

# College Catalog

2019-2020 School Year

**Otero Junior College  
Catalog  
of  
Educational Programs  
and  
Services  
2019- 2020**

1802 Colorado Avenue  
La Junta, Colorado 81050  
(719) 384-6831

[www.ojc.edu](http://www.ojc.edu)



**Member of:**



**Accredited by:**



230 South LaSalle Street, Suite 7-500 | Chicago, IL 60604-1411

312-263-0456 | 800-621-7440 | Fax: 312-263-7462 | [www.ncahlc.org](http://www.ncahlc.org)

*Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog.*

**Updated November 14, 2019 – for most up-to-date catalog please see the web site: [www.ojc.edu/catalog/](http://www.ojc.edu/catalog/)**

<b>OTERO JUNIOR COLLEGE CATALOG OF EDUCATIONAL PROGRAMS AND SERVICES 2019- 2020.....</b>	<b>- 2 -</b>
<b>GENERAL INFORMATION .....</b>	<b>- 7 -</b>
WELCOME TO OJC .....	- 7 -
CAMPUS MAP .....	- 9 -
2019-2020 COLLEGE CALENDAR .....	- 10 -
INSTITUTIONAL MISSION AND STRATEGIC PLAN .....	- 12 -
HISTORY AND ACCREDITATION .....	- 14 -
COMMON STUDENT CODE OF CONDUCT.....	- 16 -
STUDENT RIGHT TO KNOW & CAMPUS SECURITY .....	- 20 -
TITLE IX COMPLIANCE .....	- 23 -
BUILDING EVACUATION & TRAFFIC REGULATIONS .....	- 27 -
CLASS ATTENDANCE.....	- 27 -
<b>TUITION AND FEES SCHEDULE.....</b>	<b>- 29 -</b>
RESIDENT TUITION & FEES .....	- 30 -
NON-RESIDENT TUITION & FEES .....	- 32 -
COURSE FEES .....	- 34 -
PAYMENT OF TUITION AND FEES .....	- 36 -
LIVING ACCOMMODATIONS AND EXPENSES .....	- 38 -
<b>STUDENT SERVICES .....</b>	<b>- 40 -</b>
ADMISSION .....	- 41 -
BASIC SKILLS ASSESSMENT .....	- 45 -
ADVISING & REGISTRATION.....	- 46 -
REQUIREMENTS FOR DACA STATUS STUDENTS .....	- 47 -
OTHER INFORMATION .....	- 48 -
STUDENT E-MAIL.....	- 49 -
GRADING & SCHOLASTIC STANDARDS .....	- 51 -
GRADUATION .....	- 55 -
OTHER SERVICES .....	- 56 -
<b>FINANCIAL AID.....</b>	<b>- 58 -</b>
TYPES OF FINANCIAL AID .....	- 59 -
FINANCIAL AID AWARDS.....	- 60 -
FINANCIAL AID APPLICATION PROCEDURE .....	- 61 -
OJC SCHOLARSHIPS .....	- 62 -
FOUNDATION & COMMUNITY SCHOLARSHIPS .....	- 64 -
<b>STUDENT LIFE .....</b>	<b>- 67 -</b>
STUDENT GOVERNMENT.....	- 68 -
INTERCOLLEGIATE ATHLETICS .....	- 68 -
PUBLICATIONS .....	- 68 -
STUDENT ORGANIZATIONS.....	- 69 -
<b>INSTRUCTIONAL SERVICES .....</b>	<b>- 72 -</b>
COLLEGE SUPPORT PROGRAMS .....	- 73 -
HYBRID COURSES & DESIRE TO LEARN.....	- 76 -
DEVELOPMENTAL EDUCATION .....	- 78 -
SPECIAL PROGRAMS.....	- 80 -
DEGREE PARTNERSHIPS .....	- 83 -
AFFILIATED PROGRAMS .....	- 86 -
<b>DEGREE PROGRAMS .....</b>	<b>- 89 -</b>
GUIDELINES.....	- 90 -

ASSOCIATE OF GENERAL STUDIES .....	- 92 -
ASSOCIATE OF APPLIED SCIENCE.....	- 95 -
ASSOCIATE OF ARTS.....	- 97 -
ASSOCIATE OF SCIENCE.....	- 100 -
<b>TRANSFER DEGREES.....</b>	<b>- 107 -</b>
AGRICULTURE BUSINESS AS .....	- 108 -
ANIMAL SCIENCE AS.....	- 110 -
ANTHROPOLOGY AA.....	- 112 -
ART HISTORY AA .....	- 114 -
BIOLOGY AS.....	- 115 -
BUSINESS ADMINISTRATION AA .....	- 116 -
CHEMISTRY AS .....	- 117 -
CRIMINAL JUSTICE AA.....	- 118 -
ECONOMICS AA.....	- 120 -
ELEMENTARY TEACHER EDUCATION .....	- 121 -
ENGLISH AA.....	- 122 -
GEOLOGY AS.....	- 123 -
HISTORY AA.....	- 124 -
MATHEMATICS AS .....	- 125 -
MUSIC AA .....	- 126 -
PHILOSOPHY AA .....	- 128 -
PHYSICS AS.....	- 129 -
PSYCHOLOGY AA & AS .....	- 131 -
SOIL & CROP SCIENCE AS.....	- 133 -
SPANISH AA.....	- 135 -
STUDIO ART AA.....	- 136 -
<b>WORK FORCE READY DEGREES .....</b>	<b>- 137 -</b>
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS.....	- 137 -
AGRICULTURE - LIVESTOCK PRODUCTION AAS.....	- 139 -
HEALTH NAVIGATOR AAS.....	- 141 -
LAW ENFORCEMENT AAS .....	- 144 -
MEDICAL LABORATORY TECHNICIAN AAS .....	- 146 -
PHLEBOTOMY CERTIFICATE.....	- 148 -
NURSING AAS.....	- 149 -
<b>CAREER AND TECHNICAL CERTIFICATES .....</b>	<b>- 155 -</b>
AGRI-BUSINESS MANAGEMENT .....	- 158 -
AGRICULTURAL PRODUCTION MANAGEMENT .....	- 160 -
ARTIFICIAL INSEMINATION.....	- 160 -
COMMUNITY HEALTHWORKER .....	- 161 -
COSMETOLOGY .....	- 163 -
CROP PRODUCTION .....	- 166 -
EMERGENCY MEDICAL SERVICES .....	- 167 -
LAW ENFORCEMENT TRAINING ACADEMY .....	- 168 -
LIVESTOCK PRODUCTION.....	- 169 -
NURSING ASSISTANT.....	- 170 -
PHLEBOTOMY.....	- 171 -
PRACTICAL NURSING.....	- 172 -
WELDING .....	- 176 -
<b>COURSE DESCRIPTIONS.....</b>	<b>- 178 -</b>
ABM AGRI-BUSINESS MANAGEMENT.....	- 179 -
ACC ACCOUNTING .....	- 188 -

AGE AGRICULTURE ECONOMICS .....	- 188 -
AGP AGRICULTURE PRODUCTION .....	- 189 -
AGR AGRICULTURE .....	- 190 -
AGY AGRICULTURE CROPS & SOILS .....	- 190 -
ANT ANTHROPOLOGY.....	- 191 -
ART ART .....	- 191 -
ASC ANIMAL SCIENCE.....	- 192 -
AST ASTRONOMY .....	- 193 -
BIO BIOLOGY .....	- 194 -
BUS BUSINESS .....	- 195 -
CCR COLLEGE COMPOSITION & READING.....	- 196 -
CHE CHEMISTRY .....	- 196 -
CIS COMPUTER INFORMATION SYSTEMS.....	- 198 -
COM COMMUNICATIONS.....	- 198 -
COS COSMETOLOGY.....	- 199 -
CRJ CRIMINAL JUSTICE.....	- 202 -
CSL COUNSELING.....	- 202 -
ECO ECONOMICS.....	- 203 -
EDU EDUCATION.....	- 203 -
EMS EMERGENCY MEDICAL SERVICES.....	- 205 -
ENG ENGLISH .....	- 206 -
EST ESTHETICS .....	- 207 -
GEO GEOGRAPHY .....	- 208 -
GEY GEOLOGY .....	- 208 -
HIS HISTORY.....	- 209 -
HLT HORTICULTURE .....	- 210 -
HPE HUMAN PERFORMANCE & EXERCISE.....	- 210 -
HPR HEALTH PROFESSIONAL.....	- 210 -
HUM HUMANITIES .....	- 211 -
HWE HEALTH AND WELLNESS.....	- 212 -
LEA LAW ENFORCEMENT ACADEMY .....	- 212 -
LIT LITERATURE .....	- 214 -
MAN MANAGEMENT .....	- 215 -
MAR MARKETING .....	- 216 -
MAT MATHEMATICS.....	- 216 -
MLT MEDICAL LABORATORY TECHNOLOGY.....	- 219 -
MUS MUSIC.....	- 222 -
NAT NAIL TECHNICIAN .....	- 224 -
NUA NURSING ASSISTANT.....	- 225 -
NUR NURSING .....	- 225 -
PED PHYSICAL EDUCATION .....	- 228 -
PHI PHILOSOPHY .....	- 232 -
PHY PHYSICS .....	- 232 -
POS POLITICAL SCIENCE .....	- 234 -
PSY PSYCHOLOGY .....	- 234 -
RAM RANGE MANAGEMENT .....	- 235 -
REC RECREATION.....	- 235 -
SCI SCIENCE.....	- 236 -
SLP STUDENT LEADERSHIP PROGRAM .....	- 236 -
SOC SOCIOLOGY.....	- 237 -
SPA SPANISH .....	- 237 -
THE THEATRE .....	- 237 -
WEL WELDING .....	- 239 -
<b>NOTES:.....</b>	<b>- 242 -</b>

**ORGANIZATION AND STAFF ..... - 243 -**

COLLEGE BOARDS & COUNCILS ..... - 244 -

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION SYSTEM ..... - 244 -

ADMINISTRATIVE ORGANIZATION ..... - 246 -

FULL-TIME ADMINISTRATORS, FACULTY AND STAFF..... - 250 -

CLASSIFIED STAFF ..... - 257 -

PART-TIME INSTRUCTORS AND STAFF ..... - 259 -

EMERITUS FACULTY AND STAFF ..... - 262 -

# General Information

## Welcome to OJC

Dr. Timothy Alvarez, PhD, President



Welcome to Otero Junior College. Here at OJC we are a student focused, engaging, learning organization. We are committed to be an engine of social mobility by helping members of our community to improve their quality of life. Our success is linked to your success. To that end, we have high expectations for all our students and expect you to be committed to your academic success. I anticipate that you will be an active part of our campus, and in the community.

OJC offers the opportunity to complete a two-year associate degree and transfer on to a four-year university in pursuit of a bachelor's degree. Our Career and Technical Education certificate programs allow students to be workforce-ready within one-to-two years.

This is an exciting and unprecedented time to be at OJC. You will be challenged with the academic rigor of our programs, and have opportunities to support our successful athletic programs and student organizations. I am delighted to be your president. As president I am here to serve you. I believe the staff at OJC will ensure you have a collegiate experience that allows you to discover your passions, while utilizing your strengths. Our goal is to prepare you for a future yet to be imagined.

Every Thursday I wear a bow tie and walk around campus to interact with students and staff. I look forward to seeing you on campus this year and invite you to participate in “Bow Tie Thursdays”. I encourage you to stop in the President’s Office and grab some chocolate! I enjoy meeting and visiting with students.

Again, welcome to the Rattler Nation!

Sincerely,

Dr. Timothy Alvarez, PhD, President



Founded in 1941, Otero Junior College is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. Within two years, students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science or Associate of General Studies. Agreements with all Colorado public 4-year colleges and universities enable a smooth academic transfer for students to apply their credits toward a 4-year degree. Students who wish to pursue career and technical education will find one-semester to two-year certificate programs available that will have them on the job upon completion. OJC students rank at the top academically for all Colorado community college students after they graduate and transfer to 4-year colleges or universities.

Supported by state tax dollars, tuition at OJC is affordable. Many students attending OJC qualify for financial assistance in the form of scholarships, grants, student loans and on-campus work-study jobs. OJC is a full-service campus with modern dorms, library, classrooms and state-of-the-art technology.

At OJC we strive to involve students in the campus and college experience. The college sponsors over a dozen student organizations including a nationally awarded Phi Theta Kappa Honor Society and an International Relations organization that celebrates and promotes cultural diversity on the campus. The OJC Rattlers varsity athletic programs include Women's Basketball, Golf, Rodeo, Soccer, Softball and Volleyball. Men's varsity sports include Basketball, Baseball, Golf, Rodeo, Soccer and Wrestling.

Otero Junior College is recognized by the U.S. Department of Education as a Hispanic Serving Institution.



# Campus Map



**1. Macdonald Hall**

Administration and  
Welcome Center

**2. Humanities Center**

Ed Stafford Theatre  
Classrooms  
Faculty Offices

**3. McDivitt Center**

Gymnasium  
Fitness Center  
Coaches' Offices

**4. Koshare Indian Museum &  
Kiva**

**5. Learning Commons in  
Wheeler Hall**

Wheeler Library  
Student Success Center  
TRiO Student Support  
Services

**6. Wheeler Hall**

Classrooms  
Labs  
STEM Center

**7. Life Sciences**

Nursing  
Classrooms  
Labs  
Faculty Offices

**8. Wunsch Residence Hall**

**9. Student Center**

O-Stop Store  
Cafeteria  
Rattler Den Banquet  
Room  
Conference Rooms

**10. McBride Hall**

Student Services  
Classrooms  
Computer Center  
Faculty Offices  
Math Lab

**11. McDivitt Hall**

Cosmetology  
SCORE Center Welding  
Agriculture Science

**12. Maintenance**

**13. Student Housing**

**14. Recreation Area**

**15. Colorado State Forest  
Service**

**16 - 19 E. J. Conley Residence  
Hall  
(A - B - C - D)**

**20. South Site (Annex E) (not  
shown)**

The South Site housing facility is leased by OJC from the City of La Junta. It is located 1.5 miles south of the campus on San Juan Avenue.

# 2019-2020 College Calendar

## SUMMER SEMESTER - 2019 (8 Week)

Monday, June 3	Classes Begin
Monday, June 10	Last Day to Drop Classes and Receive a Refund
Thursday, July 4	Holiday Break
Tuesday, July 16	Last Day to Withdraw from Classes Earning a "W"
Friday, July 26	Last Day of the Semester

## SUMMER SEMESTER - 2019 (10 Week)

Monday, June 3	Classes Begin
Wednesday, June 12	Last Day to Drop Classes and Receive a Refund
Thursday, July 4	Holiday Break
Monday, July 29	Last Day to Withdraw from Classes Earning a "W"
Friday, August 9	Last Day of the Semester

## FALL SEMESTER - 2019

Tuesday, August 13	Faculty and All Staff Meeting
Saturday, August 17	OJC Housing Opens
Sunday, August 18	OJC Housing Opens & New Student Orientation
Monday, August 19	Classes Begin
Monday, September 2	Labor Day/No Classes
Wednesday, September 4	Last Day to Drop Classes and Receive a Refund
Friday, September 27	Professional Staff Development Day. No Day Classes
Monday, October 21	Early Registration for Spring Semester Begins
Monday, November 18	Last Day to Withdraw from Classes Earning a "W"
November 25-November 29	Thanksgiving Vacation
Monday, December 2	Classes Resume
Wednesday, December 11	Last Instruction Day of the Semester
Friday, December 13	Final Grade Reports Due

## SPRING SEMESTER - 2020

Thursday, January 9	Faculty and All Staff Meeting
Sunday, January 12	New Student Orientation
Monday, January 13	Classes Begin
Monday, January 27	Last Day to Drop Classes and Receive a Refund
Monday - Friday, March 16-20	Spring Break
Monday, March 23	Classes Resume
Monday, March 23	Early Registration for Summer/Fall Semesters Begins
Thursday, April 9	Last Day to Withdraw from Classes Earning a "W"
Friday, May 1	Last Day of the Semester
Saturday, May 2	Graduation
Tuesday, May 8	Final Grade Reports Due

**SUMMER SEMESTER - 2020 (8 Week)**

Monday, June 1  
Monday, June 8  
Tuesday, July 14  
Friday, July 24

Classes Begin  
Last Day to Drop Classes and Receive a Refund  
Last Day to Withdraw from Classes Earning a "W"  
Last Day of the Semester

**SUMMER SEMESTER - 2020 (10 Week)**

Monday, June 1  
Wednesday, June 10  
Tuesday, July 28  
Friday, August 7

Classes Begin  
Last Day to Drop Classes and Receive a Refund  
Last Day to Withdraw from Classes Earning a "W"  
Last Day of the Semester

# Institutional Mission and Strategic Plan

*Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog.*

## **Institutional Mission**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.

## **Vision**

Otero Junior College will provide superior educational opportunities and be a valued partner with the communities we serve.

## **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 Plan Priorities**

### **GOAL A: STUDENT SUCCESS: ACCESS, RETENTION AND COMPLETION**

Provide accessible higher education opportunities that transform lives by expanding students' engagement in learning, providing greater transfer options and paving the way for future employment opportunities.

1. Increase the number of students completing developmental classes with a C or better the first time by 1.5% annually from 2015-2019.
2. Improve assessment in order to obtain reliable, measurable data that can be used for continuous improvement of student retention, completion, and success.
3. Achieve 80% student satisfaction in the advising process.
4. Increase the total number of certificates and degrees awarded within 3 years by 2% per year by 2019.
5. Improve employability rates among certificate and AAS degree graduates by 2% annually.
6. Increase transfer rates of degree-seeking AA/AS students to 4-year institutions by 2% annually.
7. Increase the number of students who have enrolled in concurrent credit classes who then enroll at OJC after graduation by 2% annually.

### **GOAL B: FISCAL STABILITY AND HUMAN RESOURCES**

Maintain solid business practices and prudently manage state resources in support of mission fulfillment while continuing to seek additional resources.

1. Meet or exceed the 6% operating reserve required by CCCS.
2. Conduct the requisite outreach and recruitment efforts to ensure that annual OJC enrollment stays above the annual system FTE average.
3. Develop strategies for aligning grant applications with the institutional strategic plan.

4. Develop strategies for institutionalizing grant-funded programs and functions that align with the institutional plan and meet the evolving needs of the institution.
5. Pursue additional revenue streams to support campus operations in line with the institutional mission.
6. Support the professional development of faculty and staff as measured by funding provided and participation rates.
7. Develop career opportunities for staff advancement and succession planning.

#### GOAL C: COMMUNICATION, CAMPUS CULTURE AND DIVERSITY, AND COMMUNITY ENGAGEMENT

This goal will foster effective communication campus-wide, create an environment which celebrates cultures and diversity and fosters a sense of community belonging, and support a healthy working environment and high employee and student satisfaction.

1. Improve internal and external communications as measured by implementation of new strategies.
2. Improve the visibility and awareness of OJC's Mission.
3. Keep website and social media current to communicate effectively with students and the community.
4. Host events that bring together students, staff and community in order to foster communication, celebrate cultures, and build relationships.
5. Foster mutual campus and community involvement and partnerships.

#### GOAL D: FACILITIES PLANNING/CAMPUS ENVIRONMENT/ CAMPUS SAFETY AND SECURITY

This goal ensures that the campus' physical environment (buildings, classrooms, offices, landscaping, etc.) provides access, supports the instructional process, and ensures a safe working environment that enables productivity.

1. Maintain a 5-year physical plant master plan for campus in order to maintain safe and productive working and learning environments.
2. Maintain food service options that meet the needs of students, faculty and staff measured by the satisfaction survey.
3. Maintain recycling efforts on campus.
4. Develop and implement a 5-year IT plan for campus in order to maintain working technological systems and devices and continue to be on the cutting edge of technology.
5. Improve safety and security plans.
6. Revise the comprehensive, campus-wide emergency communication plan.
7. Upgrade the security measures on campus.

#### GOAL E: INSTITUTIONAL EFFECTIVENESS

This goal expresses the need for accountability, data-driven decision-making, and outcomes assessment. It is essential that we can measure progress and achievement in meaningful ways, and that we can demonstrate impact and outcomes to our internal and external stakeholders.

1. Strengthen the decision making process by utilizing all relevant sources of data.
2. Maximize campus-wide awareness and understanding of institutional effectiveness.
3. Analyze and prioritize current and future data needs.

# History and Accreditation

## 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.

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 this partnership was discontinued.



### **Accreditation/Certification/Affiliation**

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: 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602-1411. Telephone: 312-263-0456 | 800-621-7440 | Fax: 312-263-7462 | [www.ncahlc.org](http://www.ncahlc.org)

The Nursing Assistant and Practical Nursing programs are approved by the Colorado State Board of Nursing. The ADN Registered Nursing Program is approved by the Colorado State Board of Nursing and accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Rd. NE, Ste 8-50 Atlanta, GA 30326 404-975-5000.

Otero Junior College is 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 7,000. Located in a rich, irrigated farming community, it also has several manufacturing industries. Major employers in the area include: Oliver Manufacturing, 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.



# Common Student Code of Conduct

## 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.

## Otero Junior College and the Colorado Community College System

### Common Student Code of Conduct Statements

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Otero Junior College disciplinary procedures.
2. Disruptive Behavior: Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
3. Deceitful Acts: Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. Conduct that is Detrimental to College or to Safety: Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President of Student Services. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.
5. Physical/Non-physical Abuse:
  - Physical abuse or conduct that threatens or endangers another person's health or safety.
  - Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
  - Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. Harassment and/or Discrimination: Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation



7. Sexual Misconduct: Sexual misconduct offenses include, but are not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: [https://www.ojc.edu/about/policies/pdf/SP4-120a\\_SexualMisconductProcedure.pdf](https://www.ojc.edu/about/policies/pdf/SP4-120a_SexualMisconductProcedure.pdf))

8. Weapons: Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

9. Narcotics/Alcohol: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles. Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

10. Dress Code: Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

11. Leaving Children Unattended: Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

12. Violation of Laws, Directives, and Signage:

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures or signage.

13. Illegal Gambling: Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14. Unauthorized Entry and/or Unauthorized Possession: Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of

college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. Unacceptable Use of College Equipment, Network or System: Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16. Unauthorized Pets/Animals: Possession of any unauthorized pet or animal, excluding trained service and/or assistance animals, while on college-owned or college-controlled property.

17. Tampering with Student Organization, Election, or Vote: Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct: Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.

19. Abuse of the Student Disciplinary and/or Grievance Procedure: Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure.

20. Unauthorized Entry into College Events: Entering or attempting to enter any college-sponsored activity without proper credentials for admission. Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed. Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

## Disciplinary Action

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

**Warning** - A notice served upon the student advising him/her that he/she is violating or has violated College regulations.

**Probation** - After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.

**Other disciplinary sanctions** - Fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.

**College suspension or expulsion** - An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

a. Suspension is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Once the suspension is lifted the student is eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity. Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the Vice President of Student Services or designee in accordance with this procedure.

b. Expulsion is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS. In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

**Interim suspension** - An immediate action taken by the Vice President of Student Services to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college.

In the event of an interim suspension, the hearing before the CSSO or designee shall occur as soon as possible following the interim suspension.

If the college issues a permanent sanction, the student shall be afforded appeal rights. If the college does not implement a permanent sanction, the interim suspension will be removed from the student's record.

Complete Student Disciplinary Procedures policy is available in Student Services or at:

<http://www.ojc.edu/content/policy/pdf/SP4-30.pdf>

# Student Right to Know & Campus Security

## 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 2014 and who graduated or transferred to a Colorado 2-year or 4-year institution by the Fall of 2016 is 34.0 percent. This does not include students who continue to be enrolled at OJC.
2. The college's retention rate for its degree-seeking students. OJC Retention Rate: The retention rate for the 2016 cohorts are as follows: Full-time 52%, Part-time 44%.
3. The college's financial aid rates for athletes and other students at institutions that award athletically-related student aid.

### **OJC Financial Aid Rates:**

- \$3,450 is the average federal grant received by OJC students.
  - \$1,276 is the average state and local grants received by OJC students.
  - \$4,302 is the average institutional grant received by OJC students.
  - \$5,136 is the average loan amount taken out by OJC students.
4. 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.

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.

Criminal Offenses	On Campus			On Campus Residential			Public Property			Non Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	2	1	0	2	1	0	0	0	0	0	0
Non Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	4	2	2	4	2	0	0	0	0	0	0
Burglary	0	2	0	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	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:

David Girard., Director of Physical Plant

Otero Junior College

1802 Colorado Avenue

La Junta, CO 81050

719 384-6818

## Alcohol and Drug Policy

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus. In compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law), Otero Junior College has 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 Southeast Mental Health Services 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.

**Possession or Use of Marijuana** - Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession or use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substance Act and Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state-owned or leased vehicles.

## **Medical Amnesty Policy**

Student health and safety are of primary concern at Otero Junior College. As such, in cases of significant intoxication as a result of alcohol or other substances, the College encourages individuals to seek medical assistance for themselves or others.

If medical assistance is sought, the Vice President of Student Services will not pursue conduct charges against the following individuals for violations of the College's alcohol or drug policies:

- The intoxicated student and
- Student(s) actively assisting the intoxicated student.

### **Actively assisting requires that an individual:**

- Call La Junta Police Department (719-384-2525 or 911) or seek another individual qualified to assess the student's condition such as a Resident Hall Director or other Resident Hall professional and
- Monitor the intoxicated student's condition.

### **The following are not covered by the Medical Amnesty Policy:**

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs

### **Actions by the Student Conduct Officer:**

- The intoxicated student (and possibly those who were attending to/assisting the student) will be required to meet with the Vice President of Student Services or designee who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment.
- Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the educational assignments or treatment recommendations normally will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions.

No individual may receive amnesty under this section more than once in a two-year period. Records of all requests for assistance under this policy shall be maintained by the Vice President of Student Services. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the Medical Amnesty Policy is involved in a subsequent alcohol-related incident, this incident and any resulting charges shall be treated as an alleged second offense.

The Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Student Conduct. In cases where repeated violations of the Code of Student Conduct occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

**Medical amnesty applies only to alcohol or other drug-related emergencies but does not apply to other conduct violations such as assault, property damage, or distribution of illicit substances.** If other violations occur, then a student will face disciplinary charges for those violations. The use/or abuse of alcohol or drugs is never considered a mitigating circumstance for any other violations of the Student Code of Conduct. For more information, go to: [http://www.ojc.edu/about/policies/campus\\_security/Medical\\_Amnesty\\_Policy.pdf](http://www.ojc.edu/about/policies/campus_security/Medical_Amnesty_Policy.pdf)

## **Title IX Compliance**

The College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq. For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, Carol Noll, Director of Human Resources, 1802 Colorado Ave., Macdonald Hall Room 221, La Junta, CO 81050, 719-384-6824.

## **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 Director, located in the Student Center in McBride Hall, 719-384-6931.

## **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 Affairs or go to:

<http://www.ojc.edu/content/policy/pdf/SP4-30.pdf>

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 Affairs or go to: <http://www.ojc.edu/content/policy/pdf/SP4-31.pdf>

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is an OJC employee, please refer to SP 3-50a. Copies of the policies can be viewed at:

<http://www.ojc.edu/ComplaintProcedures.aspx>

## **Distance Education Grievance and Appeal Procedures**

A student taking any Otero Junior College courses who has a complaint about her or his experience with Otero Junior College has two options:

1. The student can follow Otero Junior College's process for student complaints, which is located in this document.
2. The student may also contact the Higher Learning Commission, which is OJC's accrediting agency, at the following web link: [Complaints: Higher Learning Commission](#)

Students who reside outside of Colorado while attending Otero Junior College in many cases can file a complaint in the state where they are residing.

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.



## **Student Bill of Rights**

The General Assembly implemented the Student Bill of Rights (C.R.S.23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

- a. A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience;
- b. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
- c. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
- d. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
- e. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
- f. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- g. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
- h. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

## **Non-Discrimination Statement**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

## **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. For more information go to: [OJC Sexual Harassment Policy Overview](#).

## **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.

## **Resources for Victims of Sexual Misconduct**

Under Colorado law, public colleges are required to provide the following information for students who are victims of sexual assault.

If you are a victim of a sexual assault, you may request a medical forensic exam. This is important if you think you want to seek legal action. It is vital that a victim obtains medical treatment as soon as possible and does not bathe, shower, douche, or change clothes until given permission by medical personnel. You can have the exam without having to report the assault to law enforcement. You will not be charged for the cost of the exam.

The College has an agreement with the following providers for the exam. Ryon Medical Center 1420 East 3rd Street La Junta, CO 81050 phone: 719-383-0303 Parkview Medical Center 400 West 16th Street Pueblo, CO 81003 phone: 719-584-4400 If you do not have transportation to the facility, you may contact a friend or family member, or Arkansas Valley Resource Center at 719-384-7764. Any cost for transportation is the responsibility of the student.

## **On Campus Resources**

Jeff Paolucci, Vice President of Student Affairs 1802 Colorado Avenue - McBride Hall Room 132 - La Junta, CO 81050 719-384-6833

The Vice President of Student Affairs assists with the academic-related needs of students who have experienced sexual misconduct and may provide changes to academic situations and will notify the student as to what changes are reasonably available.

Carol Noll, Title IX Coordinator/Director of Human Resources 1802 Colorado Avenue - Macdonald Hall Room 221 - La Junta, CO 81050 719-384-6824

The Title IX Coordinator provides information about the student conduct process, legal and criminal options, and other possible remedies.

## **Off Campus Resources**

Southeast Mental Health Services 711 Barnes Avenue - La Junta, CO 81050 (719) 384-5446 - [www.semhs.org](http://www.semhs.org)

Arkansas Valley Resource Center 10 West 4th Street - La Junta, CO 81050 (719) 384-7764

## **Building Evacuation & Traffic Regulations**

### **Building Evacuation**

Do not ignore a fire alarm. 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.

### **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.

## **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 5 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.

# Tuition and Fees Schedule

2019-2020 COLLEGE YEAR

Contact Student Services at 719-384-6831 or visit

[www.ojc.edu/futurestudents/financialaid/tuition.aspx](http://www.ojc.edu/futurestudents/financialaid/tuition.aspx)

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

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.



# Resident Tuition & Fees

## Resident - WUE - Colorado ASSET Students

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

#### 2019-2020 COLLEGE YEAR

Contact Students Services at 719-384-6831

Resident Tuition and Fee Schedule - On Campus Instruction

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

#### Resident Instruction - COF Eligible Course

#### On-Campus 2019 - 2020 Rate Schedule

Credit Hours	Tuition	COF Stipend	Net Per Credit	Fees	Regis Fee	Total	
1	242.90	(94.00)	148.90	13.81	14.10	176.81	
2	485.80	(188.00)	297.80	27.62	14.10	339.52	
3	728.70	(282.00)	446.70	41.43	14.10	502.23	Western Undergraduate Exchange (WUE)
4	971.60	(376.00)	595.60	55.24	14.10	664.94	Students who are residents of states participating in the Western Interstate Commission for Higher Education (WICHE) are eligible to request a reduced tuition rate of 150% of Colorado resident tuition at OJC.
5	1,214.50	(470.00)	744.50	69.05	14.10	827.65	
6	1,457.40	(564.00)	893.40	82.86	14.10	990.36	
7	1,700.30	(658.00)	1,042.30	96.67	14.10	1,153.07	
8	1,943.20	(752.00)	1,191.20	110.48	14.10	1,315.78	
9	2,186.10	(846.00)	1,340.10	124.29	14.10	1,478.49	
10	2,429.00	(940.00)	1,489.00	138.10	14.10	1,641.20	
11	2,671.90	(1,034.00)	1,637.90	151.91	14.10	1,803.91	
12	2,914.80	(1,128.00)	1,786.80	191.85	14.10	1,992.78	
13	3,157.70	(1,222.00)	1,935.70	198.49	14.10	2,148.29	For more information contact the OJC Financial Aid Director at: 719-384-6834.
14	3,400.60	(1,316.00)	2,084.60	205.13	14.10	2,303.83	
15	3,643.50	(1,410.00)	2,233.50	211.77	14.10	2,459.37	
16	3,886.40	(1,504.00)	2,382.40	218.41	14.10	2,614.91	
17	4,129.30	(1,598.00)	2,531.30	225.05	14.10	2,770.45	
18	4,372.20	(1,692.00)	2,680.20	231.69	14.10	2,925.99	

The State of Colorado subsidized in-state resident tuition by directly paying part of each credit hour directly to the colleges. This money, known as College Opportunity Fund stipends (COF), is applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$94.00 per credit hour.

Combined Room & Board Rate

<b>Dormitory</b>	<b>15 - Meal Plan</b>	<b>19 - Meal Plan</b>
Double - Wunsch/SS	3,552.00	3,680.00
Single - Wunsch/SS	4,147.00	4,277.00
Double - Conley Complex	3,923.00	4,049.00

Student Housing Sites:

Wunsch Hall (on campus),  
South Site (off campus),  
E.J. Conley Residential Complex (on campus).

\*Single rooms based upon availability.  
\*\*Rooms may be converted to triple occupancy if demand is high.

**Colorado ASSET**

Students Classification as a Colorado ASSET student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

**Requirements for ASSET status students:**

1. Have attended high school for three years immediately before graduating from a Colorado high school
2. Be admitted to a participating college within 12 months of graduating from a Colorado high school
3. If the student is not legally present in the U.S., they must sign an affidavit saying they are currently seeking or will seek legal status as soon as they are eligible.

For assistance with tuition classification, please contact the OJC Financial Aid Office: 719-384-6834. More information on ASSET student classifications can be found at: [www.ciccoloradoasset.org](http://www.ciccoloradoasset.org)

# Non-Resident Tuition & Fees

## Tuition and Fees - DACA - Non-Resident - International - Hybrid - Online

### Deferred Action for Childhood Arrivals (DACA) Students

Classification as a Deferred Action for Childhood Arrivals (DACA) student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

#### Requirements for DACA status students:

1. Have graduated from a Colorado high school or have taken the HSE (High School Equivalency) in Colorado prior to September 1, 2013
2. Were not accepted or attending college within 12 months of graduation
3. Documented 18 months of being physically present in Colorado on a continuous basis
4. Provide at least two of the following documents:
  - If under the age of 23 and single, submit a copy of parent's lease, rental agreement or deed to their home where you reside in Colo.
  - Submit proof of employment such as a letter from an employer with dates of employment or submit two years of Colorado income taxes being filed
  - Submit a copy of your Employment Authorization Card
  - Submit a copy of your Colorado ID or Colorado driver's licenses for the past 18 months

For assistance with tuition classification, please contact the OJC Financial Aid Office: 719-384-6834.

More information on DACA student classifications can be found at: [www.ciccoloradoasset.org](http://www.ciccoloradoasset.org)

## TUITION AND FEES SCHEDULE 2019-2020 COLLEGE YEAR

### Non-Resident Tuition and Fee Schedule - On Campus

#### Instruction

Credit Hours	Tuition	Fees	Regis Fee	Total
1	248.20	13.81	14.10	276.11
2	496.40	27.62	14.10	538.12
3	744.60	41.43	14.10	800.13
4	992.80	55.24	14.10	1,062.14
5	1,241.00	69.05	14.10	1,324.15
6	1,489.20	82.86	14.10	1,586.16
7	1,737.40	96.67	14.10	1,848.17
8	1,985.60	110.48	14.10	2,110.18
9	2,233.80	124.29	14.10	2,372.19
10	2,482.00	138.10	14.10	2,634.20
11	2,730.20	151.91	14.10	2,896.21
12	2,978.40	191.85	14.10	3,184.35
13	3,226.60	198.49	14.10	3,439.19
14	3,474.80	205.13	14.10	3,694.03
15	3,723.00	211.77	14.10	3,948.87
16	3,971.20	218.41	14.10	4,203.71
17	4,219.40	225.05	14.10	4,458.55
18	4,467.60	231.69	14.10	4,713.39



## International Student Tuition Rates

International student tuition is based on the Non-Resident Tuition Rate Schedule. An additional \$120.00 per semester is added for international student transportation. Contact the Office of International Relations or Student Services for tuition rates and details, 719-384-6805.

### Hybrid and Online Education 2019-2020

OJC Hybrid - Resident					CCCOOnline - Resident			
Credit Hours	Tuition	COF Stipend	Online Scholarship	Net Per Credit	Credit Hours	Tuition	COF Stipend	Net Per Credit
1	357.20	(94.00)	(30.00)	233.20	1	357.20	(94.00)	263.20
2	714.40	(188.00)	(60.00)	466.40	2	714.40	(188.00)	526.40
3	1,071.60	(282.00)	(90.00)	699.60	3	1,71.60	(282.00)	789.60
4	1,428.80	(376.00)	(120.00)	932.80	4	1,428.80	(376.00)	1,052.80
5	1,786.00	(470.00)	(150.00)	1,166.00	5	1,786.00	(470.00)	1,316.00
6	2,143.20	(564.00)	(180.00)	1,399.20	6	2,143.20	(564.00)	1,579.20
7	2,500.40	(658.00)	(210.00)	1,632.40	7	2,500.40	(658.00)	1,842.40
8	2,857.60	(752.00)	(240.00)	1,865.60	8	2,857.60	(752.00)	2,105.60
9	3,214.80	(846.00)	(270.00)	2,098.80	9	3,214.80	(846.00)	2,368.80
10	3,572.00	(940.00)	(300.00)	2,332.00	10	3,572.00	(940.00)	2,632.00
11	3,929.20	(1,034.00)	(330.00)	2,565.20	11	3,929.20	(1,034.00)	2,895.20
12	4,286.40	(1,128.00)	(360.00)	2,798.40	12	4,286.40	(1,128.00)	3,158.40
13	4,643.60	(1,222.00)	(390.00)	3,031.60	13	4,643.60	(1,222.00)	3,421.60
14	5,000.80	(1,316.00)	(420.00)	3,264.80	14	5,000.80	(1,316.00)	3,684.80
15	5,358.00	(1,410.00)	(450.00)	3,498.00	15	5,358.00	(1,410.00)	3,948.00

#### Non-Resident OJC Hybrid Courses

Cost Per Credit Hour \$401.25

#### Non-Resident CCCOnline

Cost Per Credit Hour \$401.25

## Course Fees

For the 2019-2020 academic year, all courses with the following prefixes will be charged a \$7.35 per credit hour fee.

Prefix	Description	Prefix	Description
ABM	Farm/Ranch	ENV	Environmental Science
AGE	Agriculture Economics	GEY	Physical Science
AGP	Agriculture Production	HIS	History
AGR	Agriculture	HLT	Horticulture
AGY	Agriculture Crops and Soils	HPR	Health Professional
ART	Visual and Performing Arts	HWE	Health and Wellness
ASC	Animal Science	MAN	Management
AST	Astronomy	MAT	Math
BIO	Biology	MGD	Multimedia Graphic Design
CHE	Physical Science	MLT	Medical Laboratory Technology
CIS	Computer Information System	MUS	Visual and Performing Arts
CNG	Computer Networking	NAT	Nail Technician
COS	Cosmetology	NUA	Nursing Assistant
CRJ/LEA	Law Enforcement, Criminal Justice	NUR	Health Professions
CSC	Computer Science	PBH	Public Health
CWB	Web Management	PHY	Physical Science
ECE	Early Childhood Education	RAM	Range Management
EGG/DRT	Engineering	SBM	Small Business Management
EMS	Emergency Medical Service	THE	Visual and Performing Arts
ENG	English	WEL	Welding

\*\* All Remedial Courses are charged \$7.35 per credit hour.

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

### Student Fees

OJC has three fees which are charged on all credit courses, and two additional fees that are charged only to full time students (12 hours or more).

**Fees will be charged to all courses regardless if they are online, hybrid or campus based.**

#### **Fee 01 - Student Center Fee - \$7.17 per credit hour, \$78.87 maximum (11 hours).**

This fee is prorated on fractional hours (i.e. ½ hour credit is charged \$3.59).

Charged to: Students registering for one or more classes carrying college credit. Full time students (12 or more credit hours) charged maximum \$76.78.

Exemptions: High school students, special contract students.

Accounting: credited directly to Auxiliary fund in Student Center, used for Student Center operations.

**Fee 02 - Associated Student Government Fee - \$12.37**

Charged to: Full time students (12 hours or more)

Exemptions: High school students, special contract students

Accounting: credited directly to Agency Activity Fund Student Government account used for student clubs and organizations.

**Fee 03 - Student Athletic Fee - \$20.93**

Charged to: full time students (12 hours or more)

Exemptions: High school students, special contract students

Accounting: Credited directly to Agency Activity Fund 380 Athletics. Fee is used to fund athletic team sports.

**Fee 04 - Registration Processing Fee - \$14.10**

Charged to: Students registering for one or more classes carrying college credit. Non- refundable. Not prorated on fractional hours.

Exemptions: None

Accounting: Credited to General Fund Student Fee revenue and becomes part of general operating revenue.

**Fee 05 – Fitness Center Fee - \$2.39**

Charged to: All students at \$2.39 per credit hour taken.

Exemptions: High School Concurrent Students

Accounting: Credited to Auxiliary Fund Fitness Center Account used for Fitness Center Operations

**Fee 06 - Technology Fee - \$4.25**

Charged to: All students at \$4.25 per credit hour taken.

Exemptions: High School Concurrent Students

Accounting: Credited to General Fund Student Fee revenue to support student technology service and equipment

**Graduation Cap/Gown Fee - \$40.00**

**Pass-Through Fees**

Certain ART prefix courses will be charged a materials fee of \$29.25 per semester. These will include the following courses- ART121, ART122, ART123, ART161, ART162, ART209, ART211, and ART212.

NUA101, EMS125, EMS203, NUR106, NUR109, NUR150, NUR169 courses will be charged a material fee of 166.50 per semester.

NUR106 & NUR206 - Nursing Simulation Laboratory Fee of \$187.75 per semester.

International Students are assessed a \$120.00 pass through fee for transportation to and from the airport.

# Payment of Tuition and Fees

## Payment of Tuition and Fees

Students who owe a balance from a prior term or who are financially obligated to OJC – whether through a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – will not be allowed to register for subsequent terms and will not be issued an official transcript or diploma until the balance owed is paid in full and all obligations satisfied.

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 earned, to be applied first against any balance due to the college, with any additional amount being disbursed to the student to meet past, current, and future living expenses.

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. Weight Training and other PED courses are not eligible for this discount.

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

Senior Citizens also have the opportunity to enroll in health and wellness programs offered through the Healthways Silver Sneakers Fitness program. These are no-cost programs offered to seniors through their Medicare healthcare provider.

\*See the Affiliated College Programs section of this catalog for more details.

# 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.

If students leave during the first six weeks of any semester, the unused portion of the room and board charges will be refunded. After six weeks, there will be no refund for room and board.

## Housing Options at OJC

Housing options at OJC include three separate facilities. Wunsch Hall is located just a few yards from the Student Center and Food Court. Wunsch Hall is a multi-story complex with a men's wing and a women's wing. The rooms are set up to be double occupancy with central restroom and shower facilities on each floor. The facility has a central lobby and game room. The E.J. Conley Residence Complex is located directly across the street from the Student Center and features double occupancy single floor units that share a bathroom with the adjoining suite. The South Site housing facility is leased by OJC from the City of La Junta. It is located 1.5 miles south of the campus on San Juan Avenue. These units are single floor, double occupancy with a bathroom that is shared with the adjoining suite.

Colorado Residents Living on Campus - Tuition, fees, books, and supplies will cost approximately \$4,600 per year. Room and board will cost from \$5,980-\$6,716 per year. Personal expenses will average about \$700 per year. Total cost is approximately \$11,000. 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 \$3,200 to the figure for Colorado Residents, the estimate for out-of-state students is fairly accurate. Total cost is approximately \$14,200.

## Other Housing Options

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.

Commuter - The full-time commuting student will spend approximately \$4,500 per year for tuition, fees, books, and supplies. Personal expenses and commuting expenses must be added to this figure.

## **Other Costs**

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 at Student Services. 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/currentstudents/resources/> or visit the OJC Student Services Center.

**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 online at [www.ojc.edu](http://www.ojc.edu) by clicking on My OJC and then clicking on Apply to OJC, located near the bottom of the page. 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 online at [www.ojc.edu](http://www.ojc.edu) by clicking on Future Students and Apply to OJC today!

## Pre-College Program and Orientation

Pre-college program students are encouraged to attend an orientation session prior to enrollment. Orientation provides general information on topics such as registration, advising, financial aid, support services, and campus activities; a campus tour is included. Call 719-384-6857 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. In addition, all students living in campus housing must receive the Meningococcal (meningitis) vaccine or sign a waiver against it. Students should contact the Student Services Center for more information.

## Services for Students with Disabilities

Students with documented disabilities should contact the Coordinator of Disability Services, located in McBride Hall, Room 132, or call 719-384-6931 within the first two weeks of the semester about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, 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, sign language and oral

interpreting, adaptive equipment, alternative testing, software/hardware accommodations and other specialized academic procedures.

**Procedures for Documentation of Disability** - Students with a disability are required to contact the Coordinator of Disability Services 719-384-6931, in the first two weeks of the semester 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 the 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: 719-384-6931.

### **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.

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 of 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.

### **Current High School Students/Post-Secondary Options Act Students**

The Post-Secondary Options Act allows current students 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 appropriate registration 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 719-384-6800.

### **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 non-resident student 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 – includes only those on an F-1, M-1 or J-1 student category, visa. International students must follow the general policies of the institution established for all students; however, some specific policies reflect rules and regulations of the USCIS (U.S. Customs & Immigration Services).

### **International Student Application Packet Forms**

Applicants who wish to be admitted as international students (as defined above) must submit the following documents in order to complete the application process. An application packet can be obtained from Student Services, Otero Junior College, 1802 Colorado Ave., La Junta, CO 81050, online at <http://www.ojc.edu/futurestudents/futureinternational/prointapplication.aspx> or by submitting an email request to [international@ojc.edu](mailto:international@ojc.edu)

#### **Forms Include:**

- 1) International Student Application Form. Supporting documents to include with this form:
  - i. Copy of the identification page of the student passport.
  - ii. Official secondary school record indicating date of graduation, courses taken and grades earned with the official seal of the institution issuing the documents; with translation if the transcripts are in a language other than English.
  - iii. TOEFL score of 500 PBT, 60 iBT or better; IELTS score of 5.5 or better or other; Step EIKEN of 2nd Grade A; PTE Academic of 44 or better, GTEC CBT of 1050 are all acceptable proof of language ability. Native English speakers' secondary school records will be used to verify that English was the primary language of instruction at your secondary school.
- 2) International Student Financial Support Form. Supporting documents to include with this form:

- i. 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.
  - ii. Affidavit of support form signed and notarized for financial resources other than student's personal funds or governmental scholarship.
- 3) Transfer Request Form (for students transferring from U.S. based institutions ONLY).  
Supporting documents to include with this form:
- i. Copy of current and all former student visas to the United States
  - ii. Copy of current and all former I-20 documents
  - iii. Official copy of transcripts from all former institutions

**Upon acceptance students will need to submit the following:**

- 1) Arrival information form (in Welcome Packet included with the I-20 immigration document)
- 2) Medical History form
- 3) Copy of the student's immunization record and English translation if not in English
- 4) Housing Application with a \$100.00 deposit
- 5) 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. International students will take the Accuplacer and register for courses as a part of International Orientation at the beginning of each term. 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.

**Requirements to maintain status include:**

- 1) Maintaining enrollment of at least 12 credit hours (a minimum of 9 credit hours must be on-campus to qualify/maintain F-1/M-1 student status) as per USCIS guidelines.
- 2) Make progress toward the completion of the student's educational objectives within a reasonable period of time.
- 3) Pay balance on the student's OJC account at time of registration or by the deadline established by the Business Office.
- 4) 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.
- 5) Non-compliance with any USCIS guidelines will result in probation or suspension.

For more information contact Rochelle Wallace, International Student Advisor:  
719-384-6805 or email [International@ojc.edu](mailto:International@ojc.edu)

# Basic Skills Assessment

## Assessment Information

The Testing Center is located in McBride Hall, Student Services Center. The phone number is: 719-384-6948, FAX: 719-384-6933. Online information can be found at:

<http://www.ojc.edu/futurestudents/admissions/placementtesting.aspx>

## Assessment Test

Otero Junior College uses Multiple Measures to direct students into appropriate English, reading and mathematics courses and to advise students in the selection of other courses.

The purpose of using Multiple Measures is to assist students in achieving their academic goals by placing them into courses appropriate to their academic skill level. Students will be advised to enroll into appropriate English, math, or reading courses based upon multiple measures.

Students who would like to review before testing may access free resources at:

FREE STUDY AP – <http://accuplacerpractice.collegeboard.org>

STUDY GUIDE - <http://www.ojc.edu/futurestudents/admissions/placementtesting.aspx>

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 470 in verbal and 590 in math.
5. For math placement, submit high school transcripts, with grades of B or higher - completed within the last 12 months - for Algebra II, Geometry, or Pre-Calculus, and an unweighted cumulative GPA of 3.0 or higher.
6. For English placement, submit high school transcripts, with grades of B or higher - completed within the last 2 years - for junior or senior year English, and an unweighted cumulative GPA of 3.0 or higher.

NOTE: Students must submit copies of their college transcript, high school transcript 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.

To complete the assessment at a location other than OJC, out of state, or out of the country, students will need to contact the OJC Testing Center at 719-384-6948 and request a remote testing voucher.

# Advising & Registration

## 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.

Problems concerning course load or proper choice of courses should be discussed with Student Services.

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 Exams: CLEP, AP, IB, DSST/DLPT, and UExcel Examinations
2. Institutional Challenge Exams
3. Local Industry and Workplace Credit: Faculty evaluate training in local business and industry to identify PLA opportunities for workers seeking higher level degrees or certification.
4. Portfolio Assessment: A compilation of verifiable artifacts and evidence that demonstrate the student's mastery of CCNS course competencies. This evidence may include any of the other PLA Credit methods, individual skills demonstrations, and/or narratives documenting learning.
5. To learn more about Credit for Prior Learning, please contact Student Services at 719-384-6831.

## 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 or online through MY OJC 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

### Resident and Non-resident

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 be domiciled in Colorado and fulfill specific citizen responsibilities for one full calendar year prior to registration. Those requirements state that a student 23 years of age and younger be required to provide proof of emancipation from their parents. Parents need to have entirely surrendered the right to their care, custody and earnings and make no provisions for their support. Emancipated minors who have been granted in-state tuition status are subject to reclassification as out-of-state if their parents resume support.

Students classified "non-resident" pay a higher tuition charge than those classified "resident." However, students classified as non-residents 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. To access Colorado's complete statute on residency qualifications, go to:

<http://highered.colorado.gov/Finance/Residency/qualified.html>

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 of Student Services for a current listing of states participating in the program. Contact the Student Services Center at 719-384-6831 for additional information.

### **Colorado ASSET Students**

Classification as a Colorado ASSET student allows eligible students without documentation to pay in-state tuition, rather than out of state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

#### **Requirements for ASSET status students:**

1. Have attended high school for three years immediately before graduating from a Colorado high school
2. Be admitted to a participating college within 12 months of graduating from a Colorado high school
3. If the student is not legally present in the U.S., they must sign an affidavit saying they are currently seeking or will seek legal status as soon as they are eligible.

### **Deferred Action for Childhood Arrivals (DACA) Students**

Classification as a Deferred Action for Childhood Arrivals (DACA) student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

#### **Requirements for DACA status students:**

1. Have graduated from a Colorado high school or have taken the HSE (High School Equivalency) Colorado prior to September 1, 2013
2. Were not accepted or attending college within 12 months of graduation
3. Documented 18 months of being physically present in Colorado on a continuous basis
4. Provide at least two of the following document:
  - If under the age of 23 and single, submit a copy of parent's lease, rental agreement or deed to their home where you reside in Colo.
  - Submit proof of employment such as a letter from an employer with dates of employment or submit two years of Colorado income taxes being filed
  - Submit a copy of your Employment Authorization Card
  - Submit a copy of your Colorado ID or Colorado driver's licenses for the past 18 months

For assistance with tuition classification, please contact the OJC Financial Aid Office: 719-384-6834.

More information on ASSET or DACA student classifications can be found at: [www.ciccoloradoasset.org](http://www.ciccoloradoasset.org)

## **Other 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.

### **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, nonpayment of tuition, or disciplinary problems. Such withdrawals do not negate any financial obligation on the part of the student.

### **Withdrawal from College**

If a student withdraws from a course any time after the 12th class day until the end of the 12th 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 VA certifying official in Student Services and the Veterans Administration whenever there is a change in training status.

### **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 student's written or



electronic 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.

### **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.

### **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](http://www.ojc.edu) to activate their e-mail account. Once on OJC's home page, students should click on "My OJC" located in the upper right corner of the homepage. When the site opens up, students enter their student number and password to log on. Instructions to activate the e-mail account can be found on the homepage. This e-mail 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 is considered public information and may appear in college directories, publications, and news releases, or be disclosed to anyone inquiring:

- name
- 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. To review the full Family Education Rights and Privacy Act of 1974, go to:

<http://www.ojc.edu/academics/academicpolicies/ferpa.aspx>

## **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 a liberal arts or science baccalaureate degree with an additional 60 credits taken at the 4-year institution.

NOTE: Variations to this guarantee apply to Degrees with Designation. See the descriptions of these special degrees in the Degree Program section of this catalog.

**The Colorado Community College system has a communication requirement of either COM 115 - Public Speaking or COM 125 - Interpersonal Communication.**

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 & Scholastic Standards

## 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 Holder

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.**

## Grade Reports

Final grades will be posted to the student's My OJC site at [www.ojc.edu](http://www.ojc.edu) about a week after classes end. Grades are not mailed to students.

## 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 it is for taking the course for credit, but audits are not eligible for use of College Opportunity Funds (COF).

## Incomplete Grades

Incomplete ("I") grades must be completed the semester immediately following the term the "I" was assigned, excluding summer term. "I" grades not completed the following term will be converted to an "F".

## 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, 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, 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, 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, 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 Standing Policy**

Applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing is determined following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to the home institution; it does impact a student's enrollment at other CCCS colleges.

Only college level classes will be used to calculate term and cumulative GPA's. This includes summer term courses. Only courses taken "in residence" will be used for this procedure; "In residence" means taken at the student's home institution. Courses taken elsewhere and transferred in do not apply.

The GPA calculations for this procedure may not match those used for financial aid purposes or athletic eligibility.

Cumulative Grade Point Average is abbreviated as CGPA. Term Grade Point Average is abbreviated as TGPA.

**Initial Standing Student** - has attempted fewer than 9 cumulative credit hours with a CGPA  $\Rightarrow$  2.00 for all classes attempted.

**Academic Alert Student** - has attempted fewer than cumulative 9 credits with a CGPA  $<$  2.00 for all classes attempted.

**Good Standing Student** - has attempted at least 9 cumulative credit hours and has a CGPA  $\Rightarrow$  2.00 for all classes attempted.

**Probation Student** - has attempted at least 9 cumulative credit hours and has a CGPA < 2.00 for all classes attempted.

**Returning to Good Standing** by the conclusion of the Academic Probation term, the student must raise their CGPA to at least 2.0. If this condition is met, the student returns to Good Standing.

**Probation (Continuing)** - If a student on Academic Probation earns a TGPA of at least 2.00 for all classes attempted during the term, but fails to raise their CGPA to at least 2.0 for all classes attempted, the student will be allowed to attend the next term, but will remain on Academic Probation.

**Suspension** - If a student on Academic Probation earns a TGPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a “suspension term”).

### **Suspension Rules:**

- Summer term may not be used as a “suspension term”.
- Summer term may be used to remediate (improve) the GPA. If a student wishes to enroll for summer term after being suspended, they will need to follow their home institution’s process.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- If a student, who has served the suspension time for initial suspension or second suspension, wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor at the CCCS college that the student wishes to attend. The student will be placed on Academic Probation.
- A third suspension is for two full years, or 4 academic terms excluding summers.
- If a student, who has served the third suspension time of two years, wishes to return, the student must meet with an advisor from the CCCS college the student wishes to attend in order to get their suspension hold removed.

### **Suspension Appeals:**

- Students may appeal their suspension based on procedures developed by their home college or the CCCS college they wish to attend. At a maximum, students may appeal to their home college and to one other CCCS college of their choice.
- If the student’s suspension appeal is approved, the student will be placed on Academic Probation.
- If the student’s suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at their home college. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.
- The student needs to check with their home college regarding enrolling for summer term classes.

### **Credit Completion Progress Policy**

For students who have attempted fewer than 9 credit hours, the college will monitor credit completion through an Alert process. These students are not subject to the Credit Completion Progress guideline.

Credit Completion Progress standards apply to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Credit

Completion Progress is determined following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit Completion Progress status will be noted on the advising and unofficial transcripts only.

It will not be noted on the official transcript. The Credit Completion Progress status of a student is specific to the home institution and does not impact a student's enrollment at other CCCS colleges.

**Credit Completion Progress:** Will include all credit bearing classes (developmental and college level) will be used to calculate the percent of attempted credits passed. This includes summer term courses. Only courses taken "in residence" will be used for this calculation; "In residence" means taken at the students' home institution. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility. Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S. Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.

Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

**Initial Standing** - Student has attempted fewer than 9 cumulative credit hours will not be assessed for credit completion.

**Good Standing** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

**Warning 1** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time. Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on resources, best practices, etc.

**Warning 2** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time. Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor. If a student on Credit Completion Probation passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Warning.

**Warning 3** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time. Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor. The college reserves the right to limit the number of credit hours that the student may take when a student is on Warning 3 status.

# 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 must complete a minimum of 15 semester hours at OJC. 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.

*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 Vice President 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. *Note: Honors recognition at commencement are based on cumulative GPA through the fall semester.*

## Other Services

### Food Court and Rattlers' Den

The Otero Junior College Food Court and Rattlers' Den 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. Commuter students, faculty and staff may purchase meals a la carte or purchase a discount cash card that provides both convenience and savings. Campus guest may also purchase all you-can-eat buffet meal tickets.

Breakfast: Monday through Friday 7:00 a.m. to 10:00 a.m.

Brunch: Saturday and Sunday 11:00 a.m. to 12:30 p.m.

Lunch: Monday through Friday 11:00 a.m. to 1:30 p.m.

Dinner: Monday through Friday 4:00 p.m. to 6:30 p.m.

Dinner Saturday and Sunday 5:00 to 6:00 p.m.

### The Venom Pit Coffee Shop

The Venom Pit Coffee Shop is located inside the Learning Commons and is operated by Sodexo Campus Services. Students and guests can purchase Starbucks beverages, FANS smoothies, bottled and canned beverages, freshly baked muffins and cookies, and a variety of salads and sandwiches. Hours of service include:

Monday through Thursday 7:30 a.m. - 4:00 p.m.

Monday through Thursday 7:00 p.m. – 10:00 p.m.

Friday 7:30 a.m. - 3 p.m.

Sunday 7 p.m. - 10 p.m.

### Computer Use Policy

In support of its mission of teaching and community service, the Colorado Community College System (CCCS) provides access to computing and information resources for students, faculty and staff within institutional priorities and financial capabilities. The computer Use Procedure contains the governing philosophy for regulating faculty, student and staff use of the System's computing resources. It spells out the general principles regarding appropriate use of equipment, software, networks and data. In addition to this policy, all members of the CCCS community are also bound by local, state and federal laws relating to copyrights, security and other statutes regarding electronic media.

To protect themselves and the confidentiality of data, users are prohibited from disclosing their passwords to others.

The complete Computer Use Policy can be found at:

<http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP3-125c.pdf>

### Emergency Information Alert System

The OJC Alert System consists of student and staff notification via email, phone, cell phone, and text messaging in the case of an emergency or notification of important information. An emergency message



phone line is also maintained to inform students and staff of school closures or other important information. To access the number, dial: 719-384-6993.

## **Library Services**

Wheeler Library, part of OJC's Learning Commons, offers students a full service library. The library is open over 70 hours a week during the semester with many of the services available electronically through the website home page: [www.libguides.ojc.edu](http://www.libguides.ojc.edu). A student ID card is required to borrow materials from Wheeler Library and needed to borrow electronic equipment. For more information, see the Instructional Services section of this catalog.

## **Bookstore**

All books or material required for courses are ordered through a virtual bookstore online site. Students can buy new or used books, rent books or purchase E-books from the virtual bookstore site. The books and materials will be delivered to the student's home or specific mailing address, including their OJC dorm address.

The virtual books is accessed online at: [www.ecampus.com/ojc](http://www.ecampus.com/ojc) or through the "Bookstore" link on OJC's website at:

[www.ojc.edu/about/campus/bookstore](http://www.ojc.edu/about/campus/bookstore)

If a student intends to use financial aid for his or her books, that student must visit OJC's financial aid office for consultation and approval. Upon approval they will have access to their financial aid money on the virtual bookstore to pay for their books online.

## **MyOJC Portal**

MyOJC Portal is a single sign-on portal which allows users to access the latest events, announcements, student records, financial information, email, classes, employment records, and forms, all in one easy and convenient location. MyOJC Portal serves students, faculty and staff. The link to access the portal is located on the website home page ([www.ojc.edu](http://www.ojc.edu)) in the upper right hand corner of the page. Students, faculty and staff will need their Student ID number and unique password to sign on.

## **Online Registration and Student Record Information**

Students can access MyOJC from the homepage of the Otero Junior College website at [www.ojc.edu](http://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.

## **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 Student Success Center, entry into student events on campus and using the Fitness Center. 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.

## **Tutorial Services**

Students can access tutorial services in the Math Center, Writing Lab, PLUS Sessions, or in the Student Success Center by appointment. For more information, see the Instructional Services section of this catalog.

**Financial Aid**



# Types of Financial Aid

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 (FAFSA). 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.

The FAFSA website is: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Types of Financial Aid Available

### Scholarships:

- Colorado Scholars Program (3.0 GPA scholarship)
- Private Donor Scholarships

### Grants:

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

### Loans:

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

### Employment Opportunities:

- College Work-study Programs

# Financial Aid Awards

## 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 scholarships are also available to returning OJC sophomore students who have maintained at least a 3.00 cumulative GPA.

This scholarship is also available to current Colorado residents that are OJC or college transfer students who have a cumulative college grade point average 3.00 or better and enroll full-time at OJC.

Applications must be received by the Director of Financial Aid by August 1. 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.)

### Private Donor Scholarships

The Director of 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 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 2018-2019 academic year is \$6,095. 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.

### **Federal Stafford Student Loan**

This loan is available to students who have demonstrated financial need. The loan is secured through the William D. Ford Federal Direct Loan Program. A student may obtain a loan up to \$3,500 for freshman status and \$4,500 for sophomore status (students who have completed 30 credit hours or more), based on documented need. Cumulative loan limits for a four-year degree program are \$23,000. There is no loan payment or interest charged while the student remains in school at least half-time. Students must begin repaying the loan at a fixed rate, capped at 8.25%, six months after they graduate, leave school, or are enrolled less than half-time. These loans are guaranteed by various agencies and reinsured by the federal government.

### **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 28 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 six (6) credits are eligible to be considered for financial aid. Contact the Student Services Center for details.

## **Financial Aid Application Procedure**

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, 2019 for Academic Year 2018-2019 and June 30, 2020 for Academic 2019-2020. 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.

### **Student Hourly 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. For more information, contact the OJC Veterans' Certifying Official in the Student Services Center or call 719-384-6949.

## **Veterans Benefits and Transition Act of 2018**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended. Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

- Policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

**NOTE:** A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

## **OJC Scholarships**

### **Classified Employee Scholarship**

The Otero Junior College State Classified Employees are offering one scholarship of \$250 for the year to a qualified returning OJC sophomore. In order to be eligible for this scholarship, the recipient must be enrolled as a full time student (12 credit hours) per semester and maintain a cumulative 3.0 GPA. This recipient must be a U.S. Citizen or permanent resident. Submit completed application by April 1.

### **OJC 2.5 GPA Agriculture Scholarship**

This academic scholarship is based upon cumulative high school GPA of 2.5. To be considered for this scholarship students must submit the application for admissions and be accepted by August 1st prior to the beginning of the fall semester. This scholarship will pay \$750 towards tuition per semester for full-time students. Application deadline is August 1.

### **OJC Premier Agriculture Scholarship**

Selection is based on agricultural involvement (such as previous employment, extra-curricular activities, future aspirations, etc.). Scholarships will be awarded to at least five students at up to \$1,500 per student for the academic year (a minimum of \$750 per semester). Successful applicants may re-apply for a second year of funding if still eligible. Scholarship funds are sponsored by the Otero Junior College Foundation.

### **OJC 2.5 GPA Cosmetology Scholarship**

This academic scholarship is based upon a cumulative high school GPA of 2.5. To be considered for this scholarship students must submit the application for admissions and be accepted by August 1<sup>st</sup> prior to the beginning of the following semester. This scholarship will pay \$750 towards tuition per semester for full-time students, based on available funding. Application deadline is August 1.

### **OJC International Academic/Leadership Scholarship**

This scholarship is available to current OJC international students who have received the distinction of being on the President's List, have demonstrated leadership and have been active in community service can apply for this scholarship award of \$500 toward the following semester at OJC.

### **OJC International Spirit Scholarship**

This scholarship is available to current OJC international students who have received the distinction of being on the Institutional Recognition Honors List, have been active in community service and have demonstrated and fostered opportunities to reach across cultural borders to promote international understanding can apply for this scholarship award of \$250 toward the following semester at OJC.

### **OJC Non-Traditional Student's Organization (NTSO) Scholarship**

Scholarships of \$150 are available for students who will be enrolled at OJC for the fall term. Students are only allowed to receive this scholarship once in a 12-month period. Recipients must be considered a non-traditional student (i.e. single or teen parent, married, divorced, disabled, career change, returning student, widow, widower, separated, etc.). Contact the Financial Aid office for deadline information.

### **OJC Program Scholarships**

OJC Arts Scholarship, Otero Arts Festival Scholarships, OJC Humanities Department Writing Scholarship.

### **OJC Science, Technology, Engineering and Math Scholarships**

\$1,000 of tuition plus \$150 toward college-related expenses per semester for students majoring in a STEM field. To be eligible a student must have a 3.0 high school GPA and maintain a 3.0 GPA while at OJC.

### **Room and Board Scholarship**

Students living in campus housing are awarded a \$500 per semester room and board scholarship that goes toward their housing costs. Students must live in campus affiliated housing to qualify for the scholarship. No application is required.

# Foundation & Community Scholarships

## **OJC Foundation President's Leadership Scholarship**

Scholarships of \$1,000 per year are awarded to recipients who have applied and are selected on a competitive basis to enter into the President's Leadership Program and earn a certificate in Leadership Studies. Application deadline is April 1.

## **Amy Blair Memorial Scholarship**

Established through PEO; the scholarship awards one freshman or sophomore student. In order to be eligible for the scholarship, the recipient must be a full-time female student. The student must also maintain a 2.5 G.P.A. Scholarship is based upon funding. Application deadline is April 1.

## **Ashley Rochelle Abel Nursing Scholarship**

The Ashley Rochelle Abel Memorial Fund has been kind enough to award a \$500.00 scholarship for the 2019-2020 school year to one deserving Otero Junior College Nursing student. Recipient must be admitted into the OJC Nursing program for the 2019-2020 academic year.

## **Cecil Colley Scholarship**

The family of Cecil Colley offers one \$2,500 scholarship that can be renewed for subsequent years if the recipient remains in the same area of study and maintains at least a 3.0 G.P.A. Priority will be given to students whose area of study is engineering or physical science. Application deadline is April 1.

## **Central Colorado Education Trust Scholarship**

Two \$1,000 scholarships will be awarded to entering freshmen on a competitive basis. Recipients must have graduated from a southeastern Colorado high school, plan to attend OJC on a full-time basis, be enrolled in a degree program and plan on returning to live and work in the agricultural community upon graduation. Application deadline is April 1.

## **Boundless Opportunity Scholarship**

The scholarship awards recipients \$2,000. In order to be eligible, the recipients must meet the following characteristics: Full-time non-traditional students, 23 years or older, demonstrate Satisfactory Academic Progress, and have a financial need. Application deadline April 1.

## **Earl "E.J." Conley Memorial Scholarship**

The family of E.J. Conley offers two scholarships to incoming freshmen. Students must plan to participate in Associated Student Government, participate in athletics, or pursue a field of study in political science or history. The scholarship amount is dependent upon funding. It is renewable for the second year if the recipient maintains a 2.5 GPA and meets the above requirements. Scholarship amounts will be dependent upon funding. Application deadline is April 1.

## **Kay Mahoney Memorial/Kaiser Permanente Scholarship for Health Sciences**

This scholarship awards up to \$1,500 per year. Applicants must be accepted into a healthcare program at OJC prior to application; hold at least a 2.5 GPA; and demonstrate a commitment to ongoing community service. Application deadline is April 1.



### **Franzman Family Nursing Scholarship**

The Franzman family offers one \$1,500 scholarship for nursing students pursuing an Associate of Applied Science in Nursing. The recipient must be a citizen of the United States, graduate from an accredited high school with a 2.5 grade point average or higher. Priority will be given to graduating high school students from Crowley County or Cheraw High Schools. Application deadline is April 1.

### **Franzman Family Scholarship**

The family of Pete and Alberta Franzman offers one \$1,000 scholarship. The recipient must be a citizen of the United States, graduate from an accredited high school with a 2.5 grade point average or higher. Priority will be given to graduating high school students from Crowley County or Cheraw High Schools. Preference will also be given to students majoring in business administration or agriculture. Application deadline is April 1.

### **Franzman International Scholarship**

This scholarship is offered by Seth and Barbara Franzman for the benefit of a deserving second-year (sophomore) international student to assist with funds necessary to continue their education at Otero Junior College, and to promote a positive international culture in the College community. Application deadline is April 1.

### **Freda T. Roof Scholarship**

Ms. Roof established this scholarship fund in order to benefit worthy, deserving, and needy students who are obtaining a college or university education in the state of Colorado. The recipient will be chosen by the Otero Junior College Scholarship Committee on the basis of the needs, circumstances, and the Abilities of the candidate. This will also be used to determine the amount of the scholarship. Application deadline is April 1.

### **Jolynn Dutton Peters Scholarship**

The scholarship offers one scholarship in the amount of \$500 to a graduate of La Junta High School, Swink High School, or Cheraw High School. The scholarship will be awarded to a freshman or sophomore student attending OJC. The recipient must be a full time female student. The student must also maintain a 2.5 G.P.A. Application deadline is April 1.

### **Robert Hoag Rawlings Foundation Scholarship**

The foundation offers two \$1,500 scholarships to students who plan to study journalism or business. Students applying should be from the 18-county Southeastern Colorado area covered by The Pueblo Chieftain newspaper. Students should have a 2.5 or higher GPA and plan on furthering their education after finishing at Otero Junior College. Application deadline is April 1.

### **Twila Anderson Scholarship**

The scholarship offers one scholarship in the amount of \$500. The recipient must attend OJC full time after graduating high school and must meet the following requirements: have graduated from La Junta High School with at least a 3.0 grade point average and have participated in at least one (1) sport and/or belonged to a minimum of one (1) high school club or organization their senior year. Application deadline is April 1.

### **UCCS Kane Family 2 Year Merit Foundation Scholarship**

The UCCS Kane Family 2 Year Merit is a scholarship opportunity with the Kane Family Foundation. Two students from OJC, who plan on completing an Associate Degree at OJC and then a Bachelor's degree at UCCS, will be provided with a scholarship that pays for tuition. Freshman students must have completed high school with a GPA of at least 3.25. Returning students must have earned a minimum of 12 credit hours of college level courses with a GPA of at least 3.25. Application deadline is April 1.

### **Vera and Alan Shand Scholarship**

This scholarship is to honor the memory of Vera and Alan Shand and their strong interest in education and health care. The scholarship will pay \$1,000 per semester for a student pursuing a degree in education and \$1,250 per semester for student pursuing degree in nursing. Recipient must be a citizen of the United States, a resident of Colorado for tuition purposes, graduate from an accredited high school with a 3.0 grade point average or higher. Priority will be given to graduating high school student from the lower Arkansas Valley (Fowler to Lamar) pursuing a degree in education. The scholarship is continued for a second year if the recipient remains in the same area of study and maintains at least a 3.0 grade point average. Application deadline is April 1.

### **Wickham Family Scholarship**

Sandy and Kim Wickham, alumni of Otero Junior College, have been kind enough to award a \$500 scholarship for the 2018-19 school year to a deserving Otero Junior College students. Recipients must be pursuing a degree in the engineering field or math/science. Recipients must attend OJC on a full-time basis and maintain a 3.0 cumulative GPA. They must also have graduated from high school with a 3.0 cumulative GPA or above. Application deadline is April 1.

### **Other Community Scholarships Available**

- Knights of Columbus Scholarship
- La Junta Elks Club Scholarship
- Rocky Ford Lions Club Scholarship
- Rocky Ford Rotary Club Scholarship
- Southeast Colorado Power Association Scholarship

**Student Life**



# 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.

## 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: Men's Sports - baseball, basketball, golf, rodeo, soccer, and wrestling; Women's Sports - basketball, golf, softball, rodeo, soccer and volleyball. OJC also belongs to the National Intercollegiate Rodeo Association and competes in the Central Rocky Mountain Region with both a men's and women's rodeo team.

## Publications

### The Rattler News

The Rattler News is the official campus newsletter. The newsletter is produced by the Communications and Public Relations Department. Produced quarterly, it attempts to present all the news and activities that are of interest to the campus community. The newsletter is distributed free to all students and staff. Contact: Debbie Phillips, 719-384-6863 or Dillon Martin, 719-384-6821.

### The Rattler Rumor

The Rattler Rumor is a weekly publication that is produced by the Enrollment Management Department. The publication highlights the current week's activities across campus and is distributed to multiple public places on campus, in addition to being emailed to all students and all employees. The Rattler Rumor is distributed free to all students and staff. Contact: Debbie Phillips, 719-384-6863.

### Digital Signage

Digital Signs across campus provide weekly information that highlights and promotes the current week's activities across campus. Contact: Debbie Phillips, 719-384-6863.

### 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. Contact: Christina Stork, 719-384-6847.

## **Student Organizations**

### **Agriculture Club**

The Agriculture Club fosters interest in agriculture for students by organizing agriculture related extra-curricular activities. Members are involved with providing an all-inclusive forum for students engaged in agriculture related activities and organize program events. Contact: Brooke Matthew, 719-384-6964.

### **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. Contact: Lisa Gallegos, 719-384-6961.

### **Art Club**

Activities for the Art Club include trips to the Denver Art Museum, Colorado Springs Fine Arts Center, volunteering with the Otero Arts Festival in the spring, and hosting an OJC Student Art Show in the spring.

### **Campus Crusade for Christ & Fellowship of Christian Athletes**

These two clubs are 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. Contact: Lynette Ramirez, 719-384-6898.

### **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. Contact Tammy Dorenkamp, 719-384-6881.

### **Cricket Club**

The Cricket Club promotes the game of cricket and encourages the development of sportsmanship and friendship. We are open to anyone that takes joy in the game or in trying something new. Contact: Rochelle Wallace, 719-384-6805.

### **Fencing Club**

The Fencing Club is a martial arts group which does informal sparring in HEMA sword, roundel dagger, baton and Olympic foil. Contact: Cassidy Litle, 719-384-6851.

### **Gay Straight Alliance**

The Gay Straight Alliance provides support and a safe place for the LBGT+ community at OJC. The club works to support positive relationships between the LBGT+ community and the general public to develop and maintain a sense of safety and acceptance for all students. Contact: Chelsea Herasighn, 719-384-6976.

### **Green Team**

The Green Team is an organization dedicated to recycling and preserving the environment. The Green Team spends one afternoon a month picking up recyclable items from across the campus. Contact Warren McClure, 719-384-6803.

### **International Relations Organization**

The International Relations Organization is interested in promoting exchanges between people of different cultures, ethnic traditions, nationalities and religious differences. They coordinate a number of intercultural activities on campus and throughout the area to provide opportunities to both share and learn and promote involvement in campus life and personal enrichment through culturally diverse experiences. Contact Chellie Wallace, 719-384-6805.

### **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). Contact Shawn Japhet, 719-384-6862.

### **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. Contact: Cassidy Litle, 719-384-6851.

### **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, as well as opportunities for scholarships. To be eligible for membership, a student must be enrolled at OJC, must have completed at least 12 semester hours of course work leading to a recognized transfer degree, have a cumulative GPA of at least 3.00, and have earned a minimum of 3.5 GPA for the previous semester. Contact: Kaysie Schmidt 719-384-6854.

### **Sports Information Team**

The Sports Information Team works to promote and support OJC athletics through numerous activities. Team members can become involved with filming games, photographing athletic events, writing news articles and assisting with the set up and tear down of athletic events. The team welcomes all students who love to work on the sidelines and in the trenches of athletic events. Contact Gary Addington, 719-384-6859.

### **Student Ambassadors**

This organization strives to enhance leadership skills, promote educational growth, and increase service learning hours by providing ways for students to become involved with college events and serve as host or hostess to college guests. Members will be trained to conduct campus tours and serve as facilitators for on-campus public events. Contact: 719-384-6863.

**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. Contact: Amanda Clerkin, 719-384-6897.

**Teacher Candidate Community (TCC)**

The Teacher Candidate Community is made up of each interested student teacher candidates enrolled in the T-PREP at OJC Program. Students gather on a regular basis to discuss current trends in education and support other teacher candidates in the program. They serve as a community outreach program to assist and encourage other individuals considering the teaching career and/or T-PREP program.

**Wunsch Hall Club**

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

Contact: 719-384-6953

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

**Instructional Services**





# College Support Programs

## The Learning Commons



Funded in part by a U.S. Department of Education Title III, Part F STEM grant, the Otero Junior College Learning Commons is home to Wheeler Library, the Venom Pit Coffee Shop, TRiO Student Support Services, and the Academic Success Center. The state-of-the-art facility features updated technology and equipment to facilitate greater learning and collaboration in the STEM fields as well as all areas of academic study.

## Wheeler Library



Wheeler Library provides a variety of services including research assistance and technical support. The library offers a large collection of print resources including reference, non-fiction, and fiction books, as well as a wide-range of newspapers, magazines and professional journals and DVDs. Reference titles and several full-text databases are available digitally through the library's website, which is accessible either in-house or remotely. Library instruction and research support are available to orient students to library services including searching the online catalog, accessing research databases, basic Internet searching techniques, and website evaluation.

The Internet, including the OJC computer network, is available through a wireless connection so that students can use their own devices. Learning Commons staff can assist students with course reserves, interlibrary loan, holds, finding and checking-out resources, database login issues, and equipment.

Desktop computers are available for student use, laptops are available for on-campus and overnight use, iPads and Apple Pencils can be checked out for 3 days, and graphing calculators can be checked out for an entire semester. Students also have access to video cameras, video editing software, virtual reality headsets and the Virtual Reality Lab, athletic equipment, games and puzzles, musical instruments (piano keyboards, an acoustic guitar, and a ukulele), headphones, school supply kits, rolling white boards, and study rooms.

## The Venom Pit Coffee Shop

The Venom Pit Coffee Shop offers Starbucks beverages, smoothies, bottled and canned beverages, freshly baked muffins, cookies, and a variety of salads and sandwiches.

## TRiO Student Support Services



TRiO Student Support Services (SSS) program is a federally-funded TRiO Program under the U.S. Department of Education. This program focuses on students who are first-generation, low-income, and/or students who have a documented disability. The goal of the program is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. All services are provided free of charge to TRiO Student Support Services participants. Services provided by TRiO include:

- Academic Advising
- Career Exploration
- Personal Counseling
- Community Referrals
- Financial aid assistance and resources
- Tutorial services – individual, group, or drop-in tutoring
- Workshops and cultural events – skills, budgeting, and museum tours, etc.
- Transfer assistance to four-year colleges and universities including tours, applications, financial aid and scholarship searches
- Textbook assistance program The Center is located in Wheeler Hall, Learning Commons/Student Success Center.

For further information, call 719-384-6835.

### The Academic Success Center



The Academic Success Center (ASC) is adjacent to Wheeler Library in the Learning Commons. The ASC provides students with additional areas to study independently and in group settings. Students who visit the Academic Success Center can make appointments with members of our Professional Academic Support Specialist (PASS) Team for business, math, science, or writing assistance, or with members of our Student Engagement and Educational Development (SEED) Team who serve as course navigators and provide assistance in a variety of courses. All assistance provided through the PASS Team and SEED Team is **free** of charge.

Group tutoring and interactive experiences that supplement classroom lectures and labs are held daily in the Academic Success Center. Commonly referred to as Supplemental Instruction (SI) Sessions, students can attend these sessions free of charge to gain the additional support and understanding they need or success in their math and science courses. Anatomy and Physiology models, Apple TVs, games, and other assistive learning devices are available for student use.

## **Services for Students with Disabilities**

Students with documented disabilities should contact the Coordinator of Disability Services, located in McBride Hall, Room 132, or call 719-384-6931. Services include: tutoring, note takers, readers/writers for tests, 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, sign language and oral interpreting, adaptive equipment, alternative testing, software/hardware accommodations and other specialized academic procedures.

## **Procedures for Documentation of Disability**

Students with a disability are required to contact the Coordinator of Disability Services 719-384-6931, in the first two weeks of the semester 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 the 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, call: 719-384-6931.

## **Tutoring Support**

Students have numerous options to find additional academic support through group and individual tutoring sessions.

### **Writing Center for English, Reading, Writing**

Students enrolled in Developmental Education English courses, as well as all students enrolled in English and writing courses, can access free tutorial services in the Writing Center, located in the Academic Success Center/Learning Commons. The Writing lab is staffed by English faculty and peer tutors who work individually with students as well as in group sessions. Drop-in's are welcome as well as by appointment. For more information call 719-384-6849.

### **Math Center**

The Math Center is located in McBride Hall, Room 129. The Math Center is open Monday - Thursday from 8 a.m. to 7 p.m. and on Friday from 8 a.m. to 5 p.m. The College's full-time math faculty are officed in this area as well as two full-time math tutors. Students can drop in or make appointments to work individually or in groups for specific math courses. For more information call 719-384-6862.

### **Nursing Tutoring**

Nursing students can access tutoring support through faculty and peer tutoring sessions as well as organized group study sessions. For more information call 719-384-6878.

### **Science Tutoring**

Students enrolled in many of the science courses at OJC can attend daily and weekly Science PLUS Sessions. PLUS Sessions are supplemental instruction sessions that provide hands-on group tutoring for specific courses. Students have access to hands-on learning resources such as Anatomy and Physiology models, Apple TVs and other assistive learning devices. PLUS Sessions are held in the Academic Success Center Collaboration Room. For more information call 719-384-6860.

### **TRiO Tutoring**

Students who are participants in the TRiO Student Support Services program have access to free tutoring either on a drop-in basis, by appointment, or through organized group study sessions. TRiO tutoring is offered in the Academic Success Center. For more information call 719-384-6835.

### **Other Tutoring**

Staff tutors offer other tutoring support to students in the Student Success Center, usually by appointment. Peer tutors are also available in the Academic Success Center during the day and into the evenings on a drop-in basis. For more information call 719-384-6835.

## **Hybrid Courses & Desire to Learn**

### **OJC Hybrid Courses**

Otero Junior College's hybrid courses provide students some flexibility in how their courses are delivered. Students will have scheduled face-to-face meetings with OJC instructors and through the use of the Internet will utilize a Learning Management System (LMS) to access course materials, complete reading and writing assignments, take exams, and communicate with the instructor and other students.

OJC hybrid courses are not independent study or self-paced, they are instructor-paced. Students may contact their instructor via phone, email, or personal visits. Each course is a normal one-semester OJC course. Courses offered as hybrid courses may vary each semester.

### **Technical Requirements**

Platform: Windows 7, XP or Vista Mac OS9, Mac OS X, Leopard, Snow Leopard, Lion

Hardware: 512MB of RAM, 1 GB free disk space

Software: Microsoft Word, Microsoft Excel, Adobe Acrobat Reader

Browser: Internet Explorer 7.0 or higher, Firefox 5.0 or higher. Safari 5.0 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 6 update 26 Microsoft PowerPoint Reader

*Technical requirements may change or be higher based on any given class. It is the responsibility of the student to keep software and hardware updated with the latest upgrades. Alternate software is permissible if it can save to the .doc or .xls format. Dial-up is not preferred for classes that require large transfers of data, (e.g. Photoshop images, videos or webcam).*

**Students will need to be 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 hybrid learning process.**

### **Hybrid Courses Tips for Success**

- Attend the on-campus orientation/tutorial session offered each semester.
- 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 and often to view new postings, assignments and tests.
- Communicate with your instructors often; they are your contact for the course.
- Expect to commit as much time to a hybrid class as would be required for a traditional class.

Students who do not have access to a computer may find computers available in the Learning Commons.

## **Desire2Learn (D2L)**

OJC uses a learning management program called Desire2Learn (D2L) that uses the Internet for course content delivery for both traditional classes and those that are taught as hybrids (online). 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 (D2L) courses additional tools such as discussion boards along with content such as documents, video and web pages. (D2L) is endorsed as the web platform for all colleges in the Colorado Community College System.

## **Desire2Learn (D2L) Support**

Support for D2L 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.

## **High School Equivalency (HSE)**

### **(Formerly known as General Education Development-GED)**

BUENO HEP/HSE is a High School Equivalency Program 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 HSE tests. At that time, the student and instructor evaluate the student's progress.

The High School Equivalency (HSE) program is an alternate means of earning a certificate equivalent to a high school diploma. The HSE program is open to persons 17 years of age or older. The HSE battery of tests is comprised of five subject and skill areas as follows:

- Writing Skills Test with Essay Section
- Social Studies Test
- Science Test
- Reading Test
- Mathematics Test

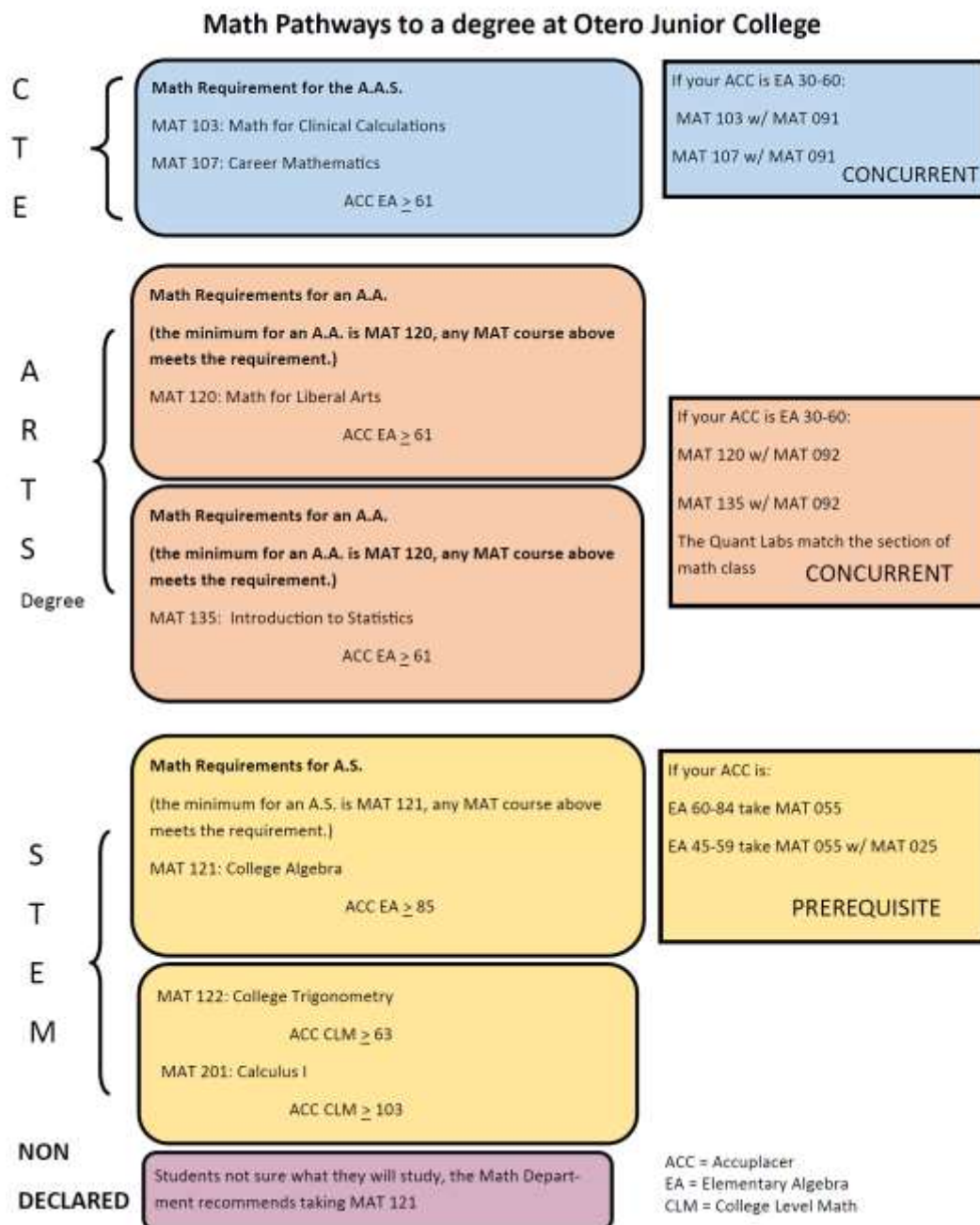
The BUENO HEP/HSE Center is located in Humanities Center, Room 130.

For additional information, interested students should contact the BUENO HEP office, 719-384-6848

# Developmental Education

## Developmental Education – Math Pathways

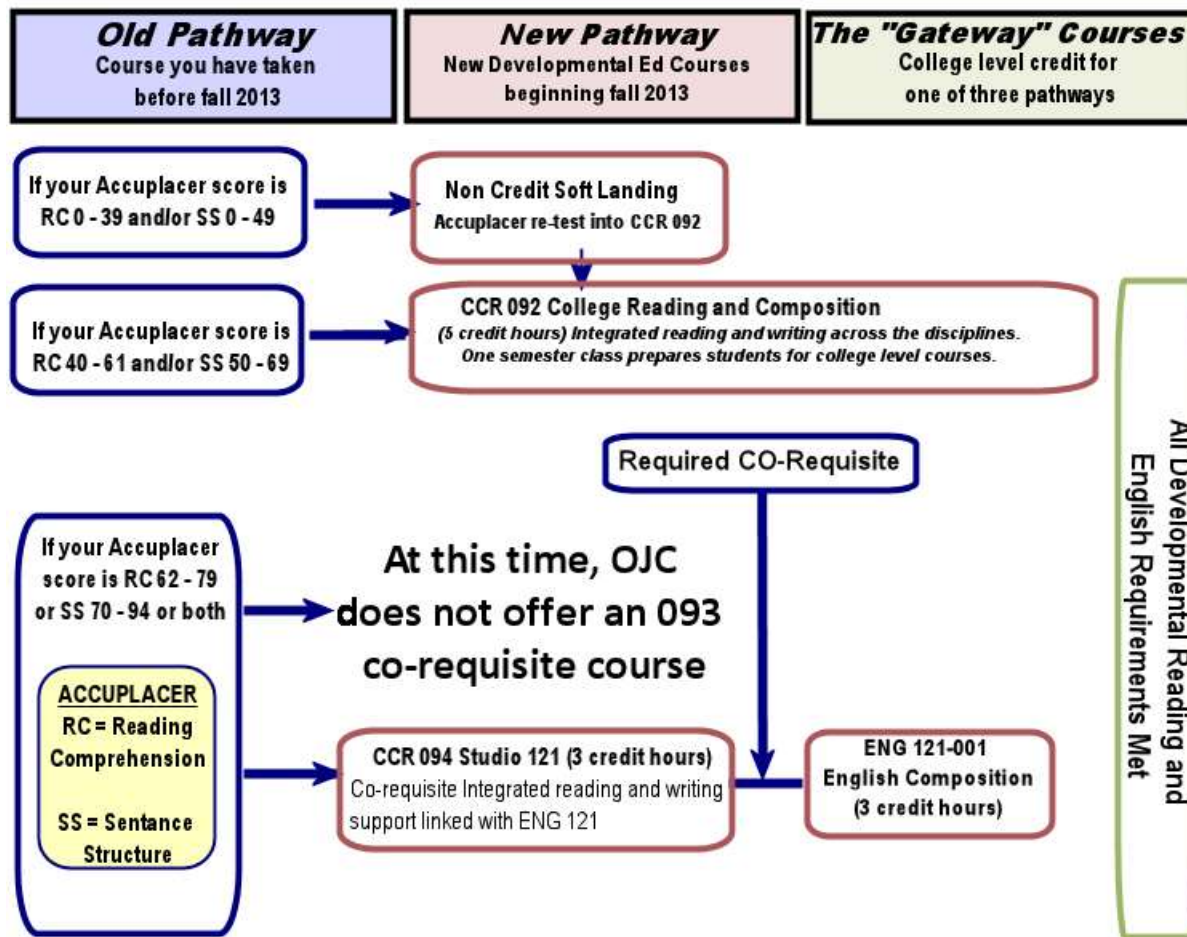
Otero Junior College offers pathways to 100-level Math courses based on the student’s career or major area of interest. Students receive advising to help them choose the appropriate path and determine readiness for the initial math course for their career and/or transfer goals. Quantitative Literacy includes only content necessary for success in Non-STEM and Non-Transfer Math courses. STEM Prep includes content necessary for success in Science, Technology, Engineering, and Mathematics. Learning support co-requisites provide additional structured support to students who are close to the placement score and would like to enroll in the next course in their chosen sequence.



## Developmental Education - English/Reading Pathways

Otero Junior College offers an accelerated model that provides students with the opportunity to enter a 100-level class no later than their second term of enrollment. After preliminary assessment, students will be placed in courses that offer supplemental instruction to encourage success. These include a non-credit option for placement tutoring; co-requisite, credit-based lab support for College Reading and Composition coursework; integrated reading and writing linked to 100-level courses; and co-requisite integrated reading and writing paired with transfer level college composition courses.

### The English/Reading Pathways to a degree at Otero Junior College



# Special Programs

## Special and Affiliated College Programs

Colorado Community College Online (CCConline)

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

### Technical Requirements

CCConline delivers its courses on the D2L course management platform. In order for you to get the most out of the courses, the browser (Internet Explorer, Firefox, etc.) you are using needs to be configured to be compatible with the D2L system. Click on the Browser Diagnostics page to run a quick check of your D2L browser to make sure it works optimally with D2L.

### 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 a PC or Apple/Macintosh computer for your online studies. The following are the recommended minimum computer system requirements.

### Computer - IBM-compatible PC

- Intel Pentium 4 or Core, AMD Athlon or Phenom or greater processor.
- Operating System: WindowsXP or Apple/Mac or Chrome compatible. Depending on your Operating System (OS), you will need 512 Megabytes of RAM, OS: Win 7, XP, Vista, etc.
- Connection: DSL/cable preferred.
- 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.
- CD-ROM / Hard drive, USB thumbdrive, web camera.
- Optional - Full Duplex Sound card with speakers/headphones and microphone (required in some courses).
- SVGA (1024x768) or higher display.

### Computer - Macintosh

- 2.0 Ghz Core 2 Duo. Note: If you have an older Macintosh, you can check the Apple Product Info Archive to see what processor your Macintosh has.
- 9.0, 10.0 or 11.0 (Leopard, Snow Leopard, Lion).
- 512 Megabytes of RAM.
- Full Duplex Sound with a microphone.
- Connection: DSL or cable broadband connection.
- 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.
- CD-ROM / Hard drive, USB thumb drive, webcam.
- 1024x768 or higher display resolution, thousands of colors.

**Software** - D2L System Checker which is located on the D2L login page.



Suggested: Microsoft Office 2007 (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 is a link 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.

**Plug-ins Link** - To download Flash Player, QuickTime or RealPlayer, go to: <http://ninite.com/> to download for free.

## **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.

## **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.

# Degree Partnerships

## Special and Affiliated College Programs

### Statewide Articulation Agreements

As a member of the Colorado Community College System, Otero Junior College can provide our students who wish to pursue advanced degrees, transfer agreements with four-year institutions. To review a full list of transfer agreements, go to:

[www.cccs.edu/edservices/articulation.html](http://www.cccs.edu/edservices/articulation.html)

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.

#### PLEASE NOTE:

Some degrees may exceed the typical 120 credit hours required to successfully graduate. 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.

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



- **Adams State University** [www.adams.edu](http://www.adams.edu) or [www2.adams.edu/extended\\_studies/](http://www2.adams.edu/extended_studies/)

Students can take their first two years of course work at Otero Junior College, then complete their final two years with ASC, either online or on the Adams State University campus in Alamosa.



- **Colorado Christian University** [www.ccu.edu/community\\_colleges](http://www.ccu.edu/community_colleges)

Colorado Christian University and the Community College System (CCCS) have worked together to create helpful transfer guides for students who wish to complete a bachelor's degree at CCU. The transfer guides show students which courses at their Colorado community college will transfer to a specific CCU degree program. OJC students who earn an Associate of Arts (A.A.) or Associate of Science (A.S.) degree are guaranteed admission to CCU's College of Adult and Graduate Studies for up to 12 months after graduation with a degree or program certificate.



- **Colorado State University-Pueblo** [www.colostate-pueblo.edu](http://www.colostate-pueblo.edu) Students can take their first two years of course work at Otero Junior College in all of OJC's recognized Programs of Study (see Degree Programs section of this catalog), then complete their final two years with CSU-Pueblo.



- **Colorado State University-Fort Collins** [www.colostate.edu](http://www.colostate.edu)

Otero Junior College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.



- **University of Colorado at Colorado Springs** [www.uccs.edu](http://www.uccs.edu)

OJC is working closely with UCCS to develop several programs of study that will result in seamless transfer, including pre-engineering and nursing.



- **Colorado Mesa University** [www.colostatemesa.edu](http://www.colostatemesa.edu)

After OJC students complete the Law Enforcement Training Certificate program at OJC they have the option to continue their education and earn an Associate of Applied Science Degree in Law Enforcement at OJC. A transfer agreement with Colorado Mesa University allows OJC students who have completed the Associate of Applied Science Degree in Law Enforcement to continue their career advancement by earning a Bachelor of Science degree at CMU in Public Administration/ Public Safety through an online distance education learning format.



- **Fort Hays State University** [www.fhsu.edu](http://www.fhsu.edu)

Otero Junior College and Fort Hays State University have developed a transfer and articulation agreement to facilitate the transition of students with academic credit or Associate Degrees from OJC to FHSU. This agreement is specific for students who wish to transfer into the Bachelors of Science Information Systems Engineering program



- **University of Colorado Denver** [www.ucdenver.edu](http://www.ucdenver.edu)

Otero Junior College and the University of Colorado Denver, have developed an innovative partnership to offer a bachelor's degree in elementary education that can be completed in its entirety at OJC. After successful completion of the four-year program, participants will graduate with a Bachelor of Arts in Education and Human Development with elementary licensure from CU Denver.

## Special Articulation Agreements in Agriculture

***Otero Junior College has developed special articulation agreements in agriculture with the following 4-year colleges and universities***



• **New Mexico State University College of Agricultural, Consumer and Environmental Science** <http://aces.nmsu.edu/>

The College of Agricultural, Consumer and Environmental Sciences at New Mexico State University has signed a 2 + 2 agreement with Otero Junior College that allows students with an Associate of Science degree in Agriculture Business, Animal Science or Soil and Crop Science to transfer seamlessly and complete a Bachelor of Science degree.



• **West Texas A & M University** [www.wtamu.edu](http://www.wtamu.edu)

Otero Junior College, in cooperation with West Texas A & M University, has developed a two-year Associate of Science degree track in agriculture with areas of emphasis in Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion of the degree requirements, students can transfer seamlessly to WTAMU to complete a Bachelor of Science degree.



• **Oklahoma Panhandle State University** [www.opsu.edu](http://www.opsu.edu)

OJC in cooperation with Oklahoma Panhandle State University, has developed an articulation agreement for an Associate of Science degree in Agriculture Business, Animal Science and Soil and Crop Science to a Bachelor of Science degree as OPSU. The intent of the agreement will be seamless transfer in those emphasis areas.



• **Northwestern Oklahoma State University** [www.nwosu.edu](http://www.nwosu.edu)

OJC in cooperation with Northwestern Oklahoma State University, has developed an articulation agreement for an Associate of Science degree in Animal Science and Soil and Crop Science to a Bachelor of Science degree as NWOSU. The intent of the agreement will be seamless transfer in those emphasis areas.

# Affiliated Programs

## President’s Leadership Program (PLP)

*Sponsored by the Otero Junior College Foundation*

An academic certificate in Leadership at Otero Junior College requires 12-credit hours of study and is limited to scholars who are accepted into the President's Leadership Program. The mission of the President’s Leadership Program (PLP) is to develop and train emerging leaders at Otero Junior College through a one- or two-year academic leadership program. The objective of PLP is to provide academic, experiential and service learning programs designed to foster and cultivate leaders who are: Ethical, visionary, critical and innovative thinkers, committed to action, empowering of others, rational and intuitive, open to possibilities and servants of the broader good. The program serves as a bridge between Otero Junior College and the greater community by continually developing partnerships with area leaders, businesses and community service organizations.

The program requires two core leadership courses and additional elective courses from a wide-variety of academic programs on campus. Students must complete the 6-credit hour leadership core plus an additional 6-credits of electives with a grade of “B” or higher to receive the certificate.

### Leadership

#### Required Courses:

MAN 224 Leadership. . . . . 3

MAN 287 Cooperative Education/Internship . . . . . 3

Elective Courses: . . . . . 6

Students may choose 2 of the following courses to fulfill elective requirements.

- MAN 128 Human Relations in Organizations
- BUS 217 Business Communication & Report Writing
- POS 205 International Relations
- COM 115 Public Speaking
- COM 125 Interpersonal Communications
- PHI 111 Introduction to Philosophy
- PHI 112 Ethics
- PSY 101 General Psychology
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

### Service Learning

PLP places an emphasis on community service and civic engagement in order to help scholars develop a social awareness, civic responsibility and interconnectedness. A total of 120 service learning hours will be required over the course of the program.

### Experiential Learning

PLP scholars will be given opportunities to learn about leadership through numerous hands-on experiences throughout their one or two years in the program. This will be provided, but not limited to, annual leadership workshops and conferences, lectures from recognized leaders and opportunities for

leadership positions on campus and in the community. As part of this experience, students will become an active member of Phi Theta Kappa or other approved organization.

### **Selection Criteria**

Selection is based on leadership potential, intellectual curiosity and commitment to something outside one's self. Scholars will be chosen based on:

- A minimum 3.2 cumulative grade point average is required to apply.
- Completed written application that includes an essay question and examples of leadership and service experiences
- Two letters of recommendation
- High School or college transcripts
- Personal interview

### **Contact:**

For more information about the President's Leadership Program, contact Program Director Samme Ormiston at 719-384- 6850 or [samme.ormiston@ojc.edu](mailto:samme.ormiston@ojc.edu)



### **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 college's Grant Resource Office, the Small Business Development Center (SBDC), La Junta Economic Development, and the office for Otero County Economic Development. 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 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.

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

**Otero County Economic Development** works toward the expansion and attraction of business and industry to the county.

Direct lines to each office are:

- Small Business Development Center: 719-384-6959
- Otero County Economic Development: 719-384-6977
- La Junta Economic Development: 719-384-6965

### **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 719-384-6852 for more information or visit the OJC office in McBride Hall, Room 150.



## Degree Programs



## Guidelines

A student's career and technical education objective 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 by attending 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 or the Associate of Science Degree. Planning should include the general education requirements, courses in major and minor fields, and electives to best prepare the student for continued study at a selected 4-year college or university.*

## General Education

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

### **The objectives for general education are:**

- To develop ability in the skills of communication, reading, writing, listening and speaking.
- To introduce the student to certain fundamental knowledge useful to a better understanding of the world.
- To provide an acquaintance with the major areas of knowledge and an awareness of their interrelatedness.
- To assist the student to better understand the relationship to other persons and the interdependence of all people in a modern world.

### **General Information on Transfer of Credits**

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

### **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.

**NOTE:** A "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.

b. Those colleges that evaluate all courses individually and apply them toward meeting general education requirements and require the student to fulfill individual course 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 above a "C" grade or higher.

**NOTE:** Credits that carry a "D" grade may be counted toward graduation at OJC; however, a "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.

Students can usually transfer a minimum of 60 semester hours of junior college credit or one-half of the degree requirements, whichever is greater.

Baccalaureate Institutions may accept transfer credits only in those courses for which they have equivalent offerings.

A change of major may extend the time required to complete a degree.

Credits that are transferred are generally evaluated in the following order.

- a. General education requirements
- b. Major and minor courses
- c. Elective credits

## **Associate of General Studies**

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of General Studies (AGS) 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 career and technical education 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:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero Junior College uses multiple measures 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. Please call Student Services at 719-384-6831, for more information regarding course placement.

*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.*

# OJC: Associate of General Studies Degree

## Non-Transfer Degree

Total Degree Credits = 60

Remedial Courses (Courses below 100 level) do not count toward graduation

<b>Communication: 3 Credits</b>			
BUS 217		<b>TOTAL</b>	
ENG 115			
ENG 121, 122			
ENG 221, 222			
COM 115			
COM 125			
<b>Math: 3 Credits</b>			
MAT 103		<b>TOTAL</b>	
MAT 107			
MAT 120, 121			
MAT 122			
MAT 125			
MAT 135			
MAT 155, 156			
MAT 201, 202, 203			
<b>Science: 3 Credits</b>			
AST 101, 102		<b>TOTAL</b>	
BIO 105, 106			
BIO 111, 112, 154			
BIO 201, 202			
BIO 204, 216, 221			
CHE 101, 102			
CHE 105			
CHE 111, 112			
ENV 101			
GEY 111			
GEY 121, 135			
HWE 100			
NRE 251			
PHY 105			
PHY 111, 112			
PHY 211, 212			
SCI 105			
SCI 155, 156			
<b>Social and Behavioral Sciences: 3 Credits</b>			
HIS 101, 102			<b>TOTAL</b>
HIS 121, 122			
HIS 225			
ECO 201, 202			
JOU 105, 106			
POS 105, 205, 225			
POS 111			
POS 125			
GEO 105			
ANT 101, 107, 111			
PSY 101, 102			
PSY 235			
PSY 238, 239			
PSY 240			
SOC 101, 102			
SOC 215, 231			
CRJ 110			
CRJ 230			

<b>Arts &amp; Humanities: 3 Credits</b>		
ART 107, 207		<b>TOTAL</b>
ART 110		
ART 111, 112		
ART 121, 221		
ART 124, 224		
ART 131		
ART 150		
ART 151		
ART 251		
ART 181, 281		
ART 175, 275		
HUM 115		
HUM 121, 122, 123		
LIT 115, 201, 202		
LIT 205		
LIT 211, 212, 221, 222		
LIT 225, 230		
LIT 255		
MUS 110, 120, 121		
PHI 111, 112, 113		
SPA 111, 112		
SPA 211, 212		
THE 105, 111, 112, 131		
THE 132, 175, 188		
THE 211, 212		
THE 231, 232		
<b>Academic Electives: 15 Credits</b>		
		<b>TOTAL</b>
<b>Vocational/Academic Electives: 30 Credits</b>		
		<b>TOTAL</b>

#### ACADEMIC ELECTIVES 15 Credits

All courses not used to meet the general education requirements can be used as academic electives.

#### CAREER AND TECHNICAL / OTHER ACADEMIC ELECTIVES 30 Credits

The student may complete an additional 30 semester hours of career and technical education 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 15 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. Successfully complete all career and technical education program courses chosen 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 in which a student intends to graduate.
- G. 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.)
- H. Meet all financial obligations to the College.

# Associate of Applied Science

## Associate of Applied Science Degree Programs

The primary purpose of the Associate of Applied Science 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 fulltime 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 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 requirements 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.

Students should meet with their advisor each semester in order to plan the proper sequencing and kinds of courses needed in order to graduate with an Associate of Applied Science degree.

### 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:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero Junior College uses multiple measures 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. Please call Student Services at 719-384-6831, for more information regarding course placement.

**Students should refer to their specific Associate of Applied Science requirements as listed in the catalog. Specific program admission and course requirements differ for different programs**

## Career and Technical Education Degree Programs

Agriculture  
Livestock Production  
Health Navigator  
Law Enforcement  
Medical Laboratory Technician  
Nursing

### Associate Degree in Nursing (RN)

*NOTE: While these programs are designed to prepare students for immediate employment and not transferable by design, certain career and technical 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.*

### **Program Requirements**

- A. Maintain at least a 2.00 cumulative grade-point average from Otero Junior College.
- B. Complete a minimum of 15 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester credits.
- D. Successfully complete all career and technical education program courses chosen with a minimal grade of "C" in each course of the prescribed curriculum.
- E. Complete the application for graduation form by the end of the first week of final 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.



# Associate of Arts

## 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 must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero Junior College uses multiple measures 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. Please call Student Services at 719-384-6831, for more information regarding course placement.

## Graduation Expectations

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.).

## **Associate of Arts - General Education Core**

Students who complete an Associate of Arts 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 degree within another 60 credit hours.

To earn an A.A. degree, a student must complete the specified number of GT Pathways general education courses in Written and Oral communication, Math, Arts and Humanities, Social and Behavioral Sciences, and Natural and Physical Sciences, to total 37 credits, as listed on the chart on the following page. In addition, the student completes 23 credits of transferable electives.

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 15 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 career and technical education courses toward the degree program other than those specified above.

Core requirements = 37 credits Elective requirements = 23 credits

AA Degree Total = 60 credits (100 level or higher)

\*Remedial courses, (courses below 100 level) do not count toward graduation requirements

PLEASE NOTE: Some degrees may exceed the typical 60 credit hours required to successfully graduate.

**OJC: ASSOCIATE OF ARTS TRANSFER DEGREE**

**Total Degree Credits = 60**

Remedial Courses (Courses below 100 level) do not count toward graduation

37 Credits = Core      23 Credits= Electives

<b>Written &amp; Oral Communication: 9 Credits or 3 Courses, 1 must be COM</b>			
ENG 121			TOTAL
ENG 122			
COM 115		Community College Graduation Requirement	
OR			
COM 125		Community College Graduation Requirement	
<b>Math: 3 Credits or 1 Course, additional credit beyond 3 credits will be applied to electives</b>			
MAT 120			TOTAL
MAT 121			
MAT 122			
MAT 125			
MAT 135		Additional credit beyond 3 credits will be applied to electives	
MAT 201			
MAT 202			
<b>Social &amp; Behavioral Sciences: 6 Credits - 2 courses</b>			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
AGE 102			
ECO 201			
ECO 202			
POS 105			
POS 111			
POS 125			
POS 205			
POS 225			
<b>CATEGORY TWO:</b>			
GEO 105			
<b>CATEGORY THREE:</b>			
AGR 260			
ANT 101			
ANT 107			
CRJ 110			
JOU 105			
PSY 101, 102			
PSY 235, 238			
PSY 249			
SOC 101			
SOC 102			
SOC 215			
SOC 231			
<b>History: 3 credits - 1 GT History course</b>			
HIS 101, 102			TOTAL
HIS 121, 122			
HIS 225			
<b>Electives: 23 credits</b>			
			TOTAL

<b>Arts &amp; Humanities: 6 Credits - 2 courses from 2 different areas</b>			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
ART 110			
ART 111			
ART 112			
ART 207			
MUS 120, MUS 121			
MUS 122, MUS 125			
THE 105, THE 108			
THE 211			
THE 212			
<b>CATEGORY TWO:</b>			
HUM 115			
HUM 121			
HUM 122			
HUM 123			
LIT 115			
LIT 201, 202			
LIT 205			
LIT 211, 212			
LIT 221, 222			
LIT 225, 246			
<b>CATEGORY THREE:</b>			
PHI 111			
PHI 112			
PHI 113			
<b>CATEGORY FOUR:</b>			
SPA 211, 212			
<b>Arts/Hum./Soc./Behav./History: 3 additional credits</b>			
			TOTAL
<b>Natural &amp; Physical Sciences: 7 Credits or 2 courses with at least one w/lab, ANT taken before 201610 counts as a CORE, 3-credit Social &amp; Behavioral Science (SS3) course</b>			
Additional credit beyond 7 credits will be applied to electives			<b>TOTAL</b>
AGY 240		CHE 112	
ANT 111		ENV 101	
AST 101, 102		GEY 111	
BIO 105		GEY 112	
BIO 111		GEY 135	
BIO 112		NRE 251	
BIO 201		PHY 105	
BIO 202		PHY 111	
BIO 204		PHY 112	
CHE 101		PHY 211	
CHE 102		PHY 212	
CHE 105		SCI 105	
CHE 111			

# Associate of Science

## 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:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero Junior College uses multiple measures 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. Please call Student Services at 719-384-6831, for more information regarding course placement.

### Graduation Expectations

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.)

### Associate of Science - General Education Core

Students who complete an Associate of Science degree are guaranteed to transfer 60 credit hours of courses required for the degree 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 Science degree within another 60 credit hours.

The primary distinguishing characteristic of an Associate of Science degree that differentiates it from an Associate of Arts degree is that the A.S. requires 12 credits or three courses in natural and physical sciences with labs. Two of these three courses must be sequential. For example, a student might choose to take the sequence AST 101: Astronomy I with Lab (4 credits), and AST 102: Astronomy II with Lab (4 credits). This student could then complete the Natural and Physical Sciences requirement by taking Geology 111: Physical Geology with Lab (4 credits), for a total of three courses and 12 credits.

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 15 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 and diploma 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 career and technical education courses toward the degree program other than those specified above.

Core requirements = 39 credits      Elective requirements = 21 credits

**AS Degree Total = 60 credits (100 level or higher)**

\*Remedial courses, (courses below 100 level) do not count toward graduation requirements

**PLEASE NOTE:** Some degrees may exceed the typical 60 credit hours required to successfully graduate.

# OJC: Associate of Science Transfer Degree

**Total Degree Credits = 60**

Remedial Courses (Courses below 100 level) do not count toward graduation

39 Credits = Core      21 Credits= Electives

<b>Written &amp; Oral Communication: 9 Credits</b>			
ENG 121			TOTAL
ENG 122			
COM 115		Community College Graduation Requirement	
OR			
COM 125		Community College Graduation Requirement	
<b>Math: 3 Credits</b>			
MAT 121			TOTAL
MAT 122			
MAT 166			
MAT 201		Additional credit beyond 3 credits will be applied to electives	
MAT 202, 203			
<b>Social &amp; Behavioral Sciences: 6 Credits</b>			
* A student can fulfill this requirement by taking either two guaranteed transfer Social & Behavioral Science courses(GT-SS1, GT-SS2, GT-SS3)			
OR by taking one guaranteed transfer Social & Behavior Science course(GT-SS1, GT-SS2, GT-SS3) and one guaranteed transfer History course (GT-HI1) in addition to the guaranteed transfer History (GT-HI1) credit required below.			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
AGE 102			
ECO 201			
ECO 202			
POS 105			
POS 111			
POS 125			
POS 205			
POS 225			
<b>CATEGORY TWO:</b>			
GEO 105			
<b>CATEGORY THREE:</b>			
AGR 260			
ANT 101			
ANT 107			
GRJ 110			
JOU 105			
PSY 101, 102			
PSY 235, 238			
PSY 249			
SOC 101			
SOC 102			
SOC 215			
SOC 231			
<b>History: 3 credits</b>			
HIS 101			TOTAL
HIS 102			
HIS 121			
HIS 122			
HIS 225			
<b>Electives: 21 credits</b>			
			TOTAL

<b>Arts &amp; Humanities: 6 Credits</b>			
or 2 courses from 2 different categories			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
ART 110			
ART 111, 112			
ART 207			
MUS 120, MUS 125			
THE 105			
THE 108			
THE 211			
THE 212			
<b>CATEGORY TWO:</b>			
HUM 115			
HUM 121			
HUM 122			
HUM 123			
LIT 115			
LIT 201, 202			
LIT 205			
LIT 211, 212			
LIT 221, 222			
LIT 225, 246			
<b>CATEGORY THREE:</b>			
PHI 111			
PHI 112			
PHI 113			
<b>CATEGORY FOUR:</b>			
SPA 211, 212			
<b>Natural &amp; Physical Sciences: 12 Credits - 3 courses w/lab</b>			
Additional credit beyond 12 credits will be applied to electives			<b>TOTAL</b>
AGY 240		CHE 111	
ANT 111		CHE 112	
AST 101, 102		GEY 111	
BIO 111		GEY 112	
BIO 112		GEY 135	
BIO 201		NRE 251	
BIO 202		PHY 111	
BIO 204		PHY 112	
CHE 101		PHY 211	
CHE 102		PHY 212	
Two of three GT-SC1 lab science courses must be sequential.			
Example:			
AST 101			
AST 102			
GEY 111			
**An ANT 111 course taken BEFORE the 201610 semester will still count as a CORE, 3-credit Social & Behavioral Science (SS3) course.			
Additional credit beyond 12 credits will be applied to electives.			

# Transfer Degrees

## Associate of Arts & Associate of Science Transfer 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 offers A.A. or A.S. degrees. A student who earns an A.A. or A.S. degree at a Colorado public college, which includes 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 2+2 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.

## Programs of Study: Transfer Degrees with Designation

The following program curricula are designed to prepare the student to transfer to a four-year college or university with Statewide Transfer Articulation Agreements developed by the Colorado Department of Higher Education. The purpose of a statewide transfer articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an Associate of Arts (A.A.) or Associate of Science (A.S.) degree to be guaranteed to be able to complete a bachelor's degree program (B.A. or B.S.) at any public four-year college or university that offers that bachelor's degree program. For more information on Statewide Articulation Agreements, go to:

<http://highered.colorado.gov/Academics/Transfers>

## 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.

# Agriculture Business AS

## Transfer Degrees

Otero Junior College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

<b>Freshman Year</b>		<b>Fall Semester</b>	<b>Spring Semester</b>
ENG 121	English Composition I	3	
MAT 121	College Algebra	--	
or MAT 125	Survey of Calculus	4	
BIO 111	General College Biology I	5	
AGE 102	Ag Economics	3	
ASC 100	Animal Science	3	
ENG 122	English Composition II*		3
CIS 118	Intro to PC Applications		3
AGY100	General Crop Production		4
-----	Arts and Humanities		6
<b>Sophomore Year</b>		<b>Fall Semester</b>	<b>Spring Semester</b>
CHE 111	General College Chemistry I w/lab	--	
or CHE 101	Gen College Chem I with Lab	5	
ACC 121	Accounting Principles I	4	
AGR 260	World Interdependence	3	
AGE 205	Farm and Ranch Management*	5	
ECO 201	Principles of Macro Economics	3	
COM 115	Public Speaking		3
HWE 100	Human Nutrition		3
AGE 208	Agricultural Finance*		3
HIS xxx	History		3
-----	Arts and Humanities		3
MAT135	Intro to Statistics		3



## Agriculture Business Advising Sheets

[Agriculture Business Advising Sheet CSU](#)

[Agriculture Business Advising Sheet West Texas A&M](#)

[Agriculture Business Advising Sheet New Mexico State University](#)

*\*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, West Texas A&M, Okla. Panhandle State University, and Northwestern Okla. State University. Please see your advisor for the correct course of study and articulation agreement specific to your transfer university.*

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Animal Science AS

## Transfer Degrees

Otero Junior College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT121	College Algebra	--	
or MAT 125	or Survey of Calculus	4	
BIO 111	General College Biology I	5	
AGE 102	Ag Economics	3	
ASC 100	Animal Science	3	
ENG 122	English Composition II*		3
HIS xxx	History		3
-----	Arts and Humanities		6
CIS 118	Intro to PC Applications*		3
Sophomore Year		Fall Semester	Spring Semester
CHE 101	Introduction to Chemistry with Lab	--	
or CHE 111	or General College Chemistry I	5	
AGR 260	w/lab	3	
AGE 205	World Interdependence	3	
ECO 201	Farm and Ranch Management*	3	
ASC 230	Macroeconomics	3	
	Farm Animal Anatomy and Physiology		
COM 115	Public Speaking		3
ASC 225	Feeds and Feeding		4
ASC 250	Live Animal and Carcass Evaluation		3
ASC 288	Livestock Practicum		2
-----	Arts and Humanities		3

## Animal Science Advising Sheets

[Animal Science Advising Sheet CSU](#)

[Animal Science Advising Sheet West Texas A&M](#)

[Animal Science Advising Sheet Oklahoma Panhandle](#)

[Animal Science Advising Sheet New Mexico State University](#)

*\*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, West Texas A&M, Okla. Panhandle State University, and Northwestern Okla. State University. Please see your advisor for the correct course of study and articulation agreement specific to your transfer university.*

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Anthropology AA

## Transfer Degrees

Students interested in Anthropology with plans to pursue a bachelor’s degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://higher.ed.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	History	3	
MAT ----	<b>** See Note at bottom of page**</b>	3-4	
ANT 101	Cultural Anthropology	3	
-----	Social & Behavioral Sciences	3	
-----	Social & Behavioral Sciences (SS2-SS3)		3
-----	Arts and Humanities		3
ENG 122	English Composition II		3
ANT 107	Introduction to Archaeology		3
-----	Electives		3
Sophomore Year		Fall Semester	Spring Semester
-----	Lab Science	4	
-----	Arts and Humanities	3	
-----	Social & Behavioral Sciences	3	
ANT 111**	Biological Anthropology w/Lab	4	
-----	Arts and Humanities		3
ANT	Anthropology course		3
COM 115	Public Speaking		
or COM 125	Interpersonal Communication		3
-----	Lab Science		4
-----	Electives		3

Please note: Additional ANT courses beyond the 4 courses (12 credit hours) identified above may not count toward the Anthropology major at the receiving 4-year institution. See explanation in Limitations section.

**\*\*\*One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics**

**Except:**

**\*University of Colorado Denver requires either MAT 135: Introduction to Statistics or MAT 121:**

**College Algebra;**

**\*Western State Colorado University requires MAT 121: College Algebra**

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Art History AA

## Transfer Degrees

Students interested in Art History with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ART 111	Art History: Ancient to Medieval	3	
ENG 121	English Composition I	3	
ART 121	Drawing I	3	
HIS_____	History	3	
-----	Natural & Physical Sciences with Lab	4	
ENG 122	English Composition II		3
ART 112	Art History: Renaissance to Modern		3
COM 115	Public Speaking		---
Or	Or		3
COM 125	COM 125 Interpersonal		---
ARTS & HUM-----	Communications		3
-----	Arts and Humanities Elective		4
-----	Natural & Physical Sciences with Lab		
Sophomore Year		Fall Semester	Spring Semester
MAT -----	Mathematics	3	
ART 131	Visual Concepts 2-D Design	3	
HIS -----	History	3	
-----	Social & Behavioral Sciences	3	
-----	Elective	3	
ARTS & HUM-----	Arts and Humanities Elective		3
ART 132	Visual Concepts 3-D Design		3
ART 207	Art History 1900 to Present		3
-----	Social & Behavioral Sciences		3
-----	Elective		3

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Biology AS

## Transfer Degrees

Students interested in Biology with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
CHE 111	General College Chemistry I	5	
BIO 111	General College Biology I	5	
MAT 201	Calculus I: MA1	5	
ENG 122	English Composition II		3
CHE 112	General College Chemistry II		5
BIO 112	General College Biology II		5
-----	Arts and Humanities		3
Sophomore Year		Fall Semester	Spring Semester
-----	Arts and Humanities		
PHY 111	Physics: Algebra-Based I/Lab:SC1	3	
-----	Social and Behavioral Science	5	
COM 115	Public Speaking	3	
or	or	---	
COM 125	Interpersonal Communications	3	
		---	
HIS	History		3
PHY 112	Physics Algebra-based II/Lab:SC1		5
-----	Social/Behavioral Science		3
-----	Elective>		1

# Business Administration AA

## Transfer Degrees

Students interested in Business Administration with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://higher.ed.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ACC 121	Principles of Accounting I	4	
BUS 115	Introduction to Business	3	
MAT 121	College Algebra	4	
ENG 121	English Composition I	3	
ACC 122	Principles of Accounting II		4
ENG 122	English Composition II		3
MAT 125	Survey of Calculus		4
COM 115	Public Speaking		3
HIS	Social/Behavioral Science (History)		3
Sophomore Year		Fall Semester	Spring Semester
BUS 216	Legal Environment of Business	3	
ECO 201	Principles of Macro Economics	3	
-----	Arts and Humanities	3	
-----	Lab Science	4	
BUS 217	Bus Communication & Report Writing		3
BUS 226	Business Statistics		3
ECO 202	Principles of Micro Economics		3
-----	Arts and Humanities		3
-----	Lab Science		4

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.



# Chemistry AS

## Transfer Degrees

Students interested in Chemistry with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
CHE 111	General College Chemistry I	5	
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
-----	Social and Behavioral Sciences	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 Semester	Spring Semester
CHE 211	Organic Chemistry I	5	
PHY 211	Physics: Calculus-Based I	5	
MAT 203	Calculus III	4	
HIS	History	3	
CHE 212	Organic Chemistry II		5
PHY 212	Physics: Calculus-Based II		5
-----	Social/Behavioral Science		3
COM 115	Public Speaking		---
or COM 125	or Interpersonal Communications		3

\* Students are required to reverse transfer one Arts & Humanities and one Social & Behavioral Science to successfully complete an Associate of Science degree with a Chemistry designation at OJC.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Criminal Justice AA

## Transfer Degrees

Students interested in Criminal Justice with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	History	3	
MAT ----	<b>**See note a bottom of page**</b>	3-4	
SOC 101	Intro to Sociology I	3	
CRJ 110	Introduction to Criminal Justice System	3	
-----	Social & Behavioral Sciences		3
-----	Arts and Humanities		3
ENG 122	English Comp. II		3
CRJ 125	Policing Systems		3
-----	**Electives		3
Sophomore Year		Fall Semester	Spring Semester
-----	Lab Science	4	
-----	Arts and Humanities	3	
CRJ 145	Correctional Process	3	
-----	**Electives	3	
-----	*Criminal Justice Courses		6
CRJ	Lab Science		4
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communication		3

\*Choose two (2) courses from the following:

CRJ 127 Crime Scene Investigation, CRJ 135 Judicial Functions, CRJ 205 Principles of Criminal Law, CRJ 209 Criminal Investigations, CRJ 230 Criminology, CRJ 231 Introduction to Forensic Science & Criminalistics, CRJ 235 Delinquent Behavior, CRJ 236 Criminal Justice Research Methods, CRJ 257 Victimology, CRJ 268 Criminal Profiling

\*\*Choose three (3) courses from the following:

ANT 201 Introduction to Forensic Anthropology, CNG 258 Computer Forensics, COM 217 Group Communication, COM 225 Organizational Communications, POS 111 American Government, POS 125 American/ State and Local Government, PSY 207 Introduction to Forensic Psychology, PSY 217

Human Sexuality, PSY 226 Social Psychology, PSY 249 Abnormal Psychology, SOC 231 Sociology of Deviant Behavior.

**\*\*\*One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics;**

**Except:**

**\*Colorado Mesa University requires either MAT 120: Mathematics for the Liberal Arts or MAT 121: College Algebra**

**\*University of Northern Colorado requires MAT 135: Introduction to Statistics**

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Economics AA

## Transfer Degrees

Students interested in Economics with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	History	3	
MAT 135	Statistics	3	
ECO 201	Principles of Macro Economics	3	
COM 115	Public Speaking	--	
or COM 125	or Interpersonal Communication	3	
ECO 202	Principles of Micro Economics		3
-----	Arts and Humanities		3
ENG 122	English Composition II		3
-----	Electives		7
Sophomore Year		Fall Semester	Spring Semester
-----	Lab Science	4	
-----	Arts and Humanities	3	
MAT 201	Calculus I	5	
-----	Electives	3	
-----	Arts and Humanities		3
-----	Lab Science		4
-----	Electives		7

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Elementary Teacher Education

## Transfer Degrees

Students interested in Elementary Teacher Education with plans to pursue a bachelor's degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
SCI 155	Integrated Science I w/Lab	4	
ENG 121	English Composition I	3	
HIS 121	U.S. History to Reconstruction	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 w/Lab		4
GEO 105	World Regional Geography		3
Sophomore Year		Fall Semester	Spring Semester
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
-----	**Elective		4

\*Students must successfully pass BOTH SCI 155 & 156 to satisfy the gtPathways science requirement. \*\* Each 4-year college in Colorado has their own prescribed list of "electives" for those students that are seeking an Elementary Education degree. Check with your advisor for this list of courses. OJC will use applicable elective credit (19 credit hours) outside of the required courses (41 credits) to graduate the student from OJC. \* A grade of B- or higher must be earned in English Composition I (ENG 121). This is a standard teacher education admission standard in Colorado. \*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan. \*Some courses may not be offered at OJC but available with CCCOnline.

# English AA

## Transfer Degrees

Students interested in English (Literature Emphasis) with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
LIT 115	Introduction to Literature	3	
-----	Lab Science	4	
HIS	History Course	3	
-----	Social/Behavioral Science		6
ENG 122	English Composition II		3
MAT 120	Math for Liberal Arts or higher		4
-----	Lab Science		4
Sophomore Year		Fall Semester	Spring Semester
ARTS & HUM-----	Arts & Humanities Electives	9	
COM 125	Interpersonal Communications	---	
or COM 115	or Public Speaking	3	
* English requirements	Students choose 5 gtPathways (GT-AH2)	15 Credits	
*Electives	*NOTE: Students are required to take a total of 5 (five) Literature courses (15-credits), 4 (four) of which must be at the 200-level.	6 Credits	

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Geology AS

## Transfer Degrees

Students interested in Geology with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
CHE 111	General College Chemistry I	5	
HIS-----	History Elective	3	
CHE 112	General College Chemistry II		5
MAT 202	Calculus II		5
ENG 122	English Composition II		3
ARTS & HUM -----	Arts & Humanities		3
Sophomore Year		Fall Semester	Spring Semester
COM 115	Public Speaking	---	
or COM 125	or Interpersonal Communications	3	
ARTS & HUM -----	Arts & Humanities	3	
GEY 111	Physical Geology with Lab	4	
PHY 211	Physics: Calculus based I/Lab	5	
GEY 112	Historical Geology		4
PHY 212	Physics: Calculus based II/Lab		5
-----	Social & Behavioral Sciences		6

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# History AA

## Transfer Degrees

Students interested in History with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS 101	Western Civilization I	3	
-----	*Lab Science	3/4	
-----	Arts and Humanities	6	
-----	Arts and Humanities		3
ENG 122	English Composition II		3
-----	Social & Behavioral Science		3
HIS 102	Western Civilization II		3
MAT 120	Math Lib. Arts or higher		4
Sophomore Year		Fall Semester	Spring Semester
HIS 201	U.S. History I	3	
HIS 225	Colorado History	3	
-----	Social & Behavioral Science	3	
COM 115	Public Speaking	--	
or COM 125	or Interpersonal Communications	3	
-----	*Laboratory Science	3/4	
-----	Electives		6
HIS 202	U.S. History II		3

Students planning to transfer to University of Colorado Boulder must take either HIS 101 or HIS 102 to fulfill this requirement.

Students planning to transfer to CSU-Ft. Collins are advised to complete at least two semesters of one college-level foreign language.



# Mathematics AS

## Transfer Degrees

Students interested in Mathematics with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://higher.ed.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
PHY 211	Calculus Based Physics I	5	
HIS	Social/Behavioral Science (History)	3	
-----	Social/Behavioral Science		3
ENG 122	English Composition II		3
MAT 202	Calculus II		5
PHY 212	Calculus Based Physics II		5
Sophomore Year		Fall Semester	Spring Semester
-----	Elective	3	
MAT 203	Calculus III	4	
-----	Arts and Humanities	3	
-----	Social/Behavioral Science	3	
CSC 160	Computer Science I		3
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communications		3
-----	Arts and Humanities		6
-----	Elective		3

CSU-Ft Collins requires a different computer science course than the community college course. Students should seek advising at CSU-Ft Collins for information on the appropriate computer science course to take.

# Music AA

## Transfer Degree

Students who choose to fulfill degree requirements will be eligible to receive the Associate of Arts (AA) Degree. This is a traditional liberal arts education with a focus on arts and humanities, communication, or social sciences. The Associate of Arts Degree is designed for students planning to transfer to a four-year institution to complete their Bachelor of Arts Degree. Because of different requirements at four-year institutions, it is essential that students discuss their degree plan with their advisor.

Students interested in Music with plans to pursue a Bachelor's Degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

### First Semester

COM 115/125	Public Speaking/Interpersonal Communication	3
ENG 121	English Composition I	3
MUS 110	Music Theory I	3
MUS 112	Ear Training/Sight Singing I Lab	1
MUS 121	Music History: Medieval through Classical	3
MUS 151	Ensemble I	1
MUS 141	Private Instruction	1 – 2 (music non-major = 1) (music major = 2)
TOTAL CREDITS		15 – 16

### Second Semester

ENG 122	English Composition II	3
GT-MA 1	Mathematics (GT-MA 1)	3 – 4
MUS 111	Music Theory II	3
MUS 113	Ear Training/Sight Singing II Lab	1
MUS 122	Music History: Early Romantic to Present	3
MUS 152	Ensemble II	1
MUS 142	Private Instruction	1 – 2 (music non-major = 1) (music major = 2)
TOTAL CREDITS		15 – 17

### Third Semester

GT – SC 1/2	Natural & Physical Sciences (GT – SC 1/2)	4 – 5
GT – SS	Social & Science Elective	3
GT – HI 1	History Elective	3
MUS 210	Music Theory III	3
MUS 212	Advanced Ear Training/Sight Singing I Lab	1
MUS 131	Music Class I: Piano	2
MUS 251	Ensemble I	1
MUS 241	Private Instruction	1 – 2 (music non-major = 1) (music major = 2)
TOTAL CREDITS		18 – 20

### Fourth Semester

GT – SC 1/2	Natural & Physical Sciences (GT – SC 1/2)	3
GT – SS	Social & Science Elective	3
MUS – ELC	Music Elective (choose from following) Music Appreciation Private Instruction (extra lessons) Ensemble	3
MUS 211	Music Theory IV	3
MUS 213	Advanced Ear Training/Sight Singing II Lab	1
MUS 252	Ensemble II	1
MUS 242	Private Instruction	1 – 2 (music non-major = 1) (music major = 2)
TOTAL CREDITS		15 – 16

# Philosophy AA

## Transfer Degree

Students interested in Philosophy with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 120	Math for Liberal Arts	3	
Or Higher	-----	-	
PHI 111	Introduction to Philosophy	3	
-----	Lab Science	4	
HIS-----	History Elective	3	
ENG 122	English Composition II		3
COM 115	Public Speaking		3
or COM 125	Interpersonal Communication		-
PHI 112	Ethics		3
-----	Lab Science		4
Sophomore Year		Fall Semester	Spring Semester
-----	Social & Behavioral Sciences Elective	6	
ARTS & HUM-----	Arts & Humanities Elective	3	
PHI 113	Logic	3	
-----	Electives	5	
ARTS & HUM-----	Arts & Humanities Elective		3
PHI -----	PHI 214 (Philosophy of Religion), PHI 218 (Environmental Ethics), or PHI 220 (Death and Dying)		6
-----	Electives		8

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Physics AS

## Transfer Degrees

Students interested in Physics with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://higherred.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 201	Math Calculus I	5	
ARTS & HUM	Arts & Humanities Elective	3	
PHY 211	Physics: Calculus Based I/Lab	5	
ENG 122	English Composition II		3
MAT 202	Calculus II		5
HIS-----	History Elective		3
PHY 212	Physics: Calculus Based II/Lab		5
Sophomore Year		Fall Semester	Spring Semester
COM 115	Public Speaking	-	
or	or	3	
COM 125	Interpersonal Communication	-	
ARTS & HUM	Arts & Humanities Elective	3	
-----	Social & Behavioral Sciences Course	3	
PHY 213	Physics III: Calculus Based	3	
PHY-----	Physics Requirement	-	
ARTS & HUM	Arts & Humanities Elective		3
MAT 203	Calculus III		-
or	or		4
MAT 204	Calculus III with Eng App		-
MAT 265	Differential Equations		-
or	or		3
MAT 261	Differential Equations with Eng App		-
or	or		3
MAT 266	Differential Equations with Linear		-
CHE 111	Algebra		5
CSC 160	General College Chemistry I		-
or	Computer Science I (Language)		4
CHE 112	or		-
	General College Chemistry II		

\*Physics Requirements: 24 Credits

\*Students planning to transfer to University of Boulder must take CHE 112 (not CSC 160) to fulfill this requirement.

\*Students planning to transfer to University of Northern Colorado must take CSC 160 (not CHE 112) to fulfill this requirement.

\*Students planning to transfer to Fort Lewis College or University of Colorado Colorado Springs must take both CSC 160 and CHE 112.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Psychology AA & AS

## Transfer Degree

Students interested in Psychology (AA) with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
BIO	Biology w/Lab I	4/5	
ENG 121	English Composition I	3	
MAT ----	<b>**See Note at bottom of Page**</b>	3-4	
PSY 101	General Psychology I	3	
-----	Lab Science GT-SC1		3/4
ENG 122	English Composition II		3
-----	Social/Behavioral Sciences		3
PSY 102	General Psychology II		3
-----	Elective		3
Sophomore Year		Fall Semester	Spring Semester
-----	Social/Behavioral Sciences	3	
PSY 238	Child Development	3	
-----	Elective	3	
-----	*Arts and Humanities	3	
PSY 249	Abnormal Behavior	3	
-----	*Arts and Humanities		6
PSY 239	Adolescent and Adult Development		3
HIS	History		3
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communications		3

**\*\*One GT Pathways course (GT-MA1), Prefer MAT 135: Introduction to Statistics, Except:**

**\*Colorado Mesa University requires either MAT 120:Mathematics for the Liberal Arts or MAT 121 College Algebra**

**\*Colorado University - Pueblo prefers MAT 121:College Algebra**

**\*Fort Lewis College requires MAT 135:Introduction to Statistics**

**\*University of Colorado Boulder requires MAT 121:College Algebra or higher**

**\*University of Colorado Colorado Springs requires MAT 121: College Algebra**

**\*Western State Colorado University requires MAT 121: College Algebra**

### **Psychology - AS Degree with Designation**

Students interested in Psychology (AS) with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
BIO 111	General College Biology I	5	
ENG 121	English Composition I	3	
MAT 121	College Algebra	4	
PSY 101	General Psychology I	3	
-----	Social/Behavioral Sciences		3
ENG 122	English Composition II		3
HIS	History		3
PSY 102	General Psychology II		3
-----	Elective		3

Sophomore Year		Fall Semester	Spring Semester
CHE 111	General College Chemistry I	5	
-----	Social/Behavioral Sciences	3	
-----	Arts and Humanities	3	
PHI 111	Philosophy	--	
or PHI 112	or Ethics	3	
-----	Electives		10
-----	Arts and Humanities		3
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communications		3

Students planning to transfer to University of Colorado Denver should complete both two-semester sequences of BIO 111 & 112 and CHE 111 & 112 at the community college; in addition, electives are restricted to non-Psychology courses.



# Soil & Crop Science AS

## Transfer Degrees

Otero Junior College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 121	College Algebra	--	
or MAT 125	or Survey of Calculus	4	
BIO 111	General College Biology I	5	
AGE 102	Ag Economics	3	
PHI 113	Logic (GT-AH3)	3	
ENG 122	English Composition I*		3
GEY 111	Physical Geology w/lab*		4
AGY 100	General Crop Production		4
CIS 118	Intro to PC Applications*		3
Sophomore Year		Fall Semester	Spring Semester
CHE 111	General College Chemistry I	--	
or CHE 101	w/lab	5	
PHY 111	or Intro to Chem I with Lab	5	
AGR 260	Physics Algebra Based I w/lab*	3	
AGE 205	World Interdependence	3	
	Farm and Ranch Management*		
COM 115	Public Speaking		3
HWE 100	Human Nutrition*		3
AGY 240	Intro to Soil Science		4
HIS	History		3
-----	Arts and Humanities		3

Soil and Crop Science Advising Sheets

[Soil and Crop Science Advising Sheet CSU](#)

[Soil and Crop Science Advising Sheet West Texas A&M](#)

[Soil and Crop Science Advising Sheet New Mexico State Univ.](#)

[Soil and Crop Science Advising Sheet Northwestern Oklahoma State University](#)

\*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, Oklahoma Panhandle State University, and West Texas State University. Please see your advisor for correct course of study and articulation agreement.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Spanish AA

## Transfer Degrees

Students interested in Spanish with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://higherred.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	Western Civilization History	3	
MAT 120	Math for Liberal Arts	4	
SPA 111**	Spanish Language I	5	
ENG 122	English Composition II		3
SPA 112**	Spanish Language II		5
-----	Social & Behavioral Sciences		3
-----	Arts and Humanities		3
Sophomore Year		Fall Semester	Spring Semester
SPA 211*	Spanish Language III	3	
-----	Lab Science	4	
-----	Arts and Humanities	3	
-----	Social & Behavioral Sciences	3	
COM 115	Public Speaking	--	
or COM 125	or Interpersonal Communication	3	
SPA 212*	Spanish Language IV		3
-----	Arts and Humanities		3
-----	Lab Science		4
-----	Electives		6

\* PLEASE NOTE: Those students who have a higher proficiency level than is required for SPA 211 or 212 should substitute other Arts & Humanities courses. Heritage speakers may want to substitute SPA 261 (Grammar-Heritage Lang Speaker) and SPA 262 (CompHeritage Lang Speaker), if available.

\*\* PLEASE NOTE: SPA 111 and/or 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university.

Suggested elective courses: 200-level Spanish courses; courses outside the Spanish department with content related to the Spanish speaking world.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at OJC but available with CCCOnline.

# Studio Art AA

## Transfer Degree

Students interested in Course with plans to pursue a Bachelor of Arts degree would follow this recommended track.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 120	Math for Liberal Arts	4	
Or Higher	-----	-	
ART 111	Art History: Ancient to Medieval	3	
ART 112	Art History: Renaissance to Modern	3	
-----	Lab Science	4	
ENG 122	English Composition II		3
COM 115	Public Speaking		3
Or COM 125	Or Interpersonal Communication		-
ART 131	Visual Concepts 2-D Design		3
ART 121	Drawing I		3
-----	Lab Science		4
Sophomore Year		Fall Semester	Spring Semester
ARTS & HUM	Arts & Humanities Course	3	
ART 221	Drawing II	3	
HIS -----	History Course	3	
-----	Studio Art Course	3	
-----	Social & Behavioral Sciences Course	3	
ARTS & HUM	Arts & Humanities Course		3
-----	Social & Behavioral Sciences Course		3
ART 132	Visual Concepts 3-D Design		3
-----	Electives		8

\*Students planning to transfer to CSU-FC must complete two semesters of one foreign language for their electives OR be able to pass the CSU-FC Foreign Language placement exam.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan. \*Some courses may not be offered at OJC but available with CCCOnline.

# Work Force Ready Degrees

## Programs of Study

### Associate of Applied Science Degree Programs

The primary purpose of the Associate of Applied Science 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 fulltime 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 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 requirements 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. Students should meet with their faculty advisor each semester in order to plan the proper sequencing and kinds of courses needed in order to graduate with an Associate of Applied Science degree.

#### 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:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero Junior College uses multiple measures 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. Please call Student Services at 719-384-6800, for more information regarding course placement.

Students should refer to their specific Associate of Applied Science requirements as listed in the catalog. Specific program admission and course requirements differ for different programs

### Associate of Applied Science: Career and Technical Education Degree Programs

- Agriculture

  - Livestock Production

- Health Navigator

- Law Enforcement

- Medical Laboratory Technician

- Nursing Associate Degree in Nursing (RN)

NOTE: While these programs are designed to prepare students for immediate employment and not transferable by design, certain career and technical 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.

### **Program Requirements**

- A. Maintain at least a 2.00 cumulative grade-point average from Otero Junior College.
- B. Complete a minimum of 15 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester credits.
- D. Successfully complete all career and technical education program courses chosen with a minimal grade of "C" in each course of the prescribed curriculum.
- E. Complete the application for graduation form by the end of the first week of final 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



## Agriculture - Livestock Production AAS

The Associate of Applied Science degree in Livestock Production provides students with a broad range of skills needed in the livestock industry including management, breeding, selection, nutrition, health, and basic business skills. The program blends scientific and business principles with hands on practical experiences. Certificates in Livestock Production, Agricultural Production Management, and Artificial Insemination (AI) are also available in this career pathway.

### Work Force Ready: Livestock Production Associate of Applied Science

<b>Freshman Year</b>		<b>Credit</b>
<b>Fall Semester</b>		
ASC 100	Animal Science	3 credits
CIS 118	Intro to PC Applications	3 credits
AGE 205	Farm/Ranch Management	3 credits
ENG 115	Technical English	--
OR	OR	--
ENG 121	ENG 121	3 credits

**Total Credits: 12**

<b>Spring Semester</b>		
MAT 107	Career Math or higher	3 credits
AGE 208	Ag Finance	3 credits
ASC 225	Feeds and Feeding	4 credits
ASC 288	Livestock Practicum	2 credits
ACC 125	Computerized Accounting	3 credits
MAN 128	Human Relations-Organization	3 credits

**Total Credits: 18**

<b>Sophomore Year</b>		<b>Credit</b>
<b>Fall Semester</b>		
COM 115	Public Speaking	--
OR	OR	--
COM 125	Interpersonal Communication	3 credits
AGR 260	World Interdependence GT-SS3	3 credits
RAM 205	Range Management	3 credits
AGP 280	Production Ag Internship (2 yr.)	1 credit
AGP 247	Production Cattle Feeding	3 credits

**Total Credits: 13**

**Spring Semester**

ASC 250	Live Animal And Carcass Evaluation	3 credits
AGR 224	Integrated Ranch Management	3 credits
AGP 215	Animal Health	3 credits
AGE 210	Ag Marketing	3 credits
AGP 146	Artificial Insemination Management	2 credits
AGP 147	Practical Cattle Reproduction	2 credits
AGP 148	Cattle Reproduction Lab	1 credit

**Total Credits: 17**

**Livestock Production Certificate**

Credit

ASC 100	Animal Science	3 credits
AGE 205	Farm & Ranch Management	3 credits
ASC 225	Feeds & Feeding	4 credits
ASC 250	Live Animal & Carcass Evaluation	3 credits
ASC 288	Livestock Practicum	2 credits

**Total Credits: 15**

**Agriculture Production Management Certificate**

Credit

AGE 102	Agriculture Economics	3 credits
AGE 205	Farm & Ranch Management	3 credits
CIS 118	Introduction to PC Applications	3 credits
AGE 208	Agriculture Finance	3 credits
AGE 210	Agriculture Marketing	3 credits

**Total Credits: 15**

**Artificial Insemination Techniques Certificate**

Credit

AGP 146	Artificial Insemination Management	2 credits
AGP 147	Practical Cattle Reproduction	2 credits
AGP 148	Cattle Reproduction Lab	1 credit

**Total Credits: 5**



# Health Navigator AAS

## Health Navigator Associate of Applied Science

This two-year Associate of Applied Science degree is designed to provide students with a broad range of advanced skills needed to provide patients and families with services to help them at many points along the health care continuum.

Subject to change without notification. Contact the Health Navigator program office for the most current information.

### ADMISSION PROCEDURE

The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx).

In addition, the student is required to:

1. Be a graduate of an accredited high school or equivalent.
2. Pass a background check and drug screen:
  - a. Practicum facilities require students to complete a drug screen prior to participating in field experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Students are required to take and pass the background check available at this web site address: [cccs.certifiedbackground.com](http://cccs.certifiedbackground.com)

**Note:** The cost of the background check and drug screen is the responsibility of the students and is in addition to the cost of tuition and fees.

### Health Navigator Associate of Applied Science

Subject to change without notification. Contact the Health Navigator program office for the most current information.

#### Health Navigator Associate of Applied Science

*Subject to change without notification. Contact the Health Navigator program office for the most current information.*

#### Community Health Worker Certificate Program & Year 1 to complete Health Navigator AAS Degree

##### First Semester

PBH 100	Introduction to Health Navigation	2 credits
PBH 101	Health Navigation Principles & Practices I	3 credits
HWE 111	Health and Wellness	3 credits
ENG 121	English Composition I: GT-CO1	3 credits
CIS 118	Intro to PC Applications	3 credits
HWE 103	Community First Aid and CPR	1 credit
	<i>Can be waived with current certification in Adult, Infant, and</i>	

*Child CPR, General First Aid, and AED.*

Semester Total 15 credits

**Second Semester**

PBH 102	Health Navigation Principles & Practices II	3 credits
PBH 103	Health Navigation Principles & Practices III	2 credits
PSY 102	General Psychology II: GT-SS3	3 credits
COM 125	Interpersonal Communications	3 credits
HWE 100	Human Nutrition	3 credits
CSL 250	Motivational Interviewing I <i>(Hybrid course with 1 week online and 2 days on-campus)</i>	1.5 credits
PBH 180	Internship I <i>(2 credits = 90 hours' field work) *Requires a clear background check and urine drug screen before any field experience begins. Students responsible for cost (~\$80.20).</i>	2 credits

Semester Total 17.5 credits

**Community Health Worker Certificate Program Total 32.5 credits**

**Year 2 to complete Health Navigator Associate of Applied Science Degree**

**Third Semester**

PBH 200	Health Systems Navigation	3 credits
PBH 201	Community Health Focus on Prevention	2 credits
PBH 280	Internship II <i>3 credits = 135 hours field work)</i>	3 credits
BIO 104	Biology: A Human Approach GT-SC1	4 credits
HPR 178	Medical Terminology	2 credits

Semester Total 14 credits

**Fourth Semester**

PBH 204	Health Communications	3 credits
PBH 205	Transition to Health Navigation	2 credits
PBH 281	Internship III <i>(3 credits = 135 hours field work)</i>	3 credits
SOC 101	Intro to Sociology I: GT-SS3	3 credits
ELECTIVE	Choose from the approved elective list below.	3 credits

Semester Total 14 credits

**Health Navigator Associate of Applied Science**

**Degree Total 60.5 credits**

**APPROVED ELECTIVE LIST:**

COM 115	Public Speaking	3 credits
MAT 120	Math for Liberal Arts: GT-MA1	4 credits
MAT 135	Intro to Statistics: GT-MA1	3 credits
PSY 101	General Psychology I: GT-SS3	3 credits
SOC 102	Intro to Sociology II: GT-SS3	3 credits
SPA 115	Spanish for the Professionals I	3 credits
SPA 101	Conversational Spanish I	3 credits

## Law Enforcement AAS

The Associate of Applied Science degree combines the Law Enforcement Training Academy with related general education courses to assist in career advancement. Please refer to the Law Enforcement Training Academy certificate information in the catalog for specific requirements for the peace officer certification program.

Prospective students are encouraged to visit the Law Enforcement Training academy website at <http://www.ojc.edu/lawacademy.aspx>. 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 or [Miner.Blackford@ojc.edu](mailto:Miner.Blackford@ojc.edu)

This Associate of Applied Science degree articulates into Colorado Mesa University's (CMU) Bachelor of Applied Science in Public Administration/Public Safety degree program. [www.coloradomesa.edu](http://www.coloradomesa.edu). Please talk to an advisor for more information.

### Law Enforcement Academy

#### Law Enforcement Training Academy Certificate

		Credit
LEA 101	Basic Law Enforcement Academy I	6 credits
LEA 102	Basic Law Enforcement Academy II	12 credits
LEA 105	Basic Law	8 credits
LEA 106	Arrest Control Techniques	3 credits
LEA 107	Law Enforcement Driving	3 credits
LEA 108	Firearms	3 credits
HWE 103	Community First Aid and CPR	1 credit
LEA 109	Culture and Conflict Resolutions	2 credits
LEA 110	Career Management	1 credit
LEA 111	Law Enforcement Defensive Weapons	1 credit

#### Law Enforcement Associate of Applied Science Degree

		Credit
LEA 101	Basic Law Enforcement Academy I	6 credits
LEA 102	Basic Law Enforcement Academy II	12 credits
LEA 105	Basic Law	8 credits
LEA 106	Arrest Control Techniques	3 credits
LEA 107	Law Enforcement Driving	3 credits
LEA 108	Firearms	3 credits
HWE 103	Community First Aid and CPR	1 credit
LEA 109	Culture and Conflict Resolutions	2 credits
LEA 110	Career Management	1 credit
LEA 111	Law Enforcement Defensive Weapons	1 credit
ENG 121	English Composition I	3 credits
ENG 122	English Composition II	3 credits
MAT 107*	Career Math	3 credits
OR	OR	--

MAT 121	College Algebra	4 credits
PSY 101	General Psychology I	--
OR	OR	--
SOC 101	Introduction to Sociology I	3 credits
POS 111	American Government	3 credits
POS 125	State and Local Governments	3 credits
HIS**	History	3 credits
CIS 118	Intro to PC Applications	--
OR	OR	--
BUS 115	Introduction to Business	--
OR	OR	--
MAN 226	Principles of Management	3 credits

\*MAT 107 will not count towards transfer into the BAS in Public Administration/Public Safety at Colorado Mesa University

\*\*HIS 101, HIS 102, HIS 121, or HIS 122

# Medical Laboratory Technician AAS

The Medical Laboratory Technician (MLT) program at Otero Junior College is designed to prepare qualified laboratory professionals for entry level employment in environments such as hospitals, outpatient clinics, and private medical laboratories. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians\*.

Students will prepare for a career in Medical Laboratory Technology through online/hybrid formats, classroom study, laboratory assignments and supervised clinical experience. They will complete classes in general education along with Hematology, Clinical Chemistry, Clinical Microbiology, Immunology /Immunochemistry, Urinalysis, and Parasitology/ Mycology. Students will learn about analysis of blood and body fluids, quality assessment and quality control, blood banking, bacteriology, parasitology and other aspects of medical laboratory technology.

The MLT program is designed for the student to graduate with an AAS degree in 5 semesters. Three semesters will be spent at the OJC campus and two semesters will be partially spent in clinical rotations at an affiliated clinical facility. An optional Phlebotomy certificate can be obtained by enrolling in an additional summer semester.

## Admission Procedure

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](http://www.ojc.edu). In addition, the student is required to:

1. Be a graduate of an accredited high school or equivalent.
2. Complete a background check and drug screen will be required before any clinical internships begin:
  - a. Clinical facilities require students to pass a drug screen prior to attending clinicals. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Take and pass the criminal background check available at this web site address:  
[www.healthcareex.com](http://www.healthcareex.com)
3. Receive necessary vaccinations: Annual flu, Hepatitis B, MMR, Varicella
4. Complete PPD testing
5. Submit a Health Form: The student must submit a completed physical exam form before beginning clinical rotations.
6. Complete a colorblindness testing – to be done in class or on D2L (Desire2Learn).

## RECOMMENDED COURSES:

Courses in high school biology and chemistry are strongly recommended. It is also necessary to be at college level for Math and English.

\* The OJC MLT program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), their contact information is: National Accreditation Agency for Clinical Laboratory Science (NAACLS) 5600 North River Road, Suite 720 Rosemont, Illinois 60018 Phone 773-714-8880, FAX 773-714-8886 NAACLS Web address: [www.naacls.org/](http://www.naacls.org/) NAACLS Email address [info@naacls.org](mailto:info@naacls.org)

Medical Laboratory Technician Associate of Applied Science Credit

**Spring Semester**

ENG 121	English Composition I		3 credits
CIS 118	Intro to PC Applications		3 credits
MLT 131	Introduction to Hematology		2 credits
BIO 111	General College Biology		5 credits
MAT 121	College Algebra		4 credits

**Summer Semester**

**Clinical Hours**

HPR 180	Internship	105 hr./semester	3 credits
---------	------------	------------------	-----------

**Fall Semester**

BIO 201	Anatomy & Physiology I		4 credits
COM 125	Interpersonal Communication		--
OR	OR		--
COM 115	Public Speaking		3 credits
MLT 132	Hematology II		4 credits
CHE 111	General College Chemistry		5 credits

**Spring Semester**

BIO 202	Anatomy & Physiology II		4 credits
MLT 231	Clinical Microbiology		4 credits
MLT 141	Immunochemistry/ Immunology		4 credits
MLT 241	Introduction to Clinical Chemistry		2 credits
MLT 142	Urinalysis		2 credits

**Summer Semester**

**Clinical Hours**

MLT 232	Parasitology/Mycology	--	2 credits
MLT 282	Internship IV/Microbiology	90 hr./semester	2 credits
MLT 180	Internship/Blood Banking I	45 hr./semester	1 credit

**Fall Semester**

**Clinical Hours**

MLT 242	Clinical Chemistry II	--	4 credits
MLT 253	Seminar/Comprehensive Exams	--	1 credit
MLT 280	Internship III/Clinical Chemistry	157.5 hr/semester	3.5 credits
MLT 182	Internship II/Hemat/Coag/Urinalysis	157.5 hr/semester	3.5 credits

### **Phlebotomy Certificate**

MLT 131	Introduction to Hematology		2 credits
HPR 180	Internship		3 credits



# Nursing AAS

## Work Force Ready: NURSING - ASSOCIATE OF APPLIED SCIENCE

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. The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx) or a print copy can be downloaded from that site. Student must be a high school graduate or have a HSE (High School Equivalency) 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. A higher GPA will receive a higher admission score. The science courses must be completed within seven years of the application date of the program.

### Required Pre-Admission Courses (Pre-requisite Courses)

English Composition I (3 credits)  
Human Growth & Development (3 credits)  
Human Anatomy & Physiology I (4 credits)  
Human Anatomy & Physiology II (4 credits)

3. Apply to the nursing program at OJC using the Online Application available at [www.ojc.edu/currentstudents/departments/nursing/nursingapplication.aspx](http://www.ojc.edu/currentstudents/departments/nursing/nursingapplication.aspx).
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC Nursing Department.
5. Complete the Accuplacer Reading and Math tests within six months of application to the Nursing Program. The minimum Reading score is 80. Minimum Math score is Elementary Algebra (EA) 61. Higher scores on each test will receive a higher admission score. To schedule contact the Student Services Office at 719-384-6831.
6. Evidence of permanent residence in the OJC Service area of Bent, Otero and Crowley counties is not required but will receive points toward admission.

7. A clear criminal background check and urine drug screen (information will be provided upon application). See the Disqualifying Offenses document for more information at [www.ojc.edu/currentstudents/departments/nursing/Disqualifying\\_Offenses10.pdf](http://www.ojc.edu/currentstudents/departments/nursing/Disqualifying_Offenses10.pdf)
8. Evidence of State Nurse Aide Certification or honorable military service is not required but will receive points toward admission score.
9. Attendance at a Pre-Nursing Information session with the Nursing Retention Specialist. Call 719-384-6878 to schedule.
10. All admission criteria must be submitted to OJC or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).
11. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the OJC website at [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).

For LPNs entering the second year of the ADN Program

- 1 Complete steps 1-4 on the previous pages.
2. Complete Pathophysiology (BIO 216) with a grade of C or higher prior to enrolling in the ADN program.
3. Provide a copy of your LPN license.
4. 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.
5. A clear criminal background check and urine drug screen (information will be provided upon application). See the Disqualifying Offenses document for more information at [www.ojc.edu/currentstudents/departments/nursing/Disqualifying\\_Offenses10.pdf](http://www.ojc.edu/currentstudents/departments/nursing/Disqualifying_Offenses10.pdf)
6. Complete the NUR 189 LPN to RN Transition course with a grade of C or higher if LPN was completed prior to April 2007. Contact the OJC Nursing Office for the dates of the next scheduled NUR 189 course.
7. All admission criteria must be submitted to OJC or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to [www.ojc.edu/academics/academicprograms/associatenursing.aspx](http://www.ojc.edu/academics/academicprograms/associatenursing.aspx).
8. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the OJC website at [www.ojc.edu/academics/academicprograms/associatenursing.aspx](http://www.ojc.edu/academics/academicprograms/associatenursing.aspx).

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

**OJC Nursing Graduation Requirements**

- A. The graduate must fulfill all requirements of the College for graduation.
  
- B. The graduate of nursing must pass all program 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 director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

**Associate Degree Nursing Curriculum (Traditional)**

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

**Freshman Year - (Students without previous nursing education)**

Admission Requirements		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	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	6
NUR 112	Basics Concepts of Pharmacology	2
HWE 100	Human Nutrition	3
BIO 204	Microbiology	4
MAT 103	Math for Clinical Calculations	3

### **Second Semester**

NUR 106	Med-Surg Nursing Concepts	7
NUR 150	Maternal - Child Nursing	6
BIO 216	Pathophysiology	4

### **Third Semester**

NUR 206	Advanced Concepts of Medical Surgical Nursing I	6.5
NUR 212	Pharmacology II	2
NUR 211	Psychiatric-Mental Health Nursing	4

### **Fourth Semester**

NUR 216	Advanced Concepts of Medical Surgical Nursing II	5
NUR 230	Transition to Professional Nursing	4
Elective:	GTE Humanities or Social Behavioral Science	3

### **Other**

NUR 169	Transition into Practical Nursing	4
NUR 189	Transition from LPN to AD/RN	3

### **Recommended Courses**

The following courses are recommended to complement 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 118	Intro to PC Applications	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

## Nursing Curriculum for 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
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
HWE 100	Human Nutrition	3

### Fall Semester

NUR 109	Fundamentals of Nursing	6
BIO 204	Microbiology	4
Elective:	GTE Humanities or Social Behavioral Science	3

### Spring Semester

NUR 112	Basics Concepts of Pharmacology	2
NUR 106	Med-Surg Nursing Concepts	7
NUR 150	Maternal - Child Nursing	6

### Summer Semester

NUR 169	Transition into Practical Nursing	4
---------	-----------------------------------	---

**(Required only for those interested in obtaining their LPN license)**

BIO 216	Pathophysiology	4
---------	-----------------	---

### Fall Semester

NUR 206	Advanced Concepts of Med/ Surg Nursing I	6.5
NUR 212	Pharmacology II	2

**Spring Semester**

NUR 211	Psychiatric-Mental Health Nursing	4
NUR 216	Advanced Concepts of Med/Surg Nursing II	5

**Summer Semester**

NUR 230	Transition to Professional Nursing	4
---------	------------------------------------	---

## Career and Technical Certificates



## Programs of Study

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 generally run for one to four semesters 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.

### **Agri-Business Management**

Records and Business  
Planning  
Financial Analysis  
Commodity Marketing  
Market Plan  
Development  
Web Productivity and  
Utilization  
Business Management  
Integrated Management  
Profit Maximization  
Business  
Entrepreneurship  
Leadership/Human  
Resource Management

### **Agricultural Production Management**

Crop Production

### **Artificial Insemination**

### **Community Health Worker**

#### **Cosmetology**

Cosmetologist  
Hair Stylist  
Nail Technician  
Esthetician

#### **Emergency Medical Services**

EMT Basic  
EMT Intermediate

### **Law Enforcement**

#### **Livestock Production**

#### **Nursing Assistant**

#### **Phlebotomy**

#### **Practical Nursing**

#### **Welding**



## 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.

### Certificate Requirements

- A. Students must pass all program courses with a minimum grade of "C".
- B. Completion of 16 semester hours or one-half of the certificate requirements from Otero Junior College.
- C. Complete the Application for Graduation form by the end of the first week of final semester.
- D. 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.

### Gainful Employment Resource Information

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that prepares students for gainful employment in a recognized occupation. The information provided at the following web link is the best available to us but represents one year's data only. [www.ojc.edu/CertificatePrograms.aspx](http://www.ojc.edu/CertificatePrograms.aspx)

Click on the specific program you are interested in to learn more about salaries and future employment projections. If you have any questions regarding the data provided contact OJC Student Services at 719-384-6831.

---

*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.*

# Agri-Business Management

## Certificates

Enhancing the business management skills of area farm and ranch producers and operators in ag-related business is the purpose of the multi-year certificates offered by OJC's Agri-Business Management program. 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 center. 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.

### Ag Business Management Records and Business Planning

ABM 103	Records and Business Planning I	3 credits
ABM 104	Records and Business Planning II	3 credits
ABM 105	Records and Business Planning III	3 credits
ABM 106	Records and Business Planning IV	3 credits
ABM 107	Records and Business Planning V	3 credits
ABM 108	Records and Business Planning VI	3 credits

### Ag Business Management Financial Analysis

ABM 113	Financial Analysis I	3 credits
ABM 114	Financial Analysis II	3 credits
ABM 115	Financial Analysis III	3 credits
ABM 116	Financial Analysis IV	3 credits
ABM 117	Financial Analysis V	3 credits
ABM 118	Financial Analysis VI	3 credits

### Ag Business Management Commodity Marketing

ABM 123	Commodity Marketing I	3 credits
ABM 124	Commodity Marketing II	3 credits
ABM 125	Commodity Marketing III	3 credits
ABM 126	Commodity Marketing IV	3 credits
ABM 127	Commodity Marketing V	3 credits
ABM 128	Commodity Marketing VI	3 credits

### Ag Business Management Market Plan Development

ABM 163	Marketing Plan Development I	3 credits
ABM 164	Marketing Plan Development II	3 credits
ABM 165	Marketing Plan Development III	3 credits
ABM 166	Marketing Plan Development IV	3 credits
ABM 167	Marketing Plan Development V	3 credits
ABM 168	Marketing Plan Development VI	3 credits

**Ag Business Management Web Productivity and Utilization**

ABM 203	Web Productivity/Utilization I	3 credits
ABM 204	Web Productivity/Utilization II	3 credits
ABM 205	Web Productivity/Utilization III	3 credits
ABM 206	Web Productivity/Utilization IV	3 credits
ABM 207	Web Productivity/Utilization V	3 credits
ABM 208	Web Productivity/Utilization VI	3 credits

**Ag Business Management Advanced Business Management**

ABM 213	Advanced Business Management I	3 credits
ABM 214	Advanced Business Management II	3 credits
ABM 215	Advanced Business Management III	3 credits
ABM 216	Advanced Business Management IV	3 credits
ABM 217	Advanced Business Management V	3 credits
ABM 218	Advanced Business Management VI	3 credits

**Ag Business Management Integrated Management**

ABM 223	Integrated Management I	3 credits
ABM 224	Integrated Management II	3 credits
ABM 225	Integrated Management III	3 credits
ABM 226	Integrated Management IV	3 credits
ABM 227	Integrated Management V	3 credits
ABM 228	Integrated Management VI	

**Ag Business Management Profit Maximization**

ABM 233	Profit Maximization I	3 credits
ABM 234	Profit Maximization II	3 credits
ABM 235	Profit Maximization III	3 credits
ABM 236	Profit Maximization IV	3 credits
ABM 237	Profit Maximization V	3 credits
ABM 238	Profit Maximization VI	3 credits

**Ag Business Management Rural Business Entrepreneurship**

ABM 243	Rural Business Entrepreneurship I	3 credits
ABM 244	Rural Business Entrepreneurship II	3 credits
ABM 245	Rural Business Entrepreneurship III	3 credits
ABM 246	Rural Business Entrepreneurship IV	3 credits
ABM 247	Rural Business Entrepreneurship V	3 credits
ABM 248	Rural Business Entrepreneurship VI	3 credits

**Ag Business Management Leadership/Human Resource Management**

ABM 253	Leadership/Human Resource I	3 credits
ABM 254	Leadership/Human Resource II	3 credits
ABM 255	Leadership/Human Resource III	3 credits
ABM 256	Leadership/Human Resource IV	3 credits
ABM 257	Leadership/Human Resource V	3 credits
ABM 258	Leadership/Human Resource VI	3 credits

# Agricultural Production Management

As part of the Associate of Applied Science, Agricultural Production Management certificate provides basic overview in Ag business including management, marketing and finance.

Program Requirements		Credits
AGE 102	Agricultural Economics	3
AGE 205	Farm & Ranch Management	3
CIS 118	Introduction to PC Applications	3
AGE 208	Agricultural Finance	3
AGE 210	Agricultural Marketing	3

# Artificial Insemination

## Certificate

Students will learn the techniques for Artificial Insemination.

Program Requirements		Credits
AGP 147	Practical Cattle Reproduction	2
AGP 148	Cattle Reproduction Lab	1
AGP 146	Artificial Insemination Management	2

# Community Healthworker

## Certificate

The certificate prepares individuals to coordinate resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide basic services such as first aid and blood pressure screening.

*Subject to change without notification. Contact the Health Navigator program office for the most current information.*

## Admission Procedure

The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx) or a print copy can be downloaded from that site.

### In addition, the student is required to

1. Be a graduate of an accredited high school or equivalent.
2. Complete a background check and drug screen:
  - a. Practicum facilities require students to complete a drug screen prior to participating in field experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Students are required to take and pass the background check available at this web site address: [cccs.certifiedbackground.com](http://cccs.certifiedbackground.com)

*Note: The cost of the background check and drug screen is the responsibility of the students and is in addition to the cost of tuition and fees.*

## Community Health Worker Certificate

Program Requirements		Fall	Spring
PBH 100	Intro to Health Navigation	2	
PBH 101	Health Navigation Principles & Practices I	3	
HWE 111	Health and Fitness	3	
ENG 121	English Composition I GT-CO1	3	
CIS 118	Intro to PC Applications	3	
HWE 103*	Community First Aid and CPR	1	

*\*(Can be waived with current certification in Adult, Infant, and Child CPR, General First Aid, and AED.)*

			3
PBH 102			2
PBH 103			3
PSY 101	Health Navigation Principles & Practices II		3
COM 125 <u>OR</u>	Health Navigation Principles & Practices III		--

COM 115	General Psychology I: GT-SS3	3
HWE 100	Interpersonal Communications OR	1.5
CSL 250	Public Speaking	--
	Human Nutrition	2
PBH 180	Motivational Interviewing (Hybrid course with 1 week online and 2 days on-campus) Internship I (2 credits = 90 hours field work) *Requires a clear background check and urine drug screen before any field experience begins. Students responsible for cost(~\$80.20).	

Students who continue into the second year will take an additional 29 credit hours to earn a Health Navigator Associate of Applied Science degree.

# Cosmetology

## Certificate

### COSMETOLOGIST (60 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.

Program Requirements	Credits
----------------------	---------

#### Fall Semester - 22 credits

COS 103	Shampoo/Rinse/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

#### Spring Semester - 22 credits

COS 203	Shampoo/Rinse/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
COS 261	Advanced Disinfection, Sanitation & Safety	1

#### Summer Semester - 16 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
COS 250	Mgmt, Ethics, Interpers Skills & Salesmanship	1

#### HAIR STYLIST (40 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.

Program Requirements	Credits
----------------------	---------

#### Fall Semester - 22 Credits

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

#### Spring Semester - 18 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 241	Advanced Chemical Texture	1

#### 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.

Program Requirements	Credits
----------------------	---------

#### Summer Semester Only



NAT 110	Intro to Manicures & Pedicure	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, Interpers 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 - Total Credits)

This two-semester certificate program provides training in skin care. Instruction is provided in facials, facial makeup and hair removal.

Program Requirements		Credits
<b>Spring Esthetics Courses -12 credits</b>		
EST 110	Intro to facial & Skin Care	3
EST 111	Intermediate facial & 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
<b>Summer Esthetics Courses -12 credits</b>		
EST 210	Advanced Massage & Skin Care	
COS 250	Mgmt, Ethics, Interpers Skills & Salesmanship	2
COS 260	Intermediate II: Disinfection, Sanitation & Safety	1
COS 261	Safety	2
COS 262	Advanced Disinfection, Sanitation & Safety	1
COS 262	Advanced II: Disinfection, Sanitation & Safety	3

# Crop Production

## Certificate

The Crop Production certificate provides basic overview in farming industry including management, fertilization and soil science.

Program Requirements		Credits
AGP 107	Practical Irrigation Management	2
AGE 205	Farm & Ranch Management	3
CHE 101	Introduction to Chemistry	5
CIS 118	Introduction to PC Applications	3
AGY 100	General Crop Production	4
AGY 240	Introduction to Soil Science	4

# Emergency Medical Services

## Certificate

The Emergency Medical Services certificate programs provide instruction for Emergency Medical Technician (EMT) 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 Emergency Medical Technician or EMT Intermediate certification testing.

Program Requirements	Credits
Emergency Medical Technician Certificate	
EMS 121 Fundamentals	3
EMS 122 Medical Emergencies	4
EMS 123 Trauma Emergencies	2
EMS 170 Basic Clinical	1
EMT Intermediate Certificate	
EMS 203 Intermediate I	6
EMS 205 Intermediate II	6
EMS 270 Clinical: EMS Intermediate	3
EMS 282 EMT Intermediate Internship	2

# Law Enforcement Training Academy

## Certificate

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 and professional law enforcement instructors with years of street and instructional experience.

This is a one-semester intensive peace officer certification program that provides tried-and-true police procedures plus exposure to the latest innovations and technologies. The Academy offers additional training necessary for today's entry level Peace Officer. 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, theft or any moral turpitude convictions, must have a Colorado POST Rule 7 Variance prior to submitting an application.

The application process for the Law Academy: possess a high school diploma or GED, hold a valid driver's license, complete the OJC application process including the FAFSA (financial aid), apply for Colorado Opportunity Funds, complete the Law Enforcement Academy Registration Packet including two letters of recommendations, submit a completed POST fingerprint background check impression card and complete the academy pre-admission interview with the director.

Prospective students are encouraged to visit the Law Enforcement Training Academy website at <http://www.ojc.edu/academics/academicprograms/lawacademy.aspx>. 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 or [Miner.Blackford@ojc.edu](mailto:Miner.Blackford@ojc.edu)

<b>Program Requirements</b>		<b>Credits</b>
LEA 101	Basic Police Academy I	
LEA 102	Basic Police Academy II	6
LEA 105	Basic Law	12
LEA 106	Arrest Control Techniques	8
LEA 107	Law Enforcement Driving	3
LEA 108	Firearms	3
LEA 109	Culture and Conflict Resolutions	3
LEA 110	Career Management	2
LEA 111	Law Enforcement Defensive Weapons	1
HWE 103	Community First Aid and CPR	1
		1

# Livestock Production

## Certificate

As part of the Associate of Applied Science, this Livestock Production certificate provides basic overview in livestock industry including management, feeds and animal science.

Program Requirements		Credits
ASC 100	Animal Science	3
AGE 205	Farm & Ranch Management	3
ASC 225	Feeds & Feeding	4
ASC 250	Live Animal & Carcass Evaluation	3
ASC 288	Livestock Practicum	2

# Nursing Assistant

## Certificate

Otero Junior College, in cooperation with area hospitals, offers a one semester nursing assistant program to prepare students to work in nursing assistants position. Successful completion of the Nursing Assistant courses entitles the graduate to apply to the Colorado Board of Nursing to take the certification exam for Certified Nurse Aide. Interested students should contact the Student Services Center for additional information.

Required Courses		Credit
NUA 101	Nurse Aide Health Care Skills	4
NUA 102	Certification Exam Prep	5
NUA 170	Nursing Aide Clinical Experience	1

## Recommended Courses

HPR 178	Medical Terminology 1	2
---------	-----------------------	---

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 director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

# Phlebotomy

## Certificate

Otero Junior College's Phlebotomy certificate program is designed to prepare qualified phlebotomists for entry level employment. The classes are taken over two semesters with a total of 6 credits. It teaches the acquired professional skill of performing vein punctures (drawing blood), collection of other blood and body fluid samples, and preparing those samples for processing by various laboratory methods.

Students will study through an online/hybrid format, classroom study, laboratory assignments, and supervised clinical experience. They will follow guidelines developed by National Accrediting Agency for Clinical Laboratory Science's (NAACLS) phlebotomy competencies. Successful students of this program receive a certificate of completion from Otero Junior College. The student will then be able to apply for the national certification exam for the American Society of Clinical Pathology (ASCP) and other certifying agencies.

## Admission Procedure

The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx) or a print copy can be downloaded from that site. In addition the student is required to:

1. Be a graduate of an accredited high school or equivalent. Courses in biology and chemistry are strongly recommended.
2. Background check and drug screen:
  - a. Clinical facilities require students to complete a drug screen prior to participating in clinical experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Students are required to take and pass the background check available at this web site address: [cccs.certifiedbackground.com](http://cccs.certifiedbackground.com)
3. Required necessary vaccinations: Annual influenza, Hepatitis B, Varicella, MMR
4. Colorblindness testing: this will be done in class or can be done on D2L (Desire2Learn).
5. Health Form: The student must submit a completed physical exam form before beginning clinical rotations in the second semester.

Program Requirements		Spring	Summer
MLT 131	Intro to Hematology	2	
HPR 180	Internship		3

### Experience required during HPR 180

In HPR 180 Internship, the accrediting agency, NAACLS requires instruction and experiences for:

1. 100 clinical hours of experience
2. Performance of a minimum of 100 successful unaided blood collections
3. Instruction of a variety of phlebotomy techniques
4. Contact with various patient types, which may include varied clinical settings.

**Note: Students must complete each course consecutively with a 70% or better average in all courses.**

Phlebotomy Program is accredited with the National Accrediting Agency for Clinical Laboratory Sciences.

# Practical Nursing

## Certificate

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.

1. The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx) or a print copy can be downloaded from that site. Student must be a high school graduate or have a HSE (High School Equivalency) 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. A higher GPA will receive a higher admission score. The science courses must be completed within seven years of the application date of the program.

### Required Pre-Admission Courses (Pre-requisite Courses)

English Composition I (3 credits)  
Human Growth & Development (3 credits)  
Human Anatomy & Physiology I (4 credits)  
Human Anatomy & Physiology II (4 credits)

3. Apply to the nursing program at OJC using the Online Application available at [www.ojc.edu/nursingApplication.aspx](http://www.ojc.edu/nursingApplication.aspx).
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC Nursing Department.
5. Complete the Accuplacer Reading and Math tests within six months of application to the Nursing Program. The minimum Reading score is 80. Minimum Math score is Elementary Algebra (EA) 61. Higher scores on each test will receive a higher admission score. To schedule contact the Student Services Office at 719-384-6831.
6. Evidence of permanent residence in the OJC Service area of Bent, Otero and Crowley counties is not required but will receive points toward admission.



7. A clear criminal background check and urine drug screen (to be completed when instructed by the OJC Nursing Department). See the Disqualifying Offenses document for more information at [http://www.ojc.edu/currentstudents/departments/nursing/Disqualifying\\_Offenses10.pdf](http://www.ojc.edu/currentstudents/departments/nursing/Disqualifying_Offenses10.pdf).
8. Evidence of Nurse Aide Certification or honorable military service is not required but will receive points toward admission score.
9. Attendance at a Pre-Nursing Information session with the Nursing Office. Call 719-384-6898 to schedule.
10. All admission criteria must be submitted to OJC or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to [www.ojc.edu/nursingasociatedegree.aspx](http://www.ojc.edu/nursingasociatedegree.aspx).
11. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the OJC website at [www.ojc.edu/nursingasociatedegree.aspx](http://www.ojc.edu/nursingasociatedegree.aspx).

### **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).

For more information, contact the OJC Nursing Department at 719-384-6898. 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 director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

## **PRACTICAL NURSING**

### **Traditional Schedule**

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

Admission Requirements		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	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
HPR 108	--	--
HWE 100	Dietary Nutrition/Human Nutrition	1/3
MAT 103	Math for Clinical Calculations	3
BIO 204	Microbiology	4

#### **Second Semester**

NUR 106	Medical and Surgical Nursing Concepts	9
NUR 150	Nursing Care of Obstetric & Pediatric Clients	6
NUR 169	Transition to Practical Nursing	5

## **Practical Nursing Curriculum**

### **Evening and Weekend Schedule**

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

Admission Requirements		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3
All with a GPA of 2.5 or higher.		

#### **Summer Semester**

MAT 103	Math for Clinical Calculations	3
HPR 108	--	--
HWE 100	Dietary Nutrition/Human Nutrition	1/3

#### **Fall Semester**

NUR 109	Nursing Skills & Concepts	8
BIO 204	Microbiology	4

#### **Spring Semester**

NUR 106	Medical Surgical Nursing I	9
NUR 112	Basics Concepts of Pharmacology	2
NUR 150	Nursing Care of OB & Pediatric Clients	6

**Summer Semester**

NUR 169	NUR 169 Transition to Practical Nursing	5
---------	---	---

**Recommended Courses for traditional or evening and weekend schedules:**

The following courses are recommended to complement 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 118	Intro to PC Applications	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

# Welding

The welding program at Otero Junior College is designed to prepare students to obtain entry-level employment in agriculture, production, and maintenance environments, as well as railroad and pipeline industries.

Students may complete one or more certificates in basic welding skills, including Welding Fundamentals I, Oxyacetylene, Welding Fundamentals II, and/or Welding Production. Advanced training will prepare students for more complex welding procedures, such as robotic, railroad, and pipeline welding operations.

This program is designed to allow enrollment of both secondary and post-secondary students.

## Oxyacetylene Certificate

WEL 100	Safety for Welders	1 credits
WEL 101	Allied Cutting Processes	4 credits

## Welding Fundamentals I Certificate

WEL 100	Safety for Welders	1 credits
WEL 101	Allied Cutting Processes	4 credits
WEL 103	Basic Shielded Metal Arc I	4 credits
WEL 250	Layout and Fabrication	4 credits
WEL 201	Gas Metal Arc Welding I	4 credits
MAT 102	Skilled Trades/Industrial Math	2 credits

## Welding Production Certificate

WEL 250	Layout and Fabrication	4 credits
WEL 201	Gas Metal Arc Welding I	4 credits
WEL 204	Flux Cored Arc Welding II	4 credits
WEL 145	Intro to Robotic Welding	2 credits
WEL 124	Intro - Gas Tungsten Arc Welding	4 credits

## **Welding Fundamentals II Certificate**

WEL 110	Advanced Shielded Metal Arc I	4 credits
WEL 202	Gas Metal Arc Welding II	4 credits
WEL 224	Advanced Gas Tungsten Arc Welding	4 credits

## **Advanced Welding Certificate**

WEL 230	Pipe Welding I	4 credits
WEL 231	Pipe Welding II	4 credits
WEL 289	Capstone	4 credits
WEL 107	Railroad Welding I	3 credits
WEL 108	Railroad Welding II	3 credits
WEL 109	Railroad Welding III	3 credits

# Course Descriptions

## Methods of Determining Credit

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

## Course Listings

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

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

For a complete listing of all Colorado Community College Common Courses, go to: <https://www.cccs.edu/education-services/common-course-numbering-system/>

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



## **ABM Agri-Business Management**

### **ABM 103: Records & Business Planning I – 3 Credits**

Examines the options available to set up a computerized record keeping system for an agricultural business. Focus is on the selection of a computer software package for the agricultural business. Computer terminology associated with a computerized record keeping system and importance of business planning will be discussed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 104 and ABM 105

### **ABM 104: Records & Business Planning II – 3 Credits**

Identifies the proper setup and implementation of accounting software for an agricultural business. A chart of accounts and beginning balance sheet will be created for a computerized record keeping system. Data entry methods for the accounting software and identification of business plan components specific to student needs will be discussed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 103 and ABM 105

### **ABM 105: Records & Business Plan III – 3 Credits**

Examines cash and accrual accounting concepts and basic financial statements created for an agricultural business plan.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 103 and ABM 104

### **ABM 106: Records & Business Planning III – 3 Credits**

Determines the proper processes to maintain an accurate record keeping system for an agricultural business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 107 and ABM 108

### **ABM 107: Records & Business Planning V – 3 Credits**

Examines how to create financial business reports from an accounting system for an agricultural business and utilize decision aid tools pertinent to the student's need.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 106 and ABM 108

### **ABM 108: Records & Business Planning VI – 3 Credits**

Explains how to utilize a computerized accounting record keeping system to generate accurate financial records for an agricultural business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 106 and ABM 107

**ABM 113: Financial Analysis I – 3 Credits**

Examines the purpose of enterprise analysis. Identification of accounting data used in enterprise analysis, enterprises features of an accounting system, and the need for additional enterprise software will be addressed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 114 and ABM 115

**ABM 114: Financial Analysis II – 3 Credits**

Examines breakeven figures for business enterprises. This course will cover the calculation process for determining production figures for enterprises as well as refining an established accounting system to generate enterprise data accurately.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 113 and ABM 115

**ABM 115: Financial Analysis III – 3 Credits**

Develop a cash flow and enterprise budgets. Student will learn cash flow concepts and the relationship to enterprise budgets. Use of data from an accounting system as well as other decision aid tools will be used in the cash flow and enterprise budget development.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 113 and ABM 114

**ABM 116: Financial Analysis IV – 3 Credits**

Develop a cost and market value accrual balance sheet. This course focuses on the development of cost and marketing value balance sheets. Accrual features of an established accounting system will be analyzed in determining data that can be generated in utilized in the development of this financial statement.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 117 and ABM 118

**ABM 117: Financial Analysis V – 3 Credits**

Develop an accrual income statement. This course will focus on the development of an accrual income statement and examine this financial statement relevancy. Data from an established accounting system to use in the development will be identified.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 116 and ABM 118

**ABM 118: Financial Analysis VI – 3 Credits**

Determine financial health of a business with the use of industry financial ratios. This course focuses on industry ratio used in determining the financial health of a business. Types of ratios as well as their calculations will be discussed. Comparisons of financial statements from an accounting system will be utilized.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 116 and ABM 117



**ABM 123: Commodity Marketing I – 3 Credits**

Determine marketing strategies for agriculture commodities. Discussion will include identifying marketing information sources and defining marketing terminology. The students will also examine ways they can use current and forward marketing strategies in their operation. Course will also focus on enterprise identification and refinement of software enterprise features for production data.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 124 and ABM 125

**ABM 124: Commodity Marketing II – 3 Credits**

Identify the function of basis in market price discovery, how to calculate margin account futures activity, and how to utilize option contracts in mitigating market risks. Investigation of software applications to further the calculations for production costs will be addressed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 123 and ABM 125

**ABM 125: Commodity Marketing III – 3 Credits**

Utilizes enterprise production data and its impact on cash flow to determine marketing strategies.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 123 and ABM 124

**ABM 126: Commodity Marketing IV – 3 Credits**

Analyzes price behavior using both technical and fundamental analysis. A marketing plan will be developed using calculated production costs and marketing strategies.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 127 and ABM 128

**ABM 127: Commodity Marketing V – 3 Credits**

Covers evaluations and revisions of a marketing plan using actual production costs, local marketing alternatives, futures and option contracts, and technical analysis. Utilization of the plan will be determined.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 126 and ABM 128

**ABM 128: Commodity Marketing VI – 3 Credits**

Covers evaluation and refining of cost of production for all enterprises to select marketing strategies. Utilize these calculations in developing and implement a production data base.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 126 and ABM 127

**ABM 163: Marketing Plan Development I – 3 Credits**

Covers the use of marketing research to analyze the initial steps in developing a marketing plan. The focus will be on product and service component of the market plan. Data trends for products and services from an accounting system will be utilized in the analysis process.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 164 and ABM 165

**ABM 164: Marketing Plan Development II – 3 Credits**

Covers development of a customer and competitive analysis for a market plan. Research on market potential and target areas will be included.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 163 and ABM 165

**ABM 165: Marketing Plan Development III – 3 Credits**

Develops a pricing strategy for a marketing plan. Development of a pricing strategy will include price/quality relationships, sales methods, and ways to add value to products/services. Data from an inventory system as well as sales and expenses for products/services will be addressed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 163 and ABM 164

**ABM 166: Marketing Plan Development IV – 3 Credits**

Develops a promotional strategy for a marketing plan. Development will include examining the business image, use of technology and media. Promotional costs will be addressed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 167 and ABM 168

**ABM 167: Marketing Plan Development V – 3 Credits**

Interprets data needed for all components in a marketing plan. Identification of data collected for sections of the marketing plan will be analyzed. The need for additional decision aids tools will be examined. A historical trend analysis for sales and expenses for use in the marketing plan will be developed.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 166 and ABM 168

**ABM 168: Marketing Plan Development VI – 3 Credits**

Designs a marketing plan for the business. Overall marketing plan will be written with focus on how the plan differentiates from others. Cash flow ability will determine feasibility of the plan.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 166 and ABM 167

**ABM 203: Web Productivity/Utilization I – 3 Credits**

Assesses business's present use of the Internet and the relationships to improved productivity.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 204 and ABM 205

**ABM 204: Web Productivity/Utilization II – 3 Credits**

Identifies common terminology and minimum technical requirements for Internet use. Focuses on common technology terms to broaden knowledge of the Internet and to add credibility to one's use of technology. Addresses identification of business's equipment for Internet use. Emphasizes understanding and utilizing the tools available and the technical capabilities of the present business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 203 and ABM 205

**ABM 205: Web Productivity/Utilization III – 3 Credits**

Appraises the components for the initial development of a web use plan for the business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 203 and ABM 204

**ABM 206: Web Productivity/Utilization IV – 3 Credits**

Evaluates the effectiveness of the business's communication component of a web use plan. Emphasis on improved utilization of the internet for communication to customers, vendors, financial institutions and other professionals.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 207 and ABM 208

**ABM 207: Web Productivity/Utilization V – 3 Credits**

Evaluate the effectiveness of the search component of a web use plan. Emphasis will be placed on improved utilization of searching the internet for information pertinent to the business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 206 and ABM 208

**ABM 208: Web Productivity/Utilization VI – 3 Credits**

Evaluate the need for web presence as a component in the web use plan. Focus will be on the refinement of all web use component and implementation of the agribusiness web use plan relating to business operations.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 206 and ABM 207

**ABM 213: Advanced Business Management I – 3 Credits**

Interprets in-depth financial analysis processes for the business. This will include advanced financial analysis terminology and financial statements.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 214 and ABM 215

**ABM 214: Advanced Business Management II – 3 Credits**

Analyzes existing financial trends and emphasis of pro forma activities for further analysis of the business. Utilization of accurate accrual records and historical data will provide the basis of the pro forma statement development as it currently operates.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 213 and ABM 215

**ABM 215: Advanced Business Management III – 3 Credits**

Identifies and examines alternative enterprise(s) for the business. This will include measuring the business performance past and present and assessing business goals.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 213 and ABM 214

**ABM 216: Advanced Business Management IV – 3 Credits**

Evaluates and assesses revisions to the business plan. This will include a process for periodic review with a focus on strengthening of management skills.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 217 and ABM 218

**ABM 217: Advanced Business Management V – 3 Credits**

Identifies critical areas in the business and sources of business risk. Various methods of researching resource materials to keep business plan current will be addressed as well as identifying alternatives to minimize future risks.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 216 and ABM 218

**ABM 218: Advanced Business Management VI – 3 Credits**

Changes business plan to include a risk management component which addresses the critical issues identified.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 216 and ABM 217

**ABM 223: Integrated Management I – 3 Credits**

Explains the general concepts of integrated management, importance, and relationship to business sustainability.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 224 and ABM 225

**ABM 224: Integrated Management II – 3 Credits**

Examines technological techniques currently available and the importance of risk management in the integrated management plan.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 223 and ABM 225

**ABM 225: Integrated Management III – 3 Credits**

Evaluates data and software currently used as well as the strengths and weaknesses of the business risk management plan as it relates to technology integration.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 223 and ABM 224

**ABM 226: Integrated Management IV – 3 Credits**

Analyzes current use of technology and identify what change(s) should be addressed to have improved information and data for the agricultural business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 227 and ABM 228

**ABM 227: Integrated Management V – 3 Credits**

Creates a preliminary data and software management plan incorporating new or improved technology integration methods that have been identified.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 226 and ABM 228

**ABM 228: Integrated Management VI – 3 Credits**

Develops an implementation plan for integrated management that addresses software, data, risk reduction, and financial impact.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 226 and ABM 227

**ABM 233: Profit Maximization I – 3 Credits**

Lists the major business organizational structures available to agribusiness operations and compare the advantages and disadvantages of each. Document the risk management and financial responsibilities of each.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 234 and ABM 235

**ABM 234: Profit Maximization II – 3 Credits**

Develops an understanding of basis agricultural business taxes and their preparation. Special emphasis will be placed on alternative rules for depreciating farm property. The student will also document the income tax implications of alternative business organizational structure.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 233 and ABM 235

**ABM 235: Profit Maximization III – 3 Credits**

Compares the relationship between input levels and the corresponding output. Demonstrate how to calculate the production response from alternative levels of input allocation within an enterprise and among alternative enterprises.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 233 and ABM 234

**ABM 236: Profit Maximization IV – 3 Credits**

Defines basic economic concepts that enhance the financial success of an agriculture operation.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 237 and ABM 238

**ABM 237: Profit Maximization V – 3 Credits**

Analyzes production costs and revenue from an economic standpoint. Identifies the production level that allows profits to be maximized.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 236 and ABM 238

**ABM 238: Profit Maximization VI – 3 Credits**

Examines the concepts that determines how market prices are established in a purely competitive agriculture environment.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 236 and ABM 237

**ABM 243: Rural Business Entrepreneurship I – 3 Credits**

Identifies components of a business plan for a new business venture. This course centers on the collection of data necessary for the development.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 244 and ABM 245

**ABM 244: Rural Business Entrepreneurship II – 3 Credits**

Develops a customer analysis component for a new venture business plan and analyze the product/service component. Focuses on customer analysis component including target customers and customer profiles. Customer wants and needs will be listed and compared with the product/service component.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 243 and ABM 245

**ABM 245: Rural Business Entrepreneurship III – 3 Credits**

Identifies target markets and develop a competition analysis for a new business venture. Focuses identifying target markets and the potential as well as the development of the competition analysis component of the new venture business plan.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 243 and ABM 244

**ABM 246: Rural Business Entrepreneurship IV – 3 Credits**

Identifies the enterprises for a new business venture and the financial statements needed for the development of the financial section.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 247 and ABM 248

**ABM 247: Rural Business Entrepreneurship V – 3 Credits**

Develops sale and expense forecasts for the creation of a new venture business plan.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 246 and ABM 248

**ABM 248: Rural Business Entrepreneurship VI – 3 Credits**

Identifies startup costs and develop a cash flow for a new business venture. Focuses on the development of a cash flow and evaluation of financial statements. Financial statement evaluation will point to financing needs and identification of business venture risks.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 246 and ABM 247

**ABM 253: Leadership Human Resource I – 3 Credits**

Defines leadership and identify the process of leadership and what are effective leadership skills. Focuses on the concepts and skills associated with effective leadership.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 254 and ABM 255

**ABM 254: Leadership Human Resource II – 3 Credits**

Identifies concepts associated with functional teams and examine stress management concepts in a business environment. Focuses on concepts relating to leadership management, characteristics of functional teams, and stress management.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 253 and ABM 255

**ABM 255: Leadership Human Resource III – 3 Credits**

Identifies human resource management tools that can help manage essential HR and people- oriented tasks.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 253 and ABM 254

**ABM 256: Leadership Human Resource IV – 3 Credits**

Examines team building within the business and develops a leadership plan to optimize team performance.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 257 and ABM 278

**ABM 257: Leadership Human Resource V – 3 Credits**

Develops a stress management reduction plan. This course includes analyzing stressful situations, effective ways to deal with stress, and the development of a stress reduction plan and techniques.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 256 and ABM 258

**ABM 258: Leadership Human Resource VI – 3 Credits**

Develops a handbook that addresses human resource practices for a business.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

**Corequisites:** ABM 256 and ABM 257

## **ACC Accounting**

### **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.

(Contact hours - 60)

### **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.

(Contact hours - 60)

**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.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline). \*\*\*\***

## **AGE Agriculture Economics**

### **AGE 102 Agriculture Economics: GT-SS1 3 Credits**

Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management.

(Contact hours - 45)

### **AGE 205 Farm and Ranch Management 3 Credits**

Provide students with practical experience in applying principles of economics, business, marketing and finance to the management of a farm/ranch operation.

(Contact hours - 45)

### **AGE 208 Agricultural Finance 3 Credits**

Emphasizes principles of finance and their application to agriculture and agribusiness, including the time value of money, net present value analysis, interest, credit lending institutions, financial statements and financial ratios.

(Contact hours - 45)

**Prerequisite:** AGE 205 or permission from instructor

### **AGE 210 - Agriculture Marketing 3 Credits**

Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes



hedging with futures options.

(Contact hours - 45)

## **AGP Agriculture Production**

### **AGP 106 - Crop Scouting & Pest Control Methods 3 Credits**

Teaches recognition of pests commonly found on major crops in Colorado, their life cycles and integrated pest control measures for these weeds, insects, and diseases.

(Contact hours - 45)

### **AGP 107 - Practical Irrigation Mgmt 2 Credits**

Introduces the student to irrigation methods, scheduling, limited irrigation concepts, hydrology, safety, water quality, chemigation, and interrelationships between irrigation, soil fertility, and crops. A limited amount of water law is also covered.

(Contact hours - 37.5)

### **AGP 146 - Artificial Insemination Mgmt 2 Credits**

Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. Emphasizes the handling of frozen semen, heat detection and nutritional management for AI. Individualized training is given in developing and perfecting insemination techniques in live cattle.

(Contact hours - 37.5)

### **AGP 147 - Practical Cattle Reproduction 2 Credits**

Studies the fundamentals of cattle reproduction. Principles covered include: nutrition, breeding, system management, physiology of the reproductive tract, hormone function, fertilization, stages of pregnancy, and overall reproductive management of the cow herd. Emphasizes economic decision making and practical experience. Covers practical applications in reproductive management that may include: reproductive tract scoring, pelvic measuring, body condition scoring, artificial insemination and palpating cows.

(Contact hours - 37.5)

### **AGP 148 - Cattle Reproduction Lab 1 Credit**

Development of skills necessary for reproductive management of cattle in Beef/Dairy operations.

Covers the practical application of reproductive management techniques and practices utilized in the cattle industry.

(Contact hours - 30)

### **AGP 204 - Soil Fertility and Fertilizers 4 Credits**

Emphasizes soil fertility and plant nutrition in crop production, soil-plant relations, diagnostic techniques and methods of evaluating soil fertility. Includes composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants.

(Contact hours - 60)

### **AGP 215 - Animal Health 3 Credits**

Introduces the student to methods of prevention, recognition, and treatment of common livestock

diseases.

(Contact hours - 45)

**AGP 247 - Production Cattle Feeding** 3 Credits

Continues ASC 212 with emphasis on production cattle feeding in large and medium size operations. The mechanics and management of feeding operations in Logan County are observed and studied. Three major areas are emphasized: 1) Feedlot layout and design, 2) Nutrition, and 3) Health.

(Contact hours - 45)

**AGP 280 - Production Ag. Internship** 1-2 Credits

May be waived if the student exhibits substantial knowledge and understanding of production agriculture in their first term of OJT and through written documentation of work experience at the time of waiver application.

(Contact hours - 15/30)

## **AGR Agriculture**

**AGR 224 - Integrated Ranch Management** 3 Credits

Provides training in management pertaining to the economics of a ranching enterprise. Topics include principles of system management, resource inventory and management, ranch decision making, nutrition, selection, record keeping, financial management, and marketing.

(Contact hours - 45)

**AGR 260 World Interdependence - Population and Food - GT- SS3** 3 Credits

Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context.

(Contact hours - 45)

## **AGY Agriculture Crops & Soils**

**AGY 100 General Crop Production** 4 Credits

Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

(Contact hours - 75)

**AGY 240 Introductory Soil Science: GT-SC1** 4 Credits

Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth.

(Contact hours - 75)

**Prerequisite or Corequisite:** CHE 101

## **ANT Anthropology**

### **ANT 103 - Archaeology Laboratory: GT-SS3 1 Credit**

Studies analytical methods in archaeological research including those employed in the field and in the laboratory. This course utilizes practical exercises to illustrate theoretical principles of archaeology, including methods of archaeological survey, excavation, artifact analysis, collection strategies, mapping strategies, and field interpretation. (Contact hours – 30)

### **ANT 107 - Introduction to Archeology: GT-SS3 3 Credits**

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

(Contact hours - 45)

### **ANT 111 - Biological Anthropology with Laboratory: GT-SC1 4 Credits**

Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history.

(Contact hours - 75)

## **ART Art**

### **ART 110 - Art Appreciation-GT-AH1 3 Credits**

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

(Contact hours - 45)

### **ART 111 - Art History: Ancient to Medieval-GT-AH1 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.

(Contact hours - 45)

### **ART 112 - Art History: Renaissance to Modern-GT-AH1 3 Credits**

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance to 1900.

(Contact hours - 45)

### **ART 121 - Drawing I 3 Credits**

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

(Contact hours - 90)

**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.

(Contact hours - 90)

**ART 132 - Visual Concepts 3-D Design 3 Credits**

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

(Contact hours - 90)

**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.

(Contact hours - 90)

**ART 151 - 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.

(Contact hours - 90)

**ART 207 - Art History 1900 to Present-GT-AH1 3 Credits**

Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-Modernism.

(Contact hours - 45)

**ART 221 - Drawing II 3 Credits**

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

(Contact hours - 90)

**ART 251 - Painting II 3 Credits**

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

(Contact hours - 90)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

**ASC Animal Science****ASC 100 Animal Sciences 3 Credits**

Studies the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, and physiology of beef, sheep, swine, dairy, and horses. Focuses on the Animal

Science Industry in general and each species industry in regard to history, current situation, and future direction.

(Contact hours - 45)

### **ASC 225 Feeds and Feeding 4 Credits**

Focuses on the basic nutrients, common feeds and feed additives, anatomy of digestive systems, and basic feeding practices for beef, sheep, and dairy. The lab portion of the class is devoted to calculating and balancing rations to fulfill nutrient requirement for farm animals for growth, finishing, reproduction, lactation, work, and wool production. Explores least cost ration balancing on the computer.

(Contact hours - 60)

**Prerequisite:** ASC 100 or permission of instructor.

### **ASC 230 Farm Animal Anatomy & Physiology 3 Credits**

Introduces students to the basic concepts of farm animal anatomy and physiology with emphasis on concepts relating to nutrition, reproduction, Immunology, and growth of the basic farm species. ~Anatomy and Physiology is taught in the context of applying basic principles to production practices in the industry including reproductive management, livestock nutrition management, and animal health practices.

(Contact hours - 45)

**Prerequisite:** ASC 100 or permission of instructor.

### **ASC 250 Live Animal and Carcass Evaluation 3 Credits**

Explores meat carcass evaluation and the related yield and quality grading system. Emphasizes selection of breeding stock based on performance data. Covers comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information, and/or carcass merit.

(Contact hours - 45)

**Prerequisite:** ASC 100 or permission of instructor.

### **ASC 288 Livestock Practicum 2 Credits**

Provides experiential learning with beef cattle, dairy cattle, swine and sheep.

(Contact hours - 37.5)

**Prerequisite:** ASC 100 or permission of instructor.

## **AST Astronomy**

### **AST 101 - Planetary Astronomy w/Lab: GT-SC1 4 Credits**

Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience. The Colorado Commission on Higher Education has approved AST 101 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>

(Contact hours - 75)

**AST 102 - Stellar Astronomy w/Lab: GT-SC1 4 Credits**

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Stellar phenomena including white dwarves, black holes will be explored. Incorporates laboratory experience. The Colorado Commission on Higher Education has approved AST 102 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.

(Contact hours - 75)

**AST 150 - Astrobiology: Life in the Universe: GT-SC2 3 Credits**

Introduces the interdisciplinary and scientific nature of the search for life in the universe, also known as astrobiology. Students will address the questions: "How does life begin and evolve?" "Is there life elsewhere in the universe?" Students will examine life on Earth, its origin and evolution. The possibilities of other life in the solar system and throughout the universe will be examined. Students will investigate the current state of exploration and the search for extraterrestrial life.

(Contact hours - 45)

**Prerequisite:** AST 102

**BIO Biology****BIO 105 - Science of Biology-GT-SC1 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.

(Contact hours - 75)

**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.

(Contact hours - 75)

**BIO 111 - General College Biology with Lab-GT-SC1 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.

(Contact hours - 90)

**BIO 112 - General College Biology II with Lab: GT-SC1 5 Credits**

Examines the fundamental principles of ecology, evolution, classification, structure, and function in plants and animals. This course includes a laboratory experience.

(Contact hours - 90)

**BIO 201 - Human Anatomy and Physiology I -GT-SC1 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, and nervous systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence.

(Contact hours - 75)

**Comment:** \*The successful completion of [BIO 111](#) is recommended before taking this course.

**BIO 202 - Human Anatomy and Physiology II -GT-SC1 4 Credits**

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: endocrine, 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.

(Contact hours - 75)

**Prerequisite:** BIO 201 or equivalent or permission of instructor.

**BIO 204 - Microbiology-GT-SC1 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.

(Contact hours - 75)

**Prerequisite:** BIO 201

**Comment:** \*The successful completion of [BIO 111](#) is recommended before taking this course.

**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.

(Contact hours - 75)

**Prerequisite:** BIO 201, BIO 202 or permission of instructor.

**BIO 281 - Internship 1-12 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.

**BUS 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.

(Contact hours - 45)

**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. (Contact hours - 45)

**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.

(Contact hours - 45)

**Prerequisite:** CCR 094

**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.

(Contact hours - 45)

**Prerequisite:** MAT 055

**CCR College Composition & Reading****CCR 092 - College Composition and Reading 5 Credits**

Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts. For students who score NGAccuplacer Writing between 225 - 235.

(Contact hours - 75)

**CCR 093 - Studio D 3 Credits**

Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts. For students who score NGAccuplacer Writing between 236 - 245.

(Contact hours - 45)

**CHE Chemistry****CHE 101 - Introduction to Chemistry I with Lab - GT-SC1 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.

(Contact hours - 90)

**Prerequisite:** MAT 050 or Corequisite: MAT 050

**CHE 102 - Introduction to Chemistry II with Lab- GT-SC1 5 Credits**

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

(Contact hours - 90)

**Prerequisite:** CHE 101 or permission of instructor.

**CHE 111 - General College Chemistry I with Lab- GT-SC1 5 Credits**

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. The Colorado Commission on Higher Education has approved CHE 111 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.

(Contact hours - 90)

**Prerequisite or Corequisite:** MAT 121

**CHE 112 - General College Chemistry II with Lab - GT-SC1 5 Credits**

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. The Colorado Commission on Higher Education has approved CHE 112 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.

(Contact hours - 90)

**Prerequisite:** CHE 111

**CHE 211 - Organic Chemistry I with Lab 5 Credits**

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

(Contact hours - 105)

**Prerequisite:** CHE 112 or CHE 111 and instructor permission.

### **CHE 212 - Organic Chemistry II with Lab 5 Credits**

Explores the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in Organic Chemistry I. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

(Contact hours - 105)

**Prerequisite:** CHE 211

## **CIS Computer Information Systems**

### **CIS 118 - Intro PC Applications 3 Credits**

This course 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.

(Contact hours - 45)

### **CIS 218 - Advanced PC Applications 3 Credits**

Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

(Contact hours - 60)

**Prerequisite:** CIS 118 or permission of instructor.

**\*\*\*\*Additional courses available through Colorado Community College Online (CCCOonline) \*\*\*\***

## **COM Communications**

### **COM 115 - Public Speaking 3 Credits**

Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

(Contact hours - 45)

### **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.

(Contact hours - 45)

## **COS Cosmetology**

### **COS 103 - Introduction to Hair and Scalp 1 Credit**

Introduces various types of scalp treatments, shampoos, and conditioners. This course covers hair and scalp disorders, product knowledge, and proper massage techniques. This course provides training in a lab or classroom setting.

(Contact hours - 22.5)

### **COS 110 - Introduction to Hair Coloring 2 Credits**

Introduces theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. This course covers basic application techniques and procedures for the application of hair color.

(Contact hours - 37.5)

### **COS 111 - Intermediate I: Hair Coloring 2 Credits**

Expands on hair coloring theory and practical application of color products, formulations of color, level and shades of color. Students will learn application techniques in a specialized class or in a supervised salon setting.

(Contact hours - 45)

### **COS 120 - Introduction to Hair Cutting 2 Credits**

Introduces haircutting theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting procedures. This course covers proper use and care of hair cutting implements, basic hair cutting techniques using various cutting implements, and disinfection and sanitation procedures as they relate to haircutting.

(Contact hours - 37.5)

### **COS 121 - Intermediate I: Hair Cutting 2 Credits**

Expands on basic haircutting theory incorporating facial shapes, head and body forms to determine the appropriate techniques required to complete a client haircut. Students will apply hair cutting techniques in specialized classes or in the supervised salon.

(Contact hours - 45)

### **COS 130 - Introduction to Hair Styling I 2 Credits**

Combines theory with the practical application of hairstyling. This course covers roller placement, hair molding and shaping, pin curls, finger waves, comb-out techniques, air forming, thermal straightening, or curling for short to long hair.

(Contact hours - 37.5)

### **COS 131 - Intermediate I: Hair Styling 2 Credits**

This course covers the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding, and hair pressing.

(Contact hours - 45)

### **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.  
(Contact hours - 22.5)

**COS 141 - Intermediate I: Chemical Texture 1 Credit**

Emphasizes theory and practical application of chemical texture, including permanent waves and chemical relaxers, in a supervised salon setting. Students will practice different wrapping techniques required by trend styles in a classroom or salon setting.  
(Contact hours - 22.5)

**COS 150 - Laws, Rules and Regulations 1 Credit**

This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.  
(Contact hours - 15)

**COS 160 - Introduction to Infection Control and Prevention 2 Credits**

This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.  
(Contact hours - 30)

**COS 161 - Intermediate I: Infection Control and Prevention 1 Credit**

This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.  
(Contact hours - 22.5)

**COS 203 - Intermediate I: Hair and Scalp 1 Credit**

This course covers theory and practical training in shampoos, rinses, and conditioners and examines advanced techniques to prepare the student for employment. Instruction includes preparation for the Colorado State Board Licensing Examination for shampoos, rinses, and conditioners.  
(Contact hours - 22.5)

**COS 210 - Intermediate II: Hair Coloring 2 Credits**

This course covers theory and practical application of color products, formulations of color, level and shades of color. Students will practice hair coloring techniques in a specialized class or in a supervised salon setting.  
(Contact hours - 45)

**COS 211 - Advanced Hair Coloring 2 Credits**

This course covers advanced theory and practical techniques in hair coloring. Course covers the recognition of color problems and color correction procedures in preparation for the Colorado State Board Licensing Examination. Topics in this course include: advanced techniques, color formulation, and product knowledge.  
(Contact hours - 37.5)

**COS 220 - Intermediate II: Hair Cutting 2 Credits**

This course covers haircutting theory related to facial shapes, head and body forms to determine the techniques necessary for client's specified haircut and practical applications of haircutting techniques for various client requests.

(Contact hours - 45)

**COS 221 - Advanced Hair Cutting 2 Credits**

This course covers advanced haircutting techniques utilizing multiple cutting tools and emphasizes current fashion trends and preparation for the Colorado State Licensure examination.

(Contact hours - 37.5)

**COS 230 - Intermediate II: Hair Styling 2 Credits**

This course covers accepted methods of styling hair, including: air forming, roller sets, iron sets, finger waves, braiding and hair pressing. Students will practice hairstyling techniques for client purposes in specialized classes or in a supervised salon setting.

(Contact hours - 37.5)

**COS 231 - Advanced Hair Styling 1 Credit**

This course covers hairstyling theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon work and specialized classes. Students will prepare for the Colorado State Board Licensing Examination.

(Contact hours - 22.5)

**COS 240 - Intermediate II: Chemical Texture 1 Credit**

This course covers theory of chemical texture and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Students will practice different wrapping techniques required by trend styles or per client request.

(Contact hours - 22.5)

**COS 241 - Advanced Chemical Texture 1 Credit**

This course covers advanced techniques for chemical texture and current industry standards of practice to prepare the student for employment and the State Board Licensing Examination. Instruction is provided in specialized classes or supervised salon setting.

(Contact hours - 22.5)

**COS 250 - Business Management /Personal Skills/Ethics 1 Credit**

This course covers salon management business practices and the knowledge and skills necessary to build a successful business. Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

(Contact hours - 15)

**COS 260 - Intermediate II: Infection Control and Prevention 2 Credits**

This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's

responsibility to provide a safe work environment is practiced.  
(Contact hours - 45)

**COS 261 - Advanced Infection Control and Prevention 1 Credit**

This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.

(Contact hours - 15)

**COS 262 - Advanced II: Disinfection, Sanitation & Safety 3 Credits**

This course is the extra hours/credits required for the hairsylist 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.

## **CRJ Criminal Justice**

**CRJ 110 – Intro to Criminal Justice - GT-SS3 3 credits**

Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined.

(Contact hours - 45)

**CRJ 230 - Criminology 3 Credits**

Provides an introduction to the study of crime, understanding the causes of crime, and examines, theoretical frameworks and theories to explain criminal behavior. Within a social context, consideration is given to how theories have emerged and understand how social context contributes to explanations of crime. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **CSL Counseling**

**CSL 250 - Motivational Interviewing I 1.5 credits**

Provides the opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these

models have proven most effective will be discussed. Student opportunity for skills practice during class that includes skill sets specific to each stage of client readiness will be used. Presentation of assessment instruments to evaluate client readiness for change.

(Contact hours - 22.5)

## **ECO Economics**

### **ECO 201 - Principles of Macroeconomics - GT-SS1 3 Credits**

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

(Contact hours - 45)

### **ECO 202 - Principles of Microeconomics- GT-SS1 3 Credits**

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. ~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

(Contact hours - 45)

## **EDU Education**

### **EDU 188 - Practicum I 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 education facility and with the direct guidance of the instructor.

(Contact hours - 30)

**Corequisite:** EDU 221

### **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.

(Contact hours - 45)

**Corequisite:** EDU 188

**EDU 234 - Multicultural Education 3 Credits**

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

(Contact hours - 45)

**EDU 240 - Teaching the Exceptional Learner 3 Credits**

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

(Contact hours – 45)

**Prerequisite: EDU 221 & 188 Corequisite: EDU 288**

**EDU 250 - CTE in Colorado 1 Credit (for CTE Credentialing only)**

Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

(Contact hours - 15)

**EDU 260 - Adult Learning & Teaching 3 Credits (for CTE Credentialing only)**

Examines the philosophy of community colleges and/or secondary schools and the roles and responsibilities of the faculty member within the college/school community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

(Contact hours - 45)

**EDU 261 - Teaching, Learning and Technology 3 Credits**

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

**EDU 288 - Practicum II 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 education facility and with the direct guidance of the instructor.

**Prerequisite: EDU 221 & EDU 188 Corequisite: EDU 240**

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***



## **EGG Engineering**

### **EGG 106 - Robotics Design 1 Credit**

Focuses on the process of building an autonomous robot from the initial design to final evaluation. Includes design and building of the mechanical structure, electrical system as well as programming and integration of all systems to produce a fully functional autonomous robot capable of performing a series of proscribed tasks. Culminates with a detailed evaluation of both the robot and its performance. (Contact hours - 45)

### **EGG 140 - Engineering Projects 3 Credits**

Provides undergraduate engineering students with an opportunity to apply mathematical and scientific skills in engineering projects. Students work in teams on engineering projects under guidance of faculty.  
(Contact hours - 45)

## **EMS Emergency Medical Services**

### **EMS 121 - EMT Fundamentals 3 Credits**

Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management and patient assessment.  
(Contact hours – 67.5)

### **EMS 122 - EMT Medical Emergencies 4 Credits**

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.  
(Contact hours - 75)

**Prerequisite/Corequisite:** EMS 121, EMS 170

### **EMS 123 - EMT Trauma Emergencies 2 Credits**

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.  
(Contact hours - 37.5)

**Prerequisite/Corequisite:** EMS 122, EMS 170

### **EMS 126 - EMT Basic Refresher 2 Credits**

Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

### **EMS 170 - EMT Basic Clinical 1 Credit**

Provides the EMT student with the clinical experience required of initial and some renewal processes.

(Contact hours - 30)

**Corequisite:** EMS 122 & 123

**Prerequisite:** EMS 121

**EMS 203 - EMT Intermediate I 6 Credits**

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

(Contact hours - 112.5)

**Prerequisite:** EMS 170 or equivalent.

**EMS 205 - EMT Intermediate II 6 Credits**

Serves as the second course for EMT Intermediate certification.

(Contact hours - 112.5)

**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.

(Contact hours - 67.5)

**Corequisite:** EMS 205

**Prerequisite:** EMS 203

**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.

(Contact hours - 78.5)

**Prerequisite:** EMS 205, EMS 270

## **ENG English**

**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.

(Contact hours - 45)

**ENG 121 - English Composition I: GT-CO1 3 Credits**

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

(Contact hours - 45)

**Prerequisite:** Appropriate placement score, CCR 092, successful completion of CCR 093, or CCR 094 as a corequisite

### **ENG 122 - English Composition II: GT-CO2 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.

(Contact hours - 45)

**Prerequisite:** ENG 121

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **EST Esthetics**

### **EST 110 - Introduction to Skin Care 3 Credits**

This course covers the study of skin in both theory and practical applications for skin care professionals. Topics included in the course are: skin structure and function, massage manipulations while providing facials and the benefits derived from a proper facial, and good skin care routines. Training is conducted in a classroom or lab setting using manikins or models..

(Contact hours - 60)

### **EST 111 - Intermediate Skin Care 2 Credits**

This course covers skin care and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students will help patrons to select the proper skin care treatment(s). Practical and theory application can be done in specialized classes or supervised salon setting using models or customer service.

(Contact hours - 45)

### **EST 210 - Advanced Skin Care 2 Credits**

This course covers advanced techniques for massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment and preparation for State Board Licensing Examination. Instruction is provided in specialized classes or in a supervised salon setting.

(Contact hours - 45)

### **EST 211 - Make-up for Skin Care Professionals 1 Credit**

This course covers cosmetics and their functions **for the skin care professional, including the importance of color theory, facial types and skin tones as they relate to facial makeup. Topics in this course include: Instruction from the basic makeup application, corrective makeup procedures, and disinfection and sanitation pertaining to all aspects of makeup.**

(Contact hours - 22.5)

### **EST 212 - Hair Removal 3 Credits**

This course covers 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.

(Contact hours - 60)

### **EST 290 - Professional Development/Continuing Education 0-12 Credits**

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

## **GEO Geography**

### **GEO 105 - World Regional Geography - GT-SS2 3 Credits**

Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language, and economic development. Analyzes the characteristics that define world regions and distinguish them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions.

(Contact hours - 45)

## **GEY Geology**

### **GEY 111 - Physical Geology w/Lab- GT-SC1 4 Credits**

Introduces the major topics of geology. Course content encompasses Earth's materials, structure, and surface landforms. Geologic time and the geologic processes responsible for Earth's internal and external features are covered. This course includes laboratory experience. The Colorado Commission on Higher Education has approved GEY 111 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.

(Contact hours - 75)

**Prerequisite:** MAT 055

### **GEY 112 - Historical Geology w/Lab - GT-SC1 4 Credits**

Covers the development of Earth through the vast span of geologic time. Emphasis is on the investigation and interpretation of sedimentary rocks and features, the record of ancient environments, fossil life forms, and physical events in Earth's history within the framework of plate tectonics. This course includes laboratory experience. The Colorado Commission on Higher Education has approved GEY 112 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html..>

(Contact hours - 75)

**Prerequisite:** GEY 111 or permission of instructor.

### **GEY 216 - General Oceanography with Lab: GT-SC1 4 Credits**

Provides an introduction to modern geological and physical oceanography, with lesser emphasis on chemical and biological oceanography. Plate tectonics, seafloor geomorphology, marine sediments, coasts, physical and chemical properties of seawater, marine resources, environmental concerns, and water movement in currents, waves, and tides are among the topics covered. This course includes

laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.  
(Contact hours - 75)

## **HIS History**

### **HIS 101 - Western Civilization: Antiquity-1650 - GT-HI1 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.

(Contact hours - 45)

### **HIS 102 - Western Civilization: 1650-Present - GT-HI1 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.

(Contact hours - 45)

### **HIS 121 - US History to Reconstruction - GT-HI1 3 Credits**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

(Contact hours - 45)

### **HIS 122 - US History since Civil War - GT-HI1 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.

(Contact hours - 45)

### **HIS 225 - Colorado History - GT-HI1 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.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **HLT Horticulture**

### **HLT 100 - Horticulture Science 4 Credits**

Introduces students to the principles of the plant science as they relate to horticulture. The course emphasizes the application of plant sciences to the propagation, improvement, culture and utilization of horticultural plants.

### **HLT 101 - Introduction to Horticulture 4 Credits**

Introduces the biology of horticultural plants, and basic horticultural practices.

### **HLT 208 – Pesticide Safety and Use 3 Credits**

Familiarizes students with the safe handling of pesticides used in horticulture and the laws and regulations that govern all facets of pesticide use in Colorado. Can be used as preparation for completing the Colorado Department of Agriculture’s pesticide licensure exams

### **HLT 240- Introductory Soil Science 4 credits**

Discusses the formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed.

### **HLT 260 - Plant Propagation 4 credits**

Teaches seed and vegetative plant propagation techniques, the biology underlying modern plant propagation practices, and their application in commercial plant production.

## **HPE Human Performance & Exercise**

### **HPE 101- 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.

(Contact hours -30)

## **HPR Health Professional**

### **HPR 102 - CPR for Professionals 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.

(Contact hours - 7.5)

### **HPR 108 - Dietary Nutrition 1 Credit**

Studies the basic nutritional principles in clinical practice in health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support,

and diet modification for specific disease states.

(Contact hours - 15)

**HPR 120 – ACLS 1 credit**

Presents the required material for ACLS completion. It will cover arrhythmias, medications, and therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

(Contact hours - 15)

**HPR 178 - Medical Terminology 2 Credit**

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

(Contact hours - 30)

**HPR 180 - Internship 3 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.

**Prerequisite:** MLT 131 with a 70% or better

(Contact hours - 135)

## **HUM Humanities**

**HUM 103 - Introduction to Film Art - GT- AH2 3 Credits**

Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent a variety of genres and themes. The course incorporates the vocabulary of stylistic systems (for instance, cinematography and editing) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys.

(Contact hours – 45)

**HUM 115 - World Mythology - GT-AH2 3 Credits**

Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth.

(Contact hours - 45)

**HUM 121 - Humanities: Early Civilizations - GT-AH2 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.

(Contact hours - 45)

### **HUM 122 - Humanities: Medieval to Modern - GT-AH2 3 Credits**

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.

(Contact hours - 45)

### **HUM 123 - Humanities: Modern World: GT-AH2 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.

(Contact hours - 45)

### **HUM 163 - Film Criticism 3 Credits**

Considers different approaches to film criticism, including the journalist, humanist, auteurist, genre, social science, historical, and ideological/theoretical approaches. Students will view and analyze films applying each of the critical approaches through class discussion and other assignments.

(Contact hours – 45)

## **HWE Health and 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.

(Contact hours - 45)

### **HWE 103: Community First Aid and CPR 1 credit**

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

(Contact hours - 15)

### **HWE 111 - Health and Fitness 3 Credits**

Studies health and fitness in the U.S. today. The course will look at personal health issues, managing stress, nutrition and health life styles.

(Contact hours - 45)

## **LEA Law Enforcement Academy**

### **LEA 101 - Basic Police Academy I 6 Credits**

Conforms to POST standards and Colorado 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.

(Contact hours - 97.5)

**Prerequisite:** Permission of Academy Director



**LEA 102 - Basic Police 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.

(Contact hours - 187.5)

**Prerequisite:** Permission of Academy Director

**LEA 105 - Basic Law 8 Credits**

Conforms to the Colorado 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.

(Contact hours - 120)

**Prerequisite:** Permission of Academy Director

**LEA 106 - Arrest Control Techniques 3 Credits**

Exploration of the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Explains the continuum of force and de-escalation of force.

(Contact hours - 45)

**Prerequisite:** Permission of Academy Director

**LEA 107 - Law Enforcement Driving 3 Credits**

Exploration of the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

(Contact hours - 45)

**Prerequisite:** Permission of Academy Director

**LEA 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.

(Contact hours - 45)

**Prerequisite:** Permission of Academy Director.

**LEA 109 - Culture & Conflict Resolution 2 Credits**

Explores the role culture plays in dispute resolution and ways that gender, race, ethnicity, national origin, age, religion, sexual orientation and language influence conflict resolution.

(Contact hours - 30)

**LEA 110 - Career Management 1 Credit**

Introduces the law enforcement candidate to the proper performance standards and best habits and practices necessary to secure and maintain employment as a peace officer.

(Contact hours - 15)

**LEA 111 - Law Enforcement Defensive Weapons 1 Credit**

Introduces the law enforcement candidate to the legal and tactical use of defensive weapon systems to

include Oleoresin Capsicum (OC) pepper defensive spray and TASER use in law enforcement defensive tactics applications.

(Contact hours - 22.5)

## **LIT Literature**

### **LIT 115 - Introduction to Literature I - GT-AH2 3 Credits**

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

(Contact hours - 45)

### **LIT 201 - World Literature to 1600: GT-AH2 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.

(Contact hours - 45)

### **LIT 202 - World Literature After 1600- GT-AH2 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.

(Contact hours - 45)

### **LIT 205 - Ethnic Literature: GT-AH2 3 Credits**

Examines the cultural, historical, and social contexts impacting multiple ethnic American identities through critical reading and analysis. This course focuses on significant works by authors who identify as African American, Native American, Latino/a, Asian American, and other ethnicities. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

### **LIT 225 - Intro to Shakespeare - GT-AH2 3 credits**

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.

(Contact hours - 45)

### **LIT 230 - Comics/Graphic Novels 3 Credits**

Introduces visual literature in the form of the Graphic Novel or Comic Art. Diverse theoretical approaches will be used to evaluate and analyze texts.

(Contact hours - 45)

### **LIT 246- Literature of Women: GT-AH2 3 Credits**

Examines the techniques and themes in literature of various genres by and about women by considering what it means for women to be in literature, as characters and also as authors. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

### **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.  
(Contact hours - 45)

**LIT 288 - Practicum** 1-12 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.

**\*\*\*\* Additional course offerings through Colorado Community College Online (CCOnline) \*\*\*\***

## **MAN Management**

**MAN 128 - Human Relations in Organizations** 3 Credits

Introduces interpersonal relations most directly linked to attainment of organizational and individual goals in the business world. Other factors include motivation, career development, and conflict resolution. It explores the importance of effective communication in organizations. Addresses organizational issues such as employee motivation and customer complaints as related to product or service defects.

(Contact hours - 45)

**MAN 200 - Human Resource Management I** 3 Credits

Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.

(Contact hours - 45)

**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.

(Contact hours - 45)

**MAN 224 - Leadership** 3 Credits

Focuses on the leadership skills for contemporary organizations. Covers development and communication a shared vision to motivate and empower employees to manage conflict, to negotiate, and to develop teams.

(Contact hours - 45)

**Prerequisite:** Permission of Instructor.

**MAN 226 - Principles of Management** 3 Credits

Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

(Contact hours - 45)

**Prerequisite:** MAN 224

### **MAN 287 - Cooperative Education/Intern 1-12 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 stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

**Prerequisite:** MAN 224

## **MAR Marketing**

### **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. (Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **MAT Mathematics**

### **MAT 025 - Algebraic Literacy Lab 1 Credit**

Supports skill development in students registered in MAT 055 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any prerequisite skills needed by the student. (Contact hours - 15)

### **MAT 050 – Quantitative Literacy 4 Credits**

Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

(Contact hours - 60)

Required Accuplacer scores are EA 30-84 or AR > 40.

### **MAT 055 – Algebraic Literacy 4 Credits**

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math.

(Contact hours - 60)

**Prerequisite:** MAT 050 or Accuplacer EA 60-84 Students w/ EA 45-59 may be advised into MAT 055 but must co-enroll in MAT 025

**MAT 092 - Quantitative Lab 1 Credit**

Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course.  
(Contact hours - 22.5)

**MAT 093 - Algebra Lab 1 Credit**

Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course.  
(Contact hours - 22.5)

**MAT 102 - Skilled Trades & Industrial Mathematics 2 Credits**

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to skilled trades and general industrial repair. It is designed for students in the repair industry. Topics may include algebra, geometry, graphs, measurement, and conversion between various systems of measurement.  
(Contact hours - 30)

**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. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.  
(Contact hours - 45)

**Prerequisite:** MAT 050 or appropriate 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.  
(Contact hours - 45)

**Prerequisite:** MAT 050 or appropriate placement score

**MAT 120 - Math for Liberal Arts - GT-MA1 4 Credits**

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics.  
(Contact hours - 60)

**Prerequisite:** MAT 092 or appropriate placement score

**MAT 121 - College Algebra- GT-MA1 4 Credits**

Focuses on a variety of functions and the exploration of their graphs. Topics include: equations and inequalities, operations on functions, exponential and logarithmic functions, linear and non-linear systems, and an introduction to conic sections. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

(Contact hours - 60)

**Prerequisite:** MAT 055 or Accuplacer score greater than 84.

**MAT 122 - College Trigonometry - GT-MA1 3 Credits**

Explores trigonometric functions, their graphs, inverse functions and identities. Topics include: trigonometric equations, solutions of triangles, trigonometric form of complex numbers, and polar coordinates. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

(Contact hours - 45)

**Prerequisite:** MAT 121 or equivalent

**MAT 123 - Finite Mathematics - GT-MA1 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.

(Contact hours - 60)

**Prerequisite:** MAT 055 or equivalent

**MAT 125 - Survey of Calculus - GT-MA1 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.

(Contact hours - 60)

**Prerequisite:** MAT 121 or equivalent or appropriate placement score

**MAT 135 - Introduction to Statistics - GT-MA1 3 Credits**

Introduces descriptive and inferential statistics, with an emphasis on critical thinking and statistical literacy. Topics include methods of data collection, presentation and summarization, introduction to probability concepts and distributions, and statistical inference of one and two populations. This course uses real world data to illustrate applications of a practical nature.

(Contact hours - 45)

**Prerequisite:** MAT 092 or appropriate placement score

**MAT 166 - Pre-Calculus: GT-MA1 5 Credits**

Extends algebraic concepts and explores the subject of trigonometry. Topics include: polynomial, rational, logarithmic, and exponential functions, trigonometric and inverse trigonometric functions and their graphs, trigonometric identities, and applications. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

(Contact hours - 75)

**Prerequisite:** MAT 121

**MAT 201 - Calculus I - GT-MA1 5 Credits**

Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

(Contact hours - 75)

**Prerequisite:** MAT 121 and MAT 122 or appropriate placement score

**MAT 202 - Calculus II - GT-MA1 5 Credits**

Continues the study of single variable calculus which will include techniques of integration, analytic geometry, improper integrals, convergence of infinite numerical series and power series. The Colorado Commission on Higher Education has approved MAT 202 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- MA1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.

(Contact hours - 75)

**Prerequisite:** MAT 201 or appropriate placement score

**MAT 203 - Calculus III- GT-MA1 4 Credits**

Focuses on the traditional subject matter of multivariable Calculus. Topics include vectors, vector-valued functions, partial derivatives, analytic geometry, multiple integrals, line integrals and applications.

(Contact hours - 60)

**Prerequisite:** MAT 202 or appropriate placement score

**MAT 255 - Linear Algebra 3 Credits**

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

(Contact hours - 45)

**Prerequisite:** MAT 202

**MAT 265 - Differential Equations - GT-MA1 3 Credits**

Explores 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.

(Contact hours 45)

**Prerequisite:** MAT 202

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

**MLT Medical Laboratory Technology****MLT 131 - Hematology 2 Credits**

Covers an introduction to phlebotomy and hematology testing. This is an introductory course for Medical Laboratory Technician students and a complete hematology module for phlebotomy students. This course is required to receive a Phlebotomy Certificate. Recommended: High School Biology  
(Contact hours - 45)

**MLT 132 - Hematology II 4 Credits**

Covers advanced theory and practical application of hematology and hemostasis systems as they relate to the medical laboratory. Laboratory techniques, instrumentation, safety, and quality assurance in the hematology/hemostasis lab are applied. Blood cell formation, cell function and morphology, and

coagulation topics are covered. Correlation of test results to blood disorders is explored. Body fluid analysis will be covered including manual counts and laboratory procedures.

(Contact hours - 90)

**Prerequisite:** MLT 131 Hematology with a 70% or better and Accuplacer scores of English 95+, EA 85+ and Reading of 80+. Students with scores below these will not be admitted in to the MLT 132 class until developmental courses are completed.

### **MLT 141 – Immunohematology/ Immunology 4 Credits**

Covers theoretical principles and procedures in immunology and immunohematology as they pertain to the clinical laboratory. Blood banking procedures will be covered including: antigens, antibodies, immune system responses, genetics, antibody identification, compatibility testing, transfusion reactions, component therapy, donor selection and tests, autoimmune hemolytic anemias and hemolytic disease of the newborn. Proficient performance of related laboratory testing is mandatory.

(Contact hours - 90)

**Prerequisite:** BIO 111 Biology; Co-Requisite: MLT 132 Hematology II, BIO 202 Anatomy and Physiology II

### **MLT 142 - Urinalysis 2 Credits**

Provides the student with theory and practice in performing urinalysis, including kidney function and urine formation. Urinalysis consist of examination of the physical, chemical, and microscopic components of urine. Analysis of other body fluid including cerebrospinal (CSF), serous, amniotic, synovial, seminal, vaginal, and feces are included.

(Contact hours - 45)

**Prerequisite:** BIO 111 Biology, BIO 201 Anatomy and Physiology I, CHE 111 General College Chemistry, and MLT 132 Hematology II or Permission of instructor.

### **MLT 180 - Internship/ Blood Banking I 1 Credit**

The clinical internship provides the student the opportunity to implement skills learned in the MLT 141 Immunology/Immunohematology course in a clinical laboratory setting. Student attends for 40 hours per week for 2 weeks. Additional practice of blood bank principles and procedures, experience with automated instrumentation and exposure to clinical environment provided.

(Contact hours - 45)

**Prerequisite:** MLT 141 Immunology/Immunohematology

### **MLT 182 - Internship II /Hematology, Coagulation & Urinalysis 3.5 Credits**

Provides the student with clinical laboratory experience in the principles and procedures of clinical hematology, coagulation, and urinalysis. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 157.5)

**Prerequisite:** MLT 132 Hematology II, MLT 142 Urinalysis

### **MLT 231 - Clinical Microbiology 4 Credits**

Explains the basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance. Student will interpret clinical specimens to provide data correlation including diagnostics and treatment. Techniques for determining antibiotic sensitivity will be demonstrated. Public health, safety and quality control will also be emphasized.

(Contact hours - 90)



**Corequisite:** BIO 202 Anatomy and Physiology II

**Prerequisite:** BIO 111 Biology

**MLT 232 - Parasitology/Mycology 2 Credits**

Provides the student with an introduction to basic laboratory identification and classification of medically significant isolates in parasitology and mycology. Laboratory safety, specimen selection, processing, isolation, and identification methods will be covered. Epidemiology and pathogenesis of mycosis and parasitic infections will be emphasized.

(Contact hours - 45)

**Prerequisite:** MLT 231 Clinical Microbiology

**MLT 241 - Clinical Chemistry 2 Credits**

Covers basic laboratory math, basic instrumentation, safety and quality control, basic theory and result evaluation of electrolytes, kidney function, and liver function test. This course is designed as an introduction course to clinical chemistry for Medical Laboratory Technician students.

(Contact hours - 45)

**Prerequisite:** MAT 121 College algebra, CHE 111 General College Chemistry

**MLT 242 - Clinical Chemistry II 4 Credits**

Covers advanced clinical chemistry theory, organ functions and disease correlations. Manual and automated chemistry testing is performed in the laboratory portion of the course.

(Contact hours - 90)

**Prerequisite:** MLT 241 Clinical Chemistry

**MLT 253 - Seminar/Comprehensive Exams 1 Credit**

Prepares students for board exams and maintenance of certification through continuing education. Writing resumes, interviewing and job skills are practiced. Students will have the opportunity to complete multiple mock Medical Laboratory Technician (MLT) board exams.

(Contact hours - 15)

**Corequisite:** MLT 182 Internship II / Hematology, Coagulation & Urinalysis

**Prerequisite:** All 200 level MLT courses

**MLT 280 - Internship III /Clinical Chemistry 3.5 Credits**

Provides the student with clinical laboratory experience in the principles and procedures of clinical chemistry. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 157.5)

**Prerequisite or Corequisite:** MLT 242 Clinical Chemistry II

**MLT 282 - Internship IV / Microbiology 2 Credits**

Provides the student with clinical laboratory experience in the principles and procedures of clinical microbiology. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 90)

**Corequisite:** MLT 232 Parasitology/Mycology

**Prerequisite:** MLT 231 Clinical Microbiology

## **MUS Music**

### **MUS 110 - Music Theory I 3 Credits**

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.

(Contact hours - 45)

### **MUS 111 - Music Theory II 3 Credits**

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

(Contact hours - 45)

### **MUS 112 - Ear Training/Sight-singing I Lab 1 Credits**

Presents exercises in sight-singing with melodic and rhythmic dictation.

(Contact hours - 30)

### **MUS 113 - Ear Training/Sight-singing II Lab 1 Credit**

Presents exercises in sight-singing with melodic and rhythmic dictation.

(Contact hours - 30)

### **MUS 120 - Music Appreciation - GT-AH1 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.

(Contact hours - 45)

### **MUS 121 - Music History: Medieval thru Classical 3 Credits**

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 30)

### **MUS 122 - Music History: Early Romantic Period 3 Credits**

Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

### **MUS 131 - Music Class I: Piano 2 Credits**

Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term. (Contact hours - 30)

### **MUS 141 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term. (Contact hours - 15 - 30)

### **MUS 142 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term.  
(Contact hours - 15 -30)

**MUS 151 - Ensemble I: Choir 1 Credit**

First year, first term. Rehearses and performs various types of musical literature.  
(Contact hours - 45)

**MUS 152 - Ensemble II: Choir 1 Credit**

Rehearses and performs various types of musical literature. First year, second term.  
(Contact hours - 45)

**MUS 210 - Music Theory III 3 Credits**

Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions  
(Contact hours - 45)

**MUS 211 - Music Theory IV 3 Credits**

Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.  
(Contact hours - 45)

**MUS 212 - Advanced Ear Training/Sight-singing I Lab 1 Credit**

Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.  
(Contact hours - 30)

**MUS 213 - Advanced Ear Training/Sight Singing II Lab 1 Credit**

Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.  
(Contact hours - 30)

**MUS 241 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term.  
(Contact hours - 15 - 30)

**MUS 242 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term.  
(Contact hours - 15 - 30)

**MUS 251 - Ensemble I 1 Credit**

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

(Contact hours - 45)

**MUS 252 - Ensemble II 1 Credit**

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

(Contact hours - 45)

**NAT Nail Technician****NAT 110 - Introduction to Nail Care 3 Credits**

This course covers the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

(Contact hours - 60)

**NAT 111 - Intermediate I Nail Care 2 Credits**

This course covers 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 aspects of manicures, pedicures, and nail art is taught.

(Contact hours - 45)

**NAT 210 - Advanced Nail Care 2 Credits**

This course covers advanced theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Topics included in this course are: practical application of procedures, products, nails shapes and maintenance of the natural nails. Course will cover client education on different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.

(Contact hours - 37.5)

**NAT 211 - Application of Nail Enhancements 5 Credits**

This course covers advanced theory and product knowledge of current industry nail enhancements to ready the student for employment. Practical application and removal techniques of nail wraps, tip overlays, acrylics and any current enhancements are practiced. Instruction is provided in specialized classes or in supervised salon setting using models or customer service. This course prepares the student for the Colorado state board licensing examination.

(Contact hours - 97.5)

**NAT 290 - Advanced Nail Technician Studies 3 Credits**

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

## **NUA Nursing Assistant**

### **NUA 101 - 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.

(Contact hours - 87.5) **Corequisite:** NUA 102, NUA 170

### **NUA 102 - Certification Exam Prep .5 credits**

Helps prepare the student for the National Nurse Aide Assessment Program (NNAAP) examination.  
(Contact hours - 7.5)

**Corequisite:** NUA 101 or permission from instructor

### **NUA 170 - Nurse Aide Clinical Experience 1 Credit**

Applies knowledge and skill gained in NUA 101 to patient care.  
(Contact hours - 30)

**Prerequisite or Corequisite:** NUA 101, NUA 102

## **NUR Nursing**

The following Nursing Program courses include a combination of theory, laboratory practice and clinical practice for each course. Students must pass each of the theory, laboratory and clinical portions of each course to receive a passing grade in that course.

Most of the Nursing Program courses are sequential and must be completed successfully before proceeding into the next course.

Theory hours for each course are calculated on a 1:1 credit to contact ratio, laboratory and clinical hours are calculated on a 1:2 credit to contact ratio.

---

### **NUR 101 - Pharmacology Calculations 1 Credit**

Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

(Contact hours - 30)

**Prerequisite:** Admission to the Nursing Program

### **NUR 106 - Med-Surg Nursing Concepts 7 Credits**

NUR106 is the first medical/surgical nursing course. Building on NUR109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population

experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

(Contact hours - 51 Theory, 13.5 Lab, 148.5 Clinical)

**Prerequisite:** Admission to the Nursing Program and NUR 109

### **NUR 109 - Fundamentals of Nursing 6 Credits**

Nursing 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations.

(Contact hours - 30 Theory, 90 Lab, 90 Clinical)

**Prerequisite:** Admission to the Nursing Program

### **NUR 112 - Basic Concepts of Pharmacology 2 Credits**

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

(Contact hours - 30)

**Prerequisite:** Admission to the Nursing Program

### **NUR 150 - Maternal - Child Nursing 6 Credits**

Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that are developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

(Contact hours - 49.5 Theory, 31.5 Lab, 90 Clinical)

**Prerequisite:** Admission into the Nursing Program and NUR 109

### **NUR 169 - Transition to Practical Nursing 4 Credits**

Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse 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.

(Contact hours - 30 Theory, 90 Clinical)

**Prerequisite:** NUR 109 Corequisite: 106, 112, 150

### **NUR 189 – Transition from LPN to ADN 3 credits**

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and

maternal/child and pediatric clinical settings.

(Contact hours - 30 Theory, 22.5 Lab, 22.5 Clinical)

**Prerequisite:** LPN Licensure or permission of Nursing Director

**NUR 206 - Adv Concepts of Med/Surg NSG I 6.5 Credits**

NUR 206 builds on NUR106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/ surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

(Contact hours - 45 Theory 22.5 Lab, 135 Clinical)

**Prerequisite:** Admission to the Nursing Program & Completion of the all Level-one NUR Courses

**NUR 211 - Psychiatric-Mental Health Nursing 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 psychiatric clinical conditions/disorders.

(Contact hours - 40.5 Theory, 58.5 Clinical)

**Prerequisite:** Admission to the Nursing Program **Prerequisite/Corequisite:** NUR 206

**NUR 212 - Pharmacology II 2 Credits**

Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence- based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

(Contact hours - 30)

**Prerequisite:** Admission to the Nursing Program & NUR 112

**NUR 216 - Adv Concepts Med-Surg NSG II 5 Credits**

Nursing 216 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.

(Contact hours – 34.5 Theory, 121 Clinical)

**Prerequisite:** Admission to the Nursing Program & NUR 206

**NUR 230 - Transition to Professional NSG 4 Credits**

Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the

clinical setting to facilitate an effective transition from student to registered professional nurse.  
(Contact hours - 24 Theory, 108 Clinical)

**Prerequisite:** Admission to the Nursing Program & NUR 206, 211, 212

**Corequisites:** NUR 216

**NUR 254 - RN Licensing Exam Preparation 1.5 Credits**

Will provide a review of the RN NCLEX test plan content areas, review of NCLEX style question formats and the Computerized Adaptive Testing method. Students will review study options for preparing for the RN NCLEX exam and have the opportunity to develop a customized preparation plan for success on the RN NCLEX for Professional Nursing Licensure.

(Contact hours 22.5)

**NUR 275 - Special Topics 0 - 12 Credits**

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

## **PED Physical Education**

**PED 100 - Fitness Concepts 1 Credit**

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

(Contact hours - 30)

**PED 101- 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 exercises to promote positive changes in health-related fitness components.

(Contact hours - 30)

**PED 102 - Weight Training I 1 Credit**

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

(Contact hours - 30)

**PED 103 - Weight Training II 2 Credits**

Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition.

(Contact hours - 60)

**PED 104 - Cross Training 1 Credit**

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross



training has upon the body's energy systems and muscles, program design and terminology.  
(Contact hours - 30)

**PED 110 - Fitness Center Activity I 1 Credit**

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

(Contact hours - 30)

**PED 111 - Fitness Center Activity II 1 Credit**

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

(Contact hours - 30)

**PED 112 - Fitness Center Activity III 1 Credit**

Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center.

(Contact hours - 30)

**PED 113 - Fitness Center Activity IV 1 Credit**

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track found in the Fitness Center.

(Contact hours - 30)

**PED 120 - Aerobics I 1 Credit**

Offers a level of aerobic exercise to increase the students aerobic endurance and further explains the components of aerobic conditioning. Charting and developing of cardiovascular rates are stressed.

(Contact hours - 30)

**PED 122 - Step Aerobics 1 Credit**

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal

muscles, various step patterns and choreography.

(Contact hours - 30)

**PED 129 - Zumba 1 Credit**

Zumba is a compilation of high energy, motivating music with unique moves and choreography combinations. Zumba fuses Latin and International music and dance themes to create a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps.

(Contact hours - 30)

**PED 163 - Martial Arts I 1 Credit**

Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will.

(Contact hours - 30)

**PED 164 - Martial Arts II 1 Credit**

Presents an empty-hand form of self-defense using all parts of the body in various blocking, kicking, punching and striking techniques against one or more assailants. The style of Karate taught will be Tae Kwon Do. Based on the results of an initial skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that they will strive to achieve by the end of the course.

(Contact hours – 30)

**PED 176 - Special Topics 1 Credit**

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

(Contact hours - 30)

**PED 202 - Golf I 1 Credit**

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

(Contact hours - 30)

**PED 203 - Golf II 1 Credit**

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf instructors.

(Contact hours - 30)

**PED 206 - Racquetball I 1 Credit**

Introduces and improves the skill level in racquetball. Emphasizes teaching the student the elements of racquetball including rules, stroke technique, scoring, serving, the various shots, and offensive and defensive strategies.  
(30 Contact hours)

**PED 221 - Dynamic Workout 1 Credit**

Designed for those who want to increase flexibility and improve muscle tone through proper exercise techniques using mat work. Body alignment, breathing, and work on the abdominals, hips and thighs will be emphasized.  
(Contact hours - 30)

**PED 230 - Volleyball I 1 Credit**

Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies.  
(Contact hours - 30)

**PED 231 - Volleyball II 1 Credit**

Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching student's quick offensives and advanced defensive systems in order to play volleyball at a competitive level.  
(Contact hours - 30)

**PED 232 - Baseball 1 Credit**

Assesses the student's skill level in baseball. Emphasizes skill testing and game participation.  
(Contact hours - 30)

**PED 233 - Softball 1 Credit**

Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies.  
(Contact hours - 30)

**PED 234 - Basketball 1 Credit**

Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies.  
(Contact hours - 30)

**PED 235 - Soccer 1 Credit**

Gives the student the opportunity to gain knowledge and skills in the subject of soccer, including history, governing organizations, laws of the game, skills techniques, offensive and defensive tactics and conditioning.  
(Contact hours - 30)

**PED 237 - Varsity Sports 1 Credit**

Allows the student-athletes an opportunity to participate in a competitive varsity sports program.  
(Contact hours - 30)

## **PHI Philosophy**

### **PHI 111 - Introduction to Philosophy - GT-AH3 3 Credits**

Introduces significant theoretical and practical questions and emphasizes understanding the meaning and methods of philosophy. Includes: the human condition, logic, reality, knowledge, freedom, history, ethics, and religion. Guaranteed Transfer (GT) Pathways Course Statement: The Colorado Commission on Higher Education has approved PHI 111 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-AH3 category. For transferring students, successful completion with a minimum C-grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>

(Contact hours - 45)

### **PHI 112 - Ethics - GT-AH3 3 Credits**

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. ~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

(Contact hours - 45)

### **PHI 113 - Logic - GT-AH3 3 Credits**

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. ~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

(Contact hours - 45)

**\*\*\*\*Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **PHY Physics**

### **PHY 105 - Conceptual Physics w/Lab- GT-SC1 4 Credits**

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

(Contact hours - 75)

**Prerequisite:** MAT 055

### **PHY 111- Physics: Algebra-Based I w/ Lab - GT-SC1 5 Credits**

Explores the physical world 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 advanced sciences should register for PHY 211.

(Contact hours - 90)

**Prerequisite:** MAT 121

**PHY 112- Physics: Algebra-Based II with Lab - GT-SC1 5 Credits**

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

(Contact hours - 90)

**Prerequisite:** PHY 111

**PHY 211- Physics: Calculus-Based I with Lab - GT-SC1 5 Credits**

Covers the physics of kinematics, dynamics, and conservation laws and requires application of classical physics to both mathematical and conceptual problems. Specific concepts covered include 1D and 2D kinematics, Newton's Laws, rotational motion, energy and work, momentum and impulse, and simple harmonic motion. This course may also cover thermodynamics and fluid mechanics. The Colorado Commission on Higher Education has approved PHY 211 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>. For REQUIRED SYLLABUS information that is to be included on all syllabi starting Summer 2018 go to

<https://www.cccs.edu/educator-resources/common-course-numbering-system/gt-pathways-required-course-syllabi-information/>.

(Contact hours - 105)

**Corequisite:** MAT 201

**Prerequisite:** MAT 201

**PHY 212- Physics: Calculus-Based II with Lab - GT -SC1 5 Credits**

Covers the physics of electricity and magnetism using conceptual and mathematical reasoning, including calculus. Maxwell's equations, waves, and time-varying circuits will be covered. Optional topics include wave and geometric optics and AC circuits. The Colorado Commission on Higher Education has approved PHY 212 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to

<http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>. For REQUIRED SYLLABUS information that is to be included on all syllabi starting Summer 2018 go to

<https://www.cccs.edu/educator-resources/common-course-numbering-system/gt-pathways-required-course-syllabi-information/>.

(Contact hours - 105)

**Corequisite:** MAT 202

**Prerequisite:** PHY 211

**PHY 213 - Physics III: Calculus Based Modern Physics 3 Credits**

Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

## **POS Political Science**

### **POS 105 - Introduction to Political Science - GT-SS1 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. The Colorado Commission on Higher Education has approved POS 105 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SS1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.  
(Contact hours - 45)

### **POS 111 - American Government - GT-SS1 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, electoral process, and the structure and functions of the national government. The Colorado Commission on Higher Education has approved POS 111 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SS1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>.  
(Contact hours - 45)

### **POS 125 - American State and Local Government - GT-SS1 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. This is a statewide Guaranteed Transfer course in the GT-SS1 category.  
(Contact hours - 45)

### **POS 205 - International Relations - GT-SS1 3 Credits**

Examines the interactions among various levels of actors in the international system. This course attempts to explain behaviors across state boundaries. This is a statewide Guaranteed Transfer course in the GT-SS1 category.  
(Contact hours - 45)

## **PSY Psychology**

### **PSY 101 - General Psychology I - GT-SS3 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.  
(Contact hours - 45)

### **PSY 102 - General Psychology II - GT-SS3 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.  
(Contact hours - 45)

**PSY 231 - Positive Psychology GT - SS3 3 Credits**

Focuses on human strengths rather than the traditional view of psychology that tends to focus on the worst of human nature. This course is designed to explore strengths-based research, concepts of happiness, helpfulness, and resiliency. The research and theories about human nature will go beyond simply not being mentally ill as a form of mental health, which will include optimism, post-traumatic growth, and how to increase emotional, psychological and social functioning. Overall, this course will be focused on understanding one's own sense of life satisfaction and how to further improve well-being.

(Contact hours - 45)

**Prerequisite:** PSY 101

**PSY 235 - Human Growth and Development - GT-SS3 3 Credits**

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors.

(Contact hours - 45)

**PSY 238 - Child Development - GT-SS3 3 Credits**

Focuses on the growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

(Contact hours -45)

**PSY 249 - Abnormal Psychology - GT-SS3 3 Credits**

Examines abnormal behavior and its classification, causes, treatment, and prevention.

(Contact hours - 45)

**Prerequisite:** PSY 101.

\*\*\*\* Additional courses available through Colorado Community College Online (CCCOOnline) \*\*\*\*

## **RAM Range Management**

**RAM 205 - Range Management 3 Credits**

Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

(Contact hours - 60)

## **REC Recreation**

**REC 120 - Intro to Sport Management 3 Credits**

Provides the student with knowledge of management in the areas of facilities, professional

organizations, educational institutions, promotions, as well as the different managerial styles that can be applied. This course will also provide the student with individual topics such as quality control, leadership, strategic planning, information systems, and sport research.  
(Contact hours - 45)

## **SCI Science**

### **SCI 105 - Science in Society - GT-SC2 3 Credits**

Examines issues relating to the way science interacts with society. A selection of issues from information technology, the environment and earth science, physics and astronomy, biology, medicine, and the interaction of science with politics will be examined, as informed by current events. Emphasis will be on research, inquiry, and critical analysis of science-related issues, including the negative and positive roles of science in society. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

(Contact hours - 45)

**\*\*\*\*Additional courses available through Colorado Community College Online (CCCOonline) \*\*\*\***

## **SLP Student Leadership Program**

### **SLP 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).

(Contact hours - 15)

### **SLP 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).

(Contact hours - 15)

### **SLP 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).

(Contact hours - 15)

### **SLP 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).

(Contact hours - 15)

## **SOC Sociology**

### **SOC 101 - Introduction to Sociology I - GT-SS3 3 Credits**

This course examines the basic concepts, theories, and principles of sociology, including topics of culture, race, class, gender, sexuality, social groups, and deviance through a local and global lens. Analyzes and interprets socio-historic as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures. (GT-SS3)

(Contact hours - 45)

### **SOC 102 - Introduction to Sociology II - GT-SS3 3 Credits**

Examines the basic concepts, theories, and principles of sociology, including topics of family, religion, education, politics, the economy, health, demography, the environment and social movements through a local and global lens. Analyzes and interprets socio-historical as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures. (GT-SS3)

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **SPA Spanish**

### **SPA 115 – Spanish for the Professional I 3 credits**

Introduces students to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **THE Theatre**

### **THE 105 - Theatre Appreciation - GT-AH1 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.

(Contact hours - 45)

### **THE 108 - Theater Script Analysis - GT-AH1 3 Credits**

Introduces students to methods of reading and analyzing literature for the stage. In addition, students

will apply staging and design concepts in visualizing and analyzing how a play looks, sounds, and feels when produced.

(Contact hours - 45)

**THE 111 - Acting I** 3 Credits

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

(Contact hours - 45)

**THE 112 – Acting II** 3 Credits

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

(Contact hours - 45)

**THE 116 - Technical Theatre** 3 Credits

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

(Contact hours - 67.5)

**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.

(Contact hours - 75)

**Prerequisite:** Instructor permission required.

**THE 132 – Theatre Production II** 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.

(Contact hours - 75)

**Prerequisite:** Instructor permission required.

**THE 141 - Improvisation I** 1 Credit

Helps students learn improvisation skills for performance and character development. Emphasis is placed on Second City style of improvisation.

(Contact hours - 15)

**THE 175 - Special Topics** 0-12 Credits

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

**THE 188 – Practicum** 1-3 Credits

Provides students an opportunity to gain practical experience in applying their skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the practicum supervisor.

**Prerequisite:** Permission of the instructor.

**THE 211 - Development of Theatre Greek-Renaissance - GT-AH1 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.

(Contact hours - 45)

**THE 212 - Development of Theatre Restoration to Modern- GT-AH1 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.

(Contact hours - 45)

**THE 215 - Playwriting - GT-AH1 3 Credits**

Gives students the opportunity to learn and practice playwriting techniques, thereby improving creative writing skills. Elements of dramatic structure, dialogue, styles, and theatrical practices are emphasized.

(Contact hours - 45)

**THE 231 – Theatre Production III 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.

(Contact hours - 90)

**Prerequisite:** Instructor permission required.

**THE 232 – Theatre Production IV 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.

(Contact hours - 90)

**Prerequisite:** Instructor permission required.

**WEL Welding****WEL 100 - Safety for Welders 1 credit**

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

**Co-requisite:** WEL 101

(Contact hours – 22.5)

**WEL 101 - Allied Cutting Processes 4 credits**

Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

**Co-requisite:** WEL 100

(Contact hours – 90)

**WEL 103 - Basic Shielded Metal Arc I 4 credits**

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and

operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

(Contact hours – 90)

**WEL 107 - Railroad Welding I** 3 Credits

Introduces fundamental cutting and welding skills required for welding to D15.1 Railroad welding Specification-Cars and Locomotives code.

(Contact hours – 67.5)

**WEL 108 - Railroad Welding II** 3 Credits

Develops the fundamental Shielded Metal Arc Welding (SMAW) skills, including theory, safety, and equipment set up and operation for welding to D15.1 Railroad welding Specification-Cars and Locomotives code.

(Contact hours – 67.5)

**WEL 109 - Railroad Welding III** 3 Credits

Develops the fundamental Gas Shielded Flux Cored Arc Welding (FCAW-G) skills, including theory, safety, and equipment set up and operation as it applies to the American Welding Society (AWS) D15.1 Railroad welding Specification-Cars and Locomotives code.

(Contact hours – 67.5)

**WEL 110 - Advanced Shielded Metal Arc I** 4 Credits

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

(Contact hours - 90)

**WEL 145 - Intro to Robotic Welding** 2 Credits

Introduces the use of the teaching pendant to program a robotic welding machine. Will cover basic terminology, machine safety, programming of all six axis points, and weld sequencing. Provides practical application in programming and operating a robot welding machine.

(Contact hours – 45)

**WEL 201 - Gas Metal Arc Welding I** 4 Credits

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

(Contact hours – 90)

**WEL 202 - Gas Metal Arc Welding II** 4 Credits

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection.

(Contact hours – 90)

**WEL 204 - Flux Cored Arc Welding II** 4 Credits

Covers safety inspections, minor repairs, operating parameters, operating FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection.

(Contact hours – 90)

**WEL 224 - Advanced Gas Tungsten Arc Welding 4 Credits**

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

(Contact hours – 90)

**WEL 230 - Pipe Welding I 4 Credits**

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

(Contact hours – 90)

**WEL 231 - Pipe Welding II 4 Credits**

Learn to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

(Contact hours – 90)

**WEL 250 - Layout and Fabrication 4 Credits**

Develops welding and associated skills in the use of drawings and blueprints in planning. This course includes designing and layout projects.

(Contact hours – 90)

**WEL 289 - Capstone 4 Credits**

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

(Contact hours – 90)

NOTES:

# Organization and Staff



## College Boards & Councils

### State Board for Community Colleges and Occupational Education System

#### MEMBERS

**DR. BYRON MCCLENNEY,**

**Chair**

2nd District, (D)

**ROLLIE HEATH,**

**Vice Chair**

2nd District, (D)

**LANDON MASCARENAZ**

1st District, (D)

**DANIEL VILLANUEVA**

3rd District, (Unaffiliated)

**DR. RUSS MEYER**

4th District, (D)

**TERRANCE D. McWILLIAMS**

5th District, (R)

**MARIA-VITTORIA “GIUGI” CARMINATI**

6th District, (D)

**PRESLEY ASKEW**

7th District, (Unaffiliated)

**HANNA SKANDERA**

1<sup>st</sup> District, (R)

NON-VOTING MEMBERS

**KELLY O’DELL**

SFAC Representative

Faculty Representative, Community College of Aurora (CCA)

**ELENA “LEN” BARRERA**

SSAC Representative (Student Representative)

**SYSTEM PRESIDENT**

Joe Garcia



---

### **Otero Junior College Advisory Council**

The Otero Junior College Advisory Council serves as a liaison between the College and the College's service area communities. Members bring forth insight, ideas and recommendations to be considered by the College administration for implementation. The Council approves and has oversight over the College's annual budget.

Yolanda Avalos, La Junta

Andrew Huffman, Las Animas

Jack Johnston, La Junta

Lorene Nelson, Rocky Ford

Robert Oquist, La Junta

Tracy Pepper, Swink

---

### **Otero Junior College Foundation Board**

The Otero Junior College Foundation is a charitable, non-profit corporation dedicated to raising funds for Otero Junior College. The Foundation was formed to provide the College with the opportunity for long-term growth and financial strength by supporting needs that cannot be met by the State or other financial resources. The Foundation also partners with donors to support and strengthen the College's role in serving the educational needs of the community.

**The Otero Junior College Foundation is a 501(c) 3 Non-profit Organization: # 84-1472517**

John Knapp, Chairman; Rocky Ford

Jonathan Fox, Vice Chairman; Fowler

Betty Velasquez, La Junta

Jim Collins, Las Animas

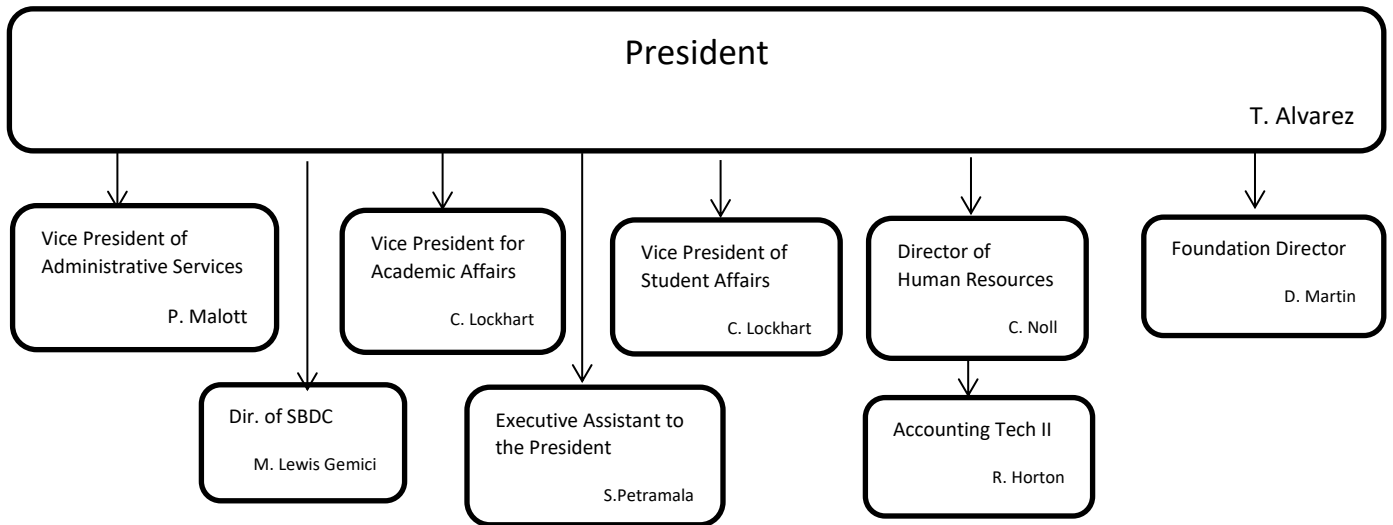
Jeannie Larsen, La Junta

Matt Heimerich, Olney Springs

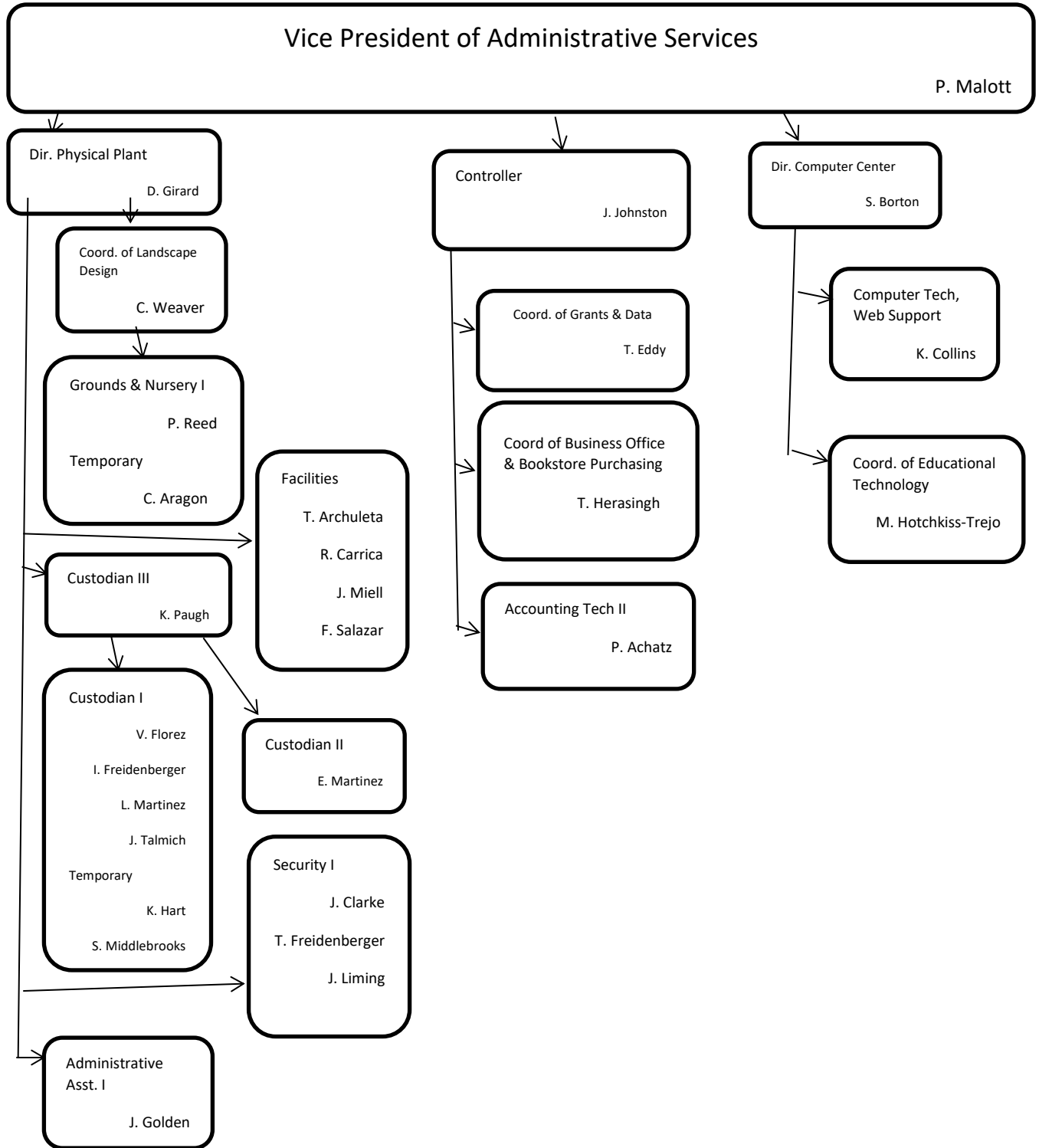
Seth Franzman, Phoenix, AZ

# Administrative Organization

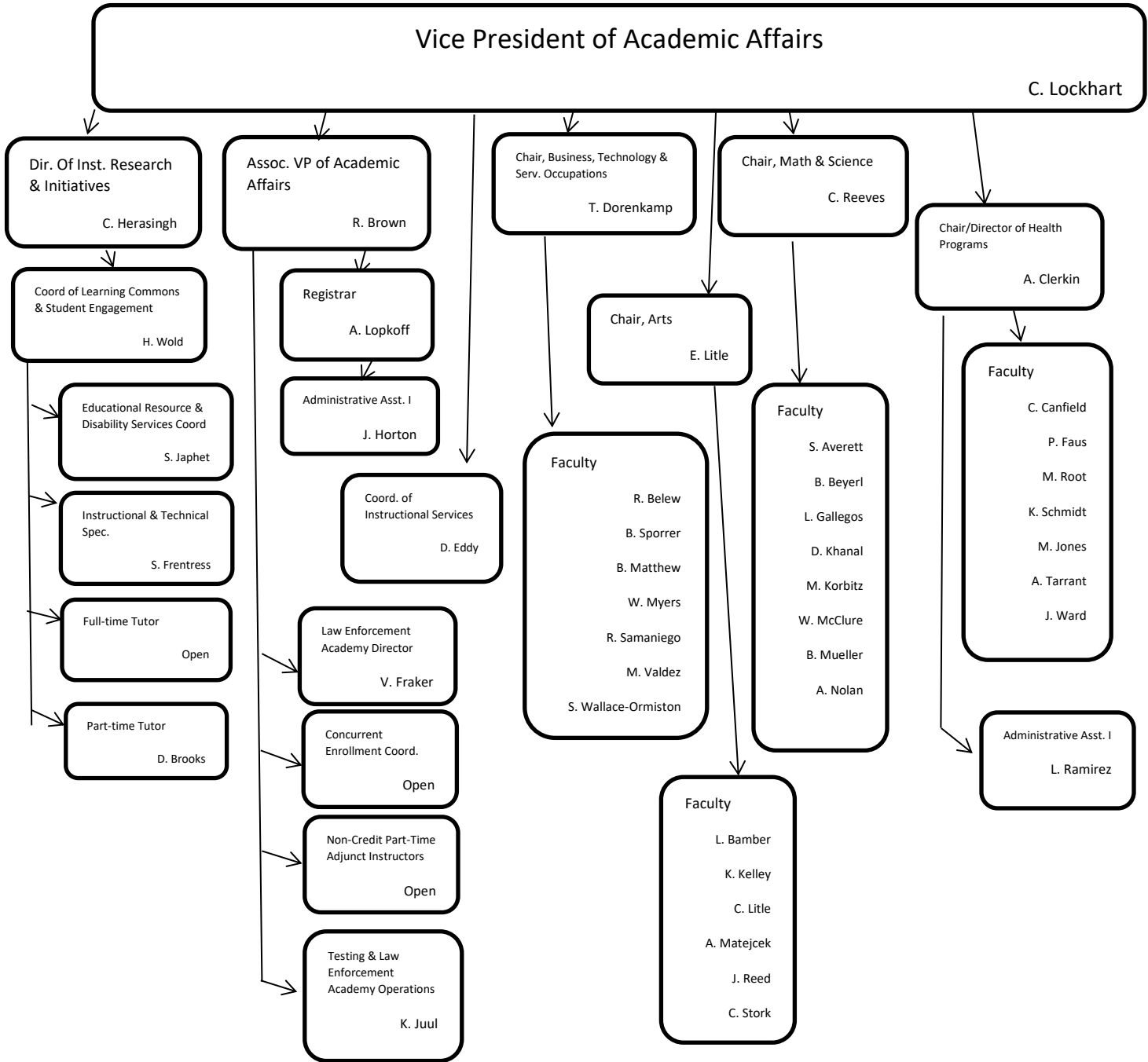
## OJC ORGANIZATION CHART 2019-2020 Office of the President



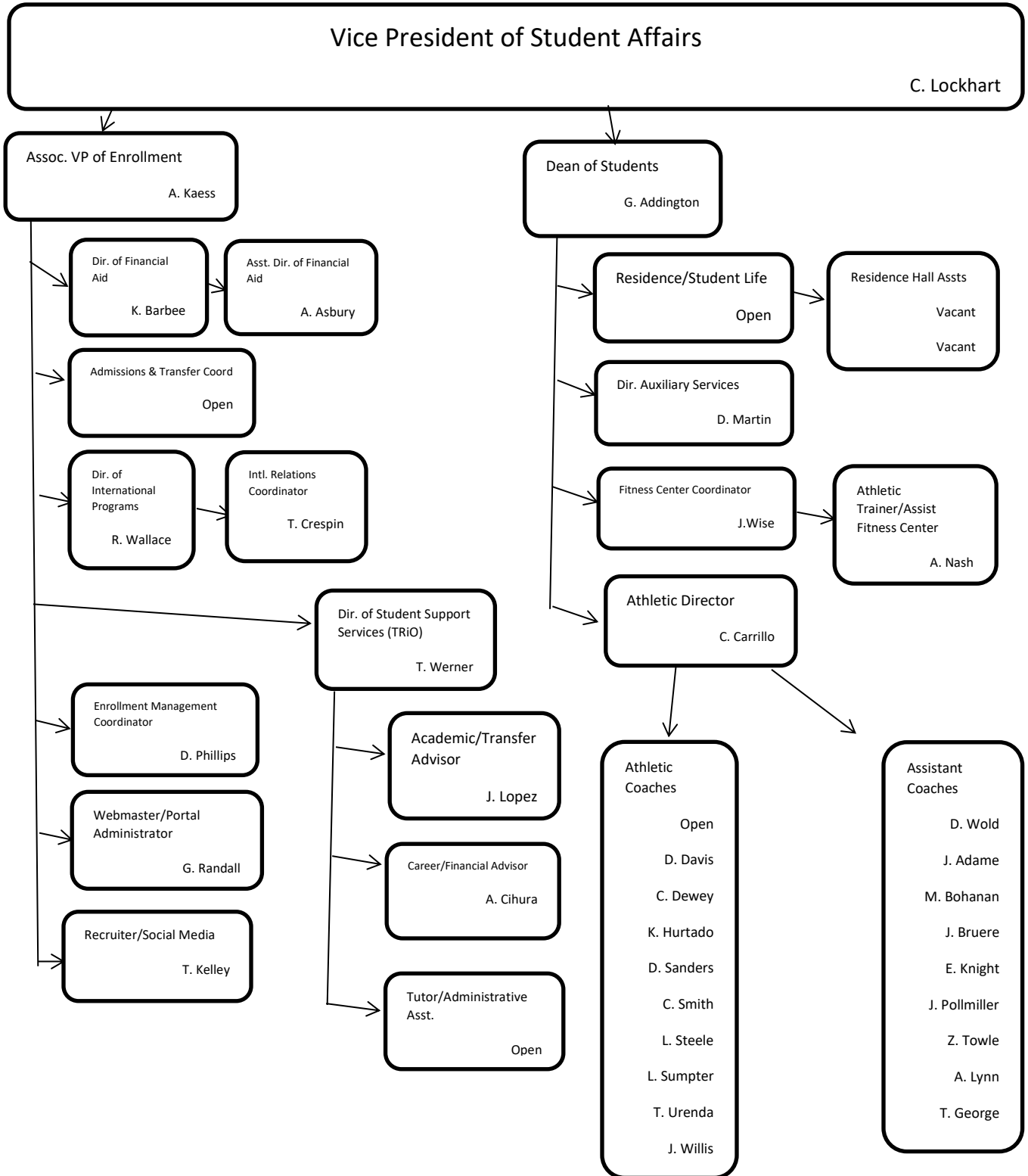
**OJC ORGANIZATION CHART 2019-2020**  
**Office of Vice President of Administrative Services**



**OJC ORGANIZATION CHART 2019-2020**  
**Office of Vice President of Instructional Services**



**OJC ORGANIZATION CHART 2019-2020**  
**Office of Vice President of Student Affairs**



## Full-time Administrators, Faculty and Staff

Addington, Gary B., Jr. (1997) . . . . . Athletic Director  
A.S., Otero Junior College; B.S., Colorado State University; M.S., Adams State College  
McDivitt Center Gym, Room 117, 719-384-6859

Alvarez, Timothy (2018). . . . . President  
A.A., Western Nebraska CC; B.S., Bellevue University; M.S., Chadron State College; Ph.D.,  
University of Nebraska-Lincoln  
Macdonald Hall 100, 719-384-6871

Averett, Shawn (2017) . . . . . Chemistry Faculty  
B.S., Utah State University; Ph.D., Brigham Young University  
Wheeler, Room 119, 719 384-6892

Bamber, Lisa (1997, 2010) . . . . . English/Speech Faculty  
B.A., M.A., Colorado State University-Fort Collins  
Humanities Center, Room 109 719-384-6820

Barbee, Kelsey (2012) . . . . . Assistant Financial Aid Director, Veterans' Certifying Official  
B.S., Adams State College; M.B.A., Adams State College  
McBride Hall, Room 132, 719-384-6985

Belew, Ryan (2015) . . . . . Agriculture Business Management Instructor  
A.A., Otero Junior College; B.S.B.A., Colorado State University-Pueblo  
McDivitt, Room 136, 719-384-6855

Beyerl, Brian (2018). . . . . Mathematics Faculty  
B.S., M.S., Northern Illinois University, DeKalb, IL  
McBride, Room 129, 719-384-6836

Blackford, Miner (1999) . . . . . Law Academy Director  
CLETA Certificate, Trinidad State Junior College; B.S., National University  
McBride, 719-384-6867

Borton, Shawn (2018) . . . . . Director of Information Technology  
B.S., Colorado State University - Pueblo  
McBride Hall, Room 140, 719-384-6982

Brown, Rana (2016) . . . . . Instructional Initiatives Director  
A.A., Otero Junior College; B.A., M.A., Adams State College  
Macdonald Hall, Room 200, 719-384-6885

Canfield, Cynthia (2018). . . . . Nursing Faculty  
A.S., Otero Junior College; B.S.N., M.N.E, Chamberlain College of Nursing  
Life Science Rm 129, 719-384-6889

Carrillo, Chris (2003) . . . . . Men's Baseball Head Coach  
A.A., Otero Junior College; B.A., M.A., Adams State College  
McDivitt Center Gym, Room 116, 719-384-6973

Cihura, Alexa (2017) . . . . . Financial/Career Coach TRiO  
A.S., Otero Junior College; B.S. University of Colorado - Colorado Springs  
Learning Commons, 719-384-6944

Clerkin, Amanda (2018) . . . . . Director of Nursing and Health Sciences  
A.S., Otero Junior College; B.S.N. and M.S.N., Western Governors University  
Life Science Rm 131, 719-384-6897

Collins, Kailey (2019). . . . .Computer Technician/Portal Administrator  
A.A., Otero Junior College; B.A. Adams State University  
McBride Room 140, 719-384-6830

Dewey, Cole (2018). . . . . Head Men's Basketball Coach  
B.S., M.B.A, Campbell University - Buies Creek, NC  
McDivitt Center Gym 202, 719 384-6828

Dorenkamp, Tammy (2004) Business Technologies and Service Occupations Dept. Chair  
Colo. Career and Technical Education Credential; Colo. Cosmetology Licenses.  
McDivitt Hall, Room 100, 719-384-6991

Eddy, Donna (2015) . . . . . Instructional Services Programs Coordinator  
A.A.S., Otero Junior College; B.S., Adams State University  
Macdonald Hall, Room 200, 719-384-6884

Eddy, Tiana (2018) . . . . .Coordinator of Grants and Data  
A.A., Otero Junior College; B.A., Walden University  
Macdonald Hall, Room 210, 719-384-6842

Faus, Patricia (2109). . . . . Nursing Faculty  
AAS, OJC; BSN, University of New Mexico; MSN  
Life Science 128, 719 384-6838

Frentress, Senon (2017). . . . .Instructional and Technical Specialist  
A.A.S, Otero Junior College  
Learning Commons, 719-384-6995

Gallegos, Lisa(2002) . . . . . Biology Faculty  
A.S., Otero Junior College; B.A., Adams State College; M.E., Lesley College  
Life Science, Room 113, 719-384-6961

Girard, David (2018). . . . .Physical Plant Director  
B.S., Colorado State Univeristy-Pueblo  
Physical Plant, 719-384-6819

Grimsley, Kim (2013) . . . . . Vice President of Instruction  
B.A., University of Northern Colorado, M.A., Adams State University  
Macdonald Hall, Room 200, 719 384-6988

Hall-Vanhook, Allison (2012) . . . . . Career Coach, Academic Advisor  
B.A., Sterling College  
McBride Hall, Room 132, 719-384-6931

Herasingh, Chelsea (2016)..... Director of the Learning Commons and Educational Resources  
 B.A., Colorado State University, M.S., Ph.D., Walden University  
 Learning Commons, 719-384-6976

Herasingh, Tanisha (2018) .....Coordinator of Business Office and Bookstore Purchasing  
 A.A., Otero Junior College  
 Macdonald Hall, Room 210 719-384-6842

Hotchkiss-Trejo, Meagan (2014) . . . . . Coordinator of Educational Technology  
 A.A.S Pueblo Community College  
 McBride Hall, Room 140, 719-384-6839

Hurtado, Kevin (2018). . . . . Head Women's Soccer Coach  
 B.S., Centenary College of Louisiana  
 McDivitt Gym 112, 719-384-6956

Japhet, Shawn (2004) . . . . . Disabilities Coordinator, Math Tutor  
 A.A. Otero Junior College; B.S., National American University  
 McBride Hall, Room 129 & 135, 719-384-6862

Johnston, Jennifer (2009) . . . . . Controller  
 A.A, Otero Junior College; B.S.B.A., University of Southern Colorado  
 Macdonald Hall, Room 210, 719-384-6841

Juul, Kim (2006) . . . . . Testing Coordinator and HSE Chief Examiner  
 Student Services, McBride Hall, Room 132, 719-384-6948

Kaess, Almabeth (2001) . . . . . Associate Vice President of Enrollment Management  
 B.A., University of Southern Colorado; M.A., Mid-American Christian University  
 Macdonald Hall, Room 111, 719-384-6857

Kelley, Kimi (2012) . . . . . English Faculty  
 B.A., Mesa State College; M.A., Adams State College  
 Humanities Center, Room 111, 719-384-6849

Khanal, Dol Nath (2016) . . . . . Math Faculty  
 B.S., Tribhuvan University, Kathmandu, Nepal; M.S, University of Nevada, Reno; M.S., University  
 Wisconsin, Milwaukee  
 McBride Hall, Room 129, 719-384-6936

Korbitz, Mark (2012) . . . . . Science Faculty  
 B.S, State University of New York; M.S., Vancouver University  
 Wheeler, Room 114, 719-384-6934

Ledna, Timothy (2018) . . . . .Residence Hall Manager  
 B.A., Loyola University; M.A., University of Notre Dame; M.S. University of Nevada-Las Vegas  
 Wunsch Residence Hall Apartment, 719-384-6875

Lewis-Gemici, Michelle (2019). . . . . Director of Small Business Development Center  
 B.S. Metropolitan State College of Denver, M.S. Colorado State University  
 McDivitt 134, 719-384-6959



Lind, James (2019) . . . . . Music Faculty  
 B.A., Texas Wesleyan University; M.A., Doctor of Musical Arts, University of North Texas  
 Humanities Center, Room 121, 719-384-6872

Litle, Cassidy (2016). . . . . English Faculty  
 B.A., Culver- Stockton College; M.A., Western Illinois University  
 Humanities Center, Room 107, 719-384-6851

Litle, Emily (2016). . . . . English Faculty  
 B.A., Illinois College; M.A., Western Illinois University  
 Humanities Center, Room 110, 719-384-6861

Lopez, James (2013) . . . . . TRiO Student Support Services Transfer Advisor  
 B.S., McPherson College  
 Student Success Center/Learning Commons, 719-384-6815

Lopkoff, Ann (2018) . . . . . Registrar  
 A.A., Otero Junior College; B.S. Adams State University  
 McBride, Room 132, 719-384-6949

Mackey, Christina (2018) . . . . . TRiO Tutor/Administrative Assistant  
 A.S., Otero Junior College  
 Learning Commons, 719 384-6846

Malott, Pat (1999) . . . . . Vice President, Administrative Services  
 B.S., Colorado State University; Certified Public Accountant  
 Macdonald Hall, Room 210, 719-384-6823

Martin, Dillon (2019) . . . . . Director of Foundation and Auxiliary Services  
 A.A. Otero Junior College, B.A. Colorado State University-Pueblo  
 Student Center, Room 104, 719-384-6890

Mata, Sara (2019) . . . . . Vice President for Student Affairs  
 A.A., Cowley County Community College, B.A., M.S., Ph.D., Oklahoma State University  
 McBride Room 132, 719-384-6896

Matejcek, Anna (2019) . . . . . Art Faculty  
 B.A., Maryville University; MFA/VA, Boise State University  
 Humanities Room 116, 719 384-6866

Matthew, Brooke (2013) . . . . . Agriculture Faculty  
 A.G.S., Northeastern Junior College; B.S., M.A., Colorado State University  
 McDivitt Hall, Room 135, 719-384-6964

McClure, Warren (2009) . . . . . Biology Faculty  
 B.S., Fort Lewis College; M.S., University of Texas-Houston  
 Humanities Center, Room 147, 719-384-6803

Moore, Angela (2011) . . . . . Financial Aid Director  
 B.A., Colorado State University-Fort Collins; M.B.A., Adams State University  
 McBride Hall, Room 132, 719-384-6985

Mueller, Brenda (2003) . . . . . Psychology Faculty  
 B.A., M.A., University of Northern Iowa  
 Humanities Center, Room 151, 719-384-6827

Myers, Mack (2003) . . . . . Agri-Business Management Faculty  
 B.S., M.S., Colorado State University; Ph.D., Oklahoma State University  
 Humanities Center, Room 145, 719-384-6855

Nash, Antonio (2018) . . . . . Athletic Trainer  
 B.S., Colorado State University - Pueblo  
 McDivitt Gym

Nolan, Alan (2018). . . . . Science Faculty  
 B.S., University of Mississippi; M.S., Mississippi State University; Ph.D. University of Southern  
 Mississippi  
 Life Science, Room 102, 719-384-6994

Noll, Carol (2015) . . . . . Human Resources Director  
 A.A., Otero Junior College; B.A., University of Northern Colorado; M.A., Adams State University  
 Macdonald Hall, Room 221, 719-384-6824

Petramala, Sarah (2018) . . . . . Executive Assistant to the President  
 A.A., Otero Junior College; B.A., University of Northern Colorado  
 Business Office, Macdonald Hall, Room 210, 719-384-6844

Phillips, Debbie (2002) . . . . . Coordinator of Campus and Community Events  
 A.A., Otero Junior College; B.A., Adams State College  
 Macdonald Hall, Room 110, 719-384-6863

Phillips, Ryan (2018) . . . . . Welding Faculty  
 A.S., Northeastern Junior College  
 McDivitt Rm 114

Pollmiller, Jennifer (2018) . . . . . Recruitment and Communications Coordinator  
 A.S., Otero Junior College; B. S. Northwestern Oklahoma State University  
 Macdonald Hall Rm 110, 719-384-6891

Ramirez, Lynette (2018). . . . . Coordinator of Nursing and Allied Health  
 A.A., Otero Junior College; B.S. Oral Roberts University  
 Life Science Rm 133, 719-384-6898

Randall, Guy (2006) . . . . . Webmaster/Portal Administrator  
 A.A., Coconino Community College  
 Macdonald Hall, Room 110, 719-384-6957

Reed, Jeffrey (2016) . . . . . History/Political Science Faculty  
A.L.B., Harvard University; M.A., Ph.D., Emory University  
Humanities Center, Room 150, 719-384-6807

Reeves, Cheryl (2012) . . . . . Chair, Math and Science Department  
B.S., Colorado State University-Pueblo; M.E., Lesley University; Ph.D. Capella University  
McBride Hall, Room 129, 719-384-6984

Root, Melissa (2019). . . . . Nursing Faculty  
AAS, OJC; BSN, Grand Canyon University  
Life Science, 126 719 384-6899

Rosser-Sumpter, Lindsay (2009) . . . . . Head Rodeo Coach  
B.S., California Polytechnic State University  
McDivitt Center Gym, Room 119, 719-384-6876

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

Sanders, Dwight (2017) . . . . . Head Women's Softball Coach  
B.S., Colorado State University-Pueblo  
McDivitt Gym, Room 112, 719-384-6928

Schmidt, Kaysie (2013) . . . . . Health Navigator Faculty  
A.S., Otero Junior College; B.S., Colorado State University  
Life Science, Room 118, 719-384-6854

Smith, Christopher (2012) . . . . . Head Men's Soccer Coach  
B.A., Colorado State University-Pueblo; M.S., California University of Pennsylvania  
McDivitt Center Gym, Room 113, 719-384-6808

Sporrer, Becky (2012) . . . . . Agriculture Business Management Instructor  
B.S., M.B.A., McNease State University  
Humanities, Room 145, 719-384-6855

Steele, Landon (2019) . . . . . Head Women's Basketball Coach  
B.S., Fort Hays State University  
McDivitt Center Gym 201, 719-384-6829

Stork, 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

Sturgeon, Amanda (2018) . . . . . Nursing Faculty  
A.A.S., Trinidad State Junior College; B.S.N., Beth-el College of Nursing  
Life Science Rm 132, 719-384-6787

Tarrant, Angela (2013) . . . . . Medical Laboratory Technician Program Director  
B.S., Southwestern Oklahoma State University, M.Ed., MT(ASCP) SMcm  
Life Science, Room 116, 719-384-6813

Trosper, Ryan (2014) . . . . . Associate Vice President of Instruction  
A.G.S., Lamar Community College; B.A., Dordth College, M.A. Colorado State University Pueblo  
Macdonald Hall, Room 200, 719-384-6886

Urenda, Timothy (2019) . . . . . Wrestling Coach  
B.S., Colorado State University - Pueblo  
Auxiliary Gym, 719-384-6974

Valdez, Monica (2010) . . . . . Cosmetology Faculty  
Cosmetology Certificate, Americana Beauty College, CTE Credential  
McDivitt Hall, Room 101, 719-384-6992

Wallace, Rochelle (2009) . . . . . Director of International Programs  
B.A., University of Evansville; M.A., University of Southern Indiana  
Humanities Center, Room 105, 719-384-6805

Wallace-Ormiston, Samme (2003) . . . . . Business Faculty/Leadership Program Director  
A.A., Otero Junior College; B.S., Oklahoma Panhandle University; M.B.A., Southwestern  
Oklahoma State Univ.  
McBride Hall, Room 111, 719-384-6850

Ward, Jenna (2018). . . . . Nursing Faculty  
B.S.N., Colorado State University - Pueblo  
Life Science, Room 130, 719-384-6826

Weaver, Casey (2008) . . . . . Coordinator of Landscape Design  
Physical Plant, 719-384-6941

Werner, Todd (2018). . . . . Director of Student Support Services  
B.S., Colorado State University; M.A., Adams State College  
Learning Commons, 719-384-6835

Willis, Jordan (2016) . . . . . Head Volleyball Coach  
B.A., M.A., Saint Mary's College of California  
McDivitt Center Gym, Room 203, 719-384-6927

Wise, Jordan (2019). . . . . Fitness Center Director  
A.A., Otero Junior College; B.S., Grand Canyon University  
McDivitt Gym 112, 719-384-6919

Wold, Hailey (2017) . . . . . Educational Resource Specialist  
B.A., and MBA Adams State University  
Learning Commons, 719-384-6946

## Classified Staff

Achatz, Peggy (2007) . . . . . Accounting Technician II  
McBride Hall, Room 132 719-384-6843

Archuleta, Tom . . . . . Pipes/Mechanical Trades  
Physical Plant, 719-384-6818

Carrica, Ronald (1995) . . . . . Structural Trades II  
Physical Plant, 719-384-6818

Florez, Victoria (2008) . . . . . Custodian III  
Physical Plant, 719-384-6818

Freidenberger, Irma (2012) . . . . . Custodian I  
Physical Plant, 719-384-6818

Freidenberger, Ted (2005) . . . . . Security I  
Physical Plant, 719-469-2613

Golden, Janet (2014) . . . . . Admin Assistant I  
Physical Plant, 719-384-6818

Horton, Janice (2011) . . . . . Administrative Assistant I  
McBride Hall, Room 132, 719-384-6971

Horton, Rebecca (2008) . . . . . Accounting Technician II  
Macdonald Hall, Room 210, 719-384-6858

Kelley, Timothy (2017) . . . . . Grounds and Nursery I  
Physical Plant, 719-384-6818

Liming, Jacob (2012) . . . . . Security I  
Physical Plant, 719-384-6818

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

Martinez, LeRoy (2017) . . . . . Custodian I  
Physical Plant, 719-384-6818

Miell, Justin (2019).....Structural Trades I  
Physical Plant, 719-384-6818

Montoya, Kim (2015) . . . . . Custodian I  
Physical Plant, 719-384-6818

Paugh, Kurt (2008) . . . . . Custodian III  
Physical Plant, 719-384-6818

Reed, Patricia (2017) ..... Grounds and Nursery I  
Physical Plant, 719-384-6818

Salazar, Felipe (2015) ..... Custodian I  
Physical Plant, 719-384-6818

Talmich, Joe (1995) ..... Custodian I  
Physical Plant, 719-384-6818

## Part-time Instructors and Staff

Arguello, Crystal.....Nursing Instructor

Bishop, Jordan . . . . . Assistant Women's Basketball Coach  
McDivitt Gym, Room 109, 719-384-6921

Blackford, Darlene R. . . . . Nutrition Instructor  
B.S., Colorado State University; M.E., Lesley University

Boettcher, Fred. . . . . History Instructor  
B.S., Concordia Teachers College; Central Missouri State University

Bollacker, Catherine. . . . . Medical Lab Technology Instructor  
B.S., Colorado State University; Medical Technology Certificate, St. Anthony  
Life Science, Room 102, 719-384-6816

Bruere, Jordan.....Assistant Volleyball Coach  
McDivitt Gym Room 112, 719-384-6989

Carreno, Gabriel.....Assistant Men's Soccer Coach  
McDivitt Gym Room 112, 719-384-6870

Carrillo, Janet . . . . . Physical Education Instructor  
A.A., Otero Junior College; B.S., B.A.,M.B.A., CSU-Pueblo

Collins, Jacqueline. . . . . Psychology Instructor  
M.A., Adams State College

Cosslett, Cierra.....Assistant Softball Coach  
McDivitt Gym Room 112, 719-384-6918

Davis, Don. . . . . Men and Women's Golf Coach  
McDivitt Gym 117, 719-384-6959

Faus, Patricia . . . . . Nursing Instructor  
B.S.N., University of New Mexico; M.S.N. University of Phoenix

Fief, Josh . . . . . EMT Instructor  
EMT-B, EMT-I, Otero Junior College

Fowler, Diane . . . . . Nursing Instructor  
B.S.N., Goshen College

Hale, Marianne . . . . . Art Instructor  
B.A., Fort Hays State University

Hogue, Terry . . . . . Nursing Assistant Instructor  
A.D.N., Lamar Community College

Jackson, Christie.....Nursing Instructor

Jackson, Jeffrey . . . . . Business Instructor  
A.S., Otero Junior College; B.S. Adams State University

Jackson, Jennifer . . . . . OJC Dance Director  
A.A.S., Otero Junior College  
Humanities Center, Room 122, 719-384-6812

Liddle, Deanna "Niki" . . . . . Nursing Instructor  
A.D.N., Pueblo Community College; B.S.N. Grand Canyon University

McMillan, Travis . . . . . Nursing Instructor  
EMT-B, A.A., A.D.N., Otero Junior College; B.A. University of Kansas; B.S.N.,  
University of Colorado

Messick, Peggy.....Nursing Assistant Instructor

Montejano, Kimberly.....Nursing Instructor

Muth, Hannah. . . . . EMT Instructor  
EMT - B, EMT - I, Otero Junior College

Ojeda, Jessica.....Nursing Instructor

Reeves, Larry . . . . . EMS Instructor  
EMS Certification

Rees, Dean. . . . . Music/Choir Instructor  
B.M.E., University of Northern Colorado; M.M. Manhattan School of Music

Rizzuto, Don . . . . . Business Instructor  
A.A., Otero Junior College; B.A., Southern Colorado State College

Rodriguez, Mario . . . . . EMT Instructor  
EMS Certification

Romano, MJ . . . . . Philosophy  
Instructor  
B.A., University of Arizona; M Div., DM, McCormick Seminary

Root, Denise. . . . . Nursing  
Instructor  
B.S.N., University of Southern Colorado; M.S.N.,Regis University

Root, Melissa.....Nursing  
Instructor



Shirley, Larry ..... Theater  
Technician  
A.G.S. Otero Junior College

Smalling, Terry..... Philosophy  
Instructor  
M.Div., Harding University

Stauton, Kim.....Nursing  
Instructor

Towle, Zach .....Assistant Men's Basketball  
Coach  
McDivitt Gym Room 109, 719-384-6962

Weber, Christian ..... EMT  
Instructor  
EMT-B, Northland Pioneer College; EMT-I, Otero Junior College

Wold, Drew. ....Assistant Men's Baseball  
Coach  
McDivitt Gym Room 112, 719-384-6953

## **Emeritus Faculty and Staff**

Armstrong, Thomas J. (1984 - ret. 2007), Vice President of Instruction

Ashida, Gary (1988 - ret. 2012), Vice President of Administrative Services

Boettcher, Fred (1992 - ret. 2016), History and Political Science Faculty

Boettcher, Marlene (1991- ret. 2015), Human Resources Director

Cockrell, David (2011 - ret. 2014), Associate Vice President of Instruction

Fisher, Maxine (1989 - ret. 2011), Student Services Cashier

Florez, Roger (1987 - ret. 2008), Physical Plant

Goettel, Susan (2015 - ret. 2017), STEM Director

Gray, Joel (1994 - ret. 2017), Chemistry Faculty

Guerrero, Joe (1969 - ret. 2004), Physical Plant

Hammontree, Janice (1976 - ret. 2004), Early Childhood Director and Chair Business Technologies/Service Occupations

Hensley, Judith (1965 - ret. 2007), Psychology Faculty

Herrell, Jim (2000-ret. 2012), Vice President of Instruction

Hibbs, Sallie (1975 - ret. 2009), International Relations Director

Jaramillo, Sam (1981 - ret. 2005), Physical Plant

Johnson, Jaclynn (1999- ret. 2019), Nursing Faculty

Johnson, Ken (1979 - ret. 2005), Electrician

Jones, Ruby (1995 - ret. 2004), Agri-Business Management Faculty

Keefer, Susan (2010 - ret. 2017), Director of Library and Learning Commons

Lease, Rebecca (1994 - ret. 2018), Administrative Assistant for Nursing and Allied Health Programs

Leininger, Barbara (2003- ret.2013), Math Faculty

LoVette, Diane (1998 - ret. 2008), Nursing Faculty

Martin, Kent S. (1966 - ret. 2004), Biology Faculty

Mascarenas, Charlyn (1983 - ret. 2009), Early Childhood Education Faculty

Mariscal, Susie (1976 - ret. 2008), Human Resources Assistant

Mata, Catherino (1980 - ret. 2011), Physical Plant

McElroy, Diane (1995- ret. 2019), Nursing Faculty

Medina, Margaret (1997 - ret. 2012), BUENO/HEP GED Coordinator

Mitchell, Nancy (1988 - ret. 2017), Director of Perkins Programs

Newby, Ralph (1987- ret. 2013), CIS Faculty and Chair Business Technologies/Service Occupations

Nicholson, Debbie (1993- ret. 2015), OJC Bookstore

Otteman, Carl (1992- ret. 2011), Auxiliary Services Director

Paolucci, Jeff (1992- ret. 2018), Vice President of Student Services

Pearson, Ken (1980 - ret. 2009), Physical Plant

Rizzuto, James (2001- ret. 2018), President

Root, Denise (1990 - ret. 2016), Nursing and Health Occupations Director

Salas, Betty (2008 - ret. 2014), Nursing Faculty

Schiro, Jan (1978 - ret. 2010), Student Services Registrar

Simpson, Steve (2006 - ret. 2014), Humanities Faculty and Theatre Director

Six, Becky (1991 - ret. 2008), Educational Assistance Center Director

Stafford, W. Edward (1967 - ret. 2004) , English and Theatre Faculty, Theatre Director

Stuchlik, Wayne W. (1987 - ret. 2007), Physical Plant Director

Vialpando, Abel (1975 - ret. 2011), English and Spanish Faculty

Wallace, Ardith (1992 - ret. 2009), Arts Department Faculty and Chair of Arts Department

Walsh, Timothy F. (1970- ret. 2004), English and Literature Faculty

Zumwalt, Alfred (1980 - ret. 2007), Security

Page Left Blank Intentionally