

Last update:
February 10, 2009



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CATALOG 2008-2010

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Otero Junior College

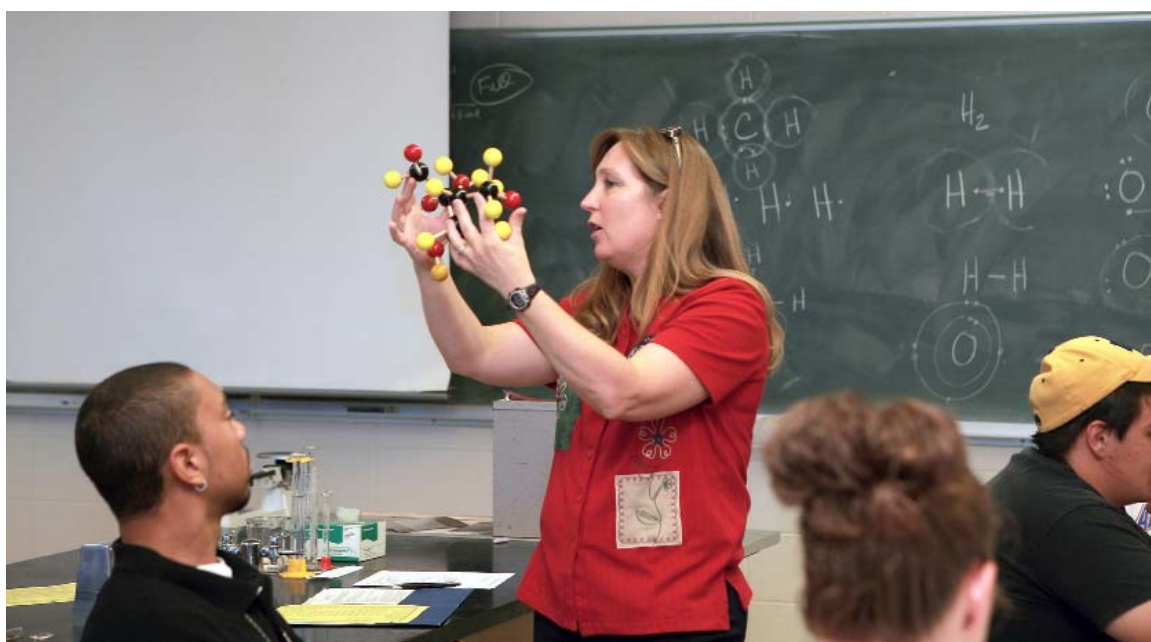
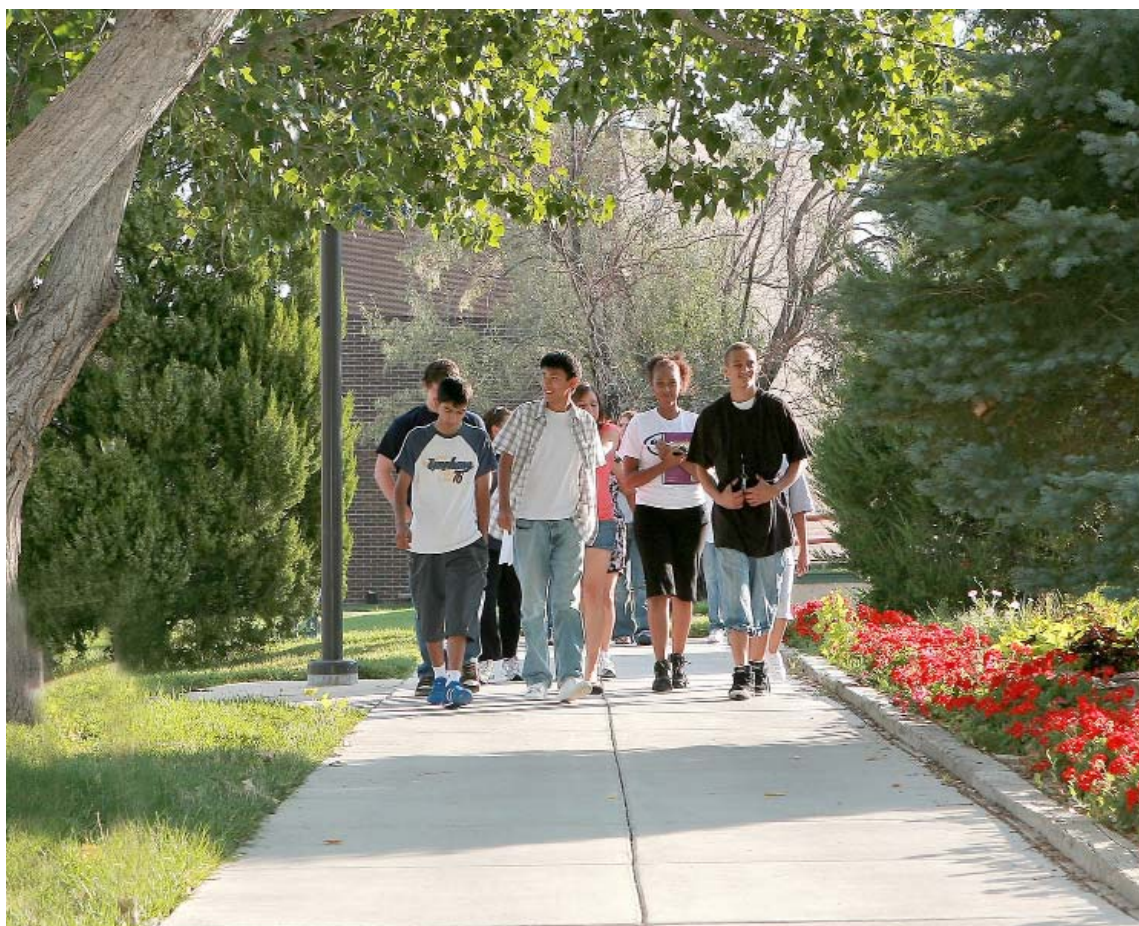
Catalog of **Educational Programs** and **Services**

2008 - 2010

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



A Member of:
COLORADO COMMUNITY
COLLEGE SYSTEM



**Photos by: Lex Nichols, Lex Nichols Photography
Rocky Ford, Colorado**

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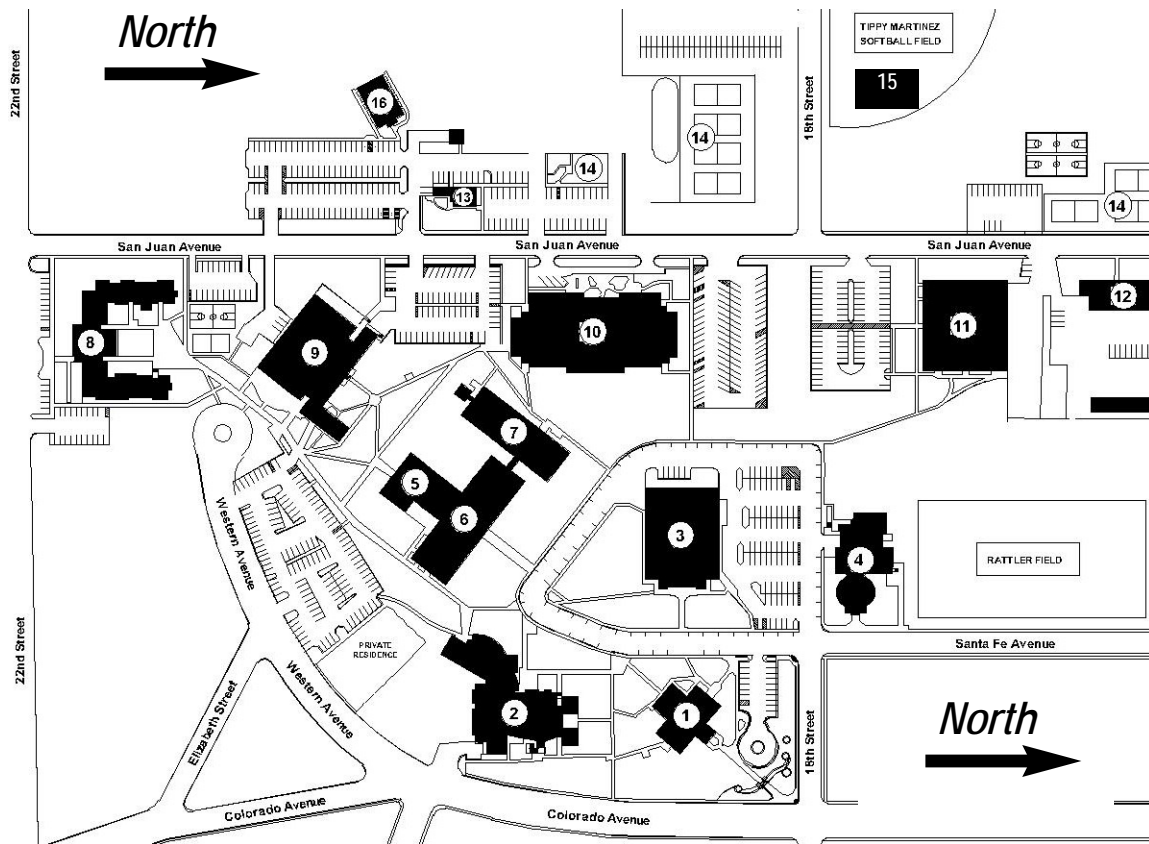
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CAMPUS MAP



- | | |
|--|--|
| <p>1. Macdonald Hall
OJC and EOSD Administration</p> <p>2. Humanities Center
Ed Stafford Theatre - Classrooms
Faculty Offices</p> <p>3. McDivitt Center - Gymnasium</p> <p>4. Koshare Indian Museum</p> <p>5. Wheeler Library</p> <p>6. Wheeler Hall
Classrooms - Labs</p> <p>7. Life Sciences
Nursing - Classrooms - Labs
Faculty Offices</p> <p>8. Wunsch Hall Dormitory</p> | <p>9. Student Center
Bookstore - Cafeteria - Banquet Room
Conference Rooms</p> <p>10. McBride Hall
Student Services - Classrooms
Computer Center- Faculty Offices
Educational Assistance Center</p> <p>11. McDivitt Hall
Cosmetology - SCORE Center
Auto Tech. - OJC Fitness Center</p> <p>12. Maintenance</p> <p>13. Dormitory Annex</p> <p>14. Recreation Area</p> <p>15. Tippy Martinez Softball Field</p> <p>16. Wunsch Hall Annex</p> |
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2008-2009 COLLEGE CALENDAR

FALL SEMESTER - 2008

Monday, August 11	Faculty and All Staff Meeting
Sunday, August 17	Wunsch Hall and South Site Dormitories Opens
Monday, August 18	Classes Begin
Monday, September 1	Labor Day/No Classes
Wednesday, September 3	Last Day to Drop Classes and Receive a Refund
Friday, October 10	Professional Staff Development. No Day Classes <i>Evening classes will meet.</i>
Monday, October 27	Early Registration for Spring Semester Begins
Tuesday, November 11	Last Day to Withdraw from Classes Earning a "W"
Tuesday, November 25	Thanksgiving Vacation Begins at 5:00 p.m. <i>No Evening Classes</i>
Monday, December 1	Classes Resume
Friday, December 5	Last Day of the Semester
Tuesday, December 9	Final Grade Reports Due

SPRING SEMESTER - 2009

Thursday, January 8	Faculty and All Staff Meeting
Monday, January 12	Classes Begin
Tuesday, January 27	Last Day to Drop Classes and Receive a Refund
Monday, March 16-20	Spring Break
Monday, March 23	Classes Resume
Monday, March 23	Early Registration for Summer/Fall Semesters Begins
Friday, April 10	Last Day to Withdraw from Classes Earning a "W"
Friday, May 1	Last Day of the Semester
Saturday, May 2	Graduation
Tuesday, May 5	Final Grade Reports Due

SUMMER SESSION - 2009 (8 week session)

Monday, June 1	Classes Begin
Monday, June 8	Last Day to Drop Classes and Receive a Refund
Monday, July 6	Holiday Break
Wednesday, July 15	Last Day to Withdraw from Classes Earning a "W"
Friday, July 24	Last Day of the Semester

SUMMER SESSION - 2009 (10 week session)

Monday, June 1	Classes Begin
Wednesday, June 10	Last Day to Drop Classes and Receive a Refund
Monday, July 6	Holiday Break
Monday, July 27	Last Day to Withdraw from Classes Earning a "W"
Friday, August 7	Last Day of the Semester

2009-2010 COLLEGE CALENDAR

FALL SEMESTER - 2009

Monday, August 10	Faculty and All Staff Meeting
Sunday, August 16	Wunsch Hall and South Site Dormitories Opens
Monday, August 17	Classes Begin
Tuesday, September 1	Last Day to Drop Classes and Receive a Refund
Monday, September 7	Labor Day/No Classes
Monday, October 12	Professional Staff Development. No Day Classes <i>Evening classes will meet.</i>
Monday, October 26	Early Registration for Spring Semester Begins
Tuesday, November 10	Last Day to Withdraw from Classes Earning a "W"
Tuesday, November 24	Thanksgiving Vacation Begins at 5:00 p.m. <i>No Evening Classes</i>
Monday, November 30	Classes Resume
Friday, December 4	Last Day of the Semester
Tuesday, December 8	Final Grade Reports Due

SPRING SEMESTER - 2010

Thursday, January 7	Faculty and All Staff Meeting
Monday, January 11	Classes Begin
Tuesday, January 26	Last Day to Drop Classes and Receive a Refund
Monday, March 15-19	Spring Break
Monday, March 22	Classes Resume
Monday, March 22	Early Registration for Summer/Fall Semesters Begins
Friday, April 9	Last Day to Withdraw from Classes Earning a "W"
Friday, April 30	Last Day of the Semester
Saturday, May 1	Graduation
Tuesday, May 4	Final Grade Reports Due

SUMMER SESSION - 2010 (8 week session)

Monday, June 7	Classes Begin
Monday, June 14	Last Day to Drop Classes and Receive a Refund
Monday, July 5	Holiday Break
Wednesday, July 21	Last Day to Withdraw from Classes Earning a "W"
Friday, July 30	Last Day of the Semester

SUMMER SESSION - 2010 (10 week session)

Monday, June 7	Classes Begin
Wednesday, June 16	Last Day to Drop Classes and Receive a Refund
Monday, July 5	Holiday Break
Monday, August 2	Last Day to Withdraw from Classes Earning a "W"
Friday, August 13	Last Day of the Semester

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.

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.

Strategic Initiatives

1. Continually seek resources to supplement those provided by the State of Colorado to meet the needs and support the Strategic Initiatives of the College.
2. Develop new and enhance current programs.
3. Enhance and promote the relationship between the College and the communities we serve.
4. Enrich the quality of student life.
5. Provide professional development opportunities for all employees in order to optimize programs and services.
6. Continue to enhance OJC's leadership position in technology-assisted learning and the development of new technological applications.
7. Maintain and upgrade physical facilities and equipment to meet the needs of students, staff, and programs.

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 & 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, literary publications, 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.

History

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

History - continued

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." 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, Otero County voters unanimously favored 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: 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, 1-800-669-1656 ext. 153. 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 several manufacturing industries. Major employers in the area include: DeBourgh Manufacturing Company, Southeast Colorado Power, Falcon Industries, Arkansas Valley Regional Medical Center, and Lewis Bolt and Nut. La Junta is also a hub for livestock and produce markets.

The people of La Junta support many churches, fraternal organizations, and service clubs. The 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, The Picketwire Players theatre group, various creative writing and art groups, and community club programs.

City parks, located near the college, provide varied recreational facilities. Basketball, tennis courts, and a skateboard facility are open at any time. Numerous picnic and outdoor recreation facilities are available at the historic City Park, located just 4 blocks north of the college.

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 boundaries 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

The Student Right-to-Know and Campus Security Act of 1990, (Title I of Public law 101-542) is a federal law that requires institutions of higher education receiving federal assistance to make available several key points of information. Those points include:

1. The college's graduation and/or completion rate for its full-time degree seeking students.

OJC Graduation Rate: - The rate for first-time, degree-seeking students who enrolled at OJC in the Fall of 2004 and who graduated or transferred to a Colorado 2-year or 4-year institution by the Fall of 2007 is 63 percent. This does not include students who continue to be enrolled at OJC.

2. The college's financial aid rates for athletes and other students at institutions that award athletically-related student aid.

OJC Financial Aid Rates:

- \$3,094 is the average federal grant received by OJC students.
- \$2,111 is the average state and local grants received by OJC students.
- \$3,446 is the average institutional grant received by OJC students.
- \$3,723 is the average loan amount taken out by OJC students.

3. The college's crime statistics and security policy information.

OJC Crime Awareness and Campus Security Policies and Information:

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.

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.

Student Right-to-Know and Campus Security Act - continued

The following information is provided in accordance with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. The full report is available in the Student Services Center, printed for distribution in the Campus Safety & Security brochure.

CAMPUS CRIME STATISTICS				
ACADEMIC YEARS				
<u>Criminal Offense</u>	<u>07-08</u>	<u>06-07</u>	<u>05-06</u>	<u>04-05</u>
Murder	0	0	0	0
Rape	0	0	0	0
Sexual Assault	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Non-Aggravated Assaults	0	1	0	1
Burglary	2	4	1	0
Motor Vehicle Theft	1	0	0	1
Larceny Theft	2	6	1	2
Offenses that Manifest Hate Crimes	0	0	0	0
<u>Arrests</u>				
Liquor Law Violations	32	17	15	15
Drug Abuse Violations	1	1	0	0
Weapons Possessions	0	0	0	0

*The above statistics include OJC students and non-students.
OJC's policy is for the immediate arrest for any Liquor Law related violations.*

**For more information on the Otero Junior College Campus Crime Statistics,
Contact:**
Director of Physical Plant
Otero Junior College
1802 Colorado Avenue
La Junta, CO 81050
719 384-6818

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.

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 of Student 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 of Student Services 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.

Campus Sex Crime Prevention Act

The Campus Sex Crime Prevention Act, and Colorado Law, provides a way to track convicted sex offenders. Post Secondary institutions are required to issue a statement advising the campus community where law enforcement agency information may be obtained concerning registered sex offenders. (C.R.S. 23-5-125). Information may be obtained by contacting the La Junta Police Department at: 601 Colorado Ave. La Junta, CO 81050, 719-384-2525.

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, 719-384-6862.

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.

Building Evacuation

Do not ignore firealarm. Notify the OJC Physical Plant at 719-384-6818. If you see smoke, immediately call 911.

Instructors should take charge of the classroom. Direct all room occupants to evacuate the classroom in a safe and orderly fashion.

Be familiar with the classroom and building exits. Refer to the Evacuation Plans that are posted in all campus buildings.

Exit the building through the nearest corridor away from smoke or fire. Some classrooms have direct exits to the outside. Do not exit the building through a storage area. Do not use the elevator.

Remain as a group outside the building until the source of the alarm condition has been verified by a Physical Plant employee.

Re-enter the building once clearance has been given by a Physical Plant employee, police, or fire authority.

Tuition and Fees

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

TUITION AND FEES SCHEDULE 2008 - 2009 COLLEGE YEAR <i>The college reserves the right to change tuition and fees in accordance with the Legislature of the State of Colorado.</i> <i>Costs for 2009-2010 are not available from the State of Colorado. Contact Students Services at 719-384-6831 or visit www.ojc.edu/tuition.aspx</i> Resident Tuition and Fee Schedule - On Campus Instruction						
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Credit Hours	Tuition	COF Stipend	Net Tuition	Fees	Reg. Fee	Total
1	\$173.00	\$(92.00)	\$81.00	\$5.65	\$11.05	\$97.70
2	\$346.00	\$(184.00)	\$162.00	\$11.30	\$11.05	\$184.35
3	\$519.00	\$(276.00)	\$243.00	\$16.95	\$11.05	\$271.00
4	\$692.00	\$(368.00)	\$324.00	\$22.60	\$11.05	\$357.65
5	\$865.00	\$(460.00)	\$405.00	\$28.25	\$11.05	\$444.30
6	\$1,038.00	\$(552.00)	\$486.00	\$33.90	\$11.05	\$530.95
7	\$1,211.00	\$(644.00)	\$567.00	\$39.55	\$11.05	\$617.60
8	\$1,384.00	\$(736.00)	\$648.00	\$45.20	\$11.05	\$704.25
9	\$1,557.00	\$(828.00)	\$729.00	\$50.85	\$11.05	\$790.90
10	\$,730.00	\$(920.00)	\$810.00	\$56.50	\$11.05	\$877.55
11	\$1,903.00	\$(1,012.00)	\$891.00	\$62.15	\$11.05	\$964.20
12	\$2,076.00	\$(1,104.00)	\$972.00	\$88.35	\$11.05	\$1,071.40
13	\$2,249.00	\$(1,196.00)	\$1,053.00	\$88.35	\$11.05	\$1,152.40
14	\$2,422.00	\$(1,288.00)	\$1,134.00	\$88.35	\$11.05	\$1,233.40
15	\$2,595.00	\$(1,380.00)	\$1,215.00	\$88.35	\$11.05	\$1,314.40
16	\$2,768.00	\$(1,472.00)	\$1,296.00	\$88.35	\$11.05	\$1,395.40
17	\$2,941.00	\$(1,564.00)	\$1,377.00	\$88.35	\$11.05	\$1,476.40
18	\$3,114.00	\$(1,656.00)	\$1,458.00	\$88.35	\$11.05	\$1,557.40

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund ("COF"). Under this new law, starting in the Fall Semester of 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund stipends, will be applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. The college you are attending will receive the money and it will appear as a credit on your tuition bill. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$92.00 per credit hour.

Combined Room & Board Rate	15-Meal Plan	19-Meal Plan
Double - per term at Wunsch/SS	\$2,378.00	\$2,463.00
*Single - per term-Wunsch/SS	\$2,778.00	\$2,863.00
**Double - per term at New Dorm	\$2,627.00	\$2,713.00

The college reserves the right to change tuition and fees in accordance with state law.

*Single rooms based upon availability.

**Rooms may be converted to triple occupancy if demand is high.

TUITION AND FEES SCHEDULE 2008-2009 COLLEGE YEAR
Non-Resident Tuition and Fee Schedule - On Campus Instruction

Credit Hours	Tuition	Fees	Registration Fee	Total
1	\$173.00	\$5.65	\$11.05	\$189.70
2	\$346.00	\$11.30	\$11.05	\$368.35
3	\$519.00	\$16.95	\$11.05	\$547.00
4	\$692.00	\$22.60	\$11.05	\$725.65
5	\$865.00	\$28.25	\$11.05	\$904.30
6	\$1,038.00	\$33.90	\$11.05	\$1,082.95
7	\$1,211.00	\$39.55	\$11.05	\$1,261.60
8	\$1,384.00	\$45.20	\$11.05	\$1,440.25
9	\$1,557.00	\$50.85	\$11.05	\$1,618.90
10	\$1,730.00	\$56.50	\$11.05	\$1,797.55
11	\$1,903.00	\$62.15	\$11.05	\$1,976.20
12	\$2,076.00	\$88.35	\$11.05	\$2,175.40
13	\$2,249.00	\$88.35	\$11.05	\$2,348.40
14	\$2,422.00	\$88.35	\$11.05	\$2,521.40
15	\$2,595.00	\$88.35	\$11.05	\$2,694.40
16	\$2,768.00	\$88.35	\$11.05	\$2,867.40
17	\$2,941.00	\$88.35	\$11.05	\$3,040.40
18	\$3,114.00	\$88.35	\$11.05	\$3,213.40

International Student Tuition Rates
International student tuition varies based on contracts with various international recruitment organizations. Contact the Office of International Relations or Student Services for tuition rates and details.

Online Education 2008-2009

OJC Online - Resident					CCCOOnline - Resident			
Credits	Tuition	COF Stipend	Scholarship	Total	Credits	Tuition	COF Stipend	Total
1	\$235.20	\$(92.00)	\$(30.00)	\$113.20	1	\$235.20	\$(92.00)	\$143.20
2	\$470.40	\$(184.00)	\$(60.00)	\$226.40	2	\$470.40	\$(184.00)	\$286.40
3	\$705.60	\$(276.00)	\$(90.00)	\$339.60	3	\$705.60	\$(276.00)	\$429.60
4	\$940.80	\$(368.00)	\$(120.00)	\$452.80	4	\$940.80	\$(368.00)	\$572.80
5	\$1,176.00	\$(460.00)	\$(150.00)	\$566.00	5	\$1,176.00	\$(460.00)	\$716.00
6	\$1,411.20	\$(552.00)	\$(180.00)	\$679.20	6	\$1,411.20	\$(552.00)	\$859.20
7	\$1,646.40	\$(644.00)	\$(210.00)	\$792.40	7	\$1,646.40	\$(644.00)	\$1,002.40
8	\$1,881.60	\$(736.00)	\$(240.00)	\$905.60	8	\$1,881.60	\$(736.00)	\$1,145.60
9	\$2,116.80	\$(828.00)	\$(270.00)	\$1,018.80	9	\$2,116.80	\$(828.00)	\$1,288.80
10	\$2,352.00	\$(920.00)	\$(300.00)	\$1,132.00	10	\$2,352.00	\$(920.00)	\$1,432.00
11	\$2,587.20	\$(1,012.00)	\$(330.00)	\$1,245.20	11	\$2,587.20	\$(1,012.00)	\$1,575.20
12	\$2,822.40	\$(1,104.00)	\$(360.00)	\$1,358.40	12	\$2,822.40	\$(1,104.00)	\$1,718.40
13	\$3,057.60	\$(1,196.00)	\$(390.00)	\$1,471.60	13	\$3,057.60	\$(1,196.00)	\$1,861.60
14	\$3,292.80	\$(1,288.00)	\$(420.00)	\$1,584.80	14	\$3,292.80	\$(1,288.00)	\$2,004.80
15	\$3,528.00	\$(1,380.00)	\$(450.00)	\$1,698.00	15	\$3,528.00	\$(1,380.00)	\$2,148.00

Non-Resident OJC Online	Tuition
OJC Online (per credit hour)	\$235.20

Non-Resident CCCOnline	Tuition
CCCOOnline (per credit hour)	\$235.20

Course Fees

For the 2008-2009 academic year, all courses with the following prefixes will be charged a \$5.85 per credit hour fee. 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.

PREFIX	DESCRIPTION	PREFIX	DESCRIPTION
ABM	Agriculture Business Management	DRT	Engineering
ACC	Accounting	ECE	Early Childhood Education
ART	Visual and Performing Arts	EMS	Emergency Medical Services
ASE	Auto Service Technology	GEY	Physical Science
BIO	Biology	HPR	Health Professional
BUS	Business	HWE	Health and Wellness
CAD	Computer Assisted Drafting	MAN	Management
CHE	Physical Science	MAR	Marketing
CIS	Computers	MGD	Multimedia Graphic Design
CNG	Computer Networking	MUS	Visual and Performing Arts-Music
COS	Cosmetology	NUA	Nursing Assistant
CRJ	Criminal Justice - Law Academy	**NUR	Health Professions
CWB	Web Management	PHY	Physical Science
DAN	Visual and Performing Arts-Dance	THE	Visual and Performing Arts-Theatre

**Per Board Policy all NUR prefix courses will be charged a differential tuition of an additional \$37.00 per credit hour.

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 rated 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 Repayment- 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. Disbursement checks will be made to the student within a reasonable time after the 12th day. For more information, contact the financial aid office at 719-384-6834.

Senior Citizen Scholarships

Senior Citizens are classified as individuals over the age of 60 at the time a class begins. These students may enroll in courses and receive a \$50 per credit hour scholarship. Scholarships are limited to six (6) credit hours per academic year. Scholarships will only be given if the course has room to accommodate extra students on a space available basis. Enrollees must also qualify for the COF stipend and utilize those funds for courses.

Choir, Aerobics and Weight Training are "performance-based courses" and the only courses for which qualified senior citizens may enroll in multiple times and receive the Seniors Scholarship. Registration for all credit classes is handled through the OJC Student Services.

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 OJC Housing. Residents must be 17 years of age at the beginning of the year under contract. The college president may grant a waiver of the minimum age based on extenuating circumstances unique to the role and mission of community colleges.

Students over 21 years of age may live in OJC campus housing based on special program needs, availability, and suitability as determined by the college president.

All students living in the campus housing are required to be enrolled as full-time (12 credit hours or more). Additionally, students residing in campus housing 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.

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.

Other Costs

Commuter - The full-time commuting student will spend approximately \$3,000 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 \$3,800 per year. Room and board will cost from \$4,758-5,700 per year. Personal expenses will average about \$700 per year. Total cost is approximately \$9,258. 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 \$3,000 to the figure for Colorado Residents, the estimate for out-of-state students is fairly accurate. Total cost is approximately \$12,258.00.

Printing - Otero Junior College utilizes a software product called PaperCut, to monitor printer and paper usage. At the beginning of each semester, all students will be allotted a \$25.00 allowance printing privilege which equates to 250 pages of printing at .10 cents a page. Should the student find they need to print more than the maximum of 250 pages, they will be required to purchase PaperCut Print Cards in either Student Services or the Bookstore. PaperCut Print Cards are valued at \$10.00 each for 100 pages of printing, are non-refundable, and will expire at the end of each semester. Students will be responsible for monitoring their individual printing privileges and managing their own accounts. Additional information on PaperCut can be found at <http://www.ojc.edu/PaperCut.aspx> or visit the OJC Student Services office.

Other Services

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

Store hours are from 7:30 to 4:00 weekdays. Store merchandise includes textbooks, solution manuals, study guides, lab manuals, art supplies and required supplies for all courses offered at OJC. The Bookstore also offer OJC apparel, nurse uniforms and a wide assortment of backpacks and bags. Other products include postage stamps, snacks, cold drinks, NFL mugs and gift items.

Other Services - continued

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 brunch 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 ID Cards - Student ID cards are available at the Student Services Center for all enrolled students. The ID card is needed for checking out materials at Wheeler Library, accessing tutoring services through the Educational Assistance Center, and entry into student events on campus. For students living on campus, the ID card serves as identification for food service. There is no charge for student ID cards. A \$10.00 fee will be charged to replace lost ID cards.

Emergency Message Phone Number - An emergency message phone line is maintained to inform students of school closures or other emergency information. To access the number, dial: 719-384-6993.

Tutorial Services - Students can access tutorial services either in person at the Educational Assistance Center, located in McBride 129, or through the online SMARTTHINKING Tutorial Services. For more information see the Instructional Services section of this catalog.

Library Services - Wheeler Library offers students a full service library. The Library is open 68 hours a week during the semester with many of the services available electronically through the home page. A campus ID card is required to borrow materials from Wheeler Library and needed to access the library's databases. For more information see the Instructional Services section of this catalog.

Online Registration and Student Record Information - Students can access *My Community Education* from the homepage of the Otero Junior College website at www.ojc.edu. From this site students can register, add or drop classes, look up classes, view schedules, billing statements and withdrawal information. Students are also able to view holds, midterm grades, final grades, transcripts, and request an official transcript.

- Notes -

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. The college has 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. This application may also be completed online at www.ojc.edu, by clicking on *My Community Education*. 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). Students may submit their Application for Admission through the Student Services Center or online at www.ojc.edu, by clicking on *My Community Education*.

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.

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. 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 student's written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving 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.

Services for Students with Disabilities - Students with documented disabilities should contact the Educational Assistance Center located in McBride Hall, Room 129, or call 719-384-6862 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.

Procedures for Documentation of Disability - Students with a disability are **required** to contact the coordinator of Education Assistance Center (EAC) if they need assistance. The coordinator will evaluate the documentation of a disability, facilitate reasonable and appropriate accommodations, and monitor academic progress.

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 received, the student and coordinator determine reasonable and appropriate accommodations and details for permission to conference. Instructors in each of the student's classes are then notified of necessary accommodations. For more information contact: 719-384-6862.

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 international students and will pay the published international 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 Student Documentation

1.) A formal Otero Junior College International Student application. Application can be obtained from Student Services, Otero Junior College, 1802 Colorado Ave. La Junta, CO 81050 or online at www.ojc.edu/intRelations.aspx.

International Student Documentation - continued

- 2.) If a student is transferring from another institution to Otero Junior College, a transfer form can be found on the same web page as the international application, (www.ojc.edu/intRelations.aspx.) The student must have an international student advisor at the current school complete this form, certifying that the student is in good standing, and submit it to the international student advisor at Otero Junior College along with the international student application and other documents.
- 3.) Student's personal immunization record.
- 4.) 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.
- 5.) 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.
- 6.) International students must have a minimum 2.0 cumulative GPA.
- 7.) 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.
- 8.) 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.
- 9.) International Students must submit a housing application with a \$100.00 deposit. Housing for international students is at Wunsch Hall dormitory and / or with a host family.
- 10.) 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.
- 11.) International tuition varies based on contracts with various international recruitment organizations. For the 2008-09 school year the base rate will be \$250 per credit hour. For full-time students (greater than 12 credit hours) there is a flat rate of \$3,750 per semester for up to 18 credit hours. International students are also required to pay the registration fee of \$11.05 and a \$200 per semester international fee. All other fees will not be assessed. Scholarships are available for international students which can significantly reduce tuition.

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 or email International@ojc.edu

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 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 23 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, California, 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. Contact the Student Services Center staff for more information.

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 18 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 withdraws from 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 highest grade 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.

Student E-mail - All students are automatically issued a college student e-mail address once the admission process is complete. This address will be the preferred e-mail address inside the Banner system. Any existing personal student e-mails will remain in the Banner system, but will no longer be the preferred account. Students will have the ability to forward e-mail from the college-issued account to their personal account. It is very important that students go to www.ojc.edu to activate their email account. Once on OJC's home page, students should click on "My Community Education" located in the upper right corner of the homepage. Once the site opens up, students enter their student number and password. Once students are logged on, they will be given instructions to activate their email account. This email address is the address that will be used for official correspondence from the college.

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
- dates of attendance • participation in officially recognized activities and sports
- weight and height of athletic team members • 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.

Guaranteed Transfer Courses and the 60 + 60 Agreement

For the AA/AS degree, the **State Guaranteed General Education Transfer Courses** and the 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 COM 115 or COM 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

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

Place Holders

SP	Satisfactory Progress
Z	Grade not yet reported
R	Repeat Field

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 will be posted to the student's *My Community Education* site at www.ojc.edu 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 3.75 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.

Institutional Recognition List - Students enrolled in 12 or more semester graded credit hours and earn between a 3.50 and 3.749 grade point average are eligible for the Institutional Recognition List. Students who receive a grade of F, I, IP, or U will be ineligible for the Institutional Recognition 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 Junior College to a minimum. Nevertheless, Otero Junior College 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
- 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 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 and will be supplemented by the Colorado Student Grant if the student receives both awards. (Funds from the Colorado Scholars Program are not available for the summer term).

Governor's Opportunity Scholarship - This program is only available to students who have previously received this award. There will be no new recipients of this scholarship as it is being phased out.

Private Donor Scholarships - The Director of Student Financial Aid administers a number of scholarships established by individuals and organizations interested in 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 2008-2009 academic year is \$4,731. 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 Colorado Assist (CA). CA 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 \$3,500 per year for freshmen dependent students and \$4,500 per year for sophomore dependent students.

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 CA 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

Jose "Chinky" Gonzales Memorial Scholarship

Robert Hoag Rawlings Scholarship

Reeder Chiropractic Educational Scholarship

Otero Arts Festival Scholarship

Otero Junior College Academic Scholarship

Otero Junior College Humanities Department Writing Scholarship

Otero Junior College Math, Science, and Technology Scholarship

Otero Junior College Theatre Department Writing Scholarship

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.

The deadline date for submitting applications for financial assistance is June 30, 2009 for Academic Year 2008-09 and June 30, 2010 for Academic Year 2009-10. 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 Employment

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.

- Notes -

Student Life



STUDENT ACTIVITIES AND ORGANIZATIONS ---

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.

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 Organizations

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.

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.

Club Caliente - Club Caliente seeks to educate and create awareness about Latino culture and the Spanish language. The club works as a team to provide diverse cultural events and assist other clubs in their projects. Emphasis is placed on organizing and managing a Mardi Gras celebration during spring semester. Membership is open to all students.

Club Cosmetology - The Cosmetology Career Academy student organization enables Cosmetologists, Hairstylists, Nail Technicians, and Estheticians to participate in a professional student organization. The organization is based on competencies that business and industry representatives have deemed critical to job success. Membership is open to all students attending the Cosmetology Career Academy.

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

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.

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.

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.

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).

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.

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.

Science Club SACNAS Chapter - The Science Club offers science-related extra curricular activities for students interested in the sciences. The club is affiliated with SACNAS (Society for the Advancement of Chicanos and Native Americans in Science), a national organization that strives to promote higher education in the sciences for minority students.

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.

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.

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.

Instructional Services



COLLEGE SUPPORT PROGRAMS ---

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 17 years of age or older. The GED battery of tests is comprised of five subject and skill areas as follows: The Writing Skills Test with Essay Section; The Social Studies Test; The Science Test; The Reading Test; and The Mathematics Test.

BUENO HEP/GED is a High School Equivalency Program (HEP) that 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.

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 educational objectives. These services include tutoring, transitional assistance, study skills, tutoring, test taking, alternative testing, open computer lab, referrals, learning style inventories and other assessments.

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

The Educational Assistance Center is funded through the college and Carl D. Perkins Vocational and Technical Education Act. For further information call 719-384-6862.

WebCT

OJC uses a learning management program called WebCT that uses the internet for classroom content delivery. The web-based platform allows students to access and submit assignments, take exams, and communicate with the instructor and other students. Instructors can add to their WebCT courses additional tools such as discussion boards along with content such as documents, video and web pages.

WebCT is endorsed as the web platform for all colleges in the Colorado Community College System.

COLLEGE SUPPORT PROGRAMS ---

WebCT Support

Support for WebCt is available 24 hours a day, 7 days a week, 365 days a year.

For assistance log onto: <http://help.cccs.edu/>

Self-help Searches: Search this website for solutions to the most common problems.

Support over the Phone: Call toll-free any time (888) 800-9198.

Support via Chat: Chat with an analyst to ask questions in real time.

Submit a Problem: Don't have time to troubleshoot now? Send a help request and the staff will contact you.

Wheeler Library

Wheeler Library is the main library for Otero Junior College and is committed to serving students' information and research needs essential to fulfill course assignments. Located in Wheeler Hall, Wheeler Library offers a collection consisting of 51,381 volumes, 2,932 digital reference titles, 148 current journals in print, and 33 full-text delivery databases providing full-text journal access to thousands of titles.

All of the 29 computers in-house provide access to the Library's full-text databases, special collections, and the Internet with a full range of printing and scanning services available. The Library is open 68 hours a week during the semester with many of the services available electronically through the home page. A campus ID card is required to borrow materials from Wheeler Library and needed to access the library's databases. The Circulation desk staff assists with course reserves, interlibrary loan, holds, resource check-outs, database login issues, and equipment access. Two conference rooms are available for small group or individual study.

The Library belongs to the Colorado Library Card program (CLC) and participates in the statewide courier system. The CLC program allows any Wheeler Library patron to register at any other participating Colorado library and utilize their services. The Courier system provides a no-cost option to return books borrowed at other Colorado libraries by simply dropping the items at the Circulation Desk at Wheeler Library.

Library instruction classes are held each semester to orient students to the services available at Wheeler Library. These 1-hour sessions are free to students and provide helpful information for accessing and navigating databases, searching the online catalog, setting up user accounts, basic searching techniques, and evaluating websites. Staff will assist with finding materials in the library, electronic collections, and access to materials available world wide.

COLLEGE SUPPORT PROGRAMS

OJC ONLINE STUDIES

Otero Junior College's Online Study format allows students to access a class and its content via the internet. OJC uses a web delivery platform called WebCT. 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 study courses are not independent study or self-paced, they are instructor-paced. This hybrid design combines in-class, face-to-face instruction with robust online content and activities. 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 Study courses during the 2008-09 academic year is \$113.20 per semester hour for residents and \$235.20 per semester hour for non-residents.

Technical Requirements

Platform:	Windows 2000, ME, XP or Vista Mac OS9 or Mac OS X, Leopard
Hardware:	128MB of RAM, 1 GB free disk space
Software:	Microsoft Word, Microsoft Excel , Adobe Acrobat Reader
Browser:	Internet Explore 6.0 or higher, Netscape 7.2 (not 8.0), Firefox 1.5 or greater. Javascript and Cookies Enabled, Pop-Up Blockers Disabled
Internet Speed:	Dial-Up (56K), DSL/Cable or Broadband preferred
Download Add Ins:	Adobe Flash, Adobe Shockwave, Java Runtime Environment 1.5.12 or higher, Microsoft 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 OJC Online Study learning process.

Tips for Success

- Attend the on-campus orientation/tutorial session offered each semester.
- Take advantage of the WebCT "How do I" folder.
- 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 withdraw dates.
- Log into your class right away: attend regularly and frequently to view new postings, assignments and tests.
- Expect to commit as much time to an Online Study 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.

AFFILIATED COLLEGE PROGRAMS

Colorado Community College Online (CCCOonline)

Associate degrees and certificates through Colorado Community College Online (CCCOonline) 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.ccconline.org or www.cccs.edu

Technical Requirements

CCCOonline delivers its courses on the WebCT course management platform. In order for you to get the most out of the courses, the browser (Internet Explorer, Netscape, etc.) you are using needs to be configured to be compatible with the WebCT system. Click on the WebCT Browser Diagnostics page to run a quick check of your browser to make sure it works optimally with WebCT.

ISP

If you plan to access CCCOnline courses from your home, you must have an active account with an Internet Service Provider (ISP). You may use either an IBM-compatible PC or Apple/Macintosh computer for your online studies. The following are the recommended minimum computer system requirements.

Computer - IBM-compatible PC

- Pentium II processor, AMD K6 or higher processor recommended.
- Operating System: Windows 98, NT 4, 2000, or XP. Depending on your Operating System (OS), you will need 96 Megabytes of RAM (128 Megabytes or higher is recommended for a higher level OS)
- Connection: 56 K (or faster) Modem Internet connection through an account on an ISP, or DSL or cable broadband connection. Slower speeds will work but it will take you much more time to do your coursework.
- Please note that your connection to the Internet must not initiate from behind a firewall, unless the firewall is configured to access our server. In some cases, you may have to turn off your firewall while doing your work if it cannot be configured properly.
- 3.5 inch diskette drive / CD-ROM / Hard drive (Floppy diskettes or CDs may come with some textbooks)
- Optional - Full Duplex Sound card with speakers/headphones and microphone (required in some courses)
- SVGA (800x600) or higher display

AFFILIATED COLLEGE PROGRAMS ---

Colorado Community College Online (CCOnline)

Computer - Macintosh

- PowerPC 120 Mhz processor or higher, G3 processor recommended.
Note: If you have an older Macintosh, you can check the Apple Product Info Archive to see what processor your Macintosh has.
- 9.0 or higher operating system
- 64 Megabytes of RAM (or higher)
- Full Duplex Sound with a microphone
- Connection: 56 K (or faster) Modem Internet connection through an account on an ISP, or DSL or cable broadband connection. Slower speeds will work but it will take you much more time to do your coursework.
- Please note that your connection to the Internet must not initiate from behind a firewall, unless the firewall is configured to access our server. In some cases, you may have to turn off the firewall while doing your work if it cannot be configured properly.
- 3.5 inch diskette drive / CD-ROM / Hard drive (Floppy diskettes or CDs may come with some textbooks)
- 800x600 or higher display resolution, thousands of colors.

Software - See WebCT Browser Tune-up for supported browsers for WebCT version 4.1 Suggested: Microsoft Office 2000 (or newer). If you use other "Office" type programs, please note that some instructors may require you to convert your files to a MS-Office compatible format (generally rtf or txt files) for online submission.

Plug-ins - Some courses have audio, video and/or animation elements. Your computer will need special "plug-ins" for these files to work. Included below on this page are links to the most commonly used "plug-ins." All of these "plug-ins" can be downloaded free of charge.

Flash Player - Many courses have interactive exercises or tutorials to help your understanding of course material. It is important that you have the most recent version of the Macromedia Flash Player so you can view these files.

QuickTime - QuickTime is a common plug-in that supports several digital media capabilities and components for audio, video and graphic images.

RealPlayer - RealPlayer lets you play streaming audio, video, animations, and multimedia presentations on the web.

AFFILIATED COLLEGE PROGRAMS

Southeast Colorado Resource Enterprise Center (SCORE)

The Southeast Colorado Resource Enterprise (SCORE) Center, is a one-stop facility that was opened in 2006 to meet the needs of economic development, business, housing and non-profit organizations in the region. The SCORE Center was funded through a grant by HUD's Hispanic Serving Institutions Assisting Communities program.

The SCORE Center houses the Grant Resource Office, OJC's Small Business Management Program, Small Business Development Center (SBDC), La Junta Economic Development, a satellite office for Tri-County Housing & Community Development Corporation, and the office for the La Junta Events Coordinator. The facility is designed to allow various entities to pool their resources and work together to help boost economic development efforts in the area.

The Grant Resource Office, operated by Otero Junior College, is designed to assist area non-profit organizations in seeking grant funding and putting together successful proposals.

OJC's Small Business Management Program is an educational certificate program that enables small business owners to learn more about business planning, record keeping, financial analysis and marketing.

The Small Business Development Center works with future and existing small businesses in Otero, Bent, Crowley, Prowers, Baca and Kiowa counties to develop business plans and create successful enterprises.

Tri-County Housing & Community Development Corporation, which has its primary office in Fowler, has established a satellite office in the SCORE Center to make meeting more convenient for clients who live in eastern Otero County or in Bent County.

La Junta Economic Development facilitates business retention, expansion and attraction in the region through the formation of partnerships.

The La Junta Events Coordinator serves as a liaison for regional events and attractions within the area. It is the mission of the Events Coordinator to work with all groups and organizations to help leverage existing events while promoting new events that will enhance the experiences of both citizens of and visitors to La Junta and the surrounding region. Calendar of Events website: www.LaJuntaEvents.com

The center may be reached by calling the main line at 719-384-6961. Direct lines to each office are:

- Grant Resource Office: 719-384-6962
- Small Business Management Education Program: 719-384-6963
- Small Business Development Center: 719-384-6959
- Tri-County Housing & Community Development Corporation: 719-384-6964
- La Junta Economic Development: 719-384-6965
- La Junta Events Coordinator, 719-384-6977

AFFILIATED COLLEGE PROGRAMS ---

Southern Colorado Educational Opportunity Center

The Southern Colorado Educational Opportunity Center (SCEOC) 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: 719-384-3100.

AFFILIATED COLLEGE PROGRAMS

Degree Partnerships

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

- **Adams State College** www.adams.edu or www2.adams.edu/extended_studies/

Under the Rural Education Access Program (REAP) students can take their first two years of course work at Otero Junior College, then complete their final two years with ASC, without ever having to travel to Adams State College in Alamosa. Students complete their upper-division classes on the OJC campus for the Elementary Education program. ASC is connecting with Otero Junior College to provide degree-completion options in the following areas: Bachelor of Arts in Business Administration, Bachelor of Science in Business Administration, Bachelor of Arts in Interdisciplinary Studies and Bachelor of Arts in Sociology. Courses for these degree programs may be completed through a combination of OJC Courses and ASC coursework taken at the OJC campus, through independent Study (IS) or online.

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*
- **University of Montana** www.umt.edu - *Articulation Agreement*
- **Jones International University** www.jonesinternational.edu - *Articulation Agreement*

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 7:30 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 to 7:00 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.

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. College credit course may be offered, on or off campus if there is sufficient demand.

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 Vice President 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. 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 are publicized when available.

Community Involvement Opportunities

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.

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.

- Notes -

Degree Programs



DEGREE PROGRAMS

Guidelines

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 4-Year Alignment**

Associate of Arts Degree & Associate of Science Degree

Associate Degree 2-Year

Associate of Applied Science Degree & Associate of General Studies 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 inter-relatedness.
- To assist the student to better understand the relationship to other persons and the interdependence of all people in a modern world.

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 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 Arts degree program must meet or exceed the entrance examination score based on the results of a basic skills assessment test (Accuplacer). The test is designed 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 basic skills coursework.

Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions.

Graduation Expectation

The Colorado Community College System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. The Academic Advising Center at each individual CCCS community College can provide additional information. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 60 credit hours and in 24 months. Students must satisfy all the conditions described below to be eligible for this guarantee:

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

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

(Colorado Community College System Requirement)

COM 115	Public Speaking or		3
COM 125	Interpersonal Communication		3

Arts & Humanities: 9 credits

Select at least 3 courses with no more than 2 courses from any 1 category

Category One: Fine Arts & Expression

ART 110	Art Appreciation	(GT-AH1)	3
ART 111, 112	Art History I, II	(GT-AH1)	3,3
MUS 120	Music Appreciation	(GT-AH1)	3
MUS 121, 122	Intro to Music History I, II	(GT-AH1)	3,3
SPA 211, 212	Spanish Language III, IV	(GT-AH1)	3,3
THE 105	Introduction to Theatre Arts	(GT-AH1)	3
THE 211, 212	Development of Theatre I, II	(GT-AH1)	3,3

Category Two: Humanities

HUM 121, 122, 123	Humanities I, II, III	(GT-AH2)	3,3,3
LIT 115	Introduction to Literature	(GT-AH2)	3
LIT 201, 202	Masterpieces of Literature I, II	(GT-AH2)	3,3

Category Three: Ways of Thinking

PHI 111	Introduction to Philosophy	(GT-AH3)	3
PHI 112	Ethics	(GT-AH3)	3
PHI 113	Logic	(GT-AH3)	3

Social & Behavioral Sciences: 9 credits

Select at least 3 courses, 1 of which must be HISTORY, with no more than 2 courses from any 1 category

Category One: History (1 History course is required)

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

Category Two: Economic and Political Systems

ECO 201	Principles of Macro-Economics	(GT-SS1)	3
ECO 202	Principles of Micro-Economics	(GT-SS1)	3
POS 105	Introduction to Political Science	(GT-SS1)	3
POS 111	American Government	(GT-SS1)	3

Category Three: Geography

GEO 105	World Geography	(GT-SS2)	3
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GENERAL EDUCATION CORE -Associate of Arts -continued

Category Four:	<u>Human Behavior/Social Systems</u>		
ANT 101	Cultural Anthropology	(GT-SS3)	3
ANT 111	Physical Anthropology	(GT-SS3)	3
PSY 101	General Psychology I	(GT-SS3)	3
PSY 102	General Psychology II	(GT-SS3)	3
PSY 235	Human Growth & Development	(GT-SS3)	3
PSY 238	Child Development	(GT-SS3)	3
SOC 101, 102	Introduction to Sociology I, II	(GT-SS3)	3,3

Mathematics: **3-5 credits**

Select 1 course

MAT 121	College Algebra	(GT-MA1)	4
MAT 122	Trigonometry	(GT-MA1)	3
MAT 125	Survey of Calculus	(GT-MA1)	4
MAT 135	Introduction to Statistics	(GT-MA1)	3
MAT 155, 156	Integrated Mathematics I, II	(GT-MA1)	3,3
MAT 201, 202	Calculus I, II	(GT-MA1)	5,5

Physical and Life Sciences: **8 credits**

Select 2 laboratory-based courses. Credits over 8 may be applied to electives.

AST 101, 102	Astronomy I, II w/lab	(GT-SC1)	4,4
BIO 105	Science of Biology w/lab	(GT-SC1)	4
BIO 111, 112	Gen. College Biology I, II w/lab	(GT-SC1)	5,5
BIO 201, 202	Anatomy & Physiology I, II w/lab	(GT-SC1)	4,4
BIO 204	Microbiology w/lab	(GT-SC1)	4
CHE 101, 102	Intr. to Chemistry I, II w/lab	(GT-SC1)	5,5
CHE 105	Chemistry in Context	(GT-SC1)	5
CHE 111, 112	Gen Chemistry I, II w/lab	(GT-SC1)	5,5
GEY 111	Physical Geology w/lab	(GT-SC1)	4
GEY 121	Historical Geology w/lab	(GT-SC1)	4
PHY 105	Conceptual Physics w/lab)	(GT-SC1)	4
PHY 111, 112	Physics Algebra Based I, II w/lab	(GT-SC1)	5,5
PHY 211, 212	Physics Calculus Based I, II w/lab	(GT-SC1)	5,5
SCI 155, 156	Integrated Science I, II	(GT-SCI)	4,4

General Education Core: **38 - 39 Credits with a "C" grade or better**

Electives: **21 - 22 Approved Electives**

Total: **60 Credits**

*Students may transfer 31 credits of completed general education course work (with a grade of C- or better in each course) to most public colleges in Colorado. Students who complete an Associate of Arts or Associate of Science degree are guaranteed to transfer 60 credit hours of courses required for those degrees to a four-year school, once they have been accepted for admission. Students who follow this plan should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours.

Statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: Business; Early Childhood Education; Elementary Education; Engineering; and Nursing.

PLEASE NOTE: *Some degrees may exceed the typical 120 credit hours required to successfully graduate.*

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.

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 basic skills coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test.

Graduation Expectation

The Colorado Community College System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. The Academic Advising Center at each individual CCCS community College can provide additional information. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 60 credit hours and in 24 months. Students must satisfy all the conditions described below to be eligible for this guarantee:

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

OJC 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)			
COM 115	Public Speaking or		3
COM 125	Interpersonal Communication		3

Arts & Humanities: 9 credits

Select at least 3 courses with no more than 2 courses from any 1 category

Category One: Fine Arts & Expression

ART 110	Art Appreciation	(GT-AH1)	3
ART 111, 112	Art History I, II	(GT-AH1)	3,3
MUS 120	Music Appreciation	(GT-AH1)	3
MUS 121, 122	Intro to Music History I, II	(GT-AH1)	3,3
SPA 211, 212	Spanish Language III, IV	(GT-AH1)	3,3
THE 105	Introduction to Theatre Arts	(GT-AH1)	3
THE 211, 212	Development of Theatre I, II	(GT-AH1)	3,3

Category Two: Humanities

HUM 121, 122, 123	Humanities I, II, III	(GT-AH2)	3,3,3
LIT 115	Introduction to Literature	(GT-AH2)	3
LIT 201, 202	Masterpieces of Literature I, II	(GT-AH2)	3,3

Category Three: Ways of Thinking

PHI 111	Introduction to Philosophy	(GT-AH3)	3
PHI 112	Ethics	(GT-AH3)	3
PHI 113	Logic	(GT-AH3)	3

Social & Behavioral Sciences: 9 credits

Select at least 3 courses, 1 of which must be HISTORY, with no more than 2 courses from any 1 category

Category One: History (1 History course is required)

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

Category Two: Economic and Political Systems

ECO 201	Principles of Macro-Economics	(GT-SS1)	3
ECO 202	Principles of Micro-Economics	(GT-SS1)	3
POS 105	Introduction to Political Science	(GT-SS1)	3
POS 111	American Government	(GT-SS1)	3

OJC GENERAL EDUCATION CORE - Associate of Science - continued

Category Three: Geography
 GEO 105 World Geography (GT-SS2) 3

Category Four: Human Behavior/Social Systems
 ANT 101 Cultural Anthropology (GT-SS3) 3
 ANT 111 Physical Anthropology (GT-SS3) 3
 PSY 101 General Psychology I (GT-SS3) 3
 PSY 102 General Psychology II (GT-SS3) 3
 PSY 235 Human Growth & Development (GT-SS3) 3
 PSY 238 Child Development (GT-SS3) 3
 SOC 101, 102 Introduction to Sociology I, II (GT-SS3) 3,3

Mathematics: 3-5 credits**Select 1 course**

MAT 121 College Algebra (GT-MA1) 4
 MAT 122 Trigonometry (GT-MA1) 3
 MAT 125 Survey of Calculus (GT-MA1) 4
 MAT 201, 202 Calculus I, II (GT-MA1) 5,5

Physical and Life Sciences: 8 credits

Select 2 laboratory-based courses. Credits over 8 may be applied to electives.

AST 101, 102 Astronomy I, II w/lab (GT-SC1) 4,4
 BIO 111, 112 General College Biology I, II w/lab (GT-SC1) 5,5
 BIO 201, 202 Anatomy & Physiology I, II w/lab (GT-SC1) 4,4
 BIO 204 Microbiology w/lab (GT-SC1) 4
 CHE 101, 102 Introduction to Chemistry I, II w/lab (GT-SC1) 5,5
 CHE 111, 112 General College Chemistry I, II w/lab (GT-SC1) 5,5
 GEY 111 Physical Geology w/lab (GT-SC1) 4
 GEY 121 Historical Geology w/lab (GT-SC1) 4
 PHY 111, 112 Physics: Algebra Based I, II w/lab (GT-SC1) 5,5
 PHY 211, 212 Physics: Calculus Based I, II w/lab (GT-SC1) 5,5

General Education Core: 38 - 39 Credits with a "C" grade or better
 Electives: 21 - 22 Approved Electives
 Total: 60 Credits

*Students may transfer 31 credits of completed general education course work (with a grade of C- or better in each course) to most public colleges in Colorado. Students who complete an Associate of Arts or Associate of Science degree are guaranteed to transfer 60 credit hours of courses required for those degrees to a four-year school once they have been accepted for admission. Students who follow this plan should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours.

Statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: Business; Early Childhood Education; Elementary Education; Engineering; and Nursing.

PLEASE NOTE: *Some degrees may exceed the typical 120 credit hours required to successfully graduate.*

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.

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.

Programs of Study

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

EMPHASIS AREA TRANSFER PROGRAMS

ART

The Visual Fine Arts curriculum is designed to provide students with a background that would facilitate academic transfer to a university visual fine arts program. It is recommended that students who are interested in art education also follow the prescribed course of study. Students are responsible for selecting, registering, and completing 60 credits of required course work.

Freshman Year

	Fall	Spring
ART 111 Art History I: Ancient to Medieval	3	
ENG 121 English Composition I	3	
Social/Behavioral Science (History)	3	
ART 121 Drawing I	3	
ART 211 Painting I	3	
ENG 122 English Composition II		3
ART 112 Art History II: Renaissance to Modern		3
COM 115 or 125 Public Speaking/Interpersonal Commun		3
ART 212 Painting II		3
ART 122 Drawing II		3
Lab Science		4

Sophomore Year

	Fall	Spring
Mathematics	3	
ART 143 Digital Photography	3	
ART 131 2-D Design	3	
ART 208 Culture Studies: Southwest Art	3	
Social/Behavioral Science	3	
Social/Behavioral Science		3
Lab Science		4
Arts and Humanities		3
ART 150 Digital Art Foundations		3
ART 175 or 275 Special Topics		3

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 I	3	
PSY 101	General Psychology I	3	
SOC 101	Introduction to Sociology I	3	
	Lab Science	4/5	
ENG 122	English Composition II		3
MAT 135	Introduction to Statistics		3
PSY 102	General Psychology II		3
SOC 102	Intro to Sociology II		3
HIS	Social/Behavioral Science (History)		3

Sophomore Year

		Fall	Spring
CIS 115	Intro to Computer Information Systems	3	
POS 111	American Government	3	
CRJ 230	Criminology I	3	
	Arts and Humanities	6	
	Arts and Humanities		3
POS 125	American State & Local Governments		3
PSY 239	Adolescent and Adult Development		3
COM 115	Public Speaking		3
	Lab Science		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 I4	
BUS 115	Introduction to Business3	
MAT 121	College Algebra4	
ENG 121	English Composition I3	
ACC 122	Principles of Accounting II4	
ENG 122	English Composition II3	
MAT 125	Survey of Calculus4	
COM 115	Public Speaking3	
HIS	Social/Behavioral Science (History)3	

Sophomore Year

		Fall	Spring
BUS 216	Legal Environment of Business3	
BUS 226	Business Statistics3	
ECO 201	Principles of Macro Economics3	
	Arts and Humanities3	
	Lab Science4	
BUS 217	Business Communication & Report Writing3	
ECO 202	Principles of Micro Economics3	
	Arts and Humanities3	
	Lab Science4	

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	
	Arts and Humanities	3	

Sophomore Year

		Fall	Spring
CHE 211	Organic Chemistry I	5	
BIO 111	General College Biology I	5	
	Arts and Humanities	3	
	Social/Behavioral Science (History)	3	
CHE 212	Organic Chemistry II	5	
BIO 112	General College Biology II	5	
	Arts and Humanities	3	
COM 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 19 hours.

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

Freshman Year

		Fall	Spring
SCI 155	Integrated Science I	4	
ENG 121	English Composition I	3	
HIS 201	U.S. History I	3	
LIT 115 or 201	Literature	3	
PSY 101	General Psychology I	3	
ENG 122	English Composition II		3
	Elective		3
SCI 156	Integrated Science II	4	
GEO 105	World Regional Geography		3

Sophomore Year

		Fall	Spring
HUM 121	Survey of the Humanities I	3	
PSY 238	Child Development	3	
COM 115	Public Speaking	3	
MAT 155	Integrated Math I	3	
EDU 221	Introduction to Education		2
MAT 156	Integrated Math II	3	
POS 111	American Government	3	
	Elective		3
	Lab Science		4

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. Other 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 I	3	
LIT 115	Introduction to Literature	3	
	Lab Science	4/5	
HIS	Social/Behavioral Science (History)	3	
	Social/Behavioral Science		6
ENG 122	English Composition II	3	
LIT 255	Children's Literature	3	
MAT 121/135	College Algebra or Introduction to Statistics	4/3	
COM 217	Group Communications	3	

Sophomore Year

		Fall	Spring
ENG 221	Creative Writing Workshop	3	
LIT 201	Masterpieces of Literature I	3	
COM 115	Public Speaking	3	
	Lab Science	4/5	4/5
ENG 222	Creative Writing Workshop		3
LIT 202	Masterpieces of Literature II		3
COM 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 I3	
HIS 101	Western Civilization I3	
	Lab Science4/5	
	Arts and Humanities6	
	Arts and Humanities3
ENG 122	English Composition II3	
GEO 105	Geography3	
HIS 102	Western Civilization II3	
MAT 121/135	College Algebra or Introduction to Statistics4/3	

		<i>Sophomore Year</i>	
		Fall	Spring
HIS 201	U.S. History I3	
HIS 225	Colorado History3	
POS 111	American Government3	
COM 115	Public Speaking3	
	Laboratory Science4/5	
	Electives6
HIS 202	U.S. History II3	
POS 125	State and Local Governments3	

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
MAT	Mathematics3	
ENG 121	English Composition I3	
HIS	Social/Behavioral Science3	
HUM	Arts and Humanities6	
ENG 122	English Composition II3
	Social/Behavioral Science3
	Arts and Humanities3
	Lab Science4
COM 115	Public Speaking3

Sophomore Year

	Fall	Spring
Major Electives6	
Electives6	
Lab Science4	
Major Electives3
Electives7
Social/Behavioral Science (History)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/Behavioral Science (History)	3	
	Social/Behavioral Science (History)		3
ENG 122	English Composition II		3
MAT 202	Calculus II	5	
	Lab Science		4/5

Sophomore Year

		Fall	Spring
MAT 255	Linear Algebra	3	
MAT 203	Calculus III	4	
	Arts and Humanities	3	
	Social/Behavioral Science (History)	3	
MAT 135	Introduction to Statistics		3
MAT 265	Differential Equations		3
COM 115	Public Speaking		3
	Arts and Humanities		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	
	Lab Science	4/5	
	Arts and Humanities	3	
	Arts and Humanities		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	
COM 115	Public Speaking	3	
	Electives	6	
	Electives		3
HIS 202	U.S. History II		3
POS 125	American State and Local Governments		3
POS 225	Comparative Governments		3
	Lab Science		4

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/Behavioral Science6	
	Social/Behavioral Science (History)3
BIO 112	General College Biology II5
CHE 112	General College Chemistry II5
ENG 122	English Composition II3
MAT 121	College Algebra4

Sophomore Year

		Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Arts and Humanities6	
	Arts and Humanities3
BIO 202	Human Anatomy & Physiology II4
CHE 212	Organic Chemistry II5
MAT 202	Calculus II5
COM 115	Public Speaking3

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

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/Behavioral Science	6	
	Social/Behavioral Science (History)		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	
	Arts and Humanities	6	
	Arts and Humanities		3
BIO 202	Human Anatomy & Physiology II	4	
CHE 212	Organic Chemistry II	5	
MAT 202	Calculus II	5	
COM 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 I	.5	
CHE 111	General College Chemistry I	.5	
ENG 121	English Composition I	.3	
	Social/Behavioral Science	.6	
	Social/Behavioral Science (History)		.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	
	Arts and Humanities	.6	
	Arts and Humanities		.3
BIO 202	Human Anatomy & Physiology II		.4
CHE 212	Organic Chemistry II		.5
MAT 202	Calculus II		.5
COM 115	Public Speaking		.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	
ENG 122	English Composition II		3
MAT 202	Calculus II		5
COM 115	Public Speaking		3

Sophomore Year

PHY 211	Physics: Calculus-Based I/Lab	5	
ECO 201	Principals of Macroeconomics	3	
HIS 101	History of Western Civilization	3	
MAT 255	Linear Algebra	3	
PHY 212	Physics: Calculus-Based II/Lab		5
ECO 202	Principals of Microeconomics		3
MAT 265	Differential Equations		3

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	
	Lab Science	4	
	Arts and Humanities	3	
	Arts and Humanities		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	
COM 115	Public Speaking	3	
	Humanities	3	
	Electives	3	
	Electives		3
HIS 202	U.S. History II	3	
POS 125	American State and Local Governments	3	
POS 216	Comparative Governments	3	
	Lab Science	4	

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 I	.5	
CHE 111	General College Chemistry I	.5	
ENG 121	English Composition I	.3	
	Social/Behavioral Science	.6	
	Social/Behavioral Science (History)		.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	
PHY 111	Physics I: Algebra-based	.5	
	Arts and Humanities	.6	
	Arts and Humanities		.3
BIO 202	Human Anatomy & Physiology II		.4
CHE 212	Organic Chemistry II		.5
PHY 112	Physics II: Algebra-based		.5
COM 115	Public Speaking		.3

**This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior. May substitute PHY 111 and 112 for CHE 111 and 112.*

PRE-MEDICAL TECHNICIAN

This 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; COM 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 I5	
CHE 111	General College Chemistry I5	
ENG 121	English Composition I3	
	Social/Behavioral Science6	
	Social/Behavioral Science (History)		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 I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Arts and Humanities6	
	Arts and Humanities		3
BIO 202	Human Anatomy & Physiology II		4
CHE 212	Organic Chemistry II		5
MAT 202	Calculus II		5
COM 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/Behavioral Science6	
	Social/Behavioral Science (History)3
BIO 112	General College Biology II5	
CHE 112	General College Chemistry II5	
ENG 122	English Composition II3	

Sophomore Year

		Fall	Spring
BIO 201	Human Anatomy & Physiology I4	
CHE 211	Organic Chemistry I5	
MAT 201	Calculus I5	
	Arts and Humanities6	
	Arts and Humanities3
BIO 202	Human Anatomy & Physiology II4	
CHE 212	Organic Chemistry II5	
MAT 202	Calculus II5	
COM 115	Public Speaking3	

**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/Behavioral Science	.6	
	Social/Behavioral Science (History)		.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	
	Arts and Humanities	.6	
	Arts and Humanities		.3
BIO 202	Human Anatomy & Physiology II	.4	
CHE 212	Organic Chemistry II	.5	
MAT 202	Calculus II	.5	
COM 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 I	.5	
CHE 111	General College Chemistry I	.5	
ENG 121	English Composition I	.3	
	Social/Behavioral Science	.6	
	Social/Behavioral Science (History)		.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 I	.4	
CHE 211	Organic Chemistry I	.5	
MAT 201	Calculus I	.5	
	Arts and Humanities	.6	
	Arts and Humanities		.3
BIO 202	Human Anatomy & Physiology II	.4	
CHE 212	Organic Chemistry II	.5	
MAT 202	Calculus II	.5	
COM 115	Public Speaking		.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 I	.5	
ENG 121	English Composition I	.3	
MAT 121	College Algebra	.4	
PSY 101	General Psychology I	.3	
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 I	.5	
PSY 238	Child Development	.3	
SOC 101	Introduction to Sociology I	.3	
	*Arts and Humanities	.6	
	*Arts and Humanities		.3
CHE 102	Introduction to Chemistry II		.5
PSY 239	Adolescent and Adult Development		.3
	History Elective		.3
COM 115	Public Speaking		.3

*Recommend: PHI 112, PHI 113, SPA 111, 112, 211, 212

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 I	3	
ART 111	Art History I	3	
ENG 121	English Composition I	3	
PSY 101	General Psychology I	3	
GEO 105	World Regional Geography	3	
ENG 122	English Composition II		3
	Elective		3
	Lab Science Elective		4
MAT 121	College Algebra		4

Sophomore Year

		Fall	Spring
HIS 201	US History I	3	
EDU 221	Introduction to Education	3	
POS 111	American Government	3	
	Lab Science Elective		4
COM 115	Public Speaking	3	
HIS 202	US History II		3
HUM 121	Introduction to Humanities		3
PSY 239	Adolescent and Adult Psychology		3
SOC 102	Introduction to Sociology II		3
	Elective		3

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 I	.5	
CHE 111	General College Chemistry I	.5	
ENG 121	English Composition I	.3	
	Arts and Humanities	.3	
	Social/Behavioral Science	.3	
	Social/Behavioral Science (History)		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 I	.4	
CHE 211	Organic Chemistry I	.5	
	Social and Behavioral Sciences (History)	.3	
	Arts and Humanities	.3	
	Arts and Humanities		3
BIO 202	Human Anatomy & Physiology II	.4	
CHE 212	Organic Chemistry II	.5	
COM 115	Public Speaking		3

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

**Recommended: Calculus I MAT 201 and Calculus II MAT 202.*

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 I	3	
MAT 135	Introduction to Statistics	3	
THE 105	Introduction to Theatre Arts	3	
THE 131	Theatre Production I	3	
	Arts and Humanities	3	
ENG 122	English Composition II		3
THE 182	Internship Theatre Production		1-3
	Arts and Humanities		3
	Social/Behavioral Science (History)		3
	Lab Science		4/5

Sophomore Year

		Fall	Spring
COM 115	Public Speaking	3	
THE 211	Development of Theatre I	3	
THE 183	Internship Theatre Production	1-3	
	Arts and Humanities	3	
	Social/Behavioral Science	3	
	Electives	3	
	Social/Behavioral Science		3
THE 212	Development of Theatre II		3
	Arts and Humanities		3
	Lab Science		4
	Electives		3

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 up to 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 a variety of courses in the institution without any specific major in mind. In some cases the AGS has been used in transfer to a four-year college or university.

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 basic skills 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.

Associate of General Studies Degree Program

Course Requirements

		<u>Required Semester Credit Hours</u>
ENGLISH/SPEECH		3 Credits
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
COM 115	Public Speaking	3
COM 217	Group Communications	3
COM 125	Interpersonal Communications	3

		<u>Required Semester Credit Hours</u>
MATHEMATICS		3 Credits
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 155, 156	Integrated Math I,II	3/3
MAT 201, 202	Calculus I,II	5/5

		<u>Required Semester Credit Hours</u>
SCIENCE		3 Credits
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
BIO 204	Microbiology	4
CHE 101, 102	Introduction to Chemistry I,II	5/5
CHE 105	Chemistry in Context	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

Associate of General Studies Degree Program -continued

Course Requirements

		<u>Required Semester Credit Hours</u>
SOCIAL AND BEHAVIORAL SCIENCES		3 Credits
ANT 101	Cultural Anthropology	3
ANT 107	Introduction to Archaeology	3
ANT 111	Physical Anthropology	3
CRJ 230	Criminology	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	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 225	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

		<u>Required Semester Credit Hours</u>
HUMANITIES		3 Credits
ART 110	Art Appreciation	3
ART 111, 112	Art History I,II.	3/3
ART 121, 122	Drawing I,II.	3/3
ART 123, 124	Watercolor I,II	3/3
ART 125	Landscape Drawing.	3
ART 150	Digital Art Foundations.	3
ART 161, 162	Ceramics I,II.	3/3
ART 211, 212	Painting I, II	3/3
HUM 121,122,123	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 255	Children's Literature	3
PED 112	Conditioning Aerobics	1

Associate of General Studies Degree Program - continued

MUS 120	Music Appreciation	3
MUS 151, 152	Ensemble	1/1
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	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 111	Introduction to Acting	3
THE 211, 212	Development of Theatre I,II	3/3
THE 182, 183	Internship Theatre Production I, II	1-3

Required Semester Credit Hours**ACADEMIC ELECTIVES****15 Credits**

All courses listed above not used to meet the General Education requirements can be used as academic electives.

Required Semester Credit Hours**VOCATIONAL/OTHER ACADEMIC ELECTIVES****30 Credits**

The student may 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 Career and Technical Education (CTE) 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.

Associate of Applied Science Degree Programs

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

ENGLISH/SPEECH		3 Credits
ENG 115	Technical English and Communication	3
ENG 121,122	English Composition I,II	3/3
COM 115	Public Speaking	3
COM 125	Interpersonal Communication	3
COM 217	Group Communications	3
MATHEMATICS		3 Credits
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 155,156	Integrated Math I, II	3/3
MAT 201,202	Calculus I,II	5/5
SCIENCE:		3 Credits
AST 101,102	Astronomy I,II	4/4
BIO 105	Science of Biology	4
BIO 106	Basic Anatomy and Physiology I	4
BIO 111,112	General College Biology I,II	5/5
BIO 201,202	Human Anatomy & Physiology I,II	4/4
BIO 204	Microbiology	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
CHE 105	Chemistry in Context	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
HWE 100	Human Nutrition	3
SCI 155,156	Integrated Science I,II	4/4
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

Associate of Applied Science Degree Programs - continued

Required Semester Credit Hours

SOCIAL AND BEHAVIORAL SCIENCES		3 Credits
ANT 101	Cultural Anthropology	3
ANT 107	Introduction to Archaeology	3
ANT 111	Physical Anthropology	3
CRJ 230	Criminology	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 225	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
 HUMANITIES		 3 Credits
ART 110	Art Appreciation	3
ART 111,112	Art History I,II.	3/3
ART 121,122	Drawing I,II.	3/3
ART 123, 124	Watercolor I,II	3/3
ART 125	Landscape Drawing	3
ART 150	Digital Art Foundations.	3
ART 161,162	Ceramics I,II.	3/3
ART 211	Painting I	3
ART 212	Painting II.	3
HUM 121,122,123	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

Associate of Applied Science Degree Programs - continued

LIT 211,212	Survey of American Literature I,II	3/3
LIT 255	Children's Literature.	3
MUS 120	Music Appreciation.	3
MUS 151	Ensemble	1/1
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
SPA 101	Conversational Spanish	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 111	Introduction to Acting.	3
THE 211,212	Development of Theatre I,II	3/3
THE 182, 183	Internship Theatre Production I	1-3

THE REMAINING THREE GENERAL EDUCATION HOURS CAN BE SELECTED FROM CATEGORIES PREVIOUSLY LISTED.

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.

Career and Technical Education Degree Programs

Occupational Education

Administrative Assistant

Information Processing Option

Medical Administrative Assistant Option

Automotive Technology

Business Management

Microcomputer Option

Small Business Management Option

Early Childhood Education

Nursing

Associate Degree Nursing

NOTE: While these programs are designed to prepare students for immediate employment and not transferable by design, 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 an Information Processing option and Medical option.

ADMINISTRATIVE ASSISTANT INFORMATION PROCESSING OPTION

Freshman Year

		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

**For students with no keyboarding experience

Sophomore Year

		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
BTE 287	Cooperative Education/Internship		1

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

***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
BTE 287	Cooperative Education/Internship		1

AUTOMOTIVE TECHNOLOGY

Otero Junior College's Automotive Technology program is designed to prepare students to obtain entry-level employment in maintenance, diagnosis, and repair of automotive systems. Students may choose to pursue an Associate of Applied Science degree in Automotive Technology or certificates in the area of Automotive Technology, Automatic Transmissions and Transaxle, Brakes, Engine Performance, Engine Repair, Electrical/Electronic Systems, Heating and Air Conditioning, Manual Drive Train and Axles, and Suspension and Steering. This program is designed to allow the enrollment of secondary and postsecondary students. Otero Junior College is progressing toward full NATEF (National Automotive Technicians Education Foundation, Inc.) accreditation.

Freshman Year

		Fall	Spring
ASE 160	Auto Engine Removal & Installation	1	
ASE 161	Engine, Disassembly Diagnosis & Assembly	5	
ASE 150	U-Joint & Axle Shaft Services	2	
ASE 151	Manual Transmissions/Transaxles & Clutches	2	
ASE 152	Differentials & 4WD/AWD Service	2	
BUS 115	Introduction to Business	3	
CIS 115	Introduction to Computer Information Systems	3	
ASE 140	Suspension and Steering I		3
ASE 240	Suspension and Steering II		3
ASE 250	Automatic Transmission/Transaxle Service		1
ASE 251	Automatic Transmission/Transaxles Diagnosis		5
ENG 115	Technical English and Communications		3
MAT 107	Career Math		3

Sophomore Year

		Fall	Spring
ASE 130	General Engine Diagnosis	2	
ASE 132	Ignition System Diagnosis & Repair	2	
ASE 134	Automotive Emissions	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 231	Automotive Computers		2
ASE 265	Automotive Heating and Air Conditioning		5
MAN 216	Small Business Management		3

BUSINESS MANAGEMENT PROGRAM

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
ACC 101	Fundamentals of Accounting	3	
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	
or			
CIS 118	Intro to PC Applications	3	
ACC 115	Payroll Accounting		3
ACC 125	Computerized Accounting		3
ENG 121	English Composition I		3
MAN 128	Human Relations in Organizations		3
MAT	Math Elective		3
		<i>Sophomore Year</i>	
CIS 135	Complete PC Word Processing: Word	3	
CIS 145	Complete PC Database	3	
CNG 127	IT Essentials I: PC Hardware & Software . .	5	
ECO 201	Principles of Macroeconomics	3	
MAN 226	Principles of Management	3	
BTE 225	Administrative Office Management		3
BUS 217	Business Communications & Report Writing		3
CIS 155	PC Spreadsheet Concepts: Excel		3
HUM	Arts and Humanities		3
COM 115	Public Speaking		3
BTE 287	Cooperative Education/Internship		1

Business Management Small Business Management Option

		<i>Freshman Year</i>	
		Fall	Spring
ACC 121	Principles of Accounting I	4	
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	
or			
CIS 118	Introduction to PC Applications	3	
ACC 122	Principles of Accounting II	4	
ACC 125	Computerized Accounting	3	
ENG 121	English Composition I	3	
MAN 128	Human Relations in Organizations	3	
MAT	Math Elective	3	
		<i>Sophomore Year</i>	
		Fall	Spring
BUS 216	Legal Environment of Business	3	
BUS 217	Business Communication & Report Writing . .	3	
CNG 127	IT Essentials I: PC Hardware & Software . . .	5	
ECO 201	Principles of Macroeconomics	3	
MAN 226	Principles of Management	3	
MAR 160	Customer Service	3	
MAN 216	Small Business Management	3	
HUM	Arts and Humanities	3	
COM 115	Public Speaking	3	
BTE 287	Cooperative Education/Internship	1	

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 Associate of Applied Science Degree in Early Childhood Education. Instruction and lab with hands-on, on-site work experience prepare the student for both teaching and management responsibilities. Hours accumulated during labs are applied as work experience for the Colorado State Human Services license as a director or group leader of a large child care center. Certificates are embedded in this degree program that include Group Leader, Infant/Toddler, Pre-School, Before and After School Care, and Director.

Background checks, fingerprints, current physical and proof of immunizations are required to work at any ECE lab site. Current First Aid and CPR must be obtained by the beginning of the second year of coursework.

Freshman Year

		Fall	Spring
ECE 101	Intro to Early Childhood Education	3	
ECE 102	Intro to Early Childhood Lab Techniques	3	
ECE 226	Creativity and the Young Child	3	
ECE 103	Guidance Strategies for Children	3	
ENG 115/121	Tech English or English Composition I	3	
ECE 111	Infant and Toddler Theory and Practice		3
ECE 112	Intro to Infant/Toddler Lab Techniques		3
ECE 205	Nutrition, Health, and Safety		3
ECE 220	Curriculum Development: Methods and Techniques		3
CIS 115/118	Intro to Computer Info System or Intro to PC Applications		3
PSY101	General Psychology I		3

Sophomore Year

		Fall	Spring
ECE 241	Administration: Human Relations for ECE	3	
ECE 260	Exceptional Child	3	
ECE 288	Practicum: Early Childhood Education	3	
ECE 225	Language and Cognition for the Young Child	3	
SOC 101	Intro to Sociology I	3	
ECE 240	Administration of Early Childhood Care and Education Programs		3
ECE 289	Capstone: Early Childhood Education		3
HWE 100	Human Nutrition		3
LIT 255	Children's Literature		3
PSY 238	Child Development		3
ECE 125	Science/Math for the Young Child		3

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 educational 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 of full-time course work, plus a series of prerequisite courses prior to application to the program.

OJC Nursing Admission Procedure

1. Obtain general college admission to Otero Junior College. Submit a completed application 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 required pre-admission courses (Pre-requisite Courses) with a grade of C or higher for each course and a cumulative Grade Point Average (GPA) of 2.5 or higher for the five listed courses. The science course must be completed within seven years of the start date of the program.
3. Apply to the nursing program at OJC using the Online Application available at www.ojc.edu/nursingApplication.aspx
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC Nursing Department.
5. Clear Criminal background check and urine drug screen (to be completed when instructed by the OJC Nursing Department). See the Disqualifying Offences document for more information at www.ojc.edu/content/nursing/Disqualifying_Offenses09.pdf.
6. Upon notification of admission to start the nursing program, complete the remaining clinical requirements –i.e. physical exam, hepatitis B and varicella vaccinations etc. (specific forms and instructions will be included in the notification letter).

For LPNs entering the second year of the ADN Program

1. Complete steps 1-6 above.
2. Provide a copy of your LPN license.
3. Provide official transcripts of your LPN program courses. If your Practical Nursing (PN) program was completed more than ten years prior to application additional testing may be required.
4. Complete the NUR 189 LPN to RN Transition course with a grade of C or higher if you graduated from a non Colorado Community College System (CCCS) PN program or from a CCCS PN program prior to January of 2007. Contact the OJC Nursing Office for the dates of the next scheduled NUR 189 course.

Contact the OJC Nursing Department for further details at 719-384-6898.

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 each semester at 100 percent mastery in order to progress to the next 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 accepted a court 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 courses as their schedule will allow:

CHE 101	Intro to Chemistry	5
CIS 115	Intro to Computer Info. Systems	3
ENG 122	English Composition II	3
HPR 178	Medical Terminology	2
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction to Sociology I	3
COM 115	Public Speaking	3

ASSOCIATE DEGREE NURSING CURRICULUM

Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.

Freshman Year - (Students without previous nursing education)

Full-Time Schedule**ADMISSION REQUIREMENTS**

		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II.	4
BIO 204	Microbiology	4
ENG 121	English Composition I.	3
PSY 235	Human Growth and Development	3

All with a GPA of 2.5 or higher.

First Semester

NUR 109	Fundamentals of Nursing	8
NUR 112	Basics Concepts of Pharmacology	2
HPR108 HWE 100	Dietary Nutrition/Human Nutrition.	1/3
MAT 103	Math for Clinical Calculations.	3

Second Semester

NUR 106	Medical and Surgical Nursing Concepts	9
NUR 150	Nursing Care of Obstetric and Pediatric Clients	7
BIO 216	Pathophysiology.	4

Third Semester

NUR 206	Advanced Concepts of Medical Surgical Nursing I	8
NUR 212	Pharmacology II	2
NUR 211	Nursing Care of Psychiatric Clients	4

Fourth Semester

NUR 216	Advanced Concepts of Medical Surgical Nursing II.	6
NUR 230	Leadership, Management and Trends	5
Elective:	Humanities or Social Behavioral Science	3

Nursing Curriculum for Part-Time Evening and Weekend Schedule

Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.

Admission Requirements

		Credits
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
BIO 204	Microbiology	4
ENG 121	English Composition I	3
PSY 235	Human Growth & Development	3

(All with a GPA of 2.5 or higher)

Summer Semester

MAT 103	Math for Clinical Calculations	3
HPR 108	Human Nutrition	1

Fall Semester

NUR 109	Nursing Skills & Concepts	8
Elective	Humanities or Social Behavioral Science	3

Spring Semester

NUR 112	Basics Concepts of Pharmacology	2
NUR 106	Medical Surgical Nursing I	9
NUR 150	Nursing Care of OB & Pediatric Clients	7

Summer Semester

NUR 169	Transition to Practical Nursing	5
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(Required only for those interested in obtaining their LPN license)

BIO 216	Pathophysiology	4
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Fall Semester

NUR 206	Advanced Concepts of Med/ Surg Nursing I	8
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Spring Semester

NUR 212	Pharmacology II	2
NUR 211	Nursing Care of Psychiatric Clients	4
NUR 216	Advanced Concepts of Med/Surg Nursing II	6

Summer Semester

NUR 230	Leadership, Management and Trends	5
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Career & Technical Education



CAREER AND TECHNICAL EDUCATION CERTIFICATE PROGRAMS

Career and Technical Education Certificate Programs provide students 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 Career and Technical Education 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

Planning & Financial Records

Financial Analysis

Marketing & Risk Management

Advanced Ag Business Management

Rural Business Entrepreneurship

Young Farmers

Automotive Technology

Automotive Service Technician

Automatic Transmission and Transaxle

Brakes

Electrical/Electronic Systems

Engine Performance

Engine Repair

Heating and Air Conditioning

Manual Drive Train and Axles

Suspension and Steering

Bank Training

Computer Systems Technologies

Computer Hardware Maintenance and Support

Computer Support Technician

Microsoft Network Administration

Web Development

Cosmetology

Cosmetologist

Hair Stylist

Nail Technician

Esthetician

Early Childhood Education

Group Leader

Infant/Toddler

Pre-School

Before & After School

Director

Emergency Medical Services

EMT Basic

EMT Intermediate

Law Enforcement

Massage Therapy

Microcomputer Operations

Nursing

Nursing Aide

Practical Nursing

Real Estate

Small Business Management

Small Business Planning

Records & Computerization

Financial Analysis & Planning

Marketing & Risk 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

Career and Technical Education programs are designed to prepare students for immediate employment. Many of these courses are equivalent to college level academic course offerings and 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 Accounting	3	
BTE 156	Business Math and Calculators	4	
BUS 115	Introduction to Business	3	
CIS 115	Introduction to Computer Info Systems	3	
ENG 121	English Composition I	3	
ACC 115	Payroll Accounting	3	
ACC 125	Computerized Accounting	3	
BTE 108	Ten-Key by Touch	1	
BTE 225	Administrative Office Management	3	
BUS 217	Business Communication & Report Writing	3	
MAN 128	Human Relations in Organizations	3	
BTE 287	Cooperative Education/Internship	1	

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	
BTE 287	Cooperative Education/Internship	1	

**See Adviser for recommended list of courses*

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.

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	
BTE 287	Cooperative Education/Internship	1	

AGRI-BUSINESS MANAGEMENT

The certificates offered in the Agri-Business Management program will provide instruction to area farm and ranch producers and operators of agricultural-related businesses to enhance their business management skills. Emphasis will be placed on 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 and/or agricultural related business, or have the desire to start an agriculture business. Students must have the approval of the instructor.

The program is administered by three methods; classroom instruction, which includes guided online studies, home-visit instruction where an instructor comes to student's home, and cooperative learning. Certificates range from record keeping to marketing to complete advanced business plans.

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. Courses may be available based on demand.

AGRI-BUSINESS MANAGEMENT

Ag Business Planning and Financial Records

ABM 111 Records and Business Planning I 9

ABM 112 Records and Business Planning II 9

Ag Business Financial Analysis

ABM 121 Financial Analysis I 9

ABM 122 Financial Analysis II 9

Ag Business Marketing and Risk Management

ABM 131 Commodity Marketing I 9

ABM 132 Commodity Marketing II 9

ABM 135 Marketing and Risk Management I 9

ABM 136 Marketing and Risk Management II 9

ABM 137 Web Production/Utilization I 9

ABM 138 Web Production/Utilization II 9

Advanced Ag Business Management

ABM 141 Advanced Business Management and Trends I 9

ABM 142 Advanced Business Management and Trends II 9

ABM 143 Integrated Management I 9

ABM 144 Integrated Management II 9

Rural Business Entrepreneurship

ABM 151 Rural Business Entrepreneurship I 9

ABM 152 Rural Business Entrepreneurship II 9

ABM 153 Leadership/Human Resource Management I 9

ABM 154 Leadership/Human Resource Management II 9

Young Farmers

ABM 175 Special Topics: Young Farmers 4

AUTOMOTIVE SERVICE TECHNICIAN

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 vehicle maintenance and repair. Tune-up, electrical systems, and the overhaul of engines and transmissions will be included in the program. Otero Junior College is progressing toward full NATEF (National Automotive Technicians Education Foundation, Inc.) accreditation.

First Year

		Fall	Spring
ASE 160	Auto Engine Removal & Installation	1	
ASE 161	Engine, Disassembly Diagnosis & Assembly	5	
ASE 150	U-Joint & Axle Shaft Services	2	
ASE 151	Manual Transmissions/Transaxles & Clutches	2	
ASE 152	Differentials & 4WD/AWD Service	2	
ASE 140	Suspension and Steering I		3
ASE 240	Suspension and Steering II		3
ASE 250	Automatic Transmission/Transaxles Service		1
ASE 251	Automatic Transmission/Transaxles Diagnosis		5

Second Year

		Fall	Spring
ASE 130	General Engine Diagnosis	2	
ASE 132	Ignition System Diagnosis & Repair	2	
ASE 134	Automotive Emissions	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 231	Automotive Computers		2
ASE 265	Automotive Heating and Air Conditioning		5

AUTOMOTIVE TECHNOLOGY CERTIFICATES

Engine Repair Certificate

ASE 160	Auto Engine Removal & Installation	1
ASE 161	Engine, Disassembly Diagnosis & Assembly	5

Manual Drive Train and Axles Certificate

ASE 150	U-Joint & Axle Shaft Services	2
ASE 151	Manual Transmissions/Transaxles & Clutches	2
ASE 152	Differentials & 4WD/AWD Service	2

Automatic Transmission and Transaxle Certificate

ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxles Diagnosis	5

Suspension and Steering Certificate

ASE 140	Suspension and Steering I	3
ASE 240	Suspension and Steering II	3

Engine Performance Certificate

ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automotive Emissions	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 235	Driveability Diagnosis	1

Brakes Certificate

ASE 110	Brakes I	3
ASE 210	Brakes II	3

Electrical/Electronic Systems 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
ASE 231	Automotive Computers	2

Heating and Air Conditioning Certificate

ASE 265	Automotive Heating and Air Conditioning	5
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BANK TRAINING

This certificate will prepare students to conduct routine bank transactions such as cashing checks, accepting deposits and loan payments, and processing withdrawals. This program will also prepare students to work in an administrative capacity and assist in general office duties.

		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BTE 100	Computer Keyboarding	1	
BTE 102	Keyboarding Applications I	2	
BTE 156	Business Math with Calculators	4	
BTE 166	Business Editing Skills	3	
BTE 201	Bank Training I	3	
BTE 103	Keyboarding Applications II		3
BTE 225	Administrative Office Management		3
BTE 205	Bank Training II		3
CIS 118	Introduction to PC Applications		3
MAR 160	Customer Service		3
BTE 287	Cooperative Education/Internship		1



COMPUTER SYSTEMS TECHNOLOGIES

The Computer Systems Technologies program provides an opportunity for students to obtain certificates that signify their competence in the field of computer technology. A number of the courses apply to multiple certificates. The certificate options offer students a comprehensive education that includes skills with computer hardware, networking, software, and web authoring.

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
CNG 280	Internship	1

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
CNG 280	Internship	1

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
CNG 280	Internship	1

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	Web Editing Tools	3
ART 150	Digital Art Foundations	3
CNG 280	Internship	1

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.

The Colorado Office of Barber and Cosmetology Licensure regulates the standards of conduct for cosmetologists, hairstylists, barbers, estheticians, and manicurists. The Cosmetology Career Academy at Otero Junior College prepares students for Colorado Barber and Cosmetology licensure.

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

ESTHETICS 24 - Credits

Esthetics classes are held two days a week in Spring and Summer Semesters.

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

The certificates apply towards group leader and director certificates or an AAS degree. Many of the classes offered in these five certificates can be applied toward the Colorado Department of Human Services, Division of Child Care licensure for either a group leader and/or director of a large child care center. Hands on lab hours are required in each certificate.

Director Certificate

A Director Certificate issued by the Colorado Department of Human Services, Department of Child Care, qualifies the recipient to be the Director of a Large Child Care facility. A candidate for this type of certification by the State must have an AAS degree or at least 24 college credits and work experience as a group leader with children under 12 years of age. **

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 111	Infant and Toddler Theory and Practice	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 240	Admin. of Early Childhood Care and Education	3
ECE 241	Administration: Human Relations for ECE	3
PSY 238	Child Development	3

Group Leader Certificate

A Group Leader is responsible for a single group of children, working under the supervision of a director. This group leader status enables the holder to be left alone with a group of children within the guidelines of adult child ratio. **

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 111	Infant and Toddler Theory and Practice	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 225	Language and Cognition for the Young Child	3
ECE 226	Creativity and the Young Child	3

The following certificates are an accumulation of course work and hours towards the Associate of Applied Science, director or group leader certificates.

EARLY CHILDHOOD EDUCATION

Infant/Toddler Certificate

ECE 103	Guidance Strategies for Children	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	Curriculum Development: Methods/Techniques	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 125	Science/Math for the Young Child	3
ECE 205	Nutrition, Health and Safety	3
ECE 226	Creativity and the Young Child	3

Before and After School Care Certificate

ECE 103	Guidance Strategies for Children	3
ECE 125	Science/Math for the Young Child	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 225	Language and Cognition for the Young Child	3
PSY 238	Child Development	3

** See Colorado Rules Regulating Child Care Centers for options to be director qualified and group leader qualified. For additional information call (303) 866-5958.

EMERGENCY MEDICAL SERVICES

The Emergency Medical Services certificate programs provide instruction for EMT Basic and EMT Intermediate. Successful completion of the OJC emergency medical training programs' requirements for graduation will also entitle the graduate to submit an application to the National Registry of Emergency Medical Technicians (NREMT) for EMT Basic or EMT Intermediate certification.

EMT Basic

EMS 125	EMT Basic	9
HPR 102	CPR for Professionals	0.5

EMT Intermediate

EMS 203	EMT Intermediate I	6
EMS 205	EMT Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
EMS 282	EMT Intermediate Internship	2

LAW ENFORCEMENT TRAINING ACADEMY

The 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 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 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.

Law enforcement training academy applicants cannot have any felony convictions, domestic violence convictions, child support violations of the Child Support Enforcement Act or military separation with any less than honorable conditions. Applicants with any section 24-31-305, Colorado Revised Statute convictions must have a Colorado POST Rule 7 Variance prior to submission. Applicants must submit a completed OJC Data Sheet academy application, proof of completing two college level English Composition semesters or an equivalent writing ability and two law enforcement letters of recommendation prior to a successful academy pre-admission interview.

For more information or to request a Law Academy Student Information Packet from the Otero Junior College Student Services call 719-384-6831 or contact the Academy Director at 719-384-6867, Email: Miner.Blackford@ojc.edu

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 Management.	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	0.5

* Course is offered to working police officers.

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

MASSAGE THERAPY

This two-semester program prepares the student for employment or self-employment certification as a professional massage therapist. Students will learn to provide pain relief and relaxation as well as improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The Massage Therapy program exceeds the minimum requirement for state and national certification by providing 600 hours in-classroom supervised instruction. The coursework is designed so that upon completion, the student will be prepared to take the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB).

		Fall	Spring
BIO 106	Basic Anatomy and Physiology I	4	
MST 105	Lifestyle of Wellness	2	
MST 111	Basic Massage Therapy	4	
MST 113	Professional Massage	3	
MST 184	Clinical Massage	3	
HPR 217	Kinesiology	4	
MST 204	MST Business Practices	2	
MST 216	Pathology for Massage Therapy	3	
MST 284	Clinical Massage	3	
MST 289	Capstone	2	

MICROCOMPUTER OPERATIONS

This two-semester program prepares students for entry level employment in such positions as microcomputer operator or data technician. Instruction will include basic microcomputer operations and the use of commercial software packages.

		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BTE 156	Business Mathematics with Calculators	4	
CIS 115	Introduction to Computer Information Systems	3	
CIS 135	Complete PC Word Processing	3	
ENG 121	English Composition I	3	
BUS 115	Introduction to Business	3	
BUS 217	Business Communications and Report Writing	3	
CIS 118	Introduction to PC Applications	3	
CIS 155	PC Spreadsheet Concepts	3	
or			
ACC 125	Computerized Accounting	3	
MAN 128	Human Relations in Organizations	3	

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 accepted a court 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 exit option is designed to provide education to prepare the student for practice as a licensed practical nurse after completion of the first two semesters of the ADN RN program. Upon admission to the nursing program the student may opt to stop after the first two semesters and take the optional Transition into Practical Nursing 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 educational 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.

OJC Nursing Admission Procedure

1. Obtain general college admission to Otero Junior College. Submit a completed application 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 required pre-admission courses (Pre-requisite Courses) with a grade of C or higher for each course and a cumulative Grade Point Average (GPA) of 2.5 or higher for the five listed courses. The science course must be completed within seven years of the start date of the program.
3. Apply to the nursing program at OJC using the Online Application available at www.ojc.edu/nursingApplication.aspx
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC Nursing Department.
5. Clear Criminal background check and urine drug screen (to be completed when instructed by the OJC Nursing Department). See the Disqualifying Offences document for more information at www.ojc.edu/content/nursing/Disqualifying_Offenses09.pdf.
6. Upon notification of admission to start the nursing program, complete the remaining clinical requirements –i.e. physical exam, hepatitis B and varicella vaccinations etc. (specific forms and instructions will be included in the notification letter).

For more information contact the OJC Nursing Department at 719-384-6898.

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 100% mastery in order to progress to the summer semester of the 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 accepted a court 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

Full-Time Schedule

Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.

ADMISSION REQUIREMENTS		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II.	4
BIO 204	Microbiology	4
ENG 121	English	3
PSY 235	Human Growth and Development	3

All with a GPA of 2.5 or higher.

First Semester

NUR 109	Fundamentals of Nursing	8
NUR 112	Basics Concepts of Pharmacology	2
HPR108 HWE 100	Dietary Nutrition/Human Nutrition	1/3
MAT 103	Math for Clinical Calculations.	3

Second Semester

NUR 106	Medical and Surgical Nursing Concepts	9
NUR 150	Nursing Care of Obstetric and Pediatric Clients	7

Third Semester

NUR 169	Transition to Practical Nursing.	5
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PRACTICAL NURSING CURRICULUM

Part-Time Evening and Weekend Schedule

Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.

Admission Requirements

Credits

ENG 121	English Composition	3
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
PSY 235	Human Growth & Development	3
BIO 204	Microbiology	4

(All with a GPA of 2.5 or higher)

Summer Semester

MAT 103	Math for Clinical Calculations	3
HPR108 HWE 100	Dietary Nutrition/Human Nutrition	1/3

Fall Semester

NUR 109	Nursing Skills & Concepts	8
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Spring Semester

NUR 106	Medical Surgical Nursing I	9
NUR 112	Basics Concepts of Pharmacology	2
	Humanities or Social Science Elective	3

Summer Semester

NUR 150	Nursing Care of OB & Pediatric Clients	7
NUR 169	Transition to Practical Nursing	5

Recommended Courses:

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

CHE 101	Intro to Chemistry	5
CIS 115	Intro to Computer Info. Systems	3
ENG 122	English Composition II	3
HPR 178	Medical Terminology	2
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction to Sociology I	3
SPE 115	Public Speaking	3

REAL ESTATE

This is a one semester certificate that will meet the educational requirements of the Colorado Real Estate Commission for Associate and Independent Broker. A certificate of completion is issued to the student who successfully complete REE 201 and REE 202.

REE 201	Real Estate Broker I	6
REE 202	Real Estate Broker II	6

SMALL BUSINESS MANAGEMENT

Small Business Management is a program designed specifically for the business owner/operator. It is intended to introduce new management tools to businesspersons as well as keeping them abreast of the changing environment of business. The Small Business Management program offers four certificates:

- Small Business Planning
- Records and Computerization
- Financial Analysis and Planning
- Marketing and Risk Management

These certificates are designed to assist small business owners to be more effective and efficient in their operation and marketing of their small business. Each certificate requires a one-year course of study. Student may elect to earn one or more of the certificates.

		Fall	Spring
Small Business Planning			
SMB 121	Small Business Planning I	9	
SMB 122	Small Business Planning II		9
Records and Computerization			
SBM 131	Records & Computerization I	9	
SBM 132	Records & Computerization II		9
Financial Analysis and Planning			
SBM 141	Financial Analysis and Planning I	9	
SBM 142	Financial Analysis and Planning II		9
Marketing and Risk Management			
SBM 151	Marketing and Risk Management I	9	
SBM 152	Marketing and Risk Management II		9

Course Descriptions



— **AGRI-BUSINESS MANAGEMENT** —

ABM 111 - Records and Business Planning I

9 Credits

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

ABM 112 - Records and Business Planning II

9 Credits

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

ABM 121 - Financial Analysis I

9 Credits

Covers calculating actual enterprise cost analysis to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

ABM 122 - Financial Analysis II

9 Credits

Presents business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements.

— **AGRI-BUSINESS MANAGEMENT** —

ABM 131 Commodity Marketing I

9 credits

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

ABM 132 Commodity Marketing II

9 credits

Explores marketing alternatives in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated. Includes the initial steps toward developing an enterprise trend analysis.

ABM 135 Marketing and Risk Management I

9 credits

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

ABM 136 Marketing and Risk Management II

9 credits

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

— **AGRI-BUSINESS MANAGEMENT** —

ABM 137 Web Production/Utilization I

9 credits

Improved understanding and use of the Internet for business productivity. Emphasis will be on understanding and utilizing the tools available and the technical capabilities of the present business in order to develop a web use plan for the business.

ABM 138 Web Production/Utilization II

9 credits

Focus is on the business web use plan. Emphasis will be placed on the improved utilization of the Internet and implementation and refinement of the web use plan relating to business operations and industry.

ABM 141 - Advanced Business Management and Trends I

9 Credits

Explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro-forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

ABM 142 - Advanced Business Management and Trends II

9 Credits

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

ABM 143 Integrated Management I

9 Credits

Focuses on the research and identification of data and software technology used in the business and industry. In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.

ABM 144 Integrated Management II

9 Credits

Focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications.

— **AGRI-BUSINESS MANAGEMENT** —

ABM 151 Rural Business Entrepreneurship I

9 Credits

Guides the student in collection of data necessary for a new venture business plan. Focuses on identifying the components of a business plan, defining the business and markets, identifying customer wants and needs, and analyzing the competition. A technological emphasis in the development of a plan is used.

ABM 152 Rural Business Entrepreneurship II

9 Credits

Focuses on the financial component of the business plan. Emphasizes the development of financial statements, creation of financial projections with support documentation, and identification of finance issues. A technological approach is used.

ABM 153 Leadership/Human Resource Management I

9 Credits

Explores concepts and skills associated with effective leadership and ethics in the business environment. Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.

ABM 154 Leadership/Human Resource Management II

9 Credits

Focus of this course is the evaluation and analysis of management practices in the current business environment. Concepts in the development of a leadership and evaluation plan will be looked at.

ABM 175 - Young Farmers

4 Credits

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

— 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.

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.

— 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 Archeology

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: Ancient to Medieval

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: Renaissance to Modern

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 125 - Landscape Drawing I

3 Credits

Emphasizes nature, particularly landscape. Drawing outside or in view of landscape using graphite, ink, prismacolor, pastel, and washes. Students concentrate on various approaches, viewpoints, and styles and acquire expertise and interpretation in a variety of media.

ART 131 - Visual Concepts 2-D Design

3 Credits

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

ART 143 - Digital Photography I

3 Credits

Introduces digital photography as a fine art medium, and develops skills necessary for basic operation of a digital camera and production of digital imagery.

— ART —

ART 150 - Digital Art Foundations I

3 Credits

Explores visual problem solving using digital tools for fine art. Students will learn to draw and paint in a variety of artistic modalities using color and grayscale. Two-dimensional to three-dimensional observation exercises in composition will be explored. Students will develop their skills in gesture and contour drawing, painterly expression and artistic elements while using the computer as an art tool. Use of systematic applications for development and presentation of ideas is practiced using vector and raster software. No computer experience is necessary.

ART 161 - Ceramics I

3 Credits

Introduces traditional and contemporary ceramic forms and processes including handbuilding 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 175 - Special Topics

3 Credits

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

ART 208 - Culture Studies

3 Credits

Studies the arts and history of a particular culture at the location of that culture. Students view the arts and architecture of the culture in the historical and spatial contexts for which they were designed and in galleries and museums.

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 275 - Special Topics

3 Credits

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

— **AUTOMOTIVE 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.

CoRequisite: ASE 210

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.

CoRequisite: ASE 123, ASE 220, ASE 221, ASE 231

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.

CoRequisite: ASE 120, ASE 220, ASE 221, ASE 231

ASE 130 - General Engine Diagnosis

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

CoRequisite: ASE 132, ASE 134, ASE 233, ASE 235

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.

CoRequisite: ASE 130, ASE 134, ASE 233, ASE 235

ASE 134 - Automotive Emissions

2 Credits

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

CoRequisite: ASE 130, ASE 132, ASE 233, ASE 235

— **AUTOMOTIVE TECHNOLOGY** —

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.

CoRequisite: ASE 240

ASE 150 - U-joint & Axle Shaft Services

2 Credits

Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

CoRequisite: ASE 151, ASE 152

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.

CoRequisite: ASE 150, ASE 152

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.

CoRequisite: ASE 150, ASE 151

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.

CoRequisite: ASE 161

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.

CoRequisite: ASE 160

— AUTOMOTIVE TECHNOLOGY —

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.

CoRequisite: 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.

CoRequisite: ASE 120, ASE 123, ASE 221, ASE 231

ASE 221 - Automotive Body Electrical

4 Credits

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

CoRequisite: ASE 120, ASE 123, ASE 220, ASE 231

ASE 231 - Automotive Computers

2 Credits

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

CoRequisite: ASE 120, ASE 123, ASE 220, ASE 221

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.

CoRequisite: ASE 130, ASE 132, ASE 134, ASE 235

— **AUTOMOTIVE TECHNOLOGY** —

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.

CoRequisite: ASE 130, ASE 132, ASE 134, ASE 233

ASE 240 - Suspension and Steering II

3 Credit

Emphasizes lecture and related laboratory experience in diagnosis of service of electronic suspensions and steering systems and their components.

CoRequisite: ASE 140

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.

CoRequisite: ASE 251

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.

CoRequisite: 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.

— **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 106 - Basic Anatomy And Physiology

4 Credits

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

— **BIOLOGY** —

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.

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.

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.

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.

BIO 204 - Microbiology

4 Credits

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

PreRequisite: BIO 111 or BIO 201

— *BIOLOGY* —

BIO 216 - Human Pathophysiology

4 Credits

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology. PreRequisite: BIO 201, BIO 202 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.

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.

— **BUSINESS TECHNOLOGY** —

BTE 201 - Bank Training I

3 Credits

Develops knowledge of bank operations and provides a solid foundation of banking principles, integrity, and ethics.

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 205 - Bank Training II

3 Credits

Continues to build on the knowledge of bank operations and principles, integrity, and ethics provided in BTE 201. This course will also develop an understanding of bank regulations.

BTE 225 - Office Management

3 Credits

Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

BTE 287 - Cooperative Education/Internship

1 Credits

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

— 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 105 - Chemistry In Context

5 Credits

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

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.

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

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

— CHEMISTRY —**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 basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

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

— **COMPUTER INFORMATION SYSTEM** —

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

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

— **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 (OS)

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 Client OS 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.

PreRequisite: CNG 212

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.

— **COMPUTER & NETWORKING TECHNOLOGY** —

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 280 - Internship

1 Credit

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.

— **COMMUNICATIONS** —

COM 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.

COM 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.

COM 217 - Group Communications

3 Credits

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 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.

— 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 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 I: 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 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: Hair Cutting

2 Credits

Focuses on the 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 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.

— COSMETOLOGY —

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 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 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 have on the student, licensed individual, salons and school owners.

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.

— COSMETOLOGY —

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 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.

COS 220 - Intermediate II: Hair Cutting

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 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.

— **COSMETOLOGY** —

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 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 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 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.

— **COSMETOLOGY** —

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: Cosmetology Preparation for State Board

3 Credits

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

COS 279 - Seminar/Workshop: Cosmetology Occupation

1 Credit

This course provides students with an experiential learning opportunity.

COS 288 - Cosmetology Practicum

4 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.

—CRIMINAL JUSTICE—

CRJ 101 - Basic Law Enforcement Academy I

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 peace 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

12 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 peace 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

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 peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances.

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

—CRIMINAL JUSTICE—

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 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:
Permission of the Academy Director.

CRJ 175-002 - Command Spanish

1 Credit

This is a 24-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: Permission of the Academy Director.

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: Permission of the Academy Director.

CRJ 175-004 - 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: Permission of the Academy Director.

—CRIMINAL JUSTICE—

CRJ 175-005 - 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: Permission of the Academy Director.

CRJ 175-006 - 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: Permission of the Academy Director.

CRJ 175-007 - Career Management

1 Credit

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

— 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 - Web Editing Tools

3 Credits

Provides tools used for designing and building Web pages that are easy to use and have a pleasing look. The student will develop Web pages using a web page development program. Use of images, forms, frames, tables, templates and layers will be covered.

— **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.

CoRequisite: ECE 102

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.

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.

CoRequisite: ECE 112

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.

CoRequisite: ECE 111

— **EARLY CHILDHOOD EDUCATION** —

ECE 125 - Science/Math and the Young Child

3 Credits

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

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

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.

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.

— **EARLY CHILDHOOD EDUCATION** —

ECE 241 - Administration: Human Relations for Early Childhood Education

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

3 Credits

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

ECE 289 - Capstone: Early Childhood Education

3 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. Special interest will be paid to the topic of diversity in the K-12 school system.

— **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.

CoRequisite: HPR 102

EMS 130 - EMT Intravenous Therapy

2 credits

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

PreRequisite: Basic EMT Certification

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.

PreRequisite: EMS 203

EMS 270 - Clinical: EMS Intermediate

3 credits

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

CoRequisite: EMS 205

PreRequisite: EMS 203

— **EMERGENCY MEDICAL SERVICES** —

EMS 282 - EMT Intermediate Internship

2 credits

Provides the EMT- Intermediate with a supervised clinical learning experience that meets or exceeds the requirements for the State of Colorado Department of Public Health and Environment. Enables the student to work with a preceptor for clinical and internship experience to develop an understanding of advanced life support patient care and assessment.

PreRequisite: EMS 205, EMS 270

— **ENGLISH** —

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.

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.

— ENGLISH —

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.

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

ENG 288 - Practicum

3 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.

— 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

— ENGLISH AS A SECOND LANGUAGE —

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.

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.

— *ESTHETICS* —

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 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.

EST 280 - Internship

3 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.

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

3 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 requirements 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 this course is basic patient assessment, basic airway management, rescue breathing, AED use 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. It is designed to provide information in support of the family and healthcare providers' directions in client self-administered medication in the home setting. It is not designed to teach administration techniques, calculations, or dispensing of drugs to the client in the home, but rather the support skills required in assisted facilitation of self-medication, storage of medications, and trained observation of the patient with monitoring/documentation of patient self-administered medications.

— HEALTH PROFESSIONAL —

HPR 178 - Medical Terminology

2 Credits

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

HPR 217 - Kinesiology

4 Credits

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application as a main focus.

CoRequisite: MST 204, MST 216, MST 284, MST 289

— HUMANITIES —

HUM 121 - Humanities: Early Civilizations

3 Credits

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

HUM 122 - Humanities: Medieval to Modern

3 Credits

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E.

HUM 123 - Humanities: Modern World

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

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

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 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.

— *MANAGEMENT* —

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.

MAN 226 - Principles of Management

3 Credits

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

— *MARKETING* —

MAR 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.

MAR 216 - Principles of Marketing

3 Credits

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

— *MATHEMATICS* —

MAT 060 - Pre-Algebra

3 Credits

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

PreRequisite: Math Assessment

— MATHEMATICS —

MAT 090 - Introductory Algebra

4 Credits

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

PreRequisite: Successful completion of Math 060 or appropriate placement score

MAT 103 - Math for Clinical Calculations

3 Credits

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topic may include algebra, graphs, measurements and conversion between various systems of measurement.

PreRequisite: MAT 090 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

MAT 107 - Career Math

3 Credits

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

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

— MATHEMATICS —**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

4 Credits

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

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

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 090 or appropriate placement score

MAT 155 - Integrated Math I

3 Credits

Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

PreRequisite: MAT 106 or equivalent competency

— MATHEMATICS —

MAT 156 - Integrated Math II

3 Credits

Furthers MAT 155 concepts, the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.

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

MAT 255 - Linear Algebra

3 Credits

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

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

— **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.

— **MASSAGE THERAPY** —

MST 105 - Lifestyle of Wellness

2 Credits

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

CoRequisite: BIO 106, MST 111, MST 113, MST 184

MST 111 - Basic Massage Therapy

4 Credits

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

CoRequisite: BIO 106, MST 105, MST 113, MST 184

MST 113 - Professional Massage

3 Credits

Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

CoRequisite: BIO 106, MST 105, MST 111, MST 184

— **MASSAGE THERAPY** —

MST 184 - Clinical Massage

3 Credits

Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

CoRequisite: BIO 106, MST 105, MST 111, MST 113

MST 204 - MST Business Practice

2 Credits

Assists the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.

CoRequisite: HPR 217, MST 216, MST 284, MST 289

MST 216- Pathology for Massage Therapy

3 credits

Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.

CoRequisite: HPR 217, MST 204, MST 284, MST 289

MST 284 - Clinical Massage

3 Credits

Provides an application of massage therapy skills in a clinical setting. This course focuses on improvement of techniques, communication with clients and other health professionals as well as documentation of massage sessions.

CoRequisite: HPR 217, MST 204, MST 216, MST 289

MST 289 - Capstone

2 Credit

Demonstrates the culmination of learning within a given program of study.

CoRequisite: HPR 217, MST 204, MST 216, MST 284

— 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 151 - Ensemble I: Choir

1 Credit

Rehearses and performs various types of musical literature. First year, first term.

MUS 152 - Ensemble II: Choir

1 Credit

Rehearses and performs various types of musical literature. First year, second term.

— 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.

— **NAIL TECHNICIAN** —

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.

— **NATURAL RESOURCES** —

NRE 121 - Introduction to Hydrology

3 Credits

Introduces the movement of ground and surface water. Basic flow equations and graphs are used.

— **NATURAL RESOURCES** —

NRE 251 - General Oceanography I

3 Credits

Provides a comprehensive introduction to modern geological and chemical oceanography. Includes earth history, plate tectonics, geophysics, geochemistry, marine sediments, the hydrosphere, physical properties of salt water, major and minor components of seawater, and ocean-atmosphere interactions. Taught at Hawaii Pacific University.

NRE 252 - General Oceanography I Laboratory

1 Credit

Covers the lab work that accompanies NRE 251 which is the introduction to modern geological and chemical oceanography. Includes earth history, plate tectonics, geophysics, geochemistry, marine sediments, the hydrosphere, physical properties of salt water, major and minor components of seawater, and ocean-atmosphere interactions. Taught at Hawaii Pacific University.

— **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, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

CoRequisite: NUA 170

NUA 170 - Nurse Assistant Clinical Experience

1 Credit

Applies knowledge and skill gained in NUA 101 to patient care.

CoRequisite: NUA 101

— **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.

PreRequisite: Admission to the Nursing Program

— **NURSING** —

NUR 106 - Medical and Surgical Nursing Concepts

9 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: Admission to the Nursing Program

NUR 109 - Fundamentals of Nursing

8 Credits

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

PreRequisite: Admission to the Nursing Program

NUR 112 - Basic Concepts of Pharmacology

2 Credits

Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum.

PreRequisite: Admission to the Nursing Program

NUR 150 - Nursing Care of Obstetric and Pediatric Clients

7 Credits

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

PreRequisite: Admission to the Nursing Program

— **NURSING** —

NUR 169 - Transition to Practical Nursing

5 Credits

Provide the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined scope of practice related to clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

PreRequisite: Admission to the Nursing Program

NUR 189 – Transition from LPN to ADN

4 credits

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

PreRequisite: LPN Licensure or permission of Nursing Director

NUR 201 - 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.

NUR 206 - Advanced Concepts of Medical Surgical Nursing I

8 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: Admission to the Nursing Program

— **NURSING** —

NUR 211 - Nursing Care of Psychiatric Clients

4 Credits

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

PreRequisite: Admission to the Nursing Program

NUR 212 - Pharmacology II

2 Credits

Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.

PreRequisite: Admission to the Nursing Program

NUR 216 - Advanced Concepts of Medical Surgical Nursing II

6 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: Admission to the Nursing Program

NUR 230 - Leadership, Management and Trends

5 Credits

Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

PreRequisite: Admission to the Nursing Program

— 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, 176, 275, 276 - Special Topics - Golf I, II, III, IV

1 - 3 Credits

These courses are 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, 176, 275, 276 - Special Topics - Baseball I, II, III, IV

1 - 3 Credits

These courses are 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, 176, 275, 276- Special Topics - Volleyball I, II, III, IV

1 - 3 Credits

These courses are 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, 176, 275, 276 - Special Topics - Softball I, II, III, IV

1 - 3 Credits

These courses are 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, 176, 275, 276 - Special Topics - Basketball I, II, III, IV

1 - 3 Credits

These courses are 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.

— *PHYSICS* —

PHY 105 - Conceptual Physics

4 Credits

Focuses on 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

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.
PreRequisite: MAT 121

— **PHYSICS** —

PHY 112- Physics: Algebra-Based II with Lab

5 Credits

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments.

PreRequisite: PHY 111

PHY 211- Physics: Calculus-Based I with Lab

5 Credits

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.

PreRequisite: MAT 201

PHY 212- Physics: Calculus-Based I with Lab

5 Credits

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

PreRequisite: PHY 211

— **POLITICAL SCIENCE** —

POS 105 - Introduction to Political Science

3 Credits

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

POS 106 - Student Government I

1 Credit

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (first year, first semester).

— **POLITICAL SCIENCE** —

POS 107 Student Government II

1 Credit

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (first year, second semester).

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, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

POS 125 - American State and Local Government

3 Credits

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics.

POS 205 - International Relations

3 Credits

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

POS 206 - Student Government III

1 Credit

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (second year, first semester).

POS 207 - Student Government IV

1 Credit

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (second year, second semester).

— **POLITICAL SCIENCE** —

POS 225 - Comparative Government

3 Credits

Focuses on 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 recommended.

— **PSYCHOLOGY** —

PSY 101 - General Psychology I

3 Credits

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

PSY 102 - General Psychology II

3 Credits

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

PSY 235 - Human Growth and Development

3 Credits

Examines 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

Focuses on the 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

Examines the 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.

— *REAL ESTATE* —

REE 201 - Real Estate Brokers I

6 Credits

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

CoRequisite: REE 202

REE 202 - Real Estate Brokers II

6 Credits

Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

CoRequisite: REE 201.

— *SMALL BUSINESS MANAGEMENT* —

SBM 121 Small Business Planning I

9 Credits

Provides business owners systematic instruction to give them the tools to make sound business decisions based on the fields of study in Small Business Management. This course guides the student in the collection of necessary information to implement a computerized record keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components.

SBM 122 Small Business Planning II

9 Credits

Guides the student in the collection of necessary information to implement a computerized record keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components. Focuses on implementing a computerized record keeping system.

— **SMALL BUSINESS MANAGEMENT** —

SBM 131 - Records and Computerization I

9 Credits

Guides the student in the collection of necessary information to implement a computerized record keeping system for the small business owner/operator. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports and business plan components.

SBM 132 - Records and Computerization II

9 Credits

Covers the implementation of a computerized record keeping system for the small business owner/operator. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan. This course is a continuation of SBM 131.

PreRequite: SBM 131

SBM 141 - Financial Analysis and Planning I

9 Credits

Covers how actual enterprise cost analysis is calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

PreRequite: SBM 132 or instructor's approval

SBM 142 - Financial Analysis and Planning II

9 Credits

Covers business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period for the small business owner/operator. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements.

PreRequite: SBM 141

— **SMALL BUSINESS MANAGEMENT** —

SBM 151 - Marketing and Risk Management I

9 Credits

Emphasizes the identification of the strengths and weaknesses of the business and applying them in the development of plans for the business. Includes the development of marketing goals and objectives. The development of budgets, including marketing, into the total operating budget and activities of the business. Provide a review of existing financial trends and activities for further analysis of the small business, measuring past and present performance, and developing risk management plans.

PreRequisite: SBM 142 or instructor's approval

SBM 152 - Marketing and Risk Management II

9 Credits

Continues from SBM 151 and provides more in-depth processes and planning to strengthen the operator's business through evaluation and planning based on the strengths and weaknesses of the business. The business operator will develop appropriate business, marketing, and risk management goals and objectives and be ready to initiate their implementation.

PreRequisite: SBM 151

— **SCIENCE** —

SCI 155 - Integrated Science I - Physics and Chemistry

4 Credits

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world.

SCI 156 - Integrated Science II - Earth and Life Science

4 Credits

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments.

PreRequisite: SCI 155

— **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.

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.

— **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.

— 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.

THE 111 - Introduction to Acting

3 Credits

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

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 182 - Internship: Theatre Production

1 - 3 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

1 - 3 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.

Organization & Staff



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State Board for Community Colleges and Occupational Education System

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Tamra J. Ward, 1st District
Denver, Colorado

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Ordway, Colorado

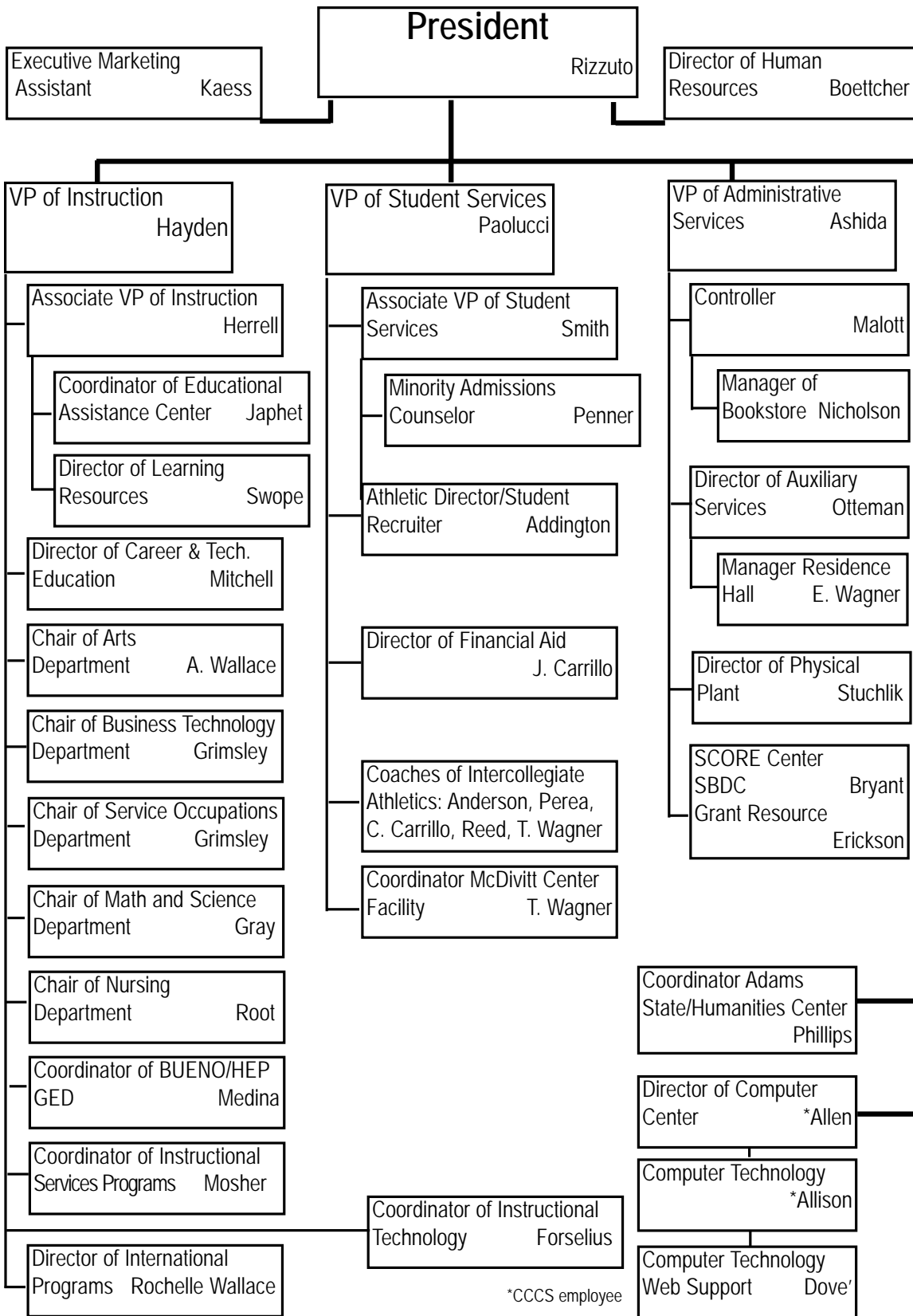
Ernesto Jimenez
La Junta, Colorado

Lorene Nelson
Rocky Ford, Colorado

Ardeth Sneath
La Junta, Colorado



Otero Junior College Administrative Organization 2008-2010



Full-Time Administrators, Faculty, and Staff

Year in parenthesis indicates first year of service at Otero Junior College

- Addington, Gary B., Jr. (1997)Athletic Director/Student Recruiter
B.S., Colorado State University
McBride Hall, Room 132, 719-384-6859
- Allen, Mark (1990)Director, Computer Services
A.A., Otero Junior College
McBride Hall, Room 140, 719-384-6830
- Allison, Jim (1980)Information Technology
A.A.S., Otero Junior College
McBride Hall, Room 140, 719-384-6861
- Anderson, Melissa (2008)Coach, Volleyball, Men's and Women's Golf
B.S., and M.E., East Central University
McDivitt Center Gym, Room 203 719-384-6927
- Ashida, Gary A. (1988)Vice President, Administrative Services
B.S., University of Southern Colorado; Certified Public Accountant
Macdonald Hall, Room 210, 719-384-6841
- Barela, Melissa (2008)Vocational Tutor
A.A., Otero Junior College; B.S. Colorado State University Pueblo
McBride Hall, Room 129, 719-384-6945
- Beadles, Wayne (2003)Math Faculty
B.S., Colorado State University; M.S., University of Northern Colorado
Humanities Center, Room 146, 719-384-6836
- Blackford, Miner (1999)Director, Law Academy
CLETA Certificate, Trinidad State Junior College, B.S., National University
McBride Hall, Room 128, 719-384-6867
- Boettcher, Fred L. (1992)History/Political Science Faculty
B.S., Concordia Teachers College; M.S., Central Missouri State University
Humanities Center, Room 110, 719-384-6807
- Boettcher, Marlene F. (1991)Director, Human Resources
B.S., University of Colorado; Certified Public Accountant
Macdonald Hall, Room 221, 719-384-6824
- Carrillo, Chris (2003)Men's Baseball Head Coach
B.A., Adams State College
McBride Hall, Room 132, 719-384-6973

Full-time Administrators, Faculty, and Staff

- Carrillo, Janet (2002)Director, Financial Aid
A.A., Otero Junior College; B.S., B.A., University of Southern Colorado,
M.B.A, Colorado State University-Pueblo
McBride, Room 132, 719-384-6834
- Collins, Tamra (2000)Business Faculty
B.S., Fort Hays State University; M.B.A., University of Phoenix
McBride Hall, Room 108, 719-384-6855
- DeLeon, Glenda Kay (2007)Nursing Faculty
A.D.N., Otero Junior College
Life Science, Room 114, 719-384-6898
- Dorenkamp, Tammy (2004)Director, Cosmetology Career Academy
Colo Career and Technical Education Credential; Colo. Cosmetology Licenses.
McDivitt Hall, Room 100, 719-384-6991
- Dove, Rhonda (2005)Webmaster/Computer Technologies Coordinator
A.A., Otero Junior College; MSCE, MCP certified, OJC; CCNA certified, Logilent
McBride Hall, Room 140, 719-384-6982
- DuBois, Sheri (2006)Massage Therapy Faculty
A.A. Otero Junior College/Russell Sage Junior College;
B.S., Charter Oak State College
Columbian School, Room 203, 719-384-6994
- Erickson, Teri (2006)Director, Grant Resource Office
B.A., Adams State College
SCORE Center, 719-384-6962
- Forselius, Vanessa (2007)Coordinator of Education Technology
B.A., M.A., Oklahoma State University
McBride Hall, Room 140, 719-384-6839
- Gabehart, Warren Doug (1999)Auto Mechanics Faculty
Vocational Education Credentials
McDivitt Hall, Room 114, 719-384-6871
- Gallegos, Lisa (2002)Science Faculty
A.S., Otero Junior College; B.A., Adams State College; M.E., Lesley College
Humanities Center, Room 151, 719-384-6896

Full-time Administrators, Faculty, and Staff

- Gandha, Krupa (2007)Science Faculty
B.S., M.S., Mumbai University, India; M.S.; M.S., Georgia State University
Humanities Center, Room 149, 719-384-6891
- Gray, Joel L. (1994)Chair, Math and Science Department
B.A., M.A., University of Northern Colorado; Ph.D., Colorado State University
Wheeler Hall, Room 119, 719-384-6892
- Grimsley, Kim (1996)Chair, Business Technology Department
B.A., University of Northern Colorado; M.A., Adams State College
McBride Hall, Room 105, 719-384-6837
- Hamilton, Lori Rae (2002)Nursing Faculty
B.S.N., Texas Tech University; M.S.N., University of Phoenix
Humanities Center, Room 124, 719-384-6854
- Havill, Dale (2009)Psychology Faculty
B.S., San Jose State University; B.S. Colorado State University;
M.A., Ph.D., University of California Santa Barbara.
Humanities Center, Room 121, 719-384-6827
- Hayden, Robert (2008)Vice President of Instruction
B.S., Brigham Young University-Hawaii; M.S., and Ph.D. Utah State University
Macdonald Hall, Roo, 112, 719-384-6886
- Herrell, James (2000) Associate VP, Instructional Services & Chair, Service Occupations
B.A., University of Northern Colorado; M.A., University of Northern Colorado
Macdonald Hall, Room 111, 719-384-6885
- Hibbs, Sallie (2001)Assistant International Relations Director
B.A., Adams State College
Humanities Center, Room 153, 719-384-6826
- Japhet, Shawn (2004)Coordinator, Education Assistance Center
A.A. Otero Junior College; B.S., National American University
McBride Hall, Room 129, 719-384-6862
- Johnson, Jaclynn (1999)Nursing Faculty
B.S.N., University of New Mexico; M.S.N., University of Phoenix
Life Science, Room 118, 719-384-6838

Full-time Administrators, Faculty, and Staff

- Kaess, Almabeth (2001)Director of Marketing/Executive Assistant
B.A., University of Southern Colorado; M.L.E. Mid-American Christian University
Macdonald Hall, Room 100, 719-384-6821
- Kalaher, Steven (2007)Art Faculty
B.A., University of Southern Colorado; M.A., Fort Hays State University
Wheeler Hall, Room 114, 719-384-6866
- Karle, Cindy (2007)Coordinator of Grants and Data
Barnes Business College Certificate
Business Office, Macdonald Hall, Room 210, 719-384-6844
- Keith, RuAnn (2005)Humanities Faculty
B.A., Coe College; M.A., University of New Mexico; Ph.D.,
Humanities Center, Room 109, 719-384-6814
- Leininger, Barbara (2003)Math Faculty
B.S., University of Wyoming
McBride Hall, Room 107, 719-384-6931
- Malott, Pat (1999)Controller
B.S., Colorado State University; Certified Public Accountant
Macdonald Hall, Room 210, 719-384-6823
- Mascarenas, Charlyn (1983)Early Childhood Education Faculty
A.A., Otero Junior College
Columbian Early Childhood Center, 719-384-6987
- Mayers, Elizabeth (2004)Biology Faculty
B.S., Villanova University, M.S., St. Joseph's University
Humanities Center, Room 147, 719-384-6803
- McCouston, Jim (1997)Agri-Business Management Faculty
Vocational Education Credentials
Macdonald Hall, Room 110, 719-384-6884
- McElroy, Diane (1995)Nursing Faculty
A.D.N., Otero Junior College; B.S.N., University of New Mexico;
M.S.N., Univ. of Phoenix
Life Science Building, Room 122, 719-384-6899

Full-time Administrators, Faculty and Staff

- Medina, Margaret (1997)Coordinator, BUENO/HEP GED
B.S., and M.A., University of Colorado
Humanities Center, Room 131, 719-384-6848
- Mitchell, Nancy (1986)Director of Career and Technical Education
B.S.W., Colorado State University
McBride Hall, Room 151, 719-384-6800
- Mosher, Denise (2005)Instructional Services Programs Coordinator
B.S., Winona State University
Macdonald Hall, Room 110, 719-384-6884
- Myers, Mack (2003)Agri-Business Management Faculty
B.S., M.S., Colorado State University, PhD. Oklahoma State University
McBride Hall, Room 124, 719-384-6851
- Newby, Ralph E. (1987)Computer Network Faculty
B.A., Adams State College; M.S., University of Southern Colo.; MCP, MCSE, MOUS
McBride Hall, Room 109, 719-384-6853
- Nicholson, Debra (1993)Manager, Bookstore
A.A., Otero Junior College, B.S., Adams State College
Student Center Bookstore, Room 112, 719-384-6889
- Ormiston Samme (2003)Business Faculty
B.S., Oklahoma Panhandle University; M.B.A., Southwestern Oklahoma State Univ.
McBride Hall, Room 111, 719-384-6850
- Osborn James (2009)Vocational Tutor
A.A., Otero Junior College; B.S. Colorado State University Pueblo
McBride Hall, Room 129, 719-384-6860
- Otteman, Carl S. (1992)Director, Auxiliary Services
B.A., Adams State College
Student Center, Room 110, 719-384-6890

Full-time Administrators, Faculty and Staff

- Paolucci, Jeffrey M. (1992)VP for Student Services
A.A., Otero Junior College; B.S., B.A., University of Southern Colorado
McBride Hall, Room 132, 719-384-6833
- Penner, Alison (2008)Minority Admissions Counselor
B.S., Oral Roberts University
McBride Hall, Room 132, 719-384-6985
- Perea, Melissa (2005)Head Softball Coach/Asst. for Student Services
B.S., Colorado State University - Pueblo
McBride Hall, Room 132J, 719-384-6928
- Phillips, Debbie (2002) . . .Humanities Center Facility Support/Adams State Coordinator
A.A., Otero Junior College; B.A., Adams State College
Humanities Center, Room 105, 719-384-6863
- Reed, Houston (2006)Head Men's Basketball Coach
A.A., Otero Junior College; B.A., Northern State University
McDivitt Center, Room 202, 719-384-6828
- Reeves, Lynette (2004)Cosmetology Faculty
A.A., Otero Junior College; Colo. Cosmetology Licenses
McDivitt Hall, Room 101, 719-384-6992
- Reyes, Aaron (2004)Science Faculty
B.S., Univ. of Rochester, M.S. Univ. of South Carolina, Ph.D., University of California
Humanities Center, Room 145, 719-384-6845
- Rizzuto, James T. (2001)President
A.A., Otero Junior College; B.A., University of Colorado; M.A., Thunderbird University
Macdonald Hall, Room 101, 719-384-6821
- Roberts, Christina (2003)English Faculty
A.A., Otero Junior College, B.A., Univ. of Northern Colo. M.A., Northern Arizona Univ.
Humanities Center, Room 152, 719-384-6847
- Root, Denise (1990)Chair, Nursing Department
B.S.N., University of Southern Colorado; M.S.N., Regis University
Life Science Building, Room 114, 719-384-6894

Full-time Administrators, Faculty and Staff

- Samaniego, Robert (1999)Business Faculty
B.S., B.A., University of Southern Colorado; M.B.A., Colorado State University - Pueblo
McBride Hall, Room 110, 719-384-6940
- Short, Genia (2001)Coordinator, Landscape Design
A.A., Otero Junior College; Vocational Certificate, Northeastern Junior College
Physical Plant, 719-384-6941
- Simpson, Stephen (2006)Humanities Faculty
B.A., Colorado State University; M.A., University of Oklahoma
Humanities Center, Room 108, 719-384-6913
- Smith, Brad (2000)Associate VP of Student Services
Director of Advising, Guidance & Recruitment
A.A., Otero Junior College; B.A., M.A., Regis University
McBride Hall, Room 132, 719-384-6869
- Stephenson, Tami (2004)Early Childhood Education Faculty
A.A., Otero Junior College; B.S., Panhandle State University; M.A., Regis University
Columbian Early Childhood Center, Room 201, 719-384-6986
- Stuchlik, Wayne W. (1987)Director, Physical Plant
B.S., Colorado State University
Physical Plant; 719-384-6819
- Swope, Kendra (1988)Director, Learning Resources
A.A., Otero Junior College, B.A. Regis University, M.L.S., Emporia State University
Wheeler Hall, Room 102, 719-384-6946

Full-time Administrators, Faculty and Staff

- Tabor, Marilyn (2005)Nursing Faculty
B.S.N., University of Phoenix
Life Science, Room 116, 719-384-6813
- Vialpando, Abel (1975)English and Spanish Faculty
A.A., OJC; B.A., University of Southern Colorado; M.A., Interamerican University
McBride Hall, Room 106, 719-384-6849
- Wagner, Emillie (2003)Manager, Residence Hall
Wunsch Hall; 719-384-6875
- Wagner, Taylor (2003)Head Women's Basketball Coach
A.A., Otero Junior College; B.A., University of Alaska at Anchorage
McDivitt Center Gym, Room 201, 719-384-6829
- Wallace, Ardith I. (1992)Chair, Arts Department
B.S., and M.Ed., Colorado State University
Humanities Center, Room 107, 719-384-6865
- Wallace, Rachel (2006)Business Faculty
B.S., B.A., M.B.A., University of Phoenix
SCORE Center, 719-384-6963
- Wallace, Rochelle (2009)Director of International Programs
B.A., University of Evansville; M.A., University of Southern Indiana
Macdonald Hall, Room 110, 719-384-6805

PART-TIME STAFF AND INSTRUCTORS

- Apodaca, Valerie (2006)Ceramics
A.A.S., Otero Junior College; B.A., Colorado State University - Pueblo;
M.A. Regis University
- Aragon, VanessaBiology/Tutor
B.S., University of Southern Colorado; M.S., University of Nebraska, Kearney
- Bamber, Lisa (1997)English
B.A., M.A., Colorado State University
- Baublits, Tim (2000)Speech
B.A., University of Northern Colorado
- Beachy, Marcia (1998)Psychology
B.A., Goshen College; M.S., Northern Illinois University; M.E., Lesley University
- Bemiss, Susan E. (1976)Education
B.A., M.A., University of Northern Colorado
- Blackford, Darlene R. (1978)Aerobics, Nutrition
B.S., Colorado State University, M.E., Lesley University
- Carson, JohnHistory
B.A., Fort Lewis College
- Clay, JoeLaw Academy
B.S.E., University of Arkansas; M.P.A., University of Colorado
- DuBois, John R. (2001)Real Estate
Licensed Real Estate Broker, Vocational Education Credentials
- 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
- Glasscock, Deena (2006)Nursing
B.S., Sterling College; RN
- Goheen, Geoffrey (2009)Massage Therapy
Certificate, Colorado Institute of Massage Therapy
Columbian School, Room 203, 719-384-6994

PART-TIME STAFF AND INSTRUCTORS

- Hood, Kendra J. (1997)Agri-Business Management
B.S., Colorado State University
- Jackson, Jeffrey (2003)Computer Science
A.S., Otero Junior College
- Miller, Justin (2006)Music
B.A., Fort Hays State University
- Mills, Gale (2002)Mathematics
B.S., Iowa State University
- Mueller, Brenda (2003)Psychology
B.A., M.A., University of Northern Iowa
- O’Conner, Brendan (2007)Assistant Men’s Basketball Coach
B.A., Northern State University
McDivitt Center Gym, 1st Floor, 719-384-6921
- Randall, Guy (2006)Webmaster
A.A., Coconino Community College
Macdonald Hall, Room 100, 719-384-6957
- Rees, Dean (1999)Music/Choir
B.M.E., University of Northern Colorado; M.M., Manhattan School of Music
- Richter, Travis (2007)Assistant Men’s Baseball Coach
A.A., Otero Junior College
McDivitt Center Gym Basement, 719-384-6859
- Rizzuto, Don (1994)Business
A.A., Otero Junior College; B.A., Southern Colorado State College
- Sanchez, Steven (2005)Education
B.S., University of Southern Colorado; M.A., University of Phoenix
- Schwab, JimmyNursing
B.S., Walla Walla College
- Spady, CharityAgri-Business Management
Vocational Education Credentials
- Tucker, Diane (2002)Art
B.A., Northeastern Illinois University; M.A., University of Denver
- Walisky, Michael A. (2001)Real Estate
Licensed Real Estate Broker

EMERITUS FACULTY AND STAFF

Armstrong, Thomas J. (1984 - ret. 2007)	Vice President of Instruction
Florez, Roger (1987 - ret. 2008)	Physical Plant
Guerrero, Joe (1969 - ret. 2004)	Physical Plant
Hammontree, Janice (1976 - ret. 2004)	Early Childhood Professions
Hensley, Judith (1965 - ret. 2007)	Psychology
Jaramillo, Sam (1981 - ret. 2005)	Physical Plant
Johnson, Ken (1979 - ret. 2005)	Electrician
Jones, Ruby (1995 - ret. 2004)	Agri-Business Management
LoVette, Diane (1998 - ret. 2008)	Nursing
Mariscal, Susie (1976 - ret. 2008)	Human Resources Assistant
Martin, Kent S. (1966 - ret. 2004)	Biological Sciences
Six, Becky (1991 - ret. 2008)	Educational Assistance Center
Stafford, W. Edward (1967 - ret. 2004)	English, Theatre
Stuchlik, Wayne W. (1987 - ret. 2007)	Director of Physical Plant
Walsh, Timothy F. (1970- ret. 2004)	English/Literature
Zumwalt, Alfred (1980 - ret. 2007)	Security

CLASSIFIED STAFF

- Achatz, Peggy (2007)Administrative Assistant I
McBride Hall, Room 132 719-384-6917
- Becerra, Michael (1997)Custodian I
Auxiliary Services, Student Center, 719-384-6890
- Carrica, Ronald (1995)Structural Trades II
Physical Plant, 719-384-6818
- Campos, Richard, Jr. (2008)Custodian I
Physical Plant, 719-384-6818
- Encinias, Theresa (1999)Library Technician
Library, Wheeler Hall, Room 102, 719-384-6868
- Florez, Victoria (2008)Custodian I
Physical Plant, 719-384-6818
- Fisher, Maxine (1989)Accounting Technician I
Cashier, McBride Hall, Room 132, 719-384-6843
- Freidenberger, Ted (2005)Security I
Physical Plant, 719-469-2613
- Fritch, Alisa (1998)Library Technician I
Library, Wheeler Hall, Room 102, 719-384-6868
- Gonzales, Laurie (2000)Administrative Assistant II
Physical Plant, 719-384-6818
- Horton, Rebecca (2008)Administrative Assistant I
Business Office, HR, 719-384-6858
- Juul, Kim (2006)Administrative Assistant II
Student Services, McBride Hall, Room 132, 719-384-6832
- Lease, Becci (1994)Administrative Assistant I
Nursing, Life Science, Room 114, 719-384-6898
- Leyba, Nick (2007)Custodian I
Physical Plant, 719-384-6818
- Linenberger, Karla (2008)Security I
Physical Plant, 719-469-2613

CLASSIFIED STAFF

Martinez, Ernest (2000)Custodian I
Physical Plant, 719-384-6818

Mata, Catherino (1980)Custodian I
Physical Plant, 719-384-6818

Mendoza, Jaime (2008)Grounds/Nursery I
Physical Plant, 719-384-6818

Ortiz, Frank (2007)Custodian I
Auxiliary Services, Student Center, 719-384-6890

Paugh, Kurt (2008)Custodian I
Auxiliary Services, Student Center, 719-384-6890

Pearson, Kenneth (1980)Custodian III
Physical Plant, 719-384-6941

Peteque, Edward (1985)Maintenance Mechanic I
Physical Plant, 719-384-6818

Schiro, Jan (1978)Administrative Assistant III
Student Services, McBride Hall, Room 132, 719-384-6949

Talmich, Joe (1995)Custodian I
Auxiliary Services, Student Center, Room 120, 719-384-6872

Weaver, Casey (2008)Grounds/Nursery I
Physical Plant, 719-384-6818

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