

# Northeastern Junior College 2006 - 2007 Catalog

100 College Avenue

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970-521-6600

Established 1941

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

**ACCREDITATION:**

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.



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2006-2007

Excellence in higher education is a tradition at Northeastern Junior College. We provide access to quality, student-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. Education is the key to gaining prosperity, job security, and access to challenging and meaningful careers; it can all begin here at NJC.

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

Dr. Lance Bolton, Ph.D.  
President

*“We’re different!”*

**NJC STUDENTS HAVE EARNED RECOGNITION AS:**

- National Livestock Judging Winners*
- National FFA Winners*
- National SIFE Winners*
- 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*
- Former Denver Mayor: Wellington Webb*
- Miss Colorado*
- Miss Colorado USA*
- Miss Rodeo America*
- Phi Theta Kappa National Honor Society Members*
- Griffin Foundation Scholarship Recipients*
- U.S. Congress*

**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

## 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.*



**NORTHEASTERN  
JUNIOR COLLEGE**

*-Treat everyone fairly and value diversity.*

*-Communicate openly and honestly.*

**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 approximately 12,000 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 Transfer Programs*

Anthropology  
 Art  
 Astronomy  
 Biology  
 Biotechnology  
 Botany  
 Business  
 Chemistry  
 Computer Science  
 Criminal Justice  
 Early Childhood Education  
 Elementary Education  
 English  
 General Science  
 Geology  
 Graphic Design  
 Health  
 History  
 Journalism/Advertising  
 Liberal Arts  
 Mathematics  
 Microbiology  
 Music  
 Philosophy  
 Physical Education/Coaching  
 Physics  
 Political Science/Government  
 Pre-Professional:  
   Pre-Chiropractic  
   Pre-Dental Hygiene  
   Pre-Dentistry  
   Pre-Engineering  
   Pre-Forestry  
   Pre-Law  
   Pre-Medical Technology  
   Pre-Medicine  
   Pre-Mortuary Science  
   Pre-Nursing  
   Pre-Occupational Therapy  
   Pre-Optometry  
   Pre-Pharmacy  
   Pre-Physical Therapy  
   Pre-Radiologic Technology  
   Pre-Speech Pathology  
   Pre-Veterinary Medicine  
 Psychology  
 Recreation  
 Sociology  
 Special Education  
 Speech/Communication  
 Sports Medicine/Athletic Training  
 Theatre  
 Wildlife Biology  
 Zoology

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

Agriculture:  
   Agriculture Business  
   Agriculture Economics  
   Agriculture Education

Agriculture Journalism/Communications  
 Animal Science – Industry Concentration  
 Animal Science – Science Concentration  
 Crop & Soil Science  
 Equine Science – Industry Concentration  
 Equine Science – Science Concentration  
 Farm and Ranch Management  
 Food Science  
 Horticulture  
 Landscape Horticulture  
 General Studies  
 Science

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

Agri-Business  
 Agri-Business: Fertilizer Chemical Applicator  
 Agriculture: Production Agriculture  
 Applied Technology  
 Automotive Diesel Master Technician  
 Automotive Technology  
 Business:  
   Accounting  
   Business Administration  
   Computer Applications  
   Computer Technology  
   Entrepreneurship  
   Marketing/Management  
   Web Design  
 Criminal Justice  
 Early Childhood Education  
 Emergency Medical Services  
 Equine Management  
 Graphic Arts  
 Horticulture & Landscape Technologies  
 Nursing

**CERTIFICATE PROGRAMS**

Agri-Business  
 Agriculture Business Management  
 Agriculture: Production Agriculture  
 Automotive Technology  
 Business:  
   Accounting  
   Small Business Management  
 Certified Nursing Assistant  
 Cosmetology  
 Early Childhood Education:  
   Director  
   Group Leader  
   Nanny  
 Emergency Medical Technician:  
   Basic  
   Intermediate  
   First Responder  
 Graphic Arts  
 Horticulture & Landscape Technologies  
 Police Academy  
 Practical Nursing (LPN)  
 Registered Nurse (ADN) -to begin January 2007  
 Young Farmers



## 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 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 the auto technology program. 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 "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, Extended Studies, and the Comprehensive Learning Center.

**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, 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 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, networked college

computers, voice mail, and a pool table are 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

### ADMISSIONS INFORMATION

**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. The college prefers students submit ACT or SAT scores at the time of application. Students who do not provide these scores are required to take NJC's assessment test\* prior to registering.

**Special Classification** includes non-high school graduates, students graduating from non-accredited high schools, students who have not attained a GED, those who have completed a home school program or who are under 16 years of age. Students 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 completing one or more semesters with satisfactory academic performance. Home schooled students may advance to "regular" status by obtaining passing scores on the Ability to Benefit test (Accuplacer).

**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 will be admitted to a specific program.* In addition to general admission requirements, each student must provide evidence of adequate background to successfully pursue 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. \*Assessment testing may be completed through a distance arrangement. Please contact the Counseling Office (970) 521-6656 for more details.

## MANDATORY PLACEMENT "PLACEMENT FOR SUCCESS"

NJC students complete a basic skill 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 coursework prepares students with the academic skills necessary to succeed in college level coursework. Placement testing determines if students are prepared to succeed in required English, reading, 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, math, 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, 17 in reading, 19 in math, or;
4. Provide proof of minimum SAT scores of 450 in the verbal area and 460 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 five years. There will be a \$15 fee charged for the battery of Accuplacer tests or a fee of \$5 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.

## APPLYING FOR ADMISSION

Each student desiring admission to NJC must present to the Office of Admission the following materials prior to the date stipulated on the college calendar for submission of credentials:

1. **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.njc.edu](http://www.njc.edu). There is no application fee.
2. **Family Health History form.** This form, when signed, provides consent for medical treatment and emergency contact information. A student may not be seen in the Student Health Center 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 first day of classes.

3. **Official high school transcript**, showing date of graduation and signed by the high school principal, college counselor, or superintendent of schools. GED graduates must submit proof of successful GED test completion.
4. **College transcripts.** Transfer students must submit current, official transcripts of all previous college attendance. Transfer students must also submit high school transcripts. This includes responsibility for requesting and authorizing officials of the high school(s) or college(s) previously attended by applicant to send transcripts.
5. **Assessment test scores.** Scores from the American College Test (ACT), or the Scholastic Aptitude (SAT) if available. A student may also take an alternative assessment test if the ACT or SAT has not been taken or if ACT scores are below 19 in math, 18 in English or 17 in reading or SAT scores are below 450 verbal or 460 math.
6. Students enrolling in the following programs may, but are not required to, submit ACT or SAT test results:
  - Automotive Technology
  - Cosmetology
  - Horticulture & Landscape Technologies-Production Agriculture
 Students in these programs will be subject to assessment testing prior to registering for classes.
7. High school students who have attended NJC to take dual credit classes and choose to become full-time students must complete all admission requirements. Contact the Admissions Office at (970) 521-7000 for more details.

## 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 under 12 credit hours of college work per semester.

## TUITION/FEE STATUS

Tuition and fees are determined by the number of college credits for which a student registers and the residential tuition classification of the student. The most current fee schedule is available at [www.njc.edu/admissions/cost.html](http://www.njc.edu/admissions/cost.html)



**RESIDENTIAL TUITION CLASSIFICATION**

Colorado state tuition classification is governed by state law (Colorado Revised Statutes §23-7-101, *et seq.*, 1998) and by judicial decisions that apply to all public institutions of higher education in Colorado. The tuition classification officer (TCO) makes determination of residency status for tuition purposes as prescribed by Colorado State law. Complete tuition classification guidelines can be located on the Colorado Commission on Higher Education website [www.state.co.us/cche](http://www.state.co.us/cche)

In-state status for tuition purposes requires domicile (legal, primary residence) of a qualified person in Colorado for the year proceeding the first day of class. Domicile is defined as your true, fixed and permanent home and place of habitation.

To be considered a qualified person for tuition classification by the State of Colorado, you must be at least 22 years of age, married, emancipated, have a dependant or be a graduate student to begin your one year domiciliary period. If you are not a qualified person, your residency for tuition classification will be determined by your parent or legal guardian's domicile. 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 or their guardian, if under 23, 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 year from the date of the parents' removal from the county or state.

The tuition classification officer can answer questions about residency. Opinions of other persons are neither official nor binding.

**CAMPUS VISITS**

Visiting campus is a crucial step in choosing a college and to determine if a college is the right fit for you. The Admissions Office at Northeastern Junior College invites you to plan a campus visit. Attending a Discovery Days allows students to visit with other students, meet with faculty, tour campus, have lunch in the cafeteria, and experience the life of a college student. Plan to visit on one of three visitation day or allow us to tailor a personalized campus experience just for you. Scheduling an individual campus visit will also allow you to tour campus, visit faculty, and learn about becoming a successful student at Northeastern!

To schedule a campus visit, or to find out more information regarding Discovery Days, contact the Admissions Office at (970) 521-7000 for more details.

**ADMISSION OF TRANSFER STUDENTS**

Any applicant for admission who has attended another college or university must submit his/her previous 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 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 for the American College Test (ACT) or the Scholastic Aptitude Test (SAT) (if applicable), and a personal interview with the Director of Admission, if requested.

**TRANSFER OF CREDITS INTO NJC**

The college accepts all undergraduate college 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 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, from regionally accredited post secondary programs include: Emily Griffith Opportunity School, Delta-Montrose Area Vocational School, Pickens Area Vocational School, and San Juan Basin Technical College and from area vocational schools that correspond to equivalent NJC, university transfer, or career/technical 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.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the department chair of the respective academic divisions, reserves the right to examine any course more than ten years old to determine their currency and applicability to existing curriculum and programming before credit is accepted.

If a course was denied, an appeal process exists by contacting the Records Office.

**TRANSFER OF DEGREE TO ALL COLORADO PUBLIC FOUR-YEAR COLLEGES & UNIVERSITIES**

Colorado's agreement between public colleges and universities guarantees that when you complete you AA or AS degree-at least 60 credit hours of coursework carrying a C grade or better in every course-you can transfer to any baccalaureate Liberal Arts and Sciences major (e.g., English, history, mathematics) and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 credit hours to graduate, to finish within two years depends on the number of credit you take each semester at the four-year institution, the source sequencing in your major (e.g., some upper-division major courses require that you complete lower-division major courses) and course availability.

This agreement does not apply to business, teacher education, engineering, or nursing as all these have statewide articulations that have specific lower division requirements. Save time by seeing your transfer advisor at your earliest opportunity for the "transfer guides," many of which can also be found online. In addition to showing you which lower division courses are required for articulated programs such as business, these guides will tell you which lower division

courses will be best suited for your intended major and you can be sure to complete the pre-requisites for sequenced coursework before transferring to a four-year college.

This AA transfer agreement applies to courses completed at and Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

For a copy of the Colorado Commission Transfer Policy to [www.cccs.edu](http://www.cccs.edu) or [www.state.co.us/cche.html](http://www.state.co.us/cche.html).

### INTERNATIONAL STUDENT ADMISSION

#### Admission of International and Non U.S. Citizen Students

Admission of international student 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 are requested to be on file by July 15<sup>th</sup>. Spring semester applications and supporting documents are requested to be on file by December 15<sup>th</sup>.
2. Official and complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).
3. Proof of English proficiency. 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 (paper based) or 150 (computer based). For information contact:  
Test of English as a Foreign Language  
Educational Testing Services  
PO Box 899  
Princeton, New Jersey 08540 USA
  - b. Michigan Test of English Language Proficiency showing 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 or one year and meets assessment test requirements.
  - f. Completion of the STEP examination in Japan with at LEVEL II evaluation or above.
  - g. Special admission waiver approved by the president of the college.
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. Family Health History Form and record of

immunizations

6. A \$500 non-refundable deposit applicable toward tuition and fees once student actually enrolls in classes.
7. Proof of medical insurance. All international students are required to have medical insurance in place while attending NJC.
8. International students must pay their outstanding tuition and fees on the day they register. Failure to comply may result in withdrawal of the student's U.S. Immigration I-20.

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.

Additional I-20 form information:

Students country of birth \_\_\_\_\_

Drivers License # \_\_\_\_\_

State or Providence of License \_\_\_\_\_

#### Steps for international students to apply

1. Student applies for admission to college
2. Student provides documentation to college DSO
3. DSO creates file in SEVIS (or previous college transfers information in SEVIS) to print an I-20
4. DSO signs and sends student the original I-20
5. Student obtains a passport
6. Student pays \$100 SEVIS I-901 fee at: [www.ice.gov/sevis](http://www.ice.gov/sevis)
7. Student makes an appointment with the US Embassy or Consulate to interview for an F1 Visa
8. Consular reviews application, confirms SEVIS fee has been paid, runs security check, interviews student and potentially grants visa
9. Student arrives in US with passport, visa and I-20 then receives I-94 card (w/duration of status stamp) at point of entry
10. Student arrives on campus and reports to DSO for updates and confirmation in SEVIS

#### SUMMER SCHOOL ADMISSION

Provisional admission may be granted on the basis of 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.

## 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.

### WESTERN UNDERGRADUATE EXCHANGE (WUE)

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. Only students from the following states may qualify: Alaska, Arizona, California, 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.

### BORDER STATE INCENTIVE (BSI)

Residents of Nebraska, Kansas and Oklahoma may be eligible for the Border State Incentive Scholarship. For more information on the BSI scholarship, contact the Northeastern Junior College Admissions Office.

### 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, 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, Business Office, or see our web site. <http://www.njc.edu/static/publications/admissions/05-06rm&board.pdf>. 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

## FINANCIAL AID INFORMATION

### FINANCIAL AID INFORMATION

The Office of Financial Aid counsels students and/or parents and administers funds that are designed to assist students in meeting their educational expenses. Northeastern Junior College (NJC) participates in grant, work-study, loan programs and scholarships. Funding sources for these programs include federal, state, institutional and private sources. Information regarding financial aid programs may be obtained in the NJC Financial Aid Office. We will make every effort to help students plan a program in financing their college education which may involve drawing on a number of aid sources.

#### APPLICATION PROCEDURE

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

1. Submit an Application for Admission to NJC. Financial aid awards will only be made to students who have been accepted for admission and are in an eligible degree and/or certificate program. Not all degree and/or certificate programs offered by NJC are eligible for financial aid.
2. Submit a Free Application for Federal Student Aid (FAFSA). The application is available on the U.S. Department of Education's website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or the paper application is available in high school counseling offices or in the NJC Financial Aid Office.
  - a. There is a priority date for completing the FAFSA for certain available funds. Those students whose completed applications are on file in the Financial Aid Office by March 1<sup>st</sup> will be first considered for those funds.
  - b. A new application must be submitted for each succeeding year.
3. Financial aid applications will be accepted at any time during the year. However, funding sources may be limited past the priority date of submission.
4. Submit all requested documentation to the Financial Aid Office as soon as possible. Awards will not be made until supporting documentation is complete.
5. Award notifications for the fall semester are generally sent starting after April 15<sup>th</sup> and continue throughout the year. Time and assistance extended only if funds are available.



*-Listen with an open mind.*

*-Learn from everyone & everything.*



**ELIGIBILITY CRITERIA**

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

1. Be accepted in an eligible degree and/or certificate program
2. Be a citizen or permanent resident of the United States
3. Be registered with Selective Service (if required)
4. Have a high school diploma, passed the General Equivalency Diploma (GED) or demonstrated the Federal Ability to Benefit test
5. Not owe a refund on a Federal Grant or be in default on a Federal Educational Loan
6. Making satisfactory academic progress
7. Apply in a timely manner and submit all documentation and/or information needed to the Financial Aid Office 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 or the Higher Education Act of 1965.

**FINANCIAL AID SATISFACTORY PROGRESS POLICY**

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas/criteria: completion rate, grade point average (GPA) and maximum time frame. The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. In order to be eligible to receive financial aid (federal and/or state and at times institutional aid), the student must be making satisfactory progress towards a certificate or degree, as identified in the quantitative (the completion rate of credit hours attempted) and qualitative (the GPA) standards 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 at the end of each term. The maximum timeframe allowed in which a student is expected to complete his/her certificate and/or degree program is 150% of the number of credit hours required for the specific program. 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. A complete copy of the policy is available in the Financial Aid Office.

**FUNDING SOURCES****Grants**

1. Federal Pell Grants. The Federal Pell Grant is a federal aid program designed to provide financial assistance for postsecondary education. Awards are an arbitrary amount determined by the Federal Government. Students must complete a FAFSA.

2. Federal Supplemental Educational Opportunity Grants (FSEOG). A federal grant designed to provide assistance to documented exceptionally needy students to help pay for postsecondary education. Awards must not exceed \$4000. Students must complete a FAFSA.
3. Colorado Student Grants. The Colorado Student Grant program is funded by the Colorado General Assembly and is to provide assistance to qualified undergraduate students with documented financial need at state institutions of higher education. Award limitations are set by the Colorado Commission on Higher Education. Students must be a Colorado resident and complete a FAFSA.
4. Colorado Leveraging Educational Assistance Partnership (CLEAP). Equal amounts of federal and state funds are available to students with documented need. Students must complete a FAFSA.
5. Governor's Opportunity Scholarship (GOS). GOS is funded by the Colorado General Assembly. There is an application process which is available from the Colorado Commission on Higher Education or in the Financial Aid Office. Students must be a Colorado resident and a first-time freshman with documented high financial need. Students must complete a FAFSA.

**Work-Study**

1. Federal Work-Study: Federally funded work programs with a portion of the funds contributed by the college. Awards are made only to students who have a documented financial need. Off-campus jobs are also available with our non-profit agencies and local elementary schools. Students must complete a FAFSA.
2. Colorado Work-Study: Funding by the Colorado General Assembly for an employment program awarded to Colorado residents with documented financial need. A wide variety of positions are available on/off campus. Students must complete a FAFSA.
3. Colorado No-Need Work-Study: Funding by the Colorado General Assembly for an employment program awarded to a limited number of Colorado residents without documented financial need. Students must complete a FAFSA.

**Loans**

1. Federal Subsidized Stafford Loan: These are low interest loans that are based on documented financial need. The lender is a participating bank or credit union of your choice. The federal government pays the interest while you are in school or during your grace period. Repayment begins 6 months after the student leaves school or is enrolled in less than 6 credit hours. Origination fees are deducted prior to disbursement of funds. Students must complete a FAFSA.
2. Federal Unsubsidized Stafford Loan: These loans are not based on financial need. The borrower is responsible for the interest payments. The lender is a participating bank or credit union of your choice. Origination fees are deducted prior to disbursement of funds. Students must complete a FAFSA.

3. Federal Parent Loan for Undergraduate Students (PLUS): Variable interest rate loan made to the student's parents for the student's educational expenses. Amount is limited to the cost of educational expenses minus other aid. Origination fees are deducted prior to disbursement of funds. Repayment begins 30 days after the final disbursement. Applications are available on [www.studentloanonline.com](http://www.studentloanonline.com) or you may contact the Financial Aid Office.

### Scholarships

Scholarships are available from several sources and the criteria for those vary. Each scholarship is awarded under provisions of the specific grant. The majority of NJC scholarships require some type of application. For a complete description of all NJC Scholarships and appropriate application procedures, please refer to the Scholarship Booklet available in the Financial Aid Office or visit the NJC website at [www.njc.edu](http://www.njc.edu). The following is a brief list of scholarship funding sources available:

1. NJC Foundation Scholarships
2. NJC Institutional Scholarships
3. Daniels Opportunity Award
4. Community Scholarships awarded by NJC
5. Governor's Opportunity Scholarship
6. Colorado Centennial Scholars
7. Colorado Gear Up Scholarship

### SUMMER AID

Funding for summer generally consists of unused academic year Federal Pell Grant, Federal Stafford Loan, Unsubsidized Federal Stafford Loan or PLUS Loan eligibility. If you are interested in summer aid, contact the Financial Aid Office for a summer aid application during spring term.

### VETERAN'S ADMINISTRATION EDUCATIONAL 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, 1606, 1607, 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.

### ADDITIONAL INFORMATION

Detailed information about financial aid grants, work-study, loans and scholarships and application processes and procedures, rules and regulations governing the various programs, payment procedures and cost of attending NJC are available in the Financial Aid Office, Hays Student Center, Room 137 or by visiting [www.njc.edu](http://www.njc.edu) or calling (970) 521-6800 or 1-800-626-4637 x 6800.

*\*All information is subject to change.*

# Academic Information

## DEGREES AND CERTIFICATES

Northeastern Junior College offers programs leading to the Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, and Associate of Applied Science Degree and certificates for Career and Technical Education Programs. 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.

## 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. **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



*-Respect, trust & encourage others.*

*-Take responsibility. Lead by example.*

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 first-time undergraduate students enrolling 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, 17 on Reading and 19 on Math. Specific programs may require further minimum assessment scores before entry.

#### “PLACEMENT FOR SUCCESS”

*(See General Information Section ~ Page 8)*

## REGISTRATION & STUDENT RECORDS INFORMATION

### COURSE REGISTRATION

When students have completed the admissions requirements, they are eligible to enroll at Northeastern Junior College. For your success, we encourage you to meet with your Faculty Advisor or a Student Services Counselor in advance of the actual starting date. Pre-registration reserves space in classes and guarantees enrollment. The Registration department sites are: Adult Education, Agriculture, Arts & Science, Business, Physical Education and Student Services Counseling.

The class schedule, printed each semester provides critical information concerning each course: when and where the

course meets, the instructor and the cost. Class schedules and registration information are mailed to all postal patrons several weeks prior to semester registration. Class schedules and registration information are also available on the Northeastern Junior College Website at [www.njc.edu](http://www.njc.edu).

Northeastern Junior College has four registration methods: in person, mail, fax and web.

### CCC ONLINE REGISTRATION

CCCOnline Courses, Degrees, Certificates and Registration

Colorado Community Colleges Online (CCCOnline) is comprised of thirteen member colleges in the Colorado Community College System (CCCS), Dawson Community College of Montana, Northwest Missouri State University and Pickens Tech of Denver.

Through CCCOnline, students can now earn fully accredited Associate of Arts degrees, Associate of Applied Science Degrees and Certificates in various disciplines. The degrees and courses available are fully accredited and recognized by all member institutions of CCCS and are accredited by North Central Association of Colleges and Schools.

Currently, CCCOnline offers over 275 courses in the following certificate, degree emphasis and general education areas: Accounting, Agricultural Business, Building Code Enforcement, Criminal Justice, Computer Information Systems, Early Childhood, Education, Emergency Management Planning, Library Technician, and Occupational Safety. New areas of emphasis are continually being added. Respiratory care and Paralegal will be added in the near future.

Students can find more information by logging in at [www.cconline.org](http://www.cconline.org), calling 1-800-801-5040 or scheduling an appointment with your 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 semester is divided into two equal terms designated A and B term. Courses are scheduled for full term or approximately sixteen weeks, or A-term and B-term, which is half of the semester. 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 the first week of April in all offices located in the Hays Student Center Building.

### CREDIT HOUR LOAD

**Course Load.** The standard course load is 15 credits per semester. Students who carry fewer than 12 credits are part-time students. Students with 12 or more credits are considered a full-time student. The maximum student load is

18 credits unless an override has been granted. A student who desires to carry more than 18 credits in a given semester must have demonstrated the ability to do so.

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 rigor 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.

### **HOLDS**

Academic and administrative offices can place holds on your registration, which prevent registering or changing your registration schedule. Holds are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial hold which prevent adds for a registered student. Only the office that places the hold can remove the hold. If a hold was placed on your registration after you have registered, your registration will not be automatically cancelled. However, you will not have registration access to adjust your schedule for subsequent terms until the holds are cleared.

### **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 college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. There will be no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours.

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated.

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 repeat policy is limited to those courses completed from the fall of 1988 to the present.

### **COURSE SCHEDULE CHANGES**

Students are encouraged to secure advisor approval for all schedule changes. Students can add a class up to 6% of the class, drop a class up to 15% of the class (census date) and withdraw from a class 15-80% of the class.

### **ADDING A CLASS**

To register for class (add) students must complete an Add/Drop Registration Form and submit this completed form to any of the five registration sites listed in the Registration information. Students may add classes during the "add period" which is the first six percent (6%) of the specific course. Requests to add courses after the add period are subject to out of state tuition/fees.

### **DROPPING A CLASS**

Students may drop a class during the first fifteen percent (15%) of the course duration, census date, without being financially responsible for the class: the class will not appear on the student's permanent record. Specific drop deadlines for A, B, and Full-term classes are listed in the schedule of classes. Students who register and do not want to be held liable for tuition and fees and/or have a transcript record created must drop the class on or before the last day for refund, census date. Notifying the instructor, your advisor or simply not attending the class is not sufficient to ensure that you are dropped from the class. An official Add/Drop Registration form must be received with appropriate signatures within deadline.

### **WITHDRAWAL FROM CLASS(ES)**

Any student may withdraw from any course(s) or the college without academic penalty anytime up to 80 percent 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. 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 exams. 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 RENEWAL

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

Call 970-521-6608 for additional information and clarification on this procedure.

### ACADEMIC RENEWAL

#### Eligibility

1. A student who has an academic record with courses older than two (2) years from the current date is eligible for an Academic Renewal.
2. A student must have all financial and deans' holds cleared before a request can be honored.
3. Students can only apply for Academic Renewal once and it is not reversible.
4. A student must have completed at least 6 credit hours with 2.00 grade point average prior to an application for Academic Renewal.

#### Procedures

1. A student must submit a letter of request to NJC Records Office for a Academic Renewal.
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 an Academic Renewal.
5. The Records Office will compute a Academic Renewal GPA from the designated academic term and provide the student with an updated transcript.

#### Guidelines

1. The student's transcript will reflect the entire academic record and no classes will be deleted or removed. 30 hours can be excluded from GPA
2. Only grades earned after the Academic Renewal will be used to compute the new cumulative grade point average.
3. Courses with a C grade or better prior to the Academic Renewal may be applied toward graduation requirements.
4. Academic Renewal 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, and dates of attendance.

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

Category 3: Past and present participation in officially recognized sports activities, and date 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.

### 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. The Colorado Opportunity Fund (COF) stipend can not be used for audited classes.

The "AU" grade will continue to be included in the grading policy. Audit is a registration status in Banner. "AU" is automatically posted as the grade.

Students must choose the audit option by census date so

that colleges can reconcile the COF file. The COF stipend cannot be used for "audit" courses. If students change to the audit status following initial enrollment they will be responsible for the entire in-state tuition, not just the student portion. Students should consider the S/U grading option rather than audit because the COF stipend will be eligible for S/U courses but not for audit courses.

### 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 Department Chair 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**

The college may cancel classes due to insufficient enrollment or other extenuating circumstances. 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.

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

Students are expected to produce original work with properly documented sources.

### **ACADEMIC INTEGRITY PROCEDURE**

Northeastern Junior College students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, cheating, falsifying work or other acts of academic dishonesty may include, but not limited to, verbal or written warning to the student, no credit or reduced credit for an assignment, administrative withdrawal from the course, "F" grade for the course, disciplinary probation, or expulsion from the college.

When a student commits an act of academic dishonesty, the faculty member is required to meet with the student to discuss the alleged violation of academic integrity and the evidence available. Following the meeting, the faculty member decides on the sanction to be given the student (e.g., no credit or reduced credit for an assignment, "F" grade for the course, etc.). The faculty member will report the incident to his/her Department Chair. In the report, the faculty member should provide a brief summary of the case, the evidence available, and the academic sanction given.

After consulting with the student and instructor, the Department Chair will place the student on disciplinary probation. The student shall be notified in writing of this action, and this action will be communicated to the Vice President of Academics Services, the Vice President of Student Services and Office of Financial Aid. If the student commits a second act of academic dishonesty, the student will be placed on one semester academic suspension or expulsion from the college. Any act of academic dishonesty may also result in the student being required to complete a program designed to educate that student about academic integrity and associated issues.

Students who violate this policy have rights accorded to them by the NJC Judicial System. Please refer to the NJC Student Handbook for details.

A student who fails a course because of a violation of this policy may retake the course. However, both the original "F" grade and the new grade will be included in the student's overall GPA calculation. This is an exception to the Repeated Course Policy.

Note: The Vice President of Academic Services will maintain a list of all students who have been placed on disciplinary probation. Each time the VP is notified of a student being placed on probation by a Department Chair, he/she will review the list to determine if it is the student's second violation.

### **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, 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.

## **CCC ONLINE**

### **COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE)**

CCConline Courses, Degrees, Certificates and Registration

Colorado Community Colleges Online (CCConline) is comprised of thirteen member colleges in the Colorado Community College System (CCCS), Dawson Community College of Montana, Northwest Missouri State University and Pickens Tech of Denver.

Through CCConline, students can now earn fully accredited Associate of Arts degrees, Associate of Applied Science Degrees and Certificates in various disciplines. The degrees and courses available are fully accredited and recognized by

all member institutions of CCCS and are accredited by North Central Association of Colleges and Schools.

Currently, CCConline offers over 275 courses in the following certificate, degree emphasis and general education areas:

Accounting, Agricultural Business, Building Code Enforcement, Criminal Justice, Computer Information Systems, Early Childhood, Education, Emergency Management Planning, Library Technician, and Occupational Safety. New areas of emphasis are continually being added. Respiratory care and Paralegal will be added in the near future.

Students can find more information by logging in at [www.cconline.org](http://www.cconline.org), calling 1-800-801-5040 or scheduling an appointment with your NJC academic advisor.

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 College

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.

### **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, and Equine Management. These courses have special credit hour and clock hour designations.

MINIMUM CLOCK HOURS REQUIRED	SEMESTER CREDIT HOURS
320	8
200	5
160	4
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
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.

CWE 187 indicates freshman cooperative work experience enrollment and CWE 287 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 dean, 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 including ASE testing for automotive technicians.
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.

Alternative Offerings:

A student having completed an ASE test and having the required work experience may be eligible to receive Credit for Prior Learning (CPL) and would be able to apply this towards their Associate of Applied Science Degree. Refer to the "Academic Information" section of the college catalog for more information.



## 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 Registrar and applicable faculty will evaluate prior learning credit being transferred from a regionally accredited institution.

## 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 Department Chair.

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 two 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.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of

the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the Department Chairs of the respective academic divisions, reserves the right to examine any courses more than ten years old to determine their currency and applicability to existing curriculum and programming before credit is accepted.

## 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 Department Chair Offices.

## GRADUATION HONORS

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. The three levels of recognition are defined as follows and will be posted on the student's transcript.

Cum Laude ("with honor") 3.50 to 3.749 Cumulative GPA

Magna Cum Laude ("with great honor") 3.75 to 3.99 Cumulative GPA

Summa Cum Laude ("with highest honor") 4.00 Cumulative GPA

## 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 Department Chair or Director supervises each member of the faculty.

### GRADE REPORTS - GRADES

**Grade Reports** - Final grades are issued from the Records Office approximately two working days after the last day of each semester or grading period. Final grades for any term shorter than a semester should be posted by individual faculty.

Final grades for any term will be available either on an official college transcript or an unofficial academic record only at the end of each semester. The unofficial academic record can be accessed by the student through CCCWeb using the student's PIN number.

**Grading System (Pass-Fail Option)** - Student achievement is evaluated in relation to the attainment of specific objectives of the course. At the beginning of the course the instructor will explain the basis upon which students earn grades. For the purpose of the grade descriptions, "achievement" means successfully reaching an identified level of knowledge or understanding, and "mastery" means successfully reaching an objective level of competency in a skill.

Veterans Administration regulations have prohibited certain grading practices for veteran students. Each veteran student must be aware of these regulations and conform accordingly. The following summary specifies those grading regulations with which the veteran must be in compliance.

### INVENTORY OF COMMON GRADING SYMBOLS

(Implementation of Common Grade Symbols to be effective Fall 2006)

A	-	Excellent or Superior
B	-	Good
C	-	Average
D	-	Deficient
F	-	Failure
I	-	Incomplete
S	-	Satisfactory
U	-	Unsatisfactory
S/A	-	Satisfactory (A-Level) work in a developmental course
S/B	-	Satisfactory (B-Level) work in a developmental course
S/C	-	Satisfactory (C-Level) work in a developmental course
U/D	-	Unsatisfactory (D-Level) work in a developmental course
U/F	-	Unsatisfactory (F-Level) work in a developmental course
W	-	Withdrawal
AW	-	Administrative Withdrawal (available as an individual college option)
AU	-	Audit

### Place Holders

SP	-	Satisfactory Progress
Z	-	Grade not yet reported
R	-	Repeat Field

### AU - Audit

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Student will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

### I - Incomplete

The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course

work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

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

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete grade".

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

Incomplete Grade Contract must include the following information:

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

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

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

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

### S/U Grading

Individual students will not be able to select the S/U grading option for a course that has been identified as a traditionally graded course when using the self service features of Banner. A request for S/U option must be submitted to the registration office prior to

the first day of class. NOTE: If individual students are permitted by college procedure to choose an S/U option for a course, the college will build two sections of the course - one for the graded section and one for the S/U option.

No S/U courses may be applied to the AA/AS degree with the exception of physical education courses. "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations.

#### S - Satisfactory

The satisfactory grade is equivalent to a grade of "C or better". The course will count in attempted and earned credits, but will not carry quality points.

#### U - Unsatisfactory

The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits of quality points.

#### S/A, S/B, S/C

These are satisfactory grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

#### U/D, U/F

These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

#### W - Withdrawal

The "Withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

#### Last Date of Attendance

Faculty is required to provide the last date of attendance for each student who is awarded an F or U/F grade. In addition, if faculty assign a W then last date of attendance is also required.

#### Place Holders

#### SP - Satisfactory Progress

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

#### Z - No Grade Submitted

The grade of "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. The "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

#### Repeat Field

The Repeat Field on the transcript will be marked I - Include in hours and GPA calculation, A - Exclude from earned hours and GPA calculation, or A Exclude from earned hours but count in GPA calculation.

### 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)	No Quality Points ("S" grade of C or better - no impact on GPA)
U (Unsatisfactory)	No Quality Points
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. "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations. 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. Performance grades earned in college preparatory courses are computed in the academic grade point average.

Grades awarded for developmental courses (as defined by CCHE as Basic Skills courses) will not be included in a student's grade point average (GPA). Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List, VP List and Dean's List will not include developmental courses in the calculation.

#### 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 Counseling Services or 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. Should any unusual circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be approved by the Department Chair 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 Department Chair of the division.

#### SCHOLASTIC HONORS

Northeastern Junior College promotes and encourages scholastic achievement. Students who achieve a total grade point average, (TGPA), of 3.5 grade point or higher while carrying a minimum of twelve credits within one semester will be listed on the Dean's List. Students who achieve a TGPA of 3.75 or higher while carrying a minimum of twelve credits within one semester will be listed on the Vice President's List. Students who achieve a TGPA of 4.00 while carrying a minimum of twelve credits within one semester will be listed on the President's List. This honor roll is published each semester. Students with incomplete grades for the semester are not eligible. S/U grades and grades for Developmental Education coursework are not included in the Grade Point Average Calculation. Students must complete a minimum of 12 eligible credit hours in the term to be considered for Term Academic Honors.

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 a Department Chair.
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 Department Chair will review the appeal and determine the resolution. No other action is available after the Department Chair and Executive Vice President have reviewed the grade change request if the instructor of record is no longer employed by NJC.
5. The student may appeal the 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.

### 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 Department Chair. 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 Department Chair. The Instructor will provide all grading materials to the Department Chair pertaining to the student and grade involved. Materials from both the Records Office and the Instructor will be forwarded to the Department Chair within five (5) days of the request.
3. The Department Chair will review all material relating to the appeal and review the best possible resolution with the Instructor. Based upon the Department Chair's review of all related materials, personal interview of the Instructor and possibly the student, the Department Chair will respond to the Grade Appeal. The Department Chair will give a written response within ten (10) days after receipt of the materials.
4. The student may appeal the Department Chair's decision to the President; this appeal must include the Grade Change Petition and significant and mitigating reasons for the continued appeal. The President will respond in writing within ten (10) days of receiving the Grade Petition.

## 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 Vice President of Student Services.

**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 re-admitted student to take a certain course load, take the success seminar, assign counseling or study skills. Weekly progress checks can also be part of 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 re-admit 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 12 credits) placed, continued, or re-admitted 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 re-admitted 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 preregistration 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 on page 14.

#### 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.

#### 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

## 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

#### Vice President of Student Services:

Policy development, student judicial affairs, staff supervision and student advocacy.

*Hays Room 116, extension 6673*

#### 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, campus visits.

*Hays Student Center Room 137, extension 7000*

#### Counseling:

Orientation, registration, career, personal, academic, social alternatives, assessment and advising.

*Hays Student Center Room 132, extension 6657*

#### 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*



*-Serve with honesty.*

*-Work as a team.*

**Intramurals:**

Fall, winter, spring activities for all students.  
*Bank of Colorado Events Center, extension 6614*

**Records:**

Registration/add/drop/withdraw of courses, grade processing, official transcript issuing, graduation/commencement, transfer credit evaluations, graduation evaluations, major changes.

*Hays Student Center Room 120, extension 6700*

**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 purchase a prepaid meal ticket.

**Room Assignment Policy.** All residents are required to pay a \$125.00 room deposit, proof of two (2) MMR's, and complete contract 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 without transportation.

**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. For all financially related requests, the Financial Aid Office must supply a Student Financial Profile.
- **Extenuating Circumstances:** These include 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.

Students who move out without meeting with the Director of Residence Life & Student Activities, or without meeting the contract release guidelines will forfeit their damage deposit and one half of their housing fee.

**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 post-marked 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. 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: 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.

### 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.

### CONSTITUTION COMMITTEE

The College Constitution Committee rules on all questions concerning the student constitution and bylaws. 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 and Food Service 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: Admissions; 521-7000.

**Associated Student Government.** Contact Person: Bryce Stewart 521-6655

**Auto Tech Club.** Contact Person: Kent Wright; 521-6694.

**Black Student Alliance.** Contact Person: 521-6655.

**Crossroads.** Contact Person: Brenda Lauer; 521-6713.

**Campus Activities Board.** Contact Person: ASG 2nd Vice President; 521-6628.

**Cheerleading/Danz.** Contact Person: NJC Athletic Department 521-6618.

**Collegiate Cattlewomen.** Contact Person: Mike Anderson; 521-6635.

**Cosmetology.** Contact Person: Julie Rhine; 521-6734.

**Dowis Hall.** Contact Person: Laura Coleman; 521-6821.

**Equine Club.** Contact Person: Wayne Miller; 522-6913.

**Farm Bureau (Collegiate).** Contact Person: Mike Brownell; 521-6786.

**Future Teacher Club.** Contact Person: Brenda Zink; 521-6633.

**Herbie Hall.** Contact Person: Anne Hanson; 521-6822.

**Honors Program.** Contact Person: Celeste Delgado-Pelton 521-6754

**Horticulture Club.** Contact Person: David Durfee; 521-6649.

**Intramural Sports.** Contact Person: Robby Haley; 521-6614.

**Livestock Judging.** Contact Person: Larry Pollart; 521-6640.

**Math and Science Club.** (AKA Outdoor Recreation) Contact Person: Dave Coles; 521-6753.

**Music Groups.** Contact Person: Celeste Delgado-Pelton; 521-6754.

**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: Dave Coles; 521-6753.

**Peer Helpers.** Contact Person: Steve Smith; 521-6657.

**Phi Theta Kappa (PTK).** Contact Person: Brenda Rhodes; 521-6716.

**Plainsman Pathways.** Contact Person: Ian Storey; 521-6671.

**Plainsman Shooters.** Contact Person: Dave Hoselton 521-6911

**Poole Hall.** Contact Person: Martin Church; 521-6823.

**Aggies/Post-secondary Agricultural Student Organization (PAS).** Contact Person: Mike Anderson; 521-6635 or Kristy Pollart; 521-6782.

**Residence Life.** Bryce Stewart: 521-6655.

**Rodeo Club.** Contact Person: Brian Cullen; 521-6609.

**Senate.** Contact Person: ASG 1st Vice President; 521-6627.

**Students in Free Enterprise (SIFE)/Business Club.** Contact Person: Jason Griffin; 521-6744.

**Students Over Traditional Age (SOTA).** Contact Person: Cindy Carey; 521-6676.

**WGRB Hall.** Contact Person: Josh DeSanti; 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. 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/ ADVISING 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.

**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.

**Registration/Orientation Programs.** 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 register for classes. New students are invited to registration 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 175, and a scholarship stipend. Students interested in this program can request an application in HSC 132.

## 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.

NJC follows the Basic Skills Assessment Policy as set

forth by the State Board for Community Colleges and Occupational Education. This policy provides for the basic skills assessment in reading, writing and mathematics of first-time undergraduate students within the state system of community colleges. Students who are assessed and who do not meet basic skills standards are responsible for taking appropriate basic skills instruction with their first 30 credit hours of instruction.

For additional information on assessment or for information about exemptions to the assessment requirement, call the NJC Counseling and Assessment Center at 521-6656.

### 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 ASE, NET and NREMT 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. Materials are available in English and Spanish.

**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, DVD's, software programs, and regularly scheduled workshops.

**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.

### 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 8 and a certified student staff of 15 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 program 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
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
MAT	106	Survey of Algebra
REA	030	Basic Reading Skills
REA	060	Foundations of Reading
REA	090	College Preparatory Reading

Credits earned in preparatory courses do not count in the calculation of the academic grade point average or toward transfer degree requirements and must be taken in excess of required credits. These credits are, however, used to qualify for fulltime student status, financial aid and athletic eligibility.

**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, such as resume writing and decision-making.

**GED (HIGH SCHOOL EQUIVALENCY DIPLOMA)**

The GED Assessment Center, located in the CLC, serves as an authorized center for the High School Equivalency Diploma Test for Northeast Colorado. Satisfactory scores on the GED tests will be accepted as the equivalent of the high school diploma.

**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 HIGH SCHOOL EQUIVALENCY DIPLOMAS**

Adult Basic Education (ABE) is available to any one 16 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 High School Equivalency 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 an 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/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/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/she is the author. No student shall be denied the right to take all reasonable and proportionate measures to protect his/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, 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.

## DIVERSITY/NON-DISCRIMINATION

Our Commitment to Diversity. Northeastern Junior College works to foster a multicultural environment. We believe that a diverse college population provides all students opportunity to learn from a wide variety of people. This diversity adds an important and valuable dimension to the college experience that helps students succeed in the larger world.

Policy of Non-discrimination/accommodations. NJC is an equal opportunity educational institution and does not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender or sexual orientation. Our programs, activities, and employment are in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act of 1990.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in college programs, services or activities, please contact the Director of the Comprehensive Learning Center at 970-521-6679.

The college takes a leadership role in demonstrating the productivity of a thriving multi-cultural society and actively engages in a policy of nondiscrimination. NJC acts vigorously to address acts of discrimination and promotes equal opportunity and treatment.

## 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 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 not acceptable and will be 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 it's public service functions on or off campus or other authorized non-college activities when the act occurs on college premises.
26. Abusive conduct that threatens or endangers the physical or psychological health, safety or welfare of an individual or a group of individuals; and harassment of any member of the college community including harassment on the basis of race, sexual orientation, age, gender, religion or physical ability.
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 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 (no longer than two semesters). 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.

### 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, 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).

**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 oncampus residence.
- e. Interim suspension:** Is outlined in College Sanctions.

### SAFETY & SECURITY ON CAMPUS

The college provides a visible security presence on campus property to maintain a safe and well-ordered environment in which all students, staff and community guests can pursue their educational and personal goals. NJC staff is committed to honoring each person's rights, showing respect for all individuals and to uphold the law while striving for quality service and always acting with the highest integrity.

The college has made provisions to preserve and protect individuals and property by secure building, locked and su-

pervised residence halls, supervised activities, security phones at each residence hall main entrance, continued monitoring of campus lighting and security guards on duty. Nothing can improve personal safety and security better than each individual's own prudent and reasonable actions. Take time to investigate how to access emergency services such as police, fire and ambulance. Learn about the safest and quickest routes exiting any campus building. Know how and who to report unsafe conditions and the conduct of others that are dangerous to themselves and others. Personal awareness and current campus information is your best protection against crime and accidents.

In compliance with the Student Right to Know and Campus Security Act of 1990, NJC publishes annual Student Right to Know and Campus Safety Reports. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and alcohol free campus, sexual harassment/sexual assault prevention/response program and procedures for reporting unsafe incidents/situations of concern. Campus Crime and conduct violation statistics are provided. The reports are accessible by all student and staff on the campus web site ([www.njc.edu](http://www.njc.edu)) under Publications. Hardcopy reports are available upon request from the Vice President of Student Services Office in Hays Student Center 116, the Admissions Office or the Records Office. This notice of access and availability is distributed to all enrolled students and employees. The Campus Alcohol/Drug Policy is distributed directly to all enrolled students and to all employees.

### NOTICE OF PROHIBITION AGAINST ENROLLMENT IN STATE-SUPPORTED INSTITUTIONS OF HIGHER EDUCATION OF PERSONS CONVICTED OF RIOTING OFFENSES

Under Colorado law, no person shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of a guilty verdict, guilty plea, no contest pleas, or a deferred judgement and sentence for inciting riot, arming rioters, or engaging in a riot.

### VOTER REGISTRATION

Northeastern Junior College has institutionalized voter registration through a variety of promotional and educational programs and availability of voter registration forms across campus. Students are encouraged to register to vote and the forms are available in numerous offices, classrooms, residence halls and the library. For more information see [www.declareyourself.com](http://www.declareyourself.com).



# Transfer/Degrees and Programs

## TRANSFER PROGRAMS

### FOUR-YEAR COLLEGE OR UNIVERSITY TRANSFER CURRICULA

Transfer programs are 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.

### STATEWIDE TRANSFER POLICY

- Transfer of Associate of Arts and Associate of Science Degrees. Effective for students who enter in the Fall 2003 semester, Colorado public four-year higher education institutions will honor the transfer of an Associate of Arts (AA) degree and the Associate of Science (AS) degree earned at a Colorado community college. A student who earns an AA or AS degree at a Colorado public community college including completing the state guaranteed general education courses, with a grade of C or better in all courses will transfer with junior standing into any arts and science degree program offered by a Colorado public four-year college. The credits earned in the associate degree program will apply at minimum to 35 credit hours of lower division general education and 25 credit hours additional graduation credits. Since 1988 Colorado has had an operating two-plus-two transfer agreement that ensures a student who completes



**NORTHEASTERN  
JUNIOR COLLEGE**

*-Encourage and reward risk-taking  
and innovation.*

an AA or AS degree with a C or better in all courses will have junior standing, that is transfer 60 credit hours. Because all liberal arts and sciences degrees are designed to be completed in 120 credit hours, a transfer student can complete a four-year degree in the same time as a native student, 120 hours. The receiving institution will evaluate credit for prior learning, Advanced Placement, and correspondence courses following its standard policy.

- **Transfer of General Education**  
Colorado's state guaranteed general education courses are designed to allow students to begin their general education courses at one Colorado public higher education institution and later transfer to another without loss of general education credits. Colorado policy ensures that students who successfully complete a state guaranteed general education course will receive transfer credits applied to graduation requirements in all majors at all public institutions unless a specific statewide articulation agreement exists.

The state's guaranteed general education curriculum is organized into five categories: communication, mathematics, fine arts and humanities, social and behavioral sciences, and physical and life sciences. To complete the Colorado state guaranteed general education core, students are required to take 35 to 37 semester credit hours and earn a C grade or better in each course. The guarantee is limited to the number of semester credit hours in each general education category.

- All state guarantee general education courses in communication, mathematics, arts and humanities, social and behavior science, and physical and life science shall be identified by a state-assigned common number.

When evaluating a transfer student's transcript, each Colorado public higher education institution will apply state guaranteed general education credits to its general education graduation requirements. Institutions may require additional general education graduation requirements beyond the 35 semester credit hours of state guaranteed general education credits. If an institution requires less than 35 general education credits, the institution will accept in transfer the full 35 credits and apply these credits toward a student's graduation requirements.

- **Statewide Articulation Agreements**  
An Articulation Agreement is a statewide agreement among all Colorado community colleges and all four-year public institutions offer a particular degree program. It is most commonly used for undergraduate professional programs that have specific course requirements established by accrediting or external licensure boards.
- **Transfer Guides**  
Each institution is responsible for implementing a Transfer Guide for each CCHE-approved baccalaureate degree program unless a statewide

articulation agreement is in place. The Transfer Guide shall be designed so that a student can complete a baccalaureate program in no more than 120 credit hours unless there are additional graduation requirements recognized by the Commission. The transfer guide defines the 25 credit hours required beyond the state guaranteed general education credits and may include required courses in the major or prerequisite courses for admission into the degree program. The transfer guides are to be on file with CCHE.

### PROGRAMS OF EMPHASIS FOR UNIVERSITY TRANSFER

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/Graphic Design  
Astronomy  
Biology  
Biotechnology  
Botany  
Business (See specific degree requirements on Page 49)  
Chemistry  
Computer Science  
Criminal Justice  
Early Childhood Education  
Elementary Education  
English  
General Science  
Geology  
Health  
History  
Journalism/Advertising  
Liberal Arts  
Mathematics  
Microbiology  
Music  
Philosophy  
Physical Education/Coaching  
Physics  
Political Science/Government  
Pre-Professional:  
Pre-Chiropractic  
Pre-Dental Hygiene  
Pre-Dentistry  
Pre-Engineering  
Pre-Forestry  
Pre-Law  
Pre-Medical Technology  
Pre-Medicine  
Pre-Mortuary Science  
Pre-Nursing  
Pre-Occupational Therapy  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy

- Pre-Radiologic Technology
- Pre-Speech Pathology
- Pre-Veterinary Medicine
- Psychology
- Recreation
- Sociology
- Speech/Communication
- Sports Medicine/Athletic Training
- Theatre
- Wildlife Biology
- Zoology

**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
- Crop and Soil Science
- Equine Science – Industry Concentration
- Equine Science – Science Concentration
- Farm and Ranch Management
- Food Science
- Horticulture
- Landscape Horticulture

- General Studies
- Science

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

**ASSOCIATE OF ARTS DEGREE (A.A.)  
(60 CREDITS)**

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. Forty (40) semester credits of the total comprise the general education requirement. The remaining 20 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 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 40 semester credits of the following general education requirements:

General Education Requirements (38-40 credits depending on specific Math Course)

\*All General Education courses except SPE, DAN, HPR, HWE, PED, and PER are State Guaranteed Transfer Courses.

Communications – 9 credits

ENG 121 English Composition I .....	3
ENG 122 English Composition II .....	3
SPE 115 Public Speaking (CCCS Requirement).....	3

Mathematics – 3 credits minimum

MAT 120 Mathematics for Liberal Arts .....	4
MAT 121 College Algebra .....	4
MAT 122 College Trigonometry .....	3
MAT 123 Finite Mathematics .....	4
MAT 125 Survey of Calculus .....	4
MAT 135 Introduction to Statistics .....	3
MAT 155* Integrated Math I <b>AND</b> .....	3
MAT 156* Integrated Math II .....	3
MAT 166 Pre Calculus .....	5
MAT 201 Calculus I .....	5
MAT 202 Calculus II .....	5

\*Note: MAT 155 & MAT 156 must both be taken to fulfill the Mathematics requirement. Together, these will count as 3 credits of Math & 3 credits of elective. If only one is taken, it will not count for a general education requirement.

Physical & Life Sciences – 8 credits minimum

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
BIO 201 Human Anatomy & Physiology I.....	4
BIO 202 Human Anatomy & Physiology II.....	4
BIO 204 Microbiology .....	4
CHE 101 Introduction to Chemistry I .....	5
CHE 102 Introduction to Chemistry II .....	5
CHE 105 Chemistry in Context .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
GEY 111 Physical Geology .....	4
GEY 121 Historical Geology .....	4
MET 150 General Meteorology .....	4
PHY 105 Conceptual Physics .....	4
PHY 111 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5
PHY 211 Physics: Calculus-Based I .....	5
PHY 212 Physics: Calculus-Based II .....	5
SCI 155* Integrated Science I <b>AND</b> .....	4
SCI 156* Integrated Science II .....	4

\*Note: Must take both SCI 155 & SCI 156 to fulfill the Physical & Life Science requirement. If only one is taken, it will not count for a general education requirement.

Social & Behavioral Sciences – Select 9 credits, (1 course must be History) with no more than 2 courses from any one category:

History:

HIS 101 History of Western Civilization I .....	3
HIS 102 History of Western Civilization II .....	3
HIS 201 U.S. History I .....	3
HIS 202 U.S. History II .....	3
HIS 247 Contemporary World History .....	3

Economic & Political Systems:

ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
POS 105 Introduction to Political Science .....	3
POS 111 American Governemnt .....	3

Geography:

GEO 105 World Regional Geography .....	3
GEO 106 Human Geography .....	3

Human Behavior & Social Sciences:

ANT 101 Cultural Anthropology .....	3
ANT 111 Physical Anthropology .....	3
PSY 101 General Psychology I .....	3
PSY 102 General Psychology II .....	3
PSY 235 Human Growth & Development .....	3
SOC 101 Introduction to Sociology I .....	3
SOC 102 Introduction to Sociology II .....	3

Arts & Humanities – Select 9 credits with no more than 2 courses from any one category:

Arts:

ART 110 Art Appreciation .....	3
ART 111 Art History I .....	3
ART 112 Art History II .....	3
MUS 120 Music Appreciation .....	3
MUS 121 Introduction to Music History I .....	3
MUS 122 Introduction to Music History II .....	3
THE 105 Introduction to Theatre Arts .....	3
THE 211 Development of Theatre I .....	3
THE 212 Development of Theatre II .....	3

Literature and Humanities

HUM 121 Humanities Early Civilization .....	3
HUM 122 Humanities Medieval to Modern World .....	3
HUM 123 Humanities Modern World .....	3
LIT 115 Introduction to Literature .....	3
LIT 201 Masterpieces of Literature I .....	3
LIT 202 Masterpieces of Literature II .....	3
LIT 211 Survey of American Literature I .....	3
LIT 212 Survey of American Literature II .....	3
LIT 221 Survey of British Literature I .....	3
LIT 222 Survey of British Literature II .....	3
SPA 211 Spanish Language III .....	3
SPA 212 Spanish Language IV .....	3

Ways of Thinking:

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

NJC Graduation Requirement: Lifetime & Leisure Skills – any 2 unduplicated credits from DAN, HPR, HWE, PED or PER prefixes.

Programs of study set forth by state-wide articulation agreements (i.e., Business, Early Childhood, Engineering, etc.) may be exempt from the Lifetime & Leisure skills requirements.

Electives (20-22 credits) selected from the list of Approved A.A./A.S. Electives on pages 56 - 57.

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 on page 56 - 57.

**ASSOCIATE OF ARTS AREAS OF EMPHASIS**

**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, and 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 Peter L. Youngers Fine Arts 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.

Electives:

ART 121 Drawing I .....	3
ART 122 Drawing II .....	3
ART 123 Watercolor .....	3
ART 128 Drawing from the Imagination .....	3
ART 131 2-D Design .....	3
ART 138 Photography I .....	3
ART 139 Photography II .....	3
ART 146 Stained Glass I .....	3
ART 147 Stained Glass II.....	3
ART 154 Sculpture I .....	3
ART 161 Ceramics I .....	3
ART 162 Ceramics II .....	3
ART 211 Painting I .....	3
ART 221 Drawing III .....	3
ART 222 Drawing IV .....	3
ART 225 Printmaking .....	3
ART 243 Intro to Commercial Art/Illustration .....	3
JOU 111 Principles of Advertising .....	3
MGD 133 Graphic Design I .....	3
MGD 233 Graphic Design II .....	3

**BUSINESS TRANSFER PROGRAMS**

NJC Business Transfer program is designed for the student with future goals of obtaining a bachelor’s degree. The transfer student can obtain an Associate of Arts degree with an emphasis in Business. The degree program contains the



necessary general education courses and core business courses that enables a student to fulfill the first two years of a four-year business degree. In addition, a wide variety of business elective courses are available.

NJC is a participating member of the Statewide Business Articulation Agreement which ensures that a student who begins an Associate of Arts degree at Northeastern Junior College can transfer 60 credits into the Bachelor of Arts or Bachelor of Science in Business degree program at a Colorado public four-year college (i.e., 60 plus 60 agreement). Schools of Business will accept 40 general education credits and 20 credits in transferable business courses who earned an Associate of Arts in Business. The principles, policies, and guidelines in this transfer agreement apply uniformly to all students attempting to transfer credits earned at NJC into the four-year colleges and universities. The general education and transferable business courses are course-specific and follow the same prerequisites offered at a four-year college.

Students seeking an Associate of Arts degree in Business must fulfill the requirements for the desired degree as listed below.

**General Education Requirements (40 Credits)**

The following are specific courses to fulfill Arts and Humanities, Science, and Social Science electives.

ENG 121 English Composition I .....	3
ENG 122 English Composition II .....	3
SPE 115 Speech .....	3
MAT 121 College Algebra .....	4
MAT 125 Survey of Calculus .....	4
ARTS & HUMANITIES Course Electives .....	6
SCIENCE Electives with Labs .....	8
HISTORY Elective .....	3
ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
* There is no physical education requirement	

**Business Core Requirements (20 Credits)**

The following courses comprise the Business Core courses.

ACC 121 Principles of Accounting I .....	4
ACC 122 Principles of Accounting II .....	4
BUS 115 Introduction to Business .....	3
BUS 216 Legal Environment of Business .....	3
BUS 217 Business Communications .....	3
BUS 226 Business Statistics .....	3

**Business Electives**

The following are a few of the elective business courses available that students may choose to take to enhance their business education.

ACC 235 Computer Accounting Small Business .....	3
BUS 221 Business Law .....	3
CIS 118 Intro to PC Applications .....	3
FIN 201 Principles of Finance .....	3
MAN 128 Human Relations in Business .....	3
MAN 216 Small Business Management .....	3
MAN 226 Principles of Management .....	3
MAR 160 Customer Service .....	3
MAR 216 Principles of Marketing .....	3

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

**Criminal Justice**

In addition to the Police Academy certificate program detailed later in this catalog, a student can earn the A.A. in preparation for transfer into a four-year program in criminal justice.

Electives: (strongly encouraged)

CRJ 110 Introduction to Criminal Justice .....	3
CRJ 111 Substantive Criminal Law .....	3
CRJ 116 Civil Liability .....	3
CRJ 112 Criminal Procedure .....	3
CRJ 119 Legal & Ethical Concepts .....	3
CRJ 125 Law Enforcement Operations .....	3
CRJ 127 Crime Scene Investigation .....	3
CRJ 209 Criminal Investigation .....	3
CRJ 210 Constitutional Law .....	3
CRJ 216 Juvenile Law & Procedures .....	3
CRJ 218 Drug Investigative Strategies .....	3
CRJ 230 Criminology .....	3

Other Electives:

CRJ 145 Correctional Process .....	3
BUS 217 Business Communication .....	3
CIS 118 Intro to PC Applications .....	3

**Early Childhood Education**

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. In addition to the A.A.S. degree and certificate programs in early childhood specified later in this catalog, a student can earn the A.A. in preparation for transfer into a four-year program.

Requirements:

ECE 101 Intro to Early Childhood .....	3
ECE 102 Intro to Early Childhood Lab .....	3
ECE 205 Nutrition, Health, & Safety .....	3
ECE 238 Child Growth & Development .....	4
ECE 241 Admin: Human Relations .....	3
SCI 155 Integrated Science I .....	4
SCI 156 Integrated Science II .....	4

Electives:

Additional courses required if student wishes to become "Director Qualified":

ECE 103 Guidance Strategies for Children .....	3
ECE 220 Curriculum Development .....	3
ECE 240 Admin of Early Childhood Care .....	3

**Elementary Education**

The elementary education program has specific general education and program requirements that prepare a student to transfer successfully to a four-year university's elementary education licensure program.

Communication – 9 credits

ENG 121 English Composition I.....	3
(B or better required)	
ENG 122 English Composition II.....	3
SPE 115 Public Speaking.....	3

Mathematics – 6 credits	
MAT 155 Integrated Math I .....	3
MAT 156 Integrated Math II .....	3

Sciences – 12 credits minimum	
SCI 155 Integrated Science I .....	4
SCI 156 Integrated Science II .....	4

Plus one of the following courses:

BIO 105 Science of Biology or	
BIO 111 General College Biology I .....	4-5
CHE 101 Introduction to Chemistry I or	
CHE 111 General College Chemistry I or	
GEY 111 Physical Geology .....	4
PHY 105 Conceptual Physics or	
PHY 111 Physics: Algebra-Based I .....	4-5

Social Sciences – 9 credits	
GEO 105 World Regional Geography .....	3
HIS 201 U.S. History I or	
HIS 202 U.S. History II.....	3
POS 111 American Government .....	3

Humanities – 3 credits	
LIT 115 Introduction to Literature or	
LIT 201 Masterpieces of Literature I or	
LIT 202 Masterpieces of Literature II .....	3

Education – 6 credits	
EDU 221 Introduction to Education .....	3
PSY 238 Child Development .....	3

Transfer Courses – 15 credits  
 \* Transfer Courses must be selected based on the institution to which the student will transfer and should be selected after consulting with an academic advisor.

Transfer Institution - University of Northern Colorado	
ANT 101 Cultural Anthropology. ....	3
ART 110 Art Appreciation or	
MUS 120 Music Appreciation .....	3
EDU 261 Teaching, Learning, Technology .....	3
HIS 225 Colorado History .....	3
LIT 255 Children’s Literature .....	3

For a list of courses designed to transfer to an institution other than the University of Northern Colorado, please visit the Liberal Arts Department in ESF 170.

**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.

Electives:

ENG 221 Creative Writing	
LIT 115 Introduction to Literature .....	3
LIT 201 Masterpieces of Literature I .....	3
LIT 202 Masterpieces of Literature II .....	3
JOU 105 Introduction to Mass Media .....	3
JOU 106 Fundamentals of Reporting .....	3
JOU 206 Intermediate Newswriting .....	3
JOU 280 Internship .....	3-5
BUS 217 Business Communication .....	3

**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:

ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
GEO 105 World Regional Geography .....	3
GEO 106 Human Geography .....	3
HIS 101 History of Western Civilization I .....	3
HIS 102 History of Western Civilization II .....	3
HIS 201 U.S. History I .....	3
HIS 202 U.S. History II .....	3
HIS 225 Colorado History .....	3
POS 105 Introduction to Political Science .....	3
POS 111 American Government .....	3
AGR 260 World Interdependence .....	3

**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.

Electives:

JOU 105 Introduction to Mass Media .....	3
JOU 106 Fundamentals of Reporting .....	3
JOU 111 Principles of Advertising .....	3
JOU 121 Photojournalism .....	3
JOU 175 ST: Radio Broadcasting/Production .....	3
JOU 206 Intermediate Newswriting .....	3
JOU 221 Newspaper Design I .....	3
JOU 222 Newspaper Design II .....	3
JOU 280 Internship .....	3-5
ART 131 2-D Design .....	3
ART 243 Intro to Commercial Art/ Illustration .....	3
CIS 118 Intro to Microcomputer Applications .....	3
SPE 219 Group Dynamics .....	3

**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.

Electives:

MUS 110 Music Theory I .....	3
MUS 111 Music Theory II .....	3
MUS 112 Ear Training/Sight Singing I .....	1
MUS 113 Ear Training/Sight Singing II .....	1
MUS 141 Private Instruction I .....	1-2
MUS 142 Private Instruction II .....	1-2
MUS 143 Private Instruction III .....	1-2
MUS 144 Private Instruction IV .....	1-2
MUS 151 Ensemble I .....	1
MUS 152 Ensemble II .....	1
MUS 153 Ensemble III .....	1
MUS 154 Ensemble IV .....	1

**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.

## Recommended General Education Courses:

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

## Electives:

ANT 101 Cultural Anthropology .....	3
ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
HIS 101 History of Western Civilization I .....	3
HIS 102 History of Western Civilization II .....	3
HIS 201 U.S. History I .....	3
HIS 202 U.S. History II .....	3
LIT 115 Introduction to Literature .....	3
LIT 201 Masterpieces of Literature I .....	3
LIT 202 Masterpieces of Literature II .....	3
PHI 113 Logic .....	3
PHI 114 Comparative Religion .....	3
PHI 115 World Religions - West .....	3
PHI 116 World Religions - East .....	3
PHI 175 Special Topics .....	1-3
POS 105 Introduction to Political Science .....	3
SOC 101 Introduction to Sociology I .....	3

**Physical Education (Coaching)**

The Physical Education Coaching degree at Northeastern Junior College prepares students to become coaches at all levels. Students can earn their certification requirements from First Aid to ASEP and gain a wealth of knowledge including drug awareness, training principles and current health issues.

## Suggested Electives:

PER 121 Drug Awareness in Sport .....	2
PER 126 Introduction to Coaching .....	2
PER 232 Care/Prevention Ath. Injury .....	3
PER 260 Sports Officiating .....	2
PER 262 Sport Law .....	2
HPR 217 Kinesiology .....	4
HWE 124 Fitness & Wellness .....	2
HWE 237 Exercise/Nutrition & Body Comp.....	3
CIS 118 Introduction PC Applications .....	3
PER Analysis/Teaching of _____ .....	2
PER Coaching/Officiating _____ .....	2
EMS 115 First Responder .....	3
BIO 201 Human Anatomy & Physiology* .....	4

\*Optional

**Physical Education (Recreation)**

The Physical Education Recreation degree is designed to introduce students to a variety of career opportunities in Recreation. Students gain knowledge in community recreation, outdoor recreation and leadership to name a few. This program is designed to successfully transfer to a four year university program.

## Suggested Electives:

PER 128 Introduction to Recreation .....	2
PER 250 Social Recreation & Leadership .....	3
PER 251 Recreational Skills .....	3
PER 252 Principles of Outdoor Recreation .....	3
CIS 118 Introduction PC Applications .....	3
EMS 115 First Responder .....	3
MAR 216 Principles of Marketing** .....	3
MAR 220 Principles of Advertising** .....	3

\*\*Optional

**Physical Education (Teaching)**

The Physical Education Teaching program at Northeastern Junior College prepares students to successfully transfer to a four year university's licensure program. Students will gain knowledge in a variety of areas including methods, drug awareness, first aid and current health issues.

## Suggested Electives:

PER 113 Intro to Physical Ed & Sport .....	2
PER 121 Drug Awareness in Sport .....	2
PER Analysis/Teaching of _____ .....	2
PER Coaching/Officiating _____ .....	2
PER 245 Analysis/Teaching of Ind/Dual Sports .....	3
PER 260 Sports Officiating .....	2
EMS 115 First Responder .....	3
CIS 118 Introduction PC Applications .....	3
HPR 217 Kinesiology .....	4
HWE 111 Health & Fitness .....	3
HWE 124 Fitness & Wellness .....	2
HWE 237 Exercise/Nutrition & Body Comp.....	3

**Political Science**

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.

## Electives:

ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
GEO 105 World Regional Geography .....	3
GEO 106 Human Geography .....	3
HIS 101 History of Western Civilization I .....	3
HIS 102 History of 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
PHI 111 Introduction to Philosophy .....	3
POS 105 Introduction to Political Science .....	3
POS 111 American Government .....	3
AGR 260 World Interdependence .....	3

**Pre-Law**

## Electives:

ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
GEO 105 World Regional Geography .....	3
GEO 106 Human Geography .....	3
HIS 101 History of Western Civilization I .....	3
HIS 102 History of Western Civilization II .....	3
HIS 201 U.S. History I .....	3

HIS 202 U.S. History II .....	3
JOU 105 Introduction to Mass Media .....	3
PHI 111 Introduction to Philosophy .....	3
PHI 112 Ethics .....	3
PHI 113 Logic .....	3
POS 105 Introduction to Political Science .....	3
POS 111 American Government .....	3
BUS 216 Legal Environment of Business .....	3

**Psychology**

The psychology program offers students the opportunity to take a very comprehensive selection of courses. 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.

**Electives:**

ANT 101 Cultural Anthropology .....	3
PSY 101 General Psychology I .....	3
PSY 102 General Psychology II .....	3
PSY 217 Human Sexuality .....	3
PSY 226 Social Psychology .....	3
PSY 235 Human Growth & Development .....	3
PSY 237 Child & Adolescent Psychology .....	3
PSY 238 Child Development .....	3
PSY 245 Educational Psychology .....	3
PSY 249 Abnormal Psychology .....	3
SOC 101 Introduction to Sociology I .....	3
SOC 102 Introduction to Sociology II .....	3
SPE 219 Group Dynamics .....	3

**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.

**Electives:**

ANT 101 Cultural Anthropology .....	3
PSY 101 General Psychology I .....	3
PSY 102 General Psychology II .....	3
PSY 217 Human Sexuality .....	3
PSY 226 Social Psychology .....	3
PSY 235 Human Growth & Development .....	3
PSY 237 Child & Adolescent Psychology .....	3
PSY 238 Child Development .....	3
PSY 245 Educational Psychology .....	3
PSY 249 Abnormal Psychology .....	3
SOC 101 Introduction to Sociology I .....	3
SOC 102 Introduction to Sociology II .....	3
SOC 218 Sociology of Diversity .....	3
SPE 219 Group Dynamics .....	3

**Speech/Communication**

The speech/communication program at Northeastern Junior College gives students the introductory level course work 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.

**Electives:**

BUS 115 Introduction to Business .....	3
BUS 217 Business Communication .....	3
JOU 105 Introduction to Mass Media .....	3
JOU 106 Fundamentals of Reporting .....	3
JOU 111 Principles of Advertising .....	3
JOU 216 Intermediate Newswriting .....	3
JOU 221 Newspaper Design I .....	1-3
JOU 222 Newspaper Design II .....	1-3
JOU 280 Internship .....	3-5
SPE 125 Interpersonal Communication .....	3
SPE 219 Group Dynamics .....	3
THE 105 Introduction to Theatre Arts .....	3
THE 111 Acting I .....	3

**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 productions are open to all students regardless of major.

**Electives:**

THE 105 Introduction to Theatre Arts .....	3
THE 111 Acting I .....	3
THE 112 Acting II .....	3
THE 115 Stage Movement for Actors .....	3
THE 116 Technical Theatre .....	3
THE 246 Rehearsal & Performance I .....	1
THE 247 Rehearsal & Performance II .....	2
THE 248 Rehearsal & Performance III .....	3

**ASSOCIATE OF SCIENCE DEGREE (A.S.)  
(60 CREDITS)**

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. 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.



**GRADUATION REQUIREMENTS AND POLICIES**

1. Complete a minimum of 60 semester credits of approved coursework as outlined in the college catalog. Forty-one (41) semester credits of the total comprise the general education requirement. The degree requires an additional 19 credits selected from the list of approved electives. 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 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 41 semester credits of the following general education requirements:

General Education Requirements (38-40 credits depending on specific Math Course)

\*All General Education courses except SPE, DAN, HPR, HWE, PED, and PER are State Guaranteed Transfer Courses.  
Communications – 9 credits

ENG 121 English Composition I .....	3
ENG 122 English Composition II .....	3
SPE 115 Public Speaking (CCCS Requirement).....	3

Mathematics – 4 credits minimum

MAT 121 College Algebra .....	4
MAT 122 College Trigonometry .....	3
MAT 201 Calculus I .....	5
MAT 202 Calculus II .....	5

Physical & Life Sciences – 8 credits minimum

AST 101 Astronomy I .....	4
AST 102 Astronomy II .....	4
BIO 111 General College Biology I .....	5
BIO 112 General College Biology II .....	5
BIO 201 Human Anatomy & Physiology I .....	4
BIO 202 Human Anatomy & Physiology II.....	4
BIO 204 Microbiology .....	4
BIO 210 Human Anatomy & Physiology I .....	4
BIO 211 Human Anatomy & Physiology II.....	4
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
GEY 111 Physical Geology .....	4
GEY 121 Historical Geology .....	4
MET 150 General Meteorology .....	4
PHY 111 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5
PHY 211 Physics: Calculus-Based I .....	5
PHY 212 Physics: Calculus-Based II .....	5

Social & Behavioral Sciences – Select 3 courses, 1 must be History and no more than 2 courses from any one category.  
History:

HIS 101 History of Western Civilization I .....	3
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HIS 102 History of Western Civilization II .....	3
HIS 201 U.S. History I .....	3
HIS 202 U.S. History II .....	3
HIS 247 Contemporary World History .....	3

Economic & Political Systems:

ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
POS 105 Introduction to Political Science .....	3
POS 111 American Government .....	3

Geography:

GEO 105 World Regional Geography .....	3
GEO 106 Human Geography .....	3

Human Behavior & Social Systems:

ANT 101 Cultural Anthropology .....	3
PSY 101 General Psychology I .....	3
PSY 102 General Psychology II .....	3
PSY 235 Human Growth & Development.....	3
SOC 101 Introduction to Sociology I .....	3
SOC 102 Introduction to Sociology II .....	3

Arts & Humanities – Select 3 courses with no more than 2 courses from any one category.

Arts:

ART 110 Art Appreciation .....	3
ART 111 Art History I .....	3
ART 112 Art History II .....	3
MUS 120 Music Appreciation .....	3
MUS 121 Introduction to Music History I .....	3
MUS 122 Introduction to Music History II .....	3
SPA 211 Spanish Language III .....	3
SPA 212 Spanish Language IV .....	3
THE 105 Introduction to Theatre Arts .....	3
THE 211 Development of Theatre I .....	3
THE 212 Development of Theatre II .....	3

Literature and Humanities:

HUM 121 Humanities: Early Civilization.....	3
HUM 122 Humanities : Medieval to Modern.....	3
HUM 123 Humanities: Modern World .....	3
LIT 115 Introduction to Literature .....	3
LIT 201 Masterpieces of Literature I .....	3
LIT 202 Masterpieces of Literature II .....	3
LIT 201 Masterpieces of Literature I .....	3
LIT 202 Masterpieces of Literature II .....	3
LIT 211 Survey of American Literature I .....	3
LIT 212 Survey of American Literature II .....	3
LIT 221 Survey of British Literature I .....	3
LIT 222 Survey of British Literature II .....	3

Ways of Thinking:

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

NJC Graduation Requirement - Lifetime & Leisure Skills – any 2 unduplicated credits from DAN, HPR, HWE, PED, or PER prefixes.

Programs of study set forth by state-wide articulation agreements (i.e., Business, Early Childhood, Engineering, etc.) may be exempt from the Lifetime & Leisure skills requirements.

Electives (20-22 credits) selected from the list of Approved A.A./A.S. Electives on Pages 56-57.

**ASSOCIATE OF SCIENCE AREAS OF EMPHASIS**

**Astronomy**

Recommended General Education Courses:

MAT 121 College Algebra .....	4
AST 101 Astronomy I .....	4
AST 102 Astronomy II .....	4
CHE 111 General College Chemistry I .....	5
PHY 211 Physics: Calculus-Based I .....	5
PHY 212 Physics: Calculus-Based II .....	5

Electives:

CSC 150 Visual Basic Programming .....	3
CSC 160 Computer Science I (Java) .....	4
MAT 122 College Trigonometry .....	3
MAT 203 Calculus III .....	5
MAT 266 Differential Equations .....	4

**Biology**

NJC offers a comprehensive life and health sciences program. It will meet most of the entrance requirements for many of the allied health professions such as physical therapy, pharmacy, chiropractic, pre-dentistry, pre-medicine, 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.

Recommended General Education Courses:

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 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5

Electives:

BIO 160 Introduction to Biotechnology .....	3
BIO 201 Human Anatomy/Physiology I .....	4
BIO 202 Human Anatomy/Physiology II .....	4
BIO 204 Microbiology .....	4
BIO 211 Cell Biology .....	4
BIO 220 General Zoology .....	5
BIO 221 Botany .....	5
CHE 205 Introductory Organic Chemistry .....	5
(may be taken in lieu of CHE 211 & CHE 212)	
CHE 211 Organic Chemistry I .....	5
CHE 212 Organic Chemistry II .....	5
MAT 135 Introduction to Statistics .....	3

**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 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.

Recommended General Education Courses:

MAT 121 College Algebra .....	4
BIO 111 General College Biology I .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5

Electives taken at NJC:

BIO 160 Introduction to Biotechnology .....	3
BIO 204 Microbiology .....	4
BIO 211 Cell Biology .....	4

Electives taken at Community College of Aurora:

BIO 288 Nucleic Acids & Cloning .....	4
CHE 211 Organic Chemistry Lab .....	1
BIO 285 Internship .....	3
Team Building .....	1
Social/Behavior Science .....	3

**Botany**

Recommended General Education Courses:

BIO 111 General College Biology I .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
PHY 111 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5

Electives:

AGY 240 Introductory Soil Science .....	4
BIO 220 General Zoology .....	5
BIO 221 Botany .....	5
BIO 112 General College Biology II .....	5
CHE 205 Introductory Organic Chemistry .....	5

**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 I), BIO 224 (Genetics), and BIO 211 (Cell Biology).

Recommended General Education Courses:

MAT 201 Calculus I .....	5
MAT 202 Calculus II .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
PHY 211 Physics: Calculus-Based I .....	5
PHY 212 Physics: Calculus -Based II .....	5

Electives:

CHE 211 Organic Chemistry I .....	5
CHE 212 Organic Chemistry II .....	5

MAT 166 Pre-Calculus .....	5
MAT 203 Calculus III .....	5
BIO 111 General College Biology I .....	5
(should be taken if the student plans to study Biochemistry)	

### 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.

#### Recommended General Education Courses:

BIO 111 General College Biology I .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
GEY 111 Physical Geology .....	4
GEY 121 Historical Geology .....	4

#### Electives:

GEY 175 Special Topics: Geology or	
GEY 208 Geology Field Trip .....	1-3
MAT 122 College Trigonometry .....	3
MAT 201 Calculus I .....	5
MAT 202 Calculus II .....	5
AGY 240 Introductory Soil Science .....	4

### Mathematics

Students are able to complete mathematics courses supplemented with studies in natural science and/or computer sciences at NJC. 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 General Education Courses:

MAT 201 Calculus I .....	5
MAT 202 Calculus II .....	5

#### Electives:

CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
CSC 160 Computer Science I .....	4
MAT 203 Calculus III .....	5
MAT 266 Differential Equations .....	4
PHY 211 Physics: Calculus-Based I .....	5
PHY 212 Physics: Calculus-Based II .....	5

### Microbiology

#### Recommended General Education Courses:

BIO 111 General College Biology I .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
MAT 201 Calculus I .....	5

#### Electives:

BIO 204 Microbiology .....	4
CHE 211 Organic Chemistry I .....	5
CHE 212 Organic Chemistry II .....	5
MAT 166 Pre-Calculus .....	5

### 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 their engineering major at their transfer institution.

#### Recommended General Education Courses:

MAT 201 Calculus I .....	5
MAT 202 Calculus II .....	5
PHY 211 Physics: Calculus-Based I .....	5
PHY 212 Physics: Calculus-Based II .....	5

#### Electives:

CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
CSC 160 Computer Science I .....	4
EGG 271 Theoretical Mechanics – Statics .....	3
EGG 272 Theoretical Mechanics – Dynamics .....	3
MAT 203 Calculus III .....	5
MAT 266 Differential Equations .....	4

### Pre-Dentistry

#### Recommended General Education Courses:

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 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5

#### Electives:

CHE 211 Organic Chemistry I .....	5
CHE 212 Organic Chemistry II .....	5

### Pre-Medicine

#### Recommended General Education Courses:

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
MAT 201 Calculus I .....	5
PHY 111 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5

#### Electives:

MAT 166 Pre-Calculus or	
MAT 202 Calculus II .....	5
(pre-med student need at least 6 Math credits)	
CHE 211 Organic Chemistry I .....	5
CHE 212 Organic Chemistry II .....	5

**Pre-Nursing**

(for transfer to the University of Colorado Health Sciences Center)

**Recommended General Education Courses:**

ANT 101 Cultural Anthropology .....	3
ECO 202 Principles of Microeconomics .....	3
MAT 121 College Algebra .....	4
BIO 111 General College Biology I .....	5
PHI 111 Introduction to Philosophy .....	3
PHI 112 Ethics .....	3
PSY 101 General Psychology I .....	3
SOC 101 Introduction to Sociology I .....	3

**Electives:**

BIO 201 Human Anatomy/Physiology I .....	4
BIO 202 Human Anatomy/Physiology II .....	4
BIO 204 Microbiology .....	4
CHE 111 General College Chemistry I .....	5
(required if student did not take chemistry in high school)	
HWE 100 Human Nutrition .....	3
MAT 135 Introduction to Statistics .....	3
PSY 235 Human Growth & Development .....	3

**Pre-Nursing**

(designed for transfer to the University of Northern Colorado)

**Recommended General Education Courses:**

MAT 135 Introduction to Statistics .....	3
BIO 111 General College Biology I .....	5
ANT 101 Cultural Anthropology .....	3
PHI 112 Ethics .....	3
PSY 101 General Psychology I .....	3
ECO 202 Principles of Microeconomics .....	3
SOC 101 Introduction to Sociology I .....	3

**Electives:**

BIO 201 Human Anatomy/Physiology I .....	4
BIO 202 Human Anatomy/Physiology II .....	4
BIO 204 Microbiology .....	4
PSY 235 Human Growth & Development .....	3

**Pre-Pharmacy**

**Recommended General Education Courses:**

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
ECO 202 Principles of Microeconomics .....	3
MAT 201 Calculus I .....	5
PHY 111 Physics: Algebra-Based I .....	5
PHY 112 Physics: Algebra-Based II .....	5

**Electives:**

BIO 201 Human Anatomy/Physiology I .....	4
BIO 202 Human Anatomy/Physiology II .....	4
BIO 204 Microbiology .....	4
CHE 211 Organic Chemistry I .....	5
CHE 212 Organic Chemistry II .....	5
MAT 166 Pre-Calculus .....	5

**Pre-Veterinary Medicine**

**Recommended General Education Courses:**

MAT 121 College Algebra .....	4
BIO 111 General College Biology I .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
PHY 111 Physics: Algebra-Based I .....	5

**Electives:**

BIO 220 General Zoology .....	5
BIO 221 Botany .....	5
BIO 112 General College Biology II .....	5
BIO 204 Microbiology .....	4
BIO 211 Cell Biology .....	4
BIO 224 Genetics .....	4
CHE 205 Introductory Organic Chemistry .....	5

**Psychology**

**Electives:**

ANT 101 Cultural Anthropology.....	3
PSY 101 General Psychology I .....	3
PSY 102 General Psychology II .....	3
PSY 217 Human Sexuality .....	3
PSY 226 Social Psychology.....	3
PSY 235 Human Growth & Development .....	3
PSY 237 Child & Adolescent Psychology .....	3
PSY 238 Child Development .....	3
PSY 245 Educational Psychology .....	3
PSY 249 Abnormal Psychology.....	3
SOC 101 Introduction to Sociology I.....	3
SOC 102 Introduction to Sociology II .....	3
SPE 219 Group Dynamics .....	3

**Sports Medicine/Athletic Training**

The Sports Medicine/Athletic Training degree at Northeastern Junior College is designed to introduce students to the demanding sports medicine career. Students gain knowledge in assessment and treatment of athletic injuries and have an opportunity to apply these skills to Northeastern's athletic teams. This program is designed to successfully transfer to a four year university program.

**Electives:**

PER 127 Intro to Sports Medicine .....	2
PER 188 Athletic Training Practicum I .....	1
PER 288 Athletic Training Practicum II .....	2
BIO 201 Human Anatomy & Physiology I .....	4
BIO 202 Human Anatomy & Physiology II .....	4
PER 232 Care/Prevention of Athletic Inj .....	3
HPR 217 Kinesiology .....	4
HWE 237 Exercise/Nut & Body Comp .....	3
EMS 115 First Responder .....	3
CIS 118 Introduction PC Applications .....	3



**Wildlife Biology**

## Recommended General Education Courses:

BIO 111 General College Biology I	5
BIO 112 General College Biology II	5
ECO 202 Principles of Microeconomics	3
PHY 111 Physics: Algebra-Based I	5

## Electives:

AGY 240 Introductory Soil Science	4
BIO 220 General Zoology	5
BIO 221 Botany	5
CHE 107 Fundamentals of General Chemistry	5
CHE 205 Introductory Organic Chemistry	5
MAT 122 College Trigonometry	3
MAT 166 Pre-Calculus	5
MAT 201 Calculus I	5

**Zoology**

## Recommended General Education Courses:

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 Physics: Algebra-Based I	5
PHY 112 Physics: Algebra-Based II	5

## Electives:

BIO 220 General Zoology	5
BIO 221 Botany	5
CHE 211 Organic Chemistry I	5
CHE 212 Organic Chemistry II	5
CHE 205 Introductory Organic Chemistry	5
(may be taken in lieu of CHE 211 & CHE 212)	

**Other Pre-Professional Programs:** Students should see an academic advisor to develop a plan of study for the following areas.

Pre-Chiropractic  
 Pre-Dental Hygiene  
 Pre-Forestry  
 Pre-Medical Technology  
 Pre-Mortuary  
 Pre-Occupational Therapy  
 Pre-Optometry  
 Pre-Physical Therapy  
 Pre-Radiologic Technology  
 Pre-Speech Pathology

APPROVED A.A./A.S. ELECTIVES - Only courses listed here may be used as electives for the A.A. or A.S. degrees. Exceptions must be approved by a Department Chair.

ACC 121 Accounting Principles I	4
ACC 122 Accounting Principles II	4
AGE 102 Agriculture Economics	3
AGR 260 World Interdependence Pop & Food	3
AGY 100 General Crop Production	4
AGY 240 Introductory Soil Science	4
ANT Any course with an ANT Prefix	
ART Any course with an ART Prefix	

ASC 100 Animal Sciences	3
AST Any course with an AST Prefix	
BIO Any course with a BIO Prefix except BIO 106	
BUS 115 Introduction to Business	3
BUS 216 Legal Environment of Business	3
BUS 217 Bus Communication/Report Writing	3
BUS 221 Business Law I	3
BUS 226 Business Statistics	3
CHE Any course with a CHE Prefix except CHE 103	
CIS 118 Intro PC Applications	3
CRJ 110 Intro to Criminal Justice	3
CRJ 111 Substantive Criminal Law	3
CRJ 112 Procedural Criminal Law	3
CRJ 116 Civil Liability	3
CRJ 119 Legal & Ethical Concepts	3
CRJ 125 Law Enforcement Operations	3
CRJ 127 Crime Scene Investigation	3
CRJ 145 Correctional Process	3
CRJ 209 Criminal Investigation	3
CRJ 216 Juvenile Law & Procedures	3
CRJ 218 Drug Investigative Strategies	3
CRJ 220 Human Relations/Social Conflict	3
CRJ 230 Criminology	3
CSC Any course with a CSC Prefix	
ECE 101 Intro to Early Childhood Education	3
ECE 102 Intro to Early Childhood Lab Tech	3
ECE 103 Guidance Strategies for Children	3
ECE 205 Nutrition, Health & Safety	3
ECE 220 Curriculum Develop: Methods/Tech	3
ECE 236 Child Growth/Development Lab	4
ECE 240 Admin Early Child Care/Educ Pro	3
ECE 241 Admin Hum Rel/Early Child Prof	3
ECO Any course with an ECO Prefix	
EDU 221 Introduction to Education	3
EDU 261 Teaching, Learning, & Technology	3
EGG Any course with an EGG Prefix	
EMS 115 First Responder	3
ENG Any course with an ENG Prefix 100 or higher, except ENG 131	
ENG 222 Creative Writing II	3
FIN 201 Principles of Finance	3
FRE Any course with a FRE Prefix	
GEO 105 World Regional Geography	3
GEY Any course with a GEY Prefix	
HIS Any course with a HIS Prefix	
HLT 100 Horticulture Science	4
HPR 217 Kinesiology	4
HUM Any course with a HUM Prefix	
HWE 100 Human Nutrition	3
HWE 111 Health and Fitness	3
HWE 112 CPR & First Aid	1
HWE 124 Fitness and Wellness	2
HWE 237 Exercise/Nut & Body Compensation	3
JOU Any course with a JOU Prefix	
LIT Any course with a LIT Prefix	
MAN 216 Small Business Management	3
MAN 226 Principles of Management	3
MAR 111 Principles of Sales	3
MAR 216 Principles of Marketing	3
MAR 220 Principles of Advertising	3
MAT Any course with a MAT Prefix 112 or higher	
MGD 133 Graphic Design I	3
MGD 233 Graphic Design II	3
MUS Any course with a MUS Prefix	
PER 113 Intro Physical Education & Sport	2

PER 121 Drug Awareness in Sports ..... 2  
 PER 126 Introduction to Coaching ..... 2  
 PER 127 Introduction to Sports Medicine ..... 2  
 PER 128 Introduction to Recreation ..... 2  
 PER 188 Athletic Training Practicum I ..... 1  
 PER 232 Care/Preventions Athletic Injury ..... 3  
 PER 242 Analysis/Teaching of Baseball ..... 2  
 PER 244 Analysis/Teaching of Volleyball ..... 2  
 PER 245 Analysis/Teaching of Indiv/Dual Sports ..... 3  
 PER 249 Analysis/Teaching of Basketball ..... 2  
 PER 250 Social Recreation & Leadership ..... 3  
 PER 251 Recreational Skills ..... 3  
 PER 252 Principles of Outdoor Recreation ..... 3  
 PER 260 Sports Officiating ..... 2  
 PER 262 Sports Law ..... 2  
 PER 267 Coaching/Officiating Baseball ..... 2  
 PER 268 Coaching/Officiating Volleyball ..... 2  
 PER 269 Coaching/Officiating Basketball ..... 2  
 PER 288 Athletic Training Practicum II ..... 1-3  
 PHI Any course with a PHI Prefix  
 PHO Any course with a PHO Prefix  
 PHY Any course with a PHY Prefix  
 POS Any course with a POS Prefix  
 PSY Any course with a PSY Prefix  
 REA 130 Applied & Technical Reading ..... 2  
 SOC Any course with a SOC Prefix  
 SPA 111 Spanish Language I ..... 5  
 SPA 112 Spanish Language II ..... 5  
 SPA 211 Spanish Language III ..... 3  
 SPA 212 Spanish Language IV ..... 3  
 SPE Any course with a SPE Prefix  
 THE Any course with a THE Prefix

Activity Courses which will fulfill the Lifetime and Leisure Skills requirement for graduation. Can not be used or counted towards electives.

DAN 129 Introduction to Dance ..... 1  
 DAN 130 Dance Sampler ..... 1  
 PED 100 Beginning Golf ..... 1  
 PED 101 Baseball ..... 1  
 PED 102 Volleyball ..... 1  
 PED 103 Softball ..... 1  
 PED 105 Basketball ..... 1  
 PED 106 Tennis ..... 1  
 PED 112 Conditioning Lab ..... 1  
 PED 114 Walking & Jogging ..... 1  
 PED 116 Weight Training ..... 1  
 PED 118 Indoor Stationary Group Cycling ..... 1  
 PED 120 Swim Fitness ..... 1  
 PED 121 Step Aerobics ..... 1  
 PED 125 Bowling ..... 1  
 PED 126 Water Aerobics ..... 1  
 PED 130 Cycling ..... 1  
 PED 137 Varsity Sports ..... 1  
 PED 204 Power Volleyball ..... 1

**ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.) (60 CREDITS)**

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.
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 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. Written Communications** - a minimum of 3 semester credits required:

ENG 121 English Composition I ..... 3  
 ENG 122 English Composition II ..... 3  
 ENG 131 Technical Writing ..... 3

**II. Oral Communications** - a minimum of 3 semester credits required:

SPE 115 Public Speaking ..... 3  
 SPE 125 Interpersonal Communications ..... 3  
 SPE 219 Group Dynamics ..... 3

**III. Mathematics** - a minimum of 3 semester credits required:

MAT 106 Survey of Algebra ..... 4  
 MAT 112 Financial Mathematics ..... 3  
 MAT 120 Math for Liberal Arts ..... 4  
 MAT 121 College Algebra ..... 4  
 MAT 122 College Trigonometry ..... 3  
 MAT 123 Finite Mathematics ..... 4

MAT 125 Survey of Calculus .....	4
MAT 135 Introduction to Statistics .....	3
MAT 155 Integrated Math I .....	3
MAT 156 Integrated Math II .....	3
MAT 165 Discrete Structures .....	4
MAT 166 Pre-Calculus .....	5
MAT 201 Calculus I .....	5

**IV. Science** - a minimum of 3 semester credits required:

AGP 103 Practical Entomology .....	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
BIO 201 Human Anatomy & Physiology I .....	4
BIO 202 Human Anatomy & Physiology II .....	4
BIO 204 Microbiology .....	4
BIO 220 General Zoology .....	4
BIO 221 Botany .....	4
CHE 101 Intro to Chemistry I .....	5
CHE 102 Intro to Chemistry II .....	5
CHE 103 Agricultural Chemistry .....	4
CHE 105 Chemistry in Context .....	5
CHE 107 Fundamentals of General Chemistry .....	5
CHE 208 Introduction to Organic & Biochemistry .....	5
CHE 111 General College Chemistry I .....	5
CHE 112 General College Chemistry II .....	5
CHE 205 Introductory Organic Chemistry .....	5
GEY 111 Physical Geology .....	4
HEP 104 Basic Anatomy and Physiology .....	4
HLT 100 Horticulture Science .....	4
HPR 217 Kinesiology .....	4
MET 150 General Meteorology .....	4
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

**V. Social and Behavioral Science** — a minimum of 3 semester credits required:

AGR 260 World Interdependence .....	3
ANT 101 Cultural Anthropology .....	3
ANT 111 Physical Anthropology .....	3
AGE 102 Agricultural Economics .....	3
ECO 105 Intro to Economics .....	3
ECO 201 Principles of Macroeconomics .....	3
ECO 202 Principles of Microeconomics .....	3
GEO 105 World Regional Geography .....	3
GEO 106 Human 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 247 Contemporary World History .....	3
MAN 128 Human Relations in Organization .....	3
POS 105 Intro to Political Science .....	3
POS 111 American Government .....	3
PSY 101 General Psychology I .....	3
PSY 102 General Psychology II .....	3
PSY 226 Social Psychology .....	3

PSY 235 Human Growth and Development .....	3
PSY 237 Child and Adolescent Psychology .....	3
PSY 249 Abnormal Psychology .....	3
SOC 101 Introduction to Sociology I .....	3
SOC 102 Introduction to Sociology II .....	3
SOC 218 Sociology of Diversity .....	3

**VI. Humanities** —a minimum of 3 semester credits required:

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 Humanities: Early Civilization.....	3
HUM 122 Humanities: Medieval to Modern World .....	3
HUM 123 Humanities: Modern World .....	3
LIT 115 Introduction to Literature .....	3
LIT 201 Masterpieces of Literature I .....	3
LIT 202 Masterpieces of Literature II .....	3
LIT 211 Survey of American Literature I .....	3
LIT 212 Survey of American Literature II .....	3
LIT 221 Survey of British Literature I .....	3
LIT 222 Survey of British Literature II .....	3
LIT 255 Children's Literature .....	3
MUS 120 Music Appreciation .....	3
MUS 121 Music History I .....	3
MUS 122 Music History II .....	3
PHI 111 Introduction to Philosophy .....	3
PHI 112 Ethics .....	3
PHI 113 Logic .....	3
PHI 116 World Religions East .....	3
SPA 111 Spanish Language I .....	5
SPA 112 Spanish Language II .....	5
SPA 115 Spanish for the Professional I .....	3
SPA 215 Spanish for the Professional II .....	3
THE 105 Introduction to Theatre Arts .....	3
THE 211 Development of Theatre I .....	3
THE 212 Development of Theatre II .....	3

NJC graduation requirement - Lifetime & Leisure Skills - any 2 unduplicated credits from DAN, HPR, HWE, PED, or PER prefixes.

## SECOND ASSOCIATE DEGREE

**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 may work on more than one degree concurrently.
5. No more than two degrees may be awarded (completed) for any given semester.

## 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 any one of the below listed programs should be able to successfully transfer as a junior to Colorado State or other four-year colleges or universities offering degrees in agriculture or horticulture. Students planning to transfer to other four-year colleges or universities will work closely with an advisor to assure a successful transfer.

- ✦ Agriculture Business
  - ✦ Agriculture Communications/Journalism
  - ✦ Agriculture Economics
  - ✦ Agriculture Education
  - ✦ Animal Science - Industry Concentration
  - ✦ Animal Science - Science Concentration
  - ✦ Crop and Soil Science
  - ✦ Equine Science - Industry Concentration
  - ✦ Equine Science - Science Concentration
  - ✦ Farm and Ranch Management
  - ✦ Horticulture
  - ✦ Landscape Horticulture
  - ✦ Pre-Veterinary Medicine
- ✦ *Recommended General Education Courses for Agriculture Transfer Programs are listed on the next page.*



	Agriculture Business	Agriculture Communication	Agriculture Economics	Agriculture Education	Animal Science Industry	Animal Science Science		Crop & Soil Science	Equine Industry	Equine Science	Farm & Ranch Management	Horticulture	Landscape Horticulture	Pre-Veterinary Medicine
<b>COMMUNICATIONS</b>														
ENG 121 English Comp I	*	*	*	*	*	*		*	*	*	*	*	*	*
ENG 122 English Comp II	*	*	*	*	*	*		*	*	*	*	*	*	*
SPE 115 Public Speaking	*	*	*	*	*	*		*	*	*	*	*	*	*
<b>MATHEMATICS</b>														
MAT 135 Statistics					*				*					
MAT 121 College Algebra	*		*			*		*		*	*	*	*	*
MAT 112 Financial Math		*		*	*				*					
MAT 125 Survey Calculus	*		*								*			*
MAT 122 Trigonometry														
<b>SCIENCE</b>														
BIO 111 Coll Biology I w/lab	*	*	*	*	*	*		*	*	*	*			*
BIO 112 Coll Biology II w/lab						*				*				*
BIO 221 Botany								*					*	
CHE 107 Fund Gen Chem	*		*	*	*			*	*		*		*	
CHE 111 Coll Chem I w/lab						*		*		*				*
CHE 112 Coll Chem II w/lab						*		*		*				*
CHE 205 Intro Organic Chem					*			*					*	*
CHE 211 Org Chem I w/lab						*		*		*				*
CHE 212 Org Chem II w/lab						*		*		*				*
<b>SOCIAL &amp; BEHAVIORAL SCIENCE</b>														
AGE 102 Ag Economics					*	*		*	*	*			*	*
ECO 201 Macroeconomics	*	*	*						*	*	*			
PHI 110 Logic				*									*	
POS 111 American Gov't *		*												
PSY 101 Gen Psychology *		*												
<b>HISTORICAL PERSPECTIVES</b>														
HIS 201 US History I *	*		*		*	*		*	*	*	*			*
HIS 202 US History II *	*		*		*	*		*	*	*	*			*
<b>ARTS/HUMANITIES</b>														
ART 110 Art Appreciation *	*	*	*		*	*		*	*	*	*		*	*
HUM 121 Early Civilization *	*	*	*	*	*	*		*	*	*	*			*
HUM 122 Medieval-Modern *	*	*	*		*	*		*	*	*	*			*
HUM 123 Modern World *	*	*	*		*	*		*	*	*	*			*
LIT 115 Intro Literature I *	*	*	*		*	*		*	*	*	*			*
MUS 120 Music Appreciation *	*		*		*	*		*	*	*	*			*
PHI 111 Intro Philosophy *	*		*		*	*		*	*	*	*			*
<b>PHYSICAL EDUCATION</b>														
HWE 124 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 Gen Crop Product	*	*	*	*				*			*			
AGY 240 Intro Soil Science				*				*				*	*	

\*Students choose only one of the following from each major category.

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

# Adult, Career & Technical Education

## ADULT, CAREER AND TECHNICAL EDUCATION (ACTE)

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.*



*-Respect individuals and individuality.*

*-Keep commitments & promises.*

## ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

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 between 60 - 75 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 with at least one course in each of the following categories: \*\*Communication or Reading; \*\*Mathematics; \*\*Science or Computer Science; \*\*Social/Behavioral Science or Humanities. The remaining 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 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 or Reading, Mathematics, Science or Computer Science, Social Sciences or Humanities.

Students must have at least one course in each of the following categories:

#### I. Communications or Reading

ENG 121 English Composition I	3
ENG 122 English Composition II	3
ENG 131 Technical Writing	3
REA 130 Technical & Applied Reading	2
SPE 115 Public Speaking	3
SPE 125 Interpersonal Communications	3
SPE 219 Group Dynamics	3

#### II. Mathematics

BUS 226 Business Statistics	3
MAT 106 Survey of Algebra	4
MAT 107 Career Math	3
MAT 112 Financial Mathematics	3
MAT 120 Math for Liberal Arts	4
MAT 121 College Algebra	4
MAT 122 College Trigonometry	3
MAT 123 Finite Mathematics	4
MAT 125 Survey of Calculus	4
MAT 135 Introduction to Statistics	3
MAT 155 Integrated Math I	3
MAT 156 Integrated Math II	3

#### III. Science or Computer Science

AGP 103 Practical Entomology	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 201 Human Anatomy & Physiology I	4
CHE 101 Intro to Chemistry I	5
CHE 102 Intro to Chemistry II	5
CHE 103 Agricultural Chemistry	4
CHE 105 Chemistry in Context	5
CHE 107 Fundamentals of General Chemistry	5
CHE 111 General College Chemistry I	5
CHE 112 General College Chemistry II	5
CHE 205 Introductory Organic Chemistry	5
CIS 117 Intro to Technical Applications	2
CIS 118 Intro to PC Applications	3
CWB 110 Complete Web Authoring	3
EDU 265 Technology in Education	3
GEY 111 Physical Geology	4
HEP 104 Basic Anatomy and Physiology	4
HLT 100 Horticulture Science	4
HPR 217 Kinesiology	4
MET 150 General Meteorology	4
MGD 101 Introduction to Computer Graphics	3
PHY 111 Algebra Based Physics I	5

#### IV. Social and Behavioral Science - Humanities

AGR 260 World Interdependence	3
AGE 102 Agricultural Economics	3
ANT 111 Physical Anthropology	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 105 Intro to Economics	3

ECO 201 Principles of Macroeconomics ..... 3  
 ECO 202 Principles of Microeconomics ..... 3  
 FRE 111 French I ..... 5  
 FRE 112 French II ..... 5  
 GEO 105 World Regional Geography ..... 3  
 GEO 106 Human Geography ..... 3  
 GER 111 German I ..... 5  
 GER 112 German II ..... 5  
 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  
 HIS 247 Contemporary World History ..... 3  
 HUM 121 Humanities Early Civilization ..... 1  
 HUM 122 Humanities Medieval to Modern World..... 3  
 HUM 123 Humanities Modern World ..... 3  
 LIT 115 Introduction to Literature ..... 3  
 LIT 201 Masterpieces of Literature I ..... 3  
 LIT 202 Masterpieces of Literature II ..... 3  
 LIT 211 Survey of American Literature I ..... 3  
 LIT 212 Survey of American Literature II ..... 3  
 LIT 221 Survey of British Literature I ..... 3  
 LIT 222 Survey of British Literature II ..... 3  
 MAN 128 Human Relations in Organization ..... 3  
 MUS 120 Music Appreciation ..... 3  
 MUS 121 Music History I ..... 3  
 MUS 122 Music History II ..... 3  
 PHI 111 Introduction to Philosophy ..... 3  
 PHI 112 Ethics ..... 3  
 PHI 113 Logic ..... 3  
 PHI 114 Comparative Religion ..... 3  
 POS 105 Intro to Political Science ..... 3  
 POS 111 American Government ..... 3  
 PSY 101 General Psychology I ..... 3  
 PSY 102 General Psychology II ..... 3  
 PSY 226 Social Psychology ..... 3  
 PSY 235 Human Growth and Development ..... 3  
 PSY 237 Child and Adolescent Psychology ..... 3  
 PSY 249 Abnormal Psychology ..... 3  
 SOC 101 Introduction to Sociology I ..... 3  
 SOC 102 Introduction to Sociology II ..... 3  
 SOC 218 Sociology of Diversity ..... 3  
 SPA 101 Conversational Spanish I ..... 3  
 SPA 102 Conversational Spanish II ..... 3  
 SPA 111 Spanish Language I ..... 5  
 SPA 112 Spanish Language II ..... 5  
 SPA 115 Spanish for the Professional I ..... 3  
 SPA 211 Spanish III ..... 3  
 SPA 212 Spanish IV ..... 3  
 SPA 215 Spanish for the Professional II ..... 3  
 THE 105 Introduction to Theatre Arts ..... 3  
 THE 211 Development of Theatre I ..... 3  
 THE 212 Development of Theatre II ..... 3

**Total Semester Credits ..... 15 Credits**

*At least one course in each of the following categories: Communications or Reading; Mathematics; Science or Computer Science; and Social Behavioral Science or Humanities.*

**Summary of Degree Requirements**

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

**Total Semester Credits ..... 60-75**

**CERTIFICATE IN 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 25% of the 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.



## AGRI-BUSINESS

### ASSOCIATE OF APPLIED SCIENCE DEGREE

Agri-Business is a field that encompasses 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> .....	6 Credits
SPE 115 Public Speaking OR .....	3
SPE 219 Group Dynamics .....	3
ENG 121 English Composition OR .....	3
ENG 131 Technical Writing I .....	3

<i>Mathematics/Science</i> .....	6 Credits
MAT 107 Career Mathematics .....	3
ASC 100 Animal Science .....	3

<i>Social Science/Humanities</i> .....	3 Credits
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
AGB 289 Agri-business Capstone .....	1
AGE 210 Agricultural Marketing .....	3
AGR 100 Freshman Ag Orientation .....	0.5
AGY 100 General Crops OR .....	4
AGP 100 Practical Crop Production .....	4
BUS 217 Business Comm & Report Writing .....	3
CIS 118 Introduction to PC Applications. ....	3

<b>Suggested Electives</b> .....	<b>Credits</b>
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 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 Evaluation .....	2
AGY 240 Introduction to Soil Science .....	4
RAM 205 Principles of Range Management .....	3

## AGRI-BUSINESS

### 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

### 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

<i>Communications</i> .....	6 Credits
SPE 115 Public Speaking OR .....	3
SPE 219 Group Dynamics .....	3
ENG 121 English Composition OR .....	3
ENG 131 Technical Writing I .....	3

<i>Mathematics/Science</i> .....	11 Credits
MAT 107 Career Mathematics .....	3
CHE 103 Agricultural Chemistry .....	4
AGY 240 Introduction to Soil Science .....	4

<i>Social Science/Humanities</i> .....	3 Credits
AGE 102 Agriculture Economics .....	3

<b>Program Requirements</b> .....	<b>Credits</b>
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 .....	0.5
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 118 Introduction to PC Applications.....	3

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

ACC 101 Fundamentals of Accounting .....	3
AGB 218 Computerized Farm Records .....	3
AGB 228 Agri-Business Management .....	3
AGE 210 Agricultural 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
DRV 247 Commercial Drivers License Training .....	1
HWE 112 CPR/First Aid .....	1

**AGRI-BUSINESS ONLINE**

**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**

**FIVE 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.

*Instruction is made up of on-site visits, lectures of hybrid/online instruction, and cooperative education.*

**RECORDS & BUSINESS PLANNING CERTIFICATE**

<b>Program Requirements .....</b>	<b>Credits</b>
ABM 111 Records & Business Planning I .....	9
ABM 112 Records & Business Planning 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 Financial Analysis I .....	9
ABM 122 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**

ABM 131 Commodity Marketing I .....	9
ABM 132 Commodity Marketing 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**

ABM 135 Marketing & Risk Management I .....	9
ABM 136 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.

**ADVANCED AGRICULTURE BUSINESS MANAGEMENT CERTIFICATE**

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

ABM 141 Advanced Business Management I .....	9
ABM 142 Advanced Business Management II .....	9

This certificate is designed for students who want to continue Ag Business Management with further studies in diversified areas.

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

**AGRICULTURE PRODUCTION AGRICULTURE**

**ASSOCIATE OF APPLIED SCIENCE DEGREE.**

This program is designed to provide 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 individual occupational objective. This program requires 60 credits of course work and required internship(s).

**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 or Reading, Mathematics, and the Science or Computer Science categories.

**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 .....	0.5
AME Any Agriculture Mechanics Course .....	2 or 3
ASC 225 Feeds and Feeding .....	4

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

<b>Suggested Electives</b>	<b>Credits</b>
■ ACC 121 Principles of Accounting I	4
AGE 208 Agricultural Finance	3
AGE 210 Agricultural Marketing	3
AGP 103 Practical Entomology	4
AGP 106 Crop Scouting & Pest Control	3
AGP 107 Practical Irrigation Management	2
AGP 108 Agricultural Pesticides	3
AGP 110 Integrated Pest Management	3
AGP 145 Beef Cattle Calving Management	2
AGP 146 Artificial Insemination	2
AGP 147 Practical Beef Cattle Reproduction	2
AGP 160 Ranch Horsemanship Skills	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
AGR 224 Integrated Ranch Management	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
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
CHE 103 Agricultural Chemistry	4
DRV 247 CDL Training	1
EQM 205 Equine Reproduction	2
EQM 210 Equine Health	2
RAM 205 Principles of Range Management	3

## AGRICULTURE PRODUCTION AGRICULTURE

### 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

### 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.

Prior Technical Training  
+ Applied Management Courses  
= Job Possibilities

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.

<b>General Education Requirements</b>	<b>Credits</b>
Communications or Reading Elective	6
Mathematics Elective	3
Science or Computer Science Elective	3
Social Sciences or Humanities	3

<b>Program Requirements</b>	<b>Credits</b>
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 287 Supervised Work Experience	8

## APPLIED TECHNOLOGY

### 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 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, than 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
Communications or Reading .....	3
Mathematics .....	3
Science or Computer Science .....	3
Social Science or Humanities .....	3
General Education Elective .....	3
<b>15 minimum</b>	

## AUTOMOTIVE & DIESEL MASTER TECHNICIAN

### CERTIFICATE

Upon successful completion of all required courses in the Automotive Technology AAS degree or 2-Year Certificate program, a student may pursue an Automotive & Diesel Master Technician certificate.

The Automotive and Diesel Master Technician (ADMT) Certificate will provide students with the opportunity to obtain employment skills in both the automotive and diesel technology areas. Students completing this additional coursework 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 Certificate will also provide graduates who wish to become entrepreneurs a much broader foundation on which to build an automotive and/or diesel repair business.

Certificate Requirements	Credits
ADE 121 Hydraulic Systems I .....	3
ADE 150 Big Bore Diesel Engine Repair .....	3
ADE 210 Air Brakes Systems .....	2
ADE 200 Diesel Injection Systems .....	2
ASE 165 Automotive Machining .....	2

Suggested Electives	Credits
AME 151 Fundamentals of Welding .....	2
AME 107 General Power Mechanics .....	2

## AUTOMOTIVE TECHNOLOGY

### 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.

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.

General Education Requirements	Credits
ENG 121 English Composition I OR	
ENG 131 Technical Writing I .....	3
REA 130 Applied & Technical Reading .....	2
MAT Mathematics Elective .....	2-3
CIS 117 Introduction to Technical Applications .....	2
BUS 115 Introduction to Business .....	3
<i>Social Science Course, selected from courses for the AAS Degree</i> .....	3

Program Requirements	60 Credits
ASE 101 Auto Shop Orientation .....	2
ASE 110 Brakes I .....	3
ASE 120 Basic Automotive Electricity .....	2
ASE 123 Automotive Battery, Starting & Charging Systems .....	2
ASE 130 General Engine Diagnosis .....	2
ASE 132 Ignition System Diagnosis & Repair .....	2
ASE 134 Automotive Emissions .....	2
ASE 140 Suspension & Steering I .....	3
ASE 150 Automotive U-Joint & Axleshaft Service .....	2
ASE 151 Automotive Manual Transmission/Transaxles & Clutches .....	2
ASE 152 Differentials & 4WD/AWD Service .....	2



ASE 160 Engine Removal & Installation .....	1
ASE 161 Engine Disassembly, Diagnosis, & Assembly .....	5
ASE 210 Brakes II .....	3
ASE 220 Special Electronics Training .....	2
ASE 221 Automotive Body Electrical .....	4
ASE 231 Automotive Computers .....	2
ASE 233 Fuel Injection & Exhaust Systems .....	4
ASE 235 Driveability & Diagnosis .....	1
ASE 240 Suspension & Steering II .....	3
ASE 250 Automatic Transmission/Transaxle Service .....	1
ASE 251 Automatic Transmission/Transaxle Repair .....	5
ASE 265 Automotive Heating & Air Conditioning ...	5

<b>Suggested Electives</b> .....	<b>Credits</b>
ASE 165 Automotive Machining .....	2
ASE 201 Automotive Parts Management .....	1
ASE 202 Automotive Service Management .....	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>
ASE 101 Auto Shop Orientation .....	2
ASE 110 Brakes I .....	3
ASE 120 Basic Automotive Electricity .....	2
ASE 123 Automotive Battery, Starting & Charging Systems .....	2
ASE 130 General Engine Diagnosis .....	2
ASE 132 Ignition System Diagnosis & Repair .....	2
ASE 134 Automotive Emissions .....	2
ASE 140 Suspension & Steering I .....	3
ASE 150 Automotive U-Joint & Axleshaft Service .....	2
ASE 151 Automotive Manual Transmission/ Transaxles & Clutches .....	2
ASE 152 Differentials & 4WD/AWD Service .....	2
ASE 160 Engine Removal & Installation .....	1
ASE 161 Engine Disassembly, Diagnosis, & Assembly .....	5
ASE 210 Brakes II .....	3
ASE 220 Special Electronics Training .....	2
ASE 221 Automotive Body Electrical .....	4
ASE 231 Automotive Computers .....	2
ASE 233 Fuel Injection & Exhaust Systems .....	4
ASE 235 Driveability & Diagnosis .....	1
ASE 240 Suspension & Steering II .....	3
ASE 250 Automatic Transmission/Transaxle Service .....	1
ASE 251 Automatic Transmission/Transaxle Repair .....	5

ASE 265 Automotive Heating & Air Conditioning ...	5
MAT 110 Applied Mathematics .....	2

<b>Suggested Electives</b> .....	<b>Credits</b>
ASE 165 Automotive Machining .....	2
ASE 201 Automotive Parts Management .....	1
ASE 202 Automotive Service Management .....	2

#### Alternative Offerings:

A student having completed an ASE test and having the required work experience may be eligible to receive Credit for Prior Learning (CPL) and would be able to apply this towards their Associate of Applied Science Degree. Refer to the "Academic Information" section of the college catalog for more information.

## AUTOMOTIVE TECHNOLOGY

### ONE-YEAR CERTIFICATE

Students completing 30 credits or more in Automotive Technology will be eligible to receive a NJC One-Year Certificate.

## BUSINESS

### ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS with Emphasis in:

- Accounting
- Business Administration
- Computer Applications
- Computer Technology
- Entrepreneurship
- Marketing/Management
- Web Design

The Associate of Applied Science (A.A.S.) degree in Business is awarded to a student who successfully completes a program with a business emphasis. 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.

#### General Education Requirements ..... 15 Credits for all AAS Options

##### Communications ..... 6 credits

ENG 121 English Composition I OR	
ENG 131 Technical Writing I .....	3
SPE 115 Public Speaking OR	
SPE 219 Group Dynamics .....	3

##### Mathematics .....

##### Science and Computer Science .....

##### Social Sciences and Humanities .....

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 62-63 (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 115 Introduction to Business .....	3
BUS 217 Business Communications and Report Writing .....	3
BUS 221 Business Law .....	3
CIS 118 Introduction PC Applications .....	3
ECONOMICS Course .....	3

**ACCOUNTING Emphasis**

**Program Requirements - AAS**

In addition to the Business Core, the following business courses are required:

ACC 115 Payroll Accounting .....	3
ACC 235 Computer Accounting Small Business .....	3
ACC 130 Income Tax Preparation OR ACC 131 Income Tax .....	3
CIS 153 Advanced Spreadsheets OR CIS 259 MOS Cert Experts Excel .....	1
MAN 128 Human Relations in Organizations OR MAR 160 Customer Service .....	3

**Suggested Electives**

The following are suggested elective business courses that a student may choose to take to enhance the accounting option.

MAN 226 Principles of Management .....	3
MAR 216 Principles of Marketing .....	3

*Approved Electives to meet 60 total credits for the AAS degree.*

**BUSINESS ADMINISTRATION Emphasis**

**Program Requirements – AAS**

In addition to the Business Core, the following business courses are required:

BUS 216 Legal Environment of Business .....	3
MAN 226 Principles of Management .....	3
MAN 128 Human Relations in Organizations OR MAN 160 Customer Service .....	3
MAR 216 Principles of Marketing .....	3
ECO 201 Principles of Macroeconomics OR ECO 202 Principles of Microeconomics .....	3

**Suggested Electives**

The following is a suggested elective business course that a student may choose to take to enhance the Business Administration option.

MAN 241 Project Management .....	3
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*Approved Electives to meet 60 total credits for the AAS degree.*

**COMPUTER APPLICATIONS Emphasis**

**Program Requirements – AAS**

In addition to the Business Core, the following business courses are required:

MAN 226 Principles of Management .....	3
MAN 128 Human Relations in Organizations OR MAR 160 Customer Service .....	3
CIS 234 MOS Cert. Expert Word .....	1
CIS 153 Adv. PC Spreadsheets OR CIS 259 MOS Cert. Expert Excel .....	1

**Suggested Electives**

The following are suggested elective courses that a student may choose to take to enhance Computer Applications option.

CIS 149 MOS Cert. Access .....	1
CIS 162 Advanced Presentation Graphics OR .....	1
CIS 169 MOS Cert. Power Point .....	1

*Approved Electives to meet 60 total credits for the AAS degree.*

**COMPUTER TECHNOLOGY Emphasis**

**Program Requirements - AAS**

In addition to the Business Core, the following business courses are required:

CNG 127 IT: Essentials: PC Hardware & Software ....	5
CNG 124 Networking I: Network + .....	3
CNG 131 Network Security Fund .....	3
CNG 211 Windows XP Configuration .....	3
MAN 241 Project Management .....	3

**Suggested Electives**

The following are suggested elective courses that a student may choose to take to enhance the Computer Technology option.

CNG 212 Managing a MS Windows Serv. Env. ....	4
BUS 120 Intro to E-Commerce .....	3
CWB 110 Complete Web Authoring .....	3
CWB 130 Complete Web Editing .....	3

**ENTREPRENEURSHIP Emphasis**

**Program Requirements – AAS**

In addition to the Business Core, the following business courses are required:

MAN 216 Small Business Management .....	3
MAN 226 Principles of Management .....	3
MAN 128 Human Relations in Organizations OR MAR 160 Customer Service .....	3
MAR 216 Principles of Marketing .....	3

**Suggested Electives**

The following are suggested elective business courses that a student may choose to take to enhance the Entrepreneurship option.

ACC 235 Computer Accounting Small Business .....	3
BUS 120 Intro to E-Commerce .....	3
CWB 130 Complete Web Editing: .....	3

*Approved Electives to meet 60 total credits for the AAS degree.*

**MARKETING/MANAGEMENT Emphasis**

**Program Requirements – AAS**

In addition to the Business Core, the following business courses are required:

MAN 226 Principles of Management .....	3
MAN 128 Human Relations in Organizations OR MAR 160 Customer Service .....	3
MAR 216 Principles of Marketing .....	3
MAR 220 Principles of Advertising .....	3

**Suggested Electives**

The following are suggested elective business courses that a student may choose to take to enhance the marketing/management option.

MAR 111 Principles of Sales .....	3
ECO 201 Macroeconomics OR ECO 202 Microeconomics .....	3
MAN 241 Project Management in Organizations .....	3

*Approved Electives to meet 60 total credits for the AAS degree.*

**WEB DESIGN Emphasis****Program Requirements – AAS**

In addition to the Business Core, the following business courses are required:

BUS 120 Intro to E-Commerce .....	3
CWB 110 Complete Web Authoring .....	3
CWB 130 Complete Web Editing .....	3
CWB 155 Complete Video Technology for the Web .....	3
CWB 245 Complete Web Animation: Flash .....	3
CWB 289 Capstone .....	1-3
MGD 111 Adobe Photoshop I .....	3

**Suggested Electives**

The following are suggested elective courses that a student may choose to take to enhance the Web Design option.

MAN 241 Project Management .....	3
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*Approved Electives to meet 60 total credits for the AAS degree.*

*ACC 101 Fundamentals of Accounting may be substituted for ACC 121 and ACC 122 in Web Design.*

**BUSINESS****ACCOUNTING CERTIFICATE****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 235 Computerized Accounting for Small Business....	3
BUS 115 Introduction to Business .....	3
BUS 217 Business Communications and Report Writing .....	3
CIS 118 Introduction to PC Applications .....	3
CIS 259 MOS Cert Expert Excel .....	1
ENG 121 English Composition I OR	
ENG 131 Technical Writing .....	3
MAT 112 Financial Mathematics .....	3

**BUSINESS:****ONLINE AAS Business Degree****ASSOCIATE OF APPLIED SCIENCE DEGREE - ONLINE**

**ONLINE A.A.S BUSINESS DEGREE.** A student can also earn a fully accredited Associate of Applied Science Degree in Business from Northeastern Junior College through the Internet using the Colorado Community College Online site [www.cconline.org](http://www.cconline.org). This degree is designed for the student who wishes to complete their course work via online delivery methods. The 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.

**BUSINESS****SMALL BUSINESS MANAGEMENT  
CERTIFICATE PROGRAM**

The Small Business Management program provides businesses the opportunity to choose from four different options for a one-year Certificate in that respective area of Small Business Management. Students may select the traditional program that helps the business owner develop or update the business plan, develop computerized record keeping procedures, to analyze and plan financial documentation, or to assess and plan marketing and risk management. The business owner selects the topics that meet their individual requirements. 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 businesses' targeted requirements. Course topics identified include items from developing and utilizing an accounting system, banking relationships, basic tax rules and reporting. Developing a basic marketing plan and other topics include creating the planning structures and developing management and human resources within the business. The culmination of this class will be a student's well-defined business plan, computerized records, or marketing plan. The plans include strategies and knowledge of available resources and necessary skills to manage their own small business.

An alternative to the traditional program is the course offered in Small Business E-Commerce. This course provides the student with hands on, practical applications in creating and maintaining a web presence for the business owner. Topics include, but are not limited to; study of the market analysis, development of the basic marketing plan, web page layout, e-commerce components, shopping carts and merchant account management. The culmination of this class will be a business owner's completed, published and promoted website.

Certificates:

**Small Business Plan**

SBM 121 Small Business Planning I .....	9
SBM 122 Small Business Planning II .....	9

**Records & Computerization for the Small Business**

SBM 131 Records & Computerization I .....	9
SBM 132 Records & Computerization II .....	9

**Financial Analysis for the Small Business**

SBM 141 Financial Analysis & Planning I .....	9
SBM 142 Financial Analysis & Planning II .....	9

**Marketing & Risk Management for the Small Business**

SBM 151 Marketing & Risk Management I .....	9
SBM 152 Marketing & Risk Management II .....	9
OR	
SBM 153 Marketing, Risk Management & E-Commerce I .....	9
SBM 154 Marketing, Risk Management & E-Commerce II .....	9

**Program Electives**

SBM 175 Special Topics in Small Business Management .....	1-6
SBM 275 Advanced Topics in Small Business Management .....	1-6

Contact Instructor for enrollment information and to determine which certificate meets your requirements.

**CERTIFIED NURSING ASSISTANT**

This short program prepares students to work as a Certified Nursing Assistant in a hospital, nursing home, or other health related agency. After successful completion the student is eligible to take the Colorado Board of Nursing examination to become certified.

**Required Courses .....**

NUA 101 Certified Nurse Aide Health Care Skills .....	4
NUA 170 Nurse Assistant Clinical Experience .....	1

**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 Organizational Leadership ..... Credits**

CYF 101 Young Farmer Leadership .....	3
CYF 175 Special Topics .....	3
CYF 275 Special Topics .....	3

**Young Farmer Leadership in Agriculture**

..... Credits

CYF 110 Building Leadership Skills .....	3
CYF 176 Special Topics .....	3
CYF 276 Special Topics .....	3

**Young Farmer Agriculture Professional .. Credits**

CYF 122 Professional Development .....	3
CYF 177 Special Topics .....	3
CYF 277 Special Topics .....	3

**COSMETOLOGY**

**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. This one-year program begins fall semester of each year and meets the training required by the Colorado Cosmetology/Barber Board for state licensing examination eligibility. Upon satisfactory completion of the program, a student will receive a NJC Certificate and is eligible to register for the state licensing examination.

The Cosmetology Department is housed in a 5082 sq. foot facility and offers a wide range of services to its clients.

**Program Requirements .....**

COS 103 Shampoos, Rinses, and Conditioners I ...	1
COS 110 Introduction to Hair Coloring .....	2
COS 111 Intermediate I Hair Coloring .....	2
COS 120 Introduction to Haircutting .....	2
COS 121 Intermediate I Haircutting .....	2
COS 130 Introduction to Hairstyling .....	2
COS 131 Intermediate I Hair Styling .....	2
COS 140 Introduction to Chemical Texture .....	1
COS 141 Intermediate I Chemical Texture .....	1
COS 150 Laws, Rules & Regulations .....	1
COS 160 Introduction to Disinfection,, Sanitation & Safety .....	2
COS 161 Intermediate I: Disinfection, Sanitation & Safety .....	1
COS 203 Shampoos, Rinses, and Conditioners II .....	1
COS 210 Intermediate II Hair Coloring .....	2
COS 211 Advanced Hair Coloring .....	2
COS 220 Intermediate II Haircutting .....	2
COS 221 Advanced Hair Cutting .....	2
COS 230 Intermediate II Hair Styling .....	2
COS 231 Advanced Hair Styling .....	1
COS 240 Intermediate II Chemical Texture .....	1
COS 241 Advanced Chemical Texture .....	1
COS 250 Management, Ethics, Interpersonal Skills & Salesmanship .....	1
COS 260 Intermediate II Disinfection, Sanitation & Safety .....	2



COS 261 Advanced Disinfection, Sanitation & Safety .....	1
EST 110 Introduction to Facials & Skin Care .....	3
EST 111 Intermediate Facial & Skin Care .....	2
EST 210 Advanced Massage & Skin Care .....	2
EST 211 Facial Makeup .....	1
EST 212 Hair Removal .....	3
MAN 128 Human Relations in Organizations .....	3
NAT 110 Introduction to Manicures & Pedicures .....	3
NAT 111 Intermediate Manicures & Pedicures .....	2
NAT 210 Advanced Manicures & Pedicures .....	2
NAT 211 Application of Artificial Nails .....	5

**CRIMINAL JUSTICE**

**CERTIFICATE PROGRAMS**

**CORRECTIONAL OFFICER CERTIFICATE**

Upon successful completion of a Department of Corrections Basic Training Program and 15 credit hours of coursework at Northeastern Junior College, students apply for and may be awarded a Northeastern Junior College Certificate. The courses completed within the certificate can be applied to the Associate of Arts degree in Criminal Justice.

CRJ 145 Correctional Process .....	3
CRJ 147 Institutional Based Corrections .....	3
CRJ 180 Internship .....	3
CRJ 275 Special Topics .....	3
<b>Total required for Correctional Certificate</b>	<b>12 Credits</b>

**NOTE: SPECIAL REQUIREMENTS**

Employers in the Criminal Justice field have various employment requirements such as age, drug use history, criminal history, etc. Before entering the Criminal Justice program, students are encouraged to check with their prospective employers or the criminal justice advisor to determine their qualifications.

**COLORADO BASIC POLICE ACADEMY CERTIFICATE**

A career in law enforcement can be exciting and rewarding. Becoming a Colorado peace officer, though, requires high ethical standards, personal discipline, and extensive training. To be eligible for appointment as a peace officer, an applicant must first be certified by the Peace Officer Standards & Training (P.O.S.T.) Board. This basic law enforcement training program is designed for students wanting the necessary preparation for Peace Officer Standards and Training certification. A considerable amount of time is spent on practical, hands-on training. Students may be able to complete an Associates in General Studies degree by completing an additional 30 credits in general education coursework.

<b>Required Courses</b> .....	<b>38 Credits</b>
CRJ 101 Basic Law Enforcement Academy .....	6
CRJ 102 Basic Law Enforcement Academy II .....	12
CRJ 103 Basic Law Enforcement Academy III .....	2
CRJ 104 Basic Law Enforcement Academy IV .....	1
CRJ 105 Basic Law .....	8

CRJ 106 Arrest Control Techniques .....	3
CRJ 107 Law Enforcement Driving .....	3
CRJ 108 Firearms .....	3

Total required for Academy Certificate 38 Credits

**E-COMMERCE**

**CERTIFICATE**

The growth of E-commerce is changing the nature of business.

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>
BUS 120 Introduction to E-Commerce .....	3
CWB 221 Technology Foundations for E-Commerce .....	3
BUS 260 Business Process Foundations for E-Commerce .....	3
CNG 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.

**EARLY CHILDHOOD EDUCATION**

**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 Public Speaking ..... 3

*Mathematics* ..... 3 Credits  
 MAT 106 Survey of Algebra ..... 4  
 MAT 107 Career Mathematics ..... 3  
 MAT 112 Financial Mathematics ..... 3  
 MAT 121 College Algebra ..... 4  
 MAT 135 Introduction to Statistics ..... 3

*Science or Computer Science* ..... 3 Credits  
 AST 101 Astronomy I ..... 4  
 BIO 111 General College Biology I ..... 5  
 CIS 118 Introduction to PC Applications ..... 3  
 EDU 261 Teaching, Learning, Technology ..... 3  
 HEP 104 Basic Anatomy & Physiology ..... 4  
 or another approved Science or Computer Science course

*Social & Behavioral Sciences* ..... 6 Credits  
 PSY 101 General Psychology I OR  
 PSY 102 General Psychology II ..... 3  
 SOC 101 Introduction to Sociology I ..... 3

*Lifetime & Leisure Skills* ..... 1 Credit  
 any 1 credit from DAN, HPR, HWE, PED, or PER prefixes.

**Program Requirements ..... 52 Credits**

ECE 101 Intro to Early Childhood Profession ..... 3  
 ECE 102 Intro to Early Childhood Lab Techniques ..... 3  
 ECE 103 Guidance Strategies for Children ..... 3  
 ECE 108 Assessment Process in ECE ..... 1  
 ECE 111 Infant/Toddler Theory and Practice ..... 3  
 ECE 112 Intro to Infant/Toddler Lab Techniques ..... 3  
 ECE 205 Nutrition, Health, & Safety ..... 3  
 ECE 209 Observing/Utilizing Assessment ..... 1  
 ECE 220 Curriculum Development ..... 3  
 ECE 226 Creativity and the Young Child ..... 3  
 ECE 228 Language & Literacy ..... 3  
 ECE 236 Child Growth & Development ..... 4  
 ECE 240 Admin of Early Childhood Care ..... 3  
 ECE 241 Admin: Human Relations ..... 3  
 ECE 256 Working w/ Parents, Families ..... 3  
 ECE 260 Exceptional Child OR ..... 3  
 ECE 265 Working w/Parents & Families w/Disabilities..... 3  
 ECE 288 Practicum: Early Childhood Ed ..... 6  
 HWE 112 CPR & First Aid ..... 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 ..... 34 Credits**

ECE 101 Intro to Early Childhood Profession ..... 3  
 ECE 102 Intro to Early Childhood Lab Techniques ..... 3  
 ECE 103 Guidance Strategies for Children ..... 3  
 ECE 205 Nutrition, Health, & Safety ..... 3  
 ECE 220 Curriculum Development ..... 3  
 ECE 238 Child Growth & Development ..... 4  
 ECE 240 Admin of Early Childhood Care ..... 3  
 ECE 241 Admin: Human Relations ..... 3  
 ECE 260 Exceptional Child OR ..... 3  
 ECE 265 Working w/Parents & Families w/Disabilities ..... 3  
 PSY 101 General Psychology I ..... 3  
 SOC 101 Introduction to Sociology I ..... 3  
 ECE Elective

**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 ..... 16 Credits**

ECE 101 Intro to Early Childhood Profession ..... 3  
 ECE 102 Intro to Early Childhood Lab Techniques ..... 3  
 ECE 103 Guidance Strategies for Children ..... 3  
 ECE 220 Curriculum Development ..... 3  
 ECE 238 Child Growth & Development ..... 4

## EARLY CHILDHOOD: NANNY

### 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.

<b>Program Requirements</b>	<b>35 Credits</b>
ECE 101 Intro to Early Childhood Profession	3
ECE 102 Intro to Early Childhood Lab Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 111 Infant/Toddler Theory and Practice	3
ECE 112 Intro to Infant/Toddler Lab Techniques	3
ECE 130 The Professional Nanny	3
ECE 131 Nanny Methods & Techniques	3
ECE 205 Nutrition, Health, & Safety	3
ECE 238 Child Growth & Development	4
ECE 256 Working w/ Parents, Families	3
ECE 265 Working w/Parents & Families w/Disabilities...	3
HWE 112 CPR & First Aid	1

<b>Suggested Electives</b>	<b>3 Credits</b>
ENG 121 English Composition I	3

## EMERGENCY MEDICAL SERVICES

### ASSOCIATE OF APPLIED SCIENCE DEGREE

<b>General Education Requirements</b>	<b>Credits</b>
<i>Communications</i>	<i>6 Credits</i>
ENG 121 English Composition I OR	
ENG 131 Technical Writing I	3
SPE 115 Public Speaking	3
<i>Mathematics</i>	<i>3-4 Credits</i>
<i>Science/Computer Science</i>	<i>5 Credits</i>
BIO 111 General College Biology with Lab	5
<i>Social Sciences/Humanities</i>	<i>3 Credits</i>
PSY 102 General Psychology II	3
<b>Program Requirements</b>	<b>Credits</b>
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
CIS 118 Introduction to PC Applications	3
EMS 125 EMT - Basic	9
EMS 170 EMT - Clinical	1
HPR 178 Seminar - Medical Terminology	1
HPR 102 CPR for Professionals	1
NUR 116 Basic Concepts of Gerontological Nursing	1
PSY 235 Human Growth & Development	3
PSY 238 Child Development	3

<b>Suggested Electives</b>	<b>Credits</b>
ACC 101 Fundamentals of Accounting	3
BUS 216 Legal Environment of Business	3
BUS 217 Business Communication & Report Writing	3
HWE 100 Human Nutrition	3
MAN 128 Human Relations in Organizations	3
SOC 101 Sociology	3

## EMERGENCY MEDICAL TECHNICIAN: BASIC

### CERTIFICATE

Upon completion of the Emergency Medical Technical Program, the student will meet the prerequisite for taking the National Registry Examination for Emergency Medical Technicians. The program will teach skills in emergency treatment procedures as used with an ambulance service.

<b>Required Courses</b>	<b>Credits</b>
EMS 125 Emergency Medical Technician - Basic	9
EMS 170 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

### CERTIFICATE

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, specifically: establish an intravenous line, provide advanced airway management, perform cardiac monitoring and defibrillation, and medication administration.

<b>Required Courses</b>	<b>Credits</b>
EMS 203 Emergency Medical Technician - Intermediate I	6
EMS 205 Emergency Medical Technician - Intermediate II	6
EMS 270 Clinical EMS Intermediate	3

**EQUINE MANAGEMENT**

**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.

<b>General Education Requirements</b> .....	<b>15 Credits</b>
ASC 100 Animal Sciences .....	3
AGE 102 Agricultural Economics .....	3
ENG 121 English Composition I OR	
ENG 131 Technical Writing I .....	3
MAT 107 Career Math .....	3
SPE 115 Public Speaking .....	3

<b>Program Requirements</b> .....	<b>Credits</b>
AGB 218 Computer Farm Records .....	3
AGE 205 Farm and Ranch Management .....	3
AGR 100 Freshman Ag Orientation .....	0.5
AME 105 Basic Agricultural Mechanic Skills .....	2
ASC 102 Introduction to Equine Science.....	4
ASC 225 Feeds and Feeding .....	4
EQM 101 Stable Operations I .....	1
EQM 102 Stable Operations II .....	1
EQM 110 Light Horse Management .....	3
EQM 158 Equine Reproduction .....	2
EQM 201 Stable Operations III .....	1
EQM 202 Stable Operations IV .....	1
EQM 210 Equine Health .....	2
EQM 280 Equine Internship .....	8
EQM 289 Equine Capstone .....	0.5
EQT 101 Intro to Horse Training .....	5
EQT 102 Beginning Colt Training .....	6
EQT 201 Intermediate Colt Training .....	6
EQT 202 Advanced Colt Training .....	6

<b>Suggested Electives</b> .....	<b>9 Credits</b>
ASC 245 Equine Evaluation.....	3
AGP 160 Ranch Horsemanship Skills.....	2
EQT 140 Ranch Horse Versatility.....	3

**FST 100 - FIREFIGHTER I**

**CERTIFICATE**

This program is designed to prepare individuals who have little or no experience with the firefighting profession for entry-level positions in the fire service industry. The course addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard using IFSTA Essentials.

Upon successful completion, the student will receive a NJC certificate and is eligible to register for the Colorado State Firefighter I Exam, which is an IFSAC accredited certificate.

FST 100 Firefighter I.....	9.0
HPR 102 CPR for the Professional Rescuer .....	0.5

**FIRST RESPONDER**

**CERTIFICATE**

This 58-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>
EMS 115 First Responder .....	3

**GRAPHIC DESIGN**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

This program is designed to give students the skills required for entry into the fields of graphic design, commercial art, or related areas. Students gain skills in drawing, graphic design, computer graphics, graphic design production, and business of commercial art.

<b>General Education Requirements</b> .....	<b>Minimum 15 Credits</b>
ENG 121 English Composition I .....	3
SPE 115 Public Speaking .....	3

Any approved A.A.S Mathematics course .....	3
ART 112 Art History II .....	3
MGD 101 Introduction to Computer Graphics .....	3
ART 112 Art History II .....	3

<b>Program Requirements</b> .....	<b>36 Credits</b>
ART 121 Drawing I .....	3
ART 122 Drawing II .....	3
ART 131 2-D Design .....	3
MGD 105 Typography & Layout .....	3
MGD 111 Adobe Photoshop I .....	3
MGD 112 Adobe Illustrator I .....	3



MGD 113 QuarkXPress .....	3
MGD 133 Graphic Design I .....	3
MGD 233 Graphic Design II .....	3
MGD 256 Graphic Design Production .....	3
MGD 268 Commercial Art Business .....	2
MGD 280 Internship .....	4

**Suggested Electives ..... 9 Credits**

ART 132 3 - D Design .....	3
ART 138 Photography I .....	3
ART 139 Photography II .....	3
ART 221 Drawing III .....	3
ART 222 Drawing IV .....	3
ART 231 Advanced 2-D Design .....	3
BUS 115 Introduction to Business .....	3
CWB 110 Complete Web Authoring .....	3
CWB 130 Complete Web Editing Tools .....	3
JOU 105 Introduction to Mass Media .....	3
JOU 111 Principles of Advertising .....	3
MAR 216 Principles of Marketing .....	3

**GRAPHIC DESIGN****CERTIFICATE****Program Requirements ..... 35 Credits**

ART 121 Drawing I .....	3
ART 122 Drawing II .....	3
ART 131 2-D Design .....	3
MGD 101 Introduction to Computer Graphics .....	3
MGD 105 Typography & Layout .....	3
MGD 111 Adobe Photoshop I .....	3
MGD 112 Adobe Illustrator I .....	3
MGD 113 QuarkXPress .....	3
MGD 133 Graphic Design I .....	3
MGD 233 Graphic Design II .....	3
MGD 256 Graphic Design Production .....	3
MGD 268 Commercial Art Business .....	2

**HORTICULTURE & LANDSCAPE TECHNOLOGIES****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 are exposed to a wide variety of disciplines within horticulture as they prepare to enter the workforce in the discipline of their choice. A degree in horticulture can lead to employment opportunities with golf courses, parks and recreation, nursery or greenhouse management, landscape design and construction, as well as sales representatives for the green industry and reporters/technical writers for industry trade magazines and newsletters.

**General Education Requirements .... Minimum 16 Credits**

ENG 121/ENG 131 English Comp I or Tech Writing ...	3
SPE 115 Public Speaking .....	3
HLT 100 Horticulture Science .....	4
MAT 107 Career Math .....	3
AGE 102 Agricultural Economics.....	3

**Program Requirements ..... 40 Credits***(Required for all Program Concentrations)*

AGR 100 Freshman Orientation .....	0.5
HLT 221 Woody Landscape Plants I .....	3
HLT 264 Arboriculture .....	3
HLT 105 Greenhouse Management & Crops .....	4
HLT 289 Horticulture Capstone .....	1
HLT 250 Landscape Irrigation Design .....	3
HLT 125 Landscape Drafting & Design .....	3
HLT 242 Turfgrass Management .....	4
HLT 224 Herbaceous Perennials .....	3
CAD 101 Computer Aided Drafting .....	3
AGY 240 Intro to Soil Science .....	4
CHE 103 Agricultural Chemistry .....	4
SPA 115 Spanish for the Professional .....	3

**Internship Requirement**

HLT 180 Internship .....	8
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**Required Elective - Choose 1 of the following**

AGP 204 Soil Fertility & Fertilizers .....	4
AGB 228 Ag Business Management .....	3
AGB 120 Agricultural Salesmanship .....	3

**Other Electives**

AME 107 Gen. Power Mechanics .....	2
ART 121 Drawing I .....	3
AME 151 Fundamentals of Welding .....	3
AGP 208 Comm. Pesticide License Training .....	3
AME 118 Farm Carpentry .....	3
AME 105 Basic Agricultural Mechanic Skills .....	3
CIS 118 Introduction to PC Applications .....	3

**HORTICULTURE & LANDSCAPE TECHNOLOGIES****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.

## PRACTICAL NURSING

### CERTIFICATE

The providers of health care are recognized as team members. Practical Nursing has earned a respected place on the health care team. 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 supervision of a registered nurse, licensed physician or dentist.

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. Two or more weeks of clinical experience may be required on the 3 p.m. to 11 p.m. shift.

The Northeastern Junior College Certificate in Practical Nursing will be granted upon successful completion of all required courses with a grade of a "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 material required under admission information of this catalog.
3. Applications must take the ACCUPLACER or the ACT test with results indicating applicant is at college level in reading, math, and English.
4. Applicants must complete all prerequisites for the program prior to acceptance and GPA for these prerequisites must be a 2.25 or higher.
5. Completion of the Nurse Entrance Test available at the counseling office.

<b>Program Prerequisites:</b>	<b>Credits</b>
BIO 106 - Basic Anatomy and Physiology	4
(or BIO 201 & 202)	
BIO 201 Human Anatomy and Physiology I and/or	
BIO 202 Human Anatomy and Physiology II	8
(Both BIO 201 and BIO 202 must be completed prior to acceptance into the program)	
ENG 121 English Composition I	3
HPR 108 Dietary Nutrition	1

Once applicants complete ENG 121, HPR 108, and one of the anatomy and physiology courses, go to [www.cccs.edu](http://www.cccs.edu) to request that your name be put on the wait list. It is highly recommended that you meet with a nursing advisor to ensure all requirements have been met. Once the applicant has been provisionally accepted into the program the following must be completed before the start of the program in August:

- \*Criminal Background Check (not to be done earlier than 90 days of start date into the program)
- \*Health Statement/immunizations
- \*Professional CPR Certificate (Must not expire until after graduation)

<b>Program Requirements</b>	<b>Credits</b>
NUR 101 Pharmacology Calculations	1
NUR 102 Alterations in Adult Health I	4
NUR 103 Assessment for the Practical Nurse	1
NUR 104 Alterations in Adult Health II	5
NUR 105 Practical Nursing Arts and Skills	6.5
NUR 110 Pharmacology Practical Nursing	3
NUR 111 Introduction into Socialization	1
NUR 113 Basic Concept of OB Nursing	2
NUR 114 Basic Concepts of Nursing Children	2
NUR 115 Mental Health	1
NUR 116 Introduction to Gerontology	1
NUR 131 Clinical I Application of Arts & Skills	4.5
NUR 132 Clinical II Application of Adult Health I	3
NUR 133 Clinical III OB/Peds	1.5
NUR 134 Clinical IV Advanced Application of Adult Health	4.5

Electives:

HPR 178 Medical Terminology	1
PSY 235 Human Growth & Development	3

## ASSOCIATE DEGREE NURSING

### ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is under construction please see: website [www.cccs.edu](http://www.cccs.edu) for up to date information.

## ACCELERATED PROGRAMS

### ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

#### What is an accelerated Associate of Arts Program?

The accelerated Associate of Arts Program offers class during fall, spring and summer semesters. Classes are offered in a nontraditional format. Students are expected to complete additional coursework outside of regular class time. The accelerated degree is offered through Extended Studies.

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

The program is 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. Small class sizes allow instructors to provide students with personalized attention.

#### Who are the instructors?

Instructors for the accelerated plan are NJC full-time and adjunct faculty members. Instructors have a master's degree or higher, are committed to academic excellence and specialize in the contact areas they teach.

#### 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. Textbooks are in addition to tuition and fees.

**Who do I contact to learn more?**

Extended Studies will be able to advise you on class start dates and how to get registered. Contact (970) 521-6900, or visit [www.njc.edu/es](http://www.njc.edu/es).

## **EXTENDED STUDIES**

Extended Studies initiates, coordinates and distributes courses and facilitates learning in flexible formats to meet identified educational needs. A variety of alternative learning solutions, distance and distributed delivery systems, and support services are utilized to facilitate student access and promote students' intellectual growth, personal, cultural and social development; increased earnings capacity; and expanded career opportunities through lifelong learning.

In addition, Extended Studies collaborates with individuals, groups, agencies, and organizations in Logan, Phillips, Sedgwick, Washington and Yuma counties to develop resources for communities, schools, economic initiatives, business and industry across northeast Colorado.

For additional information please contact Extended Studies at (970) 521-6900 or visit the website at [www.njc.edu/es](http://www.njc.edu/es).

**Alternative Offerings**

A student having completed an ASE test and having the required work experience may be eligible to receive Credit for Prior Learning (CPL) and would be able to apply this towards their Associate of Applied Science Degree. Refer to the "Academic Information section of the college catalog for more information.

**Business/Industry Training**

In the current economy, the pressures of global competition, increasingly sophisticated customer expectations and the ever changing business environment businesses need to continually train and educate their workforce. Business/Industry training is dedicated to providing professional support when helping organizations meet their training needs. Customized training involves collaboration between the organization and NJC in the development and delivery of specialized curriculum that will enrich employee skills and lead to a more productive workforce.

In cooperation with academic disciplines and career/technical programs we can provide specialized training in many areas. Business/Industry offers a broad range of support services which include consultation, development of training agreements and time-lines, needs assessment, delivery of instruction, evaluation and all related services. We also offer on-line and continuing educational courses to individuals for individualized and alternative delivery options.

Northeastern Junior College also has several state-of-the-art computer labs. Extended Studies offers beginning, intermediate and advanced computer instruction. Computer labs are also available for rental at competitive rates. For more details please contact the Business/Industry Coordinator at (970) 521-6685.

**Conferences/Seminars**

Northeastern Junior College is northeastern Colorado's premier conference and seminar location. Extended Studies can help you in coordination of facilities scheduling, food service, emergency contact services, equipment and transportation. In addition, we will consolidate billing from various departments on campus. We will coordinate with local hospitality establishments, restaurants, and retail businesses to assemble competitive pricing and incentive packages.

**Economic Development**

Colorado knows successful businesses rely on well-trained employees. Extended Studies coordinates the Colorado FIRST and Existing Industry programs that provide training incentives to improve employment opportunities for Coloradans and enhance Colorado's competitive position among states. Authorized by the General Assembly in 1984, the Colorado FIRST Customized Training Program assists primary industry employers with short-term, fast-track training. In 1989, the Existing Industry Program was created to maintain the competitiveness of the existing industrial base and provide job security for Colorado workers. Since the inception of Colorado's customized job training programs, more than 590 companies of all sizes have benefited from the programs and over 47,000 Coloradans have been trained state-wide.

The programs are administered jointly by the Colorado Office of Economic Development & International Trade (OED) and the Colorado Community College System (CCCS). This partnership strengthens the programs' goal to promote and encourage the expansion and well-being of existing Colorado companies and to attract new businesses to Colorado. If you are new or existing business contact Business/Industry Coordinator at (970) 521-6685 to learn more about what Northeastern Junior College can do for your business training needs.

**Fire Science**

The Extended Studies division works with local, state, and federal fire services to offer training for the beginning and experienced firefighter. Continuing education courses are offered upon request from volunteer and paid fire departments to meet the needs of their personnel. Opportunities are available to those individuals pursuing college credit.

**Great Plains Wildfire College**

Extended Studies, in conjunction with Great Plains Wildfire College, offers a week long academy in January for all levels Wildland Firefighters. Instruction is aligned to meet the requirements of the National Wildfire Coordinating Group's Field Manager's Course Guide. Interested students can contact Extended Studies.

**Health and Safety****CPR and First Aid**

As a part of the Extended Studies Department, Health and Safety offers cardio pulmonary resuscitation (CPR) classes to lay responders and professional rescuers. Training is available

for community members, professional health care providers, law enforcement agencies, fire departments and businesses.

### **Healthy Pregnancy, Healthy Baby**

This class is for expectant parents who want to increase their overall knowledge of pregnancy, delivery scenarios, local hospital protocol and basic skills for caring for a newborn baby. This class is offered approximately every two months.

### **Health and Safety Academy**

Aquatics classes are available in Lifeguard Training and First Aid, Life Guard Training and First Aid Review, CPR for the Professional, and Water Safety Instruction.

*Universal certificates of completion are available for participants who meet all course requirements for that particular Health and Safety course.*

### **Kids College**

Extended Studies coordinates a summer Kids College which combines fun and educational opportunities for students in Grades K-8. Classes, times, and subjects vary from year to year.

### **Organizational Leadership & Teambuilding**

Extended Studies can facilitate organizational or corporate leadership and teambuilding on campus or at your facility. Experienced consultants can provide your team with learning leadership and teambuilding activities that will motivate your team and increase productivity.

### **Post-Secondary Enrollment Options (PSEO)**

Colorado's Post-Secondary Enrollment Options Act (PSEO) allows high school juniors and seniors at Colorado public high schools to concurrently enroll in college courses enabling students to receive both high school and college credit. Enrollment must be approved by the high school. Students may be entitled to reimbursement for two courses per semester from their school district; however school districts may voluntarily agree to pay for additional courses beyond this limit. The college courses can be applied towards a degree at NJC or can be transferred to another college or university. The Post-Secondary courses will give the student a head start on earning a college degree, saving both time and money.

In addition high school students can take college courses summer term. The student or student's family is responsible for the tuition and fees. To learn more about the Colorado's Post-Secondary Enrollment Act please contact Extended Studies or visit [www.njc.edu/es](http://www.njc.edu/es).

### **Special Interest Classes**

Special interest classes are designed to be enjoyable and enriching. The costs are variable depending on the length and type of class, and materials needed. Special interest classes can be provided on-campus or at an outreach location. Instructor facilitated online classes for community enrichment are also available.

Almost any course can be organized within our service area when a sufficient number of community members indicate an interest in having a class brought to a particular location.

### **Recertification Courses**

Recertification Courses are available for students to enhance knowledge and proficiency, meet industry requirements, and promote workforce development.

### **Travel Studies**

Pre-approved travel studies are accepted for college credit. Students can earn from 1 to 6 credits.

### **Wellness Classes**

Fitness classes are offered through Extended Studies in partnership with Bank of Colorado Event Center.

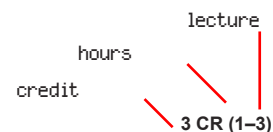


# Course Descriptions

## 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 troubleshooting 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.*

## 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 ACCOUNTING PRINCIPLES I 4 CR (4-0)

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 ACCOUNTING PRINCIPLES II 4 CR (4-0)

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.*



*-Enjoy life, work, and play.*

**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 130 INCOME TAX PREPARATION 3 CR (3-0)**

Provides knowledge and skills that will allow the student to prepare basic individual income tax returns. (Contact hours — 45)

**ACC 131 INCOME TAX 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 175 SPECIAL TOPICS 0-6 CR (0 to 6-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours-0 to 90)

**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.*

**ACC 275 SPECIAL TOPICS 1-6 CR (1 to 6-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours-15 to 90)

**ACC 235 COMPUTERIZED ACCOUNTING FOR SMALL BUSINESSES 3 CR (3-0)**

Introduces a microcomputer package, such as Quickbooks, One-write Plus or similar accounting application, for use in a small business. Focuses on installation, starting the application and converting a manual accounting system to an electronic system. Includes an easy to use bookkeeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture. (Contact hours-45)

**AGRICULTURE BUSINESS MANAGEMENT****ABM 111 RECORDS & BUSINESS PLANNING 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 RECORDS & BUSINESS PLANNING II 9 CR**

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

**ABM 121 FINANCIAL ANALYSIS I 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, including refining and maintaining of a current accounting system. This course includes a review and revision of business planning goals and objectives. *Prerequisite: Complete set of cash records.*

**ABM 122 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 is included in this class. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements. *Prerequisite: complete set of cash records*

**ABM 131 COMMODITY MARKETING I 9 CR**

Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. This class includes the initial steps towards the development of a marketing plan. Continued maintenance of an established record keeping system is a must to provide the cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises. *Prerequisite: cost of production records for one enterprise.*

**ABM 132 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, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated. The class includes the initial steps toward developing an enterprise trend analysis. *Prerequisite: Consent of instructor.*

**ABM 135 MARKETING & RISK MANAGEMENT I 9 CR**

Teaches students to conduct marketing research and analysis for the initial steps for developing a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

**ABM 136 MARKETING & RISK MANAGEMENT II 9 CR**

Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented. *Prerequisite: ABM 135*

**ABM 141 ADVANCED BUSINESS MANAGEMENT I 9 CR**

This class explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present. (Contact hours - 135) *Prerequisite: Accurate accrual financial records*

**ABM 142 ADVANCED BUSINESS MANAGEMENT II 9 CR**

Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needed for analysis. (Contact hours - 135) *Prerequisite: Completed business plan.*

**ABM 175 SPECIAL TOPICS 0.5-6 CR**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours - 0 to 90) *Prerequisite: Consent of instructor.*

**ABM 275 AG/BUSINESS MGMT SPECIAL TOPICS 0.5-6 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.*

## AUTOMOTIVE & DIESEL MASTER TECHNICIAN

**ADE 121 HYDRAULIC SYSTEMS I 3 CR (1-3)**

Students will receive instruction on the basic fundamentals of hydraulics and their applications. Diagnosis, service, and testing along with safety are stressed within this course. (Contact hours - 60)

**ADE 150 BIG BORE DIESEL ENGINE REPAIR 3 CR (1-3)**

Students will receive instruction 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 is also discussed. (Contact hours - 60)

**ADE 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)

**ADE 210 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)

## AGRI-BUSINESS

**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 I 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 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 275 SPECIAL TOPICS 1-6 CR (1 to 6-0)**

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

**AGB 280 AGRI-BUSINESS INTERNSHIP II 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 285 INDEPENDENT STUDY 1-6 CR (0-0)**

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

**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 285 INDEPENDENT STUDY 1-6 CR (0-0)**

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

## 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 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 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 110 INTEGRATED PEST MANAGEMENT 3 CR (1-2)**

Identification and control of economically important weeds, insects and diseases through systems approach management concepts including cultivation, chemical and biological control mechanisms. (Contact hours-60)

**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 160 RANCH HORSEMANSHIP SKILLS 2 CR (0-2)**

An introduction to the skills utilized in ranching operations where horses are involved in moving, sorting, and restraining cattle. Emphasis is placed on safety, proper techniques and in developing proficiency in equipment selection and care, basic horsemanship, riding, and roping. (Contact hours-37.5)

**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 AND 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 275 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides students with a vehicle to pursue exploration of special topics of interest.

**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 285 INDEPENDENT STUDY** 1-6 CR (0–0)  
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**AGP 289 PRODUCTION AGRICULTURE 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** 0.5 CR (0.5–0)  
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–7.5)

**AGR 175 SPECIAL TOPICS** 1-6 (0–0)  
Designed to instruct the student in various topics in agriculture. The student will experience different aspects of the agricultural industry. (Contact hours–15–90)

**AGR 224 INTEGRATED RANCH MANAGEMENT** 3 (3–0)  
Provides training in management pertaining to the economics of a ranching enterprise. Topics include principles of system management, resource inventory and management, ranch decision making, nutrition, selection, record keeping, financial management, and marketing. (Contact hours–45)

**AGR 260 WORLD INTERDEPENDENCE - POPULATION & FOOD** 3 (3–0)  
Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context. (Contact hours–45)

**AGR 275 SPECIAL TOPICS** 1-6 (0–0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–15–90)

## AGRONOMY

**AGY 100 GENERAL CROP PRODUCTION** 4 CR (3–2)  
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)  
Formation, physical properties, chemical properties and management of soils emphasizing soil conditions that affect plant growth. (Contact hours–75) *Prerequisites:* Any CHE Course.

**AGY 275 SPECIAL TOPICS** 1-6 (0–0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–15–90)

**AGY 285 INDEPENDENT STUDY** 1-6 (0–0)  
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

## 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** 3 CR (1–2)  
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** 3 CR (1-2)  
Designed to develop basic welding skills, principles, and practices in arc and oxy-acetylene welding. (Contact hours–75)

**AME 275 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**AME 285 INDEPENDENT STUDY** 1-6 CR (0-0)  
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

## ANTHROPOLOGY

**ANT 101 CULTURAL ANTHROPOLOGY** 3 CR (3–0)  
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) State Guaranteed Transfer Course.

**ANT 111 PHYSICAL ANTHROPOLOGY** 3 CR (3–0)  
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) State Guaranteed Transfer Course.

**ANT 275 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

## ART

**ART 107 ART EDUCATION METHODS** 3 CR (3-0)  
Focuses on a multimedia approach to teaching art. Emphasizes strong creative presence, philosophy and techniques in drawing, painting, printmaking, and other media. ART or EDU credit available, but credit will be granted for only one option. (Contact hours-45)

**ART 110 ART APPRECIATION** 3 CR (3-0)  
An introduction to the visual arts including language, concepts, process, and history. (Contact hours-45) State Guaranteed Transfer Course.

**ART 111 ART HISTORY I** 3 CR (3-0)  
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) State Guaranteed Transfer Course.

**ART 112 ART HISTORY II** 3 CR (3-0)  
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) State Guaranteed Transfer Course.

**ART 119 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 123 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 131 2-D DESIGN** 3 CR (0-6)  
Study of basic design elements, visual perception, form and composition. (Contact hours-90)

**ART 132 3-D DESIGN** 3 CR (0-6)  
Covers the application of design elements and principles to both two and three dimensional problems. (Contact hours-90)

**ART 138 PHOTOGRAPHY I** 3 CR (2-2)  
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations. (Contact hours-60)

**ART 139 PHOTOGRAPHY II** 3 CR (2-2)  
This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. (Contact hours-60) *ART 138 OR APPROVAL OF INSTRUCTOR.*

**ART 146 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 147 STAINED GLASS II** 3 CR (0-6)  
A continuation of Stained Glass I, students advance to a clearer but still basic understanding and approach to stained glass. Students gain a greater understanding of and appreciation for the properties of glass and the nature of finished stained glass construction. (Contact hours-90)

**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 154 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 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** 1-6 CR (0-0)  
Students in this class will be taught special, creative art form.

**ART 185 INDEPENDENT STUDY** 1-6 CR (0-0)  
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**ART 211 PAINTING I** 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 221 DRAWING III** 3 CR (0-6)  
Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation. (Contact hours-90)

**ART 222 DRAWING IV** 3 CR (0-6)  
Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation. (Contact hours-90) *Prerequisites: ART 121, ART 122 and ART 221 or equivalent.*

**ART 225 PRINTMAKING I** 3 CR (0-6)  
Introduces the basic techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints. May include introduction to relief, intaglio, lithography and screen printing techniques.

**ART 231 ADVANCED 2-D DESIGN** 3 CR (3-0)  
Provides continued study of the principles and elements of two-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.

**ART 275 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

**ANIMAL SCIENCE****ASC 100 ANIMAL SCIENCES 3 CR (3-0)**

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 102 INTRODUCTION TO EQUINE SCIENCE 4 CR (3-2)**

This course covers the basics of the equine industry, breeds, selection, form to function, care and management, soundness, health, reproduction, feeding, facilities, physiology, production systems and management systems. (Contact hours-75)

**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 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 2 CR (2-0)**

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-30) *Prerequisites: ASC 100*

**ASC 275 SPECIAL TOPICS 1-6 CR (0-0)**

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

**ASC 285 INDEPENDENT STUDY 1-6 CR (0-0)**

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

**ASTRONOMY****AST 101 ASTRONOMY I 4 CR (3-2)**

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) State Guaranteed Transfer Course.

**AST 102 ASTRONOMY II 4 CR (3-2)**

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) State Guaranteed Transfer Course.

**AUTOMOTIVE TECHNOLOGY****ASE 101 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)

**ASE 110 BRAKES I 3 CR (1-3)**

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems. (Contact hours - 60) *Prerequisites: ASE 101*

**ASE 120 BASIC AUTOMOTIVE ELECTRICITY 2 CR (1-1.5)**

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams. (Contact hours-37.5) *Prerequisites: ASE 101*

**ASE 123 AUTOMOTIVE BATTERY, STARTING & CHARGING SYSTEMS 2 CR (1-1.5)**

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul. (Contact hours-37.5) *Prerequisites: ASE 101 & ASE 120*

**ASE 130 GENERAL ENGINE DIAGNOSIS 2 CR (1-1.5)**

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors. (Contact hours-37.5) *Prerequisites: ASE 101*

**ASE 132 IGNITION SYSTEM DIAGNOSIS & REPAIR 2 CR (1-1.5)**

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems. (Contact hours-37.5) *Prerequisites: ASE 101 & ASE 130*

**ASE 134 AUTOMOTIVE EMISSIONS 2 CR (1-1.5)**

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems. (Contact hours-37.5) *Prerequisites: ASE 101 & ASE 132*

**ASE 140 SUSPENSION & STEERING I 3 CR (1.5-2.25)**

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components. (Contact hours-56) *Prerequisites: ASE 101*

**ASE 150 AUTOMOTIVE U-JOINT & AXLE SHAFT SERVICE 2 CR (1-1.5)**

Studies the operating principles and repair procedures relating to axle-shaft and universal joints. (Contact hours-37.5) *Prerequisites: ASE 101*

**ASE 151 AUTOMOTIVE MANUAL TRANSMISSION/  
TRANSAXLE & CLUTCHES 2 CR (1-1.5)**

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components. (Contact hours–37.5) *Prerequisites: ASE 101*

**ASE 152 DIFFERENTIALS & 4WD/AWD SERVICE 2 CR (1-1.5)**

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units. (Contact hours–37.5) *Prerequisites: ASE 101*

**ASE 160 AUTOMOTIVE ENGINE REMOVAL  
& INSTALLATION 1 CR (0–1.5)**

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles. (Contact hours–22.5) *Prerequisites: ASE 101*

**ASE 161 ENGINE, DISASSEMBLY DIAGNOSIS  
& ASSEMBLY 5 CR (2–5)**

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies. (Contact hours–105) *Prerequisites: ASE 101*

**ASE 165 AUTOMOTIVE MACHINING 2 CR (1–1.5)**

Offers instruction in 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) *Prerequisites: ASE 101*

**ASE 175 CONSUMER'S AUTO .5 CR ( )**

This course addresses three primary areas of concern for the average car owner. The first is the basics of how various systems on the automobile work. The second is the maintenance required for the vehicle. The third is the financial concerns of owning the vehicle. (Contact hours–7.5)

**ASE 201 AUTOMOTIVE PARTS MANAGEMENT 1 CR (1–0)**

Covers instruction as to the 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) *Prerequisites: ASE 101*

**ASE 202 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) *Prerequisites: ASE 101*

**ASE 210 BRAKES II 3 CR (1–3)**

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile. (Contact hours–60) *Prerequisites: ASE 110*

**ASE 220 SPECIALIZED ELECTRONICS TRAINING 2 CR (1–1.5)**

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems. (Contact hours–37.5) *Prerequisites: ASE 101 & ASE 120*

**ASE 221 AUTOMOTIVE BODY ELECTRICAL 4 CR (1–4.5)**

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories. (Contact hours–82.5) *Prerequisites: ASE 101 & ASE 120*

**ASE 231 AUTOMOTIVE COMPUTERS 2 CR (1–1.5)**

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems. (Contact hours–37.5) *Prerequisites: ASE 101, ASE 120, ASE 134, ASE 220*

**ASE 233 FUEL INJECTION & EXHAUST SYSTEMS 4 CR (2–3)**

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems. (Contact hours–75) *Prerequisites: ASE 101, ASE 120, ASE 134, ASE 231*

**ASE 235 DRIVEABILITY DIAGNOSIS 1 CR (0–1.5)**

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle driveability problems. (Contact hours–22.5) *Prerequisites: ASE 101 & ASE 233*

**ASE 240 SUSPENSION & STEERING II 3 CR (1.5–2.25)**

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components. (Contact hours–56) *Prerequisites: ASE 101 & ASE 140*

**ASE 250 AUTOMOTIVE TRANSMISSION/  
TRANSAXLE SERVICES 1 CR (0–1)**

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. (Contact hours–22.5) *Prerequisites: ASE 101*

**ASE 251 AUTOMOTIVE TRANSMISSION/TRANSAXLE  
DIAGNOSIS & ASSEMBLIES 5 CR (2–5)**

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/transaxle. (Contact hours–105) *Prerequisites: ASE 101 & ASE 250*

**ASE 265 AUTOMOTIVE HEATING & AIR  
CONDITIONING 5 CR (2–5)**

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components. (Contact hours–105) *Prerequisites: ASE 101*

**BIOLOGY****BIO 105 SCIENCE OF BIOLOGY 4 CR (3–2)**

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) State Guaranteed Transfer Course.

**BIO 106 BASIC ANATOMY & PHYSIOLOGY 4 CR (3–2)**

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program. (Contact hours–75)

**BIO 111 GENERAL COLLEGE BIOLOGY I WITH LAB 5 CR (4–2)**

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) State Guaranteed Transfer Course.



**BIO 112 GENERAL COLLEGE BIOLOGY II WITH LAB 5 CR (4-2)**

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.* State Guaranteed Transfer Course.

**BIO 160 INTRODUCTION IN BIOTECHNOLOGY 3 CR (2-2)**

Introduces the student to modern molecular biology technologies that include DNA, RNA, and proteins and prepares them for research and industry. Laboratory experience includes sterile technique, microscopy, media preparation, and bacterial culturing. (Contact hours-45)

**BIO 175 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours-0 to 90)

**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: BIO 111 or equivalent, or permission of instructor.* State Guaranteed Transfer Course.

**BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II 4 CR (3-2)**

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 equivalent, or permission of instructor.* State Guaranteed Transfer Course.

**BIO 204 MICROBIOLOGY 4 CR (3-4)**

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. (Contact hours-105) *Prerequisite: BIO 111 or equivalent, or permission of instructor.* State Guaranteed Transfer Course.

**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 or equivalent, or permission of instructor.*

**BIO 220 GENERAL ZOOLOGY 5 CR (4-2)**

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions, and classification of animal phyla and major classes. Requires hands-on laboratory and field experience. Designed for biology majors. (Contact hours-75) *Prerequisite: BIO 111 or equivalent, or permission of instructor.*

**BIO 221 BOTANY 5 CR (4-2)**

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 or equivalent, or permission 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 equivalent or permission of instructor.*

**BUSINESS****BUS 110 WORKING FOR YOURSELF****2 CR (2-0)**

Introduces small business start-up and offers practical training designed to provide students with a fundamental understanding of the special concerns of self-employment. The course also provides an overview of the subjects needed to become an entrepreneur, including financing, law, insurance, government regulations, record keeping, and taxes. Guest speakers with expertise in the various topics add to the weekly discussion. (Contact hours - 30)

**BUS 115 INTRODUCTION TO BUSINESS****3 CR (3-0)**

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 120 INTRODUCTION TO E-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 175 SPECIAL TOPICS IN BUSINESS****1-6 CR (.25 to 7-0)**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. (Contact hours — 4 to 45)

**BUS 185 INDEPENDENT STUDY****1-6 CR (0 to 0)**

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

**BUS 187 COOPERATIVE EDUCATION/INTERNSHIP 1-6 CR (0-0)**

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

**BUS 216 LEGAL ENVIRONMENT OF BUSINESS****3 CR (3-0)**

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)**

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)

**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)**

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 106 or approval of instructor.*

**BUS 260 BUSINESS PROCESS FOUNDATIONS FOR E-COMMERCE 3 CR (3-0)**

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 275 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

**BUS 281 INTERNSHIP 1-6 CR (0-0)**

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

**BUS 285 INDEPENDENT STUDY 1-6 CR (0-0)**

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

**BUS 287 COOPERATIVE EDUCATION 1-6 CR (0-0)**

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

**BUS 288 PRACTICUM 0-6 CR (0-0)**

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

**COMPUTER-AIDED DRAFTING (CAD)****CAD 101 COMPUTER AIDED DRAFTING I 3 CR (3-0)**

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access. (Contact hours — 45)

**CAD 102 COMPUTER AIDED DRAFTING II 3 CR (3-0)**

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. (Contact hours — 45)

**CHEMISTRY****CHE 101 INTRODUCTION TO CHEMISTRY 5 CR (4-2)**

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. (Contact hours—90) *Prerequisite: MAT 090; State Guaranteed Transfer Course.*

**CHE 102 INTRODUCTION TO CHEMISTRY II 5 CR (4-2)**

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. (Contact hours—75) *Prerequisite: CHE 101; State Guaranteed Transfer Course.*

**CHE 103 AGRICULTURAL CHEMISTRY 4 CR (3-1.5)**

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)

**CHE 105 CHEMISTRY IN CONTEXT 5 CR (4-2)**

Covers the study of measurements, matter, molecules, atoms, chemical bonding, nomenclature, energy, acids, bases, and nutrition. Course work examines chemistry in the modern world and surveys the current knowledge as well as the conceptual framework of the discipline. Chemistry as a science is explored, as is the impact of chemistry on society. This course includes laboratory experience and is designed for non-science majors. (Contact hours—75) *State Guaranteed Transfer Course.*

**CHE 107 FUNDAMENTALS OF GENERAL CHEMISTRY 5 CR (4-2)**

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 111 GENERAL COLLEGE CHEMISTRY I W/LAB 5 CR (4-3)**

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: MAT 121 or consent of instructor. State Guaranteed Transfer Course.*

**CHE 112 GENERAL COLLEGE CHEMISTRY II W/LAB 5 CR (4-3)**

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) *Prerequisite: CHE 111; State Guaranteed Transfer Course.*

**CHE 205 INTRODUCTORY ORGANIC CHEMISTRY 5 CR (4-3)**

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 208 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY****5 CR (4-3)**

Introduces some of the major topics in modern organic chemistry and biochemistry focusing on relating structure and behavior of molecules to their functions. The chemistry of organic molecules based on their functional groups, proteins, carbohydrates, and lipids is studied. The basic conceptual background is provided to allow the student to understand disease mechanisms, clinical lab tests and drug effects. Designed for chemistry, premedical, and preveterinary students. (Contact hours — 105) *Prerequisite: CHE 107 OR CHE 111 & 112*

**CHE 211 ORGANIC CHEMISTRY I W/LAB****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) *Prerequisite: CHE 112*

**CHE 212 ORGANIC CHEMISTRY II W/LAB****5 CR (4-3)**

Continuation of CHE 231. The structures, reactions, mechanisms, and spectroscopy of organic compounds is covered. (Contact hours — 105) *Prerequisite: CHE 211.*

**CHE 275 SPECIAL TOPICS****1-6 CR (0-0)**

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

**CHE 285 INDEPENDENT STUDY****1-6 CR (0-0)**

Provides the opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. Allows a student to complete a course in a semester when the course has not been offered or has been canceled. The option to make independent study available is at the discretion of qualified faculty and the department chair. The student is limited to the number of independent study courses taken per semester. *Prerequisite: Instructor permission.*

**COLORADO YOUNG FARMERS****CYF 101 YOUNG FARMER LEADERSHIP****3 CR (3-0)**

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 110 BUILDING LEADERSHIP SKILLS****3 CR (3-0)**

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

**CYF 175 SPECIAL TOPICS****3 CR (3-0)**

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

**CYF 176 SPECIAL TOPICS****3 CR (3-0)**

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

**CYF 177 SPECIAL TOPICS****3 CR (3-0)**

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

**CYF 185 INDEPENDENT STUDY****3 CR (3-0)**

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

**CYF 275 SPECIAL TOPICS****3 CR (3-0)**

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

**CYF 276 SPECIAL TOPICS****3 CR (3-0)**

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

**CYF 277 SPECIAL TOPICS****3 CR (3-0)**

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

**COMPUTER INFORMATION SYSTEMS****CIS 110 INTRODUCTION TO THE PC****1 CR (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 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 117 INTRODUCTION TO TECHNICAL APPLICATIONS****2 CR (2-0)**

Reviews standard software packages available to support a microcomputer-based workstation. Included are description of hands-on work with word processors, spreadsheets, electronic presentations, and other common application packages. (Contact hours — 30)

**CIS 118 INTRO TO PC APPLICATIONS****3 CR (3-0)**

Reviews standard software packages available to support a microcomputer-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 — 45)

**CIS 124 INTRO TO OPERATING SYSTEMS****3 CR (3-0)**

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 — 30)

**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 131 WORD PROCESSING I****1 CR (1-0)**

Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels. (Contact hours — 15) *Prerequisite: ability to keyboard by touch.*



**CIS 132 WORD PROCESSING II 1 CR (1-0)**

Increases the student's working knowledge of word processing. In this module, the student will learn to use the merge function. The student will create multiple page reports using headers, footers, footnotes, endnotes, and page numbers. The student will create and format documents using columns and tables. (Contact hours — 15)  
*Prerequisite: keyboarding skills recommended, CIS 131, or instructor permission.*

**CIS 133 WORD PROCESSING III 1 CR (1-0)**

Increases the student's working knowledge of word processing. In this module, the student will learn to use borders, drawing, word art, and graphics. The student will create macros, charts, outlines, styles, and fill-in forms. The student will also sort and select records. This course is the third in a series of modules. (Contact hours — 15) *Prerequisite: CIS 131 & 132 or instructor permission.*

**CIS 136 MICROSOFT OFFICE SPECIALIST CERTIFICATION: WORD 1 CR (1-0)**

Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam. (Contact hours — 15) *Prerequisite: CIS 135 or instructor permission based on prior experience.*

**CIS 149 MICROSOFT OFFICE SPECIALIST CERTIFICATION: ACCESS 1 CR (1-0)**

Prepares students for the Microsoft Office Specialist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam. (Contact hours — 15) *Prerequisite: CIS 145 or instructor permission based on prior experience.*

**CIS 153 ADVANCED SPREADSHEETS: (EXCEL) 1 CR (1-0)**

Continues to build electronic spreadsheet skills. This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros. (Contact hours — 15) *Prerequisite: CIS 155 or CIS 118 (Or approval of instructor).*

**CIS 159 MICROSOFT OFFICE SPECIALIST CERTIFICATION: EXCEL 1 CR (1-0)**

Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOUS test is not included in this course. (Contact hours — 15) *Prerequisite: CIS 155 or instructor permission based on prior experience.*

**CIS 161 PRESENTATION GRAPHICS I 1 CR (1-0)**

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication. (Contact hours — 15) *Prerequisite: CIS 118.*

**CIS 162 ADVANCED PRESENTATION GRAPHICS 1 CR (1-0)**

Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of the software as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs. (Contact hours — 15) *Prerequisite: CIS 168.*

**CIS 167 DESKTOP PUBLISHING 3 CR (3-0)**

Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents. (Contact hours — 45) *Prerequisite: Knowledge of word processing.*

**CIS 169 MICROSOFT OFFICE SPECIALIST CERTIFICATION: POWERPOINT 1 CR (1-0)**

Prepares students for the Microsoft Office Specialist certification examination for PowerPoint. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam. (Contact hours — 15) *Prerequisite: CIS 165 or instructor permission based on prior experience.*

**CIS 175 SPECIAL TOPICS .25 to 6 CR (.25 to 6-0)**

Designed to meet students' needs in knowledge and skills in specific computer applications. (Contact hours — 4 to 45)

**CIS 234 MICROSOFT OFFICE SPECIALIST CERTIFICATION PREPARATION: EXPERT WORD 1 CR (1-0)**

Covers the competencies required to pass the Microsoft Officer Specialist (MOS) Expert Word Exam. (Contact Hours - 15) *Prerequisite: CIS 118 or CIS 138 or Instructor Approval.*

**CIS 259 MICROSOFT OFFICE SPECIALIST CERTIFICATION PREPARATION: EXPERT EXCEL 1 CR (1-0)**

Covers the competencies required to pass the Microsoft Officer User Specialist (MOUS) Excel Expert Exam. (Contact Hours - 15) *Prerequisite: CIS 118 or CIS 159 or Instructor Approval.*

**CIS 264 ORACLE SQL PL/SQL CERTIFICATION EXAM 3 CR (3-0)**

Prepares students for the Oracle8i DBA: Architecture and Administration certification exam #1Z0-001. This is the first in the series of tests to become an OCP. (Contact Hours - 45) *Prerequisite: CIS 244.*

**CIS 275 SPECIAL TOPICS 1-6 CR (1 to 6-0)**

Designed to meet students' needs in knowledge and skills in specific computer applications. (Contact hours — 4 to 45)

**CIS 285 INDEPENDENT STUDY 1-6 CR (0-0)**

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

**CIS 287 COOPERATIVE EDUCATION 1-6 CR (0-0)**

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

**CIS 289 CAPSTONE 1-6 CR (0-0)**

Serves as the capstone course for CIS majors. Incorporates projects that allow students to develop advanced techniques and assemble information from different courses. Most projects will include the creation of interactive application programs for the non-computer user and require research beyond the classroom to prepare the student for entry level employment in a variety of situations. *Prerequisite: Sophomore standing.*

## COMPUTER & NETWORKING TECHNOLOGY

**CNG 121 COMPUTER TECHNICIAN 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)

**CNG 122 COMPUTER TECHNICIAN II 3 CR (3-0)**

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 - 45). *Prerequisite: CNG 121.*



**CNG 124 NETWORKING I: NETWORK +** **3 CR (3-0)**  
Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course. (Contact Hours – 45) *Prerequisite: Networking II: Network+.*

**CNG 127 ESSENTIALS: PC HARDWARE & SOFTWARE** **5 CR (5-0)**  
Introduces students to information technology and data communications. Enables the student to develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, connecting the computer to a local area network and the Internet. It is a hands-on, lab-based course stressing safety and working effectively in a group environment. This course prepares students for CompTIA's A+ certification.

**CNG 175 SPECIAL TOPICS** **.25-6 CR (0-0)**  
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

**CNG 211 WINDOWS XP CONFIGURATION** **3 CR (3-0)**  
Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows XP Professional in a variety of network operating system environments. (Contact Hours –) *Prerequisite: CNG or Approval of Instructor*

**CNG 212 MANAGING A MS WINDOWS SERVER ENVIRONMENT** **4 CR (4-0)**  
Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. (Contact Hours – 60) *Prerequisite: CNG 211 or Approval of Instructor*

**CNG 213 IMPLEMENTING A MS WINDOWS NETWORK INFRASTRUCTURE** **4 CR (4-0)**  
Provides students with the knowledge and skills to implement and manage a Microsoft Windows Server network infrastructure. Students will learn to implement routing; implement and manage Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); secure Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configure a network access infrastructure, manage and monitor network access. (Contact Hours – 60) *Prerequisite: CNG 212 or Approval of Instructor*

**CNG 214 PLAN A MS WINDOWS SERVER NETWORK INFRASTRUCTURE** **4 CR (4-0)**  
Provides students with the knowledge and skills necessary to plan and maintain a Windows Server network infrastructure. Students will learn to Plan optimize and troubleshoot a TCP/IP physical and logical network, routing, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) Windows Internet Naming Service (WINS) and IPSec network access.

**CNG 216 PLAN A MS WINDOWS SERVER ACTIVE DIRECTORY INFRASTRUCTURE** **4 CR (4-0)**  
Provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server Active Directory service infrastructure. The course focuses on a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.

**CNG 217 IMPLEMENTING SECURITY FOR MICROSOFT NETWORKS** **4 CR (4-0)**  
Provides students with the knowledge and skill necessary to implement, manage, maintain, and troubleshoot security in a Microsoft network infrastructure. Students will learn to plan and configure a Microsoft Public Key Infrastructure (PKI) System. (Contact Hours - 60) *Prerequisites: CNG 216: Plan a MS Windows Server Active Directory Infrastructure.*

**CNG 221 DESIGN MS WINDOWS ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE** **3 CR (3-0)**  
Provides students with the knowledge and skills to design an Active Directory service and network infrastructure for a Microsoft Windows Server environment. The course is intended for systems engineers who are responsible for designing directory service and/or network infrastructures. (Contact Hours – 45) *Prerequisite: CNG 214 or Approval of Instructor*

**CNG 222 DESIGNING A WINDOWS SECURE NETWORK** **3 CR (3-0)**  
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Students learn to secure access to Local Network Users, Remote Users and Remote Offices, Partners, and to secure access between private and public networks. (Contact Hours -45)

**CNG 223 DESIGNING A WINDOWS NETWORK INFRASTRUCTURE** **3 CR (3-0)**  
Provides students with 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. Covers Windows network solutions that require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. Examines several technology options 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: CNG 214 or Approval of Instructor.*

**CNG 287 COOPERATIVE EDUCATION** **0-6 CR (0-0)**  
Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

**CNG 289 CAPSTONE** **0-6 CR (0-0)**  
Provides a demonstrated culmination of learning within a given program of study.

## COMPUTER SCIENCE

**CSC 150 VISUAL BASIC PROGRAMMING** **3 CR (3-0)**  
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 — 45)

## COMPUTER WEB

**CWB 110 COMPLETE WEB AUTHORING** **3 CR (3-0)**  
Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms. (Contact Hours – 45)

**CWB 130 COMPLETE WEB EDITING TOOLS 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 155 COMPLETE VIDEO TECHNOLOGY FOR THE WEB 3 CR (3-0)**

Teaches students how to create, edit, produce, and publish Internet-ready films and animations using a video editing program. Introduces several audio techniques students may utilize when publishing audio clips on the Internet. (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 163 INTRODUCTION TO HTML 1 CR (1-0)**

Provides an introduction to Hypertext Markup Language. Teaches students to write HTML, to create tags, format text, insert and manipulate images, create links, lists, tables and forms, and to work with style sheets. Contact Hours – 15) *Prerequisite: None (Basic knowledge of computer and internet experience preferred).*

**CWB 175 SPECIAL TOPICS 1-6 CR (0-0)**

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

**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)

**CWB 245 COMPLETE WEB ANIMATION: FLASH 3 CR (3-0)**

This course is the combination of CWB 240, CWB 241 and CWB 242.

**CWB 275 SPECIAL TOPICS 1-6 CR (0-0)**

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

**CWB 285 INDEPENDENT STUDY 1-6 CR (0-0)**

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

**COOPERATIVE WORK EXPERIENCE****CWE 187 COOPERATIVE WORK EXPERIENCE****2 to 8 CR (2 to 8-0)**

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 — 80-320)

**CWE 287 COOPERATIVE WORK EXPERIENCE****2 to 8 CR (2 to 8-0)**

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 — 80-320)

**COSMETOLOGY****COS 103 SHAMPOOS, RINSES, & CONDITIONERS I 1 CR (1-0)**

Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting. (Contact hours - 15)

**COS 110 INTRODUCTION TO HAIR COLORING 2 CR (1-1.5)**

Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring. (Contact hours — 37.5)

**COS 111 INTERMEDIATE I: HAIR COLORING 2 CR (0-3)**

Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting. (Contact hours — 45) *Prerequisite: COS 110.*

**COS 120 INTRODUCTION TO HAIR CUTTING 2 CR (1-1.5)**

Introduction to the theory relevant to patron protection, angles, élévations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to haircutting. (Contact hours — 37.5)

**COS 121 INTERMEDIATE I: HAIR CUTTING 2 CR (0-3)**

Focuses on theory related to facial shapes and head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in a supervised salon (clinical setting). (Contact hours — 45) *Prerequisites: COS 120.*

**COS 130 INTRODUCTION TO HAIR STYLING 2 CR (1-1.5)**

Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, air forming, iron curling, soft pressing and hard pressing. (Contact hours — 37.5)

**COS 131 INTERMEDIATE I: HAIR STYLING 2 CR (0-3)**

Focuses on the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding and hair pressing. (Contact hours — 45) *Prerequisite: COS 130.*

**COS 140 INTRODUCTION TO CHEMICAL TEXTURE 1 CR (1-0)**

Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models. (Contact hours — 15)

**COS 141 INTERMEDIATE I: CHEMICAL TEXTURE 1 CR (0-1.5)**

Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles. (Contact hours — 22.5) *Prerequisites: COS 140.*

**COS 150 LAWS, RULES & REGULATIONS 1 CR (1-0)**

Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these on the student, licensed individual, salons and school owners. (Contact hours — 15)

**COS 160 INTRODUCTION TO DISINFECTION, SANITATION & SAFETY 2 CR (1-1.5)**

Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology. (Contact hours - 37.5)

**COS 161 INTERMEDIATE I: DISINFECTION, SANITATION & SAFETY 1 CR (0-1.5)**

Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Covers terminology and training of disinfection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class. (Contact hours - 22.5) *Prerequisites: COS 160.*

**COS 203 SHAMPOOS, RINSES & CONDITIONERS II 1 CR (0-1.5)**

Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners. (Contact hours - 22.5) *Prerequisites: COS 103.*

**COS 210 INTERMEDIATE II: HAIR COLORING 2 CR (0-3)**

Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting. (Contact hours — 45) *Prerequisites: COS 111.*

**COS 211 ADVANCED HAIR COLORING 2 CR (0-3)**

Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring. (Contact hours — 45) *Prerequisites: COS 210.*

**COS 220 INTERMEDIATE II: HAIR CUTTING 2 CR (0-3)**

Provides continued instruction in the theory related to facial shapes and head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques. (Contact hours — 45) *Prerequisites: COS 121.*

**COS 221 ADVANCED HAIR CUTTING 2 CR (0-3)**

Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination. (Contact hours — 45) *Prerequisites: COS 220.*

**COS 230 INTERMEDIATE II: HAIR STYLING 2 CR (0-3)**

Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting. (Contact hours — 45) *Prerequisites: COS 131.*

**COS 231 ADVANCED HAIR STYLING 1 CR (0-1.5)**

Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling. (Contact hours — 22.5) *Prerequisites: COS 230*

**COS 240 INTERMEDIATE II: CHEMICAL TEXTURE 1 CR (0-1.5)**

Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles. (Contact hours — 22.5) *Prerequisites: COS 141.*

**COS 241 ADVANCED CHEMICAL TEXTURE 1 CR (0-1.5)**

Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers. (Contact hours — 22.5) *Prerequisites: COS 240.*

**COS 250 MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP 1 CR (1-0)**

Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics. (Contact hours — 15)

**COS 260 INTERMEDIATE II: DISINFECTION, SANITATION & SAFETY 1 CR (1-1)**

Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced. (Contact hours - 37.5) *Prerequisites: COS 161.*

**COS 261 ADVANCED: DISINFECTION, SANITATION & SAFETY 1 CR (0-1.5)**

Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting. (Contact hours - 22.5) *Prerequisites: COS 260.*

**COS 275 SPECIAL TOPICS 0.5-6 CR (0-0)**

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. (Contact hours — 7.5-90)

**COS 279 SEMINAR/WORKSHOP: 0.5-6 CR (0-0)**

This course provides students with an experiential learning opportunity. (Contact hours — 7.5 - 90)

**COS 280 INTERNSHIP 0.5-6 CR (0-0)**

This course provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. (Contact hours - 7.5 - 90)

**COS 285 INDEPENDENT STUDY 0.5-6 CR (0-0)**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 7.5 - 90)



**COS 288 PRACTICUM****0.5-10 CR (0-0)**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. (Contact hours – 7.5 - 150)

**COS 289 CAPSTONE****1-3 CR (0-0)**

Provides advanced training in all course areas and prepares student for the State Board of Cosmetology Licensing Exam. Hours will be arranged. (Contact hours – 15 - 45) *Prerequisites: Student must have acquired 1,000 hours or more.*

**COS 290 PROFESSIONAL DEVELOPMENT/  
CONTINUING EDUCATION****0.5-6 CR (0-0)**

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. (Contact hours – 7.5 - 90)

**CRIMINAL JUSTICE****CRJ 101 BASIC LAW ENFORCEMENT ACADEMY 6 CR (6-0)**

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. (Contact hours — 88) *Prerequisites: Permission of academy director.*

**CRJ 102 BASIC LAW ENFORCEMENT ACADEMY II 12 CR (12-0)**

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. (Contact hours — 182) *Prerequisites: Permission of academy director.*

**CRJ 103 BASIC LAW ENFORCEMENT ACADEMY III 2 CR (2-0)**

Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. (Contact hours — 30)

**CRJ 104 BASIC LAW ENFORCEMENT ACADEMY IV 1 CR (1-0)**

Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. (Contact hours — 15)

**CRJ 105 BASIC LAW****8 CR (8-0)**

Covers constitutional and procedural consideration affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, controlled substance, and children's codes. Emphasizes victim's rights and court room testimony. (Contact hours – 122) *Prerequisite: Usually not an open enrollment course. Requires special application.*

**CRJ 106 ARREST CONTROL TECHNIQUES****3 CR (1-3)**

Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force. (Contact hours — 60) *Prerequisites: Usually not an open enrollment course. Requires special application.*

**CRJ 107 LAW ENFORCEMENT DRIVING****3 CR (1-3)**

Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions. (Contact hours — 60) *Prerequisites: Usually not an open enrollment course. Requires special application.*

**CRJ 108 FIREARMS****3 CR (1-3)**

Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will explain the firearms role within the continuum of force. (Contact hours — 60) *Prerequisites: Usually not an open enrollment course. Requires special application.*

**CRJ 110 INTRO TO CRIMINAL JUSTICE****3 CR (3-0)**

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances. (Contact hours — 45)

**CRJ 111 SUBSTANTIVE CRIMINAL LAW****3 CR (3-0)**

Covers constitutional and procedural consideration affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal. (Contact hours – 45) *Prerequisite: CRJ 110.*

**CRJ 112 PROCEDURAL CRIMINAL LAW****3 CR (3-0)**

Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and the limits of the criminal law. (Contact hours – 45) *Prerequisite: CRJ 110.*

**CRJ 116 CIVIL LIABILITY****3 CR (3-0)**

Covers the origin and jurisdiction of civil action, procedure and responsibility addressing the liability of criminal justice practitioners. (Contact hours - 45)

**CRJ 119 LEGAL AND ETHICAL CONCEPTS****3 CR (3-0)**

Explores the parameters of professional responsibility for Criminal Justice professionals and related occupations. Examines value systems and clarifications. (Contact hours - 45)

**CRJ 125 LAW ENFORCEMENT OPERATIONS****3 CR (3-0)**

Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context. (Contact hours - 45) *Prerequisites: CRJ 110.*

**CRJ 127 CRIME SCENE INVESTIGATION****3 CR (3-0)**

Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture. (Contact hours - 45)

**CRJ 145 CORRECTIONAL PROCESS****3 CR (3-0)**

Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole. (Contact hours — 45) *Prerequisites: CRJ 110.*

**CRJ 146 COMMUNITY BASED CORRECTIONS****3 CR (3-0)**

Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment. (Contact hours — 45)

**CRJ 147 INSTITUTIONAL-BASED CORRECTIONS****3 CR (3-0)**

Focuses on a study of the Correctional Institution, including the role of correctional personnel relative to institutional programs. (Contact hours — 45) *Prerequisites: CRJ 110.*



**CRJ 180 INTERNSHIP** 1-6 CR (0-0)  
Provides placement in the criminal justice field to integrate theory with practice. (Contact hours — 15-90)

**CRJ 185 INDEPENDENT STUDY** 1-6 CR (0-0)  
This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90)

**CRJ 209 CRIMINAL INVESTIGATION I** 3 CR (3-0)  
Covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene searchers, police drawings, and recognition and collection of evidence. (Contact hours — 45)

**CRJ 210 CONSTITUTIONAL LAW** 3 CR (3-0)  
Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions. (Contact hours — 45) *Prerequisites: CRJ 110.*

**CRJ 216 JUVENILE LAW AND PROCEDURES** 3 CR (3-0)  
Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates all levels of government. (Contact hours — 45)

**CRJ 218 DRUG INVESTIGATIVE STRATEGIES** 3 CR (3-0)  
Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates all levels of government. (Contact hours — 45) (Contact hours — 45)

**CRJ 230 CRIMINOLOGY** 3 CR (3-0)  
Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology. (Contact hours — 45) *Prerequisites: CRJ 110.*

**CRJ 275 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**CRJ 285 INDEPENDENT STUDY** 1-6 CR (0-0)  
This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90)

## CULINARY MANAGEMENT

**CUA 175 SPECIAL TOPICS IN CULINARY** .25 to 5 CR (.25 to 5-0)  
Studies in food management, service and food preparation.

## DANCE

**DAN 129 INTRODUCTION TO DANCE** 1 CR (1-0)  
Introduces the art of dance and movement expression from a variety of viewpoints: historical, cultural, aesthetic, critical and creative. Examines the art and craft of dance as an expression of culture and community while exploring personal expression, imagery, dance techniques and performance qualities. (Contact hours—15)

**DAN 130 DANCE SAMPLER** 1 CR (1-0)  
Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa's Mambo, Cha-Cha, and Rumba; Swing's Lindy Hop (jitterbug); and Country Western's Two Step, Cowboy Waltz, Cotton-Eyed Joe and various Country Western line dances. (Contact hours—15)

## DRIVING

**DRV 247 COMMERCIAL DRIVERS' LICENSE** 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)

## EARLY CHILDHOOD EDUCATION

**ECE 100 PRE-LICENSING TRAINING FOR FAMILY CHILD CARE PROVIDERS** 1 CR (1-0)  
Provides the educational training necessary to meet the hours and categories of training required by the Colorado Department of Human Services to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. Upon completion of 15 hours of training, in the areas listed below, the student will have met the academic training requirements of the Colorado Department of Human Services, needed to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. (Contact hours — 15)

**ECE 101 INTRODUCTION TO EARLY CHILDHOOD PROFESSION** 3 CR (3-0)  
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight. (Contact hours — 45)

**ECE 102 INTRODUCTION TO EARLY CHILDHOOD LAB TECHNIQUES** 3 CR (1-4)  
Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age eight. (Contact hours — 75) *Prerequisite: ECE 101*

**ECE 103 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. Addresses ages birth through age 8. (Contact hours — 45)

**ECE 108 THE ASSESSMENT PROCESS IN EARLY CHILDHOOD EDUCATION** 1 CR (0-2)  
Focuses on exposing students to a wide variety of screening tools and evaluations appropriate for children birth to eight years of age. Enables students to gain beginning knowledge in the selection of developmental screening tools and evaluations important to the IFSP/IEP. (Contact hours —15)

**ECE 111 INFANT AND TODDLER THEORY AND PRACTICE****3 CR (3-0)**

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues. (Contact hours — 45)

**ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES****3 CR (1-4)**

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2. (Contact hours — 75) *Prerequisites: ECE 111*

**ECE 130 THE PROFESSIONAL NANNY****3 CR (3-0)**

Explores the nanny's role and responsibilities when working with today's families. Includes 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)

**ECE 131 NANNY METHODS AND TECHNIQUES****3 CR (3-0)**

Explores the competencies required of a nanny to care for children in a private home setting. Includes 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, feeding, and mealtimes. Incorporates a lab where students gain practical experience in providing in-home care for children. Explores current topics, issues and activities related to one or more aspects of the early childhood profession. (Contact hours — 45)

**ECE 175 SPECIAL TOPICS****1-6 CR (0-0)**

Explores current topics, issues and activities related to one or more aspects of the early childhood profession. (Contact hours — 15-90)

**ECE 178 WORKSHOP****1-6 CR (0-0)**

Provides students with an experiential learning opportunity. (Contact hours — 15-90)

**ECE 179 SEMINAR****1-6 CR (0-0)**

Provides students with an opportunity to examine aspects of early childhood education in detail. (Contact hours — 15-90)

**ECE 185 INDEPENDENT STUDY****1-3 CR (0-0)**

Focuses on structured, guided, and individualized research that is organized and tailored around the interests and needs of the individual student. (Contact hours — 15-90)

**ECE 205 NUTRITION, HEALTH & SAFETY****3 CR (3-0)**

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8. (Contact hours — 45)

**ECE 209 OBSERVING & UTILIZING YOUNG CHILDREN'S ASSESSMENT INSTRUMENTS****1 CR (1-0)**

Examines the current research on the continuous practice of observing children. Incorporates practice with a variety of assessment instruments currently utilized in Colorado ECE programs. (Contact hours — 15)

**ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES****3 CR (3-0)**

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. (Contact hours — 45)

**ECE 226 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. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. (Contact hours — 45)

**ECE 228 LANGUAGE AND LITERACY****3 CR (3-0)**

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8. (Contact hours — 45)

**ECE 236 CHILD GROWTH/DEVELOPMENT LABORATORY****1 CR (0-2)**

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Addresses ages from prenatal through age 12. (Contact hours — 30)

**ECE 238 CHILD GROWTH & DEVELOPMENT****4 CR (2-3)**

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component. (Contact hours — 45)

**ECE 240 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. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12. (Contact hours — 45) *Prerequisites: ECE 101*

**ECE 241 ADMINISTRATION: HUMAN RELATIONS FOR EARLY CHILDHOOD PROFESSIONS****3 CR (3-0)**

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. (Contact hours — 45)

**ECE 256 WORKING WITH PARENTS, FAMILIES, & COMMUNITY SYSTEMS****3 CR (3-0)**

Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Addresses ages birth through 8. (Contact hours — 45)

**ECE 260 EXCEPTIONAL CHILD****3 CR (3-0)**

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8. (Contact hours — 45) *Prerequisites: ECE 235*

**ECE 265 FIRST START: INCLUDING CHILDREN WITH DISABILITIES** 3 CR (3-0)

Covers services for infants, toddlers, and young children with disabilities and chronic conditions. Focuses on strategies, activities, and adaptations that assist with the inclusion of children in childcare and public school programs. Addresses ages birth through age 8. (Contact hours — 45)

**ECE 285 INDEPENDENT STUDY** 1-6 CR (0-0)

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90)

**ECE 288 PRACTICUM: EARLY CHILDHOOD EDUCATION** 1-7 CR (0-0)

Provides students with advanced field experience opportunities in early childhood education programs. (Contact hours — 15-105) *Corequisite: ECE240.*

**EARTH SCIENCE****GEY 111 PHYSICAL GEOLOGY** 4 CR (3-3)

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) State Guaranteed Transfer Course.

**GEY 121 HISTORICAL GEOLOGY** 4 CR (3-3)

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.* State Guaranteed Transfer Course.

**GEY 175 SPECIAL TOPICS** .25-3 CR (0-0)

Presents an overview of the special topic including one aspect of the earth and it's history as recorded in rocks and rock formations. May include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline. (Contact Hours — 3.75-45)

**ECONOMICS****ECO 105 INTRODUCTION TO MACROECONOMICS** 3 CR (3-0)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. (Contact hours — 45)

**ECO 201 PRINCIPLES OF MACROECONOMICS** 3 CR (3-0)

Focuses on the study of the American economy, stressing the inter-relationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. (Contact hours — 45) State Guaranteed Transfer Course.

**ECO 202 PRINCIPLES OF MICROECONOMICS** 3 CR (3-0)

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. (Contact hours — 45) State Guaranteed Transfer Course.

**EDUCATION****EDU 101 CRLA TUTOR CERTIFICATION-REGULAR** 1 CR (1-0)

Introduces tutors to effective tutoring strategies. Topics include guidelines for tutoring; how to plan, conduct, and evaluate a productive tutoring session; recognizing needs of students; and developing effective learning strategies with students. (Contact hours — 15) *Prerequisites: Permission of instructor.*

**EDU 175 SPECIAL TOPICS** .25-6 CR (0-0)

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Clock hours — 3.75 to 90) *Prerequisites: Permission of instructor.*

**EDU 185 INDEPENDENT STUDY** 1-6 CR (0-0)

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15 to 90) *Prerequisites: Permission of instructor.*

**EDU 221 INTRODUCTION TO EDUCATION** 3 CR (3-0)

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system. (Contact hours — 45) *Prerequisites: College level reading and writing as demonstrated on college level placement scores.*

**EDU 261 TEACHING, LEARNING & TECHNOLOGY** 3 CR (3-0)

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies. (Contact hours - 45) *Prerequisite: EDU 221 or Permission of instructor.*

**EDU 275 SPECIAL TOPICS** 1-6 CR (0-0)

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 3.75 to 90)

**EDU 285 INDEPENDENT STUDY** 1-6 CR (0-0)

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 3.75 to 90)

**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: PHY 212*

**EGG 272 THEORETICAL MECHANICS—DYNAMICS** 3 CR (3-0)

Focuses on a study of kinematics and kinetics of particles and rigid bodies. Addresses the concepts of work-energy and impulse-momentum using vector notation. (Contact hours — 45) *Prerequisites: EGG 271*

**EGG 275 SPECIAL TOPICS** 1-6 CR (0-0)

Focuses on a study of kinematics and kinetics of particles and rigid bodies. Addresses the concepts of work-energy and impulse-momentum using vector notation.. (Contact hours — 15-90)



## EMERGENCY MEDICAL SERVICES

(Also see Health Professional for additional courses.)

### EMS 115 FIRST RESPONDER 3 CR (2-1.5)

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives. (Contact hours — 53)

### EMS 116 FIRST RESPONDER REFRESHER 2 CR (1-1.5)

Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate. (Contact hours — 37.5) *Prerequisite: Current First Responder Certification, and CPR card.*

### EMS 125 EMT - BASIC 9 CR (6-4.5)

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and paractical examinations. Student must be at least 18 years of age. (Contact hours — 158) *Prerequisite: HPR 102, Corequisite: EMS 170*

### EMS 126 EMT BASIC REFRESHER 3 CR (3-0)

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student. (Contact hours - 15) *Prerequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification.*

### EMS 130 EMT INTRAVENOUS THERAPY 2 CR (2-0)

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. (Contact hours — 30) *Prerequisite: Current EMT Basic certification, or proper licensure.*

### EMS 134 THE GERIATRIC PATIENT 1 CR (1-0)

Focuses on working with the elderly population and is designed for healthcare providers (EMTs, paramedics, nurses). Utilizes various readings, assignments, papers, experiences and meetings with elderly people and patients to discover new ways of viewing the elderly and communicating and working with the geriatric patient. Covers the process of assessment of the elderly patient. (Contact hours - 15) *Prerequisite: Anyone who may interact with elderly patients in their work environment.*

### EMS 150 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS 1 CR (1-0)

Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. (Contact hours — 15) *Prerequisite: EMT-Basic or approval from Program Coordinator.*

### EMS 153 ADVANCED PATIENT ASSESSMENT & HISTORY TAKING 2 CR (2-0)

Teaches the pre-hospital health care provider techniques in assessing the patient – both medical and trauma. Covers history taking, documentation, communication and assessment techniques for the special patient. (Contact hours — 30) *Prerequisite: EMS 125 or approval from the Program Coordinator.*

### EMS 170 EMT BASIC CLINICAL 1 CR (1-0)

Provides the EMT student with the clinical experience required of initial and some renewal processes. (Contact hours — 15) *Prerequisite: HPR 102, Corequisite: EMS 125*

### EMS 175 SPECIAL TOPICS .5 -10 CR (.5 TO 10-0)

Provides the student with Continuing Medical Education at the First Responder or EMT Basic Level. Courses may be combined in an entire program to meet Prehospital Care Program requirements for renewal of certificates. (Contact hours 7.5 to 150) *Prerequisite: Current certification-EMT Basic or First Responder.*

### EMS 203 EMT INTERMEDIATE I 6 CR (6-0)

Course provides preparatory information and is the first part of the EMT Intermediate program. (Contact hours — 112) *Prerequisite: Valid EMT-Basic, HEP B vac, Current CPR cards, high school grad or GED, CPT 80, Math.*

### EMS 205 EMT INTERMEDIATE II 6 CR (6-0)

Serves as the second course for EMT Intermediate certification. (Contact hours - 112) *Prerequisite: EMS 203.*

### EMS 213 PRE HOSPITAL TRAUMA LIFE SUPPORT 1 CR (1-0)

Provides basic and/or advanced trauma life support information and skill practice. (Contact hours - 15) *Prerequisite: EMT Basic or higher.*

### EMS 214 BASIC TRAUMA LIFE SUPPORT 1 CR (1-0)

Provides students with information and skill practice to treat trauma patients in the prehospital environment. (Contact hours - 16) *Prerequisites: EMT Basic or higher.*

### EMS 270 CLINICAL: EMS INTERMEDIATE 3 CR (3-0)

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health. (Contact hours - 175) *Prerequisites: EMS 203-205.*

### EMS 275 SPECIAL TOPICS .5 - 10 CR (0-0)

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours - 7.5-150)

## ENGLISH

### ENG 030 BASIC WRITING SKILLS 2 CR (2-0)

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. (Contact hours — 30) *Prerequisite: Assessment.*

### ENG 060 WRITING FUNDAMENTALS 3 CR (3-0)

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. (Contact hours — 45) *Prerequisite: Completion of ENG 030 or equivalent (grade C or better) or assessment.*

### ENG 090 BASIC COMPOSITION 3 CR (3-0)

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. (Contact hours — 45) *Prerequisite: Completion of ENG 060 or equivalent (grade C or better) or assessment.*

### ENG 121 ENGLISH COMPOSITION I 3 CR (3-0)

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. (Contact hours — 45) *Prerequisite: Completion of ENG 090 or equivalent (grade C or better) or assessment. State Guaranteed Transfer Course.*

### ENG 122 ENGLISH COMPOSITION II 3 CR (3-0)

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. (Contact hours — 45) *Prerequisites: ENG 121 (grade C or better). State Guaranteed Transfer Course.*



**ENG 131 TECHNICAL WRITING** 3 CR (3-0)  
Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. (Contact hours — 45)

**ENG 175 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**ENG 221 CREATIVE WRITING I** 3 CR (3-0)  
Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. (Contact hours — 45) *Prerequisites: Eng 121 or instructor's permission.*

**ENG 222 CREATIVE WRITING II** 3 CR (3-0)  
Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. (Contact hours — 45)  
*Prerequisites: Eng 221*

## ENGLISH AS A SECOND LANGUAGE

**ESL 009 LOW BEGINNING ESL** 2-4 CR (2 to 4-0)  
Focuses on writing, reading, listening, and speaking skills as tools for life skills in English. Incorporates practice for various work and living situations using basic English. (Contact hours - 30 to 60) *Prerequisites: Appropriate score on entrance test.*

**ESL 010 HIGH BEGINNING ESL** 2-4 CR (2 to 4-0)  
Builds on writing, reading, listening, and speaking skills learned in the Low Beginning class. Enables students to practice various work and life skills situations using basic English. (Contact hours - 30 to 60)  
*Prerequisites: Appropriate score on entrance test.*

**ESL 010 ENGLISH AS A SECOND LANGUAGE (OFF-CAMPUS)** 1-12 CR (1 to 12-0)  
Serves as an open-entry, open-exit course of study from basic to intermediate to advanced (5 levels) in speaking, listening, reading, and writing English. (Contact hours - 15 to 180) *Prerequisites: Must be 17 years old or will reach his/her 17th birthday before end of semester in class.*

## EQUINE MANAGEMENT

**EQM 101 STABLE OPERATIONS I** 1 CR (0-10)  
Focuses on the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses. (Contact hours — 150)  
*Prerequisites: EQM Major.*

**EQM 102 STABLE OPERATIONS II** 1 CR (0-10)  
Builds on EQM 101 and continues focus on the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses. (Contact hours — 150) *Prerequisites: EQM Major.*

**EQM 158 EQUINE REPRODUCTION** 2 CR (2-0)  
Introduces horse reproduction and the various breeding and management practices found on breeding farms. Covers physiology of the mare and stallion reproductive systems, care of the stallion and the mare, mare heat detection, breeding, care of pregnant mares, foaling, problems in the foal, and care of the foal and yearling. (Contact hours — 30) *Prerequisites: EQM 110*

**EQM 175 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**EQM 201 STABLE OPERATIONS III** 1 CR (0-10)  
Familiarizes the student with the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses. (Contact hours — 150) *Prerequisites: EQM major.*

**EQM 202 STABLE OPERATIONS IV** 1 CR (0-10)  
Familiarizes the student with the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses. (Contact hours — 150) *Prerequisites: EQM major.*

**EQM 210 EQUINE HEALTH** 2 CR (2-0)  
Assists students in planning annual equine health programs. Introduces Students methods of prevention, recognition, and treatment of common equine diseases. (Contact hours — 30) *Prerequisites: EQM 110*

**EQM 275 SPECIAL TOPICS** 1-6 CR (0-0)  
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**EQM 280 EQUINE INTERNSHIP** 8 CR (0-0)  
Students are employed or work at home on an equine operation. The work experience must cover a minimum of 320 hours with the student involved in all facets of this operation. (Contact hours — 320) *Prerequisites: EQM major.*

**EQM 285 INDEPENDENT STUDY** 1-6 CR (0-0)  
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90) *Prerequisites: Permission from instructor.*

**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 INTRODUCTION TO HORSE TRAINING** 5 CR (1-8)  
Introduces handling and care of horses. Basics of grooming, hoof care, showing at halter, equitation, and horsemanship will be covered. (Contact hours — 105) *Prerequisite: EQM Major.*

**EQT 102 BEGINNING COLT TRAINING** 6 CR (0-10)  
Covers an advanced level of horsemanship involving lead changes, turn arounds, and roll backs will be covered. Students that meet minimum skills requirements may continue into specialized areas of riding. (Contact hours — 135) *Prerequisites: EQT 101.*

**EQT 140 RANCH HORSE VERSATILITY** 3 CR (1-2)  
This is a riding intensive course designed to train the horse in the ranch horse versatility competitive events. Students will develop skills in the working cow horse, reining, ranch cutting, ranch trail, conformation, and ranch pleasure events. (Contact hours - 50)

**EQT 201 INTERMEDIATE COLT TRAINING** 6 CR (0-10)  
Covers halter breaking weanlings. Students will also receive instruction in longing, driving, saddling, and riding the two year old. (Contact hours — 135) *Prerequisites: EQT 102.*

**EQT 202 ADVANCED COLT TRAINING** 6 CR (0-10)  
Gives the student their final experience at starting and management of a young horse to meet the industry standards for which they are entering. (Contact hours — 135) *Prerequisites: EQT 201.*

## ESTHETICIAN

**EST 110 INTRODUCTION TO FACIALS & SKIN CARE 3 CR (1-3)**  
Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models. (Contact hours – 60)

**EST 111 INTERMEDIATE FACIALS & SKIN CARE 2 CR (0-3)**  
Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service. (Contact hours – 45) *Prereq: EST 110.*

**EST 210 ADVANCED MASSAGE & SKIN CARE 2 CR (0-3)**  
Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination *Prerequisites: EST 111.*

**EST 211 FACIAL MAKEUP 1 CR (0-1.5)**  
Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup. Contact hours – 22.5)

**EST 212 HAIR REMOVAL 3 CR (1-3)**  
Provides in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertain to Colorado rules and regulations will be practiced. (Contact hours – 60)

## FINANCE

**FIN 201 PRINCIPLES OF FINANCE 3 CR (3-0)**  
Provides factual knowledge of financial institutions and the monetary system used in the United States in relationship to the global economy. Examines tools and techniques such as capital budgeting, time value of money, analysis of financial statements, cost of capital, and risk analysis to analyze business decisions, plan and determine project and firm value, and evaluate sources of financing. (Contact hours — 45)

## FIRE SCIENCE TRAINING

**FST 100 FIREFIGHTER I 9 CR (90-67.5)**  
Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard using IFSTA Essentials. (Contact hours — 157.5)

**FST 175 SPECIAL TOPICS 1-6 CR (0-0)**  
Offers foundational (100 level) and advanced (200 level) classes in the fire service field that do not fall under the standard curriculum. Includes seminar classes or prior learning credit portfolio classes that apply to fire electives. Includes National Fire Academy courses, NFPA courses, and local seminars and other professional courses and certifications. (Contact hours — 15-90)

## FST 275 SPECIAL TOPICS

1-4 CR (0-0)

Provides students with a vehicle to pursue in depth exploration of special topics of interest not previously offered. Includes National Fire Academy courses, VFIS courses, NFPA certification courses or other special subject classes that do not fall under the standard FST curriculum. (Contact hours — 15-60)

## FRENCH

### FRE 111 FRENCH LANGUAGE I

5 CR (5-0)

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language. (Contact hours— 75).

### FRE 112 FRENCH LANGUAGE II

5 CR (5-0)

Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language. (Contact hours — 75) *Prerequisites: FRE 111*

## GENERAL EQUIVALENCY DIPLOMA

### GED 010 PRE-GED PREPARATION

1 CR (1-0)

Presents material for the student who needs review before doing GED preparation. Diagnostic tests determine skill level; help is available in writing skills, reading, and math. (Contact hours–15)

### GED 011 GED PREPARATION

1 CR (1-0)

Presents material for students who need to prepare for the GED tests: Language Arts, Writing; Language Arts, Reading; Mathematics; Science; and Social Studies. (Contact hours–15) *Prerequisites: GED 010 or a minimum score of 35 on individual GED Pre-tests.*

## GEOGRAPHY

### GEO 105 WORLD REGIONAL GEOGRAPHY

3 CR (3-0)

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. (Contact hours — 45) State Guaranteed Transfer Course.

### GEO 106 HUMAN GEOGRAPHY

3 CR (3-0)

Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. (Contact hours — 45) State Guaranteed Transfer Course.

### GEO 275 SPECIAL TOPICS

1-6 CR (0-0)

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

## GEOLOGY

(See: Earth Science)

## GRAPHIC DESIGN

### MGD 101 INTRODUCTION COMPUTER GRAPHICS 3 CR (3-0)

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection. (Contact hours—45)

### MGD 105 TYPOGRAPHY AND LAYOUT 3 CR (3-0)

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography. (Contact hours — 45)

### MGD 111 ADOBE PHOTOSHOP I 3 CR (3-0)

Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. (Contact hours — 45)

### MGD 112 ADOBE ILLUSTRATOR I 3 CR (3-0)

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design. (Contact hours — 45)

### MGD 113 QUARK XPRESS 3 CR (3-0)

Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate and manage text and graphics to produce a high quality publication. Class discussions and independent projects Supplement hands-on classroom work. (Contact hours — 45)

### MGD 133 GRAPHIC DESIGN I 3 CR (3-0)

Focuses upon the study of design, layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos and brochures. (Contact hours—45)

### MGD 175 SPECIAL TOPICS 1-6 CR (0-0)

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

### MGD 233 GRAPHIC DESIGN II 3 CR (3-0)

Continues instruction in idea development for advanced graphic design. (Contact hours—45)

### MGD 256 GRAPHIC DESIGN PRODUCTION 3 CR (3-0)

Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art. (Contact hours — 45)

### MGD 268 COMMERCIAL ART BUSINESS 2 CR (2-0)

Presents a guide to freelance work and a study of business practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations. (Contact hours — 30)

### MGD 280 INTERNSHIP 1-6 CR (0-1 TO 6)

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

## HEALTH & WELLNESS

### HWE 100 HUMAN NUTRITION 3 CR (3-0)

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. (Contact hours — 45)

### HWE 101 CARDIO-PULMONARY RESUSCITATION (CPR) 1 CR (1-0)

Teaches emergency procedures for respiratory, obstructed airway and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association. (Contact hours — 15)

### HWE 103 COMMUNITY FIRST AID & CPR 1 CR (1-0)

Uses demonstration videos, instructor led practice and workbook/text-book study to prepare for certification in Adult/Child/Infant CPR and Community First Aid. (Contact hours — 15)

### HWE 106 INFANT & CHILD CPR/FIRST AID .5 CR (.5-0)

Provides Day Care Providers and new parents with important lifesaving skills for infants and children. (Contact hours — 7.5)

### HWE 111 HEALTH & FITNESS 3 CR (3-0)

Studies health and fitness in the U.S. today. The course will look at personal health issues, managing stress, nutrition and healthy lifestyles. (Contact hours — 45)

### HWE 113 STANDARD FIRST AID .5 CR (.5-0)

Teaches 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)

### HWE 122 RESPONDING TO EMERGENCIES 3 CR (3-0)

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies. (Contact hours — 30)

### HWE 124 FITNESS & WELLNESS 2 CR (2-0)

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness. (Contact hours — 30)

### HWE 175 SPECIAL TOPICS .25-6 CR (0-0)

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

### HWE 237 EXERCISE, NUTRITION & BODY COMPOSITION 3 CR (3-0)

Discusses 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 is used as it correlates to training and diet/exercise programs. (Contact hours — 45)

**HEALTH PROFESSIONAL****HPR 102 CPR FOR PROFESSIONALS .5 CR (.5-0)**

Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients. (Contact hours — 7.5)

**HPR 103 CPR FOR PROFESSIONALS-RENEWAL .5 CR (.5-0)**

Provides opportunity for currently certified CPR providers to renew certificates. (Contact hours — 7.5) *Prerequisites: Current healthcare provider CPR card.*

**HPR 108 DIETARY NUTRITION 1 CR (1-0)**

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states. (Contact hours — 15)

**HPR 110 IV THERAPY FOR LPN'S 5 CR (5-0)**

Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of nursing Guidelines. (Contact hours — 75) *Prerequisites: Current License as an LPN in Colorado ; current CPR certificate and clinical malpractice insurance.*

**HPR 120 ACLS 1 CR (1-0)**

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest. (Contact hours — 15) *Prerequisites: Current basic life support health care provider C certification.*

**HPR 121 ACLS RECERTIFICATION .5 CR (.5-0)**

Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios. (Contact hours — 7.5) *Prerequisites: ACLS completion with current card.*

**HPR 130 PEDIATRIC ADVANCED LIFE SUPPORT 1 CR (1-0)**

Provides students the needed information and skills as required by health care agencies for pediatric emergencies. (Contact hours — 15) *Prerequisites: Current CPR card –must include child and infant CPR.*

**HPR 175 SPECIAL TOPICS .25 to 6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 3.75 to 90)

**HPR 178 MEDICAL TERMINOLOGY 1 CR (1-0)**

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting. (Contact hours — 15)

**HPR 190 BASIC EKG INTERPRETATION 2 CR (2-1)**

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed. (Contact hours - 30)

**HPR 217 KINESIOLOGY 4 CR (3-2)**

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application is a main focus. (Contact hours — 75)

**HISTORY****HIS 101 HISTORY OF WESTERN CIVILIZATION I 3 CR (3-0)**

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. (Contact hours — 45) State Guaranteed Transfer Course.

**HIS 102 HISTORY OF WESTERN CIVILIZATION II 3 CR (3-0)**

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. (Contact hours — 45) State Guaranteed Transfer Course.

**HIS 175 SPECIAL TOPICS 1-5 CR (0-0)**

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. (Contact hours 15 - 75)

**HIS 201 UNITED STATES (U.S.) HISTORY I 3 CR (3-0)**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. (Contact hours — 45) State Guaranteed Transfer Course.

**HIS 202 UNITED STATES (U.S.) HISTORY II 3 CR (3-0)**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

(Contact hours — 45) State Guaranteed Transfer Course.

**HIS 225 COLORADO HISTORY 3 CR (3-0)**

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. (Contact hours — 45)

**HIS 247 CONTEMPORARY WORLD HISTORY 3 CR (3-0)**

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. (Contact hours — 45)

**HIS 275 SPECIAL TOPICS 1-5 CR (0-0)**

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. (Contact hours — 15-75)

**HORTICULTURE & LANDSCAPE TECHNOLOGIES****HLT 100 HORTICULTURE SCIENCE 4 CR (3-2)**

(Core Course AGS or AAS)

Introduces students to the 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)**

Discusses greenhouse design, systems, management, and the major greenhouse crops and their cultural needs. (Contact hours — 75)

**HLT 125 LANDSCAPE DRAFTING & DESIGN 3 CR (1-3)**

Allows 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 learn the design process and basics of landscape graphics. They produce simple, scaled landscape drawing, and learn to interpret landscape plans for construction. (Contact hours — 60)

**HLT 175 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**HLT 180 INTERNSHIP 8 CR (0-0)**

Provides students with the opportunity to supplement course work with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. (Contact hours — 320 working hours.)

**HLT 221 WOODY LANDSCAPE PLANTS I 3 CR (1-3)**

Discusses the identification (common and botanical names), landscape usage and culture of regionally adapted plants. This course discusses deciduous shade and ornamental trees, and conifers (evergreen trees and shrubs). (Contact hours — 60)

**HLT 228 HERBACEOUS PLANTS 3 CR (1-3)**

Discusses the identification (common and botanical names), landscape usage and culture of annuals, bulbs, grasses and perennials common to Colorado landscapes. (Contact hours — 60)

**HLT 242 TURFGRASS MANAGEMENT 4 CR (3-1)**

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 — 67.5)

**HLT 250 LANDSCAPE IRRIGATION DESIGN 3 CR (2-1.5)**

Focuses 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 apply their knowledge of hydraulic analysis to produce sample irrigation designs. (Contact hours — 52.5) *Prerequisite: MAT 114 or instructor approval.*

**HLT 264 ARBORICULTURE 3 CR (3-0)**

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 275 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**HLT 285 INDEPENDENT STUDY 1-6 CR (0-0)**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90) *Prerequisite: Permission of the Instructor.*

**HLT 289 HORTICULTURE CAPSTONE 1 CR (1-0)**

Assists Horticulture students in their job search after graduation. This course presents relative information on job site safety, resume writing and job interviewing techniques. (Contact hours — 15)

**HUMANITIES****HUM 121 HUMANITIES: EARLY CIVILIZATIONS 3 CR (3-0)**

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. (Contact hours — 45) State Guaranteed Transfer Course.

**HUM 122 HUMANITIES: FROM MEDIEVAL TO MODERN 3 CR (3-0)**

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. (Contact hours — 45) State Guaranteed Transfer Course.

**HUM 123 HUMANITIES: THE MODERN WORLD 3 CR (3-0)**

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. (Contact hours — 45) State Guaranteed Transfer Course.

**HUM 175 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**HUM 275 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**INSURANCE****INS 201 PERSONAL INSURANCE 3 CR (3-0)**

Presents an one-semester course designed for individuals wishing to obtain a general knowledge of personal insurance. The course is an overview of the loss exposures faced by individuals and families and the type of insurance that is available to treat those loss exposures.

**JOURNALISM****JOU 105 INTRODUCTION TO MASS MEDIA 3 CR (3-0)**

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. (Contact hours — 45)

**JOU 106 FUNDAMENTALS OF REPORTING 3 CR (3-0)**

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness. (Contact hours — 45)

**JOU 111 PRINCIPLES OF ADVERTISING 3 CR (3-0)**

Employs design concepts, principles and practices for advertising management for the mass media. (Contact hours - 45)

**JOU 121 PHOTOJOURNALISM 3 CR (3-0)**

Provides 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/pictures relationships in creating photo essays for publications. (Contact hours - 45)

**JOU 175 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**JOU 180 INTERNSHIP 3-5 CR (0-3 to 5)**

Provides a structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework. (Contact hours — 40) *Prerequisites: Permission of instructor.*

**JOU 185 INDEPENDENT STUDY 1-6 CR (0-0)**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90) *Prerequisites: Permission of instructor.*

**JOU 206 INTERMEDIATE NEWSWRITING AND EDITING 3 CR (3-0)**

Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges as the environment, religion, science, medical, public safety and business. (Contact hours — 45)

**JOU 221 NEWSPAPER DESIGN I 3 CR (3-0)**

Provides students with experience in 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: Level placement scores ENG 121.*

**JOU 222 NEWSPAPER DESIGN II 3 CR (3-0)**

Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications. (Contact hours — 45)

**JOU 275 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

**JOU 280 INTERNSHIP 3-5 CR (0-3 to 5)**

Provides a structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework. (Contact hours — 40) *Prerequisites: Permission of instructor.*

**JOU 285 INDEPENDENT STUDY 1-6 CR (0-0)**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90) *Prerequisites: Permission of instructor.*

**LITERATURE****LIT 115 INTRODUCTION TO LITERATURE I 3 CR (3-0)**

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. (Contact hours — 45) State Guaranteed Transfer Course.

**LIT 175 SPECIAL TOPICS 1-3 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-45)

**LIT 201 MASTERPIECES OF LITERATURE I 3 CR (3-0)**

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. (Contact hours — 45) State Guaranteed Transfer Course.

**LIT 202 MASTERPIECES OF LITERATURE II 3 CR (3-0)**

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) State Guaranteed Transfer Course.

**LIT 211 SURVEY OF AMERICAN LITERATURE I 3 CR (3-0)**

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guaranteed Transfer Course.

**LIT 212 SURVEY OF AMERICAN LITERATURE II 3 CR (3-0)**

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guaranteed Transfer Course.

**LIT 221 SURVEY OF BRITISH LITERATURE I 3 CR (3-0)**

Provides an overview of British literature from the Anglo-Saxon period through the 17th century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guaranteed Transfer Course.

**LIT 222 SURVEY OF BRITISH LITERATURE II 3 CR (3-0)**

Provides an overview of British literature from the 18th century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guaranteed Transfer Course.

**LIT 235 SCIENCE FICTION 3 CR (3-0)**

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre. (Contact hours - 45) Prerequisites: ENG 121

**LIT 255 CHILDREN'S LITERATURE 3 CR (3-0)**

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts. (Contact hours — 45)

**LIT 275 SPECIAL TOPICS 1-3 CR (0-0)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-45)

**MANAGEMENT****MAN 116 PRINCIPLES OF SUPERVISION 3 CR (3-0)**

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision. (Contact hours — 45)

**MAN 125 TEAM BUILDING 1 CR (1-0)**

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions. (Contact hours — 15)

**MAN 128 HUMAN RELATIONS IN ORGANIZATIONS 3 CR (3-0)**

*(Core Course for AGS or AAS:)*

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum. (Contact hours — 45)

**MAN 175 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. (Contact hours — 15-90)

**MAN 200 HUMAN RESOURCE MANAGEMENT I 3 CR (3-0)**

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues. (Contact hours — 45)

**MAN 216 SMALL BUSINESS MANAGEMENT 3 CR (3-0)**

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan. (Contact hours — 45) This is for the AAS and AGS courses.

**MAN 224 LEADERSHIP 3 CR (3-0)**

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals. (Contact hours - 45)

**MAN 226 PRINCIPLES OF MANAGEMENT 3 CR (3-0)**

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach. (Contact hours - 45)

**MAN 241 PROJECT MANAGEMENT IN ORGANIZATIONS 3 CR (3-0)**

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management. (Contact hours - 45)

**MAN 275 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

## MANICURING & ESTHETICIAN TECHNICIAN

**NAT 110 INTRO. TO MANICURES & PEDICURES 3CR (1-3)**

Provides a basic introduction in the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques. (Contact hours – 60)

**NAT 111 INTERMEDIATE MANICURES & PEDICURES 2 CR (0-3)**

Presents theory and practical application dealing with different types of manicures, pedicures, nail art and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspect of manicures, pedicures and nail art is taught. (Contact hours – 45) *Prerequisite: NAT 110.*

**NAT 210 ADVANCED MANICURES & PEDICURES 2 CR (0-3)**

Presents theory and practical application dealing with different types of manicures, pedicures, massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. (Contact hours – 45) *Prerequisite: NAT 111.*

**NAT 211 APPLICATION OF ARTIFICIAL NAILS 5 CR (1-6)**

Provides advanced theory and practical application of nail wraps, tip overlays, acrylics and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for state board licensing examination pertaining to artificial nails is covered. (Contact hours – 105)

## MARKETING

**MAR 111 PRINCIPLES OF SALES 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) *Prerequisites: BUS 115*

**MAR 160 CUSTOMER SERVICE 3 CR (3-0)**

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes. (Contact hours — 45)

**MAR 187 COOPERATIVE EDUCATION/INTERNSHIP 1-6 CR (0-0)**

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. (Contact hours —45)

**MAR 216 PRINCIPLES OF MARKETING 3 CR (3-0)**

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. (Contact hours — 45)

**MAR 220 PRINCIPLES OF ADVERTISING 3 CR (3-0)**

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations. (Contact hours —45)

**MAR 275 SPECIAL TOPICS 1-6 CR (0-0)**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

**MAR 278 SEMINAR 1-6 CR (0-0)**

Provides students with an experiential learning opportunity. (Contact hours — 160 per enrollment)

## MATHEMATICS

**MAT 030 FUNDAMENTALS OF MATHEMATICS 2 CR (2-0)**

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. (Contact hours — 30) *Prerequisite: Assessment.*

**MAT 060 PRE-ALGEBRA 3 CR (3-0)**

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. (Contact hours — 45) *Prerequisite: Successful completion of MAT 030 or equivalent (grade of C or better) or assessment.*



**MAT 090 INTRODUCTORY ALGEBRA****4 CR (4-0)**

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included. (Contact hours - 60) *Prerequisite: Successful completion of MAT 060 or equivalent (grade of C or better) or assessment.*

**MAT 106 SURVEY OF ALGEBRA****4 CR (4-0)**

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. (Contact hours — 60) *Prerequisite: Successful completion of MAT 090 or equivalent (Grade C or better) or assessment.*

**MAT 107 CAREER MATH****3 CR (3-0)**

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. (Contact hours-45) *Prerequisite: Successful completion of MAT 060 or equivalent (grade of C or better) or assessment.*

**MAT 112 FINANCIAL MATHEMATICS****3 CR (3-0)**

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. (Contact hours — 45) *Prerequisite: MAT 060 or equivalent.*

**MAT 120 MATHEMATICS FOR THE LIBERAL ARTS****4 CR (4-0)**

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. (Contact hours — 60) *Prerequisite: Successful completion of MAT 106 or equivalent (grade C or better) or assessment.* State Guaranteed Transfer Course.

**MAT 121 COLLEGE ALGEBRA****4 CR (4-0)**

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) *Prerequisite: Successful completion of MAT 106 or equivalent (grade C or higher) or assessment.* State Guaranteed Transfer Course.

**MAT 122 COLLEGE TRIGONOMETRY****3 CR (3-0)**

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. (Contact hours — 45) *Prerequisites: MAT 121 or equivalent.*

**MAT 123 FINITE MATHEMATICS****4 CR (4-0)**

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. (Contact hours — 45) *Prerequisites: MAT 106 or equivalent.* State Guaranteed Transfer Course.

**MAT 125 SURVEY OF CALCULUS****4 CR (4-0)**

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. (Contact hours — 60) *Prerequisites: College Algebra or Finite Mathematics or permission of the instructor.* State Guaranteed Transfer Course.

**MAT 135 INTRODUCTION TO STATISTICS****3 CR (3-0)**

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)

*Prerequisite: Successful completion of MAT 106 or equivalent (grade C or higher) or assessment.* State Guaranteed Transfer Course.

**MAT 155 INTEGRATED MATH I****3 CR (3-0)**

Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. (Contact hours — 45) *Prerequisite: Successful completion of MAT 106 or equivalent (grade C or higher) or assessment.*

**MAT 156 INTEGRATED MATH II****3 CR (3-0)**

Continues MAT 155. It includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, employing laboratory techniques where applicable. (Contact hours — 45) *Prerequisites: MAT 155.*

**MAT 166 PRE-CALCULUS****5 CR (5-0)**

Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations. (Contact hours — 75) *Prerequisites: Successful completion of MAT 106 or equivalent (grade of C or better).* d Transfer Course.)

**MAT 175 SPECIAL TOPICS****1-3 CR (0-0)**

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

**MAT 201 CALCULUS I****5 CR (5-0)**

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: College Algebra AND Trigonometry or equivalent.* State Guaranteed Transfer Course.

**MAT 202 CALCULUS II****5 CR (5-0)**

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 permission of instructor.* State Guaranteed Transfer Course.

**MAT 203 CALCULUS III****4 CR (4-0)**

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. (Contact hours — 60) *Prerequisites: MAT 202 or equivalent.*

**MAT 266 DIFFERENTIAL EQUATIONS WITH LINEAR ALGEBRA****4 CR (4-0)**

Covers 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) *Prerequisite: MAT 202 Corequisite: MAT 203*

**MAT 285 INDEPENDENT STUDY****1-3 CR (0-0)**

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member. *Prerequisites: Permission of instructor.*



## METEOROLOGY

### MET 150 GENERAL METEOROLOGY 4 CR (3-2)

Provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Finally, concepts of climatology will be stressed. (Contact hours —60) State Guaranteed Transfer Course.

## MULTIMEDIA GRAPHIC DESIGN

(See: Graphic Design)

## MUSIC

### MUS 100 FUNDAMENTALS OF MUSIC THEORY 3 CR (3-0)

Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords. (Contact hours — 45)

### MUS 110 MUSIC THEORY I 3 CR (3-0)

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program. (Contact hours — 45) *Prerequisite: MUS 100 or permission of the instructor.*

### MUS 111 MUSIC THEORY II 3 CR (3-0)

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. (Contact hours — 75) *Prerequisite: MUS 110 & MUS 112*

### MUS 112 EAR TRAINING/SIGHT-SIGNING I LAB 1 CR (1-0)

Presents exercises in sight-singing with melodic and rhythmic dictation. (Contact hours — 15) *Prerequisite: permission of instructor. Corequisite: MUS 110*

### MUS 113 EAR TRAINING/SIGHT-SIGNING II LAB 1 CR (1-0)

Presents exercises in sight-singing with melodic and rhythmic dictation. (Contact hours — 15) *Prerequisite: MUS 112. Corequisite: MUS 111*

### MUS 120 MUSIC APPRECIATION 3 CR (3-0)

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. (Contact hours — 45) State Guaranteed Transfer Course.

### MUS 121 MUSIC HISTORY I 3 CR (3-0)

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. (Contact hours — 45) State Guaranteed Transfer Course.

### MUS 122 MUSIC HISTORY II 3 CR (3-0)

Continues Music History I with a study of music from the early Romantic period to the present. (Contact hours — 45) State Guaranteed Transfer Course.

### MUS 141 PRIVATE INSTRUCTION I 2 CR (0-4)

Offers private instruction consisting of a thirty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term. (Contact hours — 7.5) *Prerequisites: permission of the instructor.*

### MUS 142 PRIVATE INSTRUCTION II 2 CR (0-4)

Offers private instruction consisting of a thirty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term. (Contact hours — 7.5) *Prerequisites: permission of the instructor.*

### MUS 143 PRIVATE INSTRUCTION III 2 CR (0-4)

Offers private instruction consisting of a thirty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, third term. (Contact hours — 7.5) *Prerequisites: permission of the instructor.*

### MUS 144 PRIVATE INSTRUCTION IV 2 CR (0-4)

Offers private instruction consisting of a thirty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, fourth term. May be repeated for credit more than once per individual institution policy. (Contact hours — 7.5) *Prerequisites: permission of the instructor.*

### MUS 151 ENSEMBLE I 1 CR (0-2)

First year, first term. Rehearses and performs various types of musical literature. (Contact hours — 30) *Prerequisites: Permission of instructor.*

### MUS 152 ENSEMBLE II 1 CR (0-2)

Rehearses and performs various types of musical literature. First year, second term. (Contact hours — 30) *Prerequisites: Permission of the instructor.*

### MUS 153 ENSEMBLE III 1 CR (0-2)

Rehearses and performs various types of musical literature. First year, third term. (Contact hours — 30) *Prerequisites: Permission of the instructor.*

### MUS 154 ENSEMBLE IV 1 CR (0-2)

Rehearses and performs various types of musical literature. First year, fourth term. (Contact hours — 30) *Prerequisites: Permission of instructor.*

### MUS 161 MUSIC TECHNOLOGY I 3 CR (3-0)

Considers in-depth music engraving applications through course projects designed to demonstrate engraving skills in a variety of score styles, arranging, part extraction, arranging, and scanning techniques. Project-oriented course covers current music notation/engraving software. (Contact hours — 45)

### MUS 175 SPECIAL TOPICS 1-6 CR (0-0)

Provides students with a vehicle to pursue in depth exploration of special topics of interest. *Prerequisites: Permission of the instructor.*

### MUS 185 INDEPENDENT STUDY 1-6 CR (0-0)

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

### MUS 241 PRIVATE INSTRUCTION I 2 CR (0-4)

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term. (Contact Hours - 37.5) *Prerequisites: Class instruction or permission of the instructor.*

### MUS 242 PRIVATE INSTRUCTION II 2 CR (0-4)

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, second term. (Contact Hours - 7.5) *Prerequisites: Class instruction or permission of the instructor.*

**MUS 243 PRIVATE INSTRUCTION III 2 CR (0-4)**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term. (Contact Hours - 7.5) *Prerequisites: Class instruction or permission of the instructor.*

**MUS 244 PRIVATE INSTRUCTION IV 2 CR (0-4)**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, fourth term. May be repeated for credit more than once per individual institution policy. (Contact Hours - 7.5) *Prerequisites: Class instruction or permission of the instructor.*

**MUS 251 ENSEMBLE I 1 CR (0-2)**

Rehearses and performs various types of musical literature. Second year, first term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

**MUS 252 ENSEMBLE II 1 CR (0-2)**

Rehearses and performs various types of musical literature. Second year, second term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

**MUS 253 ENSEMBLE III 1 CR (0-2)**

Rehearses and performs various types of musical literature. Second year, third term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

**MUS 254 ENSEMBLE IV 1 CR (0-2)**

Rehearses and performs various types of musical literature. Second year, fourth term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

**MUS 275 SPECIAL TOPICS 1-6 CR (0-0)**

Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s). *Prerequisites: Permission of the instructor.*

**MUS 285 INDEPENDENT STUDIES 1-6 CR (0-0)**

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

**NURSING ASSISTANT****NUA 101 CERTIFIED NURSING AIDE HEALTH CARE SKILLS 4 CR (4-0)**

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights. (Contact hours — 60)

**NUA 170 NURSE ASSISTANT CLINICAL EXPERIENCE 1 CR (0-2)**

Applies knowledge gained from NUA 101 in a clinical setting. (Contact hours — 30) *Prerequisite: successful completion of NUA 101.*

**NURSING - PRACTICAL****NUR 101 PHARMACOLOGY CALCULATIONS 1 CR (1-0)**

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration. (Contact hours — 15) *Prerequisites: Acceptance into a professional nursing program.*

**NUR 102 ALTERATIONS IN ADULT HEALTH I 4 CR (4-0)**

Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, perioperative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculoskeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethno cultural concepts and legal and ethical implications are integrated throughout. (Contact hours — 60) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 103 ASSESSMENT FOR THE PRACTICAL NURSE 1 CR (1-0)**

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented. (Contact hours — 15) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 104 ALTERATIONS IN ADULT HEALTH II 5 CR (5-0)**

Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethno cultural concepts are integrated throughout. (Contact hours — 75) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 105 PRACTICAL NURSING ARTS & SKILLS 6.5 CR (5-1.5)**

Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethno cultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. (1 or more credits may be given for students completing a Community College of Colorado approved CNA program.) (Contact hours — 120) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 110 PHARMACOLOGY PRACTICAL NURSING 3 CR (3-0)**

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan. (Contact hours -45) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 111 SOCIALIZATION PRACTICAL NURSING 1 CR (1-0)**

Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed. (Contact hours — 15) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 113 BASIC CONCEPTS OF OB NURSING 2 CR (2-0)**

Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethno cultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse. (Contact hours — 30) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 114 BASIC CONCEPTS OF NURSING CHILDREN 2 CR (2-0)**

Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethno cultural and family concepts are integrated throughout. (Contact hours — 30)

**NUR 115 MENTAL HEALTH 1 CR (1-0)**

Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds. (Contact hours — 15) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 116 INTRODUCTION TO GERONTOLOGY 1 CR (1-0)**

Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethno cultural concepts are integrated throughout. (Contact hours — 15) *Prerequisites: Successful completion of preceding required program course work or permission of program director.*

**NUR 131 CLINICAL I - APPLICATION OF ARTS AND SKILLS 4.5 CR (0-4.5)**

Offers the clinical practicum to apply the related nursing theory. *Prerequisites: Completion or co enrollment in corresponding didactic nursing course.* (Contact hours — 135)

**NUR 132 CLINICAL II - APPLICATION OF ADULT HEALTH 3 CR (0-3)**

Offers the clinical practicum to apply the related nursing theory. *Prerequisites: Completion or co enrollment in corresponding didactic nursing course.* (Contact hours — 90)

**NUR 133 CLINICAL III - OB/PEDS 1.5 CR (0-1.5)**

Offers the clinical practicum to apply the related nursing theory. *Prerequisites: Completion or co enrollment in corresponding didactic nursing course.* (Contact hours — 45)

**NUR 134 CLINICAL IV - ADVANCED APPLICATION OF ADULT HEALTH 4.5 CR (0-4.5)**

Offers the clinical practicum to apply the related nursing theory. *Prerequisites: Completion or co enrollment in corresponding didactic nursing course.* (Contact hours — 135)

**PHILOSOPHY****PHI 111 INTRODUCTION TO PHILOSOPHY 3 CR (3-0)**

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. (Contact hours — 45) *Prerequisite: College level reading and writing skills. State Guaranteed Transfer Course.*

**PHI 112 ETHICS 3 CR (3-0)**

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) *Prerequisite: College level reading and writing skills. State Guaranteed Transfer Course.*

**PHI 113 LOGIC 3 CR (3-0)**

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. (Contact hours — 45) *Prerequisite: College level reading and writing skills. State Guaranteed Transfer Course.*

**PHI 114 COMPARATIVE RELIGION 3 CR (3-0)**

Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department. (Contact hours — 45) *Prerequisite: College level reading and writing skills.*

**PHI 115 WORLD RELIGIONS WEST 3 CR (3-0)**

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns. (Contact hours — 45) *Prerequisite: College level reading and writing skills.*

**PHI 175 SPECIAL TOPICS 1-6 CR (0-0)**

Consists of specially offered courses as a response to interest or need. (Contact hours — 45) *Prerequisite: Instructor's permission.*

**PHYSICAL EDUCATION****PED 100 BEGINNING GOLF 1 CR (0-2)**

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play. (Contact hours - 30)

**PED 101 BASEBALL 1 CR (0-2)**

Assesses the student's skill level in baseball. Emphasizes skill testing and game participation. (Contact hours - 30)

**PED 102 VOLLEYBALL 1 CR (0-2)**

Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies. (Contact hours - 30)



**PED 103 SOFTBALL 1 CR (0-2)**

Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies. (Contact hours - 30)

**PED 105 BASKETBALL 1 CR (0-2)**

Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies. (Contact hours - 30)

**PED 106 TENNIS 1 CR (0-2)**

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, groundstrokes, serving, the various shots, and singles and doubles play and strategies. (Contact hours - 30)

**PED 112 CONDITIONING LAB 1 CR (0-2)**

Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components. (Contact hours - 30)

**PED 114 WALKING & JOGGING 1 CR (0-2)**

Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized. (Contact hours - 30)

**PED 116 WEIGHT TRAINING 1 CR (0-2)**

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. (Contact hours - 30)

**PED 118 INDOOR STATIONARY GROUP CYCLING 1 CR (0-2)**

Focuses on improving cardiovascular fitness, burning calories and enhancing muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedalling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component. (Contact hours - 30)

**PED 120 SWIM FITNESS 1 CR (0-2)**

Enables the student to perfect stroke mechanics to swim with more ease, efficiency, power, and smoothness over greater distances. This course may utilize the competitive strokes, starts, and turns, and provide the 'whys' as well as the 'hows' of swim fitness so students can plan training programs to meet their changing needs. (Contact hours - 30)

**PED 121 STEP AEROBICS 1 CR (0-2)**

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography. (Contact hours - 30)

**PED 125 BOWLING 1 CR (0-2)**

Introduces bowling fundamentals to improve the student's skill level. The primary emphasis is on teaching the student the elements of bowling, rules and regulations, footwork, courtesies, delivery, selection of ball, scoring, and team and individual competition. (Contact hours- 30)

**PED 126 WATER AEROBICS 1 CR (0-2)**

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management. (Contact Hours 30)

**PED 130 CYCLING 1 CR (0-2)**

Introduces cycling and encourages the student to participate in a lifetime activity. Emphasizes the basics of bicycling safety and rules of the road, proper attire, physical conditioning, individual and family adventures. (Contact hours 30)

**PED 137 VARSITY SPORTS 1 CR (0-5)**

**VOLLEYBALL  
BASKETBALL - MEN  
BASKETBALL - WOMEN  
BASEBALL**

Allows the student-athletes an opportunity to participate in a competitive varsity sports program. (Contact hours — 75)

**PED 204 POWER VOLLEYBALL 1 CR (0-2)**

Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching students quick offensives and advanced defensive systems in order to play volleyball at a competitive level. (Contact hours — 30)

**PED 213 FIRE ACADEMY FITNESS 2.5 CR (1-1.5)**

Focuses on Basic Fire Academy students who are interested in improving total fitness. Includes an individual fitness evaluation, computerized analysis of results and a prescribed exercise program. Emphasizes improving cardiovascular fitness, muscular strength, muscular endurance and addressing any fitness deficiencies revealed in the initial testing. (Contact hours - 75)

**PHYSICAL EDUCATION  
& RECREATION**

**PER 113 INTRODUCTION TO PHYSICAL EDUCATION & SPORT 2 CR (2-0)**

Focuses on the field of physical education and sports. Includes trends, precedents and their effects in the health and total wellness of those involved. (Contact hours — 30)

**PER 121 DRUG AWARENESS IN SPORTS 2 CR (2-0)**

Provides students with an awareness of many so-called performance-enhancing drugs. Focuses on a closer look at the use and abuse of drugs in athletics and their short and long term effects. (Contact hours - 30)

**PER 126 INTRODUCTION TO COACHING 2 CR (2-0)**

Acquaints the learner with the knowledge, requirements and responsibilities of coaching, including sport philosophy, sport medicine, and sport management. Fulfills requirements for ACEP Leader Level I. (Contact hours — 30)

**PER 127 INTRODUCTION TO SPORTS MEDICINE 2 CR (2-0)**

Introduces the field of sports medicine, career options, and issues present within the field. Emphasizes athletic training. (Contact hours — 30)

**PER 128 INTRODUCTION TO RECREATION 2 CR (2-0)**

Studies the history, principles, philosophy, and contemporary problems and trends of recreation and their influence upon today's American society. (Contact hours — 30)

**PER 150 WATER SAFETY INSTRUCTOR 3 CR (3-0)**

Prepares students to become certified by the American Red Cross (ARC) as a Water Safety Instructor (WSI). Enables students to develop skills for teaching infant and preschool aquatics, Levels 1-7 in the Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide. Focuses on teaching people with special needs and planning and conducting safe and effective swim lessons. (Contact hours - 45) *Prerequisites: 17+ years old. Pass the precourse ARC written test and skills test.*



**PER 151 LIFEGUARD TRAINING 2 CR (2-0)**

Provides the necessary minimum knowledge and skills training for a person to qualify as a non-surf lifeguard. Prepares

**PER 175 SPECIAL TOPICS 1-6 CR (0-0)**

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

**PER 188 ATHLETIC TRAINING PRACTICUM I 1-3 CR (0-6)**

Provides the opportunity for students to observe and gain experience in the techniques used in an athletic training room. (Contact hours — 15-45)

**PER 232 CARE & PREVENTION OF ATHLETIC INJURIES 3 CR (3-0)**

Focuses on techniques in prevention, care and basic rehabilitation of athletic injury. (Contact hours — 45)

**PER 240 INSTRUCTOR TRAINER CANDIDATE TRAINING 2 CR (2-0)**

Meets the American Red Cross Health and Safety Services System requirements for instructor trainers. Students learn techniques in training other instructors. Includes practical teaching experience. (Contact hours - 30)

**PER 242 ANALYSIS & TEACHING OF BASEBALL 2 CR (2-0)**

Focuses on a study of the techniques and strategies of coaching competitive baseball to obtain background and understanding of rules and positions of umpiring baseball. (Contact hours — 30)

**PER 244 ANALYSIS & TEACHING OF VOLLEYBALL 2 CR (2-0)**

Provides the student with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of volleyball. (Contact hours — 30)

**PER 245 ANALYSIS & TEACHING OF INDIVIDUAL/ DUAL SPORTS 3 CR (3-0)**

Develops knowledge, skills, analysis of techniques and teaching competencies in the activities of golf, bowling, racquet sports, and billiards. (Contact hours - 45)

**PER 249 ANALYSIS & TEACHING OF BASKETBALL 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)

**PER 250 SOCIAL RECREATION & LEADERSHIP 3 CR (3-0)**

Enables the student to 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)

**PER 251 RECREATION SKILLS 3 CR (3-0)**

Focuses on skills necessary to organize effectively and conduct various recreation activities for the recreation major. Covers sports and games, community centers, fine arts, and playground skills. (Contact hours — 45)

**PER 252 PRINCIPLES OF OUTDOOR RECREATION 3 CR (3-0)**

Includes lecture and practical outdoor experience relating to problems and trends in outdoor recreation. (Contact hours — 45)

**PER 260 SPORTS OFFICIATING 2 CR (2-0)**

Provides knowledge on basic fundamentals for all officials - how to deal with crowds and knowing the state organizations and their purposes. (Contact hours — 30)

**PER 262 SPORTS 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 are shared. (Contact hours — 30)

**PER 267 COACHING & OFFICIATING BASEBALL 2 CR (2-0)**

Studies the techniques and strategies of coaching competitive baseball to obtain background and understanding of the rules and positions of umpiring baseball. (Contact hours — 30)

**PER 268 COACHING & OFFICIATING VOLLEYBALL 2 CR (2-0)**

Includes both the techniques and strategies of coaching competitive volleyball, and the techniques and rules of officiating volleyball. (Contact hours — 30)

**PER 269 COACHING & OFFICIATING BASKETBALL 2 CR (2-0)**

Presents the techniques and strategies of coaching competitive basketball. Students obtain background and understanding of rules and techniques of officiating basketball. (Contact hours — 30)

**PER 288 ATHLETIC TRAINING PRACTICUM II 2-3 CR (2 to 3-0)**

Provides the opportunity for students to gain advanced experience in the techniques used in an athletic training room. (Contact hours — 30-45)

**PHYSICS****PHY 105 CONCEPTUAL PHYSICS 4 CR (3-2)**

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. (Contact hours — 60)  
State Guaranteed Transfer Course.

**PHY 111 PHYSICS: ALGEBRA-BASED WITH LAB I 5 CR (4-2)**

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. (Contact hours — 90) *Pre-requisite: MAT 121.*  
State Guaranteed Transfer Course.

**PHY 112 PHYSICS ALGEBRA-BASED WITH LAB II 5 CR (4-2)**

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. (Contact hours — 90) *Prerequisite: PHY 111.*  
State Guaranteed Transfer Course.

**PHY 175 SPECIAL TOPICS 1-6 CR (0-0)**

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

**PHY 211 PHYSICS: CALCULUS-BASED WITH LAB II 5 CR (4-2)**

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. (Contact hours — 90)  
*Prerequisites: MAT 122 AND*  
*Corequisite: MAT 201.* State Guaranteed Transfer Course.

**PHY 212 PHYSICS: CALCULUS-BASED WITH LAB II 5 CR (4-2)**

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments (Contact hours — 90) *Pre-requisites: PHY 211.* State Guaranteed Transfer Course.

**PHY 275 SPECIAL TOPICS 1-6 CR (0-0)**

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

## COURSE DESCRIPTIONS

### POLITICAL SCIENCE

#### POS 105 INTRODUCTION TO POLITICAL SCIENCE 3 CR (3-0)

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. (Contact hours — 45) State Guaranteed Transfer Course.

#### POS 111 AMERICAN GOVERNMENT 3 CR (3-0)

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. (Contact hours — 45) State Guaranteed Transfer Course.

#### POS 125 AMERICAN STATE/LOCAL GOVERNMENT 3 CR (3-0)

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics. (Contact hours — 45)

#### POS 175 SPECIAL TOPICS 1-6 CR (0-0)

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

### PRACTICAL NURSING

(See Nursing-Practical)

### PRODUCTION AGRICULTURE

(See Agriculture-Production)

### PSYCHOLOGY

#### PSY 101 GENERAL PSYCHOLOGY I 3 CR (3-0)

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. (Contact hours — 45) State Guaranteed Transfer Course.

#### PSY 102 GENERAL PSYCHOLOGY II 3 CR (3-0)

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. (Contact hours — 45) State Guaranteed Transfer Course.

#### PSY 175 SPECIAL TOPICS 1-6 CR (0-0)

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

#### PSY 217 HUMAN SEXUALITY 3 CR (3-0)

Surveys 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)

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. (Contact hours — 45) Prerequisites: 3 hrs General PSY, 3 hrs General SOC or permission of instructor.

#### PSY 235 HUMAN GROWTH & DEVELOPMENT 3 CR (3-0)

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. (Contact hours — 45) Guaranteed Transfer Course.

#### PSY 237 CHILD & ADOLESCENT PSYCHOLOGY 3 CR (3-0)

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors. (Contact hours — 45)

#### PSY 238 CHILD DEVELOPMENT 3 CR (3-0)

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. (Contact hours — 45)

#### PSY 245 EDUCATIONAL PSYCHOLOGY 3 CR (3-0)

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment. (Contact hours — 45)

#### PSY 249 ABNORMAL PSYCHOLOGY 3 CR (3-0)

Examines abnormal behavior and its classification, causes, treatment, and prevention. (Contact hours — 45)

#### PSY 275 SPECIAL TOPICS 1-6 CR (0-0)

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

#### PSY 285 INDEPENDENT STUDY 1-6 CR (0-0)

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

### RANGE MANAGEMENT

#### RAM 205 PRINCIPLES OF RANGE MANAGEMENT 3 CR (2-2)

Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered. (Contact hours — 60)

### READING

#### REA 030 BASIC READING SKILLS 2 CR (2-0)

Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. (Contact hours — 30)

Prerequisite: Accuplacer score 25-39.

#### REA 060 FOUNDATIONS OF READING 3 CR (3-0)

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. (Contact hours— 45) Prerequisite: Accuplacer score of 40-61 or successful completion of REA 030.

#### REA 090 COLLEGE PREPARATORY READING 3 CR (3-0)

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. (Contact hours — 45) Prerequisite: Accuplacer score of 62-79 or successful completion of REA 060.

**REA 130 APPLIED AND TECHNICAL READING 2 CR (2-0)***(Core Course for AGS or AAS)*

Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process. (Contact hours — 30) *Prerequisite: Accuplacer score 80 or successful completion of REA 090.*

## SMALL BUSINESS MANAGEMENT

### Analysis and Development of Small Business (Part-time Certificate Program Courses)

**SBM 121 SMALL BUSINESS PLANNING I 9 CR (15-22.5)**

Provides business owners systematic instruction to give them the tools to make sound business decisions based on the fields of study in Small Business Management. This course guides the student in the collection of necessary information to implement a computerized record keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components. (Contact hours - 187.5)

**SBM 122 SMALL BUSINESS PLANNING II 9 CR (15-22.5)**

Guides the student in the collection of necessary information to implement a computerized record keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components. Focuses on implementing a computerized record keeping system. (Contact hours - 187.5) *Prerequisites: SBM 121.*

**SBM 131 RECORDS & COMPUTERIZATION I 9 CR (15-22.5)**

Guides the student in the collection of necessary information to implement a computerized record keeping system for the small business owner/operator. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports and business plan components. (Contact hours - 187.5)

**SBM 132 RECORDS & COMPUTERIZATION II 9 CR (15-22.5)**

Covers the implementation of a computerized record keeping system for the small business owner/operator. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan. This course is a continuation of SBM 131. (Contact hours - 187.5) *Prerequisites: SBM 131.*

**SBM 141 FINANCIAL ANALYSIS & PLANNING I 9 CR (15-22.5)**

Covers how actual enterprise cost analysis is calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives. (Contact hours - 187.5)

**SBM 142 FINANCIAL ANALYSIS & PLANNING II 9 CR (15-22.5)**

Covers business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period for the small business owner/operator. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provided the basis for the development of these accrual financial statements. (Contact hours - 187.5) *Prerequisites: SBM 141.*

**SBM 151 MARKETING & RISK MANAGEMENT I 9 CR (15-22.5)**

Emphasizes the identification of the strengths and weaknesses of the business and applying them in the development of plans for the business. Includes the development of marketing goals and objectives. The development of budgets, including marketing, into the total operating budget and activities of the business. Provide a review of existing financial trends and activities for further analysis of the small business, measuring past and present performance, and developing risk management plans. (Contact hours - 187.5)

**SBM 152 MARKETING & RISK MANAGEMENT II 9 CR (15-22.5)**

Continues from SBM 151 and provides more in-depth processes and planning to strengthen the operator's business through evaluation and planning based on the strengths and weaknesses of the business. The business operator will develop appropriate business, marketing, and risk management goals and objectives and be ready to initiate their implementation. (Contact hours - 187.5) *Prerequisites: SBM 151.*

**SBM 153 MARKETING, RISK MANAGEMENT & E-COMMERCE I 9 CR (15-22.5)**

Introduces the development of web pages using structured design to document layout. This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. May include such concepts as, web page layout, text manipulation hyperlinks, graphics, graphics formats, data tables and file downloading requirements, development of the basic marketing plan, defining your market, listing your page with search engines, and working with multimedia and the web site. (Contact hours - 187.5)

**SBM 154 MARKETING, RISK MANAGEMENT & E-COMMERCE II 9 CR (15-22.5)**

Introduces the development of web pages using structured design to document layout. This course is a continued study in e-commerce and marketing for small business owners. It provides the student with hands on, practical application in creating and maintaining a web page for small business owners. (Contact hours - 187.5) *Prerequisites: SBM 153.*

**SBM 175 SPECIAL TOPICS 1-6 CR (1-6 -0)**

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

**SBM 275 ADVANCED SPECIAL TOPICS 1-6 CR (1-6 -0)**

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

**SBM 289 WRITING A BUSINESS PLAN 1 CR(1-0)**

Provides a capstone experience for the Small Business certificate program. The student will write a business plan. (Contact Hours - 15)

## SCIENCE

**SCI 155 INTEGRATED SCIENCE I 4 CR (3-2)**

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. (Contact Hours 75)

**SCI 156 INTEGRATED SCIENCE II 4 CR (3-2)**

Examines earth and biological systems, living and non-living environments, through the applications and refinement of fundamental energy and matter concepts. (Contact hours 75) *Pre-requisite: SCI 155.*

## SOCIOLOGY

### SOC 101 INTRODUCTION TO SOCIOLOGY I 3 CR (3-0)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. (Contact hours — 45) State Guaranteed Transfer Course.

### SOC 102 INTRODUCTION TO SOCIOLOGY II 3 CR (3-0)

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) State Guaranteed Transfer Course.

### SOC 105 SOCIO-HISTORY US RACE/ETHNICITY 3 CR (3-0)

Explores the Socio-Historical context by which the US developed its diverse racial and ethnic make-up. Theories of Integration and Seration will be explored across the eras. Changing US immigration, naturalization, prejudice and discrimination across the centuries will be addressed. (Contact hours — 45)

### SOC 175 SPECIAL TOPICS 0-6 CR (0-0)

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

### SOC 205 SOCIOLOGY OF FAMILY DYNAMICS 3 CR (3-0)

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. (Contact hours — 45)

### SOC 218 SOCIOLOGY OF DIVERSITY 3 CR (3-0)

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed. (Contact hours — 45)

### SOC 275 SPECIAL TOPICS 0-6 CR (0-0)

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

## SPANISH

### SPA 101 CONVERSATIONAL SPANISH I 3 CR (0-6)

Offers beginning students the skills necessary to understand and speak Spanish. The material includes 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)

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. (Contact hours — 45) *Prerequisites: SPA 101 or permission of instructor.*

### SPA 111 SPANISH LANGUAGE I 5 CR (5-0)

Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors. (Contact hours — 75)

### SPA 112 SPANISH II 5 CR (5-0)

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. (Contact hours — 75)

*Prerequisites: SPA 111 or instructor permission.*

### SPA 115 SPANISH FOR THE PROFESSIONAL I 3 CR (3-0)

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. (Contact hours - 45) *Prerequisite: College-level reading.*

### SPA 175 SPECIAL TOPICS 1-6 (0-0)

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

### SPA 211 SPANISH III 3 CR (3-0)

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. (Contact 45). *Prerequisite: SPA 112 or instructor permission.* State Guaranteed Transfer Course.

### SPA 212 SPANISH IV 3 CR (3-0)

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. (Contact hours - 45). *Prerequisite: SPA 211 or instructor permission.* State Guaranteed Transfer Course.

### SPA 215 SPANISH FOR THE PROFESSIONAL II 3 CR (3-0)

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. (Contact hours - 45) *Prerequisite: SPA 115 or Equivalent Placement Scores*

### SPA 275 SPECIAL TOPICS 1-6 CR (0-0)

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

### SPA 285 INDEPENDENT STUDY 1-6 CR (0-0)

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

## SPEECH

### SPE 115 PUBLIC SPEAKING 3 CR (3-0)

Combines the basic theory of speech communication with public speech performance skills. Emphasizes is on speech delivery, preparation, organization, support, and audience analysis. (Contact hours — 45)

### SPE 125 INTERPERSONAL COMMUNICATION 3 CR (3-0)

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict. (Contact hours — 45) *Prerequisite: SPE 115*

### SPE 175 SPECIAL TOPICS 1-6 CR (0-0)

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

### SPE 219 GROUP DYNAMICS 3 CR (3-0)

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation. (Contact hours — 45) *Prerequisite: SPE 115*



## THEATRE

### THE 105 INTRODUCTION TO THEATRE ARTS 3 CR (3-0)

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) State Guaranteed Transfer Course.

### 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 105 is strongly advised.*

### THE 115 STAGE MOVEMENT FOR ACTORS 3 CR (3-0)

Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery. (Contact hours — 45)

### THE 116 TECHNICAL THEATRE 3 CR (3-0)

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews. (Contact hours — 45)

### THE 211 DEVELOPMENT OF THEATRE I 3 CR (3-0)

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. (Contact hours — 45)

### THE 212 DEVELOPMENT OF THEATRE II 3 CR (3-0)

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. (Contact hours — 45)

### THE 246 REHEARSAL & PERFORMANCE 1 CR (0-2)

Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required. (Contact hours — 60)

### THE 247 REHEARSAL & PERFORMANCE II 2 CR (0-4)

Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required. (Contact hours — 60)

### THE 248 REHEARSAL & PERFORMANCE III 3 CR (0-6)

Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required. (Contact hours — 60)

### THE 275 SPECIAL TOPICS 1-3 CR (0-0)

Explores current topics, issues and activities related to one or more aspects of the named discipline.

### THE 285 INDEPENDENT STUDY 1-3 to 5 CR (0-0)

Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student.

## WELDING

### WEL 130 MAINTENANCE WELDING 2 CR (1-1.5)

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course. (Contact Hours - 37.5)

### WEL 275 SPECIAL TOPICS 1- 6 CR (0-0)

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

# College Personnel

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The Northeastern Junior College Foundation is an organization designed to promote the welfare of Northeastern Junior College through charitable, scientific, literary and educational purposes. The Foundation's main function is to encourage, receive and



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Athletics .....	521-6618
Bank of Colorado Event Center .....	521-6756
Bookstore .....	521-6789
Business Office .....	521-6728
Cafeteria .....	522-9063
Career and Technical Education .....	521-6650
Centralized Services .....	521-6603
Comprehensive Learning Center .....	521-6791
Copy Center .....	521-6867
Cosmetology Program .....	521-6734
Counseling .....	521-6656
Extended Studies .....	521-6900
Financial Aid .....	521-6800
Health Center .....	521-6647
Housing .....	521-6608
Mail/Document Center .....	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
Switchboard .....	521-6600
Vice President of Student Services .....	521-6673

## STUDENT RIGHTS AND RESPONSIBILITIES

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 Renee Johnson, Human Resource Manager, Northeastern Junior College, Sterling, Colorado 80751, phone number (970) 521-6661, the Director of Affirmative Action for the Colorado Community College System, 9101 E. Lowry Blvd., Denver, Colorado 80230-6011, (303) 620-4000, or to the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204-3582.

**Northeastern Junior College Calendar 2006-2007**  
**(36 Teaching Days A-Term, 38 Teaching Days B-Term - Total 74 Days)**

<b>Date</b>	<b>Day</b>	<b>Fall Semester (Full Term) 2006</b>
July 21	Friday	New Student Credentials Due
July 28	Friday	Academic Appeals Due by 4:00 p.m.
July 31	Monday	Academic Standards Review
August 14-18	Monday - Friday	Student Advising Days
August 17	Thursday	All Staff In-Service Day
August 20	Sunday	Residence Halls Open for Check In
August 21	Monday	Academic Advising and Registration Day - All Students Group Orientation - ASG Activities Day
August 22	Tuesday	All Classes Begin /Day & Evening
August 28	Monday	Last Date to Add New Classes
August 30	Wednesday	No Shows Due
September 4	Monday	Labor Day - No Classes
September 6	Wednesday	Last Date to Drop Classes <b>(Census Date)</b>
October 6	Friday	All Fall Graduation Applications Due
October 16-17	Monday-Tuesday	Midsemester break (No classes)
October 19	Thursday	Midterm Grades Due by 8:00 a.m.
November 8	Wednesday	All Student Advising Day (No Daytime Classes)
November 8	Wednesday	Preregistration for Spring Semester 2007 Begins For Current Students
November 22	Wednesday	Open Registration Begins for Spring 2007
November 16	Thursday	Last Date to Withdraw Full-term Classes with "W" Grade
November 23- 24	Thursday, Friday	Thanksgiving Holiday <i>(No Classes/ No Wednesday night classes)</i>
December 5-11	Tuesday-Monday	Final Exams Evening Classes
December 11	Monday	Last Class Day (Day Classes)
December 12-15	Tuesday-Friday	Final Exams Day Classes
December 15	Friday	Cafeteria Closes at 12:00 p.m. - Residence Halls Close at 5:00 p.m.
December 18	Monday	Final Grades Due by 5:00 p.m.
August 7-18	Monday-Friday	<b>Fall Mini-Session</b> <i>(credits count as Fall course)</i>
<b>Date</b>	<b>Day</b>	<b>Fall A-Term 2006</b>
August 22	Tuesday	A-Term Registration All A term classes begin / Day & Evening
August 24	Thursday	Last Day to Add A-Term Classes
August 28	Monday	No Shows Due
August 28	Monday	Last Day to Drop A-Term Classes <b>(Census Date)</b>
September 4	Monday	Labor Day - No Classes
September 19	Tuesday	Mid-Term Grades Due by 8:00 a.m.
October 2	Monday	Last Date to Withdraw A-Term Classes with "W" Grade
October 9-13	Monday-Friday	Final Exams A-Term
October 19	Thursday	Final Grades Due by 5:00 p.m.
<b>Date</b>	<b>Day</b>	<b>Fall B-Term 2006</b>
October 18	Wednesday	General Registration/All B term classes begin/ Day & Evening
October 20	Friday	Last Date to Add Classes
October 23	Monday	No Shows Due
October 25	Wednesday	Last Day to Drop B-Term Classes <b>(Census Date)</b>
November 14	Tuesday	Mid-term Grades Due by 8:00 a.m.
November 23 - 24	Thursday, Friday	Thanksgiving Holiday - No Classes
December 1	Friday	Last Date to Withdraw B-Term Classes with "W" Grade
December 12-15	Tuesday-Friday	Final Exams B-Term
December 18	Monday	Final Grades Due by 5:00 p.m.



**Northeastern Junior College Calendar**  
**(38 Teaching Days A-Term, 36 Teaching Days B-Term - Total 74 Days)**

<b>Date</b>	<b>Day</b>	<b>Spring Semester (Full Term) 2007</b>
January 5	Friday	Academic Appeals Due by 4:00 p.m.
January 8	Monday	Academic Standards Review of Appeals
January 14	Sunday	Residence Halls Open 9:00 a.m. - Cafeteria Opens With Evening Meal
January 15	Monday	All Staff In-Service
January 16	Tuesday	New Student Orientation - Registration Day- Registration/Payment
January 17	Wednesday	Spring Semester Classes Begin/Day & Evening
January 22	Monday	Last Day to Add New Classes
January 24	Wednesday	No Shows Due
January 31	Wednesday	Last Day to Drop Classes <b>(Census Date)</b>
February 23	Friday	All Spring Graduation Applications Due
March 12-16	Monday-Friday	Spring Break (No Classes)
March 19	Monday	Midterm Grades Due by 2:00 p.m.
April 9	Monday	Preregistration for Fall Semester 2007 Begins for Current Students
April 11	Wednesday	Associated Student Government Elections
April 16	Monday	Last Date to Withdraw Full-term Classes with "W" Grade
April 23	Monday	Open Registration for Fall Semester 2007 Begins
April 30- May 4	Monday - Friday	Final Exams Evening Classes
May 7	Monday	Last Class Day (Day Classes)
May 8-11	Tuesday - Friday	Final Exams Day Classes
May 11	Friday	Commencement/Cafeteria closes at 12:00 p.m.- Residence Halls close at 5:00 p.m.
May 14	Monday	Final Grades Due by 5:00 p.m.
January 2-12	Tuesday - Friday	<b>Spring Mini Session</b> (Coursework counts for Spring 2007)
<b>Date</b>	<b>Day</b>	<b>Spring A-Term 2007</b>
January 15	Monday	A-Term Registration
January 17	Wednesday	All A term classes begin/Day & Evening
January 19	Friday	Last Date to Add A-Term Classes
January 22	Monday	No Shows Due
January 24	Wednesday	Last Date to Drop A-Term Classes <b>(Census Date)</b>
February 13	Tuesday	Mid-Term Grades Due by 8:00 a.m.
February 27	Tuesday	Last Date to Withdraw A-Term Classes with "W" Grade
March 5-9	Monday - Friday	Final Exams A-Term
March 19	Monday	Final Grades Due by 5:00 p.m.
<b>Date</b>	<b>Day</b>	<b>Spring B-Term 2007</b>
March 19	Monday	B-Term Registration - All B-term Classes Begin/Day & Evening
March 21	Wednesday	Last Date to Add Classes
March 23	Friday	No Shows Due
March 23	Friday	Last Date to Drop B-Term Classes <b>(Census Date)</b>
April 17	Tuesday	Mid-Term Grades Due by 8:00 a.m.
April 26	Thursday	Last Date to Withdraw B-Term Classes with "W" Grade
May 8-11	Tuesday - Friday	Final Exams B-Term
May 14	Monday	Final Grades Due by 5:00 p.m.
		<b>Summer 2007</b>
June 4	Monday	Summer Semester classes begin
July 6	Friday	5 week summer session- Last day of class
July 20	Friday	7 week summer session- Last day of class