and exhaust systems, lubrication, cooling, and governing systems. Also discussed are engine test equipment and service tools and diagnosis and testing of engines. (Contact hours-120)

*Prerequisites: ADE 145*

ADE 150 BIG BORE DIESEL ENGINE REPAIR 3 CR (1-3)

Major emphasis of discussion is centered on the Cummins diesel engine overhaul. Engine disassembly, inspection, preparation, and installation of the block, crankshaft, camshaft, pistons, liners, cylinder heads, and rocker lever assembly are covered. The Cummins PT fuel pump and cylindrical injector are also discussed. (Contact hours-60)

ADE 205 CLIMATE CONTROL AND ELECTRICAL SYSTEMS 3 CR (1-3)

Refreshes and reinforces previous training. Presents additional information which will be beneficial to the student in employment at a dealership. Troubleshooting and diagnosing of the air conditioning, heating, ventilation, electrical, hydraulic, and computer systems are reviewed. Removal and installation of windows, servicing stereo systems, location of fuse boxes, reading of hydraulic flow diagrams, and electrical wiring diagrams are presented. (Contact hours-60)

ADE 211 DEALERSHIP COMMUNICATIONS 2 CR (2-0)

Develops the individual's understanding of communications in a dealership. Employee relations, employer to employee interaction, training schools, policies and procedures of a company and obligations to the employer are stressed. Also discussed are applying for jobs, creating resumes, and interviewing for the job. (Contact hours-30)

ADE 221 POWER TRAINS I 6 CR (2-6)

During this course, the student learns the theory of power trains, clutches, mechanical transmissions, and hydraulic assist transmissions. Discussions explain how the power train works, why it fails, and the various methods of diagnosing and repair. (Contact hours-120)

ADE 222 POWER TRAINS II 6 CR (2-6)

Enables the student to understand hydrostatic drives, torque converters, differentials, final drives, power take-offs, and special drives. Discussions are based on the basic operation of how it works to why it fails, maintenance, testing, and troubleshooting of each system. (Contact hours-120) *Prerequisites: ADE 221*

ADE 231 HAY AND FORAGE HARVESTING EQUIPMENT 1 CR (1-0)

Enables the student to understand the operation, adjustment and repair of hay and forage harvesting equipment both in the field and for pre-delivery. Various types of hay packaging and hay handling equipment are discussed. (Contact hours-15)

ADE 232 COMBINE REPAIR 1 CR (1-0)

Operation, adjustment and repair of combine harvesting equipment both in the field and for pre-delivery is presented in this course. Both the conventional cylinder and the rotary machines are discussed during the class. (Contact hours-15)

ADE 241 TRACTOR TUNE-UP AND CARE 4 CR (2-3)

Helps the student understand a systematic procedure to tune-up effectively and maintain both gasoline and diesel engines. Timing, electrical systems, proper lubrication, and selection of fuels are also presented. (Contact hours-75)

ADE 280 AG DIESEL & EQUIPMENT INTERNSHIP 7 CR (0-0)

Students in this course will be required to work under supervision in an approved training station related to the student's goals and objectives, thereby gaining new ideas and skills in the areas of mechanics, parts, sales, set-up, and pre-delivery of equipment. After completion, time will be spent on campus for sharing of work experiences. 40 hours for 7 weeks. (Contact hours-280)

## AUTOMOTIVE & DIESEL MASTER TECHNICIAN

ADT 153 AIR BRAKE SYSTEMS 2 CR (1-1.5)  
Students will receive instruction in general service and maintenance procedures for the heavy-duty truck air brake system and its related pneumatic components. Operational checks, performance testing, and verifying system compliance with regulations (FMVSS No. 121) will be discussed. (Contact hours-37.5)

ADT 200 DIESEL INJECTION SYSTEMS 2 CR (1-1.5)  
Students will receive instruction in the troubleshooting, diagnosis, and minor repair of injection pumps, injections nozzles, and governors that are being used in today's diesel industry. (Contact hours-37.5)

## AGRI-BUSINESS

AGB 112 AGRICULTURAL MATHEMATICS 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
Involves solving problems related to agriculture including percent, ratio and proportion, area and volume, and unit analysis. (Contact hours-45)

AGB 114 WORD PROCESSING APPLICATIONS IN AGRICULTURE 1 CR (1-0)  
This course will provide an introduction to Microsoft Word and its uses in Agriculture, including creating, editing and formatting a document, along with working with tables and mail merge. (Contact hours -15)

AGB 115 SPREADSHEET APPLICATIONS IN AGRICULTURE 1 CR (1-0)  
This course will provide an introduction Microsoft Excel and its uses in Agriculture including creating worksheets, entering, editing, and formatting data, entering formulas and functions, using editing and proofing tools, printing worksheets, creating basic charts, and various other basic skills. (Contact hours - 15)

AGB 116 DATABASE APPLICATIONS IN AGRICULTURE 1 CR (1-0)  
This course will provide an introduction to Microsoft Access and its uses in Agriculture, including setting up fields, entering records, sorting records, printing the data in different report formats, querying the database, and maintaining the database. (Contact hours - 15)

AGB 117 INTERNET APPLICATIONS IN AGRICULTURE 1 CR (1-0)  
This course will provide an introduction to the Internet and its uses in Agriculture, including navigating the Internet, efficient use of Internet search tools for research purposes, and copying information from the Internet into other Microsoft Documents. (Contact hours - 15)

AGB 120 AGRICULTURAL SALESMANSHIP 3 CR (3-0)  
Principles and techniques of agricultural sales as applied to goods and services being sold to individual producers or agricultural businesses. Emphasis will be placed on building business relationships and product training. (Contact hours-45)

AGB 180 AGRI-BUSINESS INTERNSHIP 5-8 CR (0-0)  
As an employee in the agri-business industry, the student will receive practical training on the job. The student will gain experience in various phases of the business through performing the functions and duties assigned by their employer. (Contact hours-320 or 40 hours per week for 8 weeks.)

AGB 218 COMPUTERIZED FARM RECORDS 3 CR (2-1.5)  
Provides hands-on experience with a detailed computerized accounting system. The activities will lead students through entering transactions that develop the financial statements. Time will be provided for exploration with different accounting software. (Contact hours-53)  
*Prerequisites: CIS 118 OR APPROVAL OF INSTRUCTOR*

AGB 228 AGRI-BUSINESS MANAGEMENT 3 CR (2-1.5)  
Students will gain knowledge in applying basic management principles to the operation of an agri-business firm. Utilizing computer technology and the principles of economics, marketing and finance, students will gain practical experience in managing their own sample agri-business operation. (Contact hours-53)  
*Prerequisite: AGE 102*

AGB 247 COMMERCIAL DRIVERS LICENSE TRAINING 1 CR(1-0)  
Studies with the manuals and study guides to prepare for the written test. Will learn to conduct walk around inspections and become familiar with the course layout of the driving portion of the test. (Contact hours-15)

AGB 244 INDUSTRY EQUIPMENT TECHNOLOGY 4 CR (2-3)  
Studies of sprayer and spreader equipment variations, calibration systems and methods, selection of nozzles and boom spacings and height adjustments, pumps and plumbing, tank, boom and plumbing care and maintenance, dry spreader equipment and dispensing systems and actual operation of floater. (Contact hours-60)

AGB 280 AGRI-BUSINESS INTERNSHIP 5-8 CR (0-0)  
Upon successful completion of a first agri-business internship (AGB 199), the student may enroll in this second internship to gain additional experience in an agri-business field. (Contact hours-320 or 40 hours per week for 8 weeks.)

AGB 289 AGRI-BUSINESS CAPSTONE 1 CR (1-0)  
Covers information necessary for employment and for developing job search skills. Students will receive instruction in writing resumes and cover letters, filling out job applications and developing interviewing skills. (Contact hours-15) *Prerequisite: Sophomore Agri-business student.*

## AGRICULTURAL ECONOMICS

★AGE 102 AGRICULTURAL ECONOMICS 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
An introductory course in the study of basic economic principles and their application to agriculture and agri-business. Topics include supply and demand theory, optimal use of resources, market structure and competition, agricultural policy, foreign trade, marketing and finance. (Contact hours-45)

AGE 205 FARM AND RANCH MANAGEMENT 3 CR (2-2)  
Students will gain practical experience in applying principles of economics, marketing and finance to the management of an agricultural operation. Students will create their own sample farm or ranch and emphasis will be placed on utilizing computer technology for budgeting and financial planning. (Contact hours-60)  
*Prerequisite: AGE 102*

AGE 208 AGRICULTURAL FINANCE 3 CR (3-0)  
An introductory course in principles of finance and their application to agriculture and agri-business, including the time value of money, net present value analysis, interest, credit, lending institutions, financial statements and financial ratios. (Contact hours-45)  
*Prerequisite: AGE 102*

AGE 210 AGRICULTURAL MARKETING 3 CR (3-0)  
An applied study of the agricultural marketing system and methods of marketing crops and livestock. Emphasis will be placed on hedging with futures and options. (Contact hours-45)  
*Prerequisite: AGE 102*

AGE 211 COMMODITIES TRADING 2 CR (2-0)  
Advanced alternative marketing strategies including various forms of contracting and hedging with futures and options will be analyzed. Fundamental and technical analysis will be emphasized. (Contact hours-45) *Prerequisite: AGE 210 or Concurrent Enrollment*

## PRODUCTION AGRICULTURE

AGP 100 PRACTICAL CROP PRODUCTION 4 CR (3-1.5)  
Cultural practices and production management of selected field crops indigenous to the Great Plains region will be covered. Laboratories in basic crop principles, crop and weed seed and plant identification, crop improvement and grain quality and grades will be covered. (Contact hours-68)

AGP 103 PRACTICAL ENTOMOLOGY 4 CR (3-1.5)  
Designed for the vocational student. Insect identification, integrated pest management concepts, and an in-depth study of selected insects of economic importance to the students will be covered. (Contact hours-75)

AGP 106 CROP SCOUTING AND PEST CONTROL METHODS 3 CR (1-3)  
Crop scouting and pest control methods teaches observation techniques for pest control and includes disease, insect and weed problems as well as developing and evaluating pest management programs, and procedures involved in the integrated pest management. (Contact hours-60)

AGP 107 PRACTICAL IRRIGATION MANAGEMENT 2 CR (2-0)  
Introduce and give practical experience to the student in irrigation methods, scheduling, limited irrigation concepts, hydrology, safety, water quality, chemigation, and interrelationships between irrigation- soil fertility- crops. A limited amount of study will also focus on modern water law. (Contact hours-30)

AGP 108 AGRICULTURAL PESTICIDES 3 CR (2-1.5)  
Study of the chemical structure, physical properties, and uses of agricultural chemicals used in disease, insect, and weed control in agriculture and related fields. Emphasis is on crops and livestock common to the area. (Contact hours-53) *Prerequisites: AGP 109 OR CHE 111.*

AGP 109 AGRICULTURAL CHEMISTRY 4 CR (3-1.5)  
*(Core Course for AGS or AAS)*  
Introduces the basic concepts of chemistry to the students. Areas covered are designed to focus on chemical concepts that a student needs in taking agriculture related courses. Time will also be spent on basic organic compounds- their physical and chemical properties. (Contact hours-68)

AGP 145 BEEF CATTLE CALVING MANAGEMENT 2 CR (1-1.5)  
Offered in cooperation with Colorado State University and will cover management of the cow and calf at calving. Topics to be covered include the process of parturition, dystocia, identifying approaching parturition, assisting with dystocia, and care of the newborn calf. Emphasis is on practical "hands-on" experience. Students will be responsible for transportation to the CSU range station south of Sterling. Students will assist with night and weekend calving at the range station. (Contact hours-38)

AGP 146 ARTIFICIAL INSEMINATION MANAGEMENT 2 CR (1-1.5)  
Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. Handling frozen semen, heat detection and nutritional management for A.I. are emphasized. Individualized training is given in developing and perfecting insemination techniques in live cattle. (Contact hours-38)

AGP 147 PRACTICAL BEEF CATTLE REPRODUCTION 2 CR (1-1.5)  
Explores the basic concepts and practices related to beef cattle reproduction. Reproductive physiology, hormone function, estrus cycle, heat synchronization, stages of pregnancy and rectal palpation will be covered. Hands-on experience with live cattle will be used to increase the student's understanding and skill level. (Contact hours-38)

AGP 180 PRODUCTION AG INTERNSHIP 8 CR (0-0)  
Student will be employed in a production agriculture setting. This work experience must cover a minimum of 320 hours with the student being involved in all facets of the operation. Guidance and supervision will be the responsibility of the supervising employer and Coordinator of Production Agriculture. Emphasis will be placed on records, managerial decisions, and production agriculture skills. (Contact hours-320)

AGP 204 SOIL FERTILITY & FERTILIZERS 4 CR (3-1.5)  
Soil fertility and plant nutrition in crop production, soil-plant relations, diagnostic techniques and methods of evaluating soil fertility are emphasized. Also included are composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants. (Contact hours-68)  
*Prerequisites: AGY 240, AGP 109 OR APPROVAL OF INSTRUCTOR*

AGP 208 COMMERCIAL PESTICIDE LICENSE TRAINING 3 CR (3-0)  
Study of the requirements for the qualified supervisor license as outlined in the training manuals published by the Colorado Department of Agriculture. Students may elect to take the certified operator tests if they do not meet the experience qualifications for the qualified supervisors license. Areas studied will be for the general, weeds, agricultural insect, plant disease, and industrial right-of-way tests administered by the Colorado Department of Agriculture. Students may elect to take any of the other tests available. (Contact hours-45)

AGP 215 ANIMAL HEALTH 3 CR (2-1.5)  
Introduced to methods of prevention, recognition, and treatment of common livestock diseases. Emphasis is placed on understanding the conditions which are normal, what steps the layman should attempt independently, and when to seek professional help. (Contact hours-53)  
*Prerequisite: ASC 100 OR APPROVAL OF INSTRUCTOR*

AGP 235 SHEEP PRODUCTION 3 CR (2-1.5)  
Sheep production aspects of farm and range flocks with emphasis on farm flock production. Breeds, breeding, genetics, nutrition, health, reproduction, products, and management systems are covered. (Contact hours-53)  
*Prerequisites: ASC 100 OR APPROVAL OF INSTRUCTOR*

AGP 241 BEEF CATTLE MANAGEMENT I 3 CR (2-1.5)  
Provides training in management pertaining to the economics of a commercial cow-calf operation. Topics included are reproduction, feeding, herd health, selection, record keeping, financial management, and marketing. (Contact hours-53)  
*Prerequisites: ASC 100 OR APPROVAL OF INSTRUCTOR*

AGP 242 BEEF CATTLE MANAGEMENT II 2-3 CR (1-2 to 1.5)  
This course provides training in management pertaining to the economics of a commercial cow calf operation. Topics include resource management, reproduction, selection, record keeping, financial management and marketing. (Contact hours-53)  
*Prerequisites: ASC 100*

AGP 247 PRODUCTION CATTLE FEEDING 3 CR (2-1.5)  
Continuation of ASC 212 with emphasis on production feeding in large and medium size operations. The mechanics and management of feeding operations in and near the Sterling area are observed and studied. (Contact hours-53) *Prerequisites: ASC 225*

AGP 280 PRODUCTION AG INTERNSHIP 8 CR (0-0)  
May be waived if the student can exhibit a substantial knowledge and understanding of production agriculture in the first term of OJT and through written documentation of work experience at the time of waiver application. (Contact hours-320)

AGP 289 PRODUCTION AG CAPSTONE 1 CR (1-0)  
Issues concerning transition into the family agriculture operation will be discussed. As a part of the course a seminar will be open to both students and parents (or future business partners) concerning issues of transition of the agricultural operation to the next generation. Topics concerning completion of the AAS degree will also be addressed.

## AGRICULTURE

AGR 100 FRESHMAN AG ORIENTATION 1 CR (1-0)  
An introductory course required for all freshman agriculture majors. This course is designed to aid the student in adjusting to college and preparing for a successful college experience. Emphasis will be placed on introduction to campus facilities and computer labs, effective study skills, and the various careers available in agriculture to help the student define personal and career objectives. (Contact hours-15)

AGR 175 SPECIAL TOPICS IN AGRICULTURE .25 to 5 CR (.25-5-0)  
Designed to instruct the student in various topics in agriculture. The student will experience different aspects of the agricultural industry. (Contact hours-4-45)

## AGRONOMY

★AGY 100 GENERAL CROPS 4 CR (3-2)  
*(Core Course for AGS or AAS)*  
Production and adaptation of cultivated crops, with emphasis on crops grown in the western region of the United States. Principles affecting growth, development, production and use will be covered. (Contact hours-75)

★AGY 240 INTRODUCTORY SOIL SCIENCE 4 CR (3-2)  
*(Core Course for AGS or AAS)*  
Formation, physical properties, chemical properties and management of soils emphasizing soil conditions that affect plant growth. (Contact hours-75) *Prerequisites: AGP 109 OR CHE 111*

## AGRICULTURE MECHANICS

AME 105 BASIC AGRICULTURAL MECHANIC SKILLS 2 CR (1-2)  
Includes safety, proper tool use, tool reconditioning, A.C. electricity, D.C. electricity, domestic water supply and farm sanitation systems. (Contact hours-45)

AME 107 GENERAL POWER MECHANICS 2 CR (1-2)  
Designed to teach the theory of operation and the maintenance of small engines and related power equipment used on the farm. (Contact hours-45)

AME 118 FARM CARPENTRY 2-3 CR (1-2 or 4)  
Includes safety, hand and power tool use, farm building planning and site location, concrete, farm building design and construction and materials of construction. (Contact hours-75)

AME 125 AGRICULTURAL MACHINERY 3 CR (2-2)  
The safe operation, construction, purpose, maintenance and adjustment of farm machinery are emphasized in this course. (Contact hours-60)

AME 151 FUNDAMENTALS OF WELDING 2-3 CR (1-2 or 4)  
Designed to develop basic welding skills, principles, and practices in arc and oxy-acetylene welding. (Contact hours-75)

AME 152 METAL FABRICATION AND DESIGN 2 CR (1-3)  
Provides students the opportunity to apply skills learned in the fundamentals of welding class by designing and constructing metal projects on an individual basis and cooperatively as a class. Students will learn basic mechanical drawing as it relates to small project fabrication. The course also allows students an opportunity to see industry fabrication through local industry tours. (Contact hours-60) *Prerequisites: AME 151.*

## ANTHROPOLOGY

★ANT 101 CULTURAL ANTHROPOLOGY 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Studies the human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. (Contact hours-45)

★ANT 111 PHYSICAL ANTHROPOLOGY 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. (Contact hours-45)

## ART

★ART 110 ART APPRECIATION 3 CR (3-0)  
*(General Education Core Course)*  
An introduction to the visual arts including language, concepts, process, and history. (Contact hours-45)

★ART 111 ART HISTORY I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through Medieval Periods. (Contact hours-45)

COURSE DESCRIPTIONS

■ ★ART 112 ART HISTORY II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

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. (Contact hours-45)

★ART 115 STAINED GLASS I 3 CR (0-6)  
 Emphasizes basic construction techniques and includes cutting glass, soldering, leading, and instruction in design. (Contact hours-90)

★ART 116 LETTERING 3 CR (2-2)  
 This course is an introduction to the manipulation of materials, tools, and styles of lettering and their uses as fine art media. (Contact hours-60)

★ART 121 DRAWING I 3 CR (0-6)  
 An investigation of various approaches and media designed to develop drawing skills and visual awareness. (Contact hours-90)

★ART 122 DRAWING II 3 CR (0-6)  
 This is a study of expressive drawing techniques and development of individual expressive style. (Contact hours-90)

★ART 131 DESIGN I 3 CR (0-6)  
 Study of basic design elements, visual perception, form and composition. (Contact hours-90)

★ART 132 DESIGN II 3 CR (0-6)  
 Covers the application of design elements and principles to both two and three dimensional problems. (Contact hours-90)

★ART 135 COMPUTER GRAPHICS 2 CR (2-0)  
 An introduction to the processes of generating computer design. (Contact hours-30)

★ART 151 PHOTOGRAPHY I 3 CR (2-2)  
 An introduction to black and white photography as a fine art medium, and develops skills necessary for basic camera and lab operations. (Contact hours-60)

★ART 152 PHOTOGRAPHY II 3 CR (2-2)  
 Further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. (Contact hours-60) *Prerequisite: ART 151 OR APPROVAL OF INSTRUCTOR.*

★ART 161 CERAMICS I 3 CR (0-6)  
 An introduction to traditional and contemporary ceramic forms processes including handbuilding and throwing on the potter's wheel. (Contact hours-90)

★ART 162 CERAMICS II 3 CR (0-6)  
 Continuation of Ceramics I with emphasis on skills, techniques, and form. (Contact hours-90) *Prerequisites: ART 161 OR APPROVAL OF INSTRUCTOR.*

ART 175 SPECIAL TOPICS IN ART .25 to 5 CR (.25 to 5-6)  
 Students in this class will be taught special, creative art form.

★ART 211 PAINTING I (OIL/ACRYLIC) 3 CR (0-6)  
 Covers color, composition, materials, and techniques of studio painting. (Contact hours-90)

★ART 212 PAINTING II 3 CR (0-6)  
 Emphasizes experimentation with materials, composition, and color. (Contact hours-90)

★ART 220 ART IN THE ELEMENTARY SCHOOL 2 CR (1-2)  
 Offers art experiences in a wide variety of media methods and techniques as they apply to the elementary classroom. Creativity, materials, and philosophies of art education are discussed. (Contact hours-45)

★ART 224 SCULPTURE I 3 CR (0-6)  
 An introduction to the fundamentals of sculpture such as modeling, casting, carving, and assemblage processes. (Contact hours-90)

★ART 228 PRINTMAKING I 3 CR (0-6)  
 An introduction to the basic techniques and skills of printmaking as fine art media. Instruction will include an understanding of the visual concepts as they relate to print. (Contact hours-90)  
*Prerequisites: DRAWING/DESIGN HELPFUL.*

★ART 231 WATERCOLOR I 3 CR (0-6)  
 An introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque watermedia. (Contact hours-90)

★ART 243 INTRODUCTION TO COMMERCIAL ART AND ILLUSTRATION 3 CR (2-2)  
 Introduction to the exploration of design, color, media, techniques, and styles of commercial art and illustration. (Contact hours-60)

★ART 244 GRAPHIC DESIGN I 3 CR (2-2)  
 Focuses upon the study of design, layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos and brochures. (Contact hours-60)

★ART 255 COLOR PHOTOGRAPHY 3 CR (2-2)  
 Covers fundamentals of color photography such as color theory and light, production, processing and printing of color negatives. (Contact hours-60) *Prerequisite: ART 151 OR APPROVAL OF INSTRUCTOR.*

★ART 284 FINE ART PROBLEMS 1 to 3 CR (1 to 3-0)  
 Under the direction of an instructor, students have an opportunity for individual investigation into specific art disciplines in one area of concentration from the following: 1) painting, 2) drawing, 3) ceramics, 4) design, 5) sculpture, 6) printmaking, 7) stained glass, 8) crafts, 9) lettering. (Contact hours-15 to 45) *Prerequisites: APPROVAL OF INSTRUCTOR.*

ANIMAL SCIENCE

★ASC 100 ANIMAL SCIENCES 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
 A study of the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, anatomy and physiology of beef, sheep, swine, dairy and horses. Other areas to be emphasized will be selection, breed classifications and identification and the classification and marketing of meat animal products. (Contact hours-45)

★ASC 115 INTRODUCTION TO LIVESTOCK EVALUATION 1 CR (0-2)  
 Designed to explore principles and economic value of traits considered in meat animal selection. In addition, emphasis will be placed on terminology used in describing meat animal conformation. It will provide experience to the student in correctly evaluating meat animal classes and defending their evaluation with oral reasons using industry acceptable terminology. (Contact hours-30)  
*Prerequisites: ASC 100 OR APPROVAL OF INSTRUCTOR*

ASC 215 LIVESTOCK JUDGING 2 CR (0-4)  
Emphasizes comparative selection and grading and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information and/or carcass merit. (Contact hours-60) Prerequisites: ASC 100 OR APPROVAL OF INSTRUCTOR

★ASC 225 FEEDS & FEEDING 4 CR (3-2)  
A study of the basic nutrients, common feeds and feed additives fed to livestock, anatomy of digestive systems, and basic feeding practices for beef, sheep, swine, horses and dairy. The lab portion of this class will be devoted to calculating and balancing rations to fulfill nutrient requirements for farm animals for growth, finishing, reproduction and lactation, and work. (Contact hours-75) Prerequisites: ASC 100.

ASC 240 EQUINE MANAGEMENT 3 CR (2-2)  
Equine industry, breeds, selection, form to function, care and management, soundness, health, reproduction, feeding and facilities. (Contact hours-60)

ASC 245 EQUINE EVALUATION 3 CR (3-0)  
Provides students with equine evaluation skills while enhancing their deductive reasoning and public speaking abilities. Travel to various horse judging events and equine operations is an integral part of this course. (Contact hours-45)

ASC 250 LIVE ANIMAL & CARCASS EVALUATION 3 CR (3-0)  
Explores meat animal carcass evaluation and the related yield and quality grading system. Selection of breeding stock based on performance data will also be emphasized. (Contact hours-45) Prerequisites: ASC 100

## ASTRONOMY

■ ★AST 101 ASTRONOMY I 4 CR (3-2)  
(General Education Core Course)  
Studies the history of astronomy, the tools of the astronomer and the contents of the solar system: the planets, moons, asteroids, comets, and meteoroids. This course includes laboratory experience. (Contact hours-75)

■ ★AST 102 ASTRONOMY II 4 CR (3-2)  
(General Education Core Class)  
Studies the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole including cosmology and relativity. This course includes laboratory experience. (Contact hours-75)

## AUTOMOTIVE TECHNOLOGY

AUT 111 AUTO SHOP ORIENTATION 2 CR (2-0)  
Provides students with safety instruction in the shop and on the automobile. Emphasis is placed on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques. (Contact hours-30)

AUT 120 AUTOMOTIVE SERVICE MANAGEMENT 2 CR (2-0)  
Provides orientation in areas such as shop management, customer relations, marketing, salesmanship and work repair orders along with their application to service stations, independent repair shops, dealerships and all other automotive service centers. (Contact hours-30)

AUT 130 AUTOMOTIVE PARTS MANAGEMENT 1 CR (1-0)  
Proper methods in completing parts invoices, repair orders, sales receipts and tickets. Also included are handling and pricing procedures utilized in parts areas, warehouse distributor, jobber, retail and wholesale prices. (Contact hours-15)

AUT 136 ELECTRICAL SYSTEMS I 5 CR (2-5)  
Basic theory of electricity, magnetism, resistance, and their application to the starting, ignition, charging, and battery systems. Proper use of modern testing equipment for diagnosing and repairing all electrical circuits and components. (Contact hours-105) Prerequisites: AUT 111, AUT 145, AUT 153

AUT 140 AUTOMOTIVE MACHINING 2 CR (1-1.5)  
Machining processes on the automotive engine using up-to-date machines to recondition connecting rods, bore engine blocks, machine heads for replaceable guides and seats. Brake drum and disc machining is also discussed. (Contact hours-37.5)

AUT 145 ENGINE REPAIR 7 CR (3-6)  
Becomes familiar with all the engine components, parts and their relationship to each other. The course covers the automotive engine both internally and externally, moving and non-moving parts, with the student disassembling and reassembling live engines. The student checks all engine component parts for wear, using precision measuring equipment and modern techniques. During checks, the student decides what to repair, rebuild, and replace. (Contact hours-135) Prerequisites: AUT 111, AUT 153

AUT 153 BRAKES 5 CR (2-5)  
Theory of all the braking systems used on the modern automobile: power brakes, disc brakes, anti-lock brakes, self-adjusting brakes, and the conventional braking systems. The student uses a modern brake shop to machine drums, machine brake discs, arc brake shoes and assist the technician in rebuilding wheel cylinders, master cylinders and brake calipers. (Contact hours-105) Prerequisites: AUT 111

AUT 157 MANUAL DRIVE TRAINS AND AXLES 6 CR (3-4.5)  
Includes troubleshooting, installation and adjustment of clutches, diagnosis and repair of standard overdrive units and servicing of the same. Instruction is given in service and repair of universal joints, front and rear wheel bearings and seals. Students disassemble and reassemble 3, 4, and 5 speed transmissions, transfer assemblies and rear differentials, including locking and non-locking types. The new 4 and 5 speeds are disassembled, diagnosed, and over-hauled. (Contact hours-113) Prerequisites: AUT 111, AUT 153, AUT 136, AUT 164

AUT 164 FUEL AND EXHAUST SYSTEMS 5 CR (2-5)  
Theory of the fuel systems and its components which include carburetors, fuel pumps (both manual and electric), fuel filters, gas tanks and lines, sending units and gauges. During the course the student services all fuel components, including disassembling, cleaning, and reassembling all the main units of the fuel system. New fuel injection systems and their interrelated parts are covered. Testing equipment and manuals are used in this course. (Contact hours-105) Prerequisites: AUT 111, AUT 136, AUT 145

AUT 212 SUSPENSION AND STEERING 6 CR (3-4.5)  
Fundamentals, nomenclature, theory, and operation of the suspension systems used on automobiles. Attention is given to inspecting, servicing, and repairing suspension components, manual and power steering units, steering columns, brakes and various other components found in a suspension system. Special emphasis is placed on the development of knowledge and skills for aligning suspension systems and balancing of wheels and tires. Air bag systems inspection and adjustment. (Contact hours-113) Prerequisites: AUT 111, AUT 136, AUT 153, AUT 236

**AUT 236 ELECTRICAL SYSTEM II** 5 CR (2-5)  
Designed to provide the student with the knowledge and skills in testing, diagnosing, troubleshooting and servicing of the various electrical units used on a vehicle. Special study is made of electrical systems utilized in solid state devices, lighting, circuits, and accessories. The student is instructed in the proper use of modern testing equipment for diagnosing and repairing all electrical circuits and components. (Contact hours-105)  
*Prerequisites: AUT 111, AUT 136*

**AUT 248 HEATING AND AIR CONDITIONING SYSTEMS** 5 CR (2-5)  
Theory of operation of the heating and air conditioning systems used on the automobile. The students also receive instruction on trouble shooting, testing, diagnosing, and service of these units used on the modern automobile. This includes both manual and automatic temperature controlled units. (Contact hours-105)  
*Prerequisites: AUT 111, AUT 136, AUT 236*

**AUT 257 AUTOMATIC TRANSMISSION AND TRANSAXLE** 6 CR (2-6)  
Automatic transmissions and power train units with these transmissions. Students receive instruction in testing, diagnosing, troubleshooting, adjusting, and servicing of automatic transmissions with major study in the servicing and repairing power train and transaxle units with automatic transmissions. (Contact hours-120) *Prerequisites: AUT 111, AUT 157, AUT 236*

**AUT 269 ENGINE PERFORMANCE** 8 CR (3-7.5)  
Theory, operation, and service on units and elements in an engine tune-up and emissions control system. Familiarization with electronic engine control and computerized engine control used on the modern automobile is included. Emphasis is placed on utilizing proper specification, testing methods, and service procedures. (Contact hours-165)  
*Prerequisites: AUT 111, AUT 136, AUT 164, AUT 236*

## BIOLOGY

■ ★BIO 105 SCIENCE OF BIOLOGY 4 CR (3-2)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Designed for non-science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science—a process of gaining new knowledge—is explored as is the impact of biological science on society. This course includes laboratory experience. (Contact hours-75)

■ ★BIO 111 GENERAL COLLEGE BIOLOGY I 5 CR (4-2)  
*(General Education Core Course)*  
*(Core Course for AGS, AAS or AS)*  
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. This course includes laboratory experience. (Contact hours-90)

■ ★BIO 112 GENERAL COLLEGE BIOLOGY II 5 CR (4-2)  
*(General Education Core Course)*  
*(Core Course for AGS, AAS or AS)*  
Continuation of General College Biology I. Includes ecology, evolution, classification, structure and function in plants and animals. This course includes laboratory experience. (Contact hours-90)  
*Prerequisites: BIO 111 OR APPROVAL OF INSTRUCTOR*

★BIO 160 TECHNIQUES IN BIOTECHNOLOGY 3 CR (2-2)  
This course introduces the student to modern molecular biology technologies that include DNA, RNA, and proteins, preparing them for research and industry. Laboratory experience will include sterile technique, microscopy, media preparation, and bacterial culturing. (Contact hours-45)

★BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I 4 CR (3-2)  
*(Core Course for AAS, AGS)*  
An integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The first part of this two semester course includes molecular, cellular, and tissue levels of organization; integuments; skeletal; articulations; muscular and nervous systems. This course has laboratory experience that includes microscope work, observations, and dissection. The lab covers the same topics as the lecture. (Contact hours-75) *Prerequisite: NONE, BUT PREVIOUS RECENT EXPERIENCE IN BIOLOGY OR CHEMISTRY IS STRONGLY RECOMMENDED*

★BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II 4 CR (3-2)  
*(Core Course for AAS, AGS)*  
An integrated study of the human body in which histology, anatomy, and physiology of each system is covered. The second part of this two semester course includes the study of the following systems: cardiovascular with hematology, lymphatic, immunological, urinary with fluid and electrolyte control, digestive with nutrition, respiratory, endocrine, nervous, with senses, and the reproductive system with genetics and development. This course has laboratory experience that includes experimentation, microscope, observation, and dissection. The lab covers the same topics as the lecture. (Contact hours-75)  
*Prerequisite: BIO 201 OR APPROVAL OF INSTRUCTOR*

★BIO 205 GENERAL COLLEGE MICROBIOLOGY 5 CR (3-4)  
*(Core Course for AGS)*  
Study of microorganisms with an emphasis on their structure, development, physiology, classification and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms, and the study of the role of microorganisms in infectious disease. (Contact hours-90)  
*Prerequisite: BIO 111, CHE 111 AND CHE 112, OR CHE 107, OR APPROVAL OF INSTRUCTOR*

★BIO 211 CELL BIOLOGY 4 CR (3-2)  
Involves 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. Includes a laboratory experience.  
(Contact hours-75) *Prerequisite: BIO 111, CHE 111, AND CHE 112 OR APPROVAL OF INSTRUCTOR*

★BIO 220 ZOOLOGY 5 CR (4-2)  
*(Core Course for AGS)*  
Study of invertebrate and vertebrate animals involving structure, evolutionary development, classification, physiology, and reproduction. This course includes a laboratory experience. (Contact hours-75)  
*Prerequisite: BIO 111, BIO 112, OR APPROVAL OF INSTRUCTOR. MAY BE TAKEN BEFORE BIO 226.*

★BIO 221 BOTANY 5 CR (4-2)  
*(Core Course for AGS)*  
Study of nonvascular and vascular plants. It also includes evolutionary development, classification, physiology, and reproduction. This course includes a laboratory experience. (Contact hours-75)  
*Prerequisite: BIO 111, BIO 112, OR APPROVAL OF INSTRUCTOR*



★BIO 224 GENETICS 4 CR (3-2)  
Study of fundamental laws of heredity and their application to living organisms. The course will cover the basic of genetics. Topics include the laws of Mendel, linkage, mutation concept, molecular genetics, and Hardy-Weinberg law. The course includes a laboratory experience. (Contact hours-75)

*Prerequisite: BIO 111 OR APPROVAL OF INSTRUCTOR*

★BIO 247 DEVELOPMENTAL BIOLOGY 4 CR (3-2)  
Intensive study of the developmental process in living things. Emphasis will be on embryology, and the genetic and biochemical control of the developmental process. This course includes lab experience that involves dissection, observation, microscope work, and experimentation. (Contact hours-75)

*Prerequisite: BIO 111*

## BUSINESS

BUS 105 BUSINESS ORIENTATION CLASS .5 CR (.5-0)  
Introductory course required for all freshman business majors. Emphasis will be placed on getting acquainted with the college and each other, advising and career exploration, study skills strategies, presentation skills and team building exercises. (Contact hours — 7.5)

BUS 110 BUSINESS MATHEMATICS 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
Emphasizes the application of mathematics to business situations. Teaches problem-solving techniques in areas of merchandising, accounting, general business and personal finance. Proficiency in the use of calculator, manual or electric, is necessary. (Contact hours - 45)

BUS 115 INTRODUCTION TO BUSINESS 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
Survey of the world of business by exploring current trends in business and exposing the students to career opportunities. Business topics will include fundamentals of the economy, the business environment and structures, management, human resources, marketing, finance and social/ethical considerations. (Contact hours - 45)

BUS 117 TOUCH KEYBOARDING 1 CR (1-0)  
An introduction to touch keyboarding including learning the alphanumeric keyboard, proper technique, speed, and control. This course is designed for the student who has minimal or no keyboarding experience. (Contact hours — 15)

BUS 118 KEYBOARDING ACCURACY AND SPEED BUILDING 1 CR (1-0)  
Designed for those students who need to build speed and accuracy in keyboarding. Drills, timed writings, and technique will be emphasized. (Contact hours — 15)

BUS 120 INTRODUCTION TO ELECTRONIC COMMERCE 3 CR (3-0)  
This survey course is designed to provide the student with thorough knowledge of e-commerce concepts and terminology. The course covers how e-commerce applications, methodologies, and services address business solutions needed for electronic procurement, supplier management, and customer relationship management. Real-life examples and case studies are examined to provide the student with working knowledge. (Contact hours —45)

BUS 126 TEAM BUILDING 1 CR (1-0)  
Students will explore such issues as team membership, team roles, and how to function effectively as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make decisions. (Contact hours - 15)

BUS 158 HUMAN RESOURCE MANAGEMENT 3 CR (3-0)  
Designed to assess the role, organization, and evaluation of one of an organization's most valuable resources—personnel. Covers the skills and knowledge of human resource managers in making strategic plans and decision making and their contributions toward the achievement of organizational objectives. Curriculum and emphasizes the management of human resources in a country and culture that is highly dynamic. (Contact hours — 45)

BUS 175 SPECIAL TOPICS IN SMALL BUSINESS MANAGEMENT/ADMINISTRATION .25 to 5 CR (.25 to 5-0)  
Designed to meet the students' needs in fundamental knowledge, skills and experiences in identifying and solving problems basic to small business management. (Contact hours — 4 to 45)

BUS 175 SPECIAL TOPICS IN NON-PROFIT ORGANIZATION MANAGEMENT .25 to 5 CR (.25 to 5-0)  
Designed to meet the students' needs in fundamental knowledge, skills and experiences in identifying and solving problems basic to non-profit organization. (Contact hours — 4 to 45)

BUS 175 SPECIAL TOPICS IN REAL ESTATE .25 to 5 CR (.25 to 5-0)  
Designed to meet the students' needs in fundamental knowledge, skills and experiences in identifying and solving problems basic to the real estate industry. (Contact hours - 4 to 45)

BUS 187 SUPERVISED WORK EXPERIENCE 3-9 CR (0-0)  
Work at an approved training station (minimum of 10 hours per week). Student may earn three to nine credits per semester. (Contact hours — 120-360)

★BUS 216 LEGAL ENVIRONMENT OF BUSINESS 3 CR (3-0)  
*(Core Course for AGS)*  
Emphasizes public law, regulation of business, ethical considerations, and various relationships which exist within society, government, and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students will develop an understanding of the role of law in social, political, and economic change. (Contact hours — 45)

★BUS 217 BUSINESS COMMUNICATION AND REPORT WRITING 3 CR (3-0)  
*(Core Course for AGS)*  
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Also, the course will include the fundamentals of business communication and an introduction to international communication. (Contact hours — 45)  
*Prerequisites: A MINIMUM OF 3 CR IN ENGLISH 105 OR ABOVE*

BUS 221 BUSINESS LAW I 3 CR (3-0)  
An introductory study of Business Law to include, but not restricted to, such topics as: foundations of the legal system, contracts, sales (UCC), agency, and property (real and personal). (Contact hours — 45)

BUS 226 BUSINESS STATISTICS 3 CR (3-0)  
*(Core Course for AGS and AAS)*  
Intended for the business major and covers statistical study, descriptive statistics, probability and the binomial distribution, index numbers, time series, decision theory, confidence intervals, hypothesis and testing, testing of two-sample means, chi-square and ANOVA, linear regression, and correlation. (Contact hours — 45)  
*Prerequisite: MAT 105 OR APPROVAL OF INSTRUCTOR*

**BUS 240 PRINCIPLES OF FINANCE** 3 CR (3-0)  
(Core Course for AGS)

Designed to provide factual knowledge of financial institutions in the economy. Concepts of firm valuation, analysis of financial statements, capital, long-term investments, capital structure, cost of capital, and sources of financing are presented. (Contact hours — 45)

**BUS 260 BUSINESS PROCESS FOUNDATIONS FOR E-COMMERCE** 3 CR (3-0)  
(Core Course for AGS)

This lecture-based course is designed to provide the student with thorough background of three industry business process models and how e-commerce solutions help streamline these processes. The course also examines the relationship of these business process transactions to business accounting and marketing and how to calculate the return on investment of an e-commerce system. The three industries studied are Financial Services, Telecommunications, and Manufacturing. (Contact hours — 45)

**BUS 287 SUPERVISED WORK EXPERIENCE** 3–9 CR (0-0)  
Work at an approved training station (minimum of 10 hours per week). Students may earn three to nine credits per semester. (Contact hours — 120-360)

## CERTIFIED NURSING ASSISTANT

**CNA 106 CERTIFIED NURSING ASSISTANT** 4 CR (4-0)  
Designed to provide students with competencies needed to perform as Certified Nursing Assistants in hospitals, nursing homes, and other health care environments. Course includes long-term care, the working environment, ethics, medical terminology, body mechanics, patient's rights, CPR, communication, vital signs, basic anatomy and physiology, and basic nurse assistant duties. (Contact hours — 60)

**CNA 199 CERTIFIED NURSING ASSISTANT - CLINICAL** 2 CR (0-3)  
Clinical application of the knowledge obtained in the classroom and laboratory. Clinical experiences will be provided at an area hospital or nursing home and will be supervised by a clinical instructor. Each clinical experience will build upon the learning from the classroom and laboratory. (Contact hours — 46)  
*Prerequisite: CNA 106*

## COMPUTER-AIDED DRAFTING (CAD)

**CAD 101 INTRODUCTION TO DRAFTING AND DESIGN** 2 CR (1-1.5)  
This course provides the foundation for all drafting and technical design courses. The topics covered include equipment and supplies, geometry; lettering, multi-view drawing and sketching; pictorial drawing and sketching; dimensioning and notations. (Contact hours – 37.5)

**CAD 111 BASIC DESCRIPTIVE GEOMETRY** 3 CR (3-0)  
This course covers problem areas including line problems; true length, point view, bearing, slope and azimuth; plane problems; edge view, dihedral angle, true size and shape of any plane, true angle between to lines, true length of a line by the principle line method; shortest distances between parallel and nonparallel lines, lines and planes and intersecting lines and planes. (Contact hours – 45)

**CAD 112 SECTIONING AND DIMENSIONING PRACTICE** 4 CR (1-4.5)  
This course introduces the principles of sections, conventions, basic dimensioning practices and manufacturing methods. Cumulative, aligned and coordinate, decimal, unidirectional dimension systems are used along with threaded fasteners on single part cast and machined drawings. Precision dimensioning symbols are demonstrated. An introduction to ink drawing is included. (Contact hours – 82.5)

**CAD 113 INTERSECTIONS AND DEVELOPMENTS** 4 CR (1-4.5)  
This course introduces the principles and concepts of solutions to problems involving lines of intersections and flat developments of flat and curved surfaces whether sheet metal or heavy plate materials. Right and oblique prismatic, cylindrical, conical and transition surfaces are studied. (Contact hours – 82.5)

**CAD 114 PERSPECTIVE DRAWING** 3 CR (1-3)  
This course introduces two-point perspective drawing techniques and presentation charts, diagrams and drawings. (Contact hours – 60)

**CAD 128 BASIC COMPUTER AIDED DRAFTING & DESIGN** 3 CR (1-3)  
This course is an introduction to Computer-Aided Drafting (CAD). The students are introduced to the AutoCAD system configuration and general operating concepts and will be given extended hands-on experience in utilizing the various system commands for the creation of text and graphic symbols displayed in the composition of completed drawings. Advanced, more complex applications are integrated into subsequent courses. (Contact hours – 60)

**CAD 138 INTERMEDIATE COMPUTER AIDED DRAFTING** 4 CR (1-4.5)  
This course is designed as a continuation of Basic Computer Aided Drafting with the addition of AutoCAD's advanced capabilities including: (1) Plotting and printing, (2) Hatching and boundaries, (3) Block reference and attributes, (4) External reference, (5) Design center, (6) Utility commands. (Contact hours – 82.5)

**CAD 141 MECHANICAL ASSEMBLY & DETAIL PROJECTS** 3 CR (1-3)  
This course explores the concept of multiple part mechanical assembly and detail drawings. Cast, machined, welded and purchased parts and operating mechanisms may be included. Part callouts, material lists, drawing organization and appropriate dimension systems such as precision and/or metric applications are also discussed. (Contact hours –60)

**CAD 145 MECHANICAL DRAFTING & DESIGN** 4 CR (1-4.5)  
The student will develop complete working drawings and isometric drawings of machine parts on a CAD system. (Contact hours – 82.5)

**CAD 148 ADVANCED COMPUTER AIDED DRAFTING** 4 CR (1-4.5)  
This course is designed to introduce the student to a variety of new activities using Computer Aided Drafting which include: (1) 3D-drawing, (2) Rendering, (3) Creating custom screen menus, (4) A look at Auto LISP, (5) Internet utilities (6) Customizing, (7) Visual LISP (8) Tablet and digitizing. (Contact hours – 82.5)

**CAD 155 ARCHITECTURAL DESIGN** 4 CR (1-4.5)  
This course is designed to provide students with methods of building and FHA requirements for building residential housing. Students are required to draw architectural plans that include foundation and floor plans, electrical plans, elevations, details and perspectives. (Contact hours – 82.5)

CAD 165 LAND DEVELOPMENT DRAFTING 4 CR (1-4.5)  
This course explores land development including plotting, surveying information, plot planning, profile drawing and mapping. (Contact hours – 82.5)

CAD 245 MECHANICAL TECHNICAL PROJECT 5 CR (0-7.5)  
This is a technical project that includes a student-written and faculty-approved proposal, scheduled progress reports and a finalized set of drawings (assemblies, subassemblies, pertinent details, material lists, etc.) sufficient to determine the various aspects of the proposal. Proposals must be approved prior to course registration. PRE-REQUISITE: APPROVAL OF THE INSTRUCTOR (Contact hours- 112.5)

CAD 255 ARCHITECTURAL TECHNICAL PROJECT 5 CR (0-7.5)  
This is a technical project including a student-written and faculty-approved proposal, scheduled progress reports and a finalized set of drawings (assemblies, subassemblies, pertinent details, material lists, etc.) sufficient to determine the various aspects of the proposal. Proposals must be approved prior to course registration. PRE-REQUISITE: APPROVAL OF THE INSTRUCTOR (Contact hours- 112.5)

CAD 265 LAND DEVELOPMENT TECHNICAL PROJECT 5 CR (0-7.5)  
This is a technical project that includes a student-written and faculty-approved proposal, scheduled progress reports and a finalized set of drawings (assemblies, subassemblies, pertinent details, material lists, etc.) sufficient to determine the various aspects of the proposal. Proposals must be approved prior to course registration. PRE-REQUISITE: APPROVAL OF THE INSTRUCTOR (Contact hours- 112.5)

## COMPUTER INFORMATION SYSTEMS

CIS 105 INTRODUCTION TO THE PC.25 to 1 CR (.25 TO 1 -0)  
Beginning computer user to obtain hands-on experience in the elementary use of the personal computer. This course introduces the basic features of and the terminology associated with personal computers, including topics such as database, spreadsheets, and word processing. (Contact hours — 4 to 15)

CIS 109 WINDOWS 95 & INTERNET NAVIGATIONAL TOOLS 1 CR (1-0)  
Teaches the student the powerful capabilities of Microsoft Windows 95, a graphical user interface that has become the industry standard, and basic Internet navigational tools currently used by the industry and consumers. A basic study of each feature and function through the use of numerous exercises, tips, and illustrations will allow the student to gain skills in the use of these current software tools. (Contact hours — 15)

CIS 110 INTRODUCTION TO PC OPERATING SYSTEMS 1 to 2 CR (1 to 2 -0)  
Introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student's use of application software on the microcomputer. (Contact hours — 15 to 30)

CIS 115 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 3 CR (3-0)  
Overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Computer applications and programming are introduced. (Contact hours — 45)

*Prerequisite: KEYBOARD PROFICIENCY OF 30 WPM*

★CIS 118 INTRODUCTION TO PC APPLICATIONS 2 to 3 CR (2 to 3 -0)  
*(Core Course for ASG or AAS)*  
Reviews standard software packages available to support a micro-computer-based work station. Included are descriptions of and hands-on work with word processors, spreadsheets, file and database management systems, and other common application packages. (Contact hours — 30 to 45)

CIS 119 JAVA PROGRAMMING FOR NON-PROGRAMMERS 3 CR (3 -0)  
Provides first-time programmers an opportunity for learning programming using the JAVA programming language. (Contact hours — 45)

★CIS 120 INTRODUCTION TO WORD PROCESSING (APPLICATIONS) 1 to 2 CR (1 to 2 -0)  
Introduces the features of a word processing software package. Topics include creating, editing, formatting, and printing documents, and the use of spelling dictionary, and thesaurus. (Contact hours — 15 to 30)

★CIS 121 INTERMEDIATE WORD PROCESSING (APPLICATION) 1 to 2 CR (1 to 2 -0)  
This course continues to build on word processing skills. (Contact hours — 15 to 30)  
*Prerequisite: CIS 120 OR APPROVAL OF INSTRUCTOR*

★CIS 122 ADVANCED WORD PROCESSING (APPLICATION) 1 to 2 CR (1 to 2 -0)  
Continues to build on word processing skills. (Contact hours — 15 to 30)  
*Prerequisite: CIS 121 OR APPROVAL OF INSTRUCTOR*

CIS 129 RESEARCH AND PRESENTATION TECHNOLOGY 1 CR (1-0)  
Internet and PowerPoint will be used as the basis for application lessons covering navigation, on-line research methods, and the creation of automated presentations. MUST BE TAKEN CONCURRENTLY WITH SPE 115. (Contact hours — 15)  
*CO-REQUISITE: SPE 115*

CIS 130 INTRODUCTION TO THE INTERNET 1 CR (1-0)  
An introduction to the Internet and the global network of computer networks. The Internet's resources and tools are explored. Topics include history, topology, e-mail, listserv, telnet, ftp, World Wide Web, and various search engines. (Contact hours — 15)

CIS 132 INTERMEDIATE WEB AUTHORING: (AUTHORING TOOL) 1 to 2 CR (1to 2 -0)  
Expands on the skills learned in CIS 131 using intermediate authoring techniques. (Contact hours — 15-30)  
*Prerequisite: CIS 131 OR APPROVAL OF INSTRUCTOR*

CIS 134 WEB PAGE LAYOUT AND DESIGN 3 CR (3-0)  
Introduces the development of Web pages using structured design to document layout. Includes concepts such as text manipulation, cross-platform calibration, graphics formats, data tables and file downloading. Introduces synchronize and inmate media elements and objects into interactive Web pages. (Contact hours — 45)

CIS 136 PRESENTATION GRAPHICS (APPLICATION) 1 CR (1-0)  
Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasis will be on effective communication. (Contact hours — 15)

CIS 137 DESKTOP PUBLISHING (APPLICATION) 2 to 3 CR (2 to 3-0)  
Introduces the concepts and techniques of desktop publishing using various software. Topics include text input, framing, filing, text editing, drawing, layout, and style modification. (Contact hours — 30)

★CIS 140 INTRODUCTION TO PC DATABASE (APPLICATION) 1 CR (1-0)  
Introduces the functions of database. It includes skills such as file creation, searches, sorts, simple editing, and indexing. (Contact hours — 15)

★CIS 142 ADVANCED PC DATABASE (APPLICATION) 1 CR (1-0)  
Continues to build on database application skills. (Contact hours — 15)  
*Prerequisite: CIS 140 OR APPROVAL OF INSTRUCTOR*

★CIS 152 ADVANCED PC SPREADSHEETS (APPLICATION) 1 CR (1-0)  
Continues to build on electronic spreadsheet skills. (Contact hours — 15)  
*Prerequisite: CIS 150 OR APPROVAL OF INSTRUCTOR*

★CIS 155 INTRODUCTION TO PC SPREADSHEETS 1 to 3 CR (1 to 3 -0)  
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. (Contact hours — 15 - 45)

★CIS 166 VISUAL BASIC PROGRAMMING (Core Course for AGS) 4 CR (4-0)  
An introductory course using the Visual Basic Programming language. Topics may include program design, input/output, decisions, loops, arrays, functions, arithmetic, and VB topics such as form layout and design, control properties and methods, event and general procedures, and modules. (Contact hours — 60)

CIS 171 COMPUTER TECHNOLOGY I 4 CR (4-0)  
An introduction to personal computer hardware for individuals in technical support positions. Extensive hands-on work with computer systems is provided. Topics include PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion of this course and CIS 172 prepares the student for the computer hardware portion of the A+ Certification Exam. (Contact hours — 60)

CIS 172 COMPUTER TECHNOLOGY II 4 CR (4-0)  
This is a continuation of CIS 171. Topics include hard drive failure recovery and installation/troubleshooting of modems, tape backups, CD-ROM drives, and SCSI subsystems. Laser printers and backup power systems are also covered. (Contact hours 60). *Prerequisite: CIS 171.*

CIS 175 SPECIAL TOPICS IN COMPUTER TECHNOLOGY .25 to 5 CR (.25 to 5-0)  
Designed to meet students' needs in knowledge and skills in specific computer applications. (Contact hours — 4 to 45)

CIS 200 LOCAL AREA NETWORKING (LAN) CONCEPTS 3 CR (3-0)  
Introduces networking concepts and terminology including networking protocols. The instructor will assume that you have computer literacy. This literacy includes your ability to use computer terminology, your ability to navigate the Internet, your ability to use Microsoft Office, your ability to install software, and your ability to communicate effectively in English. (Contact hours 45). *Prerequisite: 12 COMPUTER COURSE CREDITS OR PERMISSION OF INSTRUCTOR.*

CIS 220 FUNDAMENTALS FOR SYSTEM ADMINISTRATORS 3 CR (3-0)  
Teaches students how to use UNIX Operating Environment commands. Students will learn fundamental command-line features of the Solaris environment including file system navigating, file permissions, the vi text editor, command shells and basic network use. (Contact Hours - 45).

CIS 222 SOLARIS SYSTEM ADMINISTRATION I 3 CR (3-0)  
Provides information about the essential tasks of stand-alone installation, file system management, backup procedures, process control, user administration, and device management. Students will gain the necessary skills and knowledge to perform these essential system administration tasks in the Solaris Operating Environment. (Contact Hours - 45) *Prerequisite: CIS 220 or Approval of Instructor.*

CIS 241 ORACLE 3 CR (3-0)  
Students will learn the types of databases, describe the database logical structure and list the major components. Learning how to create and modify database structures such as table spaces and rollback segments using SQL will give students an understanding of database functionality. SQL (Structure Query Language) will be used to obtain information from the database. This course will give students the opportunity to use database software such as Oracle. (Contact Hours - 45) *Prerequisite: CWB 223 or Approval of Instructor.*

CIS 275 SPECIAL TOPICS IN COMPUTER TECHNOLOGY .25 to 5 CR (.25 to 5-0)  
Designed to meet students' needs in knowledge and skills in specific computer applications. (Contact hours — 4 to 45)

## CHEMISTRY

★CHE 107 FUNDAMENTALS OF GENERAL CHEMISTRY 5 CR (4-2)  
*(Core Course for AGS or AAS)*  
Designed for those students who need one semester of general chemistry. The course covers chemical stoichiometry, periodicity, atomic theory, bonding, states of matter, solutions, and chemical equilibrium. (Contact hours — 90)  
*Prerequisites: HIGH SCHOOL ALGEBRA OR MAT 060*

★CHE 108 FUNDAMENTALS OF GENERAL AND ORGANIC CHEMISTRY 5 CR (4-3)  
Fundamentals of general and organic chemistry will be studied with emphasis on the allied health professions (nursing, food and nutrition, health, and kinesiology). (Contact hours — 105)  
*Prerequisite: HIGH SCHOOL CHEMISTRY IS STRONGLY RECOMMENDED*

■ ★CHE 111 GENERAL COLLEGE CHEMISTRY I 5 CR (4-3)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
For science and engineering majors. Includes the study of measurements, atomic theory, chemical bonding, stoichiometry, gases,

condensed states, solutions, and thermodynamics. Also includes the problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

(Contact hours — 105)

*Prerequisites: 1 YR. HIGH SCHOOL CHEMISTRY OR EQUIVALENT.*  
*Corequisite: COLLEGE ALGEBRA OR CONSENT OF INSTRUCTOR*

■ ★CHE 112 GENERAL COLLEGE CHEMISTRY II 5 CR (4-3)  
(General Education Core Course)  
(Core Course for AGS or AAS)

Includes chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques. (Contact hours — 105) *Prerequisites: CHE 111*

★CHE 211 INTRODUCTORY ORGANIC CHEMISTRY 5 CR (4-3)  
(Core Course for AGS or AAS)

Designed for students who need only one semester of organic chemistry. The nomenclature, reactions, and synthesis of the major organic functional groups are covered. (Contact hours — 105) *Prerequisites: CHE 107 or CHE 112*

★CHE 231 ORGANIC CHEMISTRY I 5 CR (4-3)  
Designed for chemistry, premedical, and preveterinary students. The course covers the nomenclature, reactions, and spectroscopy of organic compounds. (Contact hours — 105)  
*Prerequisites: CHE 112*

★CHE 232 ORGANIC CHEMISTRY II 5 CR (4-3)  
Continuation of CHE 231. The structures, reactions, mechanisms, and spectroscopy of organic compounds is covered. (Contact hours — 105) *Prerequisites: CHE 231*

## COLORADO YOUNG FARMERS

CYF 101 YOUNG FARMER LEADERSHIP 4 CR (4-0)  
This course gives students the opportunity to build communication and leadership skills, upgrade agricultural production practices, and to improve their farm, ranch or agriculturally related businesses. (Contact hours — 60)

CYF 102 BUSINESS PLANNING 4 CR (4-0)  
Students will analyze the costs associated with producing food, fiber or other products, the development of new enterprises for increased business profitability, plan farm, ranch or agribusiness construction projects, and investigate basic marketing practices. (Contact hours — 60)

CYF 103 AGRICULTURE TECHNOLOGY 4 CR (4-0)  
Students in this course will investigate current agricultural technologies, develop skills necessary for managing farms, ranches or agribusinesses, and provide leadership-training opportunities. (Contact hours — 60)

CYF 110 BUILDING LEADERSHIP SKILLS 4 CR (4-0)  
Students will build communication and leadership skills while participating in Young Farmer chapter leadership roles. They will 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. (Contact hours — 60)

CYF 111 CONSTRUCTION TECHNOLOGY 4 CR (4-0)  
This course will help students 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. Customized job training will help students to plan construction projects, and to develop business-planning strategies. (Contact hours — 60)

CYF 112 TECHNOLOGY IN AGRICULTURE 4 CR (4-0)  
Students will investigate the use of new technologies such as field mapping, precision farming, customized weather reporting and integrated data collection and accounting software in this course. Students will also enhance leadership skills through community involvement, and learn improved production and management skills. Customized job training will help participants to determine if they need to adopt new technologies in order to be competitive in the current agricultural economy. (Contact hours — 60)

CYF 120 ADVANCED BUSINESS MANAGEMENT 4 CR (4-0)  
This class will cover 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. (Contact hours — 60)

CYF 121 AGRICULTURE MARKETING 4 CR (4-0)  
Students will learn 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. (Contact hours — 60)

CYF 122 PROFESSIONAL DEVELOPMENT 4 CR (4-0)  
Class topics include 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. (Contact hours — 60)

## COMPUTER NETWORK TECHNICIAN

CNT 102 NETWORK FUNDAMENTALS 3 CR (3-0)  
This course is a general networking overview. Students will be introduced to basic networking terminology, networking standards, protocols, network media, and network architecture. Operating systems fundamentals are introduced for students to become familiar with the navigation and configuration of client/server environments as well as peer-to-peer environments. This course will prepare students for the CompTIA Network + Exam. (Contact Hours — 45)

CNT 187 COOPERATIVE EDUCATION CAREER TRAINING 2 CR (2-0)  
Part I-2 credits. Students will be required to work in an Information Technology related business for 80 hours. The work experience needs to be documented in a written letter from the employer—to be placed in the portfolio. The student will also be responsible for keeping a digital portfolio of their experience as well as present their experience to an IT panel. The supervising teacher will meet with the employer and student at the beginning and the end of the employment. The employer and student will set goals collectively. These goals will be monitored throughout the training and the supervising teacher will use the accomplishment of the goals as assessment.

CNT 231 NETWORK & OPERATING SYSTEMS ESSENTIALS 3 CR (3-0)

This course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000. (Contact Hours – 45) *Prerequisite: CNT 102 Network Fundamentals or Approval of Instructor*

CNT 232 IMPLEMENTING WINDOWS 2000 PROFESSIONAL & SERVER 4 CR (4-0)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course CNT 233, implementing a Network Infrastructure. (Contact Hours – 60) *Prerequisite: CNT 231 or Approval of Instructor*

CNT 233 IMPLEMENTING A NETWORK INFRASTRUCTURE 4 CR (4-0)

This course is for support professionals who are new to Microsoft Windows 2000 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. It also provides students with the prerequisite knowledge and skills required for course CNT 234, Implementing & Administering Directory Services. (Contact Hours – 60) *Prerequisite: CNT 232 or Approval of Instructor*

CNT 234 IMPLEMENTING & ADMINISTERING DIRECTORY SERVICES 4 CR (4-0)

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory™ directory services. The course also focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. (Contact Hours – 60) *Prerequisite: CNT 233 or Approval of Instructor*

CNT 241 DESIGNING A SECURE NETWORK 3 CR (3-0)

This provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft® Windows® 2000 technologies. This course contains four units that describe security in specific areas of the network:

- Unit 1, Providing Secure Access to Local Network Users
  - Unit 2, Providing Secure Access to Remote Users & Remote Offices
  - Unit 3, Providing Secure Access Between Private & Public Networks
  - Unit 4, Providing Secure Access to Partners
- (Contact Hours – 45)

CNT 242 DESIGNING A DIRECTORY SERVICES INFRASTRUCTURE 4 CR (4-0)

This course provides students with the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory™ structure that meets those needs. (Contact Hours – 45) *Prerequisite: CNT 234 or Approval of Instructor*

CNT 243 DESIGNING A NETWORKING SERVICES INFRASTRUCTURE 3 CR (3-0)

This course provides students with the information and skills needed to create a networking services infrastructure design that

supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft® Windows® 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. (Contact Hours – 45) *Prerequisite: CNT 233 or Approval of Instructor*

CNT 260 CISCO NETWORK ASSOCIATE I 5 CR (5-0)

This course teaches the student network fundamentals needed to design, build, and maintain networks capable of supporting national and global organizations. Topics include OSI model and industry standards, network topologies, IP addressing (including subnet masks), networking components, and basic network design. (Contact Hours – 75)

CNT 261 CISCO NETWORK ASSOCIATE II 5 CR (5-0)

This course teaches the student routing theory and router technologies needed to design, build, and maintain networks capable of supporting national and global organizations. Topics include beginning router configurations, routed and routing protocols, and introduction to LAN switching. (Contact Hours – 75)

*Prerequisites: CNT 102 Network Fundamentals/CNT 260 Cisco Network Associate I*

CNT 262 CISCO NETWORK ASSOCIATE III 5 CR (5-0)

This course teaches the student advanced routing and switching technologies needed to design, build, and maintain networks capable of supporting national and global organizations. Topics include advanced router configurations, LAN switching, network management, and advanced network design. (Contact Hours – 75) *Prerequisite: CNT 261 Cisco Network Associate II*

CNT 263 CISCO NETWORK ASSOCIATE IV 5 CR (5-0)

This course teaches the student project based learning theory needed to design, build, and maintain networks capable of supporting national and global organizations. Topics include advanced network design projects and advanced network management projects. (Contact Hours – 75) *Prerequisite: CNT 262 Cisco Network Associate III*

CNT 265 CISCO NETWORK PROFESSIONAL V 5 CR (5-0)

Semester 5 focuses on advanced routing and using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this training course, students will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. (Contact Hours – 75) *Prerequisite: CNT 263 Cisco Network Associate IV*

CNT 266 CISCO NETWORK PROFESSIONAL VI 5 CR (5-0)

This course covers the fundamental and practical knowledge needed to implement Cisco remote access network environments. Students will learn important topics such as installing and configuring Cisco's 776, 1720's, and 3640's routers for remote access, Multilink PPP, and Network Address Translation (NAT). Students will also learn to design and implement a remote access network using Cisco equipment and will gain real-world experience by participating in 14 hands-on labs. Contact Hours – 75) *Prerequisite: CNT 265 Cisco Network Professional V*

CNT 267 CISCO NETWORK PROFESSIONAL VII 5 CR (5-0)

Teaches students how to build campus networks using multi-layer switching technologies over high speed Ethernet. This course addresses the integration of routing and switching technologies to create an efficient campus network. Students will identify the Cisco

products and services that enable connectivity and traffic transport over Fast Ethernet, and will implement necessary services at each layer of network to all users to obtain membership to multicast groups in a working multiplayer switched network. (Contact Hours – 75) *Prerequisite: CNT 266 Cisco Network Professional VI*

**CNT 268 CISCO NETWORK PROFESSIONAL VIII** 5 CR (5-0)  
Semester 6 focuses on advanced troubleshooting using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this training course, students will be able to troubleshoot Cisco IOS services required to build a scalable routed network. (Contact Hours – 75) *Prerequisite: CNT 267 Cisco Network Professional VII*

**CNT 270 INTRODUCTION TO FIREWALL CONFIGURATION** 3 CR (3-0)  
This course is an introduction to network security, focusing on how a firewall functions within network security and how to perform basic firewall configurations. (Contact Hours – 45) *Prerequisite: CNT 263*

**CNT 271 ADVANCED SECURITY TECHNOLOGIES** 2 CR (2-0)  
This course includes how to describe, configure, verify and manage firewalls and firewall features, such as IPSec, within the IOS Software. (Contact Hours – 30) *Prerequisite: CNT 263*

**CNT 289 CAPSTONE PORTFOLIO** 2 CR (2-0)  
Part II—2 credits. As part of the portfolio, students will participate in IT field trips-15 hours. Field trips will be taken to companies within the IT industry. Upon completion of each field trip students will be responsible for writing about the career opportunities at the company. They will also address what role the company plays in the industry of IT. These written reports will be part of the student's digital portfolio. 15 hours will be used to construct the IT portfolio and research the necessary information to compose a company summary. Students will also create a hard copy of resume, an online resume and the proper correspondence needed to apply for a job. (Contact Hours – 60)

## COMMUNICATIONS

**COM 105 CAREER COMMUNICATIONS** 3 CR (3-0)  
This course develops employability skills that are needed in obtaining and keeping a job such as searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasis is placed on speaking, writing, listening, critical reading skills, and vocabulary development that is essential to the employment world. (Contact hours - 45)

## COMPUTER SCIENCE

**CSC 135 GRAPHICS TECHNOLOGY** 2 CR (2-0)  
Introduces the student to the concepts and technology of computer graphic applications. The student will use graphic software tools to complete projects. (Contact hours — 30)

★**CSC 148 FORTRAN PROGRAMMING** 3 CR (3-0)  
Students will acquire programming skills using the FORTRAN programming language. Topics include program design, data types, looping structures, formatted and unformatted input/output, array and matrix processing, character manipulations, functions and subroutines, and sequential and direct applications. (Contact hours — 45)  
*Prerequisite: ONE YEAR OF HIGH SCHOOL ALGEBRA OR CIS 118*

**CSC 160 COMPUTER SCIENCE I (JAVA)** 4 CR (4-0)  
Introduces students to the discipline of computer science. Topics covered will include algorithm development, data representation, arithmetic and logical expressions, sub-programs and input/output operations using a structured programming language. (Contact hours — 60) *Prerequisite: CIS/CSC 166 OR APPROVAL OF INSTRUCTOR*

★**CSC 161 COMPUTER SCIENCE II (JAVA)** 4 CR (4-0)  
Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Students gain experience in the use of data structures and design of larger software projects. Intensive computer laboratory experience required. (Contact hours —60)  
*Prerequisite: CSC 160*

★**CSC 165 DISCRETE STRUCTURES** 4 CR (4-0)  
Prepares students for a fundamental understanding of computing and computer science. Topics covered will include set theory, Boolean algebra, relations, functions, graph theory, and techniques for formal reasoning. (Contact hours — 60) *Prerequisite: MAT 121/MAT 166*

★**CSC 166 VISUAL BASIC PROGRAMMING** 3 CR (3-0)  
*(Core Course for AGS)*  
An introductory course using the Visual Basic Programming language. Topics may include program design, input/output, decisions, loops, arrays, functions, arithmetic, and VB topics such as form layout and design, control properties and methods, event and general procedures, and modules. (Contact hours — 45)

★**CSC 225 COMPUTER ORGANIZATION** 4 CR (4-0)  
Introduces the student to the organization of a computer at the logic level. Topics covered will include numbering systems, digital logic, digital systems, machine level representation of data, assembly language programming, machine organization, and memory system organization. (Contact hours — 60)  
*Prerequisite: CSC 160 OR APPROVAL OF INSTRUCTOR*

★**CSC 230 C LANGUAGE PROGRAMMING** 3 CR (3-0)  
Students are introduced to the C programming language, which is a “mid-level” language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a “low level.” (Contact hours — 45) *Prerequisites: CSC 160 OR APPROVAL OF INSTRUCTOR. NOT INTENDED AS A FIRST COURSE IN COMPUTER PROGRAMMING*

**CSC 238 MIGRATING TO OBJECT-ORIENTED PROGRAMMING WITH JAVA TECHNOLOGY** 3 CR (3-0)  
Provides students with the necessary concepts and skills to move to JAVA technology. This course teaches basic object-oriented concepts and object-oriented analysis and design as they relate to JAVA technology, as well as introductory JAVA programming language constructs. (Contact Hours – 45) *Prerequisite: CIS 119 or Approval of Instructor*

## COMPUTER WEB

**CWB 135 COMPLETE WEB EDITING - FRONT PAGE** 3 CR (3-0)  
This course is designed to give basic instruction in the use of a GUI program to create web pages. The students will learn to insert tables, hyperlinks, graphics and create a page that is appealing to users. Pages using frames, multimedia and forms will also be introduced. Creating pages with preset themes will also be discussed. Students will have knowledge of what creates a page that is viewable in a variety of browsers. (Contact Hours – 45)

CWB 161 DIGITAL DESIGN 4 CR (4-0)  
Students will be exposed to many different ways to incorporate multimedia into a web site. Macromedia Dreamweaver, Fireworks, and Flash software will teach the students advanced fundamentals of web design. Digital photography and the use of scanned images will be incorporated. The use of Adobe Photoshop will allow students to edit the digital media and make it web ready. Contact Hours – 60) *Prerequisite: CWB 135 or Approval of Instructor*

CWB 173 COMPLETE WEB AUTHORING-HTML 3 CR (3-0)  
This course explores the complete set of web authoring skills using HTML and/or other scripting languages. Topics include links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms. (Contact Hours – 45)

CWB 221 TECHNOLOGY FOUNDATION FOR E-COMMERCE 3 CR (3-0)  
This is a lecture/lab-based course that is designed to provide the student with thorough knowledge of e-commerce architecture, HTML, and Network fundamentals. This course prepares students to take the CompTIA I-net + exam. (Contact Hours – 45)

CWB 223 ADVANCED E-COMMERCE TECHNOLOGIES 3 CR (3-0)  
This is a lab-based course that is designed to provide the student with an in-depth functional and technical overview of e-commerce architecture, practical skills and knowledge of networks and their technologies, and an overview of an Oracle database. This course specifies how network technologies and architecture integrate in the design of e-commerce applications, and how the database and its tools are utilized to support these applications. (Contact Hours – 45)

## COOPERATIVE WORK EXPERIENCE

CWE 187 COOPERATIVE WORK EXPERIENCE 2 to 12 CR (2 to 12-0)  
Freshman student is provided an extension and application of classroom instruction through a supervised work experience that is related to the student's educational and career goals. Credit is awarded on the basis of time spent on the job and completion of additional requirements such as learning objectives, record of experiences, and final term report. (Contact hours — 80-480)

CWE 287 COOPERATIVE WORK EXPERIENCE 2 to 12 CR (2 to 12-0)  
Sophomore student is provided an extension and application of classroom instruction through a supervised work experience that is related to the student's educational and career goals. Credit is awarded on the basis of time spent on the job and completion of additional requirements such as learning objectives, record of experiences, and final term report. (Contact hours — 80-480)

## COSMETOLOGY

COS 101 INTRODUCTION TO COSMETOLOGY 16 CR (8-12)  
Theory of professional ethics, human relations, hygiene, grooming, visual poise, wardrobe planning and bacteriology. The student will learn the theory of and be given the opportunity to practice basic sanitation, color analysis, shampooing, scalp treatment and conditioners, haircutting, hairstyling, haircoloring, permanent waving, facials and makeup, manicures and pedicures, artificial nails, lymphatic drainage and eyebrow waxing. (Contact hours — 300)

COS 102 BEGINNING COSMETOLOGY 15 CR (5-15)  
Theory of skin, hair, nails, human anatomy and physiology, chemistry, hair lightening, facial make-up, computer hairstyling imag-

ing service, oral communications and internal marketing. Given the opportunity through client services the student will perform the practical application of all skills learned in COS 101. The student will begin to gain experience in dispensing products, acting as receptionist and learn bookkeeping procedures to balance daily receipts. (Clock Hours — 300) *Prerequisites: COS 101*

COS 103 INTERMEDIATE COSMETOLOGY 11 CR (0-22)  
Theory in chemical straightening, wigs and hair pieces, electricity, heat and light, plus salon management, salesmanship, and how to write a resume and to apply for a job. Given the opportunity through continued client services and practical classes, the student will practice advanced techniques of hairstyling, competition hairstyling, haircoloring, haircutting, permanent waving, nail art, and leg waxing. (Contact hours — 330) *Prerequisites COS 101, COS 102*

COS 104 ADVANCED COSMETOLOGY 10 CR (0-20)  
Designed to review the theory of all phases of cosmetology. The student will continue in the practice of basic and advanced techniques during the practical application in classes and client services. This course will also offer the student practice in the required procedures for the State Board Examination. (Contact hours — 300) *Prerequisites: COS 101, COS 102, COS 103*

COS 105 PREPARATION FOR STATE BOARD 8 CR (0-16)  
Theory review in preparation for the State Board written and practical examinations. The student will, when given the task, practice any procedure taught and continue implementing all the basic and advanced techniques of cosmetology needed during the performance of client services. (Clock hours — 240) *Prerequisites: COS 101, COS 102, COS 103, COS 104*

COS 175 SPECIAL TOPICS IN COSMETOLOGY TECHNIQUES .25 to 5 CR (.25 to 5-0)  
Designed to provide extended study in related topics in all phases of cosmetology. (Contact hours — 8 to 45)

## CRIMINAL JUSTICE

CRJ 102 CAREER COUNSELING AND EVALUATION 3 CR (3-0)  
This course consists of various test instruments designed to assist students in evaluating their performance at the Police Academy and in meeting their career placement goals. This course is included in, and required for, all Police Academy students. (Contact hours — 45)

CRJ 103 ARREST AND CONTROL 3 CR (1-3)  
This course provides students with the knowledge, skills and abilities necessary to effectively maintain control of a suspect when making an arrest. Use of force options available to officers through verbal skills is stressed. Use of a baton will be taught in accordance with P.O.S.T. standards. (Contact hours — 60) *Prerequisites: Permission of the Criminal Justice Coordinator; and students must meet P.O.S.T. qualifications for admission.*

CRJ 104 LAW ENFORCEMENT DRIVING 1.5 CR (0-2)  
Provides students with the knowledge, skills and abilities necessary to safely operate a patrol vehicle under emergency conditions. Defensive driving will be stressed. Students will demonstrate skills by actually driving under simulated conditions. The course is designed and conducted in accordance with P.O.S.T. standards. (Contact hours — 32) *Prerequisites: Valid Colorado driver's license; permission of the Criminal Justice Coordinator; and students must meet P.O.S.T. qualifications for admission.*



COURSE DESCRIPTIONS

CRJ 105 FIREARMS 2.5 CR (1-2)  
 Provides students with the knowledge, skills and ability to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range in accordance with P.O.S.T. standards. (Contact hours — 53)  
*Prerequisites: permission of the Criminal Justice Coordinator; and students must meet P.O.S.T. qualifications for admission.*

CRJ 106 ADMINISTRATION OF JUSTICE 1 CR (1-0)  
 This course provides students with the knowledge, skills and abilities necessary to be familiar with the ethical operations of federal, state and local criminal justice systems. Taught in accordance with P.O.S.T. standards. (Contact hours – 31) *Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

CRJ 107 BASIC LAW 5.5 CR (5.5-0)  
 This course provides students with the knowledge, skills and abilities necessary to be familiar with historical, legal and practical aspects of federal and state statutory law and how to apply these laws to the law enforcement profession. Taught in accordance with P.O.S.T. standards. (Contact hours – 72) *Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

CRJ 108 HUMAN RELATIONS/COMMUNITY INTERACTION 1.5 CR (1.5-0)  
 This course provides students with the knowledge, skills and abilities necessary to interact with fellow law enforcement professionals and the public with an ethical and partnership mindset conducive to community policing. Taught in accordance with P.O.S.T. standards. (Contact hours – 22) *Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

CRJ 109 PATROL PROCEDURES 3 CR (2-1)  
 This course provides students with the knowledge, skills and abilities necessary of a peace officer to safely and effectively accomplish the patrol function. Taught in accordance with P.O.S.T. standards. (Contact hours – 60) *Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

★CRJ 110 INTRODUCTION TO CRIMINAL JUSTICE 3 CR (3-0) (State & NJC Core)  
 A study of the agencies and processes involved in the criminal justice system: legislature, police, prosecutor, public defender, courts and corrections. An analysis of the roles and problems of the criminal justice system in a Democratic society. (Contact hours — 45)

CRJ 111 SUBSTANTIVE CRIMINAL LAW 3 CR (3-0)  
 Covers common law and statutory crimes, definitions between criminal and civil law, assigned criminal law reading, federal and state reports, and Colorado criminal code sections. (Contact hours – 45) *Prerequisite: CRJ 110, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 113 TRAFFIC CONTROL 2 CR (2-0)  
 This course provides students with the knowledge, skills and abilities necessary to be familiar with the traffic control function within law enforcement operations. Taught in accordance with P.O.S.T. standards. (Contact hours – 30) *Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

CRJ 114 PRELIMINARY INVESTIGATIONS/ INVESTIGATIVE PROCEDURES 3 CR (3-0)  
 This course provides students with the knowledge, skills and abilities necessary to conduct preliminary law enforcement investigations. Taught in accordance with P.O.S.T. standards. (Contact hours – 56)  
*Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

CRJ 115 STATE AND LOCAL GOVERNMENT 3 CR (3-0) (LE Core)  
 Examination of the municipal, county and state government system and organization. Functions, procedures and their impact on the criminal justice system will be highlighted. (Contact hours — 45)

CRJ 117 COMMUNICATIONS 1 CR (1-0)  
 This course provides students with the knowledge, skills and abilities necessary to communicate effectively verbally and written reports within law enforcement operations. Taught in accordance with P.O.S.T. standards. (Contact hours – 22) *Statement of Course Prerequisite: Permission of the Criminal Justice Coordinator, and students must meet P.O.S.T. qualifications for admission*

CRJ 118 REPORT WRITING 3 CR (3-0) (NJC Core)  
 Designed to teach the fundamentals for preparing criminal justice reports; who uses them; what information must be included; how to organize them; and how to write in clear, concise language that will effectively communicate the maximum amount of factual information. Special emphasis will be placed on spelling, punctuation, and paragraphing. (Contact hours — 45)  
*Prerequisite: ENG 121.*

CRJ 125 LAW ENFORCEMENT OPERATIONS 3 CR (3-0)  
 An in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure. (Contact hours - 45) *Prerequisites: Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 138 SUBSTANCE ABUSE 2 CR (2-0) (LE Core)  
 An introduction to the problems of substance abuse (alcohol and drugs) in our society. This course is designed to equip the criminal justice student with increased knowledge concerning the issues involved, i.e., history and classification of substances subject to abuse, social impact of abuse, physical and psychological impact of abuse, statutory and regulatory law controlling abuse, and treatment modalities for abuse. (Contact hours — 30)

CRJ 143 EVIDENCE AND CRIME SCENE INVESTIGATION 3 CR (3-0) (LE Core)  
 Introduces students to the basic procedures in crime scene management including photography, preparing initial reports and sketches, collecting and processing evidence, and related criminalistic procedures. Interviewing suspects, witnesses and victims is also covered. The course includes the recording and processing of a mock crime scene. (Contact hours — 45)  
*Prerequisites: Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

★CRJ 145 CORRECTIONAL PROCESS 3 CR (3-0) (Corrections Core)  
 Covers the postconviction corrections process; the development of a correctional philosophy, theory, and practice; a description of institutional operations, programming and management; and community-based corrections, probation and parole. (Contact hours — 45)

■ Designates General Education Core transfer classes. ★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

COURSE DESCRIPTIONS

CRJ 146 COMMUNITY BASED CORRECTIONS 3 CR (3-0)  
*(Corrections Core)*  
 An analysis of community based correctional programs and procedures. Emphasis on the environment and its relationship to public safety, rehabilitation, and punishment. (Contact hours — 45)

CRJ 147 INSTITUTIONAL OPERATIONS 3 CR (3-0)  
*(Corrections Core)*  
 A study of the Correctional Institution, including the role of correctional personnel relative to institutional programs. (Contact hours — 45) *Prerequisites: CRJ 110, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 187 FIELD EXPERIENCE IN CRIMINAL JUSTICE 2 to 4 CR (2 to 4-0)  
 Student is placed in a correctional institution and works under the supervision of experienced personnel. Placement depends on the availability and willingness of correctional facilities management and college instructor. (Contact hours — 80-160) *Prerequisites: CRJ 110, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

★CRJ 210 CONSTITUTIONAL LAW 3 CR (3-0)  
*(State & NJC Core)*  
 A study of the powers of government as they are allocated and defined by the U.S. Constitution. Intensive analysis of U.S. Supreme Court decisions as they affect the criminal justice system are studied. (Contact hours — 45)

CRJ 215 CONSTITUTIONAL RIGHTS OF INMATES 3 CR (3-0)  
*(NJC Core)*  
 Overview of the justice system as it pertains to the constitutional rights of inmates including civil and criminal liabilities, illegal services, and disciplinary proceedings. (Contact hours — 45) *Prerequisite: CRJ 110.*

★CRJ 216 JUVENILE LAW AND PROCEDURE 3 CR (3-0)  
*(NJC Core)*  
 An in-depth analysis of the socio-legal operation of the Juvenile Court, focusing on the substantive and due process rights of minors. Analysis of legal reasoning underlying the juvenile law as it operates at all levels of government. (Contact hours — 45)

CRJ 220 HUMAN RELATIONS AND SOCIAL CONFLICT 3 CR (3-0)  
*(State & NJC Core)*  
 Highlights of the environmental, organizational, and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs, and behavior involved in role conflicts, community relations, and conflict management in the social structure. (Contact hours — 45)

CRJ 226 CRIMINAL JUSTICE ETHICS 3 CR (3-0)  
*(NJC Core)*  
 Student will review the history and development of ethics and ethical systems and their impact on the criminal justice system. An analysis of subcultures and ethical dilemmas as well as deviant ethical behavior in the criminal justice system is studied. Value systems and processes for arriving at ethical decisions are discussed. (Contact hours — 45)

★CRJ 230 CRIMINOLOGY 3 CR (3-0)  
*(State & NJC Core)*  
 Examination of the question of crime causation from legal, social, political, psychological, and theoretical perspectives, history and development of criminology. (Contact hours — 45)

CRJ 238 SPECIAL ISSUES IN CRIMINAL JUSTICE 3 CR (3-0)  
 This course is designed to review issues within the field of corrections. The students are given an opportunity to demonstrate the knowledge and skills previously learned. (Contact hours — 45-60) *Prerequisite: CRJ 110, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 240 CRIMINAL INVESTIGATION 3 CR (3-0)  
*(NJC Core)*  
 Criminal investigative methods and procedures will be introduced, from the preliminary through the follow up states. (Contact hours — 45)  
*Prerequisite: CRJ 110 & CRJ 143, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 241 ADVANCED CRIMINAL INVESTIGATIONS 3 CR (3-0)  
*(LE Core)*  
 Surveillance and undercover operations, analytical investigative techniques, sex offenses, violent deaths, assault, robbery, burglary, theft, drugs and other special investigations are studied. (Contact hours — 45)  
*Prerequisites: CRJ 143 & CRJ 240, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 246 TRAFFIC INVESTIGATION & MANAGEMENT 3 CR (3-0)  
*(LE Core)*  
 An overview of traffic problems, collisions, investigation and report preparation. Students will review accident prevention, traffic education, engineering and enforcement strategies. (Contact hours — 45)

CRJ 255 ORGANIZATIONAL MANAGEMENT OF CORRECTIONAL INSTITUTIONS 3 CR (3-0)  
*(Corrections Core)*  
 Covers the history of penal and correctional management, organization of correctional institutions, management processes, leadership, control principles, and the implications for the future. (Contact hours — 45) *Prerequisite: CRJ 110.*

CRJ 256 CLASSIFICATION, TREATMENT AND MANAGEMENT OF INMATES 3 CR (3-0)  
*(Corrections Core)*  
 The process through which the custodial, educational, vocational, and treatment needs of the offender are determined. (Contact hours — 45) *Prerequisites: CRJ 110.*

CRJ 260 ABNORMAL PSYCHOLOGY IN CRIMINAL JUSTICE 3 CR (3-0)  
*(NJC Core)*  
 Students will examine the major diagnostic categories of juveniles and adults found in the criminal justice system. Emphasis will be placed on chronic mental illness, personality disorder, and attention deficit disorder. Abnormal behavior and its description and cause will be linked to management and treatment in the criminal justice system. (Contact hours — 45) *Prerequisite: PSY 101*

CRJ 265 CRIMINAL JUSTICE MGMT & ADMINISTRATION 3 CR (3-0)  
*(NJC Core)*  
 Examine the management principles and administrative functions of criminal justice organizations and an introduction to the concepts of organizational development and behavior. (Contact hours — 45) *Prerequisite: CRJ 110.*

CRJ 270 RESEARCH TECHNIQUES IN CRIMINAL JUSTICE 1 to 3 CR (1 to 3-0)  
An introduction to criminal justice research through basic library and computer skills, government documents, statistics, research methodologies and legal research. (Contact hours — 15-45) *Prerequisites: CIS 280, CIS 118 & MAT 135, Criminal Justice major and/or permission of the Criminal Justice Coordinator.*

CRJ 285 INDIVIDUAL STUDIES 3 to 4 CR (3 to 4-0)  
Individual study provides an opportunity for the above-average student to do independent research in areas not covered in the regular curriculum or to explore in much greater depth a topic covered in a class. Each independent student project must be arranged in advance through a supervised faculty member. (Contact hours — 45-60) *Prerequisites: Sophomore standing, Criminal Justice major, and/or permission of the Criminal Justice Coordinator.*

## CULINARY MANAGEMENT

CUA 175 SPECIAL TOPICS IN CULINARY .25 to 5 CR (.25 to 5-0)  
Studies in food management, service and food preparation.

## EARTH SCIENCE

■ ★GEY 111 PHYSICAL GEOLOGY 4 CR (3-3)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. (Contact hours — 90)

■ ★GEY 121 HISTORICAL GEOLOGY 4 CR (3-3)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
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 environment, fossil life forms, and physical events, all within the framework of shifting crustal plates. This course includes a laboratory experience. (Contact Hours — 90)  
*Prerequisites: GEY 111 OR APPROVAL OF INSTRUCTOR*

## EARLY CHILDHOOD PROFESSIONS

★ECP 101 INTRODUCTION TO EARLY CHILDHOOD PROFESSION 3 CR (3-0)  
Provides an introduction to the Early Childhood Professions. Topics include 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; and Administration and Supervision. Ages addressed: birth through age 8. (Contact hours — 45)

★ECP 102 INTRODUCTION TO EARLY CHILDHOOD LAB TECHNIQUES 3 CR (1-4)  
Includes a classroom seminar and a 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. Ages addressed: birth through age 8. (Contact hours — 75)

★ECP 111 INFANT AND TODDLER THEORY AND PRACTICE 3 CR (3-0)  
Presents an overview of theories, applications (including observations) and issues pertinent to infants and toddler development in group and/or family settings. State requirements for licensing, health, safety and nutrition issues are included. Ages addressed: prenatal through 2. (Contact hours — 45)

★ECP 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES 3 CR (1-4)  
Includes a classroom seminar and a 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. Ages addressed prenatal through 2. (Contact hours — 75) Pre-requisite: ECP 111

★ECP 148 GUIDANCE STRATEGIES FOR CHILDREN 3 CR (3-0)  
Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Ages addressed: birth through age 8. (Contact hours — 45)

★ECP 200 THE PROFESSIONAL NANNY 3 CR (3-0)  
This course explores the nanny's role and responsibilities when working with today's families. Topics discussed include: professional relationships, ethics, commitment to children, the challenges and rewards of working in a private home, communications, taking care of one's own well-being as a nanny, social skills, travel, the process of seeking a nanny position, employer responsibilities, the nanny job description and written employment agreement, and starting and leaving a job. (Contact hours — 45)

★ECP 201 NANNY METHODS AND TECHNIQUES 6 CR (3-6)  
Explores the competencies required of a nanny to care for children in a private home setting. Topics include: creating a safe home environment, planning and implementing developmentally appropriate play/learning activities for children, traveling with children, children's clothing, children's equipment and play materials, sleep routines, personal care, and feeding and mealtimes. A lab accompanies this course where students gain practical experience in providing in-home care for children. (Contact hours — 135)

★ECP 206 HEALTH, NUTRITION, & SAFETY 3 CR (3-0)  
This course focuses on ways to ensure the physical health and well-being of infants, toddlers, preschoolers, and primary-age children. Students will learn ways to promote optimal physical, emotional, dental, and cognitive growth. They will demonstrate knowledge of universal precautions, and environmental and procedural factors that prevent illness. (Contact hours — 45)

★ECP 210 FIRST START: INCLUDING CHILDREN WITH DISABILITIES 3 CR (3-0)  
Covers child care services for infants, toddlers, and young children with disabilities and chronic conditions. The focus is on strategies, activities, and adaptations that assist with the inclusion of children with disabilities and chronic conditions in child care programs. Ages addressed: birth through age 8. (Contact hours — 45)

★ECP 214 LANGUAGE AND COGNITION FOR THE YOUNG CHILD 3 CR (3-0)  
Examines theories of cognitive and language development as a framework for conceptualizing the way young children acquire thinking skills. The content includes observing, planning, facilitating creative representation, and evaluating strategies within the context of play. Content areas are language, science, math, problem solving and logical thinking. Ages addressed: birth through age eight. (Contact hours — 45)

★ECP 215 CREATIVITY AND THE YOUNG CHILD 3 CR (3-0)  
Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. The content explores creative learning theories and research. It focuses on developmentally appropriate curriculum strategies in all developmental domains. Ages addressed: birth through age 8. (Contact hours — 45)

★ECP 216 ADMINISTRATION: HUMAN RELATIONS FOR EARLY CHILDHOOD PROFESSIONS 3 CR (3-0)  
This course focuses on the human relations component of an early childhood professional's responsibilities. Course content includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interactions. (Contact hours — 45)

★ECP 226 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS 3 CR (3-0)  
Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. It includes a focus on the human relations component of an early childhood professional's responsibilities. Course content focuses on new director's administrative skills and administration from a teacher's perspective. Ages addressed: birth through 12. (Contact hours — 45)

★ECP 227 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES 3 CR (3-0)  
Provides an overview of early childhood curriculum development. The content includes processes for planning and implementing developmentally appropriate environments, materials and experiences and quality in early childhood programs. Ages addressed: birth through age 8. (Contact hours — 45)

★ECP 238 CHILD DEVELOPMENT 3 CR (3-0)  
Covers the growth and development of the child from conception through the elementary school years. Physical, cognitive, emotional, psychosocial and environmental factors are emphasized. The concept of the whole child and how adults can provide a supportive environment for children is also emphasized. Ages addressed: Prenatal through age 12. (Contact hours — 45)

★ECP 240 OBSERVATION AND ASSESSMENT 2 CR (1-2)  
Explores how to use informal assessment strategies to plan and individualize curriculum and teaching practices to meet the needs of individual children. Ways to ensure the continuous development of children will be covered. (Contact hours —45)

★ECP 270 FAMILY AND COMMUNITY RELATIONSHIPS 3 CR (3-0)  
Explores how professionals can establish and maintain positive, collaborative relationships with families by respecting parents' choices and goals for children and communicating effectively with parents about the early childhood program. Demonstrating sensitivity to differences in family structures and social and cultural backgrounds will be emphasized. In addition, this course will cover how to communicate effectively with other professionals concerned with children and with agencies in the larger community. (Contact hours — 45)

★ECP 288 EARLY CHILDHOOD PRACTICUM 6 CR (0-15)  
Includes active participation as an early childhood teacher with pre-school and/or young elementary children in the classroom setting. Students plan and implement curriculum, work with parents, and learn administrative tasks. (Contact hours — 225)  
*Corequisite: ECP 240*

## ECONOMICS

★ECO 110 GENERAL ECONOMICS 3 CR (3-0)  
*(Core Course for AGS or AAS)*

Introduces students to the general overview of the economic philosophies and system of capitalism. To provide vocational students with sufficient economic literacy to understand the importance and magnitude of the interrelationships between supply and demand, business cycle fluctuations, money and banking. To provide required generalized foundation work on which students may be informed, critical and productive workers and citizens. (Contact hours — 45)

■ ★ECO 201 PRINCIPLES OF MACROECONOMICS 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Studies the American economy, stressing the interrelationships among the household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. (Contact hours — 45)

■ ★ECO 202 PRINCIPLES OF MICROECONOMICS 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Studies the firm in-depth, the nature of cost, and how those relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. (Contact hours — 45) *Prerequisite: ECO 201*

## EDUCATION

★EDU 120 PRINCIPLES OF MENTORSHIP 2 CR (2-0)

Cooperatively designed partnership between the student and the NJC faculty, staff or community learners for the pursuit of learning about academic and career success. This course will provide students with opportunities to form relationships with role models. The mentorship will allow students the chance to investigate and gain knowledge in academic and career areas that best meet their individual needs. (Contact hours — 30)

★EDU 123 INTRODUCTION TO TUTORING 1 CR (1-0)

An introductory course covering the fundamentals of tutoring, including active listening, basic tutoring skills, questioning techniques, handling groups, and critical thinking. A number of activities are required outside of class time including familiarization with various computers and programs, and observing a professional in the CLC Center. Students are required to enroll in this course to work as a student tutor in the college's Comprehensive Learning Center; other interested students may enroll. (Contact hours — 15)

★EDU 175 SPECIAL TOPICS: TEACHER AIDE INTRODUCTION 1 to 3 CR (0-1.75-5)

Provides classroom experience as a teacher aide to students anticipating careers in the teaching profession. Students should be sophomores and must complete fingerprinting and a background check by a law enforcement agency, before aiding in a school. An orientation to this field study experience is required along with 25-75 clock hours of aiding. (Clock hours — 25 to 75)  
*Prerequisites: Approval of Instructor*

★EDU 175 SPECIAL TOPICS: SIGN LANGUAGE I .25 to 3 CR (.25 to 3-0)  
Enables the student to learn functional sign language skills through the use of "Signing Exact English." (Contact hours — 4 to 45)

EDU 265 TECHNOLOGY IN EDUCATION 3 CR (3-0)  
This course will examine the integration of various instructional delivery methods and applications within teaching. Content-specific applications of computing, video, print, hypermedia and multimedia, telecommunications technologies and issues of relevance to education will be emphasized. (Contact hours - 45)

★EDU 275 SPECIAL TOPICS: STUDIES IN CAREER & TECHNICAL EDUCATION .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching others in vocational education. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: COACHING .25 to 3 CR (.25 to 3-0)  
Emphasizes a wide variety of skills for effective coaching. Students will evaluate coaching styles, their own coaching style, and study the value of meeting individual needs of their athletes' emotional and physical well-being. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: EDUCATION .25 to 3 CR (.25 to 3-0)  
Students will select various topics of personal interest to study in detail and to analyze for use and benefit to others. Emphasis is placed upon the professional growth of the teacher. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: EARLY CHILDHOOD .25 to 3 CR (.25 to 3-0)  
Participants explore research on early childhood brain growth and implications for program planning. Students will review, demonstrate, and practice administering a variety of assessment instruments. They will plan for early childhood programs and evaluate early childhood intervention programs (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: WHOLE LANGUAGE .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experience in selected topics related to teaching others using the whole language method. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: READING .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching others reading skills. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: COMMUNICATION .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching communication to others. (Contact hours - 4 to 45)

★EDU 275 SPECIAL TOPICS: LITERATURE .25 to 3 CR (.25 to 3-0)  
Students will study special topics in literature for kindergarten through high school students. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: SOCIAL SCIENCES .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching social science topics to others. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: MATHEMATICS .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching mathematics to others. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: SCIENCE .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching science to others. (Contact hours — 4 to 45)

★EDU 275 SPECIAL TOPICS: COMPUTER SCIENCE .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching computer science to others. (Contact hours — 4 to 45)

★EDU 275 SPECIAL STUDIES: ADMINISTRATION .25 to 3 CR (.25 to 3-0)  
Introduces school staff to current issues, trends, and practices in school administration. (Contact hours — 4 to 45)

★EDU 275 SPECIAL STUDIES: SPECIAL EDUCATION .25 to 3 CR (.25 to 3-0)  
Students gain knowledge, skills, and experiences in selected topics related to teaching others in special education. (Contact hours — 4 to 45)

## ENGINEERING

■ ★EGG 271 THEORETICAL MECHANICS-STATICS 3 CR (3-0)  
Emphasizes vectors, resolution and composition of forces in two and three dimensions, free body diagrams, equilibrium conditions, moments, couples, centroids, and moments of inertia. (Contact hours — 45) *Prerequisites: MAT 201*

■ ★EGG 272 THEORETICAL MECHANICS—DYNAMICS 3 CR (3-0)  
Study of velocity and acceleration, rectilinear, rotation and curvilinear motion, work, power, impulse, and momentum. (Contact hours — 45) *Prerequisites: EGG 271*

## EMERGENCY MEDICAL SERVICES

EMS 110 CPR FOR THE PROFESSIONAL RESCUER .5 CR (.5-0)  
Designed for medical personnel, first responders, firefighters, and lifeguards who are in a position to administer first aid for cardiac emergencies as a team effort. Skills are developed in one-rescuer CPR, two-rescuer CPR, the use of the pocket mask and bag-valve-mask. Successful completion meets certification requirements of the American Red Cross. (Contact hours — 7.5)

EMS 111 CPR FOR THE PROFESSIONAL RESCUER REVIEW .25 CR (.25-0)  
Designed as a yearly review in the professional rescuer CPR skills as required by the American Red Cross. Students will review course materials and skills practice prior to skill and written exams. Successful completion meets certification requirements of the American Red Cross. (Contact hours — 3.75)

EMS 115 FIRST RESPONDER 3 CR (2-1)  
This course provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of a medical emergency and providing care until advanced EMS help arrives. Upon successful course completion, the student will be eligible to take a certification exam at the responder level. (Contact hours — 45)

EMS 117 BTLS FOR THE FIRST RESPONDER 1 CR (1-0)  
This course has been designed for all health care providers who are responsible for the care of the traumatized patients, both inside and outside the hospital. Successful completion of this national course provides Basic Trauma Life Support certification through the Colorado BTLs Society valid for 3 years. (Contact hours - 16)

EMS 120 EMERGENCY RESPONSE INSTRUCTOR 1 CR (1-0)  
A course to train instructors in methods, materials, and evaluation processes for American Red Cross Emergency Response course. (Contact hours — 15) *Prerequisites: PED 220 or other ARC current instructor authorization.*

EMS 125 EMT - BASIC 9 CR (6-3)  
This course provides the first level of training in the career structure of the Emergency Medical Technician. Upon successful completion of this program, including written and practical examinations, and being at least 18 years of age, candidates are eligible to take the state EMT certification examination subject to requirements of the Colorado Department of Public Health and Environment. (Contact hours — 174)

EMS 127 BTLs FOR EMT - BASIC 1 CR (1-0)  
This course has been designed for all health care providers who are responsible for the care of the traumatized patients, both inside and outside the hospital. Successful completion of this national course provides Basic Trauma Life Support certification through the Colorado BTLs Society valid for 3 years. (Contact hours - 16)

EMS 130 IV THERAPY FOR EMT - BASIC 2 CR(2-1)  
Prepares the EMT Basic to “establish an intravenous line to keep the vein open for fluid volume replacement or for dextrose administration.” The course meets Colorado EMS Division guidelines. (Contact hours — 20)

EMS 147 BASIC - EKG INTERPRETATION FOR EMT'S 2 CR (2-1)  
Provides instruction in anatomy and physiology of the heart; includes basic interpretation of three lead EKG's. (Contact hours - 30)

EMS 175 CME: FOR EMT - BASIC .25 to 3CR (.25 TO 3-0)  
This course is designed to provide review and updating of Emergency Medical Technician basic skills and knowledge. Students will enroll for the number of hours/topics needed to meet recertification requirements.. (Contact hours 4 to 45) *Prerequisites: Current Colorado EMT-Basic Certificate and current Basic Life Support CPR Certificate.*

EMS 205 EMT - INTERMEDIATE 11 CR (8-8)  
This course is designed to introduce the student 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 noninvasive emergency medical functions described for the EMT-Basic, provide advanced level airway management, perform cardiac monitoring and defibrillation and administer approved medication. (Contact hours - 232)

EMS 207 BTLs FOR EMT - INTERMEDIATE 1 CR (1-0)  
This course has been designed for all health care providers who are responsible for the care of the traumatized patients, both inside and outside the hospital. Successful completion of this national course provides Basic Trauma Life Support certification through the Colorado BTLs Society valid for 3 years. (Contact hours - 16)

EMS 210 CME: FOR EMT - INTERMEDIATE .25 to 3CR (.25 TO 3-0)

This course is designed to provide periodic review and updating of Emergency Medical Technician intermediate skills and knowledge. Students will enroll for the number of hours/topics needed to meet recertification requirements.. (Contact hours 4 to 45) *Prerequisites: Current Colorado EMT-Basic Certificate and current Basic Life Support CPR Certificate.*

EMS 227 BTLs FOR EMT - PARAMEDIC 1 CR (1-0)  
This course has been designed for all health care providers who are responsible for the care of the traumatized patients, both inside and outside the hospital. Successful completion of this national course provides Basic Trauma Life Support certification through the Colorado BTLs Society valid for 3 years. (Contact hours - 16)

## ENGLISH

ENG 030 BASIC WRITING SKILLS 2 CR (2-0)  
This course will focus on sentence and basic paragraph structure and development. Students will 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. (Contact hours — 30) *Prerequisite: Accuplacer assessment of 20-39.*

ENG 060 WRITING FUNDAMENTALS 3 CR (3-0)  
This course will focus on paragraph structure and development and will introduce the formal essay. Students will 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. (Contact hours — 45) *Prerequisite: Accuplacer assessment of 40-59.*

ENG 090 BASIC COMPOSITION 3 CR (3-0)  
This course will emphasize critical thinking as students explore writing for specific purposes and audiences. Students will develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. (Contact hours — 45) *Prerequisite: Accuplacer assessment of 60-85.*

★ENG 121 ENGLISH COMPOSITION I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. (Contact hours — 45)

★ENG 122 ENGLISH COMPOSITION II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Expands and refines the objectives of Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. (Contact hours — 45)  
*Prerequisites: ENG 121*

★ENG 131 TECHNICAL WRITING 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
Develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing, and revising clear, readable documents for industry, business, and government. (Contact hours — 45)

## ENGLISH AS A SECOND LANGUAGE

ESL 009 LOW BEGINNING ESL 2-4 CR (2 to 4-0)  
Students will begin to learn writing, reading, listening, and speaking skills as tools for life skills in English. Students will practice various work and living situations using basic English. (Contact hours – 30 to 60)

ESL 010 HIGH BEGINNING ESL 2-4 CR (2 to 4-0)  
Students will build on writing, reading, listening, and speaking skills as learned in ESL 009. Students will practice various work and life skill situations using basic English. (Contact hours - 30 to 60)

ESL 013 LOW INTERMEDIATE ESL 2-4 CR (2 to 4-0)  
Students will build writing, reading, listening, and speaking skills as learned in ESL 010. Students will practice various work and life skill situations in English. (Contact hours – 30 to 60)

ESL 014 HIGH INTERMEDIATE ENGLISH FOR LIFE SKILLS 3-7 CR (3 to 7-0)  
Builds on ESL 013 life skills competencies and provides students with the skills to use English to function independently in a variety of situations to satisfy survival, workplace and social needs. (Contact hours – 45 to 105)

ESL 071 BASIC LANGUAGE SKILLS 6-12 CR (6 to 12-0)  
Develops and strengthens the reading, writing, listening, speaking, and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic level ESL courses. (Contact hours – 90 to 180)

ESL 072 INTERMEDIATE LANGUAGE SKILLS 6-12 CR (6 to 12-0)  
Provides intermediate and high intermediate English language students with intensive instruction and practice in reading, writing, and speaking English. Teaches intermediate and advanced level grammar concepts. Prepares students for further academic and vocational study. (Contact hours – 90 to 180)

## ENTOMOLOGY

\*ENY 200 INTRODUCTION TO ENTOMOLOGY 4 CR (3-2)  
(Core Course for AGS or AAS)

Study of the basic principles of entomology includes the general structure, physiology, life histories, habits, controls, and classifications of insects with emphasis toward agriculture. Laboratory provides for the study of representative specimens. Field trips provide for the study of selected insects in their natural habitat. A collection is required. (Contact hours — 75)

## EQUINE MANAGEMENT

EQM 101 STABLE OPERATIONS I 3 CR (0-10)  
Designed to familiarize the student with the routine daily care, grooming, feeding, stable sanitation, daily health and feed records of horses put in their charge. (Contact hours — 150) *Prerequisites: TAKEN CONCURRENTLY WITH EQT 101*

EQM 102 STABLE OPERATIONS II 3 CR (0-10)  
Designed to familiarize the student with the routine daily care, grooming, feeding, stable sanitation, daily health and feed records of horses put in their charge. (Contact hours — 150) *Prerequisites: TAKEN CONCURRENTLY WITH EQT 102*

EQM 110 LIGHT HORSE MANAGEMENT 3 CR (3-0)  
Covers the basics of equine breed development and selection. General equine management, care and nutrition will be covered. In addition, students will be instructed in the proper use of equine tack and equipment. (Contact hours — 45) *Prerequisites: EQUINE MANAGEMENT MAJOR*

EQM 201 STABLE OPERATIONS III 1 CR (0-10)  
Designed to familiarize the student with the routine daily care, grooming, feeding, stable sanitation, daily health and feed records of horses put in their charge. (Contact hours — 150) *Prerequisites: TAKEN CONCURRENTLY WITH EQT 201*

EQM 202 STABLE OPERATIONS IV 1 CR (0-10)  
Designed to familiarize the student with the routine daily care, grooming, feeding, stable sanitation, daily health and feed records of horses put in their charge. (Contact hours — 150) *Prerequisites: TAKEN CONCURRENTLY WITH EQT 202*

EQM 205 EQUINE REPRODUCTION 2 CR (2-0)  
Covers the basic anatomy and physiology of equine reproduction. In addition, general reproductive management of the mare and stallion will be covered. (Contact hours — 30) *Prerequisites: EQM 110*

EQM 210 EQUINE HEALTH 2 CR (2-0)  
Designed to assist the student in planning an annual equine health program. Students will be introduced to methods of prevention, recognition and treatment of common equine diseases. (Contact hours — 30) *Prerequisites: EQM 110*

EQM 280 EQUINE INTERNSHIP 8 CR (0-0)  
Student will be employed or work at home on an equine operation. This work experience must cover a minimum of 320 hours, with the student being involved in all facets of this operation. (Contact hours — 320)

EQM 289 EQUINE MANAGEMENT CAPSTONE .5 CR (.5-0)  
Covers information necessary for employment and job search skills. Students will receive instruction in resume writing and interviewing. (Contact hours — 8)  
*Prerequisites: Sophomore Equine Students*

## EQUINE TRAINING

EQT 101 EQUINE PRACTICUMS I 5 CR (1-8)  
An introductory class in handling and care of horses. Basics of grooming, hoof care, showing at halter, equitation and horsemanship will be covered. (Contact hours — 105)  
*Prerequisites: EQM MAJOR, MUST TAKE EQT 101 CONCURRENTLY WITH EQM 101*

EQT 102 EQUINE PRACTICUMS II 6 CR (0-10)  
Continuation of EQM 101. Advanced levels of horsemanship involving lead changes, turn arounds, and roll backs will be covered. Students that meet minimum skill requirements may continue into specialized areas of riding. (Contact hours — 135) *Prerequisites: EQT 101, TAKEN CONCURRENTLY WITH EQM 102*

EQT 201 EQUINE PRACTICUMS III 6 CR (0-10)  
Covers halter breaking weanlings. Students will also receive instruction in longing, driving, saddling and biting the two year old. (Contact hours — 135) *Prerequisites: EQT 102, TAKEN CONCURRENTLY WITH EQM 201*

EQT 202 EQUINE PRACTICUMS IV 6 CR (0-10)  
Covers basics of training the young horse. (Contact hours — 135)  
*Prerequisites: EQT 201, TAKEN CONCURRENTLY WITH EQM 202*

## FAMILY LIVING

FLE 175 SPECIAL TOPICS: .25 to 3 CR (.25 to 3-0)  
EXPECTANT FAMILIES

Concepts related to developing necessary skills and methods for expectant families. (Contact hours — 4 to 45)

FLE 175 SPECIAL TOPICS: .25 to 3 CR (.25 to 3-0)  
ACTIVE FAMILIES

Develops skills and methods to enhance the students' knowledge in family relationships. (Contact hours — 4 to 45)

FLE 175 SPECIAL TOPICS: .25 to 3 CR (.25 to 3-0)  
FAMILY PROBLEMS

Methods and skills to deal with problems related to the family unit. (Contact hours — 4 to 45)

FLE 175 SPECIAL TOPICS: .25 to 3 CR (.25 to 3-0)  
FOR WOMEN

Those enrolled in this course will study past, present, and future issues facing women in today's society. (Contact hours - 4 to 45)

FLE 175 SPECIAL TOPICS: .25 to 3 CR (.25 to 3-0)  
FAMILY TRANSITION

Special problems of the family in transition. (Contact hours - 4 to 45)

FLE 175 SPECIAL TOPICS: .25 to 3 CR (.25 to 3-0)  
OLDER ADULTS

Designed to enhance students' understanding of the changing needs of the older adult. (Contact hours — 4 to 45)

## FRENCH

■ ★FRE 111 FRENCH I 5 CR (5-0)

*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Begins a sequence dealing with 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 individual texts and instructors. (Contact hours— 75)

■ ★FRE 112 FRENCH II 5 CR (5-0)

*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Continues French I 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 individual texts and instructors. (Contact hours — 75) *Prerequisites: FRE 111*

## GEOGRAPHY

■ ★GEO 105 WORLD REGIONAL GEOGRAPHY 3 CR (3-0)

*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

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. (Contact hours — 45)

## GEOLOGY

*(See: Earth Science)*

## GERMAN

■ ★GER 111 GERMAN I 5 CR (5-0)

*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Begins a sequence dealing with 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 individual texts and instructors. (Contact hours 75)

■ ★GER 112 GERMAN II 5 CR (5-0)

*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Continues German I 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 individual texts and instructors. (Contact hours 75) *Prerequisite: GER 111*

## HEALTH OCCUPATIONS

HEP 102 BASIC NUTRITION 1.5 CR (1.5-0)

Includes the study of the basic nutrients, human nutrient needs, and the relationship of good nutrition to good health. Special emphasis will be placed on the use of special diets as they may relate to the treatment of certain disease processes. (Contact hours — 23)

HEP 103 MEDICAL TERMINOLOGY 1 CR (1-0)

Word roots, prefixes, and suffixes commonly used in the medical field. It also includes the most common medical abbreviations and encourages use of medical reference books. (Contact hours — 15)

HEP 104 BASIC ANATOMY & PHYSIOLOGY 4 CR (4-0)

*(Core Course for AGS or AAS)*

Designed to give the student a basic knowledge of anatomical and physiological concepts as applied to the human body. (Contact hours — 60)

HEP 105 INTRODUCTION TO GERONTOLOGY 1.5 CR (1.5-0)

Designed to introduce the student to the concepts of working with the older adult. It deals with helping the student determine their attitude toward their own aging and their attitude toward older people in general. The course involves a survey of the characteristics and concerns of older persons, and the social, psychological and cultural factors associated with age. (Contact hours — 23)

HEP 175 SPECIAL TOPICS: HEALTH & WELLNESS .25 to 5 CR (.25 to 5-0)

Designed to meet the special needs in knowledge and skills in specific health related subjects. (Contact hours — 7.5 to 45)

★HEP 250 HUMAN NUTRITION 3 CR (3-0)

Basic nutrition, human nutrient needs, and the relationship of good food habits to good health. Meal planning and service in early childhood group settings and medical institutions will be emphasized. (Contact hours — 45)



## HISTORY

■ ★HIS 101 WESTERN CIVILIZATION I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Surveys a number of events, people, groups, ideas, institutions, and trends that have shaped Western Civilization from the pre-historic era to 1650. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principle focus of this course is on developing, practicing, and strengthening the skills historians' use while constructing knowledge in this discipline. (Contact hours — 45)

■ ★HIS 102 WESTERN CIVILIZATION II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Surveys a number of events, people, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principle focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. (Contact hours — 45)

HIS 201 U.S. HISTORY I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Surveys events, trends, peoples, groups, cultures, ideas, and institutions in North American 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. A principle focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. (Contact hours — 45)

■ ★HIS 202 U.S. HISTORY II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Courses for AGS or AAS)*

Surveys 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. A principle focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. (Contact hours — 45)

★HIS 225 COLORADO HISTORY 3 CR (3-0)  
 This course presents the story of the people, society, and cultures of Colorado from the earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists and the modern state. (Contact hours — 45)

## HORTICULTURE & LANDSCAPE TECHNOLOGIES

HLT 100 HORTICULTURE SCIENCE 4 CR (3-2)  
*(Core Course AGS or AAS)*

This course introduces student to principles of the plant science as they relate to horticulture. The course emphasizes the application of plant sciences to the propagation, improvement, culture and utilization of horticultural plants. (Contact hours — 75)

HLT 105 GREENHOUSE MANAGEMENT & CROPS 4 CR (2-3)  
 This course discusses greenhouse design, systems, management, and the major greenhouse crops and their cultural needs. (Contact hours — 75)

HLT 125 LANDSCAPE DESIGN FOR CONTRACTORS 3 CR (1-3)  
 This course is designed for students that wish to learn the basics of landscape design and planning so that they can produce simple gardens, or interpret plans for construction. The course discusses the principles and elements of design by looking at various landscape styles. Students are exposed to the design process and landscape graphics and produce simple, scaled landscape drawing. The also learn to interpret landscape design plans for construction. (Contact hours — 60)

HLT 180 HORTICULTURE INTERNSHIP 10 CR (0-0)  
 This off-campus course is designed to supplement the student's classroom preparation with practical experience on the job. Summer training possibilities may include public parks, lawn and garden centers, sod growers, golf course management, landscapers, nurseries, or any other horticulture related area a student may desire. (Contact hours — 400 or 40 hours per week for 10 weeks)

HLT 221 WOODY LANDSCAPE PLANTS I 3 CR (1-3)  
 This course discusses the identification, landscape usage and culture of regionally adapted woody landscape plants. (Contact hours — 60)

HLT 223 ANNUALS, BULBS, & GRASSES 2 CR (1-1.5)  
 This course discusses the identification, landscape usage and culture of annuals, bulbs, and perennial and annual grasses common to Colorado landscapes. (Contact hours — 37.5)

HLT 224 HERBACEOUS PERENNIALS 2 CR (1-1.5)  
 This course discusses the identification, landscape usage and culture of herbaceous perennials common to Colorado landscapes. (Contact hours — 60)

HLT 231 INTRODUCTION TO LANDCADD 4 CR (2-3)  
 Student is introduced to Landcadd software. Student will work through a self paced, guided landscape design. Student will also develop an independent landscape design using this software. (Contact hours — 45)

HLT 236 LANDSCAPE CONSTRUCTION 4 CR (1-4.5)  
 Introduces students to the fundamentals of landscape construction, including construction equipment, safety practices, grading, deck, retaining wall, paving, and water feature construction. During labs students construct various landscape elements. (Contact hours — 82.5)

HLT 242 TURFGRASS MANAGEMENT 3 CR (2-1.5)  
 This course discusses the fundamentals of turfgrass establishment and maintenance as it is practiced at different cultural intensities. Topics include the growth and development of turfgrass plants, the turfgrass environment, turfgrass species selection and identification, turfgrass cultural practices, and turfgrass pest management. (Contact hours — 52.5)

HLT 245 GOLF & SPORTS TURF MANAGEMENT 2 CR (1-1.5)  
 Continuation of Turfgrass management. Studies management techniques of recreational sport turfs. Course will focus on species selection, proper cultural practices, and problem solving techniques in turfgrass culture. The course will also cover construction and drainage of new playing fields. (Contact hours — 37.5)

HLT 250 LANDSCAPE IRRIGATION DESIGN 3 CR (2-1.5)  
Students focus on the hydraulic analysis of residential irrigation systems to determine design capacity and working pressure. Irrigation system components are examined and their application explained. Students analyze site conditions, and their knowledge of hydraulic analysis to produce sample irrigation designs. (Contact hours — 52.5)

HLT 264 ARBORICULTURE 3 CR (3-0)  
This course discusses plant growth and development as it relates to trees and shrubs, and progresses to methods of planting, tree protection, pruning, and tree care. (Contact hours — 45)

HLT 289 HORTICULTURE CAPSTONE 1 CR (1-0)  
Course will be taken the last semester before a student graduates and assists students as they transition into the work environment. Course will cover resume writing and job interview skills along with work place safety and first aid. This course will use previous learned knowledge to problem solve in work environments. (Contact hours — 15)

## HUMANITIES

■ ★HUM 121 SURVEY OF HUMANITIES I 3 CR (3-0)  
(General Education Core Course)  
(Core Course for AGS or AAS)

Through a study of the visual arts, literature, music and philosophy, this course introduces students to the history of ideas that have defined cultures. It emphasizes connections among the arts, values and diverse cultures, including European and non-European, from the ancient world to 1000 C.E. (Contact hours — 45)

■ ★HUM 122 SURVEY OF HUMANITIES II 3 CR (3-0)  
(General Education Core Course)  
(Core Course for AGS or AAS)

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 1000 C.E. to 1750 C.E. (Contact hours — 45)

■ ★HUM 123 SURVEY OF HUMANITIES III 3 CR (3-0)  
(General Education Core Course)  
(Core Course for AGS or AAS)

Through a study of the visual arts, literature, music and philosophy, this course introduces students to the evolution and confluence of world cultures from 1750 C.E. to the present. (Contact hours — 45)

■ ★HUM 151 TOPICS IN THE ARTS AND HUMANITIES I 2 CR (2-0)  
Students will gain insight, knowledge, appreciation, and understanding of the various humanities areas and the arts through performance, presentation, and discussion. (Contact hours — 30)

■ ★HUM 152 TOPICS IN THE ARTS AND HUMANITIES II 2 CR (2-0)  
Continuation of HUM 151. (Contact hours — 30)

## JOURNALISM

★JOU 105 INTRODUCTION TO MASS MEDIA 3 CR (3-0)  
Places the mass media in the historical and cultural perspective to study the relationship between mass media and society. This course also introduces students to some of the ethical, legal and economic issues that affect the mass media and their consumers. (Contact hours — 45)

★JOU 106 FUNDAMENTALS OF REPORTING 3 CR (3-0)  
An introductory course in newswriting, reporting, and interviewing, with an emphasis on clarity, accuracy, timeliness and fairness. (Contact hours — 45)

*Prerequisites: TYPING MINIMUM OF 25 WPM.*

★JOU 121 INTRODUCTION OF PRINT MEDIA PHOTOGRAPHY 3 CR (3-0)  
An introductory, hands-on course in black-and white photography, with an emphasis on photojournalistic techniques, processing and printing. This course includes an investigation of word/picture relationships in creating photo essays for publications. (Contact hours - 45)

★JOU 180 JOURNALISM INTERN 3 to 6 CR (0-3 to 6)  
Designed to supplement the student's classroom preparation with practical experience on the job in a community journalism setting. (Contact hours — 40)

★JOU 206 INTERMEDIATE NEWSWRITING AND REPORTING 1 to 3 CR (1 to 3-0)  
Sharpens students skills in newswriting and reporting with an emphasis on editing, ethics, and news judgment. Students may also develop skills in broadcast, public affairs and investigative writing. (Contact hours — 45) *Prerequisites: JOU 105 & JOU 106.*

★JOU 215 PUBLICATIONS PRODUCTION AND DESIGN 1 TO 3 CR (1 TO 3-0)  
Provides students with practical experience in the design, editing, and layout of special non-newspaper publications. Students may be required to work on the college yearbook, literary magazine, student handbook, or other approved publications. (Contact hours — 45) *Prerequisites: PERMISSION OF INSTRUCTOR.*

★JOU 221 NEWSPAPER DESIGN I 1 TO 3 CR (1 TO 3-0)  
Provides students with practical experience in the areas of newswriting, editing, design, layout, and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications. (Contact hours — 45) *Prerequisite: PERMISSION OF INSTRUCTOR.*

★JOU 222 NEWSPAPER DESIGN II 1 TO 3 CR (1 TO 3-0)  
Allows students to build their practical newspaper production experience through highly focused work on the college newspaper or other approved news-oriented publications. (Contact hours — 45) *Prerequisites: JOU 221.*

★JOU 250 PRINCIPLES OF ADVERTISING 3 CR (3-0)  
Principles and practices of modern advertising management. (Contact hours — 45)

## LITERATURE

LIT 109 TOPICS IN LITERATURE .5 to 1 CR (.5 to 1-0)  
An introductory course designed to familiarize students with various types of literature, authors, and styles of writing. (Contact hours - 8 to 15)

■ ★LIT 115 INTRODUCTION TO LITERATURE 3 CR (3-0)  
(General Education Core Course)  
(Core Courses for AGS or AAS)  
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. (Contact hours — 45)

■ ★LIT 201 MASTERPIECES OF LITERATURE I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural background. (Contact hours — 45)

■ ★LIT 202 MASTERPIECES OF LITERATURE II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

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. (Contact hours — 45)

★LIT 240 AMERICAN LITERATURE I 3 CR (3-0)  
*(Core Course for AGS)*

Study of American literature from 1607 to 1865, Colonial Period through Romantic Period, John Smith through Abraham Lincoln and Walt Whitman. (Contact hours — 45)

★LIT 241 AMERICAN LITERATURE II 3 CR (3-0)  
*(Core Course for AGS)*

Study of American literature from 1865 to present, Realistic-Naturalistic Periods to Contemporary, from Dickerson to Oates. (Contact hours — 45)

## MANAGEMENT

MAN 116 PRINCIPLES OF SUPERVISION 3 CR (3-0)

This course concentrates on the management skills needed by first-line and new supervisors with practical applications taken from common supervisory situations. (Contact hours — 45)

MAN 128 HUMAN RELATIONS IN ORGANIZATIONS 3 CR (3-0)  
*(Core Course for AGS or AAS:)*

Designed to study the human aspects of organizations in dealing with morale, needs, motivation, communication, and sociological needs. (Contact hours — 45)

MAN 216 SMALL BUSINESS MANAGEMENT 3 CR (3-0)

Deals with problems unique to small organizations. It applies established principles of management, supervision, marketing, financial controlling, production, and research to small business organizations. (Contact hours — 45)

★MAN 226 PRINCIPLES OF MANAGEMENT 3 CR (3-0)  
*(Core Course for AGS)*

A survey of the principles of management. Emphasis will be on the primary functions of planning, organization, staffing, directing and controlling with a balance between the behavioral and operational approach. (Contact hours — 45) Certain transfer institutions may require concurrent coursework in Accounting I, Accounting II, Macroeconomics, Microeconomics, and Business Statistics before this course will be accepted in transfer. *Prerequisite: BUS 115*

## MANICURING & ESTHETICIAN TECHNICIAN

COS 110 SANITATION, STERILIZATION, & SAFETY 3 CR (2-1.5)

Introduces students to the various methods of sterilization, sanitation, and safety as used in the industry. Classroom study of bacteriology and terminology will be addressed. Advanced training on sterilization, sanitation, and safety will be incorporated into a supervised clinical setting. (Contact hours — 53)

COS 111 LAWS, RULES, SAFETY, & HEALTH 3 CR (2-1.5)

Covers the laws, rules, and regulations as they govern the cosmetology industry. Students will study health and safety factors that have a direct effect on patrons and services provided. Classroom and clinical activities will be utilized in this course. (Contact hours — 53)

COS 112 MANAGEMENT, ETHICS, & INTERPERSONAL SKILLS 1 CR (0-1.5)

Provides in-depth classroom study and clinical practice in salon management, professional ethics, interpersonal skills and salesmanship. Job seeking skills are also covered. (Contact hours — 23)

MTE 115 BASIC MANICURING & PEDICURING 3 CR (1-4)

Provides instruction in the use of implements used in manicuring, pedicures, and artificial nails. Theory and practical application of safety, sanitation, nail shapes, terminology, and product knowledge will be done in a classroom and clinical environment. (Contact hours — 75)

MTE 116 APPLICATION OF ARTIFICIAL NAILS 6 CR (1-9)

Provides advanced instruction in the application of artificial nails and pedicures to include techniques in silkwraps, tip overlays, acrylics, air brush, and product knowledge. Students will prepare for the State Board Licensing Examination pertaining to manicuring and pedicures. (Contact hours — 135)

EST 117 ELECTRICITY, CHEMISTRY, & LIGHT THERAPY 9 CR (3-12)

Students will study electricity, chemistry, and light therapy and its application in the skin care industry. The course will enable students to analyze and improve the condition of the skin using safe and proper procedures. Students will prepare for the State Board Licensing Examination.. (Contact hours — 225)

EST 118 MASSAGE, SKIN CARE & MAKEUP 7 CR (2-11.5)

Theory and practical applications pertaining to anatomy, skin disorders, skin types, and facial shapes will be addressed. Students will learn massage manipulations and will assist patrons in selecting proper skin care treatment and makeup. Practical theory and supervised clinical applications will be used. (Contact hours — 180)

## MARKETING

MAR 111 PRINCIPLES OF SALES I 3 CR (3-0)

Enables the student to understand and develop proper sales techniques. The course covers the role of selling in the marketing process consumer behavioral consideration in the buying-selling process, and sales techniques. (Contact hours — 45)

MAR 160 PRINCIPLES OF CUSTOMER SERVICE I 3 CR (3-0)

Develops a model for customer relationships. Specific emphasis given to managing customer expectations by building customer rapport and creating positive outcomes. (Contact hours — 45)

MAR 199 SUPERVISED WORK EXPERIENCE 4 CR (0-0)  
Freshman student will obtain supervised employment in an approved training station related to the distribution of goods and services, or complete an approved project. Students must earn a minimum of 4 credits per semester. (Contact hours — 160)

MAR 212 PRINCIPLES OF ADVERTISING 3 CR (3-0)  
Principles and practices of modern advertising management. (Contact hours —45)

★MAR 216 PRINCIPLES OF MARKETING 3 CR (3-0)  
Analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer. (Contact hours — 45) Certain transfer institutions may require concurrent coursework in Accounting I, Accounting II, macroeconomics, microeconomics, and Business Statistics before this course will be accepted in transfer.

MAR 280 E-COMMERCE BUSINESS INTERNSHIP 1-2 CR (0-0)  
This internship gives students the opportunity to apply their e-commerce knowledge and skills in a real-world environment. Students will spend time in companies that are developing or using e-commerce solutions.

MAR 299 SUPERVISED WORK EXPERIENCE 4 CR (0-0)  
Sophomore student will obtain supervised employment in an approved training station related to the distribution of goods and services, or complete an approved project. Students earn a minimum of 4 credits per semester and/or summer. (Contact hours — 160 per enrollment)

## MATHEMATICS

MAT 030 FUNDAMENTALS OF MATHEMATICS 2 CR (2-0)  
This course includes the vocabulary, basic operations and application of whole numbers, decimals, an introduction to English and metric measurement, and an introduction to areas and perimeters. (Contact hours — 30) *Prerequisite: Accuplacer Arithmetic Score of 20-44.*

MAT 060 PRE-ALGEBRA 3 CR (3-0)  
This course includes the vocabulary, basic operations and application of fractions, mixed numbers, ratio, proportion, percent, integers, algebraic expressions, and the solution of basic first-degree equations and inequalities. A very brief review of whole number and decimal operations and applications may be included. (Contact hours — 45) *Prerequisite: Successful completion of MAT 055 or 030 (grade of C or better) or minimum Arithmetic Accuplacer Score of 45-60 or Elementary Algebra Accuplacer Score of 20-39.*

MAT 090 INTRODUCTORY ALGEBRA 4 CR (4-0)  
This course includes solution of first-degree equations, inequalities, and formulas; polynomials; factoring polynomials and solving quadratic equations by factoring; algebraic fractions; coordinate geometry; systems of linear equations; graphing linear equations and inequalities; radical expressions; and applications. (Contact hours — 60) *Prerequisite: Successful completion of MAT 060 or 065 (grade of C or better) or minimum Elementary Algebra Accuplacer Score of 40-54.*

MAT 106 BUSINESS MATHEMATICS 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
Emphasizes the application of mathematics to business situations. Teaches problem-solving techniques in areas of merchandising, accounting, general business and personal finance. Proficiency in the use of calculator manual or electric is necessary. (Contact hours-45)

MAT 109 SURVEY OF ALGEBRA 4 CR (4-0)  
This course emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, qua-

dratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be used. (Contact hours — 60) *Prerequisite: C OR BETTER IN MAT 090, OR APPROPRIATE ACCUPLACER OR ACT-MATH SCORE.*

MAT 110 APPLIED MATHEMATICS 2 CR (2-0)  
*(Core Course for AGS or AAS)*  
Topics include fractions, decimals, percent, ratio/proportion and various types of measurement. Applications include efficiency, horsepower, and electrical circuits. (Contact hours — 30)

MAT 115 COLLEGE MATH 3 CR (3-0)  
Students will learn and review mathematical concepts, then apply them in various real-world applications. (Contact hours — 45)

MAT 120 MATHEMATICAL MODES OF THOUGHT 3 CR (3-0)  
Students learn about several mathematical topics through intuitive presentation and problem solving. Topics include the nature of mathematics, structure of the number system, number theory, geometry, computer science, logic, and probability and statistics. (Contact hours — 45)

■ ★MAT 121 COLLEGE ALGEBRA 4 CR (4-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
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. (Contact hours — 60) *Prerequisites: APPROPRIATE ACT OR ACCUPLACER SCORE.*

★MAT 122 COLLEGE TRIGONOMETRY 3 CR (3-0)  
*(Core Course for AGS or AAS)*  
Trigonometric functions, identities, solutions of triangles, addition and multiple angle formulas, inverse trigonometric functions, and laws of sines and cosines are included in this course. (Contact hours — 45) *Prerequisites: APPROPRIATE ACT OR ACCUPLACER SCORE.*

■ ★MAT 125 SURVEY OF CALCULUS 4 CR (4-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
For business, life science and social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential and logarithmic functions. (Contact hours — 60) *Prerequisites: APPROPRIATE ACT OR ACCUPLACER SCORE.*

★MAT 126 SURVEY OF CALCULUS II 5 CR (5-0)  
Continuation of MAT 125 and includes functions of several variables, differential equations and additional applications in business, life science and social science. Also includes linear programming, probability and statistics, and systems of linear equations and matrices. (Contact hours — 75)  
*Prerequisites: MAT 125*

■ ★MAT 135 INTRODUCTION TO STATISTICS 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. (Contact hours — 45)  
*Prerequisites: APPROPRIATE ACT OR ACCUPLACER SCORE.*

★MAT 155 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I 3 CR (3-0)  
First of a two-course sequence particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. Topics include natural numbers, integers, rational numbers, relations, function and equations. (Contact hours — 45)

★MAT 156 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II 3 CR (3-0)  
Continuation of MAT 155 and includes informal Euclidean geometry suitable for the K-8 curriculum, employing laboratory techniques where applicable. (Contact hours — 45)  
*Prerequisites: MAT 155*

★MAT 165 DISCRETE STRUCTURES 4 CR (4-0)  
Provides student with a fundamental understanding of computing and computer science. Topics covered will include set theory, Boolean algebra, relations, functions, graph theory, and techniques for formal reasoning and proofs. (Contact hours — 60) *Prerequisite: MAT 121/MAT 166*

★MAT 166 PRE-CALCULUS 5 CR (5-0)  
This course will develop those skills required in Calculus I, involving polynomial functions, rational exponential functions, exponential functions, logarithmic functions, trigonometric functions, vectors, analytical geometry, and polar coordinates. (Contact hours — 75) *Prerequisites: C OR BETTER IN MAT 109, OR APPROPRIATE ACCUPLACER OR ACT-MATH SCORE.*

★MAT 176 FINANCIAL MATHEMATICS 3 CR (2-2)  
Pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. (Contact hours — 45) *Prerequisites: C OR BETTER IN MAT 090, OR APPROPRIATE ACCUPLACER SCORE.*

■ ★MAT 201 CALCULUS I 5 CR (5-0)  
*(General Education Core Course)*  
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. (Contact hours — 75) *Prerequisites: MAT 121 AND TRIGONOMETRY OR MAT 166*

■ ★MAT 202 CALCULUS II 5 CR (5-0)  
*(General Education Core Course)*  
Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals and infinite series. (Contact hours — 75)  
*Prerequisites: MAT 201 OR APPROVAL OF INSTRUCTOR*

★MAT 203 CALCULUS III 5 CR (5-0)  
Continuation of MAT 202. Solid analytic geometry, vector functions and derivatives, partial differentiation and multiple integration. (Contact hours — 75) *Prerequisites: MAT 202*

★MAT 210 DIFFERENTIAL EQUATIONS-LINEAR ALGEBRA 4 CR (4-0)  
First and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered. (Contact hours — 60)  
*Corequisite: MAT 203*

**MUSIC**

★MUS 100 FUNDAMENTALS OF MUSIC THEORY 2 CR (2-0)  
Designed to help beginning music students, or those students with limited background in music theory. Focuses upon the basic elements of music, including notation, rhythm, scales, key signatures, intervals, and chords. (Contact hours — 30)

★MUS 101 MUSIC THEORY I 4 CR (4-1)  
Reviews music fundamentals, and emphasizes diatonic four-part harmony, analysis, ear training, and keyboard harmony. (Contact hours — 75) *Prerequisite: MUS 100 OR INSTRUCTOR PERMISSION*

★MUS 102 MUSIC THEORY II 4 CR (4-1)  
Continuation of MUS 101. (Contact hours — 75) *Prerequisite: MUS 101*

■ ★MUS 120 MUSIC APPRECIATION 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Covers the basic materials of music, musical forms, media, and genres. Emphasis will be placed upon the development of tools for intelligent listening. (Contact hours — 45)

■ ★MUS 121 INTRODUCTION TO MUSIC HISTORY I 3 CR (3-0)  
*(General Education Core Course)*  
Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. (Contact hours — 45)

■ ★MUS 122 INTRODUCTION TO MUSIC HISTORY II 3 CR (3-0)  
*(General Education Core Course)*  
Continues Introduction to Music History I with a study of music from the early Romantic period to the present. (Contact hours — 45) *Prerequisites: MUS 120, MUS 121, OR APPROVAL OF INSTRUCTOR*

★MUS 141 PRIVATE INSTRUCTION: INSTRUMENTAL 2 CR (0-.5)  
Consists of one thirty minute lesson per week. Participation in a student performance is required at least once each term. A total of 8 semester credits may be earned. (Contact hours — 7.5) *Prerequisites: CLASS INSTRUCTION OR INSTRUCTOR PERMISSION. FEE REQUIRED.*

★MUS 142 PRIVATE INSTRUCTION: ORGAN 2 CR (0-.5)  
Consists of one thirty minute lesson per week. Participation in a student performance is required at least once each term. A total of 8 semester credits may be earned. (Contact hours — 7.5) *Prerequisites: CLASS INSTRUCTION OR INSTRUCTOR PERMISSION. FEE REQUIRED.*

★MUS 143 PRIVATE INSTRUCTION: PIANO 2 CR (0-.5)  
Consists of one thirty minute lesson per week. Participation in a student performance is required at least once each term. A total of 8 semester credits may be earned. (Contact hours — 7.5) *Prerequisites: CLASS INSTRUCTION OR INSTRUCTOR PERMISSION. FEE REQUIRED.*

★MUS 144 PRIVATE INSTRUCTION: VOICE 2 CR (0-.5)  
Consists of one thirty minute lesson per week. Participation in a student performance is required at least once each term. A total of 8 semester credits may be earned. (Contact hours — 7.5) *Prerequisites: CLASS INSTRUCTION OR INSTRUCTOR PERMISSION. FEE REQUIRED.*

★MUS 148 MUSIC BY COMPUTER 1 CR (1-0)  
Focuses on notating music on a personal computer for the purpose of composing, arranging, and transposing; may also be used for ear training skills. Prior music reading skills are necessary; prior personal computing ability is helpful, but not required. (Contact hours — 15)  
*Prerequisites: MUS 101 or APPROVAL OF INSTRUCTOR*

★MUS 151 ENSEMBLE GROUPS I 1 CR (0-2)  
**Varsity Band**  
**Instrumental Ensembles**  
**Concert Choir**  
**NJC Show Choir**  
**Chamber Choir**  
Includes the rehearsal and performance or respective ensemble repertoire. Audition may be required. (Contact hours — 30)

■ Designates General Education Core transfer classes. ★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

- ★MUS 152 ENSEMBLE GROUPS II 1 CR (0-2)  
**Varsity Band**  
**Instrumental Ensembles**  
**Concert Choir**  
**NJC Show Choir**  
**Chamber Choir**  
 Continuation of MUS 151. (Contact hours — 30)
- ★MUS 153 ENSEMBLE GROUPS III 1 CR (0-2)  
**Varsity Band**  
**Instrumental Ensembles**  
**Concert Choir**  
**NJC Show Choir**  
**Chamber Choir**  
 Continuation of MUS 152. (Contact hours — 30)
- ★MUS 154 ENSEMBLE GROUPS IV 1 CR (0-2)  
**Varsity Band**  
**Instrumental Ensembles**  
**Concert Choir**  
**NJC Show Choir**  
**Chamber Choir**  
 Continuation of MUS 153. (Contact hours — 30)

## PHILOSOPHY

- ★PHI 111 INTRODUCTION TO PHILOSOPHY 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
 Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes the human condition, knowledge, freedom, history, ethics, the future, and religion. (Contact hours — 45)
- ★PHI 112 ETHICS 3 CR (3-0)  
*(General Education Core Class)*  
*(Core Course for AGS or AAS)*  
 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. (Contact hours — 45)
- ★PHI 113 LOGIC 3 CR (3-0)  
*(General Education Core Class)*  
*(Core Course for AGS or AAS)*  
 Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving skills. (Contact hours — 45)

## PHYSICAL EDUCATION

- ★PED 101 PE ACTIVITY .5 CR (0-1)
- ★PED 102 PE ACTIVITY 1 CR (0-2)  
 The following physical education activity courses may be offered through the Adult and Continuing Education Unit. The student will gain knowledge and skill in the individual or team activity.  
**Adult Fitness I**  
**Adult Fitness II**  
**Advanced Aerobics I**  
**Advanced Aerobics II**  
**Advanced Aerobics III**  
**Beginning Aerobics I**  
**Beginning Aerobics II**

- Beginning Aerobics III**  
**Canoeing**  
**Flexercise I**  
**Flexercise II**  
**Hiking/Camping I**  
**Hiking/Camping II**  
**Intermediate Aerobics I**  
**Intermediate Aerobics II**  
**Intermediate Aerobics III**  
**Line Dancing I**  
**Line Dancing II**  
**Low Impact Aerobics I**  
**Low Impact Aerobics II**  
**Martial Arts I**  
**Martial Arts II**  
**Self Defense I**  
**Self Defense II**  
**Spinning I**  
**Spinning II**  
**Tennis I**  
**Tennis II**  
**Toning I**  
**Toning II**  
**Water Aerobics I**  
**Water Aerobics II**  
**Water Skiing I**  
**Water Skiing II**  
**Yoga I**  
**Yoga II**

★PED 110 PHYSICAL EDUCATION ACTIVITIES 1 CR (1-0)  
 The following lifetime and leisure skills courses may be offered to meet degree and certificate requirements. The student will gain knowledge and skill in the individual or team activity. (Contact hours - 30 for one credit)

- Advanced Power Volleyball**  
**Aerobics**  
**Baseball**  
**Basketball - Men**  
**Basketball - Women**  
**Bowling**  
**Circuit Training\***  
**Country Swing I & II**  
**Cycling**  
**Dance**  
**Golf (Fee Required)**  
**Softball**  
**Swimming And Conditioning**  
**Tennis/Badminton**  
**Varsity Rodeo**  
**Walking And Jogging**  
**Weight Training\***

\*Prerequisite PED 112

★PED 112 ORIENTATION FOR CONDITIONING 1 CR (0-2)  
 Educates students on improving total fitness and understanding the need for lifelong wellness choices. The course will include training on weight lifting and fitness equipment stressing safety and proper technique, fitness assessment, individualized exercise prescription, nutritional analysis and long-term wellness planning. The class must be taken and passed prior to using the weight and wellness equipment. (Contact hours — 30)

## VARSITY SPORTS

- ★ PED 180 VARSITY VOLLEYBALL 1 CR (0-5)  
The student will participate in the sport of varsity volleyball. (Contact hours — 75)
- ★ PED 183 VARSITY BASKETBALL (MEN) 1 CR (0-5)  
The student will participate in the sport of varsity basketball. (Contact hours — 75)
- ★ PED 184 VARSITY BASKETBALL (WOMEN) 1 CR (0-5)  
The student will participate in the sport of varsity basketball. (Contact hours - 75)
- ★ PED 188 VARSITY BASEBALL 1 CR (0-4)  
The student will participate in the sport of varsity baseball. (Contact hours — 60)
- ★ PED 189 VARSITY SOFTBALL 1 CR (0-4)  
The student will participate in the sport of varsity softball. (Contact hours — 60)

## PHYSICAL EDUCATION (ACADEMIC)

- ★ PED 105 LIFETIME HEALTH 1 CR (2-0)  
Educates the student on Lifetime health and wellness activities. It will teach proper techniques on weight training (free weights, machines, modular systems) and fitness equipment (bike, stair stepper, cross trainer, rowing machine, treadmill), stressing safety, proper techniques, and individual exercise program. Must be taken and passed prior to using the weight and wellness equipment in the Bank of Colorado Event Center. This class is a Satisfactory/Unsatisfactory class only. (Contact hours — 15)
- ★ PED 106 LIFETIME HEALTH 1 CR (0-2)  
Continuation of PED 105. (Contact hours — 15)
- ★ PED 107 LIFETIME HEALTH 1 CR (0-2)  
Continuation of PED 106. (Contact hours — 15)
- ★ PED 108 LIFETIME HEALTH 1 CR (0-2)  
Continuation of PED 107. (Contact hours — 15)
- ★ PED 113 INTRODUCTION TO PHYSICAL EDUCATION 2 CR (2-0)  
Introductory course in physical education designed for individuals who are interested in a career in physical education, coaching, or fitness-related work. It includes aims, objectives, current trends, and job opportunities in those fields. (Contact hours - 30)
- ★ PED 114 INTRODUCTION TO COACHING 2 CR (2-0)  
An introduction to the knowledge, requirements, and responsibilities of coaching, including sport philosophy, sport medicine, and sport management. Fulfills requirements for ASEP Leader Level I. (Contact hours — 30)
- PED 115 INTRODUCTION TO SPORTS MEDICINE 2 CR (2-0)  
An introductory course to the field of Sports Medicine and the course of action necessary to become an Athletic Trainer. (Contact hours — 30)
- ★ PED 116 HEALTH & FITNESS 3 CR (3-0)  
This course focuses upon a theoretical and practical examination of current health and fitness topics, including heart disease, stress, smoking, basic nutrition and substance abuse. (Contact hours — 45)

★ PED 117 INTRODUCTION TO RECREATION 2 CR (2-0)  
Introductory course in recreation designed for individuals interested in a career in leisure science, park-management or other related areas. It includes Aimes objective, current trends and job opportunities in recreation.

★ PED 118 SPORT SAFETY TRAINING .5 CR (.5-0)  
Provides individuals with the knowledge and skills necessary to provide a safe environment to adult athletes while they are participating in sports and, in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until medical help arrives. American Red Cross certification in Adult CPR and Sport Safety Training is available for students meeting those requirements. (Contact hours — 7.5)

PED 119 SPORT SAFETY TRAINING/CPR 1 CR (1-0)  
Provides individuals with the knowledge and skills necessary to provide a safe environment to adult and child athletes while they are participating in sports and, in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until medical help arrives. American Red Cross certification in Adult & Child CPR and Sport Safety Training is available for students meeting those requirements. (Contact hours — 15)

PED 120 FITNESS & WELLNESS 2 CR (2-0)  
The purpose of this course is to provide information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. Offers current health information and provides self-assessments for health risk and wellness behaviors. (Contact hours — 30)

★ PED 121 DRUG AWARENESS 2 CR (2-0)  
Provides students with an awareness of many so-called performance-enhancing drugs. It takes a closer look at the use and abuse of drugs in athletics and their short-term and long-term effects. (Contact hours — 30)

★ PED 122 WORKPLACE STANDARD FIRST AID .5 CR (.5-0)  
Designed to teach the recognition and care for breathing and cardiac emergencies for victims 8 years old and up; identify and care for life-threatening bleeding, sudden illness and injuries. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting those requirements.. (Contact hours — 7.5)

★ PED 123 FIRST AID BASICS .5 CR (.5-0)  
Designed to teach the recognition and care for sudden illness and injuries. American Red Cross certification in First Aid Basics is available for students meeting those requirements. (Contact hours — 7.5)

★ PED 124 ADULT CPR .25 CR (.25-0)  
Designed to teach first aid for breathing emergencies and cardiac arrest in victims age 9 and older. Students gain skills in mouth-to-mouth breathing, one-rescuer cardiopulmonary resuscitation (CPR), and care for the conscious and unconscious victim of obstructed airway to meet the American Red Cross certificate requirements. (Contact hours - 3.75)

★ PED 126 ADVANCED FIRST AID AND CPR 3 CR (3-0)  
This course is designed to teach advanced principles and techniques of first aid. The course serves students using first aid in personal and professional settings. Emphasis is placed on emergency action principles and skills that meet American Red Cross requirements. (Contact hours - 45)

COURSE DESCRIPTIONS

★PED 127 INFANT/CHILD CPR .5 CR (.5-0)  
 Designed to teach the recognition and care for breathing and cardiac emergencies for infants, and children (ages 1-8). Students will learn principles of child safety and gain skills in rescue breathing, CPR, and care for conscious and unconscious obstructed airway. Upon successful completion, students will be eligible to receive certification from the American Red Cross. (Contact hours - 7.5)

★PED 128 COMMUNITY FIRST AID AND SAFETY 1 CR (1-0)  
 Designed to teach the recognition and care for breathing and cardiac emergencies for adults, infants, and children; identify and care for life-threatening bleeding, sudden illness, and injuries. American Red Cross certification in Community CPR and Community First Aid and Safety is available for students meeting those requirements. (Contact hours — 15)

★PED 129 COMMUNITY CPR .5 CR (.5-0)  
 Designed to teach first aid for breathing emergencies and cardiac arrest in victims of all ages. Students gain skills in mouth-to-mouth breathing, one-rescuer cardiopulmonary resuscitation (CPR), and care for the conscious and unconscious victim of obstructed airway to meet the American Red Cross certificate requirements and business/industrial requirements for safety and employment. (Contact hours — 7.5)

PED 130 ATHLETIC TRAINING PRACTICUM I 1 to 3 CR (0-5)  
 Provides the opportunity for students to observe and gain experience in techniques of athletic room procedures. *Prerequisite: PED 254*

★PED 132 STUDIES IN DISASTER SERVICES .5 to 2 CR (.5 to 2-0)  
 Students will study issues in disaster preparedness and disaster response. Small single family disasters to national disasters will be covered. (Contact hours 7.5 to 30)

PED 133 HEALTHY PREGNANCY/HEALTHY BABY 1 CR (1-0)  
 Covers information on nutrition, exercise, and health during pregnancy, labor and birth, and what parents need to know when bringing the baby home. Both parents are encouraged to enroll. (Contact hours — 15)

★PED 134 HEAD LIFEGUARD .5 CR (.5-0)  
 Students will become aware of the role of a head lifeguard. In addition, participants will become familiar with how to minimize risks, prevent injuries, and select and train lifeguards. This course meets the American Red Cross certification requirements. (Contact hours — 7.5)

★PED 136 LIFEGUARD TRAINING 2 CR (2-0)  
 This course provides students with skills and knowledge necessary to keep patrons of aquatic facilities safe in and around the water. Includes aquatic specific first aid training. (Contact hours — 30)

★PED 137 SAFETY TRAINING FOR SWIM COACHES .5 CR (.5-0)  
 Provides training in aquatic safety for competitive swim coaches. Students should also attain an American Red Cross Standard First Aid Certificate. (Contact hours - 7.5)

★PED 140 CPR/FIRST AID FOR CHILDREN .5 CR (.5-0)  
 Designed to teach the recognition and care for breathing and cardiac emergencies for children and infants, identify and care for life-threatening bleeding, sudden illness, and injuries. American Red Cross certification in Child & Infant CPR and Standard First Aid is available for students meeting those requirements. (Contact hours — 7.5)

★PED 142 COACHING AND OFFICIATING OF BASEBALL 2 CR (2-0)  
 Techniques and strategies of coaching competitive baseball. Students will obtain background and understanding of rules and positions of umpiring baseball. (Contact hours — 30)

★PED 143 COACHING AND OFFICIATING OF SOFTBALL 2 CR (2-0)  
 Techniques and strategies of coaching competitive softball. Students will obtain background and understanding of rules and positions of umpiring softball. (Contact hours — 30)

★PED 144 COACHING AND OFFICIATING OF VOLLEYBALL 2 CR (2-0)  
 Techniques and strategies of coaching competitive volleyball. Students will obtain a background and understanding of rules and techniques of volleyball officiating. (Contact hours — 30)

★PED 145 COACHING AND OFFICIATING OF BASKETBALL (MEN) 2 CR (2-0)  
 Techniques and strategies of coaching competitive basketball. Students will obtain background and understanding of rules and techniques of officiating basketball. (Contact hours — 30)

★PED 146 COACHING AND OFFICIATING OF BASKETBALL (WOMEN) 2 CR (2-0)  
 Techniques and strategies of coaching competitive basketball. Students will obtain background and understanding of rules and techniques of officiating basketball. (Contact hours — 45)

★PED 148 SPORTS OFFICIATING 2 CR (2-0)  
 This course will provide knowledge on basic fundamentals for all officials. Inclusive would be information on philosophy, psychology, personal fitness, professional responsibilities and the Sports Official Code of Ethics. Students will learn how to develop and maximize a personal officiating style. (Contact hours — 45)

★PED 150 EXERCISE, NUTRITION, & BODY COMPOSITION 2 CR (2-0)  
 Explores the concepts of improved performance in all fitness areas. Emphasis is placed upon updated information associated with nutrition and human performance. Measurement of body composition as it correlates to training, diet, and exercise program is used. (Contact hours — 45)

★PED 152 PROGRAM ADMINISTRATION 2 CR (2-0)  
 State association regulations, budgets, equipment, and schedules for interscholastic athletics with an emphasis on secondary school athletics, educational justification, and public relations. (Contact hours — 30)

★PED 157 DEFENSIVE DRIVING .5 CR (.5-0)  
 A course in “crash avoidance” techniques. Students gain confidence by learning to sharpen their senses for driving awareness enabling drivers to understand the proper defense and to act in time to avoid accidents. (Contact hours — 8)

★PED 160 ANATOMICAL KINESIOLOGY 3 CR (3-0)  
 The study of the structure and its application to human movement. (Contact hours — 45)

★PED 161 PHYSIOLOGICAL KINESIOLOGY 3 CR (3-0)  
 The study of the human body internal environment and its application to human performance. (Contact hours — 45)  
*Prerequisites: APPROVAL OF INSTRUCTOR*



COURSE DESCRIPTIONS

★PED 165 SPORT LAW 2 CR (2-0)  
Explains a coach's legal responsibilities in easy-to-understand terms and gives practical advice for recognizing and improving standards of care and safety for athletes. Ideas and examples of report forms for specific areas will be shared. (Contact hours — 30)

★PED 170 SOCIAL RECREATION AND LEADERSHIP 3 CR (3-0)  
Through discussion and practical experiences, students study effective leadership methods and techniques used in social recreation programming. Students experience actual settings of appropriate activities in community organizations with different age groups. (Contact hours — 45)

★PED 171 RECREATION SKILLS 3 CR (3-0)  
Acquaints the recreation major with skills necessary to organize effectively and conduct various recreation activities. Sports and games, community centers, fine arts, and playground skills are covered. (Contact hours — 45)

★PED 172 PRINCIPLES OF OUTDOOR RECREATION 3 CR (3-0)  
Includes lecture and practical outdoor experience relating to problems and trends in outdoor recreation and camping. (Contact hours — 45)

★PED 191 LEARNING THROUGH ADVENTURE: GROUP PROBLEM SOLVING SKILLS .25 to .5 CR (.25-.5)  
Students learn to resolve group problems through cooperation of individual group members. Using the mental and physical strengths of group members, students develop approaches to problem solving for improved awareness of decision-making, leadership, and the responsibility of individuals to the group. (Contact hours - 4 to 7.5)

★PED 192 LEARNING THROUGH ADVENTURE: GROUP TEAMWORK AND INTERACTION SKILLS .25 to .5 CR (.25-.5)  
Students learn teamwork to understand the individual's responsibility within the team to meet assigned goals. Focus is placed on learning effective communication skills to meet team goals. Topics covered in the course include listening, leadership, responsibility, problem-solving, and team building. (Contact hours - 4 to 7.5)

★PED 193 LEARNING THROUGH ADVENTURE: PERSONAL GROWTH DEVELOPMENT .25 to .5 CR (.25-.5)  
Students study personal behaviors and approaches used with behaviors in group problem-solving and teamwork situations in order to gain self and team understanding. Topics included in the course are commitment, trust, pride, self-esteem, mental discipline, confidence, fear, confusion, frustration, doubt, and anxiety. (Contact hours - 4 to 8)

★PED 205 ADVANCED LIFETIME HEALTH 1 CR (2-0)  
Continuation of PED 108. Advanced lifetime health and wellness activities. Continued training on weight and fitness equipment. This class is a Satisfactory/Unsatisfactory class only (Contact hours — 15)

★PED 206 ADVANCED LIFETIME HEALTH 1 CR (2-0)  
Continuation of PED 205. (Contact hours — 15)

★PED 207 ADVANCED LIFETIME HEALTH 1 CR (2-0)  
Continuation of PED 206. (Contact hours — 15)

★PED 208 ADVANCED LIFETIME HEALTH 1 CR (2-0)  
Continuation of PED 207. (Contact hours — 15)

★PED 209 CONTINUING LIFETIME HEALTH 1 CR (2-0)  
Continuation of PED 208. (Contact hours — 15)

★PED 210 AEROBICS CERTIFICATION 1 CR (1-0)  
Techniques for muscle functions, stretching, and heart rate to become certified as an aerobics instructor. (Contact hours — 15)

★PED 211 AEROBICS ROUTINE TRAINING I 1 CR (1-0)  
Aerobic routines that enhance muscle tone and development. (Contact hours — 15)

★PED 212 AEROBICS ROUTINE TRAINING II 1 CR (1-0)  
Advanced aerobic routines that enhance muscle tone and development. (Contact hours — 15)

PED 220 FUNDAMENTALS OF INSTRUCTOR TRAINING .5 CR (.5-0)  
This course is designed to prepare entry-level instructors for teaching American Red Cross courses. Student learning styles, characteristics of effective instruction, methods of course presentation, and course planning are all presented. This is a required course for anyone wishing to use American Red Cross Curriculum. (Contact hours — 7.5)

★PED 221 BABYSITTING INSTRUCTOR .5 CR (.5-0)  
Trains babysitting instructors in the methods, materials, and evaluation process for the American Red Cross babysitting course. (Contact hours — 7.5)  
*Prerequisite: PED 220*

★PED 223 BASIC AID TRAINING INSTRUCTOR .5 CR (.5-0)  
Prepares instructors to teach the American Red Cross Basic Aid Training class. (Contact hours — 7.5)  
*Prerequisites: PED 220, PED 229, PED 231 or PED 240*

★PED 224 HIV/AIDS AWARENESS INSTRUCTOR TRAINING 1 CR (1-0)  
Prepares instructors to teach HIV/AIDS Awareness courses. (Contact hours — 15)  
*Prerequisites: PED 220, American Red Cross HIV/AIDS Program*

★PED 229 CPR/FIRST AID/AED INSTRUCTOR 1 CR (1-0)  
This course is designed to train students in methods and procedures to teach the American Red Cross CPR/First Aid/AED courses. (Contact hours — 15) *Prerequisites: Either PED 122 or PED 128 & PED 220*

PED 230 ATHLETIC TRAINING PRACTICUM II 2-3 CR (0-5)  
Provides the opportunity for students to gain advanced experience in the techniques of athletic training room procedures.  
*Prerequisite: PED 130*

★PED 231 CPR FOR THE PROFESSIONAL RESCUER INSTRUCTOR 1 CR (1-0)  
Prepares instructors to teach CPR Basic Life Support for the Professional Rescuer. (Contact hours — 15)  
*Prerequisites: PED 220*

★PED 233 HEALTHY PREGNANCY/HEALTHY BABY INSTRUCTOR 1 CR (1-0)  
Trains future instructors in the methods, materials, and evaluation process for the American Red Cross Healthy Pregnancy/Healthy Baby course. (Contact hours — 15)  
*Prerequisites: PED 133 and PED 220*

★PED 235 WATER SAFETY INSTRUCTOR 3 CR (2-2)  
Trains students in how to teach swimming to students of all ages. Training sessions, methods, and evaluation will be stressed. This course meets the American Red Cross requirements. (Contact hours — 60)  
*Prerequisites: PED 220.*

■ Designates General Education Core transfer classes. ★ Designates elective courses which apply to AA and AS Degrees. They are generally transferable to other Colorado public universities. Please check with the receiving institutions regarding transferability of any elective course work selected.

COURSE DESCRIPTIONS

★ PED 236 LIFEGUARD TRAINING INSTRUCTOR 1 CR (1-0)  
Provides students with the skills necessary for teaching Community Water Safety, and Lifeguarding.  
(Contact hours — 15) *Prerequisites: CURRENT LIFEGUARD TRAINING CERTIFICATE, PED 220*

★ PED 237 LIFEGUARD TRAINING REVIEW 1 CR (1-0)  
Provides students with current lifeguard certification the opportunity to review the American Red Cross Lifeguard Training materials within a formal structure. Included in the course is a review of the CPR for the Professional Rescuer material and First Aid material. Upon successful completion students are eligible to receive American Red Cross Lifeguard Certification. (Contact hours — 15)  
*Prerequisite: PED 136*

★ PED 238 BASIC SAILING INSTRUCTOR .5 CR (1-1)  
Trains students to become instructors in basic sailing techniques is the purpose of this course. (Contact hours — 30)  
*Prerequisites: PED 138 and PED 220*

PED 239 ANALYSIS/TEACHING OF IND. SPORTS 3 CR (2-1)  
Provides the students with knowledge, skills, analysis of techniques and teaching competencies in the activities of golf, bowling, racquet sports, and billiards.

★ PED 240 INSTRUCTOR TRAINING CANDIDATE TRAINING 2 CR (2-0)  
Meets the HSIS ITCT requirements for the American Red Cross. Students will learn techniques in training other instructors, the use of Red Cross materials, and practical teaching experience will be included. (Contact hours — 30)

★ PED 242 ANALYSIS AND TEACHING OF BASEBALL 2 CR (2-0)  
Provides students with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of baseball. (Contact hours — 30)

★ PED 243 ANALYSIS AND TEACHING OF SOFTBALL 2 CR (2-0)  
Provides students with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of softball. (Contact hours — 30)

★ PED 244 ANALYSIS AND TEACHING OF VOLLEYBALL 2 CR (2-0)  
Provides students with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of volleyball. (Contact hours — 30)

★ PED 245 ANALYSIS AND TEACHING OF BASKETBALL (MEN) 2 CR (2-0)  
Provides students with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of basketball. (Contact hours — 30)

★ PED 246 ANALYSIS AND TEACHING OF BASKETBALL (WOMEN) 2 CR (2-0)  
Provides students with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of basketball. (Contact hours — 30)

PED 247 CERTIFIED POOL OPERATOR 1.5 CR (1.5-0)  
Includes information on pool maintenance, chemistry, filtration, recirculation, types of pool equipment as well as preventive maintenance, seasonal care, energy use and conservation, and safety. (Contact hours — 23)

★ PED 254 CARE & PREVENTION OF ATHLETIC INJURIES 3 CR (3-0)  
Course focuses on techniques in prevention, care, and basic rehabilitation of athletic injury. Emphasizes basic taping, wrapping and bracing. (Contact hours — 45)

★ PED 256 STUDIES IN SAFETY EDUCATION .5 to 3 CR (.5 to 3-0)  
Explores safety factors common to community activities, recreational activities, and activities in the workplace. (Contact hours — 7.5 to 45)

★ PED 257 EXERCISE AND HEALTH I 2 CR (1-2)  
Provides the student with an individualized exercise program of health and fitness. Included in the course are lectures and exercise programs that may include aerobics, walking, jogging, exercise bicycles, treadmill, rope jumping, and strength building equipment. (Contact hours — 45) (Course may not be used as a lifetime and leisure skill credit.)

★ PED 258 EXERCISE AND HEALTH II 2 CR (1-2)  
Continuation of PED 257 with a further emphasis on health and fitness. (Contact hours — 45) (Course may not be used as a lifetime and leisure skill credit.)

★ PED 259 EXERCISE AND HEALTH III 2 CR (1-2)  
Continuation of PED 258 with an advanced emphasis on health and fitness. (Contact hours — 45) (Course may not be used as a lifetime and leisure skill credit.)

★ PED 291 APPROACHES AND METHODS TO TEACHING ADVENTURE COURSES 3 CR (3-0)  
Presents the content, methods, safety, and management of adventure (ropes) course activities and initiative games. The course offers various opportunities to learn about the principles of construction, teacher instruction, and operation of an adventure course. Students will also learn to use and implement adventure course activities with different age groups and populations, and how to apply activities to adventure concepts. The course prepares students to teach adventure education to elementary, secondary, postsecondary, and adult students taking adventure courses. (Contact hours — 45)

PHYSICS

★ PHY 105 CONCEPTUAL PHYSICS 4 CR (3-2)  
*(General Education Core Course)*  
Course studies include mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. (Contact hours — 60)

■ ★ PHY 111 ALGEBRA BASED PHYSICS I 5 CR (4-2)  
*(General Education Core Course)*  
An introductory course in physics covering the basic concepts of classical mechanics (motion, energy, fluids, materials), heat and thermodynamics. College algebra and trigonometry is used throughout the course. This course includes an introductory physics laboratory with experiments in mechanics, and heat and thermodynamics. (Contact hours — 90) *Pre-requisite: MAT 121 OR INSTRUCTOR APPROVAL*

■ ★ PHY 112 ALGEBRA BASED PHYSICS II 5 CR (4-2)  
*(General Education Core Course)*  
A continuation of the introductory course in physics. Topics covered will include electricity, magnetism, waves, simple harmonic motion, optics and modern physics. College algebra and trigonometry are used throughout the course. This course includes an in-

introductory physics laboratory with experiments in waves, simple harmonic motion, electricity, magnetism, and optics. (Contact hours — 90) *Prerequisite: PHY 111*

■ ★PHY 211 PHYSICS: CALCULUS BASED I 5 CR (4-2)  
(*General Education Core Course*)  
(*Core Course for AGS or AAS*)

An introductory course in physics covering the basic concepts of classical mechanics (motion, energy, fluids, materials), heat and thermodynamics. Differential and integral calculus are used throughout the course. This course includes an introductory physics laboratory with experiments in mechanics, heat and thermodynamics. (Contact hours — 90) *Prerequisites: MAT 122 AND Corequisite: MAT 201*

■ ★PHY 212 PHYSICS: CALCULUS BASED II 5 CR (4-2)  
(*General Education Core Course*)  
(*Core Course for AGS or AAS*)

A continuation of the introductory course in physics with calculus for students in engineering. Topics covered will include electricity, magnetism, waves, simple harmonic motion, optics and modern physics. Calculus is used throughout the course. This course includes an introductory physics laboratory with experiments in waves, simple harmonic motion, electricity, magnetism, and optics. (Contact hours — 90) *Prerequisite: PHY 211*

## POLITICAL SCIENCE

■ ★POS 111 AMERICAN GOVERNMENT 3 CR (3-0)  
(*General Education Core Course*)  
(*Core Course for AGS or AAS*)

Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the constitution, federalism, civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government. (Contact hours — 45)

## PRACTICAL NURSING

NUR 101 FUNDAMENTALS OF NURSING I 6 CR (3-6)  
Introduces the student to a beginning awareness of the role of the practical nurse on the health team. It focuses on the assessment of basic needs of the patient and how to meet those needs through the nursing process. Learning experiences are provided in the college laboratory as well as clinical facilities in the community. Time will be spent on nursing history, ethics, and current trends seen in nursing. (Contact hours — 135)  
*Prerequisites: ADMISSION TO NURSING PROGRAM*

NUR 102 FUNDAMENTALS OF NURSING II 2 CR (1-2)  
Gives students further knowledge and understanding of their role in administering safe nursing skills. More complicated skills and knowledge necessary for safe and accurate nursing care are stressed. Team leading in the long term care setting as well as ward management is included. Learning experiences are provided in the college laboratory as well as clinical facilities in the community. (Contact hours — 45) *Prerequisite: NUR 101*

NUR 104 MEDICAL-SURGICAL NURSING I 4 CR (4-0)  
Gives the student an understanding of the disease process and how it affects the adult, geriatric, and pediatric patient. It will include the causes of disease, symptomatology, and treatment of disease with pharmacology and diet therapy included as two treatment modalities. Community health problems will be integrated and discussed from a physical, emotional and public awareness viewpoint. Oncology through nervous system units will be covered. (Contact hours — 60)

NUR 105 MEDICAL-SURGICAL NURSING II 3 CR (3-0)  
Continuation of NUR 104. It will cover the units of female and male reproductive systems, the cardio-vascular, gastro-intestinal, respiratory, genito-urinary, and endocrine systems. (Contact hours — 45) *Prerequisites: NUR 104*

NUR 107 MATERNAL-CHILD HEALTH NURSING 3.5 CR (3-1)  
Acquaints the student with the formation of the family beginning with the act of conception, development of the embryo, labor and delivery, post partum care and care of the newborn and young child. Post partum care will place some emphasis on methods of birth control and care of the family as a unit. Clinical procedures related to care of the mother during and after delivery and care of the newborn in the nursery will be demonstrated and practiced in the laboratory setting. (Contact hours — 60)

NUR 108 COMMONALITIES IN NURSING 2 CR (1-2)  
This class will cover a variety of topics important to all students in the field of nursing. Topics will include: the modern health care system, the nursing process, data collection, physical assessment, psychosocial aspects of adult patient care, care of the pediatric patient, care of the dying patient, and oncological care. This will be a lecture-lab course which will allow the student the opportunity to practice procedures in a lab setting and allow the instructor to use techniques such as role-playing and simulation. It will be a required course which can only be taken when the student is in the clinical portion of the program. (Contact hours — 45)

NUR 110 SOCIALIZATION INTO NURSING 1 CR (1-0)  
Acquaints the student with the changing trends in nursing and the specific legal and ethical implications for the practical nurse. The focus is on the transition from the role of student to the role of the graduate practical nurse as a health team member in the community. (Contact hours — 15)

NUR 112 MATH FOR HEALTH OCCUPATIONS 1.5 CR (1.5-0)  
Designed to reacquaint the student with basic principles of mathematics in order to compute proper drug dosage accurately. Material includes the metric system measurements and the apothecary system of measurements. (Contact hours - 23)

NUR 113 INTRODUCTION TO PHARMACOLOGY 1.5 CR (1.5-0)  
Teaches the student specific effects drugs may have on the body, sources of information on drugs, legal implications of drug administration, and the basic groups of drugs. (Contact hours — 23) *Prerequisite: HEP 112*

NUR 114 BASIC PHARMACOLOGY & TECHNIQUES 2 CR (2-.5)  
Acquaints the student with each basic group of drugs in regard to their action, side effects, indications, and contradictions with special emphasis placed on patient education. Lab hours will be spent on learning specific medication techniques which the student must demonstrate prior to administering medications in the clinical setting. (Contact hours — 38) *Prerequisites: HEP 112, NUR 113*

NUR 199A CLINICAL EXPERIENCE 9 CR (0-18)  
Requires clinical application of the knowledge obtained in theory. Beginning nursing skills are emphasized in the first weeks, but students are also prepared to do general physical assessment of the patient, charting and simple procedures that require sterile technique. During B term weekly hours increase, and administration of medications is added to the student's role. Students will work in all of the following areas: medical-surgical nursing, intensive care, obstetrics, newborn nursery, child care agencies and a variety of physicians' offices.

**NUR 199B CLINICAL EXPERIENCE** 7.5 CR (0-15)  
A continuation of NUR 199A, with a greater level of nursing expertise and independence expected from the student. Special emphasis will be placed on care of the patient with mental or emotional disorders. Requirements for the course will include the writing of two long-term studies, eight short-term studies, and a completed set of medication cards. (Contact hours — 225)  
*Prerequisites: NUR 199A*

**NUR 201 IV THERAPY FOR LPN'S** 3.5 CR (3.5-0)  
Theory, lab practice, and clinical experience to allow the Licensed Practical Nurse to acquire the skills and knowledge to perform adult intravenous therapy including the administration of antibiotics and heparin flushes to maintain potency in peripheral devices, and venous blood withdrawals as prescribed in Colorado law. The course is approved by the Colorado State Board of Nursing. (Contact hours — 60)  
*Prerequisites: CURRENT COLORADO LPN LICENSE, PROOF OF PROFESSIONAL LIABILITY INSURANCE*

## PRODUCTION AGRICULTURE

(See *Agriculture-Production*)

## PSYCHOLOGY

■ ★ **PSY 101 GENERAL PSYCHOLOGY I** 3 CR (3-0)  
(General Education Core Course)  
(Core Course for AGS or AAS)  
Scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. (Contact hours — 45)

■ ★ **PSY 102 GENERAL PSYCHOLOGY II** 3 CR (3-0)  
Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development and social psychology. (Contact hours — 45) *Prerequisite: PSY 101*

★ **PSY 111 LEARNING THROUGH ADVENTURE: GROUP PROBLEM SOLVING SKILLS** .25 to .5 CR (.25-.5)  
Students learn to resolve group problems through cooperation of individual group members. Using the mental and physical strengths of group members, students develop approaches to problem-solving for improved awareness of decision-making, leadership, and the responsibility of individuals to the group. (Contact hours - 4 to 7.5)

★ **PSY 112 LEARNING THROUGH ADVENTURE: GROUP TEAMWORK AND INTERACTION SKILLS** .25 to .5 CR (.25-.5)  
Students learn teamwork to understand the individual's responsibility within the team to meet assigned goals. Focus is placed on learning effective communications skills to meet team goals. Topics covered in the course include listening, leadership, responsibility, problem-solving, and team building. (Contact hours - 4 to 7.5)

★ **PSY 113 LEARNING THROUGH ADVENTURE: PERSONAL GROWTH DEVELOPMENT** .25 to .5 CR (.25-.5)  
Students study personal behaviors and approaches used with behaviors in group problem-solving and teamwork situations in order to gain self and team understanding. Topics included in the course are commitment, trust, pride, self-esteem, mental discipline, confidence, fear, confusion, frustration, doubt, and anxiety. (Contact hours - 4 to 7.5)

★ **PSY 200 PEER HELPING** 1 CR (1-0)  
Open only to students who have been selected to work as peer helpers with Counseling Services. Course includes training in basic counseling skills, explanation of student development issues and direct involvement with peer helping/education programs on campus. Course may be repeated up to four times. (Contact hours — 15)

★ **PSY 210 APPROACHES AND METHODS TO TEACHING ADVENTURE COURSES** 4 CR (3-1)  
Presents the content, methods, safety, and management of adventure (ropes) course activities and initiative games. The course offers various opportunities to learn about principles of construction, teacher instruction, and operation of an adventure course. Students will also learn to use and implement adventure course activities with different age groups and populations and how to apply activities to adventure concepts. This course prepares students to teach adventure education to elementary, secondary, postsecondary, and adult students. (Contact hours — 60)

★ **PSY 217 HUMAN SEXUALITY** 3 CR (3-0)  
Survey of physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. (Contact hours — 45)

★ **PSY 226 SOCIAL PSYCHOLOGY** 3 CR (3-0)  
(Core Course for AGS or AAS)  
Covers behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. (Contact hours — 45) *Prerequisites: PSY 101, SOC 101 OR APPROVAL OF INSTRUCTOR*

★ **PSY 235 HUMAN GROWTH AND DEVELOPMENT** 3 CR (3-0)  
(Core Course for AGS or AAS)  
Survey of human development from conception through death emphasizing physical, cognitive, emotional, and psychosocial factors. (Contact hours — 45) *Prerequisites: PSY 101, SOC 101 OR APPROVAL OF INSTRUCTOR*

★ **PSY 245 EDUCATIONAL PSYCHOLOGY** 3 CR (3-0)  
Examines teaching, learning, memory, and current educational issues and trends. (Contact hours — 45)  
*Prerequisites: PSY 101 OR APPROVAL OF INSTRUCTOR*

★ **PSY 248 CHILD AND ADOLESCENT PSYCHOLOGY** 3 CR (3-0)  
(Core Course for AGS or AAS)  
Examines physical, cognitive, emotional, and psychosocial development from conception to adolescence. (Contact hours — 45) *Prerequisites: PSY 101, SOC 101 OR APPROVAL OF INSTRUCTOR*

## RANGE MANAGEMENT

★ **RAM 205 PRINCIPLES OF RANGE MANAGEMENT** 3 CR (2-2)  
(Core Course for AGS)  
Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities will be covered. (Contact hours — 60)  
*Prerequisites: BIO 221 OR APPROVAL OF INSTRUCTOR*

## READING

**REA 030 BASIC READING SKILLS** 2 CR (2-0)  
The student will learn strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. (Contact hours — 60) *Prerequisite: Accuplacer score 20-39*

REA 060 FOUNDATIONS OF READING 3 CR (3-0)  
The student will learn strategies for vocabulary development, improved reading comprehension, and enrichment. (Contact hours — 60) *Prerequisite: Reading Accuplacer score 40-59.*

REA 090 COLLEGE PREPARATORY READING 3 CR (3-0)  
Prepares students for college level content reading. It will build upon the REA 060 content and provide a bridge from remedial reading to content instruction. (Contact hours — 60) *Pre-requisite: Reading Accuplacer score 60-82 or REA 060.*

REA 130 APPLIED AND TECHNICAL READING 2 CR (2-0)  
*(Core Course for AGS or AAS)*  
Advanced reading and comprehension skills for a variety of academic and problem solving tasks. (Contact hours — 30)

## SMALL BUSINESS MANAGEMENT -

Analysis and Development of Small Business  
(Part-time Certificate Program Courses)

SBM 151 - SMALL BUSINESS PLANNING 3 CR (2-2)  
Culmination of this class will be a student's well-defined business plan, including strategies and knowledge of available resources, and necessary skills to manage their own small business. (Contact hours - 30 lecture and 30 independent study)  
*Prerequisite: BUS 115*

SBM 160 - THE BUSINESS PLAN 18 credits (18-0)  
The course will assist small business owners in: Identifying business resources, setting goals, and preparing a feasibility/strategic plan. Developing an accounting system, basic financial statements, banking relationships, cash flow statement analysis, basic tax rules and reporting, break-even analysis, and budgeting. Developing a basic marketing plan; defining your market; analyzing your competition; basic product, pricing and advertising strategies; analyzing consumer behavior; changes and trends; and determining customer needs and wants. Planning, organizing, leading and controlling evaluation of staffing, employees development, cross-training, motivation techniques, internal management control procedures, and long term planning. Legal and ethical issues, stress management, problem-solving techniques, time management, networking, leadership and business intuition. The culmination of this class will be a student's well-defined business plan including strategies and knowledge of available resources and necessary skills to manage their own small business.

SBM 170 WEB PAGE DEVELOPMENT FOR SMALL BUSINESS 18 CR (18-0)  
This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. Topics include, but are not limited to; study of the market analysis, development of the basic marketing plan, web page layout, hyperlinks, graphics, working with multimedia and the web site, web site promotion and search engines, and web site maintenance.

SBM 175 - SPECIAL TOPICS IN SMALL BUSINESS MANAGEMENT 1-3 CR  
This course provides the student with continued in depth analysis of their business. It allows for the student to keep up with rapidly changing technology available to the industry.  
*Prerequisite: CONSENT OF INSTRUCTOR*

SBM 275 - ADVANCED TOPICS IN SMALL BUSINESS MANAGEMENT 1-3 CR  
This course provides the student with continued in depth analysis of their business. It allows for the student to keep up with rapidly changing technology available to the industry.  
*Prerequisite: CONSENT OF INSTRUCTOR*

## SOCIOLOGY

★SOC 101 INTRODUCTION TO SOCIOLOGY I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class, and race. (Contact hours — 45)

★SOC 102 INTRODUCTION TO SOCIOLOGY II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.  
(Contact hours — 45) *Prerequisite: SOC 101*

★SOC 205 MARRIAGE AND FAMILY 3 CR (3-0)  
Helps develop an understanding of marriage, family, and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. (Contact hours — 45)

## SPANISH

★SPA 101 CONVERSATIONAL SPANISH I 3 CR (0-6)  
First course in a sequence for beginning students who wish to understand and speak Spanish. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. (Contact hours — 45)

★SPA 102 CONVERSATIONAL SPANISH II 3 CR (0-6)  
Second course in a sequence for beginning students who wish to understand and speak Spanish. The material will continue to cover basic conversational patterns, expressions, and grammar.  
(Contact hours — 45) *Prerequisites: SPA 101*

★SPA 111 SPANISH I 5 CR (5-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Begins a sequence dealing with 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 individual texts and instructors. (Contact hours — 75)

★SPA 112 SPANISH II 5 CR (5-0)  
*(General Education Core Course)*  
*(Core Course for AGS)*  
Continues Spanish I 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 individual texts and instructors. (Contact hours — 75)  
*Prerequisites: SPA 111*

\*SPA 115 SPANISH FOR THE PROFESSIONAL I 3 CR (3-0)  
This course is 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.  
*Prerequisite: College-level reading.*

■ \*SPA 175 SPECIAL TOPICS:  
IN SPANISH .25 to 5 CR (.25 to 5-0)  
Studies in language and culture.

\*SPA 211 SPANISH III 3 CR (3-0)  
This course continues Spanish I and II in the development of increased functional proficiency in listening, speaking, reading, and writing the language. *Prerequisite: Spanish 112*

\*SPA 212 SPANISH IV 3 CR (3-0)  
This course continues Spanish I, II, and III in the development of increased functional proficiency in listening, speaking, reading, and writing the language. *Prerequisite: Spanish 211*

\*SPA 215 SPANISH FOR THE PROFESSIONAL II 3 CR (3-0)  
This course continues SPA 115 in the development of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

## SPEECH

■ \*SPE 115 PRINCIPLES OF  
SPEECH COMMUNICATION 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Combines basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis.  
(Contact hours — 45)

\*SPE 217 GROUP COMMUNICATION 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
Examines theory and communication involved in effective group problem solving and decision making. Topics include the function of group leadership, structure, goals, norms, and agendas.  
(Contact hours — 45)

## THEATRE

■ \*THE 105 INTRODUCTION TO THEATRE ARTS 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS or AAS)*  
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.  
(Contact hours — 45)

\*THE 110 STAGE MOVEMENT 3 CR (3-0)  
Acquaints the student actor with the capabilities of the physical instrument and create an individual awareness of how the body supplies the visible form of emotion. Course work will include Feldenkrais physical exercise, empty-hand combat, and Lecoq neutral mask work. (Contact hours — 45)

\*THE 111 ACTING I 3 CR (3-0)  
Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance. (Contact hours — 45)

\*THE 112 ACTING II 3 CR (3-0)  
Continues to explore basic acting techniques and approaches, including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance. (Contact hours — 45) *Prerequisite: THE 111 OR PERMISSION OF INSTRUCTOR*

\*THE 116 TECHNICAL THEATRE 3 CR (3-0)  
An introduction to the technical aspects of theatre production. Topics include set design and construction, costuming, makeup, and stage lighting. (Contact hours — 45) *Prerequisite: CAN BE CONCURRENT WITH THE 131 OR 132.*

\*THE 131 THEATRE PRODUCTION 1 CR (0-4)  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available. (Contact hours — 60) *Prerequisites: THE 111 AND/OR THE 112 OR PERMISSION OF INSTRUCTOR - CAN BE TAKEN CONCURRENTLY WITH THE 105.*

\*THE 132 THEATRE PRODUCTION 1 CR (0-4)  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available. (Contact hours — 60) *Prerequisites: THE 111 AND/OR THE 112, THE 131 OR 132 OR 116 OR PERMISSION OF INSTRUCTOR - CAN BE TAKEN CONCURRENTLY WITH THE 105.*

\*THE 175 SPECIAL TOPICS:  
IN COMMUNITY THEATRE .25 to 5 CR (.25 to 5-0)  
Studies in community theatre.

■ \*THE 211 DEVELOPMENT OF THEATRE I 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS & AAS)*  
Surveys the history and evolution of the theatre from Ancient Greece to the Renaissance, emphasizing all aspects of the art form from the period value to analysis of dramatic literature and performance. (Contact hours — 45)

■ \*THE 212 DEVELOPMENT OF THEATRE II 3 CR (3-0)  
*(General Education Core Course)*  
*(Core Course for AGS & AAS)*  
Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance. (Contact hours — 45)

\*THE 231 THEATRE PRODUCTION 1 CR (0-4)  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available. (Contact hours — 60)  
*Prerequisites: THE 111 AND/OR THE 112, THE 131 OR 132 OR 116 OR PERMISSION OF INSTRUCTOR.*

\*THE 232 THEATRE PRODUCTION 1 CR (0-4)  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available. (Contact hours — 60)  
*Prerequisites: THE 111 AND/OR THE 112, THE 131 OR 132 OR 116 OR PERMISSION OF INSTRUCTOR.*

# College Personnel

## MEMBERS OF THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION SYSTEM

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 Ms. JoNell Mollohan  
 Mr. Larry Rewerts

## ADMINISTRATION, FACULTY, AND EXEMPT STAFF

**Amen, Kenneth** (Coordinator of Equine Management) B.S. and M.Ed., Colorado State University.  
**Annan, Jack** (Vocational Counselor/Alumni Director) B.S. and M.Ed., Colorado State University.  
**Anderson, Michael** (Coordinator of Production Agriculture) A.A., Northeastern Junior College; B.S. and M.Ed., Colorado State University.  
**Annand, Charles** (Manufacturing Technology Instructor) B.S., Colorado State University.  
**Antener, Mary** (Technology Support Specialist) B.S., University of Northern Colorado.

**Armagost, Amanda** (Admissions Coordinator) A.A., Northeastern Junior College; B.S., University of Northern Colorado.

**Baker, Barbara** (Director of Marketing) A.A., Northeastern Junior College, B.A., Colorado State University.

**Berns, Pamela** (English/Speech) B.A. and M.A., Wayne State (Nebraska).

**Bowey, Ronda** (Associate Director of Adult/Continuing & Community Education) A.A., Northeastern Junior College; B.A., University of Northern Colorado; M.A., Regis University.

**Bowman, Carol** (Multi-Disciplinary Instructor) A.A., Nebraska Western College; B.S., Regis University.

**Brady-Lawler, Donna** (Early Childhood Education Coordinator) B.A., Metro State College.

**Brandt, Gina** (Instructional Specialist) B.A., Sterling College (Kansas); M.Ed., Southwestern College (Kansas).

**Brandt, Mike** (Physical Education/Women's Basketball Coach) A.A., Northeastern Junior College; B.S., Sterling College (Kansas); M.A., Southwestern College (Kansas).

**Brekel, Leo** (Director of Physical Plant) A.A., Northeastern Junior College.

**Brower, Julie** (Practical Nursing) B.S.N., University of Northern Colorado.

**Brownell, Mike** (Soils) A.A., Northeastern Junior College; B.A., Colorado State University.

**Bruce, David** (Criminal Justice/Police Academy) B.S., and M.S.A., Southeast Missouri State University.

**Bruce, Julie** (Residence Hall Director) B.A., Southeast Missouri State University.

**Brungardt, Cherie** (Network Technician) A.A., Northeastern Junior College; B.S., Regis University.

**Burgner, Ryan** (Event Center Assistant Manager/Assistant Baseball Coach) A.A., Dodge City Community College (Kansas); B.S., Iowa State University.

**Coles, David** (Science) B.S., University of Maine at Orono; M.S., Colorado State University.

**Cullen, Brian** (Ag Business Management) B.S., Oklahoma Panhandle State University.

**Doane, Kala** (Ag Business Management) B.S., University of Northern Colorado.

**Drum, Dan** (Physical Education/Head Baseball Coach) B.S., Emporia State University.

**Durfee, David** (Coordinator of Horticulture & Landscape Technologies) B.S., Montana State University.

**Egbert, Kathie** (Child Development Center Director) A.A.S., Northeastern Junior College.

**Ensminger, Barbara** (Cosmetology) Cosmetology License Joslin's Beauty School, Vocational Credential Colorado State University.

**Felzien, Maret** (Reading Specialist) B.A., Colorado State University; M.A., University of New Mexico.

**Fox, Patricia** (Executive Director of Centralized Services) B.A., Ursinus College (Pennsylvania); M.Ed., Colorado State University.

**Fuhrman, Gary** (Coordinator of Agriculture Diesel & Equipment) A.A.S., and B.S., University of South Dakota (Springfield).

**Gartin, Stanton** (Dean for Agricultural/Business Programs) A.A., Northeastern Junior College; B.S. and M.Ag., Colorado State University.

**Gentry, Chris** (Coordinator of Health & Safety Programs) B.A., Eastern Washington University; M.A., Colorado State University.

- Giacomini, Judy** (Vice President of Student Services) B.A. and M.A., University of Northern Colorado.
- Gill, Lori** (Transition Specialist) B.A., Colorado State University; M.A., University of Northern Colorado.
- Goldsmith, Carolee** (Interim Director of Financial Aid) A.S., Northeastern Junior College.
- Guthrie, Heather** (Coordinator Adult Basic Education) B.A., Colorado State University; M.S.W., University of Denver.
- Hagstrom, Donald** (Agriculture) B.S., University of Nebraska; M.S. and Advanced Study, Colorado State University.
- Haley, Robby** (Fitness/Wellness Coordinator) A.A., Northeastern Junior College; B.A., University of Northern Colorado.
- Havely, Candace** (Director of Library Services) B.A., University of Wyoming; M.L.S., University of Arizona.
- Henderson, Connie** (Biology) A.A., Northeastern Junior College; B.A. & M.A., University of Northern Colorado.
- Henry, Marci** (Physical Education/Womens Volleyball Coach) A.A., Northeastern Junior College; B.A., University of Northern Colorado.
- Hirschfeld, Wendy** (Residence Hall Director/Assistant Women's Basketball Coach) B.A., M.S.
- Hogarth, Donelle** (Interim Director, Comprehensive Learning Center) B.S., Regis University.
- Huenink, Kelly** (Associate Dean of Student Life) A.S., Northeastern Junior College; B.S., Colorado State University; Vocational Credential, Colorado State University; Advanced Study, Kansas State University.
- Humphreys, Connie** (Philosophy/English) B.A., Wright State University.
- Johnson, Reneé** (Coordinator of Human Resources) A.G.S., Northeastern Junior College; B.S., National American University.
- Joyce, Brian** (Coordinator of Corrections & Juvenile Justice) A.A., Northeastern Junior College; B.A., Oklahoma Christian University; M.A., University of Central Oklahoma.
- Joyce, Tina** (Admissions/Recruitment Director) A.A., Northeastern Junior College; B.S., Colorado State University.
- Kokes, Mark** (Ag Mechanics/Young Farmer Coordinator) A.A., Northeastern Junior College; B.S. and M.Ed., Colorado State University.
- Kuebler, Richard** (Director of Theatre) B.A., Wayne State College (Nebraska); M.F.A., University of Nebraska.
- Lauer, Brenda C.P.A.** (Business) B.S., Oklahoma Baptist University; M.B.A., University of Northern Colorado.
- Lewis, Wendy** (Coordinator of Agri-Business) A.A., Northeastern Junior College; B.S., Colorado State University; M.S., University of Minnesota.
- Lieber, Dave** (Agriculture Diesel Equipment) A.A.S., Northeastern Junior College; B.S., National American University.
- Lundgren, Lou Anne** (Technology Instructional Support Specialist) A.A.S., Northeastern Junior College; B.S., Regis University; M.A., University of Northern Colorado.
- Maker, Rachelle** (Nursing) B.S., University of Northern Colorado.
- McArthur, Alma** (DOC Contract Director) B.S., Panhandle State University; M.A., Colorado State University; Ph.D., University of N. Texas.
- McCasland, Jeffrey (Grant)** (Residence Hall Director) B.S., Baylor University; M.A., Texas Tech University.
- McCormick, William** (Mathematics) B.S., Post Graduate Work, & Ph.D., University of Colorado-Boulder.
- Meyer, Allen E.** (Dean for Adult, Career and Technical Education) B.S., N.W. Missouri State; M.S., University of Wisconsin Stout; Ph.D., Colorado State University.
- Miller, Kayedeane** (Director of Development and Foundation) B.S., Colorado State University.
- Miller, Wayne** (Equine Management) A.G.S. Northeastern Junior College; B.S., Colorado State University.
- Monheiser, Ronda** (Business) B.S. and M.B.A., Colorado State University; Advanced Studies, University of Colorado at Denver.
- Muggli, Daniel** (Controller) B.A., St. Martin's College (Washington); M.S., University of North Dakota.
- Muller, Mildred** (Business) B.A., University of Northern Colorado; M.Ed., Colorado State University.
- Munson, Karen** (Registrar) B.A., Slippery Rock University; M.B.A., Regis University.
- Nichols, Shelby** (Chemistry) B.S., University of California at Davis; M.S., University of Maine; Ph.D., Colorado State University.
- Odell, Mike** (Sports Medicine) B.A., Metro State College.
- Parker, Jonelle** (Associate Director of Adult/Continuing & Community Education) B.S. and M.Ed., Colorado State University.
- Peck, Jack** (Director, Adult/Continuing & Community Education) B.S. and M.Ed., Colorado State University.
- Penner, Troy** (Network Coordinator) B.A., University of Colorado at Boulder.
- Perryman, Bruce C.** (President) Foreign Language Diploma, Syracuse University, NY; B.A. and M.S., University of Wyoming; Ph.D., Colorado State University.
- Peterman, Layton** (Technology) A.A.A., Western Nebraska Technical College.
- Phillips, Elizabeth** (GED Lead Teacher) B.A., University of Denver; M.A., Iliff School of Technology.



- Pittsenbarger, James** (Secondary Automotive Technology Coordinator) A.A., B.A., Mesa State College.
- Pollart, Larry** (Animal Science Instructor/Livestock Judging Coach) B.S., Colorado State University.
- Prall, H. Clay** (Mathematics) B.S.E. and M.S., Kansas State Teachers College; Advanced Study, Colorado State University.
- Prestwich, Larry B.** (Art/French) B.F.A., University of Utah; M.A., Brigham Young University.
- Prestwich, Paul** (Dean of Arts & Sciences) B.A., University of Northern Colorado; M.S., University of Colorado at Boulder.
- Reuszer, Diane** (English) B.Ed., and M.Ed., University of Miami.
- Rhodes, Brenda** (Business) A.A., Northeastern Junior College; B.A., University of Northern Colorado; M.Ed., Colorado State University.
- Rinaldo, Joleen K.** (Med-Prep) R.N., Bethel College, F.P.N.P., University of Colorado School of Nursing.
- Ring, Kristy** (Agricultural Economics) A.A., McCook Community College; B.S. and M.S., Colorado State University.
- Robbins, Brenda** (Business) A.A.S., Northeastern Junior College; B.B.A., University of Denver; M.B.A., Colorado State University.
- Ruch, Terry** (Admissions Coordinator, Front Range/Metro area) A.A., Northeastern Junior College; B.A., Colorado State University.
- Samber, Jerrod** (Bank of Colorado Event Center Manager) A.S., Northeastern Junior College; B.S. and M.S., Colorado State University.
- Sander, Dennis** (Vice President of Finance/Administration) B.A., St. Mary of the Plains College; M.B.A., University of Notre Dame.
- Schmidt, Paul** (Business/Science) A.A.S., Northeastern Junior College; B.E. and M.S., Colorado State University.
- Schneider, Anna (Kathy)** (ABE Lead Teacher) B.S., University of Missouri; M.S., Fort Hays State University.
- Schneider, Eugene K.** (Executive Vice President for Learning Services) B.A., St. Louis University; M.A., Washington University (St. Louis); M.S., Kansas State University; Ed.S., Fort Hays (Kansas) State University; Ed.D., Kansas State University.
- Shalla, Gayle (Annie)** (Executive Assistant to the President) B.S., University of Northern Colorado.
- Shinn, Lisa** (Coordinator of Ag Business Management) A.A.S., Northeastern Junior College; B.A. and M.S.M., Regis University.
- Skoglund, Penelope** (Psychology/Sociology) B.S.N., Avila College (Missouri); M.A. and Ph.D., University of Colorado at Boulder.
- Smith, Matthew** (Physics) B.S., San Francisco State University; M.S., University of New Mexico; Ph.D., University of Colorado-Boulder.
- Smith, Quentin** (Admissions Coordinator) A.S., Northeastern Junior College; B.S., Oklahoma Panhandle State University.
- Smith, Steven** (Director of Counseling & Assessment) B.A., and M.A., University of S. Florida.
- Sorensen, Amy** (MCP, MCSE, CCNA, Information Technology Instructor/Coordinator) B.S., University of Wyoming.
- Speaker, Laura** (Assistant Controller) B.S., University of Northern Colorado.
- Stuck, Duane** (Director of Bookstore/Telecommunications Manager) A.A., Northeastern Junior College; B.S., University of Northern Colorado.
- Sweet, Kristie** (Humanities/English) A.A., Northeastern Junior College; B.A., M.A., University of Northern Colorado.
- Szabo, Judy** (English/Reading) A.A., Northeastern Junior College; B.A. and M.A., University of Northern Colorado.
- Thomas, John** (Counselor) B.S., and M.A., University of S. Florida College of Education.
- Thomas, Michelle** (Instructional Specialist) B.A., University of Kansas
- Vair, Michael** (Mathematics/Physics) B.A., Fort Lewis College at Durango; M.S., Colorado State University.
- Vandenbark, Cynthia** (Small Business Management) B.A. and M.B.A., Regis University.
- Waitley, Erin** (Financial Aid Advisor) A.G.S., Northeastern Junior College; B.S., University of Wyoming.
- Weatherill, Stephanie** (Coordinator of Adult/Continuing & Community Education) B.S., University of Colorado; M.S., Regis University.
- Weber, Tiffany** (Director of Emergency Medical Services) A.S., Northeastern Junior College; B.S., Colorado State University.
- Weingardt, Alice** (Director of College/Community Relations) A.G.S., Northeastern Junior College; B.S., National American University.
- Worley, Sheila** (Athletic Director) B.S., Westchester State College (Pennsylvania); M.ED., Colorado State University; Advanced Study, American Universities Overseas Program in Leisure Sciences.
- Wright, Kent** (Auto Technology) A.A.S., Northeastern Junior College; B.S., National American University; Credentialed by the State Board for Community Colleges and Occupational Education.
- Young, Loretta** (Cosmetology Coordinator) Instructor's License, Montrose Beauty College; Credentialed by the State Board for Community Colleges and Occupational Education.

**Zink, Brenda** (Biology) A.A.,  
Northeastern Junior College; B.S.  
and M.A., University of Northern  
Colorado.

## EMERITUS STAFF

John "Jack" Annan - *Emeritus Vocational Counselor.*  
\*Leo Armstrong - *Professor Emeritus of Science.*  
Ronald Bailey - *Emeritus Dean of Instruction.*  
Karen Bargell - *Professor Emeritus of Secondary Med-Prep.*  
Norman Berry - *Professor Emeritus of Science.*  
Geraldine Bodkin - *Professor Emeritus of Reading and Study Skills.*  
Ed Brandt - *Professor Emeritus of Physical Education.*  
Carol Brom - *Professor Emeritus of Emergency Medical Services.*  
Betty Brunner - *Professor Emeritus of Practical Nursing*  
Bruce Bryden - *Emeritus Dean of Students.*  
Roland "Bud" Christian - *Professor Emeritus of English and Speech.*  
Dorothy Corsberg - *Professor Emeritus of Humanities.*  
Jack Dietz - *Professor Emeritus of Psychology.*  
James Dorland - *Professor Emeritus of Secondary Automotive Technology*  
\*Roy Edwards - *Professor Emeritus of Physical Education.*  
Edith Evans - *Professor Emeritus of Business and Science.*  
Kent Ewing - *Professor Emeritus of Agricultural Diesel Equipment.*  
Glen Fackler - *Professor Emeritus of Accounting.*  
Don Fender - *Professor Emeritus of Automotive Technology.*  
\*Ervin S. French - *President Emeritus.*  
Walter Gall, Jr. - *Professor Emeritus of Economics.*  
Jim Gann - *Professor Emeritus of Auto Body Repair.*  
Lee Gentry - *Professor Emeritus of Business.*  
Arlys Hanson - *Professor Emeritus of Mathematics.*

Willie Gore, *Professor Emeritus of Biology.*  
\*Zane Hays - *Emeritus Vice President of Instruction.*  
\*Hilbert Kahl - *Emeritus Dean of Occupational Education.*  
Louise Kelly - *Professor Emeritus of Business.*  
Richard Kelly - *Professor Emeritus of Physics.*  
Rita Lambrecht - *Professor Emeritus of Business/Marketing*  
\*Bill Lanham - *Professor Emeritus of Physical Education.*  
Bessie Jean Langdon - *Professor Emeritus of Practical Nursing.*  
Nancy Mann - *Emeritus Study Skills Coordinator.*  
James May - *Professor Emeritus of Automotive Technology.*  
Carol McBride-Graybill - *Emeritus ABE/GED/ESL Coordinator*  
Joe Mills - *Professor Emeritus of Humanities.*  
\*Ralph Moyer - *Professor Emeritus of Social Science.*  
Allen Nelson - *Professor Emeritus of Animal Science.*  
Hal Perry - *Professor Emeritus of Business.*  
Orville Pieper - *Professor Emeritus of Agriculture.*  
James E. Piper - *Professor Emeritus of Agriculture.*  
Bob Plank - *Professor Emeritus of Business.*  
Charles N. Podraza, *Professor Emeritus of Mathematics*  
\*Charles F. Poole - *Founding Chief Executive Officer/President Emeritus.*  
F. R. Roche - *Emeritus Dean of Student Services.*  
Lowell Rounph - *Professor Emeritus of Physical Education.*  
Merle Sherman - *Professor Emeritus of Business.*  
Don Short - *Professor Emeritus of Social Science.*  
\*Jerry W. Spoon - *Professor Emeritus of English and Philosophy.*  
\*C. R. Stasenka - *Professor Emeritus of Music.*  
Jim Stegman - *Professor Emeritus of English*

Bart Thiele, *Emeritus Director of Student Life.*  
Robert Wagner - *Professor Emeritus of English and Music.*  
Darrell Wood - *Professor Emeritus of English.*  
Sheila Worley - *Professor Emeritus of Physical Education.*  
Peter L. Youngers - *Emeritus Associate Dean of Humanities & Human Services.*

\*Deceased

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## NORTHEASTERN JUNIOR COLLEGE TELEPHONE NUMBERS

Admissions .....	521-7000
Adult/Continuing and Community Education .....	521-6900
Adult, Career and Technical Education .....	521-6604
Associated Student Government .....	521-6626
Alumni Association .....	521-6690
Athletics .....	521-6618
Bank of Colorado Event Center .....	521-6756
Bookstore .....	521-6789
Business Office .....	521-6728
Cafeteria .....	522-9063
Centralized Services .....	521-6603
Child Development Center .....	521-6735
College/Community Relations .....	521-6606
Comprehensive Learning Center .....	521-6791
Copy Center .....	521-6867
Cosmetology Program .....	521-6734
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Financial Aid .....	521-6800
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Housing .....	521-6608
Instructional Divisions	
Agriculture and Business Division .....	521-6650
Arts and Science Division .....	521-6777
Adult, Career and Technical Education .....	521-6604
Mail Room .....	521-6667
Monahan Library .....	521-6612
President's Office .....	521-6601
Records .....	521-6700
Residence Halls	
Dowis Hall .....	521-6821
Herboldsheimer Hall .....	521-6822
Poole Hall .....	521-6823
Guenzi-Read-Breidenbach Hall .....	521-6824
Ropes Course .....	521-6665
Switchboard .....	521-6600
Vice President of Student Services .....	521-6673

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This catalog should not be considered a contract between Northeastern Junior College and any prospective student. Tuition rates are established and fees are approved by the Colorado Community College and Occupational Education System. Room and board rates are subject to change as required by varying circumstances. Curriculum offerings and programs may be altered as well to meet changing instructional, and student needs.

All students enrolled for any credit course are responsible for knowledge of the information appearing in this catalog and any annual updates of costs, course revisions, curriculum changes and published course schedules. All students are also responsible for knowledge of the information contained in the Student Handbook. The Student Handbook contains all general student policies and all resident hall rules and procedures. The college reserves the right to change procedures and policies in the catalog and the Student Handbook, and to revise curricula as may be necessary and desirable. The official college curriculum is approved by professional staff and contained in the Master Curriculum File.

All students registered for any courses at Northeastern Junior College accept a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the City of Sterling, and comply willingly with college regulations and to abide by local, state and federal laws. All students have the right of due process and the right to file grievances. The college has the right to restrict, evict, suspend and dismiss any student whose academic achievement and personal conduct does not meet the standards set forth in the catalog and the Student Handbook.

It is the policy of Northeastern Junior College to provide equal education and employment opportunities and to provide services and benefits to all students and employees without regard to race, creed, color, religion, national origin, ancestry, sex, age, disability or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, the Veteran's Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment and EEOC's Sex Discrimination Guidelines, as well as applicable Colorado Statutes. Inquiries, including those regarding Title IX and Section 504, may be referred to Ms. Cindy Hesse, Human Resource Manager, Northeastern Junior College, Sterling, Colorado 80751, phone number (970) 521-6730, the Director of Affirmative Action for the Colorado Community College and Occupational Education System, 1391 N. Speer Blvd., Suite 600, Denver, Colorado 80204-2554, (303) 620-4000, or to the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204-3582.



# Application for Admission

Responses to items marked by an asterisk (\*) are voluntary, will be kept confidential, will not be used in discriminatory manner, and are intended to support actions designed to promote students participation in the education programs offered by the College. They will not be used as a factor in acceptance to the College. The information will not be used as a factor in acceptance to the College. If you do not elect to respond to the request for this information you will not be subject to any adverse treatment.

100 College Avenue, Sterling, CO 80751  
1-800-626-4637 ext. 7000

**INSTRUCTIONS - Please complete all sections of this application in Black Ink.**

## PLEASE PRINT LEGIBLY

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL 20

Summer  Fall  Spring

\*SOCIAL SECURITY NUMBER/STUDENT I.D.

MR

MS

OR LIST OTHER: \_\_\_\_\_

BIRTHDATE

 -  - 

MO.

DAY

YR.

GENDER

(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

### \*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

Are you a U.S. Citizen?

Yes  No

If NO, country of Citizenship: \_\_\_\_\_

Visa Type: \_\_\_\_\_

You must attach photocopy of I-94 (Arrival-Departure Record), or I-551 (Resident Alien Card) (both sides) and copy of parent(s) if you are under the age of 23.

### Office Use Only

  
VISA  
  
RESIDENCY  
  
LOCAL COUNTY

LOCAL ADDRESS

COUNTY OR LOCAL ADDRESS

CITY

STATE

 - 

ZIP CODE

COUNTRY

(AREA)

 - 

RESIDENCE PHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

E-MAIL ADDRESS

CITY

STATE

 - 

ZIP CODE

COUNTRY

(AREA)

 - 

BUSINESS PHONE NUMBER

## STUDENT GOALS

### 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

### 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

### Are you enrolling at this college for job or career reasons?

(Y) Yes  (N) No

### Please indicate planned length of study at this institution:

- (1) semester  (3) 2 years
- (2) 1 year  (4) More than 2 years

Program/Major area of study:

## ENROLLMENT DATA

### Which best describes your current status?

- (RA) Re-entering former student at this institution
- TRANSFER, attended another college
  - (TR) will transfer credit in
  - (TN) will not transfer credit in
- (NE) New Student, first college attended

### Which best describes the level of education you have completed? (choose one)

- (LH) Less than High School
- (HS) High School Graduate/GED
- (CE) Certificate
- (AD) Associate Degree
- (BD) Bachelor's Degree
- (PD) Professional Degree (MD, JD, MBA, EdS)
- (DD) Doctorate (EdD, PhD)

\*Do you consider yourself economically disadvantaged?  yes  no

\*Do you consider yourself academically disadvantaged?  yes  no

\*Is your primary language other than English?  yes  no

Language \_\_\_\_\_

### Have your parents earned a baccalaureate (4-year) degree?

- (M) Mother  (F) Father  (B) Both  (N) Neither
- (U) Unknown

NAME OF LAST SCHOOL ATTENDED \_\_\_\_\_  
CITY \_\_\_\_\_ STATE   
NAME OF LAST COLLEGE ATTENDED \_\_\_\_\_  
CITY \_\_\_\_\_ STATE

### Type of Secondary Diploma

- High School Diploma, (Y) Year Received 19/20
- (G) GED - Year Received 19/20
- (C) Currently enrolled in High School
- Expected Graduation Date 19/20
- (N) Non-Graduate

## OFFICE USE ONLY

COLLEGE

CLASS

DEGREE

MAJOR

MINOR

SPEC

HIGH SCHOOL CODE

COLLEGE CODE

## SELECTIVE SERVICE STATEMENT

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information are subject to penalty of law.

Are you required to be registered with the Selective Service?  Yes  No

If yes, are you registered?  Yes  No

## 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.

<div style="margin-bottom: 10px;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </div> <p>CURRENT AGE</p> <p>Dates of continuous physical presence in Colorado .....</p> <p>Dates of extended absences from Colorado during the last two years .....</p> <p>List the last two years Colorado income taxes have been filled .....</p> <p>List the last two years of employment or source of income</p> <p>Date current Colorado Driver's License or Colorado I.D. was issued .....</p> <p>List the last two years of Colorado Motor Vehicle Registration .....</p> <p>Date of Colorado Voter Registration .....</p> <p>*Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date)</p>	<p style="text-align: center;"><b>YOU</b></p> <p style="text-align: center;">MO DAY YR to MO DAY YR</p> <p style="text-align: center;">MO YR to MO YR</p> <p style="text-align: center;">YR and YR</p> <p style="text-align: center;">EMPLOYER STATE MO YR to MO YR</p> <p style="text-align: center;">EMPLOYER STATE MO YR to MO YR</p> <p style="text-align: center;">MO YR NEW RENEWAL</p> <p style="text-align: center;">MO YR and MO YR</p> <p style="text-align: center;">MO YR</p>	<p style="text-align: center;"><b>and</b></p> <p><input type="checkbox"/> <b>YOUR PARENT or</b> <input type="checkbox"/> <b>LEGAL GUARDIAN</b> (if you are under 23)</p> <p style="text-align: center;">MO DAY YR to MO DAY YR</p> <p style="text-align: center;">MO YR to MO YR</p> <p style="text-align: center;">YR and YR</p> <p style="text-align: center;">EMPLOYER STATE MO YR to MO YR</p> <p style="text-align: center;">EMPLOYER STATE MO YR to MO YR</p> <p style="text-align: center;">MO YR NEW RENEWAL</p> <p style="text-align: center;">MO YR and MO YR</p> <p style="text-align: center;">MO YR</p>
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\*Response to these items is voluntary, and will be kept confidential. Marital status may be relevant to determine whether you are entitled to be declared a Colorado resident for tuition purposes.

If you are on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office.

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 rejection 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

# NORTHEASTERN JUNIOR COLLEGE CALENDAR

## FALL SEMESTER (FULL TERM) 2003

Jul 25	New Student Credentials Due
Aug 1	Academic Appeals Due by 4:00 p.m.
Aug 4	Academic Standards Review
Aug 4-8	Student Advising Days
Aug 21-22	Staff In-Service Days
Aug 24	Residence Halls Open for Check-In — All Residents Complete Registration Process, ID's, Payment, Books Cafeteria Brunch for Parents and New Students ASG Program/Activity — Bank of Colorado Event Center
Aug 25	Academic Advising and Registration Day — All Students Group Orientation; ASG and Activities Day Non-Preregistered Students Plan Schedule; Complete Payment Monday Evening Classes Begin
Aug 26	All Classes Begin; First Tuesday Evening Class
Aug 27	First Wednesday Evening Class
Aug 28	First Thursday Evening Class
Sept 1	Labor Day (No Classes)
Sept 2	Last Date to Add New Classes (Day or Evening)
Sept 10	Last Date to Drop Classes without Fee (Day or Evening)
Oct 13-16	Mid-Term Grade Review
Nov 12	All Student Advising Day (No Classes)
Nov 13	Last Date to Withdraw with "W" Grade — Full-Term Classes
Nov 12-25	Preregistration Spring Semester 2001
Nov 27-28	Thanksgiving Holiday (No Classes)
Dec 11	Last Class Day (Day Classes)
Dec 8-12	Final Exams: Evening Classes
Dec 12,15,16	Final Exams: Day Classes
Dec 16	Cafeteria Closes at 12:00 p.m., Residence Halls Close at 5:00 p.m.
Dec 17	Final Grades Due in Record Office by 12:00 p.m.

## FALL A-TERM 2003

Aug 25	New Students Report-General Registration; All Classes Begin
Aug 26	Day Classes Begin — First Evening Class Begins
Aug 27	First Wednesday Evening Class Begins-Last Day to Add Day Classes
Aug 28	Last Day to Add A-Term Classes
Sept 1	Labor Day — No Classes
Sept 3	Last Day to Drop A-Term Classes
Sept 15-19	A-Term Mid-Term Review
Oct 3	Last Date to Withdraw with "W" Grade — A-Term
Oct 13-16	Final Exams A-Term
Oct 20	Final Grades Due in Record Office by 12:00 p.m.

## FALL B-TERM 2000

Oct 17	General Registration — All Classes Begin Day and Evening
Oct 20	Last Date to Add Classes
Oct 21	First Tuesday Evening Class Begins
Oct 24	Last Day to Drop B-Term Classes
Nov 26	Last Date to Withdraw with "W" Grade
Nov 10-14	Mid-Term Review-B-Term
Nov 27-28	Thanksgiving Holiday — No Classes
Dec 12,15,16	Final Exams B-Term
Dec 17	Final Grades Due in Record Office by 12:00 p.m.

## SPRING SEMESTER (FULL TERM) 2004

Jan 2	Academic Appeals Due 4:00 p.m.
Jan 5	Academic Standards Review of Appeals
Jan 9	Faculty In-Service
Jan 11	Residence Halls Open 9:00 a.m.; Cafeteria Opens with Evening Meal
Jan 12	New Student Orientation; Registration Day Students Complete Registration/Payment; Evening Classes Begin
Jan 13	Spring Semester Day Classes Begin; First Evening Class Begins
Jan 14	First Wednesday Evening Class Begins
Jan 15	First Thursday Evening Class Begins
Jan 19	Last Day to Add New Classes
Jan 27	Last Day to Drop Classes without Fee
Mar 1-4	Mid-Term Grade Review
Mar 9	Mid-Semester Break (No Classes)
Mar 22-26	Spring Break (No Classes)
Apr 7	Last Date to Withdraw with a "W" Grade — Full-Term Classes
Apr 7	Associated Student Government Elections
Apr 12-23	Preregistration for Fall Semester Classes 2001
Apr 26-30	Final Exams Evening Classes
May 3	Last Class Day
May 4-7	Final Exams Day Classes
May 7	Commencement
May 10	Final Grades Due in Record Office by 4:00 p.m.

## SPRING A-TERM 2004

Jan 12	A-Term Registration; Evening Classes Begin
Jan 13	Day Classes Begin; First Tuesday Evening Class Begins
Jan 14	First Wednesday Evening Class Begins
Jan 15	First Thursday Class Begins; Last Date to Add Classes
Jan 20	Last Date to Drop A-Term Classes
Feb 2-6	Mid-Term Grade Review A-Term
Feb 19	Last Date to Withdraw with a "W" Grade
Mar 1-4	Final Exams: A-Term
Mar 8	Final Grades Due in Record Office by 4:00 p.m.

## SPRING B-TERM 2001

Mar 8	B-Term Registration; Evening and Day Classes Begin
Mar 9	First Tuesday Evening Class Begins
Mar 10	Last Date to Add Classes
Mar 11	First Evening Thursday Class Begins
Mar 15	Last Date to Drop B-Term Classes
Mar 22-26	Spring Break (No Classes)
Apr 5-9	Mid-Term Grade Review — B-Term
Apr 21	Last Date to Withdraw B-Term Classes with "W" Grade
May 4-7	Final Exams
May 10	Final Grades Due in Record Office by 4:00 p.m.

## SUMMER 2004

May 31	Summer Semester Classes Begin
June 18	3-Week Summer Session; Last Day of Class
July 5	5-Week Summer Session; Last Day of Class
July 17	7-Week Summer Session; Last Day of Class