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OTERO JUNIOR COLLEGE

2004-2006 CATALOG



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Otero Junior College

Catalog of **Educational Programs** and **Services**

2004 - 2006

1802 Colorado Avenue
La Junta, Colorado 81050
(719) 384-6831
www.ojc.edu

A Member of:



COLORADO COMMUNITY
COLLEGE SYSTEM

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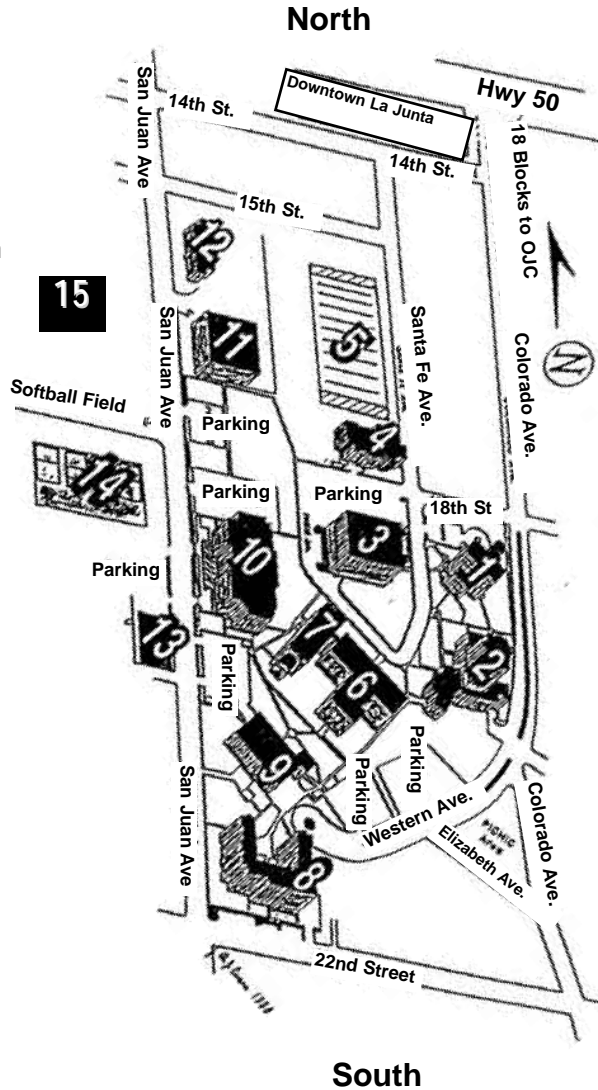
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CAMPUS MAP

1. Macdonald Hall
OJC and EOSD Administration
2. Humanities Center
Ed Stafford Theatre - Classrooms
3. McDivitt Center - Gymnasium
4. Koshare Indian Museum
5. Rattler Field
6. Wheeler Hall
Library - Classrooms
7. Life Sciences
Nursing - Classrooms
8. Wunsch Hall - Student Dorm
9. Student Center
Bookstore - Cafeteria
Conference Rooms
10. McBride Hall
Student Services - Classrooms
Computer Center
11. McDivitt Hall
Cosmetology - Law Academy -
Auto Tech. - OJC Fitness Center
12. Maintenance
13. Early Head Start
14. Recreation Area
Tennis Courts
15. Tippy Martinez Softball Field



2004-2005 COLLEGE CALENDAR ---

FALL SEMESTER

- Monday, August 16 Faculty Meeting
- Sunday, August 22 Wunsch Hall Opens
- Monday, August 23 Classes Begin
- Monday, September 6 Labor Day/No Classes
- Wednesday, September 8 Last Day to Drop Classes and Receive a Refund
- Monday, October 11 Professional Staff Development/No Day
Classes/Evening Classes Meet
- Monday, November 1 Early Registration for Spring Semester Begins
- Friday, November 5 Last Day to Withdraw from Classes Earning a "W"
- Tuesday, November 23 Thanksgiving Vacation Begins at 5:00 p.m.
No Evening Classes
- Monday, November 29 Classes Resume
- Friday, December 10 Last Day of the Semester
- Tuesday, December 14 Final Grade Reports Due

SPRING SEMESTER

- Monday, January 10 Classes Begin
- Tuesday, January 25 Last Day to Drop Classes and Receive a Refund
- Monday, March 21-25 Spring Break
- Monday, March 28 Classes Resume
- Monday, March 28 Early Registration for Summer/Fall Semesters Begins
- Friday, April 1 Last Day to Withdraw from Classes Earning a "W"
- Friday, April 29 Last Day of the Semester
- Saturday, April 30 Graduation
- Tuesday, May 3 Final Grade Reports Due

SUMMER SESSION

Otero Junior College offers a variety of courses throughout the summer months. This session includes all courses taught between May and August, 2005. The bulk of courses are offered between the first week of June and the middle of August. Since the majority of these courses are of varying length and have different starting and ending dates, students should refer to the published schedule of classes for the summer session. Students can achieve full-time student status by enrolling in 12 semester credit hours in the summer.

2005-2006 COLLEGE CALENDAR ---

FALL SEMESTER

Monday, August 15	Faculty Meeting
Sunday, August 21	Wunsch Hall Opens
Monday, August 22	Classes Begin
Monday, September 5	Labor Day/No Classes
Wednesday, September 7	Last Day to Drop Classes and Receive a Refund
Monday, October 10	Professional Staff Development/No Day Classes
	Evening Classes Meet
Monday, October 24	Early Registration for Spring Semester Begins
Friday, November 4	Last Day to Withdraw from Classes Earning a "W"
Tuesday, November 22	Thanksgiving Vacation Begins at 5:00 p.m.
	No Evening Classes
Monday, November 28	Classes Resume
Friday, December 9	Last Day of the Semester
Tuesday, December 13	Final Grade Reports Due

SPRING SEMESTER

Monday, January 9	Classes Begin
Tuesday, January 24	Last Day to Drop Classes and Receive a Refund
Monday, March 20-24	Spring Break
Monday, March 27	Classes Resume
Monday, March 27	Early Registration for Summer/Fall Semesters Begins
Friday, March 31	Last Day to Withdraw from Classes Earning a "W"
Friday, April 28	Last Day of the Semester
Saturday, April 29	Graduation
Tuesday, May 2	Final Grade Reports Due

SUMMER SESSION

Otero Junior College offers a variety of courses throughout the summer months. This session includes all courses taught between May and August, 2006. The bulk of courses are offered between the first week of June and the middle of August. Since the majority of these courses are of varying length and have different starting and ending dates, students should refer to the published schedule of classes for the summer session. Students can achieve full-time student status by enrolling in 12 semester credit hours in the summer.

GENERAL INFORMATION ---

Institutional Mission

We, the faculty and staff of Otero Junior College, are committed to creating and continually improving accessible and effective learning environments for the lifelong educational needs of the diverse communities we serve. We are committed to offering traditional and alternative approaches to learning, emphasizing teaching excellence, assessing student learning and building collaborative partnerships to promote education and enrich the lives of our students.

Purpose Statements

In striving to meet its institutional responsibilities as a comprehensive community college, Otero Junior College sets forth the following purpose statements in definition of its educational programs and services. These statements also serve as criteria for the administration, faculty, staff, and students in assessing the college's effectiveness in meeting its institutional mission.

1. Achieving Junior Level Transfer Status

Students successfully completing either a prescribed Associate of Arts or Associate of Science degree program at Otero Junior College will be able to transfer to a Colorado four-year college or university as a junior. The college maintains transfer agreements with Colorado colleges and universities to facilitate the transferability of its academic programs.

2. Acquiring Entry Level Occupational Skills

Students successfully completing Career and Technical Education Certificates or Associate of Applied Science degree programs will have acquired the skills necessary to obtain entrance level employment in their field.

3. Promoting the Benefits and Recognizing the Achievement of Life-Long Learning

The college provides individuals with the means to upgrade their job skills, improve the quality of their lives, and/or custom-tailor their own degree program. The college recognizes satisfactory student accomplishment of such activities via certificates of achievement, college transcripts, and the Associate of General Studies degree.

4. Achieving Functional Literacy

Through basic skills instruction, academically deficient students and/or non-high school graduates receive the educational services to help them achieve the basic level of proficiency required for continuance in higher education, for entrance level employment, or for day-to-day communication and computation.

5. Participating in College and Community Sponsored Activities

Students attending Otero Junior College are able to participate in a wide variety of activities aimed at broadening their social, political, physical, and cultural horizons. The college sponsors theatrical productions, art exhibits, student government, various clubs and organizations, dance programs, intramural and intercollegiate sports, career awareness activities, dances, movies, and other activities to expand awareness beyond the classroom.

Value Statement

The special spirit of Otero Junior College celebrates learning as the process that changes and improves lives. By setting standards of excellence for ourselves and by placing a high value on integrity, honesty, teamwork, communication and innovation, we assist students in realizing their greatest potential. We hold ourselves personally accountable for our stated values and the public trust placed in us.



History

In 1939, the residents of the La Junta School District Number 11 voted that bonds be used to partially finance a junior college building to be administered by the Board of Education. On September 15, 1941, "La Junta Junior College" opened its doors to the first class. The college was operated by the school district. By state statute, the college was classified as a continuation school.

In 1949 an election was held on a county-wide basis to consider the proposal that the college become an independent unit supported by the county rather than by the local school district. This proposal was approved by the voters and the college was renamed, "Otero County Junior College."

History - continued

The elected board, the Junior College Committee, did not desire to assume control of the college then, and it continued to operate as a continuation school.

On January 1, 1956, the college governing board voted to take over the existing facilities from the La Junta School District, and the college changed its name to "Otero Junior College." The college became primarily a transfer institution emphasizing the first two years of a four-year degree program.

In 1967, the 46th General Assembly of the State of Colorado passed the Community College Act, a law creating a state system of junior colleges to be governed by the State Board for Community Colleges and Occupational Education (SBCCOE). Existing junior colleges were given the option of joining the system with the approval of qualified voters in their respective junior college district. That same year, the college received accreditation by the North Central Association of Colleges and Secondary Schools.

On February 20, 1968, the voters of Otero County Junior College District voted overwhelmingly in favor of Otero Junior College joining the state system. The college officially became a state two-year college on July 1, 1968. With the creation of the state system of community colleges, funds for establishing and expanding occupational programs were increased, and Otero Junior College became a more comprehensive junior college.

In the Fall of 1969, Otero Junior College was designated as an area vocational-technical school, expanding its offerings in vocational education to public schools in the college's tri-county service area as the Central Arkansas Valley Occupational Center. In the Spring of 1993, the eight area districts discontinued their participation with this vocational-technical program. The college supports vocational and academic transfer programs. OJC also supports certificate programs that ready students to step into the world of work or engage appropriate exams for specific external certifications.

Accreditation

Otero Junior College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The Commission can be reached at: 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Telephone: (312) 263-0456.

The following programs hold accreditation as listed: Automotive Technology - National Automotive Technician Education Foundation Inc. (NATEF). The Nursing Assistant and Practical Nursing programs are accredited by the Colorado State Board of Nursing. The ADN Registered Nursing Program is accredited by the Colorado State Board of Nursing and the National League of Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006. Otero Junior College is also an institutional member of the National Junior College Athletic Association, the Association of Community College Business Officers, and the American Association of Collegiate Registrars and Admission Officers.

Location

La Junta is located in the Central Arkansas River Valley on U.S. Highway 50 in southeastern Colorado. It is the county seat of Otero County and has a population of about 10,000. Located in a rich, irrigated farming community, it also has more than 23 manufacturing industries. Typical of present industries in La Junta are DeBourgh Manufacturing Company, Dean Pickle & Specialty Products Company, Southeast Colorado Power, Falcon Industries, Lewis Bolt and Nut, and CenturyTel Communications. La Junta also has facilities for marketing large scale shipments of produce and livestock.

The people of La Junta support many churches, fraternal organizations, and service clubs. The new public library, financed by the city and by endowment, is one of the outstanding institutions of its kind in southeastern Colorado.

The cultural interests of the city are reflected in the programs of the Community Concert series, numerous art exhibits, the internationally renowned Koshare Dancers, various creative writing and art groups, and community club programs.

City parks located near the college, provide varied recreational facilities. Basketball and tennis courts are open for playing at any time. The city supports an in-line skating area. This recreation area is also a popular spot for picnics and outdoor parties.

General Regulations of the College

Students are expected to conduct themselves in a responsible manner both on and off campus and to maintain a high standard of moral conduct.

Students are expected to manifest attributes required of good citizens, both within and outside the precincts of the college: respect for order, morality, personal honor, and the rights of others.

It is understood that students who enroll at Otero Junior College will assume the responsibilities involved by adhering to the regulations of the college.

Improper conduct for which students are subject to discipline is described below:

1. Dishonesty in any form, including plagiarism and knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents/records of identification.
3. Failure to comply with written or verbal directives of duly authorized college officials who are performing assigned duties.
4. Interference with the academic or administrative processes of the College or any of its approved activities.

General Regulations of the College - continued

5. Hazing in any form (defined as any activity which injures, degrades or disgraces another person or tends to injure, degrade or disgrace another person).
6. Theft or damage to property on campus.
7. Violation of civil or criminal codes of local, state, or federal governments when such violations interfere with campus order or with the college's educational goals.
8. Unauthorized use of or entry to college facilities.
9. Violation of any stated policies or regulations governing student relationships to the college.
10. Use, possession, cultivation, or distribution of non-prescribed drugs on campus.
11. Radically motivated acts or sexual harassment including 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.
12. Use, possession, or distribution of alcoholic beverages on campus.
13. Disorderly, lewd, obscene, or vulgar conduct, including profanity or gambling on campus.
14. Violation of existing local, state, and federal statutes when such violations interfere with campus order or with Otero Junior College's educational goals.

These regulations apply to any student enrolled at Otero Junior College. Fair and consistent enforcement of these rules can be expected.

Disciplinary action may involve one or a combination of the alternatives listed below:

WARNING - Notice to students indicating that they have violated a rule and reminding them of their responsibility to comply with all pertinent rules.

PROBATION - Status of students indicating that their relationship with the college is tenuous and that their record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

SUMMARY SUSPENSION - An immediate action by the college to separate the student from the college or part of the college to ensure the safety and well-being of members of the college community.

SUSPENSION - Separation of students from the college for a specific length of time.

DISMISSAL - Separation of students from the college on a permanent basis.

Student Right-to-Know and Campus Security Act

Graduation rate information and campus crime statistics are provided in accordance with Title I of Public law 101-542 which is the Student Right-to-Know and Campus Security Act. The rate for first-time, degree-seeking students who enrolled in the Fall of 1998 and who graduated or transferred to a Colorado 2-year or 4-year institution by the Fall of 2002 is 44.0 percent. This does not include students who continue to be enrolled at OJC.

Student Disciplinary and Grievance Procedures

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the college and if students are charged with violating this college's code, they are entitled to have these procedures followed in the consideration of the charge. Copies of the Student Disciplinary Procedure are available from the Vice President for Student Personnel Services.

The Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants actions, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion. Copies of the Student Grievance Procedure are available from the Vice President for Student Personnel Services.

In order to comply with the North Central Association of Colleges and Schools recent policy that addresses the institutional record of student's complaints, Otero Junior College has developed the following internal policy:

If the college President (including his/her affirmative action/EEO designee, the Director of Human Resources), Vice President for Student Services, or any Instructional Vice President receives a formal written student complaint, the complaint shall be handled as follows:

The complaint will be addressed and resolved in the manner appropriate to the complaint and the student and appropriate college offices will be notified of the final disposition of the complaint. The College President (or designee, Director of Human Resources) or Vice President for Student Services or Instructional Services will then complete the Student complaint and Record Tracking Document and will retain the completed document with appropriate student file. At the end of the academic year, the student complaint files and tracking documents, except those created by the Human Resources Director, will be kept on file in the office of the Vice President for Student Services until the next NCA comprehensive evaluation. Each individual file will be retained for a period of 10 years.

Crime Awareness and Campus Security Act

OJC Campus Security is responsible for monitoring and recording criminal activities occurring on campus and/or to college property. In addition to traditional law enforcement responsibilities, Campus Security enforces parking regulations, maintains building security, conducts fire safety inspections, and makes frequent security checks at the residence hall. Safety and security information is provided to students and college staff through bulletins, crime alerts, posters, and brochures. All crimes occurring on campus are reported in both the college newsletter and La Junta newspapers.

The following information is provided in accordance with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. A full report is available in the college library.

CAMPUS CRIME STATISTICS			
ACADEMIC YEARS			
<u>Criminal Offense</u>	<u>03-04</u>	<u>02-03</u>	<u>01-02</u>
Murder	0	0	0
Rape	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Non-Aggravated Assaults	1	0	0
Burglary	1	2	3
Motor Vehicle Theft	0	0	1
Larceny Theft	7	5	17
Offenses that Manifest Hate Crimes	0	0	0
<u>Arrests</u>			
Liquor Law Violations	36	9	15
Drug Abuse Violations	0	1	0
Weapons Possessions	0	0	0

**OJC had a policy change for the 1998-99 school year which included the immediate arrest for any Liquor Law related violations. Statistics include OJC students and non-students.*

For up-to-date information on the Otero Junior College Campus Crime Statistics, contact:

Director of Physical Plant
Otero Junior College
1802 Colorado Avenue
La Junta, CO 81050

Campus Security does not have police jurisdiction over public or private property. Department staff work in close association with the La Junta Police Department, Otero County Sheriff's Department, and other Federal, State, and local agencies. Arrests and apprehensions are referred to the La Junta Police Department; community fire and ambulance personnel are notified as necessary. All criminal incidents occurring on campus must be reported to Campus Security as soon as possible.

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus.

Alcohol and Drug Policy

In compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law), Otero Junior College developed a Drug and Alcohol Abuse Prevention Program.

Policy Statement - Students, whether full-time or part-time, shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or use as a part of any college activities.

Legal Sanctions for Violation of the Policy - Any student who is convicted of the above violations is subject to criminal penalties under local, state and federal law. These penalties may range in severity from a fine of up to \$100.00 to life imprisonment and/or a fine of \$8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

College Sanctions for Violation of the Policy - Since observation of the policy is a condition of enrollment, any violation may subject the student to appropriate disciplinary action up to and including suspension from the institution. Students may also be required to complete an appropriate rehabilitation or re-entry program as a condition for re-enrollment or continued enrollment in the college.

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

Drug-Free Awareness Program - Although there are no alcohol/drug counseling programs on campus, the college does have referral agreements with the Southeastern Colorado Family Guidance Center and Region Six Alcohol and Drug Abuse Treatment Center. Referrals are made through the Counseling staff working in the Student Services Center in McBride Hall or the student may contact the Colorado Department of Health directly.

Class Attendance

Regular attendance at all class meetings and laboratory sessions is required of all students. College policy provides that at the instructor's discretion a student's grade may be lowered one letter grade after three unexcused absences. Students should always notify faculty and/or instructors of absences beforehand if possible.

Serious illness, death in the family, or participation in college-sponsored activities are examples of conditions for receiving an excused absence. Arrangements for excuses are to be made between the student and the instructor. In case of extended absences the Student Services Center should be notified.

All students must attend at least one class after registration within the first 12 days of any semester or they will be administratively dropped from the course(s).

Students who are absent from classes are responsible for making arrangements to make up the work missed.

Final Tests - Students are required to take all final exams at the time posted by the individual instructor for each individual class. Students should not ask to take final exams at any other time unless in the case of extreme emergency. If a student has a situation that may warrant an exam time change, the student needs to contact the instructor of the class.

Non-Discrimination Policy

Otero Junior College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law. The college complies with the Civil Rights Act of 1964, Related Executive Orders 11246 and 11375 and all civil laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

Non-Discrimination Statement

Otero Junior College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Otero Junior College, 1802 Colorado Ave. Macdonald Hall Room 221, La Junta, CO 81050 (719-384-6824) or to the Office for Civil Rights, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204, (303) 844-5695.** This statement is made pursuant to requirements of Secs. 602, 604 Civil Rights Act of 1964, 42 U.S.C. 2000 d. (1),(3); 45 C.F.R. Part 80; Secs. 901, 902, Education Amendments of 1972, 20 U.S.C. 1681, 1682 as amended, 45 C.F.R. Part 86; and sec. 504, Rehabilitation Act of 1973, 29 U.S.C. 794, 45 C.F.R. Part 84.

Americans with Disabilities Act

Discrimination based on disability in admission to, access to and the operation of programs, services or activities of OJC is prohibited by the Americans with Disabilities Act.

Questions, complaints and requests for additional information may be directed to the Disabilities Coordinator, located in the Educational Assistance Center, McBride Hall, Room 129, 719-384-6865.

Sexual Harassment Statement

Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It is the policy of Otero Junior College that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, creating an intimidating, hostile, or offensive working or learning environment. Such conduct will not be tolerated. Substantiated charges will result in disciplinary action. Questions or complaints should be directed to the Director of Human Resources, Macdonald Hall Room 221, or 719-384-6824.

Campus Traffic Regulations

Students and college employees are expected to observe posted campus traffic regulations. The maximum speed permitted is 15 MILES PER HOUR and vehicles are to park only in the designated areas on the campus.

Tuition and Fees

The required fees for 12 hours or more provides students with an I.D. for use at the Student Center, athletic events and admission to college-sponsored activities.

Students who wish to receive the Health and Accident Insurance policy may purchase it separately from the OJC Cashier.

College Expenses

The college reserves the right to change tuition and fees in accordance with the Legislature of the State of Colorado.

TUITION AND FEES SCHEDULE*
2004 - 2005 COLLEGE YEAR

(At time of publication, costs for 2005-2006 were not available from the State of Colorado. Contact Students Services at 719-384-6831 for an up-to-date copy of tuition and fees schedule.)

Colorado Resident

CREDIT

REGISTRATION

<u>HOURS</u>	<u>TUITION</u>	<u>FEES</u>	<u>FEE</u>	<u>TOTAL</u>
1	66.80	4.50	10.40	81.70
2	133.60	9.00	10.40	153.00
3	200.40	13.50	10.40	224.30
4	267.20	18.00	10.40	295.60
5	334.00	22.50	10.40	366.90
6	400.80	27.00	10.40	438.20
7	467.60	31.50	10.40	509.50
8	534.40	36.00	10.40	580.80
9	601.20	40.50	10.40	652.10
10	668.00	45.00	10.40	723.40
11	734.80	49.50	10.40	794.70
12	801.60	75.00	10.40	887.00
13	868.40	75.00	10.40	953.80
14	935.20	75.00	10.40	1,020.60
15	1,002.00	75.00	10.40	1,087.40
16	1,068.80	75.00	10.40	1,154.20
17	1,135.60	75.00	10.40	1,221.00
18	1,202.40	75.00	10.40	1,287.80
19	1,269.20	75.00	10.40	1,354.60
20	1,336.00	75.00	10.40	1,421.40

TUITION AND FEES SCHEDULE*
2004-2005 COLLEGE YEAR

Non-Resident

<u>CREDIT HOURS</u>	<u>TUITION</u>	<u>FEES</u>	<u>REGISTRATION FEE</u>	<u>TOTAL</u>
1	276.10	4.50	10.40	291.00
2	552.20	9.00	10.40	571.60
3	828.30	13.50	10.40	852.20
4	1,104.40	18.00	10.40	1,132.80
5	1,380.50	22.50	10.40	1,413.40
6	1,656.60	27.00	10.40	1,694.00
7	1,932.70	31.50	10.40	1,974.60
8	2,208.80	36.00	10.40	2,255.20
9	2,484.90	40.50	10.40	2,535.80
10	2,761.00	45.00	10.40	2,816.40
11	3,037.10	49.50	10.40	3,097.00
12	3,313.20	75.00	10.40	3,398.60
13	3,589.30	75.00	10.40	3,674.70
14	3,865.40	75.00	10.40	3,950.80
15	4,141.50	75.00	10.40	4,226.90
16	4,417.60	75.00	10.40	4,503.00
17	4,693.70	75.00	10.40	4,779.10
18	4,969.80	75.00	10.40	5,055.20
19	5,245.90	75.00	10.40	5,331.30
20	5,522.00	75.00	10.40	5,607.40

OJC ONLINE

TUITION AND FEES SCHEDULE - 2004-2005 COLLEGE YEAR

<u>CREDIT HOURS</u>	<u>TUITION</u>	<u>FEES</u>	<u>REGISTRATION FEE</u>	<u>TOTAL</u>
1	86.80	4.50	10.40	101.70
2	173.60	9.00	10.40	193.00
3	260.40	13.50	10.40	284.30
4	347.20	18.00	10.40	375.60
5	434.00	22.50	10.40	466.90
6	520.80	27.00	10.40	558.20
7	607.60	31.50	10.40	649.50
8	694.40	36.00	10.40	740.80
9	781.20	40.50	10.40	832.10
10	868.00	45.00	10.40	923.40

- CCCOnline Tuition - Tuition to take courses on the Community Colleges Online is \$136.40 per credit hour for the 2004-05 school year for both resident and non-resident students.

Course Fees

For the 2004-2005 academic year, Otero Junior College will charge students for the following course-specific fees:

All courses with the following prefixes will be charged a \$5.70 per credit hour fee.

PREFIX	DESCRIPTION
ABM	Agriculture Business Management
ART	Visual and Performing Arts
ASE	Auto Service Technology
BIO	Biology
CAD	Computer Assisted Drafting
CHE	Physical Science
CIS	Computers
CNG	Computer Networking
CRJ	Criminal Justice - Law Academy
CWB	Web Management
DRT	Engineering
EMS	Emergency Medical Services
GEY	Physical Science
HPR	Health Professional
HWE	Health and Wellness
MGD	Multimedia Graphic Design
MUS	Visual and Performing Arts
NUA	Nursing Assistant
NUR	Health Professions
PHY	Physical Science
THE	Visual and Performing Arts

Courses included within these categories have been deemed to be medium to high cost by the Colorado Community College and Occupational Education System Board. Otero Junior College is required to collect these fees in order to recover some of the costs associated with producing these courses.

The following computer courses will NOT be charged the \$5.70 per credit hour course fee, however, a course fee as indicated will be charged in addition to tuition.

CISCO

CISCO IT Essentials I, II	\$77.25
CISCO Networking Associate I, II, III, IV	\$77.25
CISCO Networking Professional I, II, III, IV	\$77.25

Other Charges Include:

Cap, Gown, & Diploma*	\$35.00
GED Test	\$60.00

* Cap, gown, and diploma fee is payable at least eight weeks prior to graduation.

Payment of Tuition and Fees

A student who owes a balance from a previous term will not be allowed to register for subsequent terms until the balance is paid in full.

Students may pay all or part of their tuition and fees during early registration or may settle their account on the first day of classes. The total balance of all tuition, fees, room, board, and other current charges is due no later than 5:00 p.m. on the 12th class day of the term to which the charges apply.

Balance due is computed by subtracting all confirmed student financial aid grants and scholarships from current charges. The remainder is what must be paid by the twelfth day of the term. If a third party sponsor arrangement (such as an employer or government agency) is to pay all or a portion of the charges, students will need to provide the college cashier with written evidence of this agreement in order to have the amount deducted from the balance due. Parents or family are not considered third party sponsors.

Satisfying financial obligations is the final step in the registration process. Students may be administratively dropped from all classes for non-payment of their account.

Refund/Repayment Policy

The first 12 class days of each semester are considered the drop/add period, when students may adjust their class schedules without penalty. If a student officially drops classes by completing the required forms in the Student Services Center before 5:00 p.m. of the 12th class day, full refund of tuition and fees shall be made for the dropped classes except for the non-refundable registration processing fee. The unused portion of room and board charges will also be refunded. However, if a student withdraws after the 12th day, the student will be charged full tuition and fees and the pro rata amount for room and meals through the day of withdrawal.

Financial Aid Repayment

If a student does not attend even one class (a "no show"), all financial aid awards to that student will be canceled and repaid to the funding source.

If a student withdraws, drops out, or is expelled within the first 12 class days, that student is treated, for refund/repayment purposes, the same as a "no show." No Title IV financial aid money is disbursed, the award is canceled, and funds are returned to the funding source.

Financial aid awards are not disbursed to student accounts until after the 12th day of class. After the 12th day, the student will receive 100 percent of the financial aid due, to be applied first against any balance due to the college, with any additional amount being disbursed to student to meet past, current, and future living expenses.

Financial Aid - continued

Financial aid eligibility will be recalculated and amount of refund or repayment will be determined by the financial aid office for students who withdraw, drop out, or take a leave of absence after the 12th day of class and prior to completing 60 percent of the term. For more information, contact the financial aid office at 719-384-6834. Disbursement checks will be made to the student within a reasonable time after the 12th day.

Living Accommodations and Expenses

Residence Hall - All single freshman students under 21 years of age who do not live with their parents or relatives while attending Otero Junior College are required to live in the college residence hall.

All students living in the residence hall are required to purchase one of the provided meal plans in the college cafeteria. Charges are computed on a cost basis and are subject to change whenever costs change. Semester meal tickets may be purchased by any student. If students leave during the first 12 days of any semester, the unused portion of the room and board charges will be refunded. After 12 days, refund for room and board will be made at one half of the unused portion.

All costs for room and board include the rent of the room plus 19 meals a week*			
	Fall Semester	Spring Semester	Total for School Year
WUNSCH HALL			
Double Room	\$2088.00	\$2088.00	\$4176.00
Single Room **	\$2271.00	\$2271.00	\$4542.00

*The college reserves the right to change tuition and fees in accordance with State law.
**Single room charge per semester is \$175.00 extra, if such rooms are available.
***Depending upon demand for student housing, rooms may be converted to triple occupancy.

Private Homes - Sophomore students and/or students over 21 years of age may choose to rent a room in a private home. Apartments will generally average \$450 per month per student.

Total Costs

Commuter - The full-time commuting student will spend approximately \$2900 per year for tuition, fees, books, and supplies. Personal expenses and commuting expenses must be added to this figure.

Colorado Residents Living on Campus - Tuition, fees, books, and supplies will cost approximately \$2600 per year. Room and board will cost from \$4175-4550 per year. Personal expenses will average about \$500 per year. Total cost is approximately \$7000. Some students will require less than this amount while others will require more. Travel expenses to and from home are not included in these estimates.

Out of State Residents Living On Campus - By simply adding \$5000 to the figure for Colorado Residents, the estimate for out-of-state students is fairly accurate. Total cost is approximately \$13,000.00.

OJC Bookstore

The Otero Junior College Bookstore is housed in the Student Center and is open for all students, staff, faculty, and the general public.

Merchandise in the Bookstore ranges from textbooks to supplemental materials, including solutions manuals and study guides, required supplies for anatomy, art, biology, geology, and nursing. Clothing in the clothing department has been especially designed with many Rattler and OJC items available. Gift items are also available.

Other merchandise at the OJC Bookstore include postage stamps, snacks and cold/flu aides. Books or merchandise not stocked, can be special ordered.

Store hours are from 7:30 a.m. to 4:00 p.m. weekdays. Bookstore hours are extended during the beginning of each semester.

OJC Cafeteria and Food Court

The Otero Junior College Cafeteria and Food Court is located in the Student Center and is operated by Sodexo Campus Services. During the academic school year, the cafeteria is open for three meals a day Monday through Friday, and two meals on weekends. Students living in the dormitory are required to purchase a meal plan. All other students may purchase meals a la carte or purchase a discount cash card that provides both convenience and savings.

Breakfast is served Monday through Friday from 7 a.m. to 10 a.m. On Saturday and Sunday a bunch is served from 11:30 a.m. to 12:45 p.m. Lunch is served Monday through Friday from 11 a.m. to 2 p.m. Dinner is served Monday through Friday from 5 p.m. to 6:15 p.m. Dinner is served on Saturday from 5:30 to 6 p.m. and on Sunday from 5 to 6:15 p.m.



Student Services



STUDENT SERVICES ---

Admission

How to Apply - OJC's admission policy reflects a belief that everyone should be given the opportunity to engage appropriate courses.

Students at least 16 years of age will in most cases be automatically admitted to OJC. Students who do not meet these requirements must first take a test to demonstrate their ability to benefit from college work.

Admission to the college does not assure that students will be admitted to the program they choose. Some instructional programs are limited to a certain number of students each semester. We have established a priority system to assure that program applicants will be selected impartially.

New Students - Students should first submit an Application for Admission which is available from the Student Services Center or from any local high school counselor's office. Applying early improves choices and makes entry into college smoother.

Re-admit Students - Students are required to re-submit an Application for Admission if enrollment at the college is interrupted for two or more semesters (including the summer term).

Pre-College Program and Orientation -Pre-college program students are encouraged to attend an orientation session prior to enrollment. These informal sessions provide general information on topics such as registration, advising, financial aid, support services, and campus activities; a campus tour is included. Call 719-384-6831 to schedule a session.

Services for Students with Disabilities - Students with disabilities should contact the Educational Assistance Center located in McBride Hall, Room 129, or call 719-384-6865 about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, extra time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, tests in Educational Assistance Center, sign language and oral interpreting, adaptive equipment, software/hardware accommodations and other specialized academic procedures. In addition, other resources useful to students with disabilities are: Computer Access Center, 719-384-6865 and the Educational Assistance Center/Tutorial Services, 719-384-6862.

Procedures for Documentation of Disability - Students who identify themselves as students with a disability are **required** to contact the coordinator of the Computer Access Center (CAC) if they need assistance. The CAC coordinator will evaluate the documentation of a disability, facilitate reasonable and appropriate accommodations, and monitor academic progress for the students with disabilities on the Otero Junior College campus.

Once a student has self-identified, an appointment is set between the coordinator of the CAC and the student to discuss the process of documentation. It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is presented to the coordinator, student and coordinator work out reasonable and appropriate accommodations and detail the parameters under which the coordinator has permission to confer with campus and community support personnel. Instructors in each of the student's classes are then notified of necessary accommodations and encouraged to contact the CAC coordinator with questions or concerns.

There are three forms that are filled out for/by each student during the process of intake through CAC:

1. Release of Information
2. Permission to Conference
3. Accommodations Memorandum

The **Release of Information** form specifies that the student gives permission for a qualified documenter - individual/agency/entity - to detail disability issues for that student. Qualified documenters include: State Division of Rehabilitation, private rehabilitation agencies, public/private schools (BOCES, special education), physicians, learning disabilities specialists. Other documenters are evaluated on a case-by-case basis.

When the student presents the documentation, it is evaluated by the CAC coordinator by evaluating credibility of documentation:

1. Source from which documentation comes is certified/licensed/reliable to support such documentation.
2. Documentation includes suggestions for accommodations. This is particularly important in the case of documentation for learning disabilities and psychological disabilities.
3. Assessment is timely. Documentation should be within the past three years for learning disabilities. Students with psychological disabilities should have current comment (preferably within the last six months) by a qualified professional regarding the ability of that student to function in the college environment. This professional comment should also address the potential effects of medications on that student's academic performance.

The **Permission to Conference** form details those individuals/agencies with which the CAC coordinator may discuss the learning progress/problems, health issues on a need-to-know basis. It includes instructors, the Division of Rehabilitation, private rehabilitation agencies, college administrators, counselors, psychiatrists, and parents (for students under the age of 18). There is also an option for withholding permission for conferencing. The student or his/her guardian must sign and date this document. Students who are Division of Rehabilitation consumers have an additional option of allowing the CAC coordinator to do a complimentary midterm grade check and report grades to the student's counselor.

The **Accommodations Memorandum** sets out standard accommodations and has an area for their accommodations to be added if deemed appropriate by the documenter or CAC coordinator. There are 11 standard options on the form that include: tutoring, note taker, reader/writer for tests, extra time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, tests in Educational Assistance Center, sign language and oral interpreting, and other - this option is generally used for adaptive equipment, software/hardware accommodations, and specialized academic procedures worked out on a case-by-case basis.

Immunization - Colorado law requires first-time college students to provide proof of adequate immunization against measles. If born on or after January 1, 1957 or if living in the residence hall, students need to submit proof of two MMR shots (measles, mumps, rubella), one given on or after the first birthday and a second dose 30 days later. If the second measles dose came before July 1, 1992, the second mumps and rubella may be waived. Students should contact the Student Services Center for more information.

Transfer Students - Students wanting to transfer to OJC should have their previous official college transcript sent to OJC as soon as possible. Unofficial transcripts are not accepted and an official transcript must come directly from all colleges attended. Once an evaluation has taken place, the students will be sent an evaluation of the credits that are transferable to OJC. This process usually takes three weeks. Transfer students should be aware of Otero Junior College policy information. This includes that only Otero Junior College coursework will be used in computing grade point averages for graduation and for any academic honors. Students must be in an Associate of Arts, Associate of Science, Associate of Applied Science or an Associate of General Studies degree program. Transfer of academic credit to the college is governed by the following policies and procedures: Otero Junior College may examine credits to ensure that the content is not outdated or obsolete; Otero Junior College accepts credit from postsecondary institutions that are accredited by one of the approved six regional accrediting associations or by specified articulation agreements; credit may be awarded for courses in which a grade of "D" was received.

Transfer Students - continued

However, certain programs may exclude the use of coursework in which the "D" grade was received.

Following is the Colorado transfer appeals process. Contact the Vice President for Student Services if you have any questions.

Transfer dispute appeals process for Colorado public Colleges and universities

1. Otero Junior College shall adhere to the Colorado Commission on Higher Education policy and general procedures for solution of transfer disputes.
2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript review will be binding if the student fails to file a complaint within this time. Upon receipt of the students written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institution will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.

Current High School Students/Post Secondary Options Act Students -

The post secondary options act allows current student at Colorado high schools to enroll in courses offered by OJC. These courses will appear on an OJC transcript and credit for courses successfully completed may be applied toward a certificate or degree at OJC. High school students must complete an application for admission, provide an immunization record and complete the Colorado Post Secondary Options Enrollment form. These forms are available from the OJC Student Services Center or from your local high school counselor. High school students are not eligible for financial aid.

For more information contact your high school counselor or call the OJC Student Services Center at 719-384-6831.

International Students - International students will have a quality experience at Otero Junior College. Students from other cultures enrich learning and campus life for everyone. The college is authorized under federal law to enroll non-immigrant students with current visas. These students are classified as out-of-state and will pay that tuition rate.

An international student is any non-immigrant individual in the United States for the purpose of study at an American college or university. The student will hold an F, J or M non-immigrant visa. The term - international student - does not include legally admitted immigrants and refugees. International students must follow the general policies of the institution established for all students; however, some specific policies reflect rules and regulations of the Immigration and Naturalization Service (INS).

Applicants who are residents of other countries must submit the following documents in order to complete the application process:

International Students

1. A formal Otero Junior College application. Application can be obtained from Student Services, Otero Junior College, 1802 Colorado Ave. La Junta, CO 81050 or online at www.ojc.edu.
2. Student's personal immunization record.
3. Official transcripts in English, recording all work completed in high school, college, vocational or language school. The transcripts must:
 - a.) Show courses taken, grades earned, length of classes and length of the school term.
 - b.) Bear the official seal of the institution issuing the documents.
 - c.) Be presented to Admissions at OJC in a sealed envelope.
4. The TOEFL Exam requirement for Otero Junior College is 450 for the paper based exam, 133 on the computer-based exam. The college may consider waiving the TOEFL exam if the student's application is accompanied with a formal letter of recommendation from a language school official. This requirement is also waived if the applicant is from a country where English is the native language.
5. International students must have a minimum 2.0 cumulative grade point average.
6. An official financial statement bearing a bank's seal or other notarized document showing adequate resources to support the applicant's needs for a period of one year is needed. Otero Junior College has no available funding for international students, so each student must be able to meet all financial obligations while attending the college.
7. Verification of health insurance is mandatory and may be obtained through the college or the applicant's home country. It must be noted that, if the health insurance policy has been written in the student's home country, some doctors may insist on payment at the time of treatment. The student would have the responsibility to collect from their insurance by submitting receipts for payment of services.
8. International Students must submit a housing application with a \$50 deposit. Housing for international students is at Wunsch Hall dormitory and / or with a host family.

Since all documents become the property of Otero Junior College, it is recommended that applicants submit official or certified versions of the document attesting that the document is a true copy of the official version.

International students must also meet the following requirements:

1. Complete the Accuplacer test of proficiency before registration. Students will be required to follow course placement in English, mathematics and reading as indicated by their test results.
2. International students are required to take a minimum of 12 credit hours to be considered a full-time student and to meet INS guidelines.
3. To remain in compliance with INS requirements, international students must complete their educational objectives within a reasonable period of time. Non-compliance with INS guidelines will result in probation or suspension.
4. International students must pay tuition and fees at the time of registration, or, if necessary, make other arrangements to pay on a regular basis as agreed upon by the financial officer in Admissions.

For more information contact the International Student Advisor at 719-384-6826.

Mandatory Basic Skills Assessment and Placement

The State of Colorado in accordance with House Bill 1464 mandates that beginning students to Colorado's state-supported institutions of higher education must be assessed. First-time students entering college Fall 2001 who are declaring a degree or certificate program will be required to take courses based on the test results from the Basic Skills Assessment Test. Students registering for any English or mathematics courses, or any course that requires English, mathematics or reading prerequisite skills, will also be required to test and enroll based on the results from testing. This is to ensure that students are prepared to succeed in college level courses.

Students will be advised and assisted in registering for the appropriate courses; they will be prevented from registering for courses for which they do not have the appropriate prerequisite courses or test score. Students must complete all required basic skills courses within their first 30 credit hours of enrollment.

Students receiving financial aid may lose funding if basic skill course work is not completed within the 30 credit hour limit. Please contact the Student Services Office at 719-384-6831 for the assessment scores needed for college level placement.

Assessment Information

The Testing Center is located in McBride Hall Student Services Center. The phone number is: 719-384-6831, FAX: 719-384-6933. Online information can be found at: www.ojc.edu.

Basic Skills Assessment Test

Students at OJC studying for a degree or certificate at OJC must take the assessment test before meeting with an advisor to enroll in classes. Otero Junior College uses the Accuplacer Placement Exam. This involves taking a test in reading, English and math. The purpose for assessment is to help students succeed by placing them into courses appropriate to their academic skill level. Students will be required to enroll into appropriate English, Math or reading courses based upon their Accuplacer test scores. Students may want to review with the use of study guides if they have not had any math or English courses in a while. Students who would like to review before testing may access study guides on the OJC website: www.ojc.edu.

Students may be **exempt** from one or more of the tests if they meet one of the following criteria:

1. Submit proof of an Associate degree or higher degree.
2. Submit transcripts showing the successful completion of basic-skills instruction in reading, writing or mathematics from another institution.
3. Submit transcripts showing the successful completion ("C" or better or its equivalent) in a college-level course in English and/or math from another institution.
4. Submit minimum ACT scores of 17 in reading, 18 in English, and 19 in math, or SAT scores of 440 in verbal and 460 in math.

NOTE: Students must submit copies of their college transcripts or ACT or SAT test scores to the Otero Junior College Student Services Center to receive an exemption from taking all or part of the assessment test.

Assessment for Distance Education Students

All students taking classes at OJC, including over the Internet and any other distance education courses, must meet the Basic Skills Assessment Test (BSAT) requirement. There are some exemptions to this policy based on ACT scores and previous coursework a student may have taken prior to OJC. Please refer to the exemptions policy information above. The goal at OJC is for all students to be successful in their coursework. The Basic Skills Assessment Test reveals subject areas of English, math and reading where there are strengths and weaknesses. In some subject areas, students may be able to take the classes without remediation.

Assessment - continued

The test required at OJC for placement into classes is the Accuplacer Exam. This test will need to be taken to enter college level English or math. It is delivered on most community college campuses; however, students cannot take the test at home or in an un-proctored environment. To take these tests at a location other than OJC, out of state, or out of the country, students will need to do the following:

1. Contact a local college or university and ask for their testing center. Ask the college if they would be willing to administer the approved assessment test which is approximately 2 hours in length. Be sure to ask if they will charge for this service, as most colleges have a proctoring fee to administer tests for other students. Students are responsible for the payment of that fee and OJC will not reimburse for any charges incurred for testing.

2. Arrange a day and time to take the test. Students should notify OJC when they have completed the test. Students should send their test scores to OJC before they enroll in classes or bring the results when they come to register for coursework.

3. Once test results are received, students may meet with an academic advisor to go over their scores and receive help for placement into the appropriate classes.

Advising

Academic advising is recommended for all students. Through advising, students will learn which courses must be completed to achieve their educational goals. Advisors will use program requirements and information published in the current college catalog.

When admitted, students will select an academic advising area. The area selected should be part of a degree or program objective. Advisors must review and approve programs before processing registration.

Credit for Prior Learning - Students can earn credit for prior learning through:

1. Standardized tests (demonstrating knowledge of a subject through nationally accepted tests such as CLEP or DANTES).
2. Published guides (such as guides published by the American Council on Education).
3. Challenging a course (enroll in a course and make arrangements with the instructor to take a test demonstrating your knowledge of the course content).
4. Articulation agreements with local high schools (high school courses OJC has agreed to accept for college credit).
5. Portfolio (evaluation of work experience or knowledge).

Credit awarded through the prior learning process appears on the OJC transcript after students have been enrolled for one semester; only then can it count toward an OJC degree. Such credits can be used for graduation at OJC. However, students should contact the institution to which they ultimately plan to transfer to determine if this institution will also accept credits awarded for prior learning.

Registration

After advisement and selection of classes, the next step is to register. This simply involves submitting an approved registration form for input into the records system. This step can be completed in the Student Services Center during the registration period which begins several months before the new semester. Students can also register during the first week of classes of the new semester; however, class selection is limited at that time.

Residency Classification - For tuition purposes, students must be classified as either in-state or out-of-state when they are admitted. Classification for tuition purposes at state-supported colleges and universities is governed by Colorado statute. Before being entitled to in-state tuition, students must have been domiciled in Colorado and fulfilled specific citizen responsibilities for one full calendar year prior to registration. Residents of Alaska, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Wyoming, Arizona and Washington qualify for a special tuition rate. States available for this rate may change each year. Check with the Vice President for Student Services for a current listing of states participating in the program. Contact the Student Services Center at 719-384-6831 for additional information.

Students classified "nonresident" pay a higher tuition charge than those classified "resident." However, students classified as nonresidents who believe that they can qualify as residents may obtain a petition for In-State Tuition Classification and a copy of the Colorado statute from the Student Services Center. Students must submit the petition plus required supporting documents to the Student Services Center by the first day of classes for the term they wish to be considered for in-state status. Be aware that turning in a petition does not guarantee that residency status will be changed. If the petition is denied and students do not drop classes by the deadline, they must still pay the tuition and fees charged for nonresidents.

To challenge the ruling on the petition, students may appeal to the Tuition Classification Review Committee. The Student Services Center staff has details.

Course Load - The average course load for students is 15 semester hours. To be considered full-time, students must be enrolled in a minimum of 12 semester hours. Students will not be allowed to take in excess of 19 semester hours unless they obtain permission or the curriculum chosen requires more hours. Students may be advised to take fewer hours than a curriculum requires which could extend the number of semesters of attendance. Permission to take more than the maximum 18 semester hours allowed must be obtained from the Vice President of Student Services.

Active Duty Military - Active-duty military personnel (and their dependents) whose permanent change of duty station is Colorado may qualify to pay in-state tuition by submitting written certification through their assigned base/post Education Services Office.

Other Information

Classification of Students - Students are classified according to the number of credit hours completed. Freshmen are those who have completed from 0-29 credit hours; sophomores are students who have completed 30 or more credit hours. Students who carry a class load of less than 12 semester hours are classified as part-time.

Adding/Dropping Classes - After the first five days of classes, all courses added must be approved by the instructor of each course added. Students may officially drop classes during the first 12 class days of the term. Failure to officially drop by the deadline does not negate any financial obligation. Students wishing to drop or add a course or withdraw from college must secure necessary forms from the Student Services Center.

Administrative Withdrawals - The college reserves the right to withdraw students from classes at any time during any given semester. Generally, these withdrawals are initiated as a result of non-attendance of classes, non-payment of tuition, or disciplinary problems. Such withdrawals do not negate any financial obligation on the part of the student.

Withdrawal from College - If students quit a course any time after the 12th class day until the end of the 10th week of the semester, the grade of "W" will be recorded on the student's permanent record. A student who withdraws from the college before the end of the semester must obtain a withdrawal form from the Student Services Center. Leaving school before financial obligations are cleared will cause the withholding of all credit earned at the college. Students attending college under the G.I. Bill are required to notify the Veteran's Administration whenever there is a change in training status.

Repetition of Courses - Students may repeat any course at OJC. Duplicate credit will not be granted; only the grades and quality points earned when the course is repeated will be counted in the cumulative grade point average. Although repeating a course helps a grade point average, some four year colleges average all courses attempted whether courses have been repeated or not. It is the responsibility of students to advise the Student Services Center in writing when a course is repeated.

Records and Transcript of Credits - All grades reported to the Student Services Center by instructors are entered upon permanent records. These grades will be changed only in the case of a grading or reporting error by the instructor. Grades and transcripts may be withheld in cases where the student has an indebtedness to the college. To protect the confidentiality of records, no transcript will be released without students' written request. One week is customary for the processing and mailing of all transcript requests. The educational record maintained in the Student Services Center usually contains the courses completed and grades earned, admissions application, previous educational record (high school or college transcript), health form, and an A.C.T. and/or S.A.T. score report if submitted.

Public Information and Student Record Security

Under the Family Educational Rights and Privacy Act of 1974, the information in student files may only be released under specific conditions. Current or former students of Otero Junior College have complete access to their records and may view them upon request at the Student Services Center. If records contain errors, appeals in writing must be submitted to the Vice President of Student Services.

The following are considered public information and may appear in college directories, publications, and news releases, or be disclosed to anyone inquiring:

- name, address
- phone number
- date/place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of athletic team members
- dates of attendance
- degrees and awards received

Students may withhold disclosure of public information by filing a written request with the Student Services Center. All other information in student records is considered private and not open to the public without written student consent. Only the following individuals, because of their official function, have access to this information: Otero Junior College officials; state or federal education authorities; officials evaluating application for financial aid; state and local officials requesting reporting data; organizations conducting studies for educational institutions or agencies; accrediting organizations; parents of dependent students (proof of dependency required); and Veterans Administration staff. In case of judicial orders or emergencies in which information is needed to protect student safety, health or welfare or that of others, OJC may also release information without consent.

Counseling and Guidance

Selected faculty members serve as advisors for course and curriculum planning. Counselors serve as advisors to undecided students and those with academic problems. Problems concerning course load or proper choice of course should be discussed with the assigned advisor.

Services such as personal counseling, interest and ability testing, vocational counseling, and prior learning tests (CLEP, DAN TES) are available.

Guaranteed Transfer Courses and the New 60 + 60

For the AA/AS degree, the new State Guaranteed General Education Transfer Courses and the new Colorado Community College General Education Requirements have been incorporated into the degree.

Completion of the AA/AS degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree with an additional 60 credits taken at the 4-year institution.

NOTE: This guarantee excludes majors in Education, Business, Engineering or Nursing. See your Community College Advisor for these degrees.

The Colorado Community College system has a communication requirement of either SPE 115 or SPE 125.

Students should understand that a "D" grade may fulfill OJC's graduation requirements as an academic elective, but will negate the guarantee of the 60 + 60 transfer degree. Students should also understand that any Credit for Prior Learning, Advanced Placement, correspondence courses, CLEP, any credits transferred in from another college, or tested only courses, may not apply to the guaranteed 60 + 60 transfer degree.

Grading and Scholastic Standards

Marking and Grade Points - Academic standing is indicated by letter grades which have the following interpretation:

- A - Excellent (4 quality points per semester hour)
- B - Good (3 quality points per semester hour)
- C - Average (2 quality points per semester hour)
- D - Poor (1 quality point per semester hour)
- F - Failure (0 quality point per semester hour)
- I - Incomplete
- IP - In Progress
- S - Satisfactory
- U - Unsatisfactory
- W - Withdrawal
- Z - Grade unknown or not reported

Only A's, B's, C's, D's, and F's are used to calculate grade-point averages.

Grading and Scholastic Standards - continued

Grade Reports - Final grades are mailed to permanent addresses about a week after classes end.

Auditing Courses - Students must elect to audit a course within the first 12 class days of a term. Instructors must be notified of the intent to audit within this time limit, and this is indicated on the official class roster. Once a final grade of "Au" is officially reported by the instructor, the grade cannot be changed. Tuition for auditing is the same as those courses for college credit.

Incomplete and In Progress Grades - Incomplete ("I") and In Progress ("IP") grades must be completed the semester immediately following the term the "I" or "IP" was assigned, excluding summer term. "I" and "IP" grades not completed the following term will be converted to "F's".

President's List - Students enrolled in 12 or more semester graded credit hours and earn a 4.0 grade point average are eligible for the President's List. Students who receive a grade of F, I, IP, or U will be ineligible for the President's List.

Vice President's List - Students enrolled in 12 or more semester graded credit hours and earn between a 3.50 and 3.99 grade point average are eligible for the Vice President's List. Students who receive a grade of F, I, IP, or U will be ineligible for the Vice President's List.

Part-Time Students Honors List - Students enrolled in six to eleven semester graded credit hours and earn a 3.50 to 4.00 grade point average are eligible for the Part-Time Students Honors List. Students who receive a grade of F, I, IP, or U will be ineligible for the Part-Time Students Honors List.

Permanent Record (Transcript) - All grades submitted to the records office by the instructor are entered upon permanent student records and will only be changed in case of an instructor reporting an error.

Academic Progress Policy - Students who earn less than a 2.00 GPA at the end of any semester of enrollment will be issued an "academic warning." If students earn less than a 2.00 GPA at the end of the ensuing semester, they will be placed on "academic probation" the next semester of enrollment. Students on academic probation must earn a GPA of at least a 2.00 by the end of the semester of probation or be placed on "academic suspension" for the following semester. While academically suspended, students cannot enroll at Otero Junior College.

Once removed from academic suspension, the student can enroll at Otero Junior College, but must earn a GPA of at least 2.00 at the end of the semester; otherwise, the student will be placed on academic suspension, in this case for one academic year.

Any student who has been placed on academic suspension may appeal to the Vice President of Student Services. An appeal must be submitted in writing not later than one week prior to the first day of classes of the semester for which the student wishes to enroll.

Graduation

Degree - Associate of Arts - The A.A. degree is awarded to students choosing to satisfy the general education requirements outlined in the Degree Programs section of this catalog and plan to transfer into a four year institution.

Degree - Associate of Science - The A.S. degree is awarded when students satisfy the general education requirements outlined in the Degree Programs section of this catalog and plan to transfer into a four year institution.

Degree - Associate of General Studies - The A.G.S. degree is awarded to students choosing to satisfy the degree requirements outlined in the Degree Programs section of this catalog.

Degree - Associate of Applied Science - The A.A.S. degree is awarded to students choosing a two-year occupational program designed for immediate employment.

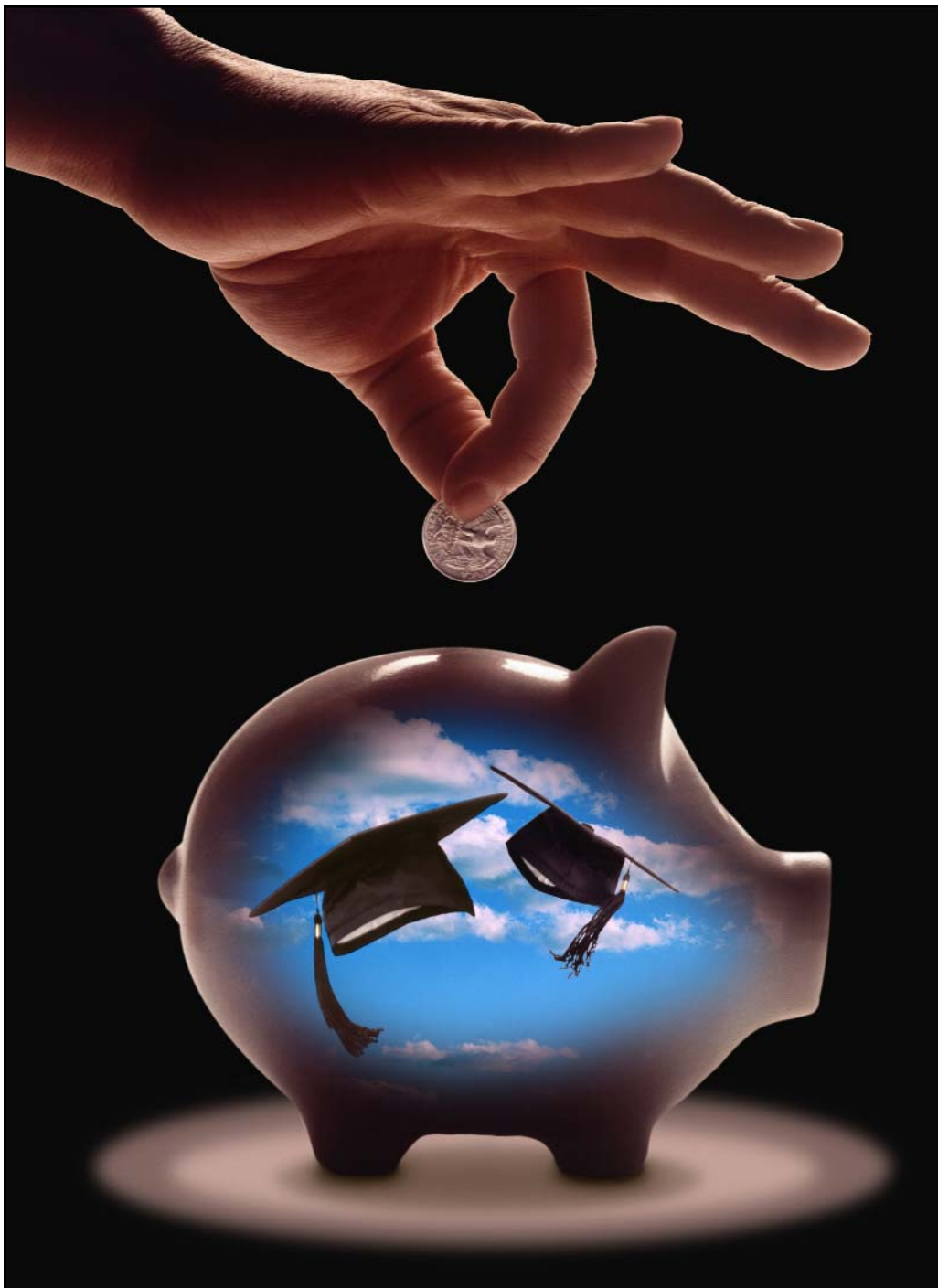
Certificates - Several programs are offered that can be completed from one semester to two years. Students satisfactorily completing requirements in these programs receive certificates.

How to Apply for Graduation - During the semester immediately preceding program completion, an Application for Graduation must be filed with the Student Services Center. Students are responsible for submitting this application by the end of the first week of Spring semester. Students who apply after this date will be charged \$50.00. Prospective graduates must also pay the cap, gown, and diploma fee no later than March 1.

Commencement - Graduation occurs immediately after the end of classes for spring semester. There is no fall graduation ceremony. Students meeting graduation requirements during any other semester of the academic year may participate in the commencement exercises or graduate in absentia. Students must be enrolled in Otero Junior College classes for the semester in which they intend to graduate.

All spring semester degree students are required to attend commencement exercises following spring semester. Persons unable to attend the Commencement exercises must obtain permission from the VP of Student Services.

Graduation With Honors - Students graduating with honors must have at least 30 credit hours at OJC. Only credits earned at OJC will be used for calculating academic honors. Students must be enrolled in an associate degree program to qualify for honors. Students with 4.00 grade point averages are graduated SUMMA CUM LAUDE. Students are graduated MAGNA CUM LAUDE if they have maintained a grade point average of 3.75 to 3.99 and CUM LAUDE with a grade point average of 3.50 to 3.74.



Financial Aid



STUDENT FINANCIAL AID PROGRAM ---

Low tuition and fee rates and the absence of most residential fees keep the cost of attending Otero to a minimum. Nevertheless, Otero does operate an extensive financial aid program for students who find it impossible or difficult to enter or remain in college without some type of financial assistance.

Financial Aid is awarded to students on the basis of need. In determining need in a consistent way for all aid candidates, Otero Junior College requires all students and/or parents to submit the Free Application for Federal Student Aid. The Free Application for Federal Student Aid and information about financial aid may be obtained from the high school guidance counselors or from the OJC Director of Financial Aid at 719-384-6834.

Types of Financial Aid Available

Scholarships:

- Colorado Scholarship Program
- Governor's Opportunity Scholarship (GOS)
- Private Donor Scholarships

Grants:

- Federal Pell Grants
- Colorado Student Grants
- Federal Supplemental Education Opportunity Grants
- State Student Incentive Grants

Loans:

- Federal Stafford Student Loans (Subsidized and Unsubsidized)
- Federal PLUS Loans (parents)

Employment Opportunities:

- College Work/Study Programs

Award Descriptions

Colorado Scholars Program - Scholarships of tuition are available to Colorado residents who have a cumulative high school grade point average 3.00 or better, or rank in the top 1/3 of their graduating class, and enroll full-time at OJC the fall semester after graduating from high school. These renewable scholarships are also available to OJC sophomore students who have a 3.00 cumulative GPA.

Applications must be received by the Director of Financial Aid by April 15th. Awards are made depending upon the availability of funds. (Funds from the Colorado Scholars Program are not available for the summer term.)

Governor's Opportunity Scholarship - This program is an effort to expand opportunities to students who have not previously attended college. This scholarship is limited to Colorado resident students who are enrolled full-time and meet eligibility requirements. For more information, please contact the financial aid office.

Private Donor Scholarships - The Director of Student Financial Aid administers a number of scholarships established by individuals and organizations interested in the welfare of OJC and its students. Eligibility for these awards varies according to the donor's wishes. Information concerning these awards is available from the Director of Student Financial Aid.

Federal Pell Grant - These grants are designed to provide financial assistance to those who need it to attend post-high school educational institutions. The maximum award for the 2004-2005 academic year was \$4,050. Amount of the award is set each year by the U.S. Department of Education. Grants may be awarded to full-time and part-time students who are U.S. citizens, meet other federal mandated guidelines and are making satisfactory academic progress.

Federal Supplementary Education Opportunity Grants - One year grants-in-aid, valued at \$100 to \$4,000 depending on the extent of documented need, are designed to assist students of exceptional financial need, who, for the lack of financial means of their own or of their families, would be unable to attend college. The Federal Supplemental Education Opportunity Grant may be renewed annually upon application, providing the recipient continues to meet eligibility requirements.

Colorado State Grant - The Colorado student program is designed to assist needy students with educational expenses. To qualify, students must be residents of the State of Colorado and must demonstrate and document financial need. Colorado Student Grants to out-of-state students are not available.

Colorado Leveraging Educational Assistance Program - These incentive grants are available to eligible students with substantial financial need, enabling them to attend institutions of higher education. Eligible students must be a Colorado resident and enrolled on at least a half-time basis. Students must be an undergraduate and not have earned their first baccalaureate or professional degree.

Federal Stafford Student Loans (Subsidized and Unsubsidized) - The Federal Stafford Loan Program is a federal loan program administered by the Colorado Student Loan Program (CSLP). CSLP is not a lender; it does not make loans to students. Rather, it guarantees their loans that are made by regular lending institutions such as banks, savings and loan associations, and credit unions. Students who are accepted for enrollment, or are enrolled in good standing and making satisfactory progress in an approved educational institution, and who are pursuing a prescribed course of study are considered eligible. The maximum loan under the Federal Stafford Loan Program is \$2,625 per year for freshmen and \$3,500 per year for sophomores.

Federal Stafford Student Loans (Subsidized and Unsubsidized)

Students classified as independent for financial aid purposes may qualify for up to an additional \$4000 unsubsidized loan per year. Students may obtain an application from a participating lending institution or the Financial Aid office. After completing Part A of the application, students take it to the school's Financial Aid Administrator for certification. Students need to make application for financial assistance in order for the school to determine the type of Stafford Loan for which they may be qualified. Once the loan application has been certified to the lender, the lender then sends the application to CSLP for guarantee of the loan. Although there are other re-payment options available, most students repay in monthly installments. The first monthly payment is due on the first day of the seventh month after the student leaves school.

College Work/Study Employment -The college work/study program (Federal and State) is designed to provide financial assistance in the form of part-time employment for students in need of such assistance to begin or continue their college education. Employment under this program is authorized for any student who shows need for assistance and is enrolled at least half-time. Students from low income families are given first priority for available funds. Students employed under the work/study program are limited to a maximum of 15 hours per week during the regular academic year but may be authorized to work up to 35 hours per week during the summer and other vacation periods. Students employed under work/study are paid at the applicable minimum wage rate.

Part-time Student Financial Aid - Part-time students who are enrolled for a minimum of three (3) credits are eligible to be considered for financial aid. Contact the Student Services Center for details.

Otero Junior College Sponsored Scholarships and Grants

Cecil Colley Scholarship

Earl J. Conley Memorial Scholarship

Eleanor Colvin Law Academy Scholarship

Jose "Chinky" Gonzales Memorial Scholarship

Otero Arts Festival Scholarship

Otero Junior College Math, Science, and Technology Scholarship

Otero Junior College Academic Scholarship

Otero Junior College Sophomore Scholarship

Otero Junior College Part-time Student Incentive Grant

Tom Piquette Memorial Scholarship

Community Sponsored Scholarships and Grants

Scholarships and Grants - Through the cooperation of certain area civic, fraternal and service clubs, as well as through the generosity of public spirited citizens, a number of scholarships are available each year. Many of these scholarships are for graduates of specific high schools. Students interested in the private donor scholarships should contact the individual organization or the OJC Financial Aid Director regarding awards available and eligibility requirements.

Knights of Columbus Scholarship

La Junta Elks Club Scholarship

La Junta Lions Club Scholarship

La Junta Rotary Club Scholarship

Las Animas Lions Club Scholarship

Rocky Ford Lions Club Scholarship

Rocky Ford Rotary Club Scholarship

Southeast Colorado Power Association Scholarship

Financial Aid Application Procedures

All students applying for financial assistance must complete the Free Application for Federal Student Aid. Applicants for financial assistance are not considered until they have completed all admission requirements and have been issued an official notice of admission to the college.

While there is no absolute deadline date for submitting applications for financial assistance, students are advised that funds are limited. Consequently, students who are seeking financial assistance are urged to submit their completed applications well in advance of the anticipated semester of registration.

Requests for additional information can be obtained by writing to the Director of Financial Aid, Otero Junior College, 1802 Colorado Avenue, La Junta, CO 81050 or by calling 719-384-6834.

Part-Time Work

About one-third of the students enrolled at Otero Junior College work part-time in the community to help pay their expenses. A limited number of jobs are available on the campus.

Veterans

Otero Junior College is approved for veteran training and works with the Veterans Administration and the Colorado Department of Veterans Affairs to help student veterans who enroll at the college. Veterans need to submit all records of previous education and training to the Student Services Center within one semester of enrollment or risk losing educational benefits.



Student Activities & Organizations



Otero
Junior College

STUDENT ACTIVITIES AND ORGANIZATIONS ---

Otero Junior College has a full calendar of social activities extending throughout the year. These activities are varied to meet the needs of student interests. Some of the outstanding activities of the year are the all-school mixers. Community concerts and special events are additional activities for students.

Assemblies and Convocations

A committee composed of students and faculty is responsible for planning college assemblies. Programs are varied and include outside speakers delivering cultural and other informative programs.

Intercollegiate Athletics

Otero Junior College is a member of the National Junior College Athletic Association. The college competes with Region IX members of the association plus at the junior varsity level with a number of area four-year colleges and universities. Specific sports at the intercollegiate level include baseball and basketball for men; basketball, softball, and volleyball for women; and golf for men and women.

Student Government

Associated Student Government - The student body of Otero Junior College is represented by an Associated Student Government (ASG), presided over by the student body president. The ASG considers and makes recommendations regarding student affairs and the disbursement of student activity fees. The ASG is responsible for working with the Director of the Student Center and/or those others responsible for the supervision of activities in coordinating and promoting student activities. ASG promotes activities for the entire student body attending Otero Junior College.

The ASG membership is composed of the executive committee: president, vice-president, and secretary. There are five (5) elected or appointed senators from the freshman class and five (5) elected or appointed senators from the sophomore class. Representatives of all recognized organizations on campus are included.

Publications

The Rattler News - *The Rattler News* is the official campus newsletter. The newsletter is produced by the Marketing Department. Produced quarterly, it attempts to present all the news and activities that is of interest to the campus community. The newsletter is distributed free to all students and staff.

Chinook - *Chinook* is a publication of writing and art. OJC students, faculty, staff, and community members can contribute original art, poetry, and prose ranging from personal essays to short stories. The magazine is compiled, coordinated, laid out, and printed under the direction of an appointed student editor. *Chinook* is published during spring semester.

The Rattler Rumor - *The Rattler Rumor*, a weekly publication of the Student Services Office, is posted throughout the campus to keep students and staff informed of activities, meetings, and special events.

Student Organizations

International Relations Organization - The International Relations Organization members -- students, faculty and community members -- are interested in promoting intercultural exchanges between Americans and international students and visitors. The group works closely with the advisor to coordinate a number of intercultural activities on campus and throughout the area. Funds raised from those events go toward the OJC International Students Scholarship Fund. Involvement in campus life and personal enrichment through culturally diverse opportunities are two of the major goals for members.

Wunsch Hall Club - The Wunsch Hall Club works to provide activities for dorm residents and to create a more livable and enjoyable atmosphere while students are attending Otero Junior College.

Otero Players - Students with a desire to participate in stage productions are welcome to join the Otero Players. All participants gain experience in performance and aspects of technical production. Emphasis is placed on presenting a varied program of drama, music, and dance to the campus and community.

Student Nurses' Association - This organization acquaints the student nurse to the professional responsibilities of nursing, providing opportunities for leadership, and growth through collegial relationships. Membership is open to all students admitted to the nursing program.

Non-Traditional Students Organization - The Non-Traditional Students Organization's mission is to encourage, support, and respond to the unique needs and responsibilities of all non-traditional students contributing to the successful completion of their educational goals. Membership is open to any non-traditional student (i.e. returning, married, parenting, career change, and transitional).

Phi Theta Kappa - Phi Theta Kappa is a national honor society of two-year colleges. The OJC Delta Rho chapter offers qualified students support from fellow scholars of all ages, ethnic backgrounds, economic levels and fields of study who share a variety of interests and ideas. To be eligible for membership, a student must be enrolled at OJC, must have attained full-time status, must have completed at least 12 semester hours of course work leading to a recognized transfer degree, have a cumulative GPA of 3.00, and have earned a minimum of a 3.20 GPA for the previous semester.

Campus Crusade for Christ - The Campus Crusade for Christ is a non-denominational organization which provides an opportunity for fellowship, Bible studies, and prayer. This organization meets generally once each week during fall and spring semesters.

Ecology Club - The purpose of the Ecology Club is the promotion of general awareness of OJC students for ecological and environmental issues. These issues include, resource conservation and recovery (recycling), endangered species advocacy, waste management and waste minimization, land, air and water pollution awareness, natural and non-renewable energy resource conservation.

Alpine Club - The Alpine Club is dedicated to exposing students to the joys of outdoor recreation in the wild lands of Colorado. Members participate in activities such as rock climbing, hiking, backpacking, skiing and biking. Membership is open to all interested students. No prior outdoor recreation experience is necessary.

Chess Club - The intentions of the Chess Club are to promote chess playing, learn and teach chess strategy and organize chess tournaments.

Math Club - The purpose of the Math Club is to promote interest in the science and philosophy of mathematics and to provide information and guidance to students who plan to pursue a professional degree in mathematics or engineering.

Other Organizations are started every year as interest develops. Students should work through the Associated Student Government and sponsors of existing organizations and clubs to organize and develop new organizations.

Degree Programs



Otero
Junior College

DEGREE PROGRAMS

Guidelines

Students are allowed some flexibility in planning the courses to be taken at Otero Junior College. A student's vocational and academic educational objectives require careful planning. Students who change majors may take longer to graduate or may transfer with a loss of credit. The following degree programs can be completed in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

Associate Degree 2-Year

Associate of Applied Science Degree

Associate of General Studies Degree

***Associate Degree 4-Year Alignment**

Associate of Arts Degree

Associate of Science Degree

**Students who intend to earn a baccalaureate degree should plan their course work to meet the requirements of the Associate of Arts Degree and the Associate of Science Degree. Planning should include the general education requirements, courses in major and minor fields, and electives to best prepare the student for continued study at a selected 4-year college or university.*

General Education

In establishing general education requirements, it is the goal of Otero Junior College to assist students in gaining a more meaningful and productive awareness of the world and themselves. In addition, it is anticipated that this assistance will instill a desire in the student to broaden knowledge regardless of plans to continue formal education.

The objectives for general education are:

To develop ability in the skills of communication-reading, writing, listening and speaking.

To introduce the student to certain fundamental knowledge useful to a better understanding of the world.

To provide an acquaintance with the major areas of knowledge and an awareness of their interrelatedness.

To assist the student to better understand the relationship to other persons and the interdependence of all people in a modern world.

General Information on Transfer of Credits

Students preparing themselves in any of the fields under the Associate of Arts or Associate of Science Degree curricula are generally interested in transferring to a four-year institution. Otero Junior College staff can make transfer as smooth as possible. If students will keep in mind some general observations concerning transfer, it will assist in planning a good curriculum. These general observations are:

1. Two general patterns of transfer exist.
 - a. Those colleges and universities that accept the Associate of Arts or Associate of Science degrees, grant junior standing, waive general education requirements and require the student to fulfill course requirements for a major and minor(s).
 - b. Those colleges that evaluate all courses individually and apply them toward meeting general education and major/minor requirements.
This type of institution may work out contract agreements with Otero and list courses to be taken before transfer, may require graduation, and also may require a grade point average above the minimum. When all of the stipulations of the contract are met, the student will be accepted and all of the courses stipulated will transfer.
2. Students who have graduated from a junior college have fewer transfer difficulties than do students who transfer without graduating.
3. Students can usually transfer a minimum of 60 semester hours of junior college credit or one-half of the degree requirements, whichever is greater.
4. Institutions may transfer only those courses for which they have equivalent offerings.
5. A change of major may extend the time required to complete a degree.
6. Credits that are transferred are generally evaluated in the following order.
 - a. General Education requirements.
 - b. Major and minor courses.
 - c. Elective credits.
7. Note: Credits that carry a "D" grade may be counted toward graduation at OJC; however, they may not transfer to another school. A "D" negates the guarantee of the 60+60 transfer degree.

Transfer of Associate of Arts and Associate of Science Degrees

Colorado public four-year higher education institutions will honor the transfer of an Associate of Arts (A.A.) degree and the Associate of Science (A.S.) degree earned at a Colorado public institution that offer A.A. or A.S. degrees. A student who earns an A.A. or A.S. degree at a Colorado public 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. Since 1988 Colorado has had an operating two-plus-two transfer agreement that ensures a student who completes an A.A. or A.S. degree with a grade of "C" or better in all courses, will have junior standing at the receiving institution i.e., transfer 60 credit hours. Because most liberal arts and sciences degrees are designed to be completed in 120 credit hours, a transfer student may 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. That is, the state guaranteed general education may be applied to the general education graduation requirement or the graduation requirements of the declared major, whichever is in the student's best interest. Effective fall 2003, 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 11 courses or 38 to 39 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.

Associate of Arts Degree Program

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of Arts Degree. The Associate of Arts Degree program is normally utilized by those students planning to transfer to a four-year institution at the completion of two years at Otero Junior College in order to complete their Bachelor of Arts Degree.

Minimum Competency Standards for Program Admission:

Students desiring to enroll in the Associate of Science degree program must meet or exceed the following entrance examination scores:

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a higher rate of academic success.

Colorado law now mandates that students who do not have the minimum test scores must complete the required remedial coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test.

The listing of a course or program in this or any other college publication does not constitute a guarantee, or contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made.

GENERAL EDUCATION CORE -Associate of Arts

Communications: 9 credits

ENG 121 English Composition I	(GT-CO1)	3
ENG 122 English Composition II	(GT-CO2)	3
(Community College Requirement)		
SPE 115 Principles of Speech Communication	or	3
SPE 125 Interpersonal Communication		3

Arts & Humanities: 9 credits: Select 3 courses with no more than 2 courses from any one category.

Category One:	**ART 110 Art Appreciation	(GT-AH1)	3
<u>Arts and Humanities</u>	ART 111 Art History I	(GT-AH1)	3
	ART 112 Art History II	(GT-AH1)	3
	**HUM 121 Survey of Humanities I	(GT-AH1)	3
	**HUM 122 Survey of Humanities II	(GT-AH1)	3
	**HUM 123 Survey of Humanities III	(GT-AH1)	3
	MUS 120 Music Appreciation	(GT-AH1)	3
	MUS 121 Intro to Music History I	(GT-AH1)	3
	MUS 122 Intro to Music History II	(GT-AH1)	3
	THE 105 Intro to Theatre Arts	(GT-AH1)	3
	THE 211 Development of Theatre I	(GT-AH1)	3
	THE 212 Development of Theatre II	(GT-AH1)	3
Category Two:	LIT 115 Intro to Literature	(GT-AH2)	3
<u>Literature</u>	LIT 201 Masterpieces of Literature I	(GT-AH2)	3
	LIT 202 Masterpieces of Literature II	(GT-AH2)	3
Category Three:	PHI 111 Introduction to Philosophy	(GT-AH3)	3
<u>Ways of Thinking</u>	PHI 112 Ethics	(GT-AH3)	3
	**PHI 113 Logic	(GT-AH3)	3

Mathematics: 3 credits minimum

MAT 120 Mathematics for Liberal Arts	(GT-MA1)	4
MAT 121 College Algebra	(GT-MA1)	4
MAT 125 Survey of Calculus	(GT-MA1)	4
MAT 135 Intro to Statistics	(GT-MA1)	3
MAT 201 Calculus I	(GT-MA1)	5
MAT 202 Calculus II	(GT-MA1)	5

Social & Behavioral Sciences 9 credits: Select 3 courses, 1 of which must be history, with no more than 2 courses from any one category.

Category One:	HIS 101 History of Western Civilization I:	(GT-HI1)	3
<u>History</u>	HIS 102 History of Western Civilization II:	(GT-HI1)	3
	HIS 201 U.S. History I	(GT-HI1)	3
	HIS 202 U.S. History II	(GT-HI1)	3

**Beginning Spring Semester 2004

GENERAL EDUCATION CORE - Associate of Arts - continued

Category Two:	ANT 101	Cultural Anthropology	(GT-SS3)	3
<u>Human Behavior</u>	ANT 111	Physical Anthropology	(GT-SS3)	3
<u>Social Science</u>	**PSY 101	General Psychology I	(GT-SS3)	3
<u>Economics</u>	PSY 102	General Psychology II	(GT-SS3)	3
	**SOC 101	Introduction to Sociology I	(GT-SS3)	3
	**SOC 102	Introduction to Sociology II	(GT-SS3)	3
	**ECO 201	Principles of Macro-Economics	(GT-SS1)	3
	**ECO 202	Principles of Micro-Economics	(GT-SS1)	3
Category Three:	GEO 105	World Geography	(GT-SS2)	3
<u>Geography</u>				
Category Four:	POS 105	Intro to Political Science	(GT-SS1)	3
<u>Political Science</u>	**POS 111	American Government	(GT-SS1)	3

Physical and Life **8 credits:** Select 2 courses (credits over 8 will be applied to the electives category)

Sciences:

AST 101	Astronomy I	(GT-SC1)	4
AST 102	Astronomy II	(GT-SC1)	4
**BIO 105	Science of Biology	(GT-SC1)	4
BIO 111	General College Biology I w/lab	(GT-SC1)	5
BIO 112	General College Biology II w/lab	(GT-SC1)	5
CHE 101	Intro to Chemistry I w/lab	(GT-SC1)	5
CHE 102	Intro to Chemistry II w/lab	(GT-SC1)	5
CHE 111	Gen. College Chemistry I w/lab	(GT-SC1)	5
CHE 112	Gen. College Chemistry II w/lab	(GT-SC1)	5
GEY 111	Physical Geology	(GT-SC1)	4
GEY 121	Historical Geology	(GT-SC1)	4
PHY 111	Physics: Algebra Based I w/lab	(GT-SC1)	5
PHY 112	Physics: Algebra Based II w/lab	(GT-SC1)	5
PHY 211	Physics: Calculus Based I w/lab	(GT-SC1)	5
PHY 212	Physics: Calculus Based II w/lab	(GT-SC1)	5

<u>General Education Core</u>	38 Credits
<u>Electives</u>	22 Credits selected from the AA/AS Approved Course List
<u>Total</u>	60 Credits

*The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits.

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing

**Beginning Spring Semester 2004

GENERAL EDUCATION CORE - Associate of Arts - continued

Academic and Related Requirements

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 16 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester hours as outlined in the above Course Requirements for the Associate of Arts Degree.
- D. Complete with a grade of "C" or higher all required courses (38/39 semester credit hours) that are to be counted towards the general education core curriculum.

- E. Complete the Application for Graduation form by the end of the first week of Spring Semester and pay for Cap, Gown, and Diploma by March 1.
- F. Be enrolled in Otero Junior College classes for semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

Graduation Restrictions

- A. May not use Basic Skills courses (those numbered below the general education core curriculum) toward the degree program.
- B. May not be granted more than one academic degree in the same semester.
- C. May not apply occupational/technical/vocational courses toward the degree program other than those specified above.
- D. May not apply occupational/technical/vocational courses toward the degree program other than those specified above.

Associate of Science Degree Program

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of Science Degree. The Associate of Science Degree program is normally utilized by those students planning to transfer to a four-year institution at the completion of two years at Otero Junior College in order to complete their Bachelor of Science Degree.

Minimum Competency Standards for Program Admission:

Students desiring to enroll in the Associate of Science degree program must meet or exceed the following entrance examination scores:

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a higher rate of academic success.

Colorado law now mandates that students who do not have the minimum test scores must complete the required remedial coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test.

The listing of a course or program in this or any other college publication does not constitute a guarantee, nor contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort will be made to inform students of such changes and/or cancellations.

GENERAL EDUCATION CORE -Associate of Science

Communications: 9 credits

ENG 121 English Composition I	(GT-CO1)	3
ENG 122 English Composition II	(GT-CO2)	3
(Community College Requirement)		
SPE 115 Principles of Speech Communication	or	3
SPE 125 Interpersonal Communication		3

Arts & Humanities: 9 credits: Select 3 courses with no more than 2 courses from any one category.

Category One:	**ART 110 Art Appreciation	(GT-AH1)	3
Arts and Humanities	ART 111 Art History I	(GT-AH1)	3
	ART 112 Art History II	(GT-AH1)	3
	**HUM 121 Survey of Humanities I	(GT-AH1)	3
	**HUM 122 Survey of Humanities II	(GT-AH1)	3
	**HUM 123 Survey of Humanities III	(GT-AH1)	3
	MUS 120 Music Appreciation	(GT-AH1)	3
	MUS 121 Intro to Music History I	(GT-AH1)	3
	MUS 122 Intro to Music History II	(GT-AH1)	3
	THE 105 Intro to Theatre Arts	(GT-AH1)	3
	THE 211 Development of Theatre I	(GT-AH1)	3
	THE 212 Development of Theatre II	(GT-AH1)	3

Category Two:	LIT 115 Intro to Literature	(GT-AH2)	3
Literature	LIT 201 Masterpieces of Literature I	(GT-AH2)	3
	LIT 202 Masterpieces of Literature II	(GT-AH2)	3

Category Three:	PHI 111 Introduction to Philosophy	(GT-AH3)	3
Ways of Thinking	PHI 112 Ethics	(GT-AH3)	3
	**PHI 113 Logic	(GT-AH3)	3

Mathematics: 4 credits minimum

MAT 121 College Algebra	(GT-MA1)	4
MAT 125 Survey of Calculus	(GT-MA1)	4
MAT 201 Calculus I	(GT-MA1)	5
MAT 202 Calculus II	(GT-MA1)	5

Social & Behavioral Sciences 9 credits: Select 3 courses, 1 of which must be history, with no more than 2 courses from any one category.

Category One:	HIS 101 History of Western Civilization I:	(GT-HI1)	3
History	HIS 102 History of Western Civilization II:	(GT-HI1)	3
	HIS 201 U.S. History I	(GT-HI1)	3
	HIS 202 U.S. History II	(GT-HI1)	3

**Beginning Spring Semester 2004

GENERAL EDUCATION CORE - Associate of Science - continued

Category Two:	ANT 101	Cultural Anthropology	(GT-SS3)	3
<u>Human Behavior</u>	ANT 111	Physical Anthropology	(GT-SS3)	3
<u>Social Science</u>	**PSY 101	General Psychology I	(GT-SS3)	3
<u>Economics</u>	PSY 102	General Psychology II	(GT-SS3)	3
	**SOC 101	Introduction to Sociology I	(GT-SS3)	3
	**SOC 102	Introduction to Sociology II	(GT-SS3)	3
	**ECO 201	Principles of Macro-Economics	(GT-SS1)	3
	**ECO 202	Principles of Micro-Economics	(GT-SS1)	3

Category Three:	GEO 105	World Geography	(GT-SS2)	3
<u>Geography</u>				

Category Four:	POS 105	Intro to Political Science	(GT-SS1)	3
<u>Political Science</u>	**POS 111	American Government	(GT-SS1)	3

Physical and Life Sciences: 8 credits: Select 2 courses (credits over 8 will be applied to the electives category)

AST 101	Astronomy I	(GT-SC1)	4
AST 102	Astronomy II	(GT-SC1)	4
BIO 105	Science of Biology	(GT-SC1)	4
BIO 111	General College Bio. I w/lab	(GT-SC1)	5
BIO 112	General College Bio. II w/lab	(GT-SC1)	5
CHE 101	Intro to Chemistry I w/lab	(GT-SC1)	5
CHE 102	Intro to Chemistry II w/lab	(GT-SC1)	5
CHE 111	General College Chem. I w/lab	(GT-SC1)	5
CHE 112	General College Chem. II w/lab	(GT-SC1)	5
GEY 111	Physical Geology	(GT-SC1)	4
GEY 121	Historical Geology	(GT-SC1)	4
PHY 111	Physics:Algebra Based I w/lab	(GT-SC1)	5
PHY 112	Physics:Algebra Based II w/lab	(GT-SC1)	5
PHY 211	Physics:Calculus Based I w/lab	(GT-SC1)	5
PHY 212	Physics:Calculus Based II w/lab	(GT-SC1)	5

General Education Core	39 Credits
Electives	21 Credits selected from the AA/AS Approved Course List
Total	60 Credits

*The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits.

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing

**Beginning Spring Semester 2004

GENERAL EDUCATION CORE - Associate of Science - continued

Academic and Related Requirements

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 16 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester hours as outlined in the above Course Requirements for the Associate of Science Degree.
- D. Complete with a grade of "C" or higher all required courses (39 semester credit hours) that are to be counted towards the general education core curriculum.
- E. Complete the Application for Graduation form by the end of the first week of spring semester and pay for the Cap & Gown by March 1.
- F. Be enrolled in Otero Junior College classes the semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

4. Graduation Restrictions

- A. May not use Basic Skills courses (those numbered below the general education core curriculum) toward the degree program.
- B. May not apply occupational/technical/vocational courses toward the degree program other than those specified above.



Programs

The following program curricula are designed to prepare the student to transfer to a four-year college or university.

EMPHASIS AREAS

BEHAVIORAL SCIENCE

The Behavioral Science curriculum is focused upon the course work most typically followed by students interested in entering the Correctional Field in the State of Colorado.

This curriculum is designed to transfer to a four-year college or university, assisting the graduate to earn a Bachelor's degree which is normally a prerequisite for promotions within the Department of Corrections.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
ENG 121	English Composition I3	
PSY 101	General Psychology I3	
SOC 101	Introduction to Sociology I3	
	Laboratory Science4/5	
ENG 122	English Composition II3	3
MAT 135	Introduction to Statistics3	3
PSY 102	General Psychology II3	3
SOC 102	Introduction to Sociology II3	3
	Arts and Humanities Elective3	3

Sophomore Year

	Fall	Spring
CIS 115	Intro to Computer Information Systems3	
POS 111	American Government3	
CRJ 230	Criminology I3	
	Arts and Humanities Electives6	3
POS 125	American State & Local Governments3	3
PSY 239	Adolescent and Adult Development3	3
SPE 115	Public Speaking3	3
	Lab Science4	4

BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to provide students with a background of general education, a familiarity with basic principles of business, and a foundation for specializing in a selected field of business.

Specialization in a selected business area is done at the junior and senior level of college. Students are encouraged to pick their specialty area and their transfer school as early as possible. The prepared curriculum guide will be provided by the OJC advisor and should be followed for ease of transfer.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
ACC 121	Principles of Accounting I	4	
BUS 115	Introduction to Business	3	
MAT 121	College Algebra	4	
ENG 121	English Composition I	3	
ACC 122	Principles of Accounting II		4
ENG 122	English Composition II		3
MAT 125	Survey of Calculus		4
SPE 115	Public Speaking		3
HIS	Social Science Elective (History)		3

Sophomore Year

		Fall	Spring
BUS 216	Legal Environment of Business	3	
BUS 226	Business Statistics	3	
ECO 201	Principles of Macro Economics	3	
	Humanities Elective	3	
	Laboratory Science	4	
BUS 217	Business Communication & Report Writing . .		3
ECO 202	Principles of Micro Economics		3
	Humanities Elective		3
	Laboratory Science		4

CHEMISTRY

Students interested in chemistry or biochemistry would follow this recommended track. Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
CHE 111	General College Chemistry I	5	
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
	Social and Behavioral Sciences	3	3
CHE 112	General College Chemistry II		5
ENG 122	English Composition II		3
MAT 202	Calculus II		5
	Humanities		3

Sophomore Year

		Fall	Spring
CHE 211	Organic Chemistry I	5	
BIO 111	General College Biology I	5	
	Humanities	3	
	Social and Behavioral Sciences	3	
CHE 212	Organic Chemistry II		5
BIO 112	General College Biology II		5
	Humanities		3
SPE 115	Public Speaking		3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

ELEMENTARY EDUCATION

The following is a guideline for scheduling appropriate courses. Each baccalaureate granting institution in Colorado specifies the same 45 hour curriculum for Elementary Education. Students should contact their adviser for the appropriate curriculum for the remaining 15 hours.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
BIO 105	Science of Biology or		
BIO 111	General College Biology I	4-5	
ENG 121	English Composition I	3	
HIS 201	U.S. History I	3	
LIT 201 or 202	Masterpieces of Literature	3	
PSY 101	General Psychology I	3	
ENG 122	English Composition II		3
	Elective		3
GEO 105	World Regional Geography		3

Sophomore Year

		Fall	Spring
CHE 101	Introduction to Chemistry or		
PHY 105	Conceptual Physics or		
CHE 111	General College Chemistry I	5	
HUM 121	Survey of the Humanities I	3	
PSY 238	Child Development	3	
SPE 115	Public Speaking	3	
MAT 155	Mathematics for Elementary Teachers I		3
EDU 221	Introduction to Education		2
MAT 156	Mathematics for Elementary Teachers II		3
POS 111	American Government		3
	Elective		3
	Lab Science Elective		4

CIS 115 or CIS 118 highly recommended.

* Integrated Science: SCI 155 and SCI 156 to be required when developed, plus one additional lab science.

ENGLISH OR LITERATURE

Students interested in English or Literature are encouraged to take as many additional writing and literature or literature-related courses as schedules permit. These courses might include Interpersonal Communications, Group Dynamics, Oral Interpretation, and any Humanities and Theatre courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
ENG 121	English Composition I3	
LIT 115	Introduction to Literature3	
	Laboratory Science4/5	
	Social/Behavioral Science Requirements . . .3	6
ENG 122	English Composition II	3
LIT 255	Children's Literature	3
MAT 121/135	College Algebra or Introduction to Statistics . .	4/3
SPE 219	Group Dynamics	3

Sophomore Year

	Fall	Spring
ENG 221	Creative Writing Workshop3	
LIT 201	Masterpieces of Literature I3	
SPE 115	Public Speaking3	
	Laboratory Science4/5	6
ENG 222	Creative Writing Workshop	3
LIT 202	Masterpieces of Literature II	3
SPE 226	Oral Interpretation	3

HISTORY

The student interested in History would follow this recommended track.
 Students are responsible for selecting, registering, and completing 60 credits of required course work.

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I	3	
HIS 101	Western Civilization I	3	
	Laboratory Science	4/5	
	Humanities Requirements	6	3
ENG 122	English Composition II		3
GEO 105	Geography		3
HIS 102	Western Civilization II		3
MAT 121/135	College Algebra or Introduction to Statistics . .		4/3

		<i>Sophomore Year</i>	
		Fall	Spring
HIS 201	U.S. History I	3	
HIS 225	Colorado History	3	
POS 111	American Government	3	
SPE 115	Public Speaking	3	
	Laboratory Science	4/5	
	Electives		9
HIS 202	U.S. History II		3
POS 125	State and Local Governments		3

CIS 115 or CIS 118 are highly recommended.

LIBERAL ARTS

Liberal Arts is the program usually taken by students interested in a number of general academic transfer subjects. Some of the specific programs are described elsewhere in this catalog. Curriculum will vary with the area chosen and the institution from which the student plans to obtain a baccalaureate degree.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
	Mathematics Requirement	3	
ENG 121,122	English Composition I & II	3	3
	Social/Behavioral Science Requirements . . .		3
	Humanities Requirements		3
	Science Requirement		4
SPE 115	Public Speaking		3

Sophomore Year

	Fall	Spring
Major Electives	6	3
Electives	6	10
Laboratory Science	4	
Social/Behavioral Science Requirements		3

MATHEMATICS

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
	Laboratory Science	4/5	
	Social and Behavioral Sciences		3
ENG 122	English Composition II		3
MAT 202	Calculus II		5
	Laboratory Science		4/5

Sophomore Year

		Fall	Spring
MAT 255	Linear Algebra	3	
MAT 203	Calculus III	4	
	Humanities	3	
	Social and Behavioral Sciences	3	
MAT 135	Introduction to Statistics		3
MAT 265	Differential Equations		3
SPE 115	Public Speaking		3
	Humanities Elective		6

POLITICAL SCIENCE

Students interested in Political Science would follow this recommended track. Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
ENG 121	English Composition I	3	
POS 105	Introduction to Political Science	3	
	Laboratory Science	4/5	
	Humanities Requirements	3	6
ENG 122	English Composition II		3
POS 111	American Government		3
MAT 121/135	College Algebra or Intro to Statistics		4/3

Sophomore Year

		Fall	Spring
HIS 201	U.S. History I	3	
POS 205	International Relations	3	
SPE 115	Public Speaking	3	
	Social and Behavioral Sciences	6	3
HIS 202	U.S. History II		3
POS 125	American State and Local Governments		3
POS 216	Comparative Governments		3
	Laboratory Science		4

NOTE: It is recommended that CIS 115 (Introduction to Computer Information Systems) or CIS 118 (Introduction to PC Applications) be taken as an elective.

PRE-CHIROPRACTIC MEDICINE

Students planning to transfer to a university offering a program in Chiropractic Medicine would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Social and Behavioral Sciences6	3
BIO 112	General College Biology II5	5
CHE 112	General College Chemistry II5	5
ENG 122	English Composition II3	3
MAT 121	College Algebra4	4

Sophomore Year

	Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Humanities6	3
BIO 202	Human Anatomy & Physiology II4	4
CHE 212	Organic Chemistry II5	5
MAT 202	Calculus II5	5
SPE 115	Public Speaking3	3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-DENTAL HYGIENIST

Students planning to transfer to a university offering a program in Dental Hygiene would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
BIO 111	General College Biology I	5	
CHE 111	General College Chemistry I	5	
ENG 121	English Composition I	3	
	Social and Behavioral Sciences	6	3
BIO 112	General College Biology II		5
CHE 112	General College Chemistry II		5
ENG 122	English Composition II		3
MAT 121	College Algebra		4

Sophomore Year

		Fall	Spring
BIO 201	Human Anatomy & Physiology I	4	
CHE 211	Organic Chemistry I	5	
MAT 201	Calculus I	5	
	Humanities	6	3
BIO 202	Human Anatomy & Physiology II		4
CHE 212	Organic Chemistry II		5
MAT 202	Calculus II		5
SPE 115	Public Speaking		3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-DENTISTRY

Students planning to transfer to a university offering a program in Dentistry would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Social and Behavioral Sciences6	3
BIO 112	General College Biology II5	5
CHE 112	General College Chemistry II5	5
ENG 122	English Composition II3	3
MAT 121	College Algebra4	4

Sophomore Year

	Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Humanities6	3
BIO 202	Human Anatomy & Physiology II4	4
CHE 212	Organic Chemistry II5	5
MAT 202	Calculus II5	5
SPE 115	Public Speaking3	3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-ENGINEERING

Students planning to transfer to a university offering a program in Engineering would consider the following courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
ENG 121	English Composition I	3	
MAT 135	Introduction to Statistics	3	
MAT 201	Calculus I	5	
PHY 211	Physics: Calculus-Based I/Lab	5	
ENG 122	English Composition II		3
MAT 202	Calculus II		5
PHY 212	Physics: Calculus-Based II/Lab		5
SPE 115	Public Speaking		3

Also recommended: CHE 111, ECO 201, 202; HIS 101, 102; MAT 203, 255, 265 when available, and 9 Humanities Electives

PRE-LAW

Students planning to transfer to a university and ultimately earn a Juris Doctoral degree would normally major in History or Political Science. In addition, students interested in tax law would also enroll in Economics courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
ECO 201	Principles of Macroeconomics	3	
ENG 121	English Composition I	3	
POS 111	American Government	3	
	Laboratory Science	4	
	Humanities Requirements	3	3
	Social Science		3
ECO 202	Principles of Microeconomics		3
ENG 122	English Composition II		3
MAT 121	College Algebra		4

Sophomore Year

		Fall	Spring
HIS 201	U.S. History I	3	
POS 205	International Relations	3	
SPE 115	Public Speaking	3	
	Humanities	3	
	Social Science Electives	3	3
HIS 202	U.S. History II		3
POS 125	American State and Local Governments		3
POS 216	Comparative Governments		3
	Laboratory Science		4

CIS 115 or CIS 118 are highly recommended.

PRE-MEDICINE

Students planning to transfer to a university offering a program in Pre-Med would consider the following courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Social and Behavioral Sciences6	3
BIO 112	General College Biology II5	5
CHE 112	General College Chemistry II5	5
ENG 122	English Composition II3	3
MAT 121	College Algebra4	4

Sophomore Year

	Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Humanities6	3
BIO 202	Human Anatomy & Physiology II4	4
CHE 212	Organic Chemistry II5	5
MAT 202	Calculus II5	5
SPE 115	Public Speaking3	3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-MEDICAL TECHNICIAN

This one-year curriculum will transfer to a university's microbiology program which is the base for Medical Technology programs. Students planning to transfer to a university offering a program in Medical Technology would consider the following courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
MAT 135	Introduction to Statistics3	
BIO 112	General College Biology II	5
CHE 112	General College Chemistry II	5
ENG 122	English Composition II	3
MAT 121	College Algebra	4

Also recommended: CHE 211, 212; SPE 115

PRE-PHARMACY

Students planning to transfer to a university offering a program in Pharmacy would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
BIO 111	General College Biology I	5	
CHE 111	General College Chemistry I	5	
ENG 121	English Composition I	3	
	Social and Behavioral Sciences	6	3
BIO 112	General College Biology II		5
CHE 112	General College Chemistry II		5
ENG 122	English Composition II		3
MAT 121	College Algebra		4

Sophomore Year

		Fall	Spring
BIO 201	Human Anatomy & Physiology I	4	
CHE 211	Organic Chemistry I	5	
MAT 201	Calculus I	5	
	Humanities	6	3
BIO 202	Human Anatomy & Physiology II		4
CHE 212	Organic Chemistry II		5
MAT 202	Calculus II		5
SPE 115	Public Speaking		3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-PHYSICAL THERAPIST

Students planning to transfer to a university offering a program in Physical Therapy would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Social and Behavioral Sciences6	3
BIO 112	General College Biology II5	5
CHE 112	General College Chemistry II5	5
ENG 122	English Composition II3	3

Sophomore Year

	Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Humanities6	3
BIO 202	Human Anatomy & Physiology II4	4
CHE 212	Organic Chemistry II5	5
MAT 202	Calculus II5	5
SPE 115	Public Speaking3	3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-PHYSICIAN'S ASSISTANT

Students planning to transfer to a university offering a program in Physician's Assistant would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
BIO 111	General College Biology I	5	
CHE 111	General College Chemistry I	5	
ENG 121	English Composition I	3	
	Social and Behavioral Sciences	6	3
BIO 112	General College Biology II		5
CHE 112	General College Chemistry II		5
ENG 122	English Composition II		3

Sophomore Year

		Fall	Spring
BIO 201	Human Anatomy & Physiology I	4	
CHE 211	Organic Chemistry I	5	
MAT 201	Calculus I	5	
	Humanities	6	3
BIO 202	Human Anatomy & Physiology II		4
CHE 212	Organic Chemistry II		5
MAT 202	Calculus II		5
SPE 115	Public Speaking		3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PRE-VETERINARY MEDICINE

Students planning to transfer to a university offering a program in Veterinary Medicine would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Social and Behavioral Sciences6	3
BIO 112	General College Biology II5	5
CHE 112	General College Chemistry II5	5
ENG 122	English Composition II3	3
MAT 135	Introduction to Statistics3	3

Sophomore Year

	Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Humanities6	3
BIO 202	Human Anatomy & Physiology II4	4
CHE 212	Organic Chemistry II5	5
MAT 202	Calculus II5	5
SPE 115	Public Speaking3	3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

PSYCHOLOGY

Those planning to teach psychology, do research, counseling, therapy, or work in industry should follow a Liberal Arts curriculum, choosing from the following recommended courses. All students planning to transfer should follow the plans prepared for their first choice university/college. Students majoring in psychology would follow this recommended track:

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
BIO 111	General College Biology I5	
ENG 121	English Composition I3	
MAT 121	College Algebra4	
PSY 101	General Psychology I3	
BIO 112	General College Biology II	5
ENG 122	English Composition II	3
MAT 135	Introduction to Statistics	3
PSY 102	General Psychology II	3

Sophomore Year

	Fall	Spring
CHE 101	Introduction to Chemistry I5	
PSY 238	Child Development3	
SOC 101	Introduction to Sociology I3	
	Humanities (especially PHI 112, PHI 113, SPA 111, 112, 211, 212)6	3
CHE 102	Introduction to Chemistry II	5
PSY 239	Adolescent and Adult Development	3
	History Elective	3
SPE 115	Public Speaking	3

SECONDARY EDUCATION

Students interested in Secondary Education need to be able to identify the four-year college or university to which they plan to transfer. Each baccalaureate granting institution specifies a different curriculum for Secondary Education.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Students should select electives from their appropriate discipline area.

Freshman Year

	Fall	Spring
LIT 115 or 201	Intro to Lit/Masterpieces of Lit I3	
ART 111	Art History I3	
ENG 121	English Composition I3	
PSY 101	General Psychology I3	
ENG 122	English Composition II3	3
	Elective3	3
GEO 105	World Regional Geography3	3
	Lab Science Elective4	4
MAT 121	College Algebra4	4

Sophomore Year

	Fall	Spring
HIS 201	US History I3	
EDU 211	Introduction to Education3	
POS 111	American Government3	
	Lab Science Elective4	
SPE 115	Public Speaking3	
HIS 202	US History II3	3
HUM 121	Introduction to Humanities3	3
PSY 239	Adolescent and Adult Psychology3	3
SOC 102	Introduction to Sociology II3	3
	Elective3	3

CIS 115 or CIS 118 highly recommended.

SPORTS MEDICINE

Students planning to transfer to a university offering a program in Sports Medicine would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

		Fall	Spring
BIO 111	General College Biology I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Humanities3	
	Social and Behavioral Sciences3	3
BIO 112	General College Biology II		5
CHE 112	General College Chemistry II		5
ENG 122	English Composition II		3
MAT 135	Introduction to Statistics		3

Sophomore Year

		Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Social and Behavioral Sciences3	
	Humanities3	3
BIO 202	Human Anatomy & Physiology II		4
CHE 212	Organic Chemistry II		5
MAT 202	Calculus II		5
SPE 115	Public Speaking		3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

THEATRICAL ARTS/DRAMA

Students planning to transfer to a university offering a program in Theatrical Arts/Drama would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
ENG 121	English Composition I3	
MAT 135	Introduction to Statistics3	
THE 105	Introduction to Theatre Arts3	
THE 131	Theatre Production I3	
	Humanities Elective3	
ENG 122	English Composition II3	3
THE 182	Internship Theatre Production1-3	1-3
	Humanities Elective3	3
	Social/Behavioral Sciences Electives3	3
	Lab Science4/5	4/5

Sophomore Year

	Fall	Spring
SPE 115	Public Speaking3	
THE 211	Development of Theatre I3	
THE 183	Internship Theatre Production1-3	
	*Humanities Elective3	
	Social/Behavioral Sciences Elective3	3
	Electives3	3
THE 212	Development of Theatre II3	3
	*Humanities Elective3	3
	Lab Science4	4

* Recommended Humanities Electives include ART 110, ART 111, ART 112, MGD 221/222, HUM 121, HUM 122, LIT 115, LIT 201, LIT 202, MUS 120, MUS 121, MUS 122, PHI 111, PHI 112.

Associate of General Studies Degree Program

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of General Studies Degree. The Associate of General Studies Degree is earned by those students who complete half of their program in approved academic transfer courses and the remaining half in approved vocational and other academic elective courses.

The Associate of General Studies Degree recognizes those individuals who have completed various courses in the institution without any specific major in mind. This degree recognizes completion of coursework.

Minimum Competency Standards for Program Admission

Students desiring to enroll in the Associate of General Studies degree program must meet or exceed the following entrance examination scores:

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics course(s) and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a much higher rate of academic success. Colorado law now mandates that students who do not have the minimum test scores must complete the required remedial coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog.

The listing of a course or program in this or any other college publication does not constitute a guarantee, nor contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort will be made to inform students of such changes and/or cancellations.

Course Requirements

	Required Semester Credit Hours
A. ENGLISH/SPEECH	3
BUS 217	Business Communication and Report Writing (3)
ENG 115	Technical English and Communication (3)
ENG 121,122	English Composition I,II (3/3)
ENG 221,222	Creative Writing I,II (3/3)
SPE 115	Public Speaking (3)
SPE 219	Group Dynamics (3) - or -
SPE 125	Interpersonal Communications (3)
B. MATHEMATICS	3
MAT 106	Survey of Algebra (4)
MAT 107	Career Math (3)
MAT 121	College Algebra (4)
MAT 122	College Trigonometry (3)
MAT 125	Survey of Calculus (4)
MAT 135	Introduction to Statistics (3)
MAT 201,202, 203	Calculus I,II,III (5/5/4)
C. SCIENCE	3
AST 101,102	Astronomy I,II (4/4)
BIO 105	Science of Biology (4)
BIO 111,112	General College Biology I,II (5/5)
BIO 201,202	Human Anatomy & Physiology I,II (5/5)
CHE 101,102	Introduction to Chemistry I,II (5/5)
CHE 111,112	General College Chemistry I,II (5/5)
CHE 211,212	Organic Chemistry I,II (5/5)
GEY 111	Physical Geology (4)
GEY 121	Historical Geology (4)
HWE 100	Nutrition (3)
PHY 105	Conceptual Physics (4)
PHY 111,112	Physics: Algebra Based (5/5)
PHY 211,212	Physics: Calculus Based (5/5)
SCI 105	General Science (3)

Course Requirements

	Required Semester Credit Hours
D. SOCIAL AND BEHAVIORAL SCIENCES	3
ANT 101	Cultural Anthropology (3)
ANT 107	Introduction to Archaeology (3)
ANT 111	Physical Anthropology (3)
ANT 111	Physical Anthropology (3)
ECO 201	Principles of Macro-Economics (3)
CRJ 230	Criminology (3)
ECO 202	Principles of Micro-Economics (3)
GEO 105	World Regional Geography (3)
HIS 101,102	Western Civilization I,II (3/3)
HIS 201,202	United States History I,II (3/3)
HIS 225	Colorado History (3)
POS 105	Introduction to Political Science (3)
POS 111	American Government (3)
POS 125	State and Local Governments (3)
POS 188,288	Associated Student Government (1/1)
POS 205	International Relations (3)
POS 216	Comparative Governments (3)
PSY 101,102	General Psychology I,II (3/3)
PSY 235	Human Growth and Development (3)
PSY 238	Child Development (3)
PSY 239	Adolescent and Adult Development (3)
SOC 101,102	Introduction to Sociology I,II (3/3)
SOC 205	Sociology of Family Dynamics (3)
E. HUMANITIES	3
ART 110	Art Appreciation (3)
ART 111,112	Art History I,II (3/3)
ART 121,122	Drawing I,II (3/3)
ART 161,162	Ceramics I,II (3/3)
ART 231,232	Watercolor I,II (3/3)
HUM 121,122, 123	Survey of the Humanities I,II,III (3/3/3)
LIT 115	Introduction to Literature (3)
LIT 178	Literature Thon (1-3)
LIT 201,202	Masterpieces of Literature I,II (3/3)
LIT 211,212	Survey of American Literature I,II (3/3)
MGD 221	Computer Graphics I(3)
PED 112	Conditioning Aerobics (1)

LIT 255	Children's Literature (3)
MUS 120	Music Appreciation (3)
MUS 121,122	Introduction to Music History I,II (3/3)
MUS 151,152	Ensemble (1/1)
PHI 111	Introduction to Philosophy (3)
PHI 112	Ethics (3)
PHI 113	Logic (3)
SPA 100,101	Conversational Spanish I, II (3/3)
SPA 111,112	Spanish I,II (5/5)
SPA 211,212	Spanish III,IV (3/3)
THE 105	Introduction to Theatre Arts (3)
THE 211,212	Development of Theatre I,II (3/3)
THE 182, 183	Practicum Theatre Production I, II (1-3)
THE 175	Stage Movement and Combat (1-2)

- F. ACADEMIC ELECTIVES 15
All courses listed above not used to meet the General Education requirements can be used as academic electives.
- G. VOCATIONAL/OTHER ACADEMIC ELECTIVES 30
The student must complete an additional 30 semester hours of vocationally prefixed courses or other academic electives in order to satisfy this component of the degree program.

Academic Requirements

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 16 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester hours as outlined in the above Course Requirements for the Associate of General Studies Degree.
- D. Complete the Application for Graduation form by the end of the first week of Spring semester and pay for the Cap and Gown by March 1.
- E. Be enrolled in Otero Junior College classes for the semester in which a student intends to graduate.
- F. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students who failed to be enrolled for two semesters or more will be required to complete all degree requirements in effect at the time of re-enrollment.)
- G. Meet all financial obligations to the College.

Associate of Applied Science Degree Programs

The primary purpose of the Occupational Degree Programs at Otero Junior College is to prepare students with skills necessary to obtain entrance level employment in the field of their educational program. These programs are designed so most students can complete them in two years of full-time study.

Training includes job skill development and the related technical information necessary for the level or job competency which is the stated goal of each program. These programs vary widely in the technical information and skill levels required of students. Entering students should consult with advisors as to the academic background and proficiency required in a specific program.

Students with previous occupational courses in high school or training in the military services, or training via some other source may be given allowance for this knowledge or skill and given advanced standing in occupational programs of their choice.

Students receiving the Associate of Applied Science Degree must satisfactorily complete a minimum of 15 semester hours of General Education courses. This requirement is to fulfill the legal and procedural mandates of the Colorado Legislature, the Colorado Commission on Higher Education, and the State Board for Community Colleges and Occupational Education, as well as the goals of the college.

IT IS ESSENTIAL THAT STUDENTS MEET EACH SEMESTER WITH THEIR ACADEMIC ADVISOR OR WITH THE DIRECTOR OF COUNSELING SERVICES in order to plan the proper sequence and kinds of courses needed in order to graduate in good standing.

Minimum Competency Standards for Program Admission

Students desiring to enroll in an Associate of Applied Science degree program must meet or exceed the following entrance examination scores:

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics course(s) and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a much higher rate of academic success.

Colorado law now mandates that students who do not have the minimum test scores must complete the required remedial coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog.

Students interested in the Associate Degree Nursing program should refer to the specific Associate Degree Nursing admission requirements.

The listing of a course or program in this or any other college publication does not constitute a guarantee, nor contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made.

General Education Course Requirements

		Required Semester Credit Hours
A. ENGLISH/SPEECH		3
ENG 115	Technical English and Communication (3)	
ENG 121,122	English Composition I,II (3/3)	
SPE 115	Public Speaking (3)	
SPE 219	Group Dynamics (3)	
B. MATHEMATICS/SCIENCE		3
1. MATHEMATICS:		
MAT 106	Survey of Algebra (4)	
MAT 107	Career Math (3)	
MAT 121	College Algebra (4)	
MAT 122	College Trigonometry (3)	
MAT 125	Survey of Calculus (4)	
MAT 135	Introduction to Statistics (3)	
MAT 201,202, 203	Calculus I,II,III (5/5/4)	
2. SCIENCE:		
AST 101,102	Astronomy I,II (4,4)	
BIO 105	Science of Biology (4)	
BIO 111,112	General College Biology I,II (5/5)	
BIO 201,202	Human Anatomy & Physiology I,II (4/4)	
CHE 101,102	Introduction to Chemistry I,II (5/5)	
CHE 111,112	General College Chemistry I,II (5/5)	
CHE 211,212	Organic Chemistry I,II (5/5)	
GEY 111	Physical Geology (4)	
GEY 121	Historical Geology (4)	
HWE 100	Human Nutrition (3)	
PHY 105	Conceptual Physics (4)	
PHY 111,112	Physics: Algebra Based I,II (5,5)	
PHY 211,212	Physics: Calculus Based I,II (5,5)	

C. SOCIAL AND BEHAVIORAL SCIENCES		3
ANT 101	Cultural Anthropology (3)	
ANT 107	Introduction to Archaeology (3)	
ANT 111	Physical Anthropology (3)	
ECO 201	Principles of Macro Economics (3)	
ECO 202	Principles of Micro Economics (3)	
GEO 105	World Regional Geography (3)	
HIS 101,102	Western Civilization I,II (3/3)	
HIS 201,202	U.S. History I,II (3/3)	
HIS 225	Colorado History (3)	
POS 105	Introduction to Political Science (3)	
POS 111	American Government (3)	
POS 125	American State and Local Governments (3)	
POS 205	Survey of International Relations (3)	
POS 216	Comparative Governments (3)	
PSY 101,102	General Psychology I,II (3/3)	
PSY 235	Human Growth and Development (3)	
PSY 238	Child Development (3)	
PSY 239	Adolescent and Adult Development (3)	
SOC 101,102	Introduction to Sociology I,II (3/3)	
SOC 205	Sociology of Family Dynamics (3)	
CRJ 230	Criminology (3)	
D. HUMANITIES		3
ART 110	Art Appreciation (3)	
ART 111,112	Art History I,II (3/3)	
ART 121,122	Drawing I,II (3/3)	
MGD 221	Computer Graphics I(3)	
ART 161,162	Ceramics I,II (3/3)	
ART 231,232	Watercolor I,II (3/3)	
HUM 121,122, 123	Survey of Humanities I,II,III (3/3/3)	
LIT 115	Introduction to Literature (3)	
LIT 178	Literature-Thon (1-3)	
LIT 201,202	Masterpieces of Literature I,II (3/3)	

LIT 211,212	Survey of American Literature I,II (3/3)
LIT 255	Children's Literature (3)
MUS 120	Music Appreciation (3)
MUS 121,122	Introduction to Music History I,II (3/3)
MUS 151	Ensemble (1/1)
PHI 111	Introduction to Philosophy (3)
PHI 112	Ethics (3)
PHI 113	Logics (3)
SPA 100,101	Conversational Spanish I,II (3/3)
SPA 111,112	Spanish I,II (5/5)
SPA 211,212	Spanish III,IV (3/3)
THE 105	Introduction to the Theatre (3)
THE 211,212	Development of Theatre I,II (3/3)
THE 182, 183	Practicum Theatre Production I (1-3)
THE 175	Stage Movement and Combat (2)

- E. THE REMAINING THREE GENERAL EDUCATION HOURS CAN BE SELECTED FROM A - D ABOVE.

Program Requirements

- A. Maintain at least a 2.00 cumulative grade-point average from Otero Junior College.
- B. Complete a minimum of 16 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester credits.
- D. Successfully complete all occupational courses required in the curriculum chose with a minimal grade of "C" in each course.
- E. Complete the Application for Graduation form by the end of the first week of Spring semester and pay for the Cap and Gown by March 1.
- F. Be enrolled in Otero Junior College classes for the semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

OCCUPATIONAL EDUCATION

Occupational Education

Administrative Assistant

General Option

Information Processing Option

Medical Administrative Assistant Option

Business

Business Management

Early Childhood Education

Nursing

Associate Degree Nursing

NOTE: While these programs are designed to prepare students for immediate employment, certain Occupational Education courses that are the equivalent of college level academic course offerings may be accepted by some college disciplines if the student later decides to transfer to a four year institution.

ADMINISTRATIVE ASSISTANT PROGRAM

The Administrative Assistant program provides an opportunity for the student to become proficient in secretarial skills with sufficient background information for placement in offices of business, industry, banks, institutions, private offices, and governmental agencies seeking highly trained administrative assistant personnel to perform the more responsible functions in operating an office. Specialized options in the program include General, Medical, and Information Processing. The second year curricula for each of these options are on the following pages.

**Freshman Year Core*

		Fall	Spring
BTE 166	Business Editing Skills	3	
BTE 100	**Computer Keyboarding	1	
BTE 102	Keyboarding Applications I	2	
CIS 115	Intro to Computer Info Systems	3	
CIS 135	Complete PC Word Process	3	
ENG 121	English Composition I	3	
BUS 115	Introduction to Business		3
BTE 156	Business Math and Calculators		4
BTE 103	Keyboarding Applications II		3
	Humanities Elective		3
	General Education Elective		3
Total	31 Semester Hours		

**For students with no keyboarding experience

ADMINISTRATIVE ASSISTANT GENERAL OPTION

		<i>Sophomore Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BUS 216	Legal Environment of Business	3	
CIS 145	Complete PC Database	3	
ECO 201	Principles of Macro Economics	3	
	Mathematics Elective	3	
BTE 225	Administrative Office Management		3
BTE 204	Keyboarding Applications III		3
BUS 217	Business Communication & Report Writing . .		3
ENG 122	English Composition II		3
MAR 160	Customer Service		3
Total	30 Semester Hours		

ADMINISTRATIVE ASSISTANT INFORMATION PROCESSING OPTION

		<i>Sophomore Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BUS 216	Legal Environment of Business	3	
CIS 145	Complete PC Database	3	
ECO 201	Principles of Macro Economics	3	
	Mathematics Elective	3	
BTE 225	Administrative Office Management		3
BTE 204	Keyboarding Applications III		3
BUS 217	Business Communication & Report Writing . .		3
CIS 155	PC Spreadsheet Concepts: Excel		3
ACC 125	Computerized Accounting		3
Total	30 Semester Hours		

ADMINISTRATIVE ASSISTANT MEDICAL OPTION

		<i>Freshman Year</i>	
		Fall	Spring
BTE 166	Business Editing Skills	3	
BTE 100	**Computer Keyboarding	1	
BTE 102	Keyboarding Applications I	2	
CIS 115	Intro to Computer Info Systems	3	
CIS 135	Complete PC Word Process	3	
ENG 121	English Composition I	3	
BUS 115	Introduction to Business		3
BTE 156	Business Math and Calculators		4
BTE 103	Keyboarding Applications II		3
	Humanities Elective		3
HPR 178	Medical Terminology		2
Total	30 Semester Hours		

***For students with no keyboarding experience.*

		<i>Sophomore Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BUS 216	Legal Environment of Business	3	
ECO 201	Principles of Macro Economics	3	
	Mathematics Elective	3	
	General Education Elective	3	
MOT 208	Introduction to CPT-4 Coding	2	
MOT 132	Medical Transcription		4
BTE 225	Administrative Office Management		3
BTE 204	Keyboarding Applications III		3
BUS 217	Business Communications & Report Writing		3
MOT 209	Introduction to ICD-9 Coding		2
Total	32 Semester Hours		

BUSINESS MANAGEMENT

The Business Management Degree Program is designed to provide the student with the opportunity to develop an understanding of business and sufficient familiarity of managerial skills to work within a business or governmental environment.

Business Management Microcomputer Option

		<i>Freshman Year</i>	Fall	Spring
BTE 100	Computer Keyboarding	1		
BTE 156	Business Mathematics with Calculators	4		
BUS 115	Introduction to Business	3		
CIS 115	Intro to Computer Information Systems	3		
CNG 127	IT Essentials I: PC Hardware & Software . . .	5		
CIS 118	Introduction to PC Applications			3
ENG 121	English Composition I			3
	Mathematics Elective			3
	Humanities Elective			3
MAN 128	Human Relations in Organizations			3
Total	31 Semester Hours			

Sophomore Year

ACC 101	Fundamentals of Accounting	3		
CIS 135	Complete PC Word Processing (Word)	3		
CIS 145	Complete PC Database	3		
ECO 201	Principles of Macroeconomics	3		
SPE 115	Public Speaking	3		
ACC 115	Payroll Accounting			3
ACC 125	Computerized Accounting			3
BTE 225	Administrative Office Management			3
BUS 217	Business Communications & Report Writing .			3
CIS 155	PC Spreadsheet Concepts (Excel)			3
Total	30 Semester Hours			

Business Management Small Business Management Option

		<i>Freshman Year</i>	Fall	Spring
BTE 100	Computer Keyboarding		1	
BTE 156	Business Mathematics with Calculators		4	
BUS 115	Introduction to Business		3	
CIS 115	Intro to Computer Information Systems		3	
CNG 127	IT Essentials I: PC Hardware & Software . . .		5	
CIS 118	Introduction to PC Applications			3
ENG 121	English Composition I			3
	Mathematics Elective			3
	Humanities Elective			3
MAN 128	Human Relations in Organizations			3
Total	31 Semester Hours			

		<i>Sophomore Year</i>	Fall	Spring
ACC 121	Principles of Accounting I		4	
BUS 216	Legal Environment of Business		3	
BUS 217	Business Communication & Report Writing . .		3	
ECO 201	Principles of Macroeconomics		3	
SPE 115	Public Speaking		3	
ACC 122	Principles of Accounting II			4
ACC 125	Computerized Accounting			3
MAR 160	Customer Service			3
MAN 216	Small Business Management			3
Total	29 Semester Hours			

EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program is designed to prepare men and women to become teacher and/or directors of Child Care Centers. The two year program leads to an A.A.S. Degree and involves approximately 60 hours of credit. Total clock hours will vary depending upon student elective choices. Instruction and lab experiences prepare the student for both teaching and management responsibilities. The two year program provides work experience which can be applied to the experience requirement for a Colorado State Social Service license as a director of a large day care center. Certificates are embedded in this degree program that include Group Leader; Infant/Toddler; Pre-School, Before and After School Care and Director.

Freshman Year

		Fall	Spring
ECE 101	Intro to the Early Childhood Education	3	
ECE 102	Intro to Early Childhood Lab Techniques	3	
ECE 112	Intro to Infant/Toddler Lab Techniques	3	
ECE 226	Creativity and the Young Child	3	
ENG 115/121	Technical English or English Comp I	3	
ECE 111	Infant and Toddler Theory and Practice		3
ECE 113	Infant/Toddler Lab Techniques II		3
ECE 103	Guidance Strategies for Children		3
ECE 225	Language and Cognition for the Young Child		3
ECE 220	Curriculum Development: Methods and Techniques		3
PSY 101	General Psychology		3
ECE 205	Nutrition, Health and Safety		3
Total	36 Semester Hours		

Sophomore Year

		Fall	Spring
ECE 241	Admin: Human Relations for ECE	3	
ECE 288	Practicum: Early Childhood Education	3	
PSY 238	Child Development	3	
ECE 260	Exceptional Child	3	
	Sociology Elective	3	
	Science Elective		3
CIS 115	Intro to Computer Information Systems		3
ECE 289	Capstone: Early Childhood Education		5
ECE 240	Administration of Early Childhood Care and Education Programs		3
LIT 255	Children's Literature		3
Total	32 Semester Hours		

ASSOCIATE DEGREE NURSING

The Associate of Applied Science Degree program in Nursing is designed to provide education to prepare the student for practice as a registered nurse. The curriculum follows the criteria for the Colorado Nursing Articulation Model and is specifically constructed to promote career mobility between nursing levels.

Upon satisfactory completion of the associate degree sequence with a minimum of "C" in each course of the prescribed curriculum, the student will be awarded an Associate of Applied Science Degree in Nursing

Successful completion of the OJC nursing program requirements for graduation will also entitle the graduate to submit an application to the State Board of Nursing for the State Licensure Examination.

The Associate of Applied Science Degree program in Nursing is designed to be completed in two (2) years, plus a series of prerequisite courses prior to application to the program.

OJC Nursing Admission Procedure

1. Complete an application to Otero Junior College at the Student Services Office on the OJC campus or on-line at www.ojc.edu. Student must be a high school graduate or have a GED certificate.
2. Complete the Basic Skills Assessment (Accuplacer Test) in the Student Services Office on the OJC campus or demonstrate appropriate remediation.
3. Complete Human Anatomy and Physiology I or II (BIO 201 or Bio 202) with a grade of C or better within 7 years of starting the nursing program.
4. The following general education course requirements may be taken before or with the nursing courses. We recommend that you complete as many of them as possible prior to starting the nursing program. This will enhance your success in the nursing courses.

ENG 121- English Composition

PSY 101- General Psychology

PSY 235 -Human Growth & Development

BIO 201 & 202 Human Anatomy and Physiology I and II

(Both are required to complete the nursing program but one must be taken prior to application to the nursing program).

Humanities - One 3-hour elective course

5. Complete the Admission Application Form for Students Entering the First Year of an ADN Program and submit it to the Nursing Office, along with Accuplacer Skills Assessment Scores and official transcripts of general education courses completed. This may be done in person or by certified mail. Forms may be accessed on-line at www.ojc.edu. Applications may not be submitted on-line. Admission is based on first come first served as completed application requirements are submitted.

General Information:

1. After acceptance into the Nursing Program, the student must have a physical examination. This is a standard requirement for all persons working within health care facilities.
2. For additional information regarding the physical examination, refer to the Student Nursing Handbook available from the OJC Nursing Office.
3. Prospective nursing students are encouraged to complete general academic subjects prior to admission to the nursing program.
4. Nursing students may repeat a class one time. If the class is failed or withdrawn from a second time, the student will not be re-admitted again until specified learning skills, as identified by the nursing program faculty, are satisfactorily completed. Additional information on this re-admit process is found in the Student Nursing Handbook available from the OJC Nursing Office.
5. Starting with Summer Semester 2004, nursing students can enroll in a part-time nursing program that is offered during evenings and on weekends.
Contact the OJC Nursing Department for further details.

For LPNs entering the second year of the ADN Program

1. Complete steps 1-4 above.
2. Complete the Admission Application Form for LPNs Entering into the second year of an ADN program and submit to the nursing office along with official transcripts of completed Practical Nursing education and general education requirements.
3. Admission is based on first come first served as completed application requirements are submitted. Priority for second year slots will be given to students progressing from year one first and then on a first come first served basis for returning students and articulated LPN students.

Graduation Requirements

- A. The graduate must fulfill all requirements of the College for graduation.
- B. The graduate of nursing must pass all courses with a minimum grade of "C."
- C. The graduate must be competent in all critical nursing skills pertaining to the scope of practice for a registered nurse.
- D. The graduate must be competent in calculations of medications. The student is required to pass a medication administration proficiency examination at 95 percent in order to progress to the spring semester of the ADN program. (See the Nursing Student Manual for further information.)

Legal Requirements for Registered Nursing Licensure

During application for licensure, the student must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever had accepted by a court a plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," the student needs to meet with the Chair of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

Recommended Courses

The following courses are recommended to compliment the required nursing program courses. Students are encouraged to register for these as courses as their schedule will allow:

CHE 101	Introduction to Chemistry	5
CIS 115	Intro to Computer Info. Systems	3
ENG 122	English Composition II	3
HWE 100	Human Nutrition	3
MAT 106	Survey of Algebra	4
HPR 178	Medical Terminology	2
SOC 101	Introduction to Sociology I	3
SPE 115	Public Speaking	3

ASSOCIATE DEGREE NURSING CURRICULUM

(Students without previous nursing education)

Freshman Year

First Semester

BIO 201	Human Anatomy & Physiology I	4
ENG 121	English Composition I	3
PSY 101	General Psychology	3
	Arts and Humanities Elective	3

Second Semester

BIO 202	Human Anatomy & Physiology II	4
NUR 101	Pharmacology Calculations	1
NUR 107	Nursing Concepts and Skills I	4
NUR 108	Nursing Concepts and Skills II	3
NUR 112	Basic Concepts of Pharmacology	2
NUR 172	Clinical Perspective of Pharmacology	1
NUR 175	Spec. Topics: Care of the Aging Client	3

Third Semester

PSY 235	Human Growth & Development	3
NUR 106	Nursing Care of Medical/Surgical Clients	7
NUR 117	Nursing Care of the Child Bearing Family	3
NUR 118	Nursing Care of Children	3
NUR 170	Clinical Focus in the Care of Medical/Surgical Clients	3
NUR 111	Socialization into Practical Nursing(Optional)	1

(PN Option- Students wishing to complete a Practical Nursing Certificate must take)

Fourth Semester

HPR 216	Pathophysiology	4
NUR 206	Advanced Concepts in Care of Medical/Surgical Clients I	5
NUR 210	Nursing Care of Complex Obstetrical and Pediatric Clients	5
NUR 271	Clinical Focus in the Care of Complex Medical/Surgical Clients	1

Fifth Semester

NUR 211	Nursing Care of Psychiatric Clients	5
NUR 216	Advanced Concepts in Care of Medical/Surgical Clients II	4
NUR 217	Leadership for Professional Nursing Practice .	2
NUR 289	Capstone: Comprehensive Nursing Internship	3

Degree Partnerships

Otero Junior College works closely with the following 4-year colleges and universities.

- **Adams State College**(www.adams.edu) - Under the Rural Education Access Program (REAP) students can take their first two years of course work at Otero Junior College, then transfer to Adams State College for the final two years, without ever having to travel to the Adams State campus in Alamosa. The upper-division Adams State classes are taken at Otero Junior College. Bachelor of Arts degree programs available through the REAP program include Elementary Education and Business Administration.
- **Colorado State University, Fort Collins** (www.colostate.edu/depts/fshn/ms-intern) Dietetics and (www.colostate.edu/depts/soilcrop) Soil and Crop Sciences. Students can take their first two years of course work at Otero Junior College, then transfer to Colorado State University, Fort Collins for the final two years.
- **Colorado Christian University** (www.ccu.edu) - Early Childhood Education
- **Mid-American Christian University** (www.macu.edu) - Behavioral Science and Ethics, Management and Ethics, Criminal Justice Management and Ethics, Management Information Systems and Ethics.

The Colorado Community College System maintains articulation agreements with the following 4-year colleges and universities.

- **Capella University** (www.capellauniversity.edu)
Letter of Agreement
- **DeVry University** (www.den.devry.edu) - Business Administration, Electronics & Engineering Technology, Computer Engineering Technology, Computer Information Systems.
Articulation and Transfer Agreement.
- **Drexel University** (www.drexel.com) - RN to BSN.
Educational Cooperation Agreement.
- **Emily Griffith Opportunity School** (www.egos-school.com) - Certificates and courses
Transfer Articulation Agreement
- **Franklin University** (www.franklin.edu) - Business Administration, Computer Science, Technical Administration, Health Service Administration, Management Information Systems.
Educational Alliance
- **Johnson & Wales University** (www.jwu.edu) - Accounting, Business Administration, Marketing, Management, Financial Services Management.
Articulation Agreement
- **Metropolitan State College** (www.mscd.edu) - Individualized Degree Program.
IDP Agreement
- **Northcentral University** (www.ncu.edu/cccs) - AA/AS to Baccalaureate. -*Articulation and Transfer Agreement*
- **NW Missouri State University** (www.nwmissouri.edu) - AAS to BS-Business Management -
Articulation Agreement.
- **University of Denver Women's College** (www.womenscollege.du.edu)
Transfer Articulation Agreement
- **University of Phoenix** (www.phoenix.edu) - B.S. Management.
Memorandum of Agreement

Colorado Community College Online (CCCOnline)

Associate degrees and certificates through Colorado Community College Online (CCCOnline) offers opportunities to take traditional and specialized classes over the Internet. Students register at Otero Junior College and receive training from a system online instructor. For further details, go to: www.cconline.org) or www.cccs.edu

CCCOnline delivers its courses on the WebCT platform. Students interested in taking courses through CCCOnline will need to have access to a computer with the following technical requirements:

- **ISP** - If you plan to access CCCOnline courses from your home, you must have an active account with an Internet Service Provider (ISP) before starting the program. Students may use either a IBM-compatible PC or Apple/Macintosh computer for their online studies. The following are the recommended minimum computer system requirements.
- **Computer - IBM-compatible PC**. Pentium II processor or or AMD K6 or higher processor recommended.
- **Operating System** - Windows 98, NT 4, 2000, or XP. Depending on your Operating System (O.S.), 96 Megabytes of RAM (128 Megabytes or higher is recommended with higher level O.S.)
- **Modem** - 56 K Modem (or faster) internet connection through an account on an ISP. Slower speeds will possibly work but that will take you much more time to do your course. Please note that your connection to the internet must not initiate from behind a firewall, unless it is configured to access our server. In some cases, you may have to turn it off while doing your work, if it can not be configured properly.
- **Other** - 3.5 inch diskette drive / CD-ROM / Hard drive (Floppy diskettes or CD's may come with some courses)

Optional - Full Duplex Sound card with speakers/headphones and microphone (Is required in some courses but not all)

SVGA(800x600) or higher display

- **Computer - Macintosh** - PowerPC 120 Mhz processor or higher, G3 processor recommended. Note: If you have an older Macintosh, you may check this Apple Product Info Archive to see what processor it has.
- **System** - 8.0 or higher operating system
- **RAM** - 64 Megabytes of RAM (or higher)
- **Sound** - Full Duplex Sound with a microphone
- **Modem** - 56 K Modem (or faster) internet connection through an account on an ISP. Slower speeds will possibly work but that will take you much more time to do your course.

**Please note that your connection to the internet must not initiate from behind a firewall, unless it is configured to access our server. In some cases, you may have to turn it off while doing your work, if it can not be configured properly.

- **Other** - 3.5 inch diskette drive / CD-ROM / Hard drive (Floppy diskettes or CD's may come with some courses). 800x600 or higher display resolution, thousands of colors.

Certificate Programs



CERTIFICATE PROGRAMS

The primary purpose of the Occupational Certificate Programs is to provide the student with the skills necessary to obtain entrance level employment in the field of their educational program. The following programs can run for one semester duration to twelve months depending on the student's interests and objectives.

Students with previous occupational courses in high school or training in military services, or training via some other source may be given allowance for credit or advanced standing in the occupational program of their choice.

Training includes job skill development as well as the necessary related technical information necessary to enhance an individual's productivity in the world of work.

Accounting Clerk

Administrative Assistant

Office Clerk Option

Word Processing Option

Agri-Business Management

Records and Business Planning

Financial Analysis

Commodity Marketing

Advanced Business Management

Special Topics: Young Farmers

Auto Service Technology

Gasoline Engine Repair

Manual Drive Train

Automatic Transmission

Engine Performance

Brakes

Automotive Electricity

Automotive Heating & Air Conditioning

Suspension and Steering

Computer Systems Technologies

Computer Hardware Maintenance and Support

Computer Support Technician

Microsoft Network Administration

Web Development

Cosmetology

Cosmetologist

Esthetician

Hair Stylist

Nail Technician

Early Childhood Education

Group Leader

Infant/Toddler

Pre-School

Before & After School

Director

Emergency Medical Services

EMT Basic

EMT Intermediate

Law Enforcement

Nursing

Nursing Assistant

Practical Nursing

Real Estate

Small Business Management

Certificate Programs

The programs outlined on the following pages are for guidance of students and advisors; they may be changed only on approval.*

Minimum Competency Standards for Program Admission

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics course(s) and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a much higher chance of academic success than those who do not. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog

Certificate Requirements

- A. Completion of all courses outlined in the certificate area.
- B. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- C. Completion of 16 semester hours or one-half of the certificate requirements from Otero Junior College.
- D. Complete the Application for Graduation form by the end of the first week of spring semester.
- E. Meet all financial obligations to the College.

General Information

A special Certificate of Achievement is given by the vocational departments to those students who complete special course work, workshops, etc. This certificate is primarily given to those who do not complete the two-year and one-year program, but do deserve recognition for achievements.

While these programs are designed to prepare students for immediate employment, certain Occupational Education courses which are equivalent to college level academic course offerings may be accepted by some college disciplines later if the student decides to transfer to a four year institution.

**The listing of a course or program in this or any other college publication does not constitute a guarantee, nor contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made.*

ACCOUNTING CLERK

The Accounting Clerk Certificate Program prepares students for entry level employment in such positions as general accounting clerk, accounts payable or accounts receivable clerk, and payroll clerk. The instruction will include office accounting, payroll accounting and microcomputers operations.

	Fall	Spring
ACC 101	Fundamentals of Accounting3	
BTE 156	Business Math and Calculators4	
BUS 115	Introduction to Business3	
CIS 115	Introduction to Computer Info Systems3	
ENG 121	English Composition I3	
ACC 115	Payroll Accounting	3
ACC 125	Computerized Accounting	3
BTE 225	Administrative Office Management	3
BTE 108	Ten-Key by Touch	1
BUS 217	Business Communication & Report Writing	3
MAN 128	Human Relations in Organizations	3

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAMS

The Administrative Assistant Certificate Programs are designed for persons interested in gaining basic skills for positions as a clerk or word processor.

OFFICE CLERK OPTION

The Office Clerk Certificate Program enables students to meet the requirements necessary for initial job placement in various businesses, industries, governmental agencies, banks, institutions and private offices employing general clerical personnel to carry on many office functions.

	Fall	Spring
BTE 166 Business Editing Skills	3	
BTE 156 Business Math and Calculators	4	
ACC 101 Fundamentals of Accounting	3	
BTE 100 Computer Keyboarding	1	
BTE 102 Keyboarding Applications I	2	
BTE 103 Keyboarding Applications II		3
BTE 225 Administrative Office Management		3
MAR 160 Customer Service		3
*Communications Elective		3
**CIS Elective		3

***See Adviser for recommended list of courses*

WORD PROCESSING OPTION

The Word Processing Certificate Program enables students to meet the requirements necessary for initial job placement in various businesses, industries, governmental agencies, banks, institutions, and private offices employing personnel to carry on many office functions requiring extended computer and word processing skills.

	Fall	Spring
BTE 166 Business Editing Skills	3	
BTE 100 Computer Keyboarding	1	
BTE 102 Keyboarding Applications I	2	
CIS 115 Intro to Computer Information Systems	3	
CIS 135 Complete PC Word Processing	3	
ENG 121 English Composition I	3	
BTE 103 Keyboarding Applications II		3
BTE 225 Administrative Office Management		3
BTE 204 Keyboarding Applications III		3
BUS 217 Business Communications & Report Writing		3
BTE/CIS Elective		3

AGRI-BUSINESS MANAGEMENT

The four 1-year certificates offered in the agri-business program will provide instruction to area farm and ranch producers and operators of ag-related businesses to enhance their business management skills. Emphasis will be placed in developing computerized records which will enable students to analyze the profitability of their overall operations as well as each identified profit centers. Students enrolling in the certificate programs must be actively operating a farm/ranch or agricultural related business, have access to the financial records of an ag-business, or have the approval of the instructor. Classes are held on a regular basis throughout the semester on campus and include individualized home-site instruction by an agri-business instructor. Upon completion of the certificate programs, a four-credit class, Young Farmer, is available for those students who desire additional site support and future instruction.

First Year

<i>AMB 111 Records and Business Planning I</i>	9
<i>ABM 112 Records and Business Planning II</i>	9

Second Year

<i>ABM 121 Financial Analysis I</i>	9
<i>ABM 122 Financial Analysis II</i>	9

Third Year

<i>ABM 131 Commodity Marketing I</i>	9
<i>ABM 132 Commodity Marketing II</i>	9

Fourth Year

<i>ABM 141 Advanced Business Management I</i>	9
<i>ABM 142 Advanced Business Management II</i>	9

Young Farmers

<i>ABM 175 Special Topics: Young Farmers</i>	4
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AUTO SERVICE TECHNOLOGY

This two-year certificate program is designed to allow the enrollment of secondary and/or postsecondary students. Students will be provided the opportunity to develop sufficient skills in order to perform current automobile/truck maintenance and repair. Tune-up, electrical systems, and the overhaul of engines and transmissions will be included in the program. Successful graduates will be prepared to go to work as entry level line technicians and should be able to test favorably toward ASE certification in all eight areas of NATEF (National Automotive Technicians Education Foundation, Inc.) training.

First Year

		Fall		Spring
ASE 160	Auto Engine Removal & Installation	1		
ASE 161	Engine, Disassembly Diagnosis & Assembly	5		
ASE 151	Manual Transmissions/Transaxles & Clutches	2		
ASE 152	Differentials & 4WD/AWD Service	2		
BUS 115	Introduction to Business	3		
ENG 115	Technical English and Communications	3		
ASE 140	Suspension and Steering I		3	
ASE 250	Automatic Transmission/Transaxle Service		1	
ASE 251	Automatic Transmission/Transaxles Diagnosis		5	
CIS 115	Introduction to Computer Information Systems		3	
MAT 107	Career Math		3	
Total	31 Semester Hours			

Second Year

		Fall		Spring
ASE 132	Ignition System Diagnosis & Repair	2		
ASE 134	Automotive Emissions	2		
ASE 231	Automotive Computers	2		
ASE 233	Fuel Injection and Exhaust Systems	4		
ASE 235	Driveability Diagnosis	1		
ASE 110	Brakes I	3		
ASE 210	Brakes II	3		
ASE 120	Basic Automotive Electricity		2	
ASE 123	Auto Battery, Starting & Charging Systems		2	
ASE 220	Specialized Electronics Training		2	
ASE 221	Automotive Body Electrical		4	
ASE 265	Automotive Heating and Air Conditioning		5	
MAN 216	Small Business Management		3	
Total	35 Semester Hours			

AUTO SERVICE TECHNOLOGY CERTIFICATES

Gasoline Engine Repair (GRE) Certificate		
ASE 160	Auto Engine Removal & Installation	1
ASE 161	Engine, Disassembly Diagnosis & Assembly	5
Manual Drive Train (MDT) Certificate		
ASE 151	Manual Transmissions/Transaxles & Clutches	2
ASE 152	Differentials & 4WD/AWD Service	2
Automatic Transaxle (AT) Certificate		
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxles Diagnosis	5
Engine Performance (EP) Certificate		
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automotive Emissions	2
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 235	Driveability Diagnosis	1
Brakes (B) certificate		
ASE 110	Brakes I	3
ASE 210	Brakes II	3
Automotive Electricity (AE) Certificate		
ASE 120	Basic Automotive Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 220	Specialized Electronics Training	2
ASE 221	Automotive Bodies Electrical	4
Suspension and Steering (SS) & Automotive Heating and Air Conditioning (AHAC) Certificate		
ASE 140	Suspension and Steering I	3
ASE 265	Automotive Heating and Air Conditioning	5

COMPUTER SYSTEMS TECHNOLOGIES

This program provides an opportunity to students to obtain certificates from OJC that signifies completion of a certain set of courses needed for many occupations. Many of the courses apply to multiple certificates and a student may earn several certificates while at OJC.

Computer Hardware Maintenance & Support Certificate

This program is designed for students who want to learn to support computer installations by repairing hardware and some software maintenance work.

CNG 127	IT Essentials I, PC Hardware and Software	5
CNG 128	IT Essentials II, Network Operating Systems	5

Computer Support Technician Certificate

This program is designed for students who want a broad background of both computer hardware and software. Students take courses related to computer hardware repair and maintenance, along with Cisco and Microsoft networking.

CNG 127	IT Essentials I, PC Hardware and Software	5
CNG 128	IT Essentials II, Network Operating Systems	5
CNG 260	Cisco Network Associate I	5
CNG 261	Cisco Network Associate II	5
CNG 212	Manage a MS Windows Server Environment	4
CNG 213	Implementing a MS Windows Network Infrastructure	4

Microsoft Network Administration Certificate

This program is designed for students who wish to learn how to set up and manage Microsoft networks. Students learn to setup, configure, and maintain workstations and servers in a Microsoft network environment. This program can be used to prepare for successful completion of some of the Microsoft Certified Professional exams.

CNG 211	Windows XP Configuration	3
CNG 212	Manage MS Windows Server Environment	4
CNG 213	Implementing a MS Windows Network Infrastructure	4
CNG 216	Plan a MS Windows Server Active Directory Infrastructure	4

Web Development Certificate

This program is designed for students desiring to learn how to create web sites for companies. The technical part of creating web pages and using tools to design is the focus of this program.

CWB 110	Complete Web Authoring	3
CWB 130	Complete Web Editing Tools	3
MGD 111	Adobe Photoshop I	3

COSMETOLOGY

Cosmetologist (70 Total Credits)

This three-semester program provides training in hair, skin, and nail care services.

Instruction is provided in hair cutting, hair styling, hair coloring, chemical texture services, skin care, waxing services, make-up application, and nail care needs.

Fall Semester (25 Credits)

COS 103	Shampoo/Rinses/Conditioners I	1
COS 110	Intro to Hair Coloring	2
COS 120	Intro to Hair Cutting	2
COS 130	Intro to Hair Styling	2
COS 140	Intro to Chemical Texture	1
NAT 110	Intro to Manicures & Pedicures	3
COS 160	Intro to Disinfection, Sanitation, & Safety	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 111	Intermediate I: Hair Coloring	2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	1
COS 150	Laws, Rules and Regulations	1
COS 275	Cosmetology Preparation for State Board	3

Spring Semester (25 Credits)

COS 203	Shampoo/Rinses/Conditioners II	1
NAT 111	Intermediate Manicures & Pedicures	2
COS 210	Intermediate II: Hair Coloring	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 240	Intermediate II: Chemical Texture	1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	2
EST 110	Intro to Facials & Skin Care	3
EST 111	Intermediate Facials & Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
EST 230	Esthetician Preparation for State Board Exam	3
COS 261	Advanced Disinfection, Sanitation & Safety	1

Summer Semester (20 Credits)

COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 231	Advanced Hair Styling	1
EST 210	Advanced Massage & Skin Care	2
COS 241	Advanced Chemical Texture	1
NAT 210	Advanced Manicures & Pedicures	2
NAT 211	Application of Artificial Nails	5
NAT 230	Nail Technician Preparation for State Board	3
COS 250	Mgmt, Ethics, Interpersonal Skills & Salesmanship	1
COS 279	Cosmetology Occupations	1

COSMETOLOGY

HAIR STYLIST (50 Total Credits)

This two-semester certificate program provides training in hair care. Instruction is provided in hair cutting, hair styling, hair coloring, and chemical textures services.

Fall Semester (25 Credits)

COS 103	Shampoo/Rinses/Conditioners I	.1
COS 110	Intro to Hair Coloring	.2
COS 120	Intro to Hair Cutting	.2
COS 130	Intro to Hair Styling	.2
COS 140	Intro to Chemical Texture	.1
COS 160	Intro to Disinfection, Sanitation & Safety	.2
COS 121	Intermediate I: Hair Cutting	.2
COS 131	Intermediate I: Hair Styling	.2
COS 141	Intermediate I: Chemical Texture	.1
COS 111	Intermediate I: Hair Coloring	.2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	.1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	.2
COS 150	Laws, Rules and Regulations	.1
COS 250	Mgmt, Ethics, Interpersonal Skills & Salesmanship	.1
COS 275	Cosmetology Preparation for State Board	.3

Spring Semester (25 Credits)

COS 203	Shampoo/Rinses/Conditioners II	.1
COS 210	Intermediate II: Hair Coloring	.2
COS 220	Intermediate II: Hair Cutting	.2
COS 230	Intermediate II: Hair Styling	.2
COS 240	Intermediate II: Chemical Texture	.1
COS 211	Advanced Hair Coloring	.2
COS 221	Advanced Hair Cutting	.2
COS 231	Advanced Hair Styling	.1
COS 261	Advanced Disinfection, Sanitation & Safety	.1
COS 262	Advanced II: Disinfection, Sanitation & Safety	.3
COS 275	Cosmetology Preparation for State Board	.3
COS 241	Advanced Chemical Texture	.1
COS 288	Cosmetology Practicum	.4

COSMETOLOGY

NAIL TECHNICIAN (20 Total Credits)

This one-semester certificate program provides training in nail care. Instruction is provided in manicuring, pedicure, nail design extensions, and nail artistry.

Summer Semester Only

NAT 110	Intro to Manicures & Pedicures	.3
NAT 111	Intermediate Manicures & Pedicures	.2
NAT 210	Advanced Manicures & Pedicures	.2
NAT 211	Application of Artificial Nails	.5
COS 150	Laws, Rules & Regulations	.1
COS 250	Management, Ethics, Interpersonal Skills & Sales	.1
COS 160	Intro to Disinfection Sanitation & Safety	.2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	.1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	.2
COS 261	Advanced Disinfection, Sanitation & Safety	.1

COSMETOLOGY

ESTHETICS (24 Total Credits)

Esthetician Courses are delivered two days per week and extend through Spring and Summer semester. Classes are held on Tuesday and Thursday in both spring and summer semester 9 a.m. to 4 p.m. starting in the spring of 2006

Spring Esthetics Courses (12 credits)

EST 110	Intro to Facials & Skin Care	.3
EST 111	Intermediate Facials & Skin Care	.2
EST 211	Facial Makeup	.1
EST 212	Hair Removal	.3
COS 160	Intro to Disinfection, Sanitation & Safety	.2
COS 150	Laws, Rules and Regulations	.1

Summer Esthetics Courses 12 credits

EST 210	Advanced Massage & Skin Care	.2
COS 250	Mgmt, Ethics, Interpersonal Skills & Salesmanship	.1
COS 261	Advanced Disinfection, Sanitation & Safety	.1
COS 262	Advanced II: Disinfection, Sanitation & Safety	.3
COS 260	Intermediate II: Disinfection, Sanitation & Safety	.2
EST 230	Esthetician Preparation for State Board	.3
*EST 290	Professional Development/Continuing Education	.3

*If student is already licensed as Cosmetologist or Esthetician or is looking for advanced training EST 290 would replace EST 230 in the Esthetician course plan.

EST 290 would be a two day training where students would receive equipment training on Day 1 and bring in three models on Day 2 and work with Micro Dermabrasion machine for state wide certification.

EARLY CHILDHOOD EDUCATION

Group Leader Certificate

ECE 101	Introduction to the Early Childhood Education	3
ECE 102	Intro to Early Childhood Lab Techniques	3
ECE 226	Creativity and the Young Child	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 225	Language and Cognition for the Young Child	3
ECE 205	Nutrition, Health and Safety	3

Infant/Toddler Certificate

ECE 111	Infant and Toddler Theory and Practice	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 205	Nutrition, Health and Safety	3

Pre-School Certificate

ECE 101	Introduction to the Early Childhood Education	3
ECE 102	Intro to Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition, Health and Safety	3
ECE 226	Creativity and the Young Child	3

Before and After School Care Certificate

ECE 220	Curriculum Development: Methods/Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition, Health and Safety	3
PSY 238	Child Development	3
ECE 225	Language and Cognition for the Young Child	3

Director Certificate

ECE 101	Introduction to the Early Childhood Education	3
ECE 102	Intro. to Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 241	Administration: Human Relations for ECE	3
ECE 240	Admin. of Early Childhood Care and Education	3
PSY 238	Child Development	3
ECE 205	Nutrition, Health and Safety	3

EMERGENCY MEDICAL SERVICES

The Emergency Medical Services certificate program provides instruction in emergency medical training that will prepare a student to sit for the external certification for EMT Basic and EMT Intermediate.

EMT Basic

EMS 125	EMT Basic9
HPR 102	CPR for Professionals0.5

EMT Intermediate

EMS 203	EMT Intermediate I6
EMS 205	EMT Intermediate II6



LAW ENFORCEMENT TRAINING ACADEMY

The OJC Law Enforcement Training Academy prepares individuals to successfully sit for the Colorado P.O.S.T. (Peace Officer Standards and Training) Certification Examination, a necessary requirement to becoming a peace officer in Colorado. The Academy is staffed with experienced instructors who are experts in their areas of instruction. All OJC Law Academy instructors are career peace officers or full-time public sector professionals. This is a one-semester intensive peace officer certification program that provides tried-and-true police procedures plus previews of the latest innovations and technologies. The OJC Law Academy offers 737 hours of classroom and hands-on training, plus 60 hours of physical conditioning. This is 239 hours above the 558 required training hours for the Colorado POST.

The Academy requires applicants to show proof that they do not have any felony or domestic violence convictions, including on-going or open charges. If interested in the Academy, contact the Academy Director at 719-384-6867 for information.

Applicants need to submit an application and complete an interview with the director prior to acceptance.

CRJ 101	Basic Law Enforcement Academy I	.6
CRJ 102	Basic Law Enforcement Academy II	.12
CRJ 105	Basic Law	.8
CRJ 106	Arrest Control Techniques	.3
CRJ 107	Law Enforcement Driving	.3
CRJ 108	Firearms	.3
CRJ 175	Special Topics: Career English	.1
*CRJ 175	Special Topics: Roadside Sobriety	.1
*CRJ 175	Special Topics: Command Spanish	.1
**CRJ 175	Special Topics: First Aid	.0.5
*CRJ 175	Special Topics: OC Spray	.0.5
*CRJ 175	Special Topics: Anti-Bias	.0.5
*CRJ 175	Special Topics: TASER	<u>.0.5</u>
	Total Hours:	.40

* Course is also offered to working police officers.

** Course is also offered to working police officers and the general public.



NURSING ASSISTANT

Otero Junior College, in cooperation with area hospitals, offers a one semester nursing assistant program to prepare students to work in nursing assistants positions. Interested students should contact the Student Services Center for additional information.

Required Courses:

NUA 101	Nursing Assistant Theory/Lab	4
NUA 170	Nursing Assistant Clinical	1

Recommended Courses:

HPR 178	Medical Terminology	2
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Legal Requirements for Nursing Assistant Licensure

Before becoming licensed, students must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever had accepted by a court a plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," students need to meet with the Chairwoman of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

PRACTICAL NURSING

The Practical Nursing Certificate option is designed to provide education to prepare the student for practice as a licensed practical nurse. Upon admission to the nursing program the student may opt to stop after the first two semesters and two weeks of nursing courses, take the optional PN Socialization course and receive a Certificate of Practical Nursing. The curriculum follows the criteria for the Colorado Nursing Articulation Model and is specifically constructed to promote career mobility between nursing levels.

Successful completion of the Practical Nursing Certificate requirements for graduation also entitles the graduate to submit an application to the State Board of Nursing for the State Licensure Examination for Practical Nursing.

The Practical Nursing Certificate is designed to be completed in 2 semesters plus one semester of prerequisite courses prior to application to the program.

OJC Nursing Admission Procedure

1. Complete an application to Otero Junior College at the Student Services Office on the OJC campus or on-line at www.ojc.edu. Student must be a high school graduate or have a GED certificate.
2. Complete the Accuplacer Basic Skills Assessment (Accuplacer Test) in the Student Services Office on the OJC campus.
3. Complete Human Anatomy and Physiology I or II (BIO 201 or Bio 202) with a grade of C or better within 7 years of starting the nursing program.
4. The following general education course requirements may be taken before or with the nursing courses. We recommend that you complete as many of them as possible prior to starting the nursing program. This will enhance your success in the nursing courses.
 - ENG 121- English Composition
 - PSY 101- General Psychology
 - PSY 235 -Human Growth & Development
 - BIO 201 & 202 Human Anatomy and Physiology I or II (both are required to complete the nursing program but one must be taken prior to application to the nursing program).
 - Arts & Humanities - One 3-hour elective course.
5. Complete the Admission Application Form for Students Entering the First Year of an ADN Program and submit it to the Nursing Office, along with Accuplacer Basic Skills Assessment Scores and official transcripts of general education courses completed. This may be done in person or by certified mail. Forms may be accessed on-line at www.ojc.edu . Applications may not be submitted online. Admission is based on first come first served as completed application requirements are submitted.

General Information:

1. After acceptance into the nursing program, students must have a physical examination. This is a standard requirement for all persons working within health care facilities.
2. For additional information regarding the physical examination, refer to the Student Nursing Handbook available from the OJC Nursing Office.
3. Prospective nursing students are encouraged to complete general academic subjects prior to admission to the nursing program.
4. Nursing students may repeat a class one time. If the class is failed or withdrawn from a second time, the student will not be re-admitted again until specified learning skills, as identified by the nursing program faculty, are satisfactorily completed. For additional information on this re-admit process, refer to the Student Nursing Handbook available from the OJC Nursing Office.

Graduation Requirements

- A. Students must fulfill all requirements of the College for receiving a certificate of completion.
- B. The graduate of nursing must pass all courses with a minimum grade of "C"
- C. Graduates must be competent in calculations of medications. Students are required to pass a medication proficiency examination at 90% in order to progress to the summer semester of the PN program. (See the Nursing Student manual for further information.)

Legal Requirements for Practical Nursing Licensure

Before becoming licensed, students must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever had accepted by a court a plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," students need to meet with the Chair of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

PRACTICAL NURSING CURRICULUM

First Semester

BIO 201	Human Anatomy & Physiology I	4
ENG 121	English Composition I	3
PSY 101	General Psychology	3
	Arts and Humanities Elective	3

Second Semester

BIO 202	Human Anatomy & Physiology II	4
NUR 101	Pharmacology Calculations	1
NUR 107	Nursing Concepts and Skills I	4
NUR 108	Nursing Concepts and Skills II	3
NUR 112	Basic Concepts of Pharmacology	2
NUR 172	Clinical Perspective of Pharmacology	1
NUR 175	Special Topics in the Care of the Aging Client	3

Third Semester

PSY 235	Human Growth & Development	3
NUR 106	Nursing Care of Medical/Surgical Clients	7
NUR 117	Nursing Care of the Child Bearing Family	3
NUR 118	Nursing Care of Children	3
NUR 170	Clinical Focus in the Care of Medical/Surgical Clients ..	3
NUR 111	Socialization into Practical Nursing	1

Recommended Courses: The following courses are recommended to compliment the required nursing program courses. Students are encouraged to register for these as courses as their schedule will allow:

CHE 101	Introduction to Chemistry	5
CIS 115	Intro to Microcomputers	3
ENG 122	English Composition II	3
HPR 178	Medical Terminology	2
HWE 100	Human Nutrition	3
MAT 106	Survey of Algebra	4
SOC 101	Introduction to Sociology I	3
SPE 115	Public Speaking	3



OJC Guided Studies

Continuing Education

Special Programs



OJC GUIDED STUDIES

Otero Junior College's Guided Studies format allows students to access a class and its content completely online via the Internet. OJC uses a web delivery platform called "Blackboard." The web-based platform allows students to access assignments, read and write assignments, take exams, and communicate with the instructor and other students.

OJC Online courses are not independent study or self-paced, they are instructor-paced. Students may also have contact with their instructor via phone, email, or personal visits. Each course is a normal one semester OJC course. Courses offered online may vary each semester. Tuition for OJC Online courses during the 2004-05 academic year is \$86.80 per semester hour for residents and \$120.00 per semester hour for non-residents.

Benefits

- Allows students the opportunity to take classes in a time-frame that meets their individual needs.
- One-on-one interaction with the instructor.
- OJC staff and faculty are available for technical assistance.

Technical Requirements

Platform:	Windows 95, 98, 2000, NT or ME: Mac OS9 or Mac OS X 0
Hardware:	64 MB of Ram, 1 GB of free disc space
Software:	Microsoft Word, Microsoft Excel, Adobe Acrobat Reader
Browser:	Internet Explore 5.0 and higher, or Netscape 6.2 and higher (JavaScript and Cookies must be enabled)
Modem:	56K or higher
Download Add Ins:	Shockwave, Powerpoint Reader

Technical requirements may change based on program upgrades. It is the responsibility of the students to keep their software updated with the latest upgrades.

Students will need to be somewhat proficient with computers to access the Internet, reply to emails, and send attachments. Students also need to assume responsibility as a full partner in their online learning process.

Tips for Success

- Attend the on-campus orientation/tutorial session offered each semester.
- Take advantage of the Blackboard Tutorial online before getting started.
- Communicate with your instructors often; they are your contact for the course.
- Read your course syllabus carefully. This has all the information regarding your responsibilities as well as add/drop and withdrawal dates.
- Log into your class right away and often to view new postings, assignments and tests.
- Expect to commit as much time to an online class as would be required for a traditional class.

Students who do not have access to a computer may find computers available in the Educational Assistance Center, in McBride Hall, in the Wheeler Library, or during open computer labs on campus.

CONTINUING EDUCATION

The philosophy of Continuing Education recognizes that learning continues throughout life. Opportunities are provided for the adult to pursue or resume intellectual interests, to increase vocational competence, to develop worthwhile recreational activities, and to improve quality of life.

Blended with traditional programming, Continuing Education opportunities are responsive to current needs.

The following options are available in Continuing Education:

- College Credit Courses
- Workshops, Conferences, Seminars
- Customized Training
- Non-Credit Courses
- Weekend Courses
- Summer Sessions

General Information

Entrance Requirements - Students who register for transferable credit courses must meet the same entrance requirements for those courses all other students. There are no entrance requirements for adults who enter as special students other than a willingness to put forth the necessary effort to profit from the class instruction.

Class Hours - Traditional classes generally meet either one night per week for a period of three hours each night, or two nights per week for a period of one and a half or two hours each night.

Instructors - Instructors are selected from the full-time faculty, from outstanding instructors living in the college area, and from leading business and professional people. These instructors are chosen not only for their educational background, but also for their ability to relate to adults.

Continuing Education Office - Located in Macdonald Hall—Room 110, 719-384-6884. The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, during the regular terms. Assistance is also available through the Student Services Center in Room 132 of McBride Hall from 5:00-8:30 p.m., Monday through Thursday, during fall and spring semesters.

Registration - Students are expected to register on days designated for registration as stated on the Schedule of Classes. All registration must be completed by the first class meeting. However, students are strongly encouraged to register as early as possible in order to assure enrollment.

Tuition and Fees - Charges for tuition and fees appear in the Schedule of Classes which is available approximately two months before the beginning of the next semester.

Evening Classes - Any college credit course can be offered, on or off campus if there is sufficient demand.

Workshops, Conferences, Seminars, Short Courses - A variety of traditional and non-traditional workshops, conferences, seminars, and short courses are conducted both on and off campus. Customized training may be developed specifically for a particular company or group. These activities may be designed for credit or non-credit.

Extension Courses - Extension courses from other colleges and universities are offered during the academic year when a sufficient number of students enroll and qualified instructors and facilities are available. Requests for specific courses should be addressed to the Associate Dean of Instruction at 719-384-6884.

Summer Programming - The college offers a summer program consisting of a core of courses and others, based on a sufficient enrollment. Again, workshops, conferences, seminars, and short courses may also be offered.

Non-Credit Courses - These courses present another way of meeting the needs of students and community members. Non-credit courses are designed to meet the needs of all age groups and interests. Non-credit courses will be publicized each semester.

Community Services

OJC Dance Program - The OJC Dance Program is dedicated to the principle that those who have the desire to dance should have an opportunity to do so. Movement education is the central focus for the youngest dancers; however, older students may choose from the more traditional disciplines of ballet, tap, modern, and jazz. The program also offers specialized movement classes. Students can register before the beginning of each semester by calling 719-384-6812.

Otero Arts Festival - Each year, junior high and high school students are invited to participate in juried art and writing competition. The Otero Arts Festival, organized by college personnel, is held on the campus and is open to the public. Scholarships, cash, and ribbon awards are presented to the winners.

Theatre Productions - The public is invited to attend and participate in the theatre performances staged by the college and community. The Otero Players present quality productions fall and spring semesters in the Ed Stafford Theatre, located in the Humanities Center.

SPECIAL PROGRAMS

Basic Skills Courses

Basic skills courses are comprised of four instructional modes focusing on both developmental and remediation skill building. The modes are audio-visual, printed material, computer assisted instruction, and teacher-student interaction. The areas in which students may receive assistance include: English, Mathematics, Study Skills, Reading, and other college-related educational support services.

General Education Development (GED)

The General Education Development (GED) program is an alternate means of earning a certificate equivalent to a high school diploma. The GED program is open to persons sixteen years of age or older. However, the Colorado Department of Education will only administer the GED tests to those who are at least seventeen years old.

The GED battery of tests is comprised of five subject and skill areas as follows:

1. The Writing Skills Test with Essay Section
2. The Social Studies Test
3. The Science Test
4. The Literature and Arts Test
5. The Mathematics Test

Bueno HEP/GED

The High School Equivalency Program (HEP) offers instruction in the subject and skill areas necessary to help students with job-entry-level studies. Actual time periods vary with the individual's educational abilities. In addition, simulated tests are administered to determine readiness for appropriate college-level classes and for the official GED tests. At that time, the student and instructor evaluate the student's progress. For additional information, interested students should contact the BUENO HEP office, 719-384-6848.

Southern Colorado Educational Opportunity Center

The Southern Colorado Educational Opportunity Center (SCEOC) located in McBride Hall is a federally sponsored satellite program that assists low-income and first generation individuals to pursue post-secondary educational goals. Admission application procedures, financial aid preparation, career, and educational planning are some of the services offered through the SCEOC. Call 719-384-6840 for more information.

Child Development Services

Child Development Services (CDS) has been a sponsored agency of Otero Junior College since 1974. It is the mission of Otero Junior College Child Development Services to provide high quality, comprehensive early childhood education programs for children from birth through 6 years old; to provide parent education programs that strengthen the family, develop basic literacy, encourage job training and personal development; and to develop community partnerships and coordination of community based services. CDS administers three federally funded early childhood programs - Head Start, Migrant and Seasonal Head Start, and Early Head Start. These nation-wide, federally funded programs help low-income children, their families, and communities overcome the effects of poverty and help prepare children to start school. In addition to Head Start programs, CDS administers the Colorado Preschool Program for East Otero School District. CDS provides services to over 900 children annually throughout a nine county area in southern Colorado. CDS can be contacted at: 384-1091.

Head Start - CDS operates Head Start centers in the communities of Lamar, Las Animas, La Junta, Rocky Ford, and Olney Springs for 380 preschool children age 3 to 5 years of age. Head Start believes that in order to succeed in school and later in life, children must be healthy, nourished, socially competent, and have a healthy self-esteem, as well as strong, supportive, caring families. Operating within this premise, CDS develops curricula, activities, and services that reflect the cultures, characteristics, and expectations of the local communities. The centers operate on a school year calendar.

Early Head Start - CDS administers an Early Head Start program for expectant parents, and children from birth to age 3. Serving 40 families, this home-based program brings staff and materials directly to the families, in their home environment, with regularly scheduled group experiences to encourage socialization. Early Head Start promotes parent/child bonding and families regularly participate in experiences that promote positive mental health and growth in knowledge of how children grow and learn. Early Head Start is a full year program operating year around.

Migrant and Seasonal Head Start - CDS operates Migrant & Seasonal Head Start centers in the communities of Granada, Manzanola, Boone, Alamosa, and Center for 425 children from six weeks to compulsory school age. Migrant and Seasonal Head Start programs are funded directly through the Department of Health and Human Services and are charged with providing comprehensive educational, health and social services to migrant and seasonal farm worker families and their young children. Eligibility requirements state that migrant and seasonal farm-worker families must meet the annual Head Start poverty income guidelines; and earn their annual income primarily from agricultural work that involves the production and harvesting of tree and field crops. Migrant & Seasonal Head Start centers are open during the height of the agricultural season - generally from mid-June through October.

Colorado Preschool Program - The Colorado Preschool Program (CPP) is funded by the Colorado Department of Education with grants to local school districts. CDS currently oversees 70 CPP slots through East Otero School District. The Colorado Preschool Program is funded to provide preschool services to four year old children entering kindergarten the following year. Family income is not a factor in determining eligibility. Services to CPP children are fully integrated with the Head Start program and observe the school year calendar.

Educational Assistance Center

The Educational Assistance Center (EAC) is located in Room 129 of McBride Hall. The Center provides free support services to all students to assist in fulfilling their personal and educational objectives. These services include transitional assistance, study skills, tutoring, alternative testing, open computer lab, and learning style inventories.

Through assessment, students are offered the opportunity to explore educational and occupational options through a variety of career and job search tools. Ongoing assistance is provided through enrollment and academic advising, information and referrals, job readiness, retention, and transitional activities.

The Educational Assistance Center is funded through the college and Carl D. Perkins Vocational and Technical Education Act. Students interested in obtaining more information about EAC should call 719-384-6862.

Students needing special materials because of a disability should contact EAC before registration.

For further information on the following programs call 719-384-6862.

Directed Studies - Developmental course offerings in English, math, reading, and study skills provide basic skill building for individual students. Courses are available for registered full-time and part-time students and on a space-available basis for members of the community.

Computer Access Lab - The Computer Access Lab provides adaptive computer technology for students with documented disabilities. Adaptive computer technology encompasses any access method, software, or hardware adaptation that enhances or facilitates the ability of a person with a disability to "see" the screen and "use" the keyboard. The goal of the Computer Access Lab is to make the personal computer accessible to persons with visual, auditory, orthopedic and learning disabilities. Students learn to use disability specific access devices, software and hardware within the context of a word processing program. Skill building is directed at enhancing academic and vocational goals. Further information about the Computer Access Lab may be obtained by calling 719-384-6865.

Tutorial Services - Upon referral of an instructor, individual and group tutoring is provided at no additional cost to students. Computer lab, alternative testing, diagnosis of learning styles, resource materials and study and test taking skill development assistance are also available.

Course Descriptions



Otero
Junior College

COURSE DESCRIPTIONS

Methods of Determining Credit

Course credit is based on semester hours. One semester hour of credit usually represents 50 minutes of class time per week for a semester. Some courses with laboratory sessions meet for longer periods of time per semester hour of credit.

Course Listing

All courses listed in this catalog appear alphabetically by subject code and in numerical sequence with listings broken down as follows:

1. The capital letters preceding the course indicate the subject area in which the course is offered and are used as a code.
2. The three digits immediately following the subject area code identify individual course offerings within the area of study. In general, the first digit, 1, indicates a first year subject and a 2, a second year subject.
3. The words following the course number are course titles and describe the course in as few words as possible.
4. The single digit on the far right of the second line indicates the number of semester hours of credit the course carries.

The listing of a course in this or any other college publication does not constitute a guarantee, nor contract, that the particular course will be offered during the time listed. All courses are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made.

— ACADEMIC ACHIEVEMENT —

AAA 090 - Advanced Academic Achievement

3 Credits

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community awareness of diversity, leadership, and techniques for successful academic performance.

Recommended for new and returning students.

— ACCOUNTING —

ACC 101 - Fundamentals of Accounting

3 Credits

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

ACC 115 - Payroll Accounting

3 Credits

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

PreRequisite: ACC 101 or 121

CoRequisite: ACC 101 or ACC 121

ACC 121 - Accounting Principles I

4 Credits

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

ACC 122 - Accounting Principles II

4 Credits

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.

PreRequisite: ACC 121 or equivalent

ACC 125 - Computerized Accounting

3 Credits

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

— **AGRICULTURE BUSINESS MANAGEMENT** —

ABM 111 & 112 - RECORDS AND BUSINESS PLANNING I & II

9 Credits

Year One 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 principals, computerized accounting reports and business plan components.

ABM 121 & 122 - FINANCIAL ANALYSIS I & II

9 Credits

Year Two will be a continuation of record keeping developed during the first year. Emphasis will be placed under profitability and efficiency analysis by enterprise. Interactions between enterprises are stressed. Competition for limiting resources, resource improvement effects and complimentary enterprises are identified. Alternative combinations are considered and encouraged where advantageous. The course will continue to include one-on-one work on the client's farm or ranch.

ABM 131 & 132 - COMMODITY MARKETING I & II

9 Credits

Year Three explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan. 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 and options and price behavior information.

ABM 141 & 142 - ADVANCED BUSINESS MANAGEMENT AND TRENDS I & II

9 Credits

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

— ANTHROPOLOGY —

ANT 101 - CULTURAL ANTHROPOLOGY

3 Credits

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

ANT 107 - INTRODUCTION TO ARCHAEOLOGY

3 Credits

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories.

ANT 111 - PHYSICAL ANTHROPOLOGY

3 Credits

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

— ART —

ART 110 - Art Appreciation

3 Credits

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

ART 111 - Art History I

3 Credits

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

ART 112 - Art History II

3 Credits

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

ART 121 - Drawing I

3 Credits

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

— ART —

ART 122 - Drawing II

3 Credits

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

PreRequisite: ART 121

ART 123 - Watercolor I

3 Credits

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

PreRequisite: ART 121, its equivalent, or permission of instructor.

ART 124 - Watercolor II

3 Credits

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

PreRequisite: ART 123 or its equivalent

ART 131 - 2-D Design

3 Credits

Examines the basic elements of design, visual perceptions, and artistic form and composition as they relate to two-dimensional media.

ART 132 - 3-D Design

3 Credits

Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 161 - Ceramics I

3 Credits

Introduces traditional and contemporary ceramic forms and processes including hand-building and throwing on the potter's wheel.

ART 162 - Ceramics II

3 Credits

A continuation of ART 161, this course emphasizes skill, technique and form.

PreRequisite: ART 161

ART 211 - Painting I

3 Credits

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212 - Painting II

3 Credits

Further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 221 - Drawing III

3 Credits

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

ART 222 - Drawing IV

3 Credits

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

— AUTO SERVICE TECHNOLOGY —

ASE 110 - Brakes I

3 Credits

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

ASE 120 - Basic Automotive Electricity

2 Credits

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

ASE 123 - Automotive Battery, Starting, and Charging Systems

2 Credits

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.

PreRequisite: ASE 120

ASE 132 - Ignition System Diagnosis and Repair

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

— **AUTO SERVICE TECHNOLOGY** —

ASE 134 - Automotive Emissions

2 Credits

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

PreRequisite: ASE 132

ASE 140 - Suspension and Steering I

3 Credits

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

ASE 151 - Automotive Manual Transmission/Transaxles & Clutches

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152 - Differentials & 4WD/AWD Service

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

ASE 160 - Automotive Engine Removal & Installation

1 Credit

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

ASE 161 - Engine, Disassembly Diagnosis & Assembly

5 Credits

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

ASE 210 - Brakes II

3 Credits

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.

PreRequisite: ASE-110

ASE 220 - Specialized Electronics Training

2 Credits

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.

PreRequisite: ASE 120

ASE 221 - Automotive Body Electrical

4 Credits

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

PreRequisite: ASE 120

ASE 231 - Automotive Computers

2 Credits

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

PreRequisite: ASE 120, ASE 134, ASE 220,

ASE 233 - Fuel Injection and Exhaust Systems

4 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

PreRequisite: ASE 120, ASE 134, ASE 231

ASE 235 - Driveability Diagnosis

1 Credit

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.

PreRequisite: ASE 233

ASE 250 - Automatic Transmission/Transaxle Service

1 Credit

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

— *AUTO SERVICE TECHNOLOGY* —

ASE 251 - Automatic Transmission/Transaxle Diagnosis and Assemblies

5 Credits

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. PreRequisite: ASE 250

ASE 265 - Automotive Heating and Air Conditioning

5 Credits

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

— *AMERICAN SIGN LANGUAGE* —

ASL 101 - Basic Sign Language I

3 Credits

Provides students with the basic knowledge of communicating with the deaf community. Students will develop basic vocabulary and conversational skills and will be introduced to aspects for the deaf culture and community.

ASL 102 - Basic Sign Language II

3 Credits

Continues the sequence for students who want to learn basic conversational patterns to communicate with the deaf community. The material covers basic vocabulary and conversational skills, and aspects of the deaf culture and community.

PreRequisite: ASL 101 or permission of instructor

— *ASTRONOMY* —

AST 101 - Astronomy I

4 Credits

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

AST 102 - Astronomy II

4 Credits

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

— BASIC SKILLS —

ENG 060 - Writing Fundamentals

3 Credits

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

MAT 060 - Pre-Algebra

3 Credits

Furtheres the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

PreRequisite: MAT 030 or math assessment

REA 090 - College Preparatory Reading

1 Credit

Prepares students for college level content reading. It will build upon the Level 1 content and provide a bridge from remedial reading to content instruction.

— BIOLOGY —

BIO 105 - Science of Biology

4 Credits

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

BIO 111 - General College Biology with Lab

5 Credits

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

— **BIOLOGY** —

BIO 112 - General College Biology II with Lab

5 Credits

Continues Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

PreRequisite: BIO 111

BIO 201 - Human Anatomy and Physiology I

4 Credits

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence.

PreRequisite: BIO 111 or equivalent, or permission of instructor.

BIO 202 - Human Anatomy and Physiology II

4 Credits

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence.

PreRequisite: BIO 201 or equivalent, or permission of instructor.

— **BUSINESS TECHNOLOGY** —

BTE 100 - Computer Keyboarding

1 Credit

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102 - Keyboarding Applications I

2 Credits

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

PreRequisite: Ability to keyboard 20 wpm or permission of instructor

— **BUSINESS TECHNOLOGY** —

BTE 103 - Keyboarding Applications II

3 Credits

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

PreRequisite: BTE 102

BTE 108 - Ten-Key by Touch

1 Credit

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

BTE 156 - Business Mathematics with Calculators

4 Credits

Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

BTE 166 - Business Editing Skills

3 Credits

Provides proofreading techniques and reviews spelling, punctuation, grammar, and word processing formats on various types of business documents and worksheets.

BTE 204 - Keyboarding Applications III

3 Credits

Produces mailable computer printouts from straight-copy, rough-draft, and simulated office projects and develops the ability to make decisions without direct supervision.

PreRequisite: BTE 103, BTE 155, or equivalent; keyboard speed of 45 wpm, or permission of instructor.

BTE 225 - Administrative Office Management

3 Credits

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

— **BUSINESS** —

BUS 115 - Introduction to Business

3 Credits

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

BUS 216 - Legal Environment of Business

3 Credits

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

BUS 217 - Business Communication & Report Writing

3 Credits

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication. PreRequisite: ENG 090

BUS 226 - Business Statistics

3 Credits

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. PreRequisite: MAT 090

— **CHEMISTRY** —

CHE 101 - Introduction to Chemistry I with Lab

5 Credits

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. PreRequisite: MAT 090 or CoRequisite: MAT 090

CHE 102 - Introduction to Chemistry II with Lab

5 Credits

Focuses on introductory organic and biochemistry. 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. Incorporates laboratory experiments.

PreRequisite: CHE 101 or permission of instructor

— CHEMISTRY —**CHE 111 - General College Chemistry I with Lab**

5 Credits

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. Covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. Includes gases, liquids, and solids. Problem-solving skills are emphasized. Incorporates laboratory experiments.

PreRequisite: One year of high school chemistry or equivalent.

CoRequisite: MAT 121

CHE 112 - General College Chemistry II with Lab

5 Credits

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

PreRequisite: CHE 111, MAT 121

CHE 211 - Organic Chemistry I with Lab

5 Credits

Focuses on compounds associated with the element carbon. Includes structure and reactions of aliphatic hydrocarbons and selected functional group families. Covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

PreRequisite: CHE 112

CHE 212 - Organic Chemistry II with Lab

5 Credits

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis. Includes the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. Explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Includes reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits.

Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

PreRequisite: CHE 211

— **COMPUTER INFORMATION SYSTEM** —

CIS 115 - Introduction to Computer Information Systems

3 Credits

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

CIS 118 - Intro PC Applications

3 Credits

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages.

PreRequisite: CIS 115 or permission of instructor

CIS 135 - Complete PC Word Processing

3 Credits

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

PreRequisite: CIS 115 or permission of instructor

CIS 145 - Complete PC Database

3 Credits

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

PreRequisite: CIS 115 or permission of instructor

CIS 155 - PC Spreadsheet Concepts: Excel

3 Credits

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

PreRequisite: CIS 115 or permission of instructor

— **COMPUTER & NETWORKING TECHNOLOGY** —

CNG 127 - IT Essentials I: PC Hardware & Software

5 Credits

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 128 - IT Essentials II: Network Operating Systems

5 Credits

Introduces multi-user, multi-tasking networking operating systems. Focuses on characteristics of the Linux, Unix, Windows 2000, NT, and XP networking operating systems. Explores a variety of topics including installation procedures, security issues, back up procedures and remote access. The course prepares the student for both the CompTIA Server + Certification and the Linux + Certification.

PreRequisite: CNG 127

— **COMPUTER & NETWORKING TECHNOLOGY** —

CNG 211 - Windows XP Configuration

3 Credits

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.

CNG 212 - Managing a MS Windows Server Environment

4 Credits

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.

CNG 213 - Implementing a Windows Network Infrastructure

4 Credits

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.

PreRequisite: CNG 212 or permission of instructor.

CNG 216 - Plan a MS Windows Server Active Directory Infrastructure

4 Credits

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.

— COMPUTER & NETWORKING TECHNOLOGY —
CISCO Network Associate

CNG 260 - CISCO Network Associate I

5 Credits

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

CNG 261 - CISCO Network Associate II

5 Credits

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

PreRequisite: CNG 260

CNG 262 - CISCO Network Associate III

5 Credits

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

PreRequisite: CNG 261

CNG 263 - CISCO Network Associate IV

5 Credits

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

PreRequisite: CNG 262

— **COMPUTER & NETWORKING TECHNOLOGY** —
CISCO Network Professional

CNG 265 - Cisco Network Professional I

5 Credits

Focuses on using Cisco routers connected in LANs and WANs typically found at medium to large network sites. Emphasizes selection and implementation of the appropriate Cisco IOSTM services required to build a scalable, routed network. Includes theories and tasks that network managers and administrators need to use and perform when managing access and controlling overhead traffic in growing, routed networks once connectivity has been established. This course is the first in a series of four semesters pertaining to CCNP Certification.

PreRequisite: Current Cisco CCNA Certification or permission of instructor.

CNG 266 - Cisco Network Professional II

5 Credits

Focuses on using and configuring Cisco routers remotely connected in WANs found in medium to large network sites. Emphasizes how to select WAN topologies, devices, protocols, and implement the appropriate Cisco IOS services required for remotely accessing network resources. Includes selecting WAN components, configuring asynchronous modems, PPP, Frame Relay and ISDN protocols, NAT, X.25; TACACS+ Server, Dial Backup, and Managing Network Performance with Queuing and Compression together with requisite router configurations. This is the second course in a series of four semesters pertaining to CCNP Certification.

PreRequisite: CNG 265

CNG 267 - Cisco Network Professional III

5 Credits

Focuses on using and configuring Cisco routers and switches to connect LANs and WANs found at medium to large network sites. Covers the selection and implementation of the appropriate Cisco IOS services required to build scalable, routed, switched and multi-layered switched networks. Includes theories and tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed networks once connectivity has been established. This is the third course in a series of four semesters pertaining to CCNP Certification.

PreRequisite: CNG 266

CNG 268 - Cisco Network Professional IV

5 Credits

Focuses on methodologies that provide systematic and efficient approaches to troubleshooting and support of networks and network components. Emphasizes troubleshooting tools, software testing products, protocol overviews, TCP/IP features, LAN switching, VLAN broadcasts and security, routing and switching architectures, Frame Relay, ISDN, Novel IPX, AppleTalk, EIGRP, OSPF, and BGP. This is the fourth course in a series of four semesters pertaining to CCNP Certification.

PreRequisite: CNG 267

— COSMETOLOGY —

COS 103 - Shampoo/Rinses/Conditioners

1 Credit

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.

COS 203 - Shampoos/Rinses/Conditioners II

1 Credit

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.

COS 110 - Introduction to Hair Coloring

2 Credits

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.

COS 111 - Intermediate: Hair Coloring

2 Credits

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.

COS 210 - Intermediate II: Hair Coloring

2 Credits

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.

COS 211 - Advanced Hair Coloring

2 Credits

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.

— COSMETOLOGY —

COS 120 - Introduction to Hair Cutting

2 Credits

Introduction to the theory relevant to patron protection, angles, elevations, 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 cutting hair.

COS 121 - Intermediate I: cutting hair

2 Credits

Focuses on they related facial shapes, head and body forms to determine the clients appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

COS 220 - Intermediate II: cutting hair

2 Credits

Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client s appropriate haircut. Incorporates practical applications of hair cutting techniques.

COS 221 - Advanced Hair Cutting

2 Credits

Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

COS 130 - Introduction to Hair Styling

2 Credits

Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, air forming iron curling, soft pressing and hard pressing.

COS 131 - Intermediate I: Hair Styling

2 Credits

Focuses on the accepted methods of styling hair, air forming roller sets, finger waves pin curls braiding and hair pressing.

COS 230 - Intermediate II: Hair Styling

2 Credits

* 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.

COS 231 - Advanced Hair Styling

1 Credit

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.

COS 140 - Introduction to Chemical Texture

1 Credit

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.

COS 141 - Intermediate I: Chemical Texture

1 Credit

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.

COS 240 - Intermediate II: Chemical Texture

1 Credit

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.

COS 241 - Advanced Chemical Texture

1 Credit

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.

COS 150 - Laws, Rules and Regulations

1 Credit

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.

— COSMETOLOGY —

COS 250 - Management, Ethics, Interpersonal Skills & Salesmanship

1 Credit

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.

COS 160 - Introduction to Disinfection, Sanitation & Safety

2 Credits

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.

COS 161 - Intermediate I: Disinfection, Sanitation & Safety

1 Credit

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.

COS 260 - Intermediate II: Disinfection, Sanitation & Safety

2 Credits

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.

COS 261 - Advanced Disinfection, Sanitation & Safety

1 Credit

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.

COS 262 - Advanced II: Disinfection, Sanitation & Safety

3 Credits

* This course is the extra hours/credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. 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.

COS 275 - Special Topics

6 Credits

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

COS 279 - Seminar/Workshop

6 Credits

This course provides students with an experiential learning opportunity.

COS 280 - Internship

6 Credits

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 instruction.

COS 288 - Practicum

10 Credits

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

COS 290 - Professional Development/Continuing Education

6 Credits

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

—CRIMINAL JUSTICE—

CRJ 101 - Basic Law Enforcement Academy I

8 Credits

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.

PreRequisite: Permission of Academy Director

CRJ 102 - Basic Law Enforcement Academy II

6 Credits

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.

PreRequisite: Permission of Academy Director

CRJ 105 - Basic Law

6 Credits

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.

PreRequisite: Permission of Academy Director

CRJ 106 - Arrest Control Techniques

3 Credits

Cover 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.

PreRequisite: Permission of Academy Director

CRJ 107 - Law Enforcement Driving

3 Credits

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.

PreRequisite: Permission of Academy Director

CRJ 108 - Firearms

3 Credits

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.

PreRequisite: Permission of Academy Director

CRJ 230 - Criminology

3 Credits

Examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives. Covers the history and development of criminology.

PreRequisite: Permission of Academy Director

CRJ 175-001 - Heartsmart First Aid/CPR

0.5 Credits

This is an eight-hour basic first aid, cardio pulmonary resuscitation (CPR) and biological contamination certification course. Heartsmart First Aid/CPR is an OJC Law Academy curriculum class open to currently employed peace officers and public individuals.

PreRequisite: Written permission of the academy director required.

CRJ 175-002 - Command Spanish

1 Credit

This is a 20-hour certification course limited to learning the basic Spanish phrases and questions necessary to communicate certain specific law enforcement protocols.

Instruction includes cross-cultural issues pertaining to relationships between non-Spanish-officers and the Latino/Spanish speaking community. Command Spanish for Law Enforcement Officers is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers.

PreRequisite: Written permission of the academy director required.

CRJ 175-003 - Oleoresin Capsicum (OC) Pepper Spray

0.5 Credits

This is an eight-hour certification course in the proper use of oleoresin capsicum (OC) defensive spray. OC is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers.

PreRequisite: Written permission of the academy director required.

CRJ 175-003 - TASER

0.5 Credits

This is an eight-hour certification course in the proper use of TASER arrest control weapons. TASER training is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers.

PreRequisite: Written permission of the academy director required.

—*CRIMINAL JUSTICE*—

CRJ 175-004 - Anti-Bias Policing

0.5 Credits

This is an eight-hour certification course in preventing the patterns and practices of racial profiling and biased based policing. Anti-Bias Policing is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers. PreRequisite: Written permission of the academy director required.

CRJ 175-005 - Roadside Sobriety (SFST)

1 Credit

This is a 24-hour certification course presenting the requirements for stopping, approaching, conducting roadside sobriety tests, and the follow-up procedures necessary for adjudication of D.U.I. charges and revocation requirements. SFST is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers. PreRequisite: Written permission of the academy director required.

CRJ 175-006 - Career Management

1 Credit

This is a 21-hour course involving methods for finding, securing and maintaining law enforcement employment - jobmanship. Career Management is an OJC Law Academy curriculum class with limited outside enrollment. PreRequisite: Written permission of the academy director required.

— *COMPUTER WEB-BASED* —

CWB 110 - Complete Web Authoring

3 Credits

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.

CWB 130 - Complete Web Editing Tools

3 Credits

Introduces advanced web editing techniques to control web page layout. Advanced HTML topics such as frames and web forms are introduced. In addition students learn to create and manage web sites using a Graphical Web Design program such as Front Page or DreamWeaver. PreRequisite: CWB 110 or permission of instructor.

— **EARLY CHILDHOOD EDUCATION** —

ECE 101 - Introduction to Early Childhood Education

3 Credits

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age 8.

ECE 102 - Introduction to Early Childhood Lab Techniques

3 Credits

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

PreRequisite: ECE 101 or enrolled concurrently.

CoRequisite: ECE 101

ECE 103 - Guidance Strategies for Children

3 Credits

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

ECE 111 - Infant and Toddler Theory and Practice

3 Credits

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

ECE 112 - Intro to Infant/Toddler Lab Techniques

3 Credits

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

PreRequisite: ECE 111 or enrolled concurrently.

— **EARLY CHILDHOOD EDUCATION** —

ECE 113 - Infant/Toddler Lab Techniques II

3 Credits

Continues ECE 112 with responsibility for planning and implementing developmentally appropriate activities and caregiving.

PreRequisite: ECE 111 and ECE 112 or enrolled concurrently.

ECE 205 - Nutrition, Health and Safety

3 Credits

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

ECE 220 - Curriculum Development: Methods and Techniques

3 Credits

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

ECE 225 - Language and Cognition for the Young Child

3 Credits

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

PreRequisite: PSY 238 or permission of instructor.

ECE 226 - Creativity and the Young Child

3 Credits

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

ECE 240 - Administration of Early Childhood Care and Education Programs

3 Credits

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.

PreRequisite: ECE 101 or permission of instructor.

ECE 241 - Admin: Human Relations for Early Childhood Professions

3 Credits

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

ECE 260 - Exceptional Child

3 Credits

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

ECE 288 - Practicum: Early Childhood Education

1 - 7 Credits

Provides students with advanced field experience opportunities in early childhood education programs.

ECE 289 - Capstone: Early Childhood Education

1 - 6 Credits

Incorporates a demonstrated culmination of learning within a given program of study.

PreRequisite: Permission of instructor.

— *ECONOMICS* —

ECO 201 - Principles of Macroeconomics

3 Credits

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 - Principles of Microeconomics

3 Credits

Focuses on the consumer, 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.

— *EDUCATION* —

EDU 221 - Introduction to Education

3 Credits

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.

— *EMERGENCY MEDICAL SERVICES* —

EMS 125 - EMT Basic

9 Credits

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

EMS 203 - EMT Intermediate I

6 Credits

Course provides preparatory information and is the first part of the EMT Intermediate program.

EMS 205 - EMT Intermediate II

6 Credits

Serves as the second course for EMT Intermediate certification.

— ENGLISH —

ENG 090 - Basic Composition

3 Credits

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 115 - Technical English and Communication

3 Credits

Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or to remain successful) in the workplace.

ENG 121 - English Composition I

3 Credits

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

PreRequisite: ENG 090 or appropriate placement score.

ENG 122 - English Composition II

3 Credits

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.

PreRequisite: ENG 121

ENG 221 - Creative Writing I

3 Credits

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

PreRequisite: Eng 121 or permission of instructor.

ENG 222 - Creative Writing II

3 Credits

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

PreRequisite: ENG 221

— ENGLISH AS A SECOND LANGUAGE —

ESL 011 - Basic Pronunciation

3 Credits

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

PreRequisite: Appropriate placement scores

ESL 021 - Basic Grammar

3 Credits

Assists the student in mastering basic structures in English grammar through oral and written practice.

PreRequisite: Appropriate placement score

ESL 031 - Basic Conversation

3 Credits

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

PreRequisite: Appropriate placement score

ESL 041 - Basic Reading

3 Credits

Improves comprehension of simple written texts through vocabulary building and reading strategies.

PreRequisite: Appropriate placement score

— ESTHETICS —

EST 110 - Introduction to Facials and Skin Care

3 Credits

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.

EST 111 - Intermediate Facials & Skin Care

2 Credits

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.

— **ESTHETICS** —

EST 210 - Advanced Massage & Skin Care

2 Credits

* 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.

EST 211 - Facial Make-up

1 Credit

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.

EST 212 - Hair Removal

3 Credits

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 pertains to Colorado rules and regulations will be practiced.

EST 160 - Introduction to Disinfection, Sanitation & Safety

2 Credits

Introduces the various methods of disinfection, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with disinfection, sanitation and safety.

EST 161 - Intermediate Disinfection, Sanitation & Safety

3 Credits

Presents theory and the daily utilization and practice of the proper methods of disinfection, sanitation, and safety. Procedures as related to all phases of the industry. Training is provided in a supervised (clinical) setting.

EST 230 - Esthetician Preparation for State Board

3 Credits

Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

— *ESTHETICS* —

EST 260 - Advanced Disinfection, Sanitation & Safety

2 Credits

Provides advanced training on disinfection, sanitation, and safety is incorporated in a supervised salon (clinical) setting. Advanced techniques will ready the student for employment. Student preparation for the State Board Licensing Examination in theory and practical procedures for disinfection, sanitation and safety.

EST 280 - Internship

6 Credits

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 instruction.

EST 285 - Independent Study

6 Credits

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

EST 290 - Professional Development/Continuing Education

6 Credits

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

— *GEOGRAPHY* —

GEO 105 - World Regional Geography

3 Credits

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.

— GEOLOGY —

GEY 111 - Physical Geology

4 Credits

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 - Historical Geology

4 Credits

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life-forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

PreRequisite: GEY 111 or permission of instructor.

— HISTORY —

HIS 101 - History of Western Civilization I

3 Credits

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 102 - History of Western Civilization II

3 Credits

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 201 - United States History I

3 Credits

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native Americans 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.

— HISTORY —

HIS 202 - United States History II

3 Credits

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 225 - Colorado History

3 Credits

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

— HEALTH PROFESSIONAL —

HPR 102 - CPR for Professionals (EMT Basic)

0.5 Credits

Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients.

HPR 109 - Assisting with Medication Administration

1 Credit

Addresses routine knowledge and information required by the Professional Household Health Assistant in attending the home-care patient.

HPR 110 - IV Therapy for LPNs

5 Credits

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.

PreRequisite: Current License as an LPN in Colorado; current CPR certificate and clinical malpractice insurance.

— HEALTH PROFESSIONAL —

HPR 178 - Medical Terminology

4 Credits

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 216 - Pathophysiology

4 Credits

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

PreRequisite: BIO 201, 202 or permission of instructor.

— HUMANITIES —

HUM 121 - Survey of Humanities I

3 Credits

Description: Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity and Christian eras. Emphasizes connections among the arts, values, and diverse cultures.

HUM 122 - Survey of Humanities II

3 Credits

Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

HUM 123 - Survey of Humanities III

3 Credits

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples.

— HEALTH & WELLNESS —

HWE 100 - Human Nutrition

3 Credits

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

— LITERATURE —

LIT 115 - Introduction to Literature I

3 Credits

Description: Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 178 - Special Topics Literature "Thon"

1 - 3 Credits

Centers on a marathon-like reading (a "Thon") of masterpieces of world literature. The Thon provides students with the opportunity to totally immerse in great literary works. Students prepare for the Thon by the study of documents which provide background material on the author, the culture as represented in the work, on the style and technique of the author and the characteristics of the work. The reading is oral, and takes place over two consecutive 15-hour days.

LIT 201 - Masterpieces of Literature I

3 Credits

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds.

LIT 202 - Masterpieces of Literature II

3 Credits

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 211 - Survey of American Literature I

3 Credits

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 212 - Survey of American Literature II

3 Credits

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 255 - Children's Literature

3 Credits

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

— **MANAGEMENT** —

MAN 128 - Human Relations in Organizations

3 Credits

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

MAN 216 - Small Business Management

3 Credits

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

— **MARKETING** —

MAR 160 - Customer Service

3 Credits

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

— **MATHEMATICS** —

MAT 090 - Introductory Algebra

4 Credits

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included.

PreRequisite: Successful completion of Math 060 or appropriate placement score

MAT 106 - Survey of Algebra

4 Credits

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.

PreRequisite: Successful completion of Math 090 or placement score

— MATHEMATICS —

MAT 107 - Career Math

3 Credits

Covers material designed for career technical students or general studies students who need to study particular mathematical topics. Topics may include arithmetic review, calculator usage, algebra, geometry, trigonometry, graphs and finance. These are presented on an introductory level and the emphasis is on applications. The specific topics covered are selected to meet the needs of the students enrolled in the course.

Prerequisite: Appropriate placement score

MAT 121 - College Algebra

4 Credits

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.

Prerequisite: MAT 106 or appropriate placement score

MAT 122 - College Trigonometry

3 Credits

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.

Prerequisite: MAT 121 or equivalent.

MAT 123 - Finite Mathematics

3 Credits

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. Offered on demand.

Prerequisite: MAT 106 or equivalent

MAT 125 - Survey of Calculus

4 Credits

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

Prerequisite: MAT 121 or equivalent or appropriate placement score

— MATHEMATICS —

MAT 135 - Introduction to Statistics

3 Credits

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference --estimation, hypothesis testing, comparison of populations, correlation and regression.

PreRequisite: MAT 106 or appropriate placement score

MAT 155 - Mathematics for Elementary Teachers I

3 Credits

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.

PreRequisite: MAT 106 or equivalent competency

MAT 156 - Mathematics for Elementary Teachers II

3 Credits

Continues MAT 155. It includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry

PreRequisite: Mat 155

MAT 201 - Calculus I

5 Credits

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.

PreRequisite: MAT 121 and MAT 122 or appropriate placement score

MAT 202 - Calculus II

5 Credits

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

PreRequisite: MAT 201 or appropriate placement score

MAT 203 - Calculus III

4 Credits

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.

PreRequisite: MAT 202 or appropriate placement score

— MATHEMATICS —

MAT 255 - Linear Algebra

3 Credits

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors. Offered on demand.

PreRequisite: MAT 202

MAT 265 - Differential Equations

3 Credits

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

PreRequisite: MAT 202

— MULTIMEDIA GRAPHIC DESIGN —

MGD 111 - Adobe Photoshop I

3 Credits

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.

MGD 112 - Adobe Illustrator I

3 Credits

Acquaints students with the process 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.

MGD 133 - Graphic Design I

3 Credits

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures

— **MEDICAL OFFICE TECHNOLOGY** —

MOT 132 - Medical Transcription

4 Credits

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

PreRequisite: BTE 103

MOT 208 - Introduction to CPT-4 Coding

2 Credits

Teaches basic coding concepts using the CPT-4 coding system for insurance claims. The course will introduce student to the HCFA 1500 form, HCPCS codes, and modifiers to be used for insurance claim filing.

MOT 209 - Introduction to ICD-9 Coding

2 Credits

Covers how to use the ICD-9-CM coding system for insurance claims. The course will introduce student to using the HCFA 1500 form generated from the physician's office.

— **MUSIC** —

MUS 120 - Music Appreciation

3 Credits

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 121 - Music History I

3 Credits

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.

MUS 122 - Music History II

3 Credits

Continues Music History I with a study of music from the early Romantic period to the present. PreRequisite: MUS 120 or MUS 121

MUS 151 - Ensemble

1 Credit

Rehearsing and performing various types of musical literature with the OJC Community Choir. The course may be taken multiple semesters for one credit per semester.

PreRequisite: Permission of instructor

— **NAIL TECHNICIAN** —

NAT 110 - Introduction to Manicures & Pedicures

3 Credits

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.

NAT 111 - Intermediate Manicures & Pedicures

2 Credits

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.

NAT 210 - Advanced Manicures & Pedicures

2 Credits

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 the 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.

NAT 211 - Application of Artificial Nails

5 Credits

* 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.

NAT 230- Nail Technician Preparation for State Board

3 Credits

Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

NAT 280 - Internship

6 Credits

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.

NAT 288 - Practicum

10 Credits

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

NAT 290 - Advanced Nail Technician Studies

3 Credits

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

— **NURSING** —

The following Nursing Program Courses include a combination of theory, laboratory practice and clinical practice within each course (unless specifically titled as a clinical perspectives course).

All of the Nursing Program courses are calculated on a 1:1.5 credit to contact hour ratio and provide 22.5 contact hours for each credit hour assigned. Students must pass both the theory/lab portion and the clinical portion of each course to receive a passing grade in that course.

Most of the Nursing Program courses are sequential and must be completed successfully before proceeding into the next course.

— **NURSING ASSISTANT** —

NUA 101 - Certified Nurse Aide Health Care Skills

4 Credits

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

CoRequisite: NUA 170

NUA 170 - Nurse Assistant Clinical Experience

1 Credit

Applies knowledge gained from NUA 101 in a clinical setting.

CoRequisite: NUA 101

— NURSING —
COURSE DESCRIPTIONS FOR FRESHMAN YEAR OF NURSING

NUR 101 - Pharmacology Calculations

1 Credit

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration.

PreRequisite: Admission to the Nursing Program

CoRequisite: Successful completion of concurrent nursing program coursework or permission of program director

NUR 106 - Medical and Surgical Nursing Concepts

7 Credits

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

PreRequisite: NUR 107, 108, 175, 112

CoRequisite: NUR 170

NUR 107 - Nursing Concepts and Skills I

4 Credits

Introduces the nursing student to applications of critical thinking and the nursing process to provide care to clients in a variety of community and acute care settings. Emphasis is on holistic health care across the health-illness continuum. Introduces learners to the clinical skills essential for the nursing role of care provider including safe and effective clinical environment, skill preparation, implementation and evaluation. Emphasizes use of caring, critical thinking, and communication while completing nursing skills.

PreRequisite: Admission to the Nursing Program

CoRequisite: Successful completion of concurrent nursing program coursework or permission of program director

— NURSING —
COURSE DESCRIPTIONS FOR FRESHMAN YEAR OF NURSING

NUR 108 - Nursing Concepts and Skills II

3 Credits

Introduces more complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical and practical aspects of more complex nursing skills required to meet the needs of clients in a variety of settings.

PreRequisite: Successful completion of concurrent nursing program coursework or permission of program director

NUR 111 - Socialization into Practical Nursing

1 Credit

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.

PreRequisite: Completion of all level I nursing courses

NUR 112 - Basic Concepts of Pharmacology

2 Credits

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan.

PreRequisite: NUR 101, 107, 108

CoRequisite: NUR 172

NUR 117 - Nursing Care of the Childbearing Family

3 Credits

Provides a foundational course in the nursing care of the childbearing family. The focus is on normal pregnancy, physiologic and psychological changes experienced, and care of the normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed.

PreRequisite: NUR 101, 107, 108, 112, 172

CoRequisite: NUR 106

NUR 118 - Nursing Care of Children

3 Credits

Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition, and relevant emotional, cultural and family concepts are integrated throughout.

PreRequisite: NUR 107, 108, 175, 112

NUR 172 - Clinical III

1 -6 Credits

Offers the clinical practicum to apply the related nursing theory.

PreRequisite: NUR 101, 107, 108

CoRequisite: Completion or co enrollment in NUR 112

NUR 173 - Clinical IV

1 - 6 Credits

Offers the clinical practicum to apply the related nursing theory.

PreRequisite: Completion or co enrollment in corresponding didactic nursing course.

NUR 175 - Special Topics: Care of the Aging

3 Credits

Provides students with a vehicle to pursue in depth exploration of nursing theory, skills, and clinical practicum specific to the care of the aging patient.

PreRequisite: Admission to the Nursing Program

CoRequisite: Successful completion of concurrent nursing program coursework or permission of program director

— NURSING —
COURSE DESCRIPTIONS FOR SOPHOMORE YEAR OF NURSING

NUR 206 - Advanced Concepts of Medical-Surgical Nursing I

5 Credits

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

PreRequisite: Successful completion of all required Level I courses

NUR 210 - Nursing Care of Complex Obstetrical and Pediatric Clients

5 Credits

Prepares the professional nurse to comprehend and apply advanced concepts in care of the high-risk child bearing family and for children with complex health problems from birth through adolescence. Emphasizes special needs and complications during the perinatal experience and altered functioning, special needs, and disease processes manifested in children. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Legal and ethical accountability are integrated throughout the course. Critical thinking skills are utilized throughout.

PreRequisite: Successful completion of all required Level I courses

CoRequisite: Successful completion of concurrent program course work or permission of the program director

NUR 211 - Nursing Care of Psychiatric Clients

5 Credits

Develops concepts of psycho-social integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

PreRequisite: Successful completion of preceding nursing program course work or permission of the program director

NUR 216 - Advanced Concepts of Medical Surgical Nursing II

4 Credits

Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

PreRequisite: NUR 206

NUR 217 - Leadership for Professional Nursing Practice

2 Credits

Socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role.

PreRequisite: NUR 206, 210

CoRequisite: NUR 216

NUR 271 - Expanded Clinical II

1 - 6 Credits

Offers the clinical practicum to apply the related nursing theory.

PreRequisite: Successful completion of all required Level I courses

CoRequisite: NUR 206

NUR 289 - Capstone: Comprehensive Nursing Internship

2 - 3 Credits

Facilitates transition from student to graduate nurse through application of nursing principles and skills in an area of health care delivery. Critical thinking, life long learning, nursing process, caring, collaboration, and health teaching and promotion are emphasized.

PreRequisite: Successful completion of all preceding nursing program course work

— **PHYSICAL EDUCATION** —

PED 112 - Conditioning Lab

1 Credit

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 exercise to promote positive changes in health-related fitness components.

PED 175 - Special Topics - Golf

1 - 3 Credits

This course is designed to assess the student's skill level in golf. The primary emphasis is on skill testing and game participation.

PreRequisite: Permission of Instructor

PED 175 - Special Topics - Baseball

1 - 3 Credits

This course is designed to assess the student's skill level in baseball. The primary emphasis is on skill testing and game participation.

PreRequisite: Permission of Instructor

PED 175 - Special Topics - Volleyball

1 - 3 Credits

This course is designed to introduce and improve student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball: rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies.

PreRequisite: Permission of Instructor

PED 175 - Special Topics - Softball

1 - 3 Credits

This course is designed to introduce and improve skill level in softball. The primary emphasis is teaching students the elements of softball: rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies.

PreRequisite: Permission of Instructor

PED 175 - Special Topics - Basketball

1 - 3 Credits

This course is designed to introduce and improve student skill level in basketball. The primary emphasis will be on teaching the student the elements of basketball: rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies.

PreRequisite: Permission of Instructor

— *PHYSICAL EDUCATION & RECREATION* —

PER 126 - Introduction to Coaching

2 Credits

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.

— *PHILOSOPHY* —

PHI 111 - Introduction to Philosophy

3 Credits

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.

PHI 112 - Ethics

3 Credits

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

PHI 113 - Logic

3 Credits

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving.

— *PHOTOGRAPHY* —

PHO 205 - Digital Photography I

3 Credits

Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

— PHYSICS —

PHY 105 - Conceptual Physics

4 Credits

Studies mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience.

PHY 111 - Physics: Algebra-Based I with Lab

5 Credits

The goal of physics is to determine the truth about our physical reality through reasoning, mathematics and experimentation. Some of the topics covered in this class include: kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented in class are explored through the demonstrations and the `hands-on` experiments. This 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.

PreRequisite: MAT 121

PHY 112 - Physics: Algebra-Based II with Lab

5 Credits

This is the continuation of the PHY 111 course. Some of the topics covered in this class include: sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. The concepts and theories presented in class are explored through the demonstrations and `hands-on` experiments.

PreRequisite: PHY 111 Physics:

PHY 211 - Physics: Calculus-Based I with Lab

5 Credits

Physics is the most fundamental of all sciences. The goal of physics is to determine the truth about our physical reality through reasoning, mathematics and experimentation. Some of the topics covered in this class includes: kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through the demonstrations and the `hands-on` experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.

PreRequisite: MAT 122 CoRequisite: MAT 201

PHY 212 - Physics: Calculus-Based II with Lab

5 Credits

This is the continuation of the PHY 211 course. Some of the topics covered in this class include: 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.

PreRequisite: PHY 211

— **POLITICAL SCIENCE** —

POS 105 - Introduction to Political Science

3 Credits

Survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

POS 111 - American Government

3 Credits

Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 125 - American State and Local Government

3 Credits

This course is a study of the structure and function of state, county, and municipal governments including their relations with each other and with national government. Colorado government and politics are emphasized.

POS 188 - Practicum: Student Government

POS 288

1 Credit

Oriented for those students who have been elected or appointed to a position in the Associated Student Government (ASG) at Otero Junior College. Knowledgeable involvement in the ASG as a practical experience will be emphasized. Topics to be covered will include familiarity with the ASG constitution and by-laws; duties and responsibilities of ASG officers and committees; human and public relations; procedures for conducting meetings; delegating responsibilities; leadership and financial planning
PreRequisite: Permission of the ASG advisor.

POS 205 - International Relations

3 Credits

This course examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of nonstate actors, the international economy and theoretical attempts to understand international behavior.

POS 225 - Comparative Government

3 Credits

This course is a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions.

PreRequisite: POS 105 encouraged

— **PSYCHOLOGY** —

PSY 101 - General Psychology I

3 Credits

Scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

PSY 102 - General Psychology II

3 Credits

Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

PSY 235 - Human Growth and Development

3 Credits

This course is a survey of human development from conception through death emphasizing physical, cognitive, emotional and psycho-social factors.

PreRequisite: Three hours of psychology or permission of instructor

PSY 238 - Child Development

3 Credits

This course covers growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psycho-social factors.

PreRequisite: Three hours of psychology or permission of instructor

PSY 239 - Adolescent and Adult Psychology

3 Credits

This course covers growth and development of the individual from adolescence to death, emphasizing physical, cognitive, emotional and psycho-social factors.

PreRequisite: Three hours of psychology or permission of instructor

— *READING* —

REA 090 - College Preparatory Reading

3 Credits

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

PreRequisite: Appropriate placement score

— *SOCIOLOGY* —

SOC 101 - Introduction to Sociology I

3 Credits

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

PreRequisite: None

SOC 102 - Introduction to Sociology II

3 Credits

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

PreRequisite: None

SOC 205 - Sociology of Family Dynamics

3 Credits

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

PreRequisite: ENG 100, SOC 101 or permission of instructor

— SPANISH —

SPA 101 - Conversational Spanish I

3 Credits

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.

SPA 111 - Spanish Language I

5 Credits

Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language.

SPA 112 - Spanish Language II

5 Credits

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language.

PreRequisite: SPA 111 or permission of instructor

SPA 211 - Spanish Language III

3 Credits

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language.

PreRequisite: SPA 112 or permission of instructor

SPA 212 - Spanish Language IV

3 Credits

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language.

PreRequisite: SPA 211 or permission of instructor

— SPEECH —

SPE 115 - Public Speaking

3 Credits

Combines the basic theory of speech communication with public speech performance skills. Emphasizes is on speech delivery, preparation, organization, support, and audience analysis.

SPE 125 - Interpersonal Communication

3 Credits

Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

SPE 219 - Group Dynamics

3 Credits

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

SPE 226 - Oral Interpretation

3 Credits

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

— THEATRE —

THE 105 - Introduction to Theatre Arts

3 Credits

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

— THEATRE —

THE 131 - Theatre Production I

3 Credits

Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 175 - Stage Movement and Combat

1 - 2 Credits

Teaches methods of choreographing combat for the stage, including slaps, kicks, fist fights, use of knives, clubs, and swords. Major emphasis is placed on safety. Medieval and Elizabethan English manners of fighting with broadsword and shield, quarterstaff, mace, and rapier and dagger.

PreRequisite: Permission of instructor

THE 182 - Internship Theatre Production

0 - 6 Credits

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

THE 183 - Internship Theatre Production

0 - 6 Credits

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

THE 211 - Development of Theatre I

3 Credits

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

THE 212 - Development of Theatre II

3 Credits

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

PROFESSIONAL STAFF

State Board for Community Colleges and Occupational Education System

MEMBERS

Patricia A. Erjavec, Chair
Pueblo, Colorado

Tamra J. Ward, First Vice Chair
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Jennifer Hopkins
Niwot, Colorado

Barbara McKellar
Castle Rock, Colorado

Ralph Nagel
Denver, Colorado

David Taylor
Colorado Springs, Colorado

NON-VOTING MEMBERS

John Salladay, Faculty Representative
Rangley, Colorado

Christopher Jones, Student Representative
Boulder, Colorado

SYSTEM PRESIDENT

Patricia Erjavec, Acting President

Otero Junior College Advisory Council

Pat Sena, President
Rocky Ford, Colorado

Kelly Autry
Olney Springs, Colorado

Joseph Cordo
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Ernesto Jimenez
La Junta, Colorado

Lorene Nelson
Rocky Ford, Colorado

Ardeth Sneath
La Junta, Colorado



Administration

Office of the President

James T. Rizzuto, President of the College
Almabeth Kaess, Director of Marketing, Executive Assistant

Business Office

Gary Ashida, Vice President for Administrative Services
Pat Malott, Controller
Marlene Boettcher, Director of Human Resources

Instruction

Tom Armstrong, Vice President for Instructional Services
Jim Herrell, Associate Dean for Instructional Services
Interim Chair, Service Occupations
Ardith Wallace, Chair, Arts Department
Kim Grimsley, Chair, Business Technologies Department
Denise Root, Chair, Nursing Department
Joel Gray, Chair, Sciences Department

Special Services

Carl Otteman, Director of Auxiliary Enterprises
Sharon Kolomitz, Director of Child Development Services
Miner Blackford, Director of Law Academy
Wayne Stuchlik, Director of Physical Plant
Nancy Mitchell, Coordinator of LINK Activities
Margaret Medina, Coordinator of Bueno HEP/ABE
Becky Six, Coordinator of Education Assistance Center
Rocky Mueller, Coordinator of Vocational Outreach
Tara Elliott, Instructional Technician
Emillie Wagner, Resident Hall Director
Rhonda Dove', Webmaster/Computer Technologies Coordinator

Student Personnel Services

Bradley Franz, Vice President for Student Services/Athletic Director
Jeff Paolucci, Assistant Dean/Director of Financial Aid
Brad Smith, Director of Advising, Guidance & Recruitment
Janet Critchfield, Admissions Counselor
Tim Moser, Men's Basketball Coach/Athletic Coordinator
Taylor Wagner, Women's Basketball Coach/McDivitt Center Facility Coordinator
Gary Addington, Assistant Financial Aid/Men's Baseball Coach
Dana Cordova, Volleyball and Golf Coach
Pam Kasan, Counselor/Coordinator of Satellite EOC
Jen Fisher, Head Softball Coach/Assistant for Student Services

Full-Time Administrators and Faculty

Year in parenthesis indicates first year of service at Otero Junior College

- Abel, William E. (1996)Cisco
A.A.S., Otero Junior College
Humanities Center, Room 111; 384-6913
- Addington, Gary B., Jr. (1997)Men's Baseball Coach/Assistant Financial Aid
B.S., Colorado State University
McBride Hall, Room 132; 384-6859
- Allen, Mark (1990)Director, Computer Services
A.A., Otero Junior College
McBride Hall, Room 140; 384-6830
- Allison, Jim (1980)Information Technology
A.A.S., Otero Junior College
McBride Hall, Room 140; 384-6861
- Armstrong, Jean (2000)English
A.A., Otero Junior College, B.S. University of Southern Colorado, M.A. Adams State
Humanities Center, Room 151, 384-6815
- Armstrong, Thomas J. (1984)Vice President, Instructional Services
B.A., Colorado State University; M.A., Adams State College; Ph.D., CSU
Macdonald Hall, Room 112; 384-6886
- Ashida, Gary A. (1988)Vice President, Administrative Services
B.S., University of Southern Colorado; Certified Public Accountant
Macdonald Hall, Room 210; 384-6841
- Beadles, Wayne (2003)Math
B.S., Colorado State University
Humanities Center, Room 146; 384-6836
- Blackford, Miner (1999)Law Academy Director
CLETA Certificate, Trinidad State Junior College, B.S. National University
McBride Hall, Room 128, 384-6867
- Blair, Michael (2002)Webmaster/Computer Technologies Coordinator
A.G.S., Otero Junior College, Cisco Certification, CCNA Certified; B.S. CSU-Pueblo
McBride Hall, Room 140; 384-6982
- Boettcher, Fred L. (1992)History/Political Science
B.S., Concordia Teachers College; M.S., Central Missouri State University

- Humanities Center, Room 148; 384-6807
Boettcher, Marlene F. (1991) Director, Human Resources
B.S., University of Colorado; Certified Public Accountant
Macdonald Hall, Room 221; 384-6824
- Collins, Tamra (2000) Business
B.S., Fort Hays State University
McBride Hall, Room 108, 384-6855
- Cordova, Dana (2000) Volleyball/Golf Coach
A.A. Otero Junior College; B.A. McPherson College of Kansas
McDivitt Center, Room 203, 384-6927
- Critchfield, Janet (2002) Minority Recruitment Counselor
A.A., Otero Junior College; B.S.B.A., University of Southern Colorado
McBride, Room 132; 384-6985
- Elliott, Tara R. (1992) Instructional Technician
A.A.S., Otero Junior College, B.S., Regis University
McBride Hall, Room 129; 384-6860
- Fisler, Ben (2004) Theatre/English/Speech
B.A. DeSales Univ. M.A. Univ. of Texas-Austin, A.B.D. Univ. of Maryland
Humanities Center , Room 148; 384-6835
- Fisher, Jennifer (1998) Head Softball Coach/Asst. for Student Services
B.S. Colorado State University
McBride Hall, Room 132J; 384-6928
- Franz, Bradley M. (1991) Vice President, Student Services
B.S., M.E., Northwestern Oklahoma State University
McBride Hall, Room 132; 384-6833
- Gabehart, Warren Doug (1999) Auto Mechanics
Vocational Credential, Otero Junior College
McDivitt Hall, Room 114; 384-6871
- Gale, Susan (2004) Vocational Tutor
B.A. University of Colorado Boulder
McBride Hall, Room 129; 384-6945
- Gallegos, Lisa (2002) Math/Science
B.A., Adams State College; M.E., Lesley College
Life Science, Room 116; 384-6896

Full-Time Administrators and Faculty

- Gray, Joel L. (1994)Chemistry/General Science
B.A., M.A., University of Northern Colorado; Ph.D., Colorado State University
Wheeler Hall, Room 119; 384-6892
- Grimsley, Kim K. (1996)Business Science
B.A., University of Northern Colorado; M.A., Adams State College
McBride Hall, Room 105; 384-6837
- Hamilton, Lori Rae (2002)Nursing
B.S.N., Texas Tech University
Humanities Center, Room 124, 384-6854
- Hensley, Judith P. (1965)Psychology
B.A., M.A., University of Denver
Humanities Center, Room 107; 384-6802
- Herrell, James (2000)Associate Dean, Instructional Services
.....Interim Chair, Service Occupations
B.A., University of Northern Colorado; M.A. University of Northern Colorado
Macdonald Hall, Room 112; 384-6885
- Hibbs, Sallie (2001)International Affairs
B.A., Adams State College
Humanities Center, Room 147; 384-6826
- Johannesmeyer, Thomas (2000)Geology/Astronomy
B.S., Montana State University, M.S., University of Montana
Wheeler Hall, Room 125, 384-6839
- Johnson, Jaclynn (1999)Nursing
B.S.N., University of New Mexico
Life Science, Room 118; 384-6838
- Kaess, Almabeth (2001)Director of Marketing/Executive Assistant
B.A., University of Southern Colorado
Macdonald Hall, Room 100, 384-6821
- Kasan, Pam (1999)Coordinator, Educational Opportunity Center
A.A.S., A.A. Otero Junior College
McBride Hall, Room 132, 384-6840

- Kolomitz, Sharon (1984) Director, Child Development Services
B.S., University of Colorado, M.Ed. Lesley College
CDS Central Office, 200 Burshears, 384-1091 ext. 105
- LeBore, Bonnie (2003) Nursing
ADN, Otero Junior College, BSN Gonzaga University
Humanities Center, Room 125, 384-6827
- Lovette, Diane (1998) Nursing
B.S., Fort Hays State University; M.S.N., University of Colorado
Life Science, Room 102; 384-6897
- Luchs, Christopher (2004) Agri-Business Management
B.S. Arizona State University; MBA, University of Nebraska
McBride Hall, Room 124, 384-6852
- Malott, Pat (1999) Controller
B.S., Colorado State University; Certified Public Accountant
Macdonald Hall, Room 210; 384-6823
- Mascarenas, Charlyn Y. (1983) Early Childhood Education
A.A., Otero Junior College
Columbian Early Childhood Center, 384-8479, ext. 237
- Maslov, Leo (2004) Math/Science
M.S., St. Petersburg State University Russia; Ph.D Russian Academy of Sciences,
Institute of Tectonics and Geophysics, Khabarovsk, Russia
Humanities Center, Room 144; 384-6984
- Mayers, Elizabeth (2004) Biology
B.S. Villanova University, M.S. St. Joseph's University
Humanities Center, Room 147; 384-6803
- McCouston, Jim (1997) Agri-Business Management
McBride Hall, Room 107; 384-6851
- McElroy, Diane (1995) Nursing
ADN, Otero Junior College; BSN., University of New Mexico; MSN., Univ. of Phoenix
Life Science Building, Room 111; 384-6899
- Medina, Margaret (1997) Coordinator, Bueno HEP
B.S., University of Colorado

Full-Time Administrators and Faculty

Humanities Center, Room 120; 384-6848

Mitchell, Nancy (1986)Coordinator, Ancillary Services
B.S.W., Colorado State University
McBride Hall, Room 151; 384-6800

Moser, Tim R. (1996)Men's Basketball Coach/Athletic Coordinator
B.S., University of Southern Colorado
McDivitt Center, Room 201; 384-6828

Mueller, Rocky (1998)Coordinator, Vocational Outreach
B.A., University of Southern Colorado
Macdonald Hall, Room 110, 384-6846

Myers, Mack (2003)Agri-Business Management
B.S., M.S., Colorado State University, Ph.D. Oklahoma State University

Newby, Ralph E. (1987)Microcomputing
B.A., Adams State College; M.S., University of Southern Colo.; MCP, MCSE, MOUS
McBride Hall, Room 109; 384-6853

Nicholson, Debra (1993)Manager, Bookstore
A.A. Otero Junior College, B.S. Adams State College
Student Center Bookstore, 384-6889

Novak, Kay (2004)Coordinator, Testing/Chief GED Examiner
B.A. Penn State University
McBride Hall, Room 132; 384-6948

Ormiston Samme (2003)Business
B.S., Oklahoma Panhandle University; M.B.A., Southwestern Oklahoma State Univ.
McBride Hall, Room 111; 384-6850

Otteman, Carl S. (1992)Director, Auxiliary Services
B.A., Adams State College
Student Center, Room 120; 384-6891

Paolucci, Jeffrey M. (1992)Asst. Dean of Student Services/Director of Financial Aid
A.A., Otero Junior College; B.S.B.A., University of Southern Colorado
McBride Hall, Room 132; 384-6834

- Paakkanen, Lyla (2003)Art
B.A., M.A., California State University
Wheeler Hall, Room 114; 384-6866
- Reeves, Lynette (2004)Cosmetology
A.A. Otero Junior College; Colo. Cosmetology Licenses
McDivitt Hall, Room 101, 384-6992
- Reyes, Aaron (2004)Science
B.S. Univ. of Rochester, M.S. Univ. of South Carolina, PhD Univ. of California
Humanities Center, Room 145; 384-6845
- Root, Denise (1990)Nursing
B.S.N., University of Southern Colorado; M.S.N., Regis University
Life Science Building, Room 102; 384-6894
- Samaniego, Robert (1999)Business
B.S., University of Southern Colorado
McBride Hall, Room 124; 384-6940
- Six, Rebecca L. (1991)Coordinator, Education Assistance Center
B.A., Kansas Wesleyan University; M.A., University of Phoenix
McBride Hall, Room 129; 384-6862
- Smith, Brad (2000)Director of Advising, Guidance & Recruitment
B.A., M.A., Regis University
McBride Hall, Room 132, 384-6869
- Stephenson, Tami (2004)Early Childhood Education
A.A. Otero Junior College; B.S. Panhandle State University; M.A. Regis University
Columbian Early Childhood Center, Room 201, 384-8479, ext. 238
- Stork, Christina (2003)English
A.A. Otero Junior College, B.A. Univ. of Northern Colo. M.A. Northern Arizona Univ.
Humanities Center, Room 152; 384-6847
- Stuchlik, Wayne W. (1987)Director, Physical Plant
B.S., Colorado State University
Physical Plant; 384-6819
- Swope, Kendra (1988)Director, Learning Resources
A.A., Otero Junior College, B.A. Regis University, M.L.S., Emporia State University

Full-Time Administrators and Faculty

- Wheeler Hall, Room 102, 384-6946
- Vialpando, Abel (1975)English and Spanish
A.A., OJC; B.A., University of Southern Colorado; M.A., Interamerican University
McBride Hall, Room 106; 384-6849
- Wagner, Emillie (2003)Residence Hall Manger
Wunsch Hall; 384-6875
- Wagner, Taylor (2003)Women's Basketball Coach
A.A., Otero Junior College; B.A., University of Alaska at Anchorage
McDivitt Center, 384-6829
- Wallace, Ardith I. (1992)Chair, Arts Department
.....Directed Studies/Computer Access Lab
B.S. and M.Ed., Colorado State University
McBride Hall, Room 129; 384-6865
- Walsh, Timothy F. (1970)English/Literature
B.A., Boston University; M.A., San Francisco State University
Humanities Center, Room 107; 384-6814

EMERITUS FACULTY AND STAFF

- Hammontree, Janice (1976 - ret. 2004)Early Childhood Professions
B.S., University of Tennessee; B.S.W., Colorado State University; M.S., University of
Illinois
- Guerrero, Joe (1969 - ret. 2004)Physical Plant
- Jones, Ruby (1995 - ret. 2004)Agri-Business Management
B.S., Colorado State University
- Martin, Kent S. (1966 - ret. 2004)Biological Sciences
B.S., Colorado State University; M.A., University of Northern Colorado
- Stafford, W. Edward (1967 - ret. 2004)English, Theatre
B.A. High Point College; M.A., University of Colorado
- Walsh, Timothy F. (1970- ret. 2004)English/Literature
B.A., Boston University; M.A., San Francisco State University

PART-TIME INSTRUCTORS

Aguilera, Karen (1999)	Nursing
A.A. Nursing, University of Southern Colorado	
Baker, Brenda S. (1997)	Psychology
B.A., University of Northern Colorado; M.A., Regis University	
Baublits, Tim (2000)	Speech
B.A., University of Northern Colorado	
Beachy, Marcia (1998)	Psychology
B.A., Goshen College; M.S., Northern Illinois University	
Bemiss, Susan E. (1976)	Education
B.A., M.A., University of Northern Colorado	
Blackford, Darlene R. (1978)	Dance, Science, Early Childhood Education
B.S., Colorado State University	
Carrillo, Richard (2000)	Anthropology
B.A., University of Kansas	
Chambers, Brandon (2003)	EMS
EMS Certified	
Dean, Diana (2002)	English
A.A., Otero Junior College; B.A. University of Northern Colorado; M.A.; Adams State College	
Dorenkamp, Tammy (2004)	Cosmetology
Colorado Career and Technical Education Credential, Colo. Cosmetology Licenses	
Eckhart, Scott (2002)	Cisco
Otero Junior College	
Erickson, Michael (1998)	English
B.S., Loyola University; M.A., University of Chicago; M.S., University of Rochester	
Fransua, Deena (1981)	Sociology
B.S.W., Colorado State University; M.S.W., University of Denver	
Hadaway, Travis (2004)	Criminal Justice
B.S., CSU-Pueblo	
Headlee, Don (1994)	Spanish
B.A., Pittsburg State University, Kansas, M.E., Wichita State University	
Hood, Kendra J. (1997)	Agri-Business Management

PART-TIME INSTRUCTORS

- B.S., Colorado State University
- Hostetler, Deanne (2002)Nursing
B.S., University of Northern Colorado; A.D.N., Otero Junior College
- Jackson, Jeffrey (2003)Computer Science
A.S. Otero Junior College
- Jackson, Kathleen (1978)Early Childhood Professions
B.S., University of Wisconsin, M.E.D. Lesley College
- Lopez, Diane (2001)Art
B.A., M.A., Adams State College
- Lundt, Nathan (2004)Art
- McCleary, John (1997)English
B.A., Adams State College, M.E.D., Auburn Univeristy
- McPherson, R. Jean (2002)Music Appreciation
B.S., M.M. University of Colorado,
- Miller, Mike (2002)Biology
B.S., University of Northern Colorado; M.A., University of Northern Colorado
- Mills, Gale (2002)Mathematics
B.S., Iowa State University
- Mueller, Brenda (2003)Psychology
B.A., M.A., University of Northern Iowa
- Rees, Dean (1999)Music/Choir
B.M.E., University of Northern Colorado; M.M., Manhattan School of Music
- Reeves, Larry (2004)EMS
EMS Certified
- Rizzuto, Don (1994)Business
A.A., Otero Junior College; B.A., Southern Colorado State College
- Tucker, Diane (2002)Art
B.A., Northeastern Illinois University; M.A., University of Denver

CLASSIFIED STAFF

- Becerra, Michael (1997)Custodian I
Student Center, Room 120, 384-6890
- Candelario, Laura (2000)Administrative Assistant I
Student Services, McBride Hall, Room 132, 384-6971
- Carrica, Ronald (1995)Carpenter I
Physical Plant, 384-6818
- Encinias, Theresa (1999)Library Technician
Library, Wheeler Hall, Room 102, 384-6868
- Fisher, Maxine (1989)Accounting Technician I
Cashier, McBride Hall, Room 132, 384-6843
- Florez, Roger (1987)General Building Trades Assistant
Physical Plant, 384-6818
- Fritch, Alisa (1998)Library Technician I
Library, Wheeler Hall, Room 102, 384-6868
- Gonzales, Laurie (2000)Administrative Assistant II
Physical Plant, 384-6818
- Guerrero, Tiburcio (1993)Custodian I
Physical Plant, 384-6818
- Hijar, Kaye (1993)Administrative Assistant II
Instructional Services, Macdonald Hall, Room 110, 384-6884
- Jaramillo, Sam (1981)Pipe/Mechanic Trades Assistant
Physical Plant, 384-6943
- Johnson, Ken (1979)Electrician I
Physical Plant, 384-6942
- Lease, Becci (1994)Administrative Assistant I
Nursing, Life Science, Room 114, 384-6898
- Lennon, Lisa (2001)Accounting Technician I
Business Office, Macdonald Hall, Room 210, 384-6943
- Leyba, Pete (1995)Custodian I
Physical Plant, 384-6818
- Mariscal, Susie (1976)Accounting Technician I
Business Office, Macdonald Hall, Room 210, 384-6858

CLASSIFIED STAFF

- Martinez, Ernest (2000)Custodian I
Physical Plant, 384-6818
- Mata, Catherino (1980)Custodian I
Physical Plant, 384-6818
- Pearson, Kenneth (1980)Custodian I
Physical Plant, 384-6818
- Pena, John (1997)Custodian I
Student Center, Room 120, 384-6890
- Pena, Robert (1996)Groundskeeper I
Physical Plant, 384-6818
- Peteque, Edward (1985)Maintenance Mechanic I
Physical Plant, 384-6818
- Romero, Kerri (2002)Accounting Technician I
Business Office, Macdonald Hall, Room 210, 384-6842
- Salas, John (1993)Security Guard I
Physical Plant, 384-6818 or 469-2613
- Schiro, Jan (1978)Administrative Assistant III
Student Services, McBride Hall, Room 132, 384-6949
- Short, Genia (2001)Grounds and Nursery I
Physical Plant, 384-6818
- Talmich, Joe (1995)Custodian II
Student Center, Room 120, 384-6872
- Tilton, Cheryl (2001)Custodian I
Physical Plant, 384-6818
- Zumwalt, Alfred (1980)Security Guard I
Physical Plant, 384-6818 or 469-2613

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